Dear [Redacted]:

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File #: MAE/135/2018]

On November 28, 2018, the Department of Municipal Affairs and Environment received your request for access to the following records/information:

“Briefing materials - in any and all formats, including paper and electronic - prepared for, and/or provided to, the minister. Request includes information notes and decision notes. Date range of request is Nov. 1, 2018 to the present.”

I am pleased to inform you that a decision has been made by the Deputy Minister for the Department of Municipal Affairs and Environment to provide access to some of the requested information.

However, some of the information contained within the records has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act, 2015 (the Act):

Section 27(1)(i): “In this section, "cabinet record" means (i) that portion of a record which contains information about the contents of a record within a class of information referred to in paragraphs (a) to (h).

Section 27(2)(a): “The head of a public body shall refuse to disclose to an applicant a cabinet record.”

Section 27(2)(b): “The head of a public body shall refuse to disclose to an applicant information in a record other than a cabinet record that would reveal the substance of deliberations of Cabinet.”

Section 29(1)(a): “The head of a public body may refuse to disclose to an applicant information that would reveal advice, proposals, recommendations, analyses or policy options developed by or for a public body or minister.”

Section 34(1)(a)(ii): “The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to harm the conduct by the government of the province of relations between that government and the following or their agencies: the council of a local government body.”
Section 35 (1)(b): "The head of a public body may refuse to disclose to an applicant information which could reasonably be expected to disclose financial, commercial, scientific or technical information that belongs to a public body or to the government of the province and that has, or is reasonably likely to have, monetary value."

In addition to the above, the following pages of part one of the document package contains information that cannot be provided, in accordance with the following sections of the Act:

Page 17 and pages 25-60: Section 29(1)(a): "The head of a public body may refuse to disclose to an applicant information that would reveal advice, proposals, recommendations, analyses or policy options developed by or for a public body or minister."

Pages 18-20: Section 30(1)(a): "The head of a public body may refuse to disclose to an applicant information that is subject to solicitor and client privilege or litigation privilege of a public body."

Pages 78-89: Section 30(1)(b): "The head of a public body may refuse to disclose to an applicant information that would disclose legal opinions provided to a public body by a law officer of the Crown.

You may note that some of the documents contained in part two of the attached list dates prior to the first of November. The documents contained in this part fall within the scope the request as they were compiled and provided to the Minister on November 22, 2018.

As required by section 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible. In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Please be advised that you may appeal this decision and ask the Information and Privacy Commissioner to review the decision to provide partial access to the requested information, as set out in section 42 of the Act (a copy of this section of the Act has been enclosed for your reference). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. Your appeal should identify your concerns with the request and why you are submitting the appeal.

The appeal may be addressed to the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL. A1B 3V8
Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section of the Act has been enclosed for your reference).
Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact me by telephone at 709-729-7183 or by e-mail at ryan.collins@gov.nl.ca.

Sincerely,

Ryan Collins
ATIPP Coordinator
Municipal Affairs and Environment

Enclosures
Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

   (a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

   (b) after the date the head of the public body is considered to have refused the request under subsection 16(2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52(1) or 53(1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

   (a) a request that is disregarded under section 21;

   (b) a decision respecting an extension of time under section 23;

   (c) a variation of a procedure under section 24; or

   (d) an estimate of costs or a decision not to waive a cost under section 26.

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.
Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16(2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner’s refusal under subsection 45(2).
Background Information
Department of Municipal Affairs and Environment

Newfoundland Labrador
November 2018
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Department of Municipal Affairs and Environment
Mr. Jamie Chippett, Deputy Minister

Mandate:

The Department of Municipal Affairs and Environment's (MAE's) mandate is to advance the economic, social and environmental success and sustainability of municipalities, communities, regions, and the province through the delivery of effective programs, services and supports. The department consists of four Branches: Municipal Infrastructure and Support Branch; Fire, Emergency and Corporate Services Branch; Environment Branch; and Climate Change Branch.

Departmental Overview:

Lines of Business:
MAE contains lines of business related to local governance, municipal infrastructure and planning, municipal finance, fire services, emergency management, pollution prevention, water resource management, environmental assessment and sustainable development, and climate change mitigation and adaptation.

Budget:
The department's 2018-19 gross budget is $277,028,600 ($187,131,200 net budget).

Staffing:
The department has a total of 197 employees. This includes 107 female employees, and 90 male employees.

Regional Presence:
The department's head office is located at Confederation Building, West Block, 4th floor. The department is also responsible for 15 regional offices.

Regional allocation of staff is as follows:
- Avalon (160)
- Central East (10)
- Central West (6)
- West Coast/ Northern Peninsula (16)
- Labrador (8)

Entities:
Entities which report to the Minister include:
- Multi-Materials Stewardship Board
- Municipal Assessment Agency
- NL911 Bureau Inc.
- North East Avalon Regional Plan Oversight Committee
- Humber Valley Regional Planning Advisory Authority Leadership Committee
- West Newfoundland Regional Appeal Board
- Central Newfoundland Regional Appeal Board
- Eastern Newfoundland Regional Appeal Board
- Labrador Regional Appeal Board
Legislation:

The department is responsible for the following legislation:

Assessment Act, 2006;
Avian Emblem Act;
Building Standards Act;
City of Corner Brook Act;
City of Mount Pearl Act;
City of St. John’s Act;
Coat of Arms Act;
Commemoration Day Act;
Crown Corporations Local Taxation Act;
Emergency 911 Act;
Emergency Services Act;
Environmental Protection Act;
Evacuated Communities Act;
Family Homes Expropriation Act;
Fire Protection Services Act;
Floral Emblem Act;
Housing Act;
Housing Association Loans Act;
Labrador Act;
Management of Greenhouse Gas Act

Mineral Emblem Act;
Municipal Affairs Act,
Municipal Authorities Amendment Act, 1991;
Municipalities Act, 1999;
Municipal Elections Act;
Provincial Anthem Act;
Provincial Flag Act;
Regional Service Boards Act, 2012;
Remembrance Day Act;
City of St. John’s Municipal Taxation Act;
St. John’s Centennial Foundation Act;
St. John’s Municipal Council Parks Act;
Standard Time Act;
Sustainable Development Act;
Taxation of Utilities and Cable Television Companies Act;
Urban and Rural Planning Act, 2000;
Water Resources Act.
ANNEX A – Mandates of Former Entities Comprising MAE

Department of Municipal Affairs

The mandate of the department is derived from the Department of Municipal and Provincial Affairs Notice, 2003, under the Executive Council Act, and is informed by the legislation set out in the schedule which outlines the powers, duties and functions of the minister, who is also appointed Registrar General. Appendix A provides a list of legislation for which the department is directly responsible.

From published Overview in 2015-16 Annual Report:
The Department of Municipal Affairs provides programs and services that contribute to the overall governance and sustainability of the province’s communities. The department supports municipalities in their delivery of efficient and effective municipal services by providing financial and administrative tools to increase community capacity, regional cooperation, and sound municipal governance.

Fire and Emergency Services Newfoundland and Labrador

The Emergency Services Act (the Act) was proclaimed on May 1, 2009, and established Fire and Emergency Services – Newfoundland and Labrador (FESNL). The mandate of FES-NL is to develop and maintain a fire and emergency management system in Newfoundland and Labrador to mitigate against, prepare for, respond to and recover from fires and other emergencies. The Act further mandates FES-NL to develop and maintain a business continuity plan for the government of the province and an emergency management plan for the province. The Act further states that the agency has and shall exercise those powers and duties vested in the Fire Protection Services Act. The duties and responsibilities of the Fire Commissioner are outlined in the Fire Protection Services Act.

Department of Environment and Conservation

The mandate of the Department of Environment and Conservation is derived from the Department of Environment and Conservation Notice, 2008 under the Executive Council Act on matters related to:

- The protection, enhancement and conservation of the quality of the natural environment, including water, air and soil quality;
- Environmental assessment;
- The conservation, development, control, improvement and proper utilization of the water resources of the province;
- The management, preservation, control, protection and development of provincial parks, as defined in the Provincial Parks Act; provincial interests in all national parks established in the province by the Government of Canada; and wilderness and ecological reserves as defined in the Wilderness and Ecological Reserves Act;
- The management and control of measures for the protection, preservation and propagation of wildlife, including inland fish;
- The assessment, development and establishment of sustainability indicators for the sustainable development of natural resources of the province; and
• The management, protection and preservation of endangered species as defined in the Endangered Species Act.

Office of Climate Change and Energy Efficiency

The mandate of the Office of Climate Change and Energy Efficiency is:
• To advance sustained action on climate change and energy efficiency that effectively balances economic and environmental considerations, including deepening public awareness, understanding and engagement.
• To undertake focused research and analysis to enable the province to maximize opportunities and minimize risks from the impacts of climate change and the move towards a lower-carbon global economy.
• To work with departments to better integrate climate change and energy efficiency considerations into their current and future programs, services, legislation and regulations, and ensure effective coordination across government.
• The vision of the Office of Climate Change and Energy Efficiency is of a province that achieves economic, social and environmental success by effectively integrating progressive action on climate change and energy efficiency.
• To advance the province's interests and priorities in regional, national and international forums on climate change and energy efficiency, and engage external stakeholders to deepen and widen government's dialogue on next steps.
Decision/Direction Note
Department of Municipal Affairs and Environment

Title: Municipal Affairs and Environment Mandate

Decision/Direction Required:
- Resulting from restructuring affecting the former Departments of Municipal Affairs and Environment and Climate Change, the new Department of Municipal Affairs and Environment (MAE) requires approval of a new mandate.
- It is recommended that approval be granted for the MAE mandate to be substantially as follows:
  - to advance the economic, social and environmental sustainability of municipalities, communities, regions, and the province through the delivery of effective programs, services and supports. These include legislative, financial, engineering and land use planning supports for local governments, community collaborations, and regional initiatives; provision of municipal training, and funding for municipalities through various funding programs such as infrastructure and municipal operating grants; emergency preparedness and emergency mitigation, response, planning and training; leading the coordination and delivery of fire protection and fire prevention services throughout the province; environmental protection and enhancement through implementing appropriate water resource and pollution prevention regulations and policies; managing impacted sites; coordinating environmental impact assessments of proposed development projects; and advancing action on climate change adaptation and mitigation, and energy efficiency through policy and strategy development, research and analysis, outreach and engagement, and inter-governmental collaboration.

Background and Current Status:
- MAE was announced as a new department on February 22, 2017 as part of the Provincial Government effort towards a more efficient public sector.
- Following cabinet portfolio changes announced on July 31, 2017, the Office of Climate Change became part of MAE.
- The MAE organizational structure is consistent with approaches used in other Atlantic provinces, placing areas of interest shared between provincial and local governments together regarding service models, infrastructure, technology, and environmental protection related to emergency preparedness, emergency mitigation, fire protection, water, wastewater, and waste management.
- The new structure acknowledges that maintaining strong environmental protection programs and policies is integral to fostering economic and community development in collaboration with local governments.

Analysis:
- The structure of MAE positions Government to work more effectively with communities and the Federal Government to achieve climate change targets, environmental standards, and to promote safe and sustainable communities.
- MAE contains lines of business related to local governance, municipal infrastructure and planning, municipal finance, fire services, emergency management, pollution prevention, water resource management, environmental assessment and sustainable development, and climate change mitigation and adaptation.

- The new mandate should reflect the breadth of departmental services. As such, the proposed mandate of the Department of Municipal Affairs and Environment is derived from relevant portions of the Department of Municipal and Provincial Affairs Notice, the Emergency Services Act, and the Department of Environment and Conservation Notice, 2003 under the Executive Council Act, and the mandate of the former Office of Climate Change and Energy Efficiency.

- Mandates of all former entities are included in Annex A.

Prepared/Approved by: C. Souliere/M. Thomas/J. Chippett
Information Note
Department of Municipal Affairs and Environment

Title: The Department of Municipal Affairs and Environment Representation on Intergovernmental Committees.

Issue: To provide an overview of the various Federal/Provincial/Territorial (FPT) and Provincial/Territorial (PT) committees of the Department of Municipal Affairs and Environment.

Background and Current Status:

Provincial/Territorial Committee on Local Government (PTOC)

- The mandate of the Provincial-Territorial Officials Committee on Local Government (PTOC) is to improve communications among provinces/territories (PTs), municipal associations, municipal entities and the federal government; raise awareness of the role of the PT departments and ministries; and better position the Local Government Ministers, in relation to the federal government, to speak knowledgeably about the needs of the municipal sector.

- PTOC implements direction from the Table of Local Government Ministers and Deputy Ministers and explores and develops options and/or common positions on priority issues. PTOC conducts research for PTs and provides bilingual support for all conferences, meetings and working groups. PTOC also monitors developing/emerging issues of interest in PTs.

- The PT Ministers’ Responsible for Local Government meet annually in late June/early July. The next meeting will be held in Halifax but a date has not yet been set.

Canadian Council of Ministers of the Environment (CCME)

- The Canadian Council of Ministers of the Environment (CCME) is the primary minister-led intergovernmental forum for collective action on environmental issues of national and international concern.

- CCME is composed of the environment ministers from the federal, provincial and territorial governments. The role of President of CCME rotates among the 14 ministers of environment on an annual basis. The Council seeks to achieve positive environmental results, focusing on issues that are Canada-wide in scope and that require collective attention by a number of governments.

- Ministers set the strategic direction for the Council, setting out the broad outcomes they seek to achieve. Senior officials establish working groups of experts from the federal, provincial, and territorial environmental ministries to work collaboratively to accomplish specific goals, with the support of a permanent secretariat. In most cases, group membership may include experts from other relevant government departments (such as Health). Depending on the nature of the work, outside expertise may be consulted.

- The next CCME meeting will be held November 23, 2018 by video conference.
The Canadian Council of Emergency Management Organizations (CCEMO)

- The Canadian Council of Emergency Management Organizations (CCEMO) was created in 2002 to bring together senior officials responsible for emergency management from the provincial and territorial emergency management organizations to: share best practices; improve community resiliency and build emergency management capacity; and create an environment where provincial and territorial interests can be discussed and, where appropriate, a common position can be formed for further discussions with Public Safety Canada at the Senior Officials Responsible for Emergency Management table.

- The next Minister level meeting will be held January 24 - 25, 2019 in Edmonton.

FPT Ministers of Infrastructure

- While TW is the provincial lead from a infrastructure perspective, MAE sometimes participates in FPT tables and meetings under the FPT Ministers responsible for Infrastructure. This is particularly relevant at this time as MAE is the lead provincial department with respect to the new federal-provincial Investing in Canada Program and the $555.9M that has been allocated to NL. Representation at FPT ministerial meetings is determined in consultation with TW.

