

**AGENDA  
REGULAR MEETING**

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

**ST. JOHN'S**

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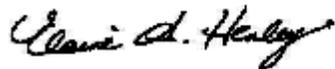
# MEMORANDUM

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March 22, 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, March 25, 2019 at 4:30 p.m.**

By Order



Elaine Henley  
City Clerk

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# ST. JOHN'S

CITY MANAGER

## AGENDA

### REGULAR MEETING - CITY COUNCIL

March 25, 2019 – 4:30 p.m. – Council Chamber, 4<sup>th</sup> Floor, City Hall

#### 1. CALL TO ORDER

#### 2. PROCLAMATIONS/PRESENTATIONS

- a. Crime Stoppers NL – To present City with Certificate of Appreciation
- b. Purple Day for Epilepsy

#### 3. APPROVAL OF THE AGENDA

- Agenda of March 25, 2019

#### 4. ADOPTION OF THE MINUTES

- Minutes of March 19, 2019

#### 5. BUSINESS ARISING FROM THE MINUTES

- a. Decision Note dated March 20, 2019 re: Restoring Downtown Parking Relief to Section 9 of the St. John's Development Regulations – St. John's Development Regulations Amendment Number 692, 2019
- b. Decision Note dated March 20, 2019 re: St. John's Development Regulations Amendment Number 693, 2019 – Rezoning from the Residential Medium Density (R2) Zone to the Residential Mixed (RM) Zone, File No. REZ1800016 – 276 Pennywell Road

#### 6. NOTICES PUBLISHED

- a. A Discretionary Use application has been submitted requesting approval to operate a Robin's coffee drive-thru at **43 Cashin Avenue**.
- b. A Discretionary Use application has been submitted requesting municipal approval for a Vehicle and Heavy Equipment Storage Yard & Building at **10 George's Pond Place**.

#### 7. PUBLIC HEARINGS/MEETINGS

#### 8. COMMITTEE REPORTS

- a. Committee of the Whole Report – March 20, 2019

#### 9. RESOLUTIONS

#### 10. DEVELOPMENT PERMITS LIST

- Development Permits – March 14 to March 20, 2019

## **11. BUILDING PERMITS LIST**

- Building Permits List – March 14 to March 20, 2019

## **12. REQUISITIONS, PAYROLLS AND ACCOUNTS**

- Payroll and Accounts – Week Ending March 20, 2019

## **13. TENDERS/RFPS**

- a. Bid Approval Note – Bid # 2019008 – Elevator Maintenance
- b. Bid Approval Note – Bid # 2019039 – Janitorial Services – City Buildings (Group 1)
- c. Bid Approval Note – Bid # 2019040 – Janitorial Services – City Buildings (Group 2)
- d. Bid Approval Note – Bid # 2019041 – Janitorial Services – City Buildings (Group 3)
- e. Bid Approval Note – Microsoft Enterprise Agreement for City's Desktop Platform Licensing of 675 desktops.

## **14. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS**

## **15. OTHER BUSINESS**

- a. E-poll Result: Decision Note dated March 20, 2019 re: Request to Rent Parking Spaces

## **16. ADJOURNMENT**

## MINUTES

### REGULAR MEETING - CITY COUNCIL

March 19, 2019 – 4:30 p.m. – Foran/Greene Room, 4<sup>th</sup> Floor, City Hall

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

**Others** Kevin Breen, City Manager  
Derek Coffey, Deputy City Manager of Financial Management  
Tanya Haywood, Deputy City Manager, Community Services  
Jason Sinyard, Deputy City Manager, Planning, Engineering & Regulatory Services  
Lynnann Winsor, Deputy City Manager, Public Works  
Cheryl Mullett, City Solicitor  
Ken O’Brien, Chief Municipal Planner  
Elaine Henley, City Clerk  
Karen Chafe, Supervisor – Office of the City Clerk

### **Land Acknowledgement**

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The following statement was read by Mayor Breen

*“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.”*

### **CALL TO ORDER/ADOPTION OF AGENDA**

#### **SJMC2019-03-19/165R**

**Moved – Councillor Hanlon; Seconded – Councillor Collins**

**That the agenda be adopted with the following additions:**

- **Decision Note re: Awarding Contract for Production Printer;**
- **Decision Note re: Request for Quotations 2019036 – Supply and Deliver One Rubber Tire Skid Steer to Robin Hood Bay**
- **Departmental Approval Request Bid # 2019012 re: 2 Tandem Sanders**

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**SJMC2019-03-19/166R**

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

**That the minutes of March 11, 2019 be adopted as presented.**

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

Decision Note dated March 14, 2019 re: Galway Wetland Protection St. John’s Development Regulations Amendment No. 684, 2019

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**SJMC2019-03-19/167R**

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

**That subsequent to Council’s decision to protect the Galway wetland as part of the Protected Natural Areas report, that Council adopt St. John’s Development Regulations Amendment No. 684, 2019, to set out the boundaries of the Galway wetland and to add the Galway wetland to the list of protected wetlands. A resolution is included within the Regular Agenda. The maps attached are different from the maps that were advertised in the summer of 2018.**

**The text amendment would add the Galway wetlands to the list of wetlands in Section 11.2.3 of the Development Regulations.**

**The map amendment would add the Galway wetlands, as mapped in the 2014 Protected Natural Areas boundary, to Map J-2 “Flood Hazard Areas, Watersheds, Waterways and Wetlands” of the Development Regulations.**

**The map amendment would also rezone the lands in the 2014 Protected Natural Area boundary from the Comprehensive Development Area (CDA) Zone to the Open Space Reserve (OR) Zone, in line with the zoning used on most of the City’s protected wetlands.**

**Council’s adoption of this amendment requires that staff forward it to the Minister of Municipal Affairs and Environment with a request for provincial registration as per the Urban and Rural Planning Act, 2000.**

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

## NOTICES PUBLISHED

A Discretionary Use application has been submitted requesting permission to occupy a portion of 48 Kenmount Road (Avalon Mall near Cineplex) as a Place of Amusement, which will include a restaurant, lounge gaming, and a small stage for entertainment. The business will occupy a total floor area of 2787m<sup>2</sup>.

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### **SJMC2019-03-19/168R**

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

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

**CARRIED UNANIMOUSLY**

## COMMITTEE REPORTS

### **Committee of the Whole Report - March 6, 2019**

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1. Decision Note dated February 14, 2019 re: Feeding of Wildlife
- 

### **SJMC2019-03-19/169R**

**Moved – Councillor Froude; Seconded – Councillor Jamieson:**

**That the draft amendment to the St. John’s Residential Property Standards By Law be approved with the the following revision:**

- **removal of Section 5.1.1.b as noted below:**
  - ***(b) Each bird feeder is located so as to be wholly inaccessible to rodents;***

**Further, that Council refer the question of feral cats to staff for further review and consideration.**

**CARRIED UNANIMOUSLY**

2. Decision Note dated February 28, 2019 re: Repeal – Policy: 08-04-15 Thawing of Frozen Services Laterals
- 

### **SJMC2019-03-19/170R**

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

**That Council approve repealing Policy 08-04-15 Thawing of Frozen Service Laterals as it is no longer relevant.**

**CARRIED UNANIMOUSLY**

3. Decision Note dated February 27, 2019 re: Grant Allocations 2019

**SJMC2019-03-19/171R**

**Moved – Councillor Korab; Seconded – Councillor Jamieson**

**That Council approve the Capital Grants as outlined in the amount of \$221,500 as per the above cited Decision Note.**

<b>Grant Type</b>	<b>2019 Budget</b>	<b>Recommended</b>
Capital	\$500,000	\$221,500
	Remaining	\$278,500

**CARRIED UNANIMOUSLY**

**SJMC2019-03-19/172R**

**Moved – Councillor Korab; Seconded – Councillor Collins**

**That Council approve the 2019 Grant Allocations as outlined below and as per the above cited Decision Note:**

<b>Grant Type</b>	<b>2019 Budget</b>	<b>Recommended</b>
Community Groups	\$730,000	\$708,400
Sport Groups	\$190,900	\$180,450
Artists and Art Organizations	\$263,000	\$263,000
Special Events and Festivals	\$100,500	\$95,500
Total	\$1,284,400	\$1,247,350
	Remaining	\$37,050

**SJMC2019-03-19/173R**

**Moved – Councillor Collins; Seconded – Councillor Hanlon**

**That the motion be amended to include \$1000 toward the Goulds Winter Carnival to be allocated from the Special Events and Festivals budget.**

**CARRIED WITH COUNCILLORS  
HICKMAN, FROUDE AND BURTON ABSTAINING**

**SJMC2019-03-19/174R**

**Moved – Councillor Collins; Seconded – Councillor Stapleton**

**That the motion be amended to include \$1000 toward the Daffodil Club to be allocated from the Special Events and Festivals budget.**

**CARRIED WITH COUNCILLORS  
HICKMAN, FROUDE AND BURTON ABSTAINING**

**MAIN AMENDED MOTION CARRIED  
WITH COUNCILLORS HICKMAN,  
FROUDE AND BURTON ABSTAINING**

4. Decision Note dated February 20, 2019 re: Affordable Housing Working Group Membership
- 

**SJMC2019-03-19/175R**

**Moved – Councillor Jamieson; Seconded – Deputy Mayor O’Leary:**

**That Council accept Doug Pawson as the End Homelessness St. John’s representative and Emily Timmins as the Department of Children, Seniors and Social Development representative on the Affordable Housing Working Group.**

**CARRIED UNANIMOUSLY**

5. Decision Note dated January 30, 2019 re: Affordable Housing Catalyst Grant Allocations 2019
- 

**SJMC2019-03-19/176R**

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

**That Council accept the recommended 2019 Housing Catalyst Grant allocations.**

**CARRIED UNANIMOUSLY**

6. Decision Note dated February 27, 2019 re: Dental Coverage – Members of Council
- 

**SJMC2019-03-19/177R**

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

**That Council approve obtaining dental coverage for members of Council and their families through Desjardins.**

**CARRIED UNANIMOUSLY**

**Development Committee Report of March 12, 2019**

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1. Proposed Lounge (Discretionary Use) DEV1900046, 288 Duckworth St.
-

**SJMC2019-03-19/178R**

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

**That Council approve the reassignment of the Development Agreement to the current applicant of the Lounge**

**CARRIED UNANIMOUSLY**

2. Proposed Building Lot to Construct a Single Family Dwelling in the Broad Cove River Watershed, INT1800121, 62-92 King's Hill Road
- 

**SJMC2019-03-19/179R**

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

**That Council reject the proposed building lot for a residential development.**

**CARRIED UNANIMOUSLY**

**Special Events Advisory Committee Report – March 13, 2019**

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1. Event: Filming of 'Rex'  
Date: March 24, 2019  
Detail: TV Series filming – Pope Productions

**SJMC2019-03-19/180R**

**Moved – Councillor Korab; Seconded – Councillor Jamieson**

**That the requested event and the associated closure be approved as presented.**

**CARRIED UNANIMOUSLY**

**DEVELOPMENT PERMITS LIST**

Council considered, for information, the development permits list for the period March 7 – March 13, 2019.

**BUILDING PERMITS LIST**

Council considered the above noted for the period of March 7 - 13, 2019.

**SJMC2019-03-19/181R**

**Moved – Councillor Hanlon; Seconded – Councillor Stapleton**

**That Council approve the above cited building permits list as presented.**

**CARRIED UNANIMOUSLY**

## **REQUISITIONS, PAYROLLS AND ACCOUNTS**

Council considered the requisitions, payrolls and accounts for the week ending March 13, 2019.

### **SJMC2019-03-19/182R**

**Moved – Councillor Hanlon; Seconded – Councillor Stapleton**

**That the requisitions, payrolls and accounts for the week ending March 13, 2019 in the amount of \$3,751,478.39 be approved as presented.**

**CARRIED UNANIMOUSLY**

## **TENDERS**

Bid Approval Note – 2019042 - PW – Janitorial Services – City Buildings (Group 4)

### **SJMC2019-03-19/183R**

**Moved – Councillor Froude; Seconded – Councillor Hanlon**

**That this open call be awarded to the lowest bidder that meets specifications, Philrobben Janitorial Limited at a cost of \$346,348.80 as per the Public Procurement Act.**

**CARRIED UNANIMOUSLY**

Decision Note dated February 26, 2019 re: Awarding Contract for Production Printer

### **SJMC2019-03-19/184R**

**Moved – Councillor Froude; Seconded – Councillor Korab**

**That Council approve the award RFP 2018271 – Production Printer to Konica Minolta for three years, with a possibility of a two-year extension. The estimated total value of the contract over three years is \$137,640.**

**CARRIED UNANIMOUSLY**

Decision Note dated March 8, 2019 re: Request for Quotations 2019036 – Supply and Deliver One Rubber Tire Skid Steer to Robin Hood Bay

### **SJMC2019-03-19/185R**

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

**That the supply and delivery of a rubber tire skid steer in the amount of \$75,945.00 + HST be awarded to Atlantic Trailer and Equipment Ltd.**

**CARRIED UNANIMOUSLY**

**SJMC2019-03-19/186R**

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

**That Council approve the awarding of this RFP to Western Star Trucks of Newfoundland for the additional 2 units for the amount of \$559,664 based on an evaluation of the proposals by the City's team as per the Public Procurement Act.**

**CARRIED UNANIMOUSLY**

**Councillor Collins:**

- Requested that the Dept. of Planning, Engineering & Regulatory Services investigate the possibility of installing a west bound off-ramp from Kilbride in the vicinity of the Irving Station to the Trans Canada Highway.

**Councillor Burton:**

- Would like staff to look into the possibility of the City joining the Canadian Coalition of Municipalities Against Racism with a view to building open and inclusive societies.

**Deputy Mayor O'Leary:**

- Referenced a report conducted by Waterford Valley Rotary Club on the conservation efforts of the Waterford River and requested the status of this report. The City Manager agreed to investigate.
- Requested a status report on the City's breastfeeding policy and respectful workplace policy. The City Manager advised that the City is working toward an internal policy for breastfeeding. An external policy requires more work and would have to be part of the strategic plan. Councillor Jamieson referenced the Baby Friendly NL toolkit which is available to organizations who wish to facilitate a friendly and welcoming environment for those who wish to breastfeed in public. A presentation in this regard will take place at tomorrow's Committee of the Whole.
- With regard to the Respectful Workplace Policy, this is being reviewed by the Legal Dept. and should be ready in the near future.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 5:42 p.m.

2019-03-19

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**MAYOR**

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**CITY CLERK**

# DECISION/DIRECTION NOTE

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<b>Title:</b>	Restoring Downtown Parking Relief to Section 9 of the St. John's Development Regulations St. John's Development Regulations Amendment Number 692, 2019
<b>Date Prepared:</b>	March 20, 2019
<b>Report To:</b>	His Worship the Mayor and Members of Council
<b>Councillor &amp; Role:</b>	Councillor Maggie Burton, Planning and Development Lead
<b>Ward:</b>	2

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## **Decision/Direction Required:**

To consider adopting St. John's Development Regulations Amendment No. 692, 2019, to restore parking relief in the Downtown Parking Area.

## **Discussion – Background and Current Status:**

Parking relief is the mechanism by which Council may reduce or waive the City's standards for off-street parking as set out in Section 9 of the St. John's Development Regulations. An applicant must demonstrate that the City's standards are excessive for the development proposal at hand. Parking relief was removed from the Downtown Parking Area in 2013; the area is defined on the attached map.

In 2009 Council accepted the Downtown Parking Study by IBI Group, which identified a parking shortfall downtown of approximately 700 parking spaces. There was a belief that lack of downtown parking was constraining retail stores and office space. One recommendation was to eliminate downtown parking relief. Applicants who could not provide off-street parking would have to pay cash in lieu of parking, to be placed in a fund to help pay for new parking spaces and improve public transit.

Amendments to the St. John's Development Regulations in 2013 eliminated downtown parking relief and added new parking standards downtown. The City partnered with developers to provide public spaces in new parking garages at 351 Water Street and 330 Duckworth Street, reducing the shortfall.

More recently, there have been calls to re-establish downtown parking relief. Applicants would still have to demonstrate why they should be allowed to reduce or eliminate the amount of parking in their development projects. The draft Envision St. John's Municipal Plan and Development Regulations (adopted-in-principle by Council on March 4, 2019) include a provision to restore downtown parking relief. As well, the owner of the Jag Hotel at 115 George Street West, who intends to expand the hotel and add a concert hall, has applied for parking relief.

At its regular meeting of February 18, 2019, Council voted to re-establish downtown parking relief and instructed staff to set the process in motion. At its regular meeting of February 25, 2019, Council voted to publicly advertise the attached amendment as per Section 5.5 of the Development Regulations, and to refer the amendment to the Downtown St. John's BIA (Business Improvement Area) and the City's Downtown Advisory Committee. The amendment has been advertised twice in *The Telegram* newspaper and published on the City's website and in social media. All submissions have been placed in the agenda for Council's regular meeting; they include support from the Downtown St. John's BIA.

