

# ST. JOHN'S

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## Committee of the Whole Agenda

June 15, 2022

9:30 a.m.

4th Floor City Hall

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# ST. JOHN'S

## Minutes of Committee of the Whole - City Council Council Chambers, 4th Floor, City Hall

May 18, 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 Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services Cheryl Mullett, City Solicitor Susan Bonnell, Manager - Communications & Office Services Karen Chafe, City Clerk Christine Carter, Legislative Assistant
Others	Lindsay Lyghtle Brushett, Supervisor of Planning & Development Ann-Marie Cashin, Planner III – Urban Design & Heritage Judy Powell, General Manager, Metrobus

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### 1. **Call to Order**

Mayor Breen called the meeting to order at 9:30 am.

### 2. **Approval of the Agenda**

#### Recommendation

**Moved By** Councillor Froude

**Seconded By** Councillor Ridgeley

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)**

**3. Adoption of the Minutes**

**3.1 Adoption of Minutes - May 4, 2022**

Recommendation

**Moved By** Councillor Hanlon

**Seconded By** Councillor Bruce

That the minutes of May 4, 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)**

**4. Presentations/Delegations**

**5. Finance & Administration - Councillor Ron Ellsworth**

**6. Public Works - Councillor Sandy Hickman**

**7. Community Services - Deputy Mayor Sheilagh O'Leary**

**8. Special Events - Councillor Debbie Hanlon**

**9. Housing - Councillor Ophelia Ravencroft**

**9.1 Housing Catalyst Fund 2022 Recipients**

Councillor Ravencroft presented Council with the recommendations for the 2022 Housing Catalyst Fund and gave some background on the fund.

The City of St. John's and the Community Housing Transformation Centre have selected five grants totaling \$110,000 to be awarded for 2022:

- **Anglican Homes - \$30,000**
- **John's Status of Women Council/Women's Centre - \$30,000**
- **Gathering Place - \$20,000**
- **Stella's Circle - \$20,000**
- **Hospitality NL - \$10,000**

Providing Housing Catalyst grants for affordable housing projects is a goal of the Affordable Housing Strategy 2019-2028, a ten-year plan to address our municipality's housing needs, developed with the vision of working in-step with partners, stakeholders, and residents to create and maintain safe, suitable, and affordable housing throughout the city.

Recommendation

**Moved By** Councillor Ravencroft

**Seconded By** Councillor Ridgeley

That Council support the decision to award Housing Catalyst Fund grants to the applicants outlined above, as selected by the fund's review committee.

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)**

**10. Economic Development, Tourism & Immigration - Mayor Danny Breen**

**11. Arts & Culture - Deputy Mayor Sheilagh O'Leary**

**12. Governance & Strategic Priorities - Mayor Danny Breen**

**12.1 Regular, Special and CotW Meetings – 2021 Summer Schedule**

Recommendation

**Moved By** Councillor Burton

**Seconded By** Councillor Ellsworth

That Council approve the proposed summer schedule for Regular, Special and Committee of the Whole (CotW) meetings.

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. Planning - Councillor Ian Froude**

**13.1 Built Heritage Experts Panel (Councillor Maggie Burton)**

Report of April 20th and 27th

**1. 13 George Street, Second Storey Deck, INT2200008**

Councillor Burton recommended that the Heritage By-Law be amended to allow for consideration of new decks and balconies on facades facing George Street, and that the second storey deck and signage for 13 George Street be approved as proposed.

Recommendation

**Moved By** Councillor Burton

**Seconded By** Councillor Ellsworth

That Council, subject to Schedule D of the Heritage By-Law being amended to allow for consideration of new decks and balconies on facades facing George Street, approve a second storey deck and signage at 13 George Street, 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)**

**2. George Street United Church, Heritage Designation of Annex, 25 Buchanan Street/130 George Street West, HAT2200004**

Councillor Burton advised that the City has received an application to remove the Heritage Building designation from the annex portion of the George Street United Church. Should Council agree, the Heritage Building designation will remain on the original part of George Street United Church.

The applicants are preparing to subdivide the two properties as shown on the attached survey. If Heritage Building designation is removed and the sale and subdivision proceeds, the applicants propose in the interim to lease the annex property back to the church until a time when they seek to redevelop it. Once they determine a redevelopment approach, the long-term plan is to demolish the annex, return the back wall of the church to its former state, and redevelop the annex site with a new building.

The applicants and representatives from George Street United Church attended the May 20, 2022 BHEP Meeting as a delegation. The Panel discussed this item at that meeting and then made a recommendation following further discussion at the May 27, 2022 meeting.

It was also questioned if the congregation had been consulted in the process, and the response was that the congregation had given their permission to negotiate the sale of the parcel of land adjacent to the building. Reverend Maich informed the Panel that the original

structure of the church would remain unaltered, and any changes would only affect the extension.

Should Council agree with the staff recommendation, any redevelopment of the rear lot would require a Heritage Report and public consultation as the property is adjacent to a Heritage Building.

Councillor Burton added that this sale will greatly assist the financial position of the church.

Recommendation

**Moved By** Councillor Burton

**Seconded By** Councillor Ridgeley

That Council:

(1) as per Section 11(1)(b) of the St. John's Heritage By-Law, consider the removal of the Heritage Building designation on the annex portion of George Street United Church located at 25 Buchanan Street/130 George Street West and advertise the application in accordance with the provisions of the Development Regulation; and

(2) as per Section 8(3) of the St. John's Heritage By-Law accept the staff report in lieu of a Heritage Report.

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. 265 LeMarchant Road, Heritage Report TOR, DEV2200040**

Councillor Burton presented the Decision Note to approve the draft Heritage Report terms of reference for a proposed extension and renovation at 265 LeMarchant Road (former West Fire Station), a designated Heritage Building.

The City has received an application to convert the former West Fire Station or West End Fire Hall, located at 265 LeMarchant Road, to an Apartment Building. The applicant is proposing to add two floors, to increase the number of storeys from 2 to 4, and horizontal expansion at the rear of the building. The structure will house 16 residential units. The applicant is in the initial design stage and the proposed expansion is subject to change. The application arises from a Request for Proposals issued by the City for the sale and re-development of the site.

Councillor Burton added that it is not being recommended that a public hearing be held on this application.

Recommendation

**Moved By** Councillor Burton

**Seconded By** Councillor Ellsworth

That Council approve the attached draft Heritage Report terms of reference to consider an expansion to the designated Heritage Building (the former West Fire Station) at 265 LeMarchant 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)**

**14. Development - Councillor Jamie Korab**

**15. Transportation and Regulatory Services - Councillor Maggie Burton**

**15.1 St. John's Transportation Commission - Quarter 1 Report 2022**

Councillor Froude presented highlights from the update from the St. John's Transportation Commission from the Quarter1 Report 2022.

Highlights included:

- Operations during the COVID surge in January, and the increase in ridership numbers to 2019 levels.
- Effects on the increasing price of diesel. This continues to be monitored and will be revisited to determine if changes are necessary.
- In March, the City's internal auditors began an audit on the GoBus service. This will be the first internal audit since Metrobus had an internal audit on cash handling completed in 2019.
- On March 18<sup>th</sup>, Transit Operator and Worker Appreciation Day was celebrated across Canada, Recognition of this day was shared through social media.
- Metrobus is working with Edmundo Fausto on an electrification plan. Funding from infrastructure Canada has been approved for development of the plan for 80% of the cost up to \$250,000. Plans are also in place to install four chargers for electric vehicles on site.

Councillor Ellsworth added that he is glad to see this report and the information circulated to Council. Regarding the Go Bus challenges, he sent his apologies to the users, but with the modifications made, we have



turned a corner on the software issues. Councillor Ellsworth urged users to feel more confident with the service and noted that there were challenges with the number of drivers which caused a capacity issue, but that also has been resolved. Councillor Ellsworth reiterated that the service is moving in the right direction, and if any paratransit users are facing any challenges they are asked to reach out for assistance.