- As a meeting was held in September 2018, no such meeting is scheduled in the near future.

Prepared by/Approved by: R. Evans, C. Orsborn/M. Thomas/T. Kelly/ J.Chippett
November 15, 2017

The Honourable Eddie Joyce  
Minister of Municipal Affairs and Environment  
Minister Responsible for the Office of Climate Change  
Minister Responsible for the Multi-Materials Stewardship Board  
Registrar General

Dear Minister Joyce:

It has been my pleasure to work with you in Cabinet since December 2015. I am honoured that you have agreed to serve the people of our province in a new capacity as Minister Responsible for the Office of Climate Change, in addition to your roles as Minister of Municipal Affairs and Environment, Minister Responsible for the Multi-Materials Stewardship Board and Registrar General. I am placing my trust in you to protect Newfoundland and Labrador’s environment, to take steps on climate change, and to build vibrant communities.

As we approach the mid-point of our mandate, we have a strong Cabinet. We are guided by our plan for sustainability and growth, The Way Forward. It focuses on strengthening our economy and creating private sector jobs, delivering better services, improving outcomes to promote a prosperous Newfoundland and Labrador, and improving public sector efficiency. I am asking you to deliver on this plan by leading the following:

Climate Change

- Releasing a Climate Change Action Plan;
- Implementing the Management of Greenhouse Gas Act to reduce greenhouse gas (GHG) emissions from large industry and regulate GHG reporting and administrative penalties;
- Working with large-scale industry to develop emissions reduction targets and publishing these targets as part of the new greenhouse gas reduction strategy for the province;
- Developing pay-as-you-save programs for commercial and industrial energy retrofits that generate net benefits, which will improve the use of energy and generate savings for businesses in our province; and
- Exploring new opportunities to partner with municipalities to retrofit subsidized housing in partnership with the Minister Responsible for the Newfoundland and Labrador Housing Corporation.

Environment

- Increasing monitoring sites on the Churchill River for the future safety and security of residents in that area;
• Reviewing the Environmental Assessment process;
• Reviewing environmental permitting processes; and
• Developing a drinking water quality action plan to address infrastructure, expertise and technology to ensure our water systems are safe and sustainable.

Local Government

• Organizing the annual Premier's Forum on Local Government where community leaders and key municipal organizations are invited to discuss issues of concern to municipalities;
• Advancing regional collaboration through infrastructure and sharing of services;
• Reviewing the Assessment Act, 2006 to address the timing of assessments, assessment criteria and implementation of the associated mil rate, in partnership with the Municipal Assessment Agency and Municipalities NL;
• Reviewing the processes used to provide ministerial approval to municipalities under various pieces of legislation; and
• Creating communities that support healthy living in partnership with the Minister of Children, Seniors and Social Development and Minister of Health and Community Services.

Municipal Infrastructure

• Working with Municipalities NL, Professional Municipal Administrators, other stakeholders and the federal government, to develop a strategic plan to address the infrastructure gap in our province; and
• Providing municipalities with infrastructure funding under the new multi-year framework to allow better planning, management and completion of infrastructure projects.

Emergency Services

• Ensuring that the NL 911 Bureau has implemented a multi-agency emergency notification approach for 911 calls in the province; and
• Working with your provincial and federal colleagues to re-establish the Maritime Rescue Sub-Centre in our province.

Together, Cabinet is responsible for achieving the targets set out in The Way Forward. Achieving these targets is critical to attaining inclusive growth, improving employment levels and reducing poverty and realizing financial sustainability. To support reaching these targets, I ask all ministers to consider the impact of their decisions on the health of Newfoundlanders and Labradorians through our Health in All Policies approach. You must also consider whether your decisions are best positioning our province for economic and private sector job growth.

As Premier, I expect you to be open and transparent. We must use evidence and research and engage with the public, stakeholders and our Indigenous partners to inform our decisions. We must ensure that we are focused on service excellence. I have asked all Ministers to reduce red tape, adopt
Lean continuous improvement principles and publish business standards for all major programs by March 31, 2018. I also expect all Ministers to work together to support our commitment to being a government that is digital-by-design.

In fulfilling your responsibility as Minister, you must ensure collaboration, in a positive and constructive manner, with your Cabinet colleagues. I take this opportunity to remind you that, as you carry out your responsibilities as a Member of the House of Assembly and Member of Cabinet, adhering to the Code of Conduct and the Conflict of Interest guidelines are mandatory to ensure you discharge your duties with the highest ethical standards.

Deputy Ministers are your key source of support and will provide you with advice in meeting your responsibilities. I expect you to develop a positive, respectful and trusting relationship with your Deputy Minister and the public service.

At the end of the day, Newfoundlanders and Labradorians want to see results. You must track and report on your progress towards completing the work outlined in this letter. We will continue to highlight our progress in our annual Way Forward report cards and annual performance reports. Together, we will improve health, social and economic outcomes and deliver high quality services for Newfoundlanders and Labradorians.

Sincerely,

[Signature]

DWIGHT BALL
Premier
Title: Allocating $163.7M in federal Gas Tax Allocations for 2019-2024

Issue: Inform the Executive of how the $163.7M in federal gas tax funds (GTF) will be allocated under the Federal Gas Tax Administrative Agreement

Background and Current Status:
- In 2014, Newfoundland and Labrador signed the Canada- Newfoundland and Labrador Administrative Agreement on the Federal Gas Tax Fund 2014-2024 (Agreement) (S.27(1)(i); S. 27(2)(a)). The GTF for 2014-2019 was $155.3M for the five year period based on the 2011 census with funding for the 2019-2024 to follow from the 2016 census.
- The Agreement provides a predictable source of funding and the ability for municipalities and Inuit Community Governments in Newfoundland and Labrador to do long term infrastructure planning; provides continued funding for the implementation of the Provincial Waste Management Strategy and the Water Waste Water Initiative, as well as provides funding to eliminate the province’s costs to administer the program.
- In 2014, following the signing of the Agreement, the province entered into an Ultimate Recipient Gas Tax Agreement (URGTA) with each recipient. These were funding agreements which included a schedule detailing the 5 year cash flow.
- In August 2018, the federal government confirmed the estimated allocation of $163.7M for the province based on the 2016 census.
- On September 11, 2018 Infrastructure Canada (INFC) posted the 2019-2024 allocations on their website.

Analysis:
- NL’s share for 2019-2024 is $163.7M.
- Consistent with the previous 5 year allocation, the federal government includes 2% indexing on the national GTF, applied in $100M increments in 2021-2022 and again in 2023-24.

Action Being Taken:
- The GTS is working with MSIS administrator to determine if any modifications have to be made to the system to ensure funding is available April 1, 2019.

Prepared/Approved by: S. Appleby/B. Steele/D. Michielsen/J. Chippett
Ministerial Approval: Received from the Hon. Graham Letto [pending]

October 30, 2018
Decision Note
Department of Municipal Affairs and Environment

Title: Feasibility Reports Exploring Boundary Extensions for the Towns of Colinet, Sunnyside, Burin and Burlington

Decision Required:
- Whether to approve the preparation of four Orders by the Office of the Legislative Counsel, each appointing LW Consulting ("LW") to prepare a feasibility report exploring the potential boundary extensions of Colinet, Sunnyside, Burin and Burlington respectively.
- It is recommended that:
  - The Minister approves the preparation of four Orders by Legislative Counsel appointing LW to prepare the feasibility reports.

Background and Current Status:
- The Department of Municipal Affairs and Environment ("MAE") previously approved the publishing of Notices of Intent to Order the preparation of feasibility reports to explore the potential boundary extensions of Colinet, Burlington, Burin and Sunnyside. The boundary extension requests are not related. The Towns have each independently selected LW to prepare their reports following each Limited Call-Request for Proposal processes.
- As per the Municipalities Act, 1999 (the "MA"), feasibility reports are required to be prepared when considering:
  1. incorporating a community as a town;
  2. amalgamation of towns;
  3. town annexations;
  4. town boundary changes; and
  5. the disincorporation of a town.
- MAE staff assisted each Town in developing its Request for Proposal (the "RFP") document. The RFP document included a Terms of Reference setting out the required scope of work. MAE reviewed and provided feedback to the Towns as they tailored their RFP documents on their own needs. Each Town sent the RFP to a limited number of potential consultants. Due to the fact these professional services are less than $50,000, a limited call was followed, which adheres to Section 5.(b) under the Public Procurement Regulations.

Analysis:
- Following the RFP process, each town independently selected LW to undertake its feasibility study. MAE has no concerns with the decision or the evaluation process undertaken by each Town. Each Town followed the requirements as set in the Public Procurement Act.
- Section 9 of the MA, requires the Minister to issue an Order for the preparation of a feasibility report and for the appointment of a person or committee to prepare the same.
Alternatives:

1. It is recommended that the Minister approve the preparation of four Orders by the Office of the Legislative Counsel appointing LW to prepare feasibility reports for the Towns of Collinet, Burin, Sunnyside and Burlington. (RECOMMENDED)

Advantages:
- The four Towns can proceed in determining whether it is feasible to extend their boundaries.
- This approach is consistent with previous decision making.

Disadvantages:
- None identified.

2. The Minister refuses to request the preparation of Orders appointing LW to prepare the feasibility reports. (NOT RECOMMENDED)

Advantages:
- None identified.

Disadvantages:
- The four Towns will be unable to proceed, or be delayed in proceeding, to determine whether it is feasible to extend their boundaries.
- This approach is inconsistent with previous decision making.

Prepared/Approved by: A. Wright/M. Oley/ T. Kelly/J. Crippett [pending]
Ministerial Approval: Received from Andrew Parsons, QC [pending]

November 6, 2018
Briefing Note
Department of Municipal Affairs and Environment

Title: Updated Climate Change Action Plan

Issue: To provide an overview of updates to the Climate Change Action Plan with a view to its release in the near future

Background and Current Status:
- In the first Way Forward, the Province committed to release a new Climate Change Action Plan (CCAP) in 2017-18, setting out the province’s strategic approach to reduce greenhouse gas emissions, improve resilience to climate change impacts, and grow the green economy.
- As a result, in The Way Forward 3, the Province announced that the CCAP would only be released in 2018.
- Following the release of the province’s approach to carbon pricing in October 2018, the CCAP has now been updated.

Analysis:
Alternatives:

Action Being Taken:
- Subject to approval of the final text and images, MAE will work on when and where to release the revised CCAP in consultation with the Communications and Public Engagement Branch of Executive Council.

Prepared/Approved by: K. Olson/ J. Janes
Ministerial Approval: Received from Hon. Graham Letto [pending]
November 15, 2018
BN/2018/0146

Decision/Direction Note
Department of Municipal Affairs and Environment

Title: Request for approval to expropriate land in the Town of Conception Bay South

Decision/Direction Required:
- Whether to approve the expropriation of two parcels of land, located at 18 and 20-22 Legion Road in the Town of Conception Bay South
- s. 29(1)(a)

Background and Current Status:
- The Town Council of the Town of Conception Bay South (the "Town Council") is proposing to expropriate two pieces of land located at 18 and 20-22 Legion Road (the "Properties") for the purposes of road upgrades, which are necessary to bring the road to an acceptable standard for its classification.
- Section 222 of the Municipalities Act, 1999 (the "MA"), allows to Towns to expropriate lands in accordance with Part IX of the Urban and Rural Planning Act, 2000 ("URPA"), where:
  - the person who owns the land, property or interest refuses to accept the sum
  - offered in writing by the council;
  - the person who owns the land, property or interest is incapable of conveying the land property or interest, or cannot be found in the province or is not known;
  - for another reason, agreement cannot or may not be reached with the person; or
  - for another reason the council considers it advisable to do so.
- Subsection 50(1) of URPA provides that a Town Council may, with the prior approval of the Minister of Municipal Affairs and Environment ("MAE"), expropriate property, land or an interest in land for the use of Council for the purpose of the powers given to the council under the MA (i.e. for valid municipal purposes).
- Subsection 52(1) of URPA, requires the Town to serve written notice of expropriation to the property owner.
- Subsection 60(1) of URPA requires the Town Council to provide compensation to the owner of the land being expropriated
- In the current matter, the owners of these Properties (the "Owners") are known to the Town.
- On May 24, 2018, the Town made a formal offer to the Owner to purchase the Property situate at 18 Legion Road (approximately 46 square meters) for the sum of $7,254.49.
• On May 24, 2018, the Town made a formal offer to the Owner to purchase the Property situate at 2-22 Legion Road (approximately 27 square meters) for the sum of $2323.08.

• On May 31, 2018, the Owners formally refused the offer to purchase.

• On June 12, 2018, Town Council passed a motion at its regular public meeting to proceed with expropriation and has properly parcelled and surveyed the land.

• On June 28, 2018, the Town wrote to the Minister of MAE requesting approval to expropriate. This copy never reached the Department of MAE and the Director of Land Use Planning for the Town followed up with an e-mail version on August 10, 2018.

Analysis:

• The proposed expropriation is consistent with the requirements set out in section 50 of URPA and section 222 of the MA, as the Town requires the land for the construction and maintenance of road standards, which is consistent with their authority in the MA.

• Town Council and staff have determined the need for upgrading the road standards for traffic flow within the Town. Towns have fairly broad powers under the MA to construct and maintain highways; Towns may choose to expropriate the necessary property to ensure proper title to the required property for the highway.

• The owners are adverse to the Town's purchase, and it is unlikely that they are going to be able to proceed without expropriation. Parcels have been purchased of adjacent lots on the street for the same purpose.

Alternatives:
s.29(1)(a)

Prepared/Approved by: D. Somerton/M. Oley/T. Kelly/J. Chippett [pending]
Ministerial Approval: Received from Hon. Graham Letto

November 19, 2018
Decision/Direction Note
Department of Municipal Affairs and Environment

Title: Public Release – Large Industry Greenhouse Gas (GHG) data

Decision/Direction Required:
Approval is sought to publicly release GHG emissions data for 2017 for large industrial facilities that reported their GHG emissions through the Provincial Management of Greenhouse Gas Act (MGGA). Consistent with last year, data would be posted on MAE’s corporate website and the Open Government data website. The data to be released is attached at Annex A.

Background and Current Status:
- The MGGA and its Reporting Regulations require that operators of large onshore industrial facilities that have GHG emissions of 15,000 tonnes or more per year report their emissions annually to the Provincial Government. Operators with GHG emissions of 25,000 tonnes per year or more must also have their GHG emissions verified by an independent third party. The MGGA makes provision for the public release of this data.

