

**AGENDA
REGULAR MEETING**

**June 25, 2019
4:30 p.m.**

ST. JOHN'S

MEMORANDUM

June 21, 2019

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, **June 25, 2019 at 4:30 p.m.**

By Order



Elaine Henley
City Clerk

ST. JOHN'S

CITY MANAGER

ST. JOHN'S

Regular Meeting - City Council Agenda

June 25, 2019
4:30 p.m.
4th Floor City Hall

Pages

1. CALL TO ORDER
2. PROCLAMATIONS/PRESENTATIONS
3. APPROVAL OF THE AGENDA
 - 3.1 Agenda for June 25, 2019 Regular Meeting
4. ADOPTION OF THE MINUTES
 - 4.1 Minutes of Regular Meeting - June 17, 2019 1
5. BUSINESS ARISING FROM THE MINUTES
6. NOTICES PUBLISHED
 - 6.1 62 Larkhall Street 10

A Discretionary Use application has been submitted requesting permission to operate a Home Occupation for the administration of the development of a skin care line at **62 Larkhall Street**.

The business will occupy a floor area of approximately 15 m² and will operate Monday to Friday 8 a.m. – 3 p.m. The business will employ the property owner and one additional employee. No customers will visit the site and no products will be made on-site. Parking is provided. (No submissions received)

6.2 655 Topsail Road

A Discretionary Use application has been submitted by Golfdale Entertainment Corp. for a Lounge and Place of Amusement in a suite at 655 Topsail Road.

The business will offer Billiards and will occupy a floor area of 345m2. Hours of operation will be 12 p.m.-12 a.m. daily employing 6 staff, typically 2 per shift (One submission received)

7. PUBLIC HEARINGS/MEETINGS

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Council considered the above noted Report.

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2. BHEP Report - May 15, 2019 - Decision Note dated May 22, 2019 re: 2019 Heritage Grant Applications 51
3. Information Note dated June 6, 2019 re: Mobile Vending Business in the City 74

Based on discussion in COTW, this note now includes a recommendation

8.2 Development Committee Report - June 18, 2019 83

1. Request to Temporarily Relocate Super Mailbox in Watershed - INT 1900057 - Across from 23 Camrose Drive
2. Crown Land Permission to Establish a Floating Boom - CRW1900013 - Waterford River (Southside Road)

9. RESOLUTIONS

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ST. JOHN'S

Minutes of Regular Meeting - City Council

Council Chamber, 4th Floor, City Hall

June 17, 2019, 4:30 p.m.

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

Regrets: Councillor Hope Jamieson

Staff: Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Elaine Henley, City Clerk
Maureen Harvey, Legislative Assistant

Others: Susan Bonnell, Manager of Communications and Marketing

Land Acknowledgement

The following statement was read into the record:

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

1. CALL TO ORDER

Mayor Breen called the meeting to order at 4:50 pm

2. PROCLAMATIONS/PRESENTATIONS

Mayor Breen proclaimed the following and welcomed representatives to speak on behalf of their respective organizations:

- Stroke Month
- First Light St. John's Native Friendship Centre.

3. APPROVAL OF THE AGENDA**3.1 Agenda of June 17, 2019**

SJMC-R-2019-06-17/169

Moved By Councillor Collins

Seconded By Councillor Lane

That the agenda be adopted as presented,

CARRIED UNANIMOUSLY

4. ADOPTION OF THE MINUTES**4.1 Regular Minutes of June 10, 2019**

SJMC-R-2019-06-17/170

Moved By Councillor Froude

Seconded By Councillor Hanlon

That the minutes of the Regular Meeting of June 10, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES**6. NOTICES PUBLISHED****6.1 411 Torbay Road - Commercial Highway (CH) Zone - Ward 1**

A Discretionary Use Application has been submitted requesting approval for two Outdoor Eating and Lounge Areas at **411 Torbay Road**.

Supporting documentation for these minutes can be found here

Green Sleeves Uptown will have an area of approximately 65.5 m² and will be located at the front of the main entrance. This area will be seasonal and will be removed during the winter season.

Mama Soula's will have an area of 57.57 m² and it will be located on the side of the building and will be a permanent structure.

The proposed operating hours for both patios will be Monday-Wednesday 9 a.m. - 2 a.m. and Thursday to Sunday 9 a.m. - 3 a.m.

(One submission received)

SJMC-R-2019-06-17/171

Moved By Councillor Stapleton

Seconded By Councillor Hanlon

That the Discretionary Use application for two Outdoor Eating and Lounge Areas at 411 Torbay Road be approved subject to all applicable City requirements.

CARRIED UNANIMOUSLY

6.2 345-353 Duckworth Street (Commercial Central Mixed (CCM) Zone)- Ward 2

A Discretionary Use application has been submitted by Cork'd Lounge requesting approval for a Lounge at **345-353 Duckworth Street**.

The Lounge will be located on the ground floor of the building and have a floor area of 85.9 m². Hours of operation are Monday - Wednesday 12 - 11:30 p.m. and Thursday - Saturday 12 p.m. - 1:30 a.m.

(One submission received)

SJMC-R-2019-06-17/172

Moved By Councillor Burton

Seconded By Councillor Lane

That the Discretionary Use application for a lounge at 345 - 353 Duckworth Street be approved subject to all applicable City requirements.

CARRIED UNANIMOUSLY

6.3 122 Prowse Avenue - Residential Medium Density (R2) Zone - Ward 2

Supporting documentation for these minutes can be found here

A Discretionary Use application has been submitted requesting approval for a Home Occupation for creating Essential Oils at **122 Prowse Avenue**.

The proposed will occupy a floor area of 10.2 m² and will operate Monday-Friday 9 a.m. – 5 p.m. No clients will visit the property all products will be sold off site.

(One submission received)

SJMC-R-2019-06-17/173

Moved By Councillor Burton

Seconded By Councillor Hickman

That the Discretionary Use application for a Home Occupation for creating Essential Oils at 122 Prowse Avenue be approved subject to all applicable City requirements.

CARRIED UNANIMOUSLY

7. PUBLIC HEARINGS/MEETINGS

8. COMMITTEE REPORTS

8.1 Development Committee Report - June 11, 2019

1. Decision Note dated June 12, 2019 re: Parking Relief - INT1900055 681 Topsail Road

SJMC-R-2019-06-17/174

Moved By Councillor Burton

Seconded By Councillor Korab

That parking relief be granted for 67 parking spaces.

CARRIED UNANIMOUSLY

2. Decision Note dated June 11, 2019 re: Request for Council to Set Zone Requirements - DEV1900034 - 226 Danny Drive

SJMC-R-2019-06-17/175

Moved By Councillor Burton

Seconded By Councillor Hanlon

That Council approve the proposed zone requirements as presented.

Supporting documentation for these minutes can be found here

CARRIED UNANIMOUSLY

3. **Decision Note dated June 12, 2019 re: Crown Land Permissin to Establish Floating Boom - CRW1900012 - Virginia River (170 The Boulevard)**

SJMC-R-2019-06-17/176

Moved By Councillor Burton

Seconded By Councillor Hanlon

That the Crown Land permission be approved.

CARRIED UNANIMOUSLY

9. **RESOLUTIONS**

10. **DEVELOPMENT PERMITS LIST**

11. **BUILDING PERMITS LIST**

11.1 **Building Permits List for Period June 6 - 12, 2019**

SJMC-R-2019-06-17/177

Moved By Councillor Hanlon

Seconded By Deputy Mayor O'Leary

That the Building Permits List for the period June 6 - 12, 2019 be approved as presented.

CARRIED UNANIMOUSLY

12. **REQUISITIONS, PAYROLLS AND ACCOUNTS**

12.1 **Weekly Payment Vouchers for Week Ending June 12, 2019**

SJMC-R-2019-06-17/178

Moved By Councillor Hanlon

Seconded By Deputy Mayor O'Leary

That the Weekly Payment Vouchers for the week ending June 12, 2019 in the amount of \$4,583,494.66 be approved as presented.

CARRIED UNANIMOUSLY

13. **TENDERS/RFPS**

Supporting documentation for these minutes can be found here

13.1 Bid Approval Note 2019116 - Kenmount Road Storm Sewer Replacement Phase 1B

SJMC-R-2019-06-17/179

Moved By Councillor Froude

Seconded By Councillor Stapleton

That Bid Approval Note 2019116 for Kenmount Road Storm Sewer Replacement Phase 1B be awarded to Weirs Construction Limited in the amount of \$3,629,328.48 (HST included), the lowest bidder meeting specifications as per the Public Procurement Act.

CARRIED UNANIMOUSLY

13.2 Bid Approval Note 2019125 - Infrastructure Maintenance Contract 1

SJMC-R-2019-06-17/180

Moved By Councillor Froude

Seconded By Councillor Hickman

That Bid Approval No. 2019125 for Infrastructure Maintenance Contract 1 be awarded to Infinity Construction Ltd. in the amount of \$258,698.25 (HST included), the lowest bidder meeting specifications as per the Public Procurement Act.

CARRIED UNANIMOUSLY

14. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14.1 Petition - Cedar Brae Crescent

Councillor Froude presented a petition signed by approximately 25 families on Cedar Brae Crescent which claims unfair taxation based on the following:

Fire Protection Compromised

- No fire hydrants
- Compromised fire protection
- Much less protection in the case of household fire
- Higher rates for Insurance

Water Treatment Non-Existent

Supporting documentation for these minutes can be found here

- Wells only. We have to maintain and/or replace at our own complete expense.

Storm Sewer Non-existent

- No curb and gutter
- No catch basins
- Flooding is inevitable when there are heavier than normal rainfalls together with washouts to private dwellings and landscaping.

Sanitary Sewer Non-existent

- We have to incur full cost of expensive septic field, tanks, etc. together with replacement costs for maintenance and repairs, etc.

Sidewalks Non-existent

- The cosmetic appearance or curb appeal of our properties is lessened by the lack of proper sidewalks and gravel areas. Similarly, there are no walking trails and no access to the new Messenger Drive waterpark, which is almost immediately adjacent to our properties.

Metrobus

- Non-existent in the in-serviced areas of Thorburn Road

Repayment of Capital Debt

- Windsor Lake and Bay Bulls Big Pond water treatment plant. Why are we paying for these?
- Riverhead Waste Water Treatment Plant. Why should we contribute?
- Staff Infrastructure for all of the above. Why do we pay for it? We do acknowledge garbage collection and snow clearing, but how much time and effort is required at City Hall to plan for these two services? Why do we pay for General Administration Expenses, Planning Department, etc. at city Hall. We have been advised there is absolutely consideration of providing any of the above services for the next 10 years so these Departments are not working for rural in-serviced areas such as ours.

FOR ALL OF THE ABOVE SERVICES LACKING, WE DEMAND AN IMMEDIATE AND RETROACTIVE 70% REDUCTION IN PROPERTY TAXES.

Supporting documentation for these minutes can be found here

The petition was referred to staff for an appropriate response.

15. OTHER BUSINESS

15.1 Decision Note dated June 12, 2019 re: St. John's Sports and Entertainment Ltd. (SJSE) - Board of Directors

SJMC-R-2019-06-17/1812

Moved By Councillor Hickman

Seconded By Councillor Hanlon

That Council appoint Paul Rogers to the St. John's Sports and Entertainment Board of Directors based on his skill set and experience.

CARRIED UNANIMOUSLY

15.2 Decision Note dated June 13, 2019 re: Special Event Advisory Committee Requests.

SJMC-R-2019-06-17/182

Moved By Councillor Korab

Seconded By Councillor Lane

That Council approve the following events as recommended by the Special Events Advisory Committee:

1. Reel Downtown - St. John's Day Event - June 24, 2019
2. National Indigenous People's Day Sunrise Ceremony - June 21, 2019
3. Tely 10 Road Race - July 29, 2019
4. George Street - Canada's Big Birthday Bash - June 30, 2019
5. George Street Festival - August 1-7, 2019
6. Kids of Teel - August 7, 2019
7. Newfoundland and Labrador Folk Festival - August 9 - 11, 2019
8. St. John's Triathlon - August 11, 2019

CARRIED UNANIMOUSLY

16. ADJOURNMENT

There being no further business, the meeting adjourned at 5:30 pm

Supporting documentation for these minutes can be found here

MAYOR

CITY CLERK

Supporting documentation for these minutes can be found here

NOTICES PUBLISHED

Applications which have been advertised in accordance with the requirements of Section 5.5 of the St. John's Development Regulations and which are to be considered for approval by Council at the **Regular Meeting of Council on June 25, 2019.**

Ref #	Property Location/ Zone Designation And Ward	Application Details	Submissions Received	Planning and Development Division Notes
1	62 Larkhall Street Residential Low Density (R1) Zone Ward 4	A Discretionary Use application has been submitted requesting permission to operate a Home Occupation for the administration of the development of a skin care line at 62 Larkhall Street. The business will occupy a floor area of approximately 15 m ² and will operate Monday to Friday 8 a.m. – 3 p.m. The business will employ the property owner and one additional employee. No customers will visit the site and no products will be made on-site. Parking is provided.	No Submissions Received	It is recommended to approve the application subject to all applicable City requirements
2	655 Topsail Road Commercial Highway (CH) Zone Ward 3	A Discretionary Use application has been submitted by Golfdale Entertainment Corp. for a Lounge and Place of Amusement in a suite at 655 Topsail Road. The business will offer Billiards and will occupy a floor area of 345m ² . Hours of operation will be 12 p.m.-12 a.m. daily employing 6 staff, typically 2 per shift	1 Submission Received (attached)	It is recommended to approve the application subject to all applicable City requirements

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

[REDACTED]
St. John's NL
[REDACTED]

June 15, 2019

Re- Application by Soffale Entertainment Corp.
for a lounge & place of amusement in suite
655 Topsail Rd.

NO - how many times do we have to go
through this? We have had enough
dumped on us as it is. As home owners
we have no rights. You put this huge
building on us, no consultation, supposed to
be a three day fast lube on the corner,
four day, supposed to be open Monday 8:00 am
to Friday 5 pm - sat. Maybe if you lived
here or even knew where we are you
would see what goes on from that place.
May Browns - we said no to drive through
but they were allowed to include it in their
Construction which means someone had
to tell them it would be approved. This
adult school in 655, do you know what
it's like every day with the language, the
smoking, the weed, you can't even sit out
side and enjoy it. You do nothing for this
area, just today a kid went up the bar on a
dirt bike, he did so fast enough to land
half way up the parking lot. We pick up bags
of garbage from all these businesses, we have

to put up with their noise, the language, the loud ignorance of some of them, then we have to pick up after them. You can't even get Gentara to look after the property, i.e. - the hill, the grass hasn't ever been cut yet, I've mowed some three times already. The fence is a mess, in the winter time they put snow down on our properties and you say oh that's between you & the plow, thanks! There are more sheds & fences put up around here so far this year that you guys should spend your time looking into, say like the one behind me that though I warned them they still put it on my property, cut down a tree on my neighbors property and cut one of my trees back passed their property line. Do something about that. My neighbor drives a bus for people with mobility challenges, he can't park that bus in his own driveway yet down the street there's two boats parked in front of a house, there are at least three 5th wheels parked in driveways all winter, one hasn't been moved in 20+ years.

What exactly is a "Place of Amusement"? Have you given any thought to what that could mean? It's certainly a broad spectrum. Is there not a billards place just a few feet West of that location? Is there not an empty Billards place on the Wal-Mart Parking lot? Let them go there. We have enough sinisery here now. There is a lounge across the street, a beer store, another lounge

-3-

a little further up the road, a bar in jungle Jim's
a bar in Tim's, enough!? Have you ever
gone to Pipeis? If you have you'd see the all
Hayers out smoking, not just cigs either. It
all the time, enough is enough. There are
children in this residential area, we do not need
more bars and more drunks hanging
around. Let them go ~~to~~ ^{talked} in an area away
from kids. I have ~~to~~ ^{talked} many of these people
and others in the area and have no problem
getting many signatures against this and will
do so if need be. Time to put the residents
first for once."

ST. JOHN'S

Committee of the Whole Report

Council Chambers

June 12, 2019

9:00 a.m.

Present:

Mayor Danny Breen
Councillor Maggie Burton
Councillor Dave Lane
Councillor Sandy Hickman
Councillor Debbie Hanlon
Councillor Deanne Stapleton
Councillor Jamie Korab
Councillor Ian Froude
Councillor Wally Collins

Regrets:

Councillor Hope Jamieson
Deputy Mayor Sheilagh O'Leary

Staff:

Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of 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
Ken O'Brien, Chief Municipal Planner
Maureen Harvey, Legislative Assistant

Others Present for Relevant Agenda Items

Dave Wadden, Development Engineer
Trina Caines, Policy Analyst
Kenessa Cutler, ATIPP Coordinator
Kelly Maguire, Marketing and Public Relations Officer

Governance & Strategic Priorities - Mayor Danny Breen

1 Decision Note dated June 3, 2019 re: Privacy Management Policy

Trina Caines, Policy Analyst and Kenessa Cutler, ATIPP Coordinator were in attendance for this portion of the meeting and proceeded to give an overview of the details contained in the Decision Note.

Following a question/answer period the following motion was brought forward.

Recommendation

Moved By Councillor Lane

Seconded By Councillor Froude

That Council adopt the Draft Privacy Management Policy as circulated.

CARRIED UNANIMOUSLY

Planning & Development - Councillor Maggie Burton

1 Built Heritage Experts Panel Report - May 15, 2019

a. Decision Note dated May 22, 2019 re: 2019 Heritage Grant Applications

Recommendation

Moved By Councillor Burton

Seconded By Councillor Lane

That Council approve the fifteen (15) grant applications as summarized in the Decision Note subject to compliance with the requirements of the Heritage Financial Incentives Grant Program and City's heritage requirements.

To set a portion of the total Heritage Grants Program budget toward Heritage Maintenance Grants. If the total budget remains \$50,000 then \$10,000 for the Heritage Maintenance Grants is recommended, starting in 2020.

