

AGENDA
REGULAR MEETING
June 26, 2018
4:30 p.m.

ST. JOHN'S

MEMORANDUM

June 22, 2018

In accordance with Section 42 of the City of St. John's Act, the Regular Meeting of the St. John's Municipal Council will be held on **Tuesday, June 26, 2018 at 4:30 p.m.**

By Order



Elaine Henley
City Clerk

ST. JOHN'S

CITY MANAGER

AGENDA

REGULAR MEETING - CITY COUNCIL

June 26, 2018 – 4:30 p.m. – Council Chambers, 4th Floor, City Hall

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF THE MINUTES

- Minutes of June 18, 2018

4. BUSINESS ARISING FROM THE MINUTES

a. **Included in the Agenda:**

b. **Other Matters**

5. NOTICES PUBLISHED

- A Restoration of Non-Conforming Use Application has been submitted requesting Municipal approval to reconstruct a building at **20 Roberts Road**.
- A Discretionary Use application has been submitted to occupy **119 Waterford Bridge** Road as a five (5) bedroom Bed and Breakfast

6. PUBLIC HEARINGS

7. COMMITTEE REPORTS

- a. Development Committee Report – June 19, 2018
- b. Special Events Advisory Committee Report – June 19, 2018
- c. Committee of the Whole Report - June 20, 2018

8. RESOLUTIONS

9. DEVELOPMENT PERMITS LIST

- Development Permits List – June 14, 2018 to June 20, 2018

10. BUILDING PERMITS LIST

- Building Permits List – June 14, 2018 to June 20, 2018

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

- Payroll and Accounts – Week ending June 20, 2018

12. TENDERS/RFPS

- a. Tender 2018103 – Supply and Deliver one new Paint Truck
- b. Tender 2018118 – Leak Detection
- c. Decision Note dated June 12, 2018 re: Change Order Approval – Goulds Sewage Pumping Station and Force Main Repair Project

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14. NEW BUSINESS

15. OTHER BUSINESS

- a. Decision Note dated June 20, 2018 re: Economic Roadmap Steering Committee

16. ADJOURNMENT

MINUTES

REGULAR MEETING - CITY COUNCIL

June 18, 2018 – 4:30 p.m. - Council Chambers, 4th Floor, City Hall

Present Mayor Danny Breen
Deputy Mayor Sheilagh O'Leary
Councillor Deanne Stapleton
Councillor Sandy Hickman
Councillor Wally Collins
Councillor Jamie Korab
Councillor Dave Lane
Councillor Ian Froude
Councillor Maggie Burton
Councillor Hope Jamieson
Councillor Debbie Hanlon

Others Kevin Breen, City Manager
Derek Coffey, Deputy City Manager, Financial Management
Tanya Hayward, Deputy City Manager, Community Services
Jason Sinyard, Deputy City Manager, Planning, Engineering, and
Regulatory Services
Lynnann Winsor, Deputy City Manager, Public Works
Cheryl Mullett, City Solicitor
Ken O'Brien, Chief Municipal Planner
Elaine Henley, City Clerk
Stacey Fallon, Legislative Assistant

CALL TO ORDER/ADOPTION OF AGENDA

SJMC2018-06-18/364R

Moved – Councillor Hanlon; Seconded – Councillor Jamieson

That the agenda be adopted with the following two additions:

- **Departmental Approval Request – Detailed, Design and Contract Administration Phase 2 – Victoria Park Revitalization**
- **Decision noted dated June 14, 2018 re: Request for Proposals – Bike St. John's Master Plan**

CARRIED UNANIMOUSLY

PROCLAMATIONS/PRESENTATIONS

World Refugee Day

Mayor Breen signed a proclamation declaring June 20th, 2018 as World Refugee Day in the City of St. John's.

Awards Recognition

Mayor Breen recognized two awards which were presented to the City by the (IABC) International Association of Business Communicators Newfoundland and Labrador. One was in recognition of communications/marketing plan for the Grand Opening of the Paul Reynolds Centre while the other was for the Municipal Election 2017. Mayor Breen congratulated staff across the organization for their involvement.

Land Acknowledgement

Mayor Breen read the following statement:

"We respectfully acknowledge the Province of Newfoundland & Labrador, of which the City of St. John's is the capital City, as the ancestral homelands of the Beothuk. Today, these lands are home to a diverse population of indigenous and other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Mi'kmaq, Innu, Inuit, and Southern Inuit of this Province."

ADOPTION OF MINUTES

SJMC2018-06-18/365R

Moved – Councillor Stapleton; Seconded – Deputy Mayor O'Leary

That the minutes of June 11, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

PUBLIC HEARING

St. John's Municipal Plan Amendment Number 148, 2018 and St. John's Development Regulations Amendment Number 681, 2018

Proposed Rezoning to the Apartment Medium Density (A2) Zone for the extension of an existing Apartment Building

22 St. Joseph's Lane File No.

MPA170008

Fougere Menchenton Architecture Inc.

Council considered the above listed.

SJMC2018-06-18/366R

Moved – Councillor Burton; Seconded – Councillor Lane

The background information detailed in these minutes can be found in the corresponding [Agenda](#)

That Council refer the above noted item back to another Public Hearing due to concerns about the process at the public hearing held May 16, 2018

**CARRIED WITH
COUNCILLOR COLLINS DESENTING**

COMMITTEE REPORTS

Special Events Advisory Committee Report- May 29, 2018

Council considered the above noted report and the recommendations therein:

a. National Indigenous People's Day Sunrise Ceremony - June 21, 2018

SJMC2018-06-18/367R

Moved – Councillor Korab; Seconded – Councillor Stapleton

That Council approve the requested event and associated noise by-law extension.

CARRIED UNANIMOUSLY

b. Larner Bike Rodeo - June 23, 2018

SJMC2018-06-18/368R

Moved – Councillor Korab; Seconded – Councillor Stapleton

That Council approve the requested event and associated road closure.

CARRIED UNANIMOUSLY

c. City of St. John's Canada Day Events - July 1, 2018

SJMC2018-06-18/369R

Moved – Councillor Korab; Seconded – Councillor Stapleton

That Council approve the requested events and associated road closures.

CARRIED UNANIMOUSLY

d. Airport Heights Canada Day Block Party - July 1, 2018

SJMC2018-06-18/370R

Moved – Councillor Korab; Seconded –Councillor Stapleton

That Council approve the above noted event and associated road closures/lane reductions as required.

CARRIED UNANIMOUSLY

- e. Pride Parade and Festival - July 15, 2018 (weather back up date July 29)**

SJMC2018-06-18/371R

Moved – Councillor Korab; Seconded –Councillor Stapleton

That Council approve the requested events and associated road closures.

CARRIED UNANIMOUSLY

- f. George Street Festival - July 25 to August 1, 2018**

SJMC2018-06-18/372R

Moved – Councillor Korab; Seconded –Councillor Stapleton

That Council approve the requested events and associated noise by-law extension and liquor service time extension pending final approval by the NLC on the extension of service hours.

CARRIED UNANIMOUSLY

- g. Newfoundland and Labrador Folk Festival - August 3 to August 5, 2018**

SJMC2018-06-18/373R

Moved – Councillor Korab; Seconded –Councillor Stapleton

That Council approve the requested event and associated noise by-law extension.

CARRIED UNANIMOUSLY

DEVELOPMENT PERMITS LIST

Council considered as information, the above noted for the period of June 7, 2018 to June 13, 2018.

BUILDING PERMITS LIST

Council considered the above noted for the period of June 7, 2018 to June 13, 2018.

SJMC2018-06-18/374R

Moved – Councillor Jamieson; Seconded – Councillor Hanlon

That Council approve the above listed building permits list as presented.

CARRIED UNANIMOUSLY

REQUISITIONS, PAYROLLS AND ACCOUNTS

Council considered the requisitions, payrolls and accounts for the week ending June 6, 2018.

SJMC2018-06-18/375R

Moved – Councillor Jamieson; Seconded – Councillor Hanlon

That the requisitions, payrolls and accounts for the week ending June 13, 2018 in the amount of \$ 4,314,760.39 be approved as presented.

CARRIED UNANIMOUSLY

TENDERS/RFP'S

Tender 2018093 – Work Coveralls

Council considered the above noted.

SJMC2018-06-18/376R

Moved – Councillor Froude; Seconded – Deputy Mayor O'leary

That Council Agree to award the above noted tender for the Supply of Coveralls to lowest bidder for each section, meeting specifications for work Coveralls, as per the Public Procurement Act. Non-Insulated Coveralls is awarded to Marks Commercial in the amount of \$62,898.16 and Insulated Coveralls awarded to The Uniform Experts North America in the amount of \$19,292.40.

CARRIED UNANIMOUSLY

Departmental Approval Request – Backup Software

Council considered the above noted.

SJMC2018-06-18/377R

Moved – Councillor Froude; Seconded – Councillor Lane

That Council approve the purchase of the Software in the amount of \$73,502.16 to Onx covering a three-year term.

CARRIED UNANIMOUSLY

Departmental Approval Request – Detailed, Design and Contract Administration Phase 2 – Victoria Park Revitalization

Council considered the above noted.

SJMC2018-06-18/378R

Moved – Councillor Jamieson; Seconded – Councillor Froude

That Council award to Tract Consulting Inc. continuation of design work that has taken place over the past 4 years.

CARRIED UNANIMOUSLY

Decision noted dated June 14, 2018 re: Request for Proposals – Bike St. John’s Master Plan

Council considered the above noted.

SJMC2018-06-18/379R

Moved – Councillor Lane; Seconded – Councillor Hickman

That engineering consulting services be awarded to Trace Planning and Design in the amount of \$122,509.50 (HST included).