# ST. JOHN'S

**Key Considerations/Implications:**

1. Budget/Financial Implications:  
This will have financial implications for developments in the downtown. Furthermore, it may affect any cash-in-lieu payments that the City would receive.
2. Partners or Other Stakeholders:  
Developers, downtown residents, businesses and property owners.
3. Alignment with Strategic Directions/Adopted Plans:  
*Neighbourhoods Build our City* – Maintain and position Downtown as a distinct neighbourhood.
4. Legal or Policy Implications:  
A text amendment to the St. John’s Development Regulations is required.
5. Engagement and Communications Considerations:  
Public advertisement of the proposed amendment.
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 adopt the attached text amendment to the St. John’s Development Regulations, which will restore parking relief in the Downtown Parking Area. If adopted, the amendment will be sent to the Minister of Municipal Affairs and Environment with a request for registration, in accordance with the Urban and Rural Planning Act. Once registered by the Minister, the amendment will be published in the *NL Gazette* and come into legal effect.

**Prepared by/Signature:**

Ken O’Brien, MCIP – Chief Municipal Planner

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

**Approved by/Date/Signature:**

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

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

KO’B/dlm

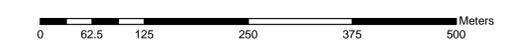
**Attachments:**

Downtown Parking Standard Map  
Amendment



**Area Subject To Downtown Parking Standards**

 Area Subject To Downtown Parking Standards



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**RESOLUTION  
ST. JOHN'S DEVELOPMENT REGULATIONS  
AMENDMENT NUMBER 692, 2019**

**WHEREAS** the City of St. John's wishes to restore parking relief within the downtown parking area.

**BE IT THEREFORE RESOLVED** that the City of St. John's hereby adopts the following text amendment to the St. John's Development Regulations in accordance with the provisions of the Urban and Rural Planning Act:

- 1) **Repeal Section 9.1.2 Special Parking Requirements Subsection (1) Parking Relief and substitute the following:**

**"1. Parking Relief**

**Council may relieve an applicant of all or part of the parking requirements set out under Section 9.1.1 and 9.1.2, provided that the applicant is able to show that because of the particular characteristics of the Development that the actual parking requirements within the foreseeable future are expected to be lower than those required by the City standard."**

**BE IT FURTHER RESOLVED** that the City of St. John's requests the Minister of Municipal Affairs and Environment to register the proposed amendment in accordance with the requirements of the Urban and Rural Planning Act, 2000.

**IN WITNESS THEREOF** the Seal of the City of St. John's has been hereunto affixed and this Resolution has been signed by the Mayor and the City Clerk on behalf of Council this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
**Mayor**

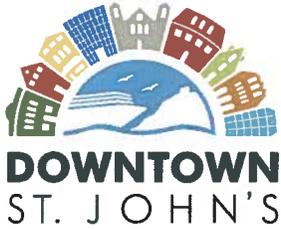
\_\_\_\_\_  
**MCIP**

I hereby certify that this Amendment has been prepared in accordance with the Urban and Rural Planning Act, 2000.

\_\_\_\_\_  
**City Clerk**

\_\_\_\_\_  
**Council Adoption**

\_\_\_\_\_  
**Provincial Registration**



March 19, 2019

Office of the City Clerk  
City of St. John's  
P.O. Box 908  
St. John's, NL A1C 5M2  
[cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca)

**RE: Text Amendment Downtown Parking Relief**

To Whom It May Concern,

The Downtown St. John's Business Improvement Area (BIA) association supports the City's proposed text amendment to the St. John's Development Regulations to restore downtown parking relief.

Downtown St. John's was a funding partner in the Downtown Parking Study completed by the IBI Group in 2009, which was adopted by Council. At the time of completion of the study a shortfall of available parking was identified. In 2013 parking relief was removed from the downtown and the City partnered with developers to construct two large parking structures, which have helped meet the identified parking shortfall. Currently, several other downtown parking facilities are operating at a low capacity indicating that availability and access to many parking options within the downtown.

We feel the proposed text amendment to consider parking requirements for developments on a case-by-case basis provides a more flexible system for the city and the developer. Restoring downtown parking relief at this time will help put the downtown on a level playing field with the rest of the city in respect to new development. We also feel the proposed amendment will provide an opportunity for the city and developers to work together to encourage responsible development and growth in the downtown.

If you have any questions please feel free to contact me at 739 8541.

Regards,

Joanne Slaney, Chair

Downtown St. John's BIA

## Elaine Henley

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**From:** Evan Gray <[REDACTED]>  
**Sent:** Thursday, February 28, 2019 10:05 PM  
**To:** CityClerk  
**Subject:** Downtown Parking Relief

To whom it may concern:

As a 'downtownie,' I was very pleased to see this consideration come before council. Downtown is essentially the *only* part of the city that is built for foot traffic and, frankly, it seems absurd to me that the city would ever necessitate a minimum number of parking spaces for downtown businesses. When the entirety of the city—minus the downtown—is built with cars in mind über alles. A fundamental part of what makes downtown special, what makes people want to go there, is this expression of our unique heritage and history—a far cry from the sterile cult of progress and escapism represented in the auto. To mandate parking spaces in this way is to further contribute to the very destruction, the tearing down, of this tradition that is uniquely ours.

It is for these reasons that, in brief, that I am more than happy to see this amendment come before council and 100% in favour.

Sincerely,

Evan Gray

[REDACTED] Young St, St John's, NL [REDACTED]

# DECISION/DIRECTION NOTE

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**Title:** St. John's Development Regulations Amendment Number 693, 2019  
Rezoning from the Residential Medium Density (R2) Zone to the Residential Mixed (RM) Zone  
File No. REZ1800016  
276 Pennywell Road

**Date Prepared:** March 20, 2019

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

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

**Ward:** 2

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**Decision/Direction Required:**

That Council adopt the attached resolution for St. John's Development Regulations Amendment Number 693, 2019.

**Discussion – Background and Current Status:**

The City received an application from Walsh & Peters Architects Inc., on behalf of the Vera Perlin Charitable Foundation to rezone 276 Pennywell Road from the Residential Medium Density (R2) Zone to the Residential Mixed (RM) Zone. The applicants are proposing to convert the existing building into an office.

The surrounding properties are primarily zoned R2, and if the subject property is rezoned to RM it would be an example of spot zoning. However, there are other existing non-residential uses along Pennywell Road, such as the Button Shop at 235 Pennywell Road, and the Jiffy Cab at 322 Pennywell Road. The office use would have little to no impact on the surrounding residential properties. The office will be located within the existing dwelling and therefore will look like a dwelling from the exterior. There are no development concerns with respect to the proposed rezoning.

The property is designated Residential Medium Density (RMD) under the St. John's Municipal Plan. As per Section 2.3.5 of the Municipal Plan, subject to a Land Use Assessment Report (LUAR), the City may permit zones to allow Commercial Neighbourhood uses in any Residential District. Therefore, an amendment to the St. John's Municipal Plan is not required. The staff report was accepted as the LUAR.

Through the Envision Municipal Plan and Development Regulations Review, it has been recognized that the current minimum lot area of 900m<sup>2</sup> and lot frontage of 30m for private/commercial uses in the RM Zone are quite large, given that this zoning is typically found in areas with smaller lots (such as on LeMarchant Road). When this amendment was initially reviewed, it was proposed that the lot standards for private/commercial buildings should be reduced to accommodate these smaller lots. However, it has since been recognized that there can be quite a variety of non-residential lot sizes in the RM Zone, and therefore it is recommended that the standards for private/commercial uses, except converted buildings,

**ST. JOHN'S**

in the RM Zone be at the discretion of Council. Further, this will align with the draft Envision Development Regulations adopted in principle by Council on March 4, 2019.

The proposed rezoning was advertised on two occasions in The Telegram newspaper and was posted on the City's website. Property owners within 150 metres of the application site were notified.

One written submission was received by the City Clerk and is included in the agenda for the Regular Meeting of Council. They sited concerns with respect to snow removal at the site in the early hours of the morning. Staff will pass these concerns along to the applicant, however, as per Section 3(6) of the St. John's Noise By-law, snow removal is exempt from the 11:00pm to 7:00am noise restriction. A further concern was that once the land is rezoned, the land could be sold to other commercial properties. It is correct that any use listed in the RM Zone could potentially be located at this site, however any future use would have to meet all standards in the Development Regulations, such as parking. The subject property is limited to 4 parking spaces.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:  
Neighbouring residents and property owners.
3. Alignment with Strategic Directions/Adopted Plans:  
*Neighbourhoods Build Our City* – Improve neighbourhood-level services.
4. Legal or Policy Implications:  
Amendments to the St. John's Development Regulations are required.
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 adopt St. John's Development Regulations Amendment Number 693, 2019, which will rezone land at 276 Pennywell Road from the Residential Medium Density (R2) Zone to the Residential Mixed (RM) Zone and set the standards for private/commercial buildings (except converted buildings) to be at the discretion of Council. If the attached amendment is adopted by Council, it will then be referred to the Department of Municipal Affairs and Environment with a request for provincial registration in accordance with the *Urban and Rural Planning Act, 2000*.

It is further recommended that Council accept the standards proposed in the attached site plan as the standards for a the private/commercial use at 276 Pennywell Road.

**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 Map
- Site Plan
- Resolution
- Public Submissions



PROWSE AVE

SMITH AVE

SUBJECT PROPERTY



R2

R2

R2

R2

PENNYWELL RD

O'NEIL AVE

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

PARKING SPACE #1  
TO BE USED FOR  
SNOW STORAGE

NOTES: SHOULD PARKING #1  
BE FILLED WITH SNOW, IT WILL  
BE AT THAT TIME TRUCKS  
FROM SITE SO ONLY ONE  
PARKING SPACE AT ANY TIME TO  
BE USED FOR SNOW STORAGE



PARKING SPACES #1, 2 & 3  
SIZE: 3' x 7.1 M

PARKING  
4 CARS

PARKING SPACE #4  
TO BARRIER-FREE  
STANDARD SIZE.

SCALE  
1:200

D R O W N S A Y  
P A R K I N G

RAMP

CIVIC  
276

14.70m

7.3 M

WALSH & PETERS  
ARCHITECTS INC.  
156 PORTUGAL COVE RD.  
UNIT 604, ST. JOHN'S, NL A1B 4H9

Oct: 2/18

REVISED: Jan. 7/19

PENNYWELL RD.

**RESOLUTION  
ST. JOHN'S DEVELOPMENT REGULATIONS  
AMENDMENT NUMBER 693, 2019**

**WHEREAS** the City of St. John's wishes to rezone land at 276 Pennywell Road to allow for an office.

**BE IT THEREFORE RESOLVED** that the City of St. John's hereby adopts the following amendments to the St. John's Development Regulations in accordance with the provisions of the Urban and Rural Planning Act:

- 1. Repeal Section 10.7.3 (9) and replace it with the following:  
"Zone standards shall be in the discretion of Council"**
  
- 2. Rezone land at 276 Pennywell Road [Parcel ID#32377] from the Residential Medium Density (R2) Zone to the Residential Mixed (RM) Zone as shown on Map Z-1A attached.**

**BE IT FURTHER RESOLVED** that the City of St. John's requests the Minister of Municipal Affairs and Environment to register the proposed amendment in accordance with the requirements of the Urban and Rural Planning Act, 2000.

**IN WITNESS THEREOF** the Seal of the City of St. John's has been hereunto affixed and this Resolution has been signed by the Mayor and the City Clerk on behalf of Council this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
**Mayor**

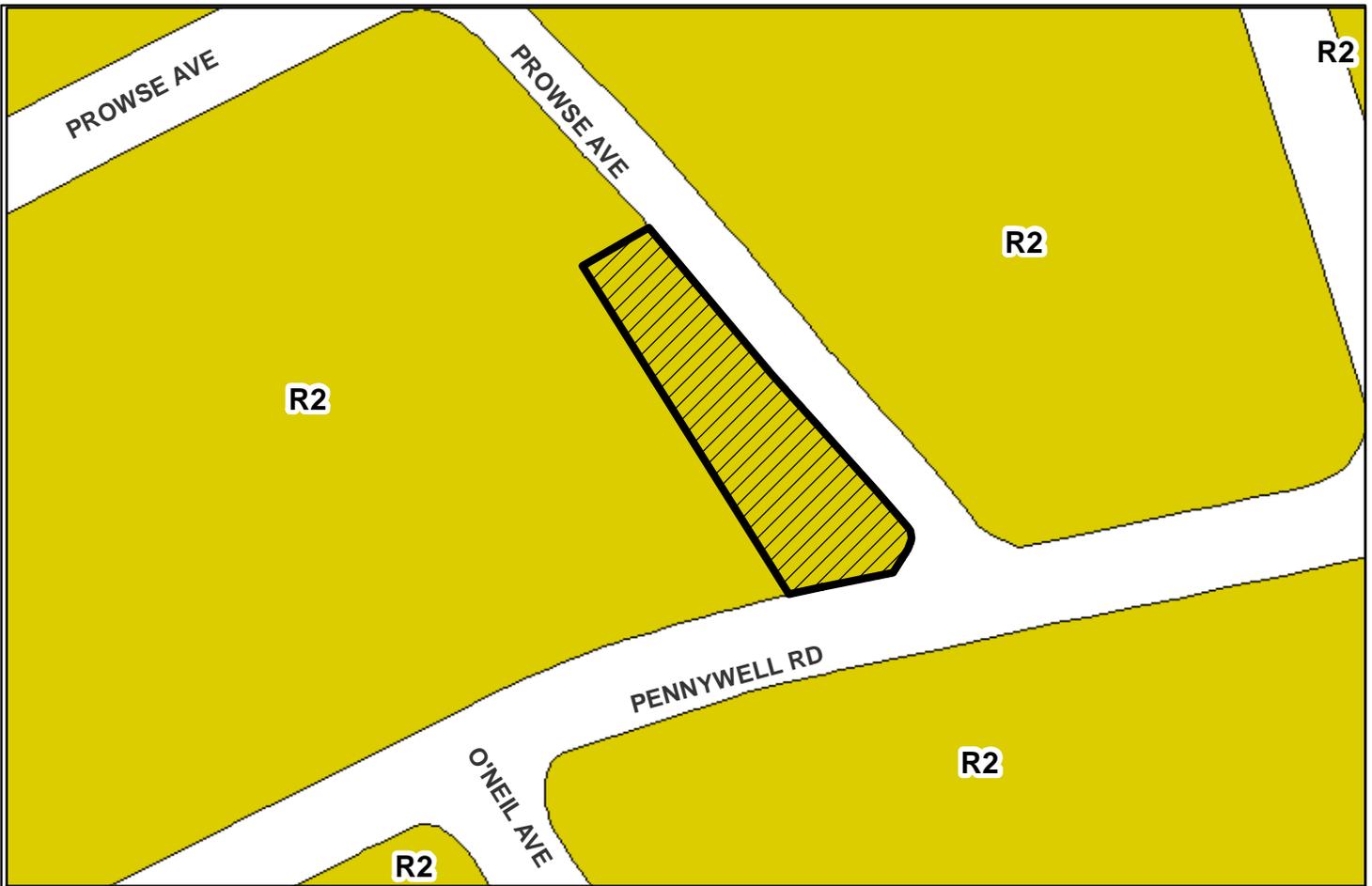
\_\_\_\_\_  
**MCIP**

I hereby certify that this Amendment has been prepared in accordance with the Urban and Rural Planning Act, 2000.

\_\_\_\_\_  
**City Clerk**

\_\_\_\_\_  
**Council Adoption**

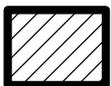
\_\_\_\_\_  
**Provincial Registration**



**CITY OF ST. JOHN'S  
DEVELOPMENT REGULATIONS  
Amendment No. 693, 2019  
[Map Z-1A]**

2019 03 20 Scale: 1:750  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

**I hereby certify that this amendment  
has been prepared in accordance with the  
Urban and Rural Planning Act.**



AREA PROPOSED TO BE REZONED FROM  
RESIDENTIAL MEDIUM DENSITY (R2) LAND USE ZONE  
TO RESIDENTIAL MIXED (RM) LAND USE ZONE

**276 PENNYWELL ROAD  
Parcel ID 32377**

\_\_\_\_\_  
M.C.I.P. signature and seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Adoption

Provincial Registration

Sherie Dalton  
████ Prowse Avenue  
St. John's, NL  
████

March 14, 2019

City of St. John's  
C/O City Clerk  
P.O. Box 908  
St. John's, NL A1C 5M2  
Email: [cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca)

Attention: City Clerk:

**RE: PROPOSED REZONING OF PROPERTY LOCATED AT 276 PENNYWELL ROAD, ST. JOHN'S, NL.**

---

Please accept this letter as my request with regards to rezoning the property located at 276 Pennywell Road. The property in question directly affects me as it is straight across the street from me and my house is facing the property in question. I am located at █████ Prowse Avenue, St. John's.

My concerns are that there is no Residential Mix (RM) Zone anywhere close to my property (which is Residential Medium Density (R2) Zone and we are a very quiet neighborhood. - Almost as if you are in the country. Also, on my end of the street it is a ONE WAY Street and I would prefer it would stay that way. But since the new owner has taken over 276 Pennywell Road there has been a lot of disruption in the wee early hours of the morning all winter long when there has been weather – snowstorms, ice storms, etc. They have hired a private contractor to clear away the snow and they have been there many, many times this winter disrupting All Residents sleep but most importantly (Me) during the times of 4:45 a.m. to 5:15 a.m.

