

**AGENDA
REGULAR MEETING**

**May 15, 2017
4:30 p.m.**

ST. JOHN'S

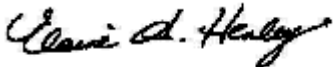
MEMORANDUM

May 12, 2017

In accordance with Section 42 of the City of St. John's Act, the Regular Meeting of the St. John's Municipal Council will be held on **Monday, May 15, 2017 at 4:30 p.m.**

This meeting will be preceded by a Special Meeting to be held on the same day in Conference Room A at **3:00 p.m.**

By Order



Elaine Henley
City Clerk

ST. JOHN'S

CITY MANAGER

AGENDA
REGULAR MEETING - CITY COUNCIL
May 15, 2017 – 4:30 p.m. – Council Chambers, 4th Floor, City Hall

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF THE MINUTES

- Minutes of May 8, 2017
- Committee of the Whole Minutes May 1, 2017

4. BUSINESS ARISING FROM THE MINUTES

- Included in the Agenda:

Other Matters:

- Development Committee Report – May 2, 2017 re: 632 Topsail Road

5. NOTICES PUBLISHED

6. PUBLIC HEARINGS

7. COMMITTEE REPORTS

- a. Audit and Accountability Standing Committee Report – May 2, 2017
- b. Planning and Development Standing Committee Report – May 3, 2017
- c. Development Committee Report – May 9, 2017

8. RESOLUTIONS

9. DEVELOPMENT PERMITS LIST

- May 4 – May 10, 2017

10. BUILDING PERMITS LIST

- May 4 – May 10, 2017

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

- Week Ending May 10, 2017

12. TENDERS/RFPS

- Tender 2017011 – Standing Offer for Aggregates
- Tender 2017069 – Asphalt Crack Sealing Program
- Tender 2017076 – Infrastructure Maintenance #2
- Tender 2017077 – Swimming Pool Chemicals
- Tender 2017078 – O’Leary Avenue at Leary’s Brook Bridge Upgrade

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14. OTHER BUSINESS

- a. Information Note dated May 5, 2017 re: Standing Committee Review – Scope of Work and Timelines
- b. Information Note dated May 10, 2017 re: Regular and Special Council Meetings – Summer Schedule
- c. Decision Note dated May 10, 2017 re: Amendments to the Election Finance By-Law
- d. Decision Note dated May 11, 2017 re: FCM Board Representation
- e. Information Note dated May 11, 2017 re: Challenges Associated with Vote by Mail

15. ADJOURNMENT

**MINUTES
REGULAR MEETING - CITY COUNCIL
May 8, 2017 – 4:30 p.m. - Council Chambers**

Present Mayor D. O’Keefe
Deputy Mayor R. Ellsworth
Councillor T. Hann
Councillor D. Breen
Councillor B. Tilley
Councillor S. O’Leary
Councillor W. Collins
Councillor A. Puddister
Councillor D. Lane
Councillor S. Hickman

Regrets Councillor J. Galgay

Others Kevin Breen, City Manager
Andrew Niblock, Acting Deputy City Manager of Public Works
Jason Sinyard, Deputy City Manager of Planning, Engineering and
Regulatory Services
Derek Coffey, Deputy City Manager of Financial Administration
Cheryl Mullett, City Solicitor
Ken O’Brien, Chief Municipal Planner
Elaine Henley, City Clerk
Stacey Corbett, Legislative Assistant

CALL TO ORDER/ADOPTION OF AGENDA

SJMC2017-05-08/210R

Moved – Councillor D. Breen; Seconded – Councillor S. O’Leary

That the agenda be adopted with the following additions:

- **Decision Note dated May 3, 2017 re: 2017 Retaining Wall Program**
- **Decision Note dated May 4, 2017 re: Approval of Capital Grants**

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

SJMC2017-05-08/211R

Moved – Councillor B. Tilley; Seconded – Councillor S. Hickman

That the minutes of May 1, 2017 be approved as presented.

CARRIED UNANIMOUSLY

NOTICES PUBLISHED

A Discretionary Use Application had been submitted requesting permission to convert the first floor (74m2) of 279 Duckworth Street from Commercial Use to Residential Use.

Council considered the above noted notices published:

SJMC2017-05-08/212R

Moved – Councillor A. Puddister; Seconded – Deputy Mayor R. Ellsworth

That council approve the application subject to all city requirements.

COMMITTEE REPORTS

Development Committee Report – May 2, 2017

[*Link to Report*](#)

Council considered the above noted report.

SJMC2017-05-08/213R

Moved – Councillor A. Puddister; Seconded – Councillor B. Tilley

That the matter of a variance re: 632 Topsail Road be deferred until the next regular meeting.

CARRIED UNANIMOUSLY

DEVELOPMENT PERMITS LIST

[Link to List](#)

Council considered, for information, the above-noted for the period April 27, 2017 to May 3, 2017.

BUILDING PERMITS LIST

[Link to List](#)

Council considered the Building Permits for the period of April 27, 2017 to May 4, 2017.

SJMC2017-05-08/214R

Moved – Councillor D. Breen; Seconded – Deputy Mayor R. Ellsworth

That the building permits list for the period April 27, 2017 to May 4, 2017 be approved as presented.

CARRIED UNANIMOUSLY

REQUISITIONS, PAYROLLS AND ACCOUNTS

[Link to Memo](#)

Council considered the requisitions, payrolls and accounts for the week ending May 3, 2017.

SJMC2017-05-08/215R

Moved – Councillor D. Breen; Seconded – Deputy Mayor R. Ellsworth

That the requisitions, payrolls and accounts for the week ending May 3, 2017 in the amount of \$5,642,416.01 be approved as presented.

CARRIED UNANIMOUSLY

TENDERS/RFPS

Tender 2017043 – 100ft. Mid Mount Quint Apparatus (SJRFD)

Council considered the above noted tender.

SJMC2017-05-08/216R

Moved – Councillor D. Breen; Seconded – Deputy Mayor R. Ellsworth

That Council award Tender 2017043 for the supply of 100 ft. Mid Mount Quint Apparatus tender to the lowest bidder meeting specifications

Fort Garry Fire Trucks, in the amount of \$1,597,982.50 as per the Public Tendering Act.

Taxes (HST) is included in price quoted.

CARRIED UNANIMOUSLY

Tender – Council Approval for Contract Award Without Tender Invitation – ON Power Systems Inc.

Council considered the above noted tender.

SJMC2017-05-08/217R

Moved – Councillor D. Breen; Seconded – Deputy Mayor R. Ellsworth

That Council award the contract for batteries to ON Power Systems Inc. who is the sole supplier of batteries for the Toshiba Uninterruptable Power Supply (UPS) at Bay Bulls Big Pond Water Treatment Plant for \$51,850.00.

Taxes (HST) are not included in the price quoted.

CARRIED UNANIMOUSLY

OTHER BUSINESS

Economic Update – May 2017

Council considered the above economic update for information.

Information Note dated May 4, 2017 re: Advisory Committee – Remote Attendance

Council considered the above referenced information note which facilitates the attendance of Advisory Committee members through videoconferencing.

Decision Note dated May 3, 2017 re: 2017 Retaining Wall Program

Council considered the above noted.

SJMC2017-05-08/218R

Moved – Councillor A. Puddister; Seconded – Councillor D. Breen

That Council direct that the detailed design, contract administration and inspection services for this project be awarded to Nova Consultants Inc.

CARRIED UNANIMOUSLY

Decision Note dated May 4, 2017 re: Approval of Capital Grants

Council considered the above noted.

Association	Request	Recommendation	Permit Fees (Estimated)
Canadian Mental Health Association	90,000	45,000	405
Common Ground Community Development Corporation	43,466	43,000	1,000
O'Brien Farm Foundation - Thimble Cottage	40,380	32,000	729
St. John's Tennis Association	200,000	100,000	900
The Salvation Army	100,000	100,000	150,000
TOTAL	473,846	320,000	

Association	Additional Grants
Newfoundland Drive Community Multi-Purpose Track & Field Project	50,000
Shea Heights Community Centre Board	10,000
The Salvation Army	75,000
TOTAL	\$135,000

SJMC2017-05-08/219R

Moved – Deputy Mayor R. Ellsworth; Seconded – Councillor D. Lane

That Council approve the \$455,000 as outlined in the above decision note with the remaining \$45,000 to be allocated to the 2017 Capital out of Revenue Contingency.

Councillor A. Puddister

- Requested the City Manager and the Police and Traffic Standing Committee follow-up with the RNC and province on the issue of enforcement of motorcycle noise.

Councillor S. Hickman

- Requested a discussion take place at the next Public Works Standing Committee regarding the need for a third line painting truck as road lines are a safety issue.

Councillor T. Hann

- Requested staff do research regarding the legalization of marijuana and find out how it will affect our government at the municipal level and what steps, if any, would have to be taken.

Deputy Mayor R. Ellsworth

- Requested that the Planning and Development Standing Committee have a discussion regarding universal design in our own buildings and the issue of accessibility.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:35 p.m.

MAYOR

CITY CLERK

REPORTS/RECOMMENDATION

Development Committee

May 2, 2017 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

1. 632 Topsail Road – Variance Request for Drive-Thru Separation Distance

Recommendation

That Council approve the 7.6% variance of Drive-Thru Separation to allow 9.2m from the Drive-Thru lane to the adjacent residential boundaries.

Jason Sinyard

Deputy City Manager – Planning, Engineering & Regulatory Services
Chairperson

Addendum to Council Minutes of May 8, 2017

DECISION/DIRECTION NOTE

Title: Variance Request for Drive- Thru Separation Distance
PER# INT1700052
632 Topsail Road
Applicant: Carrick Engineering Inc.

Date Prepared: May 3, 2017

Report To: His Worship the Mayor and Members of Council

Councillor & Role: Councillor Art Puddister, Chair, Planning and Development Committee

Ward: 3

Decision/Direction Required:

To seek approval for a 7.6% on Drive-Thru Separation Distance.

Discussion – Background and Current Status:

Council has previously approved the Drive- Thru Facility on September 14, 2015 in accordance with Section 7.30 of the St. John's Development Regulations.

An application has been made requesting a 7.6% variance to meet the Separation Distance for the Drive-Thru Lane. The minimum Separation Distance required under Section 7.30 Drive-Thru Facilities is 10 metres. As per the plans submitted, the existing Mary Brown's building provides a 9.24 metres Drive-Thru separation distance from the Drive-Thru line to the adjacent residential boundaries at the rear of the property.

The variance is required to accommodate safe exiting from the buildings delivery entrance.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:
Abutting property owners of 632 Topsail Road
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications:
Section 7.30 of the St. John's Development Regulations;
Section 8.4 of the St. John's Development Regulations
5. Engagement and Communications Considerations: Not applicable.

ST. JOHN'S

6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

Recommendation:

It is recommended that Council approve the 7.6% variance of Drive-Thru Separation to allow 9.2m from the Drive-Thru lane to the adjacent residential boundaries.

