

**AGENDA  
REGULAR MEETING**

**April 3, 2017  
4:30 p.m.**

**ST. JOHN'S**

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# MEMORANDUM

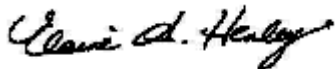
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March 31, 2017

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, March 24, 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

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# ST. JOHN'S

CITY MANAGER

**AGENDA**  
**REGULAR MEETING - CITY COUNCIL**  
**April 3, 2017 – 4:30 p.m. – Council Chambers, 4<sup>th</sup> Floor, City Hall**

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**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. ADOPTION OF THE MINUTES**

- Minutes of March 27, 2017

**4. BUSINESS ARISING FROM THE MINUTES**

**Included in the Agenda:**

- **Other Matters:**

**5. NOTICES PUBLISHED**

- A Discretionary Use Application has been submitted requesting permission to occupy the rear of **91 Shoal Bay Road** as an area for Heavy Equipment Storage. The business will provide storage for such equipment as dump trucks, backhoe, loaders and other various paving equipment.

**6. PUBLIC HEARINGS**

**7. COMMITTEE REPORTS**

- Development Committee Report – March 28, 2017
- Community Services & Housing Standing Committee Report – March 28, 2017

**8. RESOLUTIONS**

**9. DEVELOPMENT PERMITS LIST**

- March 23, 2017 – March 29, 2017

**10. BUILDING PERMITS LIST**

- April 3, 2017

**11. REQUISITIONS, PAYROLLS AND ACCOUNTS**

- Week Ending March 29, 2017

**12. TENDERS/RFPS**

- a. Tender 2017030 – Supply of Propane

**13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS**

**14. OTHER BUSINESS**

- a. Decision Note dated March 29, 2017 re: E-poll Ratification – Contract Award without Tender - JJ MacKay Canada Ltd.

**15. ADJOURNMENT**

**MINUTES  
REGULAR MEETING - CITY COUNCIL  
March 27, 2017 – 4:30 p.m. - Council Chambers**

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- Present** Mayor D. O’Keefe  
Deputy Mayor R. Ellsworth (Via Teleconference)  
Councillor T. Hann  
Councillor D. Breen  
Councillor B. Tilley  
Councillor S. Hickman  
Councillor D. Lane  
Councillor S. O’Leary  
Councillor W. Collins
- Absent** Councillor J. Galgay  
Councillor A. Puddister
- Others** Kevin Breen, City Manager  
Lynnann Winsor, Deputy City Manager of Public Works  
Jason Sinyard, Deputy City Manager of Planning, Engineering and  
Regulatory Services  
Ken O’Brien, Chief Municipal Planner  
Tanya Haywood, Deputy City Manager of Community Services  
Derek Coffey, Deputy City Manager of Financial Management  
Linda Bishop, Senior Legal Council  
Elaine Henley, City Clerk  
Stacey Fallon, Legislative Assistant

**CALL TO ORDER/ADOPTION OF AGENDA**

**SJMC2017-03-27/135R**

**Moved – Councillor Collins; Seconded – Councillor Breen**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**SJMC2017-03-27/136R**

**Moved – Councillor Hickman; Seconded – Councillor Hann**

**That the minutes of March 21, 2017 be approved as presented.**

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

**Application to rezone land to the Commercial Regional (CR) and Apartment High Density (A3) Zones for the development of Galway.**

**REZ1600019**

**705 Southlands Boulevard**

**Applicant: 10718 Newfoundland Inc.**

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The above noted application was considered by Council.

**SJMC2017-03-27/137R**

**Moved – Councillor Hann; Seconded – Councillor Collins**

**That Council adopt St. John’s Development Regulations Amendment Number 652, 2017, which will rezone land in the area of 705 Southlands Boulevard to the Commercial Regional (CR) and Apartment High Density (A3) Zones to accommodate future commercial and residential development in Galway. Further, Council agreed it will then be referred to the Department of Municipal Affairs and Environment with a request for Provincial Registration in accordance with the provisions of the Urban and Rural Planning Act.**

**CARRIED UNANIMOUSLY**

**NOTICES PUBLISHED**

**A Discretionary Use application requesting permission to occupy a portion of 19 Browne Crescent as a Home Occupation for the production of dog treats.**

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Council considered the above noted notices published:

**SJMC2017-03-27/138R**

**Moved – Councillor Hann; Seconded – Councillor Tilley**

**That Council approve the application as presented subject to all applicable City requirements.**

**CARRIED UNANIMOUSLY**

## COMMITTEE REPORTS

### Planning and Development Standing Committee Report – March 21, 2017

Council considered the above noted report.

**SJMC2017-03-27/139R**

**Moved – Councillor Hann; Seconded – Councillor Tilley**

**That the report and its recommendations be adopted as presented.**

**CARRIED UNANIMOUSLY**

## DEVELOPMENT PERMITS LIST

[Link to List](#)

Council considered, for information, the above-noted for the period March 16, 2017 to March 22, 2017.

## BUILDING PERMITS LIST

[Link to List](#)

Council considered the Building Permits for the period of March 16, 2017 to March 22, 2017.

**SJMC2017-03-27/140R**

**Moved – Councillor Breen; Seconded – Councillor Hickman**

**That the building permits list for the period March 16, 2017 to March 22, 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 March 22, 2017.

**SJMC2017-03-27/141R**

**Moved – Councillor Breen; Seconded – Councillor Hickman**

That the requisitions, payrolls and accounts for the week ending March 22, 2017 in the amount of \$4,594,534.28 be approved as presented.

**CARRIED UNANIMOUSLY**

**TENDERS/RFPS**

**Tender 2017027 – Two Cube Vans**

Council considered the above noted tender.

**SJMC2017-03-27/142R**

**Moved – Councillor Breen; Seconded – Councillor Hickman**

That Council award this Tender to the lowest bidder meeting all specifications, Avalon Ford Sales as per the Public Tendering Act. Taxes (HST) is extra to price quoted

**CARRIED UNANIMOUSLY**

**Tender 2017005 – Supply of Oil & Lubricants**

Council considered the above noted tender.

**SJMC2017-03-27/143R**

**Moved – Councillor Breen; Seconded – Councillor Hickman**

That Council award this tender to the lowest bidders meeting the specifications for various Oils & Lubricants, as per the Public Tendering Act. The lowest bid for each item is highlighted in blue. This contract is for a one year period with the option to extend for two additional one year periods. Taxes (HST) extra to price quoted.

**CARRIED UNANIMOUSLY**

**Tender 2017015 – Supply of Gas & Diesel**

Council considered the above noted tender.



**SJMC2017-03-27/144R****Moved – Councillor Breen; Seconded – Councillor Hickman**

**That Council award this tender to the overall lowest bidder of each item meeting specifications North Atlantic as per the Public Tendering Act. HST is extra to quoted price.**

**CARRIED UNANIMOUSLY****Tender 2017032 – Traffic Supplies**

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Council considered the above noted tender.

**SJMC2017-03-27/145R****Moved – Councillor Breen; Seconded – Councillor Hickman**

**That Council award this Tender as per the Public Tendering Act to the lowest bidders meeting all specifications, as per the below three vendors. Taxes (HST) is extra to price quoted.**

**Traffic Supplies**

TENDER #2017032– closed March 20, 2017 at 2:30 pm	
Fortan Traffic Systems	\$25,090.36
Econolite Canada Inc.	\$15,586.41
Electromega Ltd.	\$11,472.63

**CARRIED UNANIMOUSLY****OTHER BUSINESS**

**Decision Note dated March 17, 2017, re: Standing Committee and Associated Protocols.**

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Council considered the above referenced decision note.

**SJMC2017-03-27/146R**

**Moved – Councillor O’Leary; Seconded Councillor Hickman**

**That Council approve the creation of a new Housing Standing Committee and also shift reporting on public engagement to the Audit and Accountability Standing Committee and Arts and Culture to Economic Development, Tourism and Culture Standing Committee. Further, that Council also approve the ~~attached~~ revised objectives for the Committees. It is also recommended that staff commence a comprehensive review of City Standing Committees, similar to the recent review completed on advisory committees.**

Deputy Mayor Ellsworth motioned a referral back to the Community Services and Housing Standing Committee and Economic Development Standing Committee for discussion and development of protocol on creating new committees and all affected committees be consulted on this change.

Discussions ensued and the below motion was decided upon with a friendly amendment made to add a time line from Councillor Tilley.

**SJMC2017-03-27/147R**

**Moved – Deputy Mayor Ellsworth; Seconded Councillor Lane**

**That the above noted Item be referred to the next meeting of both the Community Services and Housing Standing Committee and the Economic Development Standing Committee for discussion. Further that a protocol be developed on the creation of new standing committees which involves consultation with the affected committees.**

**AMENDED MOTION CARRIED WITH  
MAYOR O’KEEFE DISSENTING**

**Decision note dated March 23, 2017, re: Travel – Councillor Hickman – Canadian Capital Cities Organization (CCCO) – Semi Annual Directors Meeting May 16-19 2017.**

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The above noted was considered by Council.

**SJMC2017-03-27/148R**

**Moved – Councillor Lane; Seconded Councillor O’Leary**

**That Council approve the costs associated with Councillor Hickman attending the CCCO Annual General Meeting in Victoria BC from May 16-19, 2017.**

**CARRIED UNANIMOUSLY**

**Councillor Collins**

- Requested that the Police and Traffic Committee have a look at the on ramp coming out of Killbride onto Pitts Memorial Drive to see if a different road configuration could be implemented.

**Councillor Breen**

- Requested that the Traffic Division work with Communications to add bagged metering to the alerts that residents prescribe to from the City.

**Winter Shift – Snow clearing Crews**

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**SJMC2017-03-27/149R**

**Moved – Councillor Breen; Seconded Councillor Tilley**

**That the winter Shift be extended one week concluding overnight of April 7, 2017 in the event of a winter system which is forecasted for later this week.**

**CARRIED UNANIMOUSLY**

**Winter Parking Ban**

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**SJMC2017-03-27/150R**

**Moved – Councillor Breen; Seconded Councillor Hickman**

**That the Winter Parking Ban be extended one week concluding overnight of April 7, 2017 in the event of a winter system which is forecasted for later this week.**

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

There being no further business, the meeting adjourned at 5:40 p.m.

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**MAYOR**

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**CITY CLERK**

**DEVELOPMENT PERMITS LIST**  
**DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES**  
**FOR THE PERIOD OF March 16, 2017 TO March 22, 2017**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Rebuild of Single Detached Dwelling	41 Field Street	2	Approved	17-03-17
RES		Rebuild of Townhouse Dwelling	43 Field Street	2	Approved	17-03-17
COM	Newfoundland Power Inc.	Replace Transmission line	Ridge Road	4	Approved	17-03-21

\* 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 March 27, 2017

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# Building Permits List

## Council's March 27, 2017 Regular Meeting

Permits Issued: 2017/03/16 To 2017/03/22

**Class: Commercial**

371-373 Duckworth St	Co	Tavern	
430 Topsail Rd, Unit 66 & 66a	Co	Office	
146-152 Water St	Co	Retail Store	
Avalon Mall, Call It Spring	Sn	Retail Store	
23-25 Rowan St	Sn	Mixed Use	
286 Torbay Rd, Unit 3	Cr	Clinic	
Avalon Mall, Lawton's	Cr	Retail Store	
15 Hebron Way, Suite 202	Cr	Club	
10 Stavanger Dr	Rn	Retail Store	
282 Water St	Cr	Retail Store	
300 Kenmount Rd. Bdo Suite 200	Cr	Office	
45 Hebron Way, Transocean	Rn	Office	
173 Kenmount Rd	Nc	Veterinary Clinic	
		This Week \$	1,719,420.00

**Class: Industrial**

This Week \$ .00

**Class: Government/Institutional**

This Week \$ .00

**Class: Residential**

61 Forbes St	Nc	Accessory Building	
17 Leonard J. Cowley Lot 329	Nc	Single Detached Dwelling	
10 Ordnance St	Nc	Patio Deck	
8 Horlick Ave	Ex	Single Detached Dwelling	
33 Beacon Hill Ave	Rn	Single Detached Dwelling	
11 Botwood Pl	Rn	Single Detached Dwelling	
26 Bristol St	Rn	Single Detached Dwelling	
10 Bulrush Ave	Rn	Single Detached Dwelling	
48 Cashin Ave	Rn	Boarding House (4 Or Less)	
7 Circular Rd	Rn	Single Detached Dwelling	
14 Colonial St	Rn	Townhousing	
410 Elizabeth Ave	Rn	Single Detached Dwelling	
16 Feild St	Rn	Townhousing	
32 Stanford Pl	Rn	Single Detached Dwelling	
52 Whiteway St	Rn	Single Detached Dwelling	
32 Newtown Rd	Sn	Single Detached Dwelling	
		This Week \$	590,550.00