- Offshore facilities are currently beyond the scope of the MGGA to regulate. However, once the legislative amendments are made to the federal and provincial Atlantic Accord Implementation Acts and the MGGA reporting regulations are updated, offshore facilities will be subject to the MGGA and will be required to report.

- 2017 is the second year of reporting by facilities to the provincial government. Data for 2016 was publicly released in November 2017.

- Separately, Federal regulations, through the Canadian Environmental Protection Act, also require operators of large industrial facilities with emissions to report their GHG emissions. The Federal Government publicly releases this data. However, Federal regulations do not require third party verification.

- Among other provinces, NS, NB, QC, ON, AB and BC also collect industrial sector GHG data and SK recently approved reporting regulations. Non-confidential data are also publicly released by these provinces.

Analysis:
- In June 2018, eight facilities in Newfoundland and Labrador reported their GHG emissions to the Province for reporting year 2017, namely, IOC, NARL, Vale-VOisey’s Bay, Vale-Long Harbour, Newfoundland and Labrador Hydro (NLH)-Holyrood Diesel Turbine, NLH-Hardwoods Turbine, CBPP and Tata Steel. Of these, only one had GHG emissions of less than 25,000 tonnes and did not require third-party verification (NLH-Hardwoods Turbine). Additionally, NLH voluntarily reported GHG data for the Holyrood Thermal Generating Station (no verification report was required as the report was submitted on a voluntary basis). A positive verification report has been received for all facilities covered by verification requirements.

- GHG data reported by facilities to the Federal Government for 2017 will not be publicly released until about April 2019. Draft reported data from the Federal Government (provided on a confidential basis) suggests that there are some minor differences between federally and provincially reported data. Some similarly minor differences were also seen in 2016 reported data. There are two key reasons for these differences:
The provincial reporting framework allows for revisions to be made to GHG estimates after third-party verification. The federal approach does not provide for this so the data is not as robust.

The provincial framework requires that the Western Climate Initiative GHG Protocol be used. The federal approach allows for any internationally accepted protocol to be used. The precise estimation method for some emissions differs depending on when a protocol was developed and the degree of complexity in the GHG estimation equations.

- The MGGA provides for the release of GHG data collected by the Province. Such release must be consistent with third-party confidentiality requirements of the Access to Information and Protection of Privacy Act (ATIPPA). However, the MGGA does not provide for the release of the names of verification bodies and verification reports. Verifiers are hired by the operators of facilities through a third-party contract that the Province is not party to and the Province has not asked operators for authority to publish the names of their verifiers or their reports.

Alternatives:
- Release provincially-reported GHG data by greenhouse gas by facility similar to the previous 2016 release (recommended). This approach to releasing data is consistent with other jurisdictions including the Federal Government and promotes public transparency. There are no costs to this approach.

Do not release the information (not recommended). This approach will limit transparency and be inconsistent with the open data approach of government. It would mean that users would be reliant on federally released data when it is released in 2019 (federal data last year differed from provincial data in some cases).

Action Being Taken:
- Subject to approval, provincial GHG data for regulated facilities will be posted to the government website.

Prepared/Approved by: J. Forristall-Prim / G. Crane / J. Janes
Ministerial Approval: Received from Hon. Graham Letto (Revised)
November 20, 2018
Annex A
Draft GHG Data Report for Publication
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1. The Act is available at [http://www.assembly.legislature.ns.ca/statutes/m01-051.htm](http://www.assembly.legislature.ns.ca/statutes/m01-051.htm) and the Reporting Regulation is available at [http://www.assembly.legislature.ns.ca/statutes/r170014.htm](http://www.assembly.legislature.ns.ca/statutes/r170014.htm).

2. Industrial facilities that had annual greenhouse gas emissions of at least 15,000 tonnes in 2016 or 2017 were required to report their emissions by June 1, 2018. Industrial facilities that had annual greenhouse gas emissions of at least 25,000 tonnes in 2017 were required to have a third party verification of those emissions completed and submitted by September 1, 2018.

3. Industrial facilities with at least 10,000 tonnes of greenhouse gas emissions are also required to report emissions to Environment and Climate Change Canada (ECCC). A summary of emissions reports filed with ECCC is available at [http://www.mec.gov.nl.ca/exsc/ezcc/greenhouse-gas-data/large-industry-data.pdf](http://www.mec.gov.nl.ca/exsc/ezcc/greenhouse-gas-data/large-industry-data.pdf). Note that the methodologies used to estimate greenhouse gas emissions for ECCC reports may not be strictly comparable with methodologies used to estimate emissions for the provincial Reporting Regulations.

4. The Holyrood Thermal Generating Station is exempt from reporting under the Act. Newfoundland and Labrador Hydro submitted an emissions report on a voluntary basis.

5. There was no requirement for verification of this emission report as the reporting was voluntary.

6. There was no requirement for verification of this emissions report as reported emissions were less than 25,000 tonnes.
Decision/ Direction Note
Department of Municipal Affairs and Environment

Title: Reestablishing an North East Avalon Regional Plan Oversight Committee and Recommencing Work on a Draft North East Avalon Regional Land Use Plan

Decision Required:
- Whether to reestablish an Oversight Committee to prepare a draft North East Avalon Regional Plan (the “NEAR Plan”), which is intended to replace the existing St. John’s Urban Region Regional Plan (the “SJURRP”) that has been in place since 1976.

Background and Current Status:
- Sections 6 through 9 of the Urban and Rural Planning Act, 2000 ("URPA") provide authority for the creation of regional land use plans, which are intended to guide development and land use from a provincial and regional policy perspective.

- The Province has been working with the 15 affected municipalities to develop the NEAR Plan. The area intended to be covered by the NEAR Plan includes: the Towns of Witless Bay and Holyrood, and all lands north from there to Cape St. Francis. It includes the Cities of St. John’s and Mount Pearl, and the quickly growing towns of Conception Bay South and Paradise.

- The NEAR Plan is intended to guide land use, growth, and development at the regional level. It is also intended to replace the current SJURRP, which has been in place since 1976.

- The Committee was established in February 2012, to oversee work associated with the development of the NEAR Plan. A 2016 amendment to the 2012 Terms of Reference for the Committee provided that 8 of the 15 member municipalities constituted quorum, which indicates that quorum of member municipalities is necessary prior to the Plan being finalized and submitted to the Minister for adoption.

- The Committee was chaired by the Minister of MAE, or his/her designate. MAE officials provide secretariat support (e.g. preparation of agendas, recording of the discussions, technical land use planning information and advice).

- The Committee was comprised the mayors of the region's 15 municipalities, as appointed by the Minister. MNL acts as the project coordinator as between the Minister and the 15...
area mayors. In addition, MNL manages the funds allocated to the project and coordinates with the Consultant(s) who work with the Committee to develop the Plan.

- Tract Consulting Services has also been engaged as project management consultant to lead the project.

- The Committee was responsible for the development of the NEAR Plan, pursuant to URPA. To this end, the Committee selected the Consultant (Stantec) to draft the NEAR Plan. The Committee also:
  - directed the work of MNL, the project management lead, with respect to engagement of individuals and organizations;
  - informed current issues within the Regional Planning Area;
  - provided available background material through MNL; and
  - reviewed and approved the appropriate public consultation process.

- The Committee was also responsible for communicating progress to municipal councils and provincial departments. Finally, in conjunction with MNL, the Committee was to make recommendations to the Minister for approval of the final version of the NEAR Plan, and to work with MAE to organize statutory public hearings as required by URPA.

- In 2016 and 2017, the Committee reviewed Stantec’s report on Phase II of the NEAR Plan.

- The work of the Committee was stayed in 2017, pending the 2017 municipal election.

- MAE officials have been in contact with MNL to discuss next steps, including reestablishing the Oversight Committee.

- Mayors of the Northeast Avalon Joint Councils raised the status of this plan with the newly appointed Minister of MAE. Suggestions included focusing on transportation systems alone, restarting the plan, or ceasing all work on the plan.

Analysis:
- As the Minister is the authority for the NEAR Plan and there is no regional level of government, the Minister must adopt, administer and enforce the Plan.

- Therefore, it is important for the NEAR Plan to reflect the Province’s vision/policy direction for growth and development in the region, while also incorporating and reflecting the needs of the affected municipalities.

- The purpose of a regional plan, is to, among other things, direct and coordinate:
  - development and growth,
  - overarching land use decisions,
  - provincial infrastructure decisions,
  - environmental protection,
  - transportation systems,
  - climate mitigation and adaptation, and
  - other regional land use interests.
• Regional Plans direct and coordinate the above at a higher level than Municipal Plans are able to do. They are intended to address appropriate regional level decisions and policies and to provide direction on provincial interests for a particular region; they are not a replacement for Municipal Plans. In addition, as the above-noted areas cross many government departments, these departments must be engaged and consulted in developing the Plan.

• In Local Service Districts and Unincorporated Areas, Regional Plans serve as basic provincial planning controls/minimum standards for provincial policies.

• Municipalities will continue to maintain their own Municipal Plans and Development Regulations; however, these plans and regulations must reflect and be in compliance with the NEAR Plan, just as they are currently required to do with the SJURRP.

• Following the 2017 municipal election, a number of affected municipalities have new mayors. Should the Minister decide to reconstitute the Committee, he must appoint new representatives from each of the 15 municipalities.

• MNL and some affected municipalities are very eager to reestablish the Committee and move forward with developing a draft NEAR Plan. MNL still has possession of funds allocated to the project from the Province, and has been in contact with the Consultant, who is eager to complete the draft NEAR Plan.
Alternatives:

Prepared/ approved by: M. Oley/ T. Kelly/ J. Chippett
Ministerial approval: Received from Hon. Graham Letto

November 13, 2018
Information Note
Department of Municipal Affairs and Environment

Title: Wireless Public Alerting

Issue: To provide an update on the national public alerting system in advance of the national test alert scheduled for 1:55 PM (NST) on November 28, 2018.

Background and Current Status:

- In 2010, the first feature of a national public alerting system was established. Pelmorex (parent company of The Weather Network), under the direction of the Canadian Radio-television and Telecommunications Commission (CRTC), developed the National Alert Aggregation and Distribution System (NAADS). NAADS allows for the provinces and territories (PTs) and Environment and Climate Change Canada (ECCC) to issue broadcast intrusive alerts over television and radio platforms.

- There are 32 specific events that would allow for broadcast intrusive alerts. These emergency alerts have the highest level of severity, urgency and certainty.

- As part of the direction from the CRTC, Pelmorex was also asked to lead a public awareness campaign related to public alerting. Subsequently, the Alert Ready campaign was launched in 2015.

- In April 2017, the CRTC mandated wireless service providers to implement a wireless public alerting (WPA) system on their LTE (long-term evolution) cellular networks by April 6, 2018. This system will allow for the expansion of the national public alerting system (NPAS) to include wireless public alerts, allowing authorities and their partners to provide alerts to Canadians on their wireless devices.

- While the emergency alert may look like a text message, it is not a text message. Emergency alerts are sent by Cell Broadcast distribution. Cell Broadcast is a mobile technology that allows messages to be broadcast to all compatible wireless devices within a designated geographical area. There is a limit of 600 characters per alert message.

- Emergency alerts intended for wireless devices are issued to a defined geographic area, which can be as small as a few city blocks, so that only people in the defined area receive the emergency alerts. Compatible wireless devices in the targeted area will receive the emergency alerts within seconds of being issued, provided the devices are powered on and connected to the LTE cellular network.

- Through Alert Ready, MAE will be positioned to send public safety messages to wireless devices, such as smartphones. Not all wireless devices are currently compatible with the system. There are three conditions that have to be met to allow emergency alerts to be received on wireless devices:
  - must be a LTE device;
  - must be wireless public alerting (WPA) compatible; and
  - must be connected to a LTE cellular network at the time the emergency alert is issued.
Analysis:

- Federal, provincial and territorial (FPT) representatives, Pelmorex and the wireless service providers have collaborated on reaching this goal set forth by CRTC.

- Work on a NPAS has been ongoing at the FPT table through the Senior Officials Responsible for Emergency Management (SOREM).

- The topic was also discussed at the Ministers' table during their annual meeting in St. John's in May 2017, with direction given to SOREM to support the implementation of WPA.

- The RNC and RCMP have reached out informally to the department for more information on the alerting system and information on which entities can broadcast on it.

- The Emergency Services Division of MAE is the only provincial entity in NL with access to the alerting system. ECCC can also access the system to issue weather related alerts for specific geographical area as necessary. To date, no alerts have been issued in the province.

- A scan of seven other PTs indicates that most jurisdictions do not provide access to entities outside the provincial government (Alberta and Saskatchewan do provide access).

- With the advent of wireless alerts, it will now be possible to issue alerts in narrow or specific geographical areas, rather than the entire province.

- MAE undertook the sharing of Alert Ready messaging related to the launch of WPA capacity on April 6, 2018.

- MAE participated in the first test of WPA system on May 9, 2018 at 1:55 PM NDT during Emergency Preparedness Week. Most PTs also issued their first WPA test message on this date. This was not a total success from an end receiver perspective. There were issues all along the test message continuum from the issuer (PTs), to the aggregator (Pelmorex) to the wireless service providers. On the optimistic side of the coin, the national test alert did provide for an opportunity to actually test the system in a controlled environment and that is a good step in the evolution of the wireless test alerting to allow for feedback and further enhancements to the system.

- SOREM officials continue to discuss the NPAS item at meetings. This forum will provide a platform for feedback and insight from FPT colleagues on recent real incidents where public alerting was used – Manitoba tornado, tornado warnings in ON/QC, the Fredericton shooting and the tornado events in the Ottawa-Gatineau areas.

- Pelmorex hosted a Governance Council meeting on September 26, 2018 and public alerting was a major agenda item. These meetings had representatives from FPT governments, Pelmorex, the broadcast and wireless industry. This meeting addressed the future test alert schedules and an integrated approach to public communications related to the next (and subsequent) test alerts.
Action Being Taken:

- Based on subsequent, interim CRTC direction, a national test alert across all platforms (TV, radio and wireless) will be conducted on November 28, 2018. The long term schedule for test alerts would be twice per year – one during Emergency Preparedness Week and the second during the Fall time period. Final details will be provided when the CRTC completes its deliberations and provides a ruling.

- MAE has continued to participate in conference calls and discussions related to the development of public messaging and a communications strategy. National and provincial public awareness messaging started the week of November 12. MAE has started to issue tweets based on the national communications plan on November 16, as well will be issuing public advisories on the day before and the day of the alert test.