Councillor Ellsworth also advised that discussions continue with the Province for application to be made to access Federal funding assistance for public transit. This is a great opportunity to work with both levels of government and meetings continue. The Metrobus service affects everyone that comes to the City, as students or visitors, as it is a very cost-effective way to get around the area. MHAs throughout the Province should be supporting the application as it affects all who use the service and those that come into the City for work, schooling, or visitors, from all areas.

Councillor Burton expressed her appreciation to Ms. Powell and the Staff of Metrobus who were very adaptable in keeping the staff safe during the pandemic and keeping the service running as needed throughout the pandemic. She asked that we all continue to work together as we continue to see our way out of the pandemic and give support for the relief funding for this vital service.

Councillor Burton also asked Ms. Powell to provide any updates on changes or improvements for the Zip network which is very popular. Ms. Powell advised that they would need to look at priorities and improvements that have been recommended to the system, such as later hours and feeder routes. It will be discussed in more detail in the Fall when setting priorities and looking at budget considerations.

Deputy Mayor O'Leary thanked Ms. Powell and Councillors Ellsworth, Froude, and Burton for bringing this update to Council. She also wanted to thank the front line Metrobus drivers. She added that she receives a great deal of communication from non-residents of the City that are looking to access the bus system and reiterated that the relief funding is not just a City issue and she looks forward to keeping the discussions going with the Province.

## **15.2 2022 Quidi Vidi Pedestrian Project**

Councillor Burton presented the Information Note on the plans for the 2022 Quidi Vidi Pedestrian Project.

Planning for the 2022 Quidi Vidi Village Pedestrian Zone is underway. The proposed event plan is based on experience from the 2021 Pedestrian Zone, as well as feedback received from the engagement process conducted in the fall of 2021. The engagement process included feedback

from the public, area businesses both inside and outside the event footprint, and various other stakeholders.

This year it is suggested that the Quidi Vidi Pedestrian Zone would coincide with the dates of the Downtown Pedestrian Mall.

Mayor Breen added that it was a great success last year, and very popular. There was a great crowd in the area yesterday for the Royal Visit and many remarked on how much it was enjoyed last year and that they are looking forward to it again this year.

16. **Sustainability - Councillor Maggie Burton & Councillor Ian Froude**

17. **Other Business**

18. **Adjournment**

There being no further business the meeting adjourned at 10:03 am.

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Mayor

# DECISION/DIRECTION NOTE

**Title:** Payment Card Industry Data Security Standard Compliance

**Date Prepared:** June 7, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ron Ellsworth, Finance & Administration

**Ward:** N/A

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**Decision/Direction Required:** Approval of Revised Cash Handling and Petty Cash Policy to facilitate compliance with the Payment Card Industry Data Security Standard.

**Discussion – Background and Current Status:**

The Payment Card Industry Data Security Standard (PCI DSS), administered by Payment Card Industry Security Standards Council, provides industry-wide standards for credit and debit card processing to enhance data security and reduce fraud risk.

The City has reached the threshold for mandatory compliance with the PCI DSS, based on credit and debit card transaction volume. To facilitate compliance, the City has revised its Cash Handling and Petty Cash policy and developed new Payment Card Industry Data Security Standard procedures. The amended policy and new procedures will provide greater protection in managing personal financial information and will apply to both the City and any third-party payment processing providers contracted by the City.

**Key Considerations/Implications:**

1. Budget/Financial Implications: There are no additional financial implications with the proposed policy changes.
2. Partners or Other Stakeholders: The City's payment card processing vendors will be required to comply with the 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: Payment card information is considered to be "personal information" under the Access to Information and Protection of Privacy Act, 2015. The



draft documents have been reviewed by the City's Access to Information and Protection of Privacy (ATIPP) Coordinator and comply with the Act and the City's Privacy Management Policy.

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: Future procurement of payment card processing services will require vendors to be compliant with the standards and to provide supporting documentation periodically to demonstrate ongoing compliance.
9. Information Technology Implications: The Corporate Information Services Division was consulted during the development process. The City's new Information Technology Policy includes requirements for information security, as required by the PCI DSS.
10. Other Implications: Not applicable

**Recommendation:**

That Council approve the revised Cash Handling and Petty Cash Policy.

**Prepared by:** Trina Caines, Policy Analyst

**Reviewed by:** Kris Connors, Manager, Budget and Treasury  
Shelley Traverse, Manager, Financial Services

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

**Attachments:**

Draft Revised Cash Handling and Petty Cash Policy

Draft Payment Card Industry Data Security Standard Procedures

**Report Approval Details**

Document Title:	DN Revised Cash Handling and Petty Cash Policy and New PCI DSS Procedures.docx
Attachments:	- Draft Cash Handling and Petty Cash Policy with PCI Edits - For COTW.docx - Draft PCI DSS Procedures - COTW - For Your Information.docx
Final Approval Date:	Jun 9, 2022

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

**Karen Chafe - Jun 9, 2022 - 9:04 AM**

**DRAFT – For Discussion Only**

**Note: This is an amended draft with a new Payment Card Industry Data Security Standard section. The text for COTW approval is noted in red underlined text.**

**Last revised 2022-06-07**

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

<b>Policy Title:</b> Cash Handling and Petty Cash Policy	<b>Policy #:</b> 04-12-01
<b>Last Revision Date:</b> N/A	<b>Policy Section:</b> Finance and Accounting > Financial Management
<b>Policy Sponsor:</b> Deputy City Manager, Finance and Administration	

**1. Policy Statement**

This policy provides Employees involved in Cash handling, including Petty Cash, with direction for the proper controls over (i) the acceptance, custody, and safeguarding of Cash; and (ii) the establishment and administration of Petty Cash funds.

**2. Definitions**

**“Cardholder Data”** means the information about a cardholder that is collected for the purpose of processing of a credit or debit card transaction, and may include any of the following: contents of the magnetic stripe and/or chip, Primary Account Number (PAN), cardholder name, expiration date, or Card Verification Value (CVV) number.

**“Cash”** means coin, currency, cheques, money orders, bank drafts, and/or credit card/debit card transactions.

**“Cash Site”** means a City location that handles Cash but does not include a Petty Cash Custodian as defined in this Policy.

**“Cashier”** means any Employee who performs the function of receiving, transmitting, safeguarding, and/or depositing Cash.

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

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

**“Payment Card Industry Data Security Standard”** (PCI DSS) means the official published set of industry standards and requirements that all credit or debit card processing merchants are expected to comply with, as set forth by the Payment Card Industry Security Standards Council.

**“Petty Cash”** means a small amount of currency to cover payments of low value, low risk, and infrequent purchases.

**“Petty Cash Custodian”** means an Employee appointed to operate, safeguard, and make disbursements from an individual Petty Cash fund.

**“Segregation of Duties”** means an internal control to mitigate risk, where no single Employee handles a transaction from beginning to end.

### **3. Policy Requirements**

Cash and Petty Cash shall be managed in accordance with this policy and the **Cash Handling and Petty Cash Procedures**.

#### **3.1 Cash Security**

##### **3.1.1 Segregation of Duties**

- a) Appropriate Segregation of Duties shall exist at all times in the Cash handling and Petty Cash functions. No individual Employee shall have responsibilities for the entire Cash management process. At a

minimum, the Employee responsible for cash acceptance and deposit preparation shall not be involved with the review and approval of the deposit.

- b) Divisional managers may require additional segregation of duties, as they deem appropriate.

### **3.1.2 Safeguarding and Transportation**

- a) Cash shall be safeguarded at all times, as detailed in the **Cash Handling and Petty Cash Procedures**.
- b) Access to secure areas or safes shall be limited to as few people as is necessary.
- c) Prior to purchasing any new safes or vaults, managers shall consult the Manager, Enterprise Risk and Insurance.
- d) Employees shall not transport Cash (including cheques) via internal mail.
- e) Armoured courier services shall be used to transport Cash to the bank.
- f) Where possible, security cameras shall be in place to monitor all safes.

