

**AGENDA  
REGULAR MEETING**

**March 21, 2017  
4:30 p.m.**

**ST. JOHN'S**

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# MEMORANDUM


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March 17, 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 **Tuesday, March 21, 2017 at 4:30 p.m.**

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

By Order



Elaine Henley  
City Clerk

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# ST. JOHN'S

CITY MANAGER

**AGENDA**  
**REGULAR MEETING - CITY COUNCIL**  
**March 21, 2017 – 4:30 p.m. – Council Chambers, 4<sup>th</sup> Floor, City Hall**

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**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. ADOPTION OF THE MINUTES**

- Minutes of March 13, 2017

**4. BUSINESS ARISING FROM THE MINUTES**

**Included in the Agenda:**

- St. John's Municipal Plan Amendment Number 134, 2017 and St. John's Development Regulations Amendment Number 617, 2017  
Proposed Rezoning to the Commercial Neighbourhood (CN) Zone  
PDE# MPA1400004  
198 & 204 Freshwater Road  
Applicant: Dillon Consulting Ltd., on behalf of Shoppers Realty Inc.

**Other Matters:**

**5. NOTICES PUBLISHED**

- A Change of Non-Conforming Use application has been submitted requesting permission to occupy **180 Hamilton Avenue** for the packaging of savory (Deferred from March 6, 2017)

**6. PUBLIC HEARINGS**

**7. COMMITTEE REPORTS**

- a. Audit and Accountability Committee Report - March 7, 2017
- b. Finance and Administration Committee Report – March 14, 2017
- c. Development Committee Report – March 14, 2017

**8. RESOLUTIONS**

**9. DEVELOPMENT PERMITS LIST**

- March 9, 2017 – March 15, 2017

## **10. BUILDING PERMITS LIST**

- March 21 , 2017

## **11. REQUISITIONS, PAYROLLS AND ACCOUNTS**

- Week Ending March 15, 2017

## **12. TENDERS/RFPS**

- a. Tender 2017035 – Supply of 15W40
- b. Memo dated March 16, 2017 re: Council Approval for Contract Award Without Tender Invitation - Xylem

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

## **14. OTHER BUSINESS**

- a. Decision Note dated March 14, 2017 re: Assessment Rates for 2017
- b. Information Note dated March 15, 2017 re: Snow Clearing Budget Update
- c. Ratification of E-poll re: Winter Shift
- d. Ratification of E-poll re: O'Reilly's Patio Enclosure

## **15. ADJOURNMENT**

**MINUTES  
REGULAR MEETING - CITY COUNCIL  
March 6, 2017 – 4:30 p.m. - Council Chambers**

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**Present** 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

**Regrets:** Mayor Dennis O’Keefe

**Others** Kevin Breen, City Manager  
Lynnann Winsor, Deputy City Manager of Public Works  
Tanya Haywood, Deputy City Manager of Community Services  
Jason Sinyard, Deputy City Manager of Planning, Development and  
Regulatory Services  
Derek Coffey, Deputy City Manager of Financial Management  
Cheryl Mullett, City Solicitor  
Elaine Henley, City Clerk  
Maureen Harvey, Legislative Assistant

**CALL TO ORDER / ADOPTION OF AGENDA**

**SJMC2017-03-13/0111R**

**Moved – Councillor Collins; Seconded – Councillor Puddister**

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

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**SJMC2017-03-06/112R**

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

**That the minutes of March 6, 2017 be approved as presented.**

**CARRIED UNANIMOUSLY**

**COMMITTEE REPORTS**

**Development Committee Report – March 7, 2017**

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Council considered the above noted report.

**SJMC2017-03-13/113R**

**Moved – Councillor Puddister; Seconded – Councillor Hickman**

**That the Development Committee Report of March 7, 2017 dealing with the following items be approved as presented.**

- **17 Winter Place – SUB1600026**
- **79 Old Petty Harbour Road – SUB 1700006**

**CARRIED UNANIMOUSLY**

**Police & Traffic Standing Committee Report – March 2, 2017**

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Council considered the above noted report.

**SJMC2017-03-13/114R**

**Moved – Councillor Hickman; Seconded – Councillor Galgay**

**That the Police & Traffic Committee Report of March 2, 2017 dealing with the following items be approved as presented.**

- **Traffic Calming Update**
- **East White Hills Road – Left hand turning lane restriction on the Boulevard**
- **Request for Residential Permit Parking On Beaumont Street**
- **Request to extend time limit on parking restriction on Halliday Place**
- **Cost analysis for feedback signs for school zones**

**CARRIED UNANIMOUSLY**

**Request for Parking Study – Patrick Street**

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**SJMC2017-03-13/115R**

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

That staff be instructed to undertake a parking study for Patrick Street and to provide all relevant information for discussion at the next meeting of the Police & Traffic Standing Committee

- CARRIED with Councillor Puddister dissenting

### Special Events Advisory Committee Report – March 6, 2017

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Council considered the above noted report.

**SJMC2017-03-13/116R**

**Moved – Councillor Breen; Seconded – Councillor Lane**

That the Special Events Advisory Committee Report of March 6, 2017 dealing with the following items be approved as presented.

- Boston Pizza Flat Out 5K – April 9, 2017
- Harbour Front 10K – May 14, 2017

**CARRIED UNANIMOUSLY**

### **DEVELOPMENT PERMITS LIST** [Link to List](#)

Council considered, for information, the above noted for the period March 2, 2017 to March 8, 2017

### **BUILDING PERMITS LIST** [Link to List](#)

Council considered the Building Permits for the period of March 2 – March 8, 2017.

**SJMC2017-03-13/117R**

**Moved – Councillor Tilley; Seconded – Councillor Puddister**

That the above noted building permits list be approved as presented.

**CARRIED UNANIMOUSLY**

### **REQUISITIONS, PAYROLLS AND ACCOUNTS** [Link to Memo](#)

Council considered the requisitions, payrolls, and accounts for the week ending March 8, 2017.

**SJMC2017-03-13/118R**

**Moved – Councillor Tilley; Seconded – Councillor Puddister**

**That the requisitions, payrolls and accounts for the week ending March 8, 2017 in the amount of \$8,513,507.24 be approved as presented.**

**CARRIED UNANIMOUSLY**

**OTHER BUSINESS**

**Ratification of E-poll re: 189 Water Street – Façade Renovations**

Council considered the above noted decision note.

**SJMC2017-03-13/119R**

**Moved – Councillor Puddister; Seconded – Councillor Hickman**

**That Council ratify the e-poll granting approval for renovations to the front façade of 189 Water Street as submitted.**

**CARRIED UNANIMOUSLY**

**Economic Update – March 2017**

Council considered, for information, the Economic Update for March 2017.

**Councillor Tilley**

- Requested that staff prepare and regularly circulate a database of issues/areas for which matters have been referred by Councillors to the Traffic Division to facilitate easy reference for Councillors when constituents follow up on the status of such matters.

**Deputy Mayor Ellsworth**

- Informed the public that he will be away on medical leave for an extended period. Councillor Danny Breen will be the acting Mayor until Mayor O’Keefe returns from the Cruise Trade Show on Friday, March 17, 2017.



**ADJOURNMENT**

There being no further business, the meeting adjourned at 5:39 p.m.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CITY CLERK**

**DEVELOPMENT PERMITS LIST**  
**DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES**  
**FOR THE PERIOD OF March 2, 2017 TO March 8, 2017**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Proposed Building Lot	1000 Main Road	5	Approved	17-03-03
RES		Reconstruction of Dwelling	25 Winter Avenue	4	Approved	17-03-08
AG	Country Ribbon	Construction of Poultry Barn	499 Northern Pond Road	5	Approved	17-03-08

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

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\*\* 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 Regular Minutes - March 13, 2017

# Building Permits List

## Council's March 13, 2017 Regular Meeting

Permits Issued: 2017/03/01 To 2017/03/08

**Class: Commercial**

20 Hallett Cres	Co	Retail Store	
38 Ropewalk Lane, Suite 116b	Co	Retail Store	
9-11 Waldegrave Street	Co	Retail Store	
215 Water St./Nexen Energy-515	Co	Office	
Avalon Mall., Lids, Suite 2140	Sn	Retail Store	
25 Kenmount Rd, Peoples Optical	Sn	Clinic	
21 Queen's Rd	Sn	Retail Store	
15-27 Stavanger Dr	Sn	Retail Store	
Avalon Mall	Rn	Retail Store	
166 Water St	Rn	Mixed Use	
280 Water St, Artisan Pizza	Cr	Restaurant	
25 Kenmount Rd, Art & Frame	Cr	Retail Store	
30-70 White Rose Dr, Unit C2	Cr	Take-Out Food Service	
120 New Gower St	Rn	Communications Use	
			This Week \$ 358,434.00

**Class: Industrial**

This Week \$ .00

**Class: Government/Institutional**

This Week \$ .00

**Class: Residential**

37 Russell St	Nc	Fence	
22 Canada Dr	Rn	Single Detached & Sub.Apt	
65 Craigmillar Ave	Rn	Single Detached Dwelling	
13 Diana Road	Rn	Single Detached Dwelling	
161 Freshwater Rd	Rn	Patio Deck	
85 King's Rd	Rn	Townhousing	
59a Lady Anderson St	Rn	Single Detached & Sub.Apt	
101 Lemarchant Rd	Rn	Townhousing	
101 Lemarchant Rd	Rn	Townhousing	
8 Milbanke St	Rn	Single Detached Dwelling	
60 Navajo Pl	Rn	Single Detached Dwelling	
12 Power St	Rn	Single Detached Dwelling	
128 Queen's Rd	Rn	Single Detached Dwelling	
9 Riverview Ave	Rn	Single Detached Dwelling	
2 Sherwood Dr	Rn	Single Detached Dwelling	
277 Thorburn Rd	Rn	Single Detached Dwelling	
37 Torbay Rd	Rn	Single Detached & Sub.Apt	
9 Waterford Hts S	Rn	Single Detached Dwelling	
10 Whitehorse Pl	Rn	Single Detached Dwelling	
39 Topsail Rd	Sw	Lodging House	
			This Week \$ 631,433.00

**Class: Demolition**

606 Water St

Dm Mixed Use

This Week \$ 200,000.00

This Week's Total: \$ 1,189,867.00

Repair Permits Issued: 2017/03/01 To 2017/03/08 \$ 114,799.00

Legend

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

Year To Date Comparisons			
March 13, 2017			
Type	2016	2017	% Variance (+/-)
Commercial	\$23,884,829.00	\$16,408,055.00	-31
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$20,000.00	\$0.00	-100
Residential	\$4,618,461.00	\$5,660,794.00	23
Repairs	\$241,220.00	\$293,599.00	22
Housing Units(1 & 2 Family Dwelling)	6	5	
<b>Total</b>	<b>\$28,764,510.00</b>	<b>\$22,362,448.00</b>	<b>-22</b>

Respectfully Submitted,

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

# MEMORANDUM

**Weekly Payment Vouchers  
For The  
Week Ending March 8, 2017**

**Payroll**

<b>Public Works</b>	<b>\$ 528,823.26</b>
<b>Bi-Weekly Administration</b>	<b>\$ 741,560.55</b>
<b>Bi-Weekly Management</b>	<b>\$ 1,104,171.92</b>
<b>Bi-Weekly Fire Department</b>	<b>\$ 691,052.27</b>
<b>Accounts Payable</b>	<b>\$ 5,447,899.24</b>

**Total: \$ 8,513,507.24**

**ST. JOHN'S**

DEPARTMENT OF FINANCE

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

# DECISION/DIRECTION NOTE

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**Title:** St. John's Municipal Plan Amendment Number 134, 2017 and St. John's Development Regulations Amendment Number 617, 2017  
Proposed Rezoning to the Commercial Neighbourhood (CN) Zone  
PDE# MPA1400004  
198 & 204 Freshwater Road  
Applicant: Dillon Consulting Ltd., on behalf of Shoppers Realty Inc.