**Class: Demolition**

This Week \$ .00

This Week's Total: \$ 2,309,970.00

Repair Permits Issued: 2017/03/16 To 2017/03/22 \$ 4,627.00

Legend

Co	Change Of Occupancy	Sw	Site Work
Cr	Chng Of Occ/Renovtns	Ms	Mobile Sign
Ex	Extension	Sn	Sign
Nc	New Construction	Cc	Chimney Construction
Oc	Occupant Change	Dm	Demolition
Rn	Renovations		

YEAR TO DATE COMPARISONS			
March 27,2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$25,176,329.00	\$62,180,375.00	148
Industrial	\$0.00	\$0.00	0
Government/ Institutional	\$2,120,000.00	\$0.00	-100
Residential	\$5,859,361.00	\$6,993,294.00	19
Repairs	\$338,720.00	\$318,226.00	-6
Housing Units(1 & 2 Family Dwelling)		10	
<b>TOTAL</b>	<b>\$31,494,410.00</b>	<b>\$69,791,895.00</b>	<b>108</b>

Respectfully Submitted,

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

Addendum to Council minutes of March 27, 2017

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending March 22, 2017**

### **Payroll**

<b>Public Works</b>	<b>\$ 496,217.47</b>
<b>Bi-Weekly Administration</b>	<b>\$ 745,416.47</b>
<b>Bi-Weekly Management</b>	<b>\$ 875,761.87</b>
<b>Bi-Weekly Fire Department</b>	<b>\$ 705,395.31</b>
<b>Accounts Payable</b>	<b>\$ 1,771,732.15</b>

*Addendum to Council minutes of March 27, 2017*

**Total: \$ 4,594,523.27**

# **ST. JOHN'S**

DEPARTMENT OF FINANCE

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



## NOTICES PUBLISHED

Applications which have been advertised in accordance with the requirements of Section 5.5 of the St. John's Development Regulations and which are to be considered for approval by Council at the **Regular Meeting of Council on April 3, 2017.**

Ref #	Property Location/ Zone Designation	Ward	Application Details	Floor Area (square metres)	# of Employees (includes the applicant)	# of On-Site Parking Spaces	Written Representations Received	Planning and Development Division Notes
1	<b>91 Shoal Bay Road</b> Rural Residential Infill (RRI) & Rural (R) Zones	<b>5</b>	A Discretionary Use Application has been submitted requesting permission to occupy the rear of <b>91 Shoal Bay Road</b> as an area for Heavy Equipment Storage. The business will provide storage for such equipment as dump trucks, backhoe, loaders and other various paving equipment.				no submissions received	The Planning and Development Division recommends approval of the application subject to all applicable City requirements.

The Office of the City Clerk and the Department of Planning, Development & Engineering, in joint effort, have sent written notification of the applications to property owners and occupants of buildings located within a minimum 150-metre radius of the application sites. Applications have also been advertised in The Telegram newspaper on at least one occasion and applications are also posted on the City's website. Where written representations on an application have been received by the City Clerk's Department, these representations have been included in the agenda for the Regular Meeting of Council.

**REPORTS/RECOMMENDATION**

**Development Committee**

**March 28, 2017 – 10:00 a.m. – Conference Room A, 4<sup>th</sup> Floor, City Hall**

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**1. Crown land Grant for Heavy Equipment Storage & Construction of  
Accessory Building at 91 Shoal Bay Road– CRW1700008**

It is recommended by the Development Committee that Council approve the Crown Land Grant.

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

# DECISION/DIRECTION NOTE

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**Title:** Crown land Grant for Heavy Equipment Storage & Construction of Accessory Building at 91 Shoal Bay Road– CRW1700008

**Date Prepared:** March 27, 2017 (Date of next meeting: April 3, 2017)

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

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

**Ward:** 5

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**Decision/Direction Required:**

To seek approval for a Crown Land License for 0.34 hectares of land.

**Discussion – Background and Current Status:**

The Provincial Department of Municipal Affairs and Environment has referred an application requesting a Grant for a parcel of land comprising of an area of 0.34 hectares which is located in the Rural (R) Zone. The proposed use of the land is for Heavy Equipment Storage and the construction of an Accessory Building.

**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.

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**ST. JOHN'S**

**Recommendation:**

It is recommended that the Crown Land Grant be approved.

**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: [Signature]

AAM/dlm

Attachments: Not applicable.

**Report/Recommendations**  
**Community Services & Housing Standing Committee**  
**March 28, 2017 @ 12:00 Noon, 4<sup>th</sup> Floor, City Hall**  
**Conference Room A**

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**Present** Deputy Mayor Ron Ellsworth, Chair  
Councillor Sheilagh O’Leary  
Councillor Tom Hann  
Councillor Bruce Tilley  
Councillor Wally Collins  
Councillor Danny Breen  
Councillor Sandy Hickman  
Jason Sinyard, DCM, Planning Development and Regulatory Services  
Tanya Haywood, Deputy City Manager, Community Services  
Carla Squires, Manager, Facilities Division  
Elizabeth Lawrence, Director, Strategy and Engagement  
Natalie Godden, Manager, Family & Leisure Services  
Karen Sheriffs, Manager, Community Development  
Judy Tobin, Manager, Housing  
Maria Callahan, Affordable Housing and Development Facilitator  
Kenessa Cutler, Legislative Assistant

**REPORT**

**1. Information Note dated March 22, 2017 re: Sport Groups Costing Report**

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Tanya Haywood and Carla Squires presented the above listed report for the information of the Committee.

**Chair Deputy Mayor Ellsworth requested that the Information Note be included in the Committee Report for the information of Council.**

**2. Decision Note dated March 22, 2017 re: Seniors Discount Age**

---

Karen Sherriffs presented the above listed Decision Note. As requested by Council, Staff conducted research and evaluated the standard age for seniors discounts. Both internal City departments and other municipalities were reviewed.

**Moved – Councillor O’Leary; Seconded – Councillor Tilley**

**That the Committee recommends maintaining the 65+ discount for recreation programs and services which remains in line with all City of St. John’s Services which reflect a discount for persons 65+.**

**CARRIED UNANIMOUSLY**

### **3. Decision Note dated March 17, 2017 re: Affordable Housing Study – Request for Funding**

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Judy Tobin and Maria Callahan spoke to the above listed Decision Note outlining the need for a Housing Needs Assessment for the City of St. John's and funding to conduct the assessment.

Councillor O'Leary inquired about the extent of funding and whether it would cover the full project. Maria explained that they are seeking full funding.

**Moved – Councillor Breen; Seconded – Councillor Hann**

**That the Committee approves the recommendation that Council support the request to the CMHC for funding for a City of St. John's Housing Needs Study.**

**CARRIED UNANIMOUSLY**

### **4. Accessibility and Inclusion Advisory Committee Report – March 8, 2017**

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Natalie Godden spoke to the above listed Accessibility and Inclusion Advisory Committee Report.

Jason Sinyard expressed concern over Item #1 regarding funding for Audible Pedestrian Signals stating that the proposed would not follow the City's budget practices. Currently, the funding is approved by Council each year from the Capital Budget and an exception would have to be made to accommodate the Advisory Committee's recommendation.

**Moved – Councillor Tilley; Seconded – Councillor O'Leary**

**That the Committee accepted the report with the exception of Item # 1 re: Audible Pedestrian Signals Funding which will be referred to the Finance and Administration Standing Committee.**

**CARRIED UNANIMOUSLY**

### **5. Municipal Advisory Committee on Youth Report – March 15, 2017**

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Natalie Godden presented the above listed Municipal Advisory Committee on Youth Report.

**Moved – Councillor Tilley; Seconded – Councillor O'Leary**

**The Committee accepted the above listed report as presented.**

**CARRIED UNANIMOUSLY**

Deputy Mayor Ron Ellsworth, Chairperson  
Community Services & Housing Standing Committee

# INFORMATION NOTE

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Title: 2016 Sport Groups Costing Report

Date Prepared: March 22, 2107

Report To: His Worship the Mayor and Members of Council

Councillor and Role: Community Services Standing Committee

Ward: Not Ward Specific

Issue: 2016 Sport Groups Costing Report

Discussion – Background and Current Status:

The City of St. John's Grants Committee accepts and reviews all sport groups applications every year. The purpose of the grants program is to provide funds to community based sport organizations to assist them in building capacity and implement innovative programming opportunities that will benefit the community. Funding helps to promote a positive working relationship among the stakeholders and enhance partnership based programs.

Key Considerations/Implications:

1. Budget/Financial Implications:

Money is budgeted each year.

2. Partners or Other Stakeholders:

See attached document.

3. Alignment with Strategic Directions/Adopted Plans:

Grant funding helps to promote a Culture of Cooperation, creating effective community collaborations.

4. Legal or Policy Implications:

5. Engagement and Communications Considerations:

Provide sport groups the opportunity to advertise their programs in the City Guide and promotional materials to include City of St. John's Logo.

6. Human Resource Implications:

7. Procurement Implications:

8. Information Technology Implications:

9. Other Implications:

The logo for the City of St. John's, featuring the words "ST. JOHN'S" in a bold, serif font. The letter "O" in "JOHN'S" is replaced by a stylized graphic of a signal tower or antenna.

Conclusion/Next Steps:

For information purposes only. Council approved grants in February 2017.

Prepared by/Signature:

Carla Squire, Facilities Manager – Recreation Division, Department of Community Services

Approved by/Date/Signature:

Attachments: 2016 Sport Groups Costing Report



# 2016

## Sport Groups Costing Report



• • •

Jeff Pinsent

Recreation Division

• • •

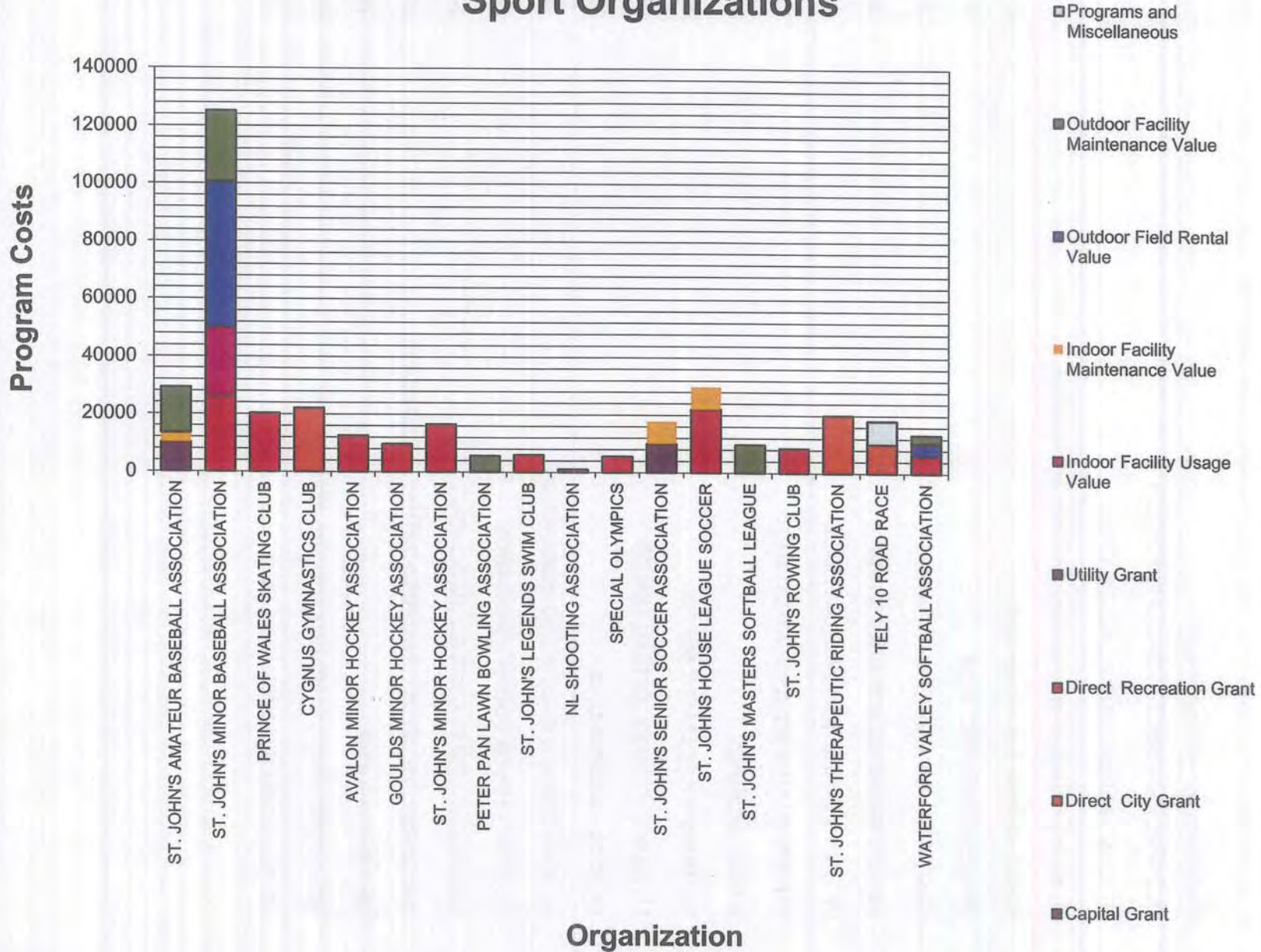
ST. JOHN'S

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# Sport Organizations





# Program Costing 2016

## DEPARTMENT OF RECREATION PROGRAM COSTING OVERVIEW FOR SPORT ORGANIZATIONS (2016)

	Capital Grant	Direct City Grant	Direct Recreation Grant	Utility Grant	Indoor Facility Usage Value	Indoor Facility Maintenance Value	Outdoor Field Rental Value	Outdoor Facility Maintenance Value	Programs and Miscellaneous	TOTAL	2016 Number Registered	2016 Subsidy Per Participant	2015 Number Registered	2015 Subsidy Per Participant
ST. JOHN'S AMATEUR BASEBALL ASSOCIATION				\$10,000		\$3,425		\$15,095		\$29,120	250	\$116	225	\$154
ST. JOHN'S MINOR BASEBALL ASSOCIATION			\$28,000		\$24,016		\$50,490	\$24,536		\$125,042	727	\$172	634	\$197
PRINCE OF WALES SKATING CLUB			\$20,200							\$20,200	1650	\$12	1056	\$19
CYGNUS GYMNASTICS CLUB		\$22,000								\$22,000	1642	\$13	1582	\$14
AVALON MINOR HOCKEY ASSOCIATION			\$12,500							\$12,500	311	\$40	282	\$44
GOULDS MINOR HOCKEY ASSOCIATION			\$9,700							\$9,700	188	\$52	194	\$50
ST. JOHN'S MINOR HOCKEY ASSOCIATION			\$16,500							\$16,500	603	\$27	697	\$28
PETER PAN LAWN BOWLING ASSOCIATION								\$5,610		\$5,610	16	\$350	15	\$367
ST. JOHN'S LEGENDS SWIM CLUB			\$6,000							\$6,000	213	\$28	211	\$28
NL SHOOTING ASSOCIATION			\$1,000							\$1,000	51	\$20		
SPECIAL OLYMPICS			\$5,500							\$5,500	164	\$34	160	\$35
ST. JOHN'S SENIOR SOCCER ASSOCIATION				\$10,000		\$7,816				\$17,816	958	\$19	936	\$18
ST. JOHNS HOUSE LEAGUE SOCCER			\$22,000			\$7,816				\$29,816	1170	\$25	1472	\$20
ST. JOHN'S MASTERS SOFTBALL LEAGUE								\$9,774		\$9,774	128	\$76	128	\$76
ST. JOHN'S ROWING CLUB			\$8,500							\$8,500	87	\$98	82	\$104
ST. JOHN'S THERAPEUTIC RIDING ASSOCIATION		\$20,000								\$20,000	75	\$267	65	\$308
TELY 10 ROAD RACE		\$10,000							\$8,036	\$18,036	4973	\$4	4681	\$4
WATERFORD VALLEY SOFTBALL ASSOCIATION			\$8,000				\$4,343	\$2,913		\$13,256	169	\$79	184	\$95
<b>TOTAL</b>		\$52,000	\$133,900	\$20,000	\$24,016	\$19,058	\$54,833	\$58,528	\$8,036	\$370,371	13376	\$80	12,604	\$92

Total      Average per participant      Total      Average per participant

Notes:

**ST. JOHN'S AMATEUR  
BASEBALL  
ASSOCIATION**





Program Costing 2016

St. John's Amateur Baseball Association

BUDGET ITEM	DESCRIPTION	2016 Summary	2015 Summary
Utility Grant	Funds allocated towards utility bills as per lease agreement.	\$10,000	\$10,000
Indoor Facility Maintenance Value	Property Management value of maintenance costs for indoor facilities.	\$3,425	\$9,330
Outdoor Facility Maintenance Value	Parks Services cost to maintain the ball parks.	\$15,695	\$15,387
<b>TOTAL</b>		<b>\$29,120</b>	<b>\$34,717</b>
Number Registered 2016	<b>250</b>		225
Cost per person	<b>\$116</b>		\$154

NOTES: 2% increase in Parks cost for 2016

**ST. JOHN'S MINOR  
BASEBALL  
ASSOCIATION**



## Program Costing 2016

### St. John's Minor Baseball Association

BUDGET ITEM	DESCRIPTION	2016 Summary	2015 Summary
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$26,000	\$26,000
Indoor Facilities Usage Value	Value of office space used (two offices, 290 square feet @ \$6.50/sq.ft.).	\$22,620	\$22,620
	Value of the rental hours used @ Rec Centre gymnasium	\$1,396	\$1,523
	<b>Sub - Total</b>	<b>\$24,016</b>	<b>\$24,143</b>
Outdoor Field Rental Value	The value of the hours used at the City's rental rates per hour (See worksheet on Field Usage).	\$50,490	\$53,343
Outdoor Facilities Maintenance Value	Maintenance value based on percentage of field time used .	\$24,536	\$20,860
Total Fields Allocated		10	10
Total Hours Used		3,850	4,314
<b>TOTAL</b>		<b>\$125,042</b>	<b>\$125,346</b>
Number Registered 2016 (summer only)	<b>727</b>		634
Cost per person	<b>\$172</b>		<b>\$197</b>

NOTES:



**ST. JOHN'S MINOR  
BASEBALL  
ASSOCIATION**

**FIELD USAGE**



## Program Costing 2016

### 2016 Baseball Usage

FIELDS USED	HOURS BOOKED	HOURS AVAILABLE	RATE PER HOUR	VALUE OF RENTAL	% OF TIME USED	PARKS MAINT. COST	VALUE OF % OF MAINT. COST
Kelly's Brook	277.5	1392	\$10.00	\$2,775	19.94%	\$8,210	\$1,637
Conway Glenn	64	1392	\$12.50	\$800	4.60%	\$11,408	\$525
Wishingwell (Terra Nova)	477.5	1392	\$12.50	\$5,969	34.30%	\$13,151	\$4,511
Wishingwell	343	1392	\$15.00	\$5,145	24.64%	\$9,300	\$2,292
KittyGaul	465.5	1392	\$10.00	\$4,655	33.44%	\$4,284	\$1,433
Virginia Park	252.5	1392	\$10.00	\$2,525	18.14%	\$11,103	\$2,014
Bannerman	48	1392	\$12.50	\$600	3.45%	\$10,525	\$363
Kilbride	323.5	1392	\$12.50	\$4,044	23.24%	\$3,415	\$794
Edgar Hartery (St. Pats minor)	945.5	1624	\$15.00	\$14,183	58.22%	\$15,819	\$9,210
Airport Heights	653	1624	\$15.00	\$9,795	40.21%	\$4,374	\$1,759
<b>TOTAL (10)</b>	<b>3850</b>	<b>14384</b>		<b>\$50,490</b>		<b>\$91,589</b>	<b>\$24,536</b>

NOTES: The rate per hour quoted is the community group rate (50% discount). Parks Maintenance costs include materials, labour and avantis / administration costs (2% increase from 2015). Fields were open from May 23 - September 16 (116 days)

### 2015 Baseball Usage

FIELDS USED	HOURS BOOKED	HOURS AVAILABLE	RATE PER HOUR	VALUE OF RENTAL	% OF TIME USED	PARKS MAINT. COST	VALUE OF % OF MAINT. COST
Kelly's Brook	227.5	1375	\$10.00	\$2,275	16.55%	\$7,985	\$1,322
Cowan	199	1375	\$15.00	\$2,985	14.47%	\$4,352	\$630
Wishingwell (Terra Nova)	594	1375	\$10.00	\$5,940	43.20%	\$12,790	\$5,525
Wishingwell	308.5	1375	\$12.50	\$3,856	22.44%	\$9,045	\$2,030
Baird	0	1375	\$10.00	\$0	0.00%	\$0	\$0
KittyGaul	561	1375	\$10.00	\$5,610	40.80%	\$4,200	\$1,714
Virginia Park	211	1375	\$10.00	\$2,110	15.35%	\$10,799	\$1,658
Bannerman	0	1375	\$12.50	\$0	0.00%	\$0	\$0
Kilbride	198	1375	\$12.50	\$2,475	14.40%	\$3,348	\$482
Edgar Hartery (St. Pats minor)	1058.5	1625	\$15.00	\$15,878	65.14%	\$6,542	\$4,263
St. Pat's	104.5	1625	\$15.00	\$1,568	6.43%	\$15,387	\$989
Airport Heights	851.75	1625	\$12.50	\$10,647	52.42%	\$4,288	\$2,248
<b>TOTAL (10)</b>	<b>4313.75</b>	<b>17250</b>		<b>\$53,343</b>		<b>\$78,736</b>	<b>\$20,860</b>

NOTES: The rate per hour quoted is the community group rate (50% discount). Parks Maintenance costs include materials, labour and avantis / administration costs. Fields were open from May19-Sept 20

**PRINCE OF WALES  
SKATING CLUB**





Program Costing 2016

Prince of Wales Skating Club

BUDGET ITEM	DESCRIPTION	2016 Summary	2015 Summary
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$20,200	\$20,200
<b>TOTAL</b>		<b>\$20,200</b>	<b>\$20,200</b>
Number Registered 2016	1650		1056
Cost per person	\$12		\$19

NOTES:

**CYGNUS GYMNASTICS  
CLUB**



Program Costing 2016

**Cygnus Gymnastics Club**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct City Grant	Funds allocated through the City's Grants and Subsidies Program	\$22,000	\$22,000
<b>TOTAL</b>		<b>\$22,000</b>	<b>\$22,000</b>
Number Registered 2016	<b>1642</b>		1582
Cost per person	<b>\$13</b>		\$14

NOTES:

**AVALON MINOR  
HOCKEY ASSOCIATION**





Program Costing 2016

**Avalon Minor Hockey Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$12,500	\$12,500
<b>TOTAL</b>		<b>\$12,500</b>	<b>\$12,500</b>
Number Registered 2016	<b>311</b>		282
Cost per person	<b>\$40</b>		\$44

NOTES:



# **GOULDS MINOR HOCKEY ASSOCIATION**



Program Costing 2016

**Goulds Minor Hockey Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$9,700	\$9,700
<b>TOTAL</b>		<b>\$9,700</b>	<b>\$9,700</b>
Number Registered 2016	<b>188</b>		<b>194</b>
Cost per person	<b>\$52</b>		<b>\$50</b>

NOTES:

**ST. JOHN'S MINOR  
HOCKEY ASSOCIATION**



Program Costing 2016

**St. John's Minor Hockey Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$16,500	\$16,500
<b>TOTAL</b>		<b>\$16,500</b>	<b>\$16,500</b>
Number Registered 2016	<b>603</b>		<b>597</b>
Cost per person	<b>\$27</b>		<b>\$28</b>

NOTES:

**PETER PAN LAWN  
BOWLING  
ASSOCIATION**





Program Costing 2016

**Peter Pan Lawn Bowlers Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Outdoor Facility Maintenance Value	Parks Services cost to maintain the bowling green.	\$5,610	\$5,500
<b>TOTAL</b>		<b>\$5,610</b>	<b>\$5,500</b>
Number Registered 2016	<b>16</b>		<b>15</b>
Cost per person	<b>\$350</b>		<b>\$367</b>

NOTES:                    2% increase in labour & materials cost in 2016.

# SPECIAL OLYMPICS



**Special Olympics**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 COST</b>	<b>2015 Summary</b>
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$5,500	\$5,500
<b>TOTAL</b>		<b>\$5,500</b>	<b>\$5,500</b>
Number Registered 2016	164		160
Cost per person	\$34		\$35

NOTES:



**ST. JOHN'S  
HOUSE LEAGUE  
SOCCER**



**St. John's House League Soccer Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 COST</b>	<b>2015 Summary</b>
Sport Grant	Funds allocated towards staffing for summer.	\$22,000	\$22,000
Indoor Facility Maintenance Value	Property management value of maintenance costs for indoor facilities.	\$7,816	\$7,099
<b>TOTAL</b>		<b>\$29,816</b>	<b>\$29,099</b>
Number Registered 2016	<b>1170</b>		<b>1472</b>
Cost per person	<b>\$25</b>		<b>\$20</b>

NOTES:

Registrations are for Youth & House league

**ST. JOHN'S  
MASTERS SOFTBALL  
LEAGUE**





Program Costing 2016

**St. John's Masters Softball League**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Outdoor Field Maintenance Value	Parks Services cost to open and close the Bill Rahal Softball Field.	\$9,774	\$9,582
<b>Total</b>		<b>\$9,774</b>	<b>\$9,582</b>
Number Registered 2016	128		128
Cost per participant	\$76		\$75

NOTES: League has a ceiling limit of 128 registrants per season with a waiting list.

