

**AGENDA
REGULAR MEETING**

**November 9, 2015
4:30 p.m.**

ST. JOHN'S

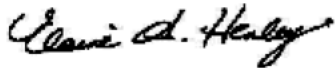
MEMORANDUM

November 6, 2015

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 November 9, 2015 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



AGENDA
REGULAR MEETING - CITY COUNCIL
November 9, 2015 – 4:30 p.m. – Council Chambers, 4th Floor, City Hall

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF THE MINUTES

- a. Minutes of November 2, 2015

4. DELEGATIONS

5. BUSINESS ARISING FROM THE MINUTES

a. **Included in the Agenda:**

- St. John's Municipal Plan Amendment Number 115, 2015, and St. John's Development Regulations Amendment Number 576, 2015 Application to rezone to CCO Zone for proposed hotel development, 150 New Gower Street (corner of Springdale Street), PDE File No: REZ1100116
Applicant: Manga Hotels

b. **Other Matters**

6. NOTICES PUBLISHED

7. PUBLIC HEARINGS

8. COMMITTEE REPORTS

- a. Audit & Accountability Standing Committee Report of October 22, 2015
- b. Community Services & Housing Standing Committee Report of October 27, 2015
- c. Development Committee Report of November 3, 2015
- d. Special Events Advisory Committee Report of November 4, 2015

9. RESOLUTIONS

10. DEVELOPMENT PERMITS LIST

- October 29 - November 4, 2015

11. BUILDING PERMITS LIST

- October 29 – November 4, 2015

12. REQUISITIONS, PAYROLLS AND ACCOUNTS LIST

- Week Ending November 4, 2015

13. TENDERS/RFPS

- a. Tender 2015145 - Collection and Disposal of Household Hazardous Waste (RHB)

14. NOTICES OF MOTION, WRITTEN QUESTIONS AND PETITIONS

15. OTHER BUSINESS

- a. Economic Update – November 2015

16. ADJOURNMENT

.

**MINUTES
REGULAR MEETING - CITY COUNCIL
November 2, 2015 - 4:30 p.m. - Council Chambers**

Present	Mayor D. O'Keefe Deputy Mayor R. Ellsworth Councillor T. Hann Councillor S. Hickman Councillor A. Puddister Councillor D. Breen Councillor J. Galgay Councillor B. Tilley Councillor W. Collins	Regrets	Councillor B. Davis Councillor D. Lane
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Others City Manager
Deputy City Manager of Community Services
Deputy City Manager of Public Works
Deputy City Manager of Corporate Services
Acting Deputy City Manager of Financial Management
Acting Deputy City Manager of Planning, Development & Engineering
City Solicitor
Chief Municipal Planner
Senior Legislative Assistant

CALL TO ORDER/ADOPTION OF AGENDA

SJMC2015-11-02/492R

Moved – Councillor Galgay; Seconded – Councillor Collins

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

SJMC2015-11-02/493R

Moved – Councillor Puddister; Seconded – Councillor Breen

That the minutes of October 26, 2015 be adopted as presented.

CARRIED UNANIMOUSLY

NOTICES PUBLISHED

Council considered the following notices published:

- A Change of Non-Conforming Use Application has been submitted requesting permission to occupy a portion of the basement at 36 Harbour View Avenue as a subsidiary apartment.
- A Discretionary Use (Non-confirming Use) application has been submitted by Quantity Surveying Services Ltd. to develop a residential dwelling at Civic No. 208 Hussey Drive. The proposed modular home will have a floor area of 60 square metres.

SJMC2015-11-02/494R

Moved – Councillor Breen; Seconded – Councillor Hickman

That the applications be approved subject to all applicable City requirements.

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

120 Lemarchant Road – Public Meeting October 14, 2015
Application to Rezone to Apartment High Density (A3) Zone to Develop a 64-
Unit Apartment Building
St. John's Municipal Plan Amendment Number 135, 2015, and
St. John's Development Regulations Amendment Number 624, 2015
PDE File No: REZ1300004/EAR1500034
Applicant: RJC Services for PAR Holdings Ltd.

SJMC2015-11-02/495R

Moved – Councillor Puddister; Seconded – Councillor Tilley

That Council adopt-in-principle the proposed amendments. Staff will then forward them to the Department of Municipal and Intergovernmental Affairs with a request for release.

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

Development Committee Report of October 27, 2015

[Link to Report](#)

Council considered the above noted report.

SJMC2015-11-02/496R

Moved – Councillor Puddister; Seconded – Councillor Galgay

That the report be approved as presented.

CARRIED UNANIMOUSLY

Planning & Development Standing Committee of October 20, 2015

[Link to Report](#)

Council considered the above noted report:

SJMC2015-11-02/497R

Moved – Councillor Puddister; Seconded – Councillor Tilley

That the report be approved as presented.

CARRIED UNANIMOUSLY

DEVELOPMENT PERMITS LIST

[Link to List](#)

Council considered as information the Development Permits List for the period October 22, 2015 to October 28, 2015.

BUILDING PERMITS LIST

[Link to List](#)

Council considered the Building Permits list for the period of October 22 – 28, 2015.

SJMC2015-11-02/498R

Moved – Councillor Puddister; Seconded - Councillor Davis

That the building permits list for the period October 21 – 28, 2015 be approved as presented.

CARRIED UNANIMOUSLY

REQUISITIONS, PAYROLLS AND ACCOUNTS

[Link to Memo](#)

Council considered the requisitions, payrolls and accounts for the week ending October 21, 2015.

SJMC2015-11-02/499R

Moved – Councillor Collins; Seconded – Councillor Galgay

That the Payrolls and Accounts for the week ending October 28, 2015 be approved.

CARRIED UNANIMOUSLY

TENDERS/RFP's

Council considered the following tenders:

- RFP City of St. John's Fleet Review
- Tender 2015144 Litter Collection (RHB)

SJMC2015-11-02/500R

Moved – Councillor Collins; Seconded – Councillor Galgay

That the tenders be awarded respectively as follows as per the Public Tendering Act:

- **Fleet Review**
 - **KPMG: \$146,520.00 (excluding HST)**
- **Litter Collection (RHB)**
 - **Alyssa's Property Services Pro Inc.: \$195,300.00 per year**
 - **(HST extra to the price quoted.)**

CARRIED UNANIMOUSLY

OTHER BUSINESS

8 Wishingwell Place – Sale of City Land and Easement

Council considered a memo dated October 29, 2015 from the City Solicitor regarding the above noted.

SJMC2015-11-02/501R

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Puddister

That Council authorize the Mayor and City Clerk to execute the Deed of Conveyance and accept the recommendation of the City Solicitor to finalize the transfer of the land to the owner of 8 Wishingwell Place for the agreed upon price of \$375.00 plus administration fees and HST, subject to the easement needed by water waste water.

CARRIED UNANIMOUSLY

Information Note – Ensure adherence to legislation in placement and removal of election signage

Council considered the above noted for information purposes and agreed that there should be adherence to placement and removal of election signs and that the three political leaders be written to advise candidates of the same given the upcoming Provincial elections.

Public Approval of Terms of Reference for Advisory Committees, Expert Panels and Working Groups

[Link to List](#)

Council considered the above noted decision note dated October 29, 2015 from the Supervisor of Legislative Services

SJMC2015-11-02/502R

Moved – Councillor Collins; Seconded – Councillor Galgay

That the Terms of Reference for Advisory Committees, Expert Panels and Working Groups be approved as presented.

CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business, the meeting adjourned at 4:30 p.m.

MAYOR

CITY CLERK

REPORTS/RECOMMENDATION

Development Committee

October 27, 2015 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

1. 85 Blackhead Crescent – Crown land grant for extension of private property

It is recommended by the Development Committee that Council reject the application as the property is located within the Rural Zone where residential development is only permitted if the dwelling is accessory to a Forestry or Agricultural Use as per Section 10.38.1. A well and septic system would be required if a dwelling was permitted. In this case as noted above a dwelling is not permitted.

Jason Sinyard
Acting Chair

Appendix to Regular Minutes, November 2, 2015

REPORT

PLANNING & DEVELOPMENT COMMITTEE MEETING

October 20, 2015 – 12:00 p.m. – Conference Room A, 4th Floor, City Hall

Present: Councillor Art Puddister, Chairperson
Deputy Mayor Ron Ellsworth
Councillor Sandy Hickman
Councillor Jonathan Galgay
Councillor Bruce Tilley
Councillor Danny Breen
Neil Martin, City Manager
David Blackmore, Deputy City Manager of Planning, Development & Engineering
Jason Sinyard, Director of Planning & Development
David Crowe, Operations Supervisor
Ken O'Brien, Chief Municipal Planner
Dave Wadden, Manager - Development Engineering (left at 12:30 p.m.)
Arthur MacDonald, Planner III Urban Design & Heritage
Kathy Driscoll, Senior Legislative Assistant

1. **H3 Development – Servicing of property on Kenmoung Road**

A delegation consisting of Robin King, Habourside Engineering and Burt Hickman of Hickman Motors spoke to the above noted.

Moved – Councillor Galgay; Seconded – Councillor Tilley

The Committee agreed to refer this item back to staff for review.

2. **Bell Mobility – Revisions to the Siting Protocol for Wireless Facilities**

A delegation consisting of Paul Greene and Mike Kirkland of Bell Mobility spoke to the above noted.

Moved – Councillor Tilley; Seconded - Councillor Galgay

That this item be referred back to staff for a recommendation.

3. **267 Mundy Pond Road**

A delegation consisting of Debbie Hanlon and Roy Squires spoke to the above noted. Ms. Hanlon advised that she had previously made application with the City and through the process Council did not support rezoning of the application. She further advised that she was willing to make any necessary changes/revisions to the plans to accommodate City requirements.

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Moved – Councillor Tilley; Seconded – Counillor Breen

That staff contact Ms. Hanlon and advise her to make a new application for consideration and review.

CARRIED UNANIMOUSLY

4. **80 Doyle’s Road rezoning to R2 Condo Zone for 24 units**

The Committee considered the above noted decision note dated October 13, 2015 from the City’s Planner II.

Moved – Councillor Breen; Seconded – Councillor Galgay

The Committee recommends the applicant be required to prepare a land-use assessment report (LUAR) under terms of reference approved by Council. Once the report is prepared and accepted, the application should be referred to a public meeting chaired by a member of Council.

CARRIED UNANIMOUSLY

5. **Text Amendment to the R2 Condo Zone regarding townhouses**

The Committee considered the above noted decision note dated October 13, 2015 from the City’s Planner III.

Moved – Councillor Hickman; Seconded - Deputy Mayor Ellsworth

The Planning and Development Committee agreed to a text amendment to the Residential Medium Density – Condominium (R2 – Condo) Zone, replacing Townhousing with Townhouse Cluster, and to direct staff to advertise the amendment for public review and comment. Upon completion of this process, the amendment would then be referred to a future Regular Meeting of Council for consideration of adoption.

CARRIED UNANIMOUSLY

Councillor Art Puddister
Chairperson

DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, DEVELOPMENT AND ENGINEERING
FOR THE PERIOD OF October 22, 2015 TO October 28, 2015

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
AG		Building Lot	186B Brookfield Road	5	Approved	15-10-22
COM	Pinnacle Engineering	Galway Clearing, Grubbing and USM Removal – Contract 8	625 Southlands Boulevard	5	Approved	15-10-22

*	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
Development Division –
PDE Department

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Building Permits List

Council's November 02, 2015 Regular Meeting

Permits Issued: 2015/10/21 To 2015/10/28

Class: Commercial

88 Thorburn Rd	Co	Taxi Business
57 Blackmarsh Rd	Ms	Place Of Assembly
203 Blackmarsh Rd	Ms	Retail Store
23 Cashin Ave	Ms	Clinic
44 Crosbie Rd	Ms	Convenience Store
84-86 Elizabeth Ave	Ms	Service Shop
84-86 Elizabeth Ave	Ms	Retail Store
37 Elizabeth Ave	Sn	Retail Store
83 Elizabeth Ave	Ms	Retail Store
391-395 Empire Ave	Ms	Club
324 Frecker Dr	Ms	Convenience Store
25 Hebron Way	Ms	Retail Store
189 Higgins Line	Ms	Office
61 James Lane	Ms	Warehouse
50 Kelsey Dr	Ms	Retail Store
58 Kenmount Rd	Ms	Office
120 Kenmount Rd	Ms	Car Sales Lot
120 Kenmount Rd	Ms	Car Sales Lot
222 Kenmount Rd	Ms	Retail Store
193 Kenmount Rd	Ms	Restaurant
409 Kenmount Rd	Ms	Car Sales Lot
461 Kenmount Rd	Ms	Car Sales Lot
475 Kenmount Rd	Ms	Car Sales Lot
479 Kenmount Rd	Ms	Car Sales Lot
515 Kenmount Rd	Ms	Retail Store
75 Kiwanis St	Ms	Club
90 Logy Bay Rd	Ms	Club
225 Logy Bay Rd	Ms	Retail Store
215 Major's Path	Ms	Retail Store
139 Mayor Ave	Ms	Place Of Assembly
10 Messenger Dr	Ms	Retail Store
34 New Cove Rd	Ms	Clinic
119 New Cove Rd	Ms	Clinic
340 Newfoundland Dr	Ms	School
446 Newfoundland Dr	Ms	Restaurant
60 O'leary Ave	Ms	Retail Store
62 Pippy Pl	Ms	Office
9-11 Pippy Pl	Sn	Commercial Garage
59-61 Pippy Pl	Ms	Retail Store
40 Airport Heights Dr	Ms	Retail Store
279 Portugal Cove Rd	Ms	Clinic
283 Portugal Cove Rd	Ms	Retail Store
25 Rhodora St	Ms	Condominium
35 Ridge Rd	Ms	Club
46-50 Robin Hood Bay Rd	Ms	Industrial Use
465 East White Hills Rd	Ms	Retail Store
10 Stavanger Dr	Ms	Retail Store
16 Stavanger Dr	Ms	Restaurant
410 Stavanger Dr	Ms	Retail Store
410 Stavanger Dr	Ms	Retail Store
3 Stavanger Dr	Ms	Restaurant
415 Stavanger Dr	Ms	Restaurant
86 Thorburn Road	Ms	Convenience Store
86 Thorburn Rd	Ms	Convenience Store

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88 Thorburn Rd	Ms	Retail Store
446 Topsail Rd	Ms	Service Station
644 Topsail Rd	Ms	Retail Store
681 Topsail Rd	Ms	Place Of Amusement
10 Elizabeth Ave	Ms	Office
120 Torbay Rd	Ms	Office
192-194 Torbay Rd	Ms	Eating Establishment
320 Torbay Rd	Ms	Club
426 Torbay Rd	Ms	Retail Store
430 Torbay Rd	Ms	Tavern
710 Torbay Rd	Ms	Retail Store
351 Water St	Sn	Retail Store
10 Lemarchant Rd	Rn	Mixed Use
87 Old Pennywell Rd	Cr	Take-Out Food Service
12-20 Highland Dr	Rn	Mixed Use
431-435 Main Rd	Rn	Custom Workshop
10 Elizabeth Ave	Rn	Retail Store
8 Merrymeeting Rd	Rn	Retail Store
45 Ropewalk Lane	Rn	Retail Store
496 Topsail Rd	Rn	Retail Store
16-72 Hamlyn Rd, Unit 0150	Cr	Retail Store
632 Topsail Rd	Rn	Service Station
334 Water St	Cr	Office
330 Portugal Cove Pl	Rn	Office
114 Cabot St	Rn	Mixed Use
79 Blackmarsh Rd	Rn	Light Industrial Use
60 Elizabeth Ave	Rn	Retail Store
1 Church Hill	Rn	Office
38 Ropewalk Lane Burger King	Nc	Eating Establishment
130 Kelsey Dr	Nc	Office
Freshwater Rd	Rn	Retail Store
16 Hamlyn Rd	Nc	Retail Store

This Week \$ 2,918,789.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

101 Macdonald Dr	Ms	Place Of Amusement
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This Week \$.00

Class: Residential

5 Arnold Loop	Nc	Patio Deck
1 Capulet St	Nc	Fence
11 Caravelle Pl, Lot 24	Nc	Single Detached & Sub.Apt
58 Carrick Dr	Nc	Patio Deck
16 Carty Pl	Nc	Accessory Building
5 Cherrybark Cres, Lot 249	Nc	Single Detached & Sub.Apt
31 Cherrybark Cres	Nc	Accessory Building
8 Douglas St	Nc	Fence
171 Forest Rd	Nc	Accessory Building
41 Francis St	Nc	Accessory Building
5 Greenspond Dr	Nc	Patio Deck
9 Hazelwood Cres	Nc	Patio Deck
16 Hickman Pl	Nc	Fence
5 Kenai Cres	Nc	Fence
28 Liverpool Ave	Nc	Patio Deck

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14 Marshall Pl	Nc	Accessory Building
16 Orlando Pl. Lot #254	Nc	Single Detached Dwelling
348 Ruby Line	Nc	Accessory Building
553 Southside Rd, Unit A	Nc	Semi-Detached Dwelling
553 Southside Rd, Unit B	Nc	Semi-Detached Dwelling
13 Sugar Pine Cres	Nc	Accessory Building
37 Sugar Pine Cres, Lot 272	Nc	Single Detached Dwelling
16 Symonds Pl	Nc	Patio Deck
561 Thorburn Rd	Nc	Accessory Building
51 William St	Nc	Patio Deck
88 Glenlonan St	Cr	Home Occupation
3 Balmoral Pl	Ex	Single Detached Dwelling
17 Dublin Rd	Ex	Single Detached Dwelling
98 Firdale Dr	Ex	Accessory Building
15 Gillingham Pl	Ex	Single Detached Dwelling
9 Solway Cres	Ex	Single Detached & Sub.Apt
384 Back Line	Rn	Single Detached Dwelling
20 Charlton St	Rn	Townhousing
74 Cherokee Dr	Rn	Single Detached Dwelling
153 Doyle's Rd	Rn	Single Detached Dwelling
14 Duke St	Rn	Single Detached Dwelling
14 Dunford St	Rn	Single Detached Dwelling
6 Gower St	Rn	Townhousing
102 Grenfell Ave	Rn	Subsidiary Apartment
159 Hamilton Ave	Rn	Single Detached Dwelling
11 Laurier St	Rn	Single Detached Dwelling
263 Lemarchant Rd	Rn	Semi-Detached Dwelling
21 Leslie St	Rn	Single Detached Dwelling
336 Pennywell Rd	Rn	Single Detached Dwelling
60 Prince Of Wales St	Rn	Single Detached Dwelling
69 Quidi Vidi Rd	Rn	Single Detached Dwelling
25 Scouts Pl	Rn	Swimming Pool
1 Tansley St	Rn	Single Detached Dwelling
22 Wood St	Rn	Townhousing
43 Paddy Dobbin Dr	Sw	Single Detached Dwelling
40 Prospero Pl	Sw	Townhousing
25 Hebron Way	Ms	Restaurant
20 Ropewalk Lane	Ms	Retail Store

This Week \$ 1,810,077.00

Class: Demolition

205-211 Duckwood St	Dm	Other
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This Week \$ 10,000.00

This Week' S Total: \$ 4,738,866.00

Repair Permits Issued: 2015/10/21 To 2015/10/28 \$ 318,990.00

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Legend

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

38 Hall's Road - your application for an extension to existing driveway is rejected as contrary to Section 10.3.3(1)(g) of the St. John's Development Regulations.

91 Greenspond Drive - your application for an extension to your existing driveway is rejected as contrary to Section 10.4.3(5)(g) of the 1994 St. John's Development Regulations.

Year To Date Comparisons			
November 2, 2015			
TYPE	2014	2015	% VARIANCE (+/-)
Commercial	\$158,669,000.00	\$122,358,000.00	-23
Industrial	\$125,000.00	\$0.00	-100
Government/Institutional	\$77,840,000.00	\$14,950,000.00	-81
Residential	\$127,291,000.00	\$72,524,000.00	-43
Repairs	4,822,000.00	3,907,000.00	-19
Housing Units (1 & 2 Family Dwellings)	288	190	
TOTAL	\$368,767,300.00	\$213,739,000.00	-42

Respectfully Submitted

Jason Sinyard, P. Eng., MBA
 Director of Planning & Development

MEMORANDUM

**Weekly Payment Vouchers
For The
Week Ending October 28, 2015**

Payroll

Public Works	\$ 407,849.25
Bi-Weekly Casual	\$ 22,388.62
Accounts Payable	\$ 3,396,118.11

Total: \$ 3,826,355.98

Appendix to Regular Minutes, November 2, 2015

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 NOTE

Title: Public Approval of Terms of Reference for Advisory Committees, Expert Panels and Working Groups

Date Prepared: October 29, 2015

Report To: Mayor and Council

Ward: Not ward specific

Decision Required: To seek Council's public ratification for the Terms of Reference for advisory committees, experts panels and working groups.

Discussion – Background and Current Status:

During the October 13TH special meeting of Council, the attached Terms of Reference for the following advisory committees, experts panels and working groups were adopted in principle.

- Advisory Committees:
 - Downtown Advisory Committee
 - Seniors Advisory Committee
 - Environmental Advisory Committee
 - Municipal Advisory Committee on Youth (MACY)
 - Accessibility and Inclusion Advisory Committee
 - Arts and Culture Advisory Committee
- Working Groups:
 - Affordable Housing Working Group (AHWG)
 - Paratransit Working Group
- Experts Panels:
 - Built Heritage Experts Panel
 - Animal Care and Control Experts Panel

Members of the existing advisory committees have been informed of this approval and sent copies of the corresponding terms of reference. The new structure clearly outlines the purpose of these committees, working groups and expert panels which identify distinct deliverables and considerations and makes particular reference to reporting structure, roles of staff, public members and Council members.

The enhanced governance around the new committees will create a better connection to the City's Strategic Plan and other City Plans and create a reporting relationship with the relevant City Departments and Standing Committees to which they report.

A recruitment process for all new committees, working groups and experts panels will take place over the next few months in advance of their effective commencement in January 2016. The existing committees will formally conclude by the end of November/early December and one last meeting may be scheduled for each prior to that time. Current committee members are welcome to reapply under the new committee structure as per the terms of reference guidelines for each. More information on the recruitment process will be made available in the near future.

Key Considerations/Implications:

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

Aligned with all six strategic directions:

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

- 4. Legal or Policy Implications**

Committees, experts panels, working groups inform policy direction and are governed/guided by the City's existing regulatory system.

- 5. Engagement and Communications Considerations**

Committees are an integral component of the City's engagement process and provide an opportunity for issues to be dealt with in a more focused environment.

6. Human Resource Implications

Staff leads are required to attend each committee, expert panel and working group as outlined in each terms of reference previously approved by Council (October 13, 2015). Staff liaisons will be required to attend meetings only at the discretion of the staff lead when they are required.

7. Procurement Implications N/A

8. Information Technology Implications

The IT Division is working with the Office of the City Clerk to develop a public committee portal.

9. Other Implications

Recommendation:

Council is requested to approve the attached terms of reference for the advisory committees, experts panels and working groups.

Prepared by/Signature: Karen Chafe, Supervisor of Legislative Services

Approved by/Date/Signature: Elaine Henley, City Clerk

Attachments:

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DECISION/DIRECTION NOTE

Title: St. John's Municipal Plan Amendment Number 115, 2015, and St. John's Development Regulations Amendment Number 576, 2015
Application to rezone to CCO Zone for proposed hotel development
150 New Gower Street (corner of Springdale Street),
PDE File No: REZ1100116
Applicant: Manga Hotels

Date Prepared: November 3, 2015

Report To: His Worship the Mayor and Members of Council

Ward: 2

Decision/Direction Required:

That Council adopts St. John's Municipal Plan Amendment Number 115, 2015 and St. John's Development Regulations Amendment Number 576, 2015, for 150 New Gower Street. If the resolutions are adopted, then it is further recommended that Council appoint Glenn Barnes, Commissioner, to conduct a public hearing on these amendments.

Discussion – Background and Current Status:

These amendments pertain to an application by Manga Hotels to rezone part of the property at 150 New Gower Street (northwestern corner of New Gower Street and Springdale Street, bordering the bottom of Pleasant Street) from the Residential Downtown (RD) Zone to the Commercial Central Office (CCO) Zone. This would allow for the development of a twelve (12) storey hotel, removing the site from the heritage area. A Municipal Plan Amendment is required.

The Department of Municipal and Intergovernmental Affairs has advised that it has now issued a Provincial Release for the City's proposed amendments.

Key Considerations/Implications:

1. Budget/Financial Implications:

There are two implications:

- a) Hotel investments create employment and economic activity.
- b) Developing the property will increase municipal tax revenues.

There is a cost to appoint a commissioner, issue public notices and advertise the public hearing.

2. Partners or Other Stakeholders:

Neighbouring residents and property owners.

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3. Alignment with Strategic Directions/Adopted Plans:

This would be consistent with two Directions under the City's Strategic Plan 2015-18:

- Neighbourhoods Build our City.
- Fiscally Responsible.

This is consistent with the objective of the Municipal Plan to:

- Encourage compact urban form to reinforce older areas of St. John's.

4. Legal or Policy Implications:

This would be consistent with longstanding municipal planning policy commitments to:

- Encourage increased density in all areas where appropriate.
- Increase densities in residential areas where feasible and desirable.

5. Engagement and Communications Considerations:

A public hearing chaired by an independent commissioner is required.

6. Human Resource Implications:

Staff will work overtime hours for the public hearing.

7. Procurement Implications: N/A

8. Information Technology Implications: N/A

9. Other Implications: N/A

Recommendations:

It is recommended that Council adopt the amendments and appoint Glenn Barnes, Commissioner, as the commissioner to conduct a public hearing on the Municipal Plan and Development Regulations amendments.

Prepared by//Signature:

Mark Hefferton – Planner II

Signature/Date: _____

Approved by/Date/Signature:

Ken O'Brien, MCIP – Chief Municipal Planner

Signature/Date: _____

MH/dlm

Attachments:

1. Location Plan
2. Copy of Resolutions
3. Minutes of February 12, 2013 Public Meeting.

**RESOLUTION
ST. JOHN'S MUNICIPAL PLAN
AMENDMENT NUMBER 115, 2015**

WHEREAS the City of St. John's wishes to allow a hotel development at 150 New Gower Street [Parcel ID #48240] (also noted as 222-228 New Gower Street and 43 Springdale Street),

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

Redesignate the eastern portion of the property at 150 New Gower Street [Parcel ID #48240] from the Residential Downtown Land-Use District to the Commercial Downtown Land-Use District as shown on Map III-1A attached.

Remove the eastern portion of the property at 150 New Gower Street [Parcel ID #48240] from the Heritage Area as shown on Map III-3 attached.

Add the eastern portion of the property at 150 New Gower Street [Parcel ID #48240] to the area designated for additional building height and floor-area ratio, and remove the adjoining section of Springdale Street from the streets requiring a light angle of 60 degrees at 15 metres above grade, both as shown on Map III-2 attached.

BE IT FURTHER RESOLVED that the City of St. John's requests the Minister of Municipal and Intergovernmental 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 _____, **2015**.

Mayor

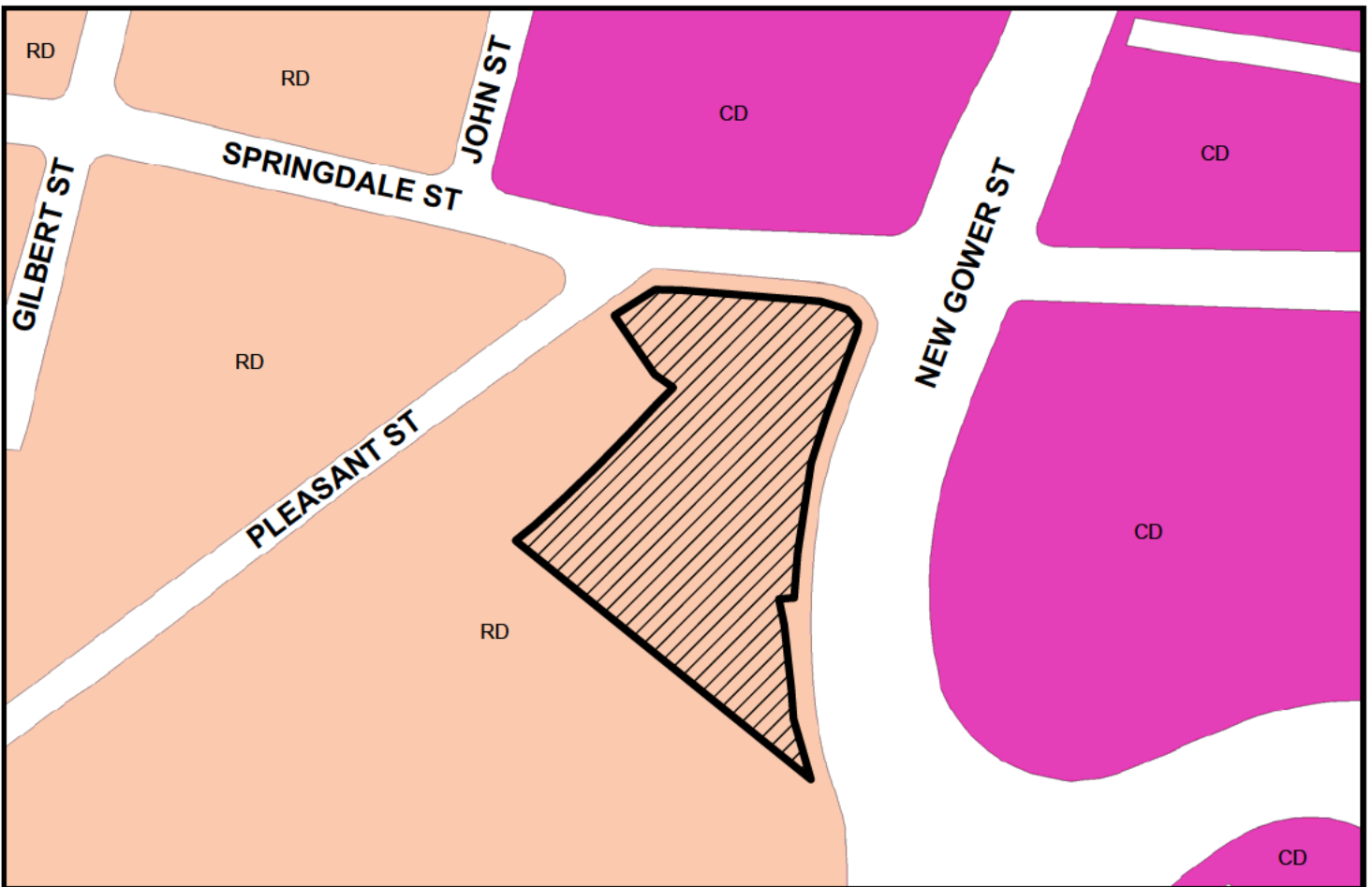
MCIP

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. 115-1, 2015
[Map III-1A]**

2015 06 10 SCALE: 1:1500
CITY OF ST. JOHN'S
DEPARTMENT OF PLANNING,
DEVELOPMENT & ENGINEERING

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 DOWNTOWN (RD) LAND USE DISTRICT TO
COMMERCIAL DOWNTOWN (CD) LAND USE DISTRICT

150 New Gower Street
Manga Hotels

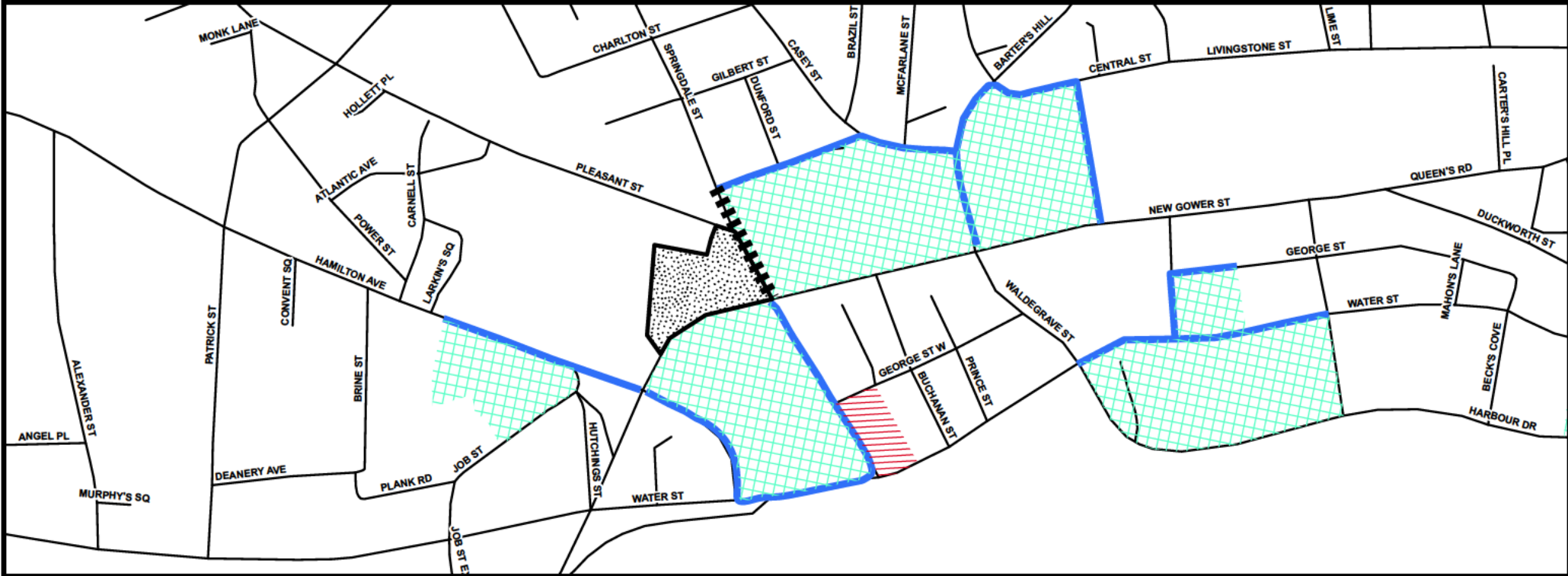
M.C.I.P. signature and seal

Mayor

City Clerk

Council Adoption


Provincial Registration




**CITY OF ST. JOHN'S
MUNICIPAL PLAN
Amendment No. 115-2, 2015
[Map III-1A]**

2015 06 10 SCALE: 1:5000
CITY OF ST. JOHN'S
DEPARTMENT OF PLANNING,
DEVELOPMENT & ENGINEERING

MAP III-2

 PROPOSED AREA ALLOWING A FLOOR AREA RATIO IN EXCESS OF 3.0 AND A BUILDING HEIGHT EXCEEDING 4 STOREYS

 STREET SECTION BEING REMOVED REQUIRING A LIGHT ANGLE OF 60 DEGREES AT 15m/4 STOREYS ABOVE GRADE

**150 New Gower Street
Manga Hotels**

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


M.C.I.P. signature and seal


Mayor

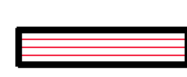
City Clerk


Council Adoption

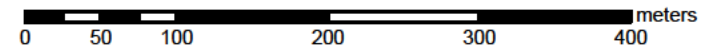
**DOWNTOWN
BUILDING CONTROL**

 Streets requiring a light angle of 60 degrees at 15m /4 storeys above grade.

