

**AGENDA
REGULAR MEETING**

**February 27, 2017
4:30 p.m.**

ST. JOHN'S

MEMORANDUM

February 24, 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, February 27, 2017 at 4:30 p.m.**

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

By Order



Elaine Henley
City Clerk

ST. JOHN'S

CITY MANAGER

AGENDA
REGULAR MEETING - CITY COUNCIL
February 27, 2017 – 4:30 p.m. – Council Chambers, 4th Floor, City Hall

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF THE MINUTES

- Minutes of February 20, 2017

4. BUSINESS ARISING FROM THE MINUTES

Included in the Agenda:

Other Matters:

5. NOTICES PUBLISHED

- a. **217 Ladysmith Drive** - A Discretionary Use Application has been submitted by Therapeutic Gardens Counselling Services requesting permission to occupy a portion 217 Ladysmith Drive as a home occupation for counselling services. The office will occupy a floor area of approximately 22 m² and will operate Monday - Friday 5–7:30 p.m. The business will operate by appointment only with 30 minutes between appointments with a maximum of 2 sessions per evening. Each session will be 60 minutes in duration, one client per session. The applicant is the sole employee and on-site parking is available.
- b. **277 Bay Bulls Road** - A Discretionary Use Application has been submitted requesting approval to occupy a portion of 277 Bay Bulls Road as a restaurant for a pizzeria. The total floor area for the seating area will be 400 ft² with on-site parking provided. The restaurant will operate Tuesday–Thursday 10 a.m.–10 p.m., Friday & Saturday 10 a.m.–Midnight and Sunday 4–8 p.m. The business will be owner operated.

6. PUBLIC HEARINGS

7. COMMITTEE REPORTS

- a. Public Works Standing Committee Report – February 17, 2017
- b. Development Committee Report – February 21, 2017
- c. Planning and Development Committee Report – 21, 2017
- d. Finance and Administration Standing Committee Report – February 22, 2017

8. RESOLUTIONS

9. DEVELOPMENT PERMITS LIST

- February 16, 2017 – February 22, 2017

10. BUILDING PERMITS LIST

- February 27, 2017

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

- Week Ending February 22, 2017

12. TENDERS/RFPS

- Tender 2017017 Bowring Park Bungalow Roof Replacement
- Tender 2017014 Everest Parts

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14. OTHER BUSINESS

- Decision Note dated February 23, 2017 from the City Clerk, Re: Dedication Plaque – Honoring the Late John White(1930 – 1998)

15. ADJOURNMENT

**MINUTES
REGULAR MEETING - CITY COUNCIL
February 20, 2017 – 4:30 p.m. - Council Chambers**

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

Others Kevin Breen, City Manager
Lynnann Winsor, Deputy City Manager of Public Works
Jason Sinyard, Deputy City Manager of Planning, Development and
Regulatory Services
Tanya Haywood, Deputy City Manager of Community Services
Derek Coffey, Deputy City Manager of Financial Management
Ken O’Brien, Chief Municipal Planner
Cheryl Mullett City Solicitor
Elaine Henley, City Clerk
Kenessa Cutler, Legislative Assistant

CALL TO ORDER / ADOPTION OF AGENDA

SJMC2017-02-20/77R

Moved – Councillor Collins; Seconded – Councillor Puddister

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

SJMC2017-02-20/78R

Moved – Councillor Breen; Seconded – Councillor Tilley

That the minutes of February 13, 2017 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

Included in the Agenda

- a. Text Amendment to Development Regulations to allow a maximum height of 30m in the Commercial Regional (CR) Zone
St. John's Development Regulations Amendment No. 649, 2017
REZ 1600014
25 Sea Rose Avenue

SJMC2017-02-20/79R

Moved – Councillor Puddister; Seconded – Councillor Breen

That the above listed text amendment be rejected as the text amendment would affect the entire Commercial Regional (CR) Zone; individual applications should be left to Council's discretion.

CARRIED UNANIMOUSLY

NOTICES PUBLISHED

COMMITTEE REPORTS

Community Services and Housing Standing Committee Report – January 31, 2017

Council considered the above listed report.

SJMC2017-02-20/80R

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Collins

That items #1 and #2 of the report be adopted as presented.

CARRIED UNANIMOUSLY

SJMC2017-02-20/81R

Moved – Councillor Lane; Seconded – Councillor Galgay

That the recommendations of the Bike St. John's Task Force Final Report be adopted as presented without the amendment put forth by the Community Services and Housing Standing Committee regarding parking in bike lanes.

**MOTION CARRIED
COUNCILLORS PUDDISTER AND TILLEY DISSENTING**

DEVELOPMENT PERMITS LIST

[Link to List](#)

Council considered, for information, the above noted for the period February 9, 2017 to February 15, 2017.

BUILDING PERMITS LIST

[Link to List](#)

Council considered the Building Permits dated February 20, 2017 for the period February 9 – 15, 2017.

SJMC2017-02-20/82R

Moved – Councillor Hann; Seconded – Councillor O’Leary

That the building permits list for the period February 9 - 15, 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 February 15, 2017.

SJMC2017-02-20/83R

Moved – Councillor Hann; Seconded – Councillor O’Leary

That the requisitions, payrolls and accounts for the week ending February 15, 2017 in the amount of \$2,789,685.34 be approved as presented.

CARRIED UNANIMOUSLY

TENDERS / RFPS

Tender 2017003 – Robin Hood Bay Landfill Materials Recovery Facility Conveyer Hood Installations

Council considered the above noted tender.

SJMC2017-02-20/84R

Moved – Councillor Hann; Seconded – Councillor O’Leary

That in accordance with the Public Tendering Act, approval be given to award the above noted tender to the Newfoundland HVAC Ltd. in the amount of \$152,363.50 HST included.

CARRIED UNANIMOUSLY

NOTICES OF MOTION, RESOLUTIONS, QUESTIONS AND PETITIONS

OTHER BUSINESS

ADJOURNMENT

There being no further business, the meeting adjourned at 6:11 p.m.

MAYOR

CITY CLERK

DEVELOPMENT PERMITS LIST
 DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
 FOR THE PERIOD OF February 9, 2017 TO February 15, 2017

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Home Office for Engineering Consultant	6 Berrigan Place	4	Approved	17-02-15
COM		Home Office for Industrial Surveying	4 Glenlonan Street	5	Approved	17-02-15

* 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 Minutes of February 20, 2017

Building Permits List
Council's February 20, 2017 Regular Meeting

Permits Issued: 2017/02/09 To 2017/02/15

64 Pippy Pl	Co	Office
31 Queen's Rd	Co	Office
57 Blackmarsh Rd	Ms	Office
385 Empire Ave	Ms	Office
324 Frecker Dr	Ms	Retail Store
12 Gleneyre St	Ms	Clinic
12 Hebron Way	Ms	Eating Establishment
14 Hebron Way	Ms	Restaurant
25 Hebron Way	Ms	Restaurant
189 Higgins Line	Ms	Office
65 Kiwanis St	Ms	Retail Store
90 Logy Bay Rd	Ms	Club
431-435 Main Rd	Ms	Take-Out Food Service
10 Messenger Dr	Ms	Retail Store
87 Old Pennywell Rd	Ms	Retail Store
20 Peet St	Ms	Car Sales Lot
46 Robin Hood Bay Rd	Ms	Industrial Use
10 Stavanger Dr	Ms	Retail Store
415 Stavanger Dr	Ms	Restaurant
320 Torbay Rd	Ms	Club
370 Torbay Rd	Ms	Office
710 Torbay Rd	Ms	Retail Store
141 Torbay Rd	Ms	Office
30-70 White Rose Dr	Sn	Service Shop
199 Water St.	Cr	Retail Store
Avalon Mall, Bentley #495	Rn	Retail Store
334 Water St, 2nd Floor	Sn	Office
Avalon Mall, Sunglass Hut	Cr	Retail Store
20 Hebron Way	Sw	Other
30-70 White Rose Dr, Unit 1	Co	Club

This Week \$ 423,450.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

205 Petty Harbour Rd	Nc	Patio Deck
1 Bonnie Dr	Co	Home Office
64 Gander Cres	Rn	Single Detached Dwelling
45 Jasper St	Rn	Single Detached Dwelling
40 Stanford Pl	Rn	Single Detached Dwelling
40 Bennett Ave	Sw	Single Detached Dwelling

This Week \$ 83,200.00

Addendum to Minutes of February 20, 2017

Class: Demolition

This Week \$.00

This Week's Total: \$ 506,650.00

Repair Permits Issued: 2017/02/09 To 2017/02/15 \$ 30,000.00

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			
February 20, 2017			
Type	2016	2017	% Variance (+/-)
Commercial	\$6,274,803.00	\$6,417,897.00	2
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$0.00	\$0.00	0
Residential	\$3,387,411.00	\$3,535,885.00	4
Repairs	\$135,820.00	\$166,900.00	23
Housing Units (1 & 2 Family Dwelling)	5	5	
Total	\$9,798,034.00	\$10,120,682.00	3

Respectfully Submitted,

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

MEMORANDUM

**Weekly Payment Vouchers
For The
Week Ending February 15, 2017**

Payroll

Public Works	\$ 527,120.71
Bi-Weekly Casual	\$ 25,039.92
Accounts Payable	\$2,237,524.71

Total: \$ 2,789,685.34

Addendum to Minutes of February 20, 2017

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 February 27, 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	217 Ladysmith Drive	4	A Discretionary Use Application has been submitted by Therapeutic Gardens Counselling Services requesting permission to occupy a portion 217 Ladysmith Drive as a home occupation for counselling services. The office will occupy a floor area of approximately 22 m ² and will operate Monday - Friday 5-7:30 p.m. The business will operate by appointment only with 30 minutes between appointments with a maximum of 2 sessions per evening. Each session will be 60 minutes in duration, one client per session. The applicant is the sole employee and on-site parking is available.	22m ²	1		no submissions received	The Planning and Development Division recommends approval of the application subject to all applicable City requirements.
2	277 Bay Bulls Road	5	A Discretionary Use Application has been submitted requesting approval to occupy a portion of 277 Bay Bulls Road as a restaurant for a pizzeria. The total floor area for the seating area will be 400 ft ² with on-site parking provided. The restaurant will operate Tuesday-Thursday 10 a.m.-10 p.m., Friday & Saturday 10 a.m.-Midnight and Sunday 4-8 p.m. The business will be owner operated.	400 ft ²			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.

Report to Council
Public Works Standing Committee
February 17, 2017, Conference Room A, Fourth Floor, City Hall

(Link to full Agenda)

Present: Councillor Danny Breen, Chairperson
Deputy Mayor Ellsworth
Councillor Wally Collins
Councillor Sandy Hickman
Councillor Art Puddister
Councillor Tom Hann
Councillor Jonathan Galgay
Councillor Sheilagh O'Leary (joined 12:26pm)
Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of Financial Management
Lynnann Winsor, Deputy City Manager of Public Works
Andrew Niblock, Director of Public Works
Brendan O'Connell, Director of Engineering
Dave Crowe, Manager of Roads
Brian Head, Manager of Parks & Open Spaces
Blair McDonald, Manager of Fleet
Kenessa Cutler, Legislative Assistant

Report

1. Decision Note dated February 9, 2017 – Approved by the Deputy City Manager of Public Works – re: Automated Garbage Collection – Purchase of Carts

The Committee considered the above listed Decision Note regarding the purchase of bins for automated garbage collection. Lynnann Winsor provided an overview of the recommendation citing how choosing the smaller, medium-sized bin as opposed to the large-sized one would support on-going waste diversion efforts, promote recycling, and support environmental sustainability goals.

Chair Danny Breen suggested that as the issue is going to public consultation anyway, perhaps bin size should be included in the public consultation before a decision is made.

Moved - Councillor Hann; Seconded – Councillor Collins

That a plan be developed to bring forward to public consultation regarding the issue of automated garbage collection (including bin size) before the end of May 2017.

CARRIED UNANIMOUSLY

Councillor Danny Breen
Chairperson

DECISION/DIRECTION NOTE

Title: Automated Garbage Collection – Purchase of Carts

Date Prepared: February 9, 2017

Report To: Public Works Standing Committee

Councillor and Role: Councillor Danny Breen, Chair

Ward: All Wards

Decision/Direction Required:

Staff have been asked by Council to bring forth a recommendation on which sized automated garbage collection carts (“carts”) to purchase for the implementation of an automated garbage collection program.

Discussion – Background and Current Status:

Automated garbage collection consists of specially designed wheeled carts, and collection vehicles equipped with articulated arms. Residents place these carts in designated spots on the curb and a single operator picks up and dumps the carts using an articulated arm controlled from the truck cab.

Upon implementation of the automated garbage collection program, carts will be distributed to all participating residences. These carts will be required to be used as the City of St. John’s (the ‘City’) will not collect from any other type of cart. These carts will be issued to individual addresses but will remain the property of the City. Management of the cart inventory will be assisted through the use of Radio Frequency Identification (RFID) tags built into the carts. These will allow automated tracking of carts and the ability to link carts to specific addresses.

Carts are the most visible component of the automated garbage collection program and will be what residents use to support their waste requirements. In deciding on the size of the cart to be supplied, the City must consider the needs of the residents as well as the sustainability and diversion goals of the municipality. Carts are available to be purchased in a variety of sizes and typically are supplied with a ten (10) year manufacturer warranty. For the purposes of this Decision Note, two sized carts will be compared:

- a medium sized cart with 240 Litre capacity, and
- a large sized cart with 360 Litre capacity.



Large Cart (360 Litre Capacity)

The large sized 360L cart can typically hold 5-6 regular bags of garbage and will definitely meet the waste storage requirements of the majority of residences. Physically, these carts are larger (34.375" D x 25.125" W x 44.5" H) and heavier (empty weight of 39-45 lbs). These carts are rated to handle 335 lbs of waste.

The City of Mount Pearl and the Town of Paradise have issued these sized carts for their automated collection programs. If the City were to supply these carts, it will match what has been done previously in neighbouring municipalities and is likely what is expected by most residents.

Mount Pearl and Paradise both report that high winds will knock down these carts when empty; however, these carts are not round so they do not tend to roll or move once fallen over. The carts can be specified in such a way to provide greater stability (e.g. heavier wheels).

Medium Cart (240 Litre Capacity)

The medium sized 240L cart can typically hold 3-4 regular bags of garbage and should satisfy the waste storage requirements for the majority of residences. These carts are smaller (27.5" D x 24.5" W x 43.75" H) and lighter (empty weight of 32-36 lbs) than the 360L carts. These carts are rated to handle 240 lbs of waste.