### **3.1.3 Certificate of Conduct**

Employees having responsibility for the acceptance, custody, and/or safeguarding of Cash, excluding Petty Cash, shall provide the Department of Human Resources (HR) with a Certificate of Conduct:

- a) upon start of employment and every five years; and/or
- b) when transitioning to a position with these responsibilities, and where there is no current Certificate on file.

## **3.2 Forms of Payment**

Cashiers shall only accept the forms of payment for various revenue sources as detailed in **Annex A** of the **Cash Handling and Petty Cash Procedures**.



### 3.3 Reconciliations and Deposits

- a) Reconciliations of Cash deposits to the accounting records at Cash Sites shall be made daily.
- b) Records shall be kept on all Cash counts and deposits.
- c) Employees shall comply with the requirements in Cash Reconciliations and Deposits section of the **Cash Handling and Petty Cash Procedures**.

### 3.4 Petty Cash Fund

#### 3.4.1 Petty Cash Use

- a) Employees shall comply with the **Cash Handling and Petty Cash Procedures** for establishing, replenishing, or closing a Petty Cash fund; disbursing Petty Cash funds, changing the Petty Cash fund amount; and/or obtaining approval for a new or changed Petty Cash Custodian.
- b) Employees shall ensure there is appropriate Segregation of Duties, as detailed in Section 3.1.1(a).
- c) Petty Cash Custodians shall be the only Employees with access to their Petty Cash funds.
- d) Petty Cash transactions shall only be used for purchases to the maximum amount specified in the **Cash Handling and Petty Cash Procedures**.
- e) The Petty Cash fund shall not be used to circumvent the City's Procurement Policy and/or procedures, or record keeping requirements and shall only be used when other disbursement methods are impractical or cannot be used.
- f) Petty Cash funds that have been inactive, with no activity during a fiscal year, may be closed.
- g) The DCM, Finance and Administration or designate may evaluate the continued need for a Petty Cash fund and such fund may be closed in their sole discretion.

### 3.4.2 Petty Cash Eligible Expenditures

- a) Employees shall consult their manager prior to expending any funds if they are unsure a purchase is eligible for petty cash reimbursement.
- b) Division managers may choose to implement restrictions on eligible expenditures as they deem appropriate.

### 3.5 Loss (Including Theft)

- a) Overages or shortages above the threshold detailed in the **Cash Handling and Petty Cash Procedures** shall be brought to the attention of Cashier's/Petty Cash Custodian's manager.
- b) Overages or shortages above the threshold detailed in the **Cash Handling and Petty Cash Procedures** shall be brought to the attention of the Manager, Financial Services by the Cashier's/Petty Cash Custodian's manager.
- c) For any suspected theft of Cash, Employees and managers shall follow the requirements of the **Fraud Policy**.

### 3.6 Payment Card Industry Data Security Standard

- a) Employees and third-party service providers shall follow the **Payment Card Industry Data Security Standard (PCI-DSS) Procedures** when handling payment cards (including credit and debit cards) or managing Cardholder Data.

### 3.7 Oversight

- a) Employees responsible for Cash handling and/or Petty Cash shall sign an acknowledgement form indicating their agreement to comply with the Cash Handling and Petty Cash Policy and Procedures.
- b) The DCM, Finance and Administration; City Internal Auditor; and/or designate(s) may conduct reviews, audits, or checks at any time without notice to ensure compliance with this policy and related procedures.

## **4. Application**

This policy, except for Section 3.6 “Payment Card Industry Data Security Standard”, applies to (i) all Cash Sites, (ii) Petty Cash Funds, and (iii) all Employees involved with Cash handling or Petty Cash Funds; with the exception of the St. John’s Transportation Commission (Metrobus).

Section 3.6 “Payment Card Industry Data Security Standard” and its associated procedures apply to (i) all City Employees and third-party service providers who have access to cardholder data or cardholder data systems, with the exception of the St. John’s Transportation Commission (Metrobus); (ii) all cardholder data; and (iii) all technologies associated with the creation, collection, processing, storage, transmission, analysis, and disposal of cardholder data.

## **5. Responsibilities**

**5.1 Cashiers and Petty Cash Custodians** shall be responsible for:

- a) complying with this policy and related procedures;
- b) reporting any suspected misappropriation of cash; and
- c) maintaining records for audit.

**5.2 Employees involved in the handling or management of Cardholder Data** shall be responsible for:

- a) complying with this policy and related procedures.

**5.3 Managers supervising Cashiers, Petty Cash Custodians, or other Employees involved in the handling or management of Cardholder Data** shall be responsible for:

- a) communicating this policy and related procedures to all appropriate Employees under their supervision;

- b) establishing an effective internal control system that maintains appropriate Segregation of Duties;
- c) ensuring any additional standard operating procedures used by their divisions comply with this policy and associated procedures;
- d) advising HR of changes in cash handling responsibilities;
- e) reviewing and approving receipts and reconciliations;
- f) investigating unusual variations in cash; and
- g) taking appropriate action for any potential contravention of the policy or related procedures, including notifying the Department of Finance and Administration, when appropriate.

**5.4 Department Heads** shall be responsible for:

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

**5.5 The Department of Finance and Administration** shall be responsible for:

- a) setting maximum amounts for Petty Cash Funds;
- b) performing timely bank account reconciliations and investigating any discrepancies between internal records and the bank's records;
- c) monitoring deposits to ensure Cash is being deposited and conducting intermittent random checks;
- d) managing armoured car services;
- e) overseeing compliance with the policy, the Cash Handling and Petty Cash procedures, and PCI DSS procedures; and
- f) authorizing any exceptions to the policy requirements.

**5.6 The Division of Human Resources** shall be responsible for:

- a) ensuring that Certificates of Conduct are provided by employees to HR when required.

## **5.7 The Office of the City Internal Auditor shall be responsible for:**

- a) conducting compliance reviews, audits, or checks as they deem appropriate;
- b) applying the requirements of the **Fraud Policy** for any suspected theft of Cash.

## **6. References**

04-12-01-01 Cash Handling and Petty Cash Procedures

04-12-01-02 Payment Card Industry Data Security Standard Procedures  
(draft)

## **7. Approval**

- Policy Sponsor: DCM, Finance and Administration
- Policy Writer: Policy Analyst
- Date of Original Approval from Council: January 13, 2020
- Date of Amendment Approval from
  - Corporate Policy Committee: January 17, 2022
  - Senior Executive Committee:
  - Committee of the Whole:
- Date of Amendment Approval from Council:

## **8. Monitoring and Contravention**

The Department of Finance and Administration shall monitor the application of this policy.

Any contravention of the policy shall be brought to the attention of the DCM, Finance and Administration; Division of Human Resources; the Office of the City Solicitor; the Office of the Internal Auditor; and/or the City Manager for further investigation and potential follow up disciplinary or legal action, up to and including dismissal.

## **9. Review Date**

Initial Review: three years; Subsequent Reviews: five years

DRAFT

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

<b>Procedure Title:</b> Payment Card Industry Data Security Standard Procedures	
<b>Authorizing Policy:</b> Cash Handling and Petty Cash Policy	
<b>Procedure #:</b> 04-12-01-02	<b>Last Revision Date:</b> N/A
<b>Procedure Sponsor:</b> Manager, Budget and Treasury	

**1. Procedure Statement**

The purpose of these procedures is to identify the business rules, roles, and responsibilities to support the City's compliance with the Payment Card Industry Data Security Standard (PCI-DSS).

**2. Definitions**

**“Cardholder Data”** means the information about a cardholder that is collected for the purpose of processing of a credit or debit card transaction, and may include any of the following: contents of the magnetic stripe and/or chip, Primary Account Number (PAN), cardholder name, expiration date, or Card Verification Value (CVV) number.