**ST. JOHN'S  
ROWING CLUB**



## Program Costing 2016

### St. John's Rowing Club

BUDGET ITEM	DESCRIPTION	2016 Summary	2015 Summary
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$8,500	\$8,500
<b>TOTAL</b>		<b>\$8,500</b>	<b>\$8,500</b>
Number Registered 2016 (summer only)	87		82
Cost per person	\$98		\$104

NOTES:

**ST. JOHN'S  
THERAPEUTIC RIDING  
ASSOCIATION RACE**





Program Costing 2016

**St. John's Therapeutic Riding Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct City Grant	Funds allocated through the City's Grants and Subsidies Program.	\$20,000	\$20,000
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.		\$0
<b>TOTAL</b>		<b>\$20,000</b>	<b>\$20,000</b>
Number Registered 2016 (summer only)	<b>75</b>		<b>65</b>
Cost per person	<b>\$267</b>		<b>\$308</b>

NOTES:

They did not apply for direct and they Combined City and Recreation Grant for 2015



**ST. JOHN'S  
SENIOR SOCCER  
ASSOCIATION**



**St. John's Senior Soccer Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Utility Grant	Funds allocated towards utility bills as per lease agreement with King George V soccer pitch.	\$10,000	\$10,000
Indoor Facility Maintenance Value	Property management value of maintenance costs for indoor facilities.	\$7,816	\$7,099
<b>TOTAL</b>		<b>\$17,816</b>	<b>\$17,099</b>
Number Registered 2016	<b>958</b>		<b>936</b>
Cost per person	<b>\$19</b>		<b>\$18</b>

NOTES:

**WATERFORD VALLEY  
SOFTBALL  
ASSOCIATION**





Program Costing 2016

**Waterford Valley Softball Association**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$6,000	\$6,000
Outdoor Field Rental Value	The value of the hours used at the City's rental rates per hour (See worksheet on Field Usage).	\$4,343	\$8,779
Outdoor Facilities Maintenance Value	Maintenance value based on percentage of field time used.	\$2,936	\$2,653
Total Fields Allocated		3	3
Total Hours Used		423	865.5
<b>TOTAL</b>		<b>\$13,279</b>	<b>\$17,432</b>
Number Registered 2016	<b>169</b>		<b>184</b>
Cost per person	<b>\$79</b>		<b>\$95</b>

NOTES:

**WATERFORD VALLEY  
SOFTBALL  
ASSOCIATION**

**FIELD USAGE**





**Softball Facilities Usage 2016**

<b>FIELDS USED</b>	<b>HOURS BOOKED</b>	<b>HOURS AVAILABLE</b>	<b>RATE PER HOUR</b>	<b>VALUE OF RENTAL</b>	<b>% OF TIME USED</b>	<b>PARKS MAINT. COST</b>	<b>VALUE OF % OF MAINT. COST</b>
Brookside (Gerry Veitch)	312	648	\$10.00	<b>\$3,120</b>	48.15%	\$3,481	\$1,676
Huck Williams	45	648	\$12.50	<b>\$563</b>	6.94%	\$11,585	\$804
Cowan Heights	66	648	\$10.00	<b>\$660</b>	10.19%	\$4,474	\$456
<b>Total (3)</b>	<b>423</b>	<b>1944</b>		<b>\$4,343</b>		<b>\$19,540</b>	<b>\$2,936</b>

NOTES:

**Only booked from 12 noon daily in 2016 versus 9am 2015**

The rate per hour quoted is the community group rate (50% discount). Parks Maintenance costs include materials, labour and avantis / administration costs. Fields used June 27 - August 19 (54 days)

**Softball Facilities Usage 2015**

<b>FIELDS USED</b>	<b>HOURS BOOKED</b>	<b>HOURS AVAILABLE</b>	<b>RATE PER HOUR</b>	<b>VALUE OF RENTAL</b>	<b>% OF TIME USED</b>	<b>PARKS MAINT. COST</b>	<b>VALUE OF % OF MAINT. COST</b>
Brookside (Gerry Veitch)	768	858	\$10.00	<b>\$7,680</b>	89.51%	\$2,289	\$2,049
Huck Williams	49.5	858	\$12.50	<b>\$619</b>	5.77%	\$7,616	\$439
Cowan Heights	48	858	\$10.00	<b>\$480</b>	5.59%	\$2,941	\$165
<b>Total (3)</b>	<b>865.5</b>	<b>2574</b>		<b>\$8,779</b>		<b>\$12,846</b>	<b>\$2,653</b>

NOTES:

The rate per hour quoted is the community group rate (50% discount). Parks Maintenance costs include materials, labour and avantis / administration costs. Fields used June 21 - August 27, 2015



# TELY 10 ROAD RACE



Program Costing 2016

<b>Tely 10 Road Race</b>			
<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct City Grant	Funds allocated through the City's Grants and Subsidies Program.	\$10,000	\$10,000
Programs and Miscellaneous	Department of Recreation value of costs associated with staff salaries for pool house supervision, softball field rental, garbage cans and	\$864	\$741
	Traffic Division cost for staff salaries, parking meters bagging and Telegram advertising	\$2,544	\$2,416
	Streets Division cost for staff salaries, cube van usage, warning signs for the organization	\$3,108	\$4,350
	Parks Division cost to provide cleanup / services for Bannerman Park pool house area	\$1,520	\$1,520
<b>TOTAL</b>		<b>\$18,036</b>	<b>\$19,027</b>
Number Registered 2016	4973		4681
Cost per person	<b>\$4</b>		<b>\$4</b>

Notes

# NL SHOOTING ASSOCIATION



**Newfoundland & Labrador Shooting Association**

DESCRIPTION	2016 Summary	2015 Summary
Funds allocated through the Recreation Department to support program staffing and services.	\$1,000	\$0
	<b>\$1,000</b>	<b>\$0</b>
<b>51</b>		
<b>\$20</b>		

New application in 2016



**ST. JOHN'S LEGENDS  
SWIM CLUB**



**St. John's Legends Swimming Club**

<b>BUDGET ITEM</b>	<b>DESCRIPTION</b>	<b>2016 Summary</b>	<b>2015 Summary</b>
Direct Recreation Grant	Funds allocated through the Recreation Department to support program staffing and services.	\$6,000	\$6,000
<b>TOTAL</b>		<b>\$6,000</b>	<b>\$6,000</b>
Number Registered 2016	<b>213</b>		<b>211</b>
Cost per person	<b>\$28</b>		<b>\$28</b>

NOTES:

First Application in 2015



# DECISION/DIRECTION NOTE

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Title: Seniors Discount Age

Date Prepared: March 22, 2017

Report To: Community Services and Housing Standing Committee

Ward: N/A

Decision/Direction Required: Align the Age Requirement for all City of St. John's, Seniors Discounts

## Discussion – Background and Current Status:

The Recreation Division was asked to research and evaluate the standard age for senior discounts. Current discounts offered in both internal City Departments, as well as other municipalities were reviewed. Please see the attachment below outlining this information.

## Considerations/Implications:

1. Budget/Financial Implications
  - Based on the below recommendation, there will be no budget implications.
2. Partners or Other Stakeholders N/A
3. Alignment with Strategic Directions/Adopted Plans
  - Responsive and Progressive – Become a welcoming and inclusive city
  - Fiscally Responsible – Develop appropriate user fee policies.
4. Legal or Policy Implications N/A
5. Engagement and Communications Considerations N/A
6. Human Resource Implications N/A
7. Procurement Implications N/A
8. Information Technology Implications N/A
9. Other Implications



Recommendation:

Maintain the 65+ discount for recreation programs and services which remains in line with all City of St. John's Services which reflect a discount for persons 65+.

Prepared by/Signature: Karen Sherriffs

Approved by/Date/Signature:

Attachments:

**ST. JOHN'S**

Programs & Services with Seniors Rate						
Municipality	Department/Area	Program	Standard/Adult Rate	Seniors Rate	Age to Qualify	Note
City of St. Johns	Community Services - Recreation	Drop in Swim	\$3.25	\$2.25	65+	This is a youth/senior rate.
		Drop in Fitness	\$5.00	\$4.00	65+	
	Community Services - Humane Services	Euthanasia / Surrender Waiver	\$105 Cat \$145 Dog	Free	65+	If receiving Guaranteed Income Supplement.
	Metrobus	GoBus Transit 10 pass	\$20.00	\$15.00	65+	
		GoBus Transit 30 Pass	\$70.00	\$45.00	65+	
		Metrobus 10 Pass	\$20.00	\$15.00	65+	
		Metrobus 30 Pass	\$70.00	\$45.00	65+	
	Finance & Administration - Tax	Tax Reduction		25% off the realty tax portion	65+	65 years of age for the Guaranteed Income Supplement & 60-64 for the Allowance for Survivor
	Mile One	Seniors Skating	\$5.00	Free	65+	Seniors with Id (65 years and over)
	Other Areas					
City of Mount Pearl	Recreation	Mount Pearl Membership	\$76	\$61	50+	
		Mount Pearl Drop in	\$6.25	\$5.25	50+	
N/A	The Works - Aquarena	The Aquarena		10% off	60+	
Conception Bay South	Recreation	Pool-Drop in	\$3.40	\$2.05	55+	
Moncton	Recreation	Moncton- drop in programs		By Donation	65+	These facilities are a partnership with Superior Propane
		Saint John- memberships	\$480	\$360	60+	
Barrie	Recreation	Barrie Ontario- drop in	\$5.50	\$4.70	60+	
		Barrie Ontario- Pass	\$40/mth	\$27.25/mth	60+	

# ST. JOHN'S

Vancouver	Recreation	Vancouver fitness-4 month	\$79.04	\$62.85	65+	
Edmonton	Recreation	Edmonton-Drop in	\$11.00	\$8.50	65+	
		Edmonton-Annual	\$435	\$375	65+	

# ST. JOHN'S

# DECISION/DIRECTION NOTE

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**Title:** City of St. John's Housing Needs Study

**Date Prepared:** March 17, 2017

**Report To:** Community Services & Housing Standing Committee

**Councillor and Role:** All

**Ward:** N/A

**Decision/Direction Required:** To seek the support of Council on requesting funding for a City of St. John's Housing Needs Study.

## **Discussion – Background and Current Status:**

### **Why a Housing Needs Assessment?**

The City's first Affordable Housing Business Plan (AHBP), [Creating Opportunities, Housing Our Community](#), was approved by Council in 2014 and runs until September 2017. The Plan is based on the City's core belief that housing is a human right and that everyone needs and deserves a home that is affordable to them. It includes 17 specific objectives to work on with our partners and explained that the City's best role is to help to identify and create opportunities – not build homes.

To continue this commitment to affordable housing - a new 10-year Affordable Housing Plan will be developed for the City of St. John's. In conjunction with the development of a new Affordable Housing Plan, the City's Affordable Housing Working Group is recommending we explore funding options to complete a Housing Needs Assessment for the City of St. John's.

According to the Canada Mortgage and Housing Corporation's (CMHC) [A Guide for Canadian Municipalities for the Development of a Housing Action Plan](#) (January 2010):

*One of the key component in developing a Housing Action Plan is to develop a detailed assessment of the need for housing. (p.3)*

*In order to help provide adequate and affordable housing in a community, it is essential to have some consensus on the exact nature of the challenges. A housing needs assessment provides a snapshot of need, but it must be accurate in order to guide the delivery of housing.*

It should include:

- *Demographic information*
- *Identifying gaps in the provision of housing*
- *Inventory and condition of current housing stock*
- *Inventory of land, assets and resources (p.12)*

According to the CMHC, 'the term ["affordable housing"](#) can refer to any part of the housing continuum from temporary emergency shelters through transition housing, supportive housing, subsidized housing, market rental housing or market homeownership'. Not all housing needs can be met by the private market. By conducting detailed research on current and projected local housing needs we can look at housing supply and

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# ST. JOHN'S



demand over the entire housing continuum. This will help us determine the necessary 10 year affordable housing requirements for the City of St. John's. Similarly, the City of St. John's Seniors Housing Research Project (2014) was very beneficial and we continue to work with our partners on the outlined research recommendations.

### **What could a St. John's Housing Needs Assessment look like?**

A Housing Needs Study for the City of St. John's could be similar to the Halifax Housing Needs Assessment – Final Report (2015) linked in this [City of Halifax Community Planning & Economic Development Standing Committee Report](#), dated October 15, 2015 (page 2):

*The purpose of the Halifax Housing Needs Assessment (Attachment A) is to identify the housing requirements in the Municipality based on housing supply, demand and estimates of future supply and demand trends over a five- and ten-year period at the regional level and at lower-level geographies. It is also intended to inform a wide range of service providers, landlords, private developers and other housing stakeholders in the Halifax region.*

*The following are the research questions which guided the development and organization of the housing supply and needs assessments:*

- 1. What is the nature of the housing demand and need for housing in the municipality*
- 2. What is the nature of the housing supply in the municipality?*
- 3. Based on the study findings, what is the current housing gap in the municipality and where is it located?*
- 4. What will the housing market look like in the next five and ten years?*

*The Halifax Housing Needs Assessment looks at the Municipality as a whole as well as the housing demand and supply for a number of sub-geographies.*

### **How will we use it?**

As with the current Affordable Housing Business Plan, we will work on the strategies with our partners and the City's best role will continue to be to help to identify and create opportunities – not build homes. A Housing Needs Study for St. John's would be beneficial not just for the City but for also for our partners and residents.