The construction and form of the 240L cart are similar to the 360L cart, so they should perform similarly in high winds. The slightly lighter weight does make it reasonable to assume that it will take somewhat less wind to have them fall over.

When considering the long term goals of waste diversion and improved recycling, the 240L cart would be the preferred option. Supply of the 240L cart can be viewed as being progressive and working towards environmental sustainability. The City currently achieves a 10% waste diversion rate, and the 240L cart will restrict the ability of some residents to place what they are used to placing for curb side collection. This will force some residents to give greater consideration to what is being wasted. The result will be greater waste diversion at the curb or more trips to the Residential Drop Off facility.

If the City were to supply the 240L carts, there is potential for some resident backlash as it is different than what has been offered by neighbouring municipalities. Municipalities that have already initiated automated collection programs report that they experience some public complaints in the first couple months as people get used to the routine, but then resident satisfaction improves.



OTHER CONSIDERATIONS

Both carts will reduce the current bag limit of 10 bags per household. For those households that are not included in the automated collection program, their bag limits will be similar to which cart is chosen (e.g. bag limits would be four or six bags).

These carts come with a 10 year limited warranty, but have a life expectancy of 15-20 years. Provision of the large 360L cart could hinder waste diversion efforts for the lifecycle of the carts.

The 240L cart does have greater potential to reduce landfill tipping fees that the City incurs from the Robin Hood Bay Waste Management Facility. This will result in some financial savings but it can also extend the life of the Robin Hood Bay facility.

Supply of Carts to Residences Not Serviced by Automated Trucks

Areas that can't be serviced safely by the automated truck, and all recycling, will continue to be collected manually. Council has asked staff to look into the cost of supplying residents in the areas not serviced by automated collection with a cart. These areas will not be supplied with carts at this time as it is too early in the program to make this decision.

It should be noted that residents not included in the automated collection program will be required to adhere to the same bag limits as those that are included in the program.

Program Fees

Households included in the automated collection program will be charged an annual fee that will be included on their municipal tax bill. The exact fee has yet to be determined but it is estimated that it will fall in the \$20 - \$30 range per year. The user fee will cover the initial capital cost of the carts, administration of the cart distribution program, and continued maintenance and administration of the program. This fee will be charged in perpetuity. Residents will not be given the choice to opt out of the Program. Participation will be mandatory if your household is included in the automated collection program.

Key Considerations/Implications:

1. Budget/Financial Implications

The total capital cost for the automated collection system carts will be approximately \$2.9 - \$3.8 million, depending upon the size of the carts provided. Reduced bag limits should reduce tipping fees incurred from the Robin Hood Bay Waste Management Facility.



Cart Capacity	Number	Unit Price (Approx.)	Total Cost (Approx.)
240L	41,500	\$70.92	\$2,943,346
360L	41,500	\$91.26	\$3,787,394

2. Partners or Other Stakeholders

Residents of the City of St. John’s

3. Alignment with Strategic Directions/Adopted Plans

Responsive and Progressive, Effective Organization, Fiscal Responsibility.

4. Legal or Policy Implications

Sanitation Regulations will have to be revised to reflect requirements of automated waste collection.

5. Engagement and Communications Considerations

Comprehensive communications and strategy plans would have to be implemented to educate users on how to use the carts and the overall automated garbage collection program.

6. Human Resource Implications

N/A

7. Procurement Implications

Carts will be purchased through the tendering process.

8. Information Technology Implications

Carts will require software to manage the inventory and record collection activities.

9. Other Implications

N/A.



Recommendation:

Council approve supplying users with the medium sized 240 Litre cart in order to support on-going waste diversion efforts, improved recycling results and environmental sustainability goals.

Prepared by/Signature:

Andrew Niblock, B.Sc.
Director, Environmental Services

Approved by/Date/Signature:

Lynnann Winsor, M.A.Sc., P.Eng.
Deputy City Manager – Public Works

Attachments: N/A

ST. JOHN'S

REPORTS/RECOMMENDATION

Development Committee

February 21, 2017 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

1. Proposed Hotel – Groupe Germaine-ALT Hotel - 125 Water St. DEV1500185

That Council reverse its decision of January 20, 2017 which required the developer to contribute a cash-in-lieu payment for the removal of the metered parking spaces.

2. Crown land License for Parking Lot & Laydown Area at 2770 Trans- Canada Highway – CRW1600017

It is recommended that the Crown Land License be approved, subject to the conditions outlined by the Department of Transportations & Works, that the use be temporary and the applicant must vacate the property within 7 days upon notification.

3. Request for Building Line Setback – 5 & 7 McLea Place – INT1700017 & INT1700018

It is recommended that Council approve the 6 metre Building Line setbacks for both properties.

Jason Sinyard

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

DECISION/DIRECTION NOTE

Title: Proposed Hotel – Groupe Germaine-ALT Hotel
125 Water St.
DEV1500185

Date Prepared: February 21, 2017 (Date of Next Meeting: February 27, 2017)

Report To: His Worship the Mayor and Members of Council

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

Ward: 2

Decision/Direction Required:

To seek reversal of a decision by Council regarding the payment of cash-in-lieu for the permanent removal of three (3) metered parking spaces on Water Street.

Discussion – Background and current status:

On January 20, 2017 Council approved a recommendation from the Development Committee to seek cash-in-lieu payment for the removal of three (3) metered parking spaces, in front of the Alt Hotel site, to accommodate a drop off zone for hotel guests. Upon further consideration, the Development Committee views that allowing a drop off zone will provide safety and convenience to the users of the hotel.

Key Considerations/Implications:

- 1. Budget/Financial Implications:**
N/A
- 2. Partners or other stakeholders:**
N/A
- 3. Alignment with Strategic Directions/Adopted Plans:**
N/A
- 4. Legal or Policy Implications:**
Section 9.1.2(2) (IV)(i) of the St. John's Development Regulations.
- 5. Engagement and Communications Considerations:**
N/A

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6. Human Resource Implication:

N/A

7. Procurement Implications:

N/A

8. Information Technology Implications:

N/A

9. Other Implications:

N/A

Recommendation:

That Council reverse its decision of January 20, 2017 which required the developer to contribute a cash-in-lieu payment for the removal of the metered parking spaces.

Prepared by/Signature:

Gerard Doran, CET, Development Supervisor,
Department of Planning, Engineering & Regulatory Services

Signature: _____

Approved by/Date/Signature:

Jason Sinyard, Deputy City Manager - Planning, Engineering and Regulatory Services

Signature: _____

GD/dlm

Attachments:

N/A

DECISION/DIRECTION NOTE

Title: Crown land License for Parking Lot & Laydown Area at 2770 Trans-Canada Highway – CRW1600017

Date Prepared: February 21, 2017 (Date of next meeting: February 27, 2017)

Report To: His Worship the Mayor and Members of Council

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

Ward: 5

Decision/Direction Required:

To seek approval for a Crown Land License for 2.66 hectares of land.

Discussion – Background and Current Status:

The Provincial Department of Municipal Affairs has referred an application requesting a License for a parcel of land comprising of an area of 2.66 hectares which is located in the Mineral Working (MW) Zone. The proposed use of the land is for a Parking Lot & Laydown Area

Key Considerations/Implications:

1. **Budget/Financial Implications:** N/A
2. **Partners or Other Stakeholders:** N/A
3. **Alignment with Strategic Directions/Adopted Plans:** N/A
4. **Legal or Policy Implications:** 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

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

Recommendation:

It is recommended that the Crown Land License be approved, subject to the conditions outlined by the Department of Transportations & Works, that the use be temporary and the applicant must vacate the property within 7 days upon notification.

Prepared by - Date/Signature:

Ashley Murray- Assistant Development Officer

Signature: _____

Approved by - Date/Signature:

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

Signature: _____

AAM/dlm

Attachments: N/A

DECISION/DIRECTION NOTE

Title: Request for Building Line Setback – 5 & 7 McLea Place – INT1700017 & INT1700018

Date Prepared: February 22, 2017 (Date of next meeting: February 27, 2017)

Report To: His Worship the Mayor and Members of Council

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

Ward: 2

Decision/Direction Required:

To seek approval for a 6 metre building line setback to accommodate the construction of the new dwellings at both 5 and 7 McLea Place.

Discussion – Background and Current Status:

An application was submitted to construct single detached dwellings at both 5 & 7 McLea Place. The properties are situated in the Residential–Special (RA) Zone where the minimum building line for existing streets or service streets can be established by Council. This setback is consistent with neighboring properties on the street.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications:
Section 10.1.3 (c) (ii) and Section 8.3.1 of the St. John's Development Regulations
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

ST. JOHN'S

Recommendation:

It is recommended that Council approve the 6 metre Building Line setbacks for both properties.

Prepared by – Date/Signature:

Andrea Roberts – Development Officer

Signature: _____

Approved by – Date/Signature:

Jason Sinyard, Deputy City Manager - Planning, Development and Engineering

Signature: _____

ARR/dlm

Attachments: N/A

REPORT

PLANNING & DEVELOPMENT COMMITTEE MEETING

December 13, 2016 – 12:00 p.m. – Conference Room A, 4th Floor, City Hall

Present: Councillor A. Puddister, Chair
Deputy Mayor R. Ellsworth (via teleconference)
Councillor T. Hann
Councillor B. Tilley
Councillor S. Hickman (arrived at 12:12 pm)
Kevin Breen, City Manager
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Ken O'Brien, Chief Municipal Planner
Arthur MacDonald, Planner III, Urban Designation & Heritage
Brian Head, Manager – Parks & Open Spaces
Kathy Driscoll, Legislative Assistant

REPORT

1. BHEP Report – February 1, 2017

The Committee discussed the above noted and advised Item 1 of the report had been ratified at Council's Regular meeting of February 20, 2017. The Committee spoke to item 2 of the report, a Decision Note dated January 9, 2017 re: Application for Signage – 76 Queen's Road.

Moved – Councillor Hickman; Seconded – Councillor Hann

The Committee recommends Council's approval for the application to install a ground sign at 76 Queen's Road for The Kirk, the St. Andrew's Presbyterian Church, as submitted.

CARRIED UNANIMOUSLY

- 2. 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.**
-

The Committee spoke to the above noted.

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Hann

ST. JOHN'S

The Committee recommended Council's approval for the rezoning application for 705 Southlands Boulevard to the Commercial Regional (CR) and Apartment High Density (A3) Zones, and further the application be advertised for public review and comment. Upon completion of this process, the amendment would then be referred to a future Regular Meeting of Council for consideration of adoption.

Councillor Art Puddister
Chairperson

REPORT TO COUNCIL
FINANCE AND ADMINISTRATION STANDING
February 22, 2017 – 12:00 p.m. – Conference Room A

(Link to full Agenda)

Present Councillor Jonathan Galgay, Chair
Deputy Mayor Ron Ellsworth (via teleconference)
Councillor Wally Collins
Councillor Sheilagh O’Leary
Councillor Sandy Hickman
Councillor Tom Hann
Councillor Danny Breen

Others Kevin Breen, City Manager
Derek Coffey, Deputy City Manager – Financial Management
Tanya Haywood, Deputy City Manager – Community Services
Lynnann Winsor, Deputy City Manager – Public Works
Jason Sinyard, Deputy City Manager – Planning, Development & Engineering
Elaine Henley, City Clerk
Sean Janes, City Internal Auditor
Sarah Hayward, Director of Human Resources
Roshni Antony, Manager of Advisory Services – Human Resources
Lynn O’Grady – Manager of Employee Wellness
Maureen Harvey, Legislative Assistant
Ashley Eddison, Work Term Student

a. Decision Note dated February 2, 2017 re: Employee and Family Assistance Program

Sarah Hayward and Lynn O’Grady presented the high points of this decision note.

The City’s practice has been to manage EFAP services through our Wellness Division. During program review, it was determined that we could reduce costs by eliminating 1 FTE and moving to an external EFAP provider. Additionally, contracting out EFAP will provide employees and their family member with 24-7 access to a wider variety of counselling services.

The City issued an RFP, established a selection committee and reviewed the proposals. The selection committee ranked Morneau Shepell as the top EFAP service provider and would now like to move forward with securing a contract with Morneau Shepell.

Following a series of questions and points of clarification, the following recommendation was put forward.

Recommendation:

Moved – Councillor Hann; Seconded Councillor: Hickman

On the basis of a review by a selection committee, that Council approve the engagement of Morneau Shepell as Employee Family Assistance (EFAP) service provider in accordance with the terms and conditions as outlined in their proposal.

CARRIED UNANIMOUSLY

b. Decision Note dated February 1, 2017 re: Management Compensation Policy

Sarah Hayward and Roshni Antony were in attendance to speak to the above noted matter.

St. John's City Council requested an external legal opinion pertaining to its authority to freeze management/nonunion salary and benefits. The external legal review made recommendations which resulted in a Council directive (CD R2516-05-16/15).

The updated policy articulates many elements of management compensation.

The Committee questioned the impact of this policy on the intent of ensuring that management and union compensation packages are decided independent of each other. The City Manager confirmed that this policy, once adopted by Council and conveyed to members of management, would provide notice, that Council is no longer bound by past practice of endorsing general economic wage increases based on negotiated union increases. The City Manager also explained that normal step increases along a management employee's pay grade are not subject to alteration or elimination by Council. Communication to relevant employees would begin immediately following Council adoption with the process taking about one month.

The policy is as follows:

CITY OF ST. JOHN'S CORPORATE AND OPERATIONAL POLICY MANUAL

POLICY TITLE: Management Compensation Policy	POLICY #:03-03-14
LAST REVISION DATE:	POLICY SECTION: Human Resources - Compensation
POLICY SPONSOR: City Manager	

1.0 POLICY STATEMENT

The City's management compensation program is intended to assist in the recruitment, motivation and retention of a qualified management, and enable the City to attain its corporate goals and objectives.

The City's management compensation program strives to achieve the following specific objectives:

- to recognize the City's responsibility as a public sector employer;
- to enable the attraction of competent and capable leaders that share a passion for public service;
- to assist in retaining the services of a high quality management group;
- to promote achievement of the City's strategic plan;
- to recognize the relative worth and value of jobs based on consideration of relevant and objective job-related factors;
- to recognize external market forces, while balancing such forces against the City's need to be fiscally responsible;
- to respond to public and private market conditions on a local, regional and national basis, where applicable, including the relationship to current collective agreements.

1.1 JOB ANALYSIS AND EVALUATION

Job analysis or evaluation is a systematic process whereby the value of a position is determined in relation to other positions. Job analysis and evaluation methods differ among the bargaining units and may be outlined in the respective collective agreements.

Job analysis and evaluation for management positions is outlined below.

