

ST. JOHN'S

Regular Meeting - City Council Agenda

March 7, 2022

3:00 p.m.

4th Floor City Hall

Pages

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Proclamation

Kidney Health Month - March 2022

Whereas: Each day 1 in ten Canadians learn that their kidneys have failed, and this number is on the rise, 45% of new kidney patients are under 65. Their survival will depend on dialysis treatments or a kidney transplant. In 2021 kidney disease was the 10th leading cause of death in Canada. There are currently 645 people in Newfoundland and Labrador receiving dialysis treatments 3 or more times a week. There are 508 people living with functioning kidney transplants in this province, 12 people received a kidney transplant in 2021 and 44 more are on the wait list. Short term financial assistance requests increased significantly in 2021 with 90 patients receiving close to \$15,000.

Whereas: The Kidney Foundation of Canada is the only National health charity serving the needs of people living with kidney disease through funding research, providing educational and emotional support programs, promoting access to high quality health care, and, actively promoting awareness of and commitment to kidney health and organ donation.

Whereas: March 10th, 2022, is World Kidney Day and the theme is “Bridge the Knowledge Gap to Better Kidney Care.” The Kidney Foundation, Atlantic Branch aims to raise awareness of the importance of our kidneys to our overall health and to reduce the frequency and impact of kidney disease and its associated health problems.

Therefore: I, Mayor Danny Breen, hereby proclaim that the month of March be observed as “Kidney Health Month” in the City of St. John’s. I urge all citizens to become aware of your own kidney health and learn about the role your kidneys play in your body and the kidney disease warnings signs to look for, as well as the awareness of the importance of organ donation registry.

Signed at City Hall, St. John’s, NL on this 7th day of March, 2022.

Danny Breen, Mayor

ST. JOHN'S

Minutes of Regular Meeting - City Council Council Chamber, 4th Floor, City Hall

February 28, 2022, 3:00 p.m.

- Present:**
- Mayor Danny Breen
 - Deputy Mayor Sheilagh O'Leary
 - Councillor Maggie Burton
 - Councillor Ron Ellsworth
 - Councillor Sandy Hickman
 - Councillor Debbie Hanlon
 - Councillor Jill Bruce
 - Councillor Ophelia Ravencroft
 - Councillor Jamie Korab
 - Councillor Ian Froude
 - Councillor Carl Ridgeley
- Staff:**
- Derek Coffey, Deputy City Manager of Finance & Administration
 - Tanya Haywood, Deputy City Manager of Community Services
 - Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
 - Lynnnann Winsor, Deputy City Manager of Public Works
 - Cheryl Mullett, City Solicitor
 - Susan Bonnell, Manager, Communications & Office Services
 - Ken O'Brien, Chief Municipal Planner
 - Karen Chafe, City Clerk
 - Christine Carter, Legislative Assistant
- Others:**
- Kelly Dyer, Communications and Public Relations Officer

Land Acknowledgement

The following statement was read into the record:

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

1. **CALL TO ORDER**

Mayor Breen called the meeting to order at 3:00 pm.

2. **PROCLAMATIONS/PRESENTATIONS**

2.1 **Athletes of the Year**

The 2021 Athletes of the Year Awards were presented:

- Female Athlete of the Year - Abby Newhook
- Male Athlete of the Year - Liam Hickey
- Team of the Year - Team Gushue

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

SJMC-R-2022-02-28/70

Moved By Councillor Ravencroft

Seconded By Councillor Froude

That the Agenda be adopted as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

4. **ADOPTION OF THE MINUTES**

4.1 **Adoption of Minutes - February 21, 2022**

SJMC-R-2022-02-28/71

Moved By Councillor Hanlon

Seconded By Councillor Bruce

That the minutes of February 21, 2022, be adopted as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

5. **BUSINESS ARISING FROM THE MINUTES**

6. **DEVELOPMENT APPLICATIONS**

6.1 **Request for a Variance on Lot Frontage – 26 Pitcher’s Path – SUB2200007**

SJMC-R-2022-02-28/72

Moved By Councillor Korab

Seconded By Councillor Froude

That Council approve the 10% Variance to allow a Lot Frontage of 27m at 26 Pitcher’s Path for the subdivision of a new Lot.

For (11): Mayor Breen, Deputy Mayor O’Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

6.2 **Request for Variance on the Rear Yard Setback – 8 Forde Drive – DEV2200005**

SJMC-R-2022-02-28/73

Moved By Councillor Korab

Seconded By Councillor Bruce

That Council approve the 6.3% Variance at 8 Forde Drive to allow a Single Detached Dwelling with a Rear Yard Setback of 5.62 metres.

For (11): Mayor Breen, Deputy Mayor O’Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

6.3 **Storm Water Detention Infrastructure in the Floodplain and Floodplain Buffer - 39 Waterford Bridge Road – DEV1900055**

SJMC-R-2022-02-28/74

Moved By Councillor Korab

Seconded By Deputy Mayor O’Leary

That Council approve construction of storm water detention infrastructure in the Floodplain and Buffer at 39 Waterford Bridge Road.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

6.4 Notices Published – 16 Blake Place

SJMC-R-2022-02-28/75

Moved By Councillor Korab

Seconded By Councillor Ravencroft

That Council approved the Discretionary Use application for a Home Occupation (family home childcare) at 16 Blake Place.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

6.5 Notices Published – 484 Maddox Cove Road - DEV2200012

SJMC-R-2022-02-28/76

Moved By Councillor Korab

Seconded By Councillor Hickman

That Council approve the Discretionary Use application for a Home Occupation at 484 Maddox Cove Road.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

6.6 Notices Published – 6 Calgary Street - DEV2200006

Councillor Bruce noted the large number of submissions received from area residents expressing their concerns for this application. She asked for clarification on the number of customers that are permitted at a time and whether restrictions can be written into the development agreement that would outline the restrictions of operations and limit the number of customers to 1 every 20 minutes.

The Deputy City Manager of Planning, Engineering and Regulatory Services advised that it is one customer onsite at a time and restrictions can be written into the development agreement as discussed.

SJMC-R-2022-02-28/77

Moved By Councillor Korab

Seconded By Councillor Ellsworth

That Council approve the Discretionary Use application for a Home Occupation (Sunless Tanning Salon) at 6 Calgary Street.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

6.7 Services for Private Development in the Floodplain Buffer - 24B Empire Avenue - DEV2100124

SJMC-R-2022-02-28/78

Moved By Councillor Korab

Seconded By Councillor Froude

That Council approve servicing of a private Development in the Floodplain Buffer at 24B Empire Avenue for the proposed Single Detached Dwelling.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

6.8 Discretionary Use of City Land for Parklets in the Downtown and Churchill Square Area for 2022

The Deputy City Manager of Planning, Engineering and Regulatory Services outlined for Council this year's plan for Parklets in the Downtown and Churchill Square for 2022 and added that this is one application for all the areas outlined, it saves the public advertising and speeds up the process for the applicants. He noted that upon Council's approval this will be advertised for public comments and will be brought back to Council.

Councillor Hanlon suggested that if businesses have concerns that now is the time to put their concerns forward.

The Deputy City Manager also encouraged businesses to apply early so that they do not get caught in the rush of applications that they generally see in the last few weeks and cause them a delay in getting set up for the opening on the long weekend in May.

SJMC-R-2022-02-28/79

Moved By Councillor Korab

Seconded By Councillor Hanlon

That Council approve the advertisement of the Discretionary Use application for parklets within the Downtown and Churchill Square, to allow outdoor eating areas associated with Restaurants and Lounges.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

7. RATIFICATION OF EPOLLS

8. COMMITTEE REPORTS

9. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)

9.1 Development Permits List February 17 to 23, 2022

10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)

10.1 Building Permits List for week ending February 23, 2022

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

11.1 Weekly Payment Vouchers Ending Week of February 23, 2022

SJMC-R-2022-02-28/80

Moved By Councillor Ellsworth

Seconded By Councillor Ravencroft

That the weekly payment vouchers for the week ending February 23, 2022 in the amount of \$29,226,988.23 be approved as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

12. TENDERS/RFPS

12.1 Design and Construction Services - 2021-165 Quidi Vidi Park Pump Track

SJMC-R-2022-02-28/81

Moved By Councillor Hickman

Seconded By Councillor Froude

THAT Council award to Can-Am Platforms and Construction Ltd. in the amount of \$315,694.94 based on the evaluation of the proposals by the City's evaluation team as per the Public Procurement Act

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

Councillor Korab advised Council that he is in receipt of a petition for traffic calming on Pearce Avenue. This is a one-way street, and area residents are very concerned with the excessive speed and volume of vehicles using Pearce Avenue as a shortcut.

The petition will be passed along to the Traffic Division for their review.

14. OTHER BUSINESS

14.1 Capital Grant Allocations 2022

SJMC-R-2022-02-28/82

Moved By Deputy Mayor O'Leary

Seconded By Councillor Ellsworth

That Council approve the 2022 Capital Grants as attached.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

14.2 Community Grant Allocations 2022

Councillor Froude expressed his support for the Community Grants and the economic and social value they provide.

Mayor Breen noted that these grants assist many organizations to leverage other funds through different funding programs as well.