Prepared by/Signature:

Ashley Murray – Assistant Development Officer

Signature: Ashley Murray

Approved by/Date/Signature:

Jason Sinyard, Deputy City Manager, Planning, Engineering & Regulatory Services

Signature: [Signature]

AAM/dlm

Attachments:

Proposed Concept Plan

Addendum to Council Minutes of May 8, 2017

DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
FOR THE PERIOD OF April 27, 2017 TO May 3, 2017

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
COM	Pinnacle Engineering Ltd.	Office Building	130 Kelsey Drive	4	Approved	17-04-27
RES		CORRECTION: Home office for Architectural Colour Consultant	24 Logy Bay Road	1	Approved	17-05-01
IND	RJG Construction Ltd.	Watermain Installation	Pier 12, Water Street	2	Approved	17-05-01
RES		3 Buildings Lots	47 Malka Drive	4	Approved	17-05-01
RES		Subdivide for 1 Additional Building Lot	17 Winter Place	4	Approved	17-05-02
RES		Home office for Bookkeeping	19 Warren Place	1	Approved	17-05-02
RES		Subdivide for 3 Additional Building Lots	1 Melville Place	3	Approved	17-05-03

* Code Classification:
 RES - Residential INST - Institutional
 COM - Commercial IND - Industrial
 AG - Agriculture
 OT - Other

** This list is issued for information purposes only. Applicants have been advised in writing of the Development Officer's decision and of their right to appeal any decision to the St. John's Local Board of Appeal.

Gerard Doran
Development Supervisor
Planning, Engineering and
Regulatory Services

Addendum to Council Minutes of May 8, 2017

Building Permits List **Council's May 8, 2017 Regular Meeting**

Permits Issued: 2017/04/27 To 2017/05/03

Class: Commercial

61 Main Rd	Co	Office
48 Kenmount Rd., Cellicon	Sn	Retail Store
19 Carpasian Road	Ms	Place Of Assembly
116 Duckworth St	Sn	Service Shop
336 Freshwater Rd	Ms	Restaurant
21 Merrymeeting Rd	Ms	Admin Bldg/Gov/Non-Profit
20 Ropewalk Lane	Ms	Retail Store
462 Topsail Rd	Ms	Convenience Store
585 Torbay Rd	Ms	Retail Store
61 Main Rd	Co	Office
344 Pennywell Rd	Rn	Mixed Use
Avalon Mall, Parking Garage	Rn	Parking Lot
900 Blackmarsh Rd	Rn	Communications Use
70 Kelsey Dr	Rn	Retail Store
2a Bonaventure Ave	Rn	School
48 Kenmount Road - Cellicon	Cr	Retail Store
37 Anderson Avenue	Rn	Service Station
345-349 Main Road	Rn	Service Station
30 Hallett Cres	Cr	Office
Avalon Mall #12, Mr. Souvlaki	Cr	Eating Establishment
Avalon Mall, #04 Mucho Burrito	Cr	Take-Out Food Service
39 Campbell Ave	Rn	Clinic

This Week \$ 1,559,249.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

11 Adventure Ave., Lot 333	Nc	Single Detached & Sub.Apt
14 Burling Cres	Nc	Accessory Building
10 Courtney St	Nc	Accessory Building
156 Diamond Marsh Dr, Lot 21	Nc	Single Detached Dwelling
93 Diamond Marsh Dr, Lot 141	Nc	Single Detached Dwelling
143 Diamond Marsh Dr, Lot 117	Nc	Single Detached Dwelling
17 Dyer Pl., Lot 263	Nc	Single Detached Dwelling
88 Great Eastern Ave	Nc	Fence
24 Jennmar Cres	Nc	Accessory Building
11 Maxwell Pl	Nc	Patio Deck
14 Mullock St	Nc	Fence
1 Myrick Pl	Nc	Accessory Building
52 O'reilly St	Nc	Accessory Building
15 Palm Dr	Nc	Accessory Building
69 Petite Forte Dr	Nc	Fence
69 Petite Forte Dr	Nc	Accessory Building

Addendum to Council Minutes of May 8, 2017

13 Royal Oak Dr
 16 Gil Eannes Dr
 8 Blackwood Pl
 3 Bond St
 70 Brophy Pl
 72 Brophy Pl
 74 Brophy Pl
 76 Brophy Pl
 78 Brophy Pl
 80 Brophy Pl
 82 Brophy Pl
 84 Brophy Pl
 57 Brophy Pl
 59 Brophy Pl
 61 Brophy Pl
 63 Brophy Pl
 65 Brophy Pl
 67 Brophy Pl
 69 Brophy Pl
 71 Brophy Pl
 18 Cabot St
 14 Cathedral St
 166 Elizabeth Ave
 60 Galway Blvd.
 3 Maple St

Nc Fence
 Co Single Detached Dwelling
 Rn Single Detached Dwelling
 Rn Single Detached Dwelling
 Rn Townhousing
 Rn Townhousing
 Rn Townhousing
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 Rn Townhousing
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YEAR TO DATE COMPARISONS			
May 5, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$2,430,121.00	\$25,091,926.00	-23
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$5,941,000.00	\$436,000.00	-93
Residential	\$14,599,359.00	\$15,091,103.00	3
Repairs	\$928,615.00	\$692,792.00	-25
Housing Units (1 & 2 Family Dwelling)	\$38.00	\$26.00	-32
TOTAL	\$53,899,095.00	\$41,311,821.00	-23

Respectfully Submitted,

Jason Sinyard, P. Eng., MBA
 Deputy City Manager
 Planning, Engineering & Regulatory Services

MEMORANDUM

Weekly Payment Vouchers For The Week Ending May 3, 2017

Payroll

Public Works	\$ 389,139.22
Bi-Weekly Administration	\$ 743,882.47
Bi-Weekly Management	\$ 938,217.39
Bi-Weekly Fire Department	\$ 710,445.65
Accounts Payable	\$ 2,860,731.28

Total: \$ 5,642,416.01

ST. JOHN'S

DEPARTMENT OF FINANCE

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

MINUTES

Committee of the Whole –

May 1, 2017 – 4:00 pm - Conference Room A – Fourth Floor, City Hall

Present: Deputy Mayor Ron Ellsworth
Councillor Sheilagh O’Leary
Councillor Wally Collins
Councillor Tom Hann
Councillor Sandy Hickman
Councillor Dave Lane
Councillor Bruce Tilley
Councillor Danny Breen
Councillor Art Puddister
Councillor Jonathan Galgay
Kevin Breen, City Manager
Derek Coffey, Deputy City Manager – Financial Management
Brian Head, Acting Deputy City Manager – Public Works
Cheryl Mullett – City Solicitor
Tanya Haywood, Deputy City Manager – Community Services
Elaine Henley, City Clerk
Maureen Harvey, Acting Supervisor, Office of the City Clerk

Decision Note dated April 12, 2017 re: Community Capital Grants

To be discussed today and brought forward at next week’s Public meeting.

A review of the Capital Grants requests in accordance with policy 04-04-01; Requests for Grants and Subsidies, has been carried out by the Grants Review Committee. The committee is comprised of staff from the departments of Community Services; Finance; Public Works & Parks; and Planning & Regulatory Services.

Public notice of the Capital Grants deadline was advertised; all who applied completed the required application and provided the appropriate financial documentation. Requests were received from ten organizations totaling just under \$800,000.00.

Budget 2017 allocated \$500,000 towards capital grants to community groups; the same amount approved last year. The following are the recommendations of the committee.

Association	Request	Recommendation	Permit Fees	Project
Canadian Mental Health Association	90,000	45,000	405	Renovation of their new facility (603 Topsail Road) to comply with provincial accessibility regulations.
Common Ground Community Development Corporation	43,465.91	43,000	1,000	Construction of year-round, demonstration Liquid Foam Insulated (LFI) greenhouse - also known as a bubble greenhouse. Will be the first of its kind in the province.
O'Brien Farm Foundation - Thimble Cottage	40,380	32,000	729	Interior finishes, equipment, signage, main gate and fencing to municipal and provincial heritage structure. When completed the organization will provide lectures, courses, tours, demos and community gardens.
The Salvation Army	100,000	100,000	150,000 (est)	New facility construction on Springdale Street. The new facility will provide supportive programs and services under one roof, as well as 20 supportive housing units.
St. John's Tennis Association	200,000	100,000	900	Based on the merger of Green Belt Tennis, Riverdale Tennis and Tennis NL to form a new organizational structure (St. John's Tennis Association), there will be year-round tennis opportunities to citizens of St. John's. As a part of this merger there will be refurbishment to facilities at both Green Belt and Riverdale and programs will be expanded to include more opportunity for children and youth participation.
Autism Society	125,000	0	1,080	Construction of a 'Sensory Garden'. Funding request is deemed ineligible as the Request for Grant and Subsidies Policy states 'The City may contribute a maximum of 50% of the capital costs of a project'. The request is for 100% of the project costs, with no other funding sources indicated.
Cochrane Centre	85,000	0		Recommend organization apply for consideration during the 2018 Grant Season when capital plan is finalized and more information available.
NL Sports Centre	100,000	0		Program outlined was previously funded as part of the 2016 Capital Grant Program
Newfoundland Drive Community Multi-Purpose Track & Field Project	100,000	0		Based on findings from the Recreation and Parks Master Plan, the area currently has an adequate number of recreational facilities. Facility detailed in the application is not of official size, therefore not able to host regional, Provincial or National events such as a Canada Games.
Shea Heights Community Centre Board		0		Request for funding is based on a construction project completed in 2015. Funding request is deemed ineligible as the Request for Grant and Subsidies Policy states 'Operating or capital deficits incurred in prior years are not considered.'
TOTAL	883,846	320,000		

Discussion took place with agreement that the following adjustments be made to the above noted chart to be brought forward at next week's Regular Meeting.

Recommendation

Moved by Councillor Collins; Seconded by Councillor Tilley

That the \$10,000 be approved for the Shea Heights Community Centre Board to complete the construction of a stage.

**Carried with Councillors
Galgay, Hickman & O'Leary
dissenting.**

Recommendation

Moved by Councillor Hann; Seconded by Councillor Galgay

That an additional \$75,000 be approved for the Salvation Army application for funding.

**Carried with Councillors
Lane & O'Leary dissenting.**

Recommendation

Moved by Councillor Breen; Seconded by Councillor Collins

That \$50,000 be approved for the Newfoundland Drive Community Multi-Purpose Track & Field Project subject to:

- **The matter of land ownership being resolved**
- **Evidence of the Federal/Provincial contribution of an equal or higher amount**

Carried Unanimously

The meeting adjourned at 4:42 p.m.

Deputy Mayor Ron Ellsworth
Chairperson

REPORTS/RECOMMENDATION

Development Committee

May 2, 2017 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

1. 632 Topsail Road – Variance Request for Drive-Thru Separation Distance

Recommendation

That Council approve the 7.6% variance of Drive-Thru Separation to allow 9.2m from the Drive-Thru lane to the adjacent residential boundaries.

Jason Sinyard

**Deputy City Manager – Planning, Engineering & Regulatory Services
Chairperson**

DECISION/DIRECTION NOTE

Title: Variance Request for Drive- Thru Separation Distance
PER# INT1700052
632 Topsail Road
Applicant: Carrick Engineering Inc.