The purpose of the Job Evaluation System is to ensure that each management position is placed on the appropriate pay band within the Management Pay Plan in relationship to the established benchmark positions and the other management positions. The positions of City Manager, Deputy City Manager and City Solicitor are excluded from the Job Analysis and Evaluation process.

1.1.1. Initial Position Evaluation (New Jobs)

Human Resources, with input from the position's supervisor and Budget/ Division Manager, will apply a preliminary rating to the position after reviewing the completed position description, including seeking clarification and additional information where required.

1.1.2 Evaluation by the Position Allocation Committee

- a) Job evaluations will be conducted by a Position Allocation Committee (PAC) comprised of director or manager level employees, one from each major department and will be chaired by the Head of Human Resources. The decisions of the PAC will be reported to the SEC for comments and potential referral back to the PAC.
- b) Each management position shall have a position description outlining examples of work, levels of complexity, effort, reporting relationships, responsibility and qualifications;
- c) Each pay band on the salary grid will have category definitions, with the PAC to select a minimum of two (2) positions as benchmark positions for each pay band meeting the category definitions which will then be the standard against which all other positions will be compared in order to assign a pay band;
- d) Management employees shall complete a position description as prescribed by the Human Resources Division to be signed off by the Division Manager as well as the responsible Deputy City Manager; employees and business unit management may be contacted, at the discretion of the PAC, to answer any questions the team may have during their review of the position;
- e) The initial position allocation, that is the assignment of a specific position to a pay band on the management salary grid, will be conducted by the PAC. At his/her request, and with the support of their Division manager and their Deputy City Manager the incumbent in the position may make a presentation to the PAC and respond to questions;
- f) The PAC will review each position description taking into consideration the category definitions and benchmark positions and assign it to the appropriate pay band. Comprehensive notes of the position description review and rationale for the decision will be kept by the committee secretary and retained by the Human Resources Division;

1.1.3. Notification of Rating

Upon completion of the rating and SEC approval Human Resources will notify the incumbent employee (if one exists) and the Division manager of the rating decision.

1.1.4. Appeal of the Rating

The incumbent and the Budget / Division Manager may request that a job evaluation decision be reviewed. Human Resources will support the parties in determining whether to proceed with a review.

- a) An employee with the support of their Budget / Division Manager may appeal the job evaluation decision to the SEC. An employee requesting an appeal must do so in writing and

submit such notice to the HR Service Centre, within twenty working days of receipt of their result from the Human Resources Division;

b) The SEC will review the appeal in consultation with Human Resources.

c) The request for appeal shall detail a substantive rationale for the appeal based on the criteria in this policy and the rating requested. The employee may present his/her rationale for the appeal in person. The employee's appeal will be reviewed within forty-five working days of receipt of the appeal.

d) SEC will notify Human Resources of the outcome of the appeal.

e) Human Resources will notify the appellant and budget / Division manager of the results of the appeal and action any salary adjustments if applicable.

f) Salary adjustments resulting from the decision of the SEC will be effective as of the date of the filing of the appeal to the HR Service Centre;

1.1.5. Re-evaluation of Existing Positions

a) Where a management employee, budget/ division manager or human resources is of the opinion that there has been significant and substantial changes in the assigned duties and responsibilities of a position, they may request a review of the position allocation by the PAC. Salary adjustments resulting from the decision of the PAC will be effective as of the date of the filing of the request for review to the HR Service Centre; Budget/ Division Managers are responsible for ensuring that positions submitted for re-evaluation meet the guidelines for sufficient grounds for review. Grounds for review include the following:

- a significant and substantial change in assigned duties and responsibilities;
- a significant and substantial change regarding internal relativity within the business unit and the City as a whole.
- the need for a future review may be included in the initial assessment of a position; particularly where the position is not yet fully developed or where the position has not been occupied for a reasonable period of time, allowing for a more informed decision.
- where it is determined by Human Resources or the Budget/ Division Manager that there has been significant and substantial change in the position description or a whole group of related positions.

In those cases where re-evaluation is not warranted, the manager will advise the incumbent employee.

b) Documentation

The employee/ budget manager must complete the new position description on the prescribed form which must be reviewed and approved by the responsible Division Manager and Deputy City Manager and submitted, in writing to Human Resources.

c) Review Process

In all cases, Human Resources in consultations with the Head of the appropriate department will gather the information required and submit to the PAC for reevaluation. Business unit management may attend in order to provide additional information or clarify comments at the outset of the meeting.

Incumbents and management may be contacted by the PAC to answer any questions the team may have. The PAC will reach a decision based on the individual factors that have changed, as well as other factors that have an inter-relationship, and arrive at an overall job rating.

d) Final Decision

In order for the results of the original job evaluation decision to be overturned, a decision of the PAC and approval from the SEC will be required. The decision may result in a position rating going up, down or staying the same. The incumbent and the manager of the business unit will receive written notification of the decision of the review team from Human Resources-

e) The decision may be appealed and a request for review put in, in accordance with the process described in 1.1.4. of this policy.

1.2. POSITION QUALIFICATIONS

1.2.1 Determination

- a) Qualifications for the position are to be established at a level consistent with comparable positions within the City and in keeping with legislative requirements and industry standards.
- b) Qualifications will not be arbitrary or discriminatory and will not be based on those held by individual employees.
- c) The business unit in consultation with their assigned Human Resources Advisor determines qualifications for a position. If the employing business unit and Human Resources cannot agree, the matter will be referred to the Head of the Business Department for resolution.

1.2.2. Changes to Qualifications

- a) It is recognized that, as a result of organizational change and / or technological advances, the qualifications of a position may change.
- b) If the incumbent no longer meets the amended qualifications of the position, he / she will not be penalized (i.e., designated as an under fill). In most instances, the incumbent has acquired a comparable level of knowledge and skill through directly-related work experience. Where there is a fundamental change in the qualifications, the original position may be made redundant.
- c) Employees holding the position in the future must possess the new qualifications.
- d) Individuals acquiring or having qualifications above the requirement of a position does not provide grounds for reevaluation/ reclassification as provided in Sec 1.1

1.3. POSITION TITLES

- a) Titles should reflect both the duties assigned to the position and the level of responsibility within the City.

- b) Use of titles will be consistent throughout the City.
- c) The employing Budget Manager in consultation with their assigned Human Resources Advisor will determine titles prior to the Job evaluation process.
- d) Organizational charts are designed to reflect the responsibility and reporting relationships existing within the City of St. John's. These charts depict the current reporting relationships and are used for discussion related to job classification, issues of reorganization and auditing. Therefore, it is imperative that these charts accurately reflect the current reporting structure and be developed and adopted formally
- e) Position Titles and Organizational charts cannot be changed once the Job Evaluation has been completed unless reviewed by the Head of the Human Resources and approved by the City Manager.

1.4. MOVEMENT OF PERSONNEL

The City of St. John's values its employees and therefore makes available employment opportunities and encourages internal employee movement. The City informs employees of available job vacancies through the normal posting / advertising process and gives due consideration based on the merit principle to those employees applying.

1.4.1. Appointment

Each employee shall, upon appointment, be given a letter of offer by Human Resources. The offer letter shall specify status, initial salary, salary band, probation / trial period and other matters pertaining to the appointment. All new management employees will be provided with a copy of this Policy Statement at the time of hire.

There are occasions where the City may decide to make a direct appointment to a position rather than an appointment through competition. All such cases will be approved by the City Manager on recommendation from the Department Head and the Head of Human Resources

1.4.2. Reporting Relationships

- a) Normally, an employee reports to only one authority. In some cases, there may be more than one reporting relationship for an employee. The supervisory areas should identify the authority and accountability for administrative (e.g. work hours) and technical (e.g. functional) matters.
- b) Change in reporting relationship alone will not be grounds for reevaluation / reclassification of the position as provided in Sec 1.1

1.4.3. Reassignment of Duties

From time to time, the City may reassign employees to other positions and classifications or reassign duties and responsibilities in situations including but not limited to work shortages, work reductions, reorganizations, accommodations, etc. The City reserves the right to reassign and reorganize employees and duties and responsibilities as deemed necessary.

1.4.4. Reversion to Union Positions

Employees who have been promoted from bargaining unit positions to management positions may be eligible to revert, or be reverted, subject to the terms of the collective agreement for the bargaining unit from which they were promoted. Consult the appropriate collective agreement to determine if an option to revert exists and, if so, the time frames for exercising the reversion option

1.5. SALARY ADMINISTRATION

The compensation management structure is integrated with one salary grid applicable to all management personnel, and another for executives exclusive of the City Manager. A job evaluation system as outlined in 1.1 determines the specific pay band on the grid for each management position.

Exceptions to an employee's compensation as outlined in this section may be approved by the City Manager. Council is responsible for determining in its discretion economic pay adjustment changes on an annual basis.

1.5.1. Salary Structure Adjustments

The purpose of the Management Pay Plan is to compensate management employees in a fair and equitable manner providing salaries that are competitive with those for like or similar positions at a local and regional level.

a) Effective Jan 2014, a single salary grid applies to all management personnel, not inclusive of the Executive, which includes compensation for all regular and any additional hours worked. The salary grid does not apply where manager's salary is established by term contract.

b) Effective Jan 2014, a single salary grid applies for the executive group which shall not include the City Manager, which includes compensation for all regular and any additional hours worked. The salary grid does not apply where any of the Executive salary is established by term contract.

c) All management personnel are deemed to be salaried employees without compensation being calculated on the basis of the regular hours of work established for each of the City's work locations.

d) The management and executive salary grids are subject to a triennial review to ensure that the salaries attached to the benchmark positions at each pay band are competitive with salaries paid for like or similar positions at the local and regional levels in the public and private sectors, with the final approval of any proposed changes to the salary grids being determined by Council.

1.5.2. Pay Bands and Salary increases

- a) The City has two management pay plans which are approved by Council:
1. Management Pay Plan which consists of eight (8) pay bands with steps from 1 through 10. Each pay band has a salary range with a minimum and a maximum salary. The principles governing steps 11 to 13 are referenced in 1.5.4(e).

2. Executive Pay plan which consists of three (3) pay bands with steps from 1 to 13.
 - b) The specific salaries associated with each pay band are set out in a separate document available from Human Resources.
 - c) Yearly step increases up to step 10 will take place on the salary anniversary date for Management. Employees who are on Management steps 11 to 13, shall receive the general increase as a percentage of step 10 of the pay band, if applicable in that year, as a pensionable “general increase payment” which will not be added on to their base pay. This payment will be paid along with normal biweekly pay.
 - d) Yearly step increases up to step 13 will take place on the salary anniversary date for Executives
 - e) Economic pay adjustments, if any, will be established and approved at the discretion of Council and communicated on an annual basis.

1.5.3. External Hires

Where an employee is recruited externally for a management position within the organization, the new employee shall be placed on step 1 of the pay band applicable to the position.

Upscale hiring:

There may be situations where it may be necessary to hire above Step 1 of the pay band in order to attract the best candidate for the position. In such circumstances the Department Head must seek prior written approval as follows:

- a. Up to and including Step 4 of the pay band applicable to the position - approval of the Head of Human Resources
- b. Above Step 4 of the pay band applicable to the position - approval of the City Manager.
- c. Deputy City Manager salary level will be determined by the City Manager in consultation with the Head of Human Resources.

1.5.4. Existing Employee

Promotion, demotion and transfer policy would usually be applied to an existing City employee who moves into a management position.

a) Promotions

Where a management employee receives a promotion to a more senior management position, he/she shall be placed on the step 1 on the pay band applicable to the new position or 5 percent above the employee’s current salary whichever is greater.

In exceptional circumstances, where the employee’s qualification and / or experience are considered far above the minimum requirements of the new position, the Head of the receiving department may request for the employee to be placed at a higher step up to a maximum of step 4. This would need approval from the Head of Human Resources and the City Manager in accordance with Upscale Hiring process.

In cases where the employee's salary is greater than step 10 of their current position, the increase would be based on 5 percent of step 10 of their current pay band. This increase would be added to the employee's current salary. The employee will then be placed at the closest step on their new pay band.

b) Underfill Promotion

A promoted employee, who is within one year of meeting the minimum qualifications for the job (i.e. an underfill), may be placed at the step closest to their current salary on the new pay band. When the employee meets the minimum requirements, the employee's salary will be adjusted to 5 percent greater than their salary before the promotion or the next step as applicable.

If a promoted employee is already paid within the applicable pay band, the employee's salary may be frozen until the employee meets the minimum requirements. Once the employee meets the minimum requirements, the employee's salary may be adjusted in accordance with the promotion policy noted above.

Note: In either case, the effective date of the salary adjustment would be the date the employee met the position requirements.

c) Position Reclassification

Where, as the result of a job evaluation review of an employee's position as per section 1.1 it is determined that a higher pay band should apply to the employee's position, the employee shall be placed on the step on the new pay band that is 5 percent above the employee's current pay step or step 1 on the pay band for the position, whichever is the greater; Any change in salary or salary band which results from a re-evaluation of an employee's position in accordance with this Policy shall be made effective from the date on which the employee's Request for Review was first received by the Human Resources Service Centre.

d) Downward Position Reclassification

Where the pay band for an employee's current position is reduced as a result of a job evaluation/ restructuring where no demotion for cause is intended and the employee's current pay exceeds the top of the scale on the new pay band, the employee's pay shall be "red circled" at his/her present rate of pay until the top of the scale for the revised position equals or exceeds that rate.

e) Application of Red-Circling

- When an employee's salary is red-circled, the employee's current rate of pay is fixed (or frozen) until the maximum of the new evaluated band for the position (i.e. the band after reclassification) equals or exceeds the rate actually being paid to the employee. At that point the red-circling will be removed and the employee would then be eligible for wage or step increases as applicable.
- Normally applies when a position review results in a downward reclassification, redundancy, demotion without cause.
- Applies only to the employee who occupies the position at the time.

f) Demotion

Where an employee is demoted due to incompetence, inability, or as a result of disciplinary action, the salary he/she receives shall be immediately reduced by 5 percent of current salary and the employee will be placed on the next highest step on the new band. All other benefits

and allowances are also to be immediately reduced to the band applicable to the new position. The demoted employee shall immediately become eligible for any general increases which are granted to the new position.

g) Pay Protection

Transfer

Normally, upon transferring into a position within the same pay band, an employee maintains their existing rate of pay.

Transfer - Special Circumstances

Any increase in pay on transfer would usually be based on the employee's, relative qualifications, competencies or experience related to the new position and as compared to other existing staff in identical positions.

h) Employee appointment / reassignment

The City will endeavor, wherever practicable, to place employees impacted by position redundancies in suitable alternative positions.