**Date Prepared:** March 15, 2017

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

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

**Ward:** 2 & 4

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## **Decision/Direction Required:**

Following cancellation of the Public Hearing, Council may proceed with the next steps in the amendment process for St. John's Municipal Plan Amendment Number 134, 2017, and St. John's Development Regulations Amendment Number 617, 2017.

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

Dillon Consulting Limited, on behalf of their clients Shoppers Realty Inc. have applied to rezone 198 & 204 Freshwater Road from the Residential High Density (R3) Zone to the Commercial Neighbourhood (CN) Zone, for the redevelopment of Shoppers Drug Mart. A Municipal Plan amendment is required for the proposed rezoning.

The proposed redevelopment consists of three main approvals:

- Municipal Plan and Development Regulations amendments;
- Consideration of the sale of two parcels of City owned land (Liverpool Avenue between Freshwater Road and Winchester Street, and a small parcel of land between Empire Avenue and the current Shoppers Drug Mart property); and
- Approval of parking relief for 24 spaces for the proposed expansion.

Following submission of an acceptable LUAR, a public meeting was held on January 12, 2017, and at the Regular Meeting of Council on January 30, 2017, Council agreed to proceed with the proposed amendments. Following provincial release and Council adoption of the amendments on February 13, 2017, a public hearing was scheduled. The public hearing scheduled for March 14, 2017 was cancelled in accordance with the Urban and Rural Planning Act, as no public submissions were received.

Council may now proceed with the next steps in the amendment process.

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# ST. JOHN'S

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not Applicable
2. Partners or Other Stakeholders: Not Applicable
3. Alignment with Strategic Directions/Adopted Plans:  
City's Strategic Plan 2015-18: Neighbourhoods Build Our City – Increase access to a range of amenities and services that support a healthy quality of life and improve neighbourhood-level services.
4. Legal or Policy Implications:  
Consistent with the intent of the Municipal Plan that supports commercial uses which service residential areas; therefore ensuring a long-standing commercial business is retained, helping to maintain the viability of an older residential area, while continuing to provide local commercial services.
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:  
The sale of City land and parking relief must be considered, otherwise the application could not be considered as proposed. As a condition on the sale of Liverpool Avenue, Shoppers Drug Mart must provide uninterrupted access to Winchester Street for the landowner at 196 Freshwater Road by way of an easement.

**Recommendation:**

It is recommended that Council approve the attached resolutions for St. John's Municipal Plan Amendment Number 134, 2017, and St. John's Development Regulations Amendment Number 617, 2017, as adopted. These amendments would redesignate and rezone land at 198 & 204 Freshwater Road from the Residential High Density (R3) Zone to the Commercial Neighbourhood (CN) Zone for the redevelopment of Shoppers Drug Mart. If approved, the amendments will be referred to the Department of Municipal Affairs and Environment, with a request for Provincial Registration in accordance with the provisions of the *Urban and Rural Planning Act*.

As part of the approval process, Council should also approve parking relief for 24 spaces for the proposed expansion and sale of two parcels of City owned land (Liverpool Avenue between Freshwater Road and Winchester Street, and a small parcel of land between Empire Avenue and the current Shoppers Drug Mart property), with the condition on the sale of Liverpool Avenue, Shoppers Drug Mart must provide

uninterrupted access to Winchester Street for the landowner at 196 Freshwater Road by way of an easement.

**Prepared by/Signature:**

Lindsay Lyghtle-Brushett, MCIP, Planner III

Signature: \_\_\_\_\_

**Approved by - Date/Signature:**

Ken O'Brien, MCIP – Chief Municipal Planner

Signature: \_\_\_\_\_

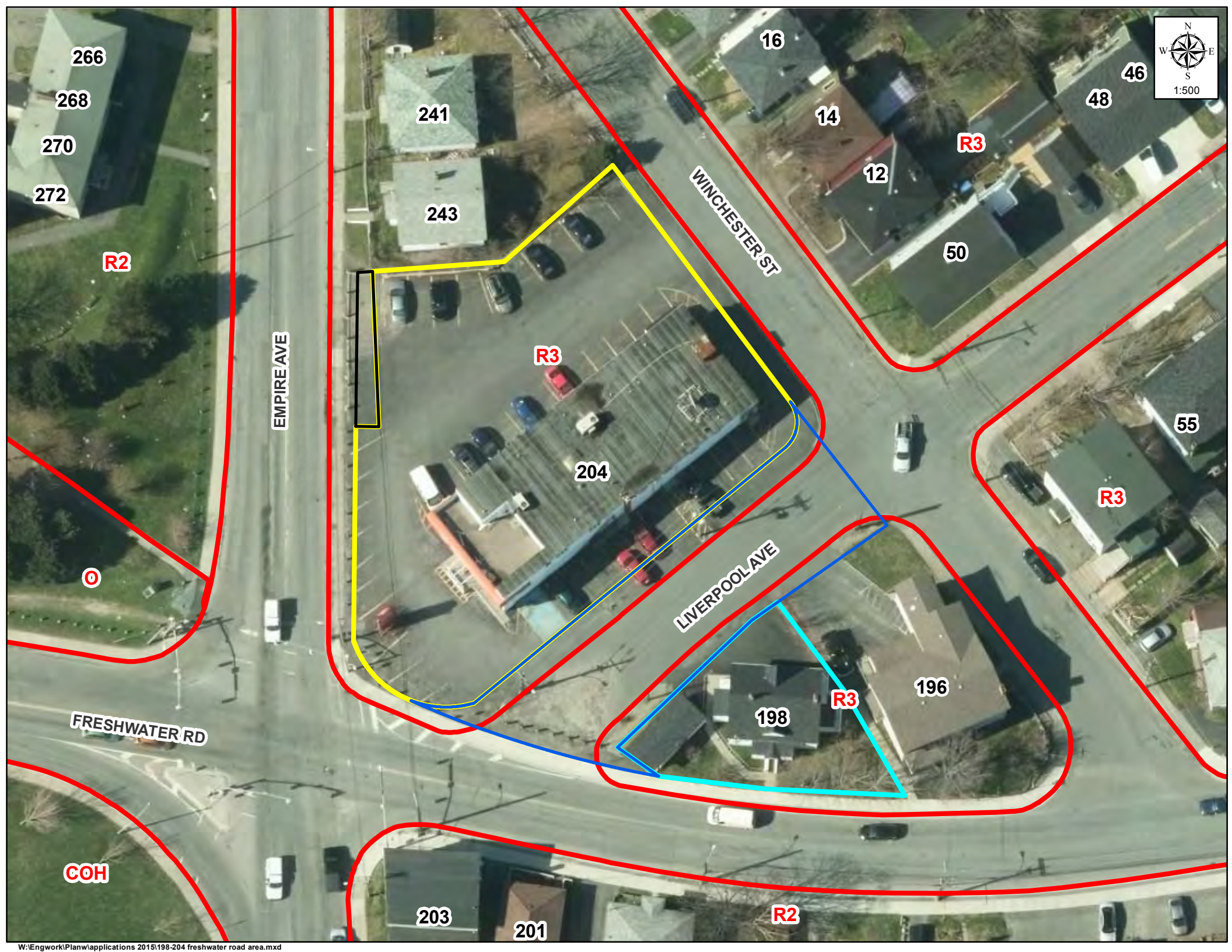
LLB/dlm

**Attachments:**

Amendments

Location map





266  
268  
270  
272

R2

EMPIRE AVE

241  
243

R3

204

WINCHESTER ST

16  
14  
12  
50  
46  
48

R3

55

R3

LIVERPOOL AVE

FRESHWATER RD

R3

196

198

COH

203

201

R2

**RESOLUTION  
ST. JOHN'S MUNICIPAL PLAN  
AMENDMENT NUMBER 134, 2017**

**WHEREAS** the City of St. John's wishes to allow the redevelopment of Shoppers Drug Mart at 198–204 Freshwater Road.

**BE IT THEREFORE RESOLVED** that the City of St. John's hereby adopts the following map amendment to the St. John's Municipal Plan in accordance with the provisions of the Urban and Rural Planning Act.

**Redesignate land at 198-204 Freshwater Road [Parcel ID#s 29288 & 31341] from the Residential Medium Density (RMD) Land Use District to the Commercial General (CG) Land Use District as shown on Map III-1A attached.**

**BE IT FURTHER RESOLVED** that the City of St. John's requests the Minister of Municipal Affairs to register the proposed amendment in accordance with the requirements of the Urban and Rural Planning Act, 2000.

**IN WITNESS THEREOF** the Seal of the City of St. John's has been hereunto affixed and this Resolution has been signed by the Mayor and the City Clerk on behalf of Council this

\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
**Mayor**

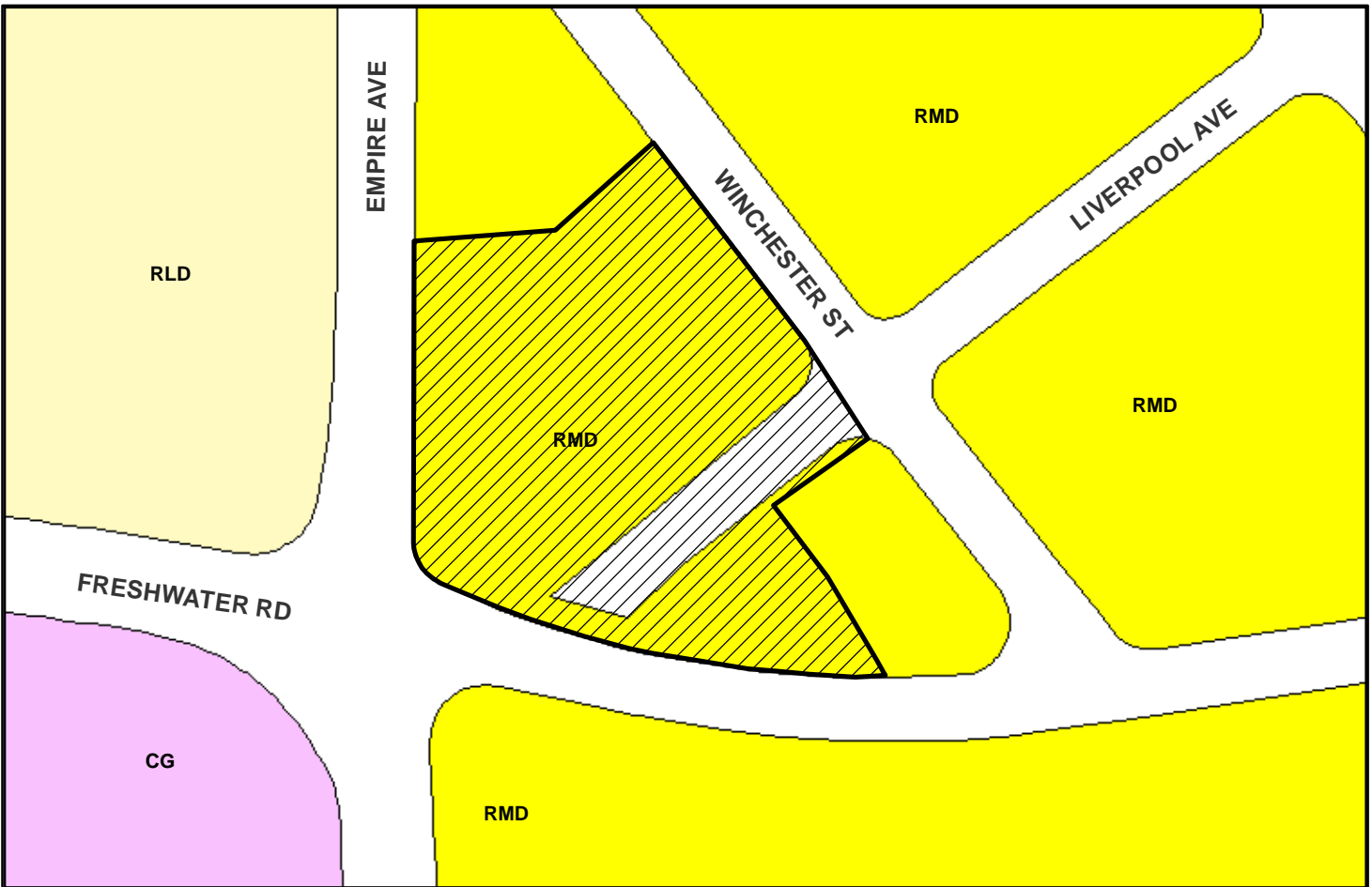
\_\_\_\_\_  
**MCIP**

I hereby certify that this Amendment has been prepared in accordance with the Urban and Rural Planning Act, 2000.