- We are also preparing KMs on this issue and the Communications Branch, JPS and LAO have been advised of the upcoming alert. Messaging will ramp up in the time period leading to the test alert on November 28.

Prepared/Approved by: D. McCormack/T. Kelly/J. Chippett [pending]
Ministerial Approval: Received from Hon. Graham Letto [pending]
November 21, 2018
Decision/Direction Note
Department of Municipal Affairs and Environment

Title: The Town of North River - request to use surplus funds for road upgrading and a new storm sewer on Madengail Lane

Decision/Direction Required:
- Whether to approve the Town’s request to utilize the surplus funding with a reduced cost share ratio.
- It is recommended that the Department of Municipal Affairs and Environment be directed to advise the Town to wait for completion of the current project, and then determine how much surplus they have and what would be the most effective option to utilize that surplus funding.

Background and Current Status:
- The Town has sent a letter to the Minister requesting to use the surplus funding from a street upgrading and paving project (project #17-MCW-19-00025) for road upgrading and a new storm sewer on Madengail Lane.
- Town of North River received funding $255,000 for their Street Upgrading and Paving project # 17-MCW-19-00025 with a cost share ration of 50/50 on April 25, 2018.
- The total cost for engineering and construction is $186,943.
- Approval to Award contract was issued on October 9, 2018.
- The Town wants to use the surplus funding ($255,000 - $186,943.20 = $68,056.80) for road upgrading and installation of a new storm sewer on Madengail Lane in the Town.
- The Town also requested for adjustment of the cost share – from 50/50 to 90/10 for this additional work claiming this additional work includes a sewer storm.

Analysis:
- The contract is not signed and construction has not yet started; and therefore, there is a chance of increase in the current project costs due to unforeseen circumstances. It is important to, first, complete the existing project; wait and confirm how much surplus really remains to be used for additional work.
- The proposed work includes both road upgrading and storm sewer. A detailed cost estimate will be required to see whether cost share ratio should be changed or not.

Alternatives:

Prepared/Approved by: M. Mamun / I. Rehman /K. Kieley/D Michielsen
Ministerial Approval: Received from Hon. Graham Letto (pending)

November 26, 2018
Decision/Direction Note  
Department of Municipal Affairs and Environment  

Title: Town of Elliston - Request for scope change to 17-MCW-16-00089  

Decision/Director Required:  
- Whether or not to approve the request for change of scope to project 17 MCW-16-00089-Pump House Upgrades.  

Background and Current Status:  
- The original project scope for the above noted project was for electrical upgrades in the pump house was approved on August 4, 2015.  
- The Town of Elliston and their consultant, Hatch Infrastructure advised that the electrical issues have been corrected without needing to use as much funding as initially anticipated. Town is requesting to use surplus funds for leak detection and to upgrade the distribution system accordingly.  
- Flow meter readings recorded for a 7 month span appear to be consistent and indicates that the actual usage is 3-4 times more than theoretical. Based on the Town’s population of 315, theoretical flow should be 20-25 gallons per minute. Flow meter reading results show that the Town is actually using an average of 88 gallons per minute.  
- Several homes (Catalina Road, Bonavista Road and Main Street North) have reported periods of up to 3 weeks without water or extremely low water pressure. Other homes (Coles Road and Main Street) have reported that water has been dark brown in colour and unusable.  
- High flow rates, loss of water, low water pressure and discoloured water are all indicators of potential leaks.  
- Town is $1,257,750.38 in arrears. Status reports have been submitted to ensure that contractor and consultant are paid for work completed.
Analysis
- Leak detection would allow for a review of the entire water system and would result in more accurate information to proceed with more efficient upgrades. This would be a long-term benefit to the entire water system and residents.
- The total approved funding for the original project was $157,429.08. The cost of engineering fees is $29,981 with $5,005.48 remaining unspent in the consultant contract. There is $127,447 remaining in project funding to put towards leak detection and upgrades.
- The problem associated with the originally approved project has been corrected.
- The terms of the Municipal Capital Works funding agreement requires that the Town award all contracts within 24 months of the original approval date (August 4, 2017) and the project must be complete within a subsequent 12-month period (August 4, 2018). The approval letter and funding agreement clearly states that any unspent funding will be cancelled after the 36-month period has lapsed.

Alternatives:

Prepared/Approved by: W. Butler/K. Kieley/D. Michielsen
Ministerial Approval: Received from Hon. Graham Letto (pending)

November 26, 2018
Title: Approval to deploy an international climate change-themed Facebook Contest to coincide with the United Nations climate negotiations taking place in Poland in December.

Decision/Direction Required:
Approval is requested to authorize Climate Change Branch proceeding with the Facebook contest.

Background and Current Status:
- Climate Change Branch is responsible for raising public awareness on climate change and energy efficiency. The Turn Back the Tide website, launched in 2012, is a key mechanism to do this. It provides user-friendly and authoritative tips, information, and resources tailored to Newfoundlanders and Labradorians. To make the website more user-friendly and accessible, a new and completely revamped version was rolled out in June 2016.

- Without TV and print adverts to drive traffic to the website, other mechanisms have been used. These include Facebook posts, launching new tools and resources, and maintaining the 'What's New' section of the site that provides up-to-date information on new events and developments relating to climate change.

- Contests, like the one proposed, generate interest in the Turn Back the Tide Facebook page, which in turns drives traffic to the Turn Back the Tide website.

Analysis:
- The proposed contest would involve posting daily trivia questions to the Turn Back the Tide Facebook page to coincide with each day of the international climate negotiations, being held from December 3-14, 2018 in Katowice, Poland.

- To drive engagement, users who respond correctly to the daily contest question will be entered to win the daily contest prize. The prizes will be drawn from free items that have been donated to MAE by organizations like MMSB and takeCharge, or are left over from past initiatives (e.g. T-Shirts from the launch of the TBTT site, re-usable coffee flasks from a initiative with youth, etc). As such, there is no cost associated with this contest. A list of possible prizes is attached in Annex B.

- Similar contests in previous years have been successful in terms of generating website traffic and social media engagement.

- Multiple choice contest questions have been designed around the theme of the international climate negotiations and the Paris Agreement. A "What's New" article will be released by Climate Change Branch prior to the start of the contest, which will include information that can answer many of the contest questions or direct readers on where to find the answers.

Alternatives:
- Authorize officials to deploy the prepared Facebook contest and offer prizes, with questions substantially along the lines of those outlined in Annex A. (RECOMMENDED)
- Do not authorize officials to deploy prepared Facebook contest or offer any prizes at this time. (NOT RECOMMENDED)

Prepared/Approved by: J. Forristall-Prim / J. Janes
Ministerial Approval: Received from Hon. Graham Leeto [pending]
November 28, 2018
Annex A - FACEBOOK CONTEST – DRAFT POSTS

Opening/Lead-Up Post:

This year the 24th Conference of Parties (COP) Climate Summit is being held from December 3-14. To bring attention to this international climate effort, we will be posting trivia questions for each day of the conference. Everyone who answers the question correctly will be entered to win a daily prize! The answer to each trivia question will be posted at the end of each day along with the winner who will be drawn at random.

Stayed tuned! The contest starts tomorrow!

Day 1

Question: What does “COP24” stand for?
  (a) 24th Conference of the Parties
  (b) Canadians Opposing Pollution 24th Session
  (c) 24th Conference of Polluters
  (d) Community of Practice 24th Session

Answer: (a) 24th Conference of the Parties
COP24 stands for the 24th Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC). This conference is the main annual international event on climate change where the countries that have ratified the United Nations Framework Convention on Climate Change meet to negotiate the rules governing the global approach to mitigating and adapting to climate change.

Day 2

How many countries have ratified the United Nations Framework Convention on Climate Change?
  (a) 25
  (b) 96
  (c) 140
  (d) 197

Answer: (d) 197
197 countries are party to the United Nations Framework on Climate Change which was adopted in 1992, including Canada and the US.

Day 3

Question: Where are the international climate negotiations taking place this year?
  (a) Marrakech, Morocco
  (b) Paris, France
  (c) Berlin, Germany
  (d) Katowice, Poland

Answer: (d) Katowice, Poland
This year the international climate negotiations are being held in Katowice, Poland from December 3rd-14th.
Day 4
Question: What year did Canada host the international climate change negotiations?
   (a) 2001
   (b) 1998
   (c) 2005
   (d) 2014

Answer: (c) 2005
In 2005, the 11th Conference of Parties was held in Montreal, Canada. Other countries that have hosted a Climate Change Conference include Germany, Switzerland, Japan, Argentina, Peru, Netherlands, Morocco, India, Italy, Kenya, Indonesia, Poland, Denmark, Mexico, South Africa, Qatar, and France.

Day 5
Question: Approximately how many delegates are expected at this year’s international climate negotiations?
   (a) 1,000
   (b) 10,000
   (c) 30,000
   (d) 50,000

Answer: (b) 30,000
Upwards of 30,000 delegates from all over the world are expected to attend COP24, including heads of governments and ministers responsible for environment and climate issues.

Day 6
Question: Of all the countries in the world, China emits the most greenhouse gas emissions in absolute terms followed by the US. What number emitter is Canada?
   (a) 3rd
   (b) 9th
   (c) 17th
   (d) 34th

Answer: (7th)
Canada is one of the top ten global emitters of greenhouse gas emissions, along with the China, the US, Germany, Russia, Brazil, and India.

Day 7
Question: As hosts, the Polish government will preside over this year’s negotiations. What are the key themes the Polish presidency plans to focus on at the international climate negotiations this year?
   (a) Technology
   (b) Man
   (c) Nature
   (d) None of the above
   (e) All of the above

Answer: (e) All of the above
The Polish presidency plans to focus its message on three key themes: Technology (development of climate-friendly modern solutions, such as electro-mobility); Man (solidary and transition of industrial regions); and Nature (achieving climate neutrality by absorbing CO2 by forests and land, or by water management).

**Day 8**

**Question:** What is the main goal of this year’s climate negotiations?

(a) Obtain signatures on the Paris Agreement
(b) Review and revise the Paris Agreement
(c) Provide feedback on the implementation of the Paris Agreement
(d) Adopt a full package of actions to implement the Paris Agreement

**Answer:** (d) Adopt a full package of actions to implement the Paris Agreement

The main goal for this year’s summit is to adopt a full package of actions to implement the Paris Agreement. The Paris Agreement is an agreement within the United Nations Framework Convention on Climate Change (UNFCCC), dealing with greenhouse-gas-emissions mitigation, adaptation, and finance. The Agreement’s language was negotiated at the 21st Conference of the Parties (COP21) of the UNFCCC in Le Bourget, near Paris, France, and adopted by consensus on December 12, 2015.

**Day 9**

**Question:** One of the main goals of this year’s conference is to adopt a full package of actions to implement the Paris Agreement. What year was the Paris Agreement adopted?

(a) 2015
(b) 2014
(c) 2012
(d) 2016

**Answer:** (a) 2015

The Paris Agreement was negotiated at the 21st Conference of the Parties in Le Bourget, near Paris, France, which ran from November 30, 2015 to December 12, 2015. The Agreement was adopted by consensus on December 12, 2015.

**Day 10**

**Question:** One of the main goals of international climate negotiations is to adopt a full package of actions to implement the Paris Agreement. As of November 2018, how many members of the United Nations Framework Convention on Climate Change (UNFCCC) have signed the Paris Agreement?

(a) 156
(b) 162
(c) 195
(d) 123

**Answer:** (c) 195

As of November 2018, 195 UNFCCC members (194 states and the European Union) have signed the Paris Agreement and 184 (183 states and the EU) have ratified it.
Day 11
Question: One of the main goals of the international climate negotiations is to adopt a full package of actions to implement the Paris Agreement. Which countries have not signed the Paris Agreement?
   (a) United States and China
   (b) India and United States
   (c) Syria and Nicaragua
   (d) United States and Syria

Answer: (c) Syria and Nicaragua
Syria and Nicaragua have not signed the Paris Agreement. The United States did sign the Agreement, but in June 2017, announced their intention to withdraw from the Agreement. The earliest effective date of withdrawal for the United States is November 2020.

Day 12
Question: One of the main goals of the international climate negotiations is to adopt a full package of actions to implement the Paris Agreement. What are the main goals of the Paris Agreement?
   (a) Mitigate global warming
   (b) Increase adaptability to the adverse impacts of climate change
   (c) Making finance flows consistent with a pathway towards low greenhouse gas emission
   (d) All of the above
   (e) None of the above

Answer: (d) All of the above.
Under the Paris Agreement, signatories have committed to determine, plan, and regularly report on their efforts to mitigate global warming. The Paris Agreement's long term goal is to keep the increase in global average temperature well below 2°C above pre-industrial levels; and to limit the increase to 1.5°C, since this would substantially reduce the risks and effects of climate change. Similarly, countries must report on their adaptation actions, specifically focusing on enhancing adaptive capacity, increasing resilience, and limiting vulnerability. When negotiated, participating developed countries committed to provide $100 billion in climate finance each year to developing countries by 2020 to develop clean energy sources, build resilience to the impacts of climate change and provide assistance for losses and damaged incurred from climate change.
### Annex B - Items from which Facebook Contest Prizes will be drawn

<table>
<thead>
<tr>
<th>Contest Day</th>
<th>Item</th>
<th>Quantity On-Hand</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MMSB Lunch Bag (contains 2 shopping bags &amp; 1 mug)</td>
<td>3</td>
<td>under EC desk</td>
</tr>
<tr>
<td>2</td>
<td>Climate Change Champion – Mugs</td>
<td>4</td>
<td>Storage room – main floor</td>
</tr>
<tr>
<td>3</td>
<td>Climate Change Champion – Laptop Bags</td>
<td>2</td>
<td>Storage room – main floor</td>
</tr>
<tr>
<td>4</td>
<td>Light bulbs</td>
<td>2</td>
<td>under EC desk</td>
</tr>
<tr>
<td>5</td>
<td>Faucet Water saver</td>
<td>1</td>
<td>under EC desk</td>
</tr>
<tr>
<td>6</td>
<td>Showerhead</td>
<td>1</td>
<td>under EC desk</td>
</tr>
<tr>
<td>7</td>
<td>Shower head/hose</td>
<td>1</td>
<td>under EC desk</td>
</tr>
<tr>
<td>8</td>
<td>Light bulbs</td>
<td>2</td>
<td>under EC desk</td>
</tr>
<tr>
<td>9</td>
<td>TBT Polo shirts</td>
<td></td>
<td>under EC desk</td>
</tr>
<tr>
<td></td>
<td>- Men’s (1 x XL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Women’s (1 x S)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Women’s (1 x M)</td>
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<td>- Women’s (1 x L)</td>
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<td></td>
<td>- Women’s (1 x XL)</td>
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<tr>
<td>10</td>
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<tr>
<td>11</td>
<td>Climate Change Champion – Mugs</td>
<td>4</td>
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</tr>
<tr>
<td>12</td>
<td>Climate Change Champion – Laptop Bags</td>
<td>2</td>
<td>Storage room – main floor</td>
</tr>
</tbody>
</table>
Title: Town of Harbour Breton request for Special Assistance.