 Areas allowing a floor area ratio in excess of 3.0 and a building height exceeding 4 storeys.

 Areas allowing a building height not exceeding 6 storeys and not requiring a light angle of 60 degrees at 15m/4 storeys above grade

 Areas allowing a building height not exceeding 11 storeys and a floor area ratio not exceeding 2.25



ST. JOHN'S



Provincial Registration



**CITY OF ST. JOHN'S
MUNICIPAL PLAN
Amendment No. 115-3, 2015
[Map III-1A]**

MAP III-3

2015 06 10 SCALE: 1:3000
CITY OF ST. JOHN'S
DEPARTMENT OF PLANNING,
DEVELOPMENT & ENGINEERING

-  HERITAGE AREA
-  AREA TO BE REMOVED FROM HERITAGE AREA

**150 New Gower Street
Manga Hotels**

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

M.C.I.P. signature and seal

Mayor

City Clerk

Council Adoption

Provincial Registration

**RESOLUTION
ST. JOHN'S DEVELOPMENT REGULATIONS
AMENDMENT NUMBER 576, 2015**

WHEREAS the City of St. John's wishes to allow a hotel development at 150 New Gower Street [Parcel ID #48240] (also noted as 222-228 New Gower Street and 43 Springdale Street) which will have a building height greater than 15 metres,

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

Rezone the property at 150 New Gower Street [Parcel ID #48240] from the Residential Downtown (RD) Zone to the Commercial Downtown (CD) as shown on Map Z-1A attached.

Remove the eastern portion of the property at 150 New Gower Street [Parcel ID #48240] from Heritage Area 3 as shown on Map E attached.

Add the eastern portion of the property at 150 New Gower Street [Parcel ID #48240] to the area designated for additional building height and floor-area ratio, and remove the adjoining section of Springdale Street from the streets requiring a light angle of 60 degrees at 15 metres above grade, both as shown on Map F 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 _____, 2015.

Mayor

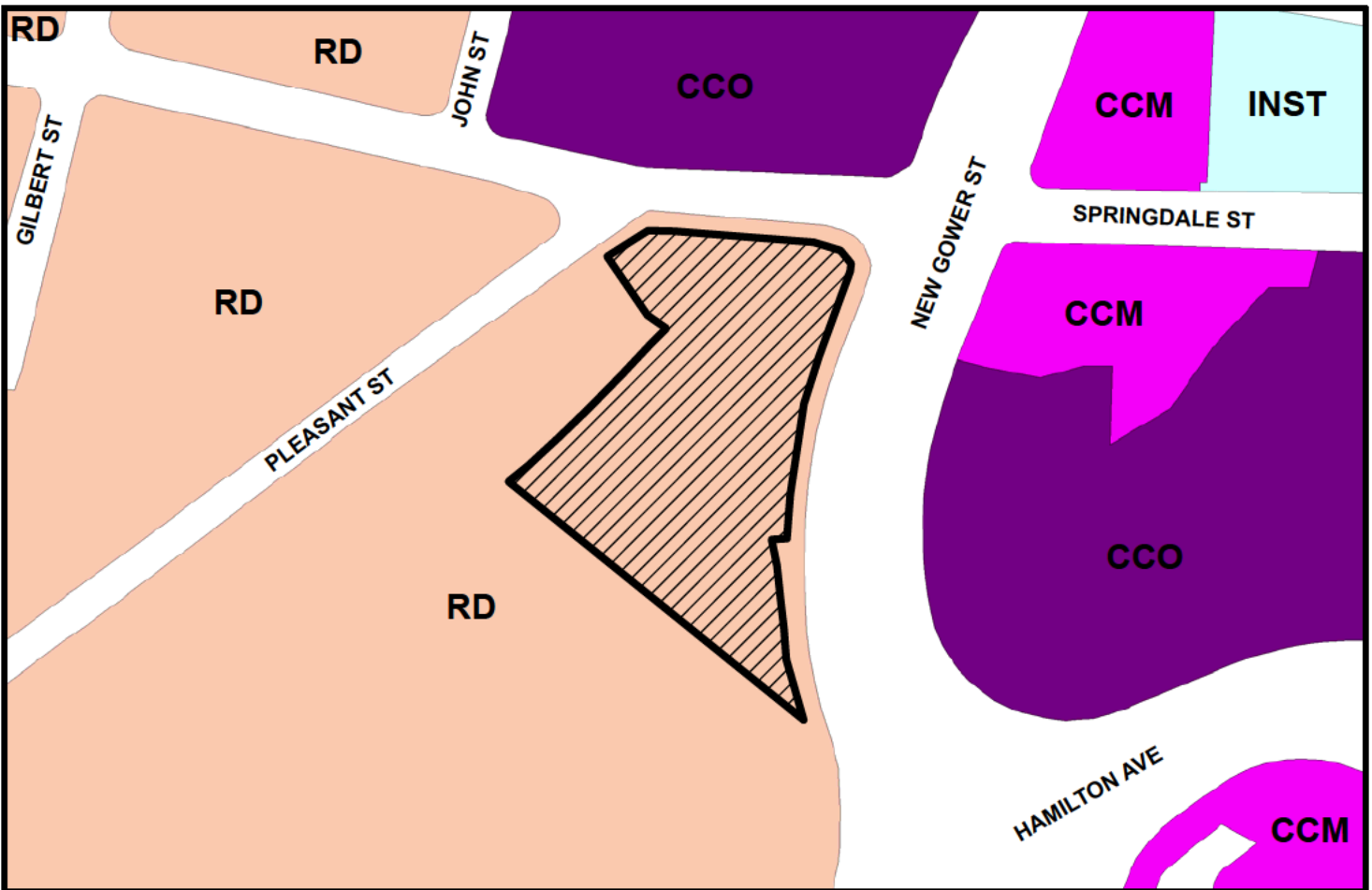
MCIP

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. 576-1, 2015
[Map Z-1B]**

2015 06 10 SCALE: 1:1500
CITY OF ST. JOHN'S
DEPARTMENT OF PLANNING,
DEVELOPMENT & ENGINEERING



AREA PROPOSED TO BE REZONED FROM
RESIDENTIAL DOWNTOWN (RD) LAND USE ZONE TO
COMMERCIAL CENTRAL OFFICE (CCO) LAND USE ZONE

150 New Gower Street
Manga Hotel

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

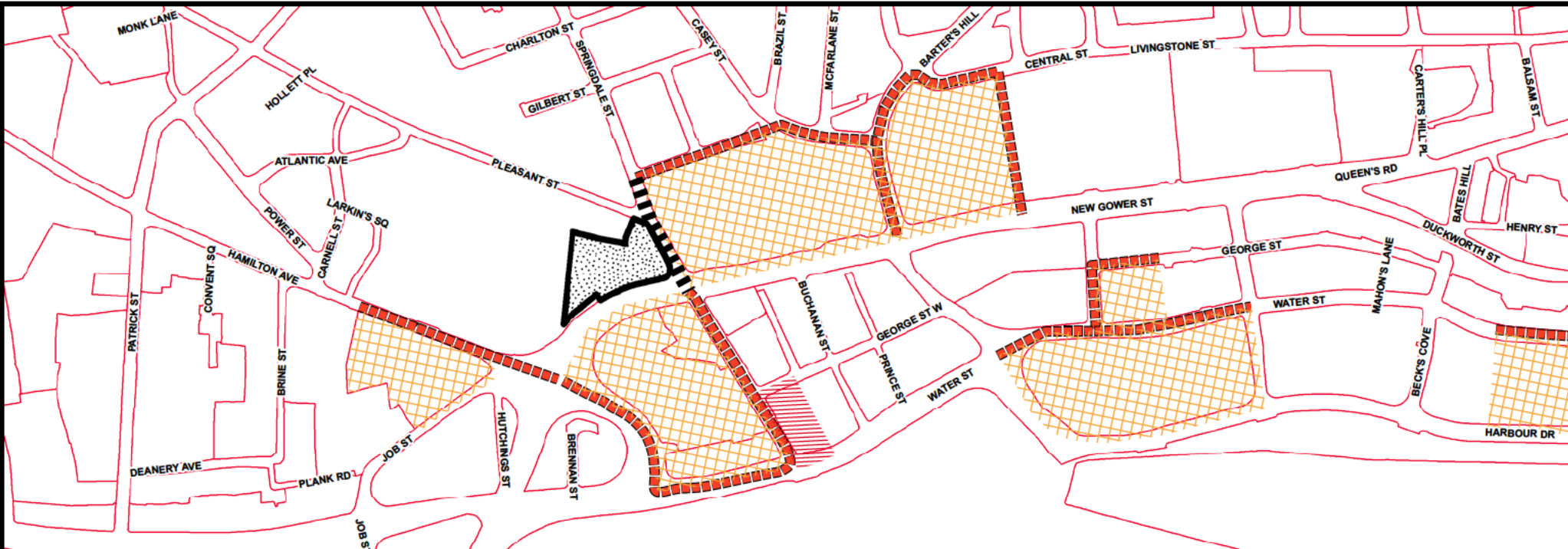
M.C.I.P. signature and seal

Mayor

City Clerk

Council Adoption

Provincial Registration



**CITY OF ST. JOHN'S
DEVELOPMENT REGULATIONS
Amendment No. 576-2, 2015
[Map Z-1B]**

2015 06 10 SCALE: 1:5000
CITY OF ST. JOHN'S
DEPARTMENT OF PLANNING,
DEVELOPMENT & ENGINEERING

MAP F

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



PROPOSED AREA ALLOWING A FLOOR AREA RATIO IN EXCESS OF 3.0 AND A BUILDING HEIGHT EXCEEDING 4 STOREYS



STREET SECTION BEING REMOVED REQUIRING A LIGHT ANGLE OF 60 DEGREES AT 15m/4 STOREYS ABOVE GRADE

**150 New Gower Street
Manga Hotel**

M.C.I.P. signature and seal

Mayor

City Clerk

Council Adoption

**DOWNTOWN
BUILDING CONTROL**



Streets requiring a light angle of 60 degrees at 15m /4 storeys above grade.



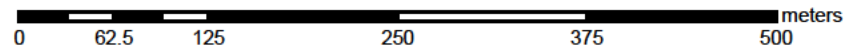
Areas allowing a floor area ratio in excess of 3.0 and a building height exceeding 4 storeys.



Areas allowing building height not exceeding 6 storeys and not requiring a light angle of 60 degrees at 15m/4 storeys above grade

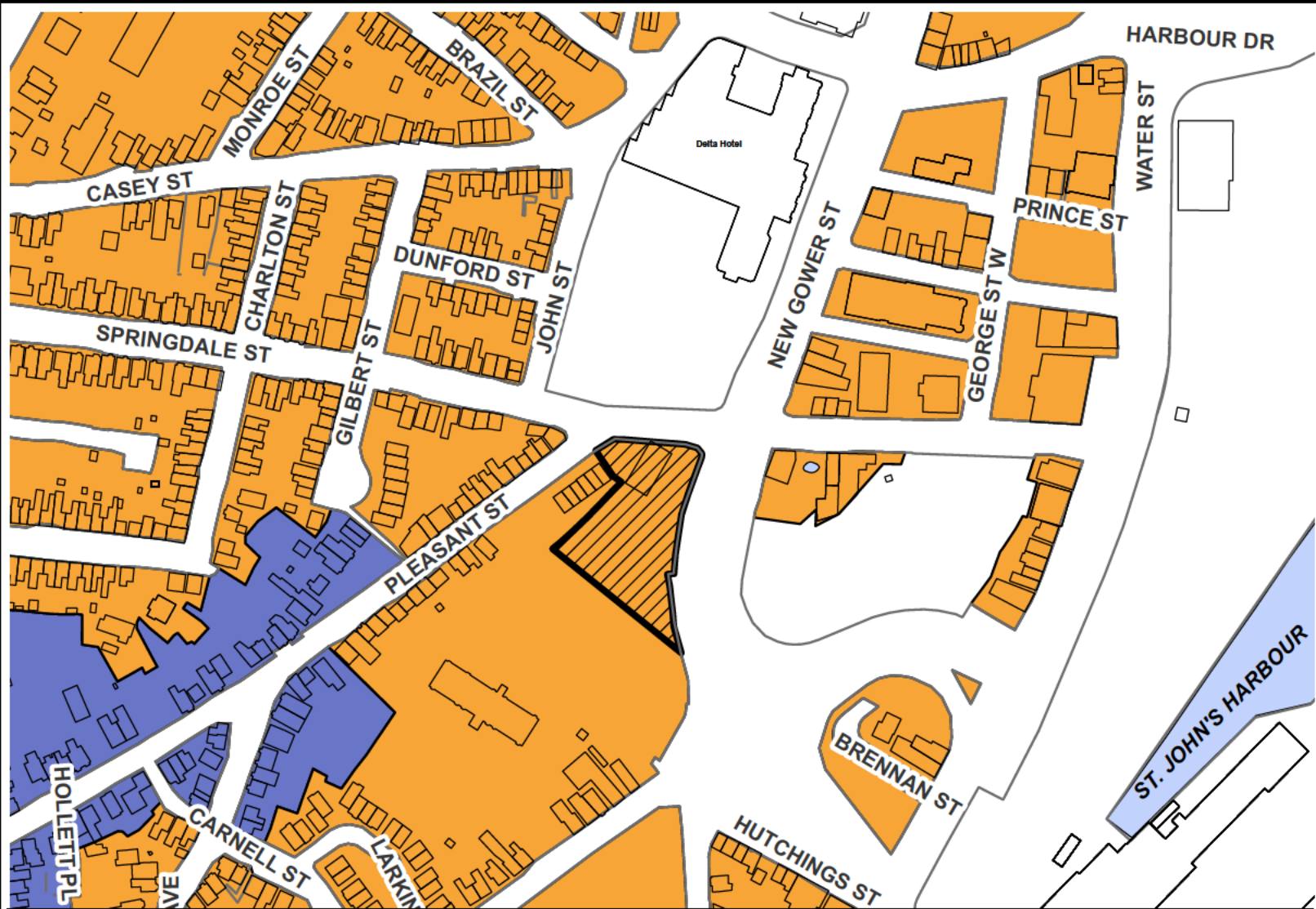


Areas allowing a building height not exceeding 11 storeys and a floor area ratio not exceeding 2.25



ST. JOHN'S

Provincial Registration







MAP E

**CITY OF ST. JOHN'S
DEVELOPMENT REGULATIONS
Amendment No. 576-3, 2015
[Map Z-1B]**

2015 06 10 SCALE: 1:3000
CITY OF ST. JOHN'S
DEPARTMENT OF PLANNING,
DEVELOPMENT & ENGINEERING

HERITAGE AREAS

-  Heritage Area 1
-  Heritage Area 2
-  Heritage Area 3
-  Area to be removed from Heritage Area 3

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

**150 New Gower Street
Manga Hotel**

M.C.I.P. signature and seal

Mayor

City Clerk

Council Adoption

Provincial Registration

A public meeting was held on Wednesday, February 12, 2013 at 7:00 p.m. in the Foran Greene Room, 4th Floor, City Hall.

In Attendance: Councillor Frank Galgay, Chairperson
 Deputy Mayor Shannie Duff
 Councillor Sandy Hickman
 Mr. Cliff Johnston, Director of Planning
 Mr. Robin King, Transportation Engineer
 Mr. Ken O' Brien, Manager of Planning & Information
 Ms. Maureen Harvey, Recording Secretary

Also in attendance were approximately thirty (30) members of the general public and the following representatives for the proponents, Kingslake Group Corporation and Manga Hotels – Ron Fougere – Architect (President of Ron Fougere Associates Ltd.), Mr. David Toor, President of Manga Hotels, and Vahe Kouyoumdjian, P. Eng. (Manga Hotels Group)

Background

Ron Fougere Associates Limited, on behalf of Kingslake Group Corporation and Manga Hotels, have applied to rezone the land on Springdale Street at New Gower Street to develop a hotel and surface parking lot. The proposed development is in two phases: the first being a 12-storey, 150-unit hotel building; the future second phase would potentially be another hotel building or a residential condominium building. The applicant proposes to provide approximately 150 parking spaces for the hotel, covering most of the subject property.

Purpose of the Meeting

Councillor Galgay called the meeting to order and advised that the purpose of the meeting was to provide an opportunity for public review and comment on the revised application submitted by Manga Hotels to rezone property located at New Gower Street/Springdale Street from the Residential Downtown (RD) Zone to the Commercial Central Office (CCO) Zone. The purpose of the rezoning is to allow the construction of a hotel development on the eastern portion of the property.

It was noted that the application to rezone was considered by Council early in 2012 at which time Council agreed not to proceed with the rezoning application to enable City officials to meet with the applicant and their architectural consultants to determine the feasibility of redesigning the proposed hotel development so that it has a possible lower building height through a larger footprint. The objective was to lessen the impacts of the hotel development on the adjoining and nearby residential properties.

Ken O'Brien – Manager of Planning and Information

Mr. O'Brien provided a brief overview of the rezoning application, noting that the subject property is currently zoned Residential Downtown (RD) and the proposal is to rezone the site to the Commercial Central Office (CCO) Zone. The CCO Zone could potentially allow a maximum height of 12 storeys (48 metres) with a floor area ratio of 3.0 (6.0 if the site is declared a bonus area for additional height and bulk.) The subject property is located in Heritage Area 3, and as such, if approved, would be referred to the Heritage Advisory Committee of

Council. The CCO Zone limits building height to 10 storeys in a heritage area, so this restriction would have to be considered as well.

The proponents have prepared the required Land Use Assessment Report, a copy of which is available on the City's website. It is their intention to develop a 12-storey hotel with 150 guest suites and a guest parking lot.

Mr. Ron Fougere, President of Ron Fougere Associates Ltd.

Mr. Fougere reported that, as a result of the last public meeting held in January 2012 where concerns were expressed from immediate area residents, several consultation sessions were held with residents at the nearby Delta Hotel in an attempt to lessen impacts of the development on adjoining and nearby residential properties.

The outcome of these meetings resulted in the redesign of the proposed hotel to include the following features:

- The proposed height of the hotel remains at twelve (12) storeys.
- The redesigned hotel has a building footprint of approximately 759 square metres with a lot coverage of approximately 12%.
- The hotel building has been moved away from the adjacent residential properties; the building orientation has been rotated such that it avoids the windows and faces the side wall of the adjoining townhouse development; at the closest point, the setback from the adjoining residential lot doubles from the original of approximately 6 metres to approximately 12 metres.
- The exterior design of the building has been completely modified and softened for visual appearance.
- The landscape buffer between the hotel building and adjoining residential properties is increased.
- The parking count has been reduced to 114 spaces.
- There will be a right-turn-in/right-turn-out access at New Gower, and a right-turn-in/right-turn-out access at Springdale.
- The applicants proposed that any other future construction on the western portion of the property would possibly be high-rise residential in order to provide a transition from the commercial arterial street (New Gower Street) to the residential areas.

Mr. Fougere also presented a sun shade study which demonstrates a reduction of impact for loss of sunlight for area residents. He noted that the proposed hotel will not have any banquet or ballroom facilities and that while the Floor Area Ratio in this zone is at 3.0 (in the absence of a bonus area), the proposed development measures at 1.3.

Following the presentations, Councillor Galgay opened the floor to questions and/or comments from the general public.

Mr. Jerry Lewis – [REDACTED] Hamilton Avenue

Mr. Lewis' presentation included comments relating to Manga Hotel, the proposed parking lot and potential underground onsite storm water detention facility.

- It is tampering with, undermining and chipping away at the highly esteemed protective procedures put in place regarding the rezoning of a Residential (heritage-protected) Zone to a Commercial Zone
- Destruction of tourist-friendly city green space
- Increased traffic flow on a daily/nightly basis that can barely handle the current traffic flow
- The noise factor created in the entire neighbourhood from digging, drilling, and construction of a hotel and large parking lot, with the resulting loss of sleep and enjoyment
- Nighttime noise, flashing lights and back-up beeping sounds created from snow clearing operations on a parking lot
- The potential for increased safety issues resulting from a new downtown hotel and parking lot (e.g. vehicle break-ins, etc.)
- The potential for further high-rise building construction in the future (the "Phase 2")
- Creation of tunnel winds leading to snowdrifts; noise factor and disturbance
- It is still a 12-storey building (unrevised), and still in a Heritage-protected Zone
- Glazing, windows and building balconies have been removed from 60% of the revised building's façade overlooking the residential areas (i.e., now the creation of a big concrete block and downtown eyesore);
- The potential for a concrete storm water detention facility (most probably the cheaper of the 2 options considered) constructed underground (onsite) with a capacity of approximately 1,120 cubic metres, and in a residential area
- The revised shadow study for the area remains the same (if anything it is shown as being made worse with the revised study) and shows the area between September-March (Fall and Winter) to shade the residences around the area
- Noise factors (daily/nightly) and chronic disturbance will persist.

Mr. Josh Eddy – [REDACTED] LeMarchant Road

- Is in favor of the development
- West end of the downtown area should not be as restricted in terms of heritage
- City cannot stay stagnant and needs to respond to the needs of a rising economy
- City needs to allow development to encourage young people to stay in the Province and reduce out-migration.
- The downtown area already is home to a number of high-rises and the City should permit this development.
- The City should take the example set by other European cities in terms of development and density

Mr. Dave Lane

- Not really in favor of or against the proposal
- Commends the City and the developer for improved public engagement.

- Stressed the need to continue to open up other media for members of the public to engage in debate/submission of comments on items of public interest

Mr. Bryan Harris – [REDACTED] Pleasant Street

- Stated his family is impacted the greatest in terms of view obstruction
- Would prefer to see the hotel moved to an alternate location on the site, to which Mr. Fougere indicated it was the intention of the developer to respect the sight lines of the majority of residents; he felt that the proposed location at the street intersection is best.

Mr. Mike Guilfoyle – Riverhead Towers Resident – Hamilton Avenue

- Still opposes the development
- Recognizes the ball is in the City's court to make the decision
- Feels that City Council should consider the rights of nearby residents as opposed to the ~~generation~~ of tax revenue this project will create.
- To allow the development would send a message that the City is not serious about zoning designations and as such would invite inappropriate development.

Mr. Brandon ???? Non-downtown Resident

- Supports the development
- Feels the first proposal was adequate and the developer should not have had to redesign
- Privacy in the downtown area should not be a consideration
- The west end of downtown offers great potential for new development

Mr. Robert Spurrell – [REDACTED] Buchanan Street

- Is already subject to issues around traffic and enforcement
- Would like to know what will be done to address traffic, parking and enforcement
- Claims he is unable to get consistency with respect to enforcement of traffic-related issues
- Would like to see an increase in traffic enforcement personnel

Mr. Art Wight – [REDACTED] 6 Pleasant Street

- Is in [REDACTED] of the development
- Will eliminate an area that is a hangout/hideaway for thieves
- If heritage is a consideration, it should have been addressed before the construction of the Delta, and the Fortis building now being built
- This development will serve as an asset for the extension of the Convention Centre.

Mr. Ryan Crocker – [REDACTED] Prince of Wales Street

- Supports the proposal
- Recognizes the need to preserve heritage but at the same time introduce modern infrastructure
- Suggests this is a good fit for the west end.

- The heritage area should not include anything west of Waldegrave Street
- If the City is to prevent urban sprawl, there will be a need for more downtown development in the west end.

Mr. Duncan Finlayson – [REDACTED] Pleasant Street

- Does not support the development but appreciates that the developer met with members of the community
- Suggests it is a “hodge-podge” approach to changes in zoning and is not the correct way to proceed.

There being no further verbal submissions, the Chairperson outlined the process for bringing the matter before Council. He indicated that the report of this meeting would be forwarded to Council for consideration at a regular meeting in the near future.

Adjournment

There being no further business, the meeting adjourned at approximately 7:50 p.m.

Councillor Frank Galgay
Chairperson

Note: The following written submissions regarding the development were received prior to and subsequent to the hearing and are attached to this report:

1. Keith Fillier
2. James ?????
3. Matthew R.
4. Christopher Chafe
5. Dr. Vina Broderick
6. John McClintock & Family
7. Stella Roche





Fw: Note For Manga Hotel: Keith Fillier
Planning to: Phyllis Bartlett, Cliff Johnston
Sent by: **Donna L Mullett**

2013/02/05 09:11 AM

History: This message has been forwarded.

----- Forwarded by Donna L Mullett/CSJ on 2013/02/05 09:12 AM -----

From: "Keith fillier" [REDACTED]
To: <planning@stjohns.ca>
Date: 2013/01/31 01:47 PM
Subject: Note For Manga Hotel: Keith Fillier

Dear City Officials,

Relative to the Manga Hotel proposal and the rezoning of land for this accommodation, you have my Blessing.

However, it should be required to have underground parking for 150 cars, plus underground employee parking.

Just some general feedback...sounds great that the city is growing in the right places, and not blocking out the great billion dollar view of the harbor and battery.

Tourism is important to our economic growth...we need this project.

The Great Wall for China, should be a no go...Why should the city even thing about spending one dollar on that blunder?

Cheers,

Keith Fillier



Manga Hotel Proposal

PoscStudent

to:

cityclerk, planning, citycouncil

2013/02/01 11:53 AM

Hide Details

From: PoscStudent [REDACTED] >

To: cityclerk@stjohns.ca, planning@stjohns.ca, citycouncil@stjohns.ca,

History: This message has been replied to and forwarded.

Hello all,

I am writing with regards to the proposal by Manga Hotels to construct a hotel at New Gower Street / Springdale Street / Pleasant Street, as I will not be able to attend the public meeting. I am delighted to see anything proposed for this site but I find the new design of the hotel to be quite unattractive. While some changes could have been made to the old design it still looks much better than the new design. I see no reason why in this area of the downtown that we need to tell developers that their designs should be faux-heritage, especially with numerous modern buildings near by. As well the perspective from North-West Corner, adjacent to Pleasant St. is almost a complete blank wall. I understand residents in the area want some privacy but this looks absolutely horrible.

James

From: Matthew R <[REDACTED]>
To: <citycouncil@stjohns.ca>

Date: Tuesday, February 12, 2013 03:03PM
Subject: Hilton Hotel Support

History: → This message has been forwarded.

Good afternoon councilors!

I am writing to you today to express my support for the Hilton Garden Inn Hotel proposal for New Gower Street. Our downtown is in great need of hotel space to meet the needs of the ever growing tourism industry, to create new rooms that were lost in the closure of the Battery Hotel, and to meet the needs of the upcoming Convention Center Expansion. The Hilton hotel takes a vacant piece of land in the largely underdeveloped west end of downtown and transforms it into a vibrant, urban, bustling street corner. The possibility of Highrise residential as a "phase 2" is also great for the area as it will increase density in our downtown core which is always a positive!

Where the Hilton Hotel would be located (the west end of downtown) is a part of downtown that has been ignored for many years and now contains nothing but run down low-rise houses and buildings. As I am a supporter of preserving heritage buildings in the east end, I see the derelict west end as the ideal place to expand and densify our downtown core. Projects like Fortis Place, 351 Water, and the Deacon building are all great projects that will help to increase density and breathe life into a previously neglected part of downtown. A hotel and the possibility of highrise residential in the west end, in my opinion, should no doubt be approved because the need is there, and there is no better site in the downtown area to put a twelve story hotel at the moment.

The Hilton Hotel (and the possible phase two) is a great project that will greatly benefit the area and provide some relief in the growing demand for hotel rooms in the downtown area. By all means, this is only good and should be approved.

That being said, I would like to make a suggestion. I don't believe the re-design of the hotel was necessary. The hotel style was changed from a simple, yet classy, modern design to something that looks more "heritage" but isn't very attractive at all. I don't feel that any building (especially highrises) in the west end (past Waldegrave St.) should be forced to look heritage because there is very little heritage in the west end, and anything that is built will be surrounded by modern buildings such as: The Delta, the Cabot Complex, and Fortis Place ect. The west end should be the one area in downtown that we are trying to modernize. I would love to see zoning changes in the west end to allow for more highrise development in the upcoming municipal plan!