CARRIED UNANIMOUSLY

2. Information Note dated June 6, 2019 re: Mobile Vending Business in the City.

Discussion took place with agreement that next steps would be as follows:

If Council decides to proceed with any of the below suggestions, the appropriate departments should be tasked with engaging in next steps:

- Developing an application for requesting vending in Public Parks
- Updating website language
- Reviewing fee structure for temporary mobile vending licenses
- Developing criteria around bicycle vending
- Allowing vending in residential zones with restrictions
- Restricting food vending near open restaurants, etc.

Discussion took place with agreement that Council should now move forward to engage the public. To that end, the following recommendation was put forward.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Lane

That Council authorize staff to develop a framework that would enable the public and interested stakeholders to engage in a discussion about mobile vending throughout the City.

CARRIED UNANIMOUSLY

Mayor Danny Breen/Chairperson

DECISION/DIRECTION NOTE

Title: Privacy Management Policy

Date Prepared: June 3, 2019

Report To: Committee of the Whole

Councillor and Role: Mayor Danny Breen, Governance and Strategic Priorities

Ward: Not Applicable

Decision/Direction Required: Approval of the Draft Privacy Management Policy

Discussion – Background and Current Status:

The City of St. John's committed to the Office of the Information and Privacy Commissioner (OIPC), in correspondence dated March 8, 2018 (see attached), to develop a Privacy Management Policy.

This policy and its procedures will establish controls for personal information; protect the personal information in the custody and/or under the control of the City; and protect the privacy of individuals. Once approved, it will provide the framework for a variety of privacy-related activities throughout the organization.

These activities include training all Councillors and employees who have access to personal information, protection of personal information and records, development of a City Personal Information Inventory, development of Preliminary Privacy Impact Assessments and Privacy Impact Assessments, and responding to privacy complaints and privacy breaches.

In addition to the draft policy, accompanying procedures are attached for your information only.

Key Considerations/Implications:

1. Budget/Financial Implications
There will be additional training required for all Councillors and all employees who have access to personal information, which may potentially result in overtime costs (for unionized employees).
2. Partners or Other Stakeholders
The Office of the City Clerk has worked with OIPC during the development of the policy and procedures. The City also works with the Access to Information and Protection of Privacy Office and the OIPC in addressing privacy complaints and responding to privacy breaches.



3. Alignment with Strategic Directions/Adopted Plans
This policy aligns with the “An Effective City” strategic direction of the City’s Strategic Plan 2019-2029.
4. Legal or Policy Implications
As a public body, the City is governed by the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). The Privacy Management Policy and procedures are designed to provide employees with the necessary framework to ensure compliance with the ATIPPA legislation. The Office of the City Solicitor has reviewed and approved the attached policy.
5. Privacy Implications
The implementation of the policy and procedures will enhance the City’s protection of personal information and ensure the privacy of individuals.
6. Engagement and Communications Considerations
The Office of the City Clerk engaged the OIPC and consulted with various internal stakeholders during the development of the policy.
7. Human Resource Implications
The policy and related procedures will require all employees with access to personal information to participate in training and provide guidance to ensure work activities comply with ATIPPA.
8. Procurement Implications
For any new or substantially modified project that accesses, collects, uses, discloses, or disposes of personal information, a Preliminary Privacy Impact Assessment will have to be completed and a Privacy Impact Assessment may have to be completed. This will apply to any procurement of goods or services involving personal information (e.g., cloud computing solutions).
9. Information Technology Implications
Much of the personal information stored by the City is stored electronically and the Corporate Information Services Division will be a key stakeholder in ensuring personal information is appropriately protected.
10. Other Implications
Not applicable

Recommendation: It is recommended that Council approve the draft Privacy Management Policy.

Prepared by: Trina Caines, Policy Analyst



Approved by: Senior Executive Committee;
Elaine Henley, City Clerk, CPC Co-Chair;
Roshni Antony, Manager - HR Advisory Services, CPC Co-Chair

Attachments: Letter to OIPC Commissioner, March 8, 2018
Draft Privacy Management Policy
Personal Information and Record Protection Procedures (for information only)
Privacy Complaint Procedures (for information only)
Privacy Assessment Procedures (for information only)
Personal Information Bank and Inventory Procedures (for information only)

March 8, 2018

BY E-MAIL

Donovan F. Molloy, Q.C.

Commissioner

Office of the Information and Privacy Commissioner

PO Box 13004

Station A

St. John's, NL A1B 3V8

Dear Mr. Molloy:

Re: Report P-2018-001 in relation to Privacy Breach of December 3, 2017

Thank you for your letter dated February 22, 2018 in relation to the above noted matter. We have reviewed the report and agree with the recommendations contained therein.

The Department of Planning, Engineering & Regulatory Services has been cooperative with the ATIPP Coordinator in the provision of the required information that was submitted to your Office for your review. The City acknowledges that in relation to this incident there was some hostility expressed by a very small group of individuals towards a member of the Legal Department. The City, through its departmental managers and the Dept. of Human Resources will immediately address this matter with the employees involved.

However, it is important to note, that this incident is not reflective of the ongoing relationship between the Legal Department and the Department of Planning, Engineering & Regulatory Services. Both Departments work collaboratively and respectfully on a daily basis in relation to numerous planning and regulatory issues. The City continues to foster its values based on the following five tenets which are posted on the City's internal website for all employees to consider and reflect upon:

- **Continue to Do Things Better:** We will continue to find ways of doing things better with the aim to be the best we can be in the provision of programs and services. Improvements can be made when there is an understanding of how things are currently working. There is a commitment to learning, and continuous quality service delivery.
- **Be Innovative:** We will be agile, introduce and adopt new ideas, operating methods and new ways of delivering services. We will find ways of maximizing resources by engaging with citizens and employees, taking informed and managed risks and harnessing technology. In being innovative, change must be positive, decrease time and effort, increase efficiency and/or increase simplicity.
- **Create a Positive Environment:** By establishing policies, practices and protocols that support a healthy, safe and secure workplace we will develop a service-focused climate where employees and the public feel supported and secure.
- **Be Respectful:** A respectful environment nurtures a culture grounded in the principles of respect and service and advances policies and initiatives in support of that culture.
- **Take Ownership:** Taking ownership means taking responsibility and following through on responsibilities. We are motivated and take pride in our work and the work of the organization.

We are already in the process of implementing most of the recommendations outlined in your Report. With your assistance, the City of St. John's will provide privacy training to all employees who work with sensitive and private information and will continue to renew training on a yearly basis. The ATIPP Coordinator will work with the Office of the City Clerk and Policy Analyst to develop comprehensive policy around privacy matters. Privacy forms and other such forms will be developed and made available on the City's intranet for easy access. The Traffic Division is already in the process of renewing its Information Sharing Agreement with the Dept. of Motor Vehicle Registration, and we expect this to be finalized in the near future.

ST. JOHN'S

In conclusion, we wish to convey our appreciation for your guidance and assistance toward the implementation of privacy training. We will continue to work with you as well as our own staff to establish and foster a positive privacy culture throughout all City Departments.

Sincerely,

Elaine Henley
City Clerk



DRAFT – For Discussion Only

City of St. John's Corporate and Operational Policy Manual

Policy Title: Privacy Management Policy	Policy #: 01-04-02 (to be assigned)
Last Revision Date: N/A	Policy Section: Organization > Records and Information Management
Policy Sponsor: City Clerk	

1. Policy Statement

As a public body, the City is governed by the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). All Personal Information may only be collected, used, and/or disclosed in accordance with the provisions of ATIPPA.

The purpose of this policy is (i) to establish controls for Personal Information, (ii) to protect the Personal Information in the custody and/or under the control of the City, and (iii) to protect the privacy of individuals, including the right of individuals to determine for themselves when, how, and to what extent information about them is communicated to others.

2. Definitions

“Access to Information and Protection of Privacy Office” (“ATIPP Office”) means the Access to Information and Protection of Privacy Office, Department of Justice and Public Safety, Government of Newfoundland and Labrador.

“Department Head” means any Employee reporting directly to the City Manager and/or Council.

“Employee” means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Information Sharing Agreement” means a written agreement between parties that outlines the terms and conditions under which Personal Information is shared.

“Office of the Information and Privacy Commissioner” (OIPC) means the Office of the Information and Privacy Commissioner of Newfoundland and Labrador.

“Personal Information” shall have the same meaning as defined by Section 2(u) of ATIPPA, that is, “Recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual's age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics,
- vi. information about the individual's health care status or history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment status or history,
- viii. the opinions of a person about the individual, and
- ix. the individual's personal views or opinions, except where they are about someone else.”

“Personal Information Bank” means Personal Information that is organized or retrievable by the name of an individual or by an identifying number, symbol, or other particular assigned to an individual.

“Personal Information Inventory” means an inventory of all of the City's Personal Information Banks.

“Preliminary Privacy Impact Assessment” (PPIA) means a preliminary assessment to identify the privacy implications of a City project, and to determine whether a Privacy Impact Assessment should be completed for a project.

“Privacy Breach” means unauthorized access, collection, use, disclosure, or disposal of Personal Information.

“Privacy Impact Assessment” (PIA) means an assessment to determine if a current or proposed project meets or will meet the requirements of ATIPPA.

“Record” shall have the same meaning as defined by Section 2(y) of the ATIPPA, that is, “a record of information in any form, including a dataset, information that is machine readable, written, photographed, recorded, or stored in any manner, but does not include a computer program or a mechanism that produced records on any storage medium.”

3. Policy Requirements

3.1 Education and Training

All Members of Council and all Employees who have access to Personal Information shall complete training about ATIPPA, this policy, and applicable procedures as directed by the Access to Information and Protection of Privacy Coordinator (“ATIPP Coordinator”).

3.2 Transparent Communication

3.2.1 Consent for Collection, Use, and Disclosure of Information

The City shall not collect, use, or disclose Personal Information except in accordance with ATIPPA and the **Personal Information and Record Protection Procedures**, including obtaining appropriate consent from individuals as required by ATIPPA (unless legislation permits otherwise).

3.2.2 Changes to Personal Information

Should Employees receive requests to change or correct Personal Information, and they are lawfully able to make such changes, no further action is required. Otherwise, Employees shall direct the individual requesting the change to the ATIPP Coordinator.

Should Members of Council receive requests to change information, they shall direct the individual requesting the change to the ATIPP Coordinator.

The ATIPP Coordinator shall work with the individual and the appropriate department to address the issue.

3.3 Personal Information Protection, Retention, and Disposal

Department Heads shall ensure appropriate safeguards are in place for personal information protection in accordance with the **Personal Information and Record Protection Procedures**. Records containing Personal Information shall be retained and disposed of in accordance with all applicable legislation and the Records and Information Management Policy (01-04-01).

3.4 Privacy-Related Complaints

Any Members of Council or Employees receiving complaints regarding an individual's personal information use, collection, or disclosure shall immediately direct the individual to the ATIPP Coordinator. The ATIPP Coordinator shall respond to any such complaint in accordance with the **Privacy Complaint Procedures**.

3.5 Privacy Breaches

A Member of Council or Employee who becomes aware of a Privacy Breach or potential Privacy Breach shall immediately report it to the ATIPP Coordinator.

Where a Privacy Breach occurs, the ATIPP Coordinator shall coordinate the City's response in accordance with the **Privacy Breach Protocol** established by the ATIPP Office, where applicable.

3.6 Privacy Assessment

No new or substantially modified project involving the collection, use, or disclosure of Personal Information shall commence until a PPIA has been

completed and approved in accordance with the **Privacy Assessment Procedures**.

Where required by the ATIPP Coordinator, a PIA shall be completed prior to the commencement of the project in accordance with the **Privacy Assessment Procedures**.

3.7 Personal Information Inventory

The ATIPP Coordinator shall develop and maintain a Personal Information Inventory (PII) in accordance with the **Personal Information Bank and Inventory Procedures**.

3.8 Information Sharing

Personal Information shall only be shared where necessary, where required by legislation, and/or where consent has been obtained to share the information.

If Employees or departments plan to share Records containing Personal Information with any third parties (including sharing via cloud-based technology), they shall consult with the ATIPP Coordinator **prior to sharing**.

No Personal Information in the custody and/or under the control of the City shall be disclosed to a third party unless an Information Sharing Agreement has been approved by the ATIPP Coordinator and the Office of the City Solicitor, and entered into between the City and that third party.

4. Application

This policy applies to (i) all Members of Council; (ii) all Employees; and (iii) all Personal Information in the custody and/or under the control of the City of St. John's.

5. Responsibilities

5.1 City Clerk (as the designated “head of the public body”) is responsible for:

- a) Administration and implementation of this Policy and associated Procedures; and
- b) Approval of PIAs.

5.2 The ATIPP Coordinator is responsible for:

- a) Implementing the policy requirements;
- b) Developing and managing procedures, guidelines, and templates;
- c) Providing support (including training) to Department Heads and Employees;
- d) Monitoring and reviewing policy compliance;
- e) Investigating Privacy Breaches; and
- f) Consulting with the ATIPP Office and the OIPC when appropriate.

5.3 All Members of Council are responsible for:

- a) Complying with this policy and associated procedures; and
- b) Completing all training related to this policy and associated procedures as directed by the ATIPP Coordinator.

5.4 All Employees are responsible for:

- a) Complying with this policy and associated procedures;
- b) Ensuring that when determining whether to change, collect, use, or disclose personal information that they consult with their supervisor or the ATIPP Coordinator as required; and
- c) Completing all training related to this policy and associated procedures as directed by the ATIPP Coordinator.

5.5 All managers who supervise staff are responsible for, in addition to the duties in Section 5.4:

- a) Ensuring that Employees under their supervision complete all training related to this policy and associated procedures, as directed by the ATIPP Coordinator; and
- b) Ensuring that Employees under their supervision comply with this policy and associated procedures.

5.6 Department Heads are responsible for, in addition to the duties in sections 5.4 and 5.5:

- a) Ensuring that this policy and associated procedures are communicated to all Employees in their respective departments; and
- b) Ensuring their departments comply with this policy and associated procedures.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#) (ATIPPA)
- [Protection of Privacy Policy and Procedures Manual](#), (includes Privacy Breach Protocol), ATIPP Office
- 01-04-02-01 Personal Information and Record Protection Procedures
- 01-04-02-02 Privacy Complaint Procedures
- 01-04-02-03 Privacy Assessment Procedures
- 01-04-02-04 Personal Information Bank and Inventory Procedures
- [01-04-01 Records and Information Management Policy](#)

7. Approval

Policy Sponsor: City Clerk

Policy Writer: Policy Analyst

Date of Approval from:

Corporate Policy Committee: September 20, 2018

Senior Executive Committee: May 24, 2019
Committee of the Whole:
Date of Approval from Council:

8. Monitoring and Contravention

The Office of the City Clerk shall monitor the application of this policy.

Any contravention of this policy and/or associated procedures shall be reported to the Department of Human Resources, the Office of the City Solicitor, the City Manager, and/or the OIPC for further investigation and appropriate action, which may include, but is not limited to legal action and discipline, including dismissal.

9. Review Date

Every 3 years

DRAFT – For Discussion Only

City of St. John's Corporate and Operational Policy Manual

Procedure Title: Personal Information and Record Protection Procedures	
Authorizing Policy: Privacy Management Policy	
Procedure #: 01-04-02-01 (to be assigned)	
Last Revision Date: N/A	Procedure Sponsor: City Clerk

1. Procedure Statement

This procedure outlines the City's specific requirements for collecting, using, disclosing, and protecting Personal Information. These requirements ensure the City has appropriate safeguards that will support transparent and informed consent and protect Personal Information against loss or theft, as well as unauthorized access, disclosure, copying, use, modification, or disposal.

2. Definitions

"Department Head" means any Employee reporting directly to the City Manager and/or Council.

"Office of the Information and Privacy Commissioner" (OIPC) means the Office of the Information and Privacy Commissioner of Newfoundland and Labrador.

"Personal Information" shall have the same meaning as defined by Section 2(u) of ATIPPA, that is, "Recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual's age, sex, sexual orientation, marital status or family status,

- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics,
- vi. information about the individual's health care status or history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment status or history,
- viii. the opinions of a person about the individual, and
- ix. the individual's personal views or opinions, except where they are about someone else."

"Record" shall have the same meaning as defined by Section 2(y) of the ATIPPA, that is, "a record of information in any form, including a dataset, information that is machine readable, written, photographed, recorded, or stored in any manner, but does not include a computer program or a mechanism that produced records on any storage medium."

3. Procedure Requirements

3.1 Collection of Personal Information

The City shall only collect Personal Information that is required to administer its programs and services, or to comply with municipal, provincial, or federal legislation. Such collection shall be limited to the minimum amount of information necessary to accomplish the purpose for which it is collected.

When collecting Personal Information, Employees shall collect Personal Information directly from the individual to whom the information relates, with limited exceptions as authorized by ATIPPA and:

- a) Prior to collection and use, or at the time of collection, provide notice or obtain the necessary consent as prescribed by the ATIPPA. Consent shall be in writing, where possible;
- b) Inform individual(s) of the legal authority under which the information is being collected. This information shall be included on all City forms where Personal Information is being collected;
- c) State the purpose(s) for which the Personal Information is to be used; and

- d) Provide the title, business address, and business telephone number of an Employee who can answer questions about the Personal Information collection.

To support the commitment to transparent and informed consent, revisions to existing forms and all new forms shall be forwarded to the ATIPP Coordinator prior to being implemented.

3.2 Protection of Personal Information

Department Heads shall oversee the development and implementation of a Records Safeguard Plan to support appropriate safeguards for departmental Records (including electronic Records) containing Personal Information, including any Records managed by third parties.

The ATIPP Coordinator shall provide Department Heads with a Records Safeguard Plan template. Department Heads shall provide the ATIPP Coordinator with their department's completed plan, which shall include:

- a) A description of the administrative, technical, access control, and physical safeguards in place for departmental Records containing personal information.
- b) A description of any deficiencies in existing safeguards and plans to mitigate them.