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Harbour Breton for $395,600 to carry slope stabilization along an area of the Town’s main road.

Background:
- The Town of Harbour Brenton has approximately 1,634 residents.

- Prior to 2018 – 2019 the Town requested:
  - 2017 – 2018 Fiscal Year - $7,512.77 – FES Request – Approved
  - 2015 – 2016 Fiscal Year – Improve drinking water quality – Rejected
  - 2011 – 2012 Fiscal Year – Additional funding for slope stabilization project – Rejected
  - 2011 – 2012 Fiscal Year – Slope stabilization issues – Rejected
  - 2011 – 2012 Fiscal Year – Slide problems at Piercey’s lookout – Rejected
  - 2011 – 2012 Fiscal Year – $12,500 – Survey of slope area – Approved
  - 2011 – 2012 Fiscal Year – Slope stabilization of north side lookout and Road Knob area – Rejected

- In the early morning of August 1st, 1973 after an extended period of heavy rains a slope failure occurred which swept four homes to the shoreline causing the loss of four young children.

- On October 10th 2016 during a rainstorm another slope failure occurred near the 1973 event that brought debris onto the main road partially blocking it.

- The Town through CBCL commissioned Fracflow Consultants Inc. to complete a Geotechnical Study in the area. The objective of the report was to assess the nature of the slide and to provide recommendations for reducing the risks and/or damages of future events.

- There is potential for another slide to occur in the event of another major rainfall event.

- The consultant’s report has identified that construction of a communications facility and power line, along with wind induced vibrations of the facility, played a role in producing the ground disturbances and conditions that permitted the debris flow in the 1973 event to develop which then continued down the slope.

- The consultant’s report has indicated remedial measures that should be performed below the existing tree line.

- The consultant has observed free or unstable boulders on the slope and have indicated that they present a clear and obvious risk to the people who are living in the areas below the boulder locations as well as to the people and vehicles which travel on the main road. This issue is recommended to be addressed immediately by the Town of Harbour Breton.
• The consultant has observed a sparse root mat that is not well boned to existing soil and some evidence of free water which disappears within 15 m of its appearance. With the correct weather conditions this may erode the granular material and undercut the root mat in a regressive manner and the slope erosion will increase over time.

• The consultant noted that a quarry exists on the opposite side of the hill. Heavy blasts in this quarry will produce excessive particle accelerations in the slopes in question and will dislodge the boulder on the unstable boulders. Follow-up may be required to determine if this quarry pit should remain operational.

• The consultant has disclosed that based on the slope geometry and the undercutting of the toe of the slope at various locations for construction of houses and driveways, the potential exists for debris flows or mass movements with volumes that will be in the range of the volume of the debris flow that moved down in the 1973 debris flow.

• The Consultant's Report recommends the following, 1) tree planting of seedlings and 2-3 year old spruce, 2) water interception trench, 3) down slope pipes and drains, 4) rock filled gabions, 5) rebar fencing, 6) consideration for drilling one inclined diamond drill NQ size borehole for release of water from the bedrock – provide additional boreholes if suitable water is being disbursed, 7) break up large boulders.

• Some of the measures for slope stabilization the Town is seeking to implement were first recommended in the report on the 1973 slide. Some of the original recommendations was to construct a network of drainage trenches to allow water to exit the slope area to prevent build-up.

• The Town has to remove debris from around the Fire Hydrant in the area of the latest slide several times a year, indicating that the area has unstable surface rubble.

• The Town has planted four hundred seedlings and removed four boulders in the slide zone in an attempt to stabilize the slope and to remove the immediate danger of boulders falling down the slope, the Town was also recommended to remove people within the limits of dangerous and moderately dangerous slide zones, and it was also recommended that the Town perform a more elaborate investigation including test pits to determine engineering soil conditions, soil layers, bedrock and sub-surface drainage.

• It should be noted that in 2017 the Town applied under application number AP-MCW-17285 to purchase & remove two houses in the slide zone, remove large boulders on the existing slope and to install a gabion wall to catch debris. This application was rejected as the Capital Works program does not provide funding for this type of project. It should be noted that this approach would eliminate the hazard for home owners and their occupants.

• It should be noted that any measures approved as identified in the Consultant's report will not protect any municipal infrastructure with the exception of one hydrant and maybe a roadway.

Analysis:

• In the event of another land slide or boulder release the following impacts could occur - Property damage ranging from vehicle damage to homes being hit, potential loss of life if hit by a boulder or landslide materials. Financial implications could range from minor property damage to complete loss and use of the roadway which could range from tens of thousands of dollars to hundreds of thousands of dollars. Economic impacts could also occur as the
existing road is the only connection to North East local access road. In the event of an event, residences would be cut off and access to the wharves at the entrance to the Harbour would also be cut off. The local fish plant operates and employs local people and in the event of a failure this would be detrimental to the people employed as well as the established business operator of the fish plant.

- The Town should be informed that the recent Consultants report has identified a number of hazards and as a Town they need to be able to demonstrate that they are being proactive in dealing with the most immediate issues of boulders that have the potential of moving off the hill onto adjacent properties.

- If the Department of Municipal Affairs and Environment approves this request for Special Assistance or under the Municipal Capital Works funding through a project, implied liability may exist with the Department for future other costs in the event another landslide or boulder causes damage or loss of life as an argument will certainly be made that suitable measures was not done to eliminate the liability associated with this issue.

- The Town of Harbour Breton has provided a consultant report detailing mitigated measure that may assist with a future event, but the completion of these measures will by no means stop it from occurring. In the interest of public safety and in an attempt to eliminate the hazard, purchasing and demolition or relocation of the homes in the impact area should be analyzed and discussed. Simply deferring the Towns request for a future MCW application will not directly deal with this issue.

- It should be noted that during the Daniels Harbour catastrophe the Department of Municipal Affairs and Environment in conjunction with the Federal Government of Canada through DFAA entered into a cost shared agreement for some costs associated with the landslide and loss of homes. The losses that occurred were only partially funded by the DFAA program (1 single home that slide to the ocean) while the remainder of the costs were bore solely by The Department of Municipal Affairs. In discussions with Ian Duffett over the past summer, there was a general discussion that that while Daniels Harbour residents were reimbursed and a new subdivision constructed with new homes, this was not to be repeated.

- Local Government feels the Town can afford their 10% share of the cost.

Alternatives:

- s. 29(1)(a)

- s. 29(1)(a)
Prepared/Approved by: Francis Matchim/ W. Maloney
Date: Oct 16, 2018
Title: Town of York Harbour request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of York Harbour for $20,213.00 to assist with the cost of purchasing and installing a generator as backup power source for the Town’s emergency operations center.

Background:
- The Town of York Harbour has approximately 344 residents.
- Prior to 2018 – 2019 Fiscal Year the Town requested:
  - 2016 – 2017 Fiscal Year – Upgrades to the water supply – Rejected
  - 2013 – 2014 Fiscal Year - $32,770 – Upgrades to Copper Mine Brook – Approved
  - 2010 – 2011 Fiscal Year – Upgrades to fire hall - Rejected
- The Town is requesting funding to help with the purchase of a back-up generator for the Town Hall which acts as an Emergency Operations Centre and Warming Centre in the event of an emergency.
- The Town expressed the need for an emergency generator after West Coast Flood in 2018 which caused significant damage to the region and the Emergency Operations Centre was urgently required.

Analysis:
- The Town of York Harbour is requesting $20,213.00 plus estimated amount of approximately $6,700 to accommodate the shed to house the generator.
- The project is not eligible under the Federal Gas Tax program.
- Municipal Analysts have confirmed that the Town has no outstanding compliancy issues.
- Regional Engineering has reviewed this request and determined:
  - Costs associated with the installation of the generator would include the supply and installation of materials including a 100Amp subpanel, circuit breakers etc. The lowest quote provided for the installation was in the amount $3,162.50
  - Generators are typically funded at a 50/50 ratio and the Department has previously turned down multiple Special Assistance Requests for the funding of Generators.
  - The Town is aware of this ratio and expects it to be used for any funding that is approved. Council did not provide any agreements between itself and other towns for the town hall to function as a warming center for the multiple areas indicated in their letter.
  - The Town currently had a shed and which they intend to house the generator if they were successful in obtaining the funding, however, it would be expected that the
current shed would have to be modified for the housing of the generator which would come at an additional cost and was not included in the Town’s request. The Department referred the Town to Service NL to get additional information on the requirements for the shed.

- Any additional costs associated with an application to SNL or renovations to the shed are over and above the $20,213.00 cost of purchasing and installing the generator. Regional Engineering recommends adding another $5,000.00-$10,000.00 for the estimated cost of any work to be done on the shed which will be housing the generator.

Alternatives:

- 
- 
- 
- 

Prepared/Approved by: B. Manning/ B. Steele

Date: October 24, 2018
Title: Town of Deer Lake request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Deer Lake in the amount of $20,000.00 to assist with the cost of enhancing existing snowmobile trails within the Town.

Background:
- The Town of Deer Lake has approximately 5,249 residents.

- Prior to 2018 – 2019 Fiscal year the Town:
  - 2017 – 2018 Fiscal Year - $10,350 - Flood damage assessment – Approved
  - 2017 – 2018 Fiscal Year - $9,867 - Fire and Emergency Service – Approved

- The Town of Deer Lake in conjunction with the Newfoundland and Labrador Snowmobile Federation would like to upgrade their existing snowmobile trail system with trail enhancements and improved signage as a means to help quad bike tourists enter the Town of Deer Lake for their accommodations, gasoline, food and other supplies.

- The cost estimate for this work is $30,000, which they are seeking $20,000. From Special Assistance, with the Town contributing the remaining $10,000.

Analysis:
- The Town of Deer Lake is requesting $20,000.00

- The Town of Deer Lake has approximately $60,320.00 remaining in their Federal Gas Tax allocation. This project could be eligible for Gas Tax funding pending review by the Gas Tax Secretariat.

- Municipal Analysts have confirmed that Town of Deer Lake does not have any compliancy issues.

- Regional Engineering has reviewed this request and determined the following:
  - The Town of Deer Lake is seeking funds to improve the existing snowmobile trails that lead into the town from three directions so that they’re usable as ATV routes.
  - Currently, visitors are having trouble gaining access to the Town, getting around within the Towns limits and finding their way out of Town.
  - Improved trail system would promote tourism and boost the town’s economy.
  - The Town is looking at a cost sharing ratio of 60% (Provincial) and 40% (Municipal).
  - This is not an emergency request. The Town should apply for Municipal Capital Works funding.
Alternatives:

Prepared/Approved by: B. Manning/ B. Steele

Date: November 1, 2018
Title: Castor River North request for Special Assistance.

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Local Service District of Castor River North in the amount of $26,000.00 to assist with the cost of installing curb stops to twenty houses in the community.

Background:
- The Local Service District of Castor River North has approximately 141 residents.
- Prior to 2018 – 2019 the Local Service District did not request funding.
- The Special Assistance Grant application submitted by Local Service District of Castor River North states they want to install curb stops to the remaining households without curb stops.
- There are fifty-six houses in the district and twenty more need curb stops. They want to be able to turn off the water to these homes in case of an emergency.

Analysis:
- The Local Service District has submitted a quote for the work and they are asking for $26,000.00
- Local Service Districts do not qualify for Federal Gas Tax funding.
- Municipal Analysts have confirmed that the Local Service District of Castor River North does not have any compliancy issues.
- Regional Engineering has reviewed this request and determined the following:
  - The Local Service District has fifty-six homes. Twenty of the homes do not have curb stops. This represents 36% of the residential houses without curb stops.
  - Infrastructure could be at risk if water cannot be shut off at these homes.
  - The water system infrastructure was put in place in 1972.
  - Based on the requirements to provide clean safe drinking water to the community, the Department of Municipal Affairs and Environment would recommend funding this request.

Alternatives:

Prepared/Approved by: B. Manning / B. Steele
Date: November 1, 2018
Title: Town of Jackson’s Arm request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Jackson’s Arm in the amount of $11,538.83 to assist with the cost of repairs to the water line, as well as repairs to the road.

Background:
- The Town of Jackson’s Arm has approximately 284 residents.
- Prior to 2018 – 2019 Fiscal year the Town requested:
  - 2016-2017 Fiscal Year - $11,764 - Fire and Emergency Services request - Approved
  - 2012 – 2013 Fiscal Year - Repairs to sewer system - Rejected
  - 2011 – 2012 Fiscal Year - Building/engineering of breakwater - Rejected
  - 2011 – 2012 Fiscal Year - Repairs to water line - Rejected
  - 2010 – 2011 Fiscal Year - Training for maintenance staff - Rejected
- The Town submitted an application for Special Assistance funding for the aging water system infrastructure; which has experienced two waterline breaks. The first waterline break was in February 2018 and the second was in September 2018.
- Results of the waterline breaks have caused a sink hole at the Town’s Main Street.

Analysis:
- The Town of Jackson’s Arm is requesting $11,538.83.
- Municipal Analysts have confirmed that the Town does not have any outstanding compliancy issues.
- Regional Engineering has reviewed this request and determined:
  - Two waterline breaks and road repairs caused by leaking waterlines
  - This work has been completed, and the Town has submitted invoices.
  - Waterline breaks are operational and maintenance issues.
  - Based on the information provided in the Special Assistance application, the Department of Municipal Affairs and Environments would reject funding this request because this operational and maintenance cost.

Alternatives:

Prepared/Approved by: B. Manning / B. Steele
Date: November 14, 2018
Title: Municipal Training Assistance Fund under Special Assistance Grant

Issue:
- Seeking the decision of the Committee to approve a third allotment of $50,000 of Matched Training Fund, for payout of MTF reimbursements that have been received at the Department. \[s. 29(1)(a)\]

Background:
- Financial assistance is provided to elected officials, employees and volunteers allowing them to gain access to training and professional development opportunities sponsored or sanctioned by MAE that may not be attainable due to financial constraints.