Anticipated outcomes:

- ✓ Help Canadians meet their housing needs by having a better understanding of the housing supply and demand (based on demographic info, current inventory of housing stock/land and identified housing gaps) for the City of St. John's;
- ✓ Policy Makers benefit (understanding local housing needs will allow community leaders and policy makers to develop targeted strategies)
- ✓ Stakeholders will benefit (A Housing Needs Study can be used to determine housing need by developers, non-profits, government agencies looking to build affordable housing);
- ✓ Residents in need will also benefit (This type of research, along with our Affordable Housing Plan, will help us continue to work with our partners to reduce Core Housing Need in St, John's);
- ✓ The Research will inform the new Affordable Housing Plan;
  - Given the time it would take to complete this type of research, it would likely not be completed prior to the release of a new Affordable Housing Plan for the City of St. John's (estimated Fall 2017), but it would be included as an implementation strategy in the new Plan.

# ST. JOHN'S

- We would recommend that the new Plan not have target numbers for affordable housing units this time, but instead allow the research (Housing Needs Study) to inform the targets based on local affordable housing supply and demand.
- ✓ The research will provide a baseline that can be updated over the length of the City's new Affordable Housing Plan.

#### **Key Considerations/Implications:**

- 1. Budget/Financial Implications:** We would like to approach CMHC for funding for this study. Given that they have collaborated in the past with municipalities (most recently Halifax) and that the City of St. John's has a strong Affordable Housing Business Plan (since 2014) and is committed to creating a follow up plan. If we are not successful with the CMHC, we would recommend exploring other funding options for this study/still including it as an implementation strategy in the new Affordable Housing Plan.
- 2. Partners or Other Stakeholders:** The City's Affordable Housing Business Plan was built upon public and strategic stakeholder engagement, and the implementation continues to be guided and shaped by multi-stakeholder partnerships and processes.
- 3. Alignment with Strategic Directions/Adopted Plans:** The Affordable Housing Business Plan aligns with the following goals from the City's Strategic Direction:
  - Neighbourhoods Build Our City
  - A Culture of Cooperation
  - Fiscally Responsible
  - Responsive and Progressive
- 4. Legal or Policy Implications:** N/A
- 5. Engagement and Communications Considerations:** N/A
- 6. Human Resource Implications:** The Affordable Housing Development Facilitator, Manager of Housing and Affordable Housing Working Group could provide leadership to the Consultant for the purposes of the research.
- 7. Procurement Implication:** If we received the funding we would need to release an RFP to hire a Researcher/Consultant to complete the Housing Needs Study.
- 8. Information Technology Implications:** N/A
- 9. Other Implications:** May arise as we move along in this process.

**Recommendation:** That Council support the request to the CMHC for funding for a City of St. John's Housing Needs Study.

**Prepared by/Signature:** Maria Callahan, Affordable Housing & Development Facilitator

**Approved by/Date/Signature:** Judy Tobin, Manager of Housing Division

**Attachments:** N/A (see links above for more information)

# ST. JOHN'S

**Report to Community Services and Housing Standing Committee  
Accessibility & Inclusion Committee  
March 8, 2017 – 12:00 p.m. – Conference Room A, 4<sup>th</sup> Floor, City Hall**

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**Present:** Joby Fleming, Empower, Chair  
Deputy Mayor Ron Ellsworth  
Natalie Godden, Manager of Family & Leisure Services  
Trisha Rose, Community Services, City of St. John's  
Pat MacDonald, City of St. John's (retired 12:32 pm)  
Carlie White, City of St. John's (retired 12:32 pm)  
Gord Tucker, City of St. John's (retired 12:32 pm)  
Donna Power, Manager of Accessible Transit Services  
Chris Dedde, Autism Society NL  
Taylor Stocks, LBGTQ Representative  
Colleen O'Keefe, NL Housing Corporation  
Margaret (Muggs) Tibbo, Citizen Representative  
Dave Saunders, Citizen Representative  
Jason Blair, Canadian Institute for the Blind  
Nancy Reid, COD-NL  
Bob Young, CHHA-NL  
Pamela Anstey, NLACL  
Tilak Chawan, Association for New Canadians  
Emma Morgan, Work Terms Student, Empower  
Kenessa Cutler, Legislative Assistant

## **REPORT**

### **1. Information Note dated February 16, 2017 re: Status of Audible Pedestrian Signals (APS)**

In Bill MacDonald's absence Natalie Godden provided an update on the status of audible pedestrian signals. Chair Joby Fleming asked that at a future meeting the Committee be provided with a timeline for the items on the list.

Members discussed the funding pertaining to the project and put forth the following motion:

**Moved - Margaret (Muggs) Tibbo; Seconded - Jason Blair**

**That, in the event the \$50,000 annual funding for audible pedestrian signals is not spent in its entirety during the year, the funds will be rolled over to the next year and added to the cumulative funding for audible pedestrian signals.**

**CARRIED UNANIMOUSLY**

## **2. Information Note dated February 9, 2017 re: Update on Advisory Committee Forum 2016**

Natalie Godden provided an update on the Advisory Committee Forum held in December and outlined the recommendations and comments received.

The Committee discussed increasing the members to add two additional members: one space to include an Aboriginal representative and the other to provide a space should another group need representation.

The Committee also discussed whether the length of term (2 years for an individual and 3 years for an organization representative) is long enough and whether terms should be staggered to allow for a smoother transition between incoming and outgoing members.

**Moved - Donna Power; Seconded - Nancy Reid**

**That the Committee recommends the length of term for individual members be increased to 3 years and that membership terms should be staggered to allow for a smoother transition between incoming and outgoing members.**

**CARRIED UNANIMOUSLY**

**Moved - Dave Saunders; Seconded - Pamela Anstey**

**That the Committee recommends two additional member spaces be added to the Committee's Terms of Reference to include a representative from an Aboriginal group as well as any other group which merits representation.**

**CARRIED UNANIMOUSLY**

# INFORMATION NOTE

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**Title:** Status of Audible Pedestrian Signals (APS)

**Date Prepared:** Feb 16, 2017

**Report To:** Accessibility & Inclusion Advisory Committee  
Community Services & Housing Standing Committee

**Councilor and Role:** Deputy Mayor, Ron Ellsworth, Chair, Community Services & Housing Standing Committee and Council Representative, Accessibility & Inclusion Advisory Committee

**Ward:** Not Ward Specific

**Issue:** To provide an update regarding the current status of the installation of Audible Pedestrian Signals.

## **Discussion – Background and Current Status:**

- Audible Pedestrian Signals create a more accessible and livable city for those who are blind or have vision loss.
- On Mar 10, 2009 the Mayor's Advisory Committee on Status of Persons with Disabilities formed an Audible Pedestrian Signal Sub-Committee to help direct the City on which intersections would be candidates for installing the signals.
- This sub-committee included the following representatives:
  - Deputy Mayor, Ron Ellsworth
  - Robin King, Transportation Engineer
  - Dawn Corner, Supervisor of Traffic & Parking
  - Bill MacDonald, Supervisor of Traffic Signals
  - Phillip Strong, Canadian National Institute for the Blind (CNIB)
  - Debbie Ryan, Canadian National Institute for the Blind (CNIB)
  - Susan Ralph, Independent Living Resource Centre
- The following intersections were identified as candidates to install audible pedestrian signals. It was understood that the committee would further discuss these locations when the next selection time came up, so as to ensure the audible signals would be installed in the most appropriate location desired at the time:

**ST. JOHN'S**



Intersection	Status
1. Portugal Cove Rd at Prince Philip Dr/ MacDonald Dr	Completed
2. Westerland Rd at Prince Phillip Dr	Under construction, damaged underground
3. Columbus Dr at Topsail Rd	Under construction, damaged underground
4. MacDonald Dr at Torbay Rd	
5. Ropewalk Lane at Empire Ave	
6. Torbay Rd at Empire Ave	

- At the October 29<sup>th</sup>, 2012 meeting of the Mayor’s Advisory Committee, it was recommended that council allocate an annual \$50,000 budget to install 2 APS systems per year.
- On May 6<sup>th</sup>, 2013, council approved this recommendation.

**Key Considerations/Implications:**

1. Budget/Financial Implications:
  - a. \$50,000 per year to install an estimated 2 PED systems
2. Partners or Other Stakeholders
  - a. Mayors Advisory Committee on Status of Persons with Disabilities
  - b. Canadian National Institute for the Blind (CNIB)
3. Alignment with Strategic Directions/Adopted Plans

In addition to aligning with the city’s vision and values, installation of the APS directly aligns with the following strategic directions:

- a. Neighborhoods Build our City
  - i. Promote a safe and secure city
  - ii. Improve neighborhood services
- b. A Culture of Cooperation
  - i. Create effective City-Community collaboration
- c. A City for All Seasons
  - i. Support year round active transportation
  - ii. Promote active and healthy living



- d. Responsive and Progressive
  - i. Become a welcoming and inclusive city
  - ii. Identify and deliver on projects, strategies and programs
4. Legal or Policy Implications N/A
5. Engagement and Communications Considerations
  - a. A communications plan should be established to communicate information to the public as each intersection is completed.
6. Human Resource Implications
  - a. Project to be assigned to:
    - i. Engineering
    - ii. Traffic Services
7. Procurement Implications N/A
8. Information Technology Implications N/A
9. Other Implications N/A

### **Conclusion/Next Steps:**

- Since the Mayor's Advisory Committee on the Status of Persons with Disabilities and the Audible Pedestrian Sub-Committee were dissolved in 2015, the newly formed Accessibility and Inclusion Advisory Committee will seek updates from and provide input to Traffic and Engineering regarding the installation of audible pedestrian signals.
- Traffic and Engineering will continue to install APS systems at the current intersections under construction, but would like further direction on the next intersections which would be a priority for the new committee.
- Once determined, these intersections would go under review in Traffic for implementation.

# ST. JOHN'S

**Prepared by/Signature:**

Trisha Rose, Inclusive Services Fieldworker III  
Bill MacDonald, Supervisor Traffic Signals

**Approved by/Date/Signature:**

Natalie Godden, Manager, Family & Leisure Services

**Attachments:** N/A

**ST. JOHN'S**

# INFORMATION NOTE

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Title: Update on Advisory Committee Forum 2016

Date Prepared: February 9, 2017

Report To: Accessibility & Inclusion Advisory Committee

Councilor and Role: Deputy Mayor, Ron Ellsworth, Chair, Community Services & Housing Standing Committee and Council Representative, Accessibility & Inclusion Advisory Committee

Ward: Not Ward Specific

Issue: Update on Advisory Committee Forum 2016

## Discussion – Current Status:

- The Division of Organizational Performance and Strategy held an Advisory Committee Forum in December.
- Each committee was consulted to determine if it is functioning as intended.
- The Accessibility and Inclusion Advisory Committee had approximately 7 members in attendance.
- The forum produced valuable information which will direct the committee through the remainder of its term.
- In January, The Office of the City Clerk released the findings of the forum to all committee members in a document entitled “Council advisory committees One year in – Check in 2016”.

## Key points discussed:

- Much more focused and purposeful than previous committee
- Working groups and sub committees very effective
- Accessibility has improved in short time committee has functioned

# ST. JOHN'S

## Recommendations discussed:

- Enhance use of engage portal for community discussion
- Consider how committee can be involved in City's welcoming and diversity initiatives as per Roadmap 2021
- Determine how to handle "hot" topics between meetings – establish a protocol

## Key considerations/Implications:

1. Budget/Financial Implications N/A
2. Partners or Other Stakeholders N/A
3. Alignment with Strategic Directions/Adopted Plans
  - a. A Culture of Cooperation
    - i. Create effective community relations
  - b. Responsive and Progressive
    - i. Create a culture of engagement
    - ii. Become a welcoming and inclusive city
    - iii. Build social, environmental and demographic factors into policy-making
    - iv. Identify and deliver on projects, strategies and programs
  - c. Effective Organization
    - i. Cultivate a safe, healthy and respectful environment that is accessible and inclusive
    - ii. Develop a knowledgeable and engaged workforce
    - iii. Support corporate-wide information and knowledge sharing
    - iv. Support a learning culture
4. Legal or Policy Implications N/A





5. Engagement and Communications Considerations
  - a. Determine if the current Engage Website can facilitate communication with the Accessibility and Inclusion Advisory Committee and the community in general.
  - b. Ensure the Engage website is accessible.
6. Human Resource Implications N/A
7. Procurement Implications N/A
8. Information Technology Implications N/A
9. Other Implications N/A

**Conclusion/Next Steps:**

- Recommendations on Advisory forums have been submitted to Council, an update will be provided once reviewed
- Advisory Committees to review Terms of Reference and make recommendations for any required changes.