SJMC-R-2022-02-28/83

Moved By Deputy Mayor O'Leary

Seconded By Councillor Hanlon

That Council approve the 2022 Grant Allocations for Community, Sport, Special Events and Festivals, Artists and Artist Organizations as attached.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

Abstain (2): Councillor Burton, and Councillor Hickman

MOTION CARRIED (9 to 0)

14.3 150 New Gower Street, Adoption, MPA1800003

Councillor Ravencroft expressed her thoughts on this development, recognizing the benefits and concerns from area residents and members of the public. She advised that she is voting in favour of this to see that it goes to a Public Hearing.

SJMC-R-2022-02-28/84

Moved By Councillor Froude

Seconded By Councillor Burton

That Council adopt the attached resolutions for St. John's Municipal Plan Amendment Number 3, 2022 and St. John's Development Regulations Amendment Number 4, 2022, and appoint Ms. Marie Ryan, a member of the City's commissioner list, to conduct a virtual public hearing on the proposed amendments. The proposed date for the hearing is Wednesday, March 30, 2022, at 7 p.m.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

14.4 Twinning Lines Photograph Series

SJMC-R-2022-02-28/85

Moved By Councillor Ellsworth

Seconded By Councillor Hickman

That subject to the execution of a lending agreement between the City of St. John's and the Benevolent Irish Society, Council approve the request of the BIS to borrow the Sheilagh O'Leary Twinning Lines photograph series for display at the BIS building, 30 Harvey Road, St. John's during Irish Week from March 13 – 20, 2022.

For (10): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

Abstain (1): Deputy Mayor O'Leary

MOTION CARRIED (10 to 0)

14.5 Quidi Vidi Park Pump Track Funding

Councillor Ellsworth asked what the final location will be for the Pump Track, and it was confirmed to be west of the dog park in Quidi Vidi.

SJMC-R-2022-02-28/86

Moved By Councillor Hickman

Seconded By Councillor Ravencroft

That Council fund the shortfall (\$150,000) from the Parks and Open Space Reserve so the contract can be awarded. Executed agreements for the payment of community donations to date are required before award.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

15. ACTION ITEMS RAISED BY COUNCIL

Councillor Ridgeley presented Council with a letter from St. Kevin's Junior High which outlines their concerns for the safety of their school population. The School Council is asking that City Council consider:

- creation of a school speed zone, including a flashing 40 km/h speed sign
- installation of a turning lane into the school parking lot heading north towards Kilbride/St. John's from the Goulds
- consider addressing the lack of sidewalks in the school area, which can be a hazard, leaving with students having to walk on the sides of the road

Councillor Ridgeley asked that traffic services review the letter received and provide feedback on the issues raised for Council. He added his support that all schools in the City should have 1.6 km of sidewalks near each school which will increase safety in school zones.

16. ADJOURNMENT

There being no further business, the meeting adjourned at 4:00 pm.

MAYOR

CITY CLERK

DECISION/DIRECTION NOTE

Title: Notices Published – 49 Robin Hood Bay Road – DEV2200010

Date Prepared: March 2, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 2

Decision/Direction Required: A Discretionary Use application has been submitted by Newco Metal & Auto Recycling Ltd. at 49 Robin Hood Bay Road.

Discussion – Background and Current Status: The Discretionary Use application is for a Vehicle Storage Yard and Heavy Equipment Storage. The yard has an area of 1.796 hectares and a portion will be fenced. The yard will accommodate the temporary storage of vehicles, as well as heavy equipment storage, including company owned tractor trailers and other equipment. No work or scrapping of vehicles will be done on site. There is no public access to the yard. The yard operates Monday to Friday, 8 a.m. to 5 p.m., with occasional offloading of vehicles outside of these set hours. The proposed application site is zoned Industrial Commercial (IC).

No submissions were received.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner and neighbouring property owners.
3. Alignment with Strategic Directions/Adopted Plans: St. John's Strategic Plan 2019-2029 – A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications: Envision St. John's Development Regulations Section 10 Industrial Commercial (IC) Zone and Section 6.17 Heavy Equipment Storage and Vehicle Storage Yard.
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 the Envision St. John's Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application

ST. JOHN'S

sites. Applications have been advertised in The Telegram newspaper at least once and are posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.

- 7. Human Resource Implications: Not applicable
- 8. Procurement Implications: Not applicable.
- 9. Information Technology Implications: Not applicable.
- 10. Other Implications: Not applicable.

Recommendation:

That Council approve the Discretionary Use application for a Vehicle Storage Yard and Heavy Equipment Storage at 49 Robin Hood Bay Road.

Prepared by:

Lindsay Lyghtle Brushett, MCIP Supervisor – Planning & Development
Planning, Engineering and Regulatory Services

Approved by:

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

Report Approval Details

Document Title:	Notices Published - 49 Robin Hood Bay - DEV2200010.docx
Attachments:	- DEV2200010-49 ROBIN HOOD BAY ROAD.pdf
Final Approval Date:	Mar 2, 2022

This report and all of its attachments were approved and signed as outlined below:

Lindsay Lyghtle Brushett - Mar 2, 2022 - 11:07 AM

Jason Sinyard - Mar 2, 2022 - 4:10 PM



SUBJECT PROPERTY

EAST WHITE HILLS RD

SUGARLOAF RD

ROBIN HOOD BAY RD

LOGY BAY RD

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CITY OF ST. JOHN'S

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

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ST. JOHN'S

Report of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

February 23, 2022, 9:30 a.m.

Present:	Mayor Danny Breen Deputy Mayor Sheilagh O'Leary Councillor Maggie Burton Councillor Ron Ellsworth Councillor Sandy Hickman Councillor Debbie Hanlon Councillor Jill Bruce Councillor Ophelia Ravencroft Councillor Jamie Korab Councillor Ian Froude Councillor Carl Ridgeley
Staff:	Derek Coffey, Deputy City Manager of Finance & Administration Tanya Haywood, Deputy City Manager of Community Services Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services Lynnann Winsor, Deputy City Manager of Public Works Cheryl Mullett, City Solicitor Susan Bonnell, Manager - Communications & Office Services Ken O'Brien, Chief Municipal Planner Karen Chafe, City Clerk Christine Carter, Legislative Assistant
Others	Kelly Maguire, Communications and Public Relations Officer Keith Barrett, Director of Corporate Information Services Andrew Niblock, Director of Environmental Services Norm Mensour, President, Scotia Recycling Darren Welner, Director of Sales, Scotia Recycling Tammy Gulliver, Controller / Operations Manager, Scotia Recycling Judy Tobin, Manager, Housing

1. Finance & Administration - Councillor Ron Ellsworth

Deputy Mayor O'Leary asked for clarification on Section 3.5 - IT printing and how Council members are to print off items required. The Deputy City Manager of Finance and Administration advised that members of Council and Staff should print any required documents at City Hall.

Recommendation

Moved By Councillor Ellsworth

Seconded By Councillor Hanlon

That Council approve the Information Technology Policy and rescind the related policies listed in Annex A.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

2. Affordable Housing Working Group Membership**Recommendation**

Moved By Councillor Ravencroft

Seconded By Councillor Burton

That Council recommend appointment of, and extension of membership to the following members to the Affordable Housing Working Group:

1. Sonya Clark-Casey, First Light (Until May of 2022)
2. Colin Hipditch, Government of NL (Until December of 2023)
3. Doug Pawson, End Homelessness St. John's (Until December of 2023)
4. Grayson Kelly, Newfoundland and Labrador Housing Corporation

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

3. Heritage Plan Terms of Reference

Councillor Burton advised that the Development of a Heritage Plan is an action item in the 2019-2029 City of St. John's Strategic Plan, and will set out a vision, goals and action item for the protection, management, and promotion of St. John's heritage. This will include built heritage (buildings and structures) as well as natural and cultural heritage. The Heritage Plan will be completed internally by City planning staff.

To ensure transparency in the process, the Terms of Reference are presented to Council and the public before staff starts the project. The Terms of Reference indicate the intent of the Heritage Plan; the content will evolve as background research and public consultation is completed.

Planning staff have begun initial conversations with other departments on appropriate and effective public consultation opportunities. The City will use an independent facilitator to conduct larger public consultation meetings which will occur either late spring or early fall 2022. As well, a communications plan will be prepared to assist in promoting the public consultation.

It is anticipated that the St. John's Heritage Plan will be completed for Council's consideration next Spring.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Froude

That Council approve the St. John's Heritage Plan Terms of Reference as proposed.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

4. Referral from Town of Portugal Cove – St. Phillip’s for Lot Paving and Site Upgrades – 901-909 Thorburn Road – INT2100092

Several members of Council voiced their support for this motion and the site upgrades planned for the property.

Recommendation

Moved By Councillor Froude

Seconded By Councillor Korab

That Council approve the proposed site upgrades to the existing commercial Use at 901-909 Thorburn Road (Sharpe’s Store), which would allow paving of the existing gravel area of the parking lot, new concrete walkway along the store front, removal of grass at the rear which would then be covered with stone, installation of two (2) retaining walls and extension of the fencing along the boundary, upon the recommendation of the City Manager pursuant to with Section 104 (4)(d) City of St. John’s Act.