**“Credit Card Processing System”** means any electronic system or service used for the completion of credit card transactions, collection or storage of Cardholder Data, creation of Cardholder Data receipts or reports, or analysis and/or disposal of Cardholder Data, for City Merchant accounts. This includes any software applications, hardware, or other electronic devices, including those provided by third-party vendors that process, transmit, store, or display Cardholder Data.

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

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

**“Payment Card Industry Data Security Standard”** (PCI DSS) means the official published set of industry standards and requirements that all credit or debit card processing Merchants are expected to comply with, as set forth by the Payment Card Industry Security Standards Council.

**“Merchant”** means any department, division, or third-party provider acting on behalf of the City that accepts payment cards (credit or debit) as payment.

### **3. Procedure Requirements**

#### **3.1 General**

- a) All City credit card Merchant accounts shall be approved by the Department of Finance and Administration.
- b) Any proposal for a new process related to the storage, transmission, or processing of Cardholder Data (including, but not limited to, changes to providers, equipment, or processes) shall be approved by the Department of Finance and Administration.
- c) Access to the Cardholder Data environment shall be restricted to those Employees with a need to access such environments and appropriate physical and technical controls shall be in place to protect the Cardholder Data environment.
  - i. Scanned and printed documents ideally shall not contain any Cardholder Data, and/or if they do, Employees shall redact Cardholder Data from those documents.



- ii. Employees interacting with the public via phone shall exclude discussions of Cardholder data from any recordings.
- iii. The City shall filter incoming emails to quarantine and secure any Cardholder Data.
- d) The City shall require that third-party providers encrypt any Cardholder Data transmitted across open, public networks.
- e) No Credit Card Processing Systems shall use vendor-supplied defaults for system passwords or other security parameters.
- f) Employees shall comply with the Information Technology Policy and Privacy Management Policy, including, but not limited to, reporting any suspected or known breaches of Cardholder Data or personal information.
- g) Employees requiring clarification shall contact the Manager, Budget and Treasury about the interpretation of these procedures.

### **3.2 Merchant Account Management**

Departments with Merchant accounts shall:

- a) identify and document all of the forms of card payment activities that occur in their department and maintain a list of Credit Card Processing Systems used to process these payments;
- b) assign responsibility for the following tasks to Employee(s) in their department:
  - i. inspection of PIN pads, terminals, or payment processing workstations for signs of tampering, unauthorized new accounts, or card skimming devices on a weekly basis; and
  - ii. maintenance of up-to-date lists of (a) all Credit Card Processing Systems including, but not limited to, PIN pads, terminals, and payment processing workstations; and (b) of individuals, including Employees, volunteers, contractors, or consultants, who may access Cardholder Data or Credit Card Processing Systems.

### **3.3 Storage and Disposal**

- a) Cardholder Data shall not be stored on any electronic device, including network servers, workstations, laptops, mobile devices, or local or cloud storage.
- b) Cardholder Data shall not be transmitted electronically outside of Credit Card Processing Systems, including, but not limited to, email, electronic messaging/meeting applications, voicemail, fax, text messaging, or any other method that may store or transmit electronically.
- c) Web payments shall be processed using a PCI-compliant service provider approved by the Department of Finance and Administration.
- d) Any paper documents containing Cardholder Data shall:
  - i. be limited to only information required to transact business,
  - ii. only be accessible to those Employees or third-party vendors who have a business need to have access,
  - iii. be in a secure location with sufficient physical safeguards to protect against loss or theft, unauthorized access, disclosure, copying, use, and/or modification, and
  - iv. be destroyed via secure records disposal methods (for example, placed in a secure shredding box and shredded by a commercial bonded shredding company) once business needs no longer require retention.
- e) All Credit Card Processing Systems shall be programmed to print out only a maximum of the first six characters and the last four of a credit card number.
- f) The full contents of any track for the magnetic strip and/or the three-digit card validation code, shall not be stored in a Credit Card Processing System.

### 3.4 Third-Party Vendors

- a) The City shall contractually require that all third-party vendors and any of their subcontractors involved in credit card transactions meet all required PCI data security standards.
- b) Third-party vendors shall provide evidence, to the sole satisfaction of the City, of PCI DSS compliance and their efforts at maintaining ongoing compliance.

## 4. Application

These procedures apply to (i) all City Employees and third-party service providers who have access to Cardholder Data or Credit Card Processing Systems, excluding the St. John's Transportation Commission (Metrobus); (ii) all Cardholder Data; and (iii) all Credit Card Processing Systems.

## 5. Responsibilities

**5.1 The Department of Finance and Administration** shall be responsible for:

- a) overseeing the implementation of these procedures;
- b) management and approval of third-party vendor compliance.

**5.2 The Corporate Information Services Division** shall be responsible for:

- a) filtering incoming emails to quarantine and secure any Cardholder Data.

**5.3 Employees involved in the handling or management of Cardholder Data** shall be responsible for:

- a) complying with these procedures.

**5.4 Managers supervising Employees involved in the handling or management of Cardholder Data** shall be responsible for:

- a) communicating these procedures to applicable Employees in their departments; and
- b) having any additional standard operating procedures used by their divisions comply with these procedures and related policies.

**5.5 Department Heads** shall be responsible for:

- a) communicating these procedures to all applicable Employees in their departments; and
- b) directing their departments to comply with these procedures.

**6. References**

[01-04-02 Privacy Management Policy](#)

[04-12-01 Cash Handling and Petty Cash Policy](#)

[02-01-18 Information Technology Policy](#)

**7. Approval**

- Procedure Sponsor: Manager, Budget and Treasury
- Procedure Writer: Policy Analyst / Manager, Budget and Treasury
- Date of Approval from:
  - Corporate Policy Committee: January 17, 2022
  - Senior Executive Committee:

**8. Monitoring and Contravention**

The Department of Finance and Administration shall monitor the application of these procedures.

Any contravention of the procedures shall be brought to the attention of the Department of Finance and Administration (including the Human Resources Division); the Office of the City Solicitor; the Office of the Internal Auditor; and/or the City Manager for further investigation and potential follow up disciplinary or legal action, up to and including dismissal.

## **9. Review Date**

Review: Concurrent with the review of Cash Handling and Petty Cash Policy

DRAFT

# DECISION/DIRECTION NOTE

**Title:** Shad Memorial 2022 – Sponsorship of Breakfast

**Date Prepared:** June 9, 2022

**Report To:** Committee of the Whole

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

**Ward:** N/A

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## **Decision/Direction Required:**

Seeking Council's approval to host a luncheon for the staff and students of Shad Memorial 2022.

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

The City has received a request from the Director of Shad Memorial requesting that the City sponsor a breakfast at City Hall with the Mayor and/or councillors. The event consists of about 70 people in total. The preferred date is July 27<sup>th</sup>. This event has traditionally been sponsored by Council over the past number of years.

Memorial University is one of 18 university campuses in Canada offering the Shad program ([www.shad.ca](http://www.shad.ca)), a nation-wide program designed to offer high-potential high school students the opportunity to be surrounded by other talented youth from across the country. The program strives to hone the skills of tomorrow's potential leaders and provide first-hand access to industry and career options to assist the students in choosing educational and career paths. This year's program runs from July 3<sup>rd</sup> to July 29<sup>th</sup>, 2022.

Shad is a not-for-profit organization and relies on the support of public and private sector organizations to provide an expansive and high-quality program.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: Cost of breakfast for 70 people (\$2000) estimated.
2. Partners or Other Stakeholders: Memorial University of NL
3. Alignment with Strategic Directions:

A Connected City: Increase and improve opportunities for residents to connect with each other and the City.

Choose an item.

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4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: N/A
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

**Recommendation:**

That Council sponsor the breakfast for the Shad Memorial 2022 at an approximate cost of \$2000.