CARRIED UNANIMOUSLY

NOTICES OF MOTIONS/RESOLUTIONS/QUESTIONS/PETITIONS

Notice of Motion – Councillor Ian Froude - St. John’s City Council Supports Development of National Cycling Strategy – July 3rd

Councillor Ian Froude gave the following notice of motion:

St. John’s City Council Supports Development of National Cycling Strategy

Whereas cycling provides important environmental, social and economic benefits, including a healthier lifestyle, reduced road traffic and lower greenhouse gas emissions;

Whereas all residents of St. John's, regardless of age, ability, gender, economic status or location, should be able to avail themselves of the benefits of cycling;

Whereas the landscape of St. John's and Canada provides a unique opportunity to encourage cycling tourism;

Whereas the development of cycling infrastructure has shown significant and positive effects on local economies and has demonstrated significant overall return on investment;

And whereas a national cycling strategy would promote research, create common national standards, help create infrastructure projects and establish a clear framework for investment in order to support and increase all types of cycling in Canada, including commuter, tourism and recreational cycling;

The City of St. John's calls on Canada's Minister of Transport in collaboration with the Minister of the Environment and Climate Change and in consultation with ministers responsible for health, infrastructure, sport, communities, as well as representatives of the provincial and territorial governments responsible for those matters, municipalities, Aboriginal communities, cycling organizations, businesses representatives from the cycling industry and other stakeholders interested in cycling, to develop and implement a national cycling strategy.

OTHER BUSINESS

Decision Note dated June 7, 2018 re: Sale of City Land – Chapel Street/104 Bond Street

Council considered the above noted Decision Note.

SJMC2018-06-18/380R

Moved – Councillor Jamieson; Seconded – Councillor Hanlon

That Council approve the sale of the strip of land adjacent to at the side of 1 Chapel Street/104 Bond Street for the negotiated price.

CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business, the meeting adjourned at 5:42 p.m.

MAYOR

CITY CLERK

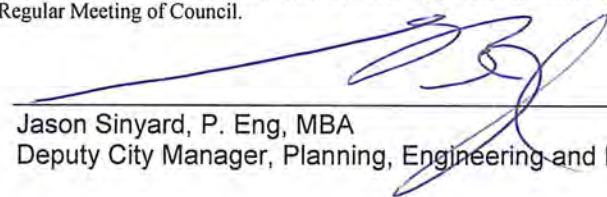
NOTICES PUBLISHED

Applications which have been advertised in accordance with the requirements of Section 5.5 of the St. John's Development Regulations and which are to be considered for approval by Council at the **Regular Meeting of Council on June 26, 2018**.

Ref #	Property Location/ Zone Designation	Ward	Application Details	Floor Area (square metres)	# of Employees (includes the applicant)	# of On-Site Parking Spaces	Written Representations Received	Planning and Development Division Notes
1	20 Roberts Road Rural Residential Infill (RRI) Zone	5	A Restoration of Non-Conforming Use Application has been submitted requesting Municipal approval to reconstruct a building at 20 Roberts Road . The building will be used for storage of items such as boats, campers and related equipment. It will replace the prior buildings (743.2m ² (2-50'x80' buildings)) which were destroyed by fire. The proposed building will be located between the two (2) existing buildings on the site and will have a total floor area of 195m ² (30' x 70').	195m ²			1 submissions received (attached)	The Planning and Development Division recommends approval of the application subject to all applicable City requirements
2	119 Waterford Bridge Road Residential Low Density (R1) Zone	3	A Discretionary Use application has been submitted to occupy 119 Waterford Bridge Road as a five (5) bedroom Bed and Breakfast. The business will be owner operated and adequate on-site parking is provided.				2 submissions received (attached)	The Planning and Development Division recommends approval of the application subject to all applicable City requirements

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

G:\Planning and Development\Planning\ARCHIVED-NoticesPublishedLists\2018\16 - June 26 2018.docx


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

Kim Barry

From: CityClerk
Sent: Tuesday, June 12, 2018 6:24 PM
To: Andrea Roberts; Ashley Murray; Dave Wadden; Gerard Doran; Jason Sinyard; Kathy Driscoll; Ken O'Brien; Lindsay Lyghtle Brushett; Planning
Cc: Karen Chafe
Subject: FW: 20 Roberts Road
Attachments: doc13926620180611102217.pdf

FYI

Elaine Henley
City Clerk
City of St. John's
t. (709) 576-8202
c. (709) 691-0451
e. ehenley@stjohns.ca

-----Original Message-----

From: Kathy Driscoll
Sent: Monday, June 11, 2018 10:26 AM
To: CityClerk <cityclerk@stjohns.ca>
Subject: 20 Roberts Road

-----Original Message-----

From: Cclrk-ky3051@stjohns.ca <Cclrk-ky3051@stjohns.ca>
Sent: Monday, June 11, 2018 10:22 AM
To: Kathy Driscoll <kdriscoll@stjohns.ca>
Subject: Scan From City of St. John's - City Clerks Office

Thank You

TASKalfa 3051ci

House # [redacted] Postal code
Roy Ewan [redacted] Shane Reddy A1S 1G3
June 5 - 2018 Rebuilding

APPLICATION
TO BE REFERRED TO COUNCIL
TUESDAY, JUNE 26, 2018

A Restoration of Non-Conforming Use Application has been submitted requesting Municipal approval to reconstruct a building at 20 Roberts Road.

The building will be used for storage of items such as boats, campers and related equipment. It will replace the prior buildings (743.2m² (2-50'x80' buildings)) which were destroyed by fire. The proposed building will be located between the two (2) existing buildings on the site and will have a total floor area of 195m² (30' x 70'). Please see location plan on the back of this notice.

Information regarding this application may be viewed at the Department of Planning, Engineering, and Regulatory Services, John Murphy Building (City Hall Annex), 4th Floor. For further information, please phone 709-576-8220; email planning@stjohns.ca; or visit the City's website (www.stjohns.ca) under "Public Notices".

Any person wishing to make a submission on these applications prior to the meeting must provide a signed written statement, including your name and street address, to the Office of the City Clerk by 9:30 a.m., Tuesday, June 12, 2018, either by mail: P.O. Box 908, St. John's, NL, A1C 5M2; fax: 709-576-8474 or email: cityclerk@stjohns.ca. Written submissions received will become a matter of public record and will be included in the agenda for the regular meeting of Council on Tuesday, June 26, 2018, at which time Council is scheduled to make a decision on this application. Any identifying information beyond your name (civic address, email and/or other contact information) will be redacted (removed) prior to the information being released publicly.

In accordance with the City's policy on public notification, properties within a radius of 150 metres of the application site are notified in writing by the City of this application. Notices are sent to property owners and not tenants. If you own but do not live at the property identified to receive this notice, we ask that you forward this notice to any tenants which you may have. Property ownership information is based on the City's assessment roll.

with regards to (Shane Reddy Rebuilding)
I - Roy Gwest have no problems what so ever
with the new building being rebuilt or
any other develping he might need to do.
I hope everything works out perfect with his
new endeavor, any questions please phone me at
[redacted] or cell [redacted] signed Roy Ewan Gwest

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

Kim Barry

From: CityClerk
Sent: Thursday, May 31, 2018 10:25 AM
To: Chris Shortall; CityClerk
Cc: Karen Chafe; Andrea Roberts; Ashley Murray; Dave Wadden; Gerard Doran; Jason Sinyard; Kathy Driscoll; Ken O'Brien; Lindsay Lyghtle Brushett; Planning
Subject: RE: 119 Waterford Bridge Road

Good Morning Mr. Shortall:

We thank you for your submission and advise that it has been forwarded to the City's Department of Planning, Engineering and Regularly Services.

All submissions are referred to Council for consideration prior to a final decision being reached.

Elaine Henley
City Clerk
City of St. John's
t. (709) 576-8202
c. (709) 691-0451
e. ehenley@stjohns.ca

From: Chris Shortall [REDACTED]
Sent: Thursday, May 31, 2018 10:21 AM
To: CityClerk <cityclerk@stjohns.ca>
Subject: 119 Waterford Bridge Road

I fully support this endeavor - please allow this to proceed without hampering issues. It is a great adaptive use of a heritage building

Chris Shortall
[REDACTED]

Kim Barry

From: Karen Chafe on behalf of CityClerk
Sent: Friday, June 15, 2018 10:52 AM
To: The Hamlyn's; Jamie Korab
Cc: Danny Breen; CityClerk; Planning; Andrea Roberts; Ashley Murray; Dave Wadden; Gerard Doran; Jason Sinyard; Ken O'Brien; Lindsay Lyghtle Brushett
Subject: RE: Waterford Manor

Mr. & Mrs. Hamlyn:

Thank you for your submission in relation to the above noted as well as with respect to 119 Waterford Bridge Road. That matter will be brought forth to Council's regular meeting of June 26, 2018 for a decision. I have cc'd your email to staff with the Planning, Engineering & Regulatory Services Division for their consideration. Unless you direct otherwise, a copy of your email will be included in the June 26, 2018 regular agenda which will be posted on-line.

Feel free to contact me if you have any questions.

Karen Chafe
Acting City Clerk
PO Box 908
St. John's, NL A1C 5M2
(709) 576-8619

From: The Hamlyn's [REDACTED]
Sent: Friday, June 15, 2018 10:05 AM
To: Jamie Korab <jkorab@stjohns.ca>
Cc: Danny Breen <dbreen@stjohns.ca>; CityClerk <cityclerk@stjohns.ca>
Subject: RE: Waterford Manor

Good Morning Jamie,

We are following up on our previous emails regarding the demolition plan for the Waterford Manor. Please provide us with an update.