Date Prepared: May 3, 2017

Report To: His Worship the Mayor and Members of Council

Councillor & Role: Councillor Art Puddister, Chair, Planning and Development Committee

Ward: 3

Decision/Direction Required:

To seek approval for a 7.6% on Drive-Thru Separation Distance.

Discussion – Background and Current Status:

Council has previously approved the Drive- Thru Facility on September 14, 2015 in accordance with Section 7.30 of the St. John's Development Regulations.

An application has been made requesting a 7.6% variance to meet the Separation Distance for the Drive-Thru Lane. The minimum Separation Distance required under Section 7.30 Drive-Thru Facilities is 10 metres. As per the plans submitted, the existing Mary Brown's building provides a 9.24 metres Drive-Thru separation distance from the Drive-Thru lane to the adjacent residential boundaries at the rear of the property.

The variance is required to accommodate safe exiting from the buildings delivery entrance.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:
Abutting property owners of 632 Topsail Road
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications:
Section 7.30 of the St. John's Development Regulations;
Section 8.4 of the St. John's Development Regulations
5. Engagement and Communications Considerations: Not applicable.

ST. JOHN'S

6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

Recommendation:

It is recommended that Council approve the 7.6% variance of Drive-Thru Separation to allow 9.2m from the Drive-Thru lane to the adjacent residential boundaries.

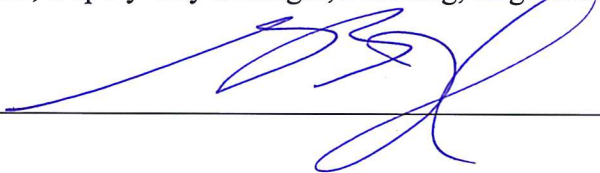
Prepared by/Signature:

Ashley Murray – Assistant Development Officer

Signature: _____

Approved by/Date/Signature:

Jason Sinyard, Deputy City Manager, Planning, Engineering & Regulatory Services

Signature: _____

AAM/dlm

Attachments:

Proposed Concept Plan

REPORT/RECOMMENDATIONS

AUDIT & ACCOUNTABILITY COMMITTEE MEETING

May 2, 2017 – 12:00 p.m. – Conference Room A, 4th Floor, City Hall

Present: Councillor B. Tilley, Chairperson
Deputy Mayor R. Ellsworth
Councillor J. Galgay (left at 1:23 pm)
Elaine Henley, City Clerk
Tanya Haywood, Deputy City Manager – Community Services
Judy Tobin, Manager – Housing (left at 1:00 pm)
David Royal, Senior Internal Auditor
Sean Janes, City Internal Auditor
Kathy Driscoll, Legislative Assistant

REPORT

1. Audit Report – Non-Profit Housing

The Senior Internal Auditor spoke to the above noted report and provided an overview of the following items listed in the report:

Section 1 – Community Services and Housing Standing Committee

- Issue 1.1 – Committee Objectives/Terms of Reference
- Issue 1.2 – Performance Measurement/Data Analysis
- Issue 1.3 – Certificate of Conduct

Section 2 – Non-Profit Housing Policy, Procedures Manual

- Issue 2.1 – Policy, Procedures Manual
- Issue 2.2 – Criteria for Assigning Housing to Applicants
- Issue 2.3 – Credit Checks and Annual Income Testing of Tenants
- Issue 2.4 – Income Levels for Applicants and Tenants
- Issue 2.5 – Rental Rates
- Issue 2.6 – Subsidy and Transfer of Responsibility for Agreements
- Issue 2.7 – Application Checklist

Conversation ensued in relation to policies and procedures and challenges in securing dedicated resources for review of such. The Deputy Mayor made the following motion:

Moved – Deputy Mayor; Seconded Councillor Galgay

That the Senior Executive Committee give direction for a full completion of all City policies and procedures within a two-year period.

ST. JOHN'S **CARRIED UNANIMOUSLY**

Section 3 – Yardi Enterprise Express Property Management System

- Issue 3.1 - Training/Review of the Yardi System
- Issue 3.2 - Waitlists
- Issue 3.3 - Access to Yardi System

Section 4 – Audit Testing

- Issue 4.1 – Inspection Reports
- Issue 4.2 – Income Verification
- Issue 4.3 – Miscellaneous
- Issue 4.4 – Website

Section 5 – Financial

- Issue 5.1 – Advanced Education and Skills Cheques
- Issue 5.2 – Miscellaneous

Section 6 – Maintenance of Units

- Issue 6.1 - Maintenance Requests

The Committee asked if consideration could be given to have one central contact number for maintenance enquiries.

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Galgay

The Committee recommends acceptance of the Non-Profit Housing Internal Audit Report as presented.

CARRIED UNANIMOUSLY

2. Municipal Archives

The Senior Internal Auditor spoke to the above noted report and provided an overview of the following items listed in the report:

Section 1 – Mandate/Policy and Procedures

- Issue 1.1 – Resolution of Council/Mandate
- Issue 1.2 – Draft Policies Not Approved by Council
- Issue 1.3 – Records and Information Management Policy
- Issue 1.4 – Work Procedures

Section 2 – Safeguarding of Records

- Issue 2.1 – Digitization of Records
- Issue 2.2 – Preservation of Records – Original And Microfilm
- Issue 2.3 – Preservation of Original Maps, Insurance Plans and Business Directories

The Committee agreed that preservation was key to maintaining all historical documentation and priority should be given to ensure fire protection.

Section 3 – Planning/Management Reporting

- Issue 3.1 – Inmagic DBTextWorks Training
- Issue 3.2 – Work Backlog
- Issue 3.3 – Management Reports and Meetings

The Committee suggested speaking with Human Resources to secure a work term student from either the University or College of the North Atlantic to assist with procedures and further to consider locating a retired individual who could volunteer some work hours.

Section 4 – Operations

- Issue 4.1 – Accessing Council Minutes, Assessments, etc. (1890's to 1990's)
- Issue 4.2 – Inefficient Copying of Data into Inmagic DBTextWorks
- Issue 4.3 – Receiving Boxes of Records Procedure
- Issue 4.4 – Public Access to Microfilm
- Issue 4.5 – Sign Out Form/Archivers Internal Loan Form
- Issue 4.6 – Records Transfer List Form
- Issue 4.7 – Deaccession Form
- Issue 4.8 – Stores Division Records

Section 5 – Revenue

- Issue 5.1 – Revenue from fees
- Issue 5.2 – Cash Float, Cash Security and Deposits

Section 6 – Storage of City's Art Collection

- Issue 6.1 – Art Collection

Councillor Galgay requested stats be provided in relation to the number of artwork the City had on hand. It was also suggested that the City review and possibly consider selling some of its artwork.

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Galgay

The Committee recommends acceptance of the Municipal Archives Internal Audit Report as presented.

CARRIED UNANIMOUSLY

Councillor Bruce Tilley
Chairperson

REPORT
PLANNING & DEVELOPMENT COMMITTEE MEETING
May 3, 2016 – 12:00 p.m. – Conference Room A, 4th Floor, City Hall

Present: Councillor A. Puddister (Chair)
Deputy Mayor R. Ellsworth (via Webex)
Councillor T. Hann
Councillor J. Galgay
Councillor B. Tilley
Councillor W. Collins
Councillor S. O’Leary
Councillor S. Hickman
Councillor D. Breen (arrived at 12:05 pm)
Kevin Breen, City Manager (arrived at 12:24 pm)
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Brendan O’Connell, Director of Engineering
Ken O’Brien, Chief Municipal Planner
Brian Head, Manager – Parks & Open Spaces
Kathy Driscoll, Legislative Assistant

REPORT

1. Built Heritage Experts Panel Report – April 5, 2017

The Committee discussed the above noted.

Moved – Councillor Hickman; Seconded – Councillor Galgay

The Committee recommends Council’s approval of the report as presented.

CARRIED UNANIMOUSLY

2. Decision Note dated April 26, 2017 re: Tree Regulations

The Committee spoke to the above noted.

Moved – Councillor O’Leary; Seconded – Councillor Galgay

The Committee recommends Council’s approval to proceed with amending the St. John’s Development Regulations to require trees to be planted in new developments by the homebuilder– a minimum of one (1) tree on each residential lot.

CARRIED WITH

DEPUTY MAYOR AND COUNCILLOR COLLINS DISSENTING

ST. JOHN’S

3. Decision Note dated March 29, 2017 re: 615 Empire Avenue – Proposed taxi business in the CM Zone (Ward 3)

The Committee discussed the above noted. Staff advised Discretionary Use applications allow stipulation placement when required.

Moved – Councillor Tilley; Seconded Councillor Breen

The Committee recommends Council’s approval to consider a text amendment to the Development Regulations to enable a “Taxi Stand” as a discretionary use in the Commercial Mixed (CM) Zone. As well, that Section 2 of the Development Regulations be amended, deleting “Taxi Business” and replacing it with a new definition of “Taxi Stand”. Further, that the application at 615 Empire Avenue be advertised for public review and comment. Upon completion of this process, the city-wide amendment and the discretionary use at 615 Empire Avenue would then be referred to a future Regular Meeting of Council for consideration of adoption.

CARRIED UNANIMOUSLY

4. Decision Note dated April 4, 2017 re: 100 Danny Drive Rezoning from CDA to CR – Galway Development (Ward 5)

The Committee discussed the above noted.

Moved – Councillor Hann; Seconded Councillor Galgay

The Committee recommends Council’s approval to consider the rezoning application for 100 Danny Drive from the Comprehensive Development Area – Southlands (CDA – Southlands) to the Commercial Regional (CR) Zone and the application be advertised for public review and comment. Upon completion of this process, the amendment would then be referred to a future Regular Meeting of Council for consideration of adoption.

CARRIED UNANIMOUSLY

Councillor Art Puddister
Chairperson

REPORTS/RECOMMENDATION

Development Committee

May 9, 2017 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

1. 1081 Blackhead Road – Crown Land Referral for Permission to Construct Driveway – CRW1700013

It is recommended that the Crown Land Referral be approved subject to the following Engineering comments:

1. The applicant must install a 600m HDPE driveway culvert for the access driveway.
2. All trees and shrubs must be clear cut back a minimum of 6m from the road ROW in order to achieve safe sight lines.
3. The driveway must intersect Blackhead Road at 90 degrees.

2. 274 Ruby Line – Heavy Equipment Screening and Landscaping Plan – INT1700008

The Development Committee recommends that Council accept the proposed screening and landscaping plan.

Jason Sinyard

**Deputy City Manager – Planning, Engineering & Regulatory Services
Chairperson**

DECISION/DIRECTION NOTE

Title: Crown land Referral for Permission to Construct Driveway
CRW1700013
1081 Blackhead Road

Date Prepared: May 10, 2017 (Date of next meeting: May 15, 2017)

Report To: His Worship the Mayor and Members of Council

Councillor & Role: Councillor Art Puddister, Chair, Planning and Development Committee

Ward: 5

Decision/Direction Required:

To seek approval for a Crown Land Referral to construct driveway to access Agricultural Leased Land.