Additional information is available in the **Records Safeguard Plan Guidelines**. If requested, the ATIPP Coordinator shall work with the departmental staff to support the development of the plan. The ATIPP Coordinator may follow up with the Department Head if other deficiencies beyond those identified are apparent upon review of the plan.

A revised and updated Records Safeguard Plan shall be completed as directed by the ATIPP Coordinator.

3.2.1 Protection of Privacy Standards

To ensure appropriate protection of privacy, the following minimum standards shall apply. There may be other requirements identified during the development of the Records Safeguard Plan that are necessary to appropriately protect departmental/divisional information.

- a) Accessing Personal Information shall be restricted to only those Employees requiring access to carry out their duties.
- b) Personal Information shall not be disclosed to members of the public, Members of Council, or other Employees (outside of its intended use) without the consent of the individual to whom the information relates, or in accordance with legislation.
- c) Personal Information shall not be discussed in public areas where it may be overheard by others who are not authorized to have such information.
- d) Individuals shall lock computer screens when not in use and shall ensure physical Records containing Personal Information are secure when not in use.
- e) Records containing Personal Information shall not be removed from City worksites, unless required to complete duties and responsibilities of the position.
- f) If documents are opened or reviewed in public places, the Personal Information contained in the Records shall be protected unless otherwise authorized.
- g) System, software, and/or email passwords allowing access to Personal Information shall not be shared or disclosed to others.
- h) Cabinets or storage locations containing Personal Information or confidential information shall be secured at the end of each day or when not in use.
- i) External storage devices, such as USB sticks or external drives, shall be appropriately protected by being locked in a drawer or cabinet and/or being password encrypted.
- j) Keys to secure storage areas shall not be left in open places.
- k) Documents containing Personal Information or confidential information shall be retrieved from printers or fax machines in a timely manner.
- l) Destruction of Personal Information shall be done by placing such documents in secure shredding bins or erasing digital storage devices. Records or digital storage devices shall not be placed in the garbage or in regular recycling bins.
- m) When a meeting is completed, all Personal Information or confidential materials shall be removed from the room, erased from boards and flipcharts, and all users shall sign out of computers.
- n) Records containing Personal Information stored on shared computer networks shall be restricted to secure directories providing access only to authorized individuals.

4. Application

This procedure applies to (i) all Members of Council; (ii) all Employees; and (iii) all Records containing Personal Information in the custody and/or under the control of the City of St. John's.

5. Responsibilities

5.1 ATIPP Coordinator is responsible for:

- a) Providing Department Heads with a Records Safeguard Plan template and providing support, as requested, for plan completion; and
- b) Monitoring departmental plan commitments for any mitigation measures.

5.2 All Members of Council and all Employees are responsible for:

- a) Safeguarding the privacy and security of information in the workplace and when working remotely.

5.3 Department Heads are responsible for, in addition to the duties noted in Section 5.2:

- a) Ensuring there are appropriate security arrangements for Personal Information in their department's custody;
- b) Providing the ATIPP Coordinator with their department's completed Records Safeguard Plan; and
- c) Ensuring commitments for any mitigation measures are implemented.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#)
- 01-04-02 Privacy Management Policy
- Records Safeguard Plan Guidelines

7. Approval

- Procedure Sponsor: ATIPP Coordinator
- Procedure Writer: ATIPP Coordinator / Policy Analyst
- Date of Approval from:
 - Corporate Policy Committee: November 13, 2018
 - Senior Executive Committee: May 24, 2019

8. Monitoring and Contravention

The ATIPP Coordinator shall monitor the application of this procedure.

Any contravention of the procedure shall be brought to the attention of the Department of Human Resources, the Office of the City Solicitor, the City Manager, and/or the OIPC for further investigation and appropriate action, which may include, but is not limited to legal action and discipline, including dismissal.

9. Review Date

Every 3 years

DRAFT – For Discussion Only

City of St. John's Corporate and Operational Policy Manual

Procedure Title: Privacy Complaint Procedures	
Authorizing Policy: Privacy Management Policy	
Procedure #: 01-04-02-02 (to be assigned)	
Last Revision Date: N/A	Procedure Sponsor: City Clerk

1. Procedure Statement

Any individual who believes that there has been unauthorized access, collection, use, disclosure, or disposal of their Personal Information in the custody or under the control of the City may file a privacy complaint. This procedure outlines the privacy complaint process.

Note: This relates to individuals making a complaint about their own Personal Information. Any Member of Council or Employee who becomes aware of a Privacy Breach (unauthorized access, collection, use, disclosure, or disposal of Personal Information) or potential Privacy Breach, shall consult Section 3.5 (Privacy Breaches) of the Privacy Management Policy for appropriate direction.

2. Definitions

“Employee” means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Department Head” means any Employee reporting directly to the City Manager and/or Council.

“Office of the Information and Privacy Commissioner” (OIPC) means the Office of the Information and Privacy Commissioner of Newfoundland and Labrador.

“Personal Information” shall have the same meaning as defined by Section 2(u) of ATIPPA, that is, “Recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual's age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics,
- vi. information about the individual's health care status or history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment status or history,
- viii. the opinions of a person about the individual, and
- ix. the individual's personal views or opinions, except where they are about someone else.”

“Privacy Breach” means unauthorized access, collection, use, disclosure, or disposal of Personal Information.

3. Procedure Requirements

All privacy complaints shall be directed to the Access to Information and Protection of Privacy Coordinator (“ATIPP Coordinator”). The person making the complaint (“the complainant”) may contact the ATIPP Coordinator directly in person, by phone, or email, or by submitting a written complaint using the Privacy Complaint Form, available on the City’s website or via the Citizen Service Centre.

Following receipt of a privacy complaint, the ATIPP Coordinator shall:

- a) Send an acknowledgment letter to the complainant.
- b) Communicate with the complainant to obtain clarification/additional information, as required.
- c) Conduct a review of the complaint and investigate the complaint, where necessary. The complainant's name will be held in confidence

and disclosed only if necessary to investigate and/or resolve the complaint.

- d) Respond to the complainant detailing a resolution within 30 business days of receipt of the privacy complaint.
- e) Advise the complainant that if they are unsatisfied with the resolution, they may file a complaint with the OIPC.
- f) Follow up with the department(s) involved to ensure any corrective or remedial measures are in place, as required.

4. Application

This procedure applies to (i) all individuals who have Personal Information collected, used, retained, disclosed, and/or disposed of by the City and are making a privacy complaint, (ii) all Members of Council, and (iii) all Employees.

5. Responsibilities

5.1 ATIPP Coordinator is responsible for:

- a) Managing the Privacy complaint process;
- b) Working with department(s) involved to ensure corrective or remedial measures are in place, where necessary; and
- c) Advising complainants of their right to file a complaint with the OIPC.

5.2 Members of Council and Employees are responsible for:

- a) Providing any necessary information to the ATIPP Coordinator to aid any privacy complaint investigation.

5.3 Department Heads are responsible for:

- a) Ensuring corrective or remedial measures to address privacy complaints are in place, where necessary.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#)
- Privacy Management Policy

7. Approval

- Procedure Sponsor: ATIPP Coordinator
- Procedure Writer: ATIPP Coordinator / Policy Analyst
- Date of Approval from:
 - Corporate Policy Committee: November 13, 2018
 - Senior Executive Committee: May 24, 2019

8. Monitoring and Contravention

The ATIPP Coordinator shall monitor the application of this procedure.

Any contravention of these procedures shall be brought to the attention of the Department of Human Resources, the Office of the City Solicitor, the City Manager, and/or the OIPC for further investigation and appropriate action, which may include, but is not limited to legal action and discipline, including dismissal.

9. Review Date

Every 3 years

DRAFT – For Discussion Only

City of St. John's Corporate and Operational Policy Manual

Procedure Title: Privacy Assessment Procedures (PPIA and PIA)	
Authorizing Policy: Privacy Management Policy	
Procedure #: 01-04-02-03 (to be assigned)	
Last Revision Date: N/A	Procedure Sponsor: City Clerk

1. Procedure Statement

This document provides information to assist Employees in developing a Preliminary Privacy Impact Assessment (PPIA), and if required, a Privacy Impact Assessment (PIA).

2. Definitions

“Department Head” means any Employee reporting directly to the City Manager and/or Council.

“Employee” means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Office of the Information and Privacy Commissioner” (OIPC) means the Office of the Information and Privacy Commissioner of Newfoundland and Labrador.

“Personal Information” shall have the same meaning as defined by Section 2(u) of ATIPPA, that is, “Recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,

- iii. the individual's age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics,
- vi. information about the individual's health care status or history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment status or history,
- viii. the opinions of a person about the individual, and
- ix. the individual's personal views or opinions, except where they are about someone else."

"Preliminary Privacy Impact Assessment" means a preliminary assessment to identify the privacy implications of a City project, and to determine whether a Privacy Impact Assessment should be completed for a project.

"Privacy Impact Assessment" means an assessment to determine if a current or proposed project meets or will meet the requirements of ATIPPA.

"Program Manager" means anyone responsible for leading the development and/or implementation of any new or substantially modified City project that accesses, collects, uses, discloses, or disposes of Personal Information.

3. Procedure Requirements

3.1 Preliminary Privacy Impact Assessments

All PPIAs shall use the City PPIA Template, available via the City intranet.

For any new or substantially modified project that accesses, collects, uses, discloses, or disposes of Personal Information, the responsible Program Manager shall complete a PPIA and forward it to the Access to Information and Protection of Privacy Coordinator ("ATIPP Coordinator") **prior to advancing** any direction/decision notes for approval. If no direction/ decision

note is required, the PPIA shall be completed and forwarded to the ATIPP Coordinator prior to implementation of the program or project.

Further information on completing a PPIA is detailed in the **Privacy Assessment Guidelines**. If requested, the ATIPP Coordinator shall work with the Program Manager to assist in completing the PPIA.

The ATIPP Coordinator shall complete a risk analysis and shall provide the Program Manager with a report. The report shall advise whether the project is approved, conditionally approved with recommendations, requires more analysis, and/or requires a PIA.

The information from this report and/or subsequent PIA report shall be noted in the “Privacy Considerations” section of the direction/decision note, if one is required.

The ATIPP Coordinator shall follow up with the Program Manager on the implementation of any recommendations within the timeframe specified in the report.

If the ATIPP Coordinator advises that a PIA is required, a PIA shall be completed, in collaboration with the ATIPP Coordinator, **prior to the start** of the proposed program or project.

The completion of a PIA shall comply with the procedures in Section 3.2.

3.2 Privacy Impact Assessments

All PIAs shall use the City’s PIA Template, available via the City intranet.

When the ATIPP Coordinator advises that a PIA is required, the Program Manager and the ATIPP Coordinator shall establish a timeline for the development of the PIA. Further information on completing a PIA is detailed in the **Privacy Assessment Guidelines**.

The PIA development team shall include, but is not limited to the following members:

- a) Program Manager

- b) ATIPP Coordinator
- c) IT representative for projects with IT elements (e.g., website, database, etc.)
- d) Solicitor

The Program Manager for the project shall lead the completion of the PIA with support and input from the other team members. The ATIPP Coordinator shall review the document and complete the risk analysis and recommendations sections of the PIA.

Once the PIA is completed, it shall be submitted to the City Clerk for final approval. Following approval, the ATIPP Coordinator shall monitor the project at prescribed times to ensure any recommendations in the PIA have been implemented.

4. Application

This procedure applies to any new or substantially modified project involving Personal Information that is under the custody and/or under the control of the City, including (i) those developed by external contractors and/or consultants and (ii) offsite electronic systems (e.g., cloud solutions).

5. Responsibilities

5.1 ATIPP Coordinator is responsible for:

- a) Reviewing PPIAs and providing feedback in a timely manner;
- b) Assisting in the development of PPIAs when requested;
- c) Working with Program Managers and the PIA team to complete any required PIAs;
- d) Providing analysis and recommendations of PIAs for the City Clerk's review;
- e) Monitoring projects with PPIAs and PIAs to ensure any recommendations have been appropriately implemented; and
- f) Advising the City Clerk if there are issues with the implementation of PPIA and/or PIA recommendations.

5.2 Program Manager is responsible for:

- a) Completing PPIAs when required and forwarding them to the ATIPP Coordinator prior to advancing any related direction/decision notes for approval, or otherwise, prior to implementation of the project;
- b) Working with the ATIPP Coordinator and the PIA team to complete any required PIAs prior to implementation of the project; and
- c) Implementing any recommendations resulting from PPIAs and/or PIAs.

5.3 Department Heads are responsible for:

- a) Ensuring that Program Managers in their department (including any external consultants/contractors) complete required PPIAs and PIAs and include the appropriate information in direction/decision notes; and
- b) Ensuring that PPIA and PIA recommendations are incorporated into the applicable project.

5.4 City Clerk is responsible for:

- a) Reviewing and approving/rejecting completed PIAs.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#)
- Privacy Management Policy
- Privacy Assessment Guidelines

7. Approval

- Procedure Sponsor: ATIPP Coordinator
- Procedure Writer: ATIPP Coordinator / Policy Analyst
- Date of Approval from:
 - Corporate Policy Committee: November 13, 2018
 - Senior Executive Committee: May 24, 2019

8. Monitoring and Contravention

The ATIPP Coordinator shall monitor the application of this procedure.

Any contravention of the procedure may be brought to the attention of the Department of Human Resources, the Office of the City Solicitor, the City Manager, and/or the OIPC for further investigation and potential follow up disciplinary or legal action, including dismissal.

9. Review Date

Every 3 years

DRAFT – For Discussion Only

City of St. John's Corporate and Operational Policy Manual

Procedure Title: Personal Information Bank and Inventory Procedures	
Authorizing Policy: Privacy Management Policy	
Procedure #: 01-04-02-04 (to be assigned)	
Last Revision Date: N/A	Procedure Sponsor: City Clerk

1. Procedure Statement

This document provides information to assist Employees in identifying and reporting Personal Information Banks (PIBs) and for the Access to Information and Protection of Privacy Coordinator (“ATIPP Coordinator”) to develop and maintain the City’s Personal Information Inventory.

2. Definitions

“**Central Department Contact**” means an Employee identified by the Department Head to be the liaison between the department’s divisions and the ATIPP Coordinator.

“**Department Head**” means any Employee reporting directly to the City Manager and/or Council.

“**Employee**” means any person employed by the City of St. John’s as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“**Office of the Information and Privacy Commissioner**” (OIPC) means the Office of the Information and Privacy Commissioner of Newfoundland and Labrador.

“Personal Information” shall have the same meaning as defined by Section 2(u) of ATIPPA, that is, “Recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual's age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics,
- vi. information about the individual's health care status or history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment status or history,
- viii. the opinions of a person about the individual, and
- ix. the individual's personal views or opinions, except where they are about someone else.”

“Personal Information Bank” means Personal Information that is organized or retrievable by the name of an individual or by an identifying number, symbol, or other particular assigned to an individual.

“Personal Information Inventory” means an inventory of all of the City’s Personal Information Banks.

3. Procedure Requirements

3.1 Preliminary Listing

Within each department, each division shall identify the collections of Personal Information it has in its custody. Once these are identified, each division shall develop a preliminary list with the name of each potential PIB to be reviewed to confirm whether each collection meets the three criteria for a PIB:

- a) It contains “Personal Information.”
- b) It takes the form of a “collection.”

- c) It is “organized or retrievable by the name or an identifying number, symbol or other particular assigned to an individual.”

This list shall be provided to a Central Department Contact as designated by the Department Head. The ATIPP Coordinator shall work with the Central Department Contact to review the preliminary list.

Additional guidance on PIB development is available in the **Personal Information Bank and Inventory Guide** document.

3.2 Detailed Personal Information Bank Information

The Central Department Contact shall advise divisions which items on their preliminary lists meet PIB criteria. For each PIB, divisions shall provide:

- a) **Name of the PIB:** Description of the PIB that reflects the information contained.
- b) **Location:** A list of all the locations (department and/or division) where the information is maintained. This may also include other offices that have copies of the PIB in their custody.
- c) **Legal authority:** A list of the specific legal authority for the collection of the Personal Information. This may be a statute or a regulation. If more than one legal authority exists, all shall be listed.
- d) **Contents:** A description of the contents of the PIB and the types of Personal Information contained within.
- e) **How the information is used:** A description of the purpose for which the Personal Information was collected or compiled and how it is used or disclosed. All current uses of the information by the City or other authorized individuals/organizations shall also be listed. This includes authorized consistent uses, other permitted disclosures, and authorized information exchanges.
- f) **Who is authorized to use the information:** A list of the types of PIB users.
- g) **Retention and disposal:** Information on the applicable retention and disposal schedules for the records in the PIB.

The PIB information shall be provided in the format specified and within the timeframe specified by the ATIPP Coordinator.

3.3 Personal Information Inventory

Following receipt of all departmental PIB listings, the ATIPP Coordinator shall develop a single Personal Information Inventory (PII) for publication on the City's website.

The Inventory shall be reviewed and updated as directed by the ATIPP Coordinator.

4. Application

This procedure applies to all City departments and divisions with collections of Personal Information.

5. Responsibilities

5.1 ATIPP Coordinator is responsible for:

- a) Managing the PII and PIB process; and
- b) Providing direction and support to departments and individual divisions (as required) to facilitate the development of departmental PIB listings.

5.2 Department Heads are responsible for:

- a) Designating a Central Department Contact for the PIB process; and
- b) Ensuring departmental information is provided to the ATIPP Coordinator within the required timelines.

5.3 Central Department Contacts are responsible for:

- a) Working with Division Managers to develop preliminary lists of potential PIBs and then developing full detailed PIB listings for each division; and
- b) Ensuring departmental information is provided to the ATIPP Coordinator within the required timelines.