Employees subject to appointment or reassignment will be provided the appropriate notice period and thereafter compensated in accordance with the approved pay rate for the position to which they have been reassigned. In specific circumstances employees may be red circled at the approval of the City Manager.

1.5.5. Relief Pay

a) Differential Pay

General

- Differential pay provisions apply to any employee who relieves a management position at a higher pay band, except where specifically prohibited by collective agreement.
- This relief is of mutual benefit to the employer and the relieving employee. The employer benefits from having necessary duties carried out while the employee receives a developmental opportunity.
- To be considered to be in a Differential situation, an employee shall be required to perform the principal duties for the higher level position; at the same time, the employee may also be required to perform some or all of the duties of their regular position.

Eligibility for Differential Pay

- To be eligible for Differential pay, Differential duties are normally taken on for a minimum period of 3 consecutive weeks.
- On completion of the minimum qualifying period in a Differential assignment, an employee shall be eligible for Differential pay for the total period of Differential, including the qualifying period.
- The maximum period an employee may be on differential pay on a continuous basis may not exceed 6 weeks after which the position may need to be temporarily filled.

Calculating Differential Pay

- Where an employee is assigned to fill a management position on a temporary or acting basis, the employee's pay while in the position will be 5 percent above the employee's current pay or step 1 on the pay band for the position to which he/she has been assigned, whichever is the greater.

Impact of Differential on Pension

- Management Differential pay is not pensionable.

b) Special Duties / Projects

- An employee who is requested to assume significant special duties that are in addition to their normal work; or related to a special project of a limited time frame, which is beyond the scope of work normally encompassed within the pay band, may be paid a supplementary amount of up to 5 percent of current pay for the duration of the project.

Approval for special duties pay or differential pay must be obtained prior to the commencement of the assignment from the City Manager on recommendation from the Deputy City Manager and Human Resources.

c) Special Duties / Projects and Differential Pay situations are not grounds for Job Evaluation reviews as per section 1.1

1.5.6 Pay Adjustment

In situations, where a manager's base pay is less than the base pay of their direct report, a rate of five percent (5%) above the annual rate of pay, excluding pay premiums of the highest paid subordinate, will be applied. In all circumstances, the 5 percent will not be calculated beyond step 10 of the direct report's band.

1.5.7. Statutory Holidays

Management employees are entitled to statutory holidays from the date of commencement of work for the City.

Banked Statutory Holidays

Subject to operational requirements, employees scheduled to work on a statutory holiday will be scheduled for another day off within the calendar year. Under circumstances where the cost to the City exceeds a straight time payout, a straight time payout at the end of the calendar year may be considered on the approval of the City Manager.

1.6 SALARY ANNIVERSARY DATE

1.6.1 Change in Salary Anniversary Date

An employee's salary anniversary date will change whenever the employee's salary changes as a result of:

- a) Promotion - The date of the promotion will become the employee's new salary anniversary date. All subsequent increments will be calculated from the new salary anniversary date.
- b) Demotion - The employee's salary anniversary date may change to the date of demotion, if there is change in rate of pay.

1.6.2 No Change in Salary Anniversary Date

An employee's salary anniversary date will not change as a result of:

- a) Transfer to a position with the same maximum rates provided an increase in salary is not awarded as a result of the transfer.
- b) Change of the pay rates for an entire classification or pay band.
- c) Economic pay adjustments on the pay bands.

1.7 PROBATION AND TRIAL PERIODS

1.7.1. Probationary Period

A new employee hired for a management position shall be required to successfully perform during a six-month probationary period during which time their suitability shall be considered by their supervisor. An employee terminated for unsuitability at any time during the probationary period will be provided with only that amount notice or pay in lieu of notice expressly provided in the Labour Standards Act; that being no notice or 1 weeks' notice depending on the length of service during the probationary period.

1.7.2. Trial Period

A six-month trial period is applicable when a management employee moves to a different management position after permanency with the City has been achieved. A trial period is not a probationary period however it is a period of evaluation in the new position and the employee would be subject to more diligent performance discussions and performance evaluations at this time. If unsuccessful, the employee may be reassigned to another position where possible or terminated with the appropriate notice period or pay in lieu of notice at the City's discretion.

1.7.3. Less than Full-Time Hours

The probationary / trial period for employees who work less than full-time hours shall continue until the employee has worked the equivalent of six months of full-time employment.

1.7.4 Extensions of Probationary / Trial Periods

At management's discretion and in consultation with Human Resources, it may be deemed necessary to extend management employee's probationary or trial period up to a maximum of

six (6) additional months. This should be done through due process of regular performance discussions with the employee.

a) Reasons for extending a probationary or trial period may include, but are not limited to, the following:

- absences from work during the probationary / trial period;
- inconclusive assessment of performance during the initial six-month period;
- changes to work assignments or supervision during the initial six-month period;
- allowance of adequate time to properly assess positions with a yearly cycle.

b) A probationary / trial period will not be extended beyond a maximum period of twelve months of full-time employment, or the equivalent of twelve months of full-time employment in the case of part-time employees

1.8 BENEFITS

As part of its total compensation package, The City makes available a range of benefits

- Basic Employee Life Insurance
- Dependent Life Insurance
- Basic Accidental Death & Dismemberment Insurance
- Long Term Disability Insurance
- Optional Employee & Spousal Life & Accidental Death & Dismemberment Insurance
- Extended Health Care Benefit (Includes Hospital, Prescription Drugs, Travel Insurance & Extended Health Benefits)
- Dental Care Benefit
- Employee Assistance Program;
- Retiree Benefits (Life Insurance, Extended Health Care Benefit & Dental Care Benefit).

Note: Information regarding benefits is provided upon employment, or refer to the information about employee Benefits on “My City”

1.9 MEMBERSHIPS

1.9.1 Professional

Where maintenance of membership in a professional organization is a requirement of holding a particular position or maintaining a relevant certification, the City will reimburse the employee for 100 percent of the annual membership fees with the budget manager’s approval.

1.9.2 Association

Employees are encouraged to actively participate through membership in associations that are directly related to their field of work. Approval of full or partial payment of an employee’s association membership fees will be at the discretion of the Budget manager if in their opinion, it provides value to the City.

Where employees are nominated for executive positions in associations, which require time away from work and / or expense to the City, formal approval of the Budget Manager shall be obtained prior to standing for office.

2.0 APPLICATION

The purpose of this policy is to document specific principles applied by the City to its management and executive employees regarding the compensation paid to employees as the result of job evaluation or various other considerations. The City, through Council, reserves the right to make adjustments with respect to compensation and benefits where necessary.

3.0 RESPONSIBILITIES

3.1 Human Resources Department

- Human Resources will review the pay bands triennially and make recommendations to the City Manager.
- Human Resources will review inflation, market factors, union wage increases and other relevant factors and make a recommendation to the City Manager and Council for any economic pay adjustments for the management & Executive group. This will normally be done annually before March 31st.
- When a budget manager has determined that a job evaluation review is warranted, Human Resources will review the information supplied and determine whether it is a new job classification or sufficient change has occurred to warrant a full evaluation. If a full evaluation is warranted, the position will be evaluated in accordance with 1.1 of this policy and any other related procedures
- Human Resources has a responsibility to determine if a position needs to be re-evaluated given its corporate responsibility to maintain fair and equitable systems.
- Job descriptions, organizational charts and HRIS must be updated when organizational or structural changes occur.
- Human Resources will be responsible to implement pay adjustment in accordance with this policy or any other applicable policies.

3.2 Budget / Division Managers

- Managers have a responsibility to bring to Human Resources' attention, in a timely manner, either: positions that require review; or organizational changes that will affect the current duties and responsibilities of positions.
- Where management initiates a request, it should be directed to Human Resources along with the required documentation and an explanation of the reason for the review.
- Managers are responsible for consulting and notifying Human Resources, prior to action, whenever an employee needs to be moved from one position to another or is the subject of a promotion, demotion, temporary assignment, position title change, leave of absence, etc.
- Managers must consult and inform Human Resources when significant changes to a position, including changes to responsibilities, qualifications and reporting relationships are planned.

- Managers and Supervisors must know what work is assigned to each and every position in their respective units. Primary job accountabilities are not permanently interchangeable between positions except for those initiated by management and reviewed by Human Resources for evaluation purposes.
- Managers must consult and inform Human Resources when positions are transferred between work units.
- Managers must consult and inform Human Resources immediately of any changes to an employee's employment status.
- Managers must record and track time off in lieu or payment needed for statutory holidays worked and advise Human Resources.
- Managers are responsible to ensure accurate information is provided for position records being maintained in the HRIS by Human Resources.

3.3 Position Allocation committee (PAC)

- The role of the PAC is to maintain consistency and accuracy of system application; team members are not advocates for any particular job.
- The PAC shall review and rate the position and submit ratings to the SEC for their comments.
- The Chair of the Committee shall advise the manager or incumbent of the outcome.

3.4 Employees

- Employees are to be diligent with respect to their compensation and should report any discrepancies to Human Resources as soon as they are discovered.
- Any overpayment will be recovered and underpayment will be issued to the employee.

3.5 City Manager

- Recommend to the Council any generalized wage changes for management employees based on best practice, union wage increases, inflation, market factors, the City's budget and any other relevant factors.
- Make exceptions to the policy when deemed necessary with respect to individual wage changes or other aspects of this policy.

3.6 Council

Council is responsible to review and approve / disapprove the recommendation from the City Manager pertaining to any annual wage adjustments which are normally determined before June 1st of the implementing year.

4.0 DEFINITIONS

- a) Base Position - the position that an employee is permanently assigned.
- b) Base Rate - the salary established for a position exclusive of any special adjustments (e.g. pay premiums or other allowances)

- c) Benchmark Position - a position with characteristics such that other positions can be compared to it; involves jobs utilized for making pay comparisons
- d) Budget Manager – a position in the organization that has the responsibility to manage budgets and may manage people as well. This includes the Division Manager and the Deputy City Manager.
- e) Business Unit – a group with specific functions led by a manager or a group of managers and under a department
- f) Classification - the assignment of a position to a pay band.
- g) Demotion - the movement of an employee to a position with a lower maximum pay rate than the employee's base position.
- h) Department – a grouping of business units; headed by a manager who reports to the City Manager.
- i) Department Head: for the purpose of this policy, the Department Head is any position which would be considered the head of a particular department reporting into the City Manager irrespective of whether the position is a Manager, Director, or Deputy City Manager.
- j) Economic Pay Adjustments – all pay adjustments made to the entire pay plan (i.e pay bands and salaries) due to either general increases or due to market / industry benchmarking.
- k) Employee – for the purpose of this policy, any employee who is part of the Management Pay plan.
- l) Evaluation or Job Evaluation - the appraisal of a position to determine its classification.
- m) Human Resources - for the purpose of this policy, "Human Resources" means any role within Human Resources which has the primary responsibility for the relevant job function. This may be the HR Advisor, The Head of Human Resources, The HRIS Program Manager or any other.
- n) Incumbent - an individual occupying a position.
- o) Manager / Supervisor – any person who supervises employees and / or manages a budget
- p) Minimum Qualifications - the combination of education and experience that an individual must possess in order to fulfil the responsibilities of the position and maintain a satisfactory level of performance.
- q) Pay premiums – any pay elements apart from the base salary. e.g. shift differential.
- r) Promotion - the movement of an employee to a position with a higher pay band than the employee's current position.
- s) Reclassification – a change in classification.
- t) Red-Circling Protection – a form of pay or wage protection whereby an individual's rate of pay is fixed or frozen at its current level for a period of time.
- u) Salary Anniversary Date – The date when an employee may be entitled to a step increase on the pay band when they have completed 12 months of service either continuously or cumulatively.
- v) Step - a salary rate within a pay band established for the position
- w) Temporary – refers to a position / vacancy, which is expected to exist, for a specified, and limited, period of time.
- x) Temporary assignment - the assignment of the major duties and responsibilities of another position to a fully qualified individual for a defined period; typically in excess of 6 weeks.
- y) Transfer - the movement of an employee to a position having the same maximum pay rate as the employee's base position.
- z) Trial Period - A trial period is a period of evaluation for an employee who is in a new role but has already completed their probationary period previously. The employee would be subject to more diligent performance discussions and performance evaluations at this time.
- aa) Triennially – any event that occurs once every 3 years.

bb) Underfill - the situation where the incumbent does not possess the minimum qualifications for a position, but may qualify within twelve months.

5.0 REFERENCES

- Labor Standards Act
<http://www.assembly.nl.ca/Legislation/sr/statutes/102.htm>
- Management Pay Plan
- Executive Pay plan
- Pension and Insurance
- Management Position Description Template
- Procedure for classification requests
- Management Differential Form
- Organizational chart amendment Form

6.0 MONITORING AND CONTRAVENTION

Section 1.1 does not apply to the positions under the Executive category.

The monitoring of this policy shall be done as per the responsibilities laid out in section 3 of this policy.

Any willful misuse or malicious negligence of responsibilities, may result in disciplinary action up to and including dismissal.

An audit of the implementation of the policy will be carried out on a periodic basis.

7.0 APPROVALS

Indicate the following:

- Position Title of Policy Sponsor / owner: City Manager
- Position Title of Policy Writer: HR Advisor- Policy and Program Development
- Date of approval from Corporate Policy Committee / Senior Executive Committee / Finance & Administrative Committee:
- Date of approval from Council:

8.0 REVIEW DATE

The recommended time period for review is every 4 years.

Recommendation

Moved – Councillor Breen; Seconded – Councillor Collins

That the updated Management Compensation Policy be approved as presented.

CARRIED UNANIMOUSLY

c. Decision Note dated February 15, 2017 re: Policies the Require Repeal (Corporate Policy Committee)

The following policies that have been deemed as no longer relevant and as such require rescission by Council.