Discussion – Background and Current Status:

The Provincial Department of Municipal Affairs and Environment has referred an application requesting permission to construct a driveway on parcel of land comprising of an area of 0.52 hectares which is located in the Open Space Reserve (OR) Zone. The proposed use of the land is to gain access to Agriculture Leased Land

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

ST. JOHN'S

Recommendation:

It is recommended that the Crown Land Referral be approved subject to the following Engineering comments;

1. The applicant must install a 600mm HDPE driveway culvert for the access driveway.
2. All trees and shrubs must be clear cut back a minimum of 6 meters from the road ROW in order to achieve safe sight lines.
3. The driveway must intersect Blackhead Road at 90 degrees.

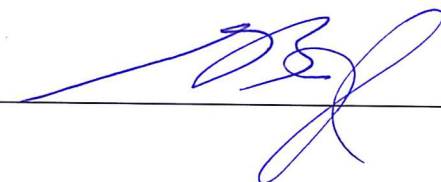
Prepared by - Date/Signature:

Ashley Murray- Assistant Development Officer

Signature: Ashley Murray

Approved by - Date/Signature:

Jason Sinyard, Deputy City Manager, Planning, Engineering & Regulatory Services

Signature: 

AAM/dlm

Attachments: Not applicable.

DECISION/DIRECTION NOTE

Title: Heavy Equipment Screening & Landscaping Plan
INT1700008
274 Ruby Line

Date Prepared: May 10, 2017

Report To: His Worship the Mayor and Members of Council

Councillor & Role: Councillor Art Puddister, Chair, Planning and Development Committee

Ward: 5

Decision/Direction Required:

To seek approval for the proposed Heavy Equipment Storage Screening & Landscape Plan.

Discussion – Background and Current Status:

The subject property recently had a change of ownership and the new owners have applied to operate the same type of occupancy, Heavy Equipment Storage. The existing screening and landscaping requirements have not been met in accordance with Section 7.25 of the Development Regulations. The proponent has submitted a plan that now meets the requirements under these Regulations.

The proposed Screening & Landscaping Plan will provide a 2.44 meter fencing to screen all the adjacent Residential properties.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications:
Section 7.25 of the St. John's Development Regulations
Section 8.5.1 of the St. John's Development Regulations
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

ST. JOHN'S

Recommendation:

It is recommended that Council accept the proposed Screening & Landscaping Plan.

Prepared by - Date/Signature:

Ashley Murray- Assistant Development Officer

Signature: Ashley Murray

Approved by - Date/Signature:

Jason Sinyard, Deputy City Manager, Planning, Engineering & Regulatory Services

Signature: JS

AAM/dlm

Attachments: Not Applicable.

DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
FOR THE PERIOD OF May 4, 2017 TO May 10, 2017

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
OT	Vigilant Management Inc.	Reactional Facility	55 Hebron Way	1	Approved	17-05-04
RES		Home Office for Computer-based Fabric Design	295 Topsail Road	3	Approved	17-05-05
RES	BA Tucker Ltd.	15 Unit Condominium	56 Bay Bulls Road	5	Approved	17-05-05
COM	Dominion Recycling Ltd.	Concrete Pit for Weigh Scales	377 Empire Avenue	4	Approved	17-05-10

* Code Classification:
RES - Residential INST - Institutional
COM - Commercial IND - Industrial
AG - Agriculture
OT - Other

** This list is issued for information purposes only. Applicants have been advised in writing of the Development Officer's decision and of their right to appeal any decision to the St. John's Local Board of Appeal.

Gerard Doran
Development Supervisor
Planning, Engineering and
Regulatory Services

Building Permits List

Council's May 15, 2017 Regular Meeting

Permits Issued: 2017/05/04 To 2017/05/10

2017/05/15

Permits List

Class: Commercial

170 Incinerator Rd	Co	Mineral Use
57 Old Pennywell Rd	Sn	Office
284 Water St	Rn	Retail Store
240 Waterford Bridge Rd	Rn	Office
Pier 12, Water Street	Nc	Accessory Building
50 Ropewalk Lane	Rn	Retail Store
55 Hebron Way, Axtion	Nc	Place Of Amusement

This Week \$ 4,664,428.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

3 Adventure Ave	Nc	Patio Deck
55 Spruce Grove Ave	Nc	Fence
15 Bishop Pl	Nc	Fence
4 Bulrush Ave	Nc	Fence
172 Castle Bridge Dr	Nc	Fence
35 Cornwall Ave	Nc	Patio Deck
6 Cumberland Cres	Nc	Accessory Building
148 Diamond Marsh Dr, Lot 25	Nc	Single Detached Dwelling
166 Diamond Marsh Dr, Lot 16	Nc	Single Detached Dwelling
7 Earhart St	Nc	Accessory Building
31 Gary Dr	Nc	Accessory Building
14 Glasgow Pl	Nc	Fence
86 Great Eastern Ave	Nc	Fence
43 Great Southern Dr, Lot 17	Nc	Single Detached Dwelling
45 Great Southern Dr, Lot 18	Nc	Single Detached Dwelling
53 Great Southern Dr	Nc	Single Detached Dwelling
193 Green Acre Dr	Nc	Patio Deck
52 Grieve St	Nc	Accessory Building
12 Henry Larsen St, Lot 300	Nc	Single Detached & Sub.Apt
16 Henry Larsen Lot 302	Nc	Single Detached & Sub.Apt
162 Higgins Line	Nc	Fence
85 Ladysmith Dr	Nc	Fence
153 Ladysmith Dr	Nc	Fence
7 Laughlin Cres	Nc	Accessory Building
5 Legacy Pl	Nc	Fence
1 Maxwell Pl	Nc	Single Detached Dwelling
13 Morris Ave	Nc	Accessory Building
83 Shoal Bay Rd	Nc	Accessory Building

13 Titania Pl	Nc	Accessory Building
25 Willenhall Pl	Nc	Accessory Building
85 Della Dr	Co	Home Office
23 Eastview Cres	Ex	Single Detached Dwelling
5 Ronayne Pl	Ex	Single Detached Dwelling
74 Blackwood Pl	Rn	Semi-Detached Dwelling
76 Blackwood Pl	Rn	Townhousing
78 Blackwood Pl	Rn	Townhousing
80 Blackwood Pl	Rn	Townhousing
82 Blackwood Pl	Rn	Townhousing
84 Blackwood Pl	Rn	Townhousing
10 Blatch Ave	Rn	Semi-Detached Dwelling
72 Brazil St	Rn	Semi-Detached Dwelling
162 Buckmaster's Cir	Rn	Townhousing
164 Buckmaster's Cir	Rn	Townhousing
166 Buckmaster's Cir	Rn	Townhousing
168 Buckmaster's Cir	Rn	Townhousing
170 Buckmaster's Cir	Rn	Townhousing
172 Buckmaster's Cir	Rn	Townhousing
174 Buckmaster's Cir	Rn	Townhousing
176 Buckmaster's Cir	Rn	Townhousing
178 Buckmaster's Cir	Rn	Townhousing
180 Buckmaster's Cir	Rn	Townhousing
31 Chafe Ave	Rn	Single Detached Dwelling
14 Darling St	Rn	Single Detached Dwelling
99-101 Gower St	Rn	Single Detached & Sub.Apt
18 King's Rd	Rn	Boarding House(4 Or Less)
22 Lannon St	Rn	Single Detached & Sub.Apt
11 London Rd	Rn	Single Detached Dwelling

YEAR TO DATE COMPARISONS			
May 15, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$33,577,921.00	\$29,756,354.00	-11
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$5,941,000.00	\$436,000.00	-93
Residential	\$16,383,771.00	\$17,267,440.00	5
Repairs	\$1,095,069.00	\$760,492.00	-31
Housing Units (1 & 2 Family Dwelling)	45	34	-24
TOTAL	\$56,997,761.00	\$48,220,286.00	-15

Respectfully Submitted,

Jason Sinyard, P. Eng., MBA
Deputy City Manager
Planning, Engineering & Regulatory Services

MEMORANDUM

Weekly Payment Vouchers For The Week Ending May 10, 2017

Payroll

Public Works	\$ 434,310.70
Bi-Weekly Casual	\$ 26,670.97
Accounts Payable	\$ 991,033.93

Total: \$ 1,452,015.60

ST. JOHN'S

DEPARTMENT OF FINANCE

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

NAME	CHEQUE #	DESCRIPTION	AMOUNT
ACOM SOLUTIONS INC.	1264	HARDWARE ANNUAL RENEWAL	2,401.74
WORLD ENERGY CITIES PARTNERSHIP	1265	MEMBERSHIP RENEWAL	10,923.20
PUBLIC SERVICE CREDIT UNION	109901	PAYROLL DEDUCTIONS	6,120.67
BELL MOBILITY INC.	109902	CELLULAR PHONE USAGE	22,878.59
SUPREME COURT OF NEWFOUNDLAND AND LABRADOR	109903	FILING FEES	123.00
ASSEMBLY ADVOCACY	109904	ARTS GRANT	2,500.00
HARRIS & ROOME SUPPLY LIMITED	109905	ELECTRICAL SUPPLIES	259.10
ST. JOHN'S FIREFIGHTERS' ASSOC	109906	CONFERENCE FEE	775.00
NEWFOUNDLAND POWER	109907	ELECTRICAL SERVICES	50,155.11
DAVE GULLIVER'S CABS 2 C/O PETER GULLIVER	109908	LEGAL CLAIM	2,444.38
LEONARD, MATTHEW	109909	TUITION	664.45
ROGERS COMMUNICATIONS CANADA INC.	109910	DATA & USAGE CHARGES	227.70
SMITH STOCKLEY LTD.	109911	PLUMBING SUPPLIES	161.81
JENNIFER TIPPLE	109912	TRAVEL ADVANCE	2,158.88
IRVING OIL MARKETING GP	EFT000000000355	GASOLINE & DIESEL PURCHASES	2,386.81
PARTS FOR TRUCKS INC.	EFT000000000356	REPAIR PARTS	3,907.92
RBC INVESTOR & TREASURY SERVICES	109913	CUSTODY FEES	718.75
AIR COOLED ENGINE SERVICE LTD.	109914	REPAIR PARTS	239.62
SERVICEMASTER CONTRACT SERVICE	109915	CLEANING SERVICES	1,897.50
ANTHRAFILTER MEDIA & COAL LTD.	109916	REPAIR PARTS	17,879.05
BRINK'S CANADA LIMITED	109917	DELIVERY SERVICES	58.33
NEWFOUNDLAND EXCHEQUER ACCOUNT	109918	CERTIFICATES FOR HYD PASSENGER ELEVATOR	379.50
TOWN OF CONCEPTION BAY SOUTH	109919	GARBAGE COLLECTION	450.00
CANADIAN BROADCASTING CORP.	109920	RENTAL OF TOWER SPACE	364.92
BLAZER CONCRETE SAWING & DRILL	109921	PROFESSIONAL SERVICES	373.75
PRINT & SIGN SHOP	109922	SIGNAGE	59.80
UNITED PARCEL SERVICE CAN LTD.	109923	PARCEL DELIVERY AND FREIGHT	34.44
BROWNE'S AUTO SUPPLIES LTD.	109924	AUTOMOTIVE REPAIR PARTS	499.31
MICRO SURVEY SOFTWARE INC.	109925	SOFTWARE	4,630.19
SKYHIGH AMUSEMENTS ENT. SERVICES	109926	ENTERTAINMENT	609.50
CANADA POST CORPORATION	109927	POSTAGE SERVICES	135.34
CANADIAN CORPS COMMISSIONAIRES	109928	SECURITY SERVICES	2,210.89
HISCOCK'S SPRING SERVICE	109929	HARDWARE SUPPLIES	1,231.91
DAVE CARROLL	109930	BAILIFF SERVICES	211.50
THOMSON REUTERS CANADA	109931	SUBSCRIPTION RENEWAL	578.79
CANADA CLEAN GLASS	109932	CLEANING OF WINDOWS	1,748.00
WALMART 3196-ABERDEEN AVE.	109933	MISCELLANEOUS SUPPLIES	269.56
NORTH ATLANTIC SYSTEMS	109934	REPAIR PARTS	1,544.10
NORTRAX CANADA INC.,	109935	REPAIR PARTS	5,272.32
WM L CHAFE & SON LTD.	109936	PROTECTIVE CLOTHING	502.25
CBCL LIMITED	109937	PROFESSIONAL SERVICES	5,635.00
PETER'S AUTO WORKS INC.	109938	TOWING OF VEHICLES	608.33
HACH	109939	REPAIR PARTS	4,413.24
CUMMINS EASTERN CANADA LP	109940	REPAIR PARTS	259.51
HANLON'S TAEKWONDO	109941	REAL PROGRAM	480.00