For (11): Mayor Breen, Deputy Mayor O’Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (11 to 0)

Mayor

DECISION/DIRECTION NOTE

Title: New Information Technology Policy

Date Prepared: February 9, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: N/A

Decision/Direction Required: Approval of New Information Technology Policy and Rescission of Related Policies

Discussion – Background and Current Status:

While the City has a number of Information Technology (IT) related policies (see list in Annex A), it does not have a comprehensive policy that covers all IT used by the City. This new policy supports the efficient and safe use of IT resources and the security of IT systems. The policy and procedures provide direction on:

- acceptable technology use;
- physical IT resources and electronic data; and
- information security and system administration.

The policy will apply to all employees, Members of Council, and other authorized individuals who use City IT resources. Upon approval by Council, the IT-related policies in Annex A will be rescinded.

Key Considerations/Implications:

1. Budget/Financial Implications: There are no immediate budget/financial implications associated with the policy.
2. Partners or Other Stakeholders: Any external individuals who are authorized to use City IT resources will have to comply with the new policy.
3. Alignment with Strategic Directions/Adopted Plans:
 - “An Effective City” Goal: “Work with our employees to improve organizational performance through effective processes and policies”
4. Legal or Policy Implications:
 - The Office of the City Solicitor has reviewed and approved the policy.

5. Privacy Implications:

- Privacy issues related to the policy were reviewed with the Office of the City Solicitor and the Access to Information and Protection of Privacy Coordinator. There were no privacy implications related to the development of the revised policy.
- Implementation of the policy will require compliance with the City's Privacy Management Policy and the Access to Information and Protection of Privacy Act, 2015.

6. Engagement and Communications Considerations:

- The Department has contacted the Communications and Office Services Division and Organizational Performance and Strategy Division regarding communications and training requirements.

7. Human Resource Implications: The policy will be implemented with existing human resources.

8. Procurement Implications: The new policy will require that any acquisition of IT resources be pre-approved by the Corporate Information Services Division, in cooperation with the Supply Chain Division.

9. Information Technology Implications: The policy provides direction related to all aspects of IT use for the City.

10. Other Implications: Not applicable.

Recommendation:

That Council approve the Information Technology Policy and rescind the related policies listed in Annex A.

Prepared by: Trina Caines, Policy Analyst

Reviewed by: Keith Barrett, Director, Corporate Information Services

Approved by: Derek Coffey, Deputy City Manager, Finance and Administration;
Karen Chafe, City Clerk, Corporate Policy Committee (CPC) Co-Chair;
Leanne Piccott, Manager - HR Advisory Services, CPC Co-Chair

Attachments:

- Draft Information Technology Policy
- Draft Information Technology Procedures

Annex A - Policies to be Rescinded

Note: The policies below are only available via the City Intranet.

- 02-01-02 Virus Protection
- 02-01-03 Corporate Internet Access Policy
- 02-01-04 Acceptable Use of Corporate Electronic Mail Systems
- 02-01-06 Corporate Remote Access Service (RAS) Policy
- 02-01-07 City Provided Computer and Communication Devices to Councillors
- 02-01-09 Corporate Intranet Policy
- 02-01-12 Software Usage Policy
- 02-01-14 Use of Mobile Devices in the Workplace
- 02-01-15 Computer Monitor Policy

Report Approval Details

Document Title:	Decision Note - Information Technology Policy - For COTW.docx
Attachments:	- Draft IT Policy - For COTW.docx - Draft IT Procedures - COTW - For Your Information.docx
Final Approval Date:	Feb 9, 2022

This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Feb 9, 2022 - 4:55 PM

DRAFT – For Discussion Only

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

Policy Title: Information Technology Policy	Policy #: TBD
Last Revision Date: N/A	Policy Section: TBD
Policy Sponsor: Deputy City Management, Finance and Administration	

1. Policy Statement

The City is committed to the efficient and safe use of its IT resources and to maintaining the security of its IT systems.

2. Definitions

“Authorized User” means an Employee who supports the operations and integrity of City IT resources and their use, and who has administrative-level access to IT resources not accessible by regular Users.

“Department Head” means all Deputy City Managers (DCMs) and the City Manager or their designate.

“Direct Supervisor” means a City management Employee to whom another Employee directly reports.

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

“Information Technology” (“IT”) includes, but is not limited to computers, systems, mobile communication devices, electronic communication, VOIP telephony, servers, applications, data, software tools, electronic access accounts, information assets, technology acquisition, technology standards and processes, network resources, and overall business technologies and infrastructure.

“User” means an Employee, Member of Council, or other authorized person using City IT resources.

“Security Incident” means any event in which electronic data has been improperly accessed, disclosed, altered, or destroyed.

3. Policy Requirements

3.1 Acceptable Technology Use

- a) IT resources shall be reserved for conducting City business, with the exception of occasional personal use provided that such personal use is not excessive, does not negatively impact work productivity, and/or does not negatively interfere with work performance, as further detailed in the **Information Technology Procedures**.
- b) Users shall use City IT in accordance with all applicable legislation, policies, and/or procedures, including:
 - i. Access to Information and Protection of Privacy Act, 2015,
 - ii. Asset Management Policy,
 - iii. Code of Ethics By-Law,
 - iv. Privacy Management Policy,
 - v. Records and Information Management Policy,
 - vi. Respectful Workplace Policy,
 - vii. Corporate Social Media Usage Policy, and
 - viii. Fraud Policy.

3.2 Physical IT Resources and Electronic Data

3.2.1 Physical IT Resources and IT Support

- a) Users shall be provided with appropriate IT resources by the Corporate Information Services Division.
- b) Acquisition of IT resources shall be pre-approved by the Corporate Information Services Director or designate, in cooperation with the Supply Chain Division.
- c) All IT provided to Users and/or created/modified by Users as part of their employment shall remain the property of the City.

- d) IT resources shall be managed and IT support shall be provided as detailed in the **Information Technology Procedures**.
- e) The City shall not support any “Bring Your Own Device” programs.

3.2.2 Electronic Data

- a) Users shall minimize the security risks that their IT use poses to the City, as detailed in the **Information Technology Procedures**.
- b) Local or remote access to the City network by Users shall be authorized by an Employee’s Direct Supervisor; reviewed and approved by the Corporate Information Services Division; and shall be conducted on a Corporate Information Services Division-approved IT device.
- c) All electronic records shall be managed and maintained in accordance with all applicable legislation, policies, and/or related procedures.
- d) All IT solutions and procurement of IT solutions, including cloud solutions, shall comply with all applicable legislation, policies, and/or procedures, including those noted in the **Information Technology Procedures**.

3.3 Information Security and System Administration

- a) IT security and system administration shall comply with the **Information Technology Procedures**.
- b) Standards for approved security software and configurations shall be set by the Corporate Information Services Division.
- c) Where audit functionality exists within an IT system, it shall be used.
- d) Authorized Users shall only use their privileges in the performance of their duties and shall not use these privileges to access IT resources or data that would otherwise be inaccessible and shall not access data and/or information without necessary approvals from the Corporate Information Services Director or designate.

3.3.1 User Information and Network Security

- a) Users shall only use IT hardware authorized by the CIS Division if connection to City IT systems is required. For other IT requirements, Users shall consult with the Corporate Information Services Division.
- b) Users shall comply with all applicable copyright and license requirements and shall comply with the prohibitions detailed in the **Information Technology Procedures**.

3.3.2 User Account and Access Management

- a) Authorized access to IT systems shall be at the minimum level required for the User to perform and complete their assigned duties, subject to software limitations for account management.
- b) Direct Supervisors or designates shall complete requests for access or requests to change/remove access (including when a User's employment, contract or term ends or a User changes positions) as detailed in the **Information Technology Procedures**.
- c) Electronic data management in the event of unexpected or extended absence by a User; management of shared or generic IT accounts; and User system access review shall comply with the processes detailed in the **Information Technology Procedures**.

3.3.3 Security Incidents

- a) In the event of a Security Incident or suspected Security Incident, Users shall follow the requirements as detailed in the **Information Technology Procedures**.

3.4 Privacy Rights

- a) The City recognizes that Users have a reasonable expectation of privacy related to their IT use and that this expectation shall be balanced against the organization's management rights.
- b) The City reserves the right to monitor, duplicate, record, and/or log all User content or use of City IT resources with or without notice, within the parameters detailed in the **Information Technology Procedures**, in order to support operational requirements (including maintenance and security), internal investigations, audits and/or fraud investigations, or law enforcement requests. Any such examination shall be consistent with a User's privacy rights and the least intrusive means shall be used where possible and appropriate.

3.5 IT Printing

- a) The use of shared printing and multifunctional devices in the workplace and requirements for printing work-related documents from an Employee's personal home printer shall comply with the **Information Technology Procedures**.

3.6 Acknowledgement

- a) All Users shall read and comply with the conditions of the policy terms.
- b) Other authorized Users who require IT resource access or who deliver cloud-based solutions (including, but not limited to contractors/suppliers) shall agree to comply with the policy as part of their contract or agreement.