Recommendation

Moved – Councillor O’Leary; Seconded – Councillor Breen

That Council approve the repeal of the following policies as they are no longer relevant:

Department	Policy #	Policy Name	Division
Office of the City Clerk	05-04-03	Use of Multi-Media System (Conference Room A)	Civic Events
	02-01-10	Corporate Laptop/Blackberry Policy	Office Services
	09-10-01	Copying Services - Non-Profit Groups/Organizations	Office Services
Community Services	09-01-08	Animal Adoption	Animal Control
	09-01-01	Operations	Animal Control
	09-01-05	Weekend and Holiday Care	Animal Control
	09-01-13	Care of Vehicles	Animal Control
	05-01-04	Swimsuit Competitions	Events & Services
Corporate Services	03-13-02	Correspondence Courses	Human Resources
	03-05-14	Theft or Misappropriation of City Property	Human Resources
	03-04-06	Sick Leave Overdraft - CUPE Local 569	Human Resources
	03-10-09	Management Car Allowances	Human Resources
	13-10-03	Proof of Valid Driver's Licence and/or Business Use Insurance	Human Resources
	03-08-02	Employment in Other Work - Employees	Human Resources
Public Works	08-03-03	Disposal of Construction Waste - Robin Hood Bay Sanitary Landfill	Waste & Recycling
	06-01-01	Open Space and Recreation Development	Parks Water & Wastewater
	08-04-08	Watering of Vessels	

CARRIED UNANIMOUSLY

d. Decision Note dated February 16, 2017 re: Civil Marriage Ceremonies Policy

Recommendation

Moved – Councillor Hickman; Seconded Councillor Hann

That Council approve the following Civic Ceremonies Policy with immediate effect with the exception of any existing bookings which are subject to pre-policy guidelines and practices:

CITY OF ST. JOHN'S CORPORATE AND OPERATIONAL POLICY MANUAL	
POLICY TITLE: <i>Civil Marriage Ceremonies</i>	POLICY #:
LAST REVISION DATE:	POLICY SECTION:
POLICY SPONSOR: <i>Council</i>	

1. Policy Statement

The Mayor of the City of St. Johns is, by virtue of the office, a Marriage Commissioner pursuant to the Marriage Act, SNL 2009 c.M-1.02 (the "Act").

This policy establishes the responsibilities of the Mayor and City employees with respect to the performance of civil marriage ceremonies.

This policy will:

- *Establish a consistent protocol for the conduct of civil marriage ceremonies:*
- *Define matters of financial accountability and transparency; and,*
- *Clarify the role of City staff and resources in relation to civil marriage ceremonies conducted by the Mayor.*

2. Application

This policy applies to the following:

- *The Incumbent Mayor*
- *The Office of the Mayor*
- *Council*
- *Persons being Married by Mayor*
- *City Employees (specifically those referenced in Section 3 of the policy)*

3. Responsibilities

3.1 Mayor

- *The Mayor has authority to perform civil marriage ceremonies. There is no obligation to do so.*
- *Where the Mayor elects to perform civil marriage ceremonies, under authority of the Act, adherence to this policy is mandatory.*
- *The civil marriage ceremony shall be conducted in accordance with the Act.*

3.2 The Office of the Mayor

- *The Office of the Mayor is responsible to complete any/all necessary paperwork and other requirements associated with the Mayor's role as Marriage Commissioner pursuant to the Act.*
- *The Office of the Mayor shall retain a copy of the receipt provided by Access St. John's.*

3.3 Council

- *Council shall establish the applicable administrative fee from time to time.*

3.4 Access St. John's

- *Access St. John's shall collect the administrative fee payable to the "City of St. John's" and issue a receipt.*

3.5 Persons being Married by Mayor

- *Such persons shall pay the applicable administrative fee to Access St. John's and, prior to the civil marriage ceremony, provide a copy of the receipt issued by Access St. John's for such payment together with*

other documentation required by the Act to the Office of the Mayor within the time prescribed in the Act.

4. Definitions

All definitions shall be as in the Act.

5. References

- *Appendix 1 – Marriage Act, SNL 2009 c. M-1.02*

6. Approval

Indicate the following:

- *Position Title of Policy Sponsor/owner: Mayor and Council*
- *Position Title of Policy writer: City Clerk*
- *Date of approval from Corporate Policy Committee / Senior Executive Committee / Finance & Administrative Committee:*
- *Date of approval from Council:*

7. Monitoring and Contravention

The monitoring of this policy shall be conducted as per the responsibilities laid out in Section 3 of this policy.

Any allegations of contravention of this policy shall be brought to the attention of the City Manager. Contravention of this policy may result in disciplinary and/or legal action against the employee(s) involved.

Neither the Mayor nor any member of Council or City employee shall benefit, financially or otherwise, directly or indirectly, from their role in the conduct of civil marriage ceremonies pursuant to the Act.

8. Review Date

This policy will be reviewed every three years to ensure if it is compliance with relevant legislation.

CARRIED UNANIMOUSLY

e. Decision Note dated January 26, 2017 re: Civic Reception for 2017 “The

Gathering”

Recommendation

Moved – Councillor Breen; Seconded – Councillor O’Leary

That approval be granted for the City to host a reception for “The Gathering,” an initiative of Newfoundland and Labrador Irish Connections (NLIC) and their Irish partner Organization, Irish Newfoundland and Labrador Connections (INLC) and;

Further, staff be authorized to address future applications unless they are of a unique and sensitive nature requiring Council consideration

CARRIED UNANIMOUSLY

- f. Decision Note dated February 17, 2017 from re: Development Fee for the Construction of a Poultry Barn by Country Ribbon.**
-

Recommendation

Moved – Councillor Collins; Seconded – Councillor O’Leary

That in keeping with the intent of the Province’s program which recognizes the value of agricultural operations by providing agricultural exemptions, CRI’s poultry operations at 499 Northern Pond Road not be subject to the commercial development fee of \$132,600 as requested, and;

Further, that staff be directed to review the development fee schedule as it relates to other farming related businesses and provide Council with a recommendation on development fee adjustments, if deemed appropriate.

CARRIED UNANIMOUSLY

Councillor Jonathan Galgay, Chair
Finance & Administration Committee

DECISION/DIRECTION NOTE

Title: Employee & Family Assistance Program

Date Prepared: February 2, 2017

Report To: Finance and Administration Committee

Councillor and Role: Jonathan Galgay

Ward: 2

Decision/Direction Required: Contract the City's Employee & Family Assistance Program (EFAP) out to Morneau Shepell.

Discussion – Background and Current Status:

The City's practice has been to manage EFAP services through our Wellness Division. During program review, it was determined that we could reduce costs by eliminating 1 FTE and moving to an external EFAP provider. Additionally, contracting out EFAP will provide employees and their family member with 24-7 access to a wider variety of counselling services.

The City issued an RFP, established a selection committee and reviewed the proposals. The selection committee ranked Morneau Shepell as the top EFAP service provider based on the following criteria:

- Quality and Completeness of Proposal
- Experience in Similar Work
- Services Available (variety and quality)
- References
- Cost

We would now like to move forward with securing a contract with Morneau Shepell.

Key Considerations/Implications:

1. Budget/Financial Implications

This results in cost savings. The current EFAP budget is \$22,000/yr. The annual cost of contracting our with Morneau Shepell is \$39,600, an additional cost of \$17,600/yr. However, this allowed us to eliminate an Occupational Health Nurse position (salary: \$104,142), resulting in annual savings of \$86,541.

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2. Alignment with Strategic Directions/Adopted Plans

The aligns with being an Effective Organization, Fiscally Responsible and Responsive and Progressive.

3. Legal or Policy Implications

HR will consult with Legal to secure the service contract.

4. Engagement and Communications Considerations

We will need to provide information sessions and promotional material to all employees and managers.

5. Human Resource Implications

Human Resources will lead this transition and work with the provider to manage the program on a go-forward basis.

6. Procurement Implications – N/A

7. Information Technology Implications

Information Services will be involved in ensuring online EFAP tools and links can be accessed from workstations and kiosks.

8. Other Implications

Recommendation:

Move forward with securing Morneau Shepell as our EFAP service provider.

Prepared by/Signature: Sarah Hayward

Approved by/Date/Signature:

Attachments:

DECISION/DIRECTION NOTE

Title: Management Compensation Policy
Date Prepared: February 1, 2017
Report To: Finance & Administration Committee
Councillor and Role: Jonathan Galgay
Ward: 2

Decision/Direction Required: Approval of the Management Compensation Policy

Discussion – Background and Current Status:

St. John's City Council requested an external legal opinion pertaining to its authority to freeze management / nonunion salary and benefits. The external legal review made recommendations which resulted in a Council directive (CD R2016-05-16/15). One of the elements was as below:

- *The City will review management, non-union and Council remuneration policies with the goal of increasing the City's flexibility to modify pay and benefits when appropriate.*

The updated policy articulates many elements of management compensation.

The main features of the policy are:

- A comprehensive Compensation Policy for the Management Group clarifying Job evaluation, titles, organization structure changes and wage administration.
- The new policy explicitly states that "Economic wage adjustments, if any, will be established and approved at the discretion of Council and communicated on an annual basis."
- The Pay for Performance aspect has been removed.
- Employees who are on Management steps 11 to 13, have the following changes:
 - they shall receive any general increase as a percentage of step 10 of the pay band, if applicable in that year, as a pensionable "general increase payment" which will not be added on to their base pay. This payment will be paid along with normal biweekly pay.
 - in cases of promotion where the employee salary is greater than step 10 of their current position, the increase would be based on 5 percent of step 10 of their current pay band and added to the employee's current salary. The employee will be placed at the closest step on their new pay band

Key Considerations/Implications:

1. Budget/Financial Implications

- The policy aims to provide consistency with respect to the various criteria for changes to management employee compensation.

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- The policy also provides flexibility to amend compensation as appropriate

2. Partners or Other Stakeholders

- This policy primarily impacts employees who come under the management pay plan.
- Stakeholders who were involved through the Policy development process are:
 - Human Resource Division
 - Legal
 - Corporate Policy Committee

3. Alignment with Strategic Directions/Adopted Plans

The policy aligns with 3 strategic directions of being an Effective Organization, being Fiscally Responsible and being Responsive and Progressive.

4. Legal or Policy Implications

The 03-03-14 policy has been updated and renamed and the following policies will be deleted:

- 03-02-03 Change in Position Status
- 03-02-05 Use of Titles
- 03-02-08 Organizational Charts

5. Engagement and Communications Considerations

- The policy needs to be communicated to all Management / Executive Employees
- Council / Public – Since this topic has been in the public foray, a clear communication message and plan needs to be identified.

6. Human Resource Implications

- The Policy has to be read, accepted and signed off by all management employees.
- The Human Resources Division will need to communicate and provide clarification on the Policy.

7. Procurement Implications

NA

8. Information Technology Implications


NA

9. Other Implications

Recommendation:

1. The updated Management Compensation Policy is being presented for review and approval.

Prepared by/Signature: Roshni Antony

Approved by/Date/Signature:  Feb. 15/17

Attachments: Updated Management Compensation Policy

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DECISION/DIRECTION

Title: Policy - Civil Marriage Ceremonies
Date Prepared: February 16, 2017
Report To: Finance and Administration Standing Committee
Councillor & Role: Councillor Jonathan Galgay - Chair
Ward: N/A

Decision/Direction Required:

- Seeking approval of the newly drafted Civil Marriage Ceremonies Policy

Discussion – Background and Current Status:

- At a Regular Meeting of Council held March 15, 2016 Council gave approval for the City's internal auditors to conduct an audit of the Office of the Mayor's marriage ceremonies.
- A report was completed by the internal auditors in July, 2016.
- At a Regular Meeting of Council held July 12, 2016 Council approved the recommendation of the Audit and Accountability Standing Committee to draft a policy for civil marriage ceremonies.
- The Office of the City Clerk was mandated to draft the policy as per the recommendations outlined in the report by the internal auditors.
- The Corporate Policy Committee reviewed and vetted the draft policy which is attached for consideration.

Key Considerations/Implications:

1. Budget/Financial Implications

- The policy ensures that there is a fee paid to the City for hosting and administering any/all wedding ceremonies.

2. Partners or Other Stakeholders

N/A

3. Alignment with Strategic Directions/Adopted Plans

- Fiscally Responsible

4. Legal or Policy Implications

- Marriage Act, SNL 2009, c. M-1.02

5. Engagement and Communications Considerations

- The new policy and its implications will need to be communicated both internally and externally.

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6. Human Resource Implications

- The staff named in the policy will be responsible for ensuring adherence to the policy. The Office of the Mayor will be responsible for completing all relevant paperwork and Access St. John's will be responsible for processing the payment of administrative fees.

7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendations:

- It is recommended that the Committee approve the draft Civil Marriage Ceremonies Policy.

Prepared and Approved by: Elaine Henley, City Clerk

Attachments: Policy – Civil Marriage Ceremonies

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DECISION/DIRECTION NOTE

Title: Policies that require Repeal – Corporate Policy Committee

Date Prepared: 2017/02/15

Report To: Finance and Administration Standing Committee

Councillor and Role: Councillor Jonathan Galgay, Chair

Ward: N/A

Decision/Direction Required: Seeking approval to repeal policies that are no longer in effect

Discussion – Background and Current Status:

- This matter was considered at a meeting of Finance and Administration held on December 1, 2016 at which time it was deferred pending receipt of further details on the policies put forward for repeal.
- A revised list has been prepared including explanations for the recommendations.

Key Considerations/Implications:

1. Budget/Financial Implications

N/A

2. Partners or Other Stakeholders

N/A

3. Alignment with Strategic Directions/Adopted Plan

- A City for All Seasons
- A Culture of Cooperation
- Effective Organization
- Fiscally Responsible
- Neighbourhoods Build our City
- Responsive and Progressive

4. Legal or Policy Implications

We have legal representation on our Committee who assist with policy. The repeal of the listed policies will have no negative implications on the City and/or its employees.

5. Engagement and Communications Considerations

N/A

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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 the Committee agree to repeal the policies noted in the attached list.

Prepared and Approved by: Elaine Henley, City Clerk and Roshni Antony, Manager of HR
Advisory Services – Co-Chairs, Corporate Policy Committee

Attachments:

- Decision Note – 2016/11/14
- List of Policies that require Repeal

DECISION/DIRECTION NOTE

Title: Policies that require Repeal – Corporate Policy Committee

Date Prepared: 2016/11/24

Report To: Finance and Administration Standing Committee

Councillor and Role: Councillor Jonathan Galgay, Chair

Ward: N/A

Decision/Direction Required: Seeking approval to repeal policies that are no longer in effect

Discussion – Background and Current Status:

- At its Regular Meeting of November 9, 2015, Council approved the formation of the Corporate Policy Committee. Its mandate is to provide a consistent review and approval process for all corporate policies within the City to ensure they are given full internal consideration prior to submission to Council for approval.
- The Committee is in the process of reviewing existing policy to in order to determine its next steps.
- Attached is a list of all policies that have been deemed as no longer relevant and as such require rescission by Council.
- Once these policies are repealed, the Committee will move forward with a comprehensive review of all remaining policies.

Key Considerations/Implications:

1. Budget/Financial Implications

N/A

2. Partners or Other Stakeholders

N/A

3. Alignment with Strategic Directions/Adopted Plan

- A City for All Seasons
- A Culture of Cooperation
- Effective Organization
- Fiscally Responsible
- Neighbourhoods Build our City
- Responsive and Progressive

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4. Legal or Policy Implications

We have legal representation on our Committee who assist with policy. The repeal of the listed policies will have no negative implications on the City and/or its employees.