5.4 Division Managers are responsible for:

- a) Working with the Central Department Contact to develop the division's preliminary list of potential PIBs and the full detailed division PIB listing; and
- b) Ensuring divisional information is provided to the Central Department Contact within the required timelines.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#)
- Privacy Management Policy
- Personal Information Bank and Inventory Guide

7. Approval

- Procedure Sponsor: ATIPP Coordinator
- Procedure Writer: ATIPP Coordinator / Policy Analyst
- Date of Approval from:
 - Corporate Policy Committee: November 13, 2018
 - Senior Executive Committee: May 24, 2019

8. Monitoring and Contravention

The ATIPP Coordinator shall monitor the application of this procedure.

Any contravention of the procedure may be brought to the attention of the Department of Human Resources, the Office of the City Solicitor, the City Manager, and/or the OIPC for further investigation and potential follow up disciplinary or legal action, up to and including dismissal.

9. Review Date

Every 3 years

DECISION/DIRECTION NOTE

Through an E-vote, the majority of BHEP members are in agreement with the recommendation contained in this Decision Note - June 5, 2019

Title: 2019 Heritage Grant Applications
Date Prepared: May 22, 2019
Report To: Chair and Members, Built Heritage Experts Panel
Councillor & Role: Councillor Maggie Burton, Planning and Development Lead
Ward: All

Decision/Direction Required: To seek approval of the grant applications as summarized in the attached tables, subject to compliance with the requirements of the Heritage Financial Incentives Program.

Discussion – Background and Current Status:

Council approved the City's Heritage Financial Incentives Program on July 25, 2016 and offers two types of grants:

1. Heritage Maintenance Grant; and
2. Heritage Conservation Grant.

The City has received thirty-eight (38) applications for the 2019 Grant program, which is a large increase compared to other years the program was offered. In past years, the number of applications received ranged from seven (7) to fourteen (14). The increase in 2019 is due in part to increased promotion, as well as the program becoming more well-known as we enter its fourth year.

Due to the number of applications received, this year the requests for funding exceed the City's budget for this program. The applications have been prioritized based on the High, Medium and Low Priority descriptions listed below:

- High Priority – consist of designated Heritage Buildings, first-time applications, and projects that include the preservation, restoration and weatherproofing of historic elements rather than cosmetic improvements.
- Medium Priority – consist of restoration/conservation projects that bring the building closer into compliance with the City's Heritage provisions.
- Low Priority – consist of maintenance and construction work that does not significantly bring the building closer into compliance with the City's Heritage provisions.

All applications have been assessed and prioritized and the fifteen (15) applications listed in the attached table are recommended for approval, for an estimated total of \$49,985.85 plus permit waiver in grants.

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As the priorities place a greater preference on conservation over maintenance, this year the only Heritage Maintenance Grants recommended for approval are for designated Heritage Buildings. As the maintenance and upkeep of buildings in Heritage Areas generally have additional costs, it is recommended that Council consider setting a portion of the total program budget aside for Heritage Maintenance Grants. Starting next year, for example, if the budget is \$50,000 for the entire program, then \$40,000 could go toward Heritage Conservation Grants and the remaining \$10,000 could go toward Heritage Maintenance Grants. This year, if all applicants were to receive a grant, the Heritage Maintenance Grants would have totalled approximately \$15,800 and the Heritage Conservation Grants would have totalled approximately \$67,000, for a total of \$82,800.

Key Considerations/Implications:

1. Budget/Financial Implications:

The City budgeted \$50,000 in the 2019 Budget. Fifteen (15) grant applications are recommended for approval for a total of \$49, 985.85 plus waiver of the permit fees.

Council should note that applicants are given two (2) years to complete the work listed in the grant application. Currently, there is approximately \$27,000 in outstanding grants to be claimed that were issued in the 2017 and 2018 Grant Programs. Work from the 2017 Grant program will need to be completed and proof submitted to the City on or before the grant expiry date of July 11, 2019.

2. Partners or Other Stakeholders:

The City will partner with property owners through the Heritage Financial Incentive Program.

3. Alignment with Strategic Directions/Adopted Plans:

A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.

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.

Recommendation:

1. To approve the fifteen (15) grant applications as summarized in the attached table subject to compliance with the requirements of the Heritage Financial Incentives Grant Program and the City's heritage requirements.
2. To set a portion of the total Heritage Financial Grants Program budget toward Heritage Maintenance Grants. If the total budget remains \$50,000 then \$10,000 for the Heritage Maintenance Grants is recommended, starting next year.

Prepared by/Signature:

Ann-Marie Cashin, MCIP – Planner III, Urban Design and Heritage

Signature: _____

Approved by/Date/Signature:

Ken O'Brien, MCIP – Chief Municipal Planner

Signature: _____

AMC/dlm

Attachments:

Location of Applications
Grant Application Summary Table
Heritage Financial Incentives Program Terms

G:\Planning and Development\Planning\2019\BHEP\2019 Heritage Grant Applications - E Vote May 21 2019.docx

51 Bannerman Street
Heritage Area 3



99 Cabot Street
Heritage Area 3



14 Chapel Street
Heritage Area 2



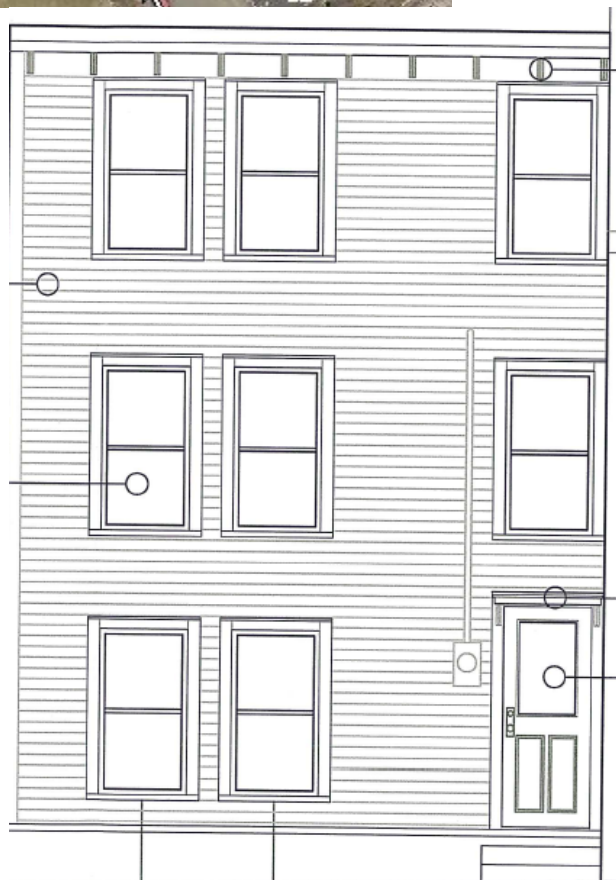
7 Charleton Street
Heritage Area 3



58 Circular Road
Designated Heritage Building
Heritage Area 1



65 Colonial Street
Heritage Area 3



358 Duckworth Street
Heritage Area 2



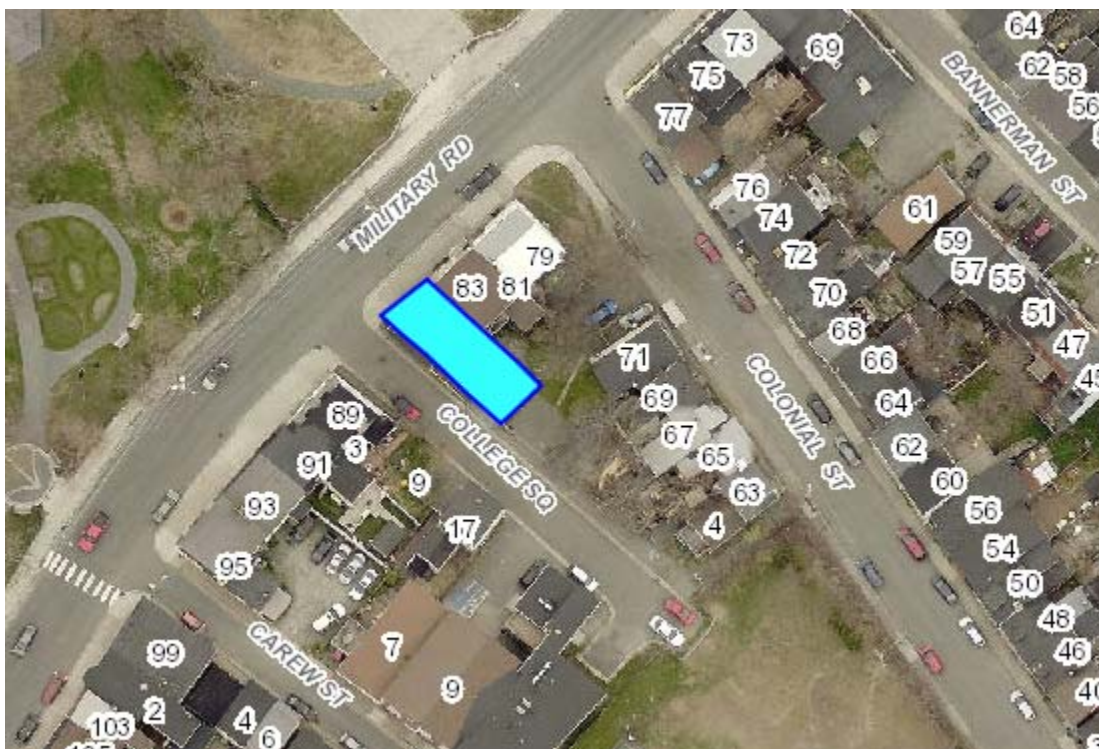
46 Hayward Avenue
Heritage Area 3



20 Mayor Avenue
Heritage Area 3



85 Military Road
Designated Heritage Building
Heritage Area 2



36 Monkstown Road
Designated Heritage Building
Heritage Area 2



43 Monkstown Road
Designated Heritage Building
Heritage Area 2



21 Queen's Road
Heritage Area 2

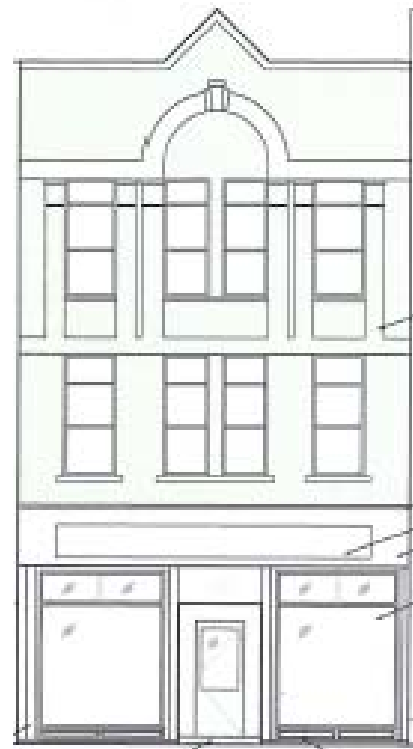


22 Walsh's Square
Heritage Area 3



195 Water Street
Designated Heritage Building

Heritage Area 1



2019 Heritage Financial Incentives Program – Applications Recommended for Approval

Address	Type of Grant	Description	Quote (HST inc)	25% of quote to a maximum \$1,000 (Maintenance Grant) or \$5,000 (Conservation Grant)	Additional Costs due to Heritage Requirements	Priority	Recommendation
51 Bannerman Street Heritage Area 3	Heritage Conservation Grant	New clapboard, windows, doors and trim. Replacing vinyl siding with clapboard.	\$6,000.00	\$1,500.00	~\$3,000	Medium	\$1,500.00 plus permit waiver
99 Cabot Street Heritage Area 3	Heritage Conservation Grant	Replaced clapboard, windows and bay windows.	\$74,248.60	\$5,000.00	~\$10,000	Medium	\$5,000.00 plus permit waiver
14 Chapel Street Heritage Area 2	Heritage Conservation Grant	New clapboard, 3 windows, door and trim. Replacing vinyl siding with clapboard.	\$13,249.15	\$3,312.29	~\$5,000	Medium	\$3,312.29 plus permit waiver
7 Charleton Street Heritage Area 3	Heritage Conservation Grant	New clapboard, windows and door. Replacing vinyl siding with clapboard and non-heritage style windows with single-hung.	\$15,000.00	\$3,750.00	~\$5,000	Medium	\$3,750.00 plus permit waiver
58 Circular Road Designated Heritage Building Heritage Area 1	Heritage Conservation Grant	Replaced dormer and roofing shingles.	\$10,915.80	\$2,728.95	~\$5,000	High	\$2,728.95 plus permit waiver
65 Colonial Street Heritage Area 3	Heritage Conservation Grant	New clapboard, windows and doors. Replacing non-heritage style windows with single-hung.	\$12,265.90	\$3,066.48	~\$5,000	Medium	\$3,066.48 plus permit waiver
358 Duckworth Street Heritage Area 2	Heritage Conservation Grant	Installed new clapboard, windows and trim.	\$20,700.00	\$5,000.00	~\$10,000	Medium	\$5,000.00 plus permit waiver
46 Hayward Avenue Heritage Area 3	Heritage Conservation Grant	Replaced metal siding with new clapboard, windows and trim.	\$13,788.50	\$3,447.13	~\$5,000	Medium	\$3,447.13 plus permit waiver
20 Mayor Avenue Heritage Area 3	Heritage Conservation Grant	Replaced clapboard, windows and trim.	\$14,827.77	\$3,706.94	~\$5,000	Medium	\$3,706.94 plus permit waiver
85 Military Road Designated Heritage Building Heritage Area 2	Heritage Conservation Grant	Installed new clapboard, restored corbels, lintels and other decorative details, repaired mansard roof.	\$55,159.75	\$5,000.00	~\$20,000	High	\$5,000.00 plus permit waiver

2019 Heritage Financial Incentives Program – Applications Recommended for Approval

36 Monkstown Road Designated Heritage Building Heritage Area 2	Heritage Maintenance Grant	Repairs to 3 dormers and chimneys.	\$8,929.75	\$1,000.00	~\$5,000	High	\$1,000.00 plus permit waiver
43 Monkstown Road Designated Heritage Building Heritage Area 2	Heritage Conservation Grant	Refurbishing wood windows and installing wood storm windows. New clapboard and gutters	\$8,229.91	\$2,057.48	~\$4,000	High	\$2,057.48 plus permit waiver
21 Queen’s Road Heritage Area 2	Heritage Conservation Grant	Replacing clapboard and trims.	\$60,000.00	\$5,000.00	~\$25,000	Medium	\$5,000.00 plus permit waiver
22 Walsh’s Square Heritage Area 3	Heritage Conservation Grant	Replacing non-heritage style windows with single-hung and trims. Replacing roof shingles.	\$17,666.30	\$4,416.58	~\$8,000	Medium	\$4,416.58 plus permit waiver
196 Water Street Designated Heritage Building Heritage Area 1	Heritage Maintenance Grant	Cleaning brick and replacing windows.	\$18,000.00	\$1,000.00	~\$5,000	High	\$1,000.00 plus permit waiver
TOTAL				\$49,985.85			



Heritage Financial Incentives Program

Heritage Financial Incentives Program

This Program is enacted pursuant to Section 355 of the [City of St. John's Act](http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm#355) (<http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm#355>)

Revised January 2017



1. Program:

The Heritage Financial Incentives Program is intended to defray some of the development cost difference associated with maintaining and conserving municipally designated Heritage Buildings and those buildings located in the City's designated [Heritage Areas](#), hereinafter referred to as "Heritage Properties". The applicant must substantiate the cost difference and the grant shall not exceed the amount of the cost difference.

2. Financial Incentives:

2.1 Heritage Maintenance Grant: This grant is for the maintenance and repair to façade elements abutting a public street. A grant of up to 25 per cent of the material and labour costs will be available to a maximum of \$1,000 per building, per calendar year.

2.2 Heritage Conservation Grant: This grant is for the preservation, restoration and/or replacement of façade elements abutting a public street. A grant of up to 25 per cent of the material and labour costs will be available to a maximum of \$5,000 per building, per calendar year.

2.3 Permit Waiver: Once a grant application is approved, Council may waive associated permit fees.

3. General Conditions:

3.1 All work funded by a grant shall comply with all applicable Federal, Provincial and Municipal legislation.

3.2 Any work undertaken prior to grant approval shall be identified and may be considered for funding at Council's discretion provided the City receives the grant application within the time frame as specified in Section 7.1 and within two (2) years of the date the Building Permit was issued.

3.3 For clarity, the use of vinyl siding is permissible in Heritage areas 2 & 3, however, vinyl siding shall not be eligible for funding.

4. Eligible Work Projects for the Heritage Maintenance Grant:

4.1 Measures undertaken for the maintenance and repair to façade elements abutting a public street, including but not limited to:

- Work to conserve the exterior such as: cornices, parapets, dormers, towers, windows, doors, canopies, and decorative features such as panels, mouldings, trims, carvings and similar architectural details. Subject to demonstrated need, cladding stabilization may also be eligible. This includes the repair and restoration of terracotta and the repointing of stone and brick masonry.
- Work to reconstruct missing exterior elements. This work must be based on drawings, photographs, surviving physical remnants, or other acceptable evidence of the original design.
- Repainting or re-coating of the exterior elements.
- Replacement or repair of roofing shingles, rain gutters, downspouts, flashing, exterior caulking and chimneys to prevent further deterioration due to weather infiltration.

5. Eligible Work Projects for the Heritage Conservation Grant:

5.1 Measures undertaken for the preservation, restoration and/or replacement of façade elements abutting a public street, including but not limited to:

- **Preservation** of existing exterior architectural elements. This may include the preservation of deteriorated windows and doors, cladding, roofing, foundation, cornices, mouldings, architectural trim and other significant features.
- **Restoration** of exterior architectural elements which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.
- **Replacement** of existing exterior architectural elements that still exist but which are beyond preservation or repair. This includes replacement of deteriorated doors and windows, cladding, roofing, cornices, mouldings, architectural trim, and other significant features.