3.7 Exceptions

- a) The Corporate Information Services Division shall have the authority to provide, and Users may request, exceptions to specific provisions of this policy based upon unique business requirements and other considerations, as detailed in the **Information Technology Procedures**.

4. Application

This policy applies to all Users and all IT owned or leased by the City and IT that is not owned by the City but is certified, contracted, or permitted to connect and access the City IT systems through approved processes or remote access tools, but shall not apply to the St. John's Transportation Commission (Metrobus).

5. Responsibilities

5.1 The Corporate and Information Services Division shall be responsible for:

- a) the overall implementation and compliance monitoring of the policy and any associated procedures;
- b) supporting departments with their IT resource requirements, as required;
- c) managing connectivity and security for IT administered by the Corporate Information Services Division;
- d) approving or denying requests for exceptions to the policy.

5.2 Department Heads shall be responsible for:

- a) complying with the policy and procedures and making their Employees, including those Employees who are Direct Supervisors, aware of the policy and procedures;
- b) directing Employees who administer the department's own IT consult with the Corporate Information Services Division to allow IT system and security requirements and IT best practices to be considered;
- c) directing that the Corporate Information Services Division be consulted prior to departmental procurement of IT.

5.3 Direct Supervisors shall be responsible for:

- a) being aware of, complying with, and advising their Users of the requirements of the policy and its procedures;
- b) submitting IT access change requests to the Corporate Information Services Division in a timely manner; and
- c) returning all City-issued IT to Corporate Information Services Division following the end of an Employee's employment.

5.4 Users shall be responsible for:

- a) complying with this policy and any associated procedures.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#)
- [Asset Management Policy](#)
- [Corporate Social Media Usage Policy](#)
- [Fraud Policy](#)
- Information Technology Procedures
- [Privacy Management Policy](#)
- [Procurement Policy](#)
- [Records and Information Management Policy](#)
- [Respectful Workplace Policy](#)
- [St. John's Code of Ethics By-Law](#)

7. Approval

- Policy Sponsor: Deputy City Manager, Finance and Administration
- Policy Writer: Director, Corporate Information Services; Supervisor, Application Management; Supervisor, Infrastructure; Policy Analyst
- Date of Approval from
 - Corporate Policy Committee: April 19, 2021
 - Senior Executive Committee:
 - Committee of the Whole:
- Date of Approval from Council:

8. Monitoring and Contravention

- a) The Corporate Information Services Division shall monitor the application of the policy.
- b) Any contravention of this policy and/or associated procedures shall be reported to the Department of Finance and Administration (including the Human Resources Division), the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action.
- c) Appropriate action may include, but is not limited to, access termination, legal action, and/or discipline up to and including dismissal and for authorized external users, appropriate action may include, but is not limited to, suspensions or termination of their contract/agreement.

9. Review Date

Initial Review: 3 years, Subsequent Reviews: 5 years.

DRAFT – For Discussion Only

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

Procedure Title: Information Technology Procedures	
Authorizing Policy: Information Technology Policy	
Last Revision Date: N/A	Procedure #: TBD
Procedure Sponsor: Director, Corporate Information Services	

1. Procedure Statement

The City is committed to the efficient and safe use of its IT resources and to maintaining the security of its IT systems.

2. Definitions

“Authorized User” means an Employee who supports the operations and integrity of City IT resources and their use, and who has administrative-level access to IT resources not accessible by regular Users.

“Department Head” means all Deputy City Managers (DCMs) and the City Manager or their designate.

“Direct Supervisor” means a City management Employee to whom another Employee directly reports.

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

“Information Technology” (IT) includes, but is not limited to computers, systems, mobile communication devices, electronic communication, VOIP telephony, servers, applications, data, software tools, electronic access accounts, information assets, technology acquisition, technology standards and processes, network resources, and overall business technologies and infrastructure.

“User” means an Employee, Member of Council, or other authorized person using City IT resources.

“Security Incident” means any event in which electronic data has been improperly accessed, disclosed, altered, or destroyed.

3. Procedure Requirements

3.1 Acceptable Use

As noted in Section 3.1(a) of the policy:

- a) Users are encouraged to ask their Direct Supervisor or submit a request to the IT Helpdesk if they have any question regarding the appropriate use of IT. A non-exhaustive list of acceptable and unacceptable use is contained in Annex A.

3.2 Physical IT Resources and IT Support

As noted in Section 3.2.1(d) of the policy:

- a) Direct Supervisors shall obtain all City-issued IT for Employees reporting to them who cease employment with the City. The Office of the City Clerk shall obtain City-issued IT from that Members of Council at the end of their respective term. Any returned City-issued IT shall be forwarded to the Corporate Information Services Division.
- b) The Corporate Information Services Division shall only provide support for City-issued IT. IT support shall only be available from 8:00am to 4:30pm, Monday to Friday, unless urgent intervention is required.
- c) Users shall be responsible for the security of IT physically under their control and shall exercise reasonable care to prevent damage or theft.
- d) Users shall report theft or damage to any IT physically under their control immediately to their Direct Supervisor and to the IT Helpdesk via phone or email.
- e) The Corporate Information Services Division shall maintain an inventory of all physical IT, in cooperation with the Program Manager, Asset Management.

3.3 Electronic Data Protection

As noted in Section 3.2.2(a) of the policy, Users shall minimize security risks that their IT use poses to the City and shall:

- a) not store City-owned information on unauthorized IT devices;
- b) check with the Corporate Information Services Division before using any removable IT media (e.g., USB drives) that are not City-approved or issued;
- c) encrypt any personal or confidential information stored on removable IT media;
- d) completely delete at the earliest opportunity all information from removable IT media after it is transferred and stored on a City network drive to allow back-up and recovery procedures of City IT resources to be performed;
- e) when working on City documents from a non-corporate location, use a City-issued phone as a WiFi hotspot and if the User does not have a City-issued phone, avoid the use of unprotected WiFi; and
- f) not conduct City business using their personal electronic accounts (e.g., personal email, personal cloud storage) or send or share digital documents or records to their personal electronic accounts.

3.3.1 Procurement of IT Solutions

As noted in Section 3.2.2(d) of the policy:

- a) Prior to procurement of any cloud solutions, a privacy assessment shall be completed by the department in consultation with the Access to Information and Protection of Privacy (ATIPP) Coordinator and is subject to approval by the Corporate Information Services Division and the ATIPP Coordinator. Cloud solutions shall enable City information to be transferred back for storage on the City's technology environment at the end of a contract with the vendor.

3.4 Information Security and System Administration

As noted in Section 3.3(a) of the policy, IT security and system administration shall be as detailed below.

- a) For all IT administered by the Corporate Information Services Division, security shall be the responsibility of the Corporate Information Services Division. For IT administered by other departments, security

shall be the responsibility of the individual department/division, in consultation with the Corporate Information Services Division.

- b) For IT with any financial functionality or capability, the Department shall consult with the Financial Services Division and the Corporate Information Services Division regarding security requirements.
- c) Authorized Users shall install security and device management software on all IT resources administered by the Corporate Information Services Division.
- d) For all IT administered by the Corporate Information Services Division, Authorized Users shall be responsible for all IT licensing. For IT administered by other departments, individual department/division Employees shall be responsible for the IT licensing, in consultation with the Corporate Information Services Division.

3.5 Prohibited Activities

As noted in Section 3.3.1(b) of the policy, Users shall not:

- a) disable or circumvent any controls intended to safeguard IT resources;
- b) share any IT account or password information with anyone, including other Users or third parties, with the exception of Authorized Users during the delivery of IT support services, as required, after which it shall be the User's responsibility to change their password;
- c) provide access to the User's assigned IT to another individual, either deliberately or through failure to secure such access;
- d) download or introduce inappropriate content or software with intentions to probe; scan; or cause harm, loss, or damage to the City's IT;
- e) cause a disruption of service to the City's IT by performing non-business activities including, but not limited to, gaming, audio/video download or play back, storing their own personal data (including, but not limited to, personal photos, music, videos), or moving or disconnecting shared devices under the control of the City; and/or
- f) forge, misrepresent, or obscure their User identity on any electronic communication to mislead the recipient.

3.6 IT Systems, Equipment, and Internet Requests

- a) As noted in Section 3.3.2(b) of the policy, Direct Supervisors or designates shall complete requests for access or requests to change

or remove access to IT systems, equipment, or certain Internet sites using the appropriate method as detailed below.

3.6.1 Data Restoration

- a) For any requests for data to be restored, Departments shall submit an email request to the IT Help Desk with the details on the files/folders to be restored.

3.6.2 New or Changed Network Access, Hardware, or Software

- a) Departments seeking new or changed network access, hardware, or software (including mobile phones) shall complete the “Network Access, New or Change - Hardware and or Software Request” form. This shall be completed when a User’s employment, contract, or term ends; a User changes positions; or as required to address departmental requirements.
 - i. The User’s Direct Supervisor shall complete the form and if payroll or HR system access is not required, shall submit it via email to the IT Help Desk.
 - ii. If Payroll, HR system, or Njoyn access is required, the “Network Access, New or Change - Hardware and or Software Request” form shall be submitted to the Manager, HRIS detailing the role assignment needed. The Manager, HRIS shall review and assign the appropriate role and forward the approved form to the IT Helpdesk for processing.