I don't feel a heritage design (and *especially* blank walls without windows) should be imposed on any development in the west end. Although I believe the design has been changed for the worse, the design does not impact the functionality of the hotel and all the good it will do for the area.

Please forward my email to wherever it needs to go to be a part of the meeting about the land re-zoning tonight.

Thanks for all you do for our great city,
-Matt



Fw: Hilton Garden Proposal
Phyllis Bartlett to: Maureen Harvey

2013/02/13 10:46 AM

----- Forwarded by Phyllis Bartlett@CSJ on 2013/02/13 10:46 AM -----

From: "Christopher Chafe" <[REDACTED]>
To: "Bruce Tilley" <btilley@stjohns.ca>, "City Clerk" <cityclerk@stjohns.ca>, "Danny Breen" <dbreen@stjohns.ca>, "Debbie Hanlon" <dhanlon@stjohns.ca>, "Dennis O'Keefe" <dokeefe@stjohns.ca>, "Frank Galgay" <fgalgay@stjohns.ca>, "Gerry Colbert" <gcolbert@stjohns.ca>, "Sandy Hickman" <shickman@stjohns.ca>, "Shannie Duff" <sduff@stjohns.ca>, "Sheilagh O'Leary" <soleary@stjohns.ca>, "Tom Hann" <thann@stjohns.ca>, "Wally Collins" <wcollins@stjohns.ca>,
Date: 2013/02/13 10:37 AM
Subject: Hilton Garden Proposal

Good Day Councillors,

First let me start off and sincerely wish those on council who are not seeking re-election this year all the best for their future plans. For those seeking re-election I wish each one of you all the best and look forward to reading each of your platforms in the coming months

Councils under the leadership of John Murphy Dorothy Wyatt, Shannie Duff and Andy Wells were not faced with the daunting decisions and tasks that you are faced with due to the fact that never before in our city history has the been so much interest in our great city

This brings me to the reason for this email last night's Public Meeting for the Hilton Garden Inn

I fully support this development as I feel it will begin the renewal of the West End of Downtown St. John's is a growing city there is no doubt about and with such growth comes the need for modern infrastructure and services The residents of St John's must realize that we cannot stay stale and dormant in today's global economy.

Do not get me wrong where we came from is just as important as where we are going **BUT OUR FUTURE MUST NOT BE HINDERED BECAUSE OF OUR HERITAGE.**

I can only imagine the sheer horror and shock of the downtown residents when in 1972 Council under the leadership of Mayor Adams approved a 20 storey office and hotel complex which later became known as Atlantic Place Then just 2 short years later in 1974 Council approved a massive \$75,000,000 office-hotel-shopping complex which was supposed to be built to the west of City Hall

Back to the current day proposal

Due to the attitude of less than 10% of the entire population of our city we have gone from a moderately decent proposal to one that looks like an oversized Tim Hortons franchise. This design is something that one would see next to an airport in Mississauga or in Leduc

As I stated before I fully support this development we need to modernize and improve our downtown and we should be welcoming with open arms ANY COMPANY that wants to do business with us, NO MATTER HOW TALL/MODERN THE PROPOSAL WILL BE, we should not be making developers bastardized what could be iconic and eye opening developments, due to the whims of a few.

When it comes to those residents who reside downtown, THEY MUST REALIZE that when you live downtown in a Capital City, there are costs associated with that decision As with any downtown in ANY CAPITAL CITY Privacy, View's and Quietness are not always possible especially when you live on the cusp of a Business District

In closing I hope you will do the right thing by allowing this application for rezoning to be passed

Sincerely,

Christopher Chafe



Fw: Public meeting 12 Feb 2013, Manga Hotels application
Phyllis Bartlett to: Council_group, Maureen Harvey

2013/02/13 09:20 AM

----- Forwarded by Phyllis Bartlett/CSJ on 2013/02/13 09:19 AM -----

From: "John McClintock" <[REDACTED]>
To: <cityclerk@stjohns.ca>,
Cc: <fgalgay@stjohns.ca>, <soleary@stjohns.ca>
Date: 2013/02/12 06:56 PM
Subject: Public meeting 12 Feb 2013, Manga Hotels application

Hello

Apologies we are unable to attend tonite's meeting in person.

We are opposed to the proposed rezoning and hotel development, primarily since it will block our view of the harbour, in particular signal hill. While the proponents note on their web page "155 guestrooms with panoramic views of the harbour" [<http://www.mangahotels.com/newdevelopments.htm>] this will be at the expense of ourselves, and I suspect other residents of this neighbourhood. Located halfway up Pleasant St. towards Patrick St., such a development will measurably block residents' views of the harbour and Signal Hill. These views we presently have add significant value to our enjoyment of life where we live and to our property. What compensation will the residents receive as you build these panoramic views for others?

We question the proponents claim on the same web page "The proposed development will bring needed first class hotel rooms to the downtown area" (my underlining). Please quote us a reference. We are not convinced of a true need. The Land Use Assessment Report (LUAR) fails to provide any appropriate reference or supportive basis for such a claim of need.

If any development goes here it should be residential or parkland/recreational property that is sized appropriately for our neighbourhood. The area in question is residentially zoned and must stay that way; to change would be a disservice to the long time residents of the City of St. John's.

We strongly oppose any such hotel development in an area that is completely residential. This is a high building and the idea and scale of the hotel and its proposed location are completely at odds with the immediate residential area.

** What about the documented 'severe shortage of rental units in St. John's' [City's recent State of the Economy .ppt]? Perhaps that is a greater land use priority for this location and the City at this time!?

I did not see that alternatives to this form of development and this location have been properly and thoroughly explored and demonstrated.

We have additional concerns, including the following:

- Pleasant St. is presently a one-way street (from Springdale St. towards Atlantic Ave. and Patrick St.) that sometimes several times a week, is dangerous due to drivers ignoring the speed limit as well as driving the wrong way down the street. In the 18 years we have lived here we have never seen the RNC police or ticket Pleasant St. for speeding or wrong way offences. It is likely the risk of accident with potential loss of human life or injury will go up with increased traffic to the area, especially with visitors to the hotel, many of whom will be from out of town and be even less-knowledgeable than local drivers of the one way street and speed limit
- parking is already tight along Pleasant St. and Atlantic Ave.; acknowledging the plan for parking space development, we suspect parking problems would still worsen having the additional draw of the hotel

We suggest that these concerns are not unique to us and these and other concerns exist for residents and homeowners that stand to be affected by this proposed development.

The LUAR talks about the hotel having the 'feel of a lower building'. It is an interesting idea but means nothing in terms of obstructing residents' views. If the hotel sits 12 storeys high, it sits 12 storeys high, 35 m high. A 'feel' is not going to change the facts of the shadow it will cast on the neighbourhood or the attractive views it will eliminate.

If such a property is truly needed for the City of St. John's – and this does not appear to be the case at this time - alternative locations (e.g., south side of St. John's – great view of the city for visitors while not obstructing view for homeowners) and/or layouts (e.g., much lower elevation of the building) should be explored, and properly demonstrated first.

No doubt there are numerous other concerns and potential risks from city infrastructure, traffic, and public safety points of view as well, which we hope the City will address.

If the proponents stand to benefit from this development, what compensations would the homeowners of this residential area receive for the enjoyment of our homes, property values, and safety we stand to lose?

We appreciate the opportunity to comment on this issue and would appreciate being kept apprised of any developments. Thank you.

Kind regards

Dr. Vina Broderick, John McClintock and family

██████████ St. John's, ██████████

From: [Phyllis Bartlett](#)
To: [Maureen Harvey](#); [Council group](#)
Subject: Fw: Reference Rezoning for Manga Hotels
Date: 2013/02/14 09:17 AM

----- Forwarded by Phyllis Bartlett/CSJ on 2013/02/14 09:13 AM -----

From: Stella Roche <[REDACTED]>
To: "cityclerk@stjohns.ca" <cityclerk@stjohns.ca>,
Cc: "citycouncil@stjohns.ca" <citycouncil@stjohns.ca>
Date: 2013/02/13 05:04 PM
Subject: Reference Rezoning for Manga Hotels

Good day,

Unfortunately I was unable to attend the public hearing held on Tuesday February 12th 2013 regarding the Manga Hotels Rezoning issue because I did not receive the notice regarding this matter until yesterday and envelope is stamp dated February 11 2013. Therefore, I was given in reality no notice regarding this matter. Is it not mandatory that public hearing people are to get a minimum of seventy-two (72) hours notice? I am applied that the City of St. John's and Council have not provided sufficient notice regarding this particular hearing.

I guess it is like the hearing regarding that monstrosity of an office building/parking garage that is being built just next to the Pitts Memorial Highway. It is an eye sore and not only did I not get notice regarding this building being erected I knew nothing about until I saw it being built. This building has blocked my view of the harbour. There is no design for this building except for it to be a piece of concrete slab.

I expect this public meeting to be rescheduled and people in the area given proper notice that is required by the Municipal Laws and Laws of the Land.

The City of St. John's needs to ensure that people are informed properly and that people's views are not blocked. There is no need for high rises St. John's is not equipped to handle the infrastructure it has now without alone adding to already existing old infrastructure. This so called boom that is happening at the moment will not last for long they are after all only projects which have an end date. Therefore, the City needs to think outside the box and come to terms with the fact that projects are short lived so what will happen to these buildings when the boom is over in 3 to 5 years.

To refer back to the Manga Hotels please put it on record that I am against this Rezoning and the hotel being put in that location. I am sure there are other areas where this hotel can be located. The area that is being suggested for the hotel could be put to better use such as low income housing, a park etc.

Please note as well that I may not be able to attend other public meetings due to the nature of my work , however, I would still like to be informed by my Councillor (Frank Galgay) or by some other councillor via email with an attachment explaining what is being proposed; so I can at least give my opinion regarding such matters.

Kindest Regards,

[REDACTED]
[REDACTED]

Sent from my iPad

REPORT/RECOMMENDATIONS

AUDIT & ACCOUNTABILITY COMMITTEE MEETING

October 22, 2015 – 12:00 p.m. – Conference Room A, 4th Floor, City Hall

Present: Councillor Bruce Tilley, Chairperson
Neil Martin, City Manager
Kevin Breen, Deputy City Manager – Corporate Services
Derek Coffey, Acting Deputy City Manager - Financial Services
Nathan Barrett, Manager – Financial Services (left at 12:30 p.m.)
Shelley Traverse, Supervisor – Financial Services (left at 12:30 p.m.)
David Royle, Senior Internal Auditor
Sean Janes, City Internal Auditor
Roshni Antony, Human Resources Advisor – Policy and Program Development
Kathy Driscoll, Senior Legislative Assistant (Kathy Driscoll)

REPORT

1. Grant Thornton – Report to those charged with governance – Communication of Audit results

Barry Griffiths, Susan Eddy and Kim Simms of Grant Thornton attended the meeting. Susan Eddy provided an overview of the result of their audit. She advised that based upon an examination conducted in accordance with Canadian generally accepted auditing standards that the financial statements were successfully executed and are free of material misstatement and present fairly the financial position and results of the City in accordance with Canadian public sector accounting standards.

Recommendation

The Committee recommends adopting the report as presented.

CARRIED UNANIMOUSLY

2. Decision Note dated September 2, 2015 – City of St. John's Business Continuity Plan

The Deputy City Manager – Corporate Services spoke to the above noted.

Recommendation

The Committee recommends the following:

- That the revised 2015 Business Continuity Plan be approved
- That the plan be reviewed in the fall of each year

ST. JOHN'S

- That an exercise be conducted in 2016 to test the Plan
- That a complete review of the plan be completed in the fall of 2018

CARRIED UNANIMOUSLY

3. **Decision Note dated September 21, 2015 seeking Senior Executive Committee approval to establish an internal mechanism for a consistent policy review and approval process for all Corporate Policies for the City of St. John's to ensure policies are given full internal consideration before being submitted for Council approval and determine where the ownership of this policy process (if approved) will rest**
-

The Human Resources Advisor – Policy and Program Development spoke to the above noted decision note. She advised it is important to appoint a Corporate Policy Committee to determine if it is a policy or procedure required to remedy a situation.

Recommendation

The Committee agreed to the following:

- **Appoint a Corporate Policy Committee (CPC) to develop, assess and support City Policies. The Corporate Policy Committee to be comprised of representatives from city departments who have the knowledge and experience of their respective functional area(s) to provide for balanced decision making.**
- **SEC to determine where the ownership of the corporate policy process rests and who will chair the Corporate Policy Committee. (Recommend City Clerk's office)**
- **Department heads to be invited to nominate individuals into the Corporate Policy Committee. It is the expectation that the members understand different divisions of their own departments well and ensure consultation and feedback on specific policies. Hence committed and passionate individuals will ensure the success of this process.**
- **The Corporate Policy Committee meet and review the Process and supporting tools created (by HR at this time) to modify and finalize as a process for policy recommendation, review, creation, vetting and communication.**
- **The Corporate Policy Committee to partner with Marketing and Communications division to inform all employees of this new process.**

CARRIED UNANIMOUSLY

4. Follow-up Summary Report: Fire Prevention

The Committee considered the above noted report.

Recommendation

The Committee agreed that although the original Review of Fire Prevention is dated May 30, 2008 to continue to follow-up on the recommendations made due to the sensitive nature of some of the recommendations and the fact that the new FDM computer system is nearing implementation.

CARRIED UNANIMOUSLY

5. Follow-up Summary Report: Grand Concourse Authority

The Committee considered the above noted report. The City has been conforming with the Public Tender Act since the original audit report of 2013. Senior Management wished to reaffirm that the City will maintain its position as previously stated to the Grand Concourse Authority that all work on publicly owned land outside of the mandated authority area of the GCA will be performed by the City's own work forces or through public tender.

Recommendation

The Committee agreed that as there is now one remaining pending issue of a minor nature that management indicates will be implemented at the next available time and as this is the second follow-up of this report to remove the item from Internal Audit's follow-up list.

CARRIED UNANIMOUSLY

Councillor Bruce Tilley
Chairperson



Grant Thornton

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Report to those charged with governance—Communication of audit results

City of St. John's

For the year ended December 31, 2014



Grant Thornton

An instinct for growth™

October 15, 2015

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To the members of the audit committee of
City of St. John's

We are pleased to report that we have now substantially completed our audit of the consolidated financial statements (hereinafter the "financial statements") of the City of St. John's (hereinafter the "entity") for the year ended December 31, 2014. We enclose our *Report to those charged with governance - Communication of audit results* to continue our dialogue with the committee on the audit of the entity. This report provides an overview of the results of our audit including comments on misstatements, significant accounting policies, sensitive accounting estimates, and other matters that may be of interest to the committee.

This communication has been prepared to comply with the requirements outlined in CAS 260 *Communication with those Charged with Governance*. The information in this document is intended solely for the information and use of the Audit Committee and management. It is not intended to be distributed or used by anyone other than these specified parties.

We express our appreciation for the cooperation and assistance received from the management and staff of the entity during the course of our audit.

If you have any particular comments or concerns, please do not hesitate to raise them at our scheduled meeting.

Yours sincerely,
Grant Thornton LLP

Kim Simms, FCPA, FCA
Principal

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Status of the audit

Outstanding items

We have substantially completed our audit of the financial statements of the entity for the year ended December 31, 2014 and the results of that audit are included in this report.

We have attached our draft auditors' report in the appendices. We will finalize the report once City Council has approved the financial statements. The following items were outstanding as at the date of this report:

- Receipt of signed management representation letter (attached in the application);
- Approval of the financial statements by City Council;
- Procedures regarding subsequent events; and
- Receipt of legal confirmations.

Planned audit approach

We have successfully executed our audit strategy in accordance with the plan presented to the committee on March 3, 2015.

Independence

We have a rigorous process where we continually monitor and maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the entity; and
- Confirming the independence of our engagement team members.

Audit results

Summary of misstatements

We have no non-trivial unadjusted misstatements to report.

Summary of disclosure matters

Our audit did not identify any unadjusted non-trivial misstatements from disclosure matters.

Reportable matters

Internal control

Management is responsible for the design and operation of an effective system of internal control that provides reasonable assurance that the accounting system provides timely, accurate and reliable financial information, and safeguards the assets of the entity.

The audit is designed to express an opinion on the financial statements. Our understanding of internal control is sufficient to enable us to plan the audit and to determine the nature, timing and extent of tests to be performed. If we become aware of a deficiency in your internal controls systems, auditing standards requires us to communicate to the audit committee those deficiencies we consider significant or material. However, a financial statement audit is not designed to provide assurance on internal control.

During the course of performing our audit, we identified the following deficiencies in internal control:

- There was an error in the routing rules for purchase orders that allowed certain Directors to approve amounts which were in excess of their limits of authority, as stipulated by City policy; and
- Journal entries that are prepared and posted by Acting Deputy City Manager, Financial Management are not reviewed.

During the course of performing our audit, we identified the following other advisory matter:

- Whistleblower line; and
- GST/HST compliance with respect to 351 Water Street.

Our comments and recommendation, along with the City's response on this matter, has been provided in an internal control letter and attached in the appendices.

Significant findings from the audit

As part of the audit, we identified the following significant items we wanted to discuss:

Significant new accounting policies	<ul style="list-style-type: none"> There were no significant new accounting policies noted in the year.
Significant transaction	<ul style="list-style-type: none"> A leased tangible asset in the amount of \$5,104,167 was set up in relation to the parking spaces located at 351 Water Street. This asset is being amortized over 50 years, which is the term of the lease agreement. A similar asset will be set up for the year ended December 31, 2015 in relation to the Duckworth Street parking spaces.
Sensitive accounting estimates and disclosures	<ul style="list-style-type: none"> The City's Pension Plan for employees and Mayor/Councillor's, along with the Sick and Severance Leave liability and Post-Retirement Benefits are significant sensitive accounting estimates that are actuarially determined based on assumptions made by management. During our audit, the assumptions used for 2014 were compared against the actuarial reports and discussions we had with the actuary to determine that the information provided by management was accurate and complete. No exceptions were identified in the information provided to the actuary by management. The City's allowance for doubtful accounts is a significant sensitive accounting estimate that is determined based on a combination of general and specific allowance provisions for a receivable's age outstanding. During our audit, the allowance was recalculated based on management's provisions and the underlying data was tested for accuracy and completeness. No exceptions were identified in management's calculation of the allowance for doubtful accounts. The City's asset retirement obligation with respect to the Robin Hood Bay Landfill is a significant sensitive accounting estimate. The City's engages Kendell Engineering to assess the costs associated with the post closure costs associated with the site. As part of our audit procedures, we reviewed the work performed by Kendell Engineering and evaluated the reasonableness of the underlying data and assumptions provided by management. No exceptions were identified in the information provided by management.
Fraud and illegal acts	<ul style="list-style-type: none"> There were no fraud or illegal acts noted in the year.

Other matters to discuss

The following table outlines additional matters we would like to bring to your attention:

Related party transactions not in the normal course of business	<ul style="list-style-type: none"> There were no related party transactions not in the normal course of business noted in the year.
--	--

Association with annual reports

As part of our audit procedures, we are required to consider information other than the annual financial statements that management has prepared and included in the Management Discussion and Analysis report.

Other developments

The Chartered Professional Accountants of Canada (CPA Canada), CPAB and the Institute of Corporate Directors (ICD) have jointly developed and issued guidance and assessment tools for audit committees to consider in their oversight of the external auditor. Links to the guidance and assessment tools are provided below:

- 1 Oversight of the External Auditor – Guidance for Audit Committees
http://www.icd.ca/getmedia/ac88804a-db90-4cf5-a006-a674a944ac59/item78035_Guidance_EN.pdf.aspx
- 2 Annual Assessment of the External Auditor – Tool for Audit Committees
http://www.icd.ca/getmedia/f9ed2028-a38d-4c00-a99f-f7332b4f4934/item78036_AnnualAssessment_EN.pdf.aspx
- 3 Periodic Comprehensive Review of the External Auditor – Tool for Audit Committees
http://www.icd.ca/getmedia/7ec6dca3-96fa-48f4-b158-17ec7a840e7e/item78038_CompReview_EN.pdf.aspx
- 4 Frequently Asked Questions – Guidance and Tools for Audit Committees
http://www.icd.ca/getmedia/05ee4cac-eccf-46e3-be46-2d13c29430cf/item79032_FAQs_EN.pdf.aspx

Accounting standards

Recent changes in accounting standards have been summarized in the appendices. These accounting changes have had no potential effect on the entity for this year.

For fiscal years beginning on or after April 1, 2014, an entity will be required to recognize a liability if they have contamination at a site that exceeds an environmental standard, the entity is responsible/accepts responsibility, the entity expects to have to give up future economic benefits and the amount can be reasonably estimated. If an entity cannot reasonably estimate the amount, they must still provide disclosures concerning the liability.

New accounting standards and interpretations

Auditing standards

Recent changes in auditing standards have been summarized in the appendices. These auditing changes have had no potential effect on the entity for this year.

Appendix A – Draft auditor's report

Independent auditors' report

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To His Worship the Mayor and Councillors
City of St. John's

We have audited the accompanying consolidated financial statements of the City of St. John's, which comprise the consolidated statement of financial position as at December 31, 2014, and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the City of St. John's, as at December 31, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

St. John's, Canada

October XX, 2015

Chartered Accountants

Draft for Discussion Purposes Only

Appendix B – Draft Management representation letter

November XX, 2015

Grant Thornton LLP
15 International Place, Suite 300
St. John's, NL A1A 0L4

Dear Sir/Madam:

We are providing this letter in connection with your audit of the consolidated financial statements of City of St. John's as of December 31, 2014, and for the year then ended, for the purpose of expressing an opinion as to whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of City of St. John's in accordance with public sector accounting standards.

We acknowledge that we have fulfilled our responsibilities for the preparation of the consolidated financial statements in accordance with public sector accounting standards and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the consolidated financial statements would influence the decision of a reasonable person relying on the consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of [date of the auditor's report], the following representations made to you during your audit.

Financial statements

- 1 The consolidated financial statements referred to above present fairly, in all material respects, the financial position of the entity as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with public sector accounting standards, as agreed to in the terms of the audit engagement.

Completeness of information

- 2 We have made available to you all financial records and related data and all minutes of the meetings of shareholders, directors, and committees of directors, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant board and committee actions are included in the summaries.

- 3 We have provided you with unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- 4 There are no material transactions that have not been properly recorded in the accounting records underlying the consolidated financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the entity.
- 5 The restatements made to correct material misstatements in the prior period consolidated financial statements have been properly recorded, are approved by us, and will be recorded on the books of the entity.
- 6 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- 7 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the consolidated financial statements or as the basis of recording a contingent loss.
- 8 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
- 9 We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration.

Fraud and error

- 10 We have no knowledge of fraud or suspected fraud affecting the entity involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the consolidated financial statements.
- 11 We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's consolidated financial statements communicated by employees, former employees, analysts, regulators or others.
- 12 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

Recognition, measurement and disclosure

- 13 We believe that the significant assumptions used by us in making accounting estimates, including those used in arriving at the fair values of financial instruments as measured and disclosed in the consolidated financial statements, are reasonable and appropriate in the circumstances.
- 14 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the consolidated financial statements.
- 15 All related party transactions have been appropriately measured and disclosed in the consolidated financial statements.

- 16 The nature of all material measurement uncertainties has been appropriately disclosed in the consolidated financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the consolidated financial statements.
- 17 Any goodwill or intangibles on the books of the entity are evaluated whenever events or changes in circumstances indicated the carrying amount may not be recoverable to determine whether or not they have been impaired, and an appropriate loss provision is provided in the accounts where there has been a permanent impairment.
- 18 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the consolidated financial statements. Refer to Note 17 in the consolidated financial statements.
- 19 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
- 20 All “off-balance sheet” financial instruments have been properly recorded or disclosed in the consolidated financial statements.
- 21 With respect to environmental matters:
 - a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;
 - b) liabilities or contingencies have been recognized, measured and disclosed, as appropriate, in the consolidated financial statements; and
 - c) commitments have been measured and disclosed, as appropriate, in the consolidated financial statements.
- 22 The entity has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the entity’s assets nor has any been pledged as collateral except as identified in Note 10.
- 23 We have disclosed to you, and the entity has complied with, all aspects of contractual agreements that could have a material effect on the consolidated financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt. Refer to Note 9, Note 10, Schedule 2 and Schedule 3 in the consolidated financial statements.
- 24 The Goods and Services Tax (GST) and Harmonized Sales Tax (HST) transactions recorded by the entity are in accordance with the federal and provincial regulations. The GST and HST liability/receivable amounts recorded by the entity are considered complete.
- 25 Employee future benefit costs, assets, and obligations have been determined, accounted for and disclosed in accordance with the requirements of Section 3250 *Retirement Benefits* of the Chartered Professional Accountants of Canada (CPA Canada) Handbook for Public Sector Accounting.
- 26 There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the consolidated financial statements. Further, there have been no events

subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

- 27 All information relating to Treasury Bonds, including number and amount outstanding, have been disclosed to you and are appropriately reflected in the consolidated financial statements.

Other

- 28 We have considered whether or not events have occurred or conditions exist which may cast significant doubt on the Company's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

Acting Deputy City Manager, Financial Management

Manager – Budget & Treasury

Draft for Discussion Purposes Only

Appendix C – Internal control letter



Grant Thornton

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Management and the Audit Committee of City of St. John's
City of St. John's
10 New Gower Street
PO Box 908
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October 15, 2015

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In connection with our audit of City of St. John's (the "City") financial statements as of December 31, 2014 and for the year then ended, the Canadian Auditing Standards require that we advise management and the audit committee (hereinafter referred to as "those charged with governance") of the following internal control matters identified during our audit.

Our responsibilities

Our responsibility, as prescribed by the Canadian Auditing Standards, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes consideration of internal control over financial reporting (hereinafter referred to as "internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of identifying deficiencies in internal control or expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion on internal control effectiveness.

Identified deficiencies in internal control

We identified the following internal control matters as of the date of this letter that are of sufficient importance to merit your attention.

Significant deficiencies

Our consideration of internal control would not necessarily identify all deficiencies in internal control that, individually or in combination, may be material weaknesses or significant deficiencies.

A deficiency in internal control ("control deficiency") exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City's annual financial statements will not be prevented or detected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those responsible for oversight of the City's financial reporting (also referred to as those charged with governance).

We consider the following identified control deficiencies to be significant deficiencies.

Journal entries

Observation

Acting Deputy City Manager, Financial Management has the ability to create and approve journal entries, which creates an opportunity for management override of financial information.

Recommendations to strengthen internal control

We recommend that you review the segregation of duties for senior personnel and determine whether you feel that the level of segregation is appropriate to minimize any risk of fraud. For example, if the Acting Deputy City Manager, Financial Management must prepare journal entries, the Manager, Accounting Services should review and approve the entries. Evidence of the review should be documented.

City's response

This situation exists due to the current staffing requirements. Once this issue resolves itself over the longer term proper segregation of duties will be reinstated. In the interim Management will implement a review process to mitigate this risk.

Other Control deficiency

We identified the following other control deficiencies.

Routing rule exception for purchase orders

During our testing of controls, we identified an exception in the approval limits set up in the system, where one Director was approving purchase requisitions above their threshold as indicated in the City's policy for approval limits. A Director is only authorized to approve up to \$20,000 and it was discovered that because of the error in the routing rules, the Director was able to approve amounts between \$20,000-\$34,999. Upon further testing, we determined that this was an isolated error which was limited to certain individuals of certain departments. As we understand it, the routing rule has since been fixed.

City's response

This situation arose due to the redesign of the routing rules based on the City's recent changes in organizational structure and was corrected when identified.

Other Advisory Comments

We identified the following other advisory comments to discuss:

Whistleblower line

Observation

Best practices in governance indicate that whistleblower lines identify 43% of employee fraud. Furthermore, public companies are required by securities legislation to provide a whistleblower service to their employees. We understand that the City of St. John's does not currently have an independent, anonymous reporting line for this purpose. Many organizations committed to offering an ethical and positive work environment for their employees have such lines in place, which also serve to maintain their reputation with customers and suppliers. Current policy,

under Whistle Blower Protection By-Law 1552, provides employee protection and allows employees to file a complaint with the City Manager or Mayor or City Clerk.

There are many benefits which come from having a whistleblower services including the identification of poor control processes and weak internal control. Grant Thornton offers an effective and low-cost hotline service that provides Confidential, Anonymous Reporting for Employees (CARE). We are available to meet to further discuss our services in this area.

City's response

There is currently a recommendation going forth to the Audit & Accountability Committee during the October 22 meeting suggesting the formation of a committee with the mandate to develop a comprehensive fraud policy for the City. A review of the current Whistle Blower Protection By-Law will be conducted as a part of this work.

GST/HST compliance

Observation

Under a parking lease agreement with Eastside 2008 Equities Inc. ("Eastside"), the revenues from the parking operations located at 351 Water Street belong to the City. This would imply that the City must report the GST/HST applicable on the parking revenue earned. However, the parties have agreed to complete form GST506, which essentially has the effect of requiring Eastside to report the HST collected on the parking operations.

We recommend that you complete form GST506 in order to limit potential GST/HST risk relating to the parking lease arrangement with Eastside.

City's response

The proper form has been filed with CRA.

City response

The City's written response to the internal control matters identified herein has not been subjected to our audit procedures and accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, those charged with governance and others within the City and is not intended to be and should not be used by anyone other than these specified parties.

