

**AGENDA  
REGULAR MEETING**

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

**ST. JOHN'S**

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# MEMORANDUM

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November 27, 2017

In accordance with Section 42 of the City of St. John's Act, the Regular Meeting of the St. John's Municipal Council will be held on **Monday, November 27, 2017 at 4:30 p.m.**

By Order



Elaine Henley  
City Clerk

# ST. JOHN'S

CITY MANAGER

**AGENDA**  
**REGULAR MEETING - CITY COUNCIL**  
**November 27, 2017 – 4:30 p.m. – Council Chambers, 4<sup>th</sup> Floor, City Hall**

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**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. ADOPTION OF THE MINUTES**

- Minutes of November 20, 2017

**4. BUSINESS ARISING FROM THE MINUTES**

**a. Included in the Agenda:**

- Notice of Motion – Councillor Hickman - Amendment to the St. John's Accommodation Tax By-Law

**b. Other Matters**

**5. NOTICES PUBLISHED**

**6. PUBLIC HEARINGS**

**7. COMMITTEE REPORTS**

- a. Committee of the Whole Report – November 15, 2017
- b. Development Committee Report – November 21, 2017

**8. RESOLUTIONS**

**9. DEVELOPMENT PERMITS LIST**

- Development Permits List – November 16, 2017 to November 22, 2017

**10. BUILDING PERMITS LIST**

- Building Permits List – November 16, 2017 to November 22, 2017

**11. REQUISITIONS, PAYROLLS AND ACCOUNTS**

- Payroll and Accounts – Week ending November 22, 2017

**12. TENDERS/RFPS**

- a. Council Approval – Tender 2017222 – Community Service Bussing for After School Program

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

**14. NEW BUSINESS**

**15. OTHER BUSINESS**

- a. Decision Note dated November 17, 2017 re: Public Meeting Chairing

**16. ADJOURNMENT**

## MINUTES

### REGULAR MEETING - CITY COUNCIL

November 20, 2017 – 4:30 p.m. - Council Chambers, 4<sup>th</sup> Floor, City Hall

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

**Others** Derek Coffey, Deputy City Manager of Finance and Administration  
Jason Sinyard, Deputy City Manager of Planning, Development & Engineering  
Tanya Haywood, Deputy City Manager of Community Services  
Ken O’Brien, Chief Municipal Planner  
Cheryl Mullett, City Solicitor  
Elaine Henley, City Clerk  
Maureen Harvey, Legislative Assistant

#### CALL TO ORDER/ADOPTION OF AGENDA

##### SJMC2017-11-20/507R

Moved – Councillor Lane; Seconded – Councillor Hanlon

That the agenda be adopted as presented with the following additions.

- Council approval for Contract Award Without Tender Invitation – Gray Matter Systems, LLC
- Request for Proposals – Quidi Vidi Park Redevelopment Project – Area 2 B – Wharf at Marquee and Area 3 – concession Area at North Bank
- Request for Proposals – Quidi Vidi Park Redevelopment Project – Area 1A – Winners Circle at Boathouse

CARRIED UNANIMOUSLY

#### ADOPTION OF MINUTES

##### SJMC2017-11-20/508R

Moved - Councillor Hickman ; Seconded – Councillor Jamieson

**That the minutes of November 14, 2017 be adopted as presented.**

**CARRIED UNANIMOUSLY**

**NOTICES PUBLISHED**

- A Discretionary Use Application has been submitted by Bow Shot requesting permission to occupy a portion of **152 Water Street** as a Place of Amusement for a Recreational Archery Center with Lounge.

**SJMC2017-11-20/509R**

**Moved – Councillor Lane; Seconded – Councillor Burton**

**That approval be given to the Discretionary Use Application by Bow Shot to occupy and operate a portion of 152 Water Street as a Place of Amusement for a Recreational Archery Center, subject to all applicable City requirements.**

**CARRIED UNANIMOUSLY**

- A Discretionary Use Application has been submitted by Rock Athletics requesting permission to occupy a portion of **10 Pearl Place** as a Commercial School for a Martial Arts Studio.

**SJMC2017-11-20/510R**

**Moved – Councillor Collins; Seconded – Councillor Hickman**

**That approval be given to the Discretionary Use Application by Rock Athletics to occupy and operate a portion of 10 Pearl Place as a Commercial School for a Martial Arts Studio, subject to all applicable City requirements.**

**CARRIED UNANIMOUSLY**

- A Discretionary Use Application has been submitted by Connie Parsons School of Dance Ltd. to develop a portion of the existing lot at **1 Kent Place** as a Parking Lot. The addition to the parking area will be approximately 78 m<sup>2</sup> and will be used in conjunction with the existing lot at 77 Portugal Cove Road.

**SJMC2017-11-20/511R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**That approval be given to a Discretionary Use Application submitted by Connie Parsons School of Dance Ltd. to develop a portion of the existing lot at 1 Kent Place as a parking lot, subject to all applicable City requirements.**

Discussion resulted in a motion to refer the matter to Committee of the Whole at its November 29<sup>th</sup> meeting, the purpose of which is to facilitate a presentation by the proponent and opposing residents in an effort to find an amicable solution to the matter of parking and traffic.

**SJMC2017-11-20/512R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**That the Discretionary Use Application submitted by Connie Parsons School of Dance Ltd. to develop a portion of the existing lot at 1 Kent Place as a parking lot be referred to the November 29, 2017 meeting of Committee of the Whole.**

**CARRIED WITH  
DEPUTY MAYOR O’LEARY,  
COUNCILLORS BURTON, JAMIESON AND  
FROUDE DISSENTING**

## **COMMITTEE REPORTS**

**Development Committee Report – November 14, 2017**

[\*Link to Report\*](#)

- 1. Crown Lane Referral for Proposed Amendment to Existing Crown Land Grant (139122) at 744 Kenmount Road  
CRW1700024  
744 Kenmount Road**

**SJMC2017-11-20/513R**

**Moved – Councillor Burton; Seconded – Councillor Jamieson**

**That approval be given to amend the Crown Land Grant at 744 Kenmount Road to include the previously exempt 1.836 hectare portion of land.**

**CARRIED UNANIMOUSLY**

## DEVELOPMENT PERMITS LIST

[Link to List](#)

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

## BUILDING PERMITS LIST

[Link to List](#)

Council considered, for approval, the above noted for the period dated November 2, 2017 to November 8, 2017.

### **SJMC2017-11-20/514R**

**Moved – Councillor Collins; Seconded – Councillor Froude**

**That the building permits list dated November 9, 2017 – November 13, 2017 be adopted as presented.**

**CARRIED UNANIMOUSLY**

## REQUISITIONS, PAYROLLS AND ACCOUNTS

[Link to Memo](#)

Council considered the requisitions, payrolls and accounts for the week ending November 15, 2017.

### **SJMC2017-11-20/515R**

**Moved – Councillor Collins; Seconded – Councillor Froude**

**That the requisitions, payrolls and accounts for the week ending November 15, 2017 in the amount of \$2,822,561.68 be approved as presented.**

**CARRIED UNANIMOUSLY**

## TENDERS/RFPS

**Council Approval - Tender 2017165 Instrumentation and Electrical Services at Water and Wastewater Treatment Facilities.**

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Council considered the above noted tender.



**SJMC2017-11-20/516R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**To award tender 2017165 for Instrumentation and Electrical Services at Water and Wastewater Treatment Facilities to the lowest bidder meeting specifications, Cahill Instrumentation and Technical Services (2011) Ltd. in the amount of \$94,679.50, as per the Public Tendering Act. (HST included)**

**CARRIED UNANIMOUSLY**

**Council Approval – Tender 2017181 HRV Services (Non Profit Housing)**

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Council considered the above noted tender.

**SJMC2017-11-20/517R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**To award tender 2017181 to provide regular HRV maintenance, replacement and installation services (as needed) for the City's Non-Profit Housing units, to the lowest bidder meeting specifications, Clean Air Solutions in the amount of \$590,686.00 as per the Public Tendering Act (HST included)**

**CARRIED UNANIMOUSLY**

**Council Approval – Tender 2017185 Bunker Gear**

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Council considered the above noted tender.

**SJMC2017-11-20/518R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**To award tender 2017185 to supply bunker gear for the SJRFD to the lowest bidder meeting specifications, K & D Pratt in the amount of \$90,495.80 as per the Public Tendering Act. (HST extra).**

**CARRIED UNANIMOUSLY**

It was noted that this contract is for a three year period with the option to extend for two additional one year periods.

**Council Approval – Tender 2017198 – Leather Firefighting Boots**

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Council considered the above noted tender.