3.6.3 Deleting or Disabling Network Access

- a) Departments seeking to delete or temporarily disable a User’s access shall complete the “Network Access - Delete/Disable Request” form. The User’s Direct Supervisor shall complete the form and submit it via email to the IT Help Desk.

3.6.4 IT Project Requests

- a) Departments seeking to have new IT projects considered for development shall complete the “Project Request Form” and submit it via the electronic “submit form” button in the form or via email to the IT Help Desk.

3.6.5 VPN Access Requests

- a) Departments seeking User access to the City's Virtual Private Network (VPN) shall complete the "VPN Access Request" form and send to the IT Help Desk.

3.6.6 Internet Access

- a) The Corporate Information Services Division uses filtering tools to restrict Internet access. The User's Direct Supervisor shall submit a request via email to the IT Helpdesk detailing the business need for the access.

3.6.7 VOIP Telephones

- a) Requests for new VOIP telephones or changes to existing VOIP telephones shall be submitted the IT Helpdesk using the "Telephone Request Form".

3.6.8 Mobile Phones

- a) Requests for new mobile phone service, upgrades, and/or replacements shall be submitted to the IT Helpdesk using the "Cellular Request Form".

3.7 User Account Management

3.7.1 Change or Termination of Employment

As noted in Section 3.3.2(b) of the policy:

- a) Direct Supervisors or designates shall request that User access to IT is disabled when a User's employment, contract, or term ends or a User changes positions, by completing the "Network Access - Delete/Disable Request" as noted in Section 3.6.3 of the procedures. Direct Supervisors shall also arrange for User access to any IT directly managed by the Department to be disabled (e.g., cloud solutions).
- b) For new or reassigned Employees, Direct Supervisors or designates of the new division shall request User access to required IT for the new or reassigned position by completing the "Network Access, New or Change - Hardware and or Software Request" as noted in Section 3.6.2 of the procedures.
- c) Once the Corporate Information Services Division reviews the request, the User account may be modified/disabled.

- d) For disabled accounts where a User's employment, contract, or term ends, if there has been no request by the Department Heads or designates to maintain the accounts within 30 days, the account shall be deleted. The Corporate Information Services Division shall confirm with the Direct Supervisor as to how long the account information should be retained.

3.7.2 Account Access and Management

As noted in Section 3.3.2(c) of the policy:

- a) In the event of an unexpected or extended absence by a User, access to the User's electronic data may be granted to a designated person upon approval by their Department Head or designate, as required to maintain normal business operations.
- b) Shared or generic IT accounts shall be limited, where possible. For any shared or generic IT accounts, the manager responsible for the shared account shall be accountable for any inappropriate activities initiated from that shared account.
- c) Each Department shall review account access to IT systems (including User access rights within the IT systems) at least annually and shall provide updates to the Corporate Information Services Division. For all IT resources administered by individual departments or divisions, the Department Head or designate shall review that account access to these IT resources (including User access rights within the IT systems) at least annually.

3.8 Security Incidents

As noted in Section 3.3.3(a) of the policy, Employees shall follow the requirements detailed below if an IT resource or system has had unauthorized access, or there is a reasonable suspicion of a Security Incident or other compromise.

- a) Authorized Users shall immediately suspend access to the account on the involved IT and any other systems at risk from the Security Incident.
- b) Access shall not be reinstated until Authorized Users have reviewed the resource or systems for unauthorized modifications.
- c) Any User who becomes aware of a possible Security Incident involving electronic data shall immediately inform their Direct Supervisor and the IT Service Desk.

- d) As soon as the Security Incident has been confirmed to have occurred, the Corporate Information Services Division shall inform the Department Head.
- e) If a privacy breach is suspected, the ATIPP Coordinator shall be informed by the Department Head.

3.9 IT Operations, Investigations, and Legal Requests

- a) As noted in Section 3.4(b) of the policy, the City reserves the right to monitor, duplicate, record, and/or log all User content or use of City IT resources with or without notice, within the parameters detailed below.

3.9.1 IT Operations, Maintenance, and Security

For the purposes of IT operations, maintenance, or security:

- b) The City reserves the right for Authorized Users to revoke or block access and/or usage of any IT, with or without notice, if deemed necessary and if approved by the Corporate Information Services Director or designate.
- c) Authorized Users may routinely monitor IT resources for operational, maintenance, or security purposes without requiring additional approvals.
- d) For urgent IT maintenance and/or security issues, it may be necessary for Authorized Users to examine user content or use without notice to the User or other departments.

3.9.2 Internal Investigation

- a) Prior to seeking approval for the Corporate Information Services Division to respond to any internal request for investigation of User content or use (excluding audit-related requests), Direct Supervisors shall discuss the request with the Human Resources Division to determine whether other action is more appropriate.
- b) If retrieval and/or review of User content or use is determined to be warranted in (a), Direct Supervisors shall complete the "Request for IT Investigation" form and it shall be approved by the Department Head prior to being forwarded to the Department's HR Advisor.
- c) If an investigation is to proceed, the HR Advisor shall sign and forward to the Corporate Information Services Director or designate. Authorized Users shall retrieve the User information and shall only examine it to the extent necessary to fulfill the request.

- d) It shall be the responsibility of HR Employees to examine the User information as part of their investigation. Authorized Users may provide any necessary support as needed.

3.9.3 Audit and Fraud Investigations

- a) Authorized Users may be required to retrieve or review User IT content or use without notice to the User to support the authorized activities of the Office of the City Internal Auditor under the Internal Audit Charter Policy and/or the Fraud Policy.
- b) Authorized Users shall retrieve the User information and shall only examine it to the extent necessary to fulfill the request.
- c) It shall be the responsibility of Office of City Internal Auditor Employees to examine the User information as part of their investigation. Authorized Users may provide any necessary support as needed.
- d) Prior to seeking approval for responding to any external auditing-related requests, the Corporate Information Services Director shall obtain the approval of the DCM, Finance and Administration.

3.9.4 Requests from Law Enforcement

- a) Prior to seeking approval for compliance with any requests by law enforcement involving User IT content or use, the Direct Supervisor and/or Authorized Users shall consult the Office of the City Solicitor to determine any legal requirements.
- b) Following consultation with the Office of the City Solicitor, any request for such activity as detailed in (a) shall be approved by the (i) Corporate Information Services Director or designate and the HR Director or designate for all Employees, and (ii) the Corporate Information Services Director or designate for all other Users.
- c) Upon approval in (b), Authorized Users shall retrieve the User information and shall only examine it to the extent necessary to fulfill the request.

3.10 IT Printing

As noted in Section 3.5 of the policy:

- a) Use of shared printing and multifunctional devices are intended for day-to-day reasonable printing needs. For all large print jobs (that is, more than 100 pages total), Users shall use the City Print Room and

may contact the Communications and Office Services Division for additional information.

- b) Printer colour usage shall only be applied to final documents. All draft and proofing documents shall be printed in black and white and in draft mode.
- c) Requests for replacement/additional printers shall be approved by the Director, Corporate Information Services.
- d) Users shall consider their actions to reduce paper printing and print wastage.

3.10.1 Printing from Home

- a) Users shall not print any documents from their home printers unless they comply with the requirements detailed below:
 - i. Users shall only print files from their online Office 365 account and shall not download any files to their personal IT devices.
 - ii. If the file to be printed contains any personal, private, or confidential information, the User shall obtain approval from their Direct Supervisor prior to printing. The User shall protect all personal, private, and/or confidential information at all times.
- b) Users are encouraged to minimize their use of home printing for any work documents and consider using digital alternatives.
- c) The Corporate Information Services Division shall not be responsible for support for any printing from home.

3.11 Exceptions

As noted in Section 3.6 of the policy,

- a) For exceptions, an “Exception to Policy Request” form shall be completed, including valid business justification and approval by the User’s Department Head, prior to forwarding to the Corporate Information Services Division.
- b) Exceptions to the policy and procedures shall only be approved by the Corporate Information Services Director or designate.

4. Application

These procedures apply to all Users and all IT owned or leased by the City and IT that is not owned by the City but is certified, contracted, or permitted

to connect and access the City IT systems through approved processes or remote access tools, but shall not apply to the St. John's Transportation Commission (Metrobus).

5. Responsibilities

5.1 The Corporate and Information Services Division shall be responsible for:

- a) the overall implementation and compliance monitoring of the procedures;
- b) supporting departments with their IT resource requirements, as required;
- c) managing connectivity and security for IT administered by the Corporate Information Services Division;
- d) approving or denying IT systems, equipment, and Internet requests.

5.2 Department Heads shall be responsible for:

- a) complying with the policy and procedures and making their Employees, including those Employees who are Direct Supervisors, aware of the policy and procedures;

5.3 Direct Supervisors shall be responsible for:

- a) being aware of and complying with, and advising their Users of, the requirements of the policy and its procedures;
- b) knowing the access requirements for the applications used by their Users;
- c) submitting IT access change requests to the Corporate Information Services Division in a timely manner;
- d) advising Users that any Security Incidents needs to be reported to their Direct Supervisor as soon as possible.;
- e) reporting any Security Incidents reported to them to the IT Helpdesk as soon as possible.