NAME	CHEQUE #	DESCRIPTION	AMOUNT
AUTO TRIM DESIGN	109942	PROFESSIONAL SERVICES	345.00
MCINNES COOPER	109943	PROFESSIONAL SERVICES	544.18
CRAWFORD & COMPANY CANADA INC	109944	ADJUSTING FEES	506.00
MUNICIPALITIES NEWFOUNDLAND AND LABRADOR	109945	MNL MEMBERSHIP FEE	49,427.60
CANADIAN TIRE CORP.-HEBRON WAY	109946	MISCELLANEOUS SUPPLIES	64.17
CANADIAN TIRE CORP.-KELSEY DR.	109947	MISCELLANEOUS SUPPLIES	313.05
JAMES R EALES EQUIP RENTAL LTD	109948	RENTAL OF EQUIPMENT	4,485.00
EASTERN TURF PRODUCTS	109949	REPAIR PARTS	117.04
COMMUNITY SECTOR COUNCIL	109950	LUNCHEON	30.00
HOME DEPOT OF CANADA INC.	109951	BUILDING SUPPLIES	266.28
21ST CENTURY OFFICE SYSTEMS 1992 LTD.	109952	OFFICE SUPPLIES	114.08
MEDICALMART NEWFOUNDLAND & LABRADOR	109953	MEDICAL SUPPLIES	116.43
EXECUTIVE TAXI LIMITED	109954	TRANSPORTATION SERVICES	3,042.90
OMB PARTS & INDUSTRIAL INC.	109955	REPAIR PARTS	597.24
BURSEY CLEANERS LIMITED	109956	CLEANING SERVICES	40,207.67
D.W. MECHANICAL	109957	REPAIR PARTS	373.75
ENNIS PAINT INC	109958	PAINT & SUPPLIES	82,155.08
MARTAK CANADA LTD.	109959	REPAIR PARTS	64.40
MADSEN CONSTRUCTION EQUIPMENT INC.	109960	REPAIR PARTS	657.88
MS GOVERN	109961	PROFESSIONAL SERVICES	1,897.51
GUILLEVIN INTERNATIONAL CO.	109962	ELECTRICAL SUPPLIES	273.57
CANADIAN LINEN & UNIFORM	109963	MAT RENTALS	3,723.78
RONA	109964	BUILDING SUPPLIES	558.32
BELL DISTRIBUTION INC.	109965	CELL PHONES & ACCESSORIES	91.97
UNIVAR CANADA	109966	CHEMICALS	3,835.94
NL NEWS NOW INC.	109967	ADVERTISING	632.04
DO-IT-RITE FOAMS FOR HOMES	109968	PROFESSIONAL SERVICES	805.00
CAL-CHEK CANADA	109969	PROFESSIONAL SERVICES	557.75
CDMV	109970	VETERINARY SUPPLIES	1,699.47
STANTEC ARCHITECTURE LTD.	109971	PROFESSIONAL SERVICES	29,201.51
FIRST RESPONSE SUPPLY INC.,	109972	PROTECTIVE FOOTWEAR	112.69
DAVIS INDUSTRIAL HYGIENE CONSULTING INC.,	109973	PROFESSIONAL SERVICES	672.35
CARMICHAEL ENGINEERING LTD.	109974	PROFESSIONAL SERVICES	4,363.10
DR. CINDY FONTAINE	109975	MEDICAL EXAMINATION FEE	20.00
DR. JILLIAN PARSONS	109976	MEDICAL EXAMINATION FEE	20.00
MARK'S WORK WEARHOUSE	109977	PROTECTIVE CLOTHING	206.99
ALYSSA'S PROPERTY SERVICES PRO INC.,	109978	PROFESSIONAL SERVICES	16,361.77
DISTRIBUTION NOW	109979	REPAIR PARTS	91.95
JJ MACKAY CANADA LTD.	109980	PARKING METER KEYS	9,934.13
MCCLOUGHLAN SUPPLIES LTD.	109981	ELECTRICAL SUPPLIES	875.44
CAP-IT	109982	REPAIR PARTS	6,631.38
SUMMIT PLUMBING & HEATING LTD.	109983	PROFESSIONAL SERVICES	11,431.94
BACALAO NOUVELLE CUISINE NEWFOUNDLAND INC.,	109984	CATERING SERVICES	1,081.29
WJAX INDUSTRIAL COMPONENTS	109985	REPAIR PARTS	3.43
NEWFOUNDLAND POWER	109986	ELECTRICAL SERVICES	17,097.57

NAME	CHEQUE #	DESCRIPTION	AMOUNT
NORTH ATLANTIC PETROLEUM	109987	PETROLEUM PRODUCTS	15,707.93
ARIVA	109988	PAPER PRODUCTS	706.80
GCR TIRE CENTRE	109989	TIRES	4,996.93
PETRO PLUS INC.	109990	REPAIR PARTS	1,495.00
CITY OF ST. JOHN'S	109991	REPLENISH PETTY CASH	226.58
PUROLATOR COURIER	109992	COURIER SERVICES	193.58
ROYAL FREIGHTLINER LTD	109993	REPAIR PARTS	1,435.39
ST. JOHN'S VETERINARY HOSPITAL	109994	PROFESSIONAL SERVICES	39.10
ST. JOHN'S TRANSPORTATION COMMISSION	109995	CHARTER SERVICES	4,482.00
SEARS CANADA INC.	109996	APPLIANCES	1,684.72
STEELE INDUSTRIES LTD.	109997	STEEL	266.53
SUPERIOR OFFICE INTERIORS LTD.	109998	OFFICE SUPPLIES	2,137.85
TRACTION DIV OF UAP	109999	REPAIR PARTS	832.57
URBAN CONTRACTING JJ WALSH LTD	110000	PROPERTY REPAIRS	690.00
WATERWORKS SUPPLIES DIV OF EMCO LTD	110001	REPAIR PARTS	1,739.50
WEIRS CONSTRUCTION LTD.	110002	REFUND SECURITY DEPOSIT	3,000.00
WALMART 3092-KELSEY DRIVE	110003	MISCELLANEOUS ITEMS	392.48
ROEBOTHAN MCKAY MARSHALL	110004	PROFESSIONAL SERVICES	1,167.25
DR. NOEL BROWNE	110005	MEDICAL EXAMINATION FEE	20.00
DR. T.G. HOGAN	110006	MEDICAL EXAMINATION FEE	40.00
ASSOCIATION OF NEWFOUNDLAND & LABRADOR ARCHIVES	110007	WORKSHOP FEE	325.00
OPERA ON THE AVALON	110008	SPONSORSHIP PACKAGE	750.00
SUPREME COURT OF NEWFOUNDLAND AND LABRADOR	110009	FILING FEES	123.00
THE LITTLE GYM OF ST. JOHN'S	110010	REAL PROGRAM	2,249.28
INSTITUTE OF MUNICIPAL ASSESSORS	110011	MEMBERSHIP RENEWAL	504.42
DR. Z. AZHER	110012	MEDICAL EXAMINATION FEE	20.00
STAPLES THE BUSINESS DEPOT - KELSEY DR	110013	OFFICE SUPPLIES	40.22
DR. CYRIL RICHE	110014	MEDICAL EXAMINATION FEE	20.00
NORTH ATLANTIC ISLAND PASS	110015	GAS & DIESEL	1,371.35
ATLANTIC COUNSELLING SERVICES INC.	110016	PROFESSIONAL SERVICES	500.00
SOBEYS PROPERTIES LIMITED	110017	REFUND OVERPAYMENT OF TAXES	2,063.00
DR. A.R. ROLFE	110018	MEDICAL EXAMINATION FEE	20.00
KATIE VAUTOUR	110019	HONORARIUM	75.00
PIZZA DELIGHT	110020	REFRESHMENTS	58.38
PROVINCIAL INVESTMENTS INC.	110021	COURIER SERVICES	390.35
TANGLECOVE	110022	PERFORMANCE FEE	200.00
ADVANCED AUTO WORKS & JAMIE COMPTON	110023	LEGAL CLAIM	3,457.63
JIM HARDING	110024	REFUND SECURITY DEPOSIT	7,500.00
RACHEL COUSINS	110025	ENTERTAINMENT	50.00
WE US THEM INC.	110026	AFFORDABLE HOUSING SOCIAL MARKETING STRATEGY	4,493.53
CHRISTINE BISHOP	110027	REFUND SECURITY DEPOSIT	100.00
SOBEYS NATIONAL ACCOUNTING	110028	REFUND OVERPAYMENT OF TAXES	573.68
MAGGIE BURTON	110029	HONORARIUM	75.00
JUDITH & DAVID DOYLE	110030	REFUND OVERPAYMENT OF TAXES	7.79
JOSEPHY DOOLEY	110031	REFUND OVERPAYMENT OF TAXES	158.14