**SJMC2017-11-20/519R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**To award tender 2017198 for the supply of leather firefighting boots to the lowest bidder meeting specifications, First Response Supply Inc. (Bid 1) in the amount of \$32,896 (HST extra) as per the Public Tendering Act.**

**CARRIED UNANIMOUSLY**

It was noted that this contract is for a two year period with the option to extend for an additional one year period.

**Council Approval – Tender 2017199 – Antifreeze, Windshield Wash and Diesel Exhaust Fluid**

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Council considered the above noted tender.

**SJMC2017-11-20/520R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**To award tender 2017199 for the supply of antifreeze, windshield wash and diesel for the City's fleet as follows as per the Public Tendering Act. HST is extra.**

<b>S&amp;S Supply Ltd.</b>	<b>\$16,913.05</b>
<b>Traction 506</b>	<b>\$9,901.65</b>
<b>Acklands Grainger Inc.</b>	<b>\$6,536.53</b>
<b>Automotive Supplies</b>	<b>\$1,955.00</b>

**CARRIED UNANIMOUSLY**

It was noted that this contract is for a one year period with the option to extend an additional one year period.

**Council Approval – Tender 2017217 – Snow Clearing**

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Council considered the above noted tender which is to provide snow clearing and ice control for Non Profit Housing as well as a number of other City owned properties. This tender will replace the current contract for these services that will expire in November 2017.

**SJMC2017-11-20/521R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**To award tender 2017217 for the provision of snowclearing services to S & L Enterprises, the lowest bidder meeting specifications, in the amount of \$895,965.00 (HST extra).**

**CARRIED UNANIMOUSLY**

It was noted that this contract is for a three year period with the option to extend for two additional one year periods.

**Council Approval for Contract Award Without Tender Invitation – Gray Matter Systems, LLC**

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Council considered the above noted which contained a recommendation from the Deputy City Manager of Public Works.

**SJMC2017-11-20/522R**

**Moved – Councillor Lane; Seconded – Councillor Korab**

**To award a contract for the SCADA upgrade to the sole supplier of the software licensing and hardware keys, Gray Matter Systems, LLC in the amount of \$81,222.09 (HST extra).**

**CARRIED UNANIMOUSLY**

**Decision Note dated November 16, 2017 - Request for Proposals – Quidi Vidi Park Redevelopment Project – Area 2B – Wharf at Marquee and Area 3 – Concession Area at North Bank**

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Council considered the above noted.

**SJMC2017-11-20/523R**

**Moved – Councillor Hickman; Seconded – Councillor Lane**

**To award a contract for engineering consulting services for the Quidi Vidi Park Redevelopment Project – Area 2B – Wharf at Marquee and Area 3 – Concession Area at North Bank to CBCL in the amount of \$65,279.75 (HST included)**

**CARRIED UNANIMOUSLY**

**Decision Note dated November 16, 2017 - Request for Proposals – Quidi Vidi Park Redevelopment Project – Area 1A – Winners Circle at Boathouse**

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Council considered the above noted.

**SJMC2017-11-20/524R**

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

**To award a contract for engineering consulting services for the Quidi Vidi Park Redevelopment Project – Area 1A – Winners Circle at boathouse to Tract Consulting Inc. in the amount of \$139,357.00 (HST included)**

**CARRIED UNANIMOUSLY**

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

**a. Decision note dated November 15, 2017 re: Amendment to the St. John’s Accommodation Tax By-Law**

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Councillor Hickman presented the following Notice of Motion

**TAKE NOTICE that I will at the next regular meeting of the St. John’s Municipal Council move to enact an amendment to the St. John’s Accommodation Tax By-Law so as to reflect the current accommodation tax rate as approved by Council and to align the collection dates with the administrative processes for the City.**

**OTHER BUSINESS**

**Council Referrals and Staff Requests**

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**Deputy Mayor O’Leary**

- Requested that staff look at a clean-up of Angel’s Corner (Corner of Duckworth and Prescott Streets)

**Councillor Burton**

- Requested that staff research the merits of dividing the Municipal Advisory Committee on Youth into two subcommittees – one involving persons from birth to 17 years and the other with youth between 18 and 30 years. She asked that this be addressed at the next meeting of Committee of the Whole.

**Councillor Collins**

- Requested staff follow up with Newfoundland Power in terms of getting the broken lights on Pitts Memorial Drive replaced.

**ADJOURNMENT**

There being no further business, the meeting adjourned 5:36 p.m.

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**MAYOR**

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**CITY CLERK**

## **REPORTS/RECOMMENDATION**

**Development Committee**

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

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- 1. Crown land Referral for Proposed Amendment to Existing Crown Land Grant (139122) at 744 Kenmount Road  
CRW1700024  
744 Kenmount Road**

It is recommend that council approve the request to amend the Crown Land Grant to include the previously exempt 1.836 hectare portion of land.

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

Addendum to Regular Minutes of November 20, 2017

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

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Subdivide for Additional Building Lot	310 Brookfield Road	5	Approved	17-11-09

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

Addendum to Regular Minutes of November 20, 2017

# Building Permits List

## Council's November 20, 2017 Regular Meeting

Permits Issued: 2017/11/09 to 2017/11/13

**Class: Commercial**

50 Pippy Pl, Unit 6  
78 O'leary Ave

Co Retail Store  
Sn Office

This Week \$ 20,000.00

**Class: Industrial**

This Week \$ .00

**Class: Government/Institutional**

This Week \$ .00

**Class: Residential**

46 Barrows Rd	Nc	Single Detached Dwelling
23 Channing Pl	Nc	Accessory Building
27 Dunkerry Cres, Lot 301	Nc	Single Detached Dwelling
35 Heavy Tree Rd	Nc	Accessory Building
72 Old Bay Bulls Rd	Nc	Accessory Building
72 Pleasant St	Nc	Patio Deck
97 Seaborn St	Nc	Accessory Building
677 Thorburn Rd	Nc	Accessory Building
11 Tobin's Rd	Nc	Accessory Building
11 Tobin's Rd	Nc	Accessory Building
11 Tobin's Rd	Nc	Accessory Building
4 Wishingwell Pl	Nc	Accessory Building
14 Argyle St	Rn	Single Detached & Sub.Apt
15 Glenlonan St	Rn	Single Detached & Sub.Apt
10 Ordnance St	Rn	Semi-Detached Dwelling
36 Sinnott Pl	Rn	Patio Deck
90 Springdale St	Rn	Townhousing

This Week \$ 784,256.00

**Class: Demolition**

This Week \$ .00

This Week's Total: \$ 804,256.00

Repair Permits Issued: 2017/11/09 To 2017/11/13 \$ 3,500.00



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			
November 20, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$114,362,022.00	\$137,877,756.00	21
Industrial	\$0.00	\$5,100,000.00	0
Government/Institutional	\$6,042,584.00	\$1,337,000.00	-78
Residential	\$66,878,309.00	\$80,355,125.00	20
Repairs	\$4,076,890.00	\$3,103,798.00	-24
Housing Units (1 & 2 Family Dwelling)	206	181	
<b>TOTAL</b>	<b>\$191,359,805.00</b>	<b>\$227,773,679.00</b>	19

Respectfully Submitted,

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

Addendum to Regular Minutes of November 20, 2017

# MEMORANDUM

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

### **Payroll**

<b>Public Works</b>	<b>\$ 409,336.92</b>
<b>Bi-Weekly Administration</b>	<b>\$ 882,152.24</b>
<b>Bi-Weekly Management</b>	<b>\$ 946,751.47</b>
<b>Bi-Weekly Fire Department</b>	<b>\$ 792,958.79</b>
<b>Accounts Payable</b>	<b>\$ 2,822,561.68</b>

**Total: \$ 5,853,761.10**

# **ST. JOHN'S**

DEPARTMENT OF FINANCE

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

**NOTICE OF MOTION**

**TAKE NOTICE** that I will at the next regular meeting of the St. John's Municipal Council move to enact an amendment to the St. John's Accommodation Tax By-Law so as to reflect the current accommodation tax rate as approved by Council and to align the collection dates with the administrative processes for the City.