**Prepared by:**

**Approved by:**

# INFORMATION NOTE

<b>Title:</b>	<b>Planning St. John's – New Engage St. John's Webpage</b>
<b>Date Prepared:</b>	June 3, 2022
<b>Report To:</b>	Committee of the Whole
<b>Councillor and Role:</b>	Councillor Ian Froude, Planning
<b>Ward:</b>	N/A

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## **Issue:**

To make Council and the public aware of a new *Planning St. John's* page on the Engage St. John's site.

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

Staff have heard from the public that it can be difficult find all the relevant information about amendment applications on the City's website. Generally, the information is found in Council's Committee of the Whole or Regular Council Meeting agendas, as well as under Public Notices on the City's website. However, in particular for Municipal Plan amendments, the application goes to Council at four different stages (to consider the amendment, adoption-in-principle prior to provincial review, adoption and then final approval). The public would need to know the dates that the application went to a Council meeting in order to find the information. As a means to place all of the information regarding Municipal Plan and Development Regulations amendments (including rezonings) in one place, the City has created a new Planning St. John's webpage which will be found on the Engage St. John's site:

[www.engagestjohns.ca/planning](http://www.engagestjohns.ca/planning).

This is a one-year pilot project and staff will evaluate over the year how frequently the site is being used and if users find it useful. The site will be limited to planning applications such as rezonings and text amendments and will not include development applications, discretionary use applications, or non-conforming use applications.

The Planning St. John's page will be the main page and will include links to current applications. The page will only include new applications starting in June 2022 and will not include any applications that were active prior to June 2022.

The site will also provide an alternative means for the public to provide feedback on planning applications. There are sections where they can either ask a question or provide a comment on the application. The question section will be open for the whole time while the application is active, however the comments section will only be open during the public consultation period (usually about 3 weeks) in order to make sure all of comments are accounted for when the application is brought back to Council for consideration. While the public may leave a comment

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or ask a question on the engage page, we will continue to accept feedback through the City Clerk's Office via mail or email.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: The general public; Municipal Plan and Development Regulations amendment applicants.
3. Alignment with Strategic Directions:  
  
A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.  
  
A Connected City: Increase and improve opportunities for residents to connect with each other and the City.
4. Alignment with Adopted Plans: Public engagement requirements in the St. John's Municipal Plan and Development Regulations.
5. Legal or Policy Implications: Not applicable.
6. Privacy Implications: Not applicable.
7. Engagement and Communications Considerations: The new Planning St. John's page will add a different form of engagement opportunity for planning applications. The Marketing and Communications Division will promote the new page.
8. Human Resource Implications: Not applicable.
9. Procurement Implications: Not applicable.
10. Information Technology Implications: Not applicable.
11. Other Implications: Not applicable.

**Conclusion/Next Steps:**

To promote the new Planning St. John's webpage and provide Council with an evaluation following the one-year pilot project.

### Report Approval Details

Document Title:	Planning St. John's - New Engage St. John's Webpage.docx
Attachments:	
Final Approval Date:	Jun 7, 2022

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

**Ken O'Brien - Jun 7, 2022 - 2:19 PM**

**Jason Sinyard - Jun 7, 2022 - 3:18 PM**

# DECISION/DIRECTION NOTE

**Title:** 110 Cheeseman Drive – MPA2200002

**Date Prepared:** June 8, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ian Froude, Planning

**Ward:** Ward 5

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## **Decision/Direction Required:**

To consider rezoning land at 110 Cheeseman Drive from the Commercial Neighbourhood (CN) Zone to the Residential 1 (R1) Zone for the purpose of five Single Detached Dwellings.

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

The City has received an application from Newfound Mechanical (C&W Holdings) to rezone land at 110 Cheeseman Drive from the Commercial Neighbourhood (CN) Zone to the Residential 1 (R1) Zone to accommodate five (5) Single Detached Dwellings. A Municipal Plan Amendment is also required to redesignate the land from the Commercial District to the Residential District.

At its May 11, 2020 regular meeting, Council approved the discretionary use of a Daycare Centre at this property. Since then, the applicant decided to develop the land as residential lots and has requested this rezoning. The proposed lots meet the R1 Zone standards, the primary zone in this area.

The overall concept plan for the Southlands area was considered in 2009. It included the existing residential development as well as areas to be zoned as Commercial Neighbourhood (CN), Commercial Regional (CR), Institutional (INST) and Open Space (O). As shown on the attached concept plan, the intersection of Teakwood Drive and Cheeseman Drive has always been proposed as commercial to accommodate the future neighbourhood's needs. The long-term plan is that Cheeseman Drive will extend eastward to connect with Gold Medal Drive and northwestward to connect with Southlands Boulevard. Cheeseman Drive will become one of the main roads within Southlands and is an appropriate location for the CN Zone. Since the 2009 Southlands concept plan, the City has also zoned land east of 96 Cheeseman Drive as CN, recognizing the future need for these commercial spaces.

When large parcels of undeveloped land are opened up for residential development, it is recommended to set nodes near intersections for future commercial and institutional uses. Examples of this in Southlands are 2-8 Great Southern Drive which has been developed as a gas station, take-out and convenience store, as well as 160 Southlands Boulevard which is now home to Westbury Estates, a seniors' retirement facility. While the subject property may not be needed as a commercial use today, it will likely be needed in the future to

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accommodate the neighbourhood's commercial needs. We respect and understand the wishes of the owner, but in this case staff does not recommend rezoning 110 Cheeseman Drive to a residential zone. Once the commercial spaces at key intersections are lost and developed as residential dwellings, the land will not be available for commercial use. Staff assert that there is ample residential land in Southlands already and that the current CN Zone should remain.

Since the Southlands concept plan was prepared, the City has adopted policies in the Municipal Plan which encourage mixed-use, walkable neighbourhoods. The policies include:

- Growth and Development Strategy: The strategy for growth set out in the Envision St. John's Plan attempts to balance growth with a strong diverse economy, environmental stewardship, recognition of heritage and its importance to the culture and economy of the city, and *complete neighbourhoods that have access to amenities such as parks, open space, food and local services*. As the strategy is implemented, overall neighbourhood health will be a key consideration in the development of the built environment.
- 2.4 Urban Design: In new neighbourhoods, development will be planned around the parks and open space network, *with an emphasis on compact, walkable residential neighbourhoods, with a mix of uses* and employment areas along primary transportation corridors.
- Chapter 4 Healthy Communities Goal: To design complete and interconnected, walkable neighbourhoods with efficient infrastructure, facilities and services, including a range of housing options.
- Chapter 9 Land Use Districts Goal: To promote a pattern of growth and land use that will encourage orderly, efficient, and environmentally sound development, and create highly desirable, vibrant, walkable neighbourhoods.
- 8.5(4) Designate lands for commercial use in appropriate locations along main roadways, at intersections and in the downtown, to ensure an adequate supply of suitable land is available to accommodate a range of commercial activity and support commerce.
- 8.5(7) Plan for small local commercial uses that meet the daily needs of residents and are compatible with surrounding uses.
- 8.5(20) Encourage development that accommodates a mixture of uses, various built form and public spaces.

However, should Council decided to consider the amendment, there were no engineering or development concerns regarding the residential lots. If Council considers the amendment, the application would be advertised in accordance with the St. John's Development Regulations.

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

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner; neighbouring residents and property owners.

3. Alignment with Strategic Directions:

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

A Sustainable City: 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.

4. Alignment with Adopted Plans: St. John's Municipal Plan and Development Regulations.

5. Legal or Policy Implications: A map amendment(rezoning) to the St. John's Municipal Plan and Development Regulations is required in order to consider residential lots at this location.

6. Privacy Implications: Not applicable.

7. Engagement and Communications Considerations: Should Council decide to consider the amendment, public consultation will be required.

8. Human Resource Implications: Not applicable.

9. Procurement Implications: Not applicable.

10. Information Technology Implications: Not applicable.

11. Other Implications: Not applicable.

**Recommendation:**

That Council reject the application to rezone land at 110 Cheeseman Drive from the Commercial Neighbourhood (CN) Zone to the Residential 1 (R1) Zone so as to retain important commercial lands in the Southlands neighbourhood.