Yours sincerely,
Grant Thornton LLP



Kim Simms, FCPA, FCA
Principal

Appendix D – Accounting developments

Public Sector Accounting Board	Effective date
<p>Section PS 3450 Financial instruments, Section PS 2601 Foreign currency translation and Section PS 1201 Financial statement presentation</p> <p>PS 3450 <i>Financial instruments</i> is a new section that establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives.</p> <p>PS 2601 <i>Foreign currency translation</i> revises and replaces Section PS 2600 <i>Foreign currency translation</i>.</p> <p>PS 1201 <i>Financial statement presentation</i> revises and replaces Section PS 1200 <i>Financial statement presentation</i>.</p> <p>PS 3041 <i>Portfolio investments</i> revises and replaces Section PS 3040 <i>Portfolio investments</i>.</p> <p>The issuance of these new sections also includes consequential amendments to</p> <ul style="list-style-type: none"> • <i>Introduction to accounting standards that apply only to government not-for-profit organizations</i> • PS 1000 <i>Financial statement concepts</i> • PS 1100 <i>Financial statement objectives</i> • PS 2125 <i>First-time adoption by government organizations</i> • PS 2500 <i>Basic principles of consolidation</i> • PS 2510 <i>Additional areas of consolidation</i> • PS 3050 <i>Loans receivable</i> • PS 3060 <i>Government partnerships</i> • Section PS 3070 <i>Investments in government business enterprises</i> • PS 3230 <i>Long-term debt</i> • PS 3310 <i>Loan guarantees</i> • PS 4200 <i>Financial statement presentation by not-for-profit organizations</i> <p>PSG-6 <i>Including results of organizations and partnerships applying fair value measurement</i> was withdrawn as a result of the issuance of these sections.</p>	<p>The new requirements are all required to be applied at the same time.</p> <p>For governments - Fiscal years beginning on or after April 1, 2016.</p>
<p>Section PS 3260 Liability for contaminated sites</p> <p>This Section establishes the recognition, measurement and disclosure requirements for reporting liabilities associated with remediation of contaminated sites. The Section does not deal with tangible capital asset retirement obligations, liabilities associated with the disposal or sale of a tangible capital asset and acquisition/betterment costs for tangible capital assets that are less than the future economic benefits.</p> <p>An entity will be required to recognize a liability if they have contamination at a site that exceeds an environmental standard, the entity is responsible/accepts responsibility, the entity expects to have to give up future economic benefits and the amount can be reasonably estimated. If an entity cannot reasonably estimate the amount, they must still provide disclosures concerning the liability.</p>	<p>Fiscal years beginning on or after April 1, 2014.</p> <p>Earlier adoption is encouraged.</p>
<p>Section PS 2200 Related party disclosures</p> <p>This Section defines a related party. It also establishes the disclosures required for related party transactions, including disclosure of information about an entity's related party transactions and the relationship between the related parties when the transactions:</p> <ul style="list-style-type: none"> • have occurred at a value different from that which would have been arrived at if the parties were unrelated; or <p>have or could have, a material financial effect on the financial statements.</p>	<p>Fiscal years beginning on or after April 1, 2017.</p> <p>Earlier adoption is permitted.</p>
<p>Section PS 3420 Inter-entity transactions</p> <p>This Section establishes how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective (i.e., related parties within a government reporting entity). The main features of the new Section are:</p> <ul style="list-style-type: none"> • Transactions are measured at their carrying amounts, except in specific circumstances. • Cost allocation and recovery is the allocation of costs of activities associated with providing goods or services to another entity and the recovery of the costs incurred from the other entities. 	<p>Fiscal years beginning on or after April 1, 2017.</p> <p>Earlier adoption is permitted.</p>

Public Sector Accounting Board	Effective date
<p>Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.</p> <ul style="list-style-type: none"> Unallocated costs are the cost of resources recorded by the providing entity in its operating activities that are incurred on behalf of a recipient entity, A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at their carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice. The transfer of an asset or liability for nominal or no consideration is measured by the provider at its carrying amount and by the recipient at its carrying amount or fair value. Inter-entity transactions must be disclosed in accordance with Section PS 2200 <i>Related party disclosures</i>. 	
<p>Section PS 3210 Assets</p> <p>This new Section provides guidance for applying the definition of assets set out Section PS 1000 <i>Financial statement concepts</i> and establishes general disclosure standards for assets.</p> <ul style="list-style-type: none"> Disclosure of information about the major categories of assets that are not recognized is required. When an asset is not recognized because a reasonable estimate of the amount involved cannot be made, the reason(s) for this should be disclosed. 	<p>Fiscal years beginning on or after April 1, 2017.</p> <p>Earlier adoption is permitted.</p>
<p>Section PS 3320 Contingent assets</p> <p>This new Section defines and establishes disclosure standards for contingent assets.</p> <p>Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occur or fail to occur and that resolution will confirm the existence or non-existence of an asset.</p> <p>Disclosure of information about contingent assets is required when the occurrence of the confirming future event is likely.</p>	<p>Fiscal years beginning on or after April 1, 2017.</p> <p>Earlier adoption is permitted.</p>
<p>Section PS 3380 Contractual rights</p> <p>This new Section defines and establishes disclosure standards on contractual rights. Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.</p> <p>Disclosure of information about contractual rights is required, including a description about their nature and extent and the timing.</p>	<p>Fiscal years beginning on or after April 1, 2017.</p> <p>Earlier adoption is permitted.</p>

Appendix E – Auditing developments

Canadian Auditing Standards (CASs) and other Canadian Standards issued by the AASB and in effect for current audit engagements	Effective date
<p>Section 7060 – Auditor Review of Interim Financial Statements Section 7060 replaces Section 7050 of the same name. The overall focus of the Section has not changed. The focus of the auditor in conducting an interim review under Section 7060 continues to be to assist the audit committee in discharging its responsibilities with respect to interim financial statements that are required to be issued under the provisions of the securities legislation.</p> <p>Section 7050 included certain guidance comments that have become explicit requirements in Section 7060. In developing Section 7060, certain new requirements were also added to improve the clarity of the section, relating to the following:</p> <ul style="list-style-type: none"> • Determination of materiality • Design and performance of procedures to address the identified risks of material misstatement • The auditor’s response when he or she becomes aware of a misrepresentation in the interim management discussions and analysis • The date of management representation • Communication of the effect of accumulated misstatements to management and the audit committee • Expression of a modified conclusion if the auditor concludes that any material modification is necessary for the interim financial statements to be in accordance with the applicable financial reporting framework. 	<p>Section 7060 is effective for reviews of interim financial statements for interim periods of fiscal years beginning on or after December 15, 2014.</p>
<p>CSRS 4460 – Reports on Supplementary Matters Arising from an Audit or a Review Engagement The development of CSRS 4460 was undertaken to address an increasing tendency for various third parties, including regulators, to place responsibility on the practitioner to report on supplementary matters beyond the scope of the audit or review of an entity’s financial statements. The objectives of the standard are to:</p> <ul style="list-style-type: none"> • improve consistency of practitioners’ responses to requests for reports on supplementary matters; and • ensure that any communications issued by practitioners on supplementary matters have an appropriate basis and clearly communicate the extent of the practitioner’s association with the supplementary matter. <p>The new standard will have an effect on the wording of the practitioner’s report. Whereas previously practitioners may have issued reports that were written by third parties, under the new standard all reports will be required to follow the reporting requirements of the standard.</p> <p>The CSRS addresses reporting on supplementary matters to a third party, such as a regulator (often referred to as “derivative reporting”). The implementation of this standard has resulted in the withdrawal of the following Assurance and Related Services Guidelines: AuG-13, Special Reports on Regulated Financial Institutions.</p>	<p>CSRS 4460 is effective for reports dated on or after April 1, 2016.</p>
<p>Section 7170 - Auditor’s Consent to the Use of the Auditor’s Report in Connection with Business Acquisition Reports Section 7170 replaces Section 7500 of the same name. While Section 7500 dealt with requests for the auditor’s consent to using the auditor’s report in connection with a designated document, including business acquisition reports, Section 7170 is specific to the situation where the auditor is asked to consent to the auditor’s report being included in a business acquisition report being issued by the acquirer. The wording of the existing section has been replaced with wording that is specific to this situation. The changes include the following:</p> <ul style="list-style-type: none"> • the auditor’s consent can be provided either orally in writing, whereas previously it was required to be provided in writing; and • the requirements with respect to what needs to be included in the auditor’s consent have been reduced (e.g. the auditor is no longer required to identify any modifications to the audit report). <p>Consent in connection with documents that are currently within the scope of Section 7500 but are not a business acquisition report will be addressed by the revised Section 5020 and is addressed in the effective Section 7150.</p>	<p>The final standard is expected to be issued in June 2015.</p> <p>Section 7170 is effective for an auditor’s consent to the use of their report in a business acquisition report issued on or after June 1, 2016, with early adoption permitted.</p>

Canadian Auditing Standards (CASs) and other Canadian Standards issued by the AASB and in effect for current audit engagements	Effective date
<p>CSAE 3000 – Attestation Engagements Other than Audits or Reviews of Historical Financial Information and CSAE 3001 – Direct Engagements</p> <p>In an attestation engagement, the practitioner's objective is to reach a conclusion on a public statement or assertion issued by the party responsible for the underlying subject matter of the engagement. In a direct engagement, there is no public statement or assertion by the responsible party and the practitioner expresses a conclusion "directly" on the underlying subject matter.</p> <p>The two standards noted above replace the following sections:</p> <ul style="list-style-type: none"> • Section 5025 – <i>Standards for Assurance Engagements Other Than Audits of Financial Statements and Other Historical Information;</i> • Section 5030 – <i>Quality Control Procedures for Assurance Engagements Other Than Audits of Financial Statements and Other Historical Financial Information;</i> • Section 5049 – <i>Use of Specialists in Assurance Engagements Other Than Audits of Financial Statements and Other Historical Financial Information;</i> • Section 5050 – <i>Using the Work of Internal Audit in Assurance Engagements Other Than Audits of Financial Statements and Other Historical Financial Information;</i> and • Section 8100 – <i>General Review Standards.</i> <p>The key differences between the superseded standards and the new standards relate to a number of different areas, including the number and format of the standards, the relationships between assurance standards, the terminology and definitions, specifications regarding those assurance providers who can claim compliance with assurance standards, the detailed requirements of the standards, and limited assurance engagements. The full extent of the changes is beyond the scope of this summary, but Grant Thornton would be happy to provide further information, if required.</p>	<p>The final standard is expected to be issued in June 2015.</p> <p>The final standards will be effective for attestation and direct engagements where the assurance report is dated on or after June 30, 2017.</p>
<p>Amendments to CAS's related to the subject of Addressing Disclosures in the Audit of Financial Statements</p> <p>The AASB issued for comment Exposure Draft – Addressing Disclosures in the Audit of Financial Statements. The proposed changes included:</p> <ul style="list-style-type: none"> • Clarifying the meaning of "Disclosure"(CAS 200) • Providing guidance to auditors to address audit considerations relating to disclosures early in the Audit (CAS 210, 260, 300) • Disclosure considerations in identifying, assessing and responding to risks of material misstatement (CAS 240, 315, 320 and 330) • Clarifying and elaborating on expectations of the auditor when evaluating misstatements and forming an opinion (CAS 450 and 700) <p>The IAASB / AASB considered whether a new separate ISA / CAS addressing disclosures should be developed; however, they believe that a more holistic and integrated view on auditing disclosures should be taken throughout the financial statement audit. Therefore, it has been concluded that the proposed changes should be made to the relevant ISA's / CAS's.</p>	<p>The comment period has ended. The final handbook material is expected to be approved in September 2015</p>
<p>Amendments to ISA/CAS 700 and other standards pertaining to Reporting on Audited Financial Statements and adoption of ISA/CAS 701, <i>Communicating Key Audit Matters in the Independent Auditor's Report</i></p> <p>The IAASB has made changes to ISA 700 and other standards pertaining to reporting on audited financial statements, and has introduced a new standard, ISA 701, <i>Communicating Key Audit Matters in the Independent Auditor's Report</i>. The new ISA's are effective for audits of financial statements for periods ending on or after December 15, 2016. The key changes are expected to be as follows:</p> <ul style="list-style-type: none"> • Adoption of a new standard requiring the auditor of a listed entity to describe the matters judged to be most significant to the audit in the audit report (ISA 701) • Expanded disclosures regarding management's responsibilities related to going concern, specifically: the responsibility to assess the entity's ability to continue as a going concern and whether the use of the going concern basis of accounting is appropriate as well as disclosing, if applicable, matters relating to going concern. • Expanded disclosures regarding the auditor's responsibilities related to going concern, specifically: the requirement to conclude on the appropriateness of management's use of the going concern basis of accounting and, if based on the audit evidence obtained, whether the auditor concludes a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If the auditor concludes 	<p>The AASB plans to seek input on the Invitation to comment later in 2015.ISA.</p>

Canadian Auditing Standards (CASs) and other Canadian Standards issued by the AASB and in effect for current audit engagements	Effective date
<p>that a material uncertainty exists, the auditor is required to draw attention in their report to the related disclosures.</p> <ul style="list-style-type: none"> Disclosure of the engagement partner's name in auditor's reports for audits of listed entities, and changes to the descriptions of the responsibilities of management, the auditor and those charged with governance, including a reference to who within the entity is responsible for overseeing the reporting process (ISA 700) <p>It is believed that these changes will enhance the communicative value of the auditor's report and also improve the overall quality of the audit and financial reporting.</p> <p>The AASB intends to adopt the ISA's with limited amendments however is soliciting input from stakeholders on identified implementation challenges. An invitation to comment will be issued in the summer of 2015. It is anticipated that the Canadian standards effective date will be delayed by at least one year from the International effective date.</p>	
<p>Amendments to CAS 720, <i>The Auditor's Responsibilities Relating to Other Information</i> The proposed changes to CAS 720 include:</p> <ul style="list-style-type: none"> (i) expansion in the scope of the standard; (ii) expansion of the objectives of the standard; and (iii) expansion of the auditor's work effort under the standard. <p>Due to proposed changes in scope, certain documents that are currently outside the scope of extant 720 may be within the scope of CAS 720 (Revised). The AASB tentatively agreed that Canadian amendments should be proposed to limit the application of the amended CAS 720, provide further guidance on which documents particular to Canada are within the scope of 720, and address relevant ethical requirements in Canada. These proposed Canadian amendments are a significant change and the AASB plans to seek feedback via a revised CAS 720 Exposure Draft to be issued in the summer of 2015.</p>	<p>The AASB plans to seek input on the Exposure Draft in the second half of 2015 and issue the final handbook material in the first half of 2016.</p>
<p>Replacement of the <i>Joint Policy Statement Concerning Communications with Law Firms Regarding Claims in Connection with the Preparation and Audit of Financial Statements and AuG-46, Communication with Law Firms under New Accounting and Auditing Standards</i> The existing joint policy statement is based on the terminology and accounting requirements of Part II of the CPA Canada Handbook. It is proposed that AuG-46 and the existing joint policy statement be replaced with a revised statement of the same name, which will incorporate the following fundamental changes:</p> <ul style="list-style-type: none"> expanding the scope of the revised Statement to apply to in-house legal counsel who is acting in a legal capacity by performing a role that commonly would be performed by external legal counsel; providing a more detailed discussion on the legal concept of privilege; structuring the revised Statement to be accounting framework neutral so that it can be used regardless of the applicable financial reporting framework applied by management to evaluate the entity's claims and possible claims; and updating guidance with respect to the timing of issuance of the inquiry and response letters. 	<p>The comment period for the Exposure Draft ended on April 6, 2015</p>

DECISION/DIRECTION NOTE

Title: City of St. John's Business Continuity Plan

Date Prepared: September 02, 2015

Report To: Audit and Accountability Committee

Ward: N/A

Decision/Direction Required: To seek approval of the revised 2015 City of St. John's Business Continuity Plan (BCP)

Discussion – Background and Current Status:

Business Continuity Planning is the process involving the development and implementation of activities that provides for the continuation and /or recovery of critical service delivery and business operations in the event of a disruption.

The BCP is a documented collection of procedures and information that is developed, compiled and maintained in readiness for use in an incident. The procedures will allow an organization to continue critical activities at acceptable pre-defined level.

In March 2014 a steering committee was struck with representatives from each of the City's departments. The committee developed a Request for Proposals for a consultant to assist staff in a complete review of the BCP Plan dated 2006.

In May 2014, a Request for Proposals was issued and HZX Business Continuity Planning was awarded the contract at a cost of \$34,900 and work began in September 2014. In April 2015, HZX provided completed documents to the Manager of Emergency Preparedness and Business Continuity and were reviewed over the summer for completeness and accuracy.

Completed documents are saved on J: BCP Steering Committee

Key Considerations/Implications:

1. Budget/Financial Implications

N/A

2. Partners or Other Stakeholders

N/A

3. Alignment with Strategic Directions/Adopted Plans

Supports Goal to Advance Business Continuity Plans

4. Legal or Policy Implications

Complies with Business Continuity Policy 01-01-07

5. Engagement and Communications Considerations

Awareness to all departments of updated Plan and accompanying priorities and procedures. Corporate Services will meet with each Departments senior management team to review their responsibilities and assess their readiness.

ST. JOHN'S

6. Human Resource Implications

N/A

7. Procurement Implications

N/A

8. Information Technology Implications

The revised BCP Business Impact Analysis has been used for the development of an IT Disaster Recovery Plan

9. Other Implications

- Viewed positively by City's Insurer
- Complies with Canadian Standards Association Z1600-14 standard for Emergency and Continuity Management Program and Disaster Recovery Institute 10 Professional Practices.

Recommendations:

- That the revised 2015 Business Continuity Plan be approved
- That the plan be reviewed in the fall of each year
- That an exercise be conducted In 2016 to test the Plan
- That a complete review of the plan be completed in the fall of 2018

Prepared by//Signature:

David Day – Manager of Emergency Preparedness & Business Continuity

Signature: _____

Approved by//Date/Signature:

Kevin Breen - Deputy City Manager, Corporate Services & Acting City Manager

Signature:  _____

Attachments:

2015 Business Continuity Plan



City of St. John's

Business Continuity Action Plan

Draft Version 0.3

Situation Analysis Checklist

If you are using this Business Continuity Plan to address a major process disruption and have not read the plan before, or participated in an exercise of this plan, please turn to the [Business Response Checklists](#). Emergency Response Plan activities and procedures are not within the scope of this document.

Distribution and Use of this Document

This document and the ones noted below compose the Business Continuity Action Plan (BCP). Each member on the [Distribution List](#) should have electronic (secure flash drive) and hard copy stored off site of the entire BCP. This requires printing of this document and the ones listed below.

Name	Purpose	Path
Incident Escalation and Emergency Response Plan	This framework will assist City of St. John's into taking the necessary steps to survive a disaster, whether minor, moderate or major and to resume the business operation as soon as possible.	Specific to each facility location
Crisis Communications Plan	Throughout a crisis good communication is essential. All communications, either internal or external must be coherent, consistent and tailored to each audience.	J:BCP Steering Committee/Final BCP 2015
Pandemic Plan	This Pandemic Plan is developed to manage a pandemic influenza outbreak and reduce the effect of infectious diseases	J:BCP Steering Committee/Final BCP 2015
Internal / External Contact List	Contact information for Key Internal and External resources.	J:BCP Steering Committee/City STJ Emerg Call Out Aug 2015

Date of original issue: November 2014

Date of current issue: November 2014

Prepared by: Fred Spitzig

The information disclosed herein is proprietary to the City of St. John's and is not to be used by or disclosed to unauthorized persons without written consent. The recipient of this document shall respect the security status of the information.

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1.0 Summary

1.1 Purpose

This Business Continuity Plan (BCP) documents the processes and procedures to be used by the City of St. John's in the event of a process disruption of unacceptable duration. Maximum timelines and impacts for process interruption are documented in the City of St. John's Business Impact Analysis.

This plan documents the basic procedures and process steps to be used to provide critical process continuance in the event there is a disruption to the business caused by a catastrophic incident. Emergency response actions and responsibilities are outlined in the City of St. John's Emergency Response Plan. This BCP Action Plan is not intended to override or supersede the Emergency Response Plan. Rather, the BCP Action Plan is utilized in addition to the Emergency Response Plan in the event that the situation significantly hampers the City of St. John's ability to operate its critical processes.

It is the responsibility of each City of St. John's employee that has a role supporting this plan to read and understand this document.

1.2 Scope

The scope of this plan includes the following City of St. John's Divisions:

- Office of City Clerk
- Office of Strategy & Engagement
- Planning, Development, Engineering
- Financial Management
- Corporate Services
- City Solicitor
- Office of City Manager
- Public Works
- Community Services
- Regional Fire Department

1.3 BCP Assumptions

The following is a list of BCP Action Plan assumptions:

- The Data Center is not operating.
- Recovery at a different third party site (using backups) is not in scope.
- Not all IT services can be recovered within the Business requirement timelines.
- Each business process has an assigned business continuity primary and alternate owner
- The City of St. John's BCP Steering Committee have received an appropriate level of training
- Business processes have been prioritized
- At least 50% of the BCP Steering Committee is available and can be contacted

- The type of disruptive incident will vary significantly (i.e., fire, civil unrest, natural disaster, disease outbreak, chemical spill, etc...)
- Soft copy and/or hardcopies of the BCP are available
- Sufficient remote access capacity is available
- This plan is reviewed, updated and exercised annually

2.0 Business Continuity Planning (BCP) Steering Committee Members

The BCP Steering Committee is the group identified to play an executive/ leadership role in an Emergency or Crisis situation. The BCP Steering Committee would coordinate the City’s response to the emergency/business continuity event, and utilize corporate resources to support the Incident Commander and staff responding to the event. Reference the [Contact List](#) for details.

Member	Role	Alternate
David Day	BCP Steering Committee Leader	Elizabeth Clarke
Elaine Henley	Office of City Clerk	
Susan Bonnell	Office of Strategy & Engagement	
Mark White	Planning, Development, Engineering	Randy Carew
Nathan Barrett	Financial Management	
Keith Barrett	Corporate Services	
Linda Bishop	City Solicitor	
Lynnann Windsor	Public Works	
Beverly Skinner	Community Services	
Superintendent Fowler	Regional Fire Department	

3.0 BCP Strategy

This section of the plan highlights the City of St, John’s BCP strategies used to guide the response to a crisis and meet the business recovery requirements identified in the [BIA/Process Prioritization](#).

3.1 Work from Home Strategy

One of the City of St. John's strategies is to work from home in the event that City of St. John's facilities are unavailable.

NOTE: The existing service features capacity on demand however Network bandwidth to support a "Work From Home Strategy" remains untested.

3.2 Alternate Work Area Strategy

Alternate work area strategy will be determined at time of emergency. Options include: working from home or working from alternate City offices in the short term. Long term requirements will be handled by City Buildings. The BCP Steering Committee will determine which option makes the most sense and communicate to team accordingly.

3.3 Desktop Workstations Recovery Strategy

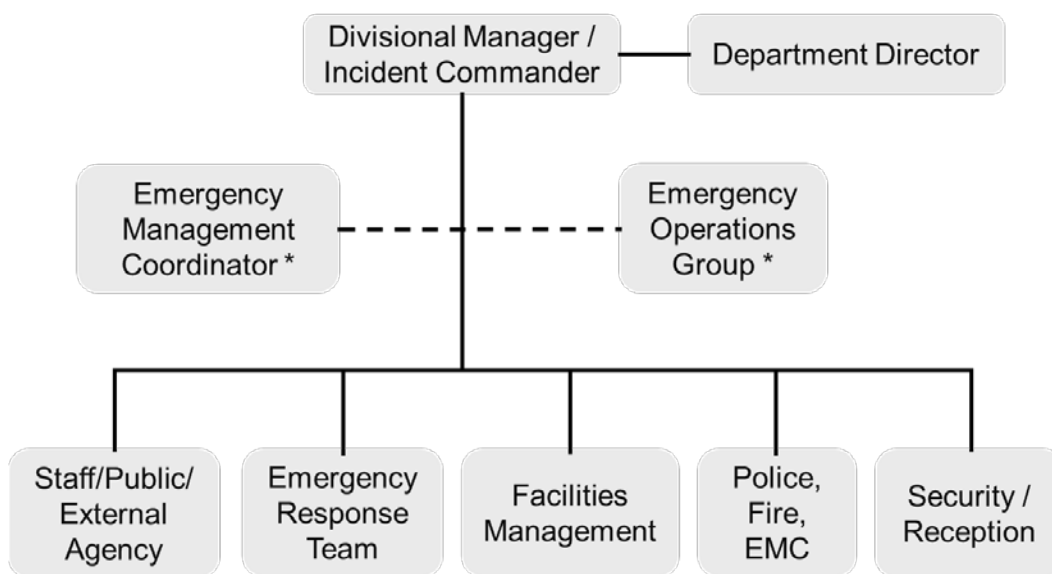
A desktop workstations replacement policy is in effect. Workstations that are either awaiting deployment or have been decommissioned could be used as temporary workstations.

There are no quick ship arrangements with IT vendors in place.

PCs and Laptops are to be allocated, based upon BCP Steering Committee direction.

4.0 Incident Escalation Model

The Incident Escalation flow has been developed to accelerate the decision-making process in the event of an incident that affects the City of St. John's. For Public Facing/Project related incidents there is an established Project Management Escalation Call Tree and Protocol managed by the Chief Communication Officer/BCP Incident Commander and the Community Liaison. Internal employee communications will be coordinated via the HR/Office Manager representative on BCP Steering Committee.



4.1 Incident Roles and Responsibilities

BCP Incident Escalation Roles	Escalation & Communication Points
<p>Supervisor</p> <ul style="list-style-type: none"> ▪ Responds to incidents 	<ul style="list-style-type: none"> ▪ Is notified incident has occurred or identifies incident during normal business hours ▪ Outside normal business hours, 311 <ul style="list-style-type: none"> ▪ Escalates to EOCG and BCP Incident Commander and activates emergency response plan ▪ Notifies local police and/or fire departments
<p>Staff</p> <ul style="list-style-type: none"> ▪ Provides leadership and support to maintain process continuity ▪ Responsible for ensuring a viable BCP is in place and is operational ▪ Executes process recovery with other Process Owners ▪ Participates in BCP plan maintenance, testing and updates annually, post-incident reviews 	<ul style="list-style-type: none"> ▪ Evaluates impact of an event based on issues escalated (i.e., severe IT outage, infectious disease outbreak, etc.) in conjunction with Department Management ▪ Escalates and communicates integration issues to Department Management ▪ Facilitates procurement of goods and services required in response to the incident
<p>EOCG</p> <ul style="list-style-type: none"> ▪ Internal resource ▪ Responds to incidents ▪ Facilities lead for incident management ▪ Coordination with Departments throughout the BCP phases 	<ul style="list-style-type: none"> ▪ Escalates incident and subsequent decisions to the BCP Steering Committee as required ▪ Coordinates incident review with BCP Steering Committee to determine which BCP actions may need to be executed and when ▪ Coordinates ongoing communications with BCP Steering Committee and escalates required decisions accordingly to BCP Incident Commander for BCP activation ▪ Liaison to External Facilities Manager as well as City Buildings for support on facilities related issues
<p>BCP Plan Sponsor / Incident Commander</p> <ul style="list-style-type: none"> ▪ Responds to incident circumstances to activate BCP ▪ Assesses damage to business operations and impact to human resources based on input from BCP Steering Committee 	<ul style="list-style-type: none"> ▪ Obtains input from BCP Steering Committee to determine if BCP needs to be activated ▪ Responsible for BCP activation and assumes executive leadership once the activation is declared ▪ Communicates location of incident command or remote logistics ▪ Works with the BCP Steering Committee to assure human safety ▪ Coordinate with stakeholders as required
<p>BCP Steering Committee</p> <ul style="list-style-type: none"> ▪ Assessment of a situation with the determination of BCP activation ▪ Provides cross-functional 	<ul style="list-style-type: none"> ▪ Addresses cross-functional issues ▪ Resolves escalated issues or prioritize resources ▪ Escalates issues inappropriate for resolution at BCP Steering Committee to BCP Incident Commander

BCP Incident Escalation Roles	Escalation & Communication Points
coordination, expertise, and support to teams executing their BCPs	
<p>City of St. John's Information Technology</p> <ul style="list-style-type: none"> ▪ Responds to incidents 	<ul style="list-style-type: none"> ▪ Works with BCP Incident Commander and EOCG to assess IT impact ▪ Escalates specific incidents within IT and coordinates management of the incident with the BCP Incident Commander ▪ Reviews integration requirements from Department Heads with BCP Incident Commander, sets action plan, and escalates support requests within IT accordingly ▪ Overall escalation ▪ Escalates within IT following incident assessment and conclusion that special IT support is required to help manage the incident ▪ Determines and communicates application outage estimates to Department representatives, Facilities BCP Incident Commander and Steering Committee

5.0 BCP Activation

After initial assessment of the situation, the Incident Commander will make the decision to activate the BCP with guidance (as required) from the BCP Steering Committee.

Following the activation the Incident Commander will be managing the situation using the guidelines set forth in the BCP. The Incident Commander will ensure the appropriate communication with the BCP Steering Committee. Based on the situation, a number of corporate functions may be suspended or modified.

5.1 IT DR Activation Process

After initial assessment of the situation, the Incident Commander will make the decision to activate the BCP with guidance (as required) from the BCP Steering Committee.

6.0 Business Response Phase

6.1 Facilities Damage Assessment

When an event occurs, the Incident Commander coordinates with the departmental BCP Steering Committee member to perform a damage assessment of the physical property including: location safety & security, extent of damages, short term/long term impacts, salvation/repair strategies.

The [Facilities Damage Assessment Report](#) should be used.

6.2 Process Damage Assessment

When an event occurs, each BCP Process Owner will use the [Process Damage Assessment](#) form to determine the extent of impact to their respective business processes. This form contains pre-determined questions and checklist items used as guidelines to help each process owner evaluate their business processes in a disaster situation.

6.3 Emergency Operations Centre (EOC)

The City of St. John's will establish locations to be used as Control Centre by the BCP Steering Committee in order of preference (use is contingent on nature/scope of event):

1. Emergency Operations Centre, (Central Fire Station)
2. Alternate City of St. John's Facility, (Mt Pearl Fire Station)
3. City facility, to be determined at time of event

6.4 Situation Report Meeting Agenda

When a business interruption occurs, meetings will be necessary to manage the situation. A template to document the meeting is provided in the appendices ([Situation Report Meeting Record](#)). The typical agenda of a situation report meeting should include the following:

- Attendance roster (list attendees that represent each business process area)
- Situation overview
- Facilities and IT impacts to City of St. John's
- Employee safety and well-being status
- Impact to Guests
- Estimated cost of the outage
- Each business process to report on impacts and ability to enact BCP strategy using [Process Damage Assessment](#) form
- Resource availability
- The BCP Steering Committee will discuss tactics to deal with the crisis (hiring, redeploy, move to new site, etc) with the Incident Commander
- Communications plan and Media Relations using the Crisis Communication Plan
- Contingency and fail over plans
- Next Situation Report meeting date and time

Ensure that the following is underway:

- BCP Process owners have initiated the [Process Damage Assessment](#) process.
- Impacted Department has started the [Facilities Damage Assessment](#) process

6.5 Business Response Checklists

The assessment checklists in the following pages are intended to ensure key BCP actions have been launched **as soon as the BCP is activated**. They are organized divisionally by stage of the incident.

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6.5.1 BCP Incident Commander	
<input type="checkbox"/>	Ensure the appropriate Emergency response has been undertaken and completed; any necessary transition information has been collected and provided from First Responders to BCP Incident Commander
<input type="checkbox"/>	Assign a scribe to document decisions (Scribe Template in Appendices) made and actions taken during incident management, including persons accountable for following this checklist.
<input type="checkbox"/>	Confirm that communications are operational
<input type="checkbox"/>	Contact Communications lead to confirm a media liaison and spokespeople have been assigned, and staff are on standby for assignments.
<input type="checkbox"/>	Contact the BCP Steering Committee and if necessary arrange a meeting (either at Onsite or Offsite as appropriate). Utilize the Situation Report Meeting Record (in appendices) to document
<input type="checkbox"/>	Notify key Stakeholders, Funders, Contractors as required <ul style="list-style-type: none"> • Senior Executive Committee • Mayor and Council • Regional partners staff • Province of Newfoundland • Contractors
<input type="checkbox"/>	Request BCP Steering Committee members to utilize the Process Damage Assessment in Appendices to assess impacts.
<input type="checkbox"/>	Receive briefing on Departmental availability of services, priorities and events from BCP Steering members
<input type="checkbox"/>	Declare a Business Continuity event and inform BCP Steering Committee
<input type="checkbox"/>	If required, the BCP Incident Commander has assigned “runners” (internal messengers) for administrative, communications, other needs such as food and water for team
<input type="checkbox"/>	Confirm the Crisis Communications incorporate the incident details: <ul style="list-style-type: none"> • for internal communications to keep all employees informed of BCP activities and status including when/how employees will receive situation updates • Advise all staff of corporate communications policy for bulletins. Advise them not to speak to members of the press concerning the event • Vendors/service suppliers or other key external partners that require information about the disruption have been defined • What each audience needs to know is defined • Communications vehicles are defined (i.e. phone, email, voicemail, web site, press release, etc.) • Changes to communications/call rerouting are defined • Regular meetings and touch points have been scheduled • Location for public briefings is identified and set-up
<input type="checkbox"/>	Process recovery timelines have been reviewed and service delivery impacts assessed by all Departments; cross dependencies have been highlighted
<input type="checkbox"/>	Evaluation of work-arounds has been assessed in relation to recovery timelines.