\_\_\_\_\_  
**City Clerk**

\_\_\_\_\_  
**Council Adoption**

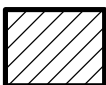
\_\_\_\_\_  
**Provincial Registration**



**CITY OF ST. JOHN'S  
MUNICIPAL PLAN  
Amendment No. 134, 2017  
[Map III-1A]**

2017 02 24 Scale: 1:1000  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

I hereby certify that this amendment  
has been prepared in accordance with the  
Urban and Rural Planning Act.

 AREA PROPOSED TO BE REDESIGNATED FROM  
RESIDENTIAL MEDIUM DENSITY (RMD) LAND USE DISTRICT  
TO COMMERCIAL GENERAL (CG) LAND USE DISTRICT

**198 and 204 FRESHWATER ROAD  
Parcel ID 29288 & 31341**

\_\_\_\_\_  
M.C.I.P. signature and seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Adoption

\_\_\_\_\_  
Provincial Registration

**RESOLUTION  
ST. JOHN'S DEVELOPMENT REGULATIONS  
AMENDMENT NUMBER 617, 2017**

**WHEREAS** the City of St. John's wishes to allow the redevelopment of Shoppers Drug Mart at 198 – 204 Freshwater Road.

**BE IT THEREFORE RESOLVED** that the City of St. John's hereby adopts the following map amendment to the St. John's Development Regulations in accordance with the provisions of the Urban and Rural Planning Act:

**Rezone land at 198-204 Freshwater Road [Parcel ID#s 29288 & 31341]  
from the Residential High Density (R3) Zone to the Commercial  
Neighbourhood (CN) Zone as shown on Map Z-1A attached.**

**BE IT FURTHER RESOLVED** that the City of St. John's requests the Minister of Municipal Affairs to register the proposed amendment in accordance with the requirements of the Urban and Rural Planning Act, 2000.

**IN WITNESS THEREOF** the Seal of the City of St. John's has been hereunto affixed and this Resolution has been signed by the Mayor and the City Clerk on behalf of Council this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
**Mayor**

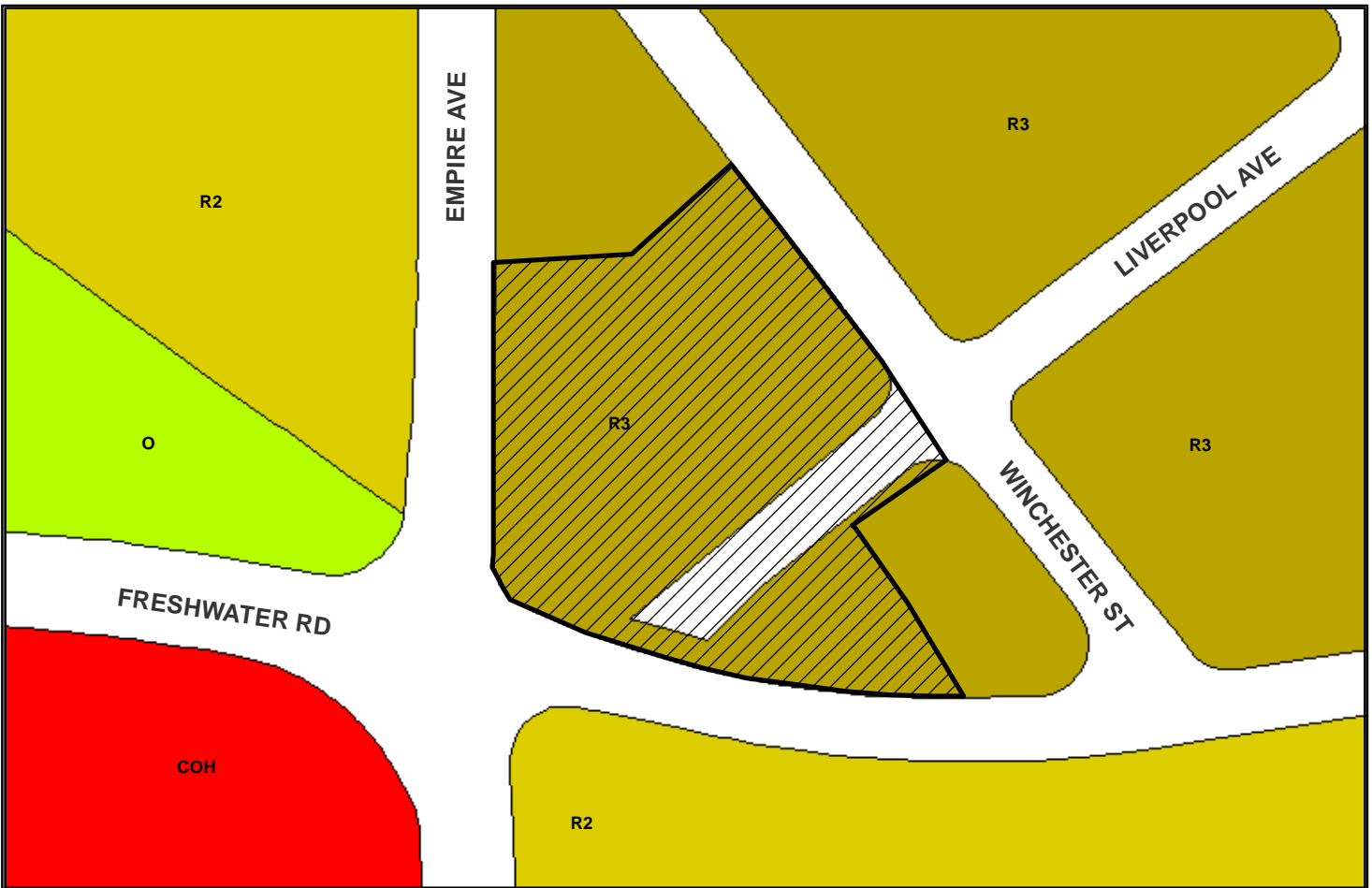
\_\_\_\_\_  
**MCIP**

I hereby certify that this Amendment has been prepared in accordance with the Urban and Rural Planning Act, 2000.

\_\_\_\_\_  
**City Clerk**

\_\_\_\_\_  
**Council Adoption**

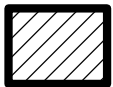
\_\_\_\_\_  
**Provincial Registration**



**CITY OF ST. JOHN'S  
DEVELOPMENT REGULATIONS  
Amendment No. 617, 2017  
[Map Z-1A]**

2017 02 24 Scale: 1:1000  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

**I hereby certify that this amendment  
has been prepared in accordance with the  
Urban and Rural Planning Act.**



AREA PROPOSED TO BE REZONED FROM  
RESIDENTIAL HIGH DENSITY (R3) LAND USE ZONE TO  
COMMERCIAL NEIGHBOURHOOD (CN) LAND USE ZONE

**198 & 204 FRESHWATER ROAD  
Parcel ID 29288 & 31341**

\_\_\_\_\_  
M.C.I.P. signature and seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Adoption

Provincial Registration

## 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 March 21, 2017**.

Ref #	Property Location/ Zone Designation	Ward	Application Details	Floor Area (square metres)	# of Employees (includes the applicant)	# of On-Site Parking Spaces	Written Representations Received	Planning and Development Division Notes
1	<b>180 Hamilton Avenue</b>	2	A Change of Non-Conforming Use application has been submitted requesting permission to occupy <b>180 Hamilton Avenue</b> for the packaging of savory. The proposed use would occupy an area of 182 m <sup>2</sup> and will replace the previous use (Professional Apparel). The business will have one (1) employee and will operate for approximate 4-12 hours per week, between 9 a.m.–5 p.m., Monday-Friday.	182 m <sup>2</sup>	1		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/RECOMMENDATIONS

### AUDIT & ACCOUNTABILITY COMMITTEE MEETING

March 7, 2017 – 12:00 p.m. – Conference Room A, 4<sup>th</sup> Floor, City Hall

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**Present:** Councillor B. Tilley, Chairperson  
Deputy Mayor R. Ellsworth (left at 12:25 pm and returned 12:34 pm)  
Councillor T. Hann  
Kevin Breen, City Manager (left at 1:01 pm)  
Tanya Haywood, Deputy City Manager – Community Services  
Jason Sinyard, Deputy City Manager – Planning, Engineering and Regulatory Services  
Victoria Etchegary, Manager – Organization Performance and Strategy  
David Royale, Senior Internal Auditor  
Sean Janes, City Internal Auditor  
Boyd Chislett, Citizen Representative  
Kathy Driscoll, Legislative Assistant

#### REPORT

#### **1. Strategic Plan Annual Report 2016 and 2017 Priorities**

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The Manager – Organization Performance & Strategy spoke to the above noted and provided an overview. The next steps in the process will be to develop communications strategy for 2016 report and 2017 priorities and update internally and externally.

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

**The Committee recommends that Council adopt the Strategic Plan Annual Report as presented.**

**CARRIED UNANIMOUSLY**

#### **2. Accountability Framework**

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The Manager – Organization Performance & Strategy discussed the above noted. She advised it supports a culture of continuous improvement and allows for a more robust system for planning, performance and reporting for the organization. It was suggested there is more of a connection and collaboration from staff through this process.

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

**The Committee recommends that Council approve the creation of an accountability framework as outlined.**

**CARRIED UNANIMOUSLY**

**ST. JOHN'S**

### **3. 2017-2019 – Audit Plan**

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The Internal Auditor spoke to the above noted. The three year plan was developed using a combination of the previous three year audit plan that was approved by Council, discussions with Senior Management, observation and professional judgement.

Conversation ensued about the “Whistleblower” process and it was suggested there be a further analysis of this policy, reviewing best practices and possibly hiring a third party for report intake.