NAME	CHEQUE #	DESCRIPTION	AMOUNT
WILLIAM & ROBERT FAGAN	110032	REFUND OVERPAYMENT OF TAXES	10.97
CARRIE HAYWARD	110033	REFUND OVERPAYMENT OF TAXES	150.00
JORDAN COAKER	110034	PERFORMANCE FEE	400.00
JENNIFER NEWHOOK	110035	HONORARIUM	75.00
CONTRAST ENGINEERING LTD.	110036	LEGAL CLAIM	2,002.44
MICHAEL PHILPOTT	110037	REFUND SECURITY DEPOSIT	50.00
CANCELLED	110038	CANCELLED	0.00
LINDA HENDRY	110039	REFUND OVERPAYMENT OF TAXES	816.84
ELIZABETH ROACH	110040	REFUND OVERPAYMENT OF TAXES	264.05
SHAUN HURLEY	110041	EMPLOYMENT RELATED EXPENSES	11.49
SELLARS, JACON	110042	TUITION	400.00
CASEY, CLARENCE	110043	MILEAGE	18.35
COOPER, LYNN	110044	PURCHASE OF REFERENCE BOOK ASSESSMENT	267.90
CHRISTA NORMAN	110045	EMPLOYMENT RELATED EXPENSES	68.94
TOBIN, JUDY	110046	PIT COUNT SUPPLIES	602.60
LISA BENNETT	110047	MILEAGE	54.45
STEPHEN WHITE	110048	INSTRUCTOR FEE	190.36
HUBERT DISTRIBUTING COMPANY, INC.	110049	PROFESSIONAL SERVICES	611.00
GAGNE SPORTS	110050	RECREATION SUPPLIES	673.85
FIRST GENERAL	110051	PROFESSIONAL SERVICES	8,038.50
SOBEYS ROPEWALK LANE	110052	MISCELLANEOUS SUPPLIES	57.99
ATLANTIC OFFSHORE MEDICAL SERV	EFT0000000000357	MEDICAL SERVICES	1,848.99
AVALON FORD SALES LTD.	EFT0000000000358	AUTO PARTS	27.74
GRAND CONCOURSE AUTHORITY	EFT0000000000359	MAINTENANCE CONTRACTS	9,200.00
BELBIN'S GROCERY	EFT0000000000360	CATERING SERVICES	157.29
SMS EQUIPMENT	EFT0000000000361	REPAIR PARTS	668.38
CABOT PEST CONTROL	EFT0000000000362	PEST CONTROL	1,186.48
ROCKWATER PROFESSIONAL PRODUCT	EFT0000000000363	CHEMICALS	2,752.59
BRENKIR INDUSTRIAL SUPPLIES	EFT0000000000364	PROTECTIVE CLOTHING	649.91
AIR LIQUIDE CANADA INC.	EFT0000000000365	CHEMICALS AND WELDING PRODUCTS	232.82
MAC TOOLS	EFT0000000000366	TOOLS	1,246.44
NORTH ATLANTIC SUPPLIES INC.	EFT0000000000367	REPAIR PARTS	36,418.96
KENT	EFT0000000000368	BUILDING SUPPLIES	236.10
COLONIAL GARAGE & DIST. LTD.	EFT0000000000369	AUTO PARTS	1,159.61
CONSTRUCTION SIGNS LTD.	EFT0000000000370	SIGNAGE	1,178.19
JAMES G CRAWFORD LTD.	EFT0000000000371	PLUMBING SUPPLIES	355.52
NEWFOUND CABS	EFT0000000000372	TRANSPORTATION SERVICES	28.25
DICKS & COMPANY LIMITED	EFT0000000000373	OFFICE SUPPLIES	1,262.90
MIC MAC FIRE & SAFETY SOURCE	EFT0000000000374	MEDICAL SUPPLIES	161.00
REEFER REPAIR SERVICES (2015) LIMITED	EFT0000000000375	REPAIR PARTS	427.80
RUSSEL METALS INC.	EFT0000000000376	METALS	4,807.91
ELECTRIC MOTOR & PUMP DIV.	EFT0000000000377	REPAIR PARTS	27,013.50
ELECTRONIC CENTER LIMITED	EFT0000000000378	ELECTRONIC SUPPLIES	287.50
ENVIROMED ANALYTICAL INC.	EFT0000000000379	REPAIR PARTS AND LABOUR	143.75
DOMINION STORE 935	EFT0000000000380	MISCELLANEOUS SUPPLIES	993.13

NAME	CHEQUE #	DESCRIPTION	AMOUNT
IPS INFORMATION PROTECTION SERVICES LTD.	EFT000000000381	PAPER SHREDDED ON SITE	32.78
FRESHWATER AUTO CENTRE LTD.	EFT000000000382	AUTO PARTS/MAINTENANCE	4,592.60
PRINCESS AUTO	EFT000000000383	MISCELLANEOUS ITEMS	487.29
GLOBALSTAR CANADA SATELLITE CO	EFT000000000384	SATELLITE PHONES	183.95
PROVINCIAL FENCE PRODUCTS	EFT000000000385	FENCING MATERIALS	546.25
TROY LIFE & FIRE SAFETY LTD.	EFT000000000386	PROFESSIONAL SERVICES	489.90
HARVEY & COMPANY LIMITED	EFT000000000387	REPAIR PARTS	2,360.56
HVAC SPECIALTIES INC.	EFT000000000388	CHEMICALS	1,913.60
BRENNTAG CANADA INC	EFT000000000389	CHLORINE	11,704.24
ECONOLITE CANADA INC.,	EFT000000000390	REPAIR PARTS	19,070.92
HOLDEN'S TRANSPORT LTD.	EFT000000000391	RENTAL OF EQUIPMENT	1,173.00
FLEET READY LTD.	EFT000000000392	REPAIR PARTS	3,727.62
HONDA ONE	EFT000000000393	REPAIR PARTS	52.12
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	EFT000000000394	REPAIR PARTS	139.84
PENNECON ENERGY TECHNICAL SERVICE	EFT000000000395	PROFESSIONAL SERVICES	3,176.43
CHRIS SQUIRES ENTERPRISES INC.,	EFT000000000396	RENTAL OF EQUIPMENT	21,935.99
DBI-GARBAGE COLLECTION REMOVAL LTD.	EFT000000000397	GARBAGE COLLECTION	770.50
JT MARTIN & SONS LTD.	EFT000000000398	HARDWARE SUPPLIES	55.89
MARTIN'S FIRE SAFETY LTD.	EFT000000000399	SAFETY SUPPLIES	669.55
REXEL CANADA ELECTRICAL INC.,	EFT000000000400	REPAIR PARTS	316.25
METALFAB LTD.	EFT000000000401	REPAIR PARTS	175.56
PRINTERS PLUS	EFT000000000402	TONER CARTRIDGE	388.70
NU-WAY EQUIPMENT RENTALS	EFT000000000403	RENTAL OF EQUIPMENT	10,350.00
NEWFOUNDLAND DISTRIBUTORS LTD.	EFT000000000404	INDUSTRIAL SUPPLIES	256.86
PBA INDUSTRIAL SUPPLIES LTD.	EFT000000000405	INDUSTRIAL SUPPLIES	176.42
CW PARSONS LIMITED	EFT000000000406	PROFESSIONAL SERVICES	52,702.71
POWERLITE ELECTRIC LTD.	EFT000000000407	ELECTRICAL PARTS	79.35
K & D PRATT LTD.	EFT000000000408	REPAIR PARTS AND CHEMICALS	1,623.16
PROFESSIONAL UNIFORMS & MATS INC.	EFT000000000409	PROTECTIVE CLOTHING	358.79
RIDEOUT TOOL & MACHINE INC.	EFT000000000410	TOOLS	33.35
ST. JOHN'S PORT AUTHORITY	EFT000000000411	SEATRADE DINNER & ENTERTAINMENT COSTS	399.88
BIG ERICS INC	EFT000000000412	SANITARY SUPPLIES	1,092.51
SAUNDERS EQUIPMENT LIMITED	EFT000000000413	REPAIR PARTS	4,510.60
SANSOM EQUIPMENT LTD.	EFT000000000414	REPAIR PARTS	12,036.03
SUPERIOR PROPANE INC.	EFT000000000415	PROPANE	213.50
FJ WADDEN & SONS LTD.	EFT000000000416	SANITARY SUPPLIES	103.50
HARVEY'S OIL LTD.	EFT000000000417	PETROLEUM PRODUCTS	1,021.73
NEWFOUNDLAND EXCHEQUER ACCOUNT	110053	PURCHASE OF IMAGERY	76.14
NEWFOUNDLAND EXCHEQUER ACCOUNT	110054	PAYROLL TAX	201,033.46
SUPREME COURT OF NEWFOUNDLAND AND LABRADOR	110055	FILING FEES	123.00
VICTORIA ETCHEGARY	110056	TRAVEL REIMBURSEMENT	78.36
LANGMEAD, JENNIFER	110057	TRAVEL REIMBURSEMENT	219.17
Total: \$			<u>991,033.93</u>

MEMORANDUM

Date: May 10, 2017

To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley

From: John Hamilton– Senior Buyer

Re: Council Approval - Tender 2017011 Standing Offer for Aggregates

The results of Tender 2017011 Standing Offer for Aggregates are stated below:

This Tender consists of 4 sections each section contains multiple bids. As this is a Standing Offer the City will go to the lowest bidder when possible but if the low bidder is unable to provide product the City can go to the next vendor for product.

Section #1 Washed Stone Price per Tonne

	Modern Paving Limited	Farrell's Excavating Ltd.	Weirs Construction Limited	Capital ready mix
	<u>Submission 1</u>	<u>Submission 1</u>	<u>Submission 1</u>	<u>Submission 1</u>
<u>Description</u>	<u>Unit Price</u>	<u>Unit Price</u>	<u>Unit Price</u>	<u>Unit Price</u>
Metric Tonne 20mm (¾" Crushed Washed Stone)	\$ 9.7500	\$ 15.0000	\$ 9.7500	\$ 13.0000
Metric Tonne 40mm (1 ½" Crushed Washed Stone)	\$ 9.7500	\$ 15.0000	\$ 9.2500	\$ 13.0000
Metric Tonne Delivery Charge to various sites within the City of St. John's (with the option of a stone slinger)	\$ 6.0000	\$ 25.0000	\$ 5.0000	\$ 5.0000

ST. JOHN'S

DEPARTMENT OF CORPORATE SERVICES

CITY OF ST. JOHN'S PO Box 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

Section #2 Road Gravel price per Tonne

	Pyramid Construction Ltd	Modern Paving Limited	Farrell's Excavating Ltd.	Weirs Construction Limited	Capital ready mix
	<u>Submission 1</u>	<u>Submission 1</u>	<u>Submission 1</u>	<u>Submission 1</u>	<u>Submission 1</u>
<u>Description</u>	<u>Unit Cost</u>	<u>Unit Cost</u>	<u>Unit Cost</u>	<u>Unit Cost</u>	<u>Unit Cost</u>
Road Gravel – Granular “ A”	\$ 7.7500	\$ 7.7500	\$ 5.5000	\$ 5.5500	\$ 10.5000
Road Gravel – Granular “ B”	\$ 7.0000	\$ 7.0500	\$ 5.2000	\$ 4.8500	\$ 10.2500
Maintenance Grade # 1	\$ 7.7500	\$ 7.0500	\$ 5.0000	\$ 5.5500	\$ 10.5000
Gravel Borrow	\$ 3.2500	\$ 4.2500	\$ 3.5000	\$ 3.0000	\$ 10.0000
Rock Borrow	\$ 4.4000	\$ 4.2500	\$ 4.0000	\$ 3.7500	\$ 6.0000
Road Gravel – ¼ Minus	\$ 14.0000	\$ 11.0000	\$ 10.0000	\$ 8.0000	\$ 18.0000
Blasted Rock – 4-6 Inch	\$ 6.0000	\$ 5.5000	\$ 4.5000	\$ 4.7500	\$ 8.5000
Trucking Charge per Tonne	\$ 5.0000	\$ 6.0000	\$ 3.5000	\$ 5.0000	\$ 5.0000

