

March 9, 2015

The Regular Meeting of the St. John's Municipal Council was held in the Council Chamber, City Hall at 4:30 p.m. today.

Mayor Dennis O'Keefe presided.

There were present also, Deputy Mayor Ron Ellsworth; Councillors Hann, Hickman, Lane, Puddister, Breen, Galgay, Tilley, Davis, and Collins.

The Acting City Manager; Deputy City Manager of Public Works; Deputy City Manager of Community Services; Deputy City Manager of Finance & Administration; Deputy City Manager of Planning, Development & Engineering; Chief Municipal Planner; City Solicitor; City Clerk, and Supervisor of Legislative Services were also in attendance.

Call to Order and Adoption of the Agenda

SJMC2015-03-09/097R

It was decided on motion of Councillor Davis; seconded by Councillor Tilley: That the agenda be adopted as presented.

Adoption of Minutes

SJMC2015-03-09/098R

It was decided on motion of Councillor Breen; seconded by Councillor Collins: That the minutes of March 2, 2015 be adopted as presented.

Electric Vehicle Pilot Project

Under business arising, Council tabled a memo dated March 9, 2015 from the Acting City Manager regarding the above noted.

SJMC2015-03-09/099R

It was moved by Councillor Galgay; seconded by Councillor Lane: That a request for proposals (RFP) be initiated through the City's Purchasing Division for the purchase of electric vehicles for the electric vehicle pilot project.

Members of Council who spoke in favour of the motion expressed the importance of having a level playing field. Concerns were expressed about the installation of charging stations; how they would work; where they would be located; how they react to harsh weather

conditions; and how they would be maintained. Concern was also expressed about the leasing of used equipment vs. new equipment and what controls would be in place to ensure used vehicles are up to par. The Deputy City Manager of Public Works advised that the intent was to open the call to used vehicles of a certain age range which are still under warranty as well as to new vehicles. The actual wording of the RFP has not been developed but staff will take Council's concerns into consideration.

Councillor Collins spoke against the motion as he felt that electric vehicles were not practical for use, particularly in the City's climate. Councillor Lane noted however, that the pilot may foster a market for the use of electric vehicles, enabling more people to purchase them. Statistics show that electric vehicles degrade much slower than mechanical vehicles as they have less moving parts, are more environmentally friendly and last longer.

The motion being put was carried with Councillor Collins dissenting.

Notices Published

Council considered the following notice published:

- A Discretionary Use Application has been submitted by Weir's Construction Limited requesting permission to utilize 4.58 hectares of land as a lay down area for heavy equipment storage. The proposed application sites are adjacent to Weir's existing site at 195 Conception Bay South Bypass Road

SJMC2015-03-09/100R

It was decided on motion of Councillor Hann; seconded by Councillor Hickman: That the above noted application be approved subject to all applicable City requirements.

Committee Reports

Audit & Accountability Standing Committee Report – March 3, 2015

Council considered the above noted report:

Present: Deputy Mayor Ron Ellsworth, Chairperson
Councillor Bruce Tilley
Councillor Tom Hann
Councillor Jonathan Galgay

Mr. Kevin Breen – Acting City Manager
Mr. Robert Bishop, Deputy City Manager, Financial Management
Mr. Derek Coffey, Manager, Budget and Treasury
Mr. Sean Janes, Senior City Internal Auditor
Ms. Maureen Harvey, Senior Legislative Assistant

1. Delegation – Grant Thornton

a. 2014 Audit Plan

Ms. Kim Simms, Mr. Barry Griffiths and Ms. Susan Eddy of Grant Thornton were in attendance and discussed the 2014 Audit Plan. As one of the deliverables of the of the audit plan it was noted this is the initial communication on audit planning. Other deliverables include an audit report on the financial statements, communication of audit results and a management letter that provides the firm’s observations and recommendations regarding internal controls based on matters identified during the course of the audit.

The following topics were covered:

- a. City of St. John’s Environmental scan- changes in business, regulations and standards
- b. Achieving effective governance
- c. Quality assurance, independence and communication
- d. Audit approach
- e. Client service team
- f. Audit timetable
- g. Fee schedule
- h. Appendix A – Audit engagement letter
- i. Appendix B – Accounting developments
- j. Appendix C – Letter of independence
- k. Appendix D – Auditing developments.

The Committee looked favorably upon the comments of the auditors that this year, the audit will not be delayed because of the unavailability of pension information as it can utilize extrapolated data for the purpose of this calculated pension liability.