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

**The Committee recommends that Council approve the three-year audit plan for 2017-2019 as presented.**

**CARRIED UNANIMOUSLY**

Councillor Bruce Tilley  
Chairperson



**REPORT  
FINANCE AND ADMINISTRATION COMMITTEE - CITY COUNCIL  
March 14, 2017– 12:00 p.m. – Conference Room A**

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**Present** Councillor Tom Hann (Acting Chair)  
Councillor Sheilagh O’Leary  
Councillor Tom Hann  
Councillor Art Puddister  
Councillor Wally Collins (12:15 pm)  
Councillor Sandy Hickman (12:16 pm)  
Councillor Danny Breen (12:19 pm)

**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  
Elaine Henley, City Clerk  
Sean Janes, City Internal Auditor  
Maureen Harvey, Legislative Assistant

**Decision Note dated February 16, 2017 re: Wedding Policy (referred from Council meeting of February 27, 2017)**

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A draft of the policy was presented and approved at a meeting of the Finance and Administration Standing Committee held February 15, 2017.

At a Regular Meeting of Council held February 22, 2017, Council referred the matter back to the Finance and Administration Committee as they felt there were a number of unanswered questions remaining.

Members of Council were asked to submit their questions to staff for a response. The Committee reviewed the questions and staff’s response and the following recommendation was brought forward:

**Recommendation**

**Moved – Councillor O’Leary; Seconded – Councillor - Puddister**

**That Council approve the Civil Marriage Ceremonies Policy the following policy:**

- a. With immediate effect**
- b. With the current fee set at \$200 per ceremony with such funds**

- deposited general revenue  
c. Existing bookings are subject to pre-policy guidelines and practices.

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

## 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.
- Should the Mayor travel for weddings outside the City mileage can be reimbursed in accordance with City policy. All other travel expenses would have to be pre-approved by Council and would be charged to the party being married at the time the wedding is booked.

### **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.
- Should any member of Council obtain the authority to perform marriages, the use of City-owned facilities and other resources will not be permitted as the authority was not granted in their capacity as an elected official.

### **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**

- a. Information Note dated March 7, 2017 re: Riverhead Wastewater Treatment Facility Capital Reserve Fund Expense.**

The Riverhead Wastewater Treatment Facility (WWTF) Capital Reserve Fund is being used for the purchase of a replacement Supervisory Control and Data Acquisition (SCADA) Servers. The existing service has been in service for 8 years and must now be replaced to provide reliable and secure operation of the Riverhead Facility.

The total estimated cost to replace the existing SCADA Servers including licensing, configuration and installation is \$140,000.

**Recommendation**

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

**That approval be given to replace existing SCADA Servers for the Riverhead Wastewater Treatment Facility at a cost of \$140,000.**

**CARRIED UNANIMOUSLY**

**b. Information Note dated March 7, 2017 re: Windsor Lake Water Treatment Plant Capital Reserve Fund Expense.**

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Funding from the Windsor Lake Water Treatment Plant Capital Equipment Reserve Fund is requested to be utilized for the purchase, testing and installation of two strings of batteries for the Mitsubishi 2033A 50KVA UPS. This equipment is responsible for uninterruptible power supply to the SCADA system when the input power source fails. The existing batteries are 11 years old and during the last preventative maintenance routine, it was reported that they have reached their end of life.

Replacement of the batteries is required to avoid unscheduled operational disruptions as a result of the aging equipment and due to the fact that several warnings and failures have already been observed.

The total cost to replace the batteries including installation and testing is \$66,088.21 (plus HST).

**Recommendation**

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

**That approval be given to replace batteries for the Windsor Lake Water Treatment Plant replace existing SCADA Servers for Mitsubishi 2033A 50KVA UPS at the Windsor Lake Water Treatment Plant at a cost of \$66,088.21 (plus HST)**

**CARRIED UNANIMOUSLY**

Councillor Tom Hann, Acting Chair  
Finance & Administration Committee

## **REPORTS/RECOMMENDATION**

### **Development Committee**

**March 14, 2017 – 10:00 a.m. – Conference Room A, 4<sup>th</sup> Floor, City Hall**

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#### **1. Accessory Building - 162 Signal Hill Road - INT1700033**

It is recommended by the Development Committee that Council approve the application for the Accessory Building at 162 Signal Hill Road.

#### **2. Approval-in-Principle Extension Request - Nolan Hall - 32 Temperance Street DEV1600166**

It is recommended by the Development Committee that Council exercise its authority under Section 5.4.4(2) of the St. John's Development Regulations and grant the one (1) year extension to the Approval-in-Principle of the subject development.

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

# DECISION/DIRECTION NOTE

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**Title:** Proposed Accessory Building 162 Signal Hill Road- INT1700033

**Date Prepared:** March 14, 2017 (Date of Next Meeting: March 21, 2017)

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

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

**Ward:** 2

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**Decision/Direction Required:**

To seek approval for the construction an Accessory Building.

**Discussion – Background and Current Status:**

The property is situated in the CDA-Signal Hill Zone where an Accessory Building is permitted when it is accessory to a single detached dwelling located on the same property.

This property is also located in the Battery Development Guideline Study Area. Staff have reviewed the plans and proposed location of the Accessory Building. It has been determined that there will be no impact to the views of the abutting properties.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not Applicable.
2. Partners or Other Stakeholders: Not Applicable.
3. Alignment with Strategic Directions/Adopted Plans:  
Battery Development Guideline Study
4. Legal or Policy Implications:  
Section 7.28 of the St. John's Development Regulations
5. Engagement and Communications Considerations: Not Applicable.
6. Human Resource Implications: Not Applicable.
7. Procurement Implications: Not Applicable.
8. Information Technology Implications: Not Applicable.
9. Other Implications: Not Applicable.

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# ST. JOHN'S



**Recommendation:**

It is recommended that Council approve the application for the Accessory Building at 162 Signal Hill Road.

**Prepared by/Signature:**

Ashley Murray- Assistant Development Officer

Signature: Ashley Murray

**Approved by/Date/Signature:**

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

Signature: 

AAM/dlm

**Attachments:** Not Applicable.

# DECISION/DIRECTION NOTE

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**Title:** Proposed Residential Condominium Development – Temperance St.  
PER - DEV1400166  
Applicant: RJG Services on behalf of Nolan Hall (Newfoundland Real Estate Investment Corp.)

**Date Prepared:** March 15, 2017 (Date of Next Meeting: March 21, 2017)

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

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

**Ward:** 2

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**Decision/Direction Required:**

To seek an extension of an Approval-in-Principle previously granted by Council regarding a Discretionary Use application for development of a residential condominium on Temperance Street.

**Discussion – Background and current status:**

On May 11, 2015 Council granted an Approval-in-Principle to the proposed development located on Temperance Street for a forty-four (44) unit condo apartment building. This was subject to the recommendations outlined in the report to Council.

The normal duration of an Approval-in-Principle is for two (2) years, from the date of issuance. However, Section 5.4.4 of the St John's Development Regulations does allow Council to allow a one time extension to an approval for a further period not exceeding one (1) year.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or other stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications:  
Section 5.4.4 (2) of the St. John's Development Regulations.
5. Engagement and Communications Considerations: Not Applicable.
6. Human Resource Implication: Not Applicable.

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**ST. JOHN'S**


7. Procurement Implications: Not Applicable.
8. Information Technology Implications: Not Applicable.
9. Other Implications: Not Applicable.

**Recommendation:**

The Development Committee recommends that Council exercise its authority under Section 5.4.4 (2) of the St. John's Development Regulations and grant the one (1) year extension to the Approval-in-Principle of the subject development.

**Prepared by/Signature:**

Gerard Doran, CET, Development Supervisor

Signature:  \_\_\_\_\_

**Approved by/Date/Signature:**

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

Signature:  \_\_\_\_\_

GD/dlm

**Attachments:**

N/A

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

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Home Office for Mobile Therapeutic Health Services	346 Empire Avenue	4	Approved	17-03-09
COM	Dewcor Inc.	In Ground Flushing Units Galway CP14A	Southlands Boulevard	5	Approved	17-03-10
RES		Home Office for Electrical Contractor	28 Mackenzie Street	1	Approved	17-03-15
COM	7820 Newfoundland & Labrador Inc.	Site plan - Extension for Vet Clinic	171 Kenmount Road	4	Approved	17-03-14

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

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

**Gerard Doran**  
**Development Supervisor**  
**Planning, Engineering and**  
**Regulatory Services**

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# Building Permits List

## Council's March 21, 2017 Regular Meeting

Permits Issued: 2017/03/09 To 2017/03/15

### Class: Commercial

325-327 Duckworth St Skin City	Co	Service Shop
375 Duckworth St	Co	Eating Establishment
151 Empire Ave., Tool Library	Co	Library
279 Portugal Cove Rd	Co	Retail Store
8-10 Rowan St	Co	Restaurant
40 Aberdeen Ave	Ms	Retail Store
37 Anderson Ave	Ms	Eating Establishment
Avalon Mall, Nf Chocolate Co.	Sn	Retail Store
414 Blackmarsh Rd	Ms	Industrial Use
57 Blackmarsh Rd	Ms	Office
391-395 Empire Ave	Ms	Service Shop
324 Frecker Dr	Ms	Retail Store
336 Freshwater Rd	Ms	Retail Store
336 Freshwater Rd	Ms	Office
12 Gleneyre St	Ms	Clinic
179 Hamlyn Rd	Ms	Club
14 Hebron Way	Ms	Restaurant
14 Hebron Way	Ms	Restaurant
25 Hebron Way	Ms	Restaurant
12-20 Highland Dr	Ms	Clinic
189 Higgins Line	Ms	Office
35 Kelsey Dr	Ms	Eating Establishment
55b Kelsey Dr	Ms	Retail Store
55 Kelsey Dr	Ms	Office
55 Kelsey Dr	Ms	Eating Establishment
75 Kelsey Dr	Ms	Eating Establishment
54 Kenmount Rd	Ms	Eating Establishment
33 Kenmount Rd	Ms	Office
35 Kenmount Rd	Ms	Eating Establishment
85-95 Kenmount Rd	Ms	Car Sales Lot
199 Kenmount Rd, Fion Maccools	Sn	Restaurant
227 Kenmount Rd	Sn	Hotel
275 Kenmount Rd	Ms	Eating Establishment
497 Kenmount Rd	Ms	Car Sales Lot
65 Kiwanis St	Ms	Retail Store
65 Kiwanis St	Ms	Retail Store
90 Logy Bay Rd	Ms	Club
101 Macdonald Dr	Ms	Place Of Amusement
345-349 Main Rd	Ms	Eating Establishment
10 Messenger Dr	Ms	Retail Store
87 Old Pennywell Rd	Ms	Retail Store
78 O'leary Ave	Ms	Retail Store
52 Pippy Pl	Ms	Retail Store
43 Pippy Pl	Ms	Retail Store
180 Portugal Cove Rd	Ms	Eating Establishment
279 Portugal Cove Rd	Ms	Take-Out Food Service
46 Robin Hood Bay Rd	Ms	Industrial Use
10 Stavanger Dr	Ms	Retail Store
14 Stavanger Dr	Ms	Eating Establishment
16 Stavanger Dr	Ms	Retail Store
386 Stavanger Dr	Ms	Commercial School
386 Stavanger Dr	Ms	Commercial School
13 Stavanger Dr	Ms	Restaurant
15 Stavanger Dr	Ms	Retail Store
25 Stavanger Dr	Ms	Retail Store