DATED at St. John's, NL this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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COUNCILLOR HICKMAN

## REPORT

### COMMITTEE OF THE WHOLE

November 15, 2017 – 9:00 am– Foran Greene Room, 4<sup>th</sup> Floor, City Hall

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**Present:** Mayor Danny Breen, Chair  
Deputy Mayor Sheilagh O’Leary  
Councillor Dave Lane  
Councillor Hope Jamieson  
Councillor Jamie Korab  
Councillor Deanne Stapleton  
Councillor Debbie Hanlon (retired at 10:30am)  
Councillor Maggie Burton  
Councillor Ian Froude  
Councillor Wally Collins  
Councillor Sandy Hickman

**Staff:** Kevin Breen, City Manager  
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services  
Derek Coffey, Deputy City Manager – Finance & Administration  
Tanya Haywood, Deputy City Manager of Community Services  
Lynnann Winsor, Deputy City Manager of Public Works  
Cheryl Mullett, City Solicitor  
Elaine Henley, City Clerk  
Gerard Doran – Manager of Development  
Ken O’Brien – Chief Municipal Planner  
Bev Skinner – Manager of Special Events  
Victoria Etchegary, Manager of Organizational Performance and Strategy  
Susan Bonnell, Manager of Marketing and Communications  
Judy Tobin, Manager of Housing  
Kenessa Cutler, Legislative Assistant

Approximately 15 members of the general public were also in attendance.

## NEW BUSINESS

### 1. COMMUNITY SERVICES & EVENTS – COUNCILLOR KORAB

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**a. Special Events Advisory Committee Report – November 8, 2017**

Councillor Korab outlined the above listed report and its recommendations. The Brigus Production Company Ltd. is seeking preliminary approval for their 2018 Iceberg Alley Performance Tent which includes date, time, and location only.

**Recommendation**

**Moved – Councillor Korab; Seconded – Deputy Mayor O’Leary**

**That the requested preliminary date/time/location for the 2018 Iceberg Alley Performance Tent be approved.**

**CARRIED UNANIMOUSLY**

**2. HOUSING – COUNCILLOR JAMIESON**

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**a. The Manager of Housing re: Decision Note dated July 19, 2017 re: End of Operating Agreements**

The above listed was brought to the Committee of the Whole on the request of Councillor Jamieson. She asked at the Regular Meeting of Council of November 6<sup>th</sup> that the new Council be allowed to review a decision made by the past Council regarding the above noted.

Judy Tobin, Manager of Housing, spoke to the decision note and explained that the non-profit housing operating agreements held with CMHC are coming to an end after 35 years. With that, the City will own the properties with no conditions. Under the previous agreement, the tenants were income tested when they moved in, and not again after. In July, Council agreed to start income testing tenants on an annual basis and adjusting rent to either a set rent or 25% of the tenants net pay whichever is greater.

Councillor Jamieson stated that while she agrees with the decision, she believes the tenants should be given more time; six months instead of three to allow them time to find other housing and so the City can go beyond the minimum requirements of the Landlord Tenants Act.

Members discussed and concurred with Councillor Jamieson's sentiments.

**Recommendation**

**Moved – Councillor Jamieson; Seconded – Councillor Hanlon**

**That the City extend the notice period for its non-profit housing rent increases from three months to six.**

**CARRIED UNANIMOUSLY**

**3. PUBLIC WORKS & SUSTAINABILITY – COUNCILLOR FROUDE**

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**a. Decision Note dated November 8, 2017 re: Automated Garbage Collection – Public Engagement**

Councillor Froude spoke to the above listed. He stated that based on the result of the automated garbage collection public engagement sessions staff recommend the implementation of the medium sized bins. The medium bin will meet the average household needs.

Initial supply of the bins will be provided at no additional cost using funds from the

capital budget totaling \$3 – 3.5 million depending on the number of bins provided. Any bin replacements for reasons outside of normal wear and tear will be charged to the property owner.

**Recommendation**

**Moved – Councillor Froude; Seconded – Councillor Burton**

**That Council approve supplying users with the medium sized 240L bin as this was the preferred option in the public engagement process. It also supports on-going waste diversion efforts and environmental sustainability goals.**

**That Council approve the initial supply of the medium sized 240L bin at no additional fee. Replacement bins will be charged at full cost recovery.**

**CARRIED UNANIMOUSLY**

**4. PLANNING & DEVELOPMENT – COUNCILLOR BURTON**

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**a. Decision Note dated November 6, 2017 re: Built Heritage Experts Panel Report - October 24, 2017**

Councillor Burton spoke to the above listed report and outlined the four recommendations therein:

Item #1: 85 Military Road – Laura Bloomquist and Gary Long

**Recommendation**

**Moved – Councillor Burton; Seconded – Councillor Lane**

**That Council designate 85 Military Road as a Heritage Building by directing Legal to undertake a Designation By-law for Council’s consideration and further that detailed plans come back to the Panel for review and consideration.**

**CARRIED UNANIMOUSLY**

Item #2: Decision Note dated October 16, 2017 re: 345 Duckworth Street – Application for Signage

**Recommendation**

**Moved – Councillor Burton; Seconded – Councillor Korab**

**That the application for the installation of signage on the MIX located at 345 Duckworth Street be approved provided the lights of the sign do not change in intensity/brightness and colour more frequently than once per day, and the sign is non-animated.**

**CARRIED UNANIMOUSLY**

Item #3: Decision Note dated October 17, 2017 re: 345 Duckworth Street, Addition of Patio and Glass Guard Rail

**Recommendation**

**Moved – Councillor Burton; Seconded – Councillor Hickman**

**To approve the addition of a patio with a glass guard rail to the MIX development located at 345 Duckworth Street.**

**CARRIED UNANIMOUSLY**

Item #4: Decision Note dated October 17, 2017 re: 131 Patrick Street Extension and Façade Renovations

**Recommendation**

**Moved – Councillor Burton; Seconded – Councillor Stapleton**

**To approve the addition of a third storey with realignment of the windows, and further to reject the garage and French balcony as part of the façade renovation.**

**CARRIED UNANIMOUSLY**

**b. Discussion regarding the development of a Heritage Policy Subcommittee under the Built Heritage Experts Panel (as requested at the Regular Meeting of November 6, 2017)**

The Committee discussed the implementation of a Heritage Policy Subcommittee which would work under the Built Heritage Experts Panel. Deputy Mayor O’Leary stated that she feels it would be prudent to have a committee to develop a heritage policy.

Mayor Breen stated that if the purpose of the group is to develop a policy then they would more aptly be classified as a working group. Committee members agreed and put forth the following recommendation:

**Recommendation**

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

**That Council approve the creation of a Heritage Policy Working Group to develop a City of St. John's Heritage policy.**

**CARRIED UNANIMOUSLY**

**c. Decision Note dated November 7, 2017 re: Application to Rezone Land to the Apartment Medium Density (A2) Zone for development of a Personal Care Home - REZ1700018 - 100 Churchill Avenue  
Applicant: 79963 NL & Labrador Inc./ Kirby Group of Companies**

The Committee considered the above listed Decision Note.

**Recommendation**

**Moved – Councillor Burton; Seconded – Councillor Froude**

**That Council approve the recommendation that the rezoning application for 100 Churchill Avenue from the Commercial Mixed-Use – Pleasantville (CM-Pleasantville) and Residential Medium Density – Pleasantville (R-2 Pleasantville) Zones to the Apartment Medium Density (A2) Zone be considered. It is also recommended that a text amendment to the Apartment Medium Density (A2) Zone that would allow a Personal Care Home as a Permitted Use and to add Uses Complementary to a Personal Care Home as a Discretionary Use be considered. Staff recommend that the application be referred to a Public Meeting chaired by a member of Council. Following the public meeting, the application would be referred to a regular meeting of Council for consideration. At a later date, a Public Hearing chaired by an independent commissioner would be required.**

**CARRIED UNANIMOUSLY**

**5. GOVERNANCE & STRATEGIC PRIORITIES – MAYOR BREEN**

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**a. Decision Note dated November 9, 2017 re: Public Engagement Evaluation Report**

Mayor Breen spoke to the above listed. He stated that the City has been successful in its efforts to engage the public and thanked Councillor Lane for his work during the initial stages of the process.

**Recommendation**

**Moved – Councillor Lane; Seconded – Councillor Froude**

**That Council accept the evaluation report and its recommendations.**

**CARRIED UNANIMOUSLY**

Mayor Danny Breen  
Chairperson



## **REPORTS/RECOMMENDATION**

**Development Committee**

**November 21, 2017 – 10:00 a.m. – Conference Room A, 4<sup>th</sup> Floor, City Hall**

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**1. Crown Land Lease for Powerline Easement – CRW1700025 – 2668  
Trans-Canada Highway – Newfoundland Power**

It is recommend that Council approve Crown Land Lease.

**2. INT1700154 – Request for 1.75% Variance on Flanking Road Side Yard  
– 23 First Avenue**

It is recommend that Council approve the 1.75% variance on the flanking road side yard.

**3. Proposed Change of Occupancy for Non-Conforming Use – Broad  
Cove Watershed – INT1700148 – 1082-1088 Thorburn Road**

It is recommend that council grant the Change of Occupancy to allow the proposed convenience store.