**Prepared by/Signature:**

Trisha Rose – Inclusive Services Fieldworker III

**Approved by/Date/Signature:**

Natalie Godden – Manager, Family & Leisure Services

**Attachments:** N/A

**ST. JOHN'S**

**Report to Community Services and Housing Standing Committee  
Municipal Advisory Committee on Youth  
March 15, 2017 – 4:00 p.m. – Recreation Boardroom, Crosbie Road**

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**Present:** Nicholas Hillier, Youth Representative, Acting Chair  
Natalie Godden, Manager of Family and Leisure Services  
Annette Oldford, Supervisor – Family & Leisure Services  
Victoria Etchegary (retired 4:38pm)  
Lori Letto, Youth Services Fieldworker II  
Jane Rideout, Youth Representative (retired 5:40pm)  
Emily Keeping, Youth Representative  
Malcolm Hollett, Youth Representative  
Cindy Murray - Agency Representative – Eastern Health  
Katherine Dibbon, Youth Representative  
Kenessa Cutler, Legislative Assistant

## **REPORT**

### **1. Information Note dated February 9, 2017 re: Terms of Reference Review and Update on Vacancy**

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Annette Oldford provided an overview of the Terms of Reference as per the recommendation of the Advisory Committee Forum.

Committee members discussed Committee composition and questioned whether the age range and the definition of youth are appropriate. Members suggested that the age range be broadened to be more inclusive. This, along with implementing Working Groups, would ensure youth are more fully represented.

**Moved – Jane Rideout; Seconded – Malcolm Hollett**

**That the Committee recommends the age range for Committee members be expanded to 12 – 23 years.**

**CARRIED UNANIMOUSLY**

Lori Letto provided an update on the organization representatives on the Committee. She stated that Thrive is no longer in a position to sit on the Committee and RIAC no longer has a youth-related position, resulting in two vacancies. Members discussed possible youth oriented organizations the Committee could reach out to.

**Moved – Katherine Dibbon; Seconded – Jane Rideout**

**That the Committee recommends inviting the ANC, Easter Seals, and Boys and Girls Club to apply to become organizational representatives.**

**CARRIED UNANIMOUSLY**

Members also discussed the addition of members to ensure a more inclusive youth representation.

**Moved – Nicholas Hillier; Seconded – Malcolm Hollett**

**That the Committee recommends the addition of two members: an additional individual member and an additional organizational representative, bringing the totals to 12 and 5 respectively.**

**CARRIED UNANIMOUSLY**

Nicholas Hillier  
Acting Chairperson

# DECISION/DIRECTION NOTE

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Title: Terms of Reference Review and Update on Vacancies

Date Prepared: March 21, 2017

Report To: Community Services and Housing Standing Committee

Ward: Not Ward Specific

Decision/Direction Required:

Approval for Changes to Terms of Reference – Municipal Advisory Committee for Youth

Discussion – Background and Current Status:

The Municipal Advisory on Youth committee is comprised of a maximum of 15 members from the following stakeholder groups: 11 youth ages 14 to 21 years and 4 representatives from youth serving organizations. Three of the four positions allocated to representatives from youth serving agencies are now vacant (the 4<sup>th</sup> youth serving agency is currently filled by Eastern Health, Mental Health & Addictions).

Discussion took place during March 15, 2017 meeting regarding the challenges faced by youth serving organizations with respect to time commitment, resources and staff turnover. It was agreed by the committee that a representative from the following groups be contacted and requested to review the mandate of the Committee to determine their interest and commitment.

1. Association for New Canadians
2. St. John's Boy's and Girls Club
3. Easter Seals NL

As per the outcomes of the Annual Advisory Committee Forum (December 2016), M.A.C.Y reviewed the committee's terms of reference and recommend the following changes:

- Increase youth serving organization representative from four (4) by one for a total of five (5) representatives. Of the five organizations one will have an inclusion lens; Easter Seals was selected by the committee as they are youth serving and have a cross disability mandate. The addition allows for the opportunity to recruit an agency linked to Post-Secondary youth.
- Expand the current age range from current 14 to 21 years to 12 to 23 years to allow better representation of Junior High aged and Post-Secondary aged youth.
- Increase the current total of Youth Representatives from eleven (11) to twelve (12) members allowing for membership from Junior High and Post-Secondary demographics.

Key Considerations/Implications:

1. Budget/Financial Implications



2. Partners or Other Stakeholders

3. Alignment with Strategic Directions/Adopted Plans

- Amending the membership age range from twelve (12) – twenty-three (23) years better strengthens a culture of cooperation to create effective City-education collaborations. It provides an opportunity to connect with youth through all phases of their education and development into adulthood.

- Ensuring that one of the community organizations represent inclusion and diversity promotes a responsive and progressive approach to serving youth through being welcoming and inclusive as a city

4. Legal or Policy Implications

5. Engagement and Communications Considerations

6. Human Resource Implications

7. Procurement Implications

8. Information Technology Implications

9. Other Implications

Recommendation:

- Increase youth serving organization representatives to a total of five (5) representatives, ensuring that one of the five organizations must have a broad inclusion lens in addition to a youth focus.
- Expand the age range for committee members to 12 to 23 years.
- Increase the current total of youth representatives to 12 members.

Prepared by/Signature:

Annette Oldford – Supervisor, Children & Youth Services, Family & Leisure Services

For:

Natalie Godden – Manager, Family & Leisure Services

Approved by/Date/Signature:

Tanya Haywood, Deputy City Manager – Community Services & Housing

Attachments:

**ST. JOHN'S**



**DEVELOPMENT PERMITS LIST**  
**DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES**  
**FOR THE PERIOD OF March 23, 2017 TO March 29, 2017**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Home Office for Administration	66 Beauford Place	1	Approved	17-03-27
RES		Demo/Rebuild for Single Family Dwelling	10 Main Road	5	Approved	17-03-29
RES		Home Office for Administration for Computer Repair	54 Flower's Hill	2	Approved	17-03-29

\* 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**

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# Building Permits List

## Council's April 03, 2017 Regular Meeting

Permits Issued: 2017/02/23 To 2017/02/29

### Class: Commercial

Avalon Mall, Sunglass Hut	Sn	Retail Store
271 Blackmarsh Rd	Ms	Service Shop
711 Blackmarsh Rd	Ms	Service Shop
Cavendish Sq	Sn	Hotel
360 Topsail Rd	Ms	Office
177 Kenmount Rd	Ms	Car Sales Lot
177 Kenmount Rd	Ms	Car Sales Lot
595 Kenmount Rd	Sn	Car Sales Lot
468 Logy Bay Rd	Ms	Commercial Garage
358 Main Rd	Ms	Service Station
10 Pearl Pl	Ms	Place Of Amusement
30 Ropewalk Lane	Ms	Office
38-42 Ropewalk Lane	Ms	Retail Store
38-42 Ropewalk Lane	Ms	Service Shop
38-42 Ropewalk Lane	Ms	Day Care Centre
390 Topsail Rd	Ms	Retail Store
320 Torbay Rd	Ms	Service Shop
350 Torbay Rd	Ms	Eating Establishment
13 George St., O'reilly's	Rn	Patio Deck
323 Hamilton Ave	Cr	Retail Store
302 Water St	Rn	Restaurant
30 O'leary Avenue	Rn	Retail Store
60 Elizabeth Ave. Sugar Mama's	Cr	Bakery
Avalon Mall, Cibc Bank	Rn	Bank
140 Ridge Rd	Nc	Communications Use
		This Week \$ 360,800.00

### Class: Industrial

This Week \$ .00

### Class: Government/Institutional

175-177 Duckworth St	Sn	Admin Bldg/Gov/Non-Profit
		This Week \$ 6,000.00

### Class: Residential

58 Della Dr	Nc	Accessory Building
44 Hennessey's Line	Nc	Accessory Building
Purcell St(Glenn Ingerman)	Nc	Single Detached Dwelling
162 Signal Hill Rd	Nc	Accessory Building
44 Viscount St	Co	Day Care Centre
19 Wabush Pl	Co	Home Occupation
123-125 Quidi Vidi Rd	Cr	Subsidiary Apartment
9 Boggy Hall Pl	Rn	Single Detached Dwelling
61 Holbrook Ave	Rn	Single Detached Dwelling
24 Iceland Pl	Rn	Single Detached Dwelling
87 Jasper St	Rn	Single Detached & Sub.Apt
5 Osbourne St	Rn	Single Detached Dwelling
5 Osbourne Street	Rn	Single Detached Dwelling

28 Parsonage Dr  
 91 Waterford Bridge Rd

Rn Single Detached Dwelling  
 Rn Single Detached Dwelling

This Week \$ 356,000.00

**Class: Demolition**

This Week \$ .00

This Week's Total: \$ 722,800.00

Repair Permits Issued: 2017/03/23 To 2017/03/29 \$ 155,700.00

Legend

Co Change Of Occupancy	Sw Site Work
Cr Chng Of Occ/Renovtns	Ms Mobile Sign
Ex Extension	Sn Sign
Nc New Construction	Cc Chimney Construction
Oc Occupant Change	Dm Demolition
Rn Renovations	

YEAR TO DATE COMPARISONS			
April 03, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$28,684,329.00	\$62,841,175.00	119
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$2,120,000.00	\$6,000.00	-100
Residential	\$6,906,511.00	\$7,349,294.00	6
Repairs	\$394,720.00	\$473,926.00	20
Housing Units(1 & 2 Family Dwelling)	12	10	
<b>TOTAL</b>	<b>\$38,105,560.00</b>	<b>\$70,670,395.00</b>	<b>85</b>

Respectfully Submitted,

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

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending March 29, 2017**

### **Payroll**

<b>Public Works</b>	<b>\$ 564,608.62</b>
<b>Bi-Weekly Casual</b>	<b>\$ 23,718.50</b>
<b>Accounts Payable</b>	<b>\$1,937,357.65</b>

**Total: \$ 2,525,684.77**

# **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
O'REILLY, DAWN	108883	EDUCATIONAL INCENTIVE FUNDING	200.00
EILEEN REDDIGAN	108884	EDUCATIONAL INCENTIVE FUNDING	400.00
SANDRA CURNEW	108885	EDUCATIONAL INCENTIVE FUNDING	400.00
ROGER & BEVERLY REID	108886	EDUCATIONAL INCENTIVE FUNDING	200.00
MAILE PERE / RICKY ALVAREZ	108887	EDUCATIONAL INCENTIVE FUNDING	200.00
STEVENSON, MICHELLE	108888	EDUCATIONAL INCENTIVE FUNDING	200.00
HASSAN YASIN HIJAZI	108889	EDUCATIONAL INCENTIVE FUNDING	200.00
NOEL, KAREN	108890	EDUCATIONAL INCENTIVE FUNDING	400.00
LAHEY, SHERRY	108891	EDUCATIONAL INCENTIVE FUNDING	600.00
BARNABLE, JOANNE	108892	EDUCATIONAL INCENTIVE FUNDING	200.00
APRIL KNEE	108893	EDUCATIONAL INCENTIVE FUNDING	400.00
BRIANNA GIAO	108894	EDUCATIONAL INCENTIVE FUNDING	200.00
LANGIN, SUSAN	108895	EDUCATIONAL INCENTIVE FUNDING	200.00
ALTUS GROUP	108896	COURT OF APPEAL REFUND	200.00
TURNER DRAKE & PARTNERS LIMITED	108897	COURT OF APPEAL REFUND	200.00
BAINE JOHNSTON PROPERTIES LIMITED	108898	COURT OF APPEAL REFUND	200.00
TINA GRIFFIN	108899	COURT OF APPEAL REFUND	60.00
JAMES SHARPE	108900	COURT OF APPEAL REFUND	60.00
ORION BATTEN	108901	COURT OF APPEAL REFUND	60.00
IRIS HENDERSON	108902	COURT OF APPEAL REFUND	60.00
BUTLER ENTERPRISES (2012) LTD.	108903	COURT OF APPEAL REFUND	120.00
NEWFOUNDLAND POWER	108904	ELECTRICAL SERVICES	3,040.00
ROGERS COMMUNICATIONS CANADA INC.	108905	DATA & USAGE CHARGES	103.71
THYSSENKRUPP ELEVATOR	108906	ELEVATOR MAINTENANCE	322.43
NEWFOUNDLAND POWER	108907	LEGAL CLAIM	121,810.75
PARTS FOR TRUCKS INC.	108908	REPAIR PARTS	8,220.01
CAPITAL FLEET & MICHAEL GODSELL & MARGOT GORDON	108909	LEGAL CLAIM	1,537.61
MARC ADVERTISING INC.	108910	ADVERTISING	345.00
PUBLIC SERVICE CREDIT UNION	108911	PAYROLL DEDUCTIONS	6,120.67
BELL ALIANT	108912	TELEPHONE SERVICES	349.60
MCLOUGHLAN SUPPLIES LTD.	108913	ELECTRICAL SUPPLIES	3,941.73
BELL MOBILITY INC.	108914	CELLULAR PHONE USAGE	69.80
WATERWORKS SUPPLIES DIV OF EMCO LTD	108915	REPAIR PARTS	7,095.12
HARRIS & ROOME SUPPLY LIMITED	108916	ELECTRICAL SUPPLIES	132.81
O'KEEFE, DENNIS	108917	TRAVEL REIMBURSEMENT	1,866.89
ROGERS COMMUNICATIONS CANADA INC.	108918	DATA & USAGE CHARGES	134.38
CITY OF ST. JOHN'S	108919	REPLENISH PETTY CASH	191.39
EMCO SUPPLY	108920	REPAIR PARTS	443.33
BELL ALIANT	108921	TELEPHONE SERVICES	52,279.19
NEWFOUNDLAND POWER	108922	ELECTRICAL SERVICES	151,222.87
ACKLANDS-GRAINGER	108923	INDUSTRIAL SUPPLIES	944.65
ADT SECURITY SERVICES CANADA	108924	MONITORING AND/OR MAINTENANCE CHARGES	126.49
AFONSO GROUP LIMITED	108925	SEWER INSPECTIONS	6,491.75
THE UPS STORE #169	108926	COURIER SERVICES	63.29