95a Stavanger Dr	Ms	Retail Store
415 Stavanger Dr	Ms	Restaurant
390 Topsail Rd	Sn	Retail Store
506 Topsail Rd	Ms	Eating Establishment
644 Topsail Rd	Ms	Club
286 Torbay Rd	Ms	Service Shop
286 Torbay Rd	Ms	Retail Store
286 Torbay Rd	Ms	Restaurant
286 Torbay Rd	Ms	Retail Store
320 Torbay Rd	Ms	Club
320 Torbay Rd	Ms	Retail Store
320 Torbay Rd	Ms	Eating Establishment
320 Torbay Rd	Ms	Eating Establishment
436 Torbay Rd	Ms	Commercial School
710 Torbay Rd	Ms	Retail Store
710 Torbay Rd	Ms	Retail Store
141 Torbay Rd	Ms	Office
141 Torbay Rd	Ms	Office
571 Torbay Rd	Ms	Eating Establishment
12 Bay Bulls Rd., Tim Horton's	Nc	Accessory Building
179-183 Duckworth St	Rn	Restaurant
15 Hebron Way	Rn	Office
140 Stavanger Dr, Unit 4	Cr	Service Shop
Avalon Mall, Koodo Unit Mk01	Cr	Retail Store
254 Water St	Cr	Retail Store
10 Jetstream Ave - Hanger	Nc	Other

This Week \$ 44,352,900.00

**Class: Industrial**

This Week \$ .00

**Class: Government/Institutional**

This Week \$ .00

**Class: Residential**

204 Cheeseman Dr, Lot 191	Nc	Single Detached & Sub.Apt
4 Dunkerry Cres	Nc	Accessory Building
3 Lucyrose Lane	Nc	Accessory Building
678-684 Main Rd	Nc	Single Detached & Sub.Apt
89 Maurice Putt Cres	Nc	Patio Deck
27 Shriners Rd, Lot 18	Nc	Single Detached & Sub.Apt
80 Valleyview Rd	Nc	Single Detached & Sub.Apt
48 Warbury St	Cr	Single Detached Dwelling
8 Bonaventure Ave	Rn	Single Detached Dwelling
36 Dunkerry Crescent	Rn	Single Detached Dwelling
81 Frecker Dr	Rn	Single Detached & Sub.Apt
69 Monkstown Rd	Rn	Single Detached Dwelling
12 Topsail Rd	Rn	Single Detached Dwelling
295 Topsail Rd	Rn	Single Detached Dwelling
31 Triton Pl	Rn	Accessory Building

This Week \$ 741,950.00

**Class: Demolition**

This Week \$ .00

This Week's Total: \$ 45,094,850.00

Repair Permits Issued: 2017/03/09 To 2017/03/15 \$ 20,000.00

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			
March 21, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$24,602,829.00	\$60,760,955.00	147
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$1,820,000.00	\$0.00	-100
Residential	\$5,110,206.00	\$6,402,744.00	25
Repairs	\$280,720.00	\$313,599.00	12
Housing Units(1 & 2 Family Dwelling)	6	9	
<b>TOTAL</b>	<b>\$31,813,755.00</b>	<b>\$67,477,298.00</b>	<b>112</b>

16 Bay Bulls Road - Application for installation of an accessory building has been rejected as contrary to Section 8.3.6(2) of the St. John's Development Regulations.

Respectfully Submitted,

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

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending March 15, 2017**

### **Payroll**

<b>Public Works</b>	<b>\$ 518,378.58</b>
<b>Bi-Weekly Casual</b>	<b>\$ 24,703.81</b>
<b>Accounts Payable</b>	<b>\$3,128,286.22</b>

**Total: \$ 3,671,368.61**

# **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
BRETT VEY	108416	INSTRUCTOR FEE	462.57
ANDREW & JENNIFER RIGGS	108417	REFUND OVERPAYMENT OF TAXES	227.63
BELL MOBILITY INC.	108418	CELLULAR PHONE USAGE	148.11
PARTS FOR TRUCKS INC.	108419	REPAIR PARTS	7,513.12
NEWFOUNDLAND POWER	108420	ELECTRICAL SERVICES	70,942.28
ROGERS COMMUNICATIONS CANADA INC.	108421	DATA & USAGE CHARGES	7,971.80
WORKPLACE HEALTH, SAFETY AND COMPENSATION COMMISSION OF	108422	PAYROLL DEDUCTIONS	209,043.74
MCLOUGHLAN SUPPLIES LTD.	108423	ELECTRICAL SUPPLIES	4,620.72
NEWFOUNDLAND EXCHEQUER ACCOUNT	108424	FILING FEES FOR STATEMENT OF CLAIM	100.00
CITY OF ST. JOHN'S	108425	REPLENISH PETTY CASH	289.56
PAULA DALTON-HARVEY	108426	TRAVEL ADVANCE	1,003.50
NEW GOWER HOTEL LP	108427	COURT OF APPEAL REFUND	200.00
ALTUS GROUP	108428	COURT OF APPEAL REFUND	200.00
CAVENDISH HOTEL LP	108429	COURT OF APPEAL REFUND	200.00
PORTUGAL COVE HOTEL LP	108430	COURT OF APPEAL REFUND	200.00
HARVEY HEATH	108431	COURT OF APPEAL REFUND	60.00
WILLIAM OLDFORD	108432	COURT OF APPEAL REFUND	60.00
RED OAK CATERING	108433	COURT OF APPEAL REFUND	60.00
PUBLIC SERVICE CREDIT UNION	108434	PAYROLL DEDUCTIONS	6,020.67
BURSEY EXCAVATING & DEVELOPMENT LTD.	108435	PROGRESS PAYMENT	223,075.24
ROGERS COMMUNICATIONS CANADA INC.	108436	DATA & USAGE CHARGES	12,646.55
NEWFOUNDLAND POWER	108437	ELECTRICAL SERVICES	9,382.49
NL ASSOCIATION OF FIRE SERVICE	108438	MEMBERSHIP RENEWAL	402.50
HARRIS & ROOME SUPPLY LIMITED	108439	ELECTRICAL SUPPLIES	256.50
JT MARTIN & SONS LTD.	108440	HARDWARE SUPPLIES	319.76
OFFICE OF THE HIGH SHERIFF	108441	SHERIFF'S SEARCH FOR OUTSTANDING LIENS	45.00
NICOLE MURPHY	108442	MILEAGE	20.01
BELL ALIANT	108443	TELEPHONE SERVICES	2,490.39
BELL MOBILITY PAGING	108444	PAGING SERVICES	37.24
CITY OF ST. JOHN'S	108445	REPLENISH PETTY CASH	48.00
WATERWORKS SUPPLIES DIV OF EMCO LTD	108446	REPAIR PARTS	4,187.16
MCLOUGHLAN SUPPLIES LTD.	108447	ELECTRICAL SUPPLIES	394.09
AMERICAN WATER WORKS ASSOC.	1244	MEMBERSHIP RENEWAL	249.51
INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS (IAEI)	1245	MEMBERSHIP RENEWAL	320.23
SWANA	1246	WEBINAR FEE	280.20
INDIAN SPRINGS MANUFACTURING CO. INC.,	1247	REPAIR PARTS	676.18
ESI (ECOSENSE INTERNATIONAL INC.)	1248	REPAIR PARTS	2,888.76
CADD TRAIN	1249	CADD TRAINING PROGRAM	1,129.31
ACKLANDS-GRAINGER	108448	INDUSTRIAL SUPPLIES	1,234.86
ACTION CAR AND TRUCK ACCESSORIES	108449	AUTO PARTS	13,329.88
ASHFORD SALES LTD.	108450	REPAIR PARTS	28.52
ATLANTIC OFFSHORE MEDICAL SERV	108451	MEDICAL SERVICES	1,909.13
ATLANTIC PURIFICATION SYSTEM LTD	108452	WATER PURIFICATION SUPPLIES	1,033.90
MIGHTY WHITES LAUNDROMAT	108453	LAUNDRY SERVICES	474.14
BRINK'S CANADA LIMITED	108454	DELIVERY SERVICES	907.30

NAME	CHEQUE #	DESCRIPTION	AMOUNT
VISION PACKAGING SUPPLIES	108455	ARCHIVE BOXES	400.09
EASTERN HEALTH	108456	PROFESSIONAL SERVICES	7,620.32
BOMI CANADA	108457	EDUCATION COSTS	1,025.00
NEWFOUNDLAND EXCHEQUER ACCOUNT	108458	ANNUAL OPERATING FEES	1,207.00
SMS EQUIPMENT	108459	REPAIR PARTS	173.64
HUB TROPHIES & MEDICAL SUPPLIES	108460	NAME PLATES	301.89
JENKINS POWER SHEET METALS INC	108461	PROFESSIONAL SERVICES	138.00
CABOT PEST CONTROL	108462	PEST CONTROL	386.98
CANADIAN BROADCASTING CORP.	108463	RENTAL OF TOWER SPACE	570.81
ROCKWATER PROFESSIONAL PRODUCT	108464	CHEMICALS	1,315.60
BLACK & MCDONALD LIMITED	108465	PROFESSIONAL SERVICES	2,403.50
NOIA	108466	MEMBERSHIP RENEWAL	1,553.65
PRINT & SIGN SHOP	108467	SIGNAGE	1,587.46
CLASS C SOLUTIONS GROUP	108468	REPAIR PARTS	2,207.70
BRENKIR INDUSTRIAL SUPPLIES	108469	PROTECTIVE CLOTHING	596.28
PAUL MURPHY SERVICES INC	108470	REPAIR PARTS	2,343.48
JLG TRANSPORTATION LTD.	108471	TRANSPORTATION SERVICES	58.00
PINNACLE OFFICE SOLUTIONS LTD	108472	PHOTOCOPIES	75.13
BDI CANADA INC	108473	CHEMICALS	268.26
CITY OF MOUNT PEARL	108474	GYM MEMBERSHIP	125.00
INDUSTRY CANADA ALS FINANCIAL CENTRE	108475	RADIO RENEWAL LICENCE FEE	8,528.00
LEVITT SAFETY	108476	SAFETY SUPPLIES	2,438.00
NEW WORLD FITNESS	108477	MEMBERSHIP DUES FOR FIREFIGHTERS	248.26
CHESTER DAWE CANADA - O'LEARY AVE	108478	BUILDING SUPPLIES	251.28
CAMPBELL'S SHIPS SUPPLIES	108479	REPAIR PARTS	496.25
CANADA POST CORPORATION	108480	POSTAGE SERVICES	126.92
CANADIAN CORPS COMMISSIONAIRES	108481	SECURITY SERVICES	20,138.98
AIR LIQUIDE CANADA INC.	108482	CHEMICALS AND WELDING PRODUCTS	2,426.26
DAVE CARROLL	108483	BAILIFF SERVICES	183.50
THOMSON REUTERS CANADA	108484	SUBSCRIPTION RENEWAL	489.77
INTEREX	108485	METAL/STEEL	368.00
COASTAL DOOR & FRAME LTD	108486	DOORS/FRAMES	708.40
SOBEY'S INC	108487	PET SUPPLIES	96.30
NORTH ATLANTIC SYSTEMS	108488	REPAIR PARTS	819.20
BLUE WATER MARINE & EQUIPMENT	108489	REPAIR PARTS	57.44
NORTRAX CANADA INC.,	108490	REPAIR PARTS	4,576.91
LAT49 ARCHITECTURE INC.	108491	PROFESSIONAL SERVICES	20,306.31
BEATTIE INDUSTRIAL	108492	REPAIR PARTS	54.57
MAC TOOLS	108493	TOOLS	882.11
NORTH ATLANTIC SUPPLIES INC.	108494	REPAIR PARTS	167.12
ELECTRO MECHANICAL SERVICES	108495	REPAIR PARTS	655.50
CBCL LIMITED	108496	PROFESSIONAL SERVICES	7,219.13
CLEARWATER POOLS LTD.	108497	POOL SUPPLIES	224.25
RENTOKIL PEST CONTROL	108498	PEST CONTROL	20,659.60
DULUX PAINTS	108499	PAINT SUPPLIES	36.43