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

# DECISION/DIRECTION NOTE

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**Title:** Crown land Lease for Powerline Easement  
CRW1700025  
2668 Trans-Canada Highway  
Newfoundland Power

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

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

**Councillor & Role:** Maggie Burton, Planning and Development Lead

**Ward:** 5

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**Decision/Direction Required:**

To seek approval for a Crown Land Lease for 0.22 hectares of land.

**Discussion – Background and Current Status:**

The Provincial Department of Municipal Affairs and Environment has referred an application requesting a lease for a parcel of land comprising of an area of 0.22 hectares which is located in the Mineral Working (MN) Zone. The proposed use of the land is for a Newfoundland Powerline Easement to relocate a distribution line.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

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**ST. JOHN'S**

**Recommendation:**

It is recommended that the Crown Land Lease referral be approved.

**Prepared by - Date/Signature:**

Ashley Murray- Assistant Development Officer

Signature: Ashley Murray

**Approved by - Date/Signature:**

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

Signature: [Handwritten Signature]

AAM/dlm

Attachments: Not applicable.

# DECISION/DIRECTION NOTE

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**Title:** INT1700154  
Request for 1.75% Variance on Flanking Road Side Yard  
23 First Avenue

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

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

**Councillor and Role:** Councillor Maggie Burton, Planning & Development Lead

**Ward:** 4

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**Decision/Direction Required:**

To seek approval for a 1.75% variance on the minimum flanking road side yard in order to accommodate a side extension to the existing dwelling.

**Discussion – Background and Current Status:**

An application was submitted to construct a single detached dwelling at 23 First Avenue. The property is situated in the Residential Low Density (R1) Zone where the Minimum flanking road side yard is 6 metres. The proposed flanking road side yard will be 5.9 metres, which will require a 1.75% variance.

As this lot is located on a corner, it was determined that the proposed location does not encroach into the site triangle.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not Applicable.
2. Partners or Other Stakeholders:  
Abutting property owners of 23 First Avenue, 21 First Avenue and 24 Roche Street.
3. Alignment with Strategic Directions/Adopted Plans: Not Applicable.
4. Legal or Policy Implications:  
Section 8.4 of the Development Regulations provides that up to a 10% variance pertaining to lot requirements can be considered.
5. Engagement and Communications Considerations:  
Letters have been distributed to abutting property owners for notification of the variance request as per Section 8.4(3) of the Regulations.
6. Human Resource Implications: Not Applicable.



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

**Recommendation:**

It is recommended that council approve the 1.75% Flanking Road Side Yard variance.

**Prepared by/Date/Signature:**

Andrea Roberts – Development Officer

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

**Approved by/Date/Signature:**

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

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

AAR/dlm

**Attachments:** House Location

# DECISION/DIRECTION NOTE

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**Title:** Proposed Change of Occupancy for Non-Conforming Use  
Broad Cove Watershed  
INT1700148  
1082-1088 Thorburn Road

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

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

**Councillor & Role:** Maggie Burton, Planning and Development Lead

**Ward:** Town of Portugal Cove- St. Phillip's

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**Decision/Direction Required:**

To seek approval for Change of Occupancy from Office to Convenience Store.

**Discussion – Background and Current Status:**

An application has been submitted requesting Change of Non-conforming use for Occupancy from its current use as an Office to a Convenience Store. The property is partially located in the Broad Cove Watershed. The business will occupy the existing building and there will be no extension to the building or parking lot.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:  
Town of Portugal Cove St. Phillip's
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications:  
Section 104 of the City of St. John's Act
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

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# ST. JOHN'S

**Recommendation:**

It is recommended by the Development Committee that Council grant the Change of Occupancy to allow the proposed Convenience Store.

**Prepared by - Date/Signature:**

Ashley Murray, Assistant Development Officer

Signature: Ashley Murray

**Approved by/Date/Signature:**

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

Signature: [Signature]

AAM/dlm

**Attachments:** Not applicable.

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

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Home Office for Project Manger	3 Eastmeadows Place	1	Approved	17-11-16
RES		Home Office for Carpenter	43 Densmore's Lane	5	Approved	17-11-21

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

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

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

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# Building Permits List

## Council's November 27, 2017 Regular Meeting

Permits Issued: 2017/11/14 to 2017/11/22

### Class: Commercial

400 Elizabeth Ave	Co	Office	
27 Cookstown Rd	Co	Restaurant	
74 O'leary Ave	Co	Clinic	
15-27 Stavanger Dr,	Co	Retail Store	
370 Torbay Rd	Co	Day Care Centre	
260-268 Water St	Co	Place Of Amusement	
30 Eastland Dr	Sn	Office	
370 Newfoundland Dr	Sn	Retail Store	
14 Stavanger Dr	Sn	Restaurant	
268 Water St	Sn	Place Of Amusement	
430 Topsail Rd, Kuma Bento	Cr	Restaurant	
394 Kenmount Rd	Cr	Service Shop	
1 Victoria St	Rn	Place Of Amusement	
17 Anthony Ave	Rn	Place Of Amusement	
184-186 Duckworth St	Rn	Take-Out Food Service	
33-37 Elizabeth Ave	Sw	Retail Store	
430 Topsail Rd, Tim Hortons	Rn	Take-Out Food Service	
11 Hallett Cres, Fedex	Rn	Warehouse	
50 White Rose Dr	Ex	Mixed Use	
10 Tailwind Dr	Nc	Service Station	
			This Week \$ 5,058,581.00

### Class: Industrial

195 Cbs Bypass Rd	Rn	Mineral Use	
			This Week \$ 10,000.00

### Class: Government/Institutional

430 Logy Bay Rd	Nc	Fence	
175-177 Duckworth Street	Cr	Office	
			This Week \$ 615,394.00

### Class: Residential

31 Allandale Rd	Nc	Patio Deck	
36 Outer Battery Rd	Nc	Patio Deck	
62a Blackler Ave	Nc	Townhousing	
312 Brookfield Rd	Nc	Single Detached Dwelling	
177 Castle Bridge Dr	Nc	Accessory Building	
187 Cheeseman Dr, Lot 206	Nc	Single Detached Dwelling	
207 Cheeseman Dr, Lot 196	Nc	Single Detached Dwelling	
209 Cheeseman Dr, Lot 195	Nc	Single Detached Dwelling	
35 Cornwall Ave	Nc	Accessory Building	
25 Country Grove Pl	Nc	Accessory Building	
70 Fox Ave	Nc	Patio Deck	
55 Glenlonan St	Nc	Accessory Building	
89 Grenfell Ave	Nc	Accessory Building	
53 Henry Larsen St, Lot 81	Nc	Duplex Dwelling	
55 Henry Larsen St, Lot 82	Nc	Duplex Dwelling	

99 Logy Bay Rd	Nc	Fence
2 Mcgrath Pl W	Nc	Accessory Building
287 Main Rd	Nc	Accessory Building
149b Petty Harbour Rd	Nc	Single Detached Dwelling
18 Reid St	Nc	Accessory Building
16 Shriners Rd, Lot 32	Nc	Single Detached Dwelling
18 Shriners Rd, Lot 31	Nc	Single Detached Dwelling
29 Shriners Rd, Lot 19	Nc	Single Detached Dwelling
28 Stanford Pl	Nc	Fence
3 Eastmeadows Pl	Co	Home Office
2 Cook's Hill	Cr	Office
6 Gooseberry Lane	Ex	Single Detached Dwelling
34 Harbour View Ave	Ex	Accessory Building
12 Bartlett Pl	Rn	Single Detached Dwelling
8 Bulrush Ave	Rn	Single Detached Dwelling
48 Craigmillar Ave	Rn	Single Detached Dwelling
69 Freshwater Rd	Rn	Single Detached Dwelling
24 Gower St	Rn	Semi-Detached Dwelling
89 Grenfell Ave	Rn	Accessory Building
44 Guzzwell Dr	Rn	Single Detached Dwelling
83 Macbeth Dr	Rn	Single Detached Dwelling
3 Mabledon Pl	Rn	Single Detached Dwelling
13 Shea St	Rn	Single Detached Dwelling
329 Stavanger Dr	Rn	Single Detached Dwelling
2 Symonds Pl	Rn	Single Detached & Sub.Apt
37 Triton Pl	Rn	Single Detached Dwelling
22 Warren Pl	Rn	Single Detached Dwelling
103 Whiteway St	Rn	Single Detached Dwelling
35 Graves St	Sw	Single Detached & Sub.Apt
17 Howlett Ave	Sw	Single Detached Dwelling
1 Jesseau Pl	Sw	Single Detached Dwelling
36 Lester St	Sw	Townhousing
112 Newtown Rd	Sw	Single Detached Dwelling
645a Southside Rd	Sw	Single Detached Dwelling