This disturbance of noise (which comes under the City of St. John's Regulations 16A – (i)), the disturbance is: the shovel part of the snowplow would hit the pavement on the street many times and wake me completely out of my sleep at such an early hour of the morning and I am very much against this and I am sure if you lived in a really quiet residential neighborhood you would feel the same. My bedroom, you see, is facing the street right across from the driveway of 276 Pennywell Road, and consequently, I experience all of the disruptions directly.

Also, I am very concerned about the value of my property going down because of this rezoning. This new company might be reasonable to deal with, but the property could get resold eventually to another establishment (for example – 24/7 store) which would not be acceptable. I did not buy my property 23 years ago to now have a commercial property right next door to me, keeping me up all night long, if you know what I mean. There would also be a greater risk of break-ins. So my security would also be at risk, not to mention the traffic and noise.

Continued.....

Page 1 of 2

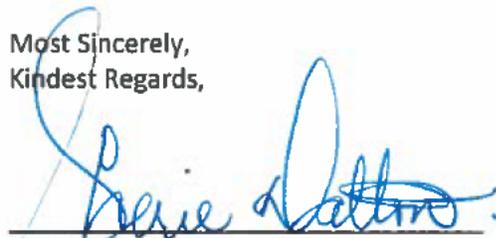
I take great pride in my property. In the summer time, I have a lot of flowering shrubs and flowers and do not want salt from the streets getting on my front lawn from all of the additional traffic and street clearing as it will burn up my shrubs and flowers. Nor do I want traffic parking in front of my house and along my driveway preventing me from accessing my property. I am sure you can understand all of my concerns with this proposed rezoning and how it can affect me directly in many negative ways.

I appreciate your attention into this matter and taking the time to hear and review my concerns. I am sure you will make a decision which is best for the residents of this area.

Please take this into consideration when making your decision on the rezoning of the property in question located at 276 Pennywell Road which directly affects my property which is located at 90 Prowse Avenue, St. John's.

Thanking you in advance for any and all the assistance you can give us / me.

Most Sincerely,  
Kindest Regards,



Sherie Dalton

██████████ Prowse Avenue

St. John's, NL ██████████  
██

## 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 March 25, 2019**.

Ref #	Property Location/ Zone Designation	Ward	Application Details	Floor Area (square metres)	# of Employees (includes the applicant)	# of On-Site Parking Spaces	Written Representations Received	Planning and Development Division Notes#
1	<b>43 Cashin Avenue</b> Commercial Regional (CR) Zone	2/3	A Discretionary Use application has been submitted requesting approval to operate a Robin's coffee drive-thru at <b>43 Cashin Avenue</b> .  The application is advertised in accordance with Section 7.30 "Drive-Thru Facilities" of the St. John's Development Regulations.	2787m <sup>2</sup>			<b>1 Submission Received (attached)</b>	The Planning and Development Division recommends approval of the application subject to all applicable City requirements
2	<b>10 George's Pond Place</b> Rural (R) Zone		A Discretionary Use application has been submitted requesting municipal approval for a Vehicle and Heavy Equipment Storage Yard & Building at <b>10 George's Pond Place</b> .  The yard has an area of 2.5 hectares and has parking to accommodate 120 vehicles. The proposed Building will be used to store impounded vehicles and has a proposed floor area of 900m <sup>2</sup> .				<b>2 Submissions Received (attached)</b>	The Planning and Development Division recommends approval of 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.

**Elaine Henley**

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**From:** Chris Shortall <[REDACTED]>  
**Sent:** Friday, March 1, 2019 12:31 PM  
**To:** Planning; CityClerk  
**Subject:** Re: Public Notice Update - Application - 43 Cashin Avenue

My only consideration is the placement of the vehicular entrances and exits of this lot. As it is on a corner, and a drive through - as well as the other buildings currently on this lot.

please consider the traffic flow as this intersection can already be congested and has driving and turn restrictions already in place.

please provide a detailed traffic flow study

chris shortall  
[REDACTED]

On Thu, Feb 28, 2019 at 4:23 PM St. John's e-Updates <[eupdates@stjohns.ca](mailto:eupdates@stjohns.ca)> wrote:

City of St. John's Media Relations has issued the following:

=====

Public Notice

Tue, 2019/03/12 - 9:30am

Application - 43 Cashin Avenue

A Discretionary Use application has been submitted requesting approval to operate a Robin's coffee drive-thru at **43 Cashin Avenue**.

The application is advertised in accordance with Section 7.30 "Drive-Thru Facilities" of the St. John's Development Regulations.

Information regarding this application may be viewed at the Department of Planning, Engineering, and Regulatory Services, fourth floor, John Murphy Building (City Hall Annex). For further information, please phone 709-576-8220 or email [planning@stjohns.ca](mailto:planning@stjohns.ca).

Any person wishing to make a submission on this application must provide a signed written statement, including your name and street address, to the Office of the City Clerk by **9:30 a.m., Tuesday, March 12, 2019**, either by mail: P.O. Box 908, St. John's, NL, A1C 5M2; fax: 709-576-8474 or email: [cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca). Written submissions received will become a matter of public record and will be included in the agenda for the regular meeting of Council on **Monday, March 25, 2019**, at which time Council is scheduled to make a decision on this application. Any identifying information beyond your name (civic address, email and/or other contact information) will be redacted (removed) prior to the information being released publicly.

[Location Map](#)

## Elaine Henley

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**From:** bill clarke [REDACTED] >  
**Sent:** Thursday, February 28, 2019 4:32 PM  
**To:** CityClerk  
**Subject:** 10 George's Pond Place

This application has been submitted numerous time and not permitted on either occasion, this will be an eye sore to the area and will turn into a junk yard,  
I strongly oppose this Application,

March 3rd, 2019

Office of the City Clerk  
PO Box 908  
St. John's, NL  
A1C 5M2

*sent via e-mail to:* cityclerk@stjohns.ca

**Re: Discretionary Use Application 10 George's Pond Place Storage Yard and Building**

To the City of St. John's,

The proposed development at 10 George's Pond Place, near Blackmarsh Road, to developed a storage yard for impounded vehicles as advertised in the Telegram, March 2nd-3rd Weekend Edition, must not be granted approval. The reasons for denying the application are environmental in concern. The already dilapidated area between Kenmount Road and Blackmarsh has been seriously degraded.

As a resident of St. John's West for 27 years, born and raised in the area, I have witnessed the development of the Team Gushue Highway destroy the natural habitat of rabbits, moose, migratory birds, and other mammals. Although this highway was necessary, the impact of its development had a serious impact on the area described. A once common sight in the area used locally for hiking and mountain biking, there are no more rabbits or wildlife. However, the biggest impact was on the wetlands of the city.

During the development of Team Gushue Highway, the debris that infiltrated George's Pond and the streams that outflow throughout St. John's West were severely polluted. I have, since early childhood, fished in the streams and brooks that feed out of George's Pond. During construction of the highway you could not so much as see the bottom of the three or four feet deep pond due to debris and other pollutants. The brown and rainbow trout of the area suffered and their numbers dropped dramatically as their habitats were destroyed. Thankfully, since the completion of the highway, trout numbers, as well as duck numbers in nearby ponds, have ceased declining and have the opportunity to recover.

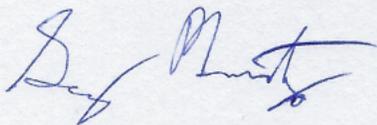
As George's Pond and it's out flowing streams feed through St. John's West, they eventually end up in the Waterford Valley River system. George's Pond is a source for Waterford Valley wetlands. Given the industrial nature of a car impound lot, the development of the lot will have a severe impact on the water systems throughout St. John's West, affecting the Waterford Valley wetlands, ponds and streams through St. John's West, and even Bowring Park. This will eventually feed into St. John's harbour, only disrupting recent efforts to cleanse the harbour and allow wildlife to return to historical habitats.

Although the proposed development offers possible economic opportunities, there are better areas in the city for this lot. The environmental impact of the development, and the amount of chemicals that

will be used to maintain impounded cars that will continuously be released into the city waters following its development will only serve to hurt the already critical wetlands of the capital city. This will only serve to hinder years of effort to protect wetlands in the Waterford Valley, Bowring Park, and the city harbour. To accept the proposed development would be wilful blindness to current city policies and practices of economic development and environmental protection. There are other areas of the city with more suitable areas for this type of industry. George's Pond is not one of them. As such, this proposal must be struck for the greater good and future of the city, it's wetlands, wildlife, and parks and nature.

Please, if you require further comment, do not hesitate to contact me. As a resident of St. John's West for 27 years, I have witnessed the development of this area of the city, the subsequent social, economic, and environmental impacts. I would be happy to comment publicly in person, or answer any follow up questions. I want to see new businesses and developments such as these proceed. However, they must only be accepted when appropriate. This development, however, is not appropriate.

Yours truly,



Greg Noseworthy, B.A., J.D.

█ Frecker Drive,

St. John's, NL

A1E 5T8



**REPORT  
COMMITTEE OF THE WHOLE**

**March 20, 2019 – 9:00 a.m. – Council Chamber, 4<sup>th</sup> Floor, City Hall**

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**Present** Mayor Danny Breen  
Deputy Mayor Sheilagh O’Leary  
Councillor Maggie Burton (entered at 9:30)  
Councillor Dave Lane  
Councillor Sandy Hickman  
Councillor Debbie Hanlon  
Councillor Deanne Stapleton  
Councillor Hope Jamieson  
Councillor Jamie Korab  
Councillor Ian Froude  
Councillor Wally Collins

**Staff** Derek Coffey, Deputy City Manager of Finance & Administration  
Tanya Haywood, Deputy City Manager of Community Services  
Jason Sinyard, Deputy City Manager, Planning, Engineering and  
Regulatory Services  
Lynnann Winsor, Deputy City Manager – Public Works  
Cheryl Mullett, City Solicitor  
Elaine Henley, City Clerk  
Karen Chafe, Supervisor – Office of the City Clerk

**Report:**

**Economic Development, Tourism & Culture**

**1. Decision Note dated March 13, 2019 re: Hosting of the Creative Network of Canada Summit in 2022, 2023 or 2024**

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**Recommendation**

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

That the City of St. John’s bid to become the host city for the Creative City Network of Canada (CCNC) Summit being held in the fall in one of 2022, 2023, or 2024.

**CARRIED UNANIMOUSLY**

**Governance & Strategic Priorities**

**2. Decision Note dated February 12, 2019 re: Changes to Corporate Policy Committee**

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**Recommendation**

Moved - Councillor Hickman; Seconded – Councillor Lane

That Council approve the modifications to the composition and processes of the Corporate Policy Committee.

**CARRIED UNANIMOUSLY**

**3. Decision Note dated March 13, 2019 re: New Strategic Plan – Our City, Our Future – and 2019 Action Plan**

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**Recommendation**

Moved - Councillor Burton; Seconded – Councillor Hanlon

That Council adopt the new Strategic Plan – Our City, Our Future and the 2019 Action Plan.

**CARRIED UNANIMOUSLY**

**Planning & Development**

**4. Decision Note dated March 6, 2019 re: Ground Sign Approval (Sign By-Law)**

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**Recommendation**

Moved - Councillor Burton; Seconded – Councillor Lane

That Council approve the request to exceed the maximum allowable tolerances as stipulated in the Sign By-Law as proposed.

**CARRIED UNANIMOUSLY**

**Transportation**

**5. GoBus Interim Recommendations dated March 19, 2019**

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Moved - Councillor Froude; Seconded – Councillor Stapleton

That the following summary of the interim recommendations be approved:

- a. Implement Strategic Direction #1: Eligibility Criteria Change (removing

definition of disability)

- b. Implement Strategic Direction #2: Application Process
- c. Strategic Direction #3:
  - i. Notification will be provided to MVT that the definition of a 'no show' will be changed from 90 minutes to 45 minutes and that the rate paid for a 'no show' will be reduced from current rate of \$25.30 to \$12.00.
  - ii. Negotiating changes to the existing contract is not recommended as it will require a new RFP/tender to be issued. In the interim, Metrobus will work with the City's legal team and disability community to develop a new RFP/tender document outlining terms and conditions for a new contract.
- d. Fare Collection – Taxi Rides

To address the issue of collecting fares when the trip is provided by a taxi and the customer pays fare with a GoCard pass, MVT will be notified that taxis will be required to have fare collection technology (i.e. portable electronic GoCard reader, or \$2.50 will be deducted from the trip rate for each applicable ride).

After consultation with the disability community, it is recommended that Council approve the interim recommendations outlined above.

CARRIED UNANIMOUSLY

# DECISION/DIRECTION NOTE

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**Title:** Hosting of the Creative City Network of Canada Summit in 2022, 2023, or 2024

**Date Prepared:** March 13, 2019

**Report To:** Committee of the Whole; March 20, 2019

**Ward:** N/A

## **Decision/Direction Required:**

To consider whether the City of St. John's should become the host city for the Creative City Network of Canada (CCNC) Summit being held in the fall of either 2022, 2023, or 2024.

## **Discussion – Background and Current Status:**

The Creative City Network of Canada (CCNC) held its first Summit in 2002 in Vancouver. Since then, the CCNC has organized 17 successful annual Summits (including its second annual summit, in 2003, here in St. John's). The Summit provides an opportunity to connect face to face with peers across Canada working in the field of cultural planning, policy, and all aspects of cultural development including public art, special events and festivals, programming and facility management. It provides attendees a platform to exchange ideas and learn from their peers and experts in the field.

Previous host city organizers confirm that being the host for a Creative City Summit is valuable, extremely rewarding and worth the effort. Hosting a Creative City Summit puts the host municipality in the spotlight. The Summit raises the profile of your community across Canada and encourages people to visit and experience the community's cultural resources.

The Summit also strengthens supports for culture within the community by bringing expertise in local cultural development to the community and shining a spotlight on local achievements. Each Creative City Summit offers content that is national in scope and addresses the breadth of issues within the practice of local cultural development for cities of different sizes and geographies.

## **The Summit includes six core-programming elements:**

1. Host City Welcome Reception,
2. Local arts and culture study tours,
3. Peer-to-peer presentations,
4. Public Art and Special Event & Festival Roundtables
5. Keynote speeches, and
6. CCNC Annual General Meeting.

The Summit is three days in length and typically takes place between October 1st and November 30th. Its registration includes up to 250 delegates from across Canada, keynote speakers, elected officials from all levels of government, government officials, cultural leaders, cultural managers, artists, etc.

## **The host city is responsible for two core-programming elements:**

- 1) **Host City Welcome Reception, and**
- 2) **Study Tours**

# ST. JOHN'S

**Both of these programming elements are an opportunity to highlight the local community's unique history, stories and achievements. Additionally, the host city may choose to offer additional evening excursions to enhance the delegate's experience.**

**Key Considerations/Implications:**

**1. Budget/Financial Implications:**

The CCNC will contribute revenues through delegate registration fees and sponsorship opportunities, which will go towards the delivery of the Summit. The host city will commit to a host fee as proposed in their bid.

The CCNC is financially responsible for the overall delivery of the Summit including, but not limited to, promotion, pre-Summit site visit, all contracts with vendors, speakers and hotels, delegate registration, catering, programming coordination including audio visual, and any additional administrative aspects of the Summit coordination including Summit evaluation and vendor follow-up post Summit. All contracts entered into for the provision of services will be with the CCNC. The host city is not responsible for any financial losses due to the Summit.

The host city organizes the Welcome Reception and local arts and culture study tours at their expense. In the past, host cities have also been able to provide municipally run venues (theatre, studio, art gallery spaces), technical staff, A/V equipment and catering in-kind support for the welcome reception, study tours and artistic animation.

The host city should also provide at least one staff person, in-kind, that will be the primary contact for the Creative City Network staff and serve on the Creative City Summit Committee as the Host Municipality Coordinator.

In addition, host cities will fund artistic animation for the Summit that highlight the local cultural community during breaks, evening events, etc.

**In 2018, the host city's budgeted financial contribution was \$35,000, plus in-kind contributions (e.g. City staff liaison with Summit planning committee). We anticipate a similar contribution; this would cover costs such as performer fees for artistic animation, study tour transportation and related costs, welcome reception venue and catering costs. The final dollar amount may be reduced through securing of financial assistance, sponsorships, in-kind contributions and/or discounts from suppliers, and partnerships with participating organizations.**

**2. Partners or Other Stakeholders:**

Destination St. John's will provide assistance with the development of the bid application.

The City will explore possible partnerships with neighbouring or regional municipalities, academic, business, not-for-profit organizations and provincial agencies, to leverage resources towards the Creative City Summit. This may be in the form of financial assistance, in-kind venue and event planning, committee work, and related support, as well as sponsorship.



### 3. Alignment with Strategic Directions/Adopted Plans:

**Strategic Plan 2015-2018**; Strategic Direction: Responsive and Progressive: The general direction is to explore options to host significant national events with a specific initiative being seek opportunities to host municipal government related events.

This initiative also supports several Goals of **Roadmap 2021: A Strategic Economic Plan for St. John's**: Goal 2 – A magnetic and desirable city for newcomers and young professionals; Goal 4 – A destination of choice for people seeking authentic visitor experiences, and Goal 5 – A leading Canadian artistic metropolis.