NAME	CHEQUE #	DESCRIPTION	AMOUNT
PF COLLINS CUSTOMS BROKER LTD	108500	DUTY AND TAXES	55.37
COLONIAL GARAGE & DIST. LTD.	108501	AUTO PARTS	1,971.71
SCMA NEWFOUNDLAND AND LABRADOR	108502	MEMBERSHIP RENEWAL	454.25
PETER'S AUTO WORKS INC.	108503	TOWING OF VEHICLES	7,123.90
COMPUTROL FUEL SYSTEMS INC	108504	SOFTWARE RENEWAL	2,300.00
CONSTRUCTION SIGNS LTD.	108505	SIGNAGE	1,647.95
TIM HORTON'S STORE - HARVEY RD	108506	REFRESHMENTS	181.70
MAXXAM ANALYTICS INC.,	108507	WATER PURIFICATION SUPPLIES	5,528.63
J3 CONSTRUCTION LIMITED	108508	RENTAL OF EQUIPMENT	446.78
CRANE SUPPLY LTD.	108509	PLUMBING SUPPLIES	653.78
FASTENAL CANADA	108510	REPAIR PARTS	18.58
CUMMINS EASTERN CANADA LP	108511	REPAIR PARTS	245.63
MCINNES COOPER	108512	PROFESSIONAL SERVICES	2,579.25
CRAWFORD & COMPANY CANADA INC	108513	ADJUSTING FEES	1,089.00
DICKS & COMPANY LIMITED	108514	OFFICE SUPPLIES	2,159.75
NEWFOUNDLAND CAMERA	108515	PURCHASE OF CAMERA	229.99
WAJAX POWER SYSTEMS	108516	REPAIR PARTS	1,408.41
MADSEN POWER SYSTEMS	108517	REPAIR PARTS	670.29
REEFER REPAIR SERVICES (2015) LIMITED	108518	REPAIR PARTS	327.76
MUNICIPALITIES NEWFOUNDLAND AND LABRADOR	108519	REGISTRATION FEE	900.00
CANADIAN TIRE CORP.-MERCHANT DR.	108520	MISCELLANEOUS SUPPLIES	1,034.73
CANADIAN TIRE CORP.-KELSEY DR.	108521	MISCELLANEOUS SUPPLIES	506.93
JAMES R EALES EQUIP RENTAL LTD	108522	RENTAL OF EQUIPMENT	1,474.88
ELECTRIC MOTOR & PUMP DIV.	108523	REPAIR PARTS	339.25
NATIONAL ENERGY EQUIPMENT INC.	108524	PROFESSIONAL SERVICES	150.65
BASIL FEARN 93 LTD.	108525	REPAIR PARTS	287.50
IPS INFORMATION PROTECTION SERVICES LTD.	108526	PAPER SHREDDED ON SITE	98.56
EMERGENCY REPAIR LIMITED	108527	AUTO PARTS AND LABOUR	9,467.87
OMB PARTS & INDUSTRIAL INC.	108528	REPAIR PARTS	1,188.30
FRESHWATER AUTO CENTRE LTD.	108529	AUTO PARTS/MAINTENANCE	3,753.91
PRINCESS AUTO	108530	MISCELLANEOUS ITEMS	685.22
REVOLUTION ENVIRONMENTAL SOLUTIONS LP/TERRAPURE	108531	PROFESSIONAL SERVICES	207.00
CPA NEWFOUNDLAND AND LABRADOR	108532	MEMBERSHIP RENEWAL	2,380.50
MADSEN CONSTRUCTION EQUIPMENT INC.	108533	REPAIR PARTS	201.60
HARVEY & COMPANY LIMITED	108534	REPAIR PARTS	9,833.74
A HARVEY & CO. LTD.	108535	ROAD SALT	212,134.25
HARVEY'S OIL LTD.	108536	PETROLEUM PRODUCTS	105,419.14
HARVEY'S TRAVEL AGENCY LTD.	108537	AIRFARE COSTS	597.82
MS GOVERN	108538	PROFESSIONAL SERVICES	12,880.01
INTERSTATE ALL BATTERY CENTER	108539	BATTERIES	133.33
GUILLEVIN INTERNATIONAL CO.	108540	ELECTRICAL SUPPLIES	58.58
BRENNTAG CANADA INC	108541	CHLORINE	3,156.75
NU-QUEST DISTRIBUTION INC.	108542	SAFETY SUPPLIES	285.76
RONA	108543	BUILDING SUPPLIES	471.92
BELL DISTRIBUTION INC.	108544	CELL PHONES & ACCESSORIES	132.21

NAME	CHEQUE #	DESCRIPTION	AMOUNT
KNIGHTSBRIDGE ROBERTSON SURRETTE	108545	HUMAN RESOURCES CONSULTING FEES	2,875.00
FLEET READY LTD.	108546	REPAIR PARTS	369.84
HONDA ONE	108547	REPAIR PARTS	67.94
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	108548	REPAIR PARTS	9,894.97
PENNECON ENERGY TECHNICAL SERVICE	108549	PROFESSIONAL SERVICES	335,575.76
CH2M HILL	108550	PROFESSIONAL SERVICES	30,460.59
IMPRINT SPECIALTY PROMOTIONS LTD	108551	PROMOTIONAL ITEMS	505.26
ONX ENTERPRISE SOLUTIONS LIMITED	108552	PROFESSIONAL SERVICES	1,012.00
ISLAND HOSE & FITTINGS LTD	108553	INDUSTRIAL SUPPLIES	287.40
PINNACLE ENGINEERING LTD.	108554	PROFESSIONAL SERVICES	13,468.80
PRINTER TECH SOLUTIONS INC.,	108555	REPAIRS TO EQUIPMENT	482.44
MERCER'S PAVING INCORPORATED	108556	SNOW CLEARING SERVICES	11,346.66
KAVANAGH & ASSOCIATES	108557	PROFESSIONAL SERVICES	60,763.28
SAFETY FIRST-SFC LTD.	108558	PROFESSIONAL SERVICES	23,380.90
CENTINEL SERVICES	108559	REPAIR PARTS	1,197.85
PETROFORMA INC.,	108560	REPAIR PARTS	153.45
GENERAL MOTORS OF CANADA COMPANY	108561	PURCHASE OF VEHICLES (5)	149,240.10
MACKAY COMMUNICATIONS	108562	PROFESSIONAL SERVICES	1,253.69
PETHEALTH SERVICES INC.,	108563	PETPOINT LICENSE & SERVICE FEES	2,515.63
J.A. LARUE	108564	REPAIR PARTS	1,335.14
MARK'S WORK WEARHOUSE	108565	PROTECTIVE CLOTHING	91.86
MARTIN'S FIRE SAFETY LTD.	108566	SAFETY SUPPLIES	276.58
ALYSSA'S PROPERTY SERVICES PRO INC.,	108567	PROFESSIONAL SERVICES	14,199.60
DOCU GUARD/SHRED GUARD	108568	PROFESSIONAL SERVICES	174.02
REXEL CANADA ELECTRICAL INC.,	108569	REPAIR PARTS	407.11
DR. JAMISEN MERCER	108570	MEDICAL EXAMINATION FEE	20.00
MIKAN INC.	108571	LABORATORY SUPPLIES	1,071.11
CAP-IT	108572	REPAIR PARTS	855.54
FIT FOR WORK	108573	PROFESSIONAL SERVICES	852.50
PRINTERS PLUS	108574	OFFICE SUPPLIES	2,144.75
DR. LISA KIELEY	108575	MEDICAL EXAMINATION FEE	20.00
DEL EQUIPMENT - MONCTON	108576	COMPUTER SUPPLIES	1,491.45
THE MASTER GROUP	108577	REPAIR PARTS	2,869.25
BACALAO NOUVELLE CUISINE NEWFOUNDLAND INC.,	108578	CATERING SERVICES	4,172.50
MACKAY MARINE CANADA	108579	DESKTOP MIC	287.50
JEC DISTRIBUTORS INC.,	108580	REPAIR PARTS	4,713.15
WAJAX INDUSTRIAL COMPONENTS	108581	REPAIR PARTS	80.57
NU-WAY EQUIPMENT RENTALS	108582	RENTAL OF EQUIPMENT	12,650.00
NEWFOUND DISPOSAL SYSTEMS LTD.	108583	DISPOSAL SERVICES	27,109.58
NEWFOUNDLAND DISTRIBUTORS LTD.	108584	INDUSTRIAL SUPPLIES	1,000.27
NEWFOUNDLAND DESIGN ASSOCIATES	108585	PROFESSIONAL SERVICES	12,615.67
NEWFOUNDLAND POWER	108586	ELECTRICAL SERVICES	1,582.44
TOROMONT CAT	108587	AUTO PARTS	357.07
NORTH ATLANTIC PETROLEUM	108588	PETROLEUM PRODUCTS	40,401.19
BELL CANADA	108589	EQUIPMENT/SOFTWARE CHARGES	8,503.12