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

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

**Report Approval Details**

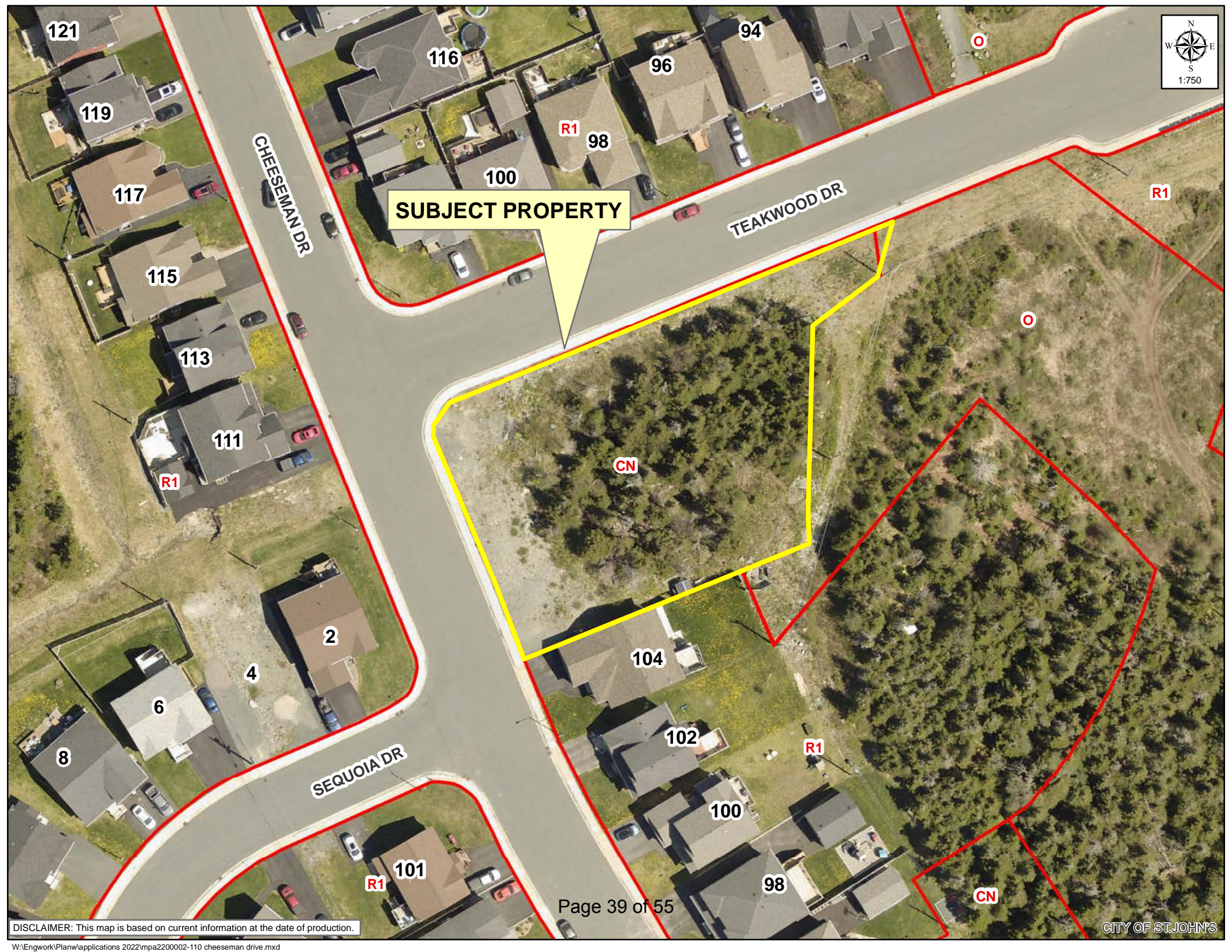
Document Title:	110 Cheeseman Drive - MPA2200002.docx
Attachments:	- 110 Cheeseman Drive - Attachments.pdf
Final Approval Date:	Jun 9, 2022

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

**Ken O'Brien - Jun 8, 2022 - 2:04 PM**

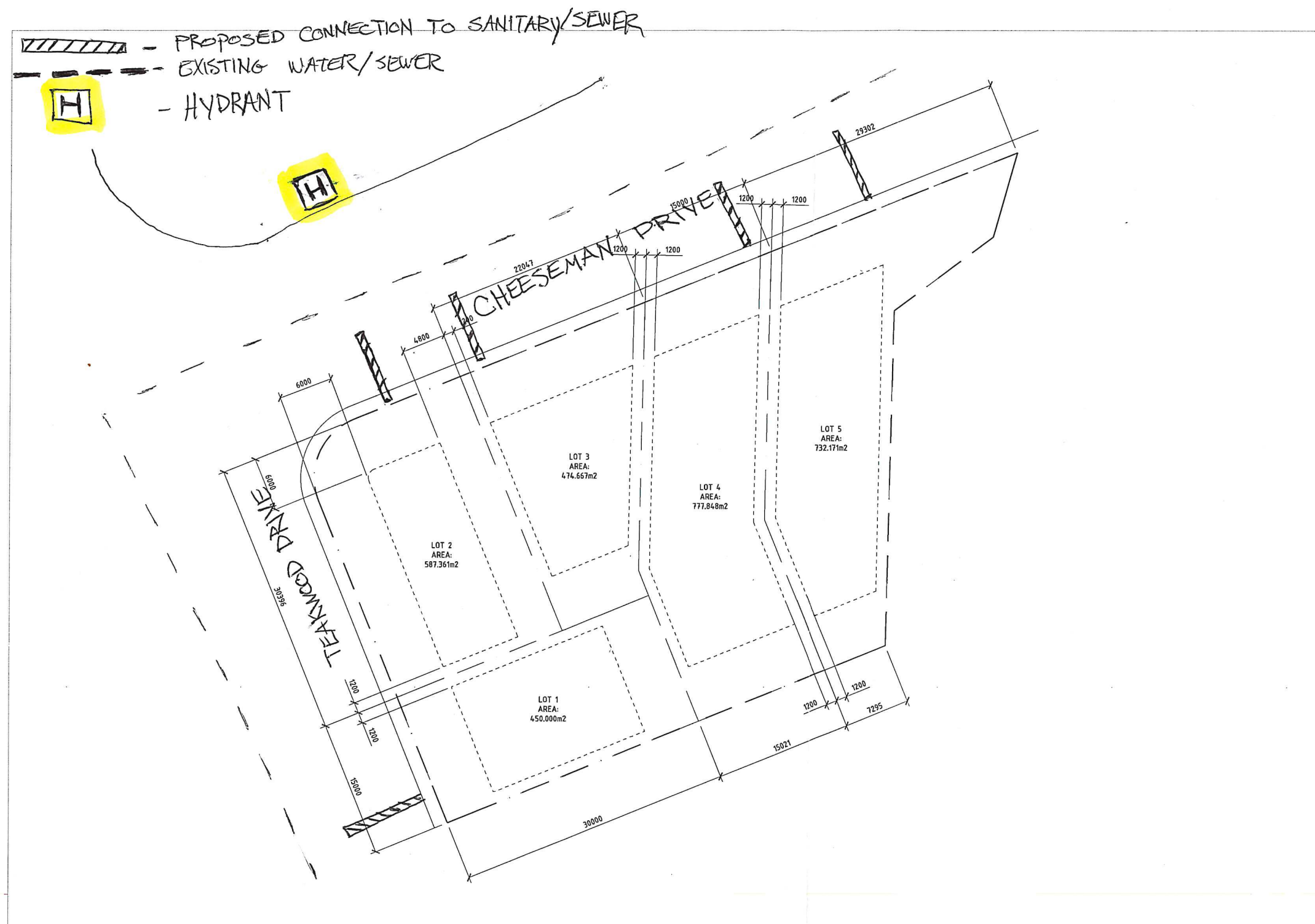
**Jason Sinyard - Jun 9, 2022 - 1:50 PM**





**SUBJECT PROPERTY**





# A01

CHEESEMAN DR.