This initiative also supports **Planning for a Creative Future: The City of St. John's Municipal Arts Plan**, especially Strategic Direction D: Public Engagement with the Arts, and Strategic Direction E: Artist as Entrepreneur.

### 4. Legal or Policy Implications:

None at this time.

### 5. Engagement and Communications Considerations:

Assistance from the Marketing and Communications Division would be needed for this event.

### 6. Human Resource Implications:

The host city is responsible for providing a municipal staff person that will act as the Host Municipality Coordinator. The City's Arts and Cultural Development Coordinator was a member of the 2018 Summit Planning Committee for the summit that took place in Mississauga, ON, and would be well-positioned to fill this role, with as-needed support from staff in the Economic Development, Culture and Partnerships division.

The City will also coordinate provision of volunteers for the summit to support registration areas, study tour sign-up, welcome reception and general hosting duties.

### 7. Procurement Implications:

None at this time.

### 8. Information Technology Implications:

None at this time.

### 9. Other Implications: N/A

#### Recommendation:

That the City of St. John's bid to become the host city for the Creative City Network of Canada (CCNC) Summit being held in the fall in one of 2022, 2023, or 2024.

#### Prepared by/Signature:

Théa Morash, Arts and Cultural Development Coordinator; Economic Development, Culture & Partnerships Division, Department of Community Services

#### Approved by/Date/Signature:

Elizabeth Lawrence, Director; Economic Development, Culture & Partnerships Division, Department of Community Services

# ST. JOHN'S

# DECISION/DIRECTION NOTE

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Title: Changes to the Corporate Policy Committee

Date Prepared: February 12, 2019

Report To: Committee of the Whole

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

Ward: N/A

Decision/Direction Required: Seeking approval to modify the composition and processes of the Corporate Policy Committee.

## Discussion – Background and Current Status:

The Corporate Policy Committee (CPC) was approved by Council in November 2015 (R2015-11-09/5 refers) to provide a consistent policy review and approval process for all corporate policies for the City of St. John's.

The CPC and corporate policy development are managed by the Office of the City Clerk. Since 2015, the policy process has evolved and in April 2018, a permanent Policy Analyst was hired. As detailed in the attached documents, to support and enhance ongoing policy development, the following key changes are recommended:

- The CPC membership will include:
  - Two Co-Chairs (City Clerk and Manager - HR Advisory Services)
  - Policy Analyst
  - Senior Legal Counsel
  - Internal Auditor
  - Representative from Organizational Performance and Strategy Division
- Draft policies will be streamed via the Senior Executive Committee (SEC) for departmental feedback.
- The Office of the City Clerk will continue to oversee the corporate policy development process and manage the CPC. All policy notes, policies and procedures will be developed in coordination with the Policy Analyst, as the main liaison for policy development.
- The Office of the City Clerk will consult with the Office of the City Solicitor throughout the policy development process, including a preliminary consultation prior to policy development and sign-off by the Office of the City Solicitor (along with the Policy Analyst, CPC Co-Chairs, and Policy Sponsor) prior to submission for SEC approval.
- A streamlined policy note template has been developed to provide simplified guidance to departments.

# ST. JOHN'S

## Key Considerations/Implications:

1. Budget/Financial Implications  
Not applicable.
2. Partners or Other Stakeholders  
The Office of the City Clerk will continue to implement the corporate policy development process and manage the CPC. The SEC will continue to review/approve the CPC's recommendations prior to forwarding them to the Committee of the Whole (and then Council) for approval.
3. Alignment with Strategic Directions/Adopted Plans  
The proposed approach aligns with the "Effective Organization" Strategic Direction of the Strategic Plan.
4. Legal or Policy Implications  
These changes are designed to enhance the policy development process.
5. Privacy Implications  
Not applicable.
6. Engagement and Communications Considerations  
These changes have been developed based on discussions and feedback among the SEC, the CPC Co-chairs and CPC members.
7. Human Resource Implications  
There are no human resources implications with these changes, which will be implemented with existing staffing levels.
8. Procurement Implications  
Not applicable.
9. Information Technology Implications  
Not applicable.
10. Other Implications  
Not applicable.

Recommendation: It is recommended that Council approve the modifications to the composition and processes of the Corporate Policy Committee.



Prepared by: Trina Caines, Policy Analyst

Approved by/Date: Elaine Henley, City Clerk, CPC Co-Chair; Roshni Antony, Manager  
- HR Advisory Services, CPC Co-Chair / February 12, 2019

Attachments: Revised Terms of Reference – Corporate Policy Committee  
Revised Policy Proposal Submission Procedure  
Revised Policy Note Template

ST. JOHN'S

## Terms of Reference – Corporate Policy Committee

The Corporate Policy Committee is a **staff committee** with members from the following areas of the City of St. John's.

- City Clerk (or designate)
- Human Resources (Manager, HR Advisor Services)
- Policy Analyst
- City Solicitor
- Internal Auditor
- Organizational Performance and Strategy Representative

**Chairing:** The committee shall be co-chaired by the City Clerk and the Manager, HR Advisor Services. The Office of the City Clerk will have ownership of the policy approval process.

**Frequency of Meetings and Quorum:** The Corporate Policy Committee shall meet not less than **four times** in each year, and as and when called by the Chair. A quorum at each meeting shall be **four** members.

**Record of Meetings:** The Committee shall ensure that written minutes of each meeting are recorded and available for reference by the Senior Executive Committee (SEC) as and when requested. The Policy Analyst will be responsible for taking the minutes. In the absence of the Policy Analyst, one of the co-chairs will designate a minute-taker for the meeting.

### Role of the Committee

- a) Develop and refine the processes for policy conversion, new policy development, and policy retirement;
- b) Recommend processes for effective policy administration;
- c) Provide a forum for aggregating ideas and improvements for creating, vetting and maintaining consistency of city-wide policies;
- d) Ensure that policies have been vetted through all appropriate city departments and other key stakeholders prior to seeking final approval by Council.
- e) Review and provide overview of policy to ensure employee implications are considered while formalizing City policy and procedures on an ongoing basis;
- f) Ensure that any new or amended policy and related programs are consistent with legislation and applicable collective agreements.

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- g) Support the creative implementation and communication of City policies and practices.
- h) Provide guidance for policy sponsors on such matters as process management, refinement of procedures, resolution of emerging issues, and additional communication or training requirements. These responsibilities include but are not limited to guidance on:
  - Policy Format: Ratification of a uniform format for all city policies.
  - Policies Index: Implementation of a comprehensive policies index for ease of policy search and identification by users of the intranet.
  - Administrative Procedure: Implementation of a comprehensive procedure to follow when creating, amending or repealing policies. Such procedure addresses:
    - Scope of responsibility for policy creation, review, and enforcement;
    - Proper approval path for policy routing;
    - Templates and tools to be used for uniform policy documents;
    - Legal review;
    - Official approval and communication of policies to City residents and/or employees; and
    - Periodic review cycles for policies.
- i) Ensure that the policies on the City of St. John's Internet and intranet are reviewed and updated as required by the appropriate policy review schedules.
- j) Provide the SEC and, as required, the Committee of the Whole, with recommendations on matters related to new and existing policies.

### **Role of Committee Members**

The success of the Committee relies on the active participation of its members. Individual members are expected to:

- a) Attend and participate in Committee meetings,
- b) Review materials provided and provide feedback within timelines specified,
- c) Advise the Policy Analyst of any issues related to feedback timelines so that mitigation activities may be considered,
- d) Work with departmental staff and Policy Analyst in the development of policy notes,
- e) Work with departmental staff and Policy Analyst in the development of policies and procedures.

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## Policy Proposal Submission Procedure

### Purpose

This document outlines the procedure for developing a policy proposal and the process thereafter for policy vetting and approval.

The Corporate Policy Committee (CPC) will review all policies in line with the terms of reference of the Committee and provide feedback and guidance to the policy proposers and sponsors. Policy proposers and sponsors should consult the following for more information regarding the policy approval process:

- Policy Note Template
- Policy Template
- CPC Terms of Reference

### Submission Procedures

- 1) **Identification of Policy Need:** Any employee wishing to (i) create a new policy, (ii) amend an existing policy, or (iii) repeal an existing policy must contact the Policy Analyst with the Office of the City Clerk.
- 2) **Recommended Approach:** Following discussion with the employee (the policy proposer), the Policy Analyst will recommend whether a policy note should be developed, or another approach would be more appropriate (e.g., procedure development).
- 3) **Preliminary Consultation:** Before the policy note development process begins, the Policy Analyst will contact (via email) the CPC Co-Chairs and a representative from the Office of the City Solicitor providing a brief synopsis of the planned policy development to determine if there are any major issues (e.g., need for a by-law, constraints of the City of St. John's Act, pending litigation, etc.) that may affect the decision or timing to proceed.
- 4) **Policy Note Development:** Following feedback from the preliminary consultation, if deemed appropriate, the Policy Analyst will work with the policy proposer to develop a policy note.

- a) A policy sponsor shall be identified and confirmed by the policy proposer. The Policy Analyst will advise the policy sponsor of the expected timeframe for policy note development.
  - b) A working group will be established with appropriate staff to develop the policy note (for some policy notes, this may consist only of the policy proposer and the Policy Analyst).
  - c) A policy note will be drafted based on discussions, research and/or consultation by the working group.
  - d) Policy notes shall be sent to the CPC for review and feedback via email.
    - i. If deemed necessary by the CPC Co-chairs, a CPC meeting will be scheduled for further discussion.
    - ii. At the CPC Co-chairs' and/or the Policy Analyst's discretion, the policy sponsor and any relevant staff may be invited to attend relevant committee meetings regarding the policy proposal in question.
  - e) Based on feedback, the following outcomes (including more than one of the following) may occur:
    - i. Sending the policy note to the Senior Executive Committee (SEC) seeking confirmation/clarification of policy approach. (Prior to sending to the SEC, the policy note shall be signed off by a representative of the Office of the City Solicitor, the policy sponsor, the CPC Co-chairs and the Policy Analyst.)
    - ii. Gathering more information and returning with revised policy note.
    - iii. Postponing/cancelling policy/procedure development.
    - iv. Proceeding with policy and/or procedure development.
  - f) The policy sponsor shall be advised of the outcome and planned actions.
- 5) **Policy Development:** The working group will develop the draft policy and/or procedures.
- a) The draft policy (and/or procedures as determined by the CPC Co-chairs and/or the Policy Analyst) will be provided to the CPC members

for feedback via email and/or at a CPC meeting (as determined by the CPC Co-chairs and/or the Policy Analyst).

- b) The draft policy (and/or procedures, if appropriate) will be provided to the SEC for distribution to their relevant departmental staff for review and feedback.
  - c) Both the CPC members and relevant departmental staff will have a minimum of three weeks to provide feedback (this may be longer for more complex policies or shorter in extenuating circumstances).
  - d) Following the incorporation of all feedback provided, the draft policy (and/or procedures) shall be circulated to the members of the CPC for a final review.
  - e) Once this review is complete, the final policy draft and any related documents shall be signed off by the Policy Analyst, CPC Co-Chairs, Policy Sponsor, and a representative of the Office of the City Solicitor.
- 6) **Policy Approval:** The signed draft shall be referred to the SEC for approval. Once approved by SEC, the policy shall be submitted to the Committee of the Whole for approval and subsequent Council approval.
- 7) **Policy Implementation:** Once the policy is approved, the policy sponsor shall ensure that implementation and communication is completed as previously agreed to in the policy note. The approved policy will be posted on to the Corporate and Operational Policies Manual by the Office of the City Clerk.

**Corporate Policy Committee Co-Chairs**

Elaine Henley, City Clerk (ehenley@stjohns.ca / 576-8202)

Roshni Antony, Manager, HR Advisory Services (rantony@stjohns.ca / 576-3179)

**Policy Analyst**

Trina Caines (tcaines@stjohns.ca / 570-2155)

## Policy Note

[Remove **ALL** text in square brackets, including this line, and replace with your own text, where applicable]

[This Policy Note is to be presented to the Corporate Policy Committee **prior to beginning to draft any policy.**]

**Date:** [Click here to enter a date.](#)

**Policy Title:** [Name of existing policy or proposed new policy]

**Policy Proposer:** [State the Policy Proposer (name and position)]

**Policy Sponsor:** [State the Policy Sponsor, normally a Division / Department Manager to be involved in the policy implementation]

Check all that apply:  New Policy  Revision to Existing Policy  
 Deletion of Existing Policy

[In cases where a new policy requires revision and/or deletion of other policies, please check all relevant boxes and provide details under “Existing / Related Policies” below.]

Will the above be [select all that are relevant]

Directional AND/OR  Instructional

Descriptive AND/OR  Procedural

Require the audience to perform  Conceptual AND/OR  Concrete tasks.

Supported with

Procedures  Checklists  Forms  Guidelines  Legislation.

## **Background/Discussion Report**

[Give a brief summary of the history of the topic and other background information. Write in paragraph form. **Not every single question needs to be answered**, just the ones that are relevant to the topic.]

- [Why is this new policy or policy revision or policy deletion needed?]
- [What previous problems or decisions have related to this issue?]
- [What are the benefits of introducing a new policy or changing the policy?]
- [Identify the 5 W's where applicable: Who, What, When, Where, Why.]
- [What options/alternatives have been considered?]
- [What are the implications for not making this change?]
- [Provide information on best practices and benchmarking with other similar organizations/jurisdictions. Additional details may be attached.]

**Scope:** [State those individuals, groups, units, and/or entities to which the policy would apply. (e.g., all city employees, contractors, citizens, employees of public works only, etc.)]

### **Existing Related Policies:**

[List any existing policies, legislation, regulations, collective agreements, etc., that may be related to the policy and which will need to be reviewed during policy drafting to ensure consistency.]

[In cases where introduction of a new policy requires revision and/or deletion of other policies, **please provide details here.**]

### **Key Considerations/Implications:**

[Key considerations are listed in the subsections below. Present all the details required to facilitate decision-making. Depending on the policy and its scope, not all of these subsections will be relevant. **If they are not relevant, please state “not applicable”.**]

## 1. Audience Analysis

- [How will readers use the policy?]
- [Have you considered both concrete tasks (physical activity) and conceptual ones (understanding)?]
- [Is there prior information needed before using/reading this document? What is the knowledge required?]
- [Will there be resistance to the policy content? To what and why?]

## 2. Budget/Financial Implications

- [What are the financial implications of implementing this policy, including direct and indirect costs?]
- [Is this already included in your department or program budget? If not, how will budget or financing matters be addressed?]
- [What is the time commitment for the implementation?]

## 3. Partners or Other Stakeholders

- [Who will this policy impact?]
- [Who needs to be part of the review and recommendation process?]
- [Are other levels of government involved?]
- [Are there other key stakeholders? Internal stakeholders? What is their role: have they provided funds, do they sit on a committee, etc.?]

## 4. Alignment with Strategic Directions/Adopted Plans

- [Cite the relevant Strategic Direction or Goal from the Strategic Plan]
- [Does it support or align with specific directions in other City approved plans? e.g., Engage, Envision, Parks and Open Spaces, etc.?]

## 5. Legal or Policy Implications

- [Are there any legal or matters of risk which need to be considered?]
- [Have you considered existing policies and by-laws?]
- [Is there any new legislation that should be considered?]
- [Are there occupational health and safety implications?]

## 6. Privacy Implications

- [Indicate whether a Preliminary Privacy Impact Assessment (PPIA) is required. One must be completed for any new or substantially modified program, service, or activity involving personal information.]

## 7. Engagement and Communications Considerations

- [Have you reviewed the public engagement “How To” document?]
- [What level of engagement is required? Have you prepared a public engagement plan?]
- [Are there any internal or external partners that need to be engaged?]
- [If public engagement has already taken place, did it inform the note and recommendations?]
- [What communication is planned? Has a communications plan been drafted, or will one be drafted? Are other communications materials being prepared?]
- [Are there any implications for Access Centre (i.e., will this result in increased calls/requests for them and have they been consulted)?]
- [Identify the groups or individuals to be consulted during policy development or who have been consulted to date. Consideration should be given to the following:]
  - [People: DCMs, directors, managers, other groups of employees, unions, etc., as appropriate]
  - [Departments and Divisions: Strategy and Engagement, Human Resources, Corporate Services, other as appropriate.]

## 8. Human Resource Implications

- [Are there any staffing, training or related requirements? Will managers/supervisors need additional toolkits?]
- [Are there any labor relations implications?]

## 9. Procurement Implications

- [Is there a need to contract services, products, equipment, etc.?.]
- [Are there existing contracts that may be impacted?]
- [Have you considered procurement timeline implications and impact?]

## 10. Information Technology Implications

- [Will you need support of IT services? Have you consulted Corporate Information Services to ensure they have resources to assist?]
- [Is there a need for new software or IT systems?]

## 11. Other Implications

- [What else needs to be considered?]

### **Key Recommendations in the Policy:**

[Based on the above discussion and review of key considerations, what is being recommended to the CPC?]

- [Make sure the recommendation is clear, direct and substantiated by the facts you have put forward.]
- [Don't introduce new information in this section.]
- [Clarify the stakeholders and advisory support needed to draft the policy (e.g., Internal Audit, HR, etc.)]