This Week \$ 2,210,600.00

**Class: Demolition**

66 Blackler Avenue	Dm	Accessory Building
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This Week \$ 750.00

This Week's Total: \$ 7,895,325.00

Repair Permits Issued: 2017/11/14 To 2017/11/22 \$ 91,000.00

Legend

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

**YEAR TO DATE COMPARISONS**

**November 27, 2017**

<b>TYPE</b>	<b>2016</b>	<b>2017</b>	<b>% VARIANCE (+/-)</b>
Commercial	\$118,657,558.00	\$142,936,337.00	20
Industrial	\$0.00	\$5,110,000.00	0
Government/Institutional	\$6,052,584.00	\$1,952,594.00	-68
Residential	\$70,853,655.00	\$82,566,475.00	17
Repairs	\$4,136,290.00	\$3,194,798.00	-23
Housing Units (1 & 2 Family Dwelling)	\$220.00	\$191.00	
<b>TOTAL</b>	<b>\$199,700,087.00</b>	<b>\$235,760,204.00</b>	<b>18</b>

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

# MEMORANDUM

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

### **Payroll**

<b>Public Works</b>	<b>\$ 430,455.26</b>
<b>Bi-Weekly Casual</b>	<b>\$ 29,598.71</b>
<b>Accounts Payable</b>	<b>\$ 2,348,783.27</b>

**Total: \$ 2,808,837.24**

# **ST. JOHN'S**

DEPARTMENT OF FINANCE

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

NAME	CHEQUE #	DESCRIPTION	AMOUNT
SWANA	1327	MEMBERSHIP RENEWALS	529.87
IAAO	1328	MEMBERSHIP RENEWAL	262.44
RIMS CANADA COUNCIL	1329	CONFERENCE FEE	1,249.70
APEX SOFTWARE	1330	SOFTWARE	3,124.25
ENCON GROUP INC.	113865	HEALTH PREMIUMS	438.31
BALTIC AMBER LIMITED	113866	PROMOTIONAL ITEMS	207.92
BELL ALIANT	113867	TELEPHONE SERVICES	1,080.07
RCAP	113868	LEASE OF PHOTOCOPIER	181.84
HEATHER SMITH	113869	PROMOTIONAL ITEMS	31.08
RAVENSBURGER NORTH AMERICA, INC.	113870	PROMOTIONAL ITEMS	388.52
CATHERINE EVANS	113871	ELECTION STAFF	263.50
DENIS G. BARRY LAW	113872	REFUND OVERPAYMENT OF TAXES	1,839.75
REARDON, JEFF	113873	REFUND OVERPAYMENT OF TAXES	2,655.15
NEWFOUNDLAND EXCHEQUER ACCOUNT	113874	FILING FEE	100.00
SIMMONS, ROBERT	113875	REFUND OVERPAYMENT OF TAXES	12,398.51
ACKLANDS-GRAINGER	113876	INDUSTRIAL SUPPLIES	7,986.46
THE WINDOW SHOP	113877	WINDOW REPAIR	681.95
PROFESSIONAL ENGINEERS AND GEOSCIENTISTS NFLD & LABRADO	113878	MEMBERSHIP RENEWAL	1,560.55
MUNICIPAL CONSTRUCTION LIMITED	113879	SAND AND GRAVEL	17,043.07
BRINK'S CANADA LIMITED	113880	DELIVERY SERVICES	42.69
NEWFOUNDLAND EXCHEQUER ACCOUNT	113881	ANNUAL OPERATING FEES	124.20
BELL ALIANT	113882	TELEPHONE SERVICES	349.60
TWIN CITIES IMAGING	113883	PROMOTIONAL MATERIALS	57.50
FIRE TECH SYSTEMS LIMITED	113884	FIRE SUPPLIES	144.90
LEXISNEXIS CANADA INC.	113885	PUBLICATION	372.38
DAVE CARROLL	113886	BAILIFF SERVICES	195.00
THOMSON REUTERS CANADA	113887	PUBLICATION	2,148.62
NORTRAX CANADA INC.,	113888	REPAIR PARTS	264.47
CLEARWATER POOLS LTD.	113889	POOL SUPPLIES	1,859.44
STEELE COMMUNICATIONS	113890	ADVERTISING	2,035.50
PETER'S AUTO WORKS INC.	113891	TOWING OF VEHICLES	4,173.33
COUNTRY TRAILER SALES 1999 LTD	113892	REPAIR PARTS	656.07
LONG & MCQUADE	113893	REAL PROGRAM	507.00
EASTERN DEMOLITION & RECYCLERS	113894	REFUND SECURITY DEPOSIT	225.00
CANADIAN TIRE CORP.-HEBRON WAY	113895	MISCELLANEOUS SUPPLIES	409.13
CANADIAN TIRE CORP.-MERCHANT DR.	113896	MISCELLANEOUS SUPPLIES	943.72
EASTERN TURF PRODUCTS	113897	REPAIR PARTS	168.14
ECONOMY DRYWALL SUPPLIES	113898	BUILDING SUPPLIES	816.67
HOME DEPOT OF CANADA INC.	113899	BUILDING SUPPLIES	1,860.27
EXECUTIVE TAXI LIMITED	113900	TRANSPORTATION SERVICES	13,258.35
OMB PARTS & INDUSTRIAL INC.	113901	REPAIR PARTS	901.11
WEDGWOOD CAFE & CATERING	113902	CATERING SERVICES	7,004.13
ATLANTIC CRANE & MATERIAL HANDLING	113903	PROFESSIONAL SERVICES	1,160.61

NAME	CHEQUE #	DESCRIPTION	AMOUNT
NEWFOUND ROOFING LTD	113904	PROFESSIONAL SERVICES	23,000.00
BOMA NL	113905	MEMBERSHIP FEES	460.00
MIOVISION TECHNOLOGIES INC.	113906	PROFESSIONAL SERVICES	3,238.15
GUILLEVIN INTERNATIONAL CO.	113907	ELECTRICAL SUPPLIES	1,362.56
CENTSIBLE CAR & TRUCK RENTALS	113908	RENTAL OF VEHICLE	2,112.55
STELLA BURRY COMMUNITY SER.	113909	EHSJ COMMUNITY ACTION FUND GRANT	2,000.00
HISCOCK RENTALS & SALES INC.	113910	HARDWARE SUPPLIES	75.04
HI-TECH SCALES LTD.	113911	PROFESSIONAL SERVICES	9,039.00
ATHENS PRINTING	113912	LABELS	4,925.17
HOLLAND NURSERIES LTD.	113913	FLORAL ARRANGEMENT	329.36
SCOTIA RECYCLING (NL) LIMITED	113914	TIPP FLOOR PROCESSING	137,949.63
IRC NEWFOUNDLAND LTD.	113915	REPAIR PARTS	129.47
IBM CANADA LTD.	113916	COMPUTER EQUIPMENT	18,217.86
CDMV	113917	VETERINARY SUPPLIES	1,033.62
SUMMIT VETERINARY PHARMACY INC.,	113918	VETERINARY SUPPLIES	320.85
IDEXX LABORATORIES	113919	VETERINARY SUPPLIES	1,992.30
PETER'S PIZZA HAMLYN RD (TLB ENTERPRISE)	113920	MEAL ALLOWANCES	173.78
LAWLOR'S TROPHIES & ENGRAVING LTD	113921	BRASS PLATES	126.06
CROCKER TRANSPORT	113922	PROFESSIONAL SERVICES	425.50
PETHEALTH SERVICES INC.,	113923	PETPOINT LICENSE & SERVICE FEES	2,070.00
CARMICHAEL ENGINEERING LTD.	113924	PROFESSIONAL SERVICES	4,665.55
STAPLES ADVANTAGE	113925	OFFICE SUPPLIES	60.38
DISTRIBUTION NOW	113926	REPAIR PARTS	474.44
MEMORIAL UNIVERSITY OF NFLD.	113927	EMPLOYEE TRAINING	494.50
KONICA MINOLTA BUSINESS SOLUTIONS CANADA LTD	113928	LEASING OF PHOTOCOPIER	8.44
DR. THOMAS HALL	113929	MEDICAL EXAMINATION	20.00
NINE ISLAND PRODUCTIONS & CONSULTING	113930	PROFESSIONAL SERVICES	3,703.00
SOK ASSOCIATES	113931	2017 NEW YEAR'S EVE SERVICES	12,793.75
BACALAO NOUVELLE CUISINE NEWFOUNDLAND INC.,	113932	CATERING SERVICES	1,716.75
LUNCHIN LTD.	113933	EHSJ PLANNING SESSIONS	104.65
PITNEY BOWES OF CANADA	113934	POSTAGE	286.35
PUROLATOR COURIER	113935	COURIER SERVICES	39.64
NEWFOUNDLAND EXCHEQUER ACCOUNT	113936	GAZETTE PUBLICATION	47.89
AETTNL	113937	MEMBERSHIP RENEWALS	276.00
TRACTION DIV OF UAP	113938	REPAIR PARTS	778.33
URBAN CONTRACTING JJ WALSH LTD	113939	PROPERTY REPAIRS	1,121.25
STERLING MARKING PRODUCTS INC.	113940	DOG / CAT TAGS	1,653.50
KIWANIS MUSIC FESTIVAL ASSOCIATION OF ST. JOHN'S	113941	SENIOR ROSE BOWL AND REPLICA CASH AWARD	2,500.00
SHALLAWAY	113942	REAL PROGRAM	911.08
NEWFOUNDLAND EXCHEQUER ACCOUNT	113943	OPERATING FEES	50,000.00
ROBERT CLOUTER	113944	REFUND OVERPAYMENT OF TAXES	190.26
TAMMY KING	113945	REFUND PARKING PERMIT	175.95
PAT MCCORMICK	113946	REFUND SECURITY DEPOSIT	5,222.50