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 the Committee agree to repeal the policies noted in the attached list.

Prepared and Approved by: Elaine Henley, City Clerk and Roshni Antony, Manager of HR
Advisory Services – Co-Chairs, Corporate Policy Committee

Attachments: List of Policies that require Repeal

DECISION/DIRECTION NOTE

Title: Civic Reception for 2017 “The Gathering.”

Date Prepared: January 26, 2017

Report To: Finance and Administration Standing Committee

Councillor and Role: Councillor Jonathan Galgay, Chair

Ward: N/A

Decision/Direction Required: Seeking approval for the City of St John’s to host a reception for “The Gathering,” an initiative of Newfoundland and Labrador Irish Connections (NLIC) and their Irish partner Organization, Irish Newfoundland and Labrador Connections (INLC).

Discussion – Background and Current Status:

Newfoundland & Labrador Ireland Connections (NLIC) is a registered non-profit group with a volunteer board of directors. The common objective of NLIC and their Irish partner organization Irish Newfoundland and Labrador Connections (INLC) is to bring folks to both Islands on a yearly rotational basis.

In August 2016, a group of 57 people from NL was brought to Ireland for a ten-day event called “The Gathering.” In 2017 “The Gathering” will be in NL from August 18 to 27. The group from Ireland will spend four days (Aug 24 to 27) in St John’s, following a three-day stay in the Harbour Grace area and a three-day stay in Renew/Fermeuse.

The City of St John’s has a twinning agreement with the City of Waterford in Ireland and as such has previously hosted receptions as part of the Gathering event, including one at the Quidi Vidi Village Plantation in September 2015.

The Board of the NLIC is requesting that the City of St John’s again host a civic reception when the Irish visitors arrive in St. John’s on Thursday August 24, 2017. Attendance is estimated at approximately 60 people to be held at a City venue, location to be determined. Both food and beverages are requested, including buffet-style hot and cold hors d’oeuvres. Venue set-up would require chairs around the perimeter and a lectern.

Key Considerations/Implications:

1. Budget/Financial Implications

The cost of catering and equipment rental for the reception (and entertainment if appropriate). The Office of the City Clerk would cover all associated costs under the Civic Receptions budget allocated for such events.

2. Partners or Other Stakeholders

Newfoundland and Labrador Irish Connections (NLIC) and their Irish partner Organization, Irish Newfoundland and Labrador Connections (INLC).



3. Alignment with Strategic Directions/Adopted Plans

A Culture of Cooperation. It further aligns with the City's Waterford Twinning agreement (2002).

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

N/A

6. Human Resource Implications

City Clerk's Office Staff Support – Events and Catering (venue-dependent).
Economic Development, Culture and Partnerships Staff Support – Coordination.

7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendation:

It is recommended that approval be granted for the City to host a reception for "The Gathering," an initiative of Newfoundland and Labrador Irish Connections (NLIC) and their Irish partner Organization, Irish Newfoundland and Labrador Connections (INLC).

Prepared by/Signature: Théa Morash, Arts & Cultural Development Coordinator

Approved by/Date/Signature: Elizabeth Lawrence, Director, Economic Development, Culture & Partnerships

Attachments: N/A

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DECISION/DIRECTION NOTE

Title: Country Ribbon Poultry Barn
Development Fee

Date Prepared: February 17, 2017

Report To: His Worship the Mayor and Members of Council

Councillor and Role: N/A

Ward: 5

Decision/Direction Required:

To seek direction on the development fee associated with construction of a new poultry barn by Country Ribbon Incorporated at its facility at 499 Northern Pond Road.

Discussion – Background and Current Status:

Country Ribbon Incorporated (CRI) has applied to construct a new 3 story poultry barn at its facility at 499 Northern Pond Road. Each floor has area of 2211m² for a total floor area of 6633m². The City's development fee for commercial development is \$20/m². This results in a development fee of \$132,660. CRI is seeking an exemption to the development fee as it is a farming operation (see attached letter from CRI). While not policy, since 2013, the City has historically waived development fees for buildings related to farming operations. This was done to support the viability of local family farms, though the size of the operation was not specified.

In 2013 the City revised its development fee schedule so that it aligned with fee structures across the country. At that time, residential development fees increased from \$1000 per lot to \$2000 per lot and commercial development fees increased from zero to \$20/m². The last poultry barn that CRI built would not have been subject to development fees.

CRI raised a number of points in its submission, the majority of which relate to the importance and demand of the poultry industry in this province and the challenges of remaining competitive in Atlantic Canada. CRI stated that other poultry producers in the Maritimes are not charged development fees on the construction of their barns. Staff have confirmed this with several jurisdictions in Nova Scotia.

Staff have reviewed the issue and are of the opinion that CRI is a corporate enterprise and a viable commercial entity and should be subject to the development fee.

Key Considerations/Implications:

1. Budget/Financial Implications:
If the development fee is waived this will result in lost revenue of \$132,660.

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2. Partners or Other Stakeholders:
Country Ribbon Incorporated
3. Alignment with Strategic Directions/Adopted Plans:
Decisions should align with the City's Strategic Direction of being fiscally responsible.
4. Legal or Policy Implications:
To extend the development fee exemption to include agricultural/farming related buildings regardless of size or ownership.
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

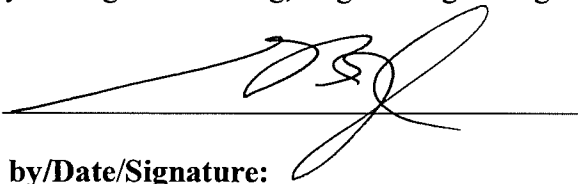
Recommendation:

It is recommended that CRI's poultry operations at 499 Northern Pond Road be subject to the commercial development fee. However, if Council agrees to waive the development fee it is recommended that the exemption only pertain to the farming buildings and not to CRI's processing facilities such as that located on East White Hills Road.

Prepared by/Signature:

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

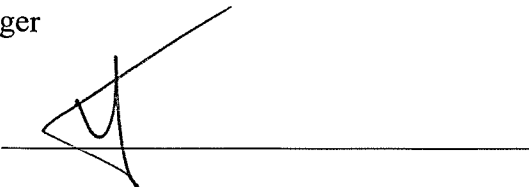
Signature: _____



Approved by/Date/Signature:

Kevin Breen
City Manager

Signature: _____



JS/dlm

Attachments:

Letter from Country Ribbon (February 16, 2017)

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

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Family Home Child Care Service for 6 Children	19 Wabush Place	3	Approved	17-02-17
COM	Newfoundland Power Inc.	Waterford River Duct Bank Replacement	330 Southside Road	5	Approved	17-02-07
RES		Family Home Child Care Service for Six Children	44 Viscount Street	4	Approved	17-02-21
COM		Home Office – Off Site Environmental Consulting	34 Young Street	2	Approved	17-02-22

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

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

Gerard Doran
Development Supervisor
Planning, Engineering and
Regulatory Services

Building Permits List

Council's February 27, 2017 Regular Meeting

Permits Issued: 2017/02/16 To 2017/02/22

Class: Commercial

40 Aberdeen Ave	Ms	Service Shop
40 Aberdeen Ave	Ms	Clinic
77 Blackmarsh Rd	Ms	Retail Store
203 Blackmarsh Rd	Ms	Office
245 Blackmarsh Rd	Ms	Retail Store
Carpasian Rd	Ms	Place Of Assembly
44 Crosbie Rd	Ms	Retail Store
84-86 Elizabeth Ave	Ms	Retail Store
391-395 Empire Ave	Ms	Service Shop
336 Freshwater Rd	Ms	Office
342 Freshwater Road, Telus	Sn	Office
2 Great Southern Dr	Ms	Office
10 Hebron Way	Ms	Restaurant
14 Hebron Way	Ms	Restaurant
5 Hebron Way	Ms	Retail Store
61 James Lane	Ms	Warehouse
102 Kenmount Dr	Ms	Office
85-95 Kenmount Rd	Ms	Car Sales Lot
193 Kenmount Rd	Sn	Retail Store
193 Kenmount Rd	Ms	Restaurant
195 Kenmount Rd	Ms	Service Shop
409 Kenmount Rd	Ms	Retail Store
515 Kenmount Rd	Ms	Car Sales Lot
541 Kenmount Rd	Ms	Retail Store
65 Kiwanis St	Ms	Retail Store
101 Macdonald Dr	Ms	Place Of Amusement
204-206 Main Rd	Ms	Clinic
450 Main Rd	Ms	Church
53-59 Main Rd	Ms	Retail Store
355 Main Rd	Ms	Tavern
355 Main Rd	Ms	Tavern
355-367 Main Rd	Ms	Retail Store
34 New Cove Rd	Ms	Club
119 New Cove Rd	Ms	Clinic
60 O'leary Ave	Ms	Retail Store
36 Pearson St	Ms	Retail Store
154 Pennywell Rd	Ms	Service Station
279 Portugal Cove Rd	Ms	Clinic
283 Portugal Cove Rd	Ms	Retail Store
150 Clinch Cres	Ms	Lodging House
35 Ridge Rd	Ms	Recreational Use
46-50 Robin Hood Bay Rd	Ms	Industrial Use
16 Stavanger Dr	Ms	Restaurant
410 Stavanger Dr	Ms	Retail Store
13 Stavanger Dr	Ms	Restaurant
Thorburn Rd	Ms	Retail Store
285 Thorburn Rd	Ms	Office
446 Topsail Rd	Ms	Service Station
474 Topsail Rd	Ms	Other
644 Topsail Rd	Ms	Service Shop
393 Topsail Rd	Ms	Day Care Centre

Chc Topsail Rd	Ms	Retail Store
681 Topsail Rd	Ms	Place Of Amusement
26 Torbay Rd	Ms	Tavern
26 Torbay Rd	Ms	Tavern
46 Torbay Rd	Ms	Retail Store
10 Elizabeth Ave	Sn	Office
192-194 Torbay Rd	Ms	Eating Establishment
248 Torbay Rd	Ms	Eating Establishment
426 Torbay Rd	Ms	Retail Store
430 Torbay Rd	Ms	Tavern
710 Torbay Rd	Ms	Retail Store
141 Torbay Rd	Ms	Retail Store
30-70 White Rose Dr	Ms	Retail Store
15 George St	Rn	Tavern
10 Barter's Hill	Rn	Office
300 Kenmount Rd., Horizon Aire	Cr	Office
30-70 White Rose Dr, Unit C2	Cr	Take-Out Food Service
Avalon Mall	Rn	Shopping Centre
571 Torbay Road	Rn	Office
39 Aviation Court	Nc	Warehouse

This Week \$ 8,054,995.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

2 Lynch Pl	Nc	Patio Deck
4 Lynch Pl	Nc	Patio Deck
6 Lynch Pl	Nc	Patio Deck
17 Lynch Pl	Nc	Patio Deck
103 Old Pennywell Rd	Nc	Patio Deck
105 Old Pennywell Rd	Nc	Patio Deck
107 Old Pennywell Rd	Nc	Patio Deck
109 Old Pennywell Rd	Nc	Patio Deck
111 Old Pennywell Rd	Nc	Patio Deck
115 Old Pennywell Rd	Nc	Patio Deck
117 Old Pennywell Rd	Nc	Patio Deck
119 Old Pennywell Rd	Nc	Patio Deck
119a Old Pennywell Rd	Nc	Patio Deck
37 Fahey St	Co	Single Detached & Sub.Apt
90 Pleasant St	Ex	Single Detached Dwelling
86 Battery Rd	Rn	Single Detached Dwelling
182 Buckmaster's Cir	Rn	Townhousing
184 Buckmaster's Cir	Rn	Townhousing
186 Buckmaster's Cir	Rn	Townhousing
188 Buckmaster's Cir	Rn	Townhousing
190 Buckmaster's Cir	Rn	Townhousing
192 Buckmaster's Cir	Rn	Townhousing
194 Buckmaster's Cir	Rn	Townhousing
196 Buckmaster's Cir	Rn	Townhousing

208 Buckmaster's Cir	Rn	Townhousing
210 Buckmaster's Cir	Rn	Townhousing
212 Buckmaster's Cir	Rn	Townhousing
214 Buckmaster's Cir	Rn	Townhousing
216 Buckmaster's Cir	Rn	Townhousing
218 Buckmaster's Cir	Rn	Townhousing
220 Buckmaster's Cir	Rn	Townhousing
222 Buckmaster's Cir	Rn	Townhousing
224 Buckmaster's Cir	Rn	Townhousing
213 Cheeseman Dr	Rn	Single Detached Dwelling
15 Glen Abbey Street	Rn	Single Detached Dwelling
8 Lynch Pl	Rn	Patio Deck
15 Lynch Pl	Rn	Patio Deck
40 Mackenzie St	Rn	Single Detached Dwelling
3 March St	Rn	Single Detached & Sub.Apt
51 Otter Dr	Rn	Single Detached Dwelling
113 Prowse Ave	Rn	Single Detached Dwelling
8 Riverview Ave	Rn	Single Detached Dwelling
35 Ridge Rd, Ymca	Rn	Club
21 Rose Abbey St	Rn	Single Detached Dwelling
9 Wadland Cres	Rn	Apartment Building
15 Lloyd Cres	Sw	Single Detached & Sub.Apt
10 Prestwick Pl	Sw	Single Detached & Sub.Apt

This Week \$ 1,238,581.00

Class: Demolition

This Week \$.00

This Week's Total: \$ 9,293,576.00

Repair Permits Issued: 2017/02/16 To 2017/02/22 \$ 900.00

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		

342 Main Road - Your application for an Illuminated LED Changeable Sign has been rejected as contrary to the "Digital and Projection Advertising Displays".