Section #3 Concrete

		Weirs Construction Limited	Capital ready mix
		<u>Submission 1</u>	<u>Submission 1</u>
<u>Description/Special Instructions</u>	<u>UOM</u>	<u>Unit Price</u>	<u>Unit Price</u>
30 MPA Concrete 1 ½ “ (40 mm) Aggregate	Meter Squared	\$ 194.0000	\$ 192.0000
30 MPA Concrete 3/4 “ (20 mm) Aggregate	Meter Squared	\$ 194.0000	\$ 194.0000
35 MPA Concrete ¾ “ (20 mm) Aggregate	Meter Squared	\$ 208.0000	\$ 209.0000
Calcium Chloride Extra Charge (on 20m3 Ready Mix Concrete)	Meter Squared	\$ 15.0000	\$ 8.0000
Winter Service Extra Charge (on 20 m3 Ready Mix Concrete)	Meter Squared	\$ 14.0000	\$ 1.0000
Part Load Deliveries (under three (3) cubic meter)	Trips	\$ 80.0000	\$ 85.0000
Demurrage after one (1) hour	Quarter Hours	\$ 70.0000	\$ 25.0000

Section #4 Pea Stone and Ball Field Sand Price per Tonne

	Weirs Construction Limited	Capital ready mix
	<u>Submission 1</u>	<u>Submission 1</u>
<u>Description</u>	<u>Unit Price</u>	<u>Unit Price</u>
Ball Field Sand	\$ 15.0000	\$ 30.0000
Coarse Washed 3/8 Stone Natural Gravel, not crushed Quarry Rock	\$ 10.0000	\$ 25.0000
Metric Tonne Delivery Charge to various sites within the City of St. John's	\$ 5.0000	\$ 6.0000

This tender contains 21 items where vendors have submitted a fixed cost per unit. It is requested that Council recognise each bid amount that will be fixed for a two (2) year period.

It is recommended that Council approve tender Tender 2017011 Supply of Various Aggregates to the bidders, noted above meeting specifications, as per the Public Tendering Act.

Taxes (HST) extra to price quoted

John Hamilton
Senior Buyer

MEMORANDUM

Date: May 10, 2017

To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley

From: John Hamilton

Re: Council Approval for Tender 2017069 Asphalt Crack Sealing Program

The results of Tender 2017069 Asphalt Crack Sealing Program is as follows:

Vendor	Total Value
CROWN CONTRACTING INC	\$235,761.50

It is recommended to award this tender to the only bidder meeting specifications **CROWN CONTRACTING INC \$235,761.50**, as per the Public Tendering Act.

Taxes are included with submitted bid.

John Hamilton
Senior Buyer

ST. JOHN'S

DEPARTMENT OF CORPORATE SERVICES

CITY OF ST. JOHN'S PO Box 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

MEMORANDUM

Date: May 10, 2017

To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley

From: John Hamilton

Re: Council Approval for Tender 2017076 Infrastructure Maintenance #2

The results of Tender 2017076 Infrastructure Maintenance #2 is as follows:

Vendor	Total Value
Infinity Construction Ltd.	\$ 987,683.25

It is recommended to award this tender to the only bidder meeting specifications
Infinity Construction Ltd. \$ 987,683.25, as per the Public Tendering Act.

Taxes are included with submitted bid.

John Hamilton
Senior Buyer

ST. JOHN'S

DEPARTMENT OF CORPORATE SERVICES

CITY OF ST. JOHN'S PO Box 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

MEMORANDUM

Date: May 11, 2017

To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley

From: John Hamilton

Re: Council Approval for Tender 2017077 Swimming Pool Chemicals

The results of Tender 2017077 Swimming Pool Chemicals is as follows:

This tender is to be awarded in sections:

Section #1

	Value per year
White's Pools and Spas Ltd	\$ 944.84
Rockwater Professional Products	\$1,615.75
Rockwater Professional Products (optional #2)	\$1,788.25
Eastchem(NL)Inc.	\$1,059.15

Section #2

White's Pools and Spas Ltd	\$ Opted out of section
Rockwater Professional Products	\$18,718.55
Rockwater Professional Products (optional #2)	\$20,368.80
Eastchem(NL)Inc.	\$22,042.63

Section #3

White's Pools and Spas Ltd	\$29,076.14
Rockwater Professional Products	\$31,933.64
Rockwater Professional Products (optional #2)	\$31,933.64
Eastchem(NL)Inc.	\$33,749.28

Section #1 White's Pools and Spas Ltd \$944.84

Section #2 Rockwater Professional Products \$18,718.55

Section #3 White's Pools and Spas Ltd \$29,076.14

It is recommended to award this tender to the lowest bidder meeting specifications
In each section, as per the Public Tendering Act. Taxes are included with submitted bid.

John Hamilton
Senior Buyer

ST. JOHN'S

DEPARTMENT OF CORPORATE SERVICES

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

MEMORANDUM

Date: May 11, 2017

To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley

From: John Hamilton – Senior Buyer

Re: Council Approval Tender 2017078 O'Leary Avenue at Leary's Brook Bridge Upgrade

The results of Tender 2017078 O'Leary Avenue at Leary's Brook Bridge Upgrade are as follows:

Vendor	Unofficial Value
Weirs Construction Limited	\$629,711.25
J & N Excavating & Contracting Inc	\$856,675.25
Newfound Construction Ltd.	\$884,350.00
Horseshoe Hill Construction Inc.	\$1,061,421.25
Pyramid Construction Ltd	\$1,076,779.50
Modern Paving Limited	\$1,126,312.88
Coady Construction & Excavating Limited	\$1,355,959.25

It is recommended to award this tender to the lowest overall bidder meeting specifications, **Weirs Construction Limited \$629,711.25** as per the Public Tendering Act.
Taxes are Included with prices quoted.

John Hamilton
Senior Buyer

ST. JOHN'S

DEPARTMENT OF CORPORATE SERVICES

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

INFORMATION NOTE

Title: Standing Committee Review - Scope of Work and Timelines

Date: Prepared: May 5, 2017

Report To: Mayor and Council

Councillor and Role: ALL

Ward: N/A

Issue: Council has directed staff to undertake a review of Standing Committees as per Council Directive#:R2017-05-01/8. This note outlines the process and timelines to be undertaken to ensure the review is completed prior to Election 2017.

Discussion – Background and Current Status:

At the April Community Services and Housing Standing Committee there was a recommendation to create a new Standing Committee specific to Housing. After discussion “Council agreed that staff commence a comprehensive review of City Standing Committees during the summer, similar to the recent review completed on Advisory Committees. This review will be completed before the new Council is inducted. All committees will remain the same until the review is completed.”

With an election upcoming in September, 2017, it is imperative that the review be completed in a timely manner, recommendations be brought forward to Council for approval and the new processes be in place prior to the swearing in of the new Council in October, 2017.

Scope of Work – Standing Committee Review

The Standing Committee review will endeavor to review both the governance issues as well as operational matters related to the effective and efficient functioning of the Standing Committees for the City’s governance. Specifically, the review will:

- Determine which standing committees the City needs to align with structure and function now and into the future
- Review existing Terms of Reference and make recommendations on the content for revised Terms of Reference
- Consider the role of Council and Staff in Standing Committees including the role of Chair.

Additionally, the review will consider the timing of current Council meetings as part of the governance process and make recommendations on any changes.

As part of the review process, the following activities will be undertaken:

ST. JOHN'S

- Meetings with Councillors
- Meetings with Senior Staff connected to Standing Committees
- Meetings with City Clerk Staff
- Meetings with Legal Department
- Jurisdictional Scan
- Review of existing Process and Practices,
- Review of documentation including minutes, agendas, departmental mandates

The research and analysis phases will be completed between May-July, 2017. Recommendations will be brought forward in August, 2017 with a goal to have the new structure approved in September and operational in time for the new Council which will be sworn in in Oct. 2017.

Key Considerations/Implications:

1. Budget/Financial Implications

Review being undertaken has no financial implications at this time.

2. Partners or Other Stakeholders

N/A

3. Alignment with Strategic Directions/Adopted Plans

While there is nothing overt in the Strategic plan regarding undertaking a review of this nature, outcomes from the review could support the City's efforts to be an effective organization as good governance is tied directly to this strategic direction.

4. Legal or Policy Implications

Existing City legislation and policy will be reviewed for any implications resulting from changes/recommendations.

5. Engagement and Communications Considerations

Council and staff involved in standing committees will be consulted through the review process. Once recommendations are approved, communications will be required to ensure staff are aware of changes and the new Council is oriented to the changes.

6. Human Resource Implications

Organizational Performance and Strategy staff will be leading the review process with support from the City Clerk's Office.

7. Procurement Implications

None at this time.

8. Information Technology Implications

None at this time.

9. Other Implications

Changes will need to be implemented prior to the new Council coming on board after the election to ensure a smooth transition and clear roles and responsibilities. As the City begins the process for its next strategic plan, key strategic directions should also be considered in the context of where they fit and align with Standing Committees. Changes to Standing Committee structure could result in reporting relationship changes with Advisory Committees or other committees of Council.

Conclusions/Next Steps:

Staff will proceed with the review as per the scope of work and timelines as outlined.

Prepared by/Signature: Victoria Etchegary, Manager, Organizational Performance and Strategy

Approved by/Date/Signature: Derek Coffey, Deputy City Manager, Finance and Administration

INFORMATION NOTE

Title: Regular and Special Council Meetings – Summer Schedule

Date Prepared: May 10, 2017

Report To: His Worship the Mayor and Members of Council

Discussion – Background and Current Status:

As per Section 39 (1) of the City of St. John's Act cited below, weekly meetings are not required during the months of July and August.

39. (1) There is to be a meeting of the council for the consideration of the general business of the city at least once a week, except during the months of July and August.

Key Considerations/Implications:

1. Budget/Financial Implications:
N/A
2. Partners or Other Stakeholders:
N/A
3. Alignment with Strategic Directions/Adopted Plans:
N/A
4. Legal or Policy Implications:
As per Section 39 (1) of the City of St. John's Act.
5. Engagement and Communications Considerations:
The general public will be notified accordingly and public calendar of events will be updated.
6. Human Resource Implications:
N/A
7. Procurement Implications:
N/A
8. Information Technology Implications:
N/A
9. Other Implications:
N/A

ST. JOHN'S

Conclusion/Next Steps:

The last weekly meeting is scheduled for Tuesday, June 27, 2017. From there on the bi-weekly schedule for the months of July and August will commence (as outlined below), and reverting back to the weekly schedule on Tuesday September 5, 2017.