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6.5.1 BCP Incident Commander	
<input type="checkbox"/>	Delegate BCP Steering Committee to contact external suppliers/service providers as required
<input type="checkbox"/>	Impact to human resources has been fully assessed: <ul style="list-style-type: none"> • If required, key resources are available to work at an alternate location(s) • Staff required for process resumption have been identified • If the incident is expected to be for an extended period of time, key staff has been divided into different work teams to permit 24/7 operation • Consider requirement and provide for Trauma counselling • Succession planning and need for new hires (contracts, permanent, agency, part-time) has been assessed and communicated. Adjusted security and payroll requirements have been considered.
<input type="checkbox"/>	Ensure required equipment, supplies, and other physical resources available to respond to the incident has been reviewed
<input type="checkbox"/>	Direct Steering Committee to assess Critical Staff that need to be relocated to alternate locations and ensure Facilities prime receives input to assess against available space
<input type="checkbox"/>	In conjunction with the Steering Committee, assign staff based on priority to alternate space if quantity is limited
<input type="checkbox"/>	Ensure security of key data, private information, or sensitive documentation
<input type="checkbox"/>	Engage Legal Counsel if required to address any Liability issues for City of St. John's that may have arisen as a result of the incident
<input type="checkbox"/>	Decide to relocate, work from home or use alternate space: If decision is made to relocate to alternate space: <ul style="list-style-type: none"> • Review timelines and strategy options for alternate work facilities • Action plan and timelines for moving to alternate space have been done • Additional costs for employee transportation and accommodations at alternate site have been assessed • Ensure that all staff to be relocated enter their call redirects
<input type="checkbox"/>	Next meeting date and time has be set Frequency of all future meetings has been set (i.e. daily, every 4 hours...)
Ref:	Crisis Communications Plan Process Damage Assessment Situation Report Meeting Record Scribe Template

6.5.2 Communications	
	<i>Corporate Communications</i>
<input type="checkbox"/>	Confirm media spokesperson with Mayor and put alternates on notice

6.5.2 Communications	
<input type="checkbox"/>	Identify communications specialist to assist with preparation and deployment of communications and identify temporary media briefing centre (if needed)
<input type="checkbox"/>	Identify graphic designer to assist with visual aids
<input type="checkbox"/>	Identify team member to monitor all media (including social media)
<input type="checkbox"/>	Assess which communications channels are available for use: <ul style="list-style-type: none"> • Email • Phone • Website • Face to face • Texting • BBM • Canadian Newswire Service • Active Campaign • Social Media
<input type="checkbox"/>	Mayor notifies Council that an incident is underway and they will receive more details as they are known
<input type="checkbox"/>	Gather incident impacts and issues from BCM Steering Committee
<input type="checkbox"/>	Develop list of facts and unknowns
<input type="checkbox"/>	Steering Committee assignments to collect information on unknowns; set up-date schedule
<input type="checkbox"/>	Develop communications plan <ul style="list-style-type: none"> • Objectives • Audiences • Tactics • Key messages • Evaluation
<input type="checkbox"/>	Assign tasks with deadlines to communications specialists and graphics designer
<input type="checkbox"/>	Share communications plan with Mayor for input and updates
<input type="checkbox"/>	Mayor shares communications plan with Council
<input type="checkbox"/>	Implement communications plan
<input type="checkbox"/>	Monitor situation and media coverage
<input type="checkbox"/>	Report results to Mayor
<input type="checkbox"/>	Mayor advises Council as appropriate
<input type="checkbox"/>	Provide / receive updates from BCM Steering Committee
<input type="checkbox"/>	Amend and update communications plan
<input type="checkbox"/>	Redeploy communications
<input type="checkbox"/>	Set repeat cycle timelines and repeat cycle
Ref:	Standby media statements, project fact sheets Contact lists

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6.5.3 Generic		
Done	Activity (generic response steps – do not change)	Comments (for use at time of incident)
<input type="checkbox"/>	Process Damage Assessment Form in appendices is completed	
<input type="checkbox"/>	Immediate deliverables or actions required are known	
<input type="checkbox"/>	Review the BIA to validate the critical functions priorities and adjust as necessary given the incident	
<input type="checkbox"/>	Function suspension or reduction of service has been considered	
<input type="checkbox"/>	Actions required to suspend or reduce service are known	
<input type="checkbox"/>	Communicate to staff regarding impact of the incident and where to report to work or other impacts	
<input type="checkbox"/>	Function interdependencies have been assessed (refer to the BIA)	
<input type="checkbox"/>	Timelines and resumption strategies are known for functions immediately required	
<input type="checkbox"/>	The minimum number of staff required for resumption of critical functions is available	
<input type="checkbox"/>	Resource back up strategies have been activated to ensure staffing required (backfills, temporary staff, contractors, mutual aid agreements have been contacted and arranged)	
<input type="checkbox"/>	Surplus staff within the group have been identified and are available for redeployment	
<input type="checkbox"/>	Site access restrictions or special security needs have been assessed and communicated to the appropriate contacts for both existing and Alternate Process Location if applicable	
<input type="checkbox"/>	Alternate Process Location has been notified if relevant	
<input type="checkbox"/>	Ability to receive critical function inputs (e.g. phone calls, emails) at the Alternate Process Location is known	
<input type="checkbox"/>	Identify Functions to be suspended and/or reduced and describe any required actions to do so. Details in the individual department's BCP.	
<input type="checkbox"/>	Timeline to begin manual workarounds for critical functions is known	
<input type="checkbox"/>	Timeline to recover IT systems has been determined	
<input type="checkbox"/>	Required approvals have been obtained	
<input type="checkbox"/>	Funding authorization has been received for plan activation where applicable	
	REFERENCES: <ul style="list-style-type: none"> • <i>Insert the name(s) of hardcopy and / or softcopy</i> 	

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6.5.3 Generic		
Done	Activity (generic response steps – do not change)	Comments (for use at time of incident)
	<p style="background-color: yellow;"><i>documents that would need to be referenced</i></p> <ul style="list-style-type: none"> • <i>Internal and External Key Contacts Lists</i> • <i>Process Damage Assessment form</i> 	

6.5.4 Link to Community Services Plan

[Checklists\CSJ - Community Services - Business Response Checklists 2014.docx](#)

6.5.5 Link to Corporate Services Plan

[Checklists\CSJ - Corporate Services - Business Response Checklists HR Final.docx](#)

6.5.6 Link to Finance Plan

[Checklists\CSJ - Finance - Business Response Checklists v3.docx](#)

6.5.7 Link to Inspection Services Plan

[Checklists\CSJ - Inspection Services - Business Response.docx](#)

6.5.8 Link to Legal Plan

[Checklists\CSJ - Legal - Business Response Checklists vFinal.docx](#)

6.5.9 Link to Office of City Clerk Plan

[Checklists\CSJ - Office of City Clerk - Business Response Checklists v0.1.docx](#)

6.5.10 Link to Office of City Manager Plan

[Checklists\CSJ - Office of City Manager - Business Response Checklists v0.1.docx](#)

6.5.11 Link to Office of Strategy and Engagement Plan

[Checklists\CSJ - Office of Strategy and Engagement - Business Response Checklists v0.1.docx](#)

6.5.12 Link to Planning Development Engineering Plan

[Checklists\CSJ - Planning Development Engineering - Business Response Checklists \(Flooding\).docx](#)

6.5.13 Link to Public Works Plan

[Checklists\CSJ - Public Works DM Comments - Business Response Checklists Master v0.1.docx](#)

6.5.14 Link to Regional Fire Department Plan

[Checklists\CSJ - Regional Fire Dept - Business Response Checklists v0.1.docx](#)

7.0 Business Resumption

This section of the document defines how the critical functions and services will be resumed on a temporary basis, with a minimum set of resources and flows into how these will then be recovered to normal operations. It defines which steps are to be resumed to provide minimal outputs, and in what priority. Resources required to support Critical Process resumption as defined in the Process Prioritization of this business continuity plan are detailed in the checklist.

7.1.1 BCP Incident Commander	
<input type="checkbox"/>	Receive update with respect to incident investigation
<input type="checkbox"/>	Set meeting schedule with BCP Steering Committee, utilize the Situation Report Meeting Record to document
<input type="checkbox"/>	Receive briefing on Resumption status, priorities and events from BCP Steering Committee as required
<input type="checkbox"/>	Update from Communications on the Crisis Communication Plan as necessary. Consider any changes to earlier messaging: <ul style="list-style-type: none"> • for internal communications to keep all employees informed of BCP activities and status including when/how employees will receive situation updates • Vendors/service suppliers, other key external partners, Stakeholders, Funders, Design/Build Contractors that require information about the disruption have been defined • What each audience needs to know is defined • Communications vehicles are defined (i.e. phone, email, voicemail, web site, press release, etc.) • Changes to City of St. John's communications/call rerouting are defined • Regular meetings and touch points have been scheduled
<input type="checkbox"/>	Work arounds have been enabled, any required resources, equipment have been secured
<input type="checkbox"/>	Delegate Senior Management to contact key Stakeholders, Funders, Design/Build Contractors with updates as required
<input type="checkbox"/>	Assess any updates to human resources, consider: <ul style="list-style-type: none"> • Key resources are available to work at an alternate location(s) • Staff required for process resumption have been identified • If the incident is expected to be for an extended period of time, key staff has been divided into different work teams to permit 24/7 operation • Succession planning and need for new hires (i.e. contracts, permanent, agency, part-time) have been assessed and communicated • Adjusted security and payroll requirements have been considered
<input type="checkbox"/>	Next meeting date and time has be set Frequency of all future meetings has been set (i.e. daily, every 4 hours...)
Ref:	Crisis Communications Plan Situation Report Meeting Record Scribe Template

7.1.2 Communications	
	<i>Corporate Communications</i>
<input type="checkbox"/>	Repeat Business Response Phase cycle
<input type="checkbox"/>	Adjust repeat cycle timelines (scale back frequency?)
<input type="checkbox"/>	Review communications channels being used (add or drop)
<input type="checkbox"/>	Set shift schedule to staff communications plan
<input type="checkbox"/>	Review staffing and see if need to bring in additional resources
<input type="checkbox"/>	Designate alternate location to conduct media briefings

8.0 Business Recovery/Restoration

This section should describe the activities involved to restore business processes back to normal operations at either the primary site or new site.

8.1.1 BCP Incident Commander	
<input type="checkbox"/>	Receive final update with respect to incident investigation
<input type="checkbox"/>	Utilize the Situation Report Meeting Record to document BCP Steering Committee meetings
<input type="checkbox"/>	Receive final briefing on Recovery/Restoration status of Departmental services, priorities and events from BCP Steering Committee and others as required
<input type="checkbox"/>	Update from Communications on the Crisis Communication Plan as necessary and consider any changes required.
<input type="checkbox"/>	Work arounds have been disabled, regular operations restarted
<input type="checkbox"/>	Delegate Senior Management to contact Vendors/service suppliers, other key external partners, Stakeholders, Funders, Design/Build Contractors with final update if required
<input type="checkbox"/>	Assess any updates to human resources, consider: <ul style="list-style-type: none"> • Counselling • Staff recovery time • Internal staff meeting with Q&A
<input type="checkbox"/>	Gather and log all pertinent files, images, logs, reports, etc.
Ref:	Crisis Communications Plan Situation Report Meeting Record Scribe Template

8.1.2 Communications	
	<i>Corporate Communications</i>

8.1.2 Communications	
<input type="checkbox"/>	<p>Gather all incident communication records and file. For example:</p> <ul style="list-style-type: none"> • Telephone Log • "In person" briefings and reports • TV and Radio Press Conferences • TV and Radio announcements • Social media records and conversation threads • Copies of news releases • Pertinent Newspaper stories • Daily Reports • Meeting minutes <p>Verbal and published directives</p>
<input type="checkbox"/>	Task Steering Committee to collect all business unit communications
<input type="checkbox"/>	Determine if Council has something to contribute to communications files
<input type="checkbox"/>	Create a folder to store all communications and incident records
<input type="checkbox"/>	<p>Set date for debrief / lessons learned session to include:</p> <ul style="list-style-type: none"> • What were the "lessons learned" • What worked well? • What needs modifications? • Were there any gaps or missing pieces? • What concerns, issues or considerations exist for future responses?
<input type="checkbox"/>	Request short report summarizing incident response, resumption, recovery / restoration actions from each Business Unit
<input type="checkbox"/>	<p>Prepare overall incident report:</p> <ul style="list-style-type: none"> • Summary of the initial incident and any cascading events • Chronology of the main elements of the response to specific event details, including major decisions and actions • Summary of positive elements of the response, supporting current plans and preparedness efforts • Analysis of areas for improvement and identified gaps, including: debriefing statements, supporting evidence, external information and any preliminary results • Description of actions taken following the event to mitigate the gaps or weak areas • High-level recommendations to mitigate gaps, problems and risks uncovered during the incident • Detailed action items recommended to mitigate problems uncovered, including resources and costs
<input type="checkbox"/>	Add incident to Corporate Incident Log
<input type="checkbox"/>	Provide an Executive Summary of the Incident Report to Council and Stakeholders if requested
<input type="checkbox"/>	Thank all members of the EOC and those who helped manage the incident
Ref:	

9.0 Appendices

9.1 Document Approval & Revisions

City of St. John's prepared this document. The plan is considered to be operational once it has been used in an exercise.

The most current copy of this document, or a link to its electronic location, has been filed at:

It has been approved and authorized by the necessary management, whose names are listed in the document approvals section at the front of this document. The BCP Plan Sponsor is the owner of this document and is also responsible for its annual upkeep and maintenance.

Approvals

Issue	Date	BCP Executive Owner	Signature

Document Revision History

Issue	Date	Type	Notes
		Initial Draft	

9.2 Risk Assessment Information

[..\Support Docs\Final Hazard Analysis 2013.pdf](#)

9.3 Business Impact Analysis - Process prioritization

[BCP Process Prioritization - City of ST Johns - MASTERv03.xls](#)

9.4 Training Record

The following information identifies the people trained to conduct this plan. The topics and materials may include links to the training material used.

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Date	Audience	Topics and Materials
April 2015	BCP Steering Committee	Plan walk through
	BCP Steering Committee and BCP Teams	BCP Exercise

9.5 Conference Bridge Numbers

BELL CONFERENCING

LOCAL DIAL-IN NUMBER 709-739-2023
TOLL FREE DIAL-IN NUMBER 1-888764-1155
Moderator ID: 9722 CONFERENCE ID: 6053344

9.6 List of Key Agreements

	Document Name	Reference	Parties	Effective Date	Expiry Date / Renewal Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

9.7 Cheque Requisition Form

9.8 List of positions which hold a City credit card

9.9 Payroll Action Form

9.10 Vacation Planner

9.11 Expense Form

9.12 Process Damage Assessment Form

To be completed by **each Division affected by the incident** and submitted or reviewed with the BCP Steering Committee Lead:

Process Area	Notes / Comments	Complete or N/A
People in my Division have been contacted and accounted for		
Essential skill sets/ qualifications to continue work are available		
The number of staff required for business resumption is available		
Resource back up strategies have been activated (back fill, contract agency, staff from other sites, etc.)		
Critical IT Applications are known and the ability to enact work-arounds has been assessed		
Impacts to specialized dependencies and equipment have been assessed		
Able to operate process Completely? Manually? Other?		
Able to handle work volumes		

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Process Area	Notes / Comments	Complete or N/A
Risk associated with not performing service/process are understood and quantified		
Access to critical documentation or data or reports required for process continuity has been assessed.		
All process steps and touch points have been assessed for continuity and implemented work-arounds have been addressed for end to end processing. (no new points of failure have been identified)		
Division's cost for activating the BCP is known or can be estimated including initial costs (use of outsource provider, travel to alternate site, etc.)		

9.13 Situation Report Meeting Record

Situation Report Meeting Record

To be utilized for each meeting of the Division BCP Leads.

Incident Information:

Date, Time, Location:	
Incident Description:	
Incident Date:	

Attendance roster (not all parties may be required for a particular event):

Role	Name	Primary / Alternate	Present

Situation overview

Facilities Impact

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Security Impact

Operations Impact

IT Impact

Other Divisions Impacted

Employee safety and well-being status

(Including absenteeism status if infectious disease, resource availability, etc)

Actions for Incident Commander to support BCP activation requirements (transfer to other facilities, work internally, staff up, redeploy, etc) and communication to higher levels of management (Mayor/BCP Executive Owner, other management)

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Action	Prime	Due By	Complete	Comments

Next meeting date & time:	
Next meeting Logistics (teleconference, location, etc.):	

9.14 Scribe Template

Incident Description/Date:							
Log #	Date/Time Initiated	Description	Item Type	Reference Document/Information	Responsible Person	Follow up Time	Date/Time Closed
1			I.e. Meeting, Document, Action, Decision				

9.15 Floor Plans and Space Assessment

<<place holder>>

9.16 Recommended Emergency Equipment Supplies

(Subject to local requirements and legislation)

9.16.1 General Emergency Supplies

Box # / File ref #	Date filed	Category	Materials & Quantity
		General Office Supplies	<ul style="list-style-type: none"> ▪ 3 hole punch ▪ Calendars ▪ Staplers ▪ Staples ▪ Power Bars w/ surge protection ▪ Post it notes ▪ Scissors ▪ Pencils ▪ Pens ▪ Highlighters ▪ Paper clips ▪ Correction tape or fluid ▪ Tape dispersers and rolls of tape ▪ Rubber bands ▪ Fold back clips ▪ Fasteners ▪ Glue sticks ▪ Erasers ▪ Exacto knives ▪ Masking tape
		Paper	<ul style="list-style-type: none"> ▪ Flip pads (& stand) ▪ Steno pads ▪ Forms <ul style="list-style-type: none"> ○ List pre-printed forms and quantities (ie. Cheque requisitions, work sheets, new customer sheets, vouchers, time sheets, etc.) ▪ Message pads ▪ Ruled pads ▪ Quad pads ▪ Company letterhead ▪ Printer paper
		Mail and fax management	<ul style="list-style-type: none"> ▪ In and out trays ▪ Telephone directories and Yellow Pages ▪ Fax Cover sheets ▪ Stamps ▪ Special labels (Address, Draft, Original, Rush, Urgent, Copy, Confidential, Airmail, etc...) ▪ Letter openers ▪ International calling guide ▪ Postal directory ▪ Date stamper ▪ Stamp pad

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			<ul style="list-style-type: none"> ▪ Packing tape ▪ Courier envelopes ▪ Registered Mail supplies
		Templates	<ul style="list-style-type: none"> ▪ Advanced letter template ▪ Commitment letter template ▪ Renewal document template
		Envelopes & File folders	<ul style="list-style-type: none"> ▪ Large size Envelopes (i.e. 9x15) ▪ Regular letter (#10) Envelopes ▪ Padded Envelopes ▪ Plastic file folders ▪ Legal file folders ▪ Letter file folders ▪ Expansion files ▪ Interoffice envelopes ▪ File folder labels ▪ Envelope labels
		Facilities	<ul style="list-style-type: none"> ▪ First Aid kit ▪ Garbage bags ▪ Paper towels ▪ Kleenex ▪ Disinfectant wipes ▪ Battery operated radio ▪ Batteries
		Finance & Human Resources	<ul style="list-style-type: none"> ▪ Timesheets ▪ Direct deposit forms ▪ Health Care, Medical, and Benefit forms ▪ Claim forms (all possible forms) ▪ New hire information kit ▪ New hire forms and letters ▪ Signature key for cheque printer ▪ MICR ink ▪ Cheque paper ▪ Cheque printer ▪ Cheque requisitions ▪ Cheque stock (pre made cheques) ▪ Investor contact list ▪ PAC file specification ▪ Deposits maturity listing (updated monthly)
		Computer	<ul style="list-style-type: none"> ▪ CD ROM media for data storage ▪ WLAN router ▪ Ethernet Cables ▪ Hubs ▪ Surge protectors ▪ Phones ▪ Extension cords
		Other	<ul style="list-style-type: none"> ▪ Site diagrams ▪ Damage assessment checklists ▪ Draft media statement guidelines ▪ Checklists for posting in incident command centre such as team rosters, phase checklists, contact lists, etc. ▪ Communications PMP
		Contact Lists	<ul style="list-style-type: none"> ▪ Customer and supplier contact lists ▪ Broker contact lists

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9.16.2 Medical Supplies (# of supplies is per Emergency kit)

1-Hand cleaner	1- Bag/valve/mask device	1-Pocket mask and filter
2-Protective gowns	2-Eye shield/face mask	10 Pairs non-sterile gloves
6-Sterile gloves	2-Pen lights	2- pens
10-Safety pins	1-Large safety scissors	4-Red biohazard bag
2-Instant glucose	2- 4 oz. Eyewash	2-Rolls of paper tape
1- 2.5 cm wrap	1- 7.5 cm wrap	2-5 cm bandages
2-3" bandages	3- 7.5 cm pad	10-5cm x 5cm Gauze
10-10cm x 10cm Gauze	4-Triangle bandages	1-20cm x 25 cm pad
2-Large eye pads	4-Cold compresses	1-Adult BP Cuff
1-Adult large BP Cuff	1-Stethoscope	10-Plastic security tags
1-Bottle sterile water	1-Burn sheet	1-bio spill kit
1--Shock blanket	2-Rigid upper extremity splints	

9.17 Exercise Record & Results

Date	Teams Involved	Description (Scenarios used, format – table top exercise, full simulation)	Results Successes, adjustments to plan, links to where exercise results and actions are stored)

9.18 Event / Incident Log

Note any key lessons learned from BCP exercises or real events and interruptions.

Event	Date Started	Date Ended	Plan Activation, Impacts & Lessons Learned
North East Blackout	Aug 14 2003	Aug 24 2003	Loss of power at all locations, 25 BCPs activated
G20 in Toronto			

9.19 Debrief Process & Tools

9.19.1 Debriefing Process and Procedure

Purpose

Debriefs are a critical tool used to develop strategies to improve the ability of the organization to prepare, respond and recover from incidents. A debrief summarizes the incident, identifies issues and actions to be taken, assigns responsibilities and timelines for completion.

Changes to your BCP Action Plan may be required. Please note that documentation on a respective incident must be submitted to BCM Program Office within 3 business days.

Participants in a Debrief

A facilitator is required in order to organize, establish the agenda and conduct the debrief session. Participants at the session should include key internal and external stakeholders involved in the incident.

It is important to note that the general rule for a debrief is that only those who were involved in the incident are permitted to comment at the debrief. Others, including

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Senior Management who may wish to attend, but were not involved are there to observe only.

9.19.2 Debrief Topics and Questions to Consider

What measures need to be taken to improve City of St. John's ability to prepare, respond and recover from an incident? I.e. Training, Plan Revision, Awareness, etc.

Declaration and Notification

- Was the incident declaration correct and timely?
- Were there any problems in notifying key personnel, contractors or other agencies?
- Were any other notifications required?
- Were notifications regularly updated?

Response Structure

- Was the response structure clear and communicated to all involved?
- Did the BCP members have all the resources necessary to fulfill their role?
- Did any BCP member experience any problem in performing their role?
- Was any other staff required to support the BCP Team?
- Were there any problems with contractors or external service providers?
- Were staff contact lists adequate?
- Were there any problems with changeover of staff?
- Were relieving staff adequately briefed?

Communications

- Were internal / external communications systems adequate?
- Were there any problems communicating with contractors or external agencies?
- Were there any problems communicating with customers and the community?

Information Management

- Were incident logs adequately maintained?
- Was adequate information available to those who needed it?
- Was adequate information provided to customers and the community?
- Was adequate information provided to senior management?

Resources

- Were there any issues obtaining additional human and physical resources either from within the business, contractors or suppliers?

Action Plan

- Were a range of options considered in the management of the incident?
- Was an action plan communicated to all those that needed to know it?

9.19.3 Debrief Report Template

Event Name:	
Event Date:	
Debrief Date:	
Facilitator:	

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Participants - Observers	List all participants and observers. Have them supply name, title, organization and contact details.				
Summary of Events	List and confirm the time and incident sequence.				
Issue	Issue #	Proposed Action	Responsibility	Due Date	Status (as at date)
		Add additional rows as required			
Distribution List	List all internal and external stakeholders who will receive a copy of this debrief				
Draft Report	Communicate draft report target date. Indicate when the deadline is for comments by participants for the draft report.				

9.20 Third Party BCP Assessment

Instructions:

This draft report card has basic information for reviewing supplier BCP assessment results. Depending on how sophisticated your Purchasing process is, you may want to add additional comments that would be helpful as mitigation actions such as Next Contract Renewal Date

City of St. John's	
Partner/Supplier BCP Risk Assessment Report Card	
Last Date Reviewed:	
Person Responsible for Maintaining this Document:	

Partner / Supplier Name	Partner / Supplier Contact Name and/or Info	Date Questionnaire Sent or Discussed	Date Results Received	Risk Level H/M/L	BCP Status & Analysis Results	Mitigation Actions to be Taken	By Whom	Action Due Date
					eg. RED/FAILED	e.g.- Contract is being renegotiated, requesting BCP specific clauses - Will be switching over to new supplier after Client M's order is complete		
					eg. YELLOW			
					eg. RED/FAILED additional information requested Sept 22/05			

**City of St. John's
Partner/Supplier BCP
Questionnaire**

Company Name		
How many sites provide support services to City of St. John's?		
Address		
BCP Contact and details		
Current Date		
Recommended Follow up Date		

	Y/N	Comments
Does your company have a documented and current BCP?		
Can this be reviewed by City of St. John's?		
Does your plan consider the following parameters:		
Facilities Recovery		
Information Services Disaster Recovery		
Business Process Recovery		
Loss of employees and contractors		
Key Suppliers		
Does your plan address how to meet service/product deliveries within client expectations?		
Does your plan address escalation of issues to City of St. John's? (ie how and within what timeframes?)		
IT Disaster Recovery plans are tested and in place for recovery of data centers, servers, applications and data		

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Back ups for Live Servers		
Backups for Development Servers		
Is there a regular schedule for maintaining & testing your plans?		
Are risks reassessed regularly?		
For testing describe the frequency, extent of involvement within the partner/supplier organization (ie IT, business process, facilities) and external parties		



Third Party BCP
Assessment.xlsx

9.21 Facilities Damage Assessment Report

Proprietary Information

Report Author: _____

Date: _____

Time: _____

Y/N	Issue	Areas Affected	Est. Time to <u>Partial</u> Recovery	Est. Time to <u>Full</u> Recovery	Notes. (see bullet # below)
	Power Lost?				
	Domestic Water Lost?				
	Gas-Supply Lost?				
	Process Water Lost?				
	Sprinkler Damage?				
	Architectural Repairs (Drywall / Painting / Floor etc.)?				
	Building Envelope (Roof, Windows, Exterior Cladding)?				
	Structural Damage?				
	Electrical Repairs (Panels, Wiring, etc.)?				
	Mechanical Repairs (HVAC)?				
	Clean-Up (Water, Smoke Damage, and Rubble etc.)?				
	Elevators				

Location:

Nature of the Incident:

Summary of Issues: ¹

Notes:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Observations

When did the incident occur? Date: _____ Time: _____

Is the situation currently stable?

If No, explain and provide an estimate as to when situation will be stabilized:

Has damage been contained?

If No, list what actions are required to contain damage and time estimate:

What Services and/ or Programs have been impacted by the incident?

Impact

Clearly identify the affected areas and describe damage.

Area 1:

Timeframe to complete: _____ **Estimated Cost:** _____

Action Plan: _____

¹ This Section should be updated as the incident progresses

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Area 2:

Timeframe to complete: _____ **Estimated Cost:** _____

Action Plan: _____

Area 3:

Timeframe to complete: _____ **Estimated Cost:** _____

Action Plan: _____

- Attach key plans showing the affected areas.
- Attach photos, sketches of the affected areas.
- What assets and equipment have been impacted?

Building: (Structural Integrity, Which Building or area affected)

Electrical: **(Power Distribution, UPS, Fire Alarm, Substations, Lighting etc.)**

Mechanical: **(HVAC, Humidification, Compressed Air, Controls, Exhaust etc.)**

Building grounds: **(Access Roads, parking, Lighting, Egress, Shipping etc.)**

Identify any Occupational hazards:

Identify any Environmental hazards:

Assessment:

- Prepare a work plan detailing recovery options. Include the following for each option:
 - Time frame for recovery.
 - Cost estimate for recovery.
 - Will long-term or short-term work space be required for displaced employees. Long/Short term food services space at unaffected sites is the first staging option. If long term, provide options (include timeframe, cost estimates and proposed location).
 - Define temporary and long-term options for restoration of services to impacted areas. Include timeframe and costs.
 - Define repairs, replacements or new installation required to bring affected areas to their original condition (consider integrating upgrade plans, if possible). Include timeframe and cost estimates.

9.22 Facilities BCP Resumption Phase Assessment Report

Recovery Assessment Report*

*To be used by Damage Assessment and Recovery Site Support Teams during the Resumption and Recovery Phases of the BCP

Building: _____

Date: _____

BCP Stage

Item	Task	Location	Resumption Activity			Recovery Activity		
			Grid, Name, etc	Comment	Est. Cost	Est. Completion Date	Comment	Est. Cost
1.0	Electricity							
1.1	AC							
1.2	Power supply							
1.3	High Voltage Network							
1.4	Substation							
1.5	120/Volt Network							
1.6	347/Volt Network							
1.7	Electric panels							
1.8	UPS & batteries							
1.9	Fire/suppression systems							
1.17	Emergency Power							
1.18	Emergency Distribution							
1.19	Backup Generators							
1.21	Lighting							
1.22	Interior							
1.23	Exterior							
1.24	Lighting controls							
1.25	Heating							

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Item	Task	Location	Resumption Activity			Recovery Activity		
			Grid, Name, etc	Comment	Est. Cost	Est. Completion Date	Comment	Est. Cost
1.26	Building Automation System							
1.27	Server							
1.28	Controllers							
1.29	Network							
1.3	Security system							
1.31	Access control							
1.32	Cameras							
1.33	CCTV							
1.34	Network							
1.35	Server							
2.0	Mechanical							
2.1	Drains							
2.2	Roof							
2.3	Floor							
2.4	Ground							
2.5	Sanitary							
2.6	Rain water leader							
2.7	Sprinkler							
2.8	Fire pump's							
2.9	Risers							
2.10	Network							
2.11	Sprinkler heads							
2.14	Natural gas							
2.15	Network							
2.16	Main valve							
2.17	Ventilation							
2.18	Change filters							
2.19	Clean units							
2.20	Unit Integrity							
2.25	Domestic water							
2.26	Hot tanks/water distribution							

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Item	Task	Location	Resumption Activity			Recovery Activity		
			Grid, Name, etc	Comment	Est. Cost	Est. Completion Date	Comment	Est. Cost
2.27	Drinking water							
2.28	Lawn sprinklers							
	Water softeners							
2.29	Humidification's							
2.30	Electric units							
2.31	Distribution							
2.32	Compressed air							
2.33	Compressors							
2.34	Dryers							
2.35	Distribution							
2.43	Boilers							
2.44	Units							
2.45	Water softeners							
2.46	Membrane filter units							
2.47	Filters							
2.48	Elevators							
3.0	Building							
3.1	Signage external							
3.2	Signage internal							
3.3	Decoration							
3.4	Garage/Overhead doors							
3.5	Dock leveller							
3.6	Suspended ceiling							
3.7	Portable extinguishers							
3.8	Structural							
3.9	Trusses							
3.10	Beams vertical							
3.11	Beams horizontal							
3.12	Clean up							
3.13	Floors							
3.14	Walls							

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Item	Task	Location	Resumption Activity			Recovery Activity		
			Grid, Name, etc	Comment	Est. Cost	Est. Completion Date	Comment	Est. Cost
3.15	Ceiling							
3.16	Egress / corridors							
3.17	Affected equipment							
3.18	Envelope							
3.19	Roof							
3.20	External walls							
3.21	Internal walls							
3.22	Foundation							
3.23	Concrete floor							
3.25	Area affected							
3.26	Secure area							
3.27	Delineate area							
3.28	Maintenance team							
3.29	Tools & equipments							
3.30	Work-stations							
3.31	Work							
4.0	Other							
4.1	Describe							
4.2	Specific needs							
4.3	Raised floors							
4.4	Gaming access floor							
4.6	Vending							
4.7	Food Services Stations							
4.8	Stations Affected							
4.9	Equipment Affected							
4.1	Photocopiers							

DECISION/DIRECTION NOTE

Date: September 21, 2015
Report To: Senior Executive Committee
Ward: N/A - Issue relevant within the City of St John's organization's internal workings

Decision /Direction Required

- To seek SEC approval to establish an internal mechanism for a consistent policy review and approval process for all Corporate Policies for the City of St. John's to ensure policies are given full internal consideration before being submitted for Council approval.
- To seek SEC direction on where the ownership of this policy process (if approved) will rest.