Analysis:
- To date for 2018 – 2019 Fiscal Year, we have paid out $100,000 in training costs and currently have requests in for another $25,000 with total overall costs for 2018-2019 expecting to be $150,000.
- Approval of the funding for MTF rests with the Executive Committee of SAG and is normally approved in allotments of $50,000 at a time. \[s. 29(1)(a)\]

Decision Required:
- 

Prepared/Approved by: D. Spurrell / B. Steele

Date: November 94, 2018 – [Nov. 14]
Decision Note
Department of Municipal Affairs and Environment

Title: Training Financial Assistance under Special Assistant Grant

Decision Required:

- Approval of funding for support of training requirements for elected officials and municipal administrators

Background:

- Financial assistance is provided to elected municipals, employees, and volunteers (i.e. firefighters and recreation personnel) allowing them to gain access to training and professional development opportunities sponsored or sanctioned by MAE that may not be attainable due to financial constraints.

- Financial assistance supports two separate assistance programs including:
  - Municipal Training Financial Assistance Fund (MTF) – cost shared program used to offset costs with attending training and development activities sponsored or sanctioned by MAE.
  - Activities include MNL Regional meetings, PMA Regional meetings, workshops, forums, courses and other courses directly related to municipal leadership, administration or operations.
  - Municipalities' reimbursement depends on population:
    - Those with populations of 500 or less are reimbursed at 75% of costs to a maximum of $1,000 per municipality for activities in current fiscal (April 1 – March 31).
    - Those with populations of 501 or more are reimbursed at 50% of costs to a maximum of $1,000 per municipality for activities in current fiscal (April 1 – March 31).
  - Eligible expenditures include transportation, accommodations, and meals at various rates as well as registrations fees, textbooks, and course materials. Receipts are required.
  - MTF also supports:
    - Water Quality Training – reimbursed separately and not included in the $1,000 maximum
    - Training Offered by Private Companies – maximum of $125 reimbursement for registration fees for private company training
    - Premier’s Forum $400/$700 (Labrador) not included in the $1,000 maximum
    - MNL Symposium $250 per municipal representative (maximum of 2 - $500)
• LSD’s to attend Fire School (LSD’s are not eligible for any other activities)

• Municipal Training Partner Support Program – cost shared program to organizations wishing to partner with MAE or with whom MAE wishes to partner to deliver specialized or customized training and development activities. Partner organization include PMA, MNL, Combined Councils of Labrador, and other organizations whose mandate is to provide training and development in areas of leadership, administrative and operational capability of local government.

• Funding maximums for this training will be part of contract negotiations.

Analysis:

• For fiscal 2017-18 funding has been provided in support of over 600 participants in over 55 training and development courses and workshops including water treatment plant training, respectful workplace, firefighting, clean and safe drinking water workshop, municipal accounting, MNL and PMA. (Annex A details full listing).

• These types of activities promotes knowledge and skill development of those involved by providing learning experiences directly relevant to the operational, financial, and reporting requirements of the municipalities and surrounding areas.

• The total cost paid out for 2017-18 was $143K.

• To date this fiscal we have paid out training costs of $52K and currently have requests in for another $50K. Overall total cost anticipated for 2018-19 will be approximately $150K.

• Approval of the funding for MTF rests with the Executive Committee of SAG and is normally approved in allotments of $50K at a time.

Decision Required:

Prepared/Approved by: B. Steele/D. Michielsen/J. Chippett
Ministerial Approval: Received from Hon. Andrew Parsons, Q.C. [pending]

October 18, 2018
Title: Town of Flatrock request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Flatrock in the amount of $22,957.43 to assist with the cost of replacing a culvert at Power's Lane and Maher's Lane.

Background:
- The Town of Flatrock has approximately 1,683 residents.

- Prior to 2018 – 2019 the Town requested:
  - 2016 – 2017 Fiscal Year - $28,250 – paving fire department’s parking lot – Approved
  - 2015 – 2016 Fiscal Year - $25,000 – paving municipal garage parking lot – Approved
  - 2012 – 2013 Fiscal Year - $8,000 - to replace the Ocean View park Chalet – Approved

- The Town has hired a contractor to replace two deteriorated culvert crossing Power's Lane and Maher Lane. The culvert was replaced with one larger culvert complete with head wall.
- The Town has hired contractor J & S Excavating Ltd. to replace two deteriorated culverts crossing Power's Lane and Maher Lane.
- The culvert was replaced with one larger culvert complete with head wall. The total cost including materials and labour was $22,957.43. The Town has confirmed that this work has already been completed.

Analysis:
- The Town of Flatrock is requesting $22,957.43
- Municipal Analysts have confirmed that the Town does not have any outstanding compliancy issues.
- This is not eligible under Federal Gas Tax as this project has already been completed.
- Regional Engineering has reviewed this request and determined:
  - The culverts are over forty years old and were in very bad condition. The road surface and shoulders were starting to collapse, so the town had the culverts replaced before there was a total failure.
  - The two culverts have exceeded their design life and were in need of replacement.

Alternatives:

Prepared/recommended By: B. Manning / B. Steele
Date: November 14, 2018
Decision/Direction Note
Department of Municipal Affairs and Environment

Title: Local Service District of Black Tickle – Domino Request for Special Assistance

Decision/Direction Required:
- Seeking the decision of the Committee on whether to provide a Special Assistance Grant to the Local Service District of Black Tickle – Domino in the amount of $10,426.36 for their 2018 water system operating costs.

- \[s.\ 29(1)(a)\]

Background and Current Status:
- The Local Service District of Black Tickle – Domino approximately 130 residents.

- Prior to 2017-18, the Local Service District of Black Tickle – Domino requested:
  - 2012 – 2013 Fiscal Year - Water Treatment Plant Project - $36,000.00 – Approved
  - 2014 – 2015 Fiscal Year - Operation costs for water treatment plant - $30,000 – Approved
  - 2015 – 2016 Fiscal Year – Operation costs for water treatment plant - $9,138.09 – Approved
  - 2015 – 2016 Fiscal Year – Operation cost for the water treatment plant - $12,345.28 – Approved
  - 2016 – 2017 Fiscal Year – Operation cost for the water treatment plant - $5,576.35 – Approved
  - 2016 – 2017 Fiscal Year – Operation cost for the water treatment plant - $4,000.00 – Approved

Analysis:
- The Local Service District of Black Tickle – Domino is requesting $10,426.36.

- Municipal Analysts are unable to obtain information at this time about their financial ability to contribute to their share of the project costs. However, the Local Service District has confirmed they will provide a $5,200.00 through water sales as their contribution to the overall project costs of $15,626.36

- Regional Engineering has reviewed this request and determined:
  - This request is for operational costs of the water treatment plant and will be used to purchase replacement parts and dispersal of water.
  - Black Tickle is an island and this is their only source of water for the community.
  - The water dispensing unit was built in 2000 and is the first PWDU in the province. This system still functions well and with continued maintenance and servicing there is no reason it cannot continue indefinitely.

- \[s.\ 29(1)(a)\]
November 15, 2017

Please note - the date should state 2018 not 2017
Title: Town of Rocky Harbour request for Special Assistance

Issue:

- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Rocky Harbour in the amount of $110,000 to assist with the cost of upgrading their septic tank system.

Background:

- Rocky Harbour has approximately 979 residents.

- Prior to 2018-2019 Fiscal Year the Town of Rocky Harbour requested:
  - 2017 - 2018 Fiscal Year - $21,985 - Repairs to the road
  - 2016 - 2017 Fiscal Year - $19,102 - Fire & Emergency Services - Approved
  - 2014 - 2015 Fiscal Year - $20,000 - Removal of Whale - Approved

- The municipality of Rocky Harbour is requesting $126,500 to install ten (10) access points at their sewage holding site to allow for cleaning and maintenance of the septic system.

- The Town wants to install access points to the tanks as they are currently unable to clean them due to inadequate access. If the tanks are not cleaned out then the system will potentially fail, allowing raw sewage to backup into the lift stations and sewer lines thus impacting public health and safety.

- The Town stated in their application that the initial design of the tanks is what prevented the pumping out of sewage, allowing for the buildup of a thick layer of solids, preventing access for further maintenance.

- The Town has submitted a quote for the work, requesting $126,500 for the installation of the ten (10) access points under a 90:10 cost sharing ratio. Note that the quote provided by Western Pump Services (#1473) was for $110,000 before taxes, the total funding required for the project would be $126,500 after HST.

Analysis:

- The Town of Rocky Harbour is requesting $126,500.00.

- The Town has approximately $6,312.00 remaining in their Federal Gas Tax allocation. Pending review by the Gas Tax Secretariat, these remaining funds could be contributed towards their share of this project.

- Municipal Analysts have confirmed that the Town of Rocky Harbour does not have any compliancy issues.
Regional Engineering has reviewed this request and determined:

- The Municipality of Rocky Harbour has a septic system which is unable to be cleaned and maintained due to the lack of access to the interior of the tanks.
- The lack of access to the interior of the tanks is due to a build-up of solid waste.
- The build-up of solids may cause a failure of the septic system, resulting in the Town being unable to maintain proper environmental standards for its sewage treatment.
- According to their application, the inability of the Town to pump out the septic tank was the due to the initial design of the tank, which was put in place in 2007.

Alternatives:

Prepared/Approved by: B. Manning/ B. Steele

Date: November 16, 2018
Title: Town of Westport request for Special Assistance

Decision/Direction Required:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Westport in the estimated amount of $71,875. to aid in the cost of repairs to a pressure reducing station.
- s. 29(1)(a)

Background:
- Town of Westport has approximately 195 residents.
- Prior to 2016-17, the Town of Westport special assistance requests have included:
  - 2011 cost of repairs related to damage to ocean outfall - $5,000 - Approved

Analysis:
- The Town is requesting $71,875 to aid in the cost of replacing 2 PRV valve’s and fittings.
- This project does not qualify for Federal Gas Tax as this project has been completed.
- The Town of Westport is not on a Boil Water Advisory (BWA).
- Municipal Analysts have confirmed that the Town of Westport has no outstanding compliancy issues.
- Regional Engineering has reviewed this request and determined:
  - The Town’s request states it had experienced pressure reducing valves (PRV) failures back in June 2018.
  - The Town’s request states the original reducing valves and fittings were installed between 1992-1993
  - The Town stated they feel this is a risk to public safety and could result in damage to local piping & residential plumbing due to elevated operating pressure
  - The Town’s request states they hired a contractor to repair the PRV at a cost of over $10,000.00
  - The PRV has been repaired and is currently operational
  - The Town has supplied a price quotes with detailed breakdown, that has estimated the cost of replacing the PRV’s at $71,875.
  - The value of work proposed would typically not be completed through a special request and would be better suited for the capital works application model.
  - A full assessment of the supply intake, chlorination, transmission main and related valves should be completed to ensure a detailed modernized repair is considered. This would mitigate further component failures due to age and similar situations.
- s. 29(1)(a)

Alternatives:
Title: Professional Municipal Administrators Request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide a Special Assistance Grant to the Professional Municipal Administrators (PMA) in the amount of $40,000 for their 2019 Annual Operating Grant.

Background:
- PMA is a professional organization composed of Municipal Administrators, Town/City Managers, and Clerks, and is committed to improving local government in Newfoundland and Labrador.
- Members of the PMA are supported through training and professional development opportunities.
- Since 2010, PMA has received an Annual Operating Grant in the amount of $25,000, totaling $200,000. These funds are used to develop training programs, administrative costs associated with maintaining an office and staff person, and to bring new initiatives forward to members.
- In the past, MAE also provided annual funding ($25,000) to PMA for the Matched Training Fund, which provided financial assistance to municipalities attending training programs within the province. In January of 2017 the Department took over the administration of this program.

Analysis:
- For 2019, and going forward, PMA is requesting for their Annual Operating Grant be increased from $25,000, which they have received in the past, to $40,000. This increase would allow for them the ability to hold annual regional meetings and training sessions in Labrador.
- PMA feels that it is important to hear from all members of the Association, and for them to have access to training and meetings.

Alternatives:
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Prepared/Approved by: B. Manning / B. Steele

Date: November 16, 2018
Title: Town of York Harbour request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of York Harbour for $20,213 to assist with the cost of purchasing and installing a generator as backup power source for the Town's emergency operations center.

Background:
- The Town of York Harbour has approximately 344 residents.
- Prior to 2018 – 2019 Fiscal Year the Town requested:
  - 2016 – 2017 Fiscal Year – Upgrades to the water supply – Rejected
  - 2013 – 2014 Fiscal Year - $32,770 – Upgrades to Copper Mine Brook – Approved
  - 2010 – 2011 Fiscal Year – Upgrades to fire hall - Rejected
- The Town is requesting funding to help with the purchase of a back-up generator for the Town Hall which acts as an Emergency Operations Centre and Warming Centre in the event of an emergency.
- The Town expressed the need for an emergency generator after West Coast Flood in 2018 which caused significant damage to the region and the Emergency Operations Centre was urgently required.

Analysis:
- The Town of York Harbour is requesting $20,213 plus estimated amount of approximately $6,700 to accommodate the shed to house the generator.
- The project is not eligible under the Federal Gas Tax program.
- Municipal Analysts have confirmed that the Town has no outstanding compliancy issues.
- Regional Engineering has reviewed this request and determined:
  - Costs associated with the installation of the generator would include the supply and installation of materials including a 100Amp subpanel, circuit breakers etc. The lowest quote provided for the installation was in the amount $3,162.50
  - Generators are typically funded at a 50/50 ratio and the Department has previously turned down multiple Special Assistance Requests for the funding of Generators.
  - The Town is aware of this ratio and expects it to be used for any funding that is approved. Council did not provide any agreements between itself and other towns
for the town hall to function as a warming center for the multiple areas indicated in their letter.

- The Town currently had a shed and which they intend to house the generator if they were successful in obtaining the funding, however, it would be expected that the current shed would have to be modified for the housing of the generator which would come at an additional cost and was not included in the Town's request. The Department referred the Town to Service NL to get additional information on the requirements for the shed.

- Any additional costs associated with an application to SNL or renovations to the shed are over and above the $20,213 cost of purchasing and installing the generator. Regional Engineering recommends adding another $5,000-$10,000 for the estimated cost of any work to be done on the shed which will be housing the generator.

Alternatives:

Prepared/Approved by: B. Manning/ B. Steele

Date: November 16, 2018
Title: Town of Howley request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Howley for $59,245.38 to assist with the cost of emergency repairs to the Town's water system.