As an aside, we are totally opposed to the establishment of a B&B at 119 Waterford Bridge Road. This is just another example of the creeping commercialization of this neighbourhood. In the same vein we are opposed to the current proposed expansion of the services provided at Leaside Manor/Compton House. This is creating an atmosphere where there will be an increasing hostility toward Heritage Properties everywhere most especially those in residential neighbourhoods.

Arthur & Lorraine Hamlyn
[REDACTED]

REPORTS/RECOMMENDATION

Development Committee

June 19, 2018 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

**One (1) Year Renewal of Development Permit to Extend the Subdivide for
One (1) Additional Building Lot
SUB1600004
1 Glenridge Crescent**

It is recommended that Council renew the Development Permit for the proposed building lot at 1 Glenridge Crescent for one (1) year to expire on July 22, 2019, subject to the conditions presented in the original approval.

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

DECISION/DIRECTION NOTE

Title: One (1) Year Renewal of Development Permit to Extend the Subdivide for One (1) Additional Building Lot
SUB1600004
1 Glenridge Crescent

Date Prepared: June 19, 2018 (Date of next meeting: June 26, 2018)

Report To: His Worship the Mayor and Members of Council

Councillor and Role: Maggie Burton, Planning and Development Lead

Ward: 4

Decision/Direction Required:

To seek a one (1) year renewal of a Development Permit.

Discussion – Background and Current Status:

An application to subdivide the property to create an additional building lot was approved by staff on July 22, 2016 in the form of a Development Permit. The applicant is currently not in the position to commence development on the additional lot. At this time, they are unprepared to submit plans to Inspection Services for a Building Permit before the approval expiry date. The applicant has requested a renewal of the Development Agreement under Section 5.4.4.(1), which allows Council to renew the Development Permit for one (1) year.

Key Considerations/Implications:

1. Budget/Financial Implications: Not Applicable.
2. Partners or Other Stakeholders: Not Applicable.
3. Alignment with Strategic Directions/Adopted Plans: Not Applicable.
4. Legal or Policy Implications:
Section 5.4.4.(1) of the St. John's Development Regulations, Duration of Approval.
5. Engagement and Communications Considerations: Not Applicable.
6. Human Resource Implications: Not Applicable.
7. Procurement Implications: Not Applicable.
8. Information Technology Implications: Not Applicable.
9. Other Implications: Not Applicable.

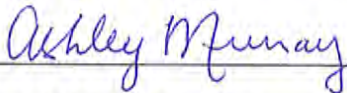
ST. JOHN'S

Recommendation:

It is the recommendation of the Development Committee that Council renew the Development Permit for the proposed building lot at 1 Glenridge Crescent for one (1) year to expire on July 22, 2019, subject to the conditions presented in the original approval.

Prepared by - Date/Signature:

Ashley Murray, Assistant Development Officer

Signature:  _____

Approved by - Date/Signature:

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

Signature:  _____
AAM/kab

REPORTS/RECOMMENDATION
Special Events Advisory Committee Report
June 19, 2018

Event: George Street Canada's Big Birthday Bash - George Street Association
Date: July 1, 2018
Detail: Concert

All Ages Event – 12:30pm to 5:30pm

Rock the Block Contest

Balloon twisting, face painting, etc.

Concert – 6pm to 11:30pm

Security on site at 5:30pm

Gates up and alcohol consumption on the street at 6pm

Requesting extension to the noise by-law to 11:30pm on July 1

Recommendation

That the requested event and associated noise bylaw extension be approved.

Event: Reel Downtown – Downtown St. John's
Date: July 2, 9, 16, 23 and 30 2018
Detail: Movie on Parking Lot off Water Street at bottom of Solomon's Lane

Closure of Water Street – Prescott Street to Baird's Cove

7:30pm to 11pm

Recommendation

That the requested event and associated road closure be approved.

Event: Scattered and Small Film – Scattered and Small Productions Inc.

Date: July 3 to 6, 2018

Detail: Filming with generator and lighting

Request for extension to the noise-by law for one (1) day between July 3 to 6 at Alexander Street/Angel Place. Scene will be filmed from 9pm to 12am, with all equipment removed from location by 1am.

Organizer will advise all area residents of the filming.

Recommendation

That the requested event and associated bylaw extension be approved.

The above noted events are subject to the conditions set out by the Special Events Advisory Committee.

Tanya Haywood

Deputy City Manager – Community Services

REPORT

COMMITTEE OF THE WHOLE

June 6, 2018 – 9:00 am – Council Chambers, 4th Floor, City Hall

Present: Mayor Danny Breen, Chair
Councillor Dave Lane
Councillor Deanne Stapleton
Councillor Debbie Hanlon
Councillor Ian Froude
Councillor Wally Collins (Retired at 10:39 a.m.)
Councillor Sandy Hickman (Retired at 10:20a.m.)
Councillor Hope Jamieson
Councillor Maggie Burton
Deputy Mayor Sheilagh O’Leary (Retired at 10:20 a.m.)

Regrets: Councillor Jamie Korab

Staff: Kevin Breen, City Manager
Lynnann Winsor, Deputy City Manager - Public Works
Derek Coffey, Deputy City Manager – Finance & Administration
Jason Sinyard, Deputy City Manager – Planning, Engineering and Regulatory Services.
Tanya Haywood, Deputy City Manager of Community Services
Cheryl Mullett, City Solicitor
Susan Bonnell, Manager of Communications & Office Services
Victoria Etchegary retired at (Retired at 10:00 a.m.)
Ken O’Brien, Chief Municipal Planner
Elaine Henley, City Clerk
Stacey Fallon, Legislative Assistant

GOVERNANCE & STRATEGIC PRIORITIES – MAYOR DANNY BREEN

1. Decision Note dated June 13, 2018 re: Committee of the Whole (COTW) Pilot Project Evaluation Report

Mayor Breen spoke to the above listed Decision Note.

Recommendation

Moved – Councillor Stapleton; Seconded – Councillor Jamieson

That Council accept the recommendation to accept and approve the COTW pilot project evaluation report as presented and attached and specifically, the recommendations which are outlined in detail in the report.

CARRIED WITH COLLINS AGAINST

PUBLIC WORKS & SUSTAINABILITY – COUNCILLOR IAN FROUDE

2. Regional Water Committee Report dated May 1, 2018

Councillor Hickman as well as Deputy City Manager of Pubic Works, Lynnann Windsor spoke to the above noted report.

Recommendation

Moved – Councillor Hickman; Seconded – Councillor O’Leary

That Council accept the recommendation of the Regional Water Committee to move forward with a secondary water study to identify additional viable water sources and further hold another meeting with the Town of Torbay to clarify the town will not be presently connecting to the Regional water supply.

CARRIED UNANIMOUSLY

3. Decision Note dated May 10, 2018 re: Windsor Lake Water Treatment Plant Capital Reserve Fund Expense Procurement of Replacement SCADA Server & License Upgrades

Councillor Froude Spoke to the above noted.

Recommendation

Moved – Councillor Froude; Seconded – Councillor Burton

That the SCADA Server is essential for reliable and continuous operation of the Windsor Lake Water Treatment Plant. It is recommended that funding be made available through the Capital Reserve Fund to support the purchase and installation of this equipment.

CARRIED UNANIMOUSLY

COMMUNITY SERVICES/ EVENTS – COUNCILLOR JAMIE KORAB

4. Inclusion Advisory Committee Report dated June 12, 2018

Councillor Jamieson spoke to the above noted report.

Recommendation

Moved – Councillor Jamieson; Seconded – Councillor Lane

That Council accept the recommendation of the Inclusive Advisory Committee that the City continue to implement its current inclusion activities and initiatives and develop an Inclusion Outreach Initiative that highlights these resources and partnerships. However, given the timeframes for the development and implementation of federal and provincial legislation and the

unknown impact to the City, it is recommended that the City delay the development of a comprehensive Inclusion Policy until the federal and provincial requirements can be considered/incorporated into the policy development process.

CARRIED UNANIMOUSLY

PLANNING AND DEVELOPMENT – COUNCILLOR MAGGIE BURTON

5. Built Heritage Experts Panel Report dated June 12, 2018

Councillor Burton spoke to the above noted report.

Recommendation

Moved – Councillor Burton; Seconded – Councillor Jamieson

That Council accept the following recommendations of the Built Heritage Experts Panel:

i. Decision Note dated June 5, 2018 re: 101 Patrick Street

That approval be given to the design of the 10-unit apartment building at 101 Patrick Street as proposed. It is further recommended that the guard rail be in keeping with the style of the railing surrounding the Wesley United Church and the applicant asked to consider the inclusion of a window on the Patrick/Power Street side to enhance street appeal.

ii. Decision Note dated June 5, 2018 re: 41-43 Prescott Street: Dormer Windows

That Council reject the proposed change from a curved dormer to gable dormer and further that the applicant be asked to consider the use of wooden trim around the windows and replacement of the proposed front door with one more typical of the Heritage Area.

iii. Decision Note dated June 5, 2018 re: 221 Duckworth Street: Roof Sign

That approval be given to the proposed roof sign at 221 Duckworth Street.

iv. Proposed Renovations - 70 Circular Road

That approval be given to the proposed renovations at 70 Circular Road.

CARRIED UNANIMOUSLY

6. Decision Note dated June 14, 2018 re: Transfer of Mobile Vending Lease Space

Councillor Burton and Deputy City Manager of Planning, Engineering and Regulatory Services, Jason Sinyard spoke to the above noted Decision Note.

Recommendation

Moved – Councillor Burton; Seconded – Councillor

That Council approve the lease transfer from Joesph Maxwell Holding Inc. to Wayken Enterprises for the operation of BeaverTails Food Truck.