- Tuesday, July 11
- Monday, July 24
- Monday, August 7
- Monday, August 21

Prepared by - Date/Signature:

Maureen Harvey - Supervisor of Legislative Services

Signature: _____

Approved by - Date/Signature:

Elaine Henley, City Clerk

Signature: _____

ST. JOHN'S

DECISION/DIRECTION NOTE

Title Amendments to the Election Finance By-Law

Date Prepared: May 10, 2017

Report To: His Worship the Mayor and Members of Council

Councillor and Role: Not applicable

Ward: Not applicable

Decision/Direction Required:

Council's approval of the proposed amendments to the City's Election Finance By-Law is requested.

Discussion – Background and Current Status:

In late 2016, the Province amended the Municipal Election Act so as to recognize contributions to candidates other than money. The amendments to the Provincial statute require that such contributions of goods and services are to be treated the same as contributions of money to a candidate.

The amendments to the City's Election Finance By-law incorporate and reflect these changes to the Provincial statute.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - The amendments to the by-law have to be advertised in the newspaper and the Queen's Printer Gazette and there is a fee associated with same.
2. Partners or Other Stakeholders:
 - All candidates running for office in the 2017 municipal election; taxpayers; and the general public.
3. Alignment with Strategic Directions/Adopted Plans:
 - Effective Organization
 - Responsive and Progressive
4. Legal or Policy Implications:
 - The amendments to the by-law have to be advertised in the newspaper and the Queen's Printer Gazette to come legally in effect.

ST. JOHN'S

- The amendments will bring the Election Finance By-Law in line with the changes made by the Province to the Municipal Elections Act.

5. Engagement and Communications Considerations:

- The amendments to the Election Finance By-Law will have to be advertised in the newspaper and the Queen's Printer Gazette so that the public and potential candidates are aware of the changes.

6. Human Resource Implications:

- Not applicable

7. Procurement Implications:

- Not applicable

8. Information Technology Implications:

- Not applicable

9. Other Implications:

- Not applicable

Recommendation:

That Council approve the proposed amendments to the City's Election Finance By-Law.

Prepared by/Signature:

Linda S. Bishop, Q.C.
Senior Legal Counsel

Approved by/Date/Signature:

Cheryl L. Mullett
City Solicitor



Attachments:

- Notice of Motion
- Election Finance (Amendment No. 1, 2017) By-Law

ST. JOHN'S

NOTICE OF MOTION

TAKE NOTICE that I will at the next regular meeting of the St. John's Municipal Council move to enact an amendment to the St. John's Election Finance By-Law so as align with the provisions of the Municipal Elections Act regarding contributions.

DATED at St. John's, NL this day of May, 2017.

COUNCILLOR

BY-LAW NO. 1576

ELECTION FINANCE (AMENDMENT NO. 1, 2017) BY-LAW

PASSED BY COUNCIL ON _____, 2017

Pursuant to the powers vested in it under the Municipal Elections Act, RSNL 1990 c. M-20.2, as amended and all other powers enabling it, the City of St. John's enacts the following By-Law relating to municipal election finances.

BY-LAW

1. This By-Law may be cited as the "St. John's Election Finance (Amendment No. 1, 2017) By-Law".
2. Section 2(a) of the St. John's Election Finance By-Law is repealed and the following substituted:

"2 (a) contribution means a contribution of money, goods, or services, but does not include a donation by a natural person of his or her personal services, talents, or expertise or the use of his or her vehicle where it is given freely and not as part of his or her work in the service of an employer."
3. Section 4(1) of the St. John's Election Finance By-Law is repealed and the following substituted:

"4(1) (a) Contributions to candidates shall be made only by natural persons individually, or by corporations or trade unions individually.

(b) The value of goods or services contributed to a candidate is:

(i) if the contributor is in the business of supplying those goods or services, the lowest amount charged by the contributor for an equivalent amount of the same goods or services at or about the time and in the market area in which the goods or services are contributed; and

- (ii) if the contributor is not in the business of supplying those goods or services, the lowest amount charged, at or about the time the goods or services are provided, by another person who provides the same goods on a commercial retail basis or services on a commercial basis in the market area in which the goods or services are contributed.”
 - (c) For greater certainty, where an employee spends time working for a candidate for which he or she is compensated by his or her employer and the employer is not a candidate, the value of that compensation is a contribution of the employer for the purposes of this By-Law.
- 4. Section 4(5) of the St. John’s Election Finance By-Law is repealed and the following substituted:

“4(5) Money given to a candidate in an amount exceeding \$250.00 shall be made only:

 - (a) by a cheque that has the name of the contributor printed legibly on it and that is signed by the contributor and drawn on an account in the contributor’s name;
 - (b) by a money order that identifies the name of the contributor; or
 - (c) in the case of a contribution by an individual by the use of a credit card, if that credit card has the name of the individual contributor imprinted or embossed on that card,

and that contribution shall not be accepted unless the contribution is made in accordance with this subsection.”
- 5. The following is added as section 4(7):

“4(7) Where goods or services in an amount exceeding \$250.00 are anonymously contributed to a candidate, those goods or services shall not be utilized by the candidate in the election.”
- 6. The following is added as section 6.1:

“6.1 A statement filed under this By-Law shall be considered to be an official record of the City, and upon request, shall be made available for inspection by members of the public.”

IN WITNESS WHEREOF the Seal of the City of St. John's has been hereunto affixed and this By-Law has been signed by the Mayor and City Clerk this ____ day of _____, 2017.

MAYOR

CITY CLERK

DECISION/DIRECTION NOTE

Title: FCM Board Representation

Date Prepared: May 11, 2017

Report To: His Worship the Mayor and Members of Council

Councillor and Role: N/A

Ward: N/A

Decision/Direction Required:

Discussion – Background and Current Status:

Background

The City received a call from FCM requesting a representative from Council to sit on the FCM Board of Directors. St. John's, Mount Pearl and Corner Brook rotate representation on the FCM Board of Directors every two years and St. John's is next to serve a two-year term.

To facilitate preparation of the required paperwork for the FCM Conference being held June 1 – 4, 2017 Council's consideration is required.

Key Considerations/Implications:

1. Budget/Financial Implications:
N/A
2. Partners or Other Stakeholders:
FCM
3. Alignment with Strategic Directions/Adopted Plans:
 - a. A Culture of Cooperation
 - b. Responsive and Progressive
 - c. Effective Organization
4. Legal or Policy Implications:
N/A

ST. JOHN'S

5. Engagement and Communications Considerations:
N/A

6. Human Resource Implications:
N/A

7. Information Technology Implications:
N/A

8. Other Implications:
N/A

Recommendation:

That Council appoint a member of Council to sit on the Federation of Canadian Municipalities (FCM) Board of Directors for two years commencing June 2017 and that the City will cover all costs associated with this appointment.

Prepared by/Signature:

Approved by/Date/Signature:

Maureen Harvey
Supervisor – Office of the City Clerk

Elaine Henley
City Clerk

INFORMATION NOTE

Title: Vote by Mail Election - Challenges

Date Prepared: May 11, 2017

Report To: His Worship, the Mayor and Members of Council

Ward: All Wards

Issue: Identified challenges and potential solutions for the City in conducting its elections using Vote by Mail.

Discussion – Background and Current Status:

This information is provided further to council directive #2016-0-516/14 seeking a full review of the vote by mail process.

The City has been conducting its elections using the vote by mail since 2001.

Below are a list of the identified challenges and solutions based on past elections. We are committed to enhancing the electoral process by embracing technology which makes it more convenient for voters to vote while still maintaining the integrity of the electoral process.

Identified Challenges in Previous VBM Elections

1. Satellite Drop-Off Centers – Long lineups

While the original intent of the Satellite Drop-Off Centre (SDOC) is to drop off completed kits, it is also used as a means to obtain new kits and/or register. While the percentage of voters using the SDOC to register and/or obtain new kits is on average 2.5 percent, the vast majority of those doing so arrive late in the evening. In order to minimize the lineups experienced in the past two elections, the following will be put in place.

Solution

- Additional staff and computers to be placed in each of the five SDOCs
- Extra staff at SDOC to assist in moving the lines through quicker
- Comprehensive manual for employees staffing the SDOC re potential scenarios and the reactions/response to the same

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2. Vote by Mail Kits sent to the wrong wards/Addresses

There was confusion in the 2016 by-election with similarly named streets which resulted in twenty kits being sent to a street outside the relevant ward.

- Solution**
- Election Coordinator will work diligently with Election NL, DataFix, Canada Post and the City's GIS division to ensure this does not happen.

3. Accessible Voting

The issue of introducing voting methods and/or technology that would allow persons with disabilities to vote independently has been under discussion for many years.

- Solution**
- Council approved the use of an Accessible Voting Ballot Marker Device, known as the *ImageCast Ballot Marker (ICBM)* that will provide an accessible voting solution for voters with disabilities who cannot vote without assistance.

4. Ballots torn while opening secrecy envelop on Election Day

Due to the limited space in the secrecy envelop, ballots often end up torn and are required to be duplicated in front of the scrutineers as once they are torn, they are unable to be processed through the automated ballot tabulator.

- Solution**
- Datafix, the vendor for the printing of the vbm kits, has agreed to increase the size of the secrecy envelope which we hope will minimize the number of torn ballots requiring duplication.

5. Multiple kits to the wrong address/abandoned kits at apartment buildings

Despite our best efforts to cleanse the list including communicating to voters the importance of verification (either by telephone or through self-verification on our webpage), this continues and will continue to be a problem.

- Solution**
- Our office has, and will continue to reach out to multiple groups to promote and assist with voter registration and verification. Such groups include:
- Neighborhood community groups
 - Secondary Educational Institutes (MUN and CONA) – to set up registration booths at their campus
 - Assisted Living Facilities and Senior Citizen Complexes
 - Large Apartment Complexes

By doing so, we hope to minimize the amount of unnecessary and/or abandoned kits.

Key Considerations/Implications:

1. Budget/Financial Implications:

- Any/all costs covered under the City's elections budget

2. Partners or Other Stakeholders:

- Voters
- Dominion Voting Systems
- Canada Post
- DataFix

3. Alignment with Strategic Directions/Adopted Plans:

- Responsive and Progressive

4. Legal or Policy Implications:

- The Election must be conducted in accordance with the relevant legislation: The City of St. John's Act, Municipal Elections Act and Municipal Elections Vote by Mail By-Law.

5. Engagement and Communications Considerations:

- Our office will work with the Marketing and Commissions Division to develop a comprehensive communications plan.

6. Human Resource Implications:

- Elections staff (all of whom will be paid under the elections budget)

7. Procurement Implications:

- City contracts with third party vendors for the provision of specific election related services

8. Information Technology Implications:

- Our office will work with Corporate Services Information Division on all relevant aspects of the election.

9. Other Implications N/A

Conclusion/Next Steps:

Our office is continuing to look at ways of improving the vbm process and will keep Council informed of any further enhancement opportunities.

Prepared and Approved by:

Elaine Henley, City Clerk