### **Proposed Timeline for Development and Approval:**

[Using the format of yyyy-mm, state the proposed timeline for the various phases, including the anticipated approval date as the final End Date in the table below. Normally, the timeline is completed within twelve months. Note that the consultation period must be a minimum of four weeks.]

<b>Activity</b>	<b>Start Date</b>	<b>End Date</b>
Research and Planning		
Consultation		
Drafting based on consultation feedback		
Preparation of final submission for CPC approval		

Project Proposer      [Signature]  
Project Sponsor        [Signature]  
Department Head      [Signature]

[This proposal requires the support of the appropriate Department Head/DCM before submitting to the CPC.]

# DECISION/DIRECTION NOTE

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Title: New Strategic Plan – **Our City, Our Future** – and 2019 Action Plan

Date Prepared: March 13, 2019

Report To: Committee of the Whole

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

Ward: N/A

Decision/Direction Required: Approve new Strategic Plan and 2019 Action Plan

Discussion – Background and Current Status:

In 2018 the City began the work to build a new Strategic Plan. The plan launched in 2015 was set to expire and it was important to have a new plan that would better align with the City's budget process. A 2018 report and list of accomplishments from the 2015-18 plan was tabled at COTW on Feb. 28, 2019.

The Strategic Plan is the City's overarching strategy document, created to shape and direct our strategic decisions. The vision and the strategic directions are the drivers for change, developed through our year-long **Our City, Our Future** initiative, and they provide the foundation for the plan. The four directions are pillars, each one including goals that translate into specific strategic actions every year. The directions are designed to be longer term, for a period of ten years, with the goals designed for the life of Council with each new Council reviewing and adjusting them to reflect emerging and changing priorities.

Annually, the City will identify strategic activities through a departmental planning process which will result in an annual list of strategic activities to turn the intention of the plan into a reality. The City will publish these annual priorities and report on achievements online.

## Building **Our City, Our Future**

As we started work on a new Strategic Plan, there were several considerations:

- The City has several other plans and strategies, some of which are dated, some of which are new and some of which are evolving including a new economic development plan. We needed a new strategic plan that could set out higher-level directions and goals but would be nimble enough that it could incorporate activities from these other plans, all driving towards a common vision.
- We wanted the plan to be a living document. Therefore, we considered how best to align it to the three-year budget cycle ensuring the initiatives undertaken each year have the necessary resources to make them happen; tying the annual strategic initiatives that advance the plan into our daily work and building that in to our ongoing accountability.

# ST. JOHN'S

In March 2018 the City undertook its first [citizen satisfaction survey](#). The survey provided us with a benchmark of how we are currently performing, and a snapshot of what residents think about the services they receive, value for money, capital spending, and engagement and communications. The survey results provided for good conversation during much of the year-long engagement work and set a benchmark for how we are doing as a City. As part of our strategic planning framework, the City will undertake this type of survey every two years, the next one being in 2020.

Over the past five years, the City has made great strides in public engagement, building a framework and growing internal capacity. For the new strategic plan, it was important to hear from a variety of voices. Between April and October 2018, through a series of nearly 50 in-person and on-line engagement activities, there were several thousand points of engagement. We created an ad hoc Budget and Strategy Advisory Committee comprised of a cross section of members from existing City committees to provide advice and guidance on both the development of the new plan and the budget process.

Regardless of the stakeholder, key themes started to emerge from the engagement process and people indicated what was truly important to them. A [What we Heard](#) document was released in July 2018.

The next piece of the process was to review everything that had been gathered internally and externally and determine how best to position the plan going forward. Four directions were outlined, each one including two to three goals. The plan is both future focused and nimble with a broader statement of our vision for St. John's as well as a new mission statement. Our core values remain the same.

Every year we will table and report on new strategic initiatives that advance the goals and directions of the plan and later in 2019 will launch a public dashboard to allow for easy access to updates and information about our progress including indicators.

#### Key Considerations/Implications:

1. Budget/Financial Implications

Initiatives to be outlined year over year will be considered within the budget planning process. The cost for an enterprise software solution to allow for effective monitoring and reporting on the plan has been budgeted (See #7 - Procurement Implications).

2. Partners or Other Stakeholders

The City has set a guiding principle in the plan recognizing that we need to work with our partners and municipal neighbours to advance our directions.

3. Alignment with Strategic Directions/Adopted Plans

The Strategic Plan is the overarching plan for the City. All other plans and strategies should align with the vision, directions and goals outlined here.

4. Legal or Policy Implications

N/A



5. Engagement and Communications Considerations

A significant year-long engagement process was carried out in the development of this plan and included both internal and external stakeholders. There were public sessions, a project page on [engagestjohns.ca](http://engagestjohns.ca), by invitation sessions, workshops with staff and Council as well as targeted conversations with key stakeholder groups. Additionally, the City established an ad hoc advisory committee comprised of representatives of existing City committees focused on both the new Strategic Plan and the budget process. The committee provided feedback and advice on the public engagement process, what we heard and draft versions of the plan.

6. Human Resource Implications

Strategic planning is the responsibility of the division of Organizational Performance and Strategy, Department of Finance and Administration.

7. Procurement Implications

A procurement process is underway to secure an enterprise software solution for strategic planning and public reporting to allow the implementation and monitoring process to be streamlined and information made more easily available to the public.

8. Information Technology Implications

As per above.

9. Other Implications

Recommendation: Accept the new Strategic Plan and Action Plan for 2019

Prepared by Victoria Etchegary, Manager, Organizational Performance and Strategy

Reviewed by Derek Coffey, Deputy City Manager, Finance and Administration

Approved by Kevin Breen, City Manager

Attachments:

Our City, Our Future Strategic Plan 2019-2029

2019 Action Plan





# 2019-2029

CITY OF ST. JOHN'S

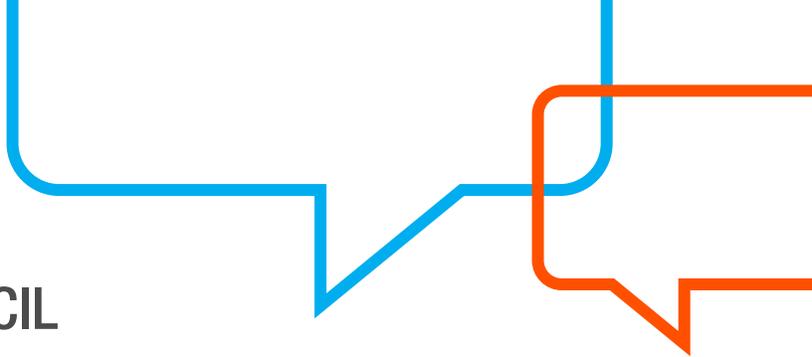
# STRATEGIC PLAN

**OUR CITY.  
OUR FUTURE.**

**A Sustainable City | A City that Moves | A Connected City | An Effective City**

# MESSAGE

## FROM THE MAYOR AND COUNCIL



In 2018 the City of St. John's set out to build a new Strategic Plan, one that would transition us as we see changes in our demographics and economy. Maintaining affordability for residents is a major priority for Council given our current environment. As a Council, we aspire to position the City as a place where people want to live and work and where everyone feels they belong. However, not only do we want people to choose St. John's as a place to live and do business, we want them to love St. John's and feel connected to this place and the people who live here.

**Our City, Our Future** sets forth such a vision. Its intention is to build on the success and learning from our 2015-18 Plan and to keep us focused on our longer-term directions namely to be a **Sustainable City**, a **City that Moves**, a **Connected City** and an **Effective City**. Working with staff, and using input from our residents and stakeholders, Council has identified the goals we want to focus on for the next three years. These are ambitious goals that hold us accountable and ensure the strategic activities we put our efforts into are also important to you. As well, we want to build a City organization where our policies and processes drive high performance and where our continuous improvement efforts make things better every day.

To realize our vision and achieve our goals we must work closely with our partners, our staff, and our residents. Together we can build a city that is sustainable today and in to the future.





# OUR CITY

St. John's is a vibrant city unlike any other. From iconic Signal Hill and the Narrows to our beautiful parks and historic downtown, we offer residents and visitors alike a one-of-a kind experience. We are known for our friendly people, our thriving arts scene, our ocean expertise, our innovative post-secondary community, and our constantly emerging culinary appeal.

## HOUSEHOLD CHARACTERISTICS

(2016)



**108,860**

TOTAL POPULATION

**61.4%**

OWN

**47,625**

TOTAL HOUSEHOLDS

**38.6%**

RENT

IT IS ANTICIPATED THAT AS WE MOVE TOWARDS 2036:



THE AGE GROUP OF

**25 TO 34**

WILL SHOW THE STRONGEST DECLINE

THE POPULATION

**65 AND OVER**

WILL SHOW LARGE POPULATION INCREASE

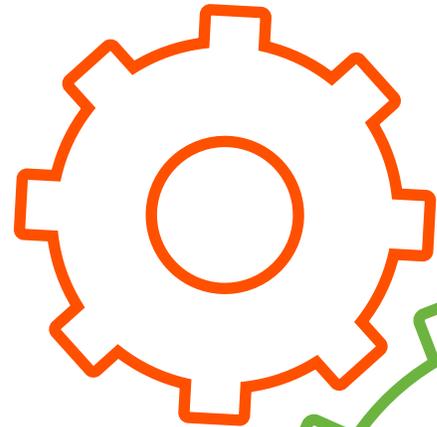
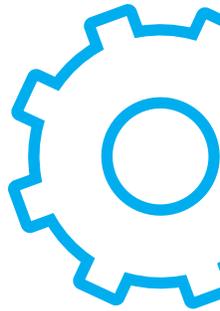


# STRATEGIC PLAN FRAMEWORK

The Strategic Plan is the City's overarching strategy document, created to shape and direct our strategic decisions over the next ten years. The vision and the strategic directions are the drivers for change, developed through our year-long **Our City, Our Future** initiative, and they provide the foundation for the plan.

The four directions are the strategic pillars, each one including goals that translate into specific strategic actions every year. The directions are designed to be longer term, for a period of ten years, with the goals designed for the life of Council with each new Council reviewing and adjusting them to reflect emerging and changing priorities.

Annually, the City will identify strategic activities to focus on which will help achieve the goals outlined here and turn the intention of the plan into a reality. The city will publish these annual priorities and report on achievements online.



# BUILDING OUR CITY, OUR FUTURE



When the City tabled its 2015-2018 Strategic Plan it set out ambitious directions and goals that we have been working and reporting on every year. During this time there was a significant shift in the economy, the city undertook a year-long program review exercise, and a new Council was elected. As we started work on a new Strategic Plan, there were several considerations:

- The City has several other plans and strategies, some of which are dated, some of which are new and some of which are evolving including a new economic development plan. We needed a new plan that could set out higher-level directions and goals but would be nimble enough that it could incorporate activities from these other plans, all driving towards a common vision.
- We wanted the plan to be a living document. Therefore, we considered how best to align it to the three-year budget cycle ensuring the initiatives undertaken each year have the necessary resources to make them happen; tying the annual strategic initiatives that advance the plan into our daily work and building that in to our ongoing accountability.

# Engage! St. John's

## CITIZEN SURVEY

In March 2018 the City undertook its first **citizen satisfaction survey**. The survey provided us with a benchmark of how we are currently performing, and a snapshot of what residents think about the services they receive, value for money, capital spending, and engagement and communications. We learned that residents believe St. John's is a good place to live, where they have good quality of life and enjoy a variety of services. We also heard where residents believe we need to make improvements. The survey results provided for good conversation during much of the year-long engagement work and set a benchmark for how we are doing as a City. As part of our strategic planning framework, the City will undertake this type of survey every two years, the next one being in 2020.

## PUBLIC ENGAGEMENT

Over the past five years, the City has made great strides in public engagement, building a framework and growing internal capacity. For the new Strategic Plan, it was important to hear from a variety of voices. While the citizen survey provided perspective, opportunity for more robust dialogue was necessary. Between April and October 2018, through a series of nearly 50 in-person and on-line engagement activities, there were several thousand points of engagement. We created an ad hoc budget and strategy advisory committee comprised of a cross section of members from existing City committees to provide advice and guidance on both the development of the plan and the budget process.

Regardless of the stakeholder, key themes started to emerge from the engagement process and people indicated what was truly important to them. Words such as affordability, engagement and communication, how we get around, inclusion and access, the importance of places to go and things to do, the environment, land use and public spaces, efficiency, feeling connected and accountability were heard often. Combined with the feedback from the citizen survey, this information helped shaped the vision and directions outlined in this plan.



# VISION

St. John's is a progressive city, shaped by its geography and history, where people want to live and feel they belong.

# MISSION

Guided by our vision, values and strategic directions, we are a team of Councillors and employees delivering valued programs and services in a fiscally responsible manner, for the betterment of the entire community.

# GUIDING PRINCIPLE

We will work with partners and municipal neighbours to advance our strategic directions through cooperative and innovative approaches.





## 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.



# STRATEGIC DIRECTIONS



## 1 A SUSTAINABLE CITY

A city that is sustainable today and for future generations; economically, environmentally and financially.

## 2 A CITY THAT MOVES

A city that builds a balanced transportation network to get people and goods where they want to go safely.

## 3 A CONNECTED CITY

A city where people feel connected, have a sense of belonging, and are actively engaged in community life.

## 4 AN EFFECTIVE CITY

A city that performs effectively and delivers results.



# A SUSTAINABLE CITY

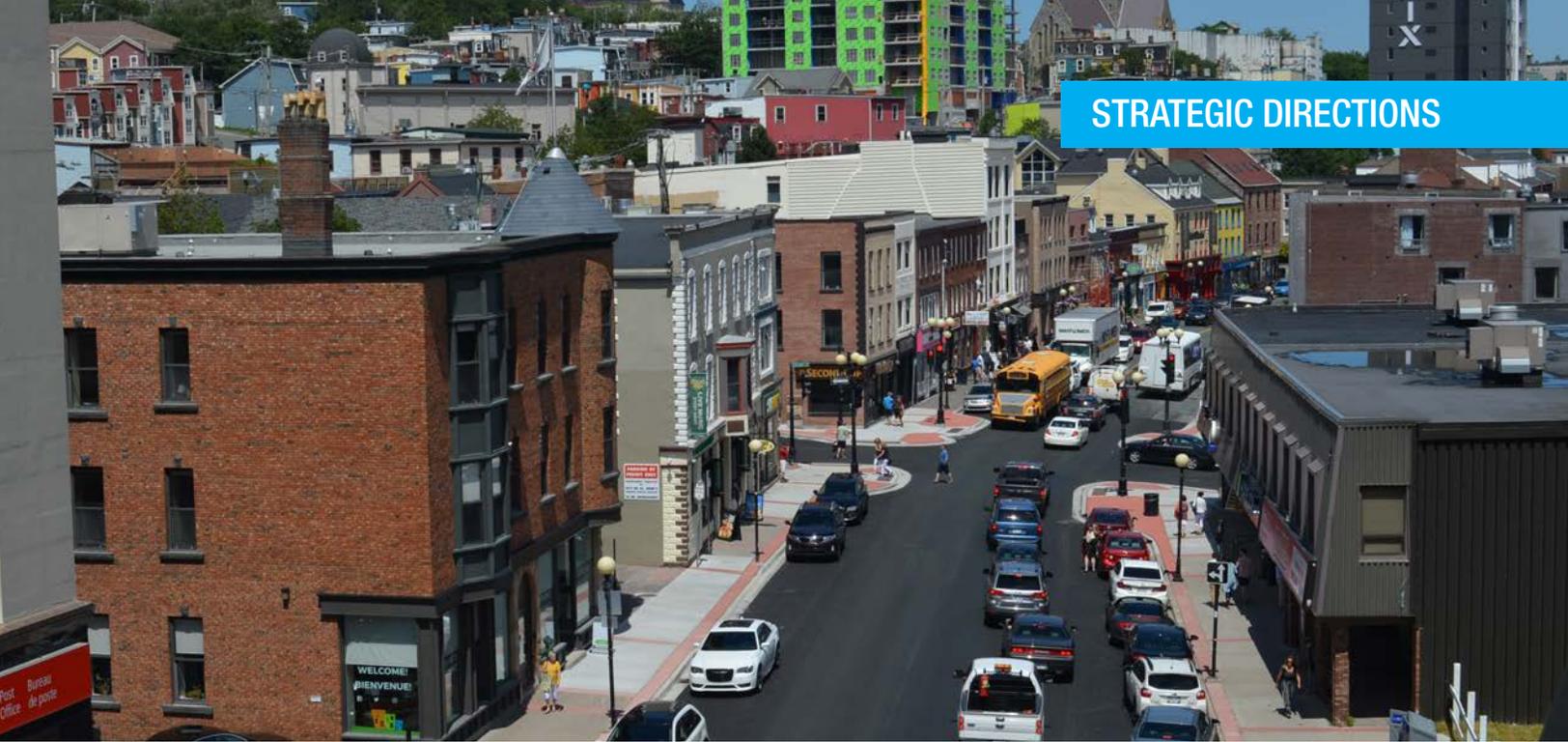
A CITY THAT IS SUSTAINABLE TODAY AND FOR FUTURE GENERATIONS; ECONOMICALLY, ENVIRONMENTALLY AND FINANCIALLY.