Recommendation

The Committee recommends acceptance of the Initial Communication on Audit Planning Report as prepared by the City’s external auditors – Grant Thornton.

b. Additional invoice for 2013 audit

The delegation presented, for the consideration of the Committee, an additional invoice in the amount of \$10,700 plus HST which represented

- Changes that occurred as a result of the change in the estimated useful life of the road surfacing. This change occurred late in the audit process and required additional audit work from the team to support the change in estimate and management's calculations.
- Changes required in the City's audited financial statements to have them compliant with the Public Sector Accounting Standards (PSAS). This included :
 - additional time required to audit the retroactive adjustments recorded in financial statements related to the sick leave and severance accruals that were actuarially determined in accordance with PSAS;
 - the addition of the Segmented Information schedules in the financial statements, including comparative numbers for the year ended December 31, 2012
 - the addition of schedules detailing the City's expenditures by object in the financial statements, including comparative numbers for the years ended December 31, 2012

It was noted that this is a one-time charge and such additional costs are not anticipated in subsequent audits.

Recommendation

The Committee recommends approval of an additional invoice in the amount of \$10,700 plus HST for Grant Thornton in relation to additional work undertaken with respect to the 2014 audit.

2. Assignment 14-02 – Travel Claims Follow up Summary Report.

The Committee considered a report which summarizes the current status of all issues identified in the Internal Audit of Travel Expense Claims.

Of 21 recommendations all have been closed.

Recommendation

The Committee recommends closure of Assignment #14-02 Travel Expense Claims.

3. Assignment 14-08 – Parking Services Follow up Summary Report.

In a memo dated January 23, 2015 from the City Internal Auditor it is recommended that this case be closed for the following reasons:

- a. It is the second follow-up of a case that dates back to 2009.
- b. Of the remaining 7 recommendations still pending, all but one require action by the Provincial Government before management can fully action the recommendation.

Recommendation

The Committee recommends closure of Assignment 14-08 Parking Services and further that in order to ensure that the committee satisfies its governance requirement, that Parking Services management be requested to attend a committee meeting in one year to provide an update on implementation of the pending recommendations.

4. Assignment 10-04 – Maintenance of Passive Open Spaces Follow up Summary Report.

The Committee considered a report which summarizes the current status of all issues identified in the internal audit of Passive Open Spaces.

Of 4 recommendations all have been closed.

Recommendation

The Committee recommends closure of Assignment #10-04 – Maintenance of Passive Open Spaces

5. Assignment 14-14 – Grand Concourse Authority Follow up Summary Report.

The Committee considered a report which summarizes the current status of all issues identified in the internal audit of the Grand Concourse Authority.

It was noted that this assignment was undertaken in response to the question of whether works being done by the Grand Concourse Authority required compliance with the Public Tendering Act.

Recommendation

The Committee recommends acceptance of the report associated with Assignment#14-14 with respect to the Grand Concourse Authority.

Deputy Mayor Ron Ellsworth
Chair

SJMC2015-03-09/101R

It was decided on motion of Deputy Mayor Ellsworth; seconded by Councillor Lane: That the Audit & Accountability Standing Committee Report of March 3, 2015 be approved as presented.

Building Permits List

Council considered the Building Permits list for the period of February 26 – March 4, 2015.

Building Permits List Council's March 9, 2015 Regular Meeting

Permits Issued: 2015/02/26 To 2015/03/04

Class: Commercial

24 Road De Luxe	Nc	Home For Aged
191 Kenmount Rd	Sn	Take-Out Food Service
430 Topsail Rd, Buck Weaver's	Sn	Eating Establishment
673 Topsail Rd/Massage Addict	Sn	Service Shop
210-214 Water St	Sn	Restaurant
430 Topsail Rd Lottery Kiosk	Rn	Retail Store
136-140 Water St, Suite 102	Cr	Restaurant
48 Kenmount Rd - Sephora	Cr	Retail Store
45 Kelsey Dr	Rn	Retail Store
360 Torbay Rd	Rn	Retail Store
318 Water St	Cr	Tavern
50 Duffy Pl	Rn	Public Utility
340 Southside Rd	Cr	Office
312 Water St	Rn	Mixed Use
456 Logy Bay Rd	Rn	Office
45 Pepperrell Rd,Df Barnes	Nc	Industrial Use