YEAR TO DATE COMPARISONS			
February 27, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$8,397,768.00	\$14,472,892.00	72
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$0.00	\$0.00	0
Residential	\$3,681,061.00	\$4,774,466.00	30
Repairs	\$148,520.00	\$167,800.00	13
Housing Units(1 & 2 Family Dwelling)	5	5	
TOTAL	\$12,227,349.00	\$19,415,158.00	59

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending February 22, 2017

Payroll

Public Works	\$ 603,237.65
Bi-Weekly Administration	\$ 740,783.66
Bi-Weekly Management	\$ 882,081.69
Bi-Weekly Fire Department	\$ 693,404.33
Accounts Payable	\$1,727,174.53

Total: \$ 4,646,681.86

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
M-B COMPANIES INC.	1234	REPAIR PARTS	202.19
SOLARWINDS	1235	SOFTWARE RENEWAL	141.44
AMERICAN PLANNING ASSOCIATION	1236	MEMBERSHIP RENEWAL	300.22
ROGERS COMMUNICATIONS CANADA INC.	107428	DATA & USAGE CHARGES	24,143.73
NEWFOUNDLAND POWER	107429	ELECTRICAL SERVICES	114,778.56
PARTS FOR TRUCKS INC.	107430	REPAIR PARTS	3,715.84
GCR TIRE CENTRE	107431	TIRES	1,971.01
CITY OF ST. JOHN'S	107432	REPLENISH PETTY CASH	296.66
RECEIVER GENERAL FOR CANADA	107433	PAYROLL DEDUCTIONS	1,001.72
TRACTION DIV OF UAP	107434	REPAIR PARTS	3,136.68
JULIA BOWDRING	107435	LEGAL CLAIM	1,964.64
PRINTER ERROR - NO CHEQUES PRINTED	107436 - 107440	PRINTER ERROR - NO CHEQUES PRINTED	0.00
JOHN LEWIS	107441	COURT OF APPEAL REFUND	60.00
NEWFOUNDLAND POWER	107442	ELECTRICAL SERVICES	22,998.65
THE TELEGRAM	107443	ADVERTISING	6,624.00
LINDSAY LOVELESS	107444	COURT OF APPEAL REFUND	180.00
MARGARET MURRIN	107445	COURT OF APPEAL REFUND	60.00
ANCHORAGE CONTRACTING LTD.	107446	PROGRESS PAYMENT	36,644.05
BELL MOBILITY INC.	107447	CELLULAR PHONE USAGE	641.84
PUBLIC SERVICE CREDIT UNION	107448	PAYROLL DEDUCTIONS	4,972.02
WELSH, SHERRY	107449	REPLENISH PETTY CASH RAILWAY	275.63
AFONSO GROUP LIMITED	107450	SEWER INSPECTIONS	4,030.66
ACTION CAR AND TRUCK ACCESSORIES	107451	AUTO PARTS	175.94
GLENN BARRY	107452	INSTRUCTOR FEE	326.52
LAW SOCIETY OF NEWFOUNDLAND	107453	MEMBERSHIP RENEWAL	3,932.00
COMFORT AIR LTD.	107454	PROFESSIONAL SERVICES	460.00
CABOT AUTO GLASS & UPHOLSTERY	107455	CLEANING SERVICES	345.00
ATLANTIC PURIFICATION SYSTEM LTD	107456	WATER PURIFICATION SUPPLIES	856.30
AUDIO SYSTEMS LTD.	107457	AUDIO EQUIPMENT	2,889.65
B & B SALES LTD.	107458	SANITARY SUPPLIES	215.63
MIGHTY WHITES LAUNDROMAT	107459	LAUNDRY SERVICES	63.48
CANCELLED	107460	CANCELLED	0.00
RDM INDUSTRIAL LTD.	107461	INDUSTRIAL SUPPLIES	671.33
ROBERT BAIRD EQUIPMENT LTD.	107462	RENTAL OF EQUIPMENT	859.47
GRANT THORNTON	107463	PROFESSIONAL SERVICES	4,183.70
NEWFOUNDLAND EXCHEQUER ACCOUNT	107464	VETERINARY SUPPLIES	17.25
NEWFOUNDLAND EXCHEQUER ACCOUNT	107465	RENEWAL OF CERTIFICATES FOR PASSENGER ELEVATORS	759.00
HERCULES SLR INC.	107466	REPAIR PARTS	602.65
ALBERT C SPURRELL PICTURE FRAMING	107467	PROFESSIONAL SERVICES	240.00
BELBIN'S GROCERY	107468	CATERING SERVICES	210.66
SMS EQUIPMENT	107469	REPAIR PARTS	5,395.67
JENKINS POWER SHEET METALS INC	107470	PROFESSIONAL SERVICES	2,760.00
CANADIAN TECHNICAL ASPHALT ASSOCIATION (CTAA)	107471	MEMBERSHIP RENEWAL	212.75
CABOT PEST CONTROL	107472	PEST CONTROL	2,062.21

NAME	CHEQUE #	DESCRIPTION	AMOUNT
EASTERN FARMERS CO-OP SOCIETY	107473	DUCK FOOD	334.30
ROCKWATER PROFESSIONAL PRODUCT	107474	CHEMICALS	5,167.96
STANTEC CONSULTING LTD. (SCL)	107475	PROFESSIONAL SERVICES	10,986.57
BLACK & MCDONALD LIMITED	107476	PROFESSIONAL SERVICES	439.30
CLASS C SOLUTIONS GROUP	107477	REPAIR PARTS	6,710.75
TRACT CONSULTING INC	107478	PROFESSIONAL SERVICES	2,964.80
BURSEY MANUFACTURING INC	107479	REPAIR PARTS	3,317.75
DBA CONSULTING ENGINEERS LTD.	107480	PROFESSIONAL SERVICES	2,785.45
KELLOWAY INVESTMENTS LTD	107481	SNOW CLEARING SERVICES	13,212.12
AON REED STENHOUSE INC	107482	INSURANCE	710.70
WESTERN HYDRAULIC 2000 LTD	107483	REPAIR PARTS	2,545.53
BDI CANADA INC	107484	CLEANING SUPPLIES	125.06
FAIRVIEW INVESTMENTS LTD	107485	REFUND OVERPAYMENT OF TAXES	456.25
CLEAN ST. JOHN'S	107486	NLHC DONATION	5,000.00
LIFE SAFETY SYSTEMS	107487	SPRINKLER SYSTEM MODIFICATIONS	2,098.54
CAMPBELL'S SHIPS SUPPLIES	107488	REPAIR PARTS	143.75
CANADA POST CORPORATION	107489	POSTAGE SERVICES	342.76
CANADIAN CORPS COMMISSIONAIRES	107490	SECURITY SERVICES	20,059.31
AIR LIQUIDE CANADA INC.	107491	CHEMICALS AND WELDING PRODUCTS	39,122.52
HISCOCK'S SPRING SERVICE	107492	HARDWARE SUPPLIES	1,765.34
DAVE CARROLL	107493	BAILIFF SERVICES	224.00
THOMSON REUTERS CANADA	107494	SUBSCRIPTION	578.79
EPIC-EDUCATIONAL PROGRAM INNOVATIONS CENTER	107495	WEBINAR FEE	120.75
LAT49 ARCHITECTURE INC.	107496	PROFESSIONAL SERVICES	5,773.00
CITY SAND AND GRAVEL LTD.	107497	ROAD GRAVEL	6,579.50
NORTH ATLANTIC SUPPLIES INC.	107498	REPAIR PARTS	424.22
KENT	107499	BUILDING SUPPLIES	169.34
CBCL LIMITED	107500	PROFESSIONAL SERVICES	18,248.20
ATLANTIC HOME FURNISHINGS LTD	107501	APPLIANCES	586.50
RENTOKIL PEST CONTROL	107502	PEST CONTROL	20,659.60
DULUX PAINTS	107503	PAINT SUPPLIES	224.91
PF COLLINS CUSTOMS BROKER LTD	107504	DUTY AND TAXES	118.87
COLONIAL GARAGE & DIST. LTD.	107505	AUTO PARTS	3,833.40
CONSTRUCTION SIGNS LTD.	107506	SIGNAGE	1,055.70
J3 CONSULTING & EXCAVATION LIMITED	107507	PROFESSIONAL SERVICES	108,201.31
JAMES G CRAWFORD LTD.	107508	PLUMBING SUPPLIES	1,351.34
THOMAS ECONOMY GLASS	107509	PROFESSIONAL SERVICES	598.23
FASTENAL CANADA	107510	REPAIR PARTS	296.59
LONG & MCQUADE	107511	REAL PROGRAM	316.00
CUMMINS EASTERN CANADA LP	107512	REPAIR PARTS	1,952.81
HEALTHQUEST INCORPORATED	107513	ORTHOPAEDIC FOOTWEAR	287.50
DICKS & COMPANY LIMITED	107514	OFFICE SUPPLIES	4,082.19
WAJAX POWER SYSTEMS	107515	REPAIR PARTS	401.91
EAST COAST HYDRAULICS	107516	REPAIR PARTS	1,569.57

NAME	CHEQUE #	DESCRIPTION	AMOUNT
GENTARA REAL ESTATE LP	107517	LEASE OF OFFICE SPACE	27,609.60
CADILLAC SERVICES LTD.	107518	REFUND SECURITY DEPOSIT	5,000.00
DOMINION STORES #922	107519	MISCELLANEOUS SUPPLIES	155.31
HITECH COMMUNICATIONS LIMITED	107520	REPAIRS TO EQUIPMENT	13,683.85
REEFER REPAIR SERVICES (2015) LIMITED	107521	REPAIR PARTS	164.91
ATLANTIC HOSE & FITTINGS	107522	RUBBER HOSE	497.25
DOMINION RECYCLING LTD.	107523	PIPE	240.12
THYSSENKRUPP ELEVATOR	107524	ELEVATOR MAINTENANCE	563.50
CANADIAN TIRE CORP.-HEBRON WAY	107525	MISCELLANEOUS SUPPLIES	131.66
CANADIAN TIRE CORP.-MERCHANT DR.	107526	MISCELLANEOUS SUPPLIES	691.77
JAMES R EALES EQUIP RENTAL LTD	107527	RENTAL OF EQUIPMENT	4,485.00
ELECTRIC MOTOR & PUMP DIV.	107528	REPAIR PARTS	458.85
ELECTRONIC CENTER LIMITED	107529	ELECTRONIC SUPPLIES	236.33
ENTERPRISE RENT A CAR	107530	RENTAL OF VEHICLES	1,105.09
ENVIROMED ANALYTICAL INC.	107531	REPAIR PARTS AND LABOUR	442.75
COMMUNITY SECTOR COUNCIL	107532	LUNCHEON TICKETS	210.00
HOME DEPOT OF CANADA INC.	107533	BUILDING SUPPLIES	311.52
DOMINION STORE 935	107534	MISCELLANEOUS SUPPLIES	340.76
FASTSIGNS	107535	SIGNAGE	36.68
EMERGENCY REPAIR LIMITED	107536	AUTO PARTS AND LABOUR	3,827.49
CHBA- NEWFOUNDLAND LABRADOR CANCELLED	107537 107538	HOME SHOW BOOTH FEES CANCELLED	2,909.50 0.00
OMB PARTS & INDUSTRIAL INC.	107539	REPAIR PARTS	310.74
FRESHWATER AUTO CENTRE LTD.	107540	AUTO PARTS/MAINTENANCE	13,720.12
GAZE SEED 2015 INCORPORATED	107541	GARDENING SUPPLIES	46.94
IMPACT SIGNS AND GRAPHICS	107542	SIGNAGE	266.80
DALHOUSIE UNIVERSITY	107543	TUITION FEES	14,080.00
TENCO INC.	107544	REPAIR PARTS	534.87
GLOBALSTAR CANADA SATELLITE CO	107545	SATELLITE PHONES	183.95
ENTERPRISE RENT-A-CAR	107546	RENTAL OF VEHICLES	7,246.15
ANNA TEMPLETON CENTRE	107547	PORTION OF ARTISAN RENTAL FEES	8,480.93
WOLSELEY CANADA INC.	107548	REPAIR PARTS	1,549.41
CTRI INC., CRISIS & TRAUMA RESOURCE INST	107549	WORKSHOP FEES	862.50
STARGARDEN CORPORATION	107550	SOFTWARE MAINTENANCE FEE	25,817.50
COAST 101.1 FM	107551	ADVERTISING	575.00
HARRIS & ROOME SUPPLY LIMITED	107552	ELECTRICAL SUPPLIES	790.21
HARVEY & COMPANY LIMITED	107553	REPAIR PARTS	7,113.58
A HARVEY & CO. LTD.	107554	ROAD SALT	217,770.41
HARVEY'S OIL LTD.	107555	PETROLEUM PRODUCTS	156,262.41
BOMA NL	107556	8TH ANNUAL REAL ESTATE FORUM FEES	1,293.75
GRAYMONT (NB) INC.,	107557	HYDRATED LIME	18,962.58
STELLA BURRY COMMUNITY SER.	107558	FRONT STEP HPS	92,998.19
HICKMAN MOTORS LIMITED	107559	AUTO PARTS	10.66
HOLDEN'S TRANSPORT LTD.	107560	RENTAL OF EQUIPMENT	1,857.25

NAME	CHEQUE #	DESCRIPTION	AMOUNT
FLEET READY LTD.	107561	REPAIR PARTS	1,757.06
HONDA ONE	107562	REPAIR PARTS	77.00
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	107563	REPAIR PARTS	2,525.60
UNIVAR CANADA	107564	CHEMICALS	15,980.22
TOTAL CANADA INC.	107565	REPAIR PARTS	2,784.84
HOUSEHOLD MOVERS & SHIPPERS LTD	107566	PROFESSIONAL SERVICES	1,104.00
ISLAND HOSE & FITTINGS LTD	107567	INDUSTRIAL SUPPLIES	220.70
CHRIS SQUIRES ENTERPRISES INC.,	107568	RENTAL OF EQUIPMENT	12,970.55
CREIGHTON ROCK DRILL	107569	SNOW PLOW BLADE (2)	14,786.08
CDMV	107570	VETERINARY SUPPLIES	1,552.78
TRANE CANADA CO.	107571	REPAIR PARTS	26,859.98
STANTEC ARCHITECTURE LTD.	107572	PROFESSIONAL SERVICES	34,795.39
QUEENS UNIVERSITY IRC	107573	WORKSHOP FEES	5,341.75
CENTINEL SERVICES	107574	REPAIR PARTS	907.35
KERR CONTROLS LTD.	107575	INDUSTRIAL SUPPLIES	1,773.25
VOHL INC.,	107576	REPAIR PARTS	506.74
KING PROCESS TECHNOLOGY	107577	REPAIR PARTS	339.25
DATARITE.COM	107578	STATIONERY & OFFICE SUPPLIES	7,506.05
THE CARPET FACTORY SUPERSTORE	107579	PROFESSIONAL SERVICES	1,064.88
CARMICHAEL ENGINEERING LTD.	107580	PROFESSIONAL SERVICES	488.11
SECURITAS CANADA LTD.	107581	SECURITY SERVICES	20,599.39
STAPLES ADVANTAGE	107582	OFFICE SUPPLIES	71.98
J.A. LARUE	107583	REPAIR PARTS	3,712.67
MARK'S WORK WEARHOUSE	107584	PROTECTIVE CLOTHING	1,576.23
MARTIN'S FIRE SAFETY LTD.	107585	SAFETY SUPPLIES	250.01
REXEL CANADA ELECTRICAL INC.,	107586	REPAIR PARTS	325.01
MCLOUGHLAN SUPPLIES LTD.	107587	ELECTRICAL SUPPLIES	1,655.04
MIKAN INC.	107588	LABORATORY SUPPLIES	798.85
ACE APPLIANCE REPAIR	107589	PROFESSIONAL SERVICES	1,357.56
CUTTING EDGE LAWN CARE INC.,	107590	PROFESSIONAL SERVICES	5,853.50
WILSON SECURITY LIMITED	107591	SECURITY SERVICES	615.25
KONICA MINOLTA BUSINESS SOLUTIONS CANADA LTD	107592	LEASING OF PHOTOCOPIER	37.34
FLOWSTAR INDUSTRIAL	107593	COURIER SERVICES	2,472.27
SUMMIT PLUMBING & HEATING LTD.	107594	PROFESSIONAL SERVICES	8,891.15
SHORELINE LUBRICANTS & INDUSTRIAL SUPPLY	107595	CHEMICALS	1,615.76
PRINTERS PLUS	107596	TONER CARTRIDGES	353.05
CAPITAL AUTO CENTRE & GLASS REPAIR	107597	AUTO PARTS	494.50
WAJAX INDUSTRIAL COMPONENTS	107598	REPAIR PARTS	105.02
NU-WAY EQUIPMENT RENTALS	107599	RENTAL OF EQUIPMENT	2,429.37
NEWFOUND DISPOSAL SYSTEMS LTD.	107600	DISPOSAL SERVICES	55,399.54
NEWFOUNDLAND DISTRIBUTORS LTD.	107601	INDUSTRIAL SUPPLIES	341.95
NEWFOUNDLAND DESIGN ASSOCIATES	107602	PROFESSIONAL SERVICES	74,981.86
TRC HYDRAULICS INC.	107603	REPAIR PARTS	2,164.65
TOROMONT CAT	107604	AUTO PARTS	7,572.55