CARRIED UNANIMOUSLY

TRANSPORTATION – COUNCILLOR DEBBIE HANLON

7. Decision Note dated May 17, 2018 re: Cavendish Square Taxi Lay-by

Councillor Hanlon spoke to the above noted Decision Note.

Recommendation

Moved – Councillor Jamieson; Seconded – Councillor Lane

That this item be Deferred back for further investigation and consultation with the Sheraton Hotel, Taxi Committee and the Legal Department.

CARRIED UNANIMOUSLY

FINANCE & ADMINISTRATION – COUNCILLOR DAVE LANE

8. Decision Note dated June 19, 2018 re: Shad Memorial 2018 – Sponsorship – Luncheon.

Councillor Lane spoke to the above noted Decision Note.

Recommendation

Moved – Councillor Lane; Seconded – Councillor Froude

That Council accept the recommendation to approve a Breakfast/Luncheon for Shad Memorial 2018.

CARRIED UNANIMOUSLY

Mayor Danny Breen
Chairperson

DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
FOR THE PERIOD OF June 14, 2018 TO June 20, 2018

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Building Lot for 2 Apartment Home	48 Burry Port Street	1	Approved	18-06-19
RES		Building Lot for 2 Apartment Home	50 Burry Port Street	1	Approved	18-06-19
AG	Miao's Green Farm Inc.	3 Green houses and extension to garage	215 Northern Pond Road	5	Approved	18-06-19
COM	Paradise Services Inc.	Gas Station with Convenience Store & Restaurant	20 Kelsey Drove	4	Approved	18-06-20

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

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

Gerard Doran
Development Supervisor
Planning, Engineering and
Regulatory Services

Building Permits List

Council's June 26, 2018 Regular Meeting

Permits Issued: 2018/06/14 to 2018/06/20

Class: Commercial

77 Blackmarsh Rd	Co	Warehouse
355 Main Rd	Co	Service Shop
260 Portugal Cove Rd	Co	Private School
108 George St W	Sn	Service Station
222 Kenmount Rd	Sn	Retail Store
370 Newfoundland Dr	Sn	Bank
878-920 Main Rd	Sw	Agriculture
310 Water St	Rn	Restaurant
1 Logy Bay Rd	Nc	Fence
124 Water St	Rn	Mixed Use
4 Patrick St	Rn	Personal Care Home
394 Kenmount Rd	Cr	Retail Store
338 Water St - Subway	Rn	Restaurant
Avalon Mall, Cru #0218	Rn	Retail Store
55 Kiwanis St	Nc	Retail Store
323 Kenmount Rd	Rn	Retail Store
240 Waterford Bridge Rd	Nc	Home For Aged

This Week \$ 29,523,813.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

2 Ballylee Cres	Nc	Fence
39 1/2 Bell's Turn	Nc	Patio Deck
17 Botwood Pl	Nc	Fence
48 Burry Port St	Nc	Single Detached & Sub.Apt
50 Burry Port St	Nc	Single Detached & Sub.Apt
156 Castle Bridge Dr	Nc	Fence
7 Cedar Dr	Nc	Fence
187 Cheeseman Dr	Nc	Accessory Building
195 Cheeseman Dr	Nc	Accessory Building
123a Circular Rd	Nc	Patio Deck
6 Darcy St	Nc	Fence
24 Della Dr	Nc	Accessory Building
4 Earle St	Nc	Accessory Building
27 Edmonton Pl	Nc	Patio Deck
532 Empire Ave	Nc	Patio Deck
14 Golf Ave	Nc	Accessory Building
45 Greenspond Dr	Nc	Fence
18 Johnson Cres	Nc	Accessory Building
239 Ladysmith Dr	Nc	Accessory Building
46 Lilac Cres - Lot 88	Nc	Single Detached Dwelling

21 Lilac Cres - Lot 121	Nc	Single Detached Dwelling
17&21 Mcdougall St	Nc	Fence
106 New Cove Rd	Nc	Accessory Building
28 Newfoundland Dr	Nc	Patio Deck
310 Newfoundland Dr	Nc	Fence
248 Paddy's Pond Rd	Nc	Other
23 Point Leamington St	Nc	Patio Deck
25 Solway Cres - Lot 338	Nc	Single Detached & Sub.Apt
122 Sugarloaf Rd	Nc	Accessory Building
2 Virginia Pl	Nc	Fence
2 Virginia Pl	Nc	Accessory Building
74 Virginia Pl	Nc	Patio Deck
37 Watson Cres	Nc	Fence
11 Williams Hts	Nc	Fence
23 Marconi Pl	Co	Home Occupation
54 Holbrook Ave	Cr	Single Detached Dwelling
600 Southside Rd	Ex	Single Detached Dwelling
19 Catherine St	Rn	Townhousing
22 Circular Rd	Rn	Single Detached Dwelling
30 Country Grove Pl	Rn	Single Detached Dwelling
26 Howley Ave Exten	Rn	Single Detached Dwelling
10 Johnson Cres	Rn	Single Detached & Sub.Apt
21 Knowling St	Rn	Single Detached Dwelling
69 Paddy Dobbin Dr	Rn	Single Detached Dwelling
127 Patrick St	Rn	Townhousing
143 Waterford Bridge Rd	Rn	Single Detached Dwelling
217 Waterford Bridge Rd	Rn	Single Detached Dwelling
7 William St	Rn	Single Detached Dwelling
7 Parsons Pl	Sw	Single Detached Dwelling
82 Pitcher's Path	Sw	Single Detached Dwelling

This Week \$ 1,475,417.00

Class: Demolition

This Week \$.00

This Week's Total: \$ 30,999,230.00

Repair Permits Issued: 2018/06/14 To 2018/06/20 \$ 93,450.00

Legend

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

YEAR TO DATE COMPARISONS			
June 26, 2018			
TYPE	2017	2018	% VARIANCE (+/-)
Commercial	\$79,981,523.00	\$104,986,578.00	31
Industrial	\$0.00	\$5,000.00	n/a
Government/Institutional	\$436,000.00	\$2,423,682.00	456
Residential	\$33,034,892.00	\$38,305,477.00	16
Repairs	\$1,523,507.00	\$1,233,945.00	-19
Housing Units (1 & 2 Family Dwelling)	73	62	
TOTAL	\$114,975,922.00	\$146,954,682.00	28

28 Welland Street - Application to install a 20' x 40' driveway extension has been rejected as per Section 2 of the Access Control By-Law, due to uncertainty of the future development in the area.

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending June 20, 2018

Payroll

Public Works	\$ 464,676.38
Bi-Weekly Casual	\$ 44,206.49
Accounts Payable	\$ 1,275,681.70

Total: \$ 1,784,564.57

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
SWANA	1413	MEMBERSHIP RENEWAL	272.89
AUTOMATIONDIRECT	1414	REPAIR PARTS	2,220.42
AMCS GROUP	1415	SOFTWARE RENEWAL	3,545.27
CITY OF ST. JOHN'S	117051	REPLENISH PETTY CASH	169.00
WORKPLACE HEALTH, SAFETY AND COMPENSATION COMMISSION	117052	EMPLOYEE DEDUCTION	100.00
BMO BANK OF MONTREAL	117053	REFUND OVERPAYMENT OF TAXES	4,729.68
PENELOPE SMART	117054	ARTS GRANT 2018	500.00
MICHELLE CLARKE	117055	HONORARIUM	150.00
ROGUE PENGUIN CREATIVE	117056	WEBSITE COPYWRITING	2,587.50
SUMMIT BUILDERS LTD.	117057	REFUND SECURITY DEPOSIT	30,500.00
ALLSTAR REBAR LIMITED	117058	REBAR	211.60
HOPE ENGLAND	117059	INSTRUCTOR FEE	72.56
AUTOMOTIVE SUPPLIES 1985 LTD.	117060	AUTO SUPPLIES	166.15
BELL ALIANT	117061	TELEPHONE SERVICES	349.60
CANADIAN BROADCASTING CORP.	117062	RENTAL OF TOWER SPACE	425.02
MARITIME GREEN PRODUCTS	117063	REPAIR PARTS	422.11
THOMSON REUTERS CANADA	117064	PUBLICATIONS	615.54
NFLD CAMERA	117065	CAMERA	275.98
SOBEY'S INC	117066	PET SUPPLIES	3,603.04
NORTRAX CANADA INC.,	117067	REPAIR PARTS	5,483.57
WM L CHAFE & SON LTD.	117068	FOOTWEAR ALLOWANCE	161.00
CLEARWATER POOLS LTD.	117069	POOL SUPPLIES	193.20
ORTHOTIC AIDS LIMITED	117070	FOOTWEAR ALLOWANCE	302.45
CABOT READY MIX LIMITED	117071	PROFESSIONAL SERVICES	1,334.00
WAJAX POWER SYSTEMS	117072	REPAIR PARTS	700.32
CADILLAC SERVICES LTD.	117073	REFUND SECURITY DEPOSIT	4,000.00
PAT'S PLANTS & GARDENS	117074	PLANTS	735.84
CANADIAN TIRE CORP.-HEBRON WAY	117075	MISCELLANEOUS SUPPLIES	540.42
CANADIAN TIRE CORP.-MERCHANT DR.	117076	MISCELLANEOUS SUPPLIES	572.35
ARTIMPORT	117077	PROMOTIONAL ITEMS	149.16
ANNA TEMPLETON CENTRE	117078	GRANT	17,500.00
CHAPTERS ST. JOHN'S	117079	RECREATION SUPPLIES	69.46
DELL CANADA INC.	117080	COMPUTER SUPPLIES	73.29
TIM HORTON'S - 139 TORBAY ROAD	117081	REFRESHMENTS	227.95
HEATING PRODUCT 1978 LTD.	117082	STEAM COILS	4,899.00
HOLLAND NURSERIES LTD.	117083	FLORAL ARRANGEMENT	717.35
OPEN TEXT CORPORATION	117084	SOFTWARE RENEWAL	1,227.30
PVC PLUS DRILLING PRODUCTS	117085	PROFESSIONAL SERVICES	1,092.50
DR. V. KEEPING	117086	MEDICAL EXAMINATION FEE	20.00
DR. JAMISEN MERCER	117087	MEDICAL EXAMINATION FEE	20.00
WHOLESALE CLUB	117088	RECREATION SUPPLIES	265.16
ADVOCATE PRINTING	117089	RECYCLING DECALS	7,756.75
ROGERS ROGERS MOYSE IN TRUST	117090	LEGAL CLAIM	10,000.00
RIDMI BIMSARANI WICKRAMAARACHCHI	117091	INSTRUCTOR FEE	181.40