Background:
- The Town of Howley has approximately 205 residents.
  - Prior to 2018 – 2019 Fiscal Year the Town requested:
    - 2017 – 2018 Fiscal Year - $38,270.05 – Replace culverts – Approved
    - 2016 – 2017 Fiscal Year - $16,091.97 – FES Request - Approved
    - 2014 – 2015 Fiscal Year - $19,000.00 – Replace equipment in pump house – Approved
    - 2013 – 2014 Fiscal Year - $13,196.00 – Extension to fire hall – Approved
    - 2010 – 2011 Fiscal Year - $15,000 – Upgrades to fire hall – Approved
  - On January 28, 2018 the Town experienced a loss of water supply and declared a state of emergency from January 29 – February 1, 2018.
  - The Town with consultation from the Department of Municipal Affairs and Environment engaged SNC-Lavalin to assist as required to resolve the water problem for the Town.
  - SNC-Lavalin were assisted by third party contractors to help resolve this issue, and provided an initial assessment and fixed the problem. They provided Final Report to the Town of Howley of the steps which were taken to resolve the water problems. (DOC/2018/01664).

Analysis:
- The Town of Howley is requesting $59,245.38.
  - This project is not eligible for Federal Gas Tax funding, as this has already been completed.
  - The total amount the Town of Howley is claiming to complete the water repairs is $59,245.38, however, not all of these expenses are considered to be eligible. The total payable expenses are $47,135.95. A full list of expense is attached, see Appendix A. (COR/2018/01648-08).
  - Municipal Analysts have confirmed that the Town has not outstanding compliancy issues.
  - Regional Engineering has reviewed this request and determined:
    - The Town of Howley is claiming $59,245.38 however list of eligible expenses is $47,135.95.

Alternatives:
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s. 29(1)(a)
• Defer this request.

Prepared/Approved by: B. Manning/ B. Steele

Date: November 16, 2018
Title: Town of Grand le Pierre request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Grand le Pierre in the amount of $64,509.25 to assist with the cost of purchasing snow clearing equipment.

Background:
- The Town has approximately residents 235.
  - Prior to 2018 – 2019 Fiscal year the Town requested:
    - 2016 – 2017 Fiscal Year - $2,800. – installation of three fire hydrants – Approved
    - 2016 – 2017 Fiscal Year - $12,292.00 – Purchase three fire hydrants – Approved
    - 2015 – 2016 Fiscal Year - $9,492 – replace three fire hydrants – Approved
    - 2015 – 2016 Fiscal Year – repairs to community center – Rejected
    - 2014 – 2015 Fiscal Year – road repairs – Rejected
    - 2012 – 2013 Fiscal Year – $15,000 - Install alarm system in community center – Approved
    - 2012 – 2013 Fiscal Year – $8,140. - Cleaning and inspecting sewer outfall – Approved
    - 2012 – 2013 Fiscal Year – Remodeling of recreation center – Rejected
    - 2010 – 2011 Fiscal Year – Flushing of sewer main – Rejected
  - During last season, Winter 2018, the snow clearing operations were performed by the Department of Transportation and Works, due to no response to tender invitation, which was advertised a couple of times.
  - The cost of these snow clearing services to the Town were $14,359.89
  - Recently, the Town issued a call for tenders for snow clearing services, which closed on October 4, 2018. They did not receive any response to this invitation.
  - The Town has never owned their own snow clearing equipment, and normally has had a private contractor hired for this service.
  - The Town does not have a snow clearing plan in place for the upcoming season and they have concerns for health and safety of residents.
  - The Town is comprised of quite a few senior citizens who reside in areas of Town that Transportation and Works do not maintain.
  - Waste manage issues are a concern as well, as Burin Peninsula Waste Management will not collect garbage from residents if the streets are not plowed. Residents are expected to bring their own garbage to the main road; residents are expected to wheel their bins through the snow covered streets.
The Town has submitted a quote for a pre-owned truck at $39,500, and snow clearing accessories, including a Fisher V-blade snow plow $8,600, plus $600 for labour to install, and a Fisher sander $6,300, plus $600 for labour to install, plus license $180 and document fee $395, HST on this cost for a total of $64,509.25

Analysis:
- The Town of Grand le Pierre is requesting $64,509.25.
- The Town does not have any outstanding compliancy issues.
- The Town of Grand le Pierre is not in a financial position to purchase the necessary equipment required to perform snow clearing duties.

Alternatives:
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Prepared/Approved by: B. Manning/ B. Steele

Date: November 16, 2018
Title: Grand Beach Fisherman's Committee request for Special Assistance.

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to Grand Beach Fisherman's Committee (The Committee) the amount of $3,100 to assist with dredging the harbour access.

Background:
- There are a numbers of fisherpersons in the community and they have formed the Grand Beach Fisherman's Committee, and they are seeking the funding for the harbour dredging.
- The Committee has been incorporated since 2002 and is in good standing.
- There are currently six fishing enterprises in the community which use Grand Beach as their base.
- The community harbour, located in the north end of the community has a channel through a barachois (sand bar) that has to be dredged every year after the winter months to give access for local boats to the ocean.
- While the barachois offers protection to the harbour from sea action, the rough winter sea conditions and storm surges disrupt the sand and rocks in the barachois and fill in the channel making it difficult for boats to pass through.

Analysis:
- The Grand Beach Fisherman's Committee is requesting $3,100.
- Until recently, the cost of dredging was provided by the Department of Fisheries, but funding is no longer available.

Alternatives:
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Prepared/Approved by: B. Manning / B. Steele

Date: November 16, 2018
Title: Local Service District of Benton request for Special Assistance.

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Local Service District of Benton in the amount of $5,758.79 to assist with the cost of repairs to their sewer lift station pumps.

Background:
- The Local Service District of Benton has approximately 154 residents.

- Prior to 2018 – 2019 Fiscal Year the Local Service District requested:
  - 2010 – 2011 Fiscal Year - $20,000 – Maintenance to sewer system – Approved
  - 2012 – 2013 Fiscal Year - Repairs to lift station – Rejected
  - 2012 – 2013 Fiscal Year - $5,000. Repairs to lift station – Approved
  - 2015 - 2016 Fiscal Year - Repairs to the pump house – Rejected
  - 2016 – 2017 Fiscal Year - Outstanding debts – Rejected

- On March 1, 2018 the Local Service District of Benton requested funding to cover the cost of repairs to three pumps at two of their sewer lift stations. (COR/2018/00830) This request was subsequently rejected as operations and maintenance. These pumps are fairly new and were installed in early 2014.

- However, the LSD proceeded on their own to get the repairs made to these pumps with Xylem Water Solutions, but due to financial difficulties were unable to pay the full balance of the cost of the repairs.

- Xylem Water Solutions is holding the three pumps until the Local Service District can pay the balance owing. The Local Service has been paying what they can on the balance and what is remaining is $4,500 on one invoice, and $1,258.79 on the other invoice.

- A new Committee was established in November 2017 and they are attempting to get all systems operational within their community. Central Region staff have met with the committee and it has become apparent that lack of maintenance is contributing to some of the issues the new committee is experiencing.

- The new committee are attempting to maintain services and collect fees from residents. They recognize deferred maintenance is contributing to the current problems. Central Region staff have offered to assist where possible and to provide drawings and offer technical help on the current infrastructure.

- The Local Service District needs to carry out regular maintenance on all of their sewer lift station pumps to prevent further premature pump failures

Analysis:
- The Local Service District of Benton is requesting $5,758.79.

- Local Service Districts do not qualify for Federal Gas Tax funding.

- Municipal Analysts have confirmed that the Local Service District of Benton is able to afford their share of the project costs at a 90/10 ratio.
Regional Engineering has reviewed this request and determined:
  o Funding to cover the cost of the repairs will cause financial burden for the town.
  o Failure of either of the pumps will cause an environmental issue as sanitary water will back-up into nearby residences and/or overflow the current lift station.

Alternatives:

Prepared/Approved by: B. Manning / B. Steele

Date: November 16, 2018
Title: Garnish Lions Club request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Garnish Lions Club in the amount of 7,817.70 to assist with the cost of installing a generator in the community centre to be used as a warming centre in emergencies.

Background:
- The Town of Garnish has approximately 568 residents.
- The Garnish Lions Club has not previously requested funding through Special Assistance.
- The Garnish Lions Club is seeking funding to help with the cost of supplying and installing a generator in the Lions Club to assist as a warming centre for the residents of the Town in the event of a power outage.
- The Lions Club has applied through the “Community Healthy Living Fund” through the Department of Children, Seniors, Social Development; however they were turned down for funding.

Analysis:
- The Garnish Lions Club is requesting $7,817.70.
- The Garnish Lions Club feels this is an Important initiative to assist the residents of the community, especially the elderly and the children.

Alternatives:

Prepared/Approved by: B. Manning/ B. Steele
Date: November 19, 2018
Title: Town of Cox's Cove request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Cox's Cove in the amount of $63,968.75 (lowest quote) to assist with the cost of repairs to the retaining wall on Park Drive.

Background:
- The Town of Cox's Cove has approximately 688 residents.
- Prior to 2018 – 2019 Fiscal year the Town requested:
  - 2015 – 2016 Fiscal Year – $17,680 – Repairs to lift station – Approved
  - 2010 – 2011 Fiscal Year - $12,530 – Legal Fees - Approved
- The Municipality of Cox's Cove is requesting funding to repair the retaining wall on Park Drive. This work will involve various geotechnical and road works, including removal and replacement of asphalt, subgrade class A and B materials, USM, guardrails etc.
- The cribbing of the retaining wall is in disrepair, should the area deteriorate and collapse down onto Main Road below, it will block the main entrance and exit to the town. It is also important to note that there are homes in close proximity of the embankment that have the potential to be damaged.
- The embankment has experienced slipping failure before. It is recommended by the Department of Municipal Affairs and Environment that prior to any repair work being conducted that a geotechnical survey be performed to confirm the stability of the slope and other parameters (e.g. groundwater infiltration/percolation) to ensure that the repairs will ensure the long term longevity of the embankment.

Analysis:
- The Town of Cox's Cove is requesting $63,968.75 (minimum price quote).
- The Town has submitted three quotes for the work the quotes range from $63,968.75 to $161,000 for repairs; however none of the quotes include the cost of a potential geotechnical survey.
- The Town of Cox's Cove has $5,434.83 remaining in Federal Gas Tax allocation.
- Municipal Analysts have confirmed that the Town does not have any outstanding compliancy issues.
- Regional Engineering has reviewed this request and determined:
- Water and sewer infrastructure have the potential to be impacted by the failure of the embankment. If the area continues to deteriorate, it will damage or expose water & sewer lines in the area.
- Considering the funding requested will be greater than the $30,000 typically allotted to Special Assistance Grants, it is advised that the Department of Municipal Affairs and Environment reject the request and recommend that the Town seek funding under Municipal Capital Works.

Prepared/Approved by: B. Manning/ B. Steele

Date: November 19, 2018
Decision/Direction Note
Department of Municipal Affairs and Environment

Title: Local Service District of Canning's Cove Request for Special Assistance (Re-request)

Decision/Direction Required:
- Seeking the decision of the Committee on whether to provide a Special Assistance Grant to the Local Service District of Canning's Cove in the amount of $920 to assist with the cost of replacing shingles on pump house number three.

Background and Current Status:
- The Local Service District of Canning's Cove has approximately 231 residents.
- Prior to 2017-18, the LSD of Canning's Cove requested:
  - 2010 - 2011 Fiscal Year - $3,200 - Replace the roof on one of the pump houses - Rejected.
  - 2011 - 2012 Fiscal Year - $300 - 2011 Clean & Safe Drinking Water Workshop - Approved
  - 2011 - 2012 Fiscal Year - $2,500 - New chlorine pump - Approved;
  - 2012 - 2013 Fiscal Year - $4,000 - Six new pressure tanks for the drilled well system - Approved
  - 2013 - 2014 Fiscal Year - $400 - 2014 Clean & Safe Drinking Water Workshop - Approved
  - 2014 - 2015 Fiscal Year - $2,500 in - Repairs to the roof of the pump house - Approved
- On May 17, 2017, Local Service District of Canning's Cove sent a request to replace shingles, roofing underlay and ice-shield over the roof of their pump house number three.
- Total area of the roof is 18' x16' = 288 square-feet
- The shingles on this pump house are 27 years old and need to be removed and replaced.

Analysis:
- The LSD is requesting $920 to assist with the cost of shingling pump house number three.
- Regional Engineering has reviewed this request and determined:
  - Given the age of the roof, the LSD should have planned for the roofing repair and replacement but it is not beyond typical maintenance and involves a complete replacement.
  - These expenses are beyond the Local Service District's routine maintenance and they do not have any other source of funds to meet these expenses.
In order to effectively manage operation of the pump station, the Local Service District needs to fix these problems as soon as possible.

- Municipal Analysts have confirmed that the Local Service District of Canning's Cove can afford their share of the project costs.

Alternatives:

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Prepared/Approved by:  B. Manning / B. Steele

Date: November 19, 2017
Title: Town of St. Lawrence request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the town of St. Lawrence in the amount of $58,358.48 to assist with the cost of replacing the Basket Strainer System, which is part of the chlorination system.

Background:
- The Town of St. Lawrence has approximately 1,192 residents.

- Prior to 2018 – 2019 Fiscal Year the Town requested:
  o 2017 - 2018 Fiscal Year - $8,215 – FES Equipment – Approved
  o 2017 - 2018 Fiscal Year - $8,215 – Repairs to the PWDU System – Approved
  o 2016 – 2017 Fiscal Year – Fire alarm system – Rejected
  o 2015 – 2016 Fiscal Year - $26,296 – Repairs to recreation centre – Approved
  o 2015 – 2016 Fiscal Year – Renovations to recreation centre - Rejected
  o 2015 – 2016 Fiscal Year – Water system upgrade - Rejected
  o 2015 – 2016 Fiscal Year - $257,369 Renovations to the recreation centre - Approved
  o 2014 – 2015 Fiscal Year - $361,280 Repairs to recreation centre – Approved
  o 2013 – 2014 Fiscal Year - $24,000 Upgrades to community park – Approved
  o 2012 – 2013 Fiscal Year – Clean up rodent problem – Rejected
  o 2011 – 2012 Fiscal Year - $2,382 - Send a representative to the funeral of Lanier Phillips – Approved
  o 2010 – 2011 Fiscal Year – Repairs to furnace at recreation centre- Rejected

- The Town has experienced problems with their basket strainer at the chlorination building, leaves, debris and pond eels are being screened causing clogs and decaying fish life.

- The Town also experiences increase in pressure of water pressure due to the water being turned on and off after screen cleaning. This causes dirt to be stirred up and water line to break or leaks. The basket strainers are not functioning as designed. The strainers have to be turned off manually in order to be cleaned out.

