December 5, 2022
3:00 p.m.
4th Floor City Hall

1. CALL TO ORDER

2. PROCLAMATIONS/PRESENTATIONS

3. APPROVAL OF THE AGENDA
   3.1 Adoption of Agenda

4. ADOPTION OF THE MINUTES
   4.1 Adoption of Minutes - November 28, 2022

5. BUSINESS ARISING FROM THE MINUTES
   5.1 Amendment to Paid Parking Regulations
       By-law amendment to Paid Parking Regulations to add a provision related to payment for use of electric vehicle charging stations on Saturdays, Sundays, or any other defined as a holiday within the meaning of the Shops Closing Act, RSNL 1990, C. S-15.

   5.2 Amendment to Ticketing Amendment By-Law
       Amendment to Ticketing Amendment By-Law to add a provision related to the parking of vehicles that are not physically connected to electric vehicle charging stations in parking spaces designated for the charging of electric vehicles.

6. DEVELOPMENT APPLICATIONS
   6.1 Extension of Non-Conforming Commercial Use in the Watershed - 758 Thorburn Road - DEV2200152
   6.2 Request for Parking Relief – 55 Kiwanis Street – INT2200067
6.3 Notices Published – 101 Pennywell Road – DEV2200151

6.4 Notices Published – 174 Forest Road - DEV2200148

7. RATIFICATION OF EPOLLS

8. COMMITTEE REPORTS

9. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)
   9.1 Development Permits List November 24 - 30, 2022

10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)
   10.1 Week ending - December 1, 2022

11. REQUISITIONS, PAYROLLS AND ACCOUNTS
   11.1 Weekly Payment Vouchers for the Week Ending November 30, 2022

12. TENDERS/RFPS
   12.1 RFP 2022194 Engineering Services for Adding a Sixth Southlands Pump at the Ruby Line Pump Station
   12.2 20222221 - Supply & Delivery of Larue Parts

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14. OTHER BUSINESS
   14.1 Membership – St. John’s Transportation Commission
   14.3 SERC – Film Shoot Road Closure 6
   14.4 SERC – New Year’s Eve Events
   14.5 Built Heritage Experts Panel – Selection of Chair

15. ACTION ITEMS RAISED BY COUNCIL

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

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

Present: Mayor Danny Breen
         Deputy Mayor Sheilagh O'Leary
         Councillor Ron Ellsworth
         Councillor Sandy Hickman
         Councillor Debbie Hanlon
         Councillor Jill Bruce
         Councillor Jamie Korab
         Councillor Ian Froude
         Councillor Carl Ridgeley

Regrets: Councillor Maggie Burton
         Councillor Ophelia Ravencroft

Staff: Kevin Breen, City Manager
      Derek Coffey, Deputy City Manager of Finance & Administration
      Tanya Haywood, Deputy City Manager of Community Services
      Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
      Lynann Winsor, Deputy City Manager of Public Works
      Cheryl Mullett, City Solicitor
      Ken O'Brien, Chief Municipal Planner
      Karen Chafe, City Clerk
      Kelly Dyer, Communications & Public Relations Officer
      Christine Carter, Legislative Assistant

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**

3. **APPROVAL OF THE AGENDA**

   3.1 **Adoption of Agenda**

   SJMC-R-2022-11-28/532
   Moved By Councillor Korab
   Seconded By Councillor Bruce

   That the Agenda be adopted as presented.

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

   MOTION CARRIED (9 to 0)

4. **ADOPTION OF THE MINUTES**

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

   SJMC-R-2022-11-28/533
   Moved By Councillor Hanlon
   Seconded By Councillor Ellsworth

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

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

   MOTION CARRIED (9 to 0)

5. **BUSINESS ARISING FROM THE MINUTES**

6. **DEVELOPMENT APPLICATIONS**

   6.1 **Request to Establish the Building Line – 5 Beaumont Hamel Way – SUB2200037**

   SJMC-R-2022-11-28/534
   Moved By Councillor Korab
   Seconded By Councillor Ridgeley
That Council approve the established Building Line setback at 60.63 metre for 5 Beaumont Hamel Way for a new Lot.

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

MOTION CARRIED (9 to 0)

6.2 **Request to Establish the Building Line – 214,216,244 Petty Harbour Road – SUB2200054**

SJMC-R-2022-11-28/535  
**Moved By** Councillor Korab  
**Seconded By** Councillor Ridgeley

That Council approve the Building Line setback at 65.7 metres and set the Dwelling location with a Side Yard setback of 18.06 metres from the west property boundary for a new Lot created from the consolidation of 214, 216 and 244 Petty Harbour Road.