NAME	CHEQUE #	DESCRIPTION	AMOUNT
CRYSTAL VEY	117092	INSTRUCTOR FEE	249.43
PETER PAN SALES LTD.	117093	SANITARY SUPPLIES	551.08
ROYAL FREIGHTLINER LTD	117094	REPAIR PARTS	6,085.53
DAVID TUCKER	117095	INSTRUCTOR FEE	125.83
JUNE TITFORD	117096	INSTRUCTOR FEE	143.80
FARDY, BRENDA	117097	INSTRUCTOR FEE	217.68
WALSH, BASIL	117098	INSTRUCTOR FEE	217.68
MECHANICAL COMPONENTS LTD.	117099	PROFESSIONAL SERVICES	1,361.37
DONOVAN HOMES LIMITED	117100	REFUND SECURITY DEPOSIT	1,000.00
CHARLOTTE FOWLOW	117101	INSTRUCTOR FEE	163.26
DR. DAVID PACE	117102	MEDICAL EXAMINATION FEE	20.00
CHARTER GROUP INC.	117103	REFUND OVERPAYMENT OF TAXES	617.40
ROGERS, DR. L.	117104	MEDICAL EXAMINATION FEE	20.00
DR. F. K. ESSAJI	117105	MEDICAL EXAMINATION FEE	20.00
DR. JAMES A. SHEPPARD	117106	MEDICAL EXAMINATION FEE	20.00
LYNN DIAMOND	117107	REFUND SECURITY DEPOSIT	100.00
MESSAGE MEDIUMS	117108	MEMORY STONES	517.50
ASSOCIATION OF OCCUPATIONAL HEALTH NURSES,NL	117109	MEMBERSHIP RENEWAL	25.00
ROEBOTHAN MCKAY MARSHALL	117110	LEGAL CLAIM	80.50
SHERWIN FLIGHT	117111	PROFESSIONAL SERVICES	151.51
DR. GARY RIDEOUT	117112	MEDICAL EXAMINATION FEE	20.00
ZURICH INSURANCE CO.	117113	LEGAL CLAIM	17,830.42
CLICK ELECTRICAL	117114	REFUND SECURITY DEPOSIT	242.00
JAMIE HARDING	117115	REFUND SECURITY DEPOSIT	2,000.00
ALLAN SOOLEY PLUMBING	117116	REFUND SECURITY DEPOSIT	100.00
KIM MCLENNAN	117117	RECREATION PROGRAM REFUND	150.00
THOMAS BURKE	117118	REFUND OVERPAYMENT OF TAXES	1,636.70
75658 NEWFOUNDLAND & LABRADOR INC.	117119	REFUND OVERPAYMENT OF TAXES	1,480.44
SHANE DWYER	117120	REFUND SECURITY DEPOSIT	165.60
TONY HORWOOD	117121	REFUND OVERPAYMENT OF TAXES	2,174.27
CRAIG HICKEY & TODD HICKEY	117122	REFUND OVERPAYMENT OF TAXES	522.35
JENDORE LIMITED	117123	REFUND SECURITY DEPOSIT	207,000.00
AMANDA DEVLIN	117124	REFUND SECURITY DEPOSIT	100.00
TERENCE HILLIER	117125	LEGAL CLAIM	103.50
MELECHO MUSIC INC.	117126	REAL PROGRAM	1,050.00
SERVICEMASTER RESTORE	117127	REFUND SECURITY DEPOSIT	720.00
INTACT INSURANCE	117128	LEGAL CLAIM	6,283.93
DC ELECTRICAL	117129	REFUND SECURITY DEPOSIT	181.50
JAMES & GLENDA HAYNES	117130	REFUND OVERPAYMENT OF TAXES	749.42
CECILIA MCGRUER	117131	INSTRUCTOR FEE	158.73
LORRAINE LLOYD	117132	REFUND OVERPAYMENT OF TAXES	982.32
DOUGLAS ENGLAND	117133	INSTRUCTOR FEE	72.56
BRETT VEY	117134	INSTRUCTOR FEE	408.15
JOHN NEVILLE	117135	REFUND SECURITY DEPOSIT	100.00

NAME	CHEQUE #	DESCRIPTION	AMOUNT
CLARITY CONFERENCING INC.	117136	EHSJ CONFERENCE CALL	4.00
CDW ELECTRICAL	117137	REFUND SECURITY DEPOSIT	181.50
AVALON AUTOMOTIVE EQUIPMENT LTD.	117138	PROFESSIONAL SERVICES	97.75
DYNAMO INDUSTRIES	117139	RECREATION SUPPLIES	6,010.10
DR. MELISSA SMALLWOOD	117140	MEDICAL EXAMINATION FEE	20.00
ST. JOHN'S FARMERS MARKET COOPERATIVE LTD.	117141	2018 COMMUNITY MARKET GRANT	50,000.00
MACAULAY ERICA	117142	INSTRUCTOR FEE	199.54
NEWFOUNDLAND POWER	EFT000000007981	ELECTRICAL SERVICES	19,294.11
PUBLIC SERVICE CREDIT UNION	EFT000000007982	PAYROLL DEDUCTIONS	6,542.03
EVEREST	EFT000000007983	PROMOTIONAL ITEMS	958.50
CABOT BUSINESS FORMS AND PROMOTIONS	EFT000000007984	LEASE OF OFFICE SPACE	16,834.56
GENTARA REAL ESTATE LP	EFT000000007985	LEASE OF OFFICE SPACE	27,609.60
DARLENE SHARPE	EFT000000007986	CLEANING SERVICES	750.00
DORAN, GERARD	EFT000000007987	TRAVEL REIMBURSEMENT	78.22
SQUIRES, PAULA	EFT000000007988	CLOTHING ALLOWANCE	96.28
KEVIN BREEN	EFT000000007989	TRAVEL REIMBURSEMENT	3,238.21
LAWRENCE, ELIZABETH	EFT000000007990	TRAVEL REIMBURSEMENT	3,848.60
ANNETTE OLDFORD	EFT000000007991	TRAVEL REIMBURSEMENT	214.91
NADINE MARTIN	EFT000000007992	CHILDREN'S PROGRAM SUPPLIES	79.27
BREEN, DANNY	EFT000000007993	TRAVEL REIMBURSEMENT	1,994.76
DAY, DAVID	EFT000000007994	TRAVEL REIMBURSEMENT	948.46
BRUCE PEARCE	EFT000000007995	TRAVEL ADVANCE	327.80
MIKE ADAM	EFT000000007996	TRAVEL REIMBURSEMENT	421.86
STAPLETON, DEANNE	EFT000000007997	TRAVEL REIMBURSEMENT	461.65
ACKLANDS-GRAINGER	EFT000000007998	INDUSTRIAL SUPPLIES	1,525.96
AFONSO GROUP LIMITED	EFT000000007999	SEWER INSPECTIONS	414.00
ACTION CAR AND TRUCK ACCESSORIES	EFT000000008000	AUTO PARTS	123,882.78
GLEN BARRY	EFT000000008001	INSTRUCTOR FEE	326.52
CABOT AUTO GLASS & UPHOLSTERY	EFT000000008002	CLEANING SERVICES	379.50
B & B SALES LTD.	EFT000000008003	SANITARY SUPPLIES	70.84
BABB SECURITY SYSTEMS	EFT000000008004	SECURITY SERVICES	1,842.30
KELLOWAY CONSTRUCTION LIMITED	EFT000000008005	CLEANING SERVICES	2,277.00
RDM INDUSTRIAL LTD.	EFT000000008006	INDUSTRIAL SUPPLIES	289.04
ROBERT BAIRD EQUIPMENT LTD.	EFT000000008007	RENTAL OF EQUIPMENT	2,369.73
GRANT THORNTON	EFT000000008008	PROFESSIONAL SERVICES	34,454.00
NEWFOUNDLAND EXCHEQUER ACCOUNT	EFT000000008009	ANNUAL OPERATING FEES	82.80
HERCULES SLR INC.	EFT000000008010	REPAIR PARTS	385.31
BATTLEFIELD EQUIPMENT RENTALS	EFT000000008011	REPAIR PARTS	290.04
TOWN OF CONCEPTION BAY SOUTH	EFT000000008012	GARBAGE COLLECTION	250.00
PREMA NEWFOUNDLAND	EFT000000008013	REPAIR PARTS	343.87
BELBIN'S GROCERY	EFT000000008014	CATERING SERVICES	650.75
HAROLD SNOW & SONS	EFT000000008015	HARDWARE SUPPLIES	3,335.00
CABOT PEST CONTROL	EFT000000008016	PEST CONTROL	891.17
ROCKWATER PROFESSIONAL PRODUCT	EFT000000008017	CHEMICALS	2,375.05