- The PCV supply lines for the booster pump and the booster pump have to be relocated.

Analysis:
- The Town of St. Lawrence is requesting $58,358.48

- Municipal Analysts have confirmed that the Town has no outstanding compliancy issues.

- Regional Engineering has reviewed this request and determined:
  o The water supply system installed in the 1970's is old and is need of upgrading. The filtering screens are quite old and need to be replaced.
  o One of the flow meters located in the chlorination building is non-operational and is need of removal. The operational flow meter has to be relocated so the Town’s maintenance people can monitor the chlorine residual level properly in the water supply system.
- The cost of the repairs submitted by Basil Fearn Ltd. is $41,400 for materials and labour and $16,958.48 for engineering fees (Edwards and Associates Ltd.).

Alternatives:

Prepared/recommended By: B. Manning / B. Steele

Date: November 19, 2018
Title: Town of Anchor Point request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Anchor Point in the amount of $10,787 to assist with the labour costs of upgrading the compressor in the Straits Arena.

Background:
- The Town of Anchor Point has approximately 314 residents.
- Prior to 2018 – 2019 Fiscal year the Town requested:
  - 2017 - 2018 Fiscal Year – Upgrades to compressor in Straits Arena – Rejected
  - 2017 – 2018 Fiscal Year - $20,284 – Repairs to chlorination system – Approved
  - 2016 – 2017 Fiscal Year - $4,934 – Additional funding for arena lighting – Approved
  - 2015 – 2016 Fiscal Year - 10,087 – Arena Lighting – Approved
  - 2014 – 2015 Fiscal Year – Repairs to water system – Rejected
  - 2013 – 2014 Fiscal Year – 4,531 – Temporary repairs to dam – Approved
- The Town of Anchor Point supports the request by Straits Arena asking for approximately $9,380 to fund the labor for repairs required to fix the compressor and ammonia leak detector for Straits Arena.
- The repairs are required to ensure the uninterrupted operation of the arena. The Straits Arena is a regional facility situated in community of St. Barbe, serving 27 small communities.
- A previous Special Assistance Grant Request (COR/2017/03348) was submitted in 2017 asking for $19,699.41 for the compressor parts and labour. This request was rejected

Analysis:
- The Town of Anchor Point is requesting $10,787.00.
- Local Service Districts do not qualify for Federal Gas Tax funding.
- Municipal Analysts have confirmed that the Town does not have any outstanding compliancy issues.
- Regional Engineering has reviewed this request and determined:
  - The Straits Arena is a regional facility, that is trying to be more proactive with its maintenance and repairs, the Department of Municipal Affairs and Environment would not recommend funding this request as it is operational and maintenance.
The parts required for the repairs have been purchased by the Straits Arena and are on hand ready to be installed, the Special Assistance request is for the labor component of the project. These upgrades should keep the compressor from being problem free for approximately 8 – 10 years.

Alternatives:

s. 29(1)(a)

Prepared/Approved by: B. Manning / B. Steele
Date: November 19, 2018
Title: Town of Whitbourne request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of Whitbourne in the amount of $16,015.27 to assist with repairs to the ammonia leak detection system at the Trinity – Placentia Stadium.

Background:
- The Town of Whitbourne has approximately 890 residents.
- Prior to 2018 – 2019 Fiscal Year the Town requested:
  - 2015 – 2016 Fiscal Year – Chiller repairs at the Trinity-Placentia Stadium – Rejected
  - 2015 – 2016 Fiscal Year – $12,000 - Chiller repairs at the Trinity-Placentia Stadium – Approved
  - 2015 – 2016 Fiscal Year – Repairs to the Sir Robert Bond monument - Rejected
  - 2014 – 2015 Fiscal Year - $7,500 – Upgrades to the bathroom at the Trinity-Placentia Stadium - Approved

- The stadium manager has hired a contractor to replace eight Relief valves and install an ammonia leak detector system. The contractor was Young’s Industrial Refrigeration Ltd. The two invoices total $9,369.07, this work is completed.
- The brine pump was replaced by Electric Motor and Pump at a cost of $2,072.65. This work is completed. Original SAG request has a quote from Electric Motor and Pump. The actual invoice is attached with the request.
- The stadium manager rented equipment for the removal of the first layer of ice. A second layer was applied after the equipment was replaced. The invoice was from Battlefield Equipment Rentals for $721.40. This work is completed.
- A quotation was obtained from Costal Entrance Solutions for the modifications to the door leading into the equipment. The swing of the door has to be changed upon the request from the Department of Labor. Estimated cost is $1,378.55.

Analysis:
- The Town of Whitbourne is requesting $16,015.27
- Municipal Analysts have confirmed that the Town has not submitted their 2017 Financial Statements, and their 2018 Budget does not include any expenditures related to the stadium.
- Regional Engineering have reviewed this request and determined:
  - The relief valve and brine pump were replaced to bring the system back in operation.
  - The door modifications and ammonia detection equipment were required by Service NL.
Alternatives:

Prepared / recommended by: B. Manning / B. Steele

Date: November 19, 2018
Title: Local Service District of Fairbanks-Hillgrade request for Special Assistance (Re-request)

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Local Service District of Fairbanks-Hillgrade for $10,519.13 for repairs to the water system.

Background:
- The Local Service District of Fairbanks-Hillgrade has approximately 253 residents.
- Prior to 2018 – 2019 Fiscal Year the Local Service District did not request any funding.
- The Local Service District sent in a request on May 29th for funding to help with the repairs to their water system, which includes a leak in their water line which causes decreased water pressure and resulting the collapse of the water system.
- This request was subsequently rejected by the Department. (COR/2018/01653-04)
- The Town is re-submitting the request, but at a lower amount, $10,519.13. The original request was for $30,000.
- The total estimated cost of repairs including labor, materials and equipment rental, as per quotes obtained by the LSD is approximately $10,519.13.
- The scope of work includes the installation of 549 meters of 100mm DR26 PVC waterline, complete with all necessary valves, curb stops and all associated fittings.

Analysis:
- The Local Service District of Fairbanks-Hillgrade is requesting $10,519.13
- The Local Service Districts are not eligible for Federal Gas Tax Funding.
- Municipal Analysts have confirmed that the Local Service District has no outstanding compliancy issues.
- Regional Engineering has reviewed this request and determined:
  - The Local Service District has submitted a cost estimate for materials and labor for a large water line replacement project within their community. The costs obtained for this type of work appear to be low for the scope of work to be undertaken in order to meet engineering and safety standards.
  - The scope of work detailed will require a Permit to Construct from The Department of Municipal Affairs and Environment.
  - No Engineering fees are identified so they will be unable to provide adequate drawings, specifications to Environment to obtain the permit to construct. The fee for this application is also deficient in the scope of work and costing identified.
- All work shall conform to Municipal Master Specifications and be inspected accordingly.
- The project will require engineered drawings, specifications and will have to abide by the new Public Procurement Regulations. Only one cost estimate was provided and this does not meet the Public Procurement Regulations.
- The Local Service District should submit a formal MCW application for the entire project inclusive of engineering, inspection and construction costs. The Local Service District should engage a consultant to provide engineered drawings to Municipal Affairs and Environment.

Alternatives:
- s. 29(1)(a)
- s. 29(1)(a)
- s. 29(1)(a)

Prepared/Approved by: B. Manning/ B. Steele

Date: November 19, 2018
Title: Town of St. Paul's request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of St. Paul's in the amount of $2,500 to assist with the cost of repairs to their chlorination system.

Background:
- The Town of St. Paul's has approximately 238 residents.
- Prior to 2018 – 2019 Fiscal year Town requested:
  - 2017 – 2018 Fiscal Year – 18,531.62 – Fire and Emergency Services – Approved
  - 2016 – 2017 Fiscal Year – $2,753.51 – Water system repairs – Approved
  - 2015 – 2016 Fiscal Year – $4,237.50 – Water system repairs – Approved
  - 2014 – 2015 Fiscal Year – $4,098.51 – Installation of pump – Approved
  - 2014 – 2015 Fiscal Year – $10,947.00 – Expenses related to water loss – Approved
  - 2013 – 2014 Fiscal Year – $16,588.40 – Replace telesafe system – Approved
  - 2010 – 2011 Fiscal Year – $22,151.96 – Repairs to water pump – Approved
  - 2010 – 2011 Fiscal Year – $6,655.38 – Repairs to water line – Approved
- The Town of St. Paul's is requesting $2,500 to replace the broken field control module in their chlorine building. The field control module provides a signal to the pump-house to start and stop the pumps. Since its malfunction, the pumps must manually be turned on and off three times per day.
- The Town had to bring in its former maintenance person to trouble shoot the system. With correspondence from Franois Masse of K & D Pratt they were able locate the problem, which was the failed Field Control Module.

Analysis:
- The Town of St. Paul's is requesting $2,500.
- Municipal Analysts have confirmed that the Town has no outstanding complacency issues
- Regional Engineering has reviewed this request and determined:
  - This work has already been completed.
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Prepared/Approved by: B. Manning/ B. Steele

Date: November 19, 2018
Title: The Salvation Army – Triton-Brighton Corps. request for Special Assistance

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to The Salvation Army – Triton-Brighton Corps in the amount of $75,000 to assist with the cost upgrading the community church to meet the needs of a warming centre.

Background:
- The Towns of Triton – Bright have approximately 568 residents combined 1,171
- The Salvation Army – Triton-Brighton Corps has not previously requested funding through Special Assistance.
- The Salvation Army – Triton-Brighton Corps is seeking funding to help with the cost of making upgrades to the church facility, which has been recently designated as a warming centre.
- Over the past few years this Corps. Has been involved in a campaign for the enhancement of the church property. This initiative is supported to address remediation and upgrading issues so that the Corps. can continue to provide much valued service to the community and expand on community-based ministries in the future.
- The Salvation Army is seeking funding to do significant modifications and enhancements to the kitchen and the heating system. Costs are estimated to be between $50,000 - $75,000.
- The Town of Triton has written a letter in support of this initiative.

Analysis:
- The Salvation Army – Triton-Brighton Corps is requesting $75,000 (maximum)
- The Salvation Army – Triton-Brighton Corps has not provided a quote for this amount.

Alternatives:
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Prepared/Approved by: B. Manning/ B. Steele

Date: November 19, 2018
Title: Town of St. Mary's request for Special Assistance.

Issue:
- Seeking the decision of the Committee on whether to provide Special Assistance funding to the Town of St. Mary's in the amount of $707,767.50 to assist with disposal of product in seafood sauce plant located in their town.

Background:
- The Town of St. Mary's is looking to dispose of the fish sauce that was left in the plant when the operator ceased operations and left the country.
- There are 120 Fiberglass tanks that has some remaining product in them as well as spillage onto the floor of the plant.
- The tanks then have to be disposed of by truck to a waste site and the product on the floor of the plant has to be cleaned up.
- The town has a quote from Capital Crane in the amount of $615,450 plus tax to provide rental of equipment and manpower for the cleanup and disposal of the sauce.

Analysis:
- This is considered too large amount to be considered under Special Assistance.
- This project could be a viable project under another funding program.

Alternatives:

Prepared/Approved by: B. Manning / B. Steele

Date: November 21, 2018
Title: Town of Port Saunders / Port au Choix request for Special Assistance

Issue:
- Review of previously approved expenditures in the amount of $13,500 under Special Assistance for the operating expenses related to the area.

Background:
- As per Special Assistance approval 17-SAG-19-19 the Committee agreed to pay $13,500 to get the Twin Towns Sports Complex operational. Once invoices were submitted by the Town it was agreed the Committee would review and consider and additional expenses if the costs were over and above the approved $13,500.
- The attached spreadsheet documents the expenses incurred by the Town and they total $13,054.09, therefore no additional funding is required.

Prepared/Approved by: B. Manning / B. Steele

Date: November 21, 2018
Title: Town of Lewisporte request for to re-allocate Special Assistance funding

Issue:
- Seeking the decision of the Committee on whether to re-allocate a portion of $93,265 in Special Assistance funding previously approved (DOC/2018/01333-31) to the Town of Lewisporte for a Regional Fire Service with the Local Service District of Brown's Arm.

Background:
- The Town of Lewisporte was previously approved for $93,265 at 80/20 to purchase firefighting equipment for their fire department for the propose Regional Fire Service. (17-SAG-18-605)
- The application put forward for the Regional Fire Service between Lewisporte, Brown's Arm, Laurenceton, Embree, Little Burnt Bay, Campbelilton, Comfort Cove, and Loon Bay did not materialize, therefore this funding could not be used as intended.
- The Town of Lewisporte and Brown's Arm have since made a formal agreement for a share fire service and seek to have a portion of the previously approved funding reallocated to their fire department.

Analysis:
- The Town of Lewisporte is requesting relocation of funding in the amount of $54,050 at 80/20

Alternatives:

Prepared/Approved by: B. Manning / B. Steele

Date: November 21, 2018
Title: Heart & Stroke Foundation Special Assistance Request

Issue:
- Seeking the decision of the Committee on whether to provide a Special Assistance Grant to the Heart & Stroke Foundation for $50,000 to contribute towards the cost of the Automated External Defibrillators (AED's) in public centres throughout the province.

Background:
- The Heart and Stroke Foundation of Newfoundland and Labrador have launched several lifesaving programs over the last few years. These initiatives focused on ensuring the cardiac safety of Newfoundlanders and Labradorians through the placement of Automated External Defibrillators (AED's) in public centres and gathering places across the island.
- The Provincial Government committed $300,000 to fund this initiative. To date this commitment has been exceeded by $50,000 with a total of $350,000. Department of Tourism, Culture, and Recreation contributed $200,000 and the Department of Municipal Affairs and Environment contributed $150,00 for a total of $350,000 combined.
- Since June 2017 the Heart and Stroke Foundation has received 143 applications for Automated External Defibrillators (AED's) in public places across the island, from churches to soccer fields, as well as private fitness centres. With the $150,000 in funding provided by MAE, a total of 59 AED installations have been completed.

Analysis:
- The Heart & Stroke Foundation is requesting an additional $50,000 to contribute towards their continuing project of installing Automated External Defibrillators (AED's) in public centres throughout the province.
- This funding would allow for approximately 20 of the 84 remaining applications for AED installations throughout the province.
- To date, the AED's which have been installed and provided training for have saved the lives of at least 5 people in the province, including the most recent, an 11 year old boy in November 2016.

Alternatives:

Prepared/Approved by: B. Manning / B. Steele
Date: November 21, 2018