LOT SUBDIVISION

ZONE: R1

MIN. LOT AREA:	450m2
FRONTAGE MIN.:	15m
BUILDING LINE MIN.:	6m
SIDE YARDS MIN.:	1.2m EA.
REAR YARD MIN.:	6m

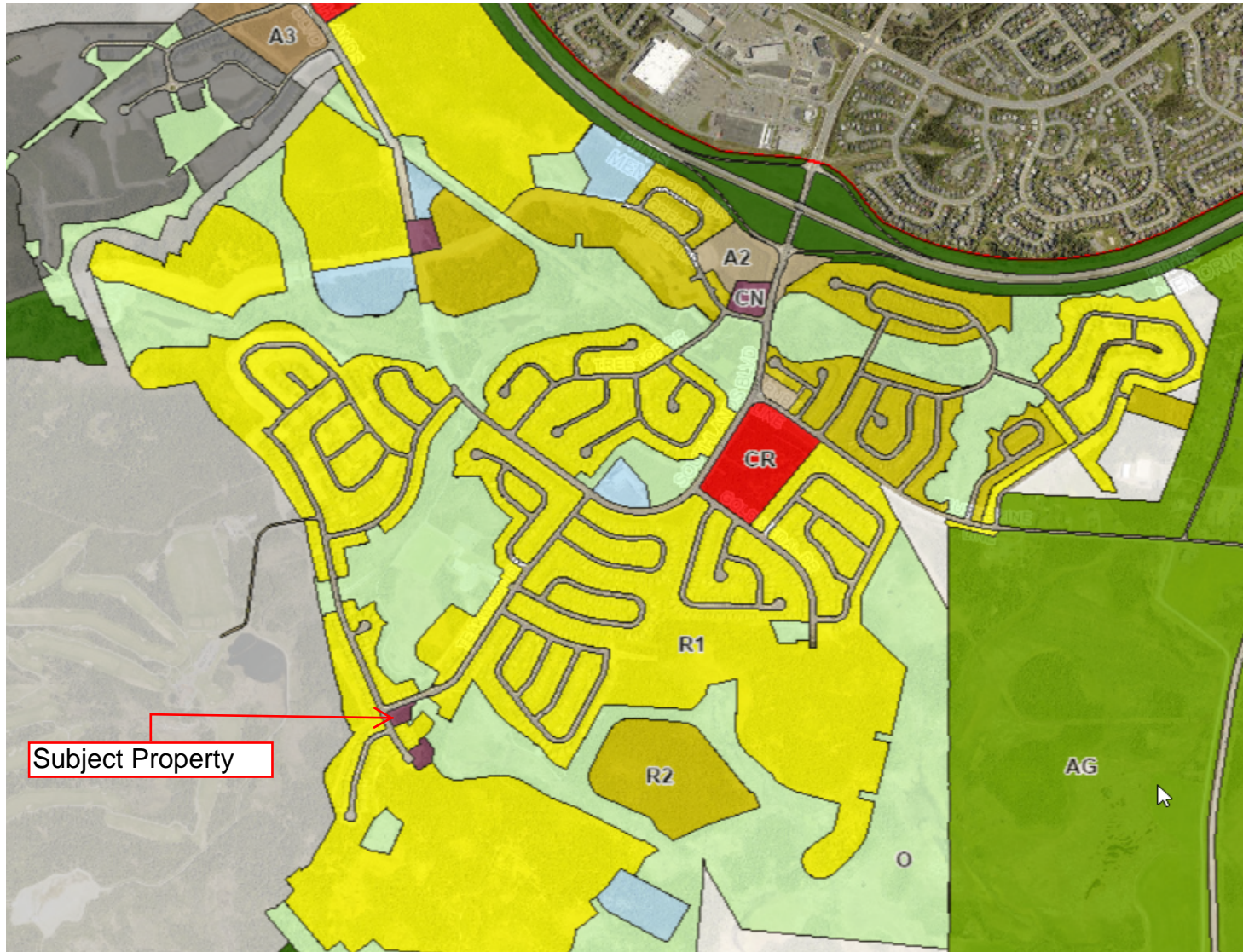
SCALE: 1:500  
DATE: MAR. 4, 2022

p





# Southlands Neighbourhood showing areas currently zoned R1, R2, A2, CN, CR, INST and O



COMMERCIAL NEIGHBOURHOOD (CN) ZONE

CN

(1) PERMITTED USES

Accessory Building	Laundromat
Adult Day Centre	Library
Bakery	Office
Bank	Park
Clinic	Public Utility
Community Garden	Retail Use
Convenience Store	Service Shop
Drive Through	Training School
Dwelling Unit – 2 <sup>nd</sup> storey or higher	Veterinary Clinic
Health and Wellness Centre	

(2) DISCRETIONARY USES

Car Sales Lot	Pharmacy
Car Wash	Place of Worship
Daycare Centre	Recycling Depot
Dry Cleaning Establishment	Restaurant
Gas Station	Service Station
Lounge	Taxi Stand
Parking Garage	Warehouse
Parking Lot	Wind Turbine – Small Scale



(3) **ZONE STANDARDS EXCEPT PARK, PUBLIC UTILITY, PARKING LOT AND PLACE OF WORSHIP**

(a)	Lot Area (minimum)	900 metres square
(b)	Lot Frontage (minimum)	30 metres
(c)	Building Height (maximum)	14 metres
(d)	Building Line (minimum)	7 metres
(e)	Side Yards (maximum)	2, each equal to 1 metre for every 5 metres of Building Height, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres
(f)	Rear Yard (minimum)	6 metres
(g)	Lot Coverage (maximum) (except Gas Station)	50%
(h)	Landscaping (minimum)	20%

(4) **ZONE STANDARDS FOR PARK, PUBLIC UTILITY, PARKING LOT AND PLACE OF WORSHIP SHALL BE IN THE DISCRETION OF COUNCIL.**

RESIDENTIAL 1 (R1) ZONE

R1

(1) PERMITTED USES

Accessory Building	Park
Community Garden	Single Detached Dwelling
Home Office	Subsidiary Dwelling Unit

2) DISCRETIONARY USES

Adult Day Centre	Home Occupation
Bed and Breakfast	Parking Lot
Daycare Centre	Public Utility
Heritage Use	

(3) ZONE STANDARDS FOR SINGLE DETACHED DWELLINGS

(a)	Lot Area (minimum)	450 metres square
(b)	Lot Frontage (minimum)	15 metres
(c)	Building Line (minimum)	6 metres
(d)	Building Height (maximum)	8 metres
(e)	Side Yards (minimum)	Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
(f)	Rear Yard (minimum)	6 metres

(4) ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.

# DECISION/DIRECTION NOTE

**Title:** Membership – Sustainable and Active Mobility Advisory Committee

**Date Prepared:** June 3, 2022

**Report To:** Committee of the Whole

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

**Ward:** N/A

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## **Decision/Direction Required:**

Council is requested to approve the recommended membership for the Sustainable and Active Mobility Advisory Committee (SAMAC).

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

Council recently approved the establishment of the Sustainable and Active Mobility Advisory Committee and a call for membership was publicly circulated as a result. A total of thirty applicants applied for the eleven available positions which were selected on the basis of the criteria outlined below as well as ranked on the scope of their diversity, passion and value by a selection committee consisting of PERS staff and Councillor Ian Froude:

- Beginner to avid cyclists and users of other forms of active mobility transportation (2).
- People with Disabilities (2), who have lived experience with either or a combination of a mobility barrier and a vision barrier.
- Pedestrian representatives (2): including one runner and one walker.
- Public transit user representatives (2). A combination of conventional and para transit users would be ideal.
- At least one member is a senior (50 years of age or over.)
- At least one member is a youth (18 – 30)
- At least one member who is a parent/guardian of young children.