Every decision the City makes impacts sustainability today and into the future. By focusing on policy and strategy that supports a vision for a strong economy, values the environment we live in, supports progressive land use planning, and clearly demonstrates value for money to residents, St. John's will be an affordable and sustainable place to live and do business.

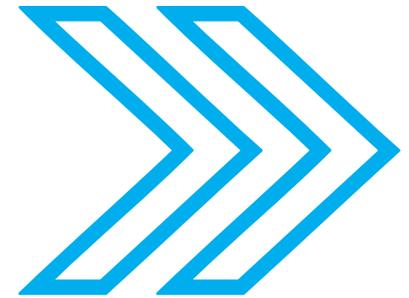
## GOALS

- Be financially responsible and accountable
- Plan for land use and preserve and enhance the natural and built environment where we live
- Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors



# A CITY THAT MOVES

A CITY THAT BUILDS A BALANCED TRANSPORTATION NETWORK TO GET PEOPLE AND GOODS WHERE THEY WANT TO GO SAFELY.



Changing demographics mean the way people move around the city is shifting. Our transportation network needs to provide all people and businesses access to options for travelling where they want to go. By focusing on safety and balance this direction attempts to make a safer transportation network for everyone, regardless of their mode of travel.

## GOALS

- Create a sustainable and accessible public transportation system
- Improve safety for all users on a well-maintained street network
- Expand and maintain a safe and accessible active transportation network



# A CONNECTED CITY

A CITY WHERE PEOPLE FEEL CONNECTED, HAVE A SENSE OF BELONGING, AND ARE ACTIVELY ENGAGED IN COMMUNITY LIFE.



Connections build cohesion, pride and ownership of place. This direction speaks to the City's work within the community to enhance a sense of pride, belonging, place, and engagement and supports how we connect with each other, within our neighbourhoods, within the larger community, and with the city organization and Council.

## GOALS

- Increase and improve opportunities for residents to connect with each other and the City
- Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities



# AN EFFECTIVE CITY

A CITY THAT PERFORMS EFFECTIVELY  
AND DELIVERS RESULTS.



The City needs to have the right strategies, policies, procedures and tools in place to ensure a focus on the right things, while delivering the best services possible, and making decisions for the benefit of the community. Good governance and accountability drive performance.

## GOALS

- Work with our employees to improve organizational performance through effective processes and policies
- Ensure accountability and good governance through transparent and open decision making

## CONCLUSION

Implementation of the Strategic Plan is managed by the City's Senior Management Team. Every year, the City will work to identify new initiatives that advance the goals and directions outlined here. Progress made on the plan will be available online on the city's website with annual reporting on the strategic initiatives outlined for that year.



**CITY OF ST. JOHN'S**

P.O. Box 908 | St. John's NL | A1C 5M2

For more information visit: [www.stjohns.ca](http://www.stjohns.ca)



# 2019 ACTION PLAN

A Sustainable City | A City that Moves | A Connected City | An Effective City



# STRATEGIC DIRECTIONS

## 1 SUSTAINABLE CITY

A city that is sustainable today and for future generations; economically, environmentally and financially.

## 2 A CITY THAT MOVES

A city that builds a balanced transportation network to get people and goods where they want to go safely.

## 3 A CONNECTED CITY

A city where people feel connected, have a sense of belonging, and are actively engaged in community life.

## 4 AN EFFECTIVE CITY

A city that performs effectively and delivers results.



## A Sustainable City

### GOAL: S1 - Be financially responsible and accountable

Initiative		Lead Department(s)	Also relates to Strategic Direction
S1.1	Develop effective policies and procedures including: <ul style="list-style-type: none"> <li>• Fraud Policy</li> <li>• Sponsorship Policy</li> <li>• City-wide Cash Handling and Petty Cash Policy</li> <li>• Collection of Accounts Receivable Policy</li> </ul>	City Manager, Community Services, Finance & Administration	Effective City
S1.2	Initiate a corporate wide asset management plan. Establish a working group, parameters, timelines	Finance & Administration	
S1.3	Formalize a long-term partnership agreement with the St. John's International Airport Authority	Office of the City Manager	

### GOAL: S2 - Plan for land use and preserve and enhance the natural and built environment where we live

S2.1	Commence the development of a sustainability plan	Public Works	
S2.2	Launch energy efficient pilot project for City-owned affordable housing	Community Services	

Initiative		Lead Department(s)	Also relates to Strategic Direction
S2.3	Divert waste from the landfill by: <ul style="list-style-type: none"> <li>• Increasing overall tonnage in curbside recycling</li> <li>• Enhancing yard waste and City backyard composting initiatives</li> <li>• Increasing Industrial, Commercial &amp; Institutional waste diversion</li> <li>• Increasing waste diversion through the Furniture Diversion Program</li> </ul>	Public Works	
S2.4	Review to modify the existing Litter Can Collection and clean-up programs to improve cleanliness in the Downtown	Public Works	Connected City
S2.5	Develop alternatives to traditional snow disposal	Public Works	
S2.6	Complete the Envision St. John's Municipal Plan and Development Regulations and: <ul style="list-style-type: none"> <li>• Undertake staff, public and developer education</li> <li>• Use Envision and Neighbourhood Profile data to advance the development of a Downtown specific area plan; develop terms of reference</li> </ul>	Planning, Engineering & Regulatory Services	Connected City
S2.7	Initiate a City-wide wetland report to delineate all wetlands within municipal boundary for protection	Planning, Engineering & Regulatory Services	
S2.8	Stormwater Management <ul style="list-style-type: none"> <li>• Review current Stormwater Detention Policy to enable more efficient design of stormwater detention facilities</li> <li>• Implement new stormwater management design criteria to account for climate change</li> </ul>	Planning, Engineering & Regulatory Services	

**GOAL: S3 - Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors**

Initiative		Lead Department(s)	Also relates to Strategic Direction
S3.1	Deliver on a regional Themed Signage Strategy as outlined in Roadmap 2021	Community Services	Connected City
S3.2	Complete a new Economic Development Plan, review and prioritize recommendations	Community Services	
S3.3	Reduce development fees in intensification areas to stimulate growth within the City core	Planning, Engineering & Regulatory Services	
S3.4	Amend development regulations to make minimum parking requirements discretionary in the Downtown	Planning, Engineering & Regulatory Services	
S3.5	Develop a City branding initiative	Office of the City Manager	

## »» A City That Moves

### GOAL: M1 - Create a sustainable and accessible public transportation system

Initiative		Lead Department(s)	Also relates to Strategic Direction
M1.1	Transit Priority - Make traffic signal modifications at select intersections to allow transit vehicles to pass with priority	Planning, Engineering & Regulatory Services	
M1.2	Complete the Public Transit Operational Review, review and prioritize recommendations	Office of the City Manager, St. John's Transportation Commission	

### GOAL: M2 - Improve safety for all users on a well-maintained street network

M2.1	Pilot recessed pavement markings in targeted areas	Public Works	
M2.2	Complete a city-wide collision report	Planning, Engineering & Regulatory Services	
M2.3	Implement recommendations and actions from the Paid Parking Management Strategy, specifically: <ul style="list-style-type: none"> <li>• Install new meters and pay stations</li> <li>• Begin issuing e-tickets</li> <li>• Complete changes affecting Churchill Square</li> <li>• Begin consultations on changes to Residential and Visitor Permit Program</li> </ul>	Planning, Engineering & Regulatory Services	Sustainable City

Initiative		Lead Department(s)	Also relates to Strategic Direction
M2.4	Implement the Transportation Master Plan: <ul style="list-style-type: none"> <li>• Complete household travel survey</li> <li>• Install permanent count stations</li> </ul>	Planning, Engineering & Regulatory Services	
M2.5	Complete Hebron Way street extension to Major's Path	Planning, Engineering & Regulatory Services	Sustainable City
M2.6	Implement small traffic and road improvement projects throughout the city to address concerns of residents and improve road safety	Planning, Engineering & Regulatory Services	
<b>GOAL: M3 - Expand and maintain a safe and accessible active transportation network</b>			
M3.1	Complete the Bike St. John's Master Plan to support cycling in the city, review and prioritize recommendations	Planning, Engineering & Regulatory Services	Connected City
M3.2	Implement the Accessible Pedestrian Signals (APS) Program, specifically: <ul style="list-style-type: none"> <li>• Install APS at select intersections</li> </ul>	Planning, Engineering & Regulatory Services	Connected City
M3.3	Build an infill sidewalk program for areas currently lacking sufficient sidewalks	Planning, Engineering & Regulatory Services	Connected City



## A Connected City

### GOAL: C1 - Increase and improve opportunities for residents to connect with each other and the City

Initiative		Lead Department(s)	Also relates to Strategic Direction
C1.1	Create a Community Connections communications strategy to promote sense of belonging and pride of place	Office of the City Manager	
C1.2	Advance a new City website <ul style="list-style-type: none"> <li>Develop a scope of work and create internal working group</li> </ul>	Office of the City Manager	
C1.3	Implement Phase 1 of online neighbourhood profiles initiative improving access to information to residents	Community Services	
C1.4	Launch Corporate Community Outdoor Program	Community Services	Sustainable City
C1.5	Implement a new 311 Call Center Solution to improve client experience	Finance & Administration	Effective City
C1.6	Undertake a Youth Engagement Strategy to improve youth participation in City engagement efforts	Finance & Administration	

**GOAL: C2 - Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities**

Initiative		Lead Department(s)	Also relates to Strategic Direction
C2.1	Advance Healthy Communities and Healthy City strategies <ul style="list-style-type: none"> <li>• Complete a Terms of Reference to advance Northeast Avalon Healthy Communities Alliance</li> <li>• Develop workplan to advance Healthy City St. John's Strategy</li> </ul>	Community Services	
C2.2	Acquire HIGH FIVE <sup>®</sup> quality assurance accreditation for recreation programming	Community Services	
C2.3	Develop a Port of St. John's risk mitigation program to improve safety and response from St. John's Regional Fire Department	St. John's Regional Fire Department	
C2.4	Complete site selection and initiate detailed design work for new H.G.R Mews Community Centre	Planning, Engineering & Regulatory Services	



# An Effective City

## GOAL: E1 - Work with our employees to improve organizational performance through effective processes and policies

Initiative		Lead Department(s)	Also relates to Strategic Direction
E1.1	Explore alternative service delivery models	Office of the City Manager	Sustainable City
E1.2	Develop effective policies and procedures including: <ul style="list-style-type: none"> <li>• Procurement</li> <li>• Privacy Management</li> <li>• Respectful Workplace</li> <li>• Employee Learning and Development</li> </ul>	Finance & Administration; Office of the City Manager; Planning, Engineering & Regulatory Services	
E1.3	Scope the parameters for an Information Management Strategy; create a working group and outline requirements to consider records management policy, digitization and archives	Office of the City Manager	
E1.4	Identify and implement process improvements for: <ul style="list-style-type: none"> <li>• Purchasing land from the City</li> <li>• Operational processes at St. John's Regional Fire Department</li> <li>• Outreach initiatives at St. John's Regional Fire Department</li> <li>• Building permit process to reduce wait time for applicants</li> <li>• Administrative processes related to building permits to reduce time spent on file management</li> <li>• Purchasing process</li> <li>• Public notification process - planning &amp; development applications</li> <li>• Work order process for City Buildings</li> <li>• Collection of Accommodation Tax</li> </ul>	Legal; Community Services; St. John's Regional Fire Department; Finance & Administration; Planning, Engineering & Regulatory Services	Sustainable City Connected City

<b>Initiative</b>		<b>Lead Department(s)</b>	<b>Also relates to Strategic Direction</b>
E1.5	Review and update existing by-laws, including: <ul style="list-style-type: none"> <li>• Residential property standards</li> <li>• Commercial maintenance</li> <li>• Sanitation regulations</li> <li>• Heritage</li> </ul>	Office of the City Manager; Legal, Planning, Engineering and Regulatory Services, Public Works	Sustainable City
E1.6	Develop policies, procedures and service standards to enhance divisional processes in Regulatory Services	Planning, Engineering & Regulatory Services	
E1.7	Identify and source a tool for paperless workflows to improve efficiency	Finance & Administration	
E1.8	Design a management development program to advance core management competencies	Finance & Administration	
E1.9	Complete a jurisdictional scan and establish an internal working group to advance a Service Excellence Framework	Finance & Administration	
E1.10	Create a culture of continuous improvement (CI) through continued CI training and development	Finance & Administration	Sustainable City
E1.11	Pilot an employee performance management initiative	Office of the City Manager	

## GOAL: E2 - Ensure accountability and good governance through transparent and open decision making

Initiative		Lead Department(s)	Also relates to Strategic Direction
E2.1	Initiate a communications strategy to share decisions of Council from Council meetings and Committee of the Whole to improve awareness and understanding	Office of the City Manager	Connected City
E2.2	Implement vendor performance module for bids and tenders software	Finance & Administration	Sustainable City
E2.3	Upgrade Council technology to provide improved access to agendas, minutes and decisions of Council	Finance and Administration	Connected City
E2.4	Implement tools and systems to track and report on organizational performance	Finance & Administration	Connected City

# DECISION/DIRECTION NOTE

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**Title:** Ground Sign Approval  
**Date Prepared:** March 6, 2019  
**Report To:** Committee of the Whole  
**Ward:** 5

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## **Decision/Direction Required:**

For consideration of Council to approve a Ground Sign which exceeds the maximum allowable tolerances under the Sign By-Law.

## **Discussion – Background and Current Status:**

An application was made to Inspection Services for the installation of a ground sign to be installed at 48 Danny Drive which will advertise a portion of “The Shoppes at Galway”. The applicant is requesting a deviation of the Sign By-Law for the purpose of allowing the maximum height of 8 meters to be increased to 10.7 meters and the maximum allowable area of 20 square meters to be increased to 32.5 square meters.

A review of the submitted plans was conducted, and all other requirements of the Sign By-Law have been satisfied. As well, a Professional Engineer has stamped the design drawings and will be certifying the installation of the sign.

Section 15 and 16 of the St. John’s Sign By-Law grants Council the flexibility to exceed the allowable tolerances at its discretion.

## **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

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# ST. JOHN'S

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

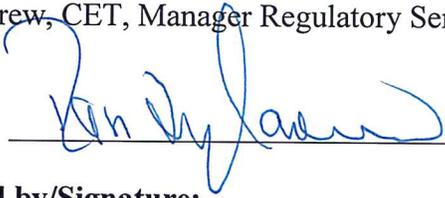
**Recommendation:**

It is recommended that Council approve the request to exceed the maximum allowable tolerances as stipulated in the Sign By-Law as proposed.

**Prepared by/Signature:**

Randy Carew, CET, Manager Regulatory Services

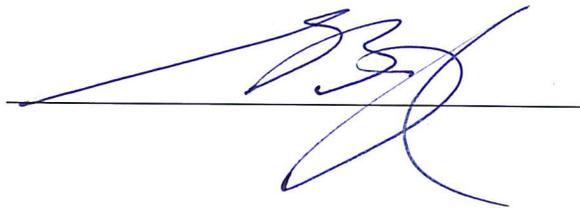
Signature: \_\_\_\_\_



**Approved by/Signature:**

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

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



RJC/amw

**Attachments:** Not Applicable



TO: Kevin Breen, City Manager  
FROM: Judy Powell, General Manager, Metrobus  
RE: GoBus Interim Recommendations  
DATE: March 19, 2019

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At Council's direction during its meeting on January 28<sup>th</sup>, the interim recommendations were presented and discussed with the disability community to obtain feedback and address concerns. Meetings were held with the Inclusion Advisory Committee, Para-Transit Working Group and the Network of Disability Organizations. Overall, the community is supportive of the changes and understands they are necessary for the long term viability of the service.

Based on feedback, we are recommending one change to the original recommendations—remove the definition of “disability”. There are many definitions available, however, it was agreed that a definition is not useful or needed for eligibility purposes. Instead, it will be replaced with a list of disability types eligible for GoBus service to ensure a fully inclusive service.

To recap, below is a summary of the interim recommendations approved by the Commission for consideration of Council with respect to the GoBus service. This plan of action was developed in consultation with Senior Legal Counsel Linda Bishop.

1. Implement Strategic Direction #1: Eligibility Criteria Change (removing definition of disability)
2. Implement Strategic Direction #2: Application Process
3. Strategic Direction #3:
  - a. Notification will be provided to MVT that the definition of a ‘no show’ will be changed from 90 minutes to 45 minutes and that the rate paid for a ‘no show’ will be reduced from current rate of \$25.30 to \$12.00.
  - b. Negotiating changes to the existing contract is not recommended as it will require a new RFP/tender to be issued. In the interim, Metrobus will work with the City's legal team and disability community to develop a new RFP/tender document outlining terms and conditions for a new contract.

4. Fare Collection – Taxi Rides

To address the issue of collecting fares when the trip is provided by a taxi and the customer pays fare with a GoCard pass, MVT will be notified that taxis will be required to have fare collection technology (i.e. portable electronic GoCard reader, or \$2.50 will be deducted from the trip rate for each applicable ride).

After consultation with the disability community, it is recommended that Council approve the interim recommendations outlined above.

A handwritten signature in black ink, appearing to read "Judy Powell", is written over a light blue horizontal line.