Background/Discussion Report

Currently, all policies are forwarded by the proposing department to the Finance and Administration Committee for review who then send its final recommendation to Council. In many instances policies are presented to the Committee without having been through any key stakeholder engagement process.

It has long been recognized that there is a lack of a consistent vetting process which takes into account implications for different departments, employee groups, collective agreements, applicable legislation, etc. The Human Resources Division in working to develop a thorough policy review process for Employee related policies (i.e. Policies which impact all employees within the City) determined that a structured employee policy review process would not be successful without a structured corporate policy review process.

Policies serve several important functions:

- Communicate values and expectations for how things are done at the organization
- Ensure the organization is in compliance with legislation
- Document and implement best practices appropriate to the organization
- Support consistent treatment of staff, fairness and transparency
- Help management to make decisions that are consistent, uniform and predictable

Some of the challenges created by the current process:

- There is no clear ownership of Corporate Policies by any department / office and hence no governance.
- There is no clear understanding of what constitutes a Policy as differentiated from a procedure or guideline; hence these are often intermingled in the current manual.
- There is no established format/ template for writing policies.
- Policies are not reviewed, and updated regularly.
- New policies are created without consideration to existing policies which can result in conflicting messages/approaches.

- Policy review and vetting process which require consultation from different stakeholders, adopting best practices etc. does not happen consistently.
- There is no consistent communication strategy for dissemination of information pertaining to policy changes.

Recommendations presented in this document are based on:

- Best practice research done on similar policy processes within other Cities in Canada and other local large organizations.
- In line with the principles of public engagement
- In line with our strategic direction in being an “Effective Organization” as well as being “Responsive and Progressive”

Key Considerations/Implications:

1. Budget/Financial Implications

The introduction of this process does not have any specific direct costs at this time. The overall responsibility for Corporate Policies does not come under any specific department at this time.

Indirect costs will incur in terms of time utilized by:

- Corporate Policy Committee members to meet and discuss.
- Participants of any consultative process.
- SEC to review the proposals for new policies, revisions or repeal request.

Gains would be:

- Efficient and effective policy development and implementation supporting an effective organization.
- Increased engagement of employees; hence increased productivity due to a more structured approach.

2. Partners or Other Stakeholders

The Corporate Policy Committee is expected to consist of representatives from all departments within the city. It is recommended that core membership is required from Legal, City Clerk’s Office, Strategy and Engagement, Internal Audit and Human Resources Division.

3. Alignment with Strategic Directions/Adopted Plans

This policy review process is in line with our strategic directions, more specifically;

Effective Organization: As an efficient and effective organization we have, and will continue to build, robust systems, structures and frameworks to help respond to and deliver services within a constantly changing environment. A structured and thorough policy review process supports our organization to keep abreast with best practices.

Responsive and Progressive: By introducing this process, the City is being responsive in developing processes for continuous improvement. Being responsive and progressive means the City is supportive of being flexible and solutions-focused with new approaches.

Public Engagement strategy: The foundation of the review process is that all departments and stakeholders are engaged and are involved in the creation and / or updating of City policies thus encouraging the culture of engagement.

4. Legal or Policy Implications

Legal implication: Case law and arbitration require that corporate policies should be consistent with collective agreements, must be reasonable, must be clear and unequivocal, must be brought to the attention of employees, employees should be aware of possible discipline if there is any breach and should be consistently enforced by the organization. Ensuring a consistent policy development process, would provide for the above aspects to be considered and reviewed before policy implementation.

Current Policy: The current policy is 01-01-01 Policy development and implementation and was approved in 1993. It primarily addresses the approval authorities which will continue to remain the same.

This decision note is about the **process** to be followed before a policy comes to the standing committee and subsequently to Council.

5. Engagement and Communications Considerations

The introduction of this process needs different levels of engagement with different stakeholders.

- With the SEC, F&A committee, Council, City Clerk, Legal, Strategy and Engagement – We need Involvement and collaboration in order to define the details and gain feedback on the proposed process.
- All employees – Sharing information and communicating to increase understanding of the process and how it links to our strategic directions.

- Corporate Policy Committee members - Active participation and empowerment of individuals who are nominated to the committee, including appropriate knowledge development (training)

6. Human Resource Implications

Key considerations:

- Time commitment for members of the Corporate Policy Committee.
- Training for committee members
- Training for policy developers/ content experts on policy writing and process

7. Procurement Implications

N/A

8. Information Technology Implications

- Review and purchase policy sharing software

9. Other Implications

N/A

Recommendation

1. Appoint a Corporate Policy Committee (CPC) to develop, assess and support City Policies. The Corporate Policy Committee to be comprised of representatives from city departments who have the knowledge and experience of their respective functional area(s) to provide for balanced decision making.
2. SEC to determine where the ownership of the corporate policy process rests and who will chair the Corporate Policy Committee. (Recommend City Clerk's office)
3. Department heads to be invited to nominate individuals into the Corporate Policy Committee. It is the expectation that the members understand different divisions of their own departments well and ensure consultation and feedback on specific policies. Hence committed and passionate individuals will ensure the success of this process.
4. The Corporate Policy Committee meet and review the Process and supporting tools created (by HR at this time) to modify and finalize as a process for policy recommendation, review, creation, vetting and communication.
5. The Corporate Policy Committee to partner with Marketing and Communications division to inform all employees of this new process.

Prepared by//Signature:

Roshni Antony, Human Resources Advisor, Policy & Program Development

Signature: _____

Approved by/Date/Signature:

Diane Winsor, Manager, Human Resources Advisory Services September 24, 2015

Signature: _____

Elaine Henley, City Clerk

Signature: _____

Attachments

1. Proposed Policy Review Process.
2. Role of the Corporate Policy Committee

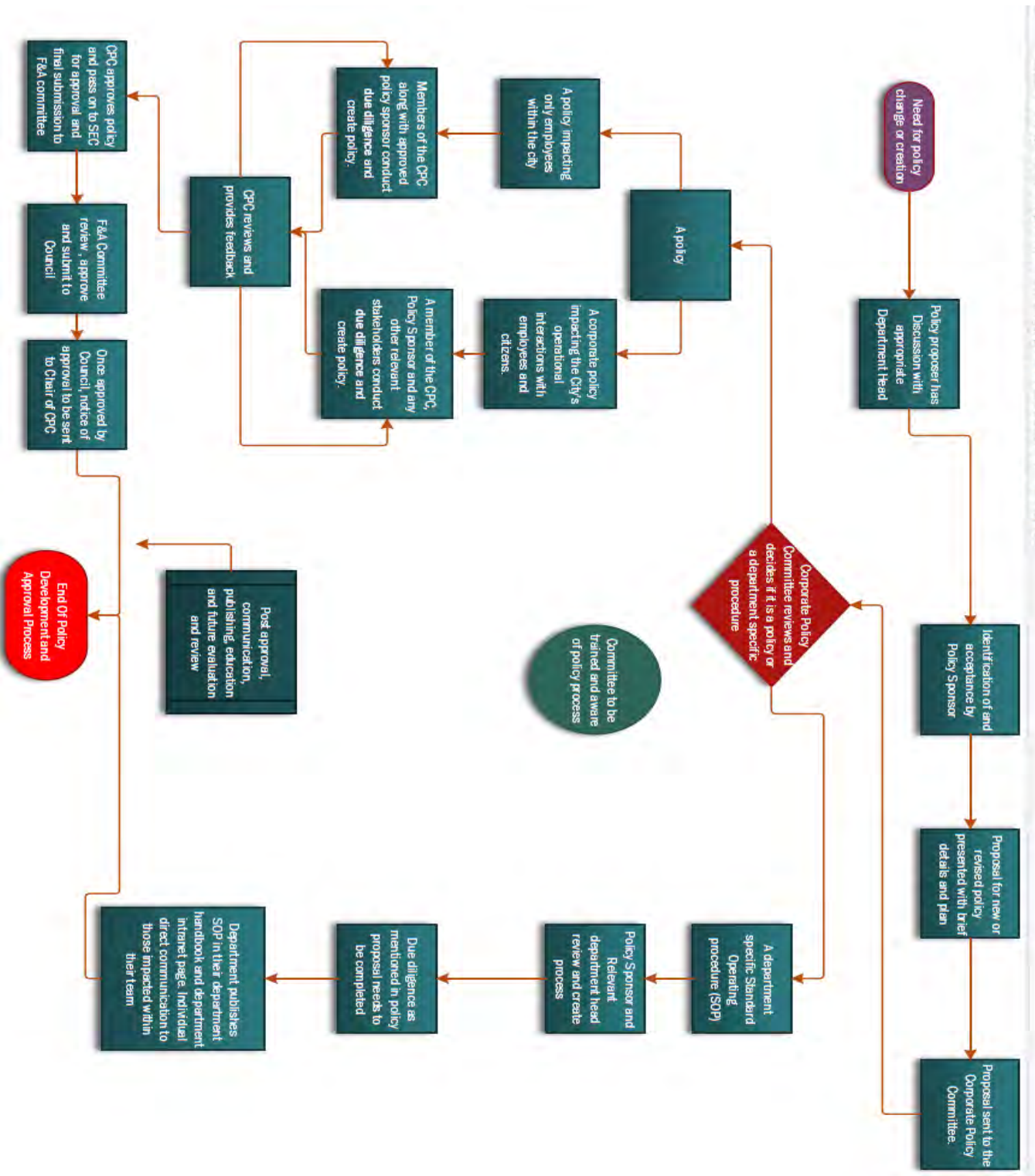
Corporate Policy Committee role:

- a. Develop and refine the processes for policy conversion, new policy development, and policy retirement;
- b. Recommend administrative processes for effective processing and policy administration;
- c. Provide a forum for aggregating ideas and improvements for the creation, vetting and maintaining consistency of city wide policies;
- d. Ensure that policies have been vetted with all appropriate city departments and other key stakeholders before the policy moves forward for final approval by Council.
- e. Review and provide overview of policy to ensure employee implications are considered while formalizing City Policy and procedures on an ongoing basis;
- f. Ensure that any new or amended Policy and Programs are consistent with legislation and applicable collective agreements.
- g. Support the creative implementation and communication of City Policies and Practices.
- h. Provide guidance for the Policy owners on such matters as process management, refinement of procedures, resolution of emerging issues, and additional communication or training requirements These responsibilities include but are not limited to guidance on:
 - o **Policy Format.** Ratification of a uniform format for all city policies.
 - o **Policies Index.** Implementation of a comprehensive policies index for ease of policy search and identification by users of the intranet
 - o **Administrative Procedure.** Implementation of a comprehensive procedure for city divisions to follow when creating, amending or repealing policies. Such procedure addresses: divisional scope of responsibility for policy creation, review, and enforcement; proper approval path for policy routing; templates and tools to be used for uniform policy documents; legal review; official approval and communication of policies to the city population and periodic review cycles for policies.
- i. Ensure that the status of policies on the intranet is updated on a planned and regular basis.
- j. Provide the SEC and as required, the Finance and Administration Committee with recommendations on matters related to new and existing policies.

Membership to include:

1. Representatives from each Corporate Department (5)
2. City Clerk or designate
3. Human Resources – HR Advisor Policy & Program Development
4. Legal Department representative
5. Internal Auditor
6. Representative of the Office of Strategy & Engagement

Provision for length of time a committee member serves on the committee.



To: Chair & Council Members, Audit & Accountability Committee

Date: October 6, 2015

Areas Responsible: Jerry Peach, Fire Chief/Director of Regional Fire & Emergency Services
 Sherry Colford, Manager of Communications & Program Development

The table below summarizes the pending issues from the Review of Fire Prevention, Assignment #07-07 and the Follow-up Review of Fire Prevention Assignment #11-05.

Recommendation	Status Update	Date
<p>1.1. Management should continue with the development of their strategic multi-year plan. The plan should endeavor to take strategic goal setting a step further by establishing overall goals or the division that would tie together all of the smaller goals or projects that are ongoing. (e.g. lower the loss of life by fire incidences by 25% within 5 years, or lower the loss of property, measured in dollars, by 25% within 5 years).</p>	<p>SJRFD Strategic Plan for 2016-2018 will be completed by December 31, 2015. Goals are identified for the Fire Prevention Division as part of this Plan.</p> <p>FDM is scheduled to be implemented by November 1, 2015.</p> <p><u>Previous Implementation Date:</u> N/A – Previous report predates the use of implementation dates.</p>	<p>Dec 2015</p>
<p>1.2. For every strategic goal or project implemented, management should determine what information will be required to be able to measure performance and ensure that the information is captured, where possible. In addition, management should continue to communicate with the Fire Commissioner’s office in an attempt to obtain additional fire loss information that would be useful for performance measurement.</p>	<p>FDM scheduled to be implemented by November 1. 2015</p>	<p>Dec 2015</p>

Recommendation	Status Update	Date
<p>1.3. Management should improve upon the statistics reported in their annual reports and on their website by expanding the information to include other items, such as property value losses and life losses for the reporting period, if the information becomes available. In addition, the information reported should be enhanced by providing the goals of the division, the reasons for year over year variances and any other information that would be useful for interpreting the statistics and making the information more meaningful, measurable and transparent.</p>	<p>Statistics continue to be provided each month for management review and potential follow-up on results. The Annual Report will continue to fall within the CSJ Annual Report each year rather than a separate report to be generated by the Department.</p>	TBD
<p>2.3. Management should establish long term goals related to the number and types of inspections to be performed by the division and the number of education sessions to be performed. The goals should be reviewed with each individual inspector so that they are aware of what is expected from them. At the end of the year the inspector's performance should be compared to their individual goals and the overall goal for the division. This information will be useful for determining goals for the next year and for measuring inspector job performance.</p>	<p>No measurable performance has been identified. However since taking Fire Prevention, the position of Lieutenant has been restructured, and is now responsible for conducting all scheduling for Inspectors, with reactive inspections or complaints being conducted by the Captain if an Inspector's schedule is not open. I still plan to develop a measureable procedure for the Lieutenant to follow, with review by my office (date provided below).</p> <p>First quarterly review will commence April 1, 2016 (6 months on FDM)</p>	Apr 2016
<p>4.2. Management should ensure that a complete record of training received by employees is maintained in one centralized area where it can be easily referenced. Staff should also receive training on the new FDM computer system prior to implementation.</p>	<p>The division is tracking training and this information should be more accessible once the FDM system is in place. Implementation is schedule for November 2015.</p>	Nov 2015

Recommendation	Status Update	Date
<p>6.1. Management should ensure that the information contained in the HTE computer system is corrected so that the system is able to generate an accurate Scheduled Inspections Report and management can rely on the information obtained from the system for decision making purposes. If possible, these errors should be corrected prior to inputting this data into the new FDM computer system.</p>	<p>Management agrees and have made plans with the Manager of Information Services to have the data from the current system adjusted appropriately before transference to the FDM system. The FDM system is scheduled to be implemented by November 2015.</p>	<p>Nov 2015</p>
<p>7.1. Once the information in the HTE computer system is cleaned up management should print a Scheduled Inspections Report to determine the number of overdue inspections as well as how long they are overdue. Inspections that are found to be overdue by a certain time frame should be given a higher priority for inspection. Management should review the report on, at least, a semi-annual basis to ensure that inspections are being performed in a timely manner.</p>	<p>Management agrees that this has validity and has already been proactive in requiring a quarterly report be generated by FDM, once it is operational, for Fire Prevention. Such a report would be available to the Fire Prevention Officer for work tracking and scheduling, and the Deputy Chief of Support Services for strategic planning. The FDM system is scheduled to be implemented by November 2015.</p>	<p>Nov 2015</p>
<p>7.2. Management should continue with their efforts as well as try to determine new methods for identifying new occupancies in an attempt to add them to the inspection database even when the division is not requested to perform an inspection. Management should also document a procedure to be followed by the inspectors when a new occupancy is identified to ensure that they get added to the inspection database.</p>	<p>When an occupancy is captured, a Priority Fact Sheet is completed to determine level of priority, and required time between inspections. All property information is entered on the system along with the initial inspection. In the meantime, it is the intention to meet with the City Building Department and determine a process whereby all new occupancy permits are forwarded to our office and SJRFD will determine if regular general inspections are required and under what time frames. This is scheduled to be completed by December 31, 2015.</p>	<p>Dec 2015</p>

The following table summarizes the current status of all issues identified in the Review of Fire Prevention, Assignment #07-07 and the Follow-up Review of Fire Prevention Assignment #11-05.

Total Recommendations	Closed	Pending
25	17	8

Recommendation:

Although the original Review of Fire Prevention is dated May 30, 2008 it is recommended to continue to follow-up on the recommendations made due to the sensitive nature of some of the recommendations and the fact that the new FDM computer system is nearing implementation.

To: Chair & Committee Members, Audit & Accountability Committee

Date: October 6, 2015

Areas Responsible: Paul Mackey, Deputy City Manager – Public Works
 Dave Blackwood, Deputy City Manager – PDE
 Jill Brewer, Deputy City Manager – Community Services

The table below summarizes the pending issues from the Internal Audit of the Grand Concourse Authority # 12-02.

Recommendation	Status Update	Date
3.1 Management should document the current process for approving and paying for storm renewal and vandalism repairs and bring it forward to the appropriate standing committee of council for review and approval.	<u>Parks and Open Spaces</u> There have been no requests for payments for storm renewal or vandalism repairs for quite some time. When the GCA submits the next request, it will be brought forward to the Public Works Committee along with a description of the approval process.	TBD <u>Previous Date:</u> Feb 2015

The following table summarizes the current status of all issues identified in the Internal Audit of the Grand Concourse Authority # 12-02.

Total Recommendations	Closed	Pending
16	15	1

Recommendation:

There is now one remaining pending issue of a minor nature that management indicates will be implemented at the next available time. This is the second follow-up of this report and it is recommended to remove it from Internal Audit's follow-up list.

The Table below summarizes the closed issues from the Internal Audit of the Grand Concourse Authority # 12-02.

Recommendation	Status Update	Date
<p>1.1 In an effort to determine and ensure that the City is in compliance with the provincial Public Tender Act, management should:</p> <p>i) submit all current contracts or, where contracts do not exist, details of the work being performed by the GCA for the City, to the Office of the City Solicitor for their review.</p> <p>ii) ensure that if instances of non-compliance with the Public Tender Act are found during the above review, a plan is devised to make certain that the City becomes compliant.</p> <p>iii) for future projects, submit details of the goods or services to be purchased or the public work to be constructed to the Office of the City Solicitor prior to awarding the project to the GCA.</p>	<p><u>Parks and Open Spaces</u> No new projects have been added to the GCA scope of work. The City Manager has requested that all new work not directly attached to the GCA trail be tendered.</p> <p><u>Recreation</u> The current 5 year contract with the GCA expires in April 2016. The Recreation Division will seek the assistance of the Office of the City Solicitor in developing a new contract prior to April 2016.</p> <p><u>City Buildings</u> Current contract is up to date. No new sites have been added since 2011. New site to be added for the 2015 season – 245 Freshwater Rd.</p>	<p>Partially Implemented</p> <p>(Issue will be resolved through new guidance)</p> <p>Closed</p>
<p>1.2(i) Management should: contact the Office of the City Solicitor and explain the process surrounding the expenditure of the \$200,000 annual grant to the Grand Concourse Authority in an effort to ensure that the City is in compliance with the Public Tender Act.</p>	<p><u>Parks and Open Spaces</u> The City Solicitor attended the Audit & Accountability Committee meeting where this was originally discussed. However, there was no further discussion with the City Solicitor.</p>	<p>Partially Implemented</p> <p>(Issue will be resolved through new guidance)</p> <p>Closed</p>
<p>1.2(ii) Management should: devise a plan to ensure that the City comes into compliance with the Act if, in the opinion of the City Solicitor, the City is not currently in compliance.</p>	<p><u>Parks and Open Spaces</u> Senior Management issued guidance requiring contracts for all projects and that the GCA will only perform work for the City that is in line with The Grand Concourse Authority Act. This will ensure the City is in compliance with the Public Tender Act.</p>	<p>Implemented</p> <p>Closed</p>

Recommendation	Status Update	Date
<p>1.2(iii) Management should: ensure that expenditures of this nature are brought forward to the appropriate governance committee of Council for their review and approval prior to final agreement on the projects or repairs.</p>	<p><u>Parks and Open Spaces</u> Some items are brought to the Committee while other items have been Council Directives.</p>	<p>Implemented Closed</p>
<p>2.1 Management should ensure that Purchase Orders or formal agreements/contracts are in place for all projects being completed by the Grand Concourse Authority on behalf of the City.</p>	<p><u>Parks and Open Spaces</u> Formal agreements now in place.</p> <p><u>City Buildings</u> Complete. Purchase Orders in place.</p> <p><u>Recreation</u> Implemented. Given that we have an agreement in place (and no objections to same from anyone in the business community) I would recommend that we continue with the present agreement until its term expires. Prior to its expiration we can look at the issue anew and determine what is the best course of action with respect to the Public Tender Act.</p>	<p>Implemented Closed</p>
<p>2.2(i) In order to ensure that the City's interests are appropriately protected, management should update the contract so that it accurately reflects the land, monument and building sites that the GCA are currently maintaining for the City.</p>	<p><u>Parks and Open Spaces</u> No new projects have been added to the GCA scope of work. The City Manager has requested that all new work not directly attached to the GCA trail be tendered.</p> <p><u>City Buildings</u> Current contract is up to date. New site to be added in 2015 – 245 Freshwater Road.</p>	<p>Implemented Closed</p>

Recommendation	Status Update	Date
<p>2.2(ii) In order to ensure that the City's interests are appropriately protected, management should make certain that future alterations to the contracted maintenance sites are appropriately reflected in the contract by way of addendums, and</p>	<p><u>Parks and Open Spaces</u> Ongoing , but current contract has not been changed.</p> <p><u>City Buildings</u> Addendum to be completed for new site prior to the 2015 season.</p>	<p>Implemented Closed</p>
<p>2.2 (iii) In order to ensure that the City's interests are appropriately protected, management should ensure that all addendums are signed and dated by the appropriate City officials and are witnessed.</p>	<p><u>Park and Open Spaces</u> Ongoing , but current contract has not been changed.</p> <p><u>City Buildings</u> Complete recommendation as presented. March 2015</p>	<p>Implemented Closed</p>
<p>2.3 The trail, monument and building contract and the cross-country ski trail grooming contract should be updated to include the requirement for the GCA to submit invoices to the City for payment.</p>	<p><u>Parks and Open Spaces</u> Detailed invoices are being received and reviewed. Contract has not been amended. Will add the requirement to all future contracts.</p> <p><u>City Buildings</u> Complete. Invoices currently being received.</p> <p><u>Recreation</u> The GCA invoices the City for all work performed under the contract. The City does not make payment without an invoice. Will add requirement to new contract when developed in 2016.</p>	<p>Not Implemented (Plan to implement upon expiry of current contracts) Closed</p>
<p>3.2 Where possible, management should use the computerized purchase order system to process invoices and make payments for all GCA projects.</p>	<p><u>Parks and Open Spaces</u> Most invoices are now paid in this manner.</p> <p><u>City Buildings</u> Complete.</p> <p><u>Recreation</u> This practice continues to be used for the payment of invoices.</p>	<p>Implemented Closed</p>

Recommendation	Status Update	Date
<p>3.3 In order to ensure that a proper audit trail is maintained, the invoices and maintenance reports for the trail and monument maintenance contract should be maintained in one area/computer file.</p>	<p><u>Parks and Open Spaces</u> Ongoing</p>	<p>Implemented Closed</p>
<p>4.1 Management should ensure that formal inspection processes are developed for all large projects and service contracts that would specify the frequency of inspections, items to be inspected and the documentation requirements. Inspections forms should be developed and signed-off by the inspector and approved by a supervisor.</p>	<p><u>Parks and Open Spaces</u> It is our opinion that our current methods of performing informal inspections are adequate. In addition, it would be very difficult to implement a formal inspection process with our current complement of staff.</p> <p><u>City Buildings</u> Inspections will begin in June for City Buildings.</p>	<p>Partially Implemented Closed</p>
<p>4.2 Management should contact the GCA and request a breakdown of the contract price for trail and monument maintenance. This information, together with the detailed information collected from the maintenance reports, should be analyzed to determine if the City is obtaining a fair price for these services.</p>	<p><u>Parks and Open Spaces</u> Sectional costs have been received from the GCA. Much has been from historical data and invoicing. GCA records are not always conclusive with respect to unit cost pricing.</p>	<p>Implemented Closed</p>

Report/Recommendations
Community Services & Housing Standing Committee
October 27, 2015 @ 12:00 Noon, 4th Floor, City Hall
Conference Room A

Present: Deputy Mayor Ellsworth, Chairperson
Councillor Bruce Tilley
Councillor Jonathan Galgay
Councillor Bernie Davis (left meeting at 1:30 pm)
Councillor Sandy Hickman
Neil Martin, City Manager
Jill Brewer, Deputy City Manager, Community Services
Jason Sinyard, Director of Planning & Development
Chris Pitcher, Supervisor of Parking Services
Tanya Haywood, Director of Recreation
Natalie Godden, Manager of Family Leisure Services
Heather Hickman, Manager of Community Development
Judy Tobin, Manager of Urban Living
Maria Callahan, Affordable Housing and Development Facilitator
Bruce Pearce, Homelessness NL
Shawn Skinner, Senior Director, Business Development for Aecon Construction Group Limited

REPORT/RECOMMENDATIONS

1. Avalon Nordic Ski Club conducted a presentation re: Snow Making Project

Colin Taylor from Avalon Nordic Ski Club conducted a presentation regarding Snow Making Project. The Committee mentioned that the City of St. John's wanted to be a city for all four seasons and therefore this project would be considered favourable.

The Committee agreed to proceed with the Snow Making Project. The capital expenditure for the project is \$60,000. The operation fees would be incorporated into the existing contract with the City, which is presently with the Grand Concourse Authority.

CARRIED UNANIMOUSLY

2. City Grants and Subsidies Policy (Revised Draft)

The Committee considered a decision note dated October 21, 2015 from the Deputy City Manager of Community Development regarding the above noted.

To approve the City Grants and Subsidies Policy as presented.

CARRIED UNANIMOUSLY

ST. JOHN'S

3. Shea Heights Community Centre Board of Directors – New Board Appointments

The Committee considered a decision note dated October 20, 2015 from the Deputy City Manager of Community Development regarding the above noted.

The Committee agreed to the following appointments:

- 1. Tonya Hayward and Keith Norman be appointed to the Shea Heights Community Centre Board of Directors to fill vacancies within the “At-Large” category of the Board structure.**
- 2. Another call of interest be conducted in the near future to seek interest in the remaining vacant positions on the Board of Directors which will then be forwarded for approval by the City of St. John’s.**

MOTION CARRIED UNANIMOUSLY

4. Adjustment to Parking Meter Time Allotments

The Committee considered a decision note dated October 7, 2015 from the Deputy City manager of Community Development regarding the above noted. This process will increase the availability of short-term meters. The Chair advised that he would like to meet with Downtown St. John’s to provide an update on the parking meter time allotments. It was further noted that Community Services will require a part-time position for patrolling these meters.

The Committee agreed to the following:

- 1. Eliminate the 10 hour time allotment for parking meters.**
- 2. The 20 minute short-term meters remain status quo.**
- 3. For all other meters in the downtown core, based on sections, if occupancy rates are on average less than 85%, the time allotment to remain as status quo. If the occupancy rates are higher than 85%, reduce the time allotment to two (2) hours.**

CARRIED UNANIMOUSLY

5. Parking by Permit Allocation Policy

The Committee considered a decision note dated October 7, 2015 from the Deputy City Manager of Community Development regarding the above noted. She noted the intent is to give everyone the benefit of a reserved space. The Chair further advised there can be extensive administrative work and that the anticipated on-line, annual permit system will reduce the amount of labour required to maintain the existing monthly permit program. This process would also bring permit costs more in line with parking in the downtown area.

The Committee agreed to change the Parking by Permit Allocation Policy effective March, 2016.

CARRIED UNANIMOUSLY

6. Parking by Permit Fees

The Committee considered a decision note dated October 7, 2015 from the Deputy City Manager of Community Development regarding the above noted. Again, the Chair reiterated that he would meet with Downtown St. John's to discuss in detail what the goals and objectives are for this process.

The Committee agreed to the following:

- 1. Increase the On-street Parking by Permit annual fee to \$2,170 including HST, effective March, 2016. (\$160 plus HST per month)**
- 2. Increase the Off-street Parking by Permit annual fee to \$2,305 including HST, effective March, 2016. (\$170 plus HST per month)**

CARRIED UNANIMOUSLY

7. Springdale Street Parking – On Street Parking by Permit

The Committee considered a decision note dated October 7, 2015 from the Deputy City Manager of Community Development regarding the above noted.

The Committee agreed to change the five (5) parking spaces located on Springdale Street from On-Street Parking by Permit to metered Parking, effective March 2016.

CARRIED UNANIMOUSLY

Deputy Mayor Ron Ellsworth
Chairperson

DECISION/DIRECTION NOTE

Title: Requests for Grants & Subsidies Policy #04-04-01

Date Prepared: October 21, 2015

Report To: Community Services & Housing Committee

Ward: N/A

Decision/Direction Required: Approval of attached draft policy.

Discussion – Background and Current Status:

The attached draft policy is intended to replace the current Requests for Grants & Subsidies Policy.

Administrative responsibility for the effective delivery of the City's Grants Program was moved to the Department of Community Services in 2014. A review of all grant programs is currently underway by the inter-departmental Grants Review Committee in an effort to update policies to be more reflective of our strategic plan and develop a more effective application process.

This is the first of several grants policies to be revised.

Key Considerations/Implications:

- 1. Budget/Financial Implications**
Grant funding budgeted annually.
- 2. Partners or Other Stakeholders**
N/A
- 3. Alignment with Strategic Directions/Adopted Plans**
Aligns with Fiscally Responsible Strategic Direction
- 4. Legal or Policy Implications**
N/A
- 5. Engagement and Communications Considerations**
N/A
- 6. Human Resource Implications**
N/A

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7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendation: Approval of the attached policy.