6. Not Eligible for Assistance:

6.1 The following works shall not be eligible:

- New construction;
- Demolition;
- The removal, storage and/or reuse of façade of demolished Heritage Buildings;
- Signage;
- Fences, outbuildings, and landscaping;
- Building relocation;
- Vinyl siding;
- Legal fees and borrowing costs; and
- Owner's labour.

7. Application for a Heritage Grant:

7.1 An [application \(http://www.stjohns.ca/forms/heritage-financial-incentives-program-pde-3008\)](http://www.stjohns.ca/forms/heritage-financial-incentives-program-pde-3008) for a Heritage Grant shall be made in writing to the City between March 1st and May 1st.

7.2 An application shall be signed by the property owner or a person operating under the owner's written consent. A copy of the written consent shall accompany the application.

7.3 Applications shall include:

- a completed application form;
- current, coloured photographs of the façade abutting a public street, with close-ups of the areas of work, for which the grant is applied. Photographs may be submitted digitally by e-mail or USB drive;
- two cost estimate quotes for the proposed work; and,
- supporting documentation substantiating the amount of increased costs attributed to the designation as a municipal Heritage Building or due to its location in one of the City's Heritage Areas.

7.4 Late or incomplete applications will not be considered.

8. Priority of Grant Applications:

8.1 Priority will be given to:

- designated municipal Heritage Buildings;
- first-time applications;
- the preservation, restoration and weatherproofing historic elements rather than cosmetic improvements; and
- applications supported by a Conservation Plan or a Heritage Report prepared by a design professional (architect, engineer or qualified restoration professional).

9. Review Process:

9.1 Applications will be evaluated based on eligibility of work and the work's positive impact to the public streetscape.

9.2 The Heritage Planner, or his or her designate, shall review and make recommendations to the Built Heritage Experts Panel.

9.3 The Built Heritage Experts Panel shall make recommendations to Council.

9.4 Council may, in its sole discretion approve, approve with conditions, or refuse a grant application.

9.5 Applicants shall be notified in writing of Council's decision.

10. Applicant's Responsibilities on Approval of a Grant

10.1 Upon approval of a grant application the applicant shall:

- submit all costs and work plans to the City;
- obtain a building permit, if one is required, from the City;
- notify the City when there is any deviations to the costs and/or work plans;
- provide any other information as may be requested by Council; and,
- complete the project as set out in the grant application.

11. Funding:

11.1 Funding for the Heritage Financial Incentive Program may be established by Council on an annual bases during budget deliberations.

11.2 Each property shall be limited to one (1) grant per calendar year, and two (2) grants in any four (4) consecutive calendar years.

12. Conditions for Grant Payment

12.1 Applicants are required to complete all work and submit proof of payment of all paid invoices pertaining to the work within 24 months from the date of Council's approval of the grant.

12.2 Applicants shall submit coloured photographs of the completed work for which the grant is applied. Photographs may be submitted digitally by e-mail or USB drive.

12.3 All work and documentation must be deemed satisfactory upon inspection by the City prior to the disbursement of the grant. If upon final inspection it has been determined that the work has not been completed as per approved plans; and/or, has not been completed in compliance with all applicable legislation, the grant will be cancelled.

12.4 The grant may be cancelled should the work associated with it remain incomplete 24 months after approval of the grant.

12.5 In addition, once a grant is approved, the City may waive any associate permit fees on the application.

INFORMATION NOTE

Title: Mobile Vending Business in the City

Date Prepared: June 6, 2019

Report To: His Worship the Mayor and Members of Council

Councillor and Role: N/A

Ward: All

Issue:

To review the City's experience with mobile vending businesses and the *Mobile Vending By-Law*, and to analyze proposed methods of encouraging mobile vending businesses in the City.

Discussion – Background and Current Status:

The City of St. John's, through its Regulatory Services Division, administers and enforces the *Mobile Vending By-Law*. The *Mobile Vending By-Law* is designed to allow food, non-alcoholic beverages and articles to be sold from a variety of means to the public, e.g., by a food truck, pushcart or table sales.

The following is a description of the types of mobile vendor licenses issued for 2018.

Food Truck:

- Annual License – 5
- Temporary License - 11

Push Cart:

- Annual License – 8
- Temporary License – 0

Table Sales:

- Annual License – 0
- Temporary License – 5

Open-Air Market (Churchill square):

- Annual License – 4
- Temporary License - 0

Leased Spaces

There is a total of seven mobile vending parking spaces available for lease within the City (see Appendix A and B). Six are located in the downtown core and one in Churchill Square. All

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mobile vending spaces are currently leased with the exception of one, which is located on New Gower Street. Of the seven spaces, there are four that are long-term lessees with the others seeing more frequent turnover in vendor owners.

The cost of a leased space is \$3,000 plus HST per year for locations in the downtown and \$1,500 plus HST per year for the Churchill Square space. The amount charged reflects the average amount that would normally be received through public meter usage. The lease cost is in addition to the annual license fee for the applicable vendor.

Where Can Vendors Operate?

Food Trucks – Outside of the mobile vending leased parking spaces, licensed food trucks are permitted to operate in any parking stall in the downtown or any other street except in residential, institutional or open space zones, or within 100 meters of Mile One, the War Memorial or a grade school, unless specifically permitted by Council. If parked at a metered space, the meter must be paid, and all requirements of the St. John's Paid Parking Regulations complied with.

Push Cart – Licensed push Carts are permitted to operate in any parking stall in the downtown or on any street or sidewalk, except in residential, institutional or open space zones, or within 100 meters of Mile One, the War Memorial or a grade school, unless specifically permitted by Council. If parked in a metered space, the meter must be paid, and all requirements of the St. John's Paid Parking Regulations complied with.

Table Sales – The sale of articles such as jewelry, art, food, etc., is permitted except in residential, institutional or open space zones, or within 100 meters of Mile One, the War Memorial or a grade school, unless specifically permitted by Council. If the vendor of such articles wishes to set up a display table on the sidewalk, there must be ample room left for pedestrians to safely pass (approximately 2 meters). Sales in residential areas are not permitted.

Open-Air Market (Churchill Square) – The Open-Air Market was specifically set up to provide small scale local farmers and harvesters with the opportunity to sell their goods in a designated area in Churchill Square. This space is located at the back portion of the Churchill Square parking lot abutting Elizabeth Avenue.

In addition to the foregoing, there are five oversized vending spaces located on Banting Place, off Topsail Road (see appendix C), that are also available. Although these spaces are primarily used for the sale of Christmas Trees, they can be utilized for other forms of vending.

Insurance Requirements:

Current insurance requirements for all mobile vending units is \$2,000,000 Commercial General Liability.

License Fees:

The schedule of fees for mobile vending units are attached below.

Table Sales	\$250/year
Push Carts	\$500/year
Motorized Vehicles	\$500/year
Bicycles	\$100/year
Temporary Vending License (1-30 days)	\$250 which includes a \$200 refundable deposit

Compared to other jurisdictions of similar size (Halifax and Moncton) fees are comparable with the exception of Food Service Trucks which are much higher in those jurisdictions.

Analysis in Response to Mobile Vending-Related Questions Posed by Councilor Burton

1. *Provide material resources to mobile vending unit owners/operators*

The City could provide direct assistance to mobile vending unit (“MVU”) businesses in the form of material resources, e.g., tables and chairs. This is not recommended by staff as it would take significant resources to administer this program.

2. *Increase the number of MVU parking spaces*

The City can increase the number of MVU parking spaces in the City. The City could also set up MVU spaces in the intensification zones in Envision. It is not clear whether there is market demand for such additional MVU spaces.

3. *Develop communications about where MVUs might be permitted*

Toronto’s map of Potential Mobile Food Vending Zones (see <https://www.toronto.ca/services-payments/permits-licenses-bylaws/map-potential-mobile-food-vending-zones/>) sets out areas that are at least 30 meters from an operating restaurant where an MVU might be permitted. St. John’s could develop a map similar to Toronto’s map and include a section on how to apply for a vending license.

4. *Prohibit MVUs within 30 meters of an open and operating restaurant*

Currently, a licensed MVU business can operate anywhere in the City, except in residential, institutional or open space zones, or within 100 meters of Mile One, the War Memorial, or a grade school, unless specifically permitted by Council. Toronto prohibits MVUs from operating within 30 meters of an open and operating restaurant but allows MVUs to operate within 30 meters of a food court or the entrance to a building containing a food court. If the by-law were amended to include a similar 30-meter rule, some of the 7 mobile vending parking spaces may

have to be exempt from this requirement due to their current location being within 30 meters of a restaurant.

5. *Allow non-motorized MVUs, including food carts, to operate in public parks and open public spaces (e.g., community parks in subdivisions, green strips downtown in pedestrian areas, near the LSPU Hall, etc.)*

Some jurisdictions issue licenses for non-motorized food carts to operate in public parks (e.g., see <https://vancouver.ca/doing-business/park-food-trucks-and-carts-permits.aspx>). Currently, our by-law prohibits placing an MVU in a public park or a public open space without being specifically permitted to do so by Council. Thus, the current by-law provides Council the flexibility to permit or prohibit mobile vending in such areas. It might be useful for the City to develop an application form for those seeking to operate in a public park or public open space.

6. *Allow sidewalk retail*

Permitted under current by-law.

7. *Waive the licensing fee for local produce vendors/local harvesters*

The current by-law allows Council to set different fees for different types of MVUs. Waiving the licensing fee for local produce vendors is not recommended. As these are more seasonal vendors, they can apply for a temporary vending license.

8. *Waive the licensing fee for all MVU operators*

Council could, at its discretion, set that fee at \$0.00 but this is not recommended by staff.

9. *Create an MVU map, website, and FAQ for farmers and vendors*

See #3 above.

Key Considerations/Implications:

1. Budget/Financial Implications:

Changes to fees charged for MVU licenses, and/or for MVU paid parking, will affect City revenues.

2. Partners or Other Stakeholders:

Amending the *Mobile Vending By-Law* will require consultation with the Manager of Transportation Engineering and the Legal Department.

3. Alignment with Strategic Directions/Adopted Plans:

- Strategic Direction: A Sustainable City, Goal S3: Facilitate and create conditions that drive the economy by being business and industry friendly City:
 - a. By promoting small business and a diversity of cuisine options in the City; and,
 - b. By responding to the needs of first-time entrepreneurs and small business owners.

4. Legal or Policy Implications:

Any by-law amendments will require Legal review; policies for approving or rejecting MVU license applications may need to be modified.

5. Privacy Implications: N/A

6. Engagement and Communications Considerations:

Updating the City's webpage may be necessary if the *Mobile Vending By-Law* is amended. Communications may be engaged if any new maps, webpages or FAQs are desired.

7. Human Resource Implications: N/A

8. Procurement Implications:

Updating the City's webpage may be necessary if the *Mobile Vending By-Law* is amended. Communications may be engaged if any new maps, webpages or FAQs are desired.

9. Information Technology Implications: N/A

10. Other Implications: N/A

Conclusion/Next Steps:

If Council decides to proceed with any of the below suggestions, the appropriate departments should be tasked with engaging in next steps:

- Developing an application for requesting vending in Public Parks
- Updating website language
- Reviewing fee structure for temporary mobile vending licenses
- Developing criteria around bicycle vending
- Allowing vending in residential zones with restrictions
- Restricting food vending near open restaurants, etc.

Prepared by/Date:

Randy Carew, Manager, Regulatory Services, **date**
Jamie Freeman, Legal Counsel, May 29, 2019

Reviewed by/Date:

Approved by/Date:

Jason Sinyard, Deputy City Manager, Planning, Engineering and Regulatory Services,
date
Cheryl Mullet, City Solicitor, Office of the City Solicitor, June 3, 2019

Attachments:

Appendix A Current Mobile Vending Lease Spaces Downtown



Appendix B Current Mobile Vending Lease Spaces Churchill Square



Appendix C Available Mobile Vending Locations Topsail Road



**REPORT TO COUNCIL
DEVELOPMENT COMMITTEE MEETING
June 18, 2019 – 10:00 a.m. – Conference Room A, 4th Floor, City Hall**

- 1. Request to Temporarily Relocate Super Mailbox in Watershed
INT1900057
Across from 23 Camrose Drive**

Recommendation

It is recommended that Council approve the temporary relocation of the super mailbox as requested until the end of 2019.

- 2. Crown land permission to establish a Floating Boom
CRW1900013
Waterford River (Southside Road)**

Recommendation

It is recommended that the Crown Land permission be approved.

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

DECISION/DIRECTION NOTE

Title: Request to Temporarily Relocate Super Mailbox in Watershed
INT1900057
Across from 23 Camrose Drive

Date Prepared: June 14, 2019

Report To: His Worship the Mayor and Members of Council

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

Ward: 5

Decision/Direction Required:

To seek approval to temporarily relocate a Super Mailbox currently located in Paradise to a location which is within the City of St. John's Boundary, across from 23 Camrose Drive.

Discussion – Background and Current Status:

A request has been submitted by Canada Post seeking approval from the City to temporarily relocate a super mailbox situate in Paradise to a site within the municipal boundary of the City of St. John's. This requested due to the ongoing construction in the area which is due to be completed by Fall.

The proposed temporary site is within the Watershed Zone which allows a Public Utility as a Discretionary Use. The proposed site is level so no change in grade will be required and no vegetation will be removed. While the proposed site itself is within the City, the roadway abutting it is within the Town of Paradise, and it is the Town which will conduct the traffic review. In addition to the foregoing, it should be noted that Canada Post is a federal Crown corporation established and operating under the Canada Post Corporation Act, RSC 1985, c.C-10 which statute allows the corporation to place mailboxes on public property within municipalities.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:
Town of Paradise
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.

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4. Legal or Policy Implications:
Section 10.46, Watershed Zone, St. John's Development Regulations
Canada post Corporation Act, RSC 1985, c.C-10
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.

Recommendation:

It is recommended that Council approve the temporary relocation of the super mailbox as requested until the end of 2019.

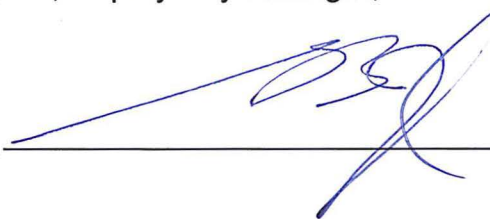
Prepared by/Signature:

Andrea Roberts – Development Officer

Signature: 

Approved by/Signature:

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

Signature: 

AAR/dlm

Attachments: Map

DECISION/DIRECTION NOTE

Title: Crown land permission to establish a Floating Boom
CRW1900013
Waterford River (Southside Road)

Date Prepared: June 18, 2019

Report To: His Worship the Mayor and Members of Council

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

Ward: 2

Decision/Direction Required:

To seek approval for Crown Land permission to place a floating boom to collect debris from the Waterford River.

Discussion – Background and Current Status:

The Provincial Department of Fisheries and Land Resources has referred an application by Northeast Avalon ACAP to install a boom that will capture passing floating debris from the river. The debris will be cleared out, audited and disposed of at the Robin Hood Bay Waste Management Facility on a weekly basis.

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.

Recommendation:

It is recommended that the Crown Land permission be approved.