This Week \$ 4,575,456.00

Class: Industrial

This Week \$.00

Class: Government/Institutional

This Week \$.00

Class: Residential

15 Adventure Ave, Lot 335	Nc	Single Detached Dwelling
206 Anspach St	Nc	Accessory Building
416 Hamilton Ave	Nc	Patio Deck
10 Oakmount St	Nc	Fence
19 Stanford Pl	Nc	Patio Deck
18 Banyan Pl	Co	Home Occupation
41 Lady Anderson St	Cr	Subsidiary Apartment
95 Bay Bulls Rd	Ex	Single Detached Dwelling
16 Cherrybark Cres	Rn	Single Detached Dwelling
4 Halliday Pl	Rn	Single Detached Dwelling
81 Mayor Ave	Rn	Single Detached Dwelling
63 Orlando Pl	Rn	Single Detached Dwelling
38 Stanford Pl	Rn	Single Detached Dwelling
62 Teakwood Dr	Rn	Single Detached Dwelling
148 Torbay Rd-Apt.201	Rn	Apartment Building

This Week \$ 196,200.00

Class: Demolition

640 Empire Ave

Dm Single Detached Dwelling

This Week \$ 13,000.00

This Week's Total: \$ 4,784,656.00

Repair Permits Issued: 2015/02/26 To 2015/03/04 \$ 81,300.00

Legend

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

YEAR TO DATE COMPARISONS			
March 9, 2015			
TYPE	2014	2015	% VARIANCE (+/-)
Commercial	\$11,176,000.00	\$14,081,000.00	26
Industrial	\$0.00	\$0.00	0
Government/Institutional	\$42,439,000.00	\$7,500,000.00	-82
Residential	\$19,593,000.00	\$3,662,000.00	-81
Repairs	\$329,500.00	\$672,000.00	104
Housing Units (1 & 2 Family Dwellings)	19	5	
TOTAL	\$73,537,500.00	\$25,915,000.00	-65

Respectfully Submitted,

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

SJMC2015-03-09/102R

It was decided on motion of Councillor Davis; seconded by Councillor Puddister: That the recommendations of the Director of Planning and Development with respect to the Building Permits List for the period February 26 – March 4, 2015 be approved.

Requisitions, Payrolls and Accounts

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

**Weekly Payment Vouchers
For The
Week Ending March 4, 2015**

Payroll

Public Works	\$ 534,494.60
Bi-Weekly Casual	\$ 25,561.91
Accounts Payable	\$ 4,629,948.68
Total:	\$ 5,190,005.19

SJMC2015-03-09/103R

It was decided on motion of Councillor Davis; seconded by Councillor Puddister: That the Payrolls and Accounts for the week ending March 4, 2015 be approved.

Tenders

Council considered the following tenders for approval:

- Tender 2015010 Purchase of One (1) New Asphalt Patcher Truck

- Tender 2015012 International Truck Parts

SJMC2015-03-09/104R

It was decided on motion of Councillor Davis; seconded by Councillor Puddister: That the following tenders be approved as they meet the specifications required and are the most qualified bidders under the Public Tendering Act:

- **Tender 2015010 awarded to Saunders Equipment Ltd. in the amount of \$285,500.00 Taxes (HST) extra.**
- **Tender 2015012 awarded as shown below**

International Truck Parts	
TENDER #2015012 – February 12/15 - 1:00 PM	
Harvey & Company Limited	\$151, 917.67
WTC Parts Canada Inc.	\$85, 678.46
Parts For Trucks, Inc.	\$32, 743.79
Colonial Garage & Distributors Limited	\$3,260.92

Economic Update

Councillor Tilley referenced various highlights of the Economic Update for March 2015. The document was considered as information.

Travel Authorization – SeaTrade Cruise Conference

Council tabled a memorandum dated March 9, 2015 from Mayor O’Keefe requesting authorization from Council to attend the meetings in Miami, Florida related to the SeaTrade Cruise Conference.

SJMC2015-03-09/105R

It was decided on motion of Councillor Collins; seconded by Councillor Lane: That Mayor O’Keefe be authorized to attend the SeaTrade Cruise Conference being held in Miami, Florida from March 15 – 20, 2015.

Councillor Danny Breen

- Referenced the upcoming installation of Canada Post mail boxes throughout the City. Residents who will be effected will receive a mailed notice from Canada Post which will contain a 1(800) number to call with enquiries. Callers will be given a ticket or

reference number which will indicate an expected time of call back. It is important for residents to check these letters and to clarify the locations for their respective mailboxes and that the land upon which such are situated is actually public land.

Councillor Jonathan Galgay

- Victoria Park has received some revitalization funding and a community meeting will be held on Saturday, March 21 at Lake Crest School, Patrick St. Parking is available at Convent Square. Residents of Ward 2 and Southside Road will receive mailed notices and the general public is encouraged to attend.

Adjournment

There being no further business the meeting adjourned at 5:28 p.m.

MAYOR

CITY CLERK