

**MINUTES
REGULAR MEETING - CITY COUNCIL
November 9, 2015 - 4:30 p.m. - Council Chambers**

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

CALL TO ORDER/ADOPTION OF AGENDA

SJMC2015-11-09/503R

Moved – Councillor Galgay; Seconded – Councillor Collins

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

SJMC2015-11-09/504R

Moved – Councillor Tilley; Seconded – Councillor Lane

That the minutes of November 2, 2015 be adopted as presented with the amendment of the time ending from 4:30 p.m. to 5:15 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING

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

Council considered the above noted.

SJMC2015-11-09/505R

Moved – Councillor Hann; Seconded – Councillor Hickman

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

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

Audit & Accountability Standing Committee Report of October 22, 2015

[Link to Report](#)

Council considered the above noted report.

SJMC2015-11-09/506R

Moved – Councillor Tilley; Seconded – Councillor Hickman

That the report be adopted as presented.

CARRIED UNANIMOUSLY

Community Services & Housing Standing Com. Report - October 27, 2015

Council considered the above noted report.

SJMC2015-11-09/507R

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Lane

That item #'s 1, 2, 3 and 7 of the report be adopted as presented.

CARRIED UNANIMOUSLY

SJMC2015-11-09/508R

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Breen

That item # 4 be deferred pending a second meeting with Downtown St. John's, the Board of Trade and Councillors Lane and Galgay.

CARRIED UNANIMOUSLY

SJMC2015-11-09/509R

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Breen

That item # 5 of the Report be revised so that the status quo is instead maintained in relation to the current parking by permit allocation policy which oversees 203 on-street and off-street parking by permit spaces. Further, that the RFP being issued for electronic ticketing incorporate wait list software so that applications are dealt with on a first come, first served basis. This will resolve the problem of monthly line-ups and labor intensive manual processing.

CARRIED UNANIMOUSLY

SJMC2015-11-09/510R

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Breen

That item # 6 be revised to enable a three year phase-in of the noted increase so as to align with the City's budget cycle and as per the following schedule:

On-street Parking By Permit annual fee:

- **March of 2016: \$93 plus HST**
- **March of 2017: \$127 plus HST**
- **March of 2018: \$160 plus HST**

Off-street Parking by Permit annual fee:

- **March of 2016: \$137 plus HST**
- **March of 2017: \$153 plus HST**
- **March of 2018: \$170 plus HST**

Council also agreed with Councillor Galgay's request to notify residents in writing as soon as possible of the changes taking place so that they can plan into the future.

CARRIED UNANIMOUSLY

Development Committee Report of November 3, 2015

Council considered the above noted report.

SJMC2015-11-09/511R

Moved – Councillor Ellsworth; Seconded – Councillor Tilley

That the report be adopted as presented.

CARRIED UNANIMOUSLY

Special Events Advisory Committee Report of November 4, 2015

Council considered the above noted report.

SJMC2015-11-09/512R

Moved – Councillor Hickman; Seconded – Councillor Tilley

That the report be adopted as presented.

CARRIED UNANIMOUSLY

DEVELOPMENT PERMITS LIST

[Link to List](#)

Council considered as information the Development Permits List for the period October 29, 2015 to November 4, 2015.

BUILDING PERMITS LIST

[Link to List](#)

Council considered the Building Permits list for the period of October 29 – November 4, 2015.

SJMC2015-11-09/513R

Moved – Councillor Tilley; Seconded - Councillor Lane

That the building permits list for the period October 29 – November 4, 2015 be approved as presented.

CARRIED UNANIMOUSLY

REQUISITIONS, PAYROLLS AND ACCOUNTS

[Link to Memo](#)

Council considered the requisitions, payrolls and accounts for the week ending November 4, 2015.

SJMC2015-11-09/514R

Moved – Councillor Tilley; Seconded – Councillor Lane

That the Payrolls and Accounts for the week ending November 4, 2015 be approved.

CARRIED UNANIMOUSLY

TENDERS/RFP's

Council considered the following tender:

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

SJMC2015-11-09/515R

Moved – Councillor Tilley; Seconded – Councillor Lane

That the tender be awarded as per the Public Tendering Act to Revolution Environmental Solutions LP DBA Terrapure Environmental for \$239,418.19.

CARRIED UNANIMOUSLY

OTHER BUSINESS

Economic Update – November 2015

Council considered as information the above noted. Councillor Lane spoke to the content of the Economic Update.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:58 p.m.

MAYOR

CITY CLERK

REPORT/RECOMMENDATIONS

AUDIT & ACCOUNTABILITY COMMITTEE MEETING

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

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

REPORT

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

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

Recommendation

The Committee recommends adopting the report as presented.

CARRIED UNANIMOUSLY

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

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

Recommendation

The Committee recommends the following:

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

ST. JOHN'S

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

CARRIED UNANIMOUSLY

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

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

Recommendation

The Committee agreed to the following:

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

CARRIED UNANIMOUSLY

4. **Follow-up Summary Report: Fire Prevention**

The Committee considered the above noted report.

Recommendation

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

CARRIED UNANIMOUSLY

5. **Follow-up Summary Report: Grand Concourse Authority**

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

Recommendation

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

CARRIED UNANIMOUSLY

Councillor Bruce Tille,
Chairperson

Appendix to Regular Minutes November 9, 2015

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

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

Appendix to Regular Minutes November 9, 2015

* 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 Appeals.

Gerard Doran
 Development Supervisor
 Development Division -
 PDE Department

Building Permits List

Council's November 9, 2015 Regular Meeting

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

Class: Commercial

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

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

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

Appendix to Regular Minutes November 9, 2015

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

This Week \$ 2,992,130.00

Class: Demolition

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

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

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

Legend

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

Appendix to Regular Minutes November 9, 2015

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

Respectfully Submitted,

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

Appendix to Regular Minutes November 9, 2015

MEMORANDUM

Weekly Payment Vouchers For The Week Ending November 4, 2015

Payroll

Public Works \$ 448,242.92

Bi-Weekly Administration \$ 885,521.54

Bi-Weekly Management \$ 860,309.93

Bi-Weekly Fire Department \$ 658,125.87

Accounts Payable \$6,625,738.76

Total: \$ 9,477,939.02

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DEPARTMENT OF FINANCE

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

Appendix to Regular Minutes November 9, 2015