With the exception of one category (public transit para-transit user), all areas outlined above were successfully represented by the applicants recommended. The St. John's Transportation Commission has been contacted to ascertain if any Go-Bus/para-transit users would be interested in sitting on this Committee and if so, an additional space is reserved for that representative.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: As listed above

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3. Alignment with Strategic Directions:

A Sustainable City: Work collaboratively to create a climate-adapted and low-carbon city.

A City that Moves: Expand and maintain a safe and accessible active transportation network.

4. Legal or Policy Implications: N/A

5. Privacy Implications: As per Section 7.3 of the Committee's Terms of Reference, all committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Sustainable and Active Mobility Committee.

6. Engagement and Communications Considerations: All applicants will be advised of Council's decision to appoint new members.

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 ten individuals to sit on the Sustainable and Active Mobility Advisory Committee and that one additional position be reserved to be filled by a user of public para transit or Go Bus:

- Wiseman, Debbie
- Sunner, Petra
- Lee, Justin
- Roy, Noel
- Green, Ryan
- Lomond, Megan
- Lambert, Anne
- Brake, David
- Grant, Holly
- Binimelis, Avila, Makarennna Anna Belen

**Prepared by:**

**Approved by:**

# DECISION/DIRECTION NOTE

**Title:** Environment & Sustainability Experts Panel Membership

**Date Prepared:** May 11, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Maggie Burton & Councillor Ian Froude, Sustainability

**Ward:** N/A

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## **Decision/Direction Required:**

Approval of Membership for the 2022-2024 Environment & Sustainability Experts Panel (ESEP) based on the recommendations by lead staff.

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

The Environment and Sustainability Experts Panel is responsible for assisting in the progress of environmental and sustainability matters in the City of St. John's. Panel members provide expert opinion on environment and sustainability matters to Council to advance the strategic direction of a sustainable City of St. John's, review environmental requirements for new development or re-development within the City, support the development and implementation of the Resilient St. John's Community Climate Plan, and provide recommendations to Council.

The Term of Appointment is 2 years, as per the Environment and Sustainability Experts Panel Advisory Committee Terms of Reference: "Unless otherwise indicated, the Environment and Sustainability Panel term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two-year term, for a total of four years. In some cases, members may be encouraged to provide guidance, expertise and participate in a bridging capacity following the end of their term."

Three experts' terms have come to an end as of June 2022.

Due to an early vacancy on the ESEP, a public call was issued in February and extended to March of 2022 looking for one representative with expertise in Sustainable Urban Planning and Economic Growth. The call was advertised in the Telegram, posted on the City's website, shared via social media, and circulated by email to Panel members and the City's Inclusion Network. A total of eleven applications with expertise in Sustainable Urban Planning, Economic Growth, and Natural Environment were received. All applications can be made available at Council's request.

The applications were reviewed by Staff who are recommending two experts are appointed from this applicant pool to cover the expertise gaps in Built Environment, Natural Environment and Sustainable Urban Planning specifically:

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- Piers Evans, MSc - Sustainable Urban Planning & Natural Environment
- James Blyth, MEng – Sustainable Built Environment & Resilience

#### Summary of Proposed Changes to the ESEP:

<b>Name</b>	<b>Term</b>	<b>Expertise</b>
Joel Finnis, PhD	Renewed (2022-24)	Climate Science & Resilience
Kieran Hanley, MBA	Renewed (2022-24)	Sustainable Economic Growth
Krista Langthorne, BA, SEBT	Renewed (2022-24)	Resilience & Natural Resources
Joseph Daraio, PhD, Peng	Renewed (2022-24)	Sustainable Urban Planning & Resilience
Pablo Navarro	Ending (2020-2022)	Socio-cultural & Quality of Life
Michel Wawrzkow, PEng, PGeo	Ending (2020-2022)	Natural Environment & Resilience
Dennis Knight, MSc, MCIP	Ending (2020-2022)	Sustainable Urban Planning & Economic Growth
Piers Evans, MSc	Beginning (2022-24)	Sustainable Urban Planning & Natural Environment
James Blyth, MEng	Beginning (2022-24)	Sustainable Built Environment & Resilience

An additional has been issued for the remaining opening with the purpose of identifying an expert with a focus on Socio-cultural aspects of sustainability and/or Quality of Life expertise.

#### Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Environment & Sustainability Experts Panel
3. Alignment with Strategic Directions:

An Effective City: Ensure accountability and good governance through transparent and open decision making.

A Sustainable City: Work collaboratively to create a climate-adapted and low-carbon city.

4. Alignment with Adopted Plans:  
Corporate Climate Plan, Resilient St. John's Climate Plan

5. Legal or Policy Implications: N/A
6. Privacy Implications: N/A
7. Engagement and Communications Considerations:  
Calls for new members were advertised and promoted by the City's Communications Division.
8. Human Resource Implications: N/A
9. Procurement Implications: N/A
10. Information Technology Implications: N/A
11. Other Implications: N/A

**Recommendation:**

That Council approve the renewed commitment of the existing experts and the appointment of Piers Evans and James Blyth to the Environment & Sustainability Experts Panel.

**Prepared by:**

**Approved by:**

**Report Approval Details**

Document Title:	Environment and Sustainability Experts Panel - Membership.docx
Attachments:	
Final Approval Date:	Jun 9, 2022

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

**No Signature found**

**Edmundo Fausto - Jun 7, 2022 - 9:54 AM**

**No Signature - Task assigned to Lynnann Winsor was completed by workflow administrator Karen Chafe**

**Lynnann Winsor - Jun 9, 2022 - 4:15 PM**

**Karen Chafe - Jun 9, 2022 - 4:16 PM**

# DECISION/DIRECTION NOTE

**Title:** Demolition of Building – 17 Coronation Street

**Date Prepared:** June 1, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Maggie Burton, Transportation & Regulatory Services

**Ward:** Ward 2

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## Decision/Direction Required:

For consideration of council to grant a Demolition Order of 17 Coronation Street.

## Discussion – Background and Current Status:

The building situated at 17 Coronation Street sustained severe damage due to a recent fire which renders the building uninhabitable and is causing a potential safety concern. The structure is damaged well beyond repair and demolition is the only option available.

The property owners are deceased, and the dwelling was previously occupied by family members, of which, we have been unable to communicate with thus far. Inspection Services Division has boarded up dwelling after the fire due to unauthorized access.

In addition, repairs to the adjacent dwelling are unable to proceed due to the extent of damages at the subject property.

## Key Considerations/Implications:

### 1. Budget/Financial Implications:

Should the City proceed with the order and if it is not complied with, a tender document will be developed for the demolition of the property. The cost associated with this demolition and associated repairs to the adjacent attached dwellings will be applied to the subject property.

### 2. Partners or Other Stakeholders: Not Applicable

### 3. Alignment with Strategic Directions:

N/A



N/A

4. Alignment with Adopted Plans: Not Applicable
5. Legal or Policy Implications: Not Applicable
6. Privacy Implications: Not Applicable
7. Engagement and Communications Considerations: Not Applicable
8. Human Resource Implications: Not Applicable
9. Procurement Implications: Not Applicable
10. Information Technology Implications: Not Applicable
11. Other Implications:

As the subject property forms part of row housing, the attached adjacent dwellings will require such repairs to make them weather tight and maybe even structurally sound. The extent of those repairs will not be known until the demolition is complete.

**Recommendation:**

That Council grant the Demolition Order of 17 Coronation Street as the building is in a state of total disrepair and is creating a potential safety concern.

**Prepared by:**

Randy Carew, CET – Manager – Regulatory Services

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

**Approved by:**

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

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



**Report Approval Details**

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

**Jason Sinyard - Jun 7, 2022 - 3:05 PM**