Prepared by/Signature:

Beverley Skinner – Manager of Events and Services

Signature_____

Approved by/Date/Signature:

Jill Brewer – Deputy City Manager Community Services

Signature_____

Attachment: Revised Draft Policy - Requests for Grants & Subsidies

ST. JOHN'S

DECISION/DIRECTION NOTE

Title: Shea Heights Community Centre Board of Directors – New Board Appointments

Date Prepared: October 20, 2015

Report To: Community Services and Housing Standing Committee, October 27, 2015

Ward: N/A

Decision/Direction Required:

To approve the appointment of two (2) new Board Members to fill vacancies on the Shea Heights Community Centre Board of Directors.

Discussion – Background and Current Status:

The Shea Heights Community Centre Board of Directors is a Board that is appointed by the City of St. John's, created to facilitate the development and implementation of social, recreational and educational benefits and services for the residents of Shea Heights.

The Shea Heights Community Centre Board of Directors currently consists of a maximum of nineteen (19) Board members:

- | | |
|--------------------------------|--|
| 1. One (1) Stakeholder Group | Vacant |
| 2. Twelve (12) At- Large | 9 Filled |
| 3. Three (3) Resource Members | 2 Filled |
| 4. Four (4) Ex-Officio Members | City of St. John's (2)
NLHC and St. John Bosco School |

Approval of new Board Members:

As the Shea Heights Community Centre Board of Directors are appointed by the City of St. John's, any new members must be ratified through City Council.

A public expression of interest was held to seek volunteers to fill current vacancies. Applications were received from **Tonya Hayward** and **Keith Norman** as a result of this recruitment process. The applications were discussed with the Board during their meeting October 13, 2015. Both individuals are supported by the Board to be put forth for appointment to vacant At-Large positions.

Key Considerations/Implications:

1. Partners or Other Stakeholders

The Recreation Division and Community Centre staff work closely with the Board of Directors to deliver programs, services and events to residents of Shea Heights.

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2. Alignment with Strategic Directions/Adopted Plans

Directly supports the strategic direction of “Neighbourhoods Build our City”: Improve neighbourhood-level service and create neighbourhood-focused plans and information.

3. Legal or Policy Implications

The approved terms of reference allows for a Board which consists of up to 19 members.

4. Engagement and Communications Considerations

N/A

5. Human Resource Implications

N/A

6. Procurement Implications

N/A

7. Information Technology Implications

N/A

8. Other Implications

N/A

Recommendation:

It is recommended that:

1. Tonya Hayward and Keith Norman be appointed to the Shea Heights Community Centre Board of Directors to fill vacancies within the “At-Large” category of the Board structure.

2. Another call of interest be conducted in the near future to seek interest in the remaining vacant positions on the Board of Directors which will then be forwarded for approval by the City of St. John’s.

Prepared by/Signature: Karen Sherriffs, Supervisor- Recreation Division

Signature: _____

Approved by/Date/Signature:

Jill Brewer, Deputy City Manager, Community Services, October 22, 2015

Signature: _____

Attachments:

None.

ST. JOHN'S

DECISION/DIRECTION NOTE

Title: Adjustment to Parking Meter Time Allotments
Date Prepared: October 7, 2015
Report To: Community Services and Housing Standing Committee, October 27, 2015
Ward: 2

Decision/Direction Required: To consider reducing various parking meter time allotments in the downtown core.

Discussion – Background and Current Status:

Parking meters are intended for short-term parking. The purpose of time limits on parking meters is to ensure parking spaces regularly become available for customers of area businesses and visitors. The parking meter industry standard identifies 85% occupancy as the most desirable outcome for municipalities to ensure both revenue and availability of spaces.

Due to a previous shortage of long-term parking in the downtown, many meters in the downtown were assigned longer time allotments up to and including ten (10) hours.

In partnership with the City of St. John's, two new parking garages were recently created in the downtown, providing four hundred and sixty-one (461) new parking spaces in a combination of monthly and transient spaces, (183 spaces designated long-term and 278 as transient spaces).

As a result of these additional parking spaces, a comparison review of occupancy rates for parking meters was completed and compiled into "sections" which accompany City blocks. In addition, occupancy information was obtained from the two parking garages. Results indicate a significant availability of transient parking spaces, (which can accommodate both short and long-term parking), in the two garages.

Results indicate a significant short and long-term parking availability in the two garages. It is recommended the parking meter time allotments be adjusted to reflect the purpose of parking meters, that being short-term use which will maximize parking opportunities in the downtown core.

Based on the 85% occupancy desirable standard, there is parking availability for meters that demonstrate a less than 85% occupancy rate. There is less than desirable available parking with meters with a higher occupancy rate.

Key Considerations/Implications:

1. Budget/Financial Implications

No financial impact. Based on requirement of additional human resources, (detailed below), will be offset by anticipated ticketing enforcement revenue.



2. Partners or Other Stakeholders

Owners of 351 Water Street and Duckworth Street Parking Lots. Individuals seeking parking in the downtown core and business owners in the downtown core.

3. Alignment with Strategic Directions/Adopted Plans

Responsive and progressive by adjusting meters to their original use which increases the availability of short-term parking spaces for residents and visitors.

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

An awareness campaign will need to be developed.

6. Human Resource Implications

0.5 Of a Full Time Equivalent Parking Enforcement Officer required for enforcement purposes, which will be offset by anticipated ticketing enforcement revenue.

7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

Recommendations:

1. Eliminate the 10 hour time allotment for parking meters.
2. The 20 minute short-term meters remain status quo.
3. For all other meters in the downtown core, based on sections, if occupancy rates are on average less than 85%, the time allotment to remain as status quo. If the occupancy rates are higher than 85%, reduce the time allotment to two (2) hours.

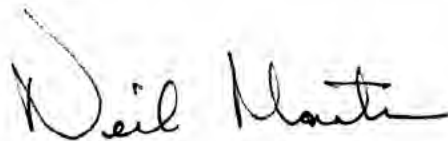
Prepared by/Signature:

Jill Brewer, M.P.E., Deputy City Manager, Community Services

Signature: _____

Approved by/Date/Signature:

Neil Martin, City Manager, October 7, 2015



Signature: _

Attachments:

2015 Harbour Drive Occupancy Study.

ST. JOHN'S

DECISION/DIRECTION NOTE

Title: Parking by Permit Allocation Policy

Date Prepared: October 7, 2015

Report To: Community Services and Housing Standing Committee, October 27, 2015

Ward: 2

Decision/Direction Required: To provide an equitable opportunity for everyone to avail of Parking by Permit spaces in the City of St. John's.

Discussion – Background and Current Status:

The City of St. John's has one hundred and two (102) On-Street Parking by Permit Spaces, and one hundred and one (101) Off-Street Parking by Permit Spaces. With the exception of one parking lot located on Hutchings Street, all spaces are 100% occupied. Parking by permit is offered on a monthly basis, and each space can be renewed on an ongoing basis, as long as payment is received in advance of the start of the month. Advance payments are accepted for as many months as the permit holder would like to reserve, up to, including but not beyond the end of the year, (Dec. 31). The permit holder also has the opportunity to renew the permit on an ongoing basis, in perpetuity as long as they pay in advance.

As a municipality, there is a responsibility to provide opportunities for all taxpayers to receive this benefit, however, the current practice of first come, first served for as long as the permit holder chooses does not reflect an equal opportunity for citizens. Statistics indicate there is a low level of turnover, and a significant demand for these spaces on the first of every month.

A similar issue was the change in the After-School Recreation Program registration from a long-term commitment (once registered) of seven (7) years, to offering a one-year commitment based on the school term. The parking permit system could be managed through a system similar to programs offered in Recreation, whereby registration is available on a set date and time, (on-line, telephone or front counter service). Citizens could have the opportunity to purchase a permit for up to 12 months, (January to December), or shorter periods, if desired. Vacancies will become available to everyone as they arise and provide a more convenient option for citizens who call in and line up on the first of every month in anticipation of a permit becoming available.

Key Considerations/Implications:

- 1. Budget/Financial Implications**
N/A
- 2. Partners or Other Stakeholders**
N/A

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3. Alignment with Strategic Directions/Adopted Plans

Neighbourhoods build our Cities: by delivering alternative methods for City Services.
Responsive and Progressive: this action is supportive of being flexible and solution-focused with new approaches.

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

A communications plan will be required.

6. Human Resource Implications

It is anticipated that an on-line, annual permit system will reduce the amount of labour required to maintain the existing monthly permit program.

7. Procurement Implications

N/A

8. Information Technology Implications

The on-line system will need to be created using Active Net.

9. Other Implications

It is anticipated there will be significant opposition to this new process from the existing permit holders, some who have held permits for many years. However, there will likely be significant support from others who have been trying unsuccessfully to obtain a permit. The new system will provide a fair and equal opportunity for everyone to obtain a permit.

Recommendation:

Change the Parking by Permit Allocation Policy effective March, 2016.

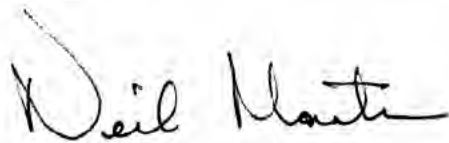
Prepared by/Signature:

Jill Brewer, M.P.E., Deputy City Manager, Community Services

Signature: _____

Approved by/Date/Signature:

Neil Martin, City Manager, October 7, 2015



Signature: _

Attachments:

None.

ST. JOHN'S

DECISION/DIRECTION NOTE

Title: Parking by Permit Fees
Date Prepared: October 7, 2015
Report To: Community Services and Housing Standing Committee, October 27, 2015
Ward: 2

Decision/Direction Required: To increase the existing Parking by Permit Fees to reflect comparable parking rates in the downtown.

Discussion – Background and Current Status:

The City of St. John's has 102 On-Street Parking by Permit Spaces, and 101 Off-Street Parking by Permit Spaces. The permit allows the permit holder to park in a designated area with a parking space reserved on their behalf to come and go as they choose during daytime hours. The rates charged for parking by the City should be comparable to other monthly parking spaces within the downtown.

The existing annual fee comparison, inclusive of HST:

CSJ On-street	\$ 720
CSJ Off-street	\$1,440
Bishops Cove*	\$2,712

Covered Parking:

Atlantic Place Parking Garage*	\$2,160 to \$3,300
Cabot Place*	\$3,254
Fortis Properties*	\$2,305
351 Water Street	\$2,780
Duckworth Street Parkade	\$2,576

*2014 rates

In is the understanding the difference in fees for On-Street and Off-Street Rates is a result of snow clearing costs for the Off-Street Spaces. In addition, there would be occasions where On-Street Spaces may not be available for short periods due to snow accumulation.

It is recommended to increase both On-Street and Off-Street Parking by Permit Rates and charge a nominal difference between the two rates as it is only occasionally during the Winter months spaces for On-Street Parking by Permit would not be available.

Key Considerations/Implications:

1. Budget/Financial Implications

Increased revenue as follows, based on existing occupancy:

On-street - \$61,808 current; \$186,240 projected (net increase \$124,432)

Off-street - \$128,714 current; \$206,040 projected (net increase \$77,326)

2. Partners or Other Stakeholders

Other businesses offering long-term parking in the downtown.

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3. Alignment with Strategic Directions/Adopted Plans

Fiscally responsible in the development of appropriate user fee policies.

4. Legal or Policy Implications

N/A

5. Engagement and Communications Considerations

Public awareness campaign on new pricing model.

6. Human Resource Implications

N/A

7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendations:

1. Increase the On-street Parking by Permit annual fee to \$2,170 including HST, effective March, 2016. (\$160 plus HST per month)
2. Increase the Off-street Parking by Permit annual fee to \$ 2,305 including HST, effective March, 2016. (\$170 plus HST per month)

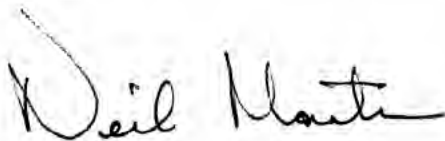
Prepared by/Signature:

Jill Brewer, MPE, Deputy City Manager, Community Services

Signature: _____

Approved by/Date/Signature:

Neil Martin, City Manager, Oct. 7, 2015



Signature: _____

Attachments:

None.

ST. JOHN'S

DECISION/DIRECTION NOTE

Title: Springdale Street Parking – On-Street Parking by Permit
Date Prepared: October 7, 2015
Report To: Community Services and Housing Standing Committee, October 27, 2015
Ward: 2

Decision/Direction Required: To consider changing the five (5) parking spaces located on Springdale Street from On-Street Parking by Permit to Metered Parking.

Discussion – Background and Current Status:

There are currently five (5) parking spaces on Springdale Street designated as On-Street Parking by Permit which benefit only the existing five permit holders. New businesses have developed in the area, and it is desirable to ensure parking spaces regularly become available for customers of area businesses and visitors. In addition, there are other options for long-term parking in the parking garage at 351 Water Street.

Key Considerations/Implications:

- 1. Budget/Financial Implications**
Current annual revenue for the five (5) spaces is \$3,600, (\$60 per month per space). Metered revenue based on a 75% occupancy rate would be \$14,175.
- 2. Partners or Other Stakeholders**
Area businesses and individuals seeking short-term parking in the downtown core.
- 3. Alignment with Strategic Directions/Adopted Plans**
Responsive and progressive by increasing the availability of short-term parking spaces for residents and visitors. This will also provide an opportunity for a greater number of people to have the benefit of utilizing the parking spaces.
- 4. Legal or Policy Implications**
N/A
- 5. Engagement and Communications Considerations**
Notice for existing permit holders would be required.
- 6. Human Resource Implications**
N/A
- 7. Procurement Implications**
Meters would be required and are in stock.

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8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendation:

Change the five (5) parking spaces located on Springdale Street from On-Street Parking by Permit to Metered Parking, effective March, 2016.

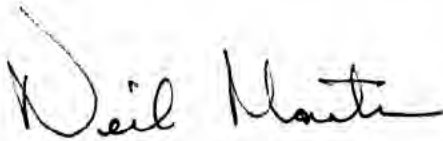
Prepared by/Signature:

Jill Brewer, M.P.E., Deputy City Manager, Community Services

Signature: _____

Approved by/Date/Signature:

Neil Martin, City Manager, October 7, 2015



Signature: _____

Attachments:

None.

ST. JOHN'S

REPORTS/RECOMMENDATION

Development Committee

November 3, 2015 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

1. Request for Approval of Off-Site Parking for Hotel – 128 Water Street – DEV1400268

It is recommended by the Development Committee that Council approve the request to allow the proposed hotel located at 128 Water Street to use the off-site parking spaces located at 106 Water Street to satisfy the parking requirements of two (2) parking spaces, with the condition that signage is to be installed on each parking space indicating hotel use only.

Jason Sinyard
Acting Chair

DECISION/DIRECTION NOTE

Title: Request for Approval of Off-Site Parking for Hotel – 128 Water Street – DEV1400268

Date Prepared: November 3, 2015

Report To: His Worship the Mayor and Members of Council (Date of next meeting: November 9, 2015)

Ward: 2

Decision/Direction Required: To seek approval for off-site parking located at 106 Water Street for the proposed hotel located at 128 Water Street.

Discussion – Background and Current Status:

An application was submitted for a six (6) room hotel located at 128 Water Street. The development requires two (2) parking spaces as per the Downtown Parking Standard of the St. John's Development Regulations.

The applicant has proposed two (2) off-site parking spaces located at 106 Water Street for the hotel use. The building located at 106 Water Street is currently occupied by one residential dwelling and office space.

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

St. John's Development Regulations Section 9.1.2.2)(IV)(i)(b)(2):

“Notwithstanding anything else contained in s. 9.1.2(2) or s. 9.2.1(3), Council may, where requested by the Applicant, permit the following: provision of permanent or long-term off-site, off-street parking in satisfaction of part or all of the on-site, off-street parking space requirement pursuant to the applicable Downtown Parking Standard at a location and on terms acceptable to Council...”

ST. JOHN'S

5. Engagement and Communications Considerations

The applicant needs to be informed of the decision of Council in the form of a letter.

6. Human Resource Implications

N/A

7. Procurement Implications

N/A

8. Information Technology Implications

N/A

9. Other Implications

N/A

Recommendations:

It is recommended by the Development Committee that Council approve the request to allow the proposed hotel located at 128 Water Street to use the off-site parking spaces located at 106 Water Street to satisfy the parking requirements of two (2) parking spaces, with the condition that signage is to be installed on each parking space indicating hotel use only.

Prepared by/Signature:

Andrea Roberts – Development Officer

Signature: _____

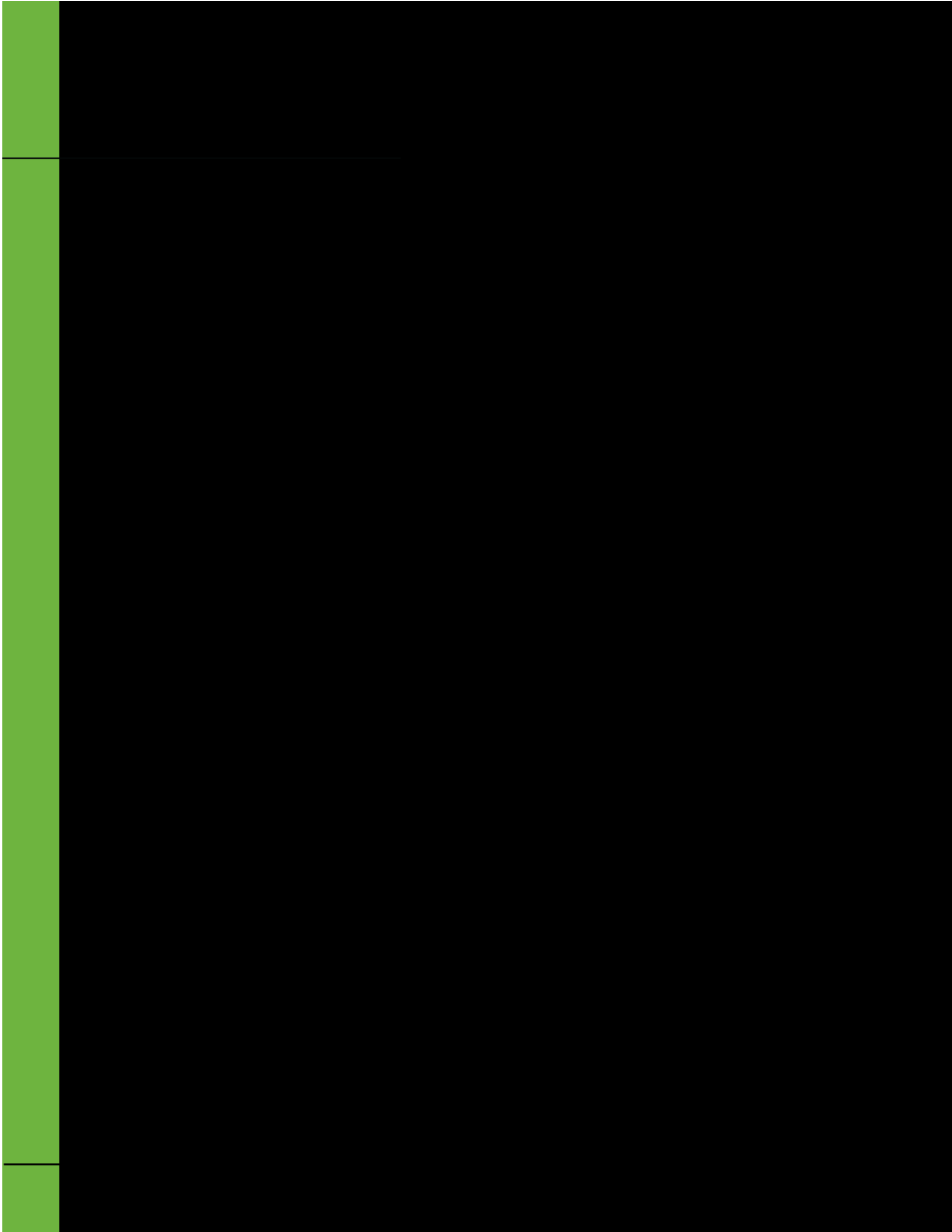
Approved by/Date/Signature:

Jason Sinyard – Chair – Development Committee

Signature: _____

Attachments:

None



**DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, DEVELOPMENT AND ENGINEERING
FOR THE PERIOD OF October 29, 2015 TO November 4, 2015**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Home Office for "Think Stamp"	25 Marconi Place	1	Approved	15-10-30
RES		Home Office for "Glendon Pardy Photography"	57 Gillies Road	4	Approved	15-11-02
COM	The Denture Centre Inc.	Lot Consolidation for New Building and Site Improvements	323-325 Freshwater Road	4	Approved	15-11-03
RES		Home Office for Clear Ridge Construction	32 Balnafad Place	5	Approved	15-11-04

*	Code Classification: RES - Residential COM - Commercial AG - Agriculture OT - Other	INST - Institutional IND - Industrial	
**	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
Development Division –
PDE Department**

Building Permits List

Council's November 9, 2015 Regular Meeting

Permits Issued: 2015/10/29 To 2015/11/04

Class: Commercial

36 Pearson St, 80's Attic	Co	Retail Store	
Carpasian Rd	Ms	Place Of Assembly	
203-205 New Gower St	Sn	Eating Establishment	
82 O'leary Ave	Sn	Club	
202 Water St	Sn	Retail Store	
720 Water St	Ms	Take-Out Food Service	
335-337 Duck.St.-The Studio	Co	Mixed Use	
280 Water St	Rn	Retail Store	
35 White Rose Dr	Nc	Clinic	
15 Hebron Way	Rn	Mixed Use	
84-86 Elizabeth Ave	Sw	Office	
135 Harbour Dr	Rn	Restaurant	
30 Ropewalk Lane, Tim Hortons	Sw	Eating Establishment	
10 Factory Lane	Rn	Office	
			This Week \$ 586,484.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

70 Baird Pl	Nc	Patio Deck	
10 Ballylee Cres, Lot 391	Nc	Single Detached Dwelling	
14 Bawnmoor St	Nc	Accessory Building	
7 Bawnmoor St, Lot 2	Nc	Single Detached Dwelling	
142 Blackmarsh Rd	Nc	Accessory Building	
178 Brookfield Rd	Nc	Single Detached Dwelling	
177 Campbell Ave	Nc	Patio Deck	
8 Cape Ballard Pl, Lot 5	Nc	Single Detached & Sub.Apt	
13 Carrick Dr	Nc	Patio Deck	
24 Cherrybark Cres	Nc	Accessory Building	
37 Dunkerry Cres	Nc	Fence	
24 Glenlonan St	Nc	Fence	
10 Guernsey Pl, Unit 1	Nc	Condominium	
10 Guernsey Pl, Unit 2	Nc	Condominium	
10 Guernsey Pl, Unit 3	Nc	Condominium	
10 Guernsey Pl, Unit 4	Nc	Condominium	
60 Kenai Cres	Nc	Accessory Building	
46 Mountainview Dr	Nc	Accessory Building	
8 Orlando Pl, Lot 258	Nc	Single Detached & Sub.Apt	
20 Orlando Pl, Lot 252	Nc	Single Detached & Sub.Apt	
27 Orlando Pl, Lot 268	Nc	Single Detached Dwelling	
202 Stavanger Dr, Lot 2	Nc	Single Detached Dwelling	
208 Stavanger Dr, Lot 5	Nc	Single Detached Dwelling	

212 Stavanger Dr, Lot 7	Nc	Single Detached Dwelling
53 Sugar Pine Cres	Nc	Accessory Building
8 Willenhall Pl, Lot 40	Nc	Single Detached & Sub.Apt
28 Willenhall Pl	Nc	Fence
8 Berry St	Ex	Single Detached Dwelling
50 Dauntless St	Ex	Single Detached Dwelling
80 Boulevard, Unit 511	Rn	Apartment Building
80 Boulevard, Unit 404	Rn	Apartment Building
1 Briarwood Pl	Rn	Single Detached & Sub.Apt
1 Burke Pl	Rn	Single Detached Dwelling
127 Cashin Ave Exten	Rn	Townhousing
129 Cashin Ave Exten	Rn	Townhousing
131 Cashin Ave Exten	Rn	Townhousing
133 Cashin Ave Exten	Rn	Townhousing
11 Courtney St	Rn	Patio Deck
402 Empire Ave	Rn	Single Detached & Sub.Apt
43 Gil Eannes Dr	Rn	Single Detached Dwelling
5 Hannaford Pl	Rn	Single Detached Dwelling
31 Jennmar Cres	Rn	Single Detached Dwelling
59 Mark Nichols Pl	Rn	Single Detached Dwelling
461 Newfoundland Dr	Rn	Single Detached Dwelling
43 Parade St	Rn	Semi-Detached Dwelling
129 Airport Heights Dr	Rn	Single Detached Dwelling
17 Taylor Pl	Rn	Boarding House(4 Or Less)
20 Walsh's Sq	Rn	Townhousing
27 Waterford Bridge Rd	Rn	Single Detached & Sub.Apt
10 Fahey St	Sw	Single Detached & Sub.Apt

This Week \$ 2,992,130.00

Class: Demolition

12 Elm Pl	Dm	Single Detached Dwelling
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This Week \$ 8,500.00

This Week's Total: \$ 3,587,114.00

Repair Permits Issued: 2015/10/29 To 2015/11/04 \$ 15,900.00

Legend

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

Year To Date Comparisons			
November 9, 2015			
TYPE	2014	2015	% VARIANCE (+/-)
Commercial	\$163,806,000.00	\$122,944,000.00	-25
Industrial	\$125,300.00	\$0.00	-100
Government/Institutional	\$77,940,000.00	\$14,950,000.00	-81
Residential	\$129,148,000.00	\$75,492,000.00	-42
Repairs	4,879,000.00	3,924,000.00	-20
Housing Units (1 & 2 Family Dwellings)	293	201	
TOTAL	\$375,898,300.00	\$217,310,000.00	-42

Respectfully Submitted,

Jason Sinyard, P. Eng., MBA
 Director of Planning & Development

MEMORANDUM

Weekly Payment Vouchers For The Week Ending November 4, 2015

Payroll

Public Works	\$ 448,242.92
Bi-Weekly Administration	\$ 885,521.54
Bi-Weekly Management	\$ 860,309.93
Bi-Weekly Fire Department	\$ 658,125.87
Accounts Payable	\$6,625,738.76

Total: \$ 9,477,939.02

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
HAROLD SNOW & SONS	89214	HARDWARE SUPPLIES	\$570.14
DICKS & COMPANY LIMITED	89215	OFFICE SUPPLIES	\$97.17
ENCON GROUP INC.	89216	HEALTH PREMIUMS	\$544.82
MCLOUGHLAN SUPPLIES LTD.	89217	ELECTRICAL SUPPLIES	\$67.94
BELL ALIANT	89218	TELEPHONE SERVICES	\$848.56
RCAP	89219	LEASING OF OFFICE EQUIPMENT	\$192.71
NEWFOUNDLAND POWER	89220	ELECTRICAL SERVICES	\$195,742.66
REGINALD & JANET WARD	89221	REFUND SECURITY DEPOSIT	\$296.92
CLARKE'S TRUCKING & EXCAVATING	89222	GRAVEL	\$979.10
CLARKE'S TRUCKING & EXCAVATING	89223	GRAVEL	\$1,261.56
REGINALD & JANET WARD	89224	REFUND SECURITY DEPOSIT	\$1,703.08
TRACTION DIV OF UAP	89225	REPAIR PARTS	\$19,263.70
NEWFOUNDLAND POWER	89226	ELECTRICAL SERVICES	\$26,306.54
BELL MOBILITY INC.	89227	CELLULAR PHONE USAGE	\$21,608.97
WELSH, SHERRY	89228	PETTY CASH RAILWAY	\$735.39
DR. KATHLEEN HALLEY	89229	MEDICAL EXAMINATION	\$20.00
JONES, CHRISTINA	89230	REIMBURSEMENT FOR HALLOWEEN SUPPLIES	\$132.22
SEATRADE COMMUNICATIONS LIMITED	1025	SUBSCRIPTION RENEWAL	\$236.49
BORN AVIATION PRODUCTS INC.	1026	MEMBERSHIP DUES	\$229.08
INTERNATIONAL SOCIETY OF CERTIFIED EI	1027	PROMOTIONAL ITEMS	\$365.37
VIPAMAT USA	1028	RECREATION SUPPLIES	\$810.45
ROUTESMART TECHNOLOGIES, INC.	1029	PROFESSIONAL SERVICES	\$1,328.60
NEWFOUNDLAND EXCHEQUER ACCOUNT	89231	REGISTRATION OF EASEMENT	\$190.00
NEWFOUNDLAND POWER	89232	ELECTRICAL SERVICES	\$23,215.45
RECEIVER GENERAL FOR CANADA	89233	PAYROLL DEDUCTIONS	\$104,130.21
RECEIVER GENERAL FOR CANADA	89234	PAYROLL DEDUCTIONS	\$3,856.77
INTERNATIONAL FOUNDATION OF EMPLOYE	89235	MEMBERSHIP DUES	\$325.00
RSA INSURANCE GROUP	89236	LEGAL CLAIM	\$1,297.80
MULLETT, PAUL	89237	MEAL ALLOWANCE	\$46.38
YOUNG, CORALIE	89238	INTERNET CHARGES	\$374.93
SERVPRO OF ST. JOHN'S	89239	LEGAL CLAIM	\$1,921.00
NEWFOUNDLAND POWER	89240	ELECTRICAL SERVICES	\$372,363.83
CITY OF ST. JOHN'S	89241	REPLENISH PETTY CASH	\$168.08
DARLENE SHARPE	89242	CLEANING SERVICES	\$750.00
PUBLIC SERVICE CREDIT UNION	89243	PAYROLL DEDUCTIONS	\$5,839.60

NAME	CHEQUE #	DESCRIPTION	AMOUNT
AQUARENA	89244	2015 GRANT	\$100,000.00
SMITH, DEBBIE	89245	TRAVEL ADVANCE	\$3,156.54
HAYWARD, SARAH	89246	TRAVEL ADVANCE	\$2,530.19
BLACK & MCDONALD LIMITED	89247	PROFESSIONAL SERVICES	\$960.50
SPIRIT OF NEWFOUNDLAND PRODUCTIONS	89248	CITY LUNCHEON	\$3,924.75
NOEL WALSH PLUMBING	89249	WATER ON/OFF REFUND	\$50.00
MARY HAYES-KIELEY	89250	REFUND SECURITY DEPOSIT	\$300.00
KRISTA GLADNEY	89251	REIMBURSEMENT PURCHASE OF SUPPLIES	\$265.05
MCLOUGHLAN SUPPLIES LTD.	89252	ELECTRICAL SUPPLIES	\$3,215.66
TRAPEZE SOFTWARE	89253	SOFTWARE FOR GOBUS	\$446.03
WELLS PERSONAL SERVICE LAW PLC INC.	89254	LEGAL CLAIM	\$669.80
COMFORT AIR LTD.	89255	PROFESSIONAL SERVICES	\$418.10
ASHFORD SALES LTD.	89256	REPAIR PARTS	\$268.72
ATLANTIC PURIFICATION SYSTEM LTD	89257	WATER PURIFICATION SUPPLIES	\$8,294.75
TOYS "R" US CANADA LTD	89258	SUPPLIES - RECREATION PROGRAMS	\$254.19
AUDIO SYSTEMS LTD.	89259	AUDIO EQUIPMENT	\$106.50
AVALON FORD SALES LTD.	89260	AUTO PARTS	\$43,382.96
MIGHTY WHITES LAUNDROMAT	89261	LAUNDRY SERVICES	\$99.45
COSTCO WHOLESALE	89262	MISCELLANEOUS SUPPLIES	\$955.25
BOMI CANADA	89263	EDUCATION COSTS	\$825.00
BAKER FLOORING CONTRACTS LTD.	89264	SUPPLY/INSTALL FLOORING	\$74.59
DF BARNES LIMITED	89265	FLAT BAR	\$422.57
HERCULES SLR INC.	89266	REPAIR PARTS	\$113.00
DOMINION STORES 924	89267	MISCELLANEOUS SUPPLIES	\$151.32
BELL ALIANT	89268	TELEPHONE SERVICES	\$343.52
PREMA NEWFOUNDLAND	89269	REPAIR PARTS	\$117.81
BELBIN'S GROCERY	89270	CATERING SERVICES	\$118.65
SMS EQUIPMENT	89271	REPAIR PARTS	\$4,028.79
HUB TROPHIES & MEDICAL SUPPLIES	89272	NAME PLATES	\$130.24
JENKINS POWER SHEET METALS INC	89273	REPAIR PARTS	\$4,904.20
CABOT PEST CONTROL	89274	PEST CONTROL	\$357.65
CHARLES R. BELL LTD.	89275	APPLIANCES	\$545.79
HOSPITALITY NEWFOUNDLAND AND LABR/	89276	CONFERENCE FEE	\$101.64
BEST DISPENSERS LTD.	89277	SANITARY SUPPLIES	\$1,328.88
ROCKWATER PROFESSIONAL PRODUCT	89278	CHEMICALS	\$10,011.60

