

MINUTES

REGULAR MEETING - CITY COUNCIL

June 19, 2017 – 4:30 p.m. - Council Chambers, 4th Floor, City Hall

Present Deputy Mayor R. Ellsworth
Councillor T. Hann
Councillor D. Breen
Councillor B. Tilley
Councillor W. Collins
Councillor S. Hickman
Councillor S. O’Leary
Councillor J. Galgay

Regrets Mayor D. O’Keefe
Councillor D. Lane
Councillor A. Puddister

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

CALL TO ORDER/ADOPTION OF AGENDA

SJMC2017-06-019/275R

Moved – Councillor Collins; Seconded – Councillor Tilley

That the agenda be adopted with the addition of:

- **Special Events Advisory Committee Report – June 15, 2017**

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

SJMC2017-06-19/276R

Moved – Councillor Collins; Seconded – Councillor Tilley

That the minutes of June 12, 2017 be approved as presented.

CARRIED UNANIMOUSLY

NOTICES PUBLISHED

An Application requesting permission to consolidate 2 lots located at 46 & 48 Barrows Road to create a larger lot on which to construct a single detached dwelling that exceeds the requirements of the Quidi Village Overlay Zone and Design Guidelines.

Council considered the above noted notices published.

SJMC2017-06-19/278R

Moved – Councillor Hann; Seconded – Councillor Galgay

That Council approve the application as presented subject to all applicable City requirements.

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

Development Committee Report – June 13, 2017

[Link to Report](#)

Council considered the above noted report.

SJMC2017-06-19/279R

Moved – Councillor Hann; Seconded – Councillor Hickman

That the above noted report be adopted as presented including the recommendations on the following items:

- **Variance Request for Rear Yard Requirement -PER# INTI 7000714 - 69 Parsonage Drive**
- **PER DEV1700116 - The Residence at Littledale Proposed Four Storey Assisted and Independent Living Facility; and**

**Terms of Reference for a Land Use Assessment Report (LUAR)
220 Waterford Bridge Road**

CARRIED UNANIMOUSLY

Finance and Administration Standing Committee Report – June 13, 2017

[Link to Report](#)

Council considered the above noted report.

SJMC2017-06-19/279R

Moved – Councillor Galgay; Seconded – Councillor Breen

That the above noted report be adopted as presented including the recommendations on the following Items:

- **Decision Note dated June 7, 2017 re: The Cooperators - \$1000 Donation to Registered Charity**
- **Decision Note dated June 8, 2017 re: End of Employment Policy**
- **Decision Note dated June 1, 2017 re: Revisions – Policy No. 01-04-01 – Records and Information Management Policy**
- **Decision Note dated June 8, 2017 re: Election Finance By-Law – Amendments**
- **Decision Note dated June 5, 2017re: Regatta Luncheon**
- **Decision Note dated June 7, 2017 re: Shad Memorial Sponsorship**
- **Decision Note re: SJRFD Honour Guard**

CARRIED UNANIMOUSLY

Special Events Committee Report – June 1, 2017

[Link to Report](#)

Council considered the above noted report.

SJMC2017-06-19/280R

Moved – Councillor Breen; Seconded – Councillor O’Leary

That the above noted report and its recommendation be adopted as presented including:

- **Monster Rally – Race for Autism - September 10, 2017 - Autism Society NL**

CARRIED UNANIMOUSLY

DEVELOPMENT PERMITS LIST

[Link to List](#)

Council considered, for information, the above noted for the period June 8, 2017 to June 14, 2017.

BUILDING PERMITS LIST

[Link to List](#)

Council considered the Building Permits for the period of June 8, 2017 to June 14, 2017.

SJMC2017-06-19/281R

Moved – Councillor Hann; Seconded – Councillor Hickman

That the building permits list for the period June 8, 2017 to June 14, 2017 be approved as presented.

CARRIED UNANIMOUSLY

REQUISITIONS, PAYROLLS AND ACCOUNTS

[Link to Memo](#)

Council considered the requisitions, payrolls and accounts for the week ending June 14, 2017.

SJMC2017-06-19/282R

Moved – Councillor Hann; Seconded – Councillor Hickman

That the requisitions, payrolls and accounts for the week ending June 14, 2017 in the amount of \$ 5,011,056.16 be approved as presented.

CARRIED UNANIMOUSLY

TENDERS/RFPS

Tender 2017065 – Road Shouldering and Ditching

Council considered the above noted tender.

SJMC2017-06-19/283R

Moved – Councillor Hann; Seconded – Councillor Hickman

That Council award this tender to the lowest bidder meeting specifications S&H Codner's Construction Limited \$154,962.50, as per the Public Tendering Act. Taxes are included with submitted bid.