5.4 Users shall be responsible for:

- a) complying with these procedures.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#)
- Information Technology Policy
- Internal Audit Charter Policy
- [Fraud Policy](#)
- [Privacy Management Policy](#)
- [Records and Information Management Policy](#)

7. Approval

- Procedure Sponsor: Director, Corporate Information Services
- Procedure Writer: Director, Corporate Information Services; Supervisor, Application Management; Supervisor, Infrastructure; Policy Analyst
- Date of Approval from:
 - Corporate Policy Committee: April 19, 2021
 - Senior Executive Committee

8. Monitoring and Contravention

- a) The Corporate Information Services Division shall monitor the application of the policy and procedures.
- b) Any contravention of this policy and/or associated procedures shall be reported to the Department of Finance and Administration (including the Human Resources Division), the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action.
- c) Appropriate action may include, but is not limited to, access termination, legal action, and/or discipline up to and including dismissal and for authorized external users appropriate action may include, but is not limited to, suspensions or termination of their contract/agreement.

9. Review Date

Initial Review: 1 year, Subsequent Reviews: concurrent with policy review

Annex A

Acceptable and Unacceptable Use of Technology

A non-exhaustive list of acceptable IT use and unacceptable IT use is provided below.

Examples of Acceptable Use

1. Use of IT to perform activities as a part of the User's official duties;
2. Use of educational and other applicable websites that further a User's work knowledge and skills;
3. Streaming of Council meetings or eLearning events;
4. Limited personal use that is conducted on personal time; that is not for financial gain; that does not incur any additional costs for the City; and that does not interfere with City business.

Examples of Unacceptable Use

1. Using City IT for any type of disrespectful behaviour, as detailed in the Respectful Workplace Policy;
2. Using City IT for any type of illegal activity; including but not limited to violating copyright laws and/or contractual obligations (including, but not limited to, illegally duplicating, or transmitting copyrighted or restricted software and content such as data, pictures, music, or video);
3. Buying hardware, software, and/or software services outside of normal City procurement processes;
4. Creating or accessing offensive, indecent, or sexually explicit material;
5. Using City IT for online gaming or gambling;
6. Using City IT for personal commercial purposes, including sending unsolicited commercial electronic messaging, text messages, instant messages, voicemail, or other forms of electronic communication;
7. Interfering with others' lawful use of data and computers, including but not limited to, destroying, altering, or encrypting data without authorization and with the intent of making the data inaccessible to others who have a lawful need of access;
8. Distributing confidential or knowingly false material;
9. Using City storage for their own personal data (including but not limited to personal photos, music, videos);
10. Emailing City documents or information to personal email accounts.

DECISION/DIRECTION NOTE

Title: Affordable Housing Working Group Membership

Date Prepared: February 4, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Ophelia Ravencroft, Housing

Ward: N/A

Decision/Direction Required:

Approval of Membership for the Affordable Housing Working Group (AHWG) based on the recommendations by lead staff and the Office of the City Clerk.

Discussion – Background and Current Status:

The Affordable Housing Working Group is responsible to provide advice to Council regarding housing system related policies, directives, and strategies as well as implementation of the 10-year Affordable Housing Strategy. Replacements were required for the following:

- Community Representative, First Light
- Provincial Government Representative

Sonya Clarke-Casey, Indigenous Housing Supports Coordinator with First Light will be filling Andrew Harvey's role (ending May of 2022), as Community Representative on the AHWG. Colin Hipditch, Policy and Program Development Specialist, Poverty Reduction - Children, Seniors and Social Development has been selected to replace Emily Timmins as the Provincial Government representative for the AHWG.

Doug Pawson of End Homelessness St. John's, and Grayson Kelly of Newfoundland and Labrador Housing Corporation (NLHC), will extend their membership on the AHWG for an additional two-year term.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
Implementation of the Affordable Housing Strategy will be guided and shaped by multi-stakeholder partnerships and processes. The above representatives support and inform our Affordable Housing Strategy.
3. Alignment with Strategic Directions/Adopted Plans:
 - a. A Culture of Cooperation – Create effective City – community collaborations

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- b. Responsive and Progressive – Create a culture of engagement
 - c. Effective Organization – Develop a knowledgeable and engaged committee
- 4. Legal or Policy Implications: N/A
 - 5. Privacy Implications: N/A
 - 6. Engagement and Communications Considerations: N/A
 - 7. Human Resource Implications: N/A
 - 8. Procurement Implications: N/A
 - 9. Information Technology Implications: N/A
 - 10. Other Implications: N/A

Recommendation:

That Council recommend appointment of and extension of membership to the following members to the Affordable Housing Working Group:

- 1. Sonya Clark-Casey, First Light (Until May of 2022)
- 2. Colin Hipditch, Government of NL (Until December of 2023)
- 3. Doug Pawson, End Homelessness St. John's (Until December of 2023)
- 4. Grayson Kelly, Newfoundland and Labrador Housing Corporation (Until December of 2023)

Prepared by:

Approved by:

Report Approval Details

Document Title:	Affordable Housing Working Group Membership - February 2022.docx
Attachments:	
Final Approval Date:	Feb 4, 2022

This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Feb 4, 2022 - 2:47 PM

DECISION/DIRECTION NOTE

Title: Heritage Plan Terms of Reference

Date Prepared: February 14, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: N/A

Decision/Direction Required:

To approve the St. John's Heritage Plan Terms of Reference.

Discussion – Background and Current Status:

Development of a Heritage Plan is an action item in the 2019-2029 City of St. John's Strategic Plan. A Heritage Plan is not a legal document like a Municipal Plan, but rather a plan that will set out a vision, goals and action item for the protection, management, and promotion of St. John's heritage. This will include built heritage (buildings and structures) as well as natural and cultural heritage. Draft Heritage Plan Terms of Reference are attached for Council's review.

The Heritage Plan will be completed internally by City planning staff. To ensure transparency in the process, the Terms of Reference are presented to Council and the public before staff starts the project. The Terms of Reference indicate the intent of the Heritage Plan; the content will evolve as background research and public consultation is completed.

Planning staff have begun initial conversations with other departments on appropriate and effective public consultation opportunities. In addition to large public consultation meetings, we may use smaller stakeholder meetings to drill down into certain components of the Heritage Plan. The City will use an independent facilitator to conduct larger public consultation meetings which will occur either late spring or early fall 2022. A communications plan will be prepared to assist in promoting the public consultation.

It is anticipated that the St. John's Heritage Plan will be completed for Council's consideration within one year of commencement.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Residents and property owners of Heritage Buildings and buildings in Heritage Areas; heritage organizations; other levels of government and other municipalities; the Built Heritage Experts Panel and other City advisory committees; the general public.

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3. Alignment with Strategic Directions/Adopted Plans: Action item in the 2019-2029 City of St. John's Strategic Plan.
4. Legal or Policy Implications: Not applicable.
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: An engagement and communications plan will be implemented for the public consultation and development of the Heritage Plan.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That Council approve the St. John's Heritage Plan Terms of Reference as proposed.

Prepared by: Ann-Marie Cashin, MCIP, Planner III – Urban Design & Heritage

Approved by: Ken O'Brien, MCIP, Chief Municipal Planner

Report Approval Details

Document Title:	Heritage Plan Terms of Reference.docx
Attachments:	- Heritage Plan Terms of Reference Feb 2022.pdf
Final Approval Date:	Feb 17, 2022

This report and all of its attachments were approved and signed as outlined below:

Ken O'Brien - Feb 16, 2022 - 4:43 PM

Jason Sinyard - Feb 17, 2022 - 9:34 AM

St. John's Heritage Plan

Terms of Reference

What is a Heritage Plan?

A Heritage Plan will assist in managing, maintaining, and protecting heritage resources and will set goals and objectives to achieve over the next 10 years. It will set a vision that will align with the Envision St. John's Municipal Plan, the City of St. John's Strategic Plan and other City documents, while establishing achievable action items over the next decade.

Content of the St. John's Heritage Plan

The following information will be included in the Heritage Plan. As research and consultation progresses, some of this may change.

- Summary
- Background Information
 - Brief history/evolution of the St. John's heritage area and policies
 - Section on "Why preserve" - benefits (culture, sustainability, economics)
- Vision, goals, and action plan.
 - Goals shall include, but not be limited to, the following categories/themes:
 - Work toward reconciliation with Indigenous residents and history
 - Protect our built heritage
 - Identify ways to celebrate the history and array of cultures of St. John's
 - Recognize cultural landscapes
 - Incorporate intangible cultural heritage
 - Heritage Financial Incentives Program
 - Heritage awareness and promotion
 - Build municipal expertise / build capacity
 - Keep open communication with other levels of government, other municipalities, and heritage organizations
 - Enhance accessibility, both online and physical
 - Items in the action plan will be prioritized and a rough budget for each item (if applicable) will be included.
 - As part of the Heritage Plan, staff will make a recommendation on whether the City should adopt the *Standards & Guidelines for the Conservation of Historic Places in Canada*.

Process

The St. John's Heritage Plan will be completed internally by City staff.