NAME	CHEQUE #	DESCRIPTION	AMOUNT
NELLIE BISHOP	113947	LEGAL CLAIM	67.01
MECHANO CONSTRUCTION LTD.	113948	REFUND SECURITY DEPOSIT	100.80
JAY HICKEY	113949	REFUND SECURITY DEPOSIT	1,000.00
LUCY STOYLES	113950	RECREATION PROGRAM REFUND	69.00
INTERNATIONAL FOUNDATION OF EMPLOYEES BENEFIT PLANS	113951	MEMBERSHIP FEES	325.00
CUSHMAN & WAKEFIELD ATLANTIC	113952	PROFESSIONAL SERVICES	1,725.00
ST. JOHN'S NATIVE FRIENDSHIP CENTRE	113953	CATERING SERVICES	2,036.08
NEWFOUNDLAND EXCHEQUER	113954	COMMISSIONER OF OATH'S RENEWAL	50.00
HOMEWORK	113955	REFUND SECURITY DEPOSIT	2,000.00
PROVIDENT VALUATION & ADVISORY SERVICES INC.	113956	PROFESSIONAL SERVICES	9,775.00
TODD ROBBINS SERVICES INC.	113957	PROFESSIONAL SERVICES	13,397.50
SUZUKI TALENT EDUCATION PROGRAM	113958	REAL PROGRAM	480.00
MORNEAU SHEPELL	113959	PROFESSIONAL SERVICES	4,462.29
PROVINCIAL INVESTMENTS INC.	113960	COURIER SERVICES	90.60
NOVELTY ENGRAVERS PLUS INC.	113961	LAM TAG	23.00
ERNIE COISH	113962	SNOWSHOE FRAMES	300.00
DANIELLE KNUSTGRAICHEN	113963	INSTRUCTOR FEE	100.00
LIAM HICKEY	113964	YOUTH SPORT TRAVEL GRANT	400.00
THE BIG ULTIMATE SPORTS GRILL	113965	REFUND SECURITY DEPOSIT	200.00
CLOUDBREAKER UAVS INC.	113966	PROFESSIONAL SERVICES	5,692.50
SHIFT PEOPLE DEVELOPMENT	113967	PROFESSIONAL SERVICES	1,322.50
CUBEX LTD.	113968	REPAIR PARTS	287,190.65
GEMTEC CONSULTING ENGINEERS AND SCIENTISTS LTD.	113969	PROFESSIONAL SERVICES	17,376.85
LEADING EDGE GROUP	113970	PROFESSIONAL SERVICES	23,977.50
NATIONWIDE COMMERCIAL AQUATICS INC	113971	REPAIR PARTS	1,789.12
PROFESSIONAL ENGINEERS AND GEOSCIENTISTS NFLD & LABRADO	113972	MEMBERSHIP RENEWALS	2,808.99
DEXTER CONSTRUCTION	113973	PROGRESS PAYMENTS	77,814.10
GERALD TILLEY	113974	MILEAGE - CROSSING GUARD PROGRAM	139.00
DBI-GARBAGE COLLECTION REMOVAL LTD.	113975	GARBAGE COLLECTION	327.75
PUBLIC SERVICE CREDIT UNION	EFT000000003465	PAYROLL DEDUCTIONS	6,957.70
NEWFOUNDLAND POWER	EFT000000003466	ELECTRICAL SERVICES	12,328.86
PINNACLE OFFICE SOLUTIONS LTD	EFT000000003467	PHOTOCOPIES	67.33
VOKEY'S JANITORIAL SERVICE	EFT000000003468	JANITORIAL SERVICES	723.81
THYSSENKRUPP ELEVATOR	EFT000000003469	ELEVATOR MAINTENANCE	341.45
THE TELEGRAM	EFT000000003470	ADVERTISING	327.76
ORKIN CANADA	EFT000000003471	PEST CONTROL	458.30
PAJ CANADA COMPANY	EFT000000003472	PROMOTIONAL ITEMS	945.22
DARLENE SHARPE	EFT000000003473	CLEANING SERVICES	750.00
ROGERS COMMUNICATIONS CANADA INC.	EFT000000003474	DATA & USAGE CHARGES	24,538.84
APEX CONSTRUCTION SPECIALTIES INC.	EFT000000003475	REPAIR PARTS	1,584.70
ASHFORD SALES LTD.	EFT000000003476	REPAIR PARTS	1,113.26
ATLANTIC OFFSHORE MEDICAL SERV	EFT000000003477	MEDICAL SERVICES	1,472.00
ATLANTIC PURIFICATION SYSTEM LTD	EFT000000003478	WATER PURIFICATION SUPPLIES	214.13

NAME	CHEQUE #	DESCRIPTION	AMOUNT
B & B SALES LTD.	EFT000000003479	SANITARY SUPPLIES	3,551.32
KELLOWAY CONSTRUCTION LIMITED	EFT000000003480	CLEANING SERVICES	9,487.50
RDM INDUSTRIAL LTD.	EFT000000003481	INDUSTRIAL SUPPLIES	582.70
HERCULES SLR INC.	EFT000000003482	REPAIR PARTS	537.28
SMS EQUIPMENT	EFT000000003483	REPAIR PARTS	380.13
CABOT PEST CONTROL	EFT000000003484	PEST CONTROL	730.84
PATHIX ASP INC.	EFT000000003485	NETWORK SUPPORT/COMPUTER EQUIPMENT	9,127.55
ROCKWATER PROFESSIONAL PRODUCT	EFT000000003486	CHEMICALS	877.68
PRINT & SIGN SHOP	EFT000000003487	SIGNAGE	1,297.71
MSC INDUSTRIAL SUPPLY ULC	EFT000000003488	REPAIR PARTS	4,998.01
ATLANTIC BUSINESS INTERIORS	EFT000000003489	COMPUTER EQUIPMENT	274.85
BRENKIR INDUSTRIAL SUPPLIES	EFT000000003490	PROTECTIVE CLOTHING	114.77
CANSEL SURVEY EQUIPMENT INC.	EFT000000003491	REPAIR PARTS	174.57
AON REED STENHOUSE INC	EFT000000003492	ANNUAL SERVICES FEE	93,955.00
FARRELL'S EXCAVATING LTD.	EFT000000003493	ROAD GRAVEL	690.46
JLG TRANSPORTATION LTD.	EFT000000003494	TAXI SERVICES	135.25
WESTERN HYDRAULIC 2000 LTD	EFT000000003495	REPAIR PARTS	1,208.19
BUTLER'S SAND & STONE CO. LTD.	EFT000000003496	SAND/STONE	2,835.00
LEVITT SAFETY	EFT000000003497	SAFETY SUPPLIES	1,206.00
TRIWARE TECHNOLOGIES INC.	EFT000000003498	COMPUTER EQUIPMENT	1,171.62
CANADA POST CORPORATION	EFT000000003499	POSTAGE SERVICES	511.26
CANADIAN CORPS COMMISSIONAIRES	EFT000000003500	SECURITY SERVICES	4,443.60
AIR LIQUIDE CANADA INC.	EFT000000003501	CHEMICALS AND WELDING PRODUCTS	276.58
CANADA CLEAN GLASS	EFT000000003502	CLEANING OF WINDOWS	805.00
COASTAL DOOR & FRAME LTD	EFT000000003503	DOORS/FRAMES	1,316.75
NORTH ATLANTIC SYSTEMS	EFT000000003504	REPAIR PARTS	647.57
CAPITAL PRE-CAST	EFT000000003505	REPAIR PARTS	7,820.00
BEATTIE INDUSTRIAL	EFT000000003506	REPAIR PARTS	55.32
MAC TOOLS	EFT000000003507	TOOLS	319.42
KENT	EFT000000003508	BUILDING SUPPLIES	4,157.02
CBCL LIMITED	EFT000000003509	PROFESSIONAL SERVICES	47,952.13
ATLANTIC HOME FURNISHINGS LTD	EFT000000003510	APPLIANCES	832.60
DULUX PAINTS	EFT000000003511	PAINT SUPPLIES	676.78
PF COLLINS CUSTOMS BROKER LTD	EFT000000003512	DUTY AND TAXES	63.20
COLONIAL GARAGE & DIST. LTD.	EFT000000003513	AUTO PARTS	2,940.12
CONSTRUCTION SIGNS LTD.	EFT000000003514	SIGNAGE	4,987.85
SCOTT WINSOR ENTERPRISES INC.,	EFT000000003515	REMOVAL OF GARBAGE & DEBRIS	10,261.85
CRANE SUPPLY LTD.	EFT000000003516	PLUMBING SUPPLIES	1,810.39
JAMES G CRAWFORD LTD.	EFT000000003517	PLUMBING SUPPLIES	359.62
ENVIROSYSTEMS INC.	EFT000000003518	PROFESSIONAL SERVICES	2,185.00
FASTENAL CANADA	EFT000000003519	REPAIR PARTS	249.28
CURTIS DAWE	EFT000000003520	PROFESSIONAL SERVICES	98,832.18
CRAWFORD & COMPANY CANADA INC	EFT000000003521	ADJUSTING FEES	2,332.00