NAME	CHEQUE #	DESCRIPTION	AMOUNT
BLACK & MCDONALD LIMITED	89279	PROFESSIONAL SERVICES	\$56,392.46
THE PRINT & SIGN SHOP	89280	SIGNAGE	\$92.21
CLASS C SOLUTIONS GROUP	89281	REPAIR PARTS	\$1,571.96
TRACT CONSULTING INC	89282	PROFESSIONAL SERVICES	\$20,599.15
BRENKIR INDUSTRIAL SUPPLIES	89283	PROTECTIVE CLOTHING	\$2,710.87
CARQUEST CANADA LTD.	89284	AUTO PARTS	\$208.14
JLG TRANSPORATION LTD.	89285	TAXI SERVICES	\$15.00
PINNACLE OFFICE SOLUTIONS LTD	89286	PHOTOCOPIES	\$1,277.93
SPECTRUM INVESTIGATION & SECURITY 19	89287	SECURITY SERVICES	\$5,215.27
BROWNE FITZGERALD MORGAN AVIS	89288	LEGAL CLAIM	\$2,501.54
WESTERN HYDRAULIC 2000 LTD	89289	REPAIR PARTS	\$2,327.80
OUTFITTERS	89290	PROTECTIVE CLOTHING	\$1,770.71
CITY OF MOUNT PEARL	89291	REAL PROGRAM	\$192.00
ATLANTIC TRAILER & EQUIPMENT	89292	REPAIR PARTS	\$162.54
A ABBOTT EQUIPMENT SERVICES	89293	REPAIRS TO EQUIPMENT	\$708.46
FGL SPORTS LTD.	89294	CLOTHING ALLOWANCE	\$1,550.85
CHESTER DAWE CANADA - O'LEARY AVE	89295	BUILDING SUPPLIES	\$294.56
PRACTICA LIMITED	89296	SCOOP BAGS	\$2,237.72
TACEL LIMITED	89297	TRAFFIC CONTROL EQUIPMENT	\$18,050.19
CANADA POST CORPORATION	89298	POSTAGE	\$14,188.83
AIR LIQUIDE CANADA INC.	89299	CHEMICALS AND WELDING PRODUCTS	\$102,878.41
HISCOCK'S SPRING SERVICE	89300	REPAIR PARTS	\$779.37
DAVE CARROLL	89301	BAILIFF SERVICES	\$74.00
WAL-MART 3196-ABERDEEN AVE.	89302	MISCELLANEOUS SUPPLIES	\$115.36
COASTAL DOOR & FRAME LTD	89303	DOORS/FRAMES	\$1,752.63
SOBEY'S INC	89304	PET SUPPLIES	\$163.69
BLUE WATER MARINE & EQUIPMENT	89305	REPAIR PARTS	\$178.32
NORTRAX CANADA INC.,	89306	REPAIR PARTS	\$9,542.49
LAT49 ARCHITECTURE INC.	89307	PROFESSIONAL SERVICES	\$157,220.56
NEWFOUNDLAND GLASS & SERVICE	89308	GLASS INSTALLATION	\$643.91
MAC TOOLS	89309	TOOLS	\$115.31
NEWFOUND CONSTRUCTION LTD.	89310	REFUND SECURITY DEPOSIT	\$12,000.00
CBCL LIMITED	89311	PROFESSIONAL SERVICES	\$17,440.42
CLARKE'S TRUCKING & EXCAVATING	89312	GRAVEL	\$65,792.07
RENTOKIL PEST CONTROL	89313	PEST CONTROL	\$114.06

NAME	CHEQUE #	DESCRIPTION	AMOUNT
DULUX PAINTS	89314	PAINT SUPPLIES	\$489.81
STEELE COMMUNICATIONS	89315	ADVERTISING	\$6,463.83
COLONIAL GARAGE & DIST. LTD.	89316	AUTO PARTS	\$31,835.32
CONSTRUCTION SIGNS LTD.	89317	SIGNAGE	\$11,749.18
SCOTT WINSOR ENTERPRISES INC.,	89318	REMOVAL OF GARBAGE & DEBRIS	\$11,770.08
MASK SECURITY INC.	89319	TRAFFIC CONTROL	\$12,736.54
MAXXAM ANALYTICS INC.,	89320	WATER PURIFICATION SUPPLIES	\$11,432.09
CRANE SUPPLY LTD.	89321	PLUMBING SUPPLIES	\$839.97
JAMES G CRAWFORD LTD.	89322	PLUMBING SUPPLIES	\$1,994.99
CROSBIE INDUSTRIAL SERVICE LTD	89323	PROFESSIONAL SERVICES	\$105,660.53
FASTENAL CANADA	89324	REPAIR PARTS	\$26.75
LONG & MCQUADE	89325	REAL PROGRAM	\$32.77
KENDALL ENGINEERING LIMITED	89326	PROFESSIONAL SERVICES	\$2,727.73
ROGERS ENTERPRISES LTD	89327	TRAINING PROGRAMS	\$745.80
DEL EQUIPMENT LIMITED	89328	REPAIR PARTS	\$244.11
CYGNUS GYMNASTICS	89329	REAL PROGRAM	\$3,717.10
DICKS & COMPANY LIMITED	89330	OFFICE SUPPLIES	\$26,213.84
WAJAX POWER SYSTEMS	89331	REPAIR PARTS	\$819.74
REEFER REPAIR SERVICES (2015) LIMITED	89332	REPAIR PARTS	\$315.32
DOMINION RECYCLING LTD.	89333	PIPE	\$681.39
RESEARCH AND PRODUCTIVITY COUNCIL	89334	PROFESSIONAL SERVICES	\$321.14
CAHILL INSTRUMENTATION LTD.	89335	PROFESSIONAL SERVICES	\$918.13
RUSSEL METALS INC.	89336	METALS	\$226.00
CANADIAN TIRE CORP.-HEBRON WAY	89337	MISCELLANEOUS SUPPLIES	\$344.50
CANADIAN TIRE CORP.-MERCHANT DR.	89338	MISCELLANEOUS SUPPLIES	\$194.33
CANADIAN TIRE CORP.-KELSEY DR.	89339	MISCELLANEOUS SUPPLIES	\$396.45
ECONOMY DRYWALL SUPPLIES	89340	BUILDING SUPPLIES	\$93.37
ELECTRIC MOTOR & PUMP DIV.	89341	REPAIR PARTS	\$98.47
MSE RESTAURANT LIMITED	89342	MEAL ALLOWANCE	\$53.74
THE TELEGRAM	89343	ADVERTISING	\$254.25
EXECUTIVE COFFEE SERVICES LTD.	89344	COFFEE SUPPLIES	\$108.70
FACTORY FOOTWEAR OUTLET LTD.	89345	PROTECTIVE FOOTWEAR	\$1,808.00
EMERGENCY REPAIR LIMITED	89346	AUTO PARTS AND LABOUR	\$302,866.08
CONTROL PRO DISTRIBUTOR INC.	89347	REPAIR PARTS	\$116.61
OMB PARTS & INDUSTRIAL INC.	89348	REPAIR PARTS	\$178.08

NAME	CHEQUE #	DESCRIPTION	AMOUNT
FRESHWATER AUTO CENTRE LTD.	89349	AUTO PARTS/MAINTENANCE	\$8,789.90
CDW CANADA INC.	89350	OFFICE EQUIPMENT	\$410.20
PRINCESS AUTO	89351	MISCELLANEOUS ITEMS	\$41.80
GREENWOOD SERVICES INC.	89352	OPEN SPACE MAINTENANCE	\$5,037.78
ENTERPRISE RENT-A-CAR	89353	RENTAL OF VEHICLE	\$25,803.55
ATLANTIC OILFIELD & INDUSTRIAL SUPPLY	89354	INDUSTRIAL SUPPLIES	\$4,626.54
CAPITAL HOTEL	89355	BANQUET ROOM RENTAL & LUNCHEON	\$1,965.50
PROVINCIAL FENCE PRODUCTS	89356	FENCING MATERIALS	\$7,542.75
WOLSELEY CANADA INC.	89357	REPAIR PARTS	\$201.64
TROY LIFE & FIRE SAFETY LTD.	89358	SAFETY SUPPLIES	\$124.30
EASTERN PROPANE	89359	PROPANE	\$212.56
HARVEY & COMPANY LIMITED	89360	REPAIR PARTS	\$6,194.69
HARVEY'S OIL LTD.	89361	PETROLEUM PRODUCTS	\$46,699.14
GUILLEVIN INTERNATIONAL CO.	89362	ELECTRICAL SUPPLIES	\$1,351.11
HEATING PRODUCT 1978 LTD.	89363	STEAM COILS	\$335.61
BRENNTAG CANADA INC	89364	CHLORINE	\$48,347.39
GLOBAL KNOWLEDGE NETWORK (CANADA	89365	TRAINING PROGRAMS	\$310.75
CANADIAN PUBLIC WORKS ASSN	89366	CONFERENCE FEE	\$600.00
RONA	89367	BUILDING MATERIALS	\$948.55
TRIPLE A EXCAVATING	89368	REFUND SECURITY DEPOSIT	\$2,000.00
ACCESSIBILITY SERVICES LTD	89369	PROFESSIONAL SERVICES	\$16,000.00
SOURCE ATLANTIC INDUSTRIAL DISTRIBUT	89370	REPAIR PARTS	\$1,729.31
CAR GUYS APPEARANCE CENTER INC.	89371	AUTO CLEANING	\$870.10
MICROSOFT CANADA	89372	SOFTWARE RENEWAL	\$96,547.20
PENNECON ENERGY TECHNICAL SERVICE	89373	PROFESSIONAL SERVICES	\$14,681.43
SCOTIA RECYCLING (NL) LIMITED	89374	REPAIR PARTS	\$132,961.22
CH2M HILL	89375	PROFESSIONAL SERVICES	\$54,812.35
CERTIFIED LABS	89376	REPAIR PARTS	\$720.88
HICKMAN DODGE JEEP CHRYSLER	89377	AUTO PARTS	\$394.94
SCOPE INDUSTRIAL	89378	PROFESSIONAL SERVICES	\$177.86
ONX ENTERPRISE SOLUTIONS LIMITED	89379	SOFTWARE RENEWAL	\$4,504.62
CREIGHTON ROCK DRILL	89380	SNOW PLOW BLADE	\$10,566.49
CDMV	89381	VETERINARY SUPPLIES	\$649.90
JOHNSON CONTROLS LTD.	89382	REPAIR PARTS	\$393.65
ZOETIS	89383	VETERINARY SUPPLIES	\$602.74

NAME	CHEQUE #	DESCRIPTION	AMOUNT
BOSCH REXROTH CANADA CORP.	89384	REPAIR PARTS	\$1,060.52
WORK AUTHORITY	89385	PROTECTIVE CLOTHING	\$141.25
SPICERS CANADA LIMITED	89386	OFFICE SUPPLIES	\$1,816.93
SAFETY FIRST-SFC LTD.	89387	PROFESSIONAL SERVICES	\$2,702.96
KENT BUILDING SUPPLIES-STAVANGER DR	89388	BUILDING MATERIALS	\$1,746.79
CENTINEL SERVICES	89389	PROFESSIONAL SERVICES	\$1,050.44
A.J. VACUUM SERVICES LTD.	89390	PROFESSIONAL SERVICES	\$3,387.74
VOHL INC.,	89391	REPAIR PARTS	\$242.07
NEWFOUND MECHANICAL LTD.	89392	REFUND SECURITY DEPOSIT	\$3,000.00
LAWLOR'S TROPHIES & ENGRAVING LTD	89393	BRASS PLATES	\$25.99
CARMICHAEL ENGINEERING LTD.	89394	PROFESSIONAL SERVICES	\$1,863.94
SECURITAS CANADA LTD.	89395	SECURITY SERVICES	\$38,058.42
CANADIAN AV INC.,	89396	PROFESSIONAL SERVICES	\$1,943.60
STAPLES ADVANTAGE	89397	OFFICE SUPPLIES	\$898.02
DCM COMMUNICATIONS	89398	PROFESSIONAL SERVICES	\$7,824.12
MARK'S WORK WEARHOUSE	89399	PROTECTIVE CLOTHING	\$142.36
PLUM CREATIVE WORKS	89400	PROFESSIONAL SERVICES	\$8,346.11
MARTIN'S FIRE SAFETY LTD.	89401	SAFETY SUPPLIES	\$189.84
HOME APPLIANCE CARE LTD.	89402	APPLIANCES	\$383.93
CON-TEST	89403	PROFESSIONAL SERVICES	\$1,655.45
MARTIN INDUSTRIAL GROUP	89404	REPAIR PARTS	\$27.87
GDI SERVICES (CANADA) LP	89405	CLEANING SERVICES	\$988.75
ALANTRA LEASING INC.,	89406	OFFICE RENTAL	\$1,152.60
HARDY'S ASBESTOS CONSULTING	89407	PROFESSIONAL SERVICES	\$1,243.00
DOCU GUARD/SHRED GUARD	89408	PROFESSIONAL SERVICES	\$84.75
PINNACLE NETWORKS INC.,	89409	REPAIR PARTS	\$12,773.52
REXEL CANADA ELECTRICAL INC.,	89410	REPAIR PARTS	\$1,046.39
DJ HEARNIA	89411	PROFESSIONAL SERVICES	\$200.00
BURTON SPINE CENTRE INC.,	89412	PROFESSIONAL SERVICES	\$60.00
MEMORIAL UNIVERSITY OF NFLD.	89413	EMPLOYEE TRAINING	\$932.25
MODERN BUSINESS EQUIPMENT LTD.	89414	OFFICE EQUIPMENT	\$6,900.91
WAJAX INDUSTRIAL COMPONENTS	89415	REPAIR PARTS	\$176.46
NU-WAY EQUIPMENT RENTALS	89416	RENTAL OF EQUIPMENT	\$2,521.60
NEWFOUND DISPOSAL SYSTEMS LTD.	89417	DISPOSAL SERVICES	\$14,863.05
NEWFOUNDLAND DISTRIBUTORS LTD.	89418	INDUSTRIAL SUPPLIES	\$82.43

NAME	CHEQUE #	DESCRIPTION	AMOUNT
NEWFOUNDLAND DESIGN ASSOCIATES	89419	PROFESSIONAL SERVICES	\$152,610.71
BELL MOBILITY PAGING	89420	PAGING SERVICES	\$115.17
BELL MOBILITY INC.	89421	CELLULAR PHONE USAGE	\$1,021.48
BELL ALIANT	89422	TELEPHONE SERVICES	\$471.94
NORTH ATLANTIC PETROLEUM	89423	PETROLEUM PRODUCTS	\$17,606.15
PBA INDUSTRIAL SUPPLIES LTD.	89424	INDUSTRIAL SUPPLIES	\$154.80
POWERLITE ELECTRIC LTD.	89425	ELECTRICAL PARTS	\$75.37
K & D PRATT LTD.	89426	REPAIR PARTS AND CHEMICALS	\$951.00
PROFESSIONAL UNIFORMS & MATS INC.	89427	PROTECTIVE CLOTHING	\$384.17
PROVINCIAL WOODPRODUCTS LTD.	89428	BUILDING MATERIALS	\$300.12
RIDEOUT TOOL & MACHINE INC.	89429	TOOLS	\$524.78
NAPA ST. JOHN'S 371	89430	AUTO PARTS	\$1,971.39
THE ROYAL GARAGE LTD.	89431	AUTO PARTS	\$310.35
S & S SUPPLY LTD. CROSSTOWN RENTALS	89432	REPAIR PARTS	\$34,293.15
ST. JOHN'S TRANSPORTATION COMMISSIO	89433	CHARTER SERVICES	\$330.53
SAMEDAY WORLDWIDE	89434	COURIER SERVICES	\$64.53
BIG ERICS INC	89435	SANITARY SUPPLIES	\$854.80
SAUNDERS EQUIPMENT LIMITED	89436	REPAIR PARTS	\$7,883.11
SANSOM EQUIPMENT LTD.	89437	REPAIR PARTS	\$51,546.08
STRONGCO	89438	REPAIR PARTS	\$1,203.08
SHADYBROOK FARMS LTD.	89439	FALL MUMS	\$112.89
SMITH'S HOME CENTRE LIMITED	89440	HARDWARE SUPPLIES	\$98.23
CHANDLER	89441	CLOTHING ALLOWANCE	\$7,475.23
SPEEDY AUTOMOTIVE LTD.	89442	AUTOMOTIVE SUPPLIES	\$975.17
SUPERIOR PROPANE INC.	89443	PROPANE	\$90.14
AETTNL	89444	MEMBERSHIP DUES	\$1,808.00
TRACTION DIV OF UAP	89445	REPAIR PARTS	\$3,741.45
TULKS GLASS & KEY SHOP LTD.	89446	PROFESSIONAL SERVICES	\$28.82
URBAN CONTRACTING JJ WALSH LTD	89447	PROPERTY REPAIRS	\$1,440.75
WEST END ELECTRONICS LIMITED	89448	PROFESSIONAL SERVICES	\$151.42
WATERWORKS SUPPLIES DIV OF EMCO LT	89449	REPAIR PARTS	\$1,533.53
WEIRS CONSTRUCTION LTD.	89450	ROAD GRAVEL	\$14,116.26
WAL-MART 3092-KELSEY DRIVE	89451	MISCELLANEOUS SUPPLIES	\$260.25
CONNIE PARSONS SCHOOL OF DANCE	89452	REAL PROGRAM	\$201.45
MOUNT PEARL SCHOOL OF DANCE	89453	REAL PROGRAM	\$320.92

NAME	CHEQUE #	DESCRIPTION	AMOUNT
BLUE ON WATER	89454	ROOM RENTAL	\$489.06
SPARTAN FITNESS	89455	RECREATION SUPPLIES	\$435.05
BELL MOBILITY INC. RADIO DIVISION	89456	MAINTENANCE CHARGES & REPAIRS	\$2,601.96
WAREHAM, HEATHER	89457	REFUND ADOPTION FEE	\$200.00
PAULINE OAKEY	89458	RECREATION PROGRAM REFUND	\$75.00
FIT FOR WORK	89459	PROFESSIONAL SERVICES	\$14,398.99
WINSTON HISCOCK AND GRACE HISCOCK	89460	LEGAL CLAIM	\$400.00
BRIDIE MOLLOY'S - ROM GROUP	89461	LUNCHEON FOR 3 EVENTS	\$1,180.41
BENSON, BUFFETT PLC INC.	89462	PROFESSIONAL SERVICES	\$15,493.83
BARRY ROSS	89463	PROFESSIONAL SERVICES	\$177.10
HALL, JUSTIN	89464	ART PROCUREMENT PROGRAM	\$500.00
SOBEYS ROPEWALK LANE	89465	MISCELLANEOUS SUPPLIES	\$109.39
BOXFIT	89466	REAL PROGRAM	\$3,850.36
SOULFUL SOUNDS MUSIC STUDIO	89467	REAL PROGRAM	\$638.00
SUZUKI TALENT EDUCATION PROGRAM	89468	REAL PROGRAM	\$701.25
HI-PERFORMANCE TAEKWONDO STUDIO	89469	REAL PROGRAM	\$100.00
WALLNUTS CLIMBING CENTRE	89470	REAL PROGRAM	\$1,005.08
EVENTEX RENTALS	89471	TABLE & CHAIR RENTALS	\$544.66
EVERYTHING FITNESS	89472	PROFESSIONAL SERVICES	\$339.00
CORNER POCKET BILLIARD SERVICES	89473	RECREATION SUPPLIES	\$101.70
NLCA	89474	PROFESSIONAL SERVICES	\$73.45
ROGERS BRISTOW MOYSE	89475	REFUND OVERPAYMENT OF TAXES	\$230.46
TRUE NORTH HOMES	89476	REFUND SECURITY DEPOSIT	\$2,000.00
SARAH PHILPOTT	89477	PROFESSIONAL SERVICES	\$325.00
STEPHANIE CHIPMAN	89478	PROFESSIONAL SERVICES	\$60.00
PAULA TAYLOR	89479	REFUND SECURITY DEPOSIT	\$45.00
NELSON WHITE	89480	ART PROCUREMENT PROGRAM	\$775.00
COREY WEIR	89481	RECREATION PROGRAM REFUND	\$35.00
JOANNE FOLLETT	89482	RECREATION PROGRAM REFUND	\$35.00
CHRISTINE HILLIER	89483	RECREATION PROGRAM REFUND	\$35.00
GREENWOOD SERVICES INC. & CHRIS WHI	89484	LEGAL CLAIM	\$1,243.00
OFFICE OF THE PUBLIC TRUSTEE	89485	REFUND OVERPAYMENT OF TAXES	\$3,534.91
TERRANCE BLANCHARD	89486	REFUND OVERPAYMENT OF TAXES	\$170.19
BARRY BUCKLE	89487	PROFESSIONAL SERVICES	\$250.00
MARINA WHELAN	89488	REFUND OVERPAYMENT OF TAXES	\$150.07

NAME	CHEQUE #	DESCRIPTION	AMOUNT
ANDREW & JENNIFER RIGGS	89489	REFUND OVERPAYMENT OF TAXES	\$227.63
HAMILTON, JOHN	89490	RECREATION PROGRAM REFUND	\$35.00
STEPHEN HANNAFORD	89491	PROTECTIVE FOOTWEAR	\$250.00
PERRY, MONA	89492	CLOTHING ALLOWANCE	\$108.48
SPURRELL, SHALANE	89493	TUITION	\$803.55
MCGRATH, CINDY	89494	REIMBURSEMENT FOR EVENT SUPPLIES	\$45.16
PAUL POPE	89495	REFUND SECURITY DEPOSIT	\$180.00
DAY, DAVID	89496	REFRESHMENTS FOR TRAINING COURSE	\$90.07
TOROMONT CAT	89497	AUTO PARTS	\$8,998.63
SMITH STOCKLEY LTD.	89498	PLUMBING SUPPLIES	\$765.38
HARRIS & ROOME SUPPLY LIMITED	89499	ELECTRICAL SUPPLIES	\$4,631.23
CANAVAN'S AUTO APPRAISERS LTD.	89500	PROFESSIONAL SERVICES	\$548.87
COADY CONSTRUCTION & EXCAVATION LT	89501	PROGRESS PAYMENT	\$138,280.14
GOODLIFE FITNESS	89502	PAYROLL DEDUCTIONS	\$1,739.70
ANCHORAGE CONTRACTING LTD.	89503	PROGRESS PAYMENT	\$56,189.25
REDWOOD CONSTRUCTION LIMITED	89504	PROGRESS PAYMENT	\$189,107.73
RBC GLOBAL SERVICES/RBC INVESTOR SE	89505	PAYROLL DEDUCTIONS	\$1,162,581.65
ELLISDON CORPORATION	89506	PROGRESS PAYMENT	\$1,287,158.62
BARACO-ATLANTIC CORPORATION	89507	PROGRESS PAYMENT	\$430,674.41
HORSESHOE HILL CONSTRUCTION INC.	89508	PROGRESS PAYMENT	\$8,475.00
TRIPLE K J & L HOLDINGS	89509	LEGAL CLAIM	\$23,000.00
ST. PAUL FIRE & MARINE INSURANCE CO.	89510	LEGAL CLAIM	\$42,766.68
NAPE	89511	PAYROLL DEDUCTIONS	\$768.00
CUPE LOCAL 569	89512	PAYROLL DEDUCTIONS	\$31,124.65
PUBLIC SERVICE CREDIT UNION	89513	PAYROLL DEDUCTIONS	\$7,698.01
THE WORKS	89514	PAYROLL DEDUCTIONS	\$596.34
INFINITY CONSTRUCTION	89515	PROGRESS PAYMENT	\$234,826.19
Total: \$			<u>6,625,738.76</u>

MEMORANDUM

Date: November 05, 2015

To: Mr. Neil Martin, Mr. Rick Squires, Ms. Elaine Henley

From: John Hamilton – Senior Buyer

Re: Council Approval Tender 2015145 - Collection and Disposal of Household Hazardous Waste (RHB)

The results of Tender 2015145 - Collection and Disposal of Household Hazardous Waste (RHB):

Revolution Environmental Solutions LP DBA Terrapure Environmental **\$239,418.19**

It is recommended to award this tender to the only bidder meeting specifications Revolution Environmental Solutions LP DBA Terrapure Environmental **\$239,418.19**. As per the Public Tendering Act.

HST is included in the price.

John Hamilton
Senior Buyer

ST. JOHN'S

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

ECONOMIC UPDATE

NOVEMBER 2015

Visit us at
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to receive this newsletter in your inbox.

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www.twitter.com/CityofStJohns



ECONOMIC INDICATORS

The New Housing Price Index for St. John's Metro was 151.6 in August 2015 up 0.4%*

The Consumer Price Index for St. John's Metro was 129.2 in September 2015 up 0.3%*

Retail trade for Newfoundland and Labrador was \$753.9 million in August 2015 up 1.7%*

* same month in the previous year.

LABOUR FORCE CHARACTERISTICS

St. John's Metro, (seasonally adjusted, three-month moving average)

	September 15	Chg.*
Labour Force	123,600	0.0%
Unemployment Rate	6.5%	0.1pt
Employment Rate	64.6%	-0.7pt
Participation Rate	69.1%	-0.7pt

* same month in the previous year.

BUSINESS BRIEFS

Program connects employers with job seekers

The St. John's Board of Trade recently launched a new program to help connect local businesses with immigrants, international students and recent graduates who are interested in starting their career in St. John's. Through one-on-one meetings, local business and community leaders known as "Connectors" meet with individuals interested in job opportunities in St. John's. The Connector gains access to a wealth of diverse, pre-qualified talent and Connectees gain insight into their professional network, and connect with career opportunities. To date, the St. John's Board of Trade has 20 members as Connectors. For more information about the St. John's Board of Trade Connector Program go to: <http://stjohnsbot.ca/membership/connector-program>

Three local businesses receive national recognition as Canada's fastest growing companies

Three local businesses made the Profit 500 list of Canada's fastest growing companies by growing their revenues significantly over the past five years. Talon Energy Services ranked 106 with a five-year revenue growth of 665%. Bluedrop Performance Learning (TSX-V:BPL) ranked 157 with five-year revenue growth of 403%. Eastern Siding and Window World made the list at 492 with growth of over 53%. Profit 500, a program celebrated annually in the October issue of Canadian Business magazine and online at <http://www.profitguide.com/microsite/profit500> It recognizes businesses in Canada based on five-year revenue growth — nationally, regionally and by industry.

Housing market assessment: St. John's

In a new quarterly forecast on the housing market, Canada Mortgage and Housing Corporation (CMHC) said house prices accelerated in 2012-13 in St. John's but have moderated since then. The number of unsold units has increased, leading to a moderate evidence of overbuilding. The report recommends inventory management to ensure that these new units are sold. In most major housing markets in the country (Toronto, Vancouver, Montréal, Edmonton, and Saskatoon) home prices are overvalued. The Housing Market Assessment report evaluates the extent to which there is evidence of problematic housing market conditions in 15 Census Metropolitan Areas. The quarterly risk-assessment report is designed to spot problems in the market before they become serious, so that builders, lenders and home buyers can adjust their behaviour. www.cmhc.ca

ST. JOHN'S

Business Approvals

- Gingersnap
803 Water Street
- Alliance Chiropractic Clinic
12 Gleneyre St.
- Happy Times Daycare
74 Queen's Road
- FOGOFF Clothing Co. Inc.
365-367 Water St.
- Premium Sneaker Boutique
16-72 Hamlyn Road
- Journeys
Avalon Mall
- Taste East Inc.
27 Elizabeth Ave.
- Terror Town
10 Pearl Place
- Starbucks
351 Water Street
- Woody's Bar-B-Q
187-189 Water Street
- Domino's Pizza
271 Blackmarsh Road
- New Home -
Based Business**
- Electrical Contractor
15 Parade Street
- Security Business
173 Craigmillar Ave.
- Tourism Related Business
2 Sherwood Drive
- Stephanie Smith Ceramics
8 - 10 Spencer Street
- Total Year to Date 135**
- Regular 95
- Home-based 40

City Building Permits (Year-to-date as of October 26, 2015)

Type	2014	2015	% Variance
Commercial	\$154,496,000	\$119,942,000	-22
Industrial	\$125,300	\$0	-100
Government/Institutional*	\$77,760,000	\$14,950,000	-81
Residential	\$124,689,000	\$71,078,000	-43
Repairs	\$4,767,000	\$3,590,000	-25
Total	\$361,837,300	\$209,560,000	-42

* Government/institutional data doesn't include the full range of permit activity undertaken by the provincial government and its agencies.

Upcoming Events

Gaining customer, competitor and market insight through competitive intelligence	Nov. 9	melanie.maher@adianl.ca
NL Federation of Labour Conference	Nov. 15-17	www.nfl.nf.ca
BuildGreen Atlantic NL 2015	Nov. 19	www.cagbc.org
NOIA Fall Seminar 2015: Navigating Remote Logistics	Nov. 19	www.noia.ca
Celebrate Women's Entrepreneurship Day with NLOWE	Nov. 19	www.nlowe.org
Futurpreneur Canada's St. John's Entrepreneur networking	Nov. 19	www.entrepeer.ca
Boom, Bust or Business as Usual	Nov. 26	http://nlec.nf.ca
Resource Centre for the Arts AGM	Nov. 29	www.rca.nf.ca
St. John's Board of Trade Business Excellence Awards	Dec. 2	www.bot.nf.ca

CITY INITIATIVES

City Introduces Electronic Tendering System

The City of St. John's has introduced a new Bids Opportunities site. <http://bids.stjohns.ca> is intuitive and responsive and will simplify the procurement process for vendors who wish to view and bid on opportunities, at no additional cost to the vendor.

Once vendors are registered, they will be automatically notified of tender opportunities and they will have online access to all the details, the status of tenders and instant access to bid results. Bid Opportunities is powered by eSolutionsGroup Limited, a Canadian -based digital solutions firm. The City chose this system because of its simplicity, convenience, transparency and cost efficiency. The new system will be phased in over a period of time; for 2015, tenders will be advertised in the local newspaper, bid packages will still be made available and paper bids will be accepted. However, the intention is to go to a completely online process in January 2016.