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

MOTION CARRIED (9 to 0)

6.3 **Development Committee - Referral from Town of Portugal Cove – St. Phillip’s for New Dwelling – 923A Thorburn Road – INT2200055**

SJMC-R-2022-11-28/536  
**Moved By** Councillor Korab  
**Seconded By** Councillor Ellsworth

That Council reject the proposed Single Dwelling at 923A Thorburn Road, Portugal Cove – St. Phillips upon the recommendation of the City Manager pursuant to Section 104 (4)(d) City of St. John’s Act.

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

MOTION CARRIED (9 to 0)
7. **RATIFICATION OF EPOLLS**

7.1 **2022216 - Downtown Sidewalk Snowclearing**

SJMC-R-2022-11-28/537  
**Moved By** Councillor Hickman  
**Seconded By** Deputy Mayor O’Leary

That Council recommend for award this open call to the lowest bidder meeting specifications, Alltask Excavating Inc. for $370,000.00 per year (HST not incl.) as per the Public Procurement Act.

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

**MOTION CARRIED (9 to 0)**

8. **COMMITTEE REPORTS**

8.1 **Committee of the Whole Report - November 16, 2022**

1. **Regional Water Reserve Fund Purchase – Replacement Southlands Pump at the Ruby Line Pump Station**

SJMC-R-2022-11-28/538  
**Moved By** Councillor Hickman  
**Seconded By** Councillor Froude

That Council approve access to funding from the Regional Water Equipment Replacement Reserve Fund to support the purchase of this equipment.

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

**MOTION CARRIED (9 to 0)**

2. **180 Military Road, Designated Heritage Building Renovations, REN2200495**

Councillor Froude reviewed the Decision Note regarding the application to remove the Municipal Heritage designation for the rear of the building of 180 Military Road but would not be supporting this recommendation.
SJMC-R-2022-11-28/539

Moved By Councillor Froude
Seconded By Councillor Ellsworth

That Council approve the removal of the municipal heritage designation from the rear extension of the building.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, and Councillor Korab

Against (2): Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (7 to 2)

3. Canada Drive Active Transportation and Safety Improvements

Councillor Korab inquired as to whether this item will come back to Council at next week's Regular meeting and if this delay could jeopardize the project's funding. The Deputy City Manager of Planning, Engineering and Regulatory Services advised that it would come back before Council as soon as possible, after the Sustainable and Active Mobility Advisory Committee meet this week and staff prepare the report for Council.

SJMC-R-2022-11-28/540

Moved By Councillor Froude
Seconded By Councillor Korab

That the recommendation be referred to the Sustainable and Active Mobility Advisory Committee for consideration.

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

MOTION CARRIED (9 to 0)

4. Fee Structure for New One and Two Family Dwelling Construction

SJMC-R-2022-11-28/541

Moved By Councillor Bruce
Seconded By Councillor Hanlon
That Council adjust the current calculation scheme for all new one and two family dwelling constructions as proposed with an implementation date of January 1, 2023

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

MOTION CARRIED (9 to 0)

9. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)
   9.1 Development Permits List November 17 to 23, 2022

10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)
   10.1 Building Permits List

11. REQUISITIONS, PAYROLLS AND ACCOUNTS
   11.1 Weekly Payment Vouchers Week Ending November 23, 2022

   SJMC-R-2022-11-28/542
   Moved By Deputy Mayor O'Leary
   Seconded By Councillor Ellsworth

   That the weekly payment vouchers for the week ending November 23, 2022, in the amount of $6,382,689.45 be approved as presented.

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

   MOTION CARRIED (9 to 0)

12. TENDERS/RFPS
   12.1 2022215 - Supply and Delivery of Cummins Parts

   SJMC-R-2022-11-28/543
   Moved By Councillor Ellsworth
   Seconded By Councillor Bruce

   That Council recommend for award this open call to the lowest and sole bidder meeting specifications, Harvey & Company Ltd. for $86,630.46 per year (HST not incl.) as per the Public Procurement Act.
For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (9 to 0)

12.2 2022192 – Traffic Control Services – Robin Hood Bay Waste Management Facility

SJMC-R-2022-11-28/544

Moved By Councillor Hickman
Seconded By Deputy Mayor O'Leary

THAT Council award to Safety First Contracting Ltd in the amount of $876,836 based on evaluation of the proposals by the City’s evaluation team as per the Public Procurement Act

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

MOTION CARRIED (9 to 0)

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

13.1 Notice of Motion - Amendment to Paid Parking Regulations By-Law

A Notice of Motion to amend the Paid Parking regulations to accommodate electric vehicles was given by Councillor Bruce.

13.2 Notice of Motion - Amendment to Ticketing Amendment By-Law

A Notice of Motion to amend the Ticketing By-Law to accommodate provisions pertaining to electric vehicles was given by Councillor Bruce.