Judy Powell  
General Manager

**DEVELOPMENT PERMITS LIST  
DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES  
FOR THE PERIOD OF March 14, 2019 TO March 20, 2019**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
COM		Home Office – Admin of Mobile Blood Collection Service	65 Reid Street	3	Approved	19-03-20
RES		Home office for Electrical Contractor	33 Cappahayden St	5	Approved	19-03-20

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

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

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

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# Building Permits List

## Council's March 25, 2019 Regular Meeting

Permits Issued: 2019/03/14 to 2019/03/20

**Class: Commercial**

369 Duckworth St	Co	Retail Store
318 Water St	Rn	Restaurant
335-343 Water St/Office-Storag	Cr	Retail Store
20 Hebron Way	Nc	Accessory Building
335-343 Water St	Cr	Retail Store
190 Pennywell Rd	Rn	School
25 Sea Rose Ave	Nc	Office

This Week \$ 2,309,200.00

**Class: Industrial**

This Week \$ .00

**Class: Government/Institutional**

This Week \$ .00

**Class: Residential**

1 Lake View Ave	Nc	Fence
3 Lake View Ave	Nc	Fence
23 Point Leamington St	Nc	Fence
34 Burry Port St	Co	Home Occupation
92 Allandale Pl, Unit 15a	Rn	Condominium
22 Baker St	Rn	Single Detached Dwelling
157 Canada Dr	Rn	Single Detached Dwelling
10 Cole Pl	Rn	Single Detached Dwelling
24 Dublin Rd	Rn	Single Detached Dwelling
81 Durdle Dr	Rn	Single Detached Dwelling
56 Pennywell Rd	Rn	Semi-Detached Dwelling
48 Robinsons Pl	Rn	Townhousing
50 Royal Oak Dr	Rn	Single Detached Dwelling
8 Shea St	Rn	Single Detached Dwelling
18 Tanner St	Rn	Single Detached & Sub.Apt
3 Walsh's Sq	Rn	Single Detached Dwelling

This Week \$ 423,940.00

**Class: Demolition**

141 Airport Rd	Dm	Single Detached Dwelling
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This Week \$ 3,500.00

This Week 's Total: \$ 2,736,640.00

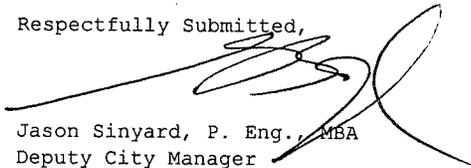
Repair Permits Issued: 2019/03/14 To 2019/03/20 \$ 2,500.00

Legend

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

YEAR TO DATE COMPARISONS			
March 25, 2018			
TYPE	2018	2019	% VARIANCE (+/-)
Commercial	\$29,515,954.00	\$37,449,192.00	27
Industrial	\$5,000.00	\$0.00	-100
Government/Institutional	\$2,000,000.00	\$0.00	-100
Residential	\$20,823,817.00	\$4,942,303.00	-76
Repairs	\$289,050.00	\$153,750.00	-47
Housing Units(1 & 2 Family Dwelling)	17	4	
<b>TOTAL</b>	<b>\$52,633,821.00</b>	<b>\$42,545,245.00</b>	<b>-19</b>

Respectfully Submitted,



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

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending March 20, 2019**

### **Payroll**

<b>Public Works</b>	<b>\$ 519,963.38</b>
<b>Bi-Weekly Administration</b>	<b>\$ 825,444.24</b>
<b>Bi-Weekly Management</b>	<b>\$ 866,928.51</b>
<b>Bi-Weekly Fire Department</b>	<b>\$ 945,566.46</b>
<b>Accounts Payable</b>	<b>\$ 976,703.62</b>

**Total: \$ 4,134,606.21**

# **ST. JOHN'S**

DEPARTMENT OF FINANCE

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

NAME	CHEQUE #	DESCRIPTION	AMOUNT
AMERICAN WATER WORKS ASSOC.	1499	MEMBERSHIP RENEWAL	262.95
ANIMAL CARE EQUIPMENT & SERVICES	1500	VETERINARY SUPPLIES	447.95
64640 NFLD & LAB INC.	120106	COURT OF APPEAL REFUND	200.00
MURRAY & LINDA DOBBIN	120107	COURT OF APPEAL REFUND	60.00
JOAN ELIZABETH SEARS	120108	COURT OF APPEAL REFUND	60.00
JOSELITO BATINO	120109	COURT OF APPEAL REFUND	60.00
JOSELITO BATINO & SHELLEY POLLETT	120110	COURT OF APPEAL REFUND	60.00
ANNA ROSE MARIE HYNES	120111	COURT OF APPEAL REFUND	60.00
SHERWIN & VALERIE LAMBERT	120112	COURT OF APPEAL REFUND	60.00
GARY & VALERIE HINDY	120113	COURT OF APPEAL REFUND	60.00
STEPHEN & LANA COLLINS	120114	COURT OF APPEAL REFUND	60.00
DAVID & JOANNE HIPDITCH	120115	COURT OF APPEAL REFUND	60.00
PROVIDENT VALUATION & ADVISORY SERVICE	120116	PROFESSIONAL SERVICES	7,475.00
CANADIAN BROADCASTING CORP.	120117	RENTAL OF TOWER SPACE	1,250.86
RECEIVER GENERAL FOR CANADA	120118	RENTAL OF PARKING SPOT 290 EMPIRE AVENUE	460.00
NEWFOUNDLAND & LABRADOR CONSTRUCTIC	120119	MEMBERSHIP FEES	1,437.50
INDUSTRY CANADA ALS FINANCIAL CENTRE	120120	RADIO RENEWAL LICENCE FEE	9,044.00
WM L CHAFE & SON LTD.	120121	CLOTHING ALLOWANCE	465.75
CLEARWATER POOLS LTD.	120122	POOL SUPPLIES	2,675.64
COMPUTROL FUEL SYSTEMS INC	120123	SOFTWARE RENEWAL	2,300.00
NEWFOUNDLAND CAMERA	120124	BATTERY (10)	517.39
CRITTERS N' THINGS	120125	PET SUPPLIES	66.70
THE WORKS	120126	MEMBERSHIP FEES	508.80
CPA NEWFOUNDLAND AND LABRADOR	120127	MEMBERSHIP FEES	2,426.50
GUY BADCOCK	120128	BAILIFF SERVICES	175.00
ACCESS COPYRIGHT	120129	ACCESS COPYRIGHT	3,429.91
CUSTOM CARD CANADA	120130	OFFICE SUPPLIES	363.40
NEWFOUND MECHANICAL LTD.	120131	PROFESSIONAL SERVICES	26,962.87
CROMER INDUSTRIES (1988) CORP.	120132	REPAIR PARTS	1,035.00
MOORE CANADA	120133	OFFICE SUPPLIES	3,012.54
COASTAL WAVE ELITE INC.	120134	2019 SPORT TRAVEL GRANT	750.00
THE NETWORK CAFE	120135	PANCAKE BREAKFAST	100.00
CANADIAN FEDERATION OF MEDICAL STUDEN	120136	FINANCIAL SUPPORT FOR MEETINGS & CONVENTIONS	500.00
PRAXAIR PRODUCTS INC.	120137	CARBON DIOXIDE	522.86
ANNA ROSE MARIE HYNES	120138	REFUND OVERPAYMENT OF TAXES	94.71
LINDSAY HUSSEY	120139	REFUND SECURITY DEPOSIT	500.00
HELEN HARDING	120140	REFUND OVERPAYMENT OF TAXES	302.50
DANIEL HISCOCK & STEPHANIE TUCKER	120141	REFUND OVERPAYMENT OF TAXES	521.57
GORDON MARTIN & CARSTAR COLLISION CEN	120142	LEGAL CLAIM	3,485.82
JOSH SKINNER & JACLYN MARCH	120143	REFUND OVERPAYMENT OF TAXES	882.50
GERRY DRODGE	120144	BIN REPLACEMENT	65.00
KERRI-LYNN ROSE	120145	RECREATION PROGRAM REFUND	99.56
CARTUS	120146	REFUND OVERPAYMENT OF TAXES	2,995.58
DOUGLAS (BUD) GAULTON	120147	PROFESSIONAL SERVICES	220.00
MOLSON BREWERIES	120148	REFUND OVERPAYMENT OF TAXES	1,605.15

NAME	CHEQUE #	DESCRIPTION	AMOUNT
61902 NEWFOUNDLAND AND LABRADOR LIMI	120149	REFUND OVERPAYMENT OF TAXES	192.50
DR. DAN MALONE	120150	MEDICAL EXAMINATION FEE	20.00
CANADA DAMAGE RECOVERY	120151	LEGAL CLAIM	2,438.68
DWAYNE STURGE	120152	REFUND OVERPAYMENT OF TAXES	138.60
ANTHONY PIKE	120153	REFUND OVERPAYMENT OF TAXES	1,281.94
HI-VIS TRAFFIC CONTROL INC.	120154	PROFESSIONAL SERVICES	965.68
DR. DAVID BRENTNALL	120155	MEDICAL EXAMINATION FEE	20.00
CITY OF ST. JOHN'S	120156	REPLENISH PETTY CASH	285.29
EXECUTIVE BUS LTD	120157	TRANSPORTATION SERVICES	6,190.35
MAGGIE BURTON	120158	PROTECTIVE FOOTWEAR ALLOWANCE	137.99
66460 NEWFOUNDLAND AND LABRADOR INC.	120159	COURT OF APPEAL REFUND	400.00
J & C CAPITAL CORPORATION	120160	COURT OF APPEAL REFUND	60.00
ANNEMARIE MILLS	120161	COURT OF APPEAL REFUND	60.00
GORDON PIKE	120162	COURT OF APPEAL REFUND	120.00
JANET HYNES	120163	COURT OF APPEAL REFUND	60.00
DARLENE SHARPE	EFT000000014461	CLEANING SERVICES	750.00
SHEPPARD, TAMMY	EFT000000014462	TRAVEL REIMBURSEMENT	429.67
GFL ENVIRONMENTAL INC.	EFT000000014463	PROFESSIONAL SERVICES	518.32
STACY GARDNER	EFT000000014464	TRAVEL ADVANCE	1,606.74
ACKLANDS-GRAINGER	EFT000000014465	INDUSTRIAL SUPPLIES	1,096.83
ACTION CAR AND TRUCK ACCESSORIES	EFT000000014466	AUTO PARTS	291.28
ATLANTIC OFFSHORE MEDICAL SERV	EFT000000014467	MEDICAL SERVICES	13,750.66
CABOT AUTO GLASS & UPHOLSTERY	EFT000000014468	CLEANING SERVICES	68.99
ATLANTIC PURIFICATION SYSTEM LTD	EFT000000014469	WATER PURIFICATION SUPPLIES	219.31
AVALON FORD SALES LTD.	EFT000000014470	AUTO PARTS	126.04
DF BARNES SERVICES LIMITED	EFT000000014471	PROFESSIONAL SERVICES	1,535.42
BATTLEFIELD EQUIPMENT RENTALS	EFT000000014472	RENTAL OF EQUIPMENT	453.79
GRAND CONCOURSE AUTHORITY	EFT000000014473	MAINTENANCE CONTRACTS	27,374.26
SMS EQUIPMENT	EFT000000014474	REPAIR PARTS	79.47
HAROLD SNOW & SONS	EFT000000014475	HARDWARE SUPPLIES	354.94
LANDSCAPE NFLD. & LABRADOR	EFT000000014476	MEMBERSHIP FEES	115.00
PRINT & SIGN SHOP	EFT000000014477	SIGNAGE	59.80
MSC INDUSTRIAL SUPPLY ULC	EFT000000014478	REPAIR PARTS	5,762.43
FARRELL'S EXCAVATING LTD.	EFT000000014479	PLANT MIX SOIL	5,671.28
WESTERN HYDRAULIC 2000 LTD	EFT000000014480	REPAIR PARTS	1,528.25
WOOD ENVIRONMENT & INFRASTRUCTURE SC	EFT000000014481	PROFESSIONAL SERVICES	23,218.64
ATLANTIC TRAILER & EQUIPMENT	EFT000000014482	REPAIR PARTS	2,581.32
CABOT BUSINESS FORMS AND PROMOTIONS	EFT000000014483	LEASE OF OFFICE SPACE	16,834.56
PRACTICA LIMITED	EFT000000014484	SCOOP BAGS	1,536.40
AIR LIQUIDE CANADA INC.	EFT000000014485	CHEMICALS AND WELDING PRODUCTS	1,255.80
HISCOCK'S SPRING SERVICE	EFT000000014486	HARDWARE SUPPLIES	608.87
CANADA CLEAN GLASS	EFT000000014487	CLEANING OF WINDOWS	805.00
SOBEY'S INC	EFT000000014488	PET SUPPLIES	1,476.20
NORTH ATLANTIC SYSTEMS	EFT000000014489	REPAIR PARTS	1,337.45
MAC TOOLS	EFT000000014490	TOOLS	2,399.42

NAME	CHEQUE #	DESCRIPTION	AMOUNT
CANADIAN RED CROSS	EFT000000014491	CPR TRAINING COURSE	991.00
COLONIAL GARAGE & DIST. LTD.	EFT000000014492	AUTO PARTS	559.24
COUNTRY TRAILER SALES 1999 LTD	EFT000000014493	REPAIR PARTS	885.50
MAXXAM ANALYTICS INC.,	EFT000000014494	WATER PURIFICATION SUPPLIES	345.00
ENVIROSYSTEMS INC.	EFT000000014495	PROFESSIONAL SERVICES	10,753.65
FASTENAL CANADA	EFT000000014496	REPAIR PARTS	74.75
CUMMINS CANADA ULC	EFT000000014497	PROFESSIONAL SERVICES	2,589.12
DICKS & COMPANY LIMITED	EFT000000014498	OFFICE SUPPLIES	2,651.92
MADSEN DIESEL & TURBINE INC.	EFT000000014499	REPAIR PARTS	3,842.38
GENTARA REAL ESTATE LP	EFT000000014500	LEASE OF OFFICE SPACE	18,661.05
REEFER REPAIR SERVICES (2015) LIMITED	EFT000000014501	REPAIR PARTS	10,701.58
DOMINION RECYCLING LTD.	EFT000000014502	PIPE	163.30
CANADIAN TIRE CORP.-HEBRON WAY	EFT000000014503	MISCELLANEOUS SUPPLIES	219.50
CANADIAN TIRE CORP.-KELSEY DR.	EFT000000014504	MISCELLANEOUS SUPPLIES	280.96
ENVIROMED ANALYTICAL INC.	EFT000000014505	REPAIR PARTS AND LABOUR	149.50
DOMINION STORE 935	EFT000000014506	MISCELLANEOUS SUPPLIES	317.80
BASIL FEARN 93 LTD.	EFT000000014507	REPAIR PARTS	373.75
CDW CANADA INC.	EFT000000014508	REPAIR PARTS	3,941.60
ABSTRACT & AUXILIARY SERVICES	EFT000000014509	TITLE SEARCH	1,557.50
IMPACT SIGNS AND GRAPHICS	EFT000000014510	SIGNAGE	414.00
BOOMIT	EFT000000014511	PROFESSIONAL SERVICES	157.50
WOLSELEY CANADA INC.	EFT000000014512	REPAIR PARTS	1,087.98
H & R MECHANICAL SUPPLIES LTD.	EFT000000014513	MECHANICAL SUPPLIES	162.61
EASTERN PROPANE	EFT000000014514	PROPANE	295.89
MADSEN CONSTRUCTION EQUIPMENT INC.	EFT000000014515	REPAIR PARTS	365.44
HARVEY & COMPANY LIMITED	EFT000000014516	REPAIR PARTS	9,126.48
A HARVEY & CO. LTD.	EFT000000014517	ROAD SALT	2,420.28
BDO CANADA LLP	EFT000000014518	PROFESSIONAL SERVICES	23,805.00
BRENNTAG CANADA INC	EFT000000014519	CHLORINE	6,706.57
CH2M HILL	EFT000000014520	PROFESSIONAL SERVICES	210,618.45
CLEAN AIR SOLUTIONS	EFT000000014521	PROFESSIONAL SERVICES	1,012.00
CHRIS SQUIRES ENTERPRISES INC.,	EFT000000014522	RENTAL OF EQUIPMENT	8,224.23
CDMV	EFT000000014523	VETERINARY SUPPLIES	704.10
ZOETIS	EFT000000014524	REPAIR PARTS	98.29
BOSCH REXROTH CANADA CORP.	EFT000000014525	REPAIR PARTS	232.88
DALLAS MERCER CONSULTING INC.,	EFT000000014526	PROFESSIONAL SERVICES	448.50
THE CARPET FACTORY SUPERSTORE	EFT000000014527	PROFESSIONAL SERVICES	28,839.33
CARMICHAEL ENGINEERING LTD.	EFT000000014528	PROFESSIONAL SERVICES	2,815.20
MARK'S WORK WEARHOUSE	EFT000000014529	PROTECTIVE CLOTHING	1,429.63
REXEL CANADA ELECTRICAL INC.,	EFT000000014530	REPAIR PARTS	1,485.53
MCLOUGHLAN SUPPLIES LTD.	EFT000000014531	ELECTRICAL SUPPLIES	81.36
MEMORIAL UNIVERSITY OF NFLD.	EFT000000014532	EMPLOYEE TRAINING	2,587.50
MIKAN SCIENTIFIC INC.	EFT000000014533	REPAIR PARTS	2,209.96
WAJAX INDUSTRIAL COMPONENTS	EFT000000014534	REPAIR PARTS	614.88
NEWFOUNDLAND DISTRIBUTORS LTD.	EFT000000014535	INDUSTRIAL SUPPLIES	170.89