1. Background Research
Following approval of the Heritage Plan's Terms of Reference, staff will begin background research. This will include case-study analysis from other municipalities, review of governing legislation, compiling a list of St. John's heritage resources ("what we have"), compiling a list of community partners, and creating a draft SWOT analysis (strengths, weaknesses,

opportunities, and threats) which will be reviewed and updated during the public consultation phase.

2. Public Consultation

Planning staff will work with staff from Organizational Performance and Strategy and from Communications to create and promote public consultation opportunities. This will include creating a project page on Engage St. John's and using the various tools available on the site; at least two public stakeholder meetings led by an independent facilitator; small stakeholder meetings to discuss specific topics that may arise, meetings with City committees, including the Built Heritage Experts Panel, the Youth Panel, the Environment and Sustainability Experts Panel and the Inclusion Advisory Committee.

3. Prepare the Heritage Plan

Once the background research and consultation has been completed, staff will prepare a draft Heritage Plan.

4. Release the draft Heritage Plan

The draft Plan will be publicly released for review and comment. The level of consultation required will be determined at that time.

5. Finalize the Heritage Plan

Staff will evaluate the feedback on the draft Plan and incorporate any applicable changes. Once finalized, the St. John's Heritage Plan will be brought to Council for consideration of approval.

Deliverables and Timelines

A Heritage Plan with a vision, goals and action items will be presented to Council for consideration. The action items can be used to evaluate progress over time. The Heritage Plan will take approximately one year to complete, with public consultation occurring either late spring or early fall 2022.

DECISION/DIRECTION NOTE

Title: Referral from Town of Portugal Cove – St. Phillip’s for Lot Paving and Site Upgrades – 901-909 Thorburn Road – INT2100092

Date Prepared: February 8, 2022

Report To: Committee of the Whole

Councillor and Role: [click on councillor/role from dropbox](#)

Ward: N/A

Decision/Direction Required:

That Council consider a request to allow site upgrades upon the recommendation of the City Manager at 901-909 Thorburn Road (Sharpe’s Store, Town of PCSP) in accordance with Section 104 (4)(d) City of St. John’s Act.

Discussion – Background and Current Status:

The Town of Portugal Cove – St. Phillip’s has referred an application to the City for review of site upgrades at 901-909 Thorburn Road (Sharpe’s Store), which is in the Broad Cove River Watershed. The proposal is for paving of an existing gravel area parking lot, new concrete walkway along the store front, removal of grass at the rear which would then be covered with stone, installation of 2 retaining walls and extension of the fencing along the boundary.

Development of lands within the Watershed and situated within the legal municipal boundary of the Town of Portugal Cove - St. Phillip’s is subject to Section 104(4) of the City of St. John’s Act, and therefore must be referred to the City for review and approval. The site work contemplated would have to be at the City Manager’s recommendation to Council under Section 104(4)(d).

This application was referred to the Department of Public Works for review. They noted, strictly from a Watershed protection standpoint, there are concerns with allowing additional commercial development of this nature in our protected Watersheds. Allowing these types of developments to proceed may set a precedent, which is not recommended by our Watershed Management Plan for best practice or the City of St. John’s Act.

Historically, the City has taken a firm approach to the control of development in the Watershed and had adopted a multi-barrier approach that reduces the deterioration of raw water quality. Although the current application is for upgrades to an existing commercial site, the Department of Public Works feels that in the interest of the protecting the Broad Cove River Watershed and the uncertainty of how this store would conduct business well into the future, they did not recommend approval at this time.

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Upon review of the information provided and history of this site, the City Manager is prepared to recommend that the proposed site upgrades to this property be allowed, as it is his opinion there is limited risk to the Watershed as there is no proposed change in the Use or type of activity occurring at the property.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Town of Portugal Cove- St. Phillip's
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications: City of St. John's Act Section 104(4)(d).
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Not applicable.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That Council approve the proposed site upgrades to the existing commercial Use at 901-909 Thorburn Road (Sharpe's Store), which would allow paving of the existing gravel area of the parking lot, new concrete walkway along the store front, removal of grass at the rear which would then be covered with stone, installation of two (2) retaining walls and extension of the fencing along the boundary, upon the recommendation of the City Manager pursuant to with Section 104 (4)(d) City of St. John's Act.

Prepared by: Kevin Breen – City Manager

Approved by:

901-903 Thorburn Road



**Development Permits List
For the Period of February 24 to March 2, 2022**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
AG		Subdivide for 1 additional Building Lot	163 Doyle's Road	5	Approved	22-02-25
IND	Lindsay Construction Limited	Grading & Erosion Control	235 Danny Drive	5	Approved	22-02-28
COM	Babb Security & Lock Company Limited	Building Extension	6 Vanguard Court	1	Approved	22-02-28
RES		Subdivide (no Development Approval)	342 & 346 Back Line	5	Approved	22-02-28

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

**Lindsay Lyghtle Brushett
Supervisor - Planning and
Development**

** 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.

Building Permits List

Council's March 7, 2022, Regular Meeting

Permits Issued: 2022/02/24 to 2022/03/02

Class: Residential

1 Lloyd Cres	Deck	Patio Deck
13 Long's Hill	Renovations	Townhousing
144 Portugal Cove Rd	Accessory Building	Accessory Building
149 Castle Bridge Dr	Renovations	Single Detached Dwelling
149 Castle Bridge Dr	Deck	Single Detached Dwelling
158 Higgins Line	Renovations	Single Detached w/ apt.
184 Cheeseman Dr	New Construction	Single Detached Dwelling
19 Dooling's Line	New Construction	Single Detached Dwelling
25 Gleneyre St	Renovations	Single Detached Dwelling
27 Waterford Hts N	Accessory Building	Accessory Building
36 Beaumont St	Renovations	Semi Detached Dwelling
4 Leonard J. Cowley St	New Construction	Single Detached Dwelling
4 Russell St	Site Work	Single Detached Dwelling
44 Blackwood Pl	Renovations	Townhousing
5 Pepperwood Dr	New Construction	Single Detached Dwelling
72 Coventry Way	Accessory Building	Accessory Building
73 Freshwater Rd	Renovations	Semi Detached Dwelling
75 Old Bay Bulls Rd	Extension	Single Detached Dwelling
852-854 Main Rd	Change of Occupancy	Single Detached w/ apt.
9 Prince William Pl	Renovations	Single Detached Dwelling

This Week: \$1,429,325.37

Class: Commercial

104 Ruby Line	New Construction	Other
13-15 Pippy Pl	Renovations	Warehouse
134 Water St	Renovations	Mixed Use
157 Pennywell Rd	Sign	Office
25-37 Stavanger Dr	Change of Occupancy/Renovations	Retail Store
357 Main Rd	Sign	Retail Store
391-395 Empire Ave	Sign	Office

40 Hamlyn Rd	Change of Occupancy/Renovations	Service Shop	
40 Hamlyn Rd	Change of Occupancy	Retail Store	
430 Torbay Rd	Sign	Tavern	
47 Harvey Rd	Renovations	Restaurant	
673 Topsail Rd	Sign	Retail Of Building Suppli	
			This Week: \$211,533.46

Class: Government/Institutional

19 King's Bridge Rd	Change of Occupancy/Renovations	Clinic	
			This Week: \$3,000.00

Class: Industrial

This Week: \$0.00

Class: Demolition

This Week: \$0.00

This Week's Total: \$1,643,858.83

Repair Permits Issued 2022/02/24 to 2022/03/02:	\$24,000.00
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YEAR TO DATE COMPARISONS			
March 7, 2022			
TYPE	2021	2022	% VARIANCE (+/-)
Residential	\$3,843,282.62	\$8,163,914.45	112
Commercial	\$5,060,805.44	\$9,898,961.56	96
Government/Institutional	\$712,041.00	\$306,788.00	-57
Industrial	\$4,000,000.00	\$0.00	-100
Repairs	\$265,000.00	\$146,759.99	-45
TOTAL	\$13,881,129.06	\$18,516,424.00	33
Housing Units (1 & 2 Family Dwelling)	8	23	

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending March 2, 2022

Payroll

Public Works	\$ 511,312.07
Bi-Weekly Administration	\$ 757,815.95
Bi-Weekly Management	\$ 881,139.74
Bi-Weekly Fire Department	\$ 923,111.29
Accounts Payable	\$ 3,279,269.88

(A detailed breakdown available [here](#))

Total: \$ 6,352,648.93

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DEPARTMENT OF FINANCE

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

DECISION/DIRECTION NOTE

Title: Recommendations for the Seniors Advisory Committee

Date Prepared: March 1, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Debbie Hanlon, Seniors Advisory Committee

Ward: N/A

Decision/Direction Required:

To obtain Council approval to fill current vacancies on the Seniors Advisory Committee.

Discussion – Background and Current Status:

Section 3.1.1 of the Terms of Reference for the Seniors Advisory Committee provides for the following:

Public Members

The Committee will be comprised of no more than 5 residents who are at least 50 years of age or older, or their caregivers. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's.

Youth Representation

Individuals between the ages of 19-35 Representation: At least one public member will be appointed to each advisory committee between 19-35 at the time their application is submitted.