NAME	CHEQUE #	DESCRIPTION	AMOUNT
AVALON RECYCLING SERVICES LTD.	108927	RECYCLING COLLECTION	124.20
BABB SECURITY SYSTEMS	108928	REPAIR PARTS	614.10
MIGHTY WHITES LAUNDROMAT	108929	LAUNDRY SERVICES	171.92
ROBERT BAIRD EQUIPMENT LTD.	108930	RENTAL OF EQUIPMENT	1,843.13
NEWFOUNDLAND EXCHEQUER ACCOUNT	108931	OCIO REMOTE ACCESS SERVICES	280.00
PREMA NEWFOUNDLAND	108932	REPAIR PARTS	207.30
PIK-FAST EXPRESS INC.	108933	BOTTLED WATER	18.40
PRINT & SIGN SHOP	108934	SIGNAGE	23.00
CLASS C SOLUTIONS GROUP	108935	REPAIR PARTS	621.54
BRENKIR INDUSTRIAL SUPPLIES	108936	PROTECTIVE CLOTHING	40.48
WESTERN HYDRAULIC 2000 LTD	108937	REPAIR PARTS	2,507.76
AMEC FOSTER WHEELER ENVIRONMENT & INFRASTRUCTURE	108938	PROFESSIONAL SERVICES	23,025.84
STAPLES THE BUSINESS DEPOT - STAVANGER DR	108939	STATIONERY & OFFICE SUPPLIES	103.36
CABOT FORD LINCOLN SALES LTD.	108940	REPAIR PARTS	7,818.05
CANADA POST CORPORATION	108941	POSTAGE SERVICES	21.33
AIR LIQUIDE CANADA INC.	108942	CHEMICALS AND WELDING PRODUCTS	19,022.26
HISCOCK'S SPRING SERVICE	108943	HARDWARE SUPPLIES	1,546.29
DAVE CARROLL	108944	BAILIFF SERVICES	40.00
THOMSON REUTERS CANADA	108945	SUBSCRIPTION RENEWAL	578.79
CANADA CLEAN GLASS	108946	CLEANING OF WINDOWS	1,426.00
WALMART 3196-ABERDEEN AVE.	108947	MISCELLANEOUS SUPPLIES	133.95
ROGERS COMMUNICATIONS CANADA INC.	108948	DATA & USAGE CHARGES	347.77
NORTRAX CANADA INC.,	108949	REPAIR PARTS	1,142.61
CALA	108950	WEBINAR	1,220.40
MAC TOOLS	108951	TOOLS	986.24
CBCL LIMITED	108952	PROFESSIONAL SERVICES	25,191.56
CLEARWATER POOLS LTD.	108953	POOL SUPPLIES	386.33
WALMART 3093-MERCHANT DRIVE	108954	MISCELLANEOUS SUPPLIES	365.27
DULUX PAINTS	108955	PAINT SUPPLIES	143.37
RON FOUGERE ASSOCIATES LTD	108956	ARCHITECTURAL SERVICES	14,484.29
PETER'S AUTO WORKS INC.	108957	TOWING OF VEHICLES	203.54
J3 CONSTRUCTION LIMITED	108958	RENTAL OF EQUIPMENT	44,762.60
FASTENAL CANADA	108959	REPAIR PARTS	66.45
CUMMINS EASTERN CANADA LP	108960	REPAIR PARTS	557.17
CREDIT RECOVERY 2003 LIMITED	108961	CREDIT COLLECTIONS	2,135.11
GENTARA REAL ESTATE LP	108962	LEASE OF OFFICE SPACE	27,609.60
SIGMA ALDRICH	108963	CHEMICALS	324.07
DOMINION RECYCLING LTD.	108964	PIPE	34.50
CAHILL INSTRUMENTATION LTD.	108965	PROFESSIONAL SERVICES	2,116.00
RUSSEL METALS INC.	108966	METALS	456.55
DRIVE LINE MACHINE SHOP	108967	AUTO PARTS	338.10
CANADIAN TIRE CORP.-MERCHANT DR.	108968	MISCELLANEOUS SUPPLIES	131.53
ECONOMY DRYWALL SUPPLIES	108969	BUILDING SUPPLIES	350.00
COMMUNITY SECTOR COUNCIL	108970	SUMMIT FEES	30.00



NAME	CHEQUE #	DESCRIPTION	AMOUNT
THE TELEGRAM	108971	ADVERTISING	6,624.00
EXECUTIVE COFFEE SERVICES LTD.	108972	COFFEE SUPPLIES	55.13
TRANG GARMENTS	108973	PROFESSIONAL SERVICES	5,198.00
HOME DEPOT OF CANADA INC.	108974	BUILDING SUPPLIES	875.26
DOMINION STORE 935	108975	MISCELLANEOUS SUPPLIES	177.27
EMERGENCY REPAIR LIMITED	108976	AUTO PARTS AND LABOUR	5,786.59
EXECUTIVE TAXI LIMITED	108977	TRANSPORTATION SERVICES	11,736.90
REDWOOD CONSTRUCTION LIMITED	108978	REFUND SECURITY DEPOSIT	7,155.00
OMB PARTS & INDUSTRIAL INC.	108979	REPAIR PARTS	56.01
GAZE SEED 2015 INCORPORATED	108980	GARDENING SUPPLIES	97.68
GLOBALSTAR CANADA SATELLITE CO	108981	SATELLITE PHONES	183.95
PETTY HARBOUR CANVAS CO. LTD.	108982	REPAIR PARTS	80.50
DELL CANADA INC.	108983	COMPUTER SUPPLIES	1,955.00
HARVEY & COMPANY LIMITED	108984	REPAIR PARTS	1,228.90
HARVEY'S OIL LTD.	108985	PETROLEUM PRODUCTS	243,534.97
HVAC SPECIALITIES INC.	108986	CHEMICALS	3,422.40
MS GOVERN	108987	PROFESSIONAL SERVICES	2,609.06
GUILLEVIN INTERNATIONAL CO.	108988	ELECTRICAL SUPPLIES	66.84
ECO CANADA	108989	MEMBERSHIP RENEWAL	230.00
CANADIAN LINEN & UNIFORM	108990	MAT RENTALS	7,287.17
BRENNTAG CANADA INC	108991	CHLORINE	38,183.82
GRAYMONT (NB) INC.,	108992	HYDRATED LIME	21,236.82
RONA	108993	BUILDING SUPPLIES	311.93
HILTI CANADA LIMITED	108994	REPAIR PARTS	196.55
TTI SALES & SERVICES INC.,	108995	REPAIR PARTS	132.62
HOLLAND NURSERIES LTD.	108996	FLORAL ARRANGEMENT	355.70
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	108997	REPAIR PARTS	974.08
UNIVAR CANADA	108998	CHEMICALS	58,880.29
SCOTIA RECYCLING (NL) LIMITED	108999	REPAIR PARTS	117,504.84
WATERTRAX INC.	109000	SUBSCRIPTION RENEWAL	32,813.41
CREIGHTON ROCK DRILL	109001	REPAIR PARTS	110.40
JOHNSON CONTROLS LTD.	109002	REPAIR PARTS	289.63
BOSCH REXROTH CANADA CORP.	109003	REPAIR PARTS	1,798.37
IEAS LTD.	109004	PROFESSIONAL SERVICES	345.00
STERICYCLE INC.,	109005	PROFESSIONAL SERVICES	427.53
CENTINEL SERVICES	109006	REPAIR PARTS	123.05
CANAAN	109007	OFFICE FURNITURE	388.72
GENERAL MOTORS OF CANADA COMPANY	109008	PURCHASE OF VEHICLES (3)	94,136.70
CARMICHAEL ENGINEERING LTD.	109009	PROFESSIONAL SERVICES	4,363.10
PLEXUS CONNECTIVITY SOLUTIONS	109010	PROFESSIONAL SERVICES	3,343.65
TTL SUPPLY LTD.	109011	REPAIR PARTS	271.69
FOUGERE MENCHENTON ARCHITECTURE	109012	PROFESSIONAL SERVICES	151,089.88
CAP-IT	109013	REPAIR PARTS	3,315.69
BACALAO NOUVELLE CUISINE NEWFOUNDLAND INC.,	109014	CATERING SERVICES	96.71

NAME	CHEQUE #	DESCRIPTION	AMOUNT
HOLLANDIA POOLS & SPAS	109015	CPO COURSE FEE	1,259.25
WAJAX INDUSTRIAL COMPONENTS	109016	REPAIR PARTS	274.24
NEWFOUND DISPOSAL SYSTEMS LTD.	109017	DISPOSAL SERVICES	5,020.54
ORKIN CANADA	109018	PEST CONTROL	131.10
THE NETWORK CAFE	109019	CATERING SERVICES	1,430.22
GCR TIRE CENTRE	109020	TIRES	5,163.72
PETER PAN SALES LTD.	109021	SANITARY SUPPLIES	2,174.47
TRANSCONTINENTAL NEWFOUNDLAND & LABRADOR DIV.	109022	CALENDARS	592.33
ROYAL FREIGHTLINER LTD	109023	REPAIR PARTS	3,183.66
ST. JOHN'S BOARD OF TRADE	109024	LUNCHEON	57.50
SANSOM EQUIPMENT LTD.	109025	REPAIR PARTS	888.12
STEELFAB INDUSTRIES LTD.	109026	STEEL	368.00
BELL DISTRIBUTION INC.	109027	CELL PHONES & ACCESSORIES	172.43
TRACTION DIV OF UAP	109028	REPAIR PARTS	3,500.18
TRICO LIMITED	109029	REPAIR PARTS	101.09
URBAN CONTRACTING JJ WALSH LTD	109030	PROPERTY REPAIRS	690.00
FJ WADDEN & SONS LTD.	109031	SANITARY SUPPLIES	47.27
WEIRS CONSTRUCTION LTD.	109032	STONE/ROAD GRAVEL	711.49
WINDCO ENTERPRISES LTD.	109033	FLAGS	619.74
WALMART 3092-KELSEY DRIVE	109034	MISCELLANEOUS ITEMS	248.93
RESOURCE CENTRE FOR THE ARTS	109035	RENTAL OF STAGE	661.99
NEWFOUNDLAND CHOCOLATE COMPANY INC.	109036	PROMOTIONAL ITEMS	448.50
SUPREME COURT OF NEWFOUNDLAND AND LABRADOR NATI	109037	FILING FEES FOR STATEMENT OF CLAIM	123.00
BELL MOBILITY INC. RADIO DIVISION	109038	MEMBERSHIP RENEWAL	914.25
STANLEY N. CLINTON, MCIP	109039	MAINTENANCE CHARGES & REPAIRS	2,233.30
SOCCERTOTS NL	109040	PROFESSIONAL SERVICES	182.50
INTERPRETING SERVICES OF NL INC.	109041	REAL PROGRAM	276.00
NEWFOUNDLAND EXCHEQUER	109042	PROFESSIONAL SERVICES	506.00
SOBEYS ROPEWALK LANE	109043	COMMISSIONER FOR OATHS	50.00
MUN STUDENTS' UNION	109044	MISCELLANEOUS SUPPLIES	58.92
PROVINCIAL INVESTMENTS INC.	109045	ADVERTISING	1,695.00
TURNER RESEARCH & STRATEGY INC.	109046	COURIER SERVICES	233.17
BEST BUY CANADA LIMITED	109047	PROFESSIONAL SERVICES	4,213.25
JUDITH NEVILLE	109048	COMPUTER SUPPLIES	2,113.66
JACQUELINE BURT	109049	REFUND OVERPAYMENT OF TAXES	963.81
JENNA CURLEW	109050	REFUND SECURITY DEPOSIT	500.00
DEREK WINSOR	109051	REFUND SECURITY DEPOSIT	100.00
NEWFOUNDLAND & LABRADOR AMATEUR TAEKWONDO UNION	109052	REFUND SECURITY DEPOSIT	100.00
SEA O'BRIEN	109053	YOUTH SPORT TRAVEL GRANT	250.00
COLFORD, STEPHEN	109054	REFUND SECURITY DEPOSIT	100.00
LAWRENCE, ELIZABETH	109055	MILEAGE	248.28
CROWE, DAVID	109056	REIMBURSEMENT FOR WEBINAR FEE	186.78
WHITE, MARK	109057	MILEAGE	642.80
	109058	VEHICLE BUSINESS INSURANCE	195.50