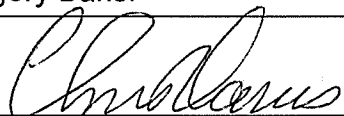
NAME	CHEQUE #	DESCRIPTION	AMOUNT
PRINT & SIGN SHOP	EFT00000008018	SIGNAGE	737.73
MSC INDUSTRIAL SUPPLY ULC	EFT00000008019	REPAIR PARTS	2,306.23
TRACT CONSULTING INC	EFT00000008020	PROFESSIONAL SERVICES	17,217.36
UNITED RENTAL OF CANADA INC.	EFT00000008021	RENTAL OF EQUIPMENT	2,399.83
CANSEL SURVEY EQUIPMENT INC.	EFT00000008022	REPAIR PARTS	77.63
FARRELL'S EXCAVATING LTD.	EFT00000008023	ROAD GRAVEL	12,706.28
JLG TRANSPORTATION LTD.	EFT00000008024	TAXI SERVICES	74.75
ATLANTIC TRAILER & EQUIPMENT	EFT00000008025	REPAIR PARTS	513.85
CAMPBELL'S SHIPS SUPPLIES	EFT00000008026	PROTECTIVE CLOTHING	96.60
CANADIAN CORPS COMMISSIONAIRES	EFT00000008027	SECURITY SERVICES	18,465.88
AIR LIQUIDE CANADA INC.	EFT00000008028	CHEMICALS AND WELDING PRODUCTS	8,314.83
CANADA CLEAN GLASS	EFT00000008029	CLEANING OF WINDOWS	22,540.00
MAC TOOLS	EFT00000008030	TOOLS	714.38
ATLANTIC HOME FURNISHINGS LTD	EFT00000008031	APPLIANCES	832.60
RENTOKIL CANADA CORPORATION	EFT00000008032	PEST CONTROL	21,155.42
CANADIAN RED CROSS	EFT00000008033	CPR RECERTIFICATION	5,168.51
PF COLLINS CUSTOMS BROKER LTD	EFT00000008034	DUTY AND TAXES	426.41
COLONIAL GARAGE & DIST. LTD.	EFT00000008035	AUTO PARTS	1,859.58
PETER'S AUTO WORKS INC.	EFT00000008036	TOWING OF VEHICLES	3,448.78
CONSTRUCTION SIGNS LTD.	EFT00000008037	SIGNAGE	1,235.68
SCARLET EAST COAST SECURITY LTD	EFT00000008038	TRAFFIC CONTROL	15,942.17
JAMES G CRAWFORD LTD.	EFT00000008039	PLUMBING SUPPLIES	578.48
FASTENAL CANADA	EFT00000008040	REPAIR PARTS	236.62
CRAWFORD & COMPANY CANADA INC	EFT00000008041	ADJUSTING FEES	957.00
DICKS & COMPANY LIMITED	EFT00000008042	OFFICE SUPPLIES	3,797.76
MIC MAC FIRE & SAFETY SOURCE	EFT00000008043	SAFETY SUPPLIES	1,915.90
EAST COAST HYDRAULICS	EFT00000008044	REPAIR PARTS	311.53
REEFER REPAIR SERVICES (2015) LIMITED	EFT00000008045	REPAIR PARTS	1,004.59
CAHILL TECHNICAL SERVICES	EFT00000008046	PROFESSIONAL SERVICES	3,288.76
CANADIAN TIRE CORP.-KELSEY DR.	EFT00000008047	MISCELLANEOUS SUPPLIES	342.07
EASTERN MEDICAL SUPPLIES	EFT00000008048	MEDICAL SUPPLIES	115.00
ENVIROMED ANALYTICAL INC.	EFT00000008049	REPAIR PARTS AND LABOUR	258.75
DOMINION STORE 935	EFT00000008050	MISCELLANEOUS SUPPLIES	773.44
NL EMPLOYERS' COUNCIL	EFT00000008051	REGISTRATION FEE	345.00
EMERGENCY REPAIR LIMITED	EFT00000008052	AUTO PARTS AND LABOUR	23,328.64
FRESHWATER AUTO CENTRE LTD.	EFT00000008053	AUTO PARTS/MAINTENANCE	8,039.31
GAZE SEED 2015 INCORPORATED	EFT00000008054	GARDEN SUPPLIES	130.93
MARY KENNEDY	EFT00000008055	INSTRUCTOR FEE	453.50
PRINCESS AUTO	EFT00000008056	MISCELLANEOUS ITEMS	1,155.39
ENTERPRISE RENT-A-CAR	EFT00000008057	RENTAL OF VEHICLES	25,127.50
PROVINCIAL FENCE PRODUCTS	EFT00000008058	FENCING MATERIALS	3,659.30
PENNEY'S HOLDINGS LIMITED	EFT00000008059	PROFESSIONAL SERVICES	18,497.75
WOLSELEY CANADA INC.	EFT00000008060	REPAIR PARTS	6,597.06
HARRIS & ROOME SUPPLY LIMITED	EFT00000008061	ELECTRICAL SUPPLIES	653.71

NAME	CHEQUE #	DESCRIPTION	AMOUNT
HARVEY & COMPANY LIMITED	EFT00000008062	REPAIR PARTS	14,090.82
HARVEY'S OIL LTD.	EFT00000008063	PETROLEUM PRODUCTS	3,702.74
GUILLEVIN INTERNATIONAL CO.	EFT00000008064	ELECTRICAL SUPPLIES	682.91
NEWMAN'S CLEANING LTD.	EFT00000008065	CLEANING SERVICES	19,716.75
COMCOR ENVIRONMENTAL LTD	EFT00000008066	PROFESSIONAL SERVICES	4,600.00
MURRAY'S LANDSCAPE SERVICES LTD.	EFT00000008067	INTERIOR PLANT MAINTENANCE PAUL REYNOLDS	489.87
HISCOCK RENTALS & SALES INC.	EFT00000008068	HARDWARE SUPPLIES	338.83
HOLDEN'S TRANSPORT LTD.	EFT00000008069	RENTAL OF EQUIPMENT	816.50
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	EFT00000008070	REPAIR PARTS	2,444.31
UNIVAR CANADA	EFT00000008071	CHEMICALS	10,939.63
IMPRINT SPECIALTY PROMOTIONS LTD	EFT00000008072	PROMOTIONAL ITEMS	2,588.41
ONX ENTERPRISE SOLUTIONS LIMITED	EFT00000008073	REPAIR PARTS	10,466.87
UMBRELLA SECURITY	EFT00000008074	ALARM MONITORING	3,740.94
ISLAND HOSE & FITTINGS LTD	EFT00000008075	INDUSTRIAL SUPPLIES	20.95
CLEAN AIR SOLUTIONS	EFT00000008076	PROFESSIONAL SERVICES	1,702.00
CHRIS SQUIRES ENTERPRISES INC.,	EFT00000008077	RENTAL OF EQUIPMENT	704.12
PRINTER TECH SOLUTIONS INC.,	EFT00000008078	REPAIRS TO EQUIPMENT	138.00
CDMV	EFT00000008079	VETERINARY SUPPLIES	2,985.72
KAVANAGH & ASSOCIATES	EFT00000008080	PROFESSIONAL SERVICES	465.75
CENTINEL SERVICES	EFT00000008081	REPAIR PARTS	983.25
KERR CONTROLS LTD.	EFT00000008082	INDUSTRIAL SUPPLIES	244.41
PRO FLEET CARE	EFT00000008083	AUTO PARTS	345.00
CARMICHAEL ENGINEERING LTD.	EFT00000008084	PROFESSIONAL SERVICES	4,178.57
MARK'S WORK WEARHOUSE	EFT00000008085	PROTECTIVE CLOTHING	375.94
ACE LOCKSMITHING	EFT00000008086	PROFESSIONAL SERVICES	3,328.10
JJ MACKAY CANADA LTD.	EFT00000008087	PARKING METER KEYS	13,555.32
MCLOUGHLAN SUPPLIES LTD.	EFT00000008088	ELECTRICAL SUPPLIES	3,767.22
MIKAN SCIENTIFIC INC.	EFT00000008089	REPAIR PARTS	590.30
CUTTING EDGE LAWN CARE INC.,	EFT00000008090	PROFESSIONAL SERVICES	21,275.00
SUMMIT PLUMBING & HEATING LTD.	EFT00000008091	PROFESSIONAL SERVICES	7,380.83
PRINTERS PLUS	EFT00000008092	TONER CARTRIDGE	1,568.60
WAJAX INDUSTRIAL COMPONENTS	EFT00000008093	REPAIR PARTS	1,104.58
NU-WAY EQUIPMENT RENTALS	EFT00000008094	RENTAL OF EQUIPMENT	4,700.63
NEWFOUNDLAND DISTRIBUTORS LTD.	EFT00000008095	INDUSTRIAL SUPPLIES	514.12
TOROMONT CAT	EFT00000008096	AUTO PARTS	5,533.79
NORTH ATLANTIC PETROLEUM	EFT00000008097	PETROLEUM PRODUCTS	46,705.15
PBA INDUSTRIAL SUPPLIES LTD.	EFT00000008098	INDUSTRIAL SUPPLIES	203.67
GCR TIRE CENTRE	EFT00000008099	TIRES	10,716.39
PARTS FOR TRUCKS INC.	EFT00000008100	REPAIR PARTS	1,217.19
PINCHIN LEBLANC ENV. LTD	EFT00000008101	PROFESSIONAL SERVICES	172.50
CA PIPPY PARK COMMISSION	EFT00000008102	GROUNDS MAINTENANCE	8,452.50
POWERLITE ELECTRIC LTD.	EFT00000008103	ELECTRICAL PARTS	279.43
RIDEOUT TOOL & MACHINE INC.	EFT00000008104	TOOLS	2,709.28
THE ROYAL GARAGE LIMITED	EFT00000008105	AUTO PARTS	236.90