NAME	CHEQUE #	DESCRIPTION	AMOUNT
PENNECON ENERGY HYDRAULIC SYSTEMS	108590	REPAIR PARTS	5,442.48
PBA INDUSTRIAL SUPPLIES LTD.	108591	INDUSTRIAL SUPPLIES	1,886.09
ORKIN CANADA	108592	PEST CONTROL	131.10
ARIVA	108593	PAPER PRODUCTS	492.48
GCR TIRE CENTRE	108594	TIRES	10,259.19
CW PARSONS LIMITED	108595	PROFESSIONAL SERVICES	52,702.71
PETRO PLUS INC.	108596	REPAIR PARTS	1,638.75
CA PIPPY PARK COMMISSION	108597	RENTAL OF NORTH BANK LODGE	11,500.00
PUROLATOR COURIER	108598	COURIER SERVICES	56.47
NEWFOUNDLAND EXCHEQUER ACCOUNT	108599	GAZETTE PUBLICATION	75.82
REPROGRAPHICS LTD.	108600	TONER CARTRIDGES	61.95
RIDEOUT TOOL & MACHINE INC.	108601	TOOLS	204.70
NAPA ST. JOHN'S 371	108602	AUTO PARTS	124.19
THE ROYAL GARAGE LTD.	108603	AUTO PARTS	85.34
ROYAL FREIGHTLINER LTD	108604	REPAIR PARTS	2,136.39
S & S SUPPLY LTD. CROSSTOWN RENTALS	108605	REPAIR PARTS	2,107.49
ST. JOHN'S PORT AUTHORITY	108606	RESTRICTED AREA PASSES (7)	402.50
BIG ERICS INC	108607	SANITARY SUPPLIES	1,138.01
SAUNDERS EQUIPMENT LIMITED	108608	REPAIR PARTS	964.45
SANSOM EQUIPMENT LTD.	108609	REPAIR PARTS	7,609.83
STATE CHEMICAL LTD.	108610	CHEMICALS	2,916.40
TIBBS STARTERS & ALTERNATORS	108611	REPAIRS TO ALTERNATOR	276.00
TRACTION DIV OF UAP	108612	REPAIR PARTS	1,670.75
WESCO DISTRIBUTION CANADA INC.	108613	REPAIR PARTS	558.38
DR. D.G.HART	108614	MEDICAL EXAMINATION FEE	20.00
DR. COLLEEN KIRBY	108615	MEDICAL EXAMINATION FEE	20.00
DR. PAUL WALSH	108616	MEDICAL EXAMINATION FEE	40.00
BRUNSWICK NEWS INC.	108617	ADVERTISING	258.75
DISCOVERIES UNLIMITED	108618	PROFESSIONAL SERVICES	23.58
DR. NOEL BROWNE	108619	MEDICAL EXAMINATION FEE	20.00
DR. F.F. JARDINE	108620	MEDICAL EXAMINATION FEE	20.00
NEWFOUNDLAND & LABRADOR CONSTRUCTION SAFETY ASSOCIATIC	108621	MEMBERSHIP RENEWAL	1,380.00
MECHANICAL COMPONENTS LTD.	108622	REPAIR PARTS	1,173.58
IMSA ONTARIO	108623	REGISTRATION FEE	1,695.00
DR. ARTHUR RIDEOUT	108624	MEDICAL EXAMINATION FEE	20.00
DR. MEGAN ROBBINS	108625	MEDICAL EXAMINATION FEE	20.00
INSTITUTE OF MUNICIPAL ASSESSORS	108626	MEMBERSHIP RENEWAL	820.35
DR. RANDY HART	108627	MEDICAL EXAMINATION FEE	20.00
DR. PETER ROCKWOOD	108628	MEDICAL EXAMINATION FEE	20.00
SURVEYMONKEY	108629	GOLD PLAN RENEWAL	349.00
DR. ESLIER AGUILAR	108630	MEDICAL EXAMINATION FEE	40.00
DR. CYRIL RICHE	108631	MEDICAL EXAMINATION FEE	40.00
A HOLDING PLACE	108632	PROFESSIONAL SERVICES	293.25
DR. TINA SQUIRES	108633	MEDICAL EXAMINATION FEE	20.00
BARRY ROSS	108634	PROFESSIONAL SERVICES	4.40

NAME	CHEQUE #	DESCRIPTION	AMOUNT
DR. A.R. ROLFE	108635	MEDICAL EXAMINATION FEE	20.00
NL HOUSING & HOMELESSNESS NETWORK INC.	108636	HPS COMMUNITY ACTION FUND	2,000.00
GANDER RIVER HOLDINGS	108637	REFUND OVERPAYMENT OF TAXES	24,855.60
THE GREEN SIGN COMPANY	108638	SIGNAGE	117.30
KEITH WARD	108639	REFUND OVERPAYMENT OF TAXES	2,884.35
PROVINCIAL INVESTMENTS INC.	108640	COURIER SERVICES	148.11
RE:SOUND MUSIC LICENSING COMPANY	108641	PROFESSIONAL SERVICES	748.26
CANADA DAMAGE RECOVERY	108642	LEGAL CLAIM	1,952.79
DR. PINOS MPIANA	108643	MEDICAL EXAMINATION FEE	20.00
HEATHER MOORE	108644	REFUND SECURITY DEPOSIT	100.00
WILLIAM GEORGE	108645	REFUND SECURITY DEPOSIT	100.00
THE SHOPS AT GALWAY GP INCORPORATED	108646	REFUND OVERPAYMENT OF TAXES	53,436.60
FRED SQUIRES	108647	REFUND OVERPAYMENT OF TAXES	2,085.01
ESTATE OF WILLIAM FRIZZEL	108648	REFUND SECURITY DEPOSIT	3,603.60
ADELAIDE TUCKER	108649	REFUND OVERPAYMENT OF TAXES	1,509.96
DEBBIE MILLER	108650	PROFESSIONAL SERVICES	148.32
DONNA MERCER	108651	REFUND SECURITY DEPOSIT	500.00
DANIEL AYEH	108652	REFUND SECURITY DEPOSIT	40.00
JOHN FLOOD	108653	LEGAL CLAIM	536.15
CAPITAL FLEET REPAIR AND COLLISION CENTRE INC. & MICHAEL GOD	108654	LEGAL CLAIM	1,537.61
LLOYD & EILEEN WICKS	108655	REFUND SECURITY DEPOSIT	334.69
DANIEL SCHOONHOVEN	108656	REFUND SECURITY DEPOSIT	1,621.11
ST. PATRICK'S DEANERY	108657	REFUND SECURITY DEPOSIT	20,625.08
CATHERINE MOFFATT	108658	REFUND SECURITY DEPOSIT	320.00
LORRAINE COLLINS	108659	REFUND SECURITY DEPOSIT	684.98
WEATHERFORD CANADA PARTNERSHIP	108660	REFUND SECURITY DEPOSIT	562.32
PAN-MARITIME ENERGY SERVICES INC.	108661	REFUND SECURITY DEPOSIT	1,048.70
O'CONNELL, BRENDAN	108662	PURCHASE OF BOOK	257.05
WALSH, MARY	108663	VEHICLE BUSINESS INSURANCE	181.00
HUNT, EDMUND	108664	MILEAGE - CROSSING GUARD PROGRAM	71.50
SHEPPARD, SUSAN	108665	MILEAGE - CROSSING GUARD PROGRAM	110.54
COFFEY, DEREK	108666	CPA MEMBERSHIP RENEWAL	1,190.25
HARRIS, BRYANT	108667	MILEAGE	48.82
PENNEY, LISA	108668	MILEAGE - CROSSING GUARD PROGRAM	132.17
STRAIT, MARIE	108669	MILEAGE - CROSSING GUARD PROGRAM	76.60
ANGELA BLANCHARD	108670	MILEAGE	38.45
SULLIVAN, DAPHNE	108671	MILEAGE	242.99
COURAGE, SCOTT	108672	MILEAGE	69.27
BRUCE PEARCE	108673	EMPLOYMENT RELATED EXPENSES	291.19
BENNETT, GLENN	108674	MILEAGE - CROSSING GUARD PROGRAM	62.85
KINSELLA, PAULA	108675	MILEAGE - CROSSING GUARD PROGRAM	139.00
CHERYL ABBOTT	108676	COURSE FEE	75.00
JAMES LENNON MATCHIM	108677	COURSE FEE	75.00
KRISTA GLADNEY	108678	MILEAGE	24.41
VICTORIA ETCHEGARY	108679	EMPLOYMENT RELATED EXPENSES	66.84

NAME	CHEQUE #	DESCRIPTION	AMOUNT
SIMONE LILLY	108680	MILEAGE	53.96
DAVE INNES	108681	MILEAGE - CROSSING GUARD PROGRAM	53.62
CARLIE WHITE	108682	MILEAGE	638.35
GERALD TILLEY	108683	MILEAGE - CROSSING GUARD PROGRAM	139.00
STEPHEN KELSEY	108684	MILEAGE - CROSSING GUARD PROGRAM	132.17
ANTHONY TAYLOR	108685	MILEAGE - CROSSING GUARD PROGRAM	63.68
JEWER BAILEY CONSULTANTS LIMITED	108686	PROFESSIONAL SERVICES	812.13
TELECON INC.	108687	PROFESSIONAL SERVICES	1,876.16
SHOPPERS DRUG MART (VITAL PHARMACY INC.)	108688	SALINE SOLUTION	292.91
MIKE HOWARD	108689	COURT OF APPEAL REFUND	120.00
SHANNON O'DEA-DAWSON	108690	COURT OF APPEAL REFUND	180.00
DAPHNE SHEAVES	108691	COURT OF APPEAL REFUND	60.00
WORKPLACE HEALTH, SAFETY AND COMPENSATION COMMISSION OF	108692	PAYROLL DEDUCTIONS	1,003,231.39
HARTY'S INDUSTRIES	108693	STEEL FLAT BAR	379.05
HARTY'S INDUSTRIES	108694	STEEL FLAT BAR	207.45
<b>Total:</b>			<b>\$ 3,128,286.22</b>

# MEMORANDUM

Date: March 14, 2017  
To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley  
From: Sherri Higgins– Buyer  
Re: Council Approval – Supply of 15W40 - 2017035

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The results of Tender 2017035 Supply of 15W40 are stated below:

Supply of 15W40		
TENDER #2017035 – March 8, 2017- 3:00 PM		
Shoreline Lubricants and Industrial Supply	Liter	\$ 2.43
Parts for Trucks	Liter	\$ 2.67
Harvey's Oil Ltd	Liter	\$ 2.90
Total Canada Inc	Liter	\$ 3.12
North Atlantic	Liter	\$ 3.58
Colonial Auto Parts	Liter	\$ 3.96
Certified Lab Products	Liter	\$ 6.00

It is recommended to award this Tender to the lowest bidder meeting all specifications, Shoreline Lubricants and Industrial Supply as per the Public Tendering Act.

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

Taxes (HST) extra to price quoted

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



# MEMORANDUM

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Date: March 16, 2017  
To: Agenda, Senior Executives  
From: Rick Squires  
Re: Council Approval for Contract Award Without Tender Invitation – Xylem

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It is recommended by Lynnann Winsor, Deputy City Manager – Public Works, to award this contract to Xylem who is the sole supplier of parts and labour to repair the submersible inlet pump. This contract is for \$54,562.55, as per the attached Public Tendering Act Exception Report.

Taxes are not included in the quoted price.



Rick Squires  
Manager, Materials

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# ST. JOHN'S

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

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

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

**REPORT ON CONTRACT AWARD WITHOUT TENDER INVITATION**

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

Contract Description

Supply parts, labor and shipping to repair submersible inlet pump.

Contractor, Supplier or Lessor:

Name: Xylem

Address: 157 Glencoe Drive Mt. Pearl

Contract Price \$ 54 562.55 Date of Award: February 16, 2017

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


3(2)(b) 3(2)(d)  3(2)(e) 4(1)(b) 4(5)

Reason(s) why the tender was not invited:

Pump has to be shipped to manufacturer in Quebec to facilitate repairs.

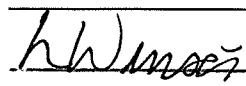
Head of Government-Funded Body

Prepared by: Cory Hoddinott

  
City Manager

Date: February 16, 2017

Date: Feb 20/17

\* 

## **CONTRACT AWARD WITHOUT TENDER INVITATION**

### **Relevant Exemption Clauses:**

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

# DECISION/DIRECTION NOTE

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**Title:** Assessment Rates for 2017

**Date Prepared:** March 14, 2017

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

**Councillor and Role:** N/A

**Ward:** N/A

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## **Decision/Direction Required:**

To set the Assessment Rates for 2017

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

Under the City's Assessment Policy Council has to set the new assessment rates each year for civic improvements which are to be completed in that year. Assessment rates are determined by multiplying established base assessment rates by an adjustment factor. This adjustment factor is the ratio of current construction costs to costs estimated using the City's base unit prices. This procedure allows the adjustment factor to reflect changes in construction costs from year to year.