CARRIED UNANIMOUSLY

OTHER BUSINESS

Quarterly Travel Report

Council considered the above noted report for information.

Councillor O'Leary

Requested Human Resources look at diversity training in the form of aboriginal training with the Native Friendship Centre for staff and maybe even Council.

Councillor Galgay

Requested an Operational Review of St. John's Sports and Entertainment be referred to the Finance and Administration Standing Committee for discussion.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:18 p.m.

MAYOR

CITY CLERK

REPORTS/RECOMMENDATION

Development Committee

June 13, 2017 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall

- 1. Variance Request for Rear Yard Requirement
PER# INTI 7000714
69 Parsonage Drive**

It is recommended that Council approve the 10% rear yard variance.

- 2. PER DEV1700116 - The Residence at Littledale
Proposed Four Storey Assisted and Independent Living Facility; and
Terms of Reference for a Land Use Assessment Report (LUAR)
220 Waterford Bridge Road**

It is recommended that Council set a Terms of Reference for a Land Use Assessment Report (LUAR) in line with the Section 10.32.3 (e) of the St. John's Development Regulations. A draft Terms of Reference is attached for your review.

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

Addendum to Council Minutes of June 19, 2017

**REPORT
FINANCE AND ADMINISTRATION COMMITTEE - CITY COUNCIL
June 13, 2017– 12:00 p.m. – Conference Room A**

Present Councillor Jonathan Galgay, Chair
Councillor Sheilagh O’Leary
Councillor Bruce Tilley
Councillor Danny Breen
Councillor Sandy Hickman (12:18)
Deputy Mayor Ron Ellsworth (12:10)

Others Kevin Breen, City Manager
Derek Coffey, Deputy City Manager – Financial Management
Tanya Haywood, Deputy City Manager – Community Services
Lynnann Winsor, Deputy City Manager – Public Works
Jason Sinyard, Deputy City Manager – Planning Eng. & Regulatory Services
Cheryl Mullett, City Solicitor
Sean Janes, City Internal Auditor
Roshni Antony, Manager – HR Advisory Services
Maureen Harvey, Legislative Assistant
Stacey Corbett, Legislative Assistant

a. Decision Note dated June 7, 2017 re: The Cooperators - \$1000 Donation to Registered Charity

The Cooperators have offered to make a \$1,000 donation on behalf of the City to a registered charity of our choice again this year.

Recommendation

Moved - Councillor Tilley; Seconded - Councillor O’Leary

That approval be given to donate the money on behalf of the City to Habitat for Humanity NL

CARRIED UNANIMOUSLY

b. Decision Note dated June 8, 2017 re: End of Employment Policy

Roshni Antony presented the new “End of Employment Policy” to the committee. The policy provides the principles guiding the termination of employment of employees of the City of St. John’s other than for cause, be it voluntary (i.e. retirement or resignation) or involuntary (i.e. death, redundancy or termination without cause).

Recommendation

Moved – Councillor Breen; Seconded – Councillor O’Leary

That the End of Employment Policy be approved as presented.

CARRIED UNANIMOUSLY

c. Decision Note dated June 1, 2017 re: Revisions – Policy No. 01-04-01 – Records and Information Management Policy

Council considered the above noted seeking approval to revise the Records and Information Policy by replacing the current Schedule “B” – Records Retention Schedule. This is in keeping with the recommendation of a recent audit that was presented to the Audit & Accountability Standing Committee

Recommendation

Moved – Deputy Mayor Ellsworth; Seconded – Councillor Hickman

That Council approve changes to Schedule B of the Records and Information Management Policy such that it includes only the Current Retention Period.

CARRIED UNANIMOUSLY

d. Decision Note dated June 8, 2017 re: Election Finance By-Law - Amendments

Cheryl Mullett presented and explained the changes proposed by Legal to the Election Finance By-Law to the committee.

Recommendation

Moved – Councillor Breen; Seconded – Councillor O’Leary

It is recommended Council approve Election Finance (Amendment No. 1, 2017) By-Law as recommended. This amendment will ensure alignment with the Municipal Elections Act regarding contributions.

CARRIED UNANIMOUSLY

e. Decision Note dated June 5, 2017re: Regatta Luncheon

The Committee considered the above-noted which sought approval for the City to host the Royal St. John's Regatta Committee's annual Hall of Fame Induction Luncheon.

Recommendation

Moved – Councillor Tilley; Seconded – Councillor Breen

It is recommended that Council grant approval to host the annual Hall of Fame Induction Luncheon for the Royal St. John's Regatta Committee on July 26, 2017.

CARRIED UNANIMOUSLY

f. Decision Note dated June 7, 2017 re: Shad Memorial Sponsorship

Consideration was given to the above-noted decision note which requested approval for the City to host a luncheon and tour of the City for the staff and students of Shad Memorial 2017.