NAME	CHEQUE #	DESCRIPTION	AMOUNT
S & S SUPPLY LTD. CROSSTOWN RENTALS	EFT00000008106	REPAIR PARTS	1,666.36
BIG ERICS INC	EFT00000008107	SANITARY SUPPLIES	502.04
SAUNDERS EQUIPMENT LIMITED	EFT00000008108	REPAIR PARTS	16,093.73
SANSOM EQUIPMENT LTD. CHANDLER	EFT00000008109	REPAIR PARTS	947.83
SUPERIOR OFFICE INTERIORS LTD.	EFT00000008110	CLOTHING ALLOWANCE	303.60
TULKS GLASS & KEY SHOP LTD.	EFT00000008111	OFFICE SUPPLIES	4,025.00
URBAN CONTRACTING JJ WALSH LTD	EFT00000008112	PROFESSIONAL SERVICES	439.42
FJ WADDEN & SONS LTD.	EFT00000008113	PROPERTY REPAIRS	2,547.25
WATERWORKS SUPPLIES DIV OF EMCO LTD	EFT00000008114	SANITARY SUPPLIES	99.36
WEIRS CONSTRUCTION LTD.	EFT00000008115	REPAIR PARTS	1,817.50
WINDCO ENTERPRISES LTD.	EFT00000008116	STONE/ROAD GRAVEL	4,147.52
DAVID FRENCH	EFT00000008117	PROFESSIONAL SERVICES	8,995.89
GLENN BARNES, MRAIC	EFT00000008118	INSTRUCTOR FEE	721.07
VERNA SMITH	EFT00000008119	PROFESSIONAL SERVICES	30,786.88
BOYD SMITH	EFT00000008120	INSTRUCTOR FEE	553.70
ACE CLEANING COMPANY	EFT00000008121	INSTRUCTOR FEE	553.70
BRENDAN TRAVERSE	EFT00000008122	CLEANING SERVICES	1,092.50
TODD ROBBINS SERVICES INC.	EFT00000008123	INSTRUCTOR FEE	362.80
DR. ROD MCCARTHY	EFT00000008124	PROFESSIONAL SERVICES	454.25
STELLA'S CIRCLE	EFT00000008125	MEDICAL EXAMINATION FEE	20.00
TYCO INTEGRATED SECURITY CANADA, INC.	EFT00000008126	REFUND SECURITY DEPOSIT	50.00
GFL ENVIRONMENTAL INC.	EFT00000008127	PROFESSIONAL SERVICES	651.48
LESLEY JANES	EFT00000008128	PROFESSIONAL SERVICES	22,645.11
SAMPSON, WALTER	EFT00000008129	INSTRUCTOR FEE	435.36
HEAD, BRIAN	EFT00000008130	EMPLOYMENT RELATED EXPENSES	129.89
SKINNER, BEVERLY	EFT00000008131	MILEAGE	306.35
SQUIRES, CARLA	EFT00000008132	VEHICLE BUSINESS INSURANCE	183.00
TONY MOLLOY	EFT00000008133	MILEAGE	119.39
DOWNEY, JAMES	EFT00000008134	CLOTHING ALLOWANCE	149.49
KEVIN BREEN	EFT00000008135	MILEAGE	271.36
FALLON, MARK	EFT00000008136	EMPLOYMENT RELATED EXPENSES	28.74
SQUIRES, RICK	EFT00000008137	CLOTHING ALLOWANCE	161.00
KELLY, KAREN	EFT00000008138	EMPLOYMENT RELATED EXPENSES	60.00
HAYES, CHAUNCEY	EFT00000008139	VEHICLE BUSINESS INSURANCE	381.95
HODDINOTT, CORY	EFT00000008140	EMPLOYMENT RELATED EXPENSES	50.00
AMY BUTT	EFT00000008141	EMPLOYMENT RELATED EXPENSES	100.00
DANIEL MARTIN	EFT00000008142	VEHICLE BUSINESS INSURANCE	381.95
ABBOTT, JEFFREY	EFT00000008143	EMPLOYMENT RELATED EXPENSES	50.00
ANDREW HOLLETT	EFT00000008144	EMPLOYMENT RELATED EXPENSES	130.00
VINCENT, AUBREY	EFT00000008145	EMPLOYMENT RELATED EXPENSES	358.85
FIRST GENERAL	EFT00000008146	EMPLOYMENT RELATED EXPENSES	85.00
CUBEX LTD.	EFT00000008147	PROFESSIONAL SERVICES	10,522.50
CWB NATIONAL LEASING	EFT00000008148	REPAIR PARTS	445.58
	EFT00000008149	PROFESSIONAL SERVICES	1,122.72

NAME	CHEQUE #	DESCRIPTION	AMOUNT
VALLEN	EFT00000008150	REPAIR PARTS	167.90
LEADING EDGE GROUP	EFT00000008151	PROFESSIONAL SERVICES	6,325.00
TELUS	EFT00000008152	CELLULAR CHARGES	10,824.86
MARTIN'S FIRE SAFETY LTD.	EFT00000008153	SAFETY SUPPLIES	859.30
SMITH STOCKLEY LTD.	EFT00000008154	PLUMBING SUPPLIES	556.81
NAPA ST. JOHN'S 371	EFT00000008155	AUTO PARTS	219.81
HOUSEHOLD MOVERS & SHIPPERS LTD	EFT00000008156	PROFESSIONAL SERVICES	270.25
ANNA BAUDITZ	EFT00000008157	TRAVEL REIMBURSEMENT	29.26
MCCLOUGHLAN SUPPLIES LTD.	EFT00000008158	ELECTRICAL SUPPLIES	1,196.45
Total: \$ 1,275,681.70			


BID APPROVAL NOTE

Bid #	2018103		
Bid Name	Supply and Deliver one new Paint Truck		
Department	Public Works	Division	Fleet
Budget Code	PWP-2018-890		
Source of Funding	<input type="radio"/> Operating <input checked="" type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	This is a vehicle replacement for the Street Line painting Department.		
Results	<input type="radio"/> As attached <input checked="" type="radio"/> As noted below		
	Vendor Name		Bid Amount
	Road Services International Ltd		\$489,898.85
	Saunders Equipment		\$607,171.25
Expected Value	<input checked="" type="radio"/> As above <input type="radio"/> Value shown is an estimate only for a year period. The City does not guarantee to buy any specific quantities or dollar value.		
Contract Duration	This will be a six month delivery contract.		
Bid Exception	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	It is recommended to award this tender to the lowest bidder meeting specifications, Road Services International Ltd. (489,898.85), as per the Public Procurement Act.		
Supply Chain Buyer	Gregory Baker		
Supply Chain Manager		Date	2018/06/21
Deputy City Manager*		Date	

*Only required for a bid exception (contract award without open call or professional services).



BID APPROVAL NOTE

Bid #	2018118		
Bid Name	Leak Detection		
Department	Public Works	Division	Water and Waste Water
Budget Code	4131-52359		
Source of Funding	<input type="radio"/> Operating <input type="radio"/> Capital <input checked="" type="radio"/> Multiyear Capital		
Purpose	This tender is for a permanent leak detection monitoring system for a section of the City's water distribution network. This system will continuously monitor a section of the water distribution network and notify the City via email or text when a potential leak is located.		
Results	<input type="radio"/> As attached <input checked="" type="radio"/> As noted below		
	Vendor Name		Bid Amount
	DataTel Solutions Inc.		\$ 3,450.00 (Disqualified)
	Echologics Ltd.		\$ 98,442.30
	Hetek Solutions Inc.		\$ 314,511.36
Expected Value	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 5 year period. The City does not guarantee to buy any specific quantities or dollar value.		
Contract Duration	5 Years		
Bid Exception	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	It is recommended to award this tender to the low bid meeting specifications Echologics, a Division of Mueller Canada Ltd. \$ 98,442.30 (HST included) as per the Public Procurement Act.		
Supply Chain Buyer	John Hamilton		
Supply Chain Manager		Date	2018/06/21
Deputy City Manager*		Date	

*Only required for a bid exception (contract award without open call or professional services).



DECISION/DIRECTION NOTE

Title: Change Order Approval
Goulds Sewage Pumping Station and Force Main Repair Project
Engineering Consulting Services

Date Prepared: June 12, 2018

Report To: His Worship the Mayor and Members of Council

Councillor and Role: N/A

Ward: 5

Decision/Direction Required:

Council Decision to approve a change order for engineering services for the Goulds Sewage Pumping Station and Force Main Repair Project.

Discussion – Background and Current Status:

On August 1st, 2016, the City was awarded \$8.7M in funding under the Clean Water and Wastewater Fund to replace the existing sewage pumping station in Goulds and repair the existing force main to the Shoal Bay outfall. The City requested proposals from qualified firms for engineering services related to this project which was subsequently awarded to RV Anderson Associates Limited (formerly Kavanagh Associates) on December 12, 2016 at a value of **\$902,149.13 (HST included)**.

At the time of award of the engineering services to RV Anderson Associates Limited, the scope of work related to the force main repairs on Shoal Bay Road was not defined and a condition assessment of existing force main was proposed. Since that time, Public Works Water and Waste Water Division has had to repair the force main at numerous locations. The majority of these repairs have been occurring in a 550 meter section of force main located at the end of Shoal Bay Road. It has been decided that it would be best to replace this problematic section of force main immediately, utilizing the existing engineering services agreement with RV Anderson Associates Limited.