## **Key Considerations/Implications:**

1. Budget/Financial Implications:  
N/A – Assessments are not considered part of the project funding
2. Partners or Other Stakeholders:  
Applicable City of St. John's Property Owners
3. Alignment with Strategic Directions/Adopted Plans:  
Aligns with the goals of Fiscal Responsibility – Develops appropriate user fee policies
4. Legal or Policy Implications:  
Assessments required as per the City of St. John's Act
5. Engagement and Communications Considerations:  
Assessment details are communicated to applicable properties
6. Human Resource Implications:  
N/A

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# ST. JOHN'S

7. Procurement Implications:  
N/A

8. Information Technology Implications:  
N/A

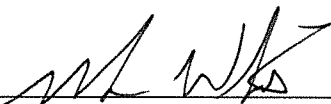
9. Other Implications:  
N/A

**Recommendation:**

It is recommended that Council approve the Assessment Rates for 2017.


**Prepared by/Signature:**

**Mark White, P. Eng., Constructure**

Signature:  \_\_\_\_\_

**Approved by/Date/Signature:**

**Brendan O'Connell, P. Eng., Director of Engineering**

Signature:  \_\_\_\_\_

MW/dm

Attachment: List of Assessment Rates for 2017

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**Assessment Rates for 2017**

Watermain	\$ 185.00/m
Sanitary Sewer	\$ 169.00/m
Storm Sewer	\$ 110.00/m
Water Service	\$1,205.00/EA
Sanitary Service	\$1,243.00/EA
Storm Service	\$1,243.00/EA
Commercial Water Service	\$4,566.00/EA
Commercial Sanitary Service	\$2,205.00/EA
Commercial Storm Service	\$2,020.00/EA
Street Improvement	\$ 99.00/m
New Street	Full Cost Recovery
Sidewalk	\$ 24.00/m
Rural Street Upgrading	\$ 84.00/m

# INFORMATION NOTE

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Title: Snow Clearing Budget Update

Date Prepared: March 15, 2017

Report To: Mayor and Council

Ward: All Wards

Issue: Provide an update of the Snow Clearing Budget as of the end of February 2017

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

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

#### **1. Budget/Financial Implications**

The Snow Clearing expenditures, as of the end of February 2017, is within 1% of the Year to Date budget. It is important to note that this is only a snapshot at a point in time. There is a slight degree of uncertainty associated with the timing of Fleet Costs and Salt, as there can be delays between when these costs are incurred and when they are reallocated to the Division.

#### **2. Partners or Other Stakeholders**

Residents

#### **3. Alignment with Strategic Directions/Adopted Plans**

A City for All Seasons  
Neighbourhoods Build Our City

#### **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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# ST. JOHN'S

**8. Information Technology Implications**

N/A

**9. Other Implications**

N/A

Conclusion/Next Steps:

Staff will keep Council informed of the status of the Snow Clearing budget.

Prepared by/Signature:

David Crowe  
Manager, Roads Division

Approved by/Date/Signature:

Lynnann Winsor  
Deputy City Manager, Public Works

Attachments:



**City of St. John's**  
**3231 Snow Clearing**  
**For the Two Months Ending Tuesday, February 28, 2017**

ACCOUNT DESCRIPTION	YEARLY	Y.T.D.	Y.T.D.	Y.T.D.	% Y.T.D.	BUDGET	% BUDGET
<i>EXPENDITURE</i>	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE	REMAINING	REMAINING
<b>PERSONNEL SERVICES</b>							
SALARIES AND WAGES	4,104,534	1,707,558	1,833,443	(125,885)	-7.4%	2,271,092	55.3%
LABOUR OVERTIME	550,000	225,000	418,759	(193,759)	-86.1%	131,241	23.9%
TOOL ALLOWANCE	0	0	150	(150)	0.0%	(150)	0.0%
EMPLOYER CONTRIBUTIONS	1,135,929	472,090	511,748	(39,658)	-8.4%	624,181	54.9%
WORKERS COMPENSATION INS.	0	0	17,222	(17,222)	0.0%	(17,222)	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>5,790,463</b>	<b>2,404,648</b>	<b>2,781,322</b>	<b>(376,674)</b>	<b>-15.7%</b>	<b>3,009,141</b>	<b>52.0%</b>
<b>CONTRACTUAL SERVICES</b>							
CONTRACTUAL SERVICES	33,200	13,280	42,587	(29,307)	-220.7%	(9,387)	-28.3%
TELEPHONE	0	0	71	(71)	0.0%	(71)	0.0%
AVL DATA COMMUNICATION	87,700	14,617	12,423	2,193	15.0%	75,277	85.8%
WEATHER REPORTS	136,500	22,750	10,817	11,933	52.5%	125,683	92.1%
CABLE/SATELLITE SERVICE	2,396	399	150	249	62.4%	2,246	93.7%
ADVERTISING	0	0	0	0	0.0%	0	0.0%
CLAIMS	10,000	0	0	0	0.0%	10,000	100.0%
EMPLOYEE TRAINING	19,500	4,875	0	4,875	100.0%	19,500	100.0%
FLEET COSTS	4,497,810	749,635	718,786	30,849	4.1%	3,779,024	84.0%
RENTAL OF TRUCKS	268,100	187,670	149,179	38,491	20.5%	118,921	44.4%
LEASE OF HEAVY EQUIPMENT	1,009,100	336,367	307,363	29,004	8.6%	701,737	69.5%
RENTAL OF OTHER EQUIPMENT	4,900	2,205	0	2,205	100.0%	4,900	100.0%
RENTAL OF OTHER VEHICLES	11,700	0	0	0	0.0%	11,700	100.0%
SNOW CLEARING & ICE CONTROL	146,200	48,733	775	47,959	98.4%	145,425	99.5%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>6,227,106</b>	<b>1,380,531</b>	<b>1,242,151</b>	<b>138,380</b>	<b>10.0%</b>	<b>4,984,955</b>	<b>80.1%</b>
<b>MATERIALS AND SUPPLIES</b>							
FOOD AND REFRESHMENTS	2,325	1,046	0	1,046	100.0%	2,325	100.0%
SAND	4,900	3,920	6,375	(2,455)	-62.6%	(1,475)	-30.1%
SALT	2,900,000	1,700,000	1,513,634	186,366	11.0%	1,386,366	47.8%
SNOW FENCING	2,400	0	0	0	0.0%	2,400	100.0%
LUBRICATING OILS	27,300	14,625	11,471	3,154	21.6%	15,829	58.0%
WELDING SUPPLIES	43,400	25,357	33,549	(8,192)	-32.3%	9,851	22.7%
VECH. & EQUIP. REPAIR PARTS	117,000	46,800	39,306	7,494	16.0%	77,694	66.4%
TIRE CHAINS	0	0	0	0	0.0%	0	0.0%
SAFETY EQUIPMENT	8,800	6,844	4,039	2,806	41.0%	4,761	54.1%
HAND TOOLS & SMALL EQUIP.	19,500	11,700	5,475	6,225	53.2%	14,025	71.9%
TOILETRIES	0	0	28	(28)	0.0%	(28)	0.0%
CLEANING SUPPLIES	4,400	2,444	4,006	(1,561)	-63.9%	394	9.0%
MISCELLANEOUS MATERIALS	2,900	1,933	202	1,731	89.5%	2,698	93.0%
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>3,132,925</b>	<b>1,814,671</b>	<b>1,618,084</b>	<b>196,586</b>	<b>10.8%</b>	<b>1,514,841</b>	<b>48.4%</b>
<b>OTHER TRANSACTIONS</b>							
FLEET CAPITAL COSTS	796,739	0	0	0	0.0%	796,739	100.0%
<b>TOTAL OTHER TRANSACTIONS</b>	<b>796,739</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>796,739</b>	<b>100.0%</b>
<b>TOTAL EXPENDITURE THIS PROGRAM</b>	<b>15,947,233</b>	<b>5,599,850</b>	<b>5,641,557</b>	<b>(41,707)</b>	<b>-0.7%</b>	<b>10,305,676</b>	<b>64.6%</b>

# DECISION/DIRECTION NOTE

**Title:** Winter Shift Continuation

**Date Prepared:** March 16, 2017

**Report To:** Mayor and Councillors

**Councillor and Role:**

**Ward:**

**Decision/Direction Required:** Extend Winter Shift for one week until April 1, 2017.

**Discussion – Background and Current Status:** Winter snow clearing shift is scheduled to end the week of March 25, 2017. Amec has provided a summary regarding possible weather for the next couple of weeks. As you know, predicting weather this far in advance is more of an art than a science. Amec has stated “There are no obvious signs that winter is going to relax its grip. Next week is a weather pattern that has some potential to generate snowstorms. Beyond the 25<sup>th</sup>, temperatures are predicted to be near seasonal, but with a weather pattern that leads to above normal precipitation”

**Key Considerations/Implications:**

1. **Budget/Financial Implications:** The cost for the week extension would be approximately \$100,000.
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:** Access Center and Public will be made aware of the extension of shift. City of St. John’s social media sites will be updated.
6. **Human Resource Implications:** Human Resources are aware of the extension and will process appropriately.
7. **Procurement Implications:** n/a
8. **Information Technology Implications:** IT to be notified to extend snow clerks computer access for one week.
9. **Other Implications:** n/a



**Recommendation:** Based on the summary provided from AMEC and the winter conditions the City has seen so far, I would recommend we extend the winter shift for one week and reassess at that time if a further extension is required.

**Prepared by/Signature:** Jeanette Collins

**Approved by/Date/Signature:**

**Attachments:**

**E-Poll, March 21, 2017**

**Council approval to extend the winter shift for one week and reassess at that time if a further extension is required.**

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

# DECISION/DIRECTION NOTE

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**Title:** Temporary Enclosure of Sidewalk Patio at O'Reilly's Irish Pub  
**Date Prepared:** March 16, 2017  
**Report To:** His Worship Mayor O'Keefe & Members of Council  
**Ward:** 2

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**Decision/Direction Required:**

To seek direction on the construction of a temporary enclosure for the sidewalk patio at O'Reilly's Irish Pub.

**Discussion – Background and Current Status:**

At the March 12<sup>th</sup> Development Committee meeting, an application was discussed pertaining to the temporary enclosure of the sidewalk patio at O'Reilly's Irish Pub on George Street for the St. Patrick's Day weekend. The enclosure was to consist of plywood and plastic sheeting. While the enclosure met safety requirements, the Committee felt that such temporary enclosures would be aesthetically displeasing and detract from the overall George Street streetscape. The Committee further felt that a temporary structure to increase capacity at one establishment would be negatively received by other adjacent establishments. Since the Committee meeting the applicant has revised the enclosure to consist of a combination of plywood and plexiglass and will be painted to match the façade of the existing building.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications: Not applicable.

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**ST. JOHN'S**

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.

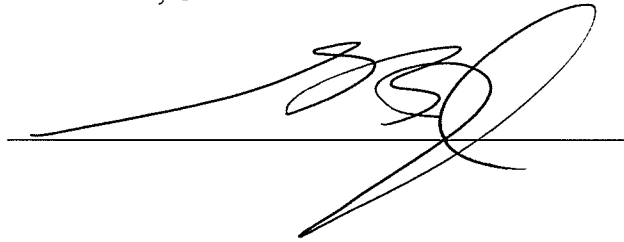
**Recommendations:**

It is recommended that Council consider the Development Committee deliberations and vote to either approve or reject the application for the temporary enclosure.

**Approved by/Date/Signature:**

Jason Sinyard - Deputy City Manager, Planning, Engineering & Regulatory Services  
Development Committee, Chair

Signature:

A handwritten signature in black ink, appearing to be 'JS', written over a horizontal line. The signature is stylized and cursive.

**E-Poll, March 21, 2017**

**Council approval to temporarily enclose O'Reilly's sidewalk patio for the St. Patrick's Day weekend using a combination of plywood and plexiglass.**

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