Recommendation

Moved – Councillor Breen; Seconded – Deputy Mayor Ellsworth

It is recommended that Council approve a luncheon and tour on or about July 26, 2017 for staff and students of Shad Memorial 2017.

CARRIED UNANIMOUSLY

g. Decision Note re: SJRFD Honour Guard

The St. John's Regional Fire Department (SJRFD) Honour Guard is seeking financial support from the City to attend the "Canadian Fallen Firefighter Foundation's Memorial Weekend" in Ottawa in September 2017. While the request does not meet the criteria for support under the Financial Support for Meetings and Conventions Policy, the following recommendation was put forward:

Recommendation

Moved – Councillor Breen; Seconded – Councillor Tilley

That a request be for funding assistance in the amount of \$1,000 be issued to each of the regional partners of Regional Fire Services

CARRIED UNANIMOUSLY

h. Information Note re: 2017 Quarter 1 (Jan 1 to Mar 31) Expenditure and Revenue Variance Report

The above report was discussed by the committee for information purposes.

Revenues

Comparison of year-to-date actual revenues against the year-to-date budget shows an overall favorable variance of 6.57%. That said, it is early in the year and there are still a number of timing issues to be resolved, particularly under the categories, "Grants Other Governments", and "Other Transfers". On the whole, revenues appear to be on target.

Expenditures

Overall, Quarter 1 expenditures versus the year-to-date budget produces a favorable variance of 7.64%. Like revenues, it is early and there are still some timing issues to resolve. At this point in time, there are no indications that there will be material variances for 2017.

Overall Net Budget

After the City's budget is approved, it is continually updated throughout the year for known changes, or for adjustments to and from other departments. This "adjusted" or "working" budget is what is reflected in this report, and is a snapshot at a point in time of what the City's estimate of the final position for the year will be. At the end of Quarter 1, the annual budgeted Net Deficit of \$728,618 represents a 2.5% variance on a Gross budget of \$295 M. There are a number of adjustments that have been made to the working budget in Quarter 2 that have brought the Net Budget back to balanced. At this point in time there is no indication of a material surplus or deficit for 2017.

i. Information Note re: Process Improvement Initiative – Next Steps

The above note was discussed by the committee for information purposes. The document illustrates the intent of staff to plan for, and implement the continuous improvement capacity and culture initiative for the City as part of the Accountability Framework approved by Council in March 2017. Updates will be provided throughout the process.

j. Information Note re: Collection on Commercial Accounts

Consideration was given to the Information Note dealing with the City's collection efforts on commercial accounts.

The collection process provides for the following:

- a. Referral to a collection agency
- b. Requesting payment from mortgage lenders
- c. Filing a Statement of Claim
- d. Cutting water services
- e. Initiation of tax sale

The above methods are used in different circumstances. Historically the City has not necessarily used some of these methods on commercial properties. On a go forward basis,

procedures such as cutting water and initiating tax sale will become more frequent for commercially owned properties.

Addendum to Council Minutes of June 19, 2017

DECISION/DIRECTION NOTE

Title: Special Events Advisory Committee Report

Date Prepared: June 15, 2017

Report To: Mayor & Council

Councillor and Role: All

Ward: N/A

Decision/Direction Required: Approval of road closures for Autism Society Event.

Discussion – Background and Current Status:

The Special Events Advisory Committee has received application for the following event, requiring road closure approval.

Event	Monster Rally – Race for Autism
Date	September 10, 2017
Organizer	Autism Society NL
Detail	This Go Kart event will require the closure of New Gower Street, Barbers Hill to Queens Road/Duckworth Street 6:00 am to 6:00pm - inclusive of set up and take down.

Key Considerations/Implications:

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

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Recommendation: Council approve the above noted closures. This event is subject to the conditions set out by the Special Events Advisory Committee.

Prepared by/Signature:

Beverley Skinner – Manager of Program & Service Delivery

Signature B Skinner

Approved by/Date/Signature:

Tanya Haywood – Deputy City Manager Community Services

Signature T Haywood

Addendum to Council Minutes of June 19, 2017

ST. JOHN'S

DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
FOR THE PERIOD OF June 8, 2017 TO June 14, 2017

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
COM	Bristol Development Inc	Clearing & Grubbing	86 Kelsey Drive	4	Approved	17-06-09
RES		Home Office for Electrical Contractor	4 Ventura Place	4	Approved	17-06-12
COM	McCor Management	Relocation of Two (2) Fire Hydrants	10 Factory Lane	2	Approved	17-06-14
IND	Pennecon Realty	Storage of Two (2) Containers	365 Incinerator Road	5	Approved	17-06-14
COM	Stantec Consulting Ltd.	Revised Pavement markings & new bike racks	90 Aberdeen Avenue	1	Approved	17-06-14