Key Considerations/Implications:

1. Budget/Financial Implications:

The project is funded under the Clean Water and Wastewater Fund. The project costs under this funding agreement must be submitted for reimbursement by March 31, 2020. \$1M in the allocated cost shared funding was set aside for these force main repairs.

ST. JOHN'S

2. Partners or Other Stakeholders:

- Residents & Businesses of the Goulds

3. Alignment with Strategic Directions/Adopted Plans:

The Goulds Sewage Pumping Station Replacement and Force Main Repairs Project aligns with several Strategic Plan goals:

- A Culture of Cooperation
- Fiscally Responsible
- Responsive and Progressive

4. Legal or Policy Implications: N/A

5. Engagement and Communications Considerations:

Stakeholders will be engaged during the construction phase of the project.

6. Human Resource Implications: N/A

7. Procurement Implications:

In keeping with the new Public Procurement Act, this change order will need to be reported to the Provinces Procurement Agency as per standard procedure.

8. Information Technology Implications: N/A

9. Other Implications: N/A

Recommendation:

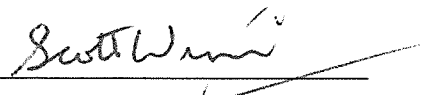
It is recommended that a change order for engineering consulting services be awarded to RV Anderson Associates Limited in the amount of **\$95,392.50 (HST included)**


Prepared by/Signature:

Scott Winsor, P. Eng.
Manager - Construction Engineering

Approve by/Date/Signature

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

Signature: 

Signature: 



June 1, 2018

RVA 173433

Manager – Construction Engineering
 Department of Planning, Engineering & Regulatory Services
 City of St. John's, NL
 P.O. Box 908
 St. John's, NL A1C 5M2

Dear Mr. Winsor:

Re: **Force Main Replacement – Goulds, NL**

Further to your email dated May 2, 2018 and our conversation on May 11, 2018, R.V. Anderson Associates Limited (RVA) hereby submits our proposal for Civil Engineering services for the replacement of approximately 550 meters of 250mm diameter force main located on Shoal Bay Road between Mill Road to the end of the cul-de-sac.

It has been assumed that all construction work will be completed within one (1) month. If this schedule is exceeded there will be additional cost for construction inspection, contract administration, and disbursements.

Fees are based on our previous discussions, and the scope of work, work plan and schedule as outlined. Fees for the proposed scope of work are outlined below. These fees exclude HST, but include disbursements.

• Preliminary	\$ 3,500.00
• Design and Contract Documents	\$ 35,500.00
• Tendering	\$ 2,000.00
• Construction Inspection	\$ 24,000.00
• Contract Administration	\$ 12,950.00
• <u>As-built Drawings</u>	<u>\$ 5,000.00</u>
Total (HST Extra) <u>\$ 82,950.00</u>	

The following assumptions have been made during the preparation of this proposal.

- Contract Administration services based on Thirty-five (35) – 2-hour days.
- On-site inspection services during construction based on Twenty (20) - 12-hour days.
- Survey and materials testing provided by third party; and
- One design concept which includes IFR, IFC, and as-built drawings.

Costs associated with surveying, geotechnical investigation and materials testing will be billed against the remaining budgets of the Gould's Sewage Pump Station Replacement Project. Construction Inspection and Contract Administration budgets are based on per diem rates and will be tracked separately and invoiced accordingly.

Performance of the work associated with this project will be subject to the City of St. John's Prime Consultant Agreement attached to the Goulds Sewage Pump Station Replacement project, which can be accepted by signing below and returning a copy.

I trust that this information is sufficiently detailed to allow you to evaluate our proposal and we look forward to working with you and your staff on this project. If you have any questions or require further information, we are available at your convenience.

Sincerely,

R.V. ANDERSON ASSOCIATES LIMITED



Mr. Chris Newman, P.Tech
Associate, Regional Manager

I, _____, on behalf of the City of St. John's, am authorized to instruct R.V. Anderson Associates Limited to proceed with the above described work and acknowledge that this engagement will be undertaken in accordance with our current agreement for the Goulds Sewage Pump Station Replacement project.

Signature

Date

DECISION/DIRECTION NOTE

Title: Economic Roadmap Steering Committee

Date Prepared: June 20, 2018

Report To: Mayor and Members of Council

Councillor and Role: Mayor, Danny Breen, Chair, Economic Roadmap Steering Committee

Ward: N/A

Decision/Direction Required: Approve Steering Committee Membership and Terms of Reference

Discussion – Background and Current Status:

Economic Roadmap 2021 was completed and accepted by Council in 2011 and set a ten-year direction for economic development in the City. The process to developing the Roadmap was unique and considered to be best practice. Guided by a dedicated committee of representatives from the public, private and education sectors and supported by a team of staff from all three levels of government, the process and outcome of developing the economic plan was comprehensive in analysis and included focused stakeholder consultation with the result being a robust set of goals and actions. There has been an annual reporting on the Roadmap as well as a three-year refresh as was the commitment in the plan.

Now into its seventh year, and with several internal City reorganizations and rapidly changing external factors, it is most appropriate that a renewed or new economic plan or economic directions be set for the City.

Key Considerations/Implications:

1. Budget/Financial Implications

For the most part the process of working with the steering committee, any research and consultations will be managed internally however there may be need to enlist external resources/consultant. There is budget within the Economic Development, Culture and Partnerships Division budget.

2. Partners or Other Stakeholders

The Steering Committee will be the primary stakeholder however as a process plan is developed and delivered there will considerations for connecting with relevant partners and stakeholders both internally and externally.

ST. JOHN'S

3. Alignment with Strategic Directions/Adopted Plans

The Economic Roadmap is one of the City's key plans. As a new plan/direction is established it will be necessary to ensure there is appropriate alignment with any other relevant internal plans and also external plans.

4. Legal or Policy Implications

The process of developing a plan will not have legal or policy implications however the plan product may contemplate policy considerations.

5. Engagement and Communications Considerations

Engagement and communications plan will be developed alongside and support the development of a strategy.

6. Human Resource Implications

Primarily staff from Economic Development, Culture and Partnerships will be dedicated to delivering however it may be necessary to connect with staff from various departments for information and assistance.

The Director, Economic Development, Culture and Partnerships will be the lead.

7. Procurement Implications

Should a consultant's services be required a procurement process will be followed.

8. Information Technology Implications

N/A

9. Other Implications

The attached terms of reference will guide the understanding of the work of the steering committee. The timeline and process for the work has yet to be defined however it is anticipated that by the spring 2019 a new plan/directions will be completed.

Recommendation:

Accept the terms of reference and steering committee members as per attached document

Prepared by/Signature: Elizabeth Lawrence, Director, Economic Development, Culture and Partnerships

Approved by/Date/Signature: Kevin Breen, City Manager

Attachments:

Economic Roadmap Steering Committee Terms of Reference



ST. JOHN'S

TERMS OF REFERENCE

STEERING COMMITTEE ST. JOHN'S STRATEGIC ECONOMIC ROADMAP REVIEW AND NEW STRATEGIC DIRECTION

Purpose

The Steering Committee will provide advice and guidance to the City of St. John's as it reviews the progress of the Strategic Economic Plan, *Roadmap 2021* and within that context consider changes in the economy, changes in public and private actors and helps shape a new economic development direction.

Responsibilities

The Steering Committee will:

1. provide perspective on the design, plan and delivery of key stakeholder input which may include an economic forum
2. provide perspective in identifying new and/or re-newed focus areas for economic directions/plan.
3. guide the review, seeking information about economic trends, key issues and other considerations;
4. provide insight, validation and challenge the City on direction and content in economic directions/plan

Membership

The Steering Committee will be comprised of no more than eight representatives from:

Organization/Affiliation	Representative
1. City of St. John's	Mayor Danny Breen, Chair, Steering Committee
2. City of St. John's	Deputy Mayor, Sheilagh O'Leary, Lead, Economic Development, Tourism and Culture
3. Representative from previous Roadmap Committee	Paul Pope, Principal, Pope Productions
4. Memorial University	Dr. Neil Bose, VP Research
5. Private Sector	Kim Saunders, General Manager, East Port Properties
6. Private Sector	Deirdre Ayre, Head, Canadian Operations, Other Ocean
7. Government of Newfoundland and Labrador, Department of Tourism, Culture, Industry and Innovation	Gillian Skinner, Assistant Deputy Minister, Regional Development and Diversification
8. Youth with business focus	Liam Flanagan, Start Up Development Coordinator, Genesis Centre

Members are expected to bring insight to the table on a broad spectrum of issues.

All Steering Committee members have an equal status and value as part of the team. All will have an equal opportunity to present their views and all views will be given legitimate consideration.

Chairperson

The Steering Committee will be chaired by the Mayor.

Term

It is envisioned that the Steering Committee will be in place for about a year.

Meetings

It is envisioned that the Steering Committee will meet and/or review materials, provide perspective on content/direction approximately six to eight times. The Steering Committee will be at the call of the Chair.

Support

The Steering Committee will be supported by the Economic Development, Culture and Partnerships Division, and Office of the City Clerk, City of St. John's.

Director, Economic Development, Culture and Partnerships will be the staff lead.

The City Manager will sit as ex-officio on the Steering Committee.

The Division will be responsible for preparing information and reports for the Advisory Committee and will guide the day-to-day activity.

An external consultant/resources may also be engaged to assist with analysis, facilitation, consultation and report preparation.

Confidentiality and Conflict of Interest

Members are expected to be open and candid in discussing items before the Steering Committee. For this reason all Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Steering Committee. Communication on behalf of the Committee to the media or other outside parties should be through the Chair and only upon the consensus and agreement of the Committee.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

Compensation

Membership on the Steering Committee is voluntary, with no salary or stipends attached.