NAME	CHEQUE #	DESCRIPTION	AMOUNT
PBA INDUSTRIAL SUPPLIES LTD.	107605	INDUSTRIAL SUPPLIES	224.25
ORKIN CANADA	107606	PEST CONTROL	131.10
GCR TIRE CENTRE	107607	TIRES	14,344.73
CW PARSONS LIMITED	107608	PROFESSIONAL SERVICES	58,395.21
PUROLATOR COURIER	107609	COURIER SERVICES	330.68
NEWFOUNDLAND EXCHEQUER ACCOUNT	107610	GAZETTE PUBLICATION	39.91
RIDEOUT TOOL & MACHINE INC.	107611	TOOLS	1,829.08
THE ROYAL GARAGE LTD.	107612	AUTO PARTS	2,309.20
ROYAL FREIGHTLINER LTD	107613	REPAIR PARTS	2,418.59
LIFESAVING SOCIETY NFLD & LAB.	107614	AQUATIC RECERTIFICATION	86.70
S & S SUPPLY LTD. CROSSTOWN RENTALS	107615	REPAIR PARTS	13.18
ST. JOHN'S BOARD OF TRADE	107616	LUNCHEON	67.80
ST. JOHN'S PORT AUTHORITY	107617	RESTRICTED AREA PASSES (5)	287.50
BIG ERICS INC	107618	SANITARY SUPPLIES	414.46
SAUNDERS EQUIPMENT LIMITED	107619	REPAIR PARTS	6,396.70
SANSOM EQUIPMENT LTD.	107620	REPAIR PARTS	2,806.60
CHANDLER	107621	CLOTHING - UNIFORMS	373.75
STATE CHEMICAL LTD.	107622	CHEMICALS	2,409.25
TRACTION DIV OF UAP	107623	REPAIR PARTS	2,652.94
TULKS GLASS & KEY SHOP LTD.	107624	PROFESSIONAL SERVICES	27.60
URBAN CONTRACTING JJ WALSH LTD	107625	PROPERTY REPAIRS	546.25
CANSEL WADE	107626	SURVEYOR SUPPLIES	234.26
WEIRS CONSTRUCTION LTD.	107627	STONE/ROAD GRAVEL	4,511.38
WESCO DISTRIBUTION CANADA INC.	107628	REPAIR PARTS	2,950.95
WINDCO ENTERPRISES LTD.	107629	REPAIR PARTS	149.50
WALMART 3092-KELSEY DRIVE	107630	MISCELLANEOUS ITEMS	166.28
FARDY, BRENDA	107631	INSTRUCTOR FEE	326.52
HOFFE, MARK	107632	HONORARIUM	525.00
INTERGOVERNMENTAL COMMITTEE ON URBAN AND REGIONAL RESEA	107633	SUBSCRIPTION RENEWAL	400.00
SMITH, BOYD	107634	INSTRUCTOR FEE	593.25
BELL MOBILITY INC. RADIO DIVISION	107635	MAINTENANCE CHARGES & REPAIRS	8,987.39
MELTWATER MEDIA	107636	MEDIA MONITORING	9,200.00
TRAVERSE, BRENDAN	107637	INSTRUCTOR FEE	181.40
WILKSHIRE, CLAIRE	107638	HONORARIUM	525.00
ELTON, JOANNE	107639	REFUND SECURITY DEPOSIT	100.00
BARRY ROSS	107640	PROFESSIONAL SERVICES	110.00
TODD ROBBINS SERVICES INC.	107641	PROFESSIONAL SERVICES	10,045.25
HUGHES & BRANNAN BARRISTERS, SOLICITORS & NOTARIES	107642	REFUND TAX CERTIFICATE	100.00
ROBERT AND JACQUELINE HAYES	107643	REFUND SECURITY DEPOSIT	50.00
PAM HALL	107644	HONORARIUM	525.00
GFL ENVIRONMENTAL INC.	107645	PROFESSIONAL SERVICES	829.54
LESLEY JANES	107646	INSTRUCTOR FEE	308.38
LISA PORTER	107647	HONORARIUM	525.00
NEWFOUNDLAND EXCHEQUER ACCOUNT	107648	CERTIFICATION EXAM FEES (9)	776.25

NAME	CHEQUE #	DESCRIPTION	AMOUNT
MCGRUER CECILIA	107649	INSTRUCTOR FEE	163.26
CHARLES & THERESA DALEY	107650	REFUND SECURITY DEPOSIT	233.88
PHIL MALONEY	107651	HONORARIUM	525.00
ANNETTE OSBORNE	107652	BARTENDING SERVICES	143.75
BRETT VEY	107653	INSTRUCTOR FEE	462.57
FRACFLOW CONSULTANTS INC.	107654	REFUND SECURITY DEPOSIT	50.00
LAURA WINTERS	107655	LIVED EXPERIENCE COUNCIL EXPENSES	432.33
CAELIE CONROY	107656	RECREATION PROGRAM REFUND	126.00
PATRICA LOCKE	107657	BARTENDING SERVICES	93.75
GARLAND AUTO BODY & GRAHAM JACKMAN	107658	LEGAL CLAIM	6,900.41
ISABEL BLACKMORE	107659	REFUND SECURITY DEPOSIT	200.00
JENNIFER FLEMING	107660	HERITAGE FINANCIAL INCENTIVES PROGRAM	5,207.00
JEAN LANGDON	107661	CLOTHING ALLOWANCE	32.20
BROWNE, CHRIS	107662	VEHICLE BUSINESS INSURANCE	381.95
SQUIRES, JESSICA	107663	TUITION	915.14
LETTO, LORI	107664	MILEAGE	23.40
SULLIVAN, DAPHNE	107665	MILEAGE	308.85
MCGRATH, CINDY	107666	MILEAGE	13.90
MCCORMICK, COLIN	107667	VEHICLE BUSINESS INSURANCE	80.50
CRYSTAL BARRON	107668	RECREATION PROGRAM SUPPLIES	256.46
KATIE CROMWELL	107669	VEHICLE BUSINESS INSURANCE	69.50
CINDY MILLER	107670	TUITION	103.95
KRISTA GLADNEY	107671	MILEAGE	26.06
SHERRI HIGGINS	107672	MILEAGE	1,420.25
LISA BENNETT	107673	MILEAGE	19.53
ALICIA COLES	107674	MILEAGE	28.50
JENNIFER TIPPLE	107675	I PHONE CASE & MILEAGE	118.05
LAURA WINTERS	107676	MILEAGE	78.47
EMCO SUPPLY	107677	REPAIR PARTS	569.52
WATERWORKS SUPPLIES DIV OF EMCO LTD	107678	REPAIR PARTS	2,107.81
KELLOWAY CONSTRUCTION LIMITED	107679	CLEANING SERVICES	2,806.65
EXECUTIVE TAXI LIMITED	107680	TRANSPORTATION SERVICES	3,618.53
KELLOWAY CONSTRUCTION LIMITED	107681	CLEANING SERVICES	30,054.60
EXECUTIVE TAXI LIMITED	107682	TRANSPORTATION SERVICES	19,203.22
Total: \$			<u>1,727,174.53</u>

MEMORANDUM

Date: February 22, 2017
To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley
From: John Hamilton
Re: Council Approval for Tender 2017017 Bowring Park Bungalow Roof Replacement

The results of Tender 2017017 Bowring Park Bungalow Roof Replacement is as follows:

Vendor	Tendered Price
Eastern siding and window world	\$95,670.80
JMJ Holdings Limited	\$97,619.81
Newfound Roofing Ltd.	\$155,972.20
North Shore Roofing Ltd.	\$159,050.75

It is recommended to award this tender to the lowest bidder meeting specifications Eastern Siding and Window World \$95,670.80, as per the Public Tendering Act.

Taxes are included with submitted bid.

John Hamilton
Senior Buyer

ST. JOHN'S

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

MEMORANDUM

Date: February 23, 2017
To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley
From: Sherri Higgins– Buyer
Re: Council Approval - Tender 2017014 Everest Parts

The results of Tender 2017014 Everest Parts are stated below:

Everest Parts	
TENDER #2017014 – February 21, 2017- 1:00 PM	
Western Hydraulic 2000 Ltd.	\$10, 679.00
Del Equipment Ltd.	\$11, 687.55

It is recommended to award this Tender to the lowest bidder meeting all specifications, Western Hydraulic 2000 Ltd. as per the Public Tendering Act.

This contract is for an eighteen month period with the option to extend for two additional one year periods.

Taxes (HST) extra to price quoted

Sherri Higgins
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

Title: Dedication Plaque – Honoring the Late John White (1930 - 1998)

Date Prepared: February 23, 2017

Report To: Regular Meeting of Council – February 27, 2017

Ward: N/A

Decision/Direction Required:

- Seeking approval to dedicate a plaque in Bannerman Park in recognition of the late John White who was an accomplished Newfoundland singer, songwriter, actor and entertainer.

Discussion – Background and Current Status:

- On February 22, 2017 Councillor Jonathan Galgay released a Press Release providing the history of the many accomplishments of the late John White, a copy of which is attached.
- To date, there has been no formal recognition made by either the Province or the City honoring John’s legacy and the contributions he made to the arts community.
- The scheduled installation of the plaque, including the unveiling, would be June 2017.

Key Considerations/Implications:

1. Budget/Financial Implications

- The cost of the plaque – approximately \$1,000

2. Partners or Other Stakeholders

N/A

3. Alignment with Strategic Directions/Adopted Plans

- A Culture of Cooperation

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

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8. Information Technology Implications

N/A

9. Other Implications

- The Office of the City Clerk will work with Parks and Open Spaces Division, Public Works, with respect to the installation of the plaque.

Recommendations:

- It is recommended that Council approve the installation of a plaque in Bannerman Park in June, 2017 honoring the late John White and his contribution to the City as a renowned Newfoundland singer, songwriter, actor and entertainer.

Prepared and Approved by: Elaine Henley, City Clerk

Attachments: Press Release – February 22, 2017

ST. JOHN'S

MEDIA RELEASE

February 22, 2017

Honoring the late John White (1930 – 1998)

“The late John White was not only a well known Newfoundland singer, songwriter, actor, and entertainer; he was also my uncle” – Councillor Jonathan Galgay

John was an accomplished entertainer who is still fondly remembered in households throughout the Province. Following John’s passing in 1998, no formal recognition was made by the City or Province on John’s legacy and the contributions he made to the music industry.

“On Monday, February 27th, 2017 I will ask St. John’s City Council to dedicate a plaque in Bannerman Park, the site of the annual Newfoundland and Labrador Folk Festival where John was the opening act for the festival each August.”

I am extremely pleased to have the support of my colleagues, including Mayor Dennis O’Keefe and Councillor’s Hann & Breen.

“John White, the consummate "townie", and delightful "corner boy." Throughout his life, he brought laughter to many, entertainment to all in the city and province, and a tear to many an eye. His influence on Newfoundland and Labrador culture and a new generation of musicians is invaluable.” – Mayor Dennis O’Keefe

“John White was one of the pioneers and the epitome of what we know as Newfoundland music. He brought our music to a national level as a radio host, stage entertainer, recording artist, and tv star. He had a major influence on many of today’s artists, and was part of the evolvement of what we know as our musical roots. I remember him from my early radio days, and of course his music lives on through memories of All Around The Circle and his recordings. It is fitting that John White is recognized on the site of the stage he loved so well, the NL Folk Festival.” - Councillor Tom Hann

“John White is a cultural icon of the City for those of us who grew up around his performances on shows such as All Around the Circle, nurtured our love for traditional Irish Newfoundland music.” – Councillor Danny Breen

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Quick Facts:

- John White was born on February 3, 1930 on Flower Hill in St. John's, the son of Irene and Daniel White.
- John was the first of 17 children and grew up on Water Street and later moved to Patrick Street where he lived for the better part of his life.
- In 1958 John received his first big break. A meeting with Joe Butler Sr. at VOCM studios on McBride's Hill in St. John's landed him on a weekly broadcast show titled "Shillelagh Showtime" featuring Wilf Doyle and his orchestra. His fame was on the rise and led to the recording of John's debut album entitled "VOCM's John White with Wilf Doyle".
- In 1960 just two short years later, John made another move in radio business to "Saturday Night Jamboree" where he performed regularly for ten years.
- In 1964 John landed the leading role for CBC Television's variety show "All around the Circle", and would soon become one of Newfoundland's most famous television performers.
- During the period of 1975 – 1998, John continued on his musical journey with performances as far away as British Columbia, Mexico and Ireland.
- John White has one daughter, Debbie and son-in-law Gerry Green who reside in St. John's.
- John White died May 31, 1998 aged 68 years.
- At John's request; he sang at his own funeral with the songs "Amazing Grace" and "How Great Thou Art" being played over a sound system at St. Patrick's Church in St. John's.

ST. JOHN'S