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

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

Gerard Doran
Development Supervisor
Planning, Engineering and
Regulatory Services

Addendum to Council Minutes of June 19, 2017

Building Permits List

Council's June 19, 2017 Regular Meeting

Permits Issued: 2017/06/08 To 2017/06/14

Class: Commercial

390 Topsail Rd., Studio Beauty	Co	Service Shop
5 Hebron Way	Sn	Retail Store
61 Main Rd	Sn	Retail Store
63 Thorburn Rd., Get Air	Sn	Recreational Use
379 Duckworth St. Republic Bar	Rn	Mixed Use
67-71 Harvey Rd	Rn	Eating Establishment
79 Aberdeen Ave	Sw	Parking Lot
Avalon Mall, Tenant Storage	Rn	Retail Store
35 White Rose Dr, Unit 106	Rn	Clinic
14 O'leary Ave	Nc	Parking Lot

This Week \$ 21,457,052.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

16 Allandale Rd	Nc	Single Detached Dwelling
243 Bay Bulls Rd	Nc	Accessory Building
49 Blackler Ave	Nc	Accessory Building
30 Branscombe St	Nc	Accessory Building
20 Bulrush Ave , Lot 114	Nc	Single Detached Dwelling
243 Canada Dr	Nc	Accessory Building
172 Castle Bridge Dr	Nc	Accessory Building
24 Cherokee Dr	Nc	Patio Deck
197 Cumberland Cres	Nc	Fence
164 Diamond Marsh Dr., Lot 17	Nc	Single Detached Dwelling
137 Diamond Marsh Dr	Nc	Single Detached Dwelling
66 Doyle St	Nc	Patio Deck
28 Fitzgibbon St	Nc	Patio Deck
28 Hartery Cres	Nc	Accessory Building
96 Highland Dr	Nc	Accessory Building
1 Labrador Pl	Nc	Accessory Building
493 Main Rd	Nc	Fence
247 Mundy Pond Rd	Nc	Accessory Building
84 Old Bay Bulls Rd	Nc	Swimming Pool
37 Palm Dr	Nc	Swimming Pool
27 Roche St	Nc	Patio Deck
40 Ryan's River Rd	Nc	Accessory Building
34 Cabot Ave	Nc	Accessory Building
3 Stephano St	Nc	Fence
46 Willenhall Pl	Nc	Single Detached & Sub.Apt
144 Higgins Line	Co	Office
13 Myrick Pl	Co	Home Office
3 Wexford St	Co	Single Detached Dwelling
163 Bay Bulls Rd	Rn	Single Detached Dwelling
66 Churchill Ave	Rn	Apartment Building
31 Goodridge St	Rn	Single Detached & Sub.Apt

Appendum to Council Minutes of June 19, 2017

18 King's Rd
 28 Lemarchant Rd
 15 Margaret's Pl
 7 Sumac St
 22 Willenhall Pl
 203 Cheeseman Dr
 28 Edison Pl
 104 Penney Cres

Rn Boarding House(4 Or Less)
 Rn Single Detached & Sub.Apt
 Rn Townhousing
 Rn Single Detached Dwelling
 Rn Patio Deck
 Sw Single Detached Dwelling
 Sw Single Detached & Sub.Apt
 Sw Single Detached Dwelling

This Week \$ 1,540,789.00

Class: Demolition

103 Mount Scio Rd

Dm Accessory Building

This Week \$ 36,000.00

This Week's Total: \$ 23,033,841.00

Repair Permits Issued: 2017/06/08 To 2017/06/19 \$ 86,800.00

Legend

Co Change Of Occupancy Sw Site Work
 Cr Chng Of Occ/Renovatus 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 14, 2017			
TYPE	2016	2017	% VARIANCE (+/-)
Commercial	\$60,252,482.00	\$76,815,453.00	27
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$5,942,584.00	\$436,000.00	-93
Residential	\$27,192,896.00	\$32,277,658.00	19
Repairs	\$1,911,591.00	\$1,403,706.00	-27
Housing Units (1 & 2 Family Dwelling)	85	71	
TOTAL	\$95,299,553.00	\$110,932,817.00	16

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending June 14, 2017

Payroll

Public Works	\$ 459,147.99
Bi-Weekly Administration	\$ 816,017.58
Bi-Weekly Management	\$ 855,214.12
Bi-Weekly Fire Department	\$ 821,104.69
Accounts Payable	\$ 2,059,571.78

Addendum to Council Minutes of June 19, 2017

Total: \$ 5,011,056.16

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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