Organizations

The Committee will be comprised of no more than 5 persons serving as organizational representatives who are connected to the interests of older persons in the community. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

Currently there are vacancies for three public members, a youth member and two organizational members.

Recent recruitment efforts resulted in several applications and it is recommended that the following persons be appointed:

- Evan Simpson – Public Member
- Anne Marie Anonsen – Public Member

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- Bill Dilny – Public Member
- Greg Noseworthy – Youth Representative
- Julia Batten – Organization Member – Seniors NL
- Joseph Salas – Organization Member – Coalition of Retired Persons - NL

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Seniors Organizations and Senior Population within the City
3. Alignment with Strategic Directions/Adopted Plans:
 - a) A Connected City: A city where people feel connected, have a sense of belonging, and are actively engaged in community life
 - b) An Effective City: A city that performs effectively and delivers results
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: Call for new members was advertised through the City's Communications Division.
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other implications: N/A

Recommendation:

That Council approve the following appointments:

Organizational representatives: Julia Batten, Seniors NL and Joseph Salas, Canadian Association of Retired Persons (CARP).

Three citizen representatives: Anne Marie Anonsen, Evan Simpson, and Bill Dilny.

Youth representative: Greg Noseworthy.

Prepared by: Christine Carter, Legislative Assistant

Approved by: Karen Chafe, City Clerk

Report Approval Details

Document Title:	Recommendations for Seniors Advisory Committee.docx
Attachments:	
Final Approval Date:	Mar 1, 2022

This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Mar 1, 2022 - 4:16 PM

DECISION/DIRECTION NOTE

Title: Federation of Canadian Municipalities (FCM) Annual Conference – Regina, Saskatchewan – June 2 – 5, 2022

Date Prepared: March 2, 2022

Report To: Regular Meeting of Council

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

Ward: N/A

Decision/Direction Required:

Council approval required for travel authorization to attend the Federation of Canadian Municipalities annual conference and tradeshow taking place from June 2 – 5, 2022 in the City of Regina, Saskatchewan.

Discussion – Background and Current Status:

The FCM AGM was cancelled last year due to the Covid 19 Pandemic. As a result, Councillors Froude and Burton who were scheduled to attend last year were unable to do so. This year, Mayor Breen and Councillors Hanlon have also expressed an interest in attending. Mayor Breen will also be attending the Big City Mayors Caucus meeting which is being held at the same time.

Key Considerations/Implications:

1. Budget/Financial Implications: Registration, air travel and hotel costs.
2. Partners or Other Stakeholders: Federation of Canadian Municipalities
3. Alignment with Strategic Directions/Adopted Plans:
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A

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9. Information Technology Implications: N/A

10. Other Implications: N/A

Recommendation:

That Council approve travel costs for Mayor Breen and Councillors Burton, Froude, and Hanlon, to attend the Federation of Canadian Municipalities Annual General Conference taking place from June 2 – 5, 2022 in Regina Saskatchewan.

Prepared by:

Approved by:

DECISION/DIRECTION NOTE

Title: Expropriation of 379 Bay Bulls Road

Date Prepared: March 2, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Ward 5

Ward: Ward 5

Decision/Direction Required:

Approval of the expropriation of 379 Bay Bulls Road for the Goulds servicing Phase 2 – Sanitary Trunk Sewer project and temporary working easement for 379 Bay Bulls Road.

Discussion – Background and Current Status:

The Legal Department has been in negotiations with the purported owners of 379 Bay Bulls Road. The registered owners are both deceased, and the property allegedly is to be divided between their two sons, though a title search shows that has yet to be completed.

The purchase price for the property has been established at \$1.00 per square foot, as this property is located within the floodplain and development potential is limited, resulting in compensation in the amount of \$1,496.18. The purported property owner is in disagreement with this figure and the Legal Department is currently awaiting a counter- offer. The survey for this property is attached hereto as Schedule “A”.

The Legal Department has also been in negotiations with the purported owners of 379 Bay Bulls Road for a working easement to be utilized during the construction and installation of the Phase 2 – Sanitary Trunk Sewer project. This easement will be released once the project is completed. The value of this temporary working easement has been established at \$60 per month. The survey for this easement has been completed and is attached as Schedule “B”.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - a. City to pay fair market value for the expropriated land and the temporary working easement, plus reasonable legal fees.
2. Partners or Other Stakeholders:
 - a. Property owners of 379 Bay Bulls Road
3. Alignment with Strategic Directions/Adopted Plans:

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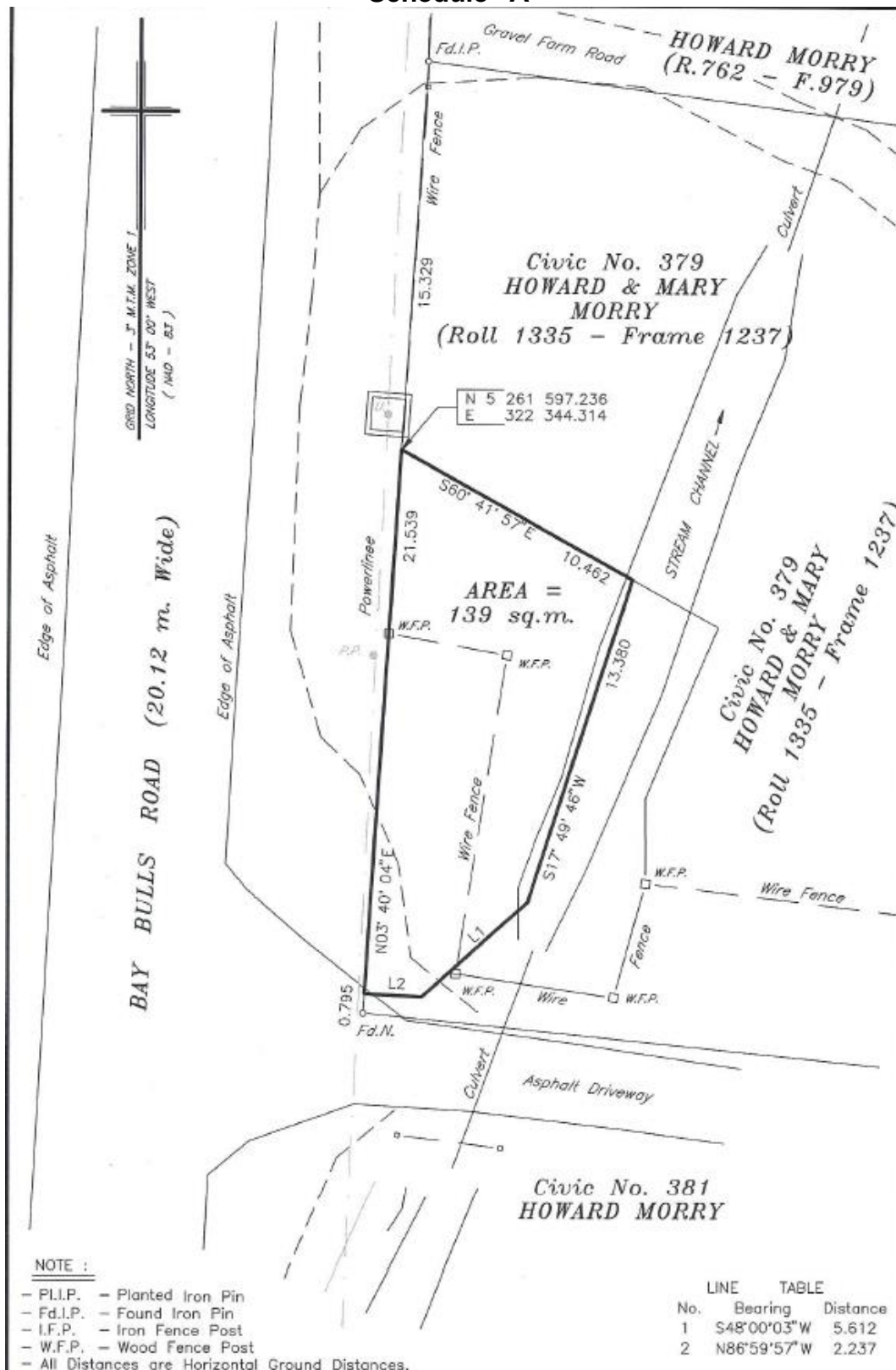
- a. An Effective City
- 4. Legal or Policy Implications:
 - a. Two Notices of Expropriation will have to be prepared and a Release will have to be prepared for the temporary working easement once the project is finalized.
- 5. Privacy Implications: N/A
- 6. Engagement and Communications Considerations: N/A
- 7. Human Resource Implications: N/A
- 8. Procurement Implications: N/A
- 9. Information Technology Implications: N/A
- 10. Other Implications: N/A

Recommendation:

That Council approve the expropriation of 379 Bay Bulls Road for the Goulds servicing Phase 2 – Sanitary Trunk Sewer project and the temporary working easement for 379 Bay Bulls Road as shown in the attached surveys.

Prepared by: Linda S. Bishop, Senior Legal Counsel
Approved by: Cheryl Mullett, City Solicitor

Schedule "A"



Schedule "B"