NAME	CHEQUE #	DESCRIPTION	AMOUNT
NL KUBOTA LIMITED	EFT000000014536	REPAIR PARTS	123.70
TOROMONT CAT	EFT000000014537	AUTO PARTS	4,977.76
NORTH ATLANTIC PETROLEUM	EFT000000014538	PETROLEUM PRODUCTS	144,466.34
PENNECON HYDRAULIC SYSTEMS LTD	EFT000000014539	REPAIR PARTS	179.52
PBA INDUSTRIAL SUPPLIES LTD.	EFT000000014540	INDUSTRIAL SUPPLIES	210.27
PARTS FOR TRUCKS INC.	EFT000000014541	REPAIR PARTS	12,779.90
PETER PAN SALES LTD.	EFT000000014542	SANITARY SUPPLIES	2,745.85
THE HUB	EFT000000014543	LUNCHEON	2,152.80
PINCHIN LTD.	EFT000000014544	PROFESSIONAL SERVICES	2,645.00
PYRAMID CONSTRUCTION LIMITED	EFT000000014545	PROGRESS PAYMENT	59,685.00
SANSOM EQUIPMENT LTD.	EFT000000014546	REPAIR PARTS	1,059.79
CHANDLER	EFT000000014547	CLOTHING ALLOWANCE	484.62
TRACTION DIV OF UAP	EFT000000014548	REPAIR PARTS	4,308.85
TULKS GLASS & KEY SHOP LTD.	EFT000000014549	PROFESSIONAL SERVICES	459.54
URBAN CONTRACTING JJ WALSH LTD	EFT000000014550	PROPERTY REPAIRS	345.00
WEIRS CONSTRUCTION LTD.	EFT000000014551	STONE/ROAD GRAVEL	1,932.13
BELL MOBILITY INC. RADIO DIVISION	EFT000000014552	MAINTENANCE CHARGES & REPAIRS	2,198.80
BEST BUY CANADA LIMITED	EFT000000014553	ELECTRONICS	69.00
GAMBERG, MIKE	EFT000000014554	MILEAGE	72.05
DAVID CLARKE	EFT000000014555	TRAVEL ADVANCE	657.72
CRITCH, ROBERT	EFT000000014556	TELEPHONE EXPENSE	206.90
SKINNER, BEVERLY	EFT000000014557	MILEAGE	51.25
SQUIRES, CARLA	EFT000000014558	MILEAGE	90.53
HAYWARD, ELIZABETH	EFT000000014559	MILEAGE	34.79
WILLIAMS, KEITH	EFT000000014560	MILEAGE	61.80
MACKENZIE, NEIL	EFT000000014561	MILEAGE	51.04
SMITH, DEBBIE	EFT000000014562	MILEAGE	402.75
JAMES MOORE	EFT000000014563	MILEAGE	526.87
JASON PHILLIPS	EFT000000014564	MILEAGE	65.27
RYAN, LEANN	EFT000000014565	MILEAGE	96.76
CINDY MCGRATH	EFT000000014566	MILEAGE	2.43
MCGRATH, JENNIFER	EFT000000014567	MILEAGE	67.00
CRYSTAL BARRON	EFT000000014568	MILEAGE	173.32
BLAIR MCDONALD	EFT000000014569	MILEAGE	52.08
SHERRY MERCER	EFT000000014570	MILEAGE	61.49
HAYE, SHAWN	EFT000000014571	MILEAGE	104.47
TOBIN, JUDY	EFT000000014572	EMPLOYMENT RELATED EXPENSES	640.40
DAVID ROYLE	EFT000000014573	EMPLOYMENT RELATED EXPENSES	1,213.25
LISA BENNETT	EFT000000014574	MILEAGE	25.69
SARAH HARDIMAN	EFT000000014575	MILEAGE	32.91
MIKE ADAM	EFT000000014576	MILEAGE	105.55
SARAH NICHOLS	EFT000000014577	MILEAGE	98.19
CWB NATIONAL LEASING	EFT000000014578	PROFESSIONAL SERVICES	1,100.71
VALLEN	EFT000000014579	REPAIR PARTS	2,662.70
AVALON ANALYTICS	EFT000000014580	PROFESSIONAL SERVICES	532.70

<b>NAME</b>	<b>CHEQUE #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
CERTIFIED PROFESSIONALS IN HUMAN RESOU	EFT000000014581	MEMBERSHIP FEES	345.00
DR. MOHAMMED IMANA	EFT000000014582	MEDICAL EXAMINATION FEE	20.00
NEWFOUNDLAND AND LABRADOR CONSTRUC	EFT000000014583	MEMBERSHIP FEE	74.75
NORMAN B. COOK; P. ENG	EFT000000014584	PROFESSIONAL SERVICES	4,316.66
MGM NATIONAL SAFETY TRAINING AND SERVI	EFT000000014585	PROFESSIONAL SERVICES	517.50
REDWOOD CONSTRUCTION LIMITED	EFT000000014586	PROGRESS PAYMENT	8,266.04
EXECUTIVE BUS LTD	EFT000000014587	TRANSPORTATION SERVICES	5,291.32
NEWFOUNDLAND POWER	EFT000000014588	ELECTRICAL SERVICES	132,626.53
KNEE, TERRY	EFT000000014589	TRAVEL ADVANCE	824.15
MULLETT, DAVID	EFT000000014590	TRAVEL ADVANCE	864.25
HYDE, ERIC	EFT000000014591	TRAVEL ADVANCE	764.25
WINSOR, SCOTT	EFT000000014592	VEHICLE BUSINESS INSURANCE	568.53
PUBLIC SERVICE CREDIT UNION	EFT000000014593	PAYROLL DEDUCTIONS	3,116.39
<b>TOTAL: \$</b>			<b>976,703.62</b>

# BID APPROVAL NOTE

<b>Bid #</b>	2019008		
<b>Bid Name</b>	Elevator Maintenance		
<b>Department</b>	Public Works	<b>Division</b>	City Buildings
<b>Budget Code</b>	2494-52531		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	To provide Elevator Inspection and Maintenance for City operated buildings.		
<b>Results</b>	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	<b>Vendor Name</b>		<b>Bid Amount</b>
	Thyssenkrupp Elevator (Canada) Ltd.		\$ 351,819.50
<b>Expected Value</b>	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 5 year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>	Three year, plus one two year extension		
<b>Bid Exception</b>	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
<b>Recommendation</b>	It is recommended to award this Open Call to Thyssenkrupp Elevator (Canada) Ltd. \$ 351,819.50 (HST Included). The lowest and only bid submission meeting specifications as per The Public Procurement Act.		
<b>Supply Chain Buyer</b>	John Hamilton		
<b>Supply Chain Manager</b>	<i>Rick Spurr</i>	<b>Date</b>	2019/03/21
<b>Deputy City Manager*</b>		<b>Date</b>	

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

# ST. JOHN'S

# BID APPROVAL NOTE

<b>Bid #</b>	2019039		
<b>Bid Name</b>	Janitorial Services - City Buildings (Group 1)		
<b>Department</b>	Public Works	<b>Division</b>	City Buildings
<b>Budget Code</b>	2494-52397		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	To provide janitorial services for City Hall, City Hall Annex, Gentara Building , and 45 New Gower Street.		
<b>Results</b>	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	<b>Vendor Name</b>		<b>Bid Amount</b>
<b>Expected Value</b>	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 3 year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>	Two year plus one one year extension		
<b>Bid Exception</b>	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
<b>Recommendation</b>	It is recommended to award this Open Call to Kelloway Construction Limited \$ 690.000.00 (HST Included). The lowest cost submission meeting specifications as per The Public Procurement Act.		
<b>Supply Chain Buyer</b>	John Hamilton		
<b>Supply Chain Manager</b>	<i>Rick Aquino</i>	<b>Date</b>	2019/03/21
<b>Deputy City Manager*</b>		<b>Date</b>	

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

# ST. JOHN'S

2019039

**Janitorial Services - City Buildings (Group 1)**

Closing Date: Wednesday, March 13, 2019

**Submission Summary**

<u>Vendor</u>	<u>City/Province</u>	<u>Submission Name</u>	<u>Unofficial Value or Notes</u>
Kelloway Construction Limited	Portugal Cove -St. Philips', Newfoundland & Labrador	Submission 1	\$230,000.00
Messy Cleaners Inc	Flatrock, newfoundland	Submission 1	\$236,885.79
RTS Janitorial Maintenance Inc	Paradise, NL	Submission 1	\$241,604.65
Burse Cleaners(2010) Limited	St John's, NL	Submission 1	\$255,556.63
PHILROBBEN JANITORIAL LIMITED	Paradise, NEWFOUNDLAND	Submission 1	\$260,063.07
ACE Cleaning Limited	Goulds, NL.	Submission 1	\$264,500.00
ServiceMaster Clean	St John's, NL	Submission 1	\$274,786.66
Magicwand Inc.	Carbonear, Newfoundland & Labrador	Submission 1	\$306,198.45
Penney's Holdings Ltd.	Holyrood, NL	Submission 1	\$320,390.05

# BID APPROVAL NOTE

<b>Bid #</b>	2019040		
<b>Bid Name</b>	Janitorial Services - City Buildings (Group 2)		
<b>Department</b>	Public Works	<b>Division</b>	City Buildings
<b>Budget Code</b>	2494-52397		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	To provide janitorial services for the Municipal Depot, 245 Freshwater Road, Robin Hood Bay Buildings, Windsor Lake Water Treatment Plant, Riverhead Waste Treatment Plant, Archives and Goulds Depot.		
<b>Results</b>	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	<b>Vendor Name</b>		<b>Bid Amount</b>
<b>Expected Value</b>	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 3 year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>	Two year plus one one year extension		
<b>Bid Exception</b>	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
<b>Recommendation</b>	It is recommended to award this Open Call to PHILROBBEN JANITORIAL LIMITED \$ 684,801.12 (HST Included). The lowest cost submission meeting specifications as per The Public Procurement Act.		
<b>Supply Chain Buyer</b>	John Hamilton		
<b>Supply Chain Manager</b>	<i>Rick Squis</i>	<b>Date</b>	19/03/21
<b>Deputy City Manager*</b>		<b>Date</b>	

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



**2019040**

**Janitorial Services - City Buildings (Group 2)**

Closing Date: Thursday, March 14, 2019

**Submission Summary**

<u>Vendor</u>	<u>City/Province</u>	<u>Unofficial Value or Notes</u>
PHILROBBEN JANITORIAL LIMITED	Paradise, NEWFOUNDLAND	\$228,267.04
Bursey Cleaners(2010) Limited	St John's, NL	\$235,541.76
Kelloway Construction Limited	Portugal Cove -St. Philips', Newfoundland & Labrador	\$241,040.00
Messy Cleaners Inc	Flatrock, newfoundland	\$246,156.90
ServiceMaster Clean	St John's, NL	\$292,033.88
ACE Cleaning Limited	Goulds, NL.	\$581,440.00

# BID APPROVAL NOTE

<b>Bid #</b>	2019041		
<b>Bid Name</b>	Janitorial Services - City Buildings (Group 3) revised		
<b>Department</b>	Public Works	<b>Division</b>	City Buildings
<b>Budget Code</b>	2494-52397		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	To provide janitorial services for animal care and adoption, community centers, outdoor pools and seasonal cleaning of outdoor washrooms.		
<b>Results</b>	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	<b>Vendor Name</b>		<b>Bid Amount</b>
<b>Expected Value</b>	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 3 year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>	Two year plus one one year extension		
<b>Bid Exception</b>	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
<b>Recommendation</b>	It is recommended to award this Open Call to Kelloway Construction Limited \$ 456,228.00 (HST Included). The lowest cost submission meeting specifications as per The Public Procurement Act.		
<b>Supply Chain Buyer</b>	John Hamilton		
<b>Supply Chain Manager</b>	<i>Rick Aquino</i>	<b>Date</b>	19/03/21
<b>Deputy City Manager*</b>		<b>Date</b>	

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

# ST. JOHN'S

2019041

**Janitorial Services - City Buildings (Group 3)**

Closing Date: Friday, March 15, 2019

**Submission Summary**

<u>Vendor</u>	<u>City/Province</u>	<u>Unofficial Value or Notes</u>
Kelloway Construction Limited	Portugal Cove -St. Philips', Newfoundland & Labrador	\$152,076.00
Magicwand Inc.	Carbonear, Newfoundland & Labrador	\$222,766.50
ACE Cleaning Limited	Goulds, NL.	\$233,210.80
PHILROBBEN JANITORIAL LIMITED	Paradise, NEWFOUNDLAND	\$261,948.06
iggy's cleaning services	Mount Pearl, newfoundland	\$279,926.10
ServiceMaster Clean	St John's, NL	\$311,322.96
Messy Cleaners Inc	Flatrock, newfoundland	\$331,052.71

# BID APPROVAL NOTE

Bid #	N/A		
Bid Name	N/A		
Department	Finance & Administration	Division	Information Services
Budget Code	1272-52533		
Source of Funding	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	Microsoft Enterprise Agreement - this is payment for the 3rd year of a three year agreement for the City's Desktop Platform Licensing of 675 desktops. Original agreement signed March 2017.		
Results	<input type="radio"/> As attached <input checked="" type="radio"/> As noted below		
	Vendor Name		Bid Amount
	Microsoft Canada		\$272,227.52
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	This is the third year of a three year contract		
Bid Exception	<input type="radio"/> None <input checked="" type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	It is recommended to award this contract without open call to the sole provider of this service, Microsoft Canada.		
Supply Chain Buyer	Sherri Higgins		
Supply Chain Manager	<i>Bret Aguirre</i>	Date	March 21, 2019
Deputy City Manager*	<i>[Signature]</i>	Date	19/3/21

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



# DECISION/DIRECTION NOTE

**Title:** Request to Rent Parking Spaces  
**Date Prepared:** March 20, 2019  
**Report To:** His Worship the Mayor and Members of Council  
**Ward:** 2

E-POLL Vote (Y – approve/ N-reject)	Y/N
Mayor Breen	Y
Deputy Mayor O’Leary	Y
Councillor Burton	Y
Councillor Lane	Y
Councillor Hickman	Y
Councillor Hanlon	Y
Councillor Stapleton	Y
Councillor Jamieson	
Councillor Korab	Y
Councillor Froude	Y
Councillor Collins	

## Decision/Direction Required:

To seek approval of Council for the Rental of 63 parking meter spaces for the filming of the TV series “REX”.

## Discussion – Background and Current Status:

On September 12, 2018 the Special Events Advisory Committee received an application from Pope Productions Inc. for approval of a Television Film Production in St. John’s called “REX”. The film shoot will set up at various location through out the city which may include street closures, parking meter space rentals, etc. for short durations. The application was subsequently approved by Council.

Regulatory Services, on March 19, 2019, received a request from Pope Productions Inc. to rent several parking meter spaces in the downtown core. The purpose of the request is to accommodate the production and filming crew of the aforementioned TV Series “REX” this coming weekend and will extend into next week.

The following outlines the area, dates and the number of meters that the production company have requested.

- Queen Street East – 7 meters from Saturday, March 23, 2019 to Sunday, March 24, 2019
- New Gower Street South – 12 meters from Saturday, March 23, 2019 to Sunday, March 24, 2019
- Adelaide Street West – 3 meters from Saturday, March 23, 2019 to Sunday, March 24, 2019
- George Street – 23 meters from Saturday, March 23, 2019 to Sunday, March 24, 2019
- Duckworth Street West – 8 meters from Sunday, March 24, 2019 to Tuesday, March 26, 2019
- Harbour Drive West – 10 spaces from Monday, March 25, 2019 to Tuesday, March 26, 2019

# ST. JOHN'S

**Key Considerations/Implications:**

1. Budget/Financial Implications: Normal rental fee of \$15 per day for each meter will apply which brings the total revenue for the rentals at \$540.
2. Partners or Other Stakeholders: The business community in the general vicinity of the bagged meters will not benefit from having revolving traffic in these spaces for the duration of the rental. This may have a negative impact on them. However, there will be approx. 100 staff and crew of the production company in the area which will be availing of the amenities offered.
3. Alignment with Strategic Directions/Adopted Plans: Not Applicable
4. Legal or Policy Implications: Not Applicable
5. Engagement and Communications Considerations: If approved, there will need to be a communication plan activated to advise businesses and the public of the event and the unavailability of the metered spaces.
6. Human Resource Implications: Not Applicable
7. Procurement Implications: Not Applicable
8. Human Resource Implications: Not Applicable
9. Other Implications: Not Applicable

**Recommendation:**

**It is recommended that Council approve the request of the production company and allow the rental of the said parking spaces.**

**Prepared by/Signature:**

Randy Carew, CET – Manager – Regulatory Services

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

**Approved by/Date/Signature:**

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

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