NAME	CHEQUE #	DESCRIPTION	AMOUNT
DICKS & COMPANY LIMITED	EFT000000003522	OFFICE SUPPLIES	4,530.20
MIC MAC FIRE & SAFETY SOURCE	EFT000000003523	SAFETY SUPPLIES	1,035.00
EAST COAST HYDRAULICS	EFT000000003524	REPAIR PARTS	748.75
HITECH COMMUNICATIONS LIMITED	EFT000000003525	REPAIRS TO EQUIPMENT	14,271.50
REEFER REPAIR SERVICES (2015) LIMITED	EFT000000003526	REPAIR PARTS	6,080.49
DOMINION RECYCLING LTD.	EFT000000003527	PIPE	679.65
THYSSENKRUPP ELEVATOR	EFT000000003528	ELEVATOR MAINTENANCE	563.50
CANADIAN TIRE CORP.-KELSEY DR.	EFT000000003529	MISCELLANEOUS SUPPLIES	282.82
EASTERN MEDICAL SUPPLIES	EFT000000003530	MEDICAL SUPPLIES	364.78
EMCO SUPPLY	EFT000000003531	REPAIR PARTS	7,491.90
ENVIROMED ANALYTICAL INC.	EFT000000003532	REPAIR PARTS AND LABOUR	212.75
THE TELEGRAM	EFT000000003533	ADVERTISING	6,741.76
GORDON BARNES	EFT000000003534	PROFESSIONAL SERVICES	2,400.00
DOMINION STORE 935	EFT000000003535	MISCELLANEOUS SUPPLIES	870.50
FRESHWATER AUTO CENTRE LTD.	EFT000000003536	AUTO PARTS/MAINTENANCE	2,444.75
PRINCESS AUTO	EFT000000003537	MISCELLANEOUS ITEMS	652.04
STELLAR INDUSTRIAL SALES LTD.	EFT000000003538	INDUSTRIAL SUPPLIES	74.75
BOOMIT	EFT000000003539	PROFESSIONAL SERVICES	552.00
D.W. MECHANICAL	EFT000000003540	PROFESSIONAL SERVICES	5,520.00
HARRIS & ROOME SUPPLY LIMITED	EFT000000003541	ELECTRICAL SUPPLIES	16,841.05
HARVEY & COMPANY LIMITED	EFT000000003542	REPAIR PARTS	25,821.25
HARVEY'S OIL LTD.	EFT000000003543	PETROLEUM PRODUCTS	3,850.63
MS GOVERN	EFT000000003544	PROFESSIONAL SERVICES	189.76
NEWMAN'S CLEANING LTD.	EFT000000003545	CLEANING SERVICES	12,247.50
CANADIAN LINEN & UNIFORM	EFT000000003546	MAT RENTALS	2,363.50
BRENNTAG CANADA INC	EFT000000003547	CHLORINE	57,316.61
RONA	EFT000000003548	BUILDING SUPPLIES	968.43
HICKMAN MOTORS LIMITED	EFT000000003549	AUTO PARTS	1,662.69
MURRAY'S LANDSCAPE SERVICES LTD.	EFT000000003550	PROFESSIONAL SERVICES	564.48
HOLDEN'S TRANSPORT LTD.	EFT000000003551	RENTAL OF EQUIPMENT	1,903.25
FLEET READY LTD.	EFT000000003552	REPAIR PARTS	2,879.04
HONDA ONE	EFT000000003553	REPAIR PARTS	29.00
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	EFT000000003554	REPAIR PARTS	984.71
CAR GUYS APPEARANCE CENTER INC.	EFT000000003555	AUTO CLEANING	183.94
UNIVAR CANADA	EFT000000003556	CHEMICALS	10,222.03
TOTAL CANADA INC.	EFT000000003557	REPAIR PARTS	524.40
PENNECON ENERGY TECHNICAL SERVICE	EFT000000003558	PROFESSIONAL SERVICES	500.48
CLEAN SWEEP PROPERTY MAINTENANCE	EFT000000003559	PROFESSIONAL SERVICES	5,399.25
IMPRINT SPECIALTY PROMOTIONS LTD	EFT000000003560	PROMOTIONAL ITEMS	72.45
ONX ENTERPRISE SOLUTIONS LIMITED	EFT000000003561	COMPUTER EQUIPMENT	180.16
ISLAND HOSE & FITTINGS LTD	EFT000000003562	INDUSTRIAL SUPPLIES	7.43
PRINTER TECH SOLUTIONS INC.,	EFT000000003563	REPAIRS TO EQUIPMENT	218.44
CANCELLED	EFT000000003564	CANCELLED	0.00

NAME	CHEQUE #	DESCRIPTION	AMOUNT
BOSCH REXROTH CANADA CORP.	EFT000000003565	REPAIR PARTS	2,610.95
KAVANAGH & ASSOCIATES	EFT000000003566	PROFESSIONAL SERVICES	143,168.10
SAFETY FIRST-SFC LTD.	EFT000000003567	PROFESSIONAL SERVICES	24,050.21
KERR CONTROLS LTD.	EFT000000003568	INDUSTRIAL SUPPLIES	142.37
VOHL INC.,	EFT000000003569	REPAIR PARTS	136.45
JT MARTIN & SONS LTD.	EFT000000003570	HARDWARE SUPPLIES	493.28
REXEL CANADA ELECTRICAL INC.,	EFT000000003571	REPAIR PARTS	343.30
JJ MACKAY CANADA LTD.	EFT000000003572	PARKING METER KEYS	3,494.16
MCLOUGHLAN SUPPLIES LTD.	EFT000000003573	ELECTRICAL SUPPLIES	4,970.20
FOUGERE MENCHENTON ARCHITECTURE	EFT000000003574	PROFESSIONAL SERVICES	18,845.63
CUTTING EDGE LAWN CARE INC.,	EFT000000003575	PROFESSIONAL SERVICES	14,467.88
SHORELINE LUBRICANTS & INDUSTRIAL SUPPLY	EFT000000003576	CHEMICALS	103.41
PRINTERS PLUS	EFT000000003577	TONER CARTRIDGES	117.30
MODERN BUSINESS EQUIPMENT LTD.	EFT000000003578	LEASING OF EQUIPMENT	93.44
MODERN PAVING LTD.	EFT000000003579	ASPHALT	636.25
NU-WAY EQUIPMENT RENTALS	EFT000000003580	RENTAL OF EQUIPMENT	6,785.00
NEWFOUND DISPOSAL SYSTEMS LTD.	EFT000000003581	DISPOSAL SERVICES	2,624.17
NEWFOUNDLAND DISTRIBUTORS LTD.	EFT000000003582	INDUSTRIAL SUPPLIES	931.29
NL KUBOTA LIMITED	EFT000000003583	REPAIR PARTS	1,727.44
TOROMONT CAT	EFT000000003584	AUTO PARTS	999.23
NORTH ATLANTIC PETROLEUM	EFT000000003585	PETROLEUM PRODUCTS	79,539.29
PBA INDUSTRIAL SUPPLIES LTD.	EFT000000003586	INDUSTRIAL SUPPLIES	285.78
ARIVA	EFT000000003587	PAPER PRODUCTS	337.14
GCR TIRE CENTRE	EFT000000003588	TIRES	9,959.00
CW PARSONS LIMITED	EFT000000003589	PROFESSIONAL SERVICES	52,702.71
PARTS FOR TRUCKS INC.	EFT000000003590	REPAIR PARTS	2,632.24
THE HUB	EFT000000003591	BUSINESS CARDS	2,052.75
REPROGRAPHICS LTD.	EFT000000003592	TONER CARTRIDGES	15.34
RIDEOUT TOOL & MACHINE INC.	EFT000000003593	TOOLS	1,765.94
S & S SUPPLY LTD. CROSSTOWN RENTALS	EFT000000003594	REPAIR PARTS	2,771.99
SAUNDERS EQUIPMENT LIMITED	EFT000000003595	REPAIR PARTS	5,866.01
SUPERIOR OFFICE INTERIORS LTD.	EFT000000003596	OFFICE SUPPLIES	1,137.35
TULKS GLASS & KEY SHOP LTD.	EFT000000003597	PROFESSIONAL SERVICES	201.19
WATERWORKS SUPPLIES DIV OF EMCO LTD	EFT000000003598	REPAIR PARTS	19,637.43
SOBEYS ROPEWALK LANE	EFT000000003599	MISCELLANEOUS SUPPLIES	87.83
SQUIRES, CARLA	EFT000000003600	EMPLOYMENT RELATED EXPENSES	778.78
JONES, CHRISTINA	EFT000000003601	VEHICLE BUSINESS INSURANCE	154.57
FAGAN, STEPHEN	EFT000000003602	MILEAGE	691.95
BUTLER, ERIC	EFT000000003603	VEHICLE BUSINESS INSURANCE	135.70
HUNT, EDMUND	EFT000000003604	MILEAGE - CROSSING GUARD PROGRAM	79.04
CROWE, DAVID	EFT000000003605	AETTNL MEMBERSHIP RENEWAL	276.00
SHEPPARD, SUSAN	EFT000000003606	MILEAGE - CROSSING GUARD PROGRAM	126.52
KELLY, KAREN	EFT000000003607	MILEAGE	41.16