Prepared by - Date/Signature:

Ashley Murray- Development Officer II

Signature: Ashley Murray

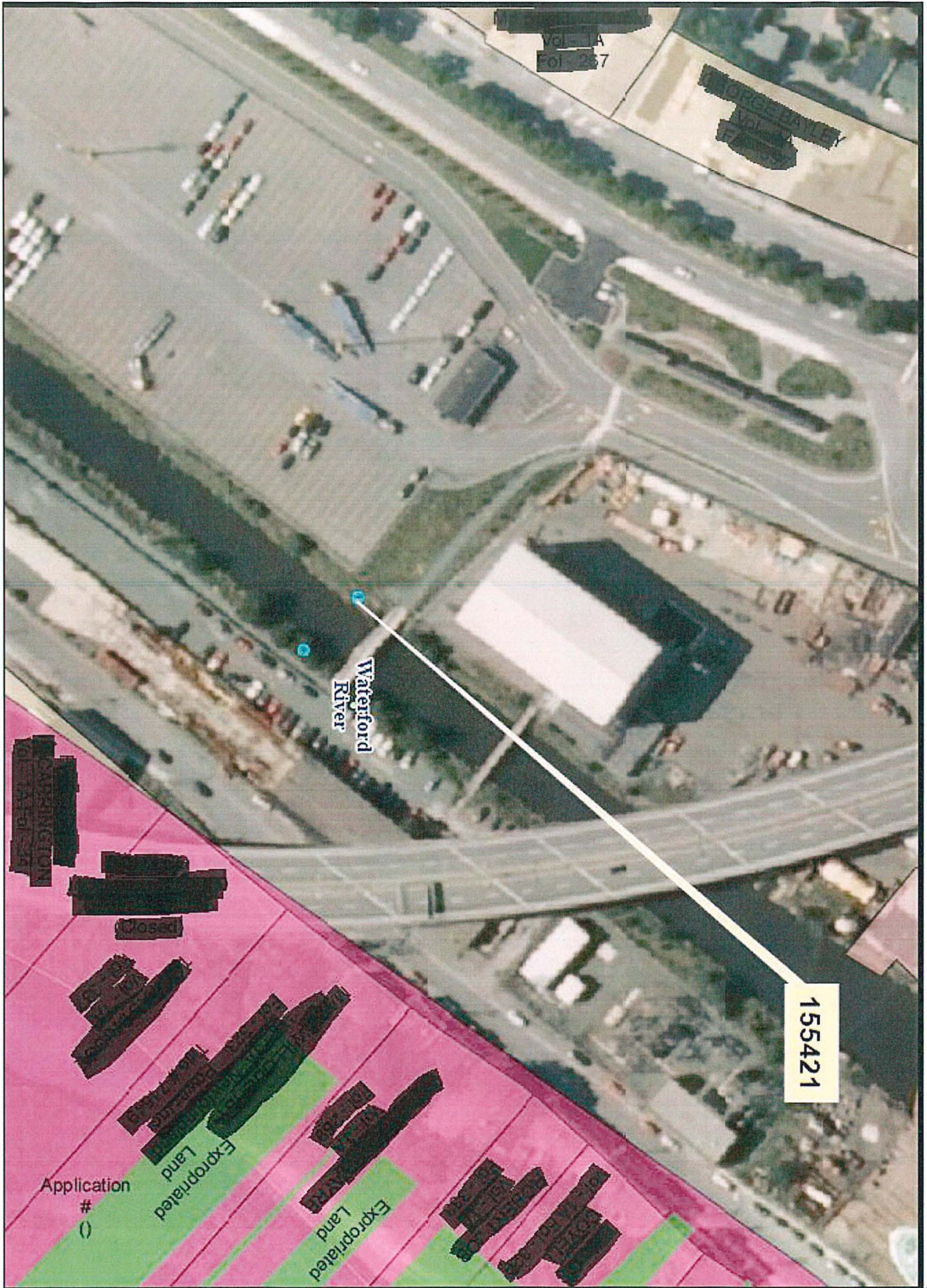
Approved by - Date/Signature:

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

Signature: JS

AAM/dlm

Attachments: Location Map



DEVELOPMENT PERMITS LIST
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES
FOR THE PERIOD OF May 30, 2019 TO June 19, 2019

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Residential Building Lot	152 Groves Road	4	Approved	19-06-05
RES		Construction of Townhouse Dwelling	59 Merrymeeting Road	2	Approved	19-06-06
RES		Demolition & Reconstruction of Townhouse Dwelling	61 Merrymeeting Road	2	Approved	19-06-07
COM	York Developments Inc	Construction of Warehouse Building	226 Danny Drive	5	Approved	19-06-07
INST	Autism Society of NL & Lab	Greenhouse	70 Clinch Crescent	4	Approved	19-06-19

<p>*</p> <p>Code Classification:</p> <p>RES - Residential INST - Institutional</p> <p>COM - Commercial IND - Industrial</p> <p>AG - Agriculture</p> <p>OT - Other</p>	
<p>**</p> <p>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.</p>	

Gerard Doran
Development
Supervisor
Planning, Engineering
and Regulatory
Services

Permits List
Council's June 25, 2019 Regular Meeting

Permits Issued: 2019/06/13 to 2019/06/19

BUILDING PERMITS ISSUED

Residential

Location	Permit Type	Structure Type
1 Birchwynd St	Deck	Patio Deck
10 Claddagh Rd	Fence	Fence
10 Rose Abbey St	Renovations	Single Detached Dwelling
12 McDougall St	Deck	Patio Deck
12 North Dr	Accessory Building	Accessory Building
12 Victoria St	Renovations	Single Detached w/ apt.
146 Patrick St	Renovations	Semi Detached Dwelling
15 Galashiels Pl	Fence	Fence
156 Blackmarsh Rd	Extension	Single Detached Dwelling
182 Pennywell Rd	Site Work	Single Detached Dwelling
20 Bambrick St	Fence	Fence
20 Musgrave St	Renovations	Single Detached Dwelling
22 Mercer's Dr	Extension	Patio Deck
23 Francis St	Extension	Single Detached Dwelling
26 McKay St	Site Work	Single Detached Dwelling
28 Great Southern Dr	New Construction	Single Detached Dwelling
28 Kelland Cres	Deck	Patio Deck
29 Lilac Cres	Fence	Fence
3 Cape Fox St	New Construction	Single Detached w/ apt.
30 Myrick Pl	Accessory Building	Accessory Building
41 Queen's Rd	Renovations	Semi Detached Dwelling
45 Long Pond Rd	Renovations	Single Detached Dwelling
5 Amherst Hts	Deck	Patio Deck
50 Prescott St	Renovations	Townhousing
57 Long's Hill	Renovations	Single Detached Dwelling

ST. JOHN'S

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

6 Conway Cres	Deck	Patio Deck
687 Main Rd	Site Work	Single Detached Dwelling
7 Mercer's Dr	Renovations	Single Detached Dwelling
76 Whiteway St	Accessory Building	Accessory Building
76 Whiteway St	Fence	Fence
79 Campbell Ave	Renovations	Single Detached Dwelling
8 Riverside Dr W	Fence	Fence
87 Springdale St	Renovations	Semi Detached Dwelling
96 Maurice Putt Cres	New Construction	Single Detached w/ apt.

This Week: \$686,377.00

Commercial

Location	Permit Type	Structure Type
120 Lemarchant Rd	Renovations	Office
215 Water St	Change of Occupancy/Renovations	Office
215 Water St	Renovations	Office
226 Danny Dr	New Construction	Warehouse
25 Churchill Sq	Change of Occupancy	Office
335-337 Duckworth St	Change of Occupancy/Renovations	Service Shop
390 Topsail Rd	Sign	Service Station
59 Duckworth St	Change of Occupancy	Office
720 Water St	Deck	Patio Deck

This Week: \$2,007,024.00

Government/Institutional

Location	Permit Type	Structure Type
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This Week: \$0.00

Industrial

Location	Permit Type	Structure Type
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This Week: \$0.00

Demolition

Location	Permit Type	Structure Type
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ST. JOHN'S

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

6 Maple St

Demolition

Single Detached Dwelling

This Week: \$8,000.00

This Week's Total: \$2,701,401.00

REPAIR PERMITS ISSUED:

\$117,700.00

REJECTIONS:

92-96 Forest Pond Rd

Application for 16' X 20' accessory building has been rejected as per Section 8.3.6 (4)(i)(a).

YEAR TO DATE COMPARISONS			
June 25, 2019			
TYPE	2018	2019	% Variance (+/-)
Residential	\$38,080,177.00	\$16,680,264.98	-56
Commercial	\$104,726,178.00	\$69,265,168.97	-34
Government/Institutional	\$2,423,682.00	\$1,503,350.00	-38
Industrial	\$5,000.00	\$3,000.00	-40
Repairs	\$1,221,995.00	\$945,117.00	-28
TOTAL	\$146,457,032.00	\$88,396,900.95	-40
Housing Units (1 & 2 Family Dwelling)	61	38	

Respectfully Submitted,

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

ST. JOHN'S

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending June 19, 2019

Payroll

Public Works	\$ 460,355.22
Bi-Weekly Casual	\$ 39,113.89
Accounts Payable	\$ 2,141,401.43
Total:	\$ 2,640,870.54

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	DESCRIPTION	AMOUNT
JENNIFER O'BRIEN	REFUND RECREATION PROGRAM	40.00
SOLO INVESTMENTS INC.	COURT OF APPEAL REFUND	200.00
ANDRE CLAIR & MEAGHAN MCCONNELL	COURT OF APPEAL REFUND	60.00
ERCO DEVELOPMENT	COURT OF APPEAL REFUND	60.00
CITY OF ST. JOHN'S	REPLENISH PETTY CASH	208.28
ROMAR ENTERPRISE LIMITED	COURT OF APPEAL REFUND	1,800.00
FAIRVIEW INVESTMENTS LTD	COURT OF APPEAL REFUND	400.00
MARY LYNN SORENSEN	COURT OF APPEAL REFUND	60.00
DR. HEIDI CAREW	MEDICAL EXAMINATION FEE	20.00
FEDERAL EXPRESS CANADA LTD.	COURIER SERVICES	123.79
CBS RENTALS LTD.	RENTAL OF EQUIPMENT	1,319.58
CANAVAN'S AUTO APPRAISERS LTD.	PROFESSIONAL SERVICES	270.19
JUDI CARROLL	BAILIFF SERVICES	156.00
NORTRAX CANADA INC.,	REPAIR PARTS	29,750.21
WAJAX POWER SYSTEMS	REPAIR PARTS	89.11
MEDICALMART NEWFOUNDLAND & LABRADOR	MEDICAL SUPPLIES	20.15
CANADIAN CAPITAL CITIES ORGANIZATION	MEMBERSHIP FEES	500.00
CHAPTERS ST. JOHN'S	BOOKS	73.95
THE WORKS	MEMBERSHIP FEES	508.80
GUY BADCOCK	BAILIFF SERVICES	245.00
IDEXX LABORATORIES	VETERINARY SUPPLIES	209.50
KANSTOR INC.	REPAIR PARTS	401.35
HICKEY'S TIMBER MART	BUILDING SUPPLIES	845.95
STERICYCLE INC.,	MEDICAL SUPPLIES	165.60
STAPLES ADVANTAGE	OFFICE SUPPLIES	72.45
PRAXAIR PRODUCTS INC.	CARBON DIOXIDE	441.57
MCDONALD REALTIES LTD.	REFUND OVERPAYMENT OF TAXES	21,730.37
PATRICIA MURPHY	LEGAL CLAIM	749.80
PAULINE CANDOW	REFUND SECURITY DEPOSIT	100.00
PETER BRECKON	REFUND OVERPAYMENT OF TAXES	302.50
RICHARD HANNAFORD	LEGAL CLAIM	767.60
RHONDA DALTON	LEGAL CLAIM	126.50
ALICE JORDAN	REFUND SECURITY DEPOSIT	66.00
ELIZABETH QUIGLEY	REFUND SECURITY DEPOSIT	500.00
PAUL BRIDGER	LEGAL CLAIM	133.40
THOMAS JOHNSTON	LEGAL CLAIM	85.10
KEITH & DEBBIE PARSONS	LEGAL CLAIM	241.50
MIKAELA BRENNAN	LEGAL CLAIM	181.70
SERVICE MASTER	REFUND SECURITY DEPOSIT	50.00
ECONOMIC DEVELOPERS ASSOCIATION OF CANADA	MEMBERSHIP FEES	223.09
DR. T.G. HOGAN	MEDICAL EXAMINATION FEE	20.00
NATI	MEMBERSHIP FEES	914.25
EVENT ATLANTIC SOCIETY	MEMBERSHIP FEES	228.85
CHUBBS, BOYD WARREN	ENTERTAINMENT	250.00
DR. ELIZABETH BANNISTER	MEDICAL EXAMINATION FEE	20.00

NAME	CHEQUE #	DESCRIPTION
DR. DAN MALONE	121164	MEDICAL EXAMINATION FEE
WARREN BONNELL	121165	LEGAL CLAIM
DR. A.R. ROLFE	121166	MEDICAL EXAMINATION FEE
WATER RESOURCES MANAGEMENT DIVISION	121167	CERTIFICATE EXAM FEE
ATLANTIC UNION	121168	ENTERTAINMENT
RECEIVER GENERAL FOR CANADA	121169	ANNUAL FEE
MORNEAU SHEPELL	121170	PROFESSIONAL SERVICES
MELVIN WAY	121171	REFUND SECURITY DEPOSIT
PROVINCIAL INVESTMENTS INC.	121172	COURIER SERVICES
JELLY BEAN ENTERTAINMENT	121173	ENTERTAINMENT
NOVELTY ENGRAVERS PLUS INC.	121174	NAME PLATE
THOMAS BREWER	121175	LEGAL CLAIM
PARSONS LAW	121176	TAX CERTIFICATE
PENNECON REALTY	121177	REFUND OVERPAYMENT OF TAXES
MENTAL HEALTH COMMISSION OF CANADA	121178	PROFESSIONAL SERVICES
GARY BARNES LEATHERWORKS	121179	PROFESSIONAL SERVICES
SALTWIRE, THE TELEGRAM, BOUNTY PRINT	121180	ADVERTISING
MARTIN AND BRENDA SHEIR	121181	REFUND OVERPAYMENT OF TAXES
CITY OF ST. JOHN'S	121182	REPLENISH PETTY CASH
POMERLEAU INC.,	EFT000000016818	PROGRESS PAYMENT
TURNER DRAKE & PARTNERS LIMITED	EFT000000016819	COURT OF APPEAL REFUND
AUTOMOTIVE SUPPLIES 1985 LTD.	EFT000000016820	AUTO SUPPLIES
NEWFOUNDLAND POWER	EFT000000016821	ELECTRICAL SERVICES
WESTLUND A DIVISION OF EMCO CORP.	EFT000000016822	REPAIR PARTS
WATERWORKS SUPPLIES DIV OF EMCO LTD	EFT000000016823	REPAIR PARTS
CIBC MELLON GLOBAL SECURITIES	EFT000000016824	EMPLOYEE DEDUCTIONS
CITY HALL SOCIAL CLUB	EFT000000016825	PAYROLL DEDUCTIONS
PUBLIC SERVICE CREDIT UNION	EFT000000016826	PAYROLL DEDUCTIONS
BREEN, DANNY	EFT000000016827	TRAVEL REIMBURSEMENT
KIRKLAND BALSOM & ASSOC.	EFT000000016828	COURT OF APPEAL REFUND
TURNER DRAKE & PARTNERS LIMITED	EFT000000016829	COURT OF APPEAL REFUND
DAY, DAVID	EFT000000016830	TRAVEL REIMBURSEMENT
DAVID LANE	EFT000000016831	TRAVEL REIMBURSEMENT
NEWFOUNDLAND EXCHEQUER ACCOUNT	EFT000000016832	REGISTRATION OF EASEMENT
TURNER DRAKE & PARTNERS LIMITED	EFT000000016833	COURT OF APPEAL REFUND
DAVID LANE	EFT000000016834	TRAVEL REIMBURSEMENT
ACKLANDS-GRAINGER	EFT000000016835	INDUSTRIAL SUPPLIES
ADT SECURITY SERVICES CANADA	EFT000000016836	MONITORING AND/OR MAINTENANCE CHARGES
GRECO PIZZA	EFT000000016837	MEAL ALLOWANCES
APEX CONSTRUCTION SPECIALTIES INC.	EFT000000016838	REPAIR PARTS
ASHFORD SALES LTD.	EFT000000016839	REPAIR PARTS
ATLANTIC OFFSHORE MEDICAL SERV	EFT000000016840	MEDICAL SERVICES
CABOT AUTO GLASS & UPHOLSTERY	EFT000000016841	CLEANING SERVICES
ATLANTIC PURIFICATION SYSTEM LTD	EFT000000016842	WATER PURIFICATION SUPPLIES
BOMI CANADA	EFT000000016843	EDUCATION COSTS

NAME	DESCRIPTION	AMOUNT
RDM INDUSTRIAL LTD.	INDUSTRIAL SUPPLIES	614.48
ROBERT BAIRD EQUIPMENT LTD.	RENTAL OF EQUIPMENT	7,899.13
NEWFOUNDLAND EXCHEQUER ACCOUNT	ANNUAL OPERATING FEES	586.50
DF BARNES SERVICES LIMITED	PROFESSIONAL SERVICES	587.90
HERCULES SLR INC.	REPAIR PARTS	8,459.96
DONALD C PECKHAM	COMMISSIONER - ASSESSMENT REVIEW COURT	540.00
BELBIN'S GROCERY	CATERING SERVICES	165.07
CABOT PEST CONTROL	PEST CONTROL	611.80
BEST DISPENSERS LTD.	SANITARY SUPPLIES	173.19
ROCKWATER PROFESSIONAL PRODUCT	CHEMICALS	1,131.68
STANTEC CONSULTING LTD. (SCL)	PROFESSIONAL SERVICES	2,070.00
BLACK & MCDONALD LIMITED	PROFESSIONAL SERVICES	471.64
PRINT & SIGN SHOP	SIGNAGE	322.00
MSC INDUSTRIAL SUPPLY ULC	REPAIR PARTS	2,729.08
BROWNE'S AUTO SUPPLIES LTD.	AUTOMOTIVE REPAIR PARTS	931.70
CANSEL SURVEY EQUIPMENT INC.	REPAIR PARTS	792.14
FARRELL'S EXCAVATING LTD.	ROAD GRAVEL	4,775.54
JLG TRANSPORTATION LTD.	TAXI SERVICES	45.25
FIRE TECH SYSTEMS LIMITED	FIRE SUPPLIES	381.96
WESTERN HYDRAULIC 2000 LTD	REPAIR PARTS	2,127.50
STAPLES THE BUSINESS DEPOT - STAVANGER DR	STATIONERY & OFFICE SUPPLIES	46.31
CANADA POST CORPORATION	POSTAGE SERVICES	46.05
CANADIAN CORPS COMMISSIONAIRES	SECURITY SERVICES	17,554.16
AIR LIQUIDE CANADA INC.	CHEMICALS AND WELDING PRODUCTS	3,149.37
HISCOCK'S SPRING SERVICE	HARDWARE SUPPLIES	642.85
THOMSON REUTERS CANADA	PUBLICATIONS	1,140.54
D PETERS BRONZE & BRASS	NAME PLATES	448.50
SOBEY'S INC	PET SUPPLIES	1,701.84
MAC TOOLS	TOOLS	607.87
CITY SAND AND GRAVEL LTD.	ROAD GRAVEL	934.36
NORTH ATLANTIC SUPPLIES INC.	REPAIR PARTS	80.50
KENT	BUILDING SUPPLIES	1,639.38
ATLANTIC HOME FURNISHINGS LTD	APPLIANCES	1,867.60
EXECUTIVE BUS LTD	TRANSPORTATION SERVICES	13,395.28
RENTOKIL CANADA CORPORATION	PEST CONTROL	19,643.15
HAZMASTERS INC.	CHEMICALS	763.95
DULUX PAINTS	PAINT SUPPLIES	804.32
COLONIAL GARAGE & DIST. LTD.	AUTO PARTS	4,389.48
CONSTRUCTION SIGNS LTD.	SIGNAGE	13,713.75
SCARLET EAST COAST SECURITY LTD	TRAFFIC CONTROL	163.30
BUREAU VERITAS CANADA (2019) INC	WATER PURIFICATION SUPPLIES	233.16
CRANE SUPPLY LTD.	PLUMBING SUPPLIES	626.18
ENVIROSYSTEMS INC.	PROFESSIONAL SERVICES	1,016.95
FASTENAL CANADA	REPAIR PARTS	32.14
LONG & MCQUADE	REAL PROGRAM	284.00