NAME	CHEQUE #	DESCRIPTION	AMOUNT
MAUREEN DWYER	109059	INSTRUCTOR FEE	176.00
MELISSA MURRAY	109060	MILEAGE	41.83
FRANCIS SHEA	109061	MILEAGE	18.78
GUSHUE, RICK	109062	MILEAGE	6.76
JOHN CUMBY	109063	MILEAGE	18.78
STACEY ROBERTS	109064	MILEAGE	24.97
HAYE, SHAWN	109065	MILEAGE	82.01
LEON ORGAN	109066	VEHICLE BUSINESS INSURANCE	381.95
SAM DESIGN INC.	109067	RECREATION SUPPLIES	3,029.10
SMITH STOCKLEY LTD.	109068	PLUMBING SUPPLIES	1,259.25
ACTION CAR AND TRUCK ACCESSORIES	EFT000000000011	REPAIR PARTS	6,388.41
ATLANTIC PURIFICATION SYSTEM LTD	EFT000000000012	WATER PURIFICATION SUPPLIES	933.12
AVALON FORD SALES LTD.	EFT000000000013	AUTO PARTS	43.61
RDM INDUSTRIAL LTD.	EFT000000000014	INDUSTRIAL SUPPLIES	167.35
SMS EQUIPMENT	EFT000000000015	REPAIR PARTS	205.86
CABOT PEST CONTROL	EFT000000000016	PEST CONTROL	3,963.48
DESTINATION ST. JOHN'S	EFT000000000017	2017 COMMITMENT - SPORT TOURISM PARTNERSHIP	10,000.00
OVERHEAD DOORS NFD LTD	EFT000000000018	REPAIRS TO DOORS	365.70
PF COLLINS CUSTOMS BROKER LTD	EFT000000000019	DUTY AND TAXES	95.32
CRANE SUPPLY LTD.	EFT000000000020	PLUMBING SUPPLIES	258.13
JAMES G CRAWFORD LTD.	EFT000000000021	PLUMBING SUPPLIES	208.81
DICKS & COMPANY LIMITED	EFT000000000022	OFFICE SUPPLIES	1,663.61
HITECH COMMUNICATIONS LIMITED	EFT000000000023	REPAIRS TO EQUIPMENT	13,553.45
REEFER REPAIR SERVICES (2015) LIMITED	EFT000000000024	REPAIR PARTS	150.10
EAST COAST MARINE & INDUSTRIAL	EFT000000000025	MARINE & INDUSTRIAL SUPPLIES	12,727.57
IPS INFORMATION PROTECTION SERVICES LTD.	EFT000000000026	PAPER SHREDDED ON SITE	322.92
FRESHWATER AUTO CENTRE LTD.	EFT000000000027	AUTO PARTS/MAINTENANCE	7,285.54
BOOMIT	EFT000000000028	PROFESSIONAL SERVICES	506.00
A HARVEY & CO. LTD.	EFT000000000029	ROAD SALT	302,567.04
HICKMAN MOTORS LIMITED	EFT000000000030	AUTO PARTS	203.30
HOLDEN'S TRANSPORT LTD.	EFT000000000031	RENTAL OF EQUIPMENT	2,771.04
FLEET READY LTD.	EFT000000000032	REPAIR PARTS	6,298.32
PENNECON ENERGY TECHNICAL SERVICE	EFT000000000033	PROFESSIONAL SERVICES	469.89
IMPRINT SPECIALTY PROMOTIONS LTD	EFT000000000034	PROMOTIONAL ITEMS	230.11
MIKAN INC.	EFT000000000035	LABORATORY SUPPLIES	388.01
SHORELINE LUBRICANTS & INDUSTRIAL SUPPLY	EFT000000000036	CHEMICALS	217.35
PRINTERS PLUS	EFT000000000037	OFFICE SUPPLIES	565.80
NEWFOUNDLAND DISTRIBUTORS LTD.	EFT000000000038	INDUSTRIAL SUPPLIES	254.36
TOROMONT CAT	EFT000000000039	AUTO PARTS	917.56
PBA INDUSTRIAL SUPPLIES LTD.	EFT000000000040	INDUSTRIAL SUPPLIES	1,267.83
POWERLITE ELECTRIC LTD.	EFT000000000041	ELECTRICAL PARTS	25.30
S & S SUPPLY LTD. CROSSTOWN RENTALS	EFT000000000042	REPAIR PARTS	13,687.20
BIG ERICS INC	EFT000000000043	SANITARY SUPPLIES	220.23
SAUNDERS EQUIPMENT LIMITED	EFT000000000044	REPAIR PARTS	1,116.70

NAME	CHEQUE #	DESCRIPTION	AMOUNT
TULKS GLASS & KEY SHOP LTD.	EFT0000000000045	PROFESSIONAL SERVICES	105.69
WESCO DISTRIBUTION CANADA INC.	EFT0000000000046	REPAIR PARTS	1,093.59
HORSESHOE HILL CONSTRUCTION INC.	109069	PROGRESS PAYMENT	60,806.26
NEWFOUNDLAND POWER	109070	ELECTRICAL SERVICES	3,012.90
CITY OF ST. JOHN'S	109071	REPLENISH PETTY CASH	224.88
PAQUIN ENTERTAINMENT	109072	CANADA DAY ENTERTAINMENT	25,000.00
HOLDEN'S TRANSPORT LTD.	EFT0000000000047	RENTAL OF EQUIPMENT	2,541.50
COLONIAL GARAGE & DIST. LTD.	EFT0000000000048	AUTO PARTS	8,794.75
SAUNDERS EQUIPMENT LIMITED	EFT0000000000049	REPAIR PARTS	1,116.70
EXECUTIVE TAXI LIMITED	109073	TRANSPORTATION SERVICES	5,730.35
EXECUTIVE TAXI LIMITED	109074	TRANSPORTATION SERVICES	6,006.55
<b>Total: \$</b>			<b><u>1,937,357.65</u></b>

# MEMORANDUM

Date: March 30, 2017  
To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley  
From: John Hamilton  
Re: Council Approval for Tender 2017030 Supply of Propane

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The results of Tender 2017030 Supply of Propane is as follows:

<b>North Atlantic</b>	<b>\$21,761.53</b>
Superior Propane	\$27,057.22

It is recommended to award this tender to the overall lowest bidder of each item meeting specifications **North Atlantic** as per the Public Tendering Act. HST is extra to quoted price.

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

# DECISION/DIRECTION NOTE

**Title:** E-poll Ratification – Contract Award without Tender - JJ MacKay Canada Ltd.

**Date Prepared:** 2017/03/29

**Report To:** Regular Meeting of Council

**Councillor and Role:** Mayor and Council

**Ward:**

**Decision/Direction Required:** Seeking ratification of an e-poll from March 28, 2017 wherein Council agreed to approve contract award without tender to JJ MacKay Canada Limited, as submitted.

**Discussion – Background and Current Status:**

- It is recommended by Jason Sinyard, Deputy City Manager - Planning, Engineering & Regulatory Services, to award this contract to J. J. MacKay who is the sole supplier of timing mechanisms and parking meter parts for City parking meters. This contract is for \$59,736.75, as per the Public Tendering Act Exception Report.

Taxes are included in the quoted price.

**E-Poll – March 28, 2017**

**To seek approval of contract award without tender - JJ MacKay Canada, as submitted.**

<b>Member</b>	<b>Agree</b>	<b>Disagree</b>
Dennis O'Keefe	X	
Ron Ellsworth	X	
Danny Breen	X	
Jonathan Galgay	X	
Art Puddister		
Sheilagh O'Leary	X	
Tom Hann	X	
Dave Lane	X	
Sandy Hickman	X	
Wally Collins	X	
Bruce Tilley	X	

# ST. JOHN'S



**Key Considerations/Implications:**

**1. Budget/Financial Implications**

\$59,736.75 - taxes are not included in the quoted price.

**2. Partners or Other Stakeholders**

[Click here to enter text.](#)

**3. Alignment with Strategic Directions/Adopted Plan**

N/A

**4. Legal or Policy Implications**

N/A

**5. Engagement and Communications Considerations**

N/A

**6. Human Resource Implications**

N/A

**7. Procurement Implications**

N/A

**8. Information Technology Implications**

N/A

**9. Other Implications**

N/A

**Recommendation:** It is recommended that Council ratify the e-poll.

**Prepared and Approved by:** Elaine Henley, City Clerk

**Attachments:** Memo from Rick Squires

# MEMORANDUM

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Date: March 28, 2017

To: Agenda, Senior Executives

From: Rick Squires

Re: Council Approval for Contract Award Without Tender Invitation – J. J. MacKay  
Canada Limited

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It is recommended by Jason Sinyard, Deputy City Manager – Planning, Engineering & Regulatory Services, to award this contract to J. J. MacKay who is the sole supplier of timing mechanisms and parking meter parts for City parking meters. This contract is for \$59,736.75, as per the attached Public Tendering Act Exception Report.

Taxes are not included in the quoted price.



Rick Squires  
Manager, Supply Chain

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# 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

**TO: GOVERNMENT OF NEWFOUNDLAND AND LABRADOR  
THE MINISTER OF WORKS, SERVICES AND TRANSPORTATION**

**(Pursuant to Section 10 of The Public Tender Act, 1984 and Section 9 of the Regulations)**

**REPORT ON CONTRACT AWARD WITHOUT TENDER INVITATION**

**FROM: GOVERNMENT FUNDED BODY**  
City of St. John's, P.O. Box 908, St. John's, NL, A1C 5M2

**Contract Description**

Timing Mechanisms and Parking Meter Parts

**Contractor, Supplier or Lessor:**

Name: J.J. MacKay Canada Limited

Address: P.O. Box 338, 1342 Abercrombie Road, New Glasgow, NS B2H 5e3

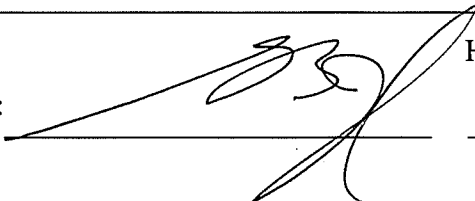
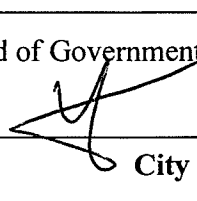
Contract Price \$ 59736.75 <sup>+ TAX</sup> Date of Award: \_\_\_\_\_

**Public Tender Act relevant exemption clause (tick as applicable):**

\_\_\_\_\_ 3(2)(b) \_\_\_\_\_ 3(2)(d) XXXX 3(2)(e) \_\_\_\_\_ 4(1)(b) \_\_\_\_\_ 4(5)

**Reason(s) why the tender was not invited:**

Sole Supplier

Prepared by:  \_\_\_\_\_ Head of Government Funded Body  
 \_\_\_\_\_ City Manager

Date: 2017-03-24

Date: 2017-03-24

## **CONTRACT AWARD WITHOUT TENDER INVITATION**

### **Relevant Exemption Clauses:**

- 3(2)(b): Where the estimated cost of the work or acquisition is not more than \$25,000, exclusive of goods and services tax imposable under Part IX of the Excise Tax Act (Canada) and retail sales tax imposable under the Retail Sales Tax Act, and it appears to the Chief Commissioner that in view of the nature of the work or acquisition it is not advisable to invite tenders.
- 3(2)(d): In the case of a pressing emergency where the delay resulting from inviting tender would be injurious to the public interest.
- 3(2)(e): Where the dealer, supplier or contractor providing the work or acquisition is the only source of that work or acquisition.
- 4(1)(b): The estimated rental value of the space is not more than \$30,000 exclusive of goods and services tax imposable under Part IX of the Excise Tax Act (Canada) and retail sales tax imposable under the Retail Sales Act, and it appears to the Chief Commissioner, in view of the nature of the lease, that it is not advisable to invite tenders.
- 4(5): A lease for space that was not originally publically tendered or that was originally publicly tendered without a clause for a further option to renew and a lease for an increase of the area of leased space may be renewed with the approval of the Lieutenant-Governor in Council.
- (a): In accordance with the original terms of the lease; or
- (b): On terms more favorable to the City where, in the opinion of the Chief Commissioner, those terms are consistent with the fair market value for that leased space.