NAME	CHEQUE #	DESCRIPTION	AMOUNT
CHRISTINE FITZGERALD	EFT000000003608	MILEAGE	113.30
HUNT, WILFRED	EFT000000003609	MILEAGE - CROSSING GUARD PROGRAM	112.77
STRAIT, MARIE	EFT000000003610	MILEAGE - CROSSING GUARD PROGRAM	91.20
RYAN, LEANN	EFT000000003611	MILEAGE	54.00
MELISSA MURRAY	EFT000000003612	MILEAGE	110.79
HART, ROBERT	EFT000000003613	VEHICLE BUSINESS INSURANCE	272.00
FRANCIS SHEA	EFT000000003614	MILEAGE	18.10
CINDY MCGRATH	EFT000000003615	MILEAGE	17.81
O'BRIEN, LESLIE	EFT000000003616	MILEAGE	166.45
O'LEARY, SHEILAGH	EFT000000003617	TRAVEL REIMBURSEMENT	470.24
MCGRATH, JENNIFER	EFT000000003618	MILEAGE	55.59
CANCELLED	EFT000000003619	CANCELLED	0.00
BLAIR MCDONALD	EFT000000003620	PEGNL MEMBERSHIP RENEWAL	312.11
JOHN CUMBY	EFT000000003621	MILEAGE	36.20
KATIE CROMWELL	EFT000000003622	MILEAGE	110.43
CREWE, RYAN	EFT000000003623	EMPLOYMENT RELATED EXPENSES	163.30
BENNETT, GLENN	EFT000000003624	MILEAGE - CROSSING GUARD PROGRAM	78.17
KINSELLA, PAULA	EFT000000003625	MILEAGE - CROSSING GUARD PROGRAM	57.18
KRISTA GLADNEY	EFT000000003626	MILEAGE	10.10
LISA BENNETT	EFT000000003627	MILEAGE	41.35
CARLIE WHITE	EFT000000003628	MILEAGE	369.66
STEPHEN KELSEY	EFT000000003629	MILEAGE - CROSSING GUARD PROGRAM	57.76
ANTHONY TAYLOR	EFT000000003630	MILEAGE - CROSSING GUARD PROGRAM	72.89
ABERLE, TREVA	EFT000000003631	MILEAGE - CROSSING GUARD PROGRAM	139.00
EILEEN MULLETT	EFT000000003632	MILEAGE - CROSSING GUARD PROGRAM	139.00
ELLIOTT, JULIA	EFT000000003633	MILEAGE - CROSSING GUARD PROGRAM	71.52
FIRST GENERAL	EFT000000003634	PROFESSIONAL SERVICES	977.50
PENNEY'S HOLDINGS LIMITED	EFT000000003635	PROFESSIONAL SERVICES	1,006.25
K & D PRATT LTD.	EFT000000003636	REPAIR PARTS AND CHEMICALS	2,160.80
NEWFOUNDLAND POWER	EFT000000003637	ELECTRICAL SERVICES	96,302.93
PYRAMID CONSTRUCTION LIMITED	EFT000000003638	PROGRESS PAYMENTS	228,757.72
WEIRS CONSTRUCTION LTD.	EFT000000003639	PROGRESS PAYMENTS	176,047.19
COLIN CLARKE	EFT000000003640	MILEAGE	400.62
NICOLE MURPHY	EFT000000003641	MILEAGE	78.79
NEWFOUNDLAND POWER	EFT000000003642	ELECTRICAL SERVICES	5,666.98
ST. JOHN'S TRANSPORTATION COMMISSION	EFT000000003643	CHARTER SERVICES	3,818.75
<b>Total:</b>			<b>\$ 2,348,783.27</b>

# MEMORANDUM

Date: November 23, 2017  
To: Mr. Kevin Breen, Mr. Rick Squires, Ms. Elaine Henley  
From: Sherri Higgins– Buyer  
Re: Council Approval - Tender 2017222 Community Service Bussing for After School Program

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This tender is required to meet transportation requirements of recreation programs and services such as: After School Programs and other Children, Youth, and Seniors Programs, Events and Outings.

Community Service Bussing for After School Program	
TENDER #2017222 – November 17, 2017 1:00PM	
Executive Bus Ltd.	\$179, 601.27

It is recommended to award this tender to the lowest and only bidder, as shown above, meeting the specifications for the Community Service Bussing for After School Program, as per the Public Tendering Act.

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

Taxes (HST) included

Sherri Higgins

# ST. JOHN'S

DEPARTMENT OF FINANCE

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

# DECISION/DIRECTION NOTE

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Title: Public Meeting Chairing

Date Prepared: November 17, 2017

Report To: Mayor and Council

Ward: All

Decision/Direction Required: That Council approve the monthly rotation of public meeting chairing for 2018.

Discussion – Background and Current Status: As per the procedures for public notification and public meetings outlined in the St. John's Development Regulations, members of Council are periodically required to chair public meetings which are held throughout the year. A monthly schedule is established wherein Councillors are obligated to chair meetings within the given month(s) they are appointed and may switch with other councillors if and when appropriate. The intent of this process is to ensure all members of Council have an equal opportunity to chair public meetings.

## Key Considerations/Implications:

1. Budget/Financial Implications N/A
2. Partners or Other Stakeholders N/A
3. Alignment with Strategic Directions/Adopted Plans
  - a.  Effective Organization
  - b.  Responsive and Progressive
4. Legal or Policy Implications N/A
5. Engagement and Communications Considerations N/A
6. Human Resource Implications N/A
7. Procurement Implications N/A
8. Information Technology Implications N/A
9. Other Implications N/A

# ST. JOHN'S

Recommendation: That Council approve the attached chairing rotation for 2018 Public Meetings:

<b>January</b>	<b>Deputy Mayor O'Leary</b>
<b>February</b>	<b>Councillor Burton</b>
<b>March</b>	<b>Councillor Lane</b>
<b>April</b>	<b>Councillor Hickman</b>
<b>May</b>	<b>Councillor Hanlon</b>
<b>June</b>	<b>Councillor Stapleton</b>
<b>July</b>	<b>Councillor Jamieson</b>
<b>August</b>	<b>Councillor Korab</b>
<b>September</b>	<b>Councillor Froude</b>
<b>October</b>	<b>Councillor Collins</b>
<b>November</b>	<b>Deputy Mayor O'Leary</b>
<b>December</b>	<b>Councillor Burton</b>

Prepared by/Signature: Elaine Henley, City Clerk

Approved by/Date/Signature: 

**ST. JOHN'S**