NAME	DESCRIPTION	AMOUNT
CUMMINS CANADA ULC	REPAIR PARTS	3,060.12
CRAWFORD & COMPANY CANADA INC	ADJUSTING FEES	704.00
DICKS & COMPANY LIMITED	OFFICE SUPPLIES	1,953.28
MIC MAC FIRE & SAFETY SOURCE	SAFETY SUPPLIES	2,346.00
EAST COAST HYDRAULICS	REPAIR PARTS	26.16
HITECH COMMUNICATIONS LIMITED	REPAIRS TO EQUIPMENT	510.27
REEFER REPAIR SERVICES (2015) LIMITED	REPAIR PARTS	2,413.38
ATLANTIC HOSE & FITTINGS	RUBBER HOSE	457.60
CANADIAN TIRE CORP.-HEBRON WAY	MISCELLANEOUS SUPPLIES	1,417.17
CANADIAN TIRE CORP.-MERCHANT DR.	MISCELLANEOUS SUPPLIES	927.85
CANADIAN TIRE CORP.-KELSEY DR.	MISCELLANEOUS SUPPLIES	3,257.78
EAST CHEM INC.	CHEMICALS	219.08
EASTERN MEDICAL SUPPLIES	MEDICAL SUPPLIES	1,572.63
EASTERN TURF PRODUCTS	REPAIR PARTS	195.51
ELECTRIC MOTOR & PUMP DIV.	REPAIR PARTS	745.20
HOME DEPOT OF CANADA INC.	BUILDING SUPPLIES	571.87
DOMINION STORE 935	MISCELLANEOUS SUPPLIES	735.90
21ST CENTURY OFFICE SYSTEMS 1992 LTD.	OFFICE SUPPLIES	1,138.50
FASTSIGNS	SIGNAGE	115.00
BASIL FEARN 93 LTD.	REPAIR PARTS	928.65
EMERGENCY REPAIR LIMITED	AUTO PARTS AND LABOUR	23,981.12
CONTROL PRO DISTRIBUTOR INC.	REPAIR PARTS	35.37
GAZE SEED 2015 INCORPORATED	GARDENING SUPPLIES	91.94
PRINCESS AUTO	MISCELLANEOUS ITEMS	641.27
GLOBALSTAR CANADA SATELLITE CO	SATELLITE PHONES	367.95
STELLAR INDUSTRIAL SALES LTD.	INDUSTRIAL SUPPLIES	920.64
PROVINCIAL FENCE PRODUCTS	FENCING MATERIALS	2,139.00
MARTAK CANADA LTD.	REPAIR PARTS	125.35
HARRIS & ROOME SUPPLY LIMITED	ELECTRICAL SUPPLIES	3,311.57
HARVEY & COMPANY LIMITED	REPAIR PARTS	2,799.19
STELLA BURRY COMMUNITY SER.	CATERING SERVICES	436.40
HISCOCK RENTALS & SALES INC.	HARDWARE SUPPLIES	1,162.51
HOLDEN'S TRANSPORT LTD.	RENTAL OF EQUIPMENT	1,466.25
FLEET READY LTD.	REPAIR PARTS	985.12
HOLLAND NURSERIES LTD.	FLORAL ARRANGEMENT	800.28
HONDA ONE	REPAIR PARTS	272.49
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	REPAIR PARTS	1,512.43
VESEY'S SEEDS LIMITED	TORO GROUNDMASTER MOWER	123,044.25
HOUSEHOLD MOVERS & SHIPPERS LTD	PROFESSIONAL SERVICES	517.50
GERALD PENNEY ASSOCIATES LIMITED	PROFESSIONAL SERVICES	13,183.50
IRC NEWFOUNDLAND LTD.	REPAIR PARTS	835.71
SPARTAN INDUSTRIAL MARINE	SAFETY SUPPLIES	48.30
IMPRINT SPECIALTY PROMOTIONS LTD	PROMOTIONAL ITEMS	887.05
HICKMAN DODGE JEEP CHRYSLER	AUTO PARTS	292.10
ONX ENTERPRISE SOLUTIONS LIMITED	SOFTWARE MAINTENANCE	23,255.01

NAME	DESCRIPTION	AMOUNT
UMBRELLA SECURITY	ALARM MONITORING	431.25
CLEAN AIR SOLUTIONS	PROFESSIONAL SERVICES	396.75
PRINTER TECH SOLUTIONS INC.,	REPAIRS TO EQUIPMENT	360.62
CDMV	VETERINARY SUPPLIES	741.80
KAVANAGH & ASSOCIATES	PROFESSIONAL SERVICES	77,495.66
KENT BUILDING SUPPLIES-STAVANGER DR	BUILDING MATERIALS	130.27
ETHREE CONSULTING INC.	PROFESSIONAL SERVICES	2,069.43
CENTINEL SERVICES	REPAIR PARTS	181.13
KERR CONTROLS LTD.	INDUSTRIAL SUPPLIES	3,340.81
MARK'S WORK WEARHOUSE	PROTECTIVE CLOTHING	565.70
JT MARTIN & SONS LTD.	HARDWARE SUPPLIES	549.73
MCCLOUGHLAN SUPPLIES LTD.	ELECTRICAL SUPPLIES	1,920.78
MIKAN SCIENTIFIC INC.	REPAIR PARTS	364.44
VETERINARY SPECIALTY CENTRE OF NEWFOUNDLAND & LABR	PROFESSIONAL SERVICES	243.80
GEORGE TRAINOR	PROFESSIONAL SERVICES	1,591.15
SHORELINE LUBRICANTS & INDUSTRIAL SUPPLY	CHEMICALS	263.47
ENGLOBE CORP	PROFESSIONAL SERVICES	4,989.05
MODERN PAVING LTD.	MODERN SOIL TREATMENT	1,934.58
WAJAX INDUSTRIAL COMPONENTS	REPAIR PARTS	53.52
NEWFOUNDLAND HVAC LTD.	PROFESSIONAL SERVICES	379.50
NEWFOUNDLAND DISTRIBUTORS LTD.	INDUSTRIAL SUPPLIES	587.53
TRC HYDRAULICS INC.	REPAIR PARTS	158.44
NL KUBOTA LIMITED	REPAIR PARTS	102.07
TOROMONT CAT	AUTO PARTS	125.10
NORTH ATLANTIC PETROLEUM	PETROLEUM PRODUCTS	95,216.96
PBA INDUSTRIAL SUPPLIES LTD.	INDUSTRIAL SUPPLIES	1,062.60
THE NETWORK CAFE	CATERING SERVICES	802.18
GCR TIRE CENTRE	TIRES	678.40
PARTS FOR TRUCKS INC.	REPAIR PARTS	5,947.44
K & D PRATT LTD.	REPAIR PARTS AND CHEMICALS	912.47
RIDEOUT TOOL & MACHINE INC.	TOOLS	592.65
NAPA ST. JOHN'S 371	AUTO PARTS	1,142.22
THE ROYAL GARAGE LIMITED	AUTO PARTS	273.36
ROYAL FREIGHTLINER LTD	REPAIR PARTS	2,370.85
S & S SUPPLY LTD. CROSSTOWN RENTALS	REPAIR PARTS	7,772.93
BIG ERICS INC	SANITARY SUPPLIES	210.08
SAUNDERS EQUIPMENT LIMITED	REPAIR PARTS	1,432.94
CHANDLER	PROTECTIVE CLOTHING	4,588.25
TELELINK-THE CALL CENTRE INC.	MESSAGE MANAGER	1,535.38
TRACTION DIV OF UAP	REPAIR PARTS	8,890.25
TULKS GLASS & KEY SHOP LTD.	PROFESSIONAL SERVICES	272.77
URBAN CONTRACTING JJ WALSH LTD	PROPERTY REPAIRS	776.25
WATERWORKS SUPPLIES DIV OF EMCO LTD	REPAIR PARTS	704.95
DR. WADE MERCER	MEDICAL EXAMINATION FEE	20.00
BRUNSWICK NEWS INC.	ADVERTISING	287.50

NAME	DESCRIPTION	AMOUNT
ACE CLEANING COMPANY	CLEANING SERVICES	27,093.02
EASTERN WASTE MANAGEMENT	3RD QUARTER FUNDING	834,893.04
DR. NOREEN FARDY	MEDICAL EXAMINATION FEE	20.00
DR. GARY RIDEOUT	MEDICAL EXAMINATION FEE	20.00
KROWN PROPERTY INVESTMENTS	PROFESSIONAL SERVICES	625.41
CHOICES FOR YOUTH INC.	HPS FUNDS	33.33
GFL ENVIRONMENTAL INC.	PROFESSIONAL SERVICES	47,644.89
EXP SERVICES	PROFESSIONAL SERVICES	2,306.67
HEAD, BRIAN	MILEAGE	245.50
CRITCH, ROBERT	MILEAGE	129.16
WINSOR, MICHELLE	MILEAGE	37.58
KNEE, TERRY	VEHICLE BUSINESS INSURANCE	204.00
SMITH, DEBBIE	VEHICLE BUSINESS INSURANCE	178.00
ANNETTE OLDFORD	MILEAGE	20.30
WINSOR, LYNNANN	MILEAGE	154.85
JAMES MOORE	MILEAGE	228.61
ANDREWS, JULIA	VEHICLE BUSINESS INSURANCE	36.25
CLARKE, ELIZABETH	MILEAGE	23.14
JASON PHILLIPS	MILEAGE	279.56
MAUREEN DWYER	EMPLOYMENT RELATED EXPENSES	22.00
WILLIAMSON, HELEN	VEHICLE BUSINESS INSURANCE	194.36
RICHARD NOSEWORTHY	CLOTHING ALLOWANCE	109.99
DAPHNE SULLIVAN	MILEAGE	308.88
CINDY MCGRATH	EMPLOYMENT RELATED EXPENSES	432.54
BREEN, DANNY	LUNCHEON	50.00
CHARITY LAWRENCE	VEHICLE BUSINESS INSURANCE	151.42
VINNICOMBE, NICOLE	CLOTHING ALLOWANCE	80.00
TOBIN, JUDY	MILEAGE	38.11
EMMA FIFIELD	VEHICLE BUSINESS INSURANCE	257.00
KYLE KEARSEY	MILEAGE	125.68
PAUL PORTER	EMPLOYMENT RELATED EXPENSES	93.71
EDMUNDO FAUSTO	VEHICLE BUSINESS INSURANCE	81.00
DANIEL LEBLANC	VEHICLE BUSINESS INSURANCE	125.50
HANLON SERVICES	PROFESSIONAL SERVICES	1,054.55
CUBEX LTD.	REPAIR PARTS	65.57
CISCO SYSTEMS CAPITAL CANADA CO.	SOFTWARE MAINTENANCE	9,004.05
EM PLASTIC	REPAIR PARTS	166.75
CWB NATIONAL LEASING	PROFESSIONAL SERVICES	1,100.71
VALLEN	REPAIR PARTS	1,240.71
DR. PINOS MPIANA	MEDICAL EXAMINATION FEE	20.00
REHRIG PACIFIC COMPANY (CDN)	PROFESSIONAL SERVICES	42,468.95
PROCUREMENT ADVISORY OFFICE INCORPORATED	SOFTWARE MAINTENANCE	1,725.00
FLEETMIND SOLUTIONS LTD.	SOFTWARE MAINTENANCE	6,527.40
PAYBYPHONE TECHNOLOGIES INC.	PARKING METERS	1,208.33
INTERNATIONAL NAME PLATE SUPPLIES LTD.	DECAL FOR VEHICLES	77.25

NAME	DESCRIPTION	AMOUNT
PERRY MATTHEWS TOWING INC.	PROFESSIONAL SERVICES	1,868.75
WFC PROPERTY SERVICED LTD	PROFESSIONAL SERVICES	517.50
DR. REBECCA MAWHINNEY	MEDICAL EXAMINATION FEE	20.00
WEIRS CONSTRUCTION LTD.	STONE/ROAD GRAVEL	2,591.76
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	17,183.63
COLFORD, SHERRY	TRAVEL REIMBURSEMENT	1,766.19
TOTAL: \$		<u>2,141,401.43</u>

BID APPROVAL NOTE

Bid #	NA		
Bid Name	NA		
Department	SJRFD	Division	Office of the Fire Chief
Budget Code	2491-56157		
Source of Funding	<input type="radio"/> Operating <input checked="" type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	Replace the 2006 Bronto Ladder Truck that has been removed from operational duties as a platform truck based on issues with the structural integrity of the boom.		
Results	<input type="radio"/> As attached <input checked="" type="radio"/> As noted below		
	Vendor Name		Bid Amount
	Fort Garry		\$1,326,750 excludes HST
	Spartan/Smeal (MetalFab)		360 day delivery
	MicMac Fire Safety		14-16 month delivery
Expected Value	<input checked="" type="radio"/> As above <input type="radio"/> Value shown is an estimate only for a year period. The City does not guarantee to buy any specific quantities or dollar value.		
Contract Duration	NA		
Bid Exception	<input type="radio"/> None <input checked="" type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	Due to structural integrity of the boom as per a recent inspection, Bronto ladder truck cannot be used for firefighting purposes with personnel. With the only spare truck in service and no spare if a Ladder requires maintenance or repairs, an emergency purchase is recommended with Fort Garry who can deliver by November 2019.		
Supply Chain Buyer	Sherry Kieley		
Supply Chain Manager	<i>Derek Coffey</i>	Date	2019 06 19
Deputy City Manager*	Derek Coffey	Date	2019/06/19

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

ST. JOHN'S

TO: Government of Newfoundland and Labrador, Public Procurement Agency

**Report to Chief Procurement Officer, Public Procurement Agency
(Pursuant to Section 32 or *The Public Procurement Regulations*)
Version 1 – 2018-03-24**

**FROM: Government Funded Body
City of St. John's, P.O. Box 908, St. John's, NL A1C5M2**

Contract Description:

Procurement of a 70ft Aerial Platform Ladder Truck for the St. John's Regional Fire Department.

Contractor, Supplier or Lessor:

Name: Fort Garry Fire Trucks

Address: 53 Bergen Cutoff Road, Winnipeg, MB

Country: Canada

Contract Price
(exclusive of HST): \$ 1,326,750.00

Contract # or PO #: NA

Date of Award: 06/25/2019

Relevant Exception Clause (select only one):

6(a)(iv) Emergency/Urgency

Reason(s) Why an Open Call for Bids Was Not Invited:

Based on an annual inspection conducted in June 2019 for one of SJRFD's ladder trucks, it was determined that due to cracks discovered in the boom, the truck cannot be used with personnel on the boom for firefighting. The SJRFD has put its spare truck in service and no longer has a spare to use when a Ladder is taken out of service for maintenance or repairs. The SJRFD cannot be without two Ladders for frontline response in its Region at any time.

Prepared by: Sherry L. Colford

Date: 06/17/2019

Head of Public Body:
(DCM - Finance & Admin)


Date:

Contract Award Without an Open Call for Bids

Relevant Exemption Clauses:

- 6(a)(ii): The commodity is of the nature that an open call for bids could reasonably be expected to compromise security (limited call for bids required)
- 6(a)(iii): The commodity is available from a public body
- 6(a)(iv): An emergency or a situation or urgency exists and the acquisition of the commodity cannot reasonably be made in time by an open call for bids
- 6(a)(v): There is only one source reasonably available for the commodity
- 6(a)(vi): A list of pre-qualified suppliers has been established using a request for qualifications and the public body is requesting quotations from all pre-qualified suppliers on the list
- 6(a)(vii): An acquisition of a commodity is for the purpose of resale or for incorporation into a product or resale
- 6(b): Set rates have been established by the Public Utilities Boards acting under the *Public Utilities Act* or another Act
- 19:
 - (1) The acquisition of a commodity is exempt from the requirements of the framework where the following requirements are satisfied:
 - (a) the minister responsible for economic development has recommended the exemption on the basis that the acquisition of the commodity is for the purpose of economic development;
 - (b) the exemption has been approved by the Lieutenant-Governor in Council; and
 - (c) the exemption is not precluded by an intergovernmental trade agreement.
 - (2) Where a public body acquires a commodity that is exempted under subsection (1), the public body shall report the acquisition to the chief procurement officer.

BID APPROVAL NOTE

Bid #	2019149		
Bid Name	Bishop's Line at Doyle's Brook Culvert Replacement		
Department	PERS	Division	Engineering
Budget Code	ENG-2018-923		
Source of Funding	<input type="radio"/> Operating <input checked="" type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	To remove and replace exiting culvert at Bishop's Line at Doyle's Brook.		
Results	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	Vendor Name	Bid Amount	
Expected Value	<input checked="" type="radio"/> As above <input type="radio"/> Value shown is an estimate only for a year period. The City does not guarantee to buy any specific quantities or dollar value.		
Contract Duration	3 months from award of contract		
Bid Exception	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	It is recommended to award this open call to Modern Paving Limited (\$296,624.10) HST included, the lowest proponent meeting specifications as per the Public Procurement Act.		
Supply Chain Buyer	John Hamilton		
Supply Chain Manager		Date	2019/06/20
Deputy City Manager*		Date	

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

ST. JOHN'S

2019149

Bishop's Line at Doyle's Brook Culvert Replacement
Submission Summary

Vendor

Unofficial Value or Notes

Modern Paving Limited	\$296,624.10
Dexter construction company Limited	\$355,945.13
Black Diamond Construction Limited	\$459,706.75
Pyramid Construction Limited	\$470,367.25
Coady Construction & Excavating Limited	\$480,700.00

DECISION/DIRECTION NOTE

Title: Special Event Advisory Committee Requests

Date of Meeting: June 20, 2019

Report To: Regular Meeting of Council

Councillor and Role: Councillor Korab, Special Events Advisory Committee

Ward: N/A

Decision/Direction Required: Approval of requests detailed below.

Discussion – Background and Current Status:

The Special Events Advisory Committee has received applications for the following events, requiring approval.

1. Exeter Avenue Canada Day Block Party

July 1, 2019

Neighbourhood block party which requires the closure of Exeter Avenue from 2:30pm to 8:30pm. Local traffic permitted.

Recommend approval of the requested road closure.

2. Airport Heights Canada Day Block Party

July 1, 2019

Closure of a section of Lancaster Street, from the intersection of Lancaster/Branscombe up to and including driveways of civic numbers 3, 4 and 5 Lancaster.

Closure in effect 11am to 3pm

Recommend approval of the requested road closure.

3. Kenai Crescent Canada Day Block Party

July 1, 2019

Block party for kids/families on Kenai Crescent area. Road closure from 48-58 Kenai Crescent.

Closure in effect 12pm to 11pm

Recommend approval of the requested road closure.

ST. JOHN'S

4. City of St. John's Canada Day Events

July 1, 2019

Sunrise Event on Signal Hill

Set-up starts at 4am

Event 6am to 7am

Road Closure – Parks Canada will close access to top of Signal Hill

Family Fun Day at King George V

Set-up starts at 11am

Event 1pm to 5pm

Road Closure - Carnell Drive 12pm to 6pm

Family Concert at Quidi Vidi Bandstand + Fireworks at Quidi Vidi Rugby Pitch

Set-up starts at 6pm

Event 8pm to 10:30pm

Road Closure – The Boulevard (Kings Bridge Road to East White Hills Road) 7pm to post fireworks

*If weather does not cooperate, fireworks will be pushed to July 2

Recommend approval of the requested road closures.

5. Mews 8k

July 14, 2019

Road race, requiring the following road closures and lane reductions.

Mundy Pond Road – Both Directions

7:30 – 8:05am

St. Teresa's School to Ropewalk Lane

Mundy Pond Road – Eastbound Lane

8:05 – 8:30am

Blackler Avenue to Ropewalk Lane

Campbell Avenue – westbound, west of Cashin Avenue

7:55 – 8:30am

Access to residents of Campbell Avenue

Pearce Avenue

7:55 – 8:05am

Blackmarsh Road – Westbound Lane

8:00 – 8:15am

Cashin Avenue to Blackler Avenue

Blackler Avenue – Northbound Lane

8:00 – 8:20am

ST. JOHN'S

Blackmarsh Road to Mundy Pond Road

Ropewalk Lane – Northbound Lane

8:10 – 8:30am

Mundy Pond Road to Empire Avenue

Empire Avenue – Eastbound Lane

8:10 – 9:00am

Ropewalk Lane to Kingsbridge/Circular Roads

Lake Avenue – Eastbound Lane

8:20 – 9:00am

Kingsbridge Road to Clancey Drive

Clancey Drive & Lakeview Avenue – Both Directions

7:00 – 9:30am

Access to Lakeview for residents from Forest Road only.

RNC will be on hand to provide escort and assist at various intersections.

Recommend approval of the requested road closures/lane reductions.

6. Pride Parade & Festival

July 14, 2019 (July 21 rain date)

Road Closures starting at 11am

New Gower Street East Bound at Waldegrave Street

New Gower Street West Bound from City Hall to Carter's Hill

Duckworth from Bates Hill to New Gower Street

Adelaide at George

Parade Route starting at 1pm

New Gower Street, Duckworth Street, Ordnance Street, Military Road, Bannerman Road, ending at Bannerman Park.

There will be a rolling closure of the above noted streets.

Festival in Bannerman Park starting at approximately 2pm

Bannerman Road will close upon arrival of parade and will reopen at approximately 3pm. There will be music, crafts, face painting, etc.

RNC and a hired Traffic Control Company will be providing traffic control along the route.

Recommend approval of the requested road closures.

ST. JOHN'S

7. Cycle for Sight

August 11, 2019

On road cycling event - not a race.

Ride begins at 8am.

Small number of participants over a variety of distances

There will be no road closures - all riders must follow the rules of the road.

Organizer will have signs deployed to inform motorists.

3km to 12km Route

A 3 km loop that one can do one to four times, intended for younger and newbie riders.

Lions Chalet/Trail System/Newtown Road/Hoyles Avenue/Guy Street/ Baltimore

Street/Whiteway Street/Newtown Road/Byron Street/ Whiteway Street/Trail

System/Lions Chalet.

25km Route

Bonaventure Avenue/ Fleming Street/ Monkstown Road/ Circular Road/ Empire

Avenue/ Forest Road/ Quidi Vidi Village Road/ The Boulevard/ East White Hills Road/

Churchill Avenue/ Veteran's Road/ Charter Avenue/ Janeway Place/Trail System/

Newfoundland Drive/ East White Hills Road/ Robin Hood Bay Road/ Logy Bay

Road/Roads within the Town of Logy Bay-Middle Cove-Outer Cove/ Logy Bay Road/

Newfoundland Drive/ Higgins Line/ Allandale Road/ Bonaventure Avenue/Lions Chalet.

55km Route

Bonaventure Avenue/ Fleming Street/ Monkstown Road/ Circular Road/ Empire

Avenue/ Forest Road/ Quidi Vidi Village Road/ The Boulevard/ East White Hills Road/

Churchill Avenue/ Veteran's Road/ Charter Avenue/ Janeway Place/Trail System/

Newfoundland Drive/ East White Hills Road/ Robin Hood Bay Road/ Logy Bay

Road/Roads within the Town of Logy Bay-Middle Cove-Outer Cove/ Roads within the

Town of Torbay/ Roads within the Town of Flatrock/ Roads within the Town of Portugal

Cove/ Portugal Cove Road/ Airport Heights Drive/ Portugal Cove Road/ Higgins Line/

Allandale Road/ Bonaventure Avenue/St. John's Lions Club.

75km Route

Bonaventure Avenue/ Fleming Street/ Monkstown Road/ Circular Road/ Empire

Avenue/ Forest Road/ Quidi Vidi Village Road/ The Boulevard/ East White Hills Road/

Churchill Avenue/ Veteran's Road/ Charter Avenue/ Janeway Place/Trail System/

Newfoundland Drive/ East White Hills Road/ Robin Hood Bay Road/ Logy Bay

Road/Roads within the Town of Logy Bay-Middle Cove-Outer Cove/ Roads within the

Town of Torbay/ Roads within the Town of Flatrock/ Roads within the Town of Pouch

Cove/ Roads within the Town of Bauline/ Roads within the Town of Torbay/ Roads

within the Town of Portugal Cove/ Portugal Cove Road/ Airport Heights Drive/ Portugal

Cove Road/ Higgins Line/ Ridge Road/ Mount Scio Road/ Oxen Pond Road/ O'Briens

Hill/ Larkhall Street/ Wicklow Street/ Prince Phillip Drive/ University Avenue/ Paton

Street/ Elizabeth Avenue/ Whiteway Street/ Bonaventure Avenue/Lions Chalet.

Recommend approval of the above noted on-road event.

ST. JOHN'S

8. Twist Your Wrist

August 11, 2019

Motorcycle fundraising ride begins at 9:30am in Mount Pearl.
Ride route will take participants through Route 10 - Kilbride to Goulds.

RNC will be on hand to provide ride escort.

Recommend approval of the above noted on-road event.

9. Huffin Puffin Marathon

September 22, 2019

Road Race

Roads/Lanes Closed (7am to 1pm)

Waterford Bridge Road – Westbound to Bowring Park west entrance

Southside Road – Blackhead Road to Bay Bulls Road

Harbour Drive – Eastbound

Water Street – Westbound

Exit ramp from Pitts Memorial Drive to Water Street

Temperance Street

Quidi Vidi Road

Forest Road

Cuckholds Cove Road

Quidi Vidi Village Road Lane reductions

The Boulevard - Westbound Lane reduction

Carnell Drive

Empire Avenue – Circular to Plymouth

Course will be coned indicating runner lane, resulting in lane reductions.

Traffic will not be blocked, merely calmed/slowed.

City of St. John's Parking Enforcement Officers, RNC, RNC Cadets and a hired Traffic Control Company will be providing traffic control on the course.

Recommend approval of the requested road closures.

ST. JOHN'S

10. Polka Dot Trot

September 22, 2019

Walk begins at 9am

Walk Route

Start at Health Sciences Centre
Clinch Crescent to Prince Philip Drive
Prince Philip Drive to University Avenue
University Avenue to Paton Street
Paton Street to Anderson Avenue
Anderson Avenue to Freshwater Road
Freshwater Road to Terra Nova Road
Terra Nova Road to Crosbie Road
Finish at Power Plex

Participants will walk on the sidewalk and adhere to all traffic control signals.
RNC and a traffic control company will be on hand to assist at various intersections.

Recommend approval of the requested road closures/lane reductions.

Key Considerations/Implications:

1. Budget/Financial Implications
2. Partners or Other Stakeholders
3. Alignment with Strategic Directions/Adopted Plans
4. Legal or Policy Implications
5. Privacy Implications
6. Engagement and Communications Considerations
7. Human Resource Implications
8. Procurement Implications
9. Information Technology Implications
10. Other Implications

Recommendation: Recommend Council approval the event requests, as outlined above.

ST. JOHN'S

Prepared by/Date: Beverley Skinner, Manager Program Service & Delivery

Approved by/Date: Tanya Haywood, Deputy City Manager – Community Services

Attachments:



INFORMATION NOTE

Title: Interpreting Zone Lines at 22 Bishop's Line, Goulds
DEV1900071

Date Prepared: June 18, 2019

Report to: His Worship the Mayor and Members of Council

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

Ward: 5

Issue: To interpret the Residential Low Density (R1) Zone line in relation to the Goulds Ultimate Service Area boundary.

Discussion – Background and Current Status:

The subject property is on the north side of Bishop's Line, at the end of the road off the gravel turn-around bulb. The public part of Bishop's Line is mostly gravel and extends approximately 204 metres from Main Road to the center of the turn-around bulb. Beyond this, Bishop's Line becomes a private gravel farm road leading into farm fields.

There are houses on both sides of Bishop's Line from Main Road to the turn-around bulb. These are serviced with municipal water and sewerage services and are zoned Residential Low Density (R1). Just before the bulb, the R1 Zone ends and the Rural (R) Zone begins.

The applicant wishes to buy 22 Bishop's Line to develop a single detached dwelling adjacent to the last house on that side of Bishop's Line. Under the Rural Zone, developing a house is not permitted unless it is associated with a rural land use such as a farm. The property has an area of approximately 6,985 square metres (1.7 acres) with 69.8 metres of frontage along Bishop's Line. It is in an irregular shape, resembling a backward "L".

When we overlay the boundary of the Goulds Ultimate Service Area, we see that all of Bishop's Line to the turn-around area is included, but the R1 Zone stops a bit short of it. The difference would be enough land to allow one last building lot. In addition, on the other side of the road, the R1 Zone includes only part of 23 Bishop's Line.

We would not recommend extending the R1 Zone to all the subject property, as this would go beyond the limit of the Goulds Ultimate Service Area. Municipal water and sewerage services are intended to eventually service all land within the Ultimate Service Area but no further.

Our Planning and Development staff have referred this application to relevant City departments and there are no concerns. Municipal water and sewerage services can be extended to the property at the applicant's expense.

ST. JOHN'S

Under the St. John's Development Regulations, Section 3.4 "Boundaries of Zones", where the boundary of a zone is uncertain and substantially follows lot lines on an approved plan of subdivision or other suitable base map, the lot lines (or other boundary) shall be deemed to be the boundary of the zone. In this case, I have used the map of the Goulds Ultimate Service Area as a suitable base map.

Therefore, in this case, I have interpreted the boundary of the R1 Zone on the St. John's Zoning Map to be extended to the end of the serviced portion of Bishop's Line at the gravel turn-around, to coincide with the limit of the Goulds Ultimate Service Area. This will change the frontage of 22 Bishop's Line from the Rural Zone to the R1 Zone, and will ensure that all of 23 Bishop's Line is zoned R1. This change also applies to the Future Land Use Map of the St. John's Municipal Plan, where I have interpreted the boundary of the Residential Low Density District to be extended to the gravel turn-around on Bishop's Line.

The remainder of the subject property is outside the Goulds Ultimate Service Area and will remain designated in the Rural Land-Use District and zoned Rural (R).

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:
The property owner and adjoining properties.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications:
This is in accordance with the St. John's Development Regulations, Section 3.4 "Boundaries of Zones".
5. Engagement and Communications Considerations:
We will notify property owners on Bishop's Line of the change.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

Conclusion/Next Steps:

As per the rules of interpretation of Section 3.4 of the St. John's Development Regulations, I have interpreted the boundary of the Residential Low Density (R1) Zone on the St. John's Zoning Map to be extended to the end of the serviced portion of Bishop's Line at the gravel turn-around, to coincide with the limit of the Goulds Ultimate Service Area here. This will change the frontage of 22 Bishop's Line and all of 23 Bishop's Line from the Rural (R) Zone to the Residential Low Density (R1) Zone. This change also applies to the Future Land Use Map of the St. John's Municipal Plan, where I have interpreted the boundary of the Residential Low Density District to be extended to the gravel turn-around on Bishop's Line.

The remainder of the subject property at 22 Bishop's Line is outside the Goulds Ultimate Service Area and will remain designated in the Rural Land-Use District and zoned Rural (R).

Prepared by/Date/Signature:

Ken O'Brien, MCIP, Chief Municipal Planner

Signature: _____

Approved by/Date/Signature:

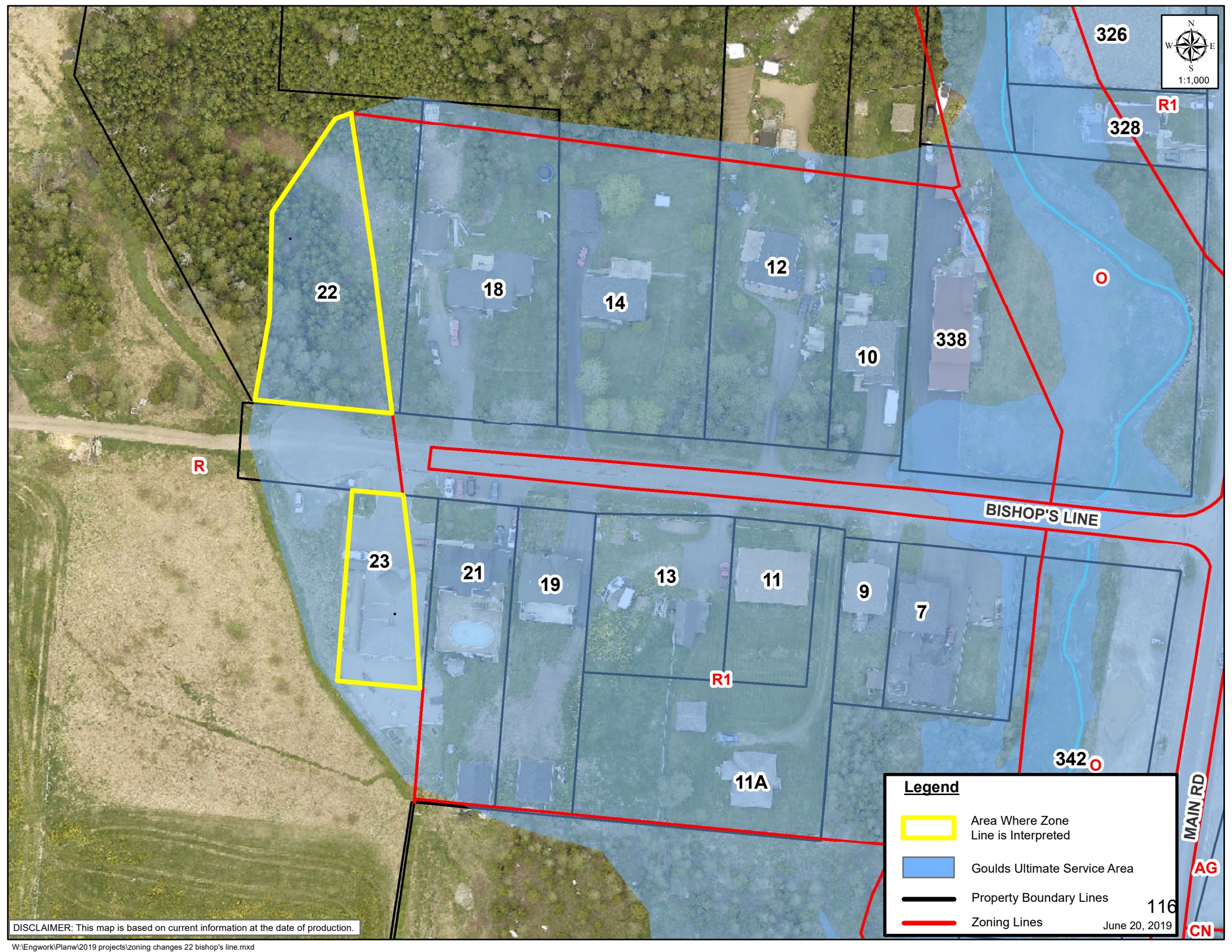
Jason Sinyard, P.Eng., MBA – Deputy City Manager
Planning, Development and Engineering

Signature: _____





KOB/dlm

Attachments:

Map of the area
Goulds Ultimate Service Area Map along Bishop's Line



Legend

-  Area Where Zone Line is Interpreted
-  Goulds Ultimate Service Area
-  Property Boundary Lines
-  Zoning Lines

116
June 20, 2019

DISCLAIMER: This map is based on current information at the date of production.

SUBJECT PROPERTY

Ultimate Service Area

R

R1

CN

R1

R1

AG

BISHOP'S LINE

R1

O

MAIN RD

CN

R1

CN

CN

O

AG