14. OTHER BUSINESS

14.1 SERC – Film Shoot Road Closure 5

SJMC-R-2022-11-28/545

Moved By Councillor Hanlon
Seconded By Councillor Ellsworth

That Council approve the requested road closure associated with the filming of the television series Hudson and Rex.
For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (9 to 0)

14.2 SERC – Holiday Events

SJMC-R-2022-11-28/546

Moved By Councillor Hanlon
Seconded By Deputy Mayor O'Leary

That Council approve the road closures associated with the Festival of Music and Lights on December 3 (inclement weather date of December 10), the Downtown Holiday Fair on December 11 (inclement weather date of December 18), and the Shea Heights Christmas Parade on December 3.

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

MOTION CARRIED (9 to 0)

15. ACTION ITEMS RAISED BY COUNCIL

16. ADJOURNMENT

There being no further business, the meeting adjourned at 3:32 pm.

__________________________________________
MAYOR

__________________________________________
CITY CLERK
Title: Paid Parking Regulations Amendment

Date Prepared: October 3, 2022

Report To: Committee of the Whole

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

Ward: N/A

Issue:

Amendment to the St. John’s Paid Parking Regulations

Discussion – Background and Current Status:

The St. John’s Paid Parking Regulations are proposed to be amended to take into account Electric Vehicle Charging Stations, which are being erected at various locations throughout the City of St. John’s. More specifically, the amendment to this by-law will ensure the City can ticket vehicles that utilize the electric vehicle charging stations without proper payment on weekends and days designated as holidays by Provincial legislation.

The proposed amendment will also define ‘electric vehicle’, ‘electric vehicle charging station’, ‘electric vehicle parking area’, and ‘electric vehicle parking space’. The proposed amendment will also modify the definition of ‘motor vehicle’ to be inclusive of electric vehicles.

Additionally, the amendment seeks to repeal provisions of the current Regulations that govern the payment for parking spaces with coinage and/or cash as the current pay stations and applications used by the City to collect payment no longer allow people to pay for parking with coinage and/or cash.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A

2. Partners or Other Stakeholders: All City Divisions/Departments

3. Alignment with Strategic Directions:

   A Sustainable City – the proposed amendment will ensure that electric vehicle charging stations are not used as parking spaces without a vehicle actively charging
Effective City – the proposed amendment will make possible the enforcing of any contravention of the amendments.

4. Alignment with Adopted Plans: N/A

5. Accessibility and Inclusion: N/A

6. Legal or Policy Implications: The proposed amendment adds a new offence to this by-law.

7. Privacy Implications: N/A

8. Engagement and Communications Considerations:

   Communications to work with the Sustainability Coordinator, Supervisor of Parking Services, and the Municipal Prosecutor(s) to ensure the public is aware of the amendment to this by-law.

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

**Conclusion/Next Steps:**

Discussion by Council as to the proposed amendments to the St. John’s Paid Parking Regulations.
Report Approval Details

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<td>Final Approval Date:</td>
<td>Oct 24, 2022</td>
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</tbody>
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This report and all of its attachments were approved and signed as outlined below:

Cheryl Mullett - Oct 24, 2022 - 12:50 PM
Pursuant to the powers vested in it under the City of St. John’s Act, RSNL 1990, c C-17, as amended, and all other powers enabling it, the City of St. John’s enacts the following By-Law relating to the St. John’s Paid Parking Regulations.

**BY-LAW**

1. This By-Law may be cited as the St. John’s Paid Parking Regulations (Amendment No. 1 – 2022).

2. Subsection 2(d) of the St. John’s Paid Parking Regulations is repealed and the following is substituted:

   “2(d) “motor vehicle” shall have the same meaning as in the Highway Traffic Act, RSNL 1990, c. H-3, as amended and shall include electric vehicles.”

3. Section 2 of the St. John’s Paid Parking Regulations is amended by adding the following definitions and renumbering the subsections accordingly:

   (1) “electric vehicle” means a vehicle that is propelled by one or more electric motors, using electrical energy stored in rechargeable batteries, or another energy storage device, and is capable of being plugged into an electric vehicle charging station, including, but not limited to, plug-in battery electric cars, fuel cell battery electric vehicles, and plug-in hybrid vehicles.

   (2) “electric vehicle charging station” means the vehicle charging equipment, inclusive of the electric vehicle charging station pillar, electronic/physical parts, head, and any other relevant equipment used for the purposes of charging electric vehicles.

   (3) “electric vehicle parking area” means a street, portion of a street, parking lot, or parking facility that is for parking electric vehicles, and which is controlled and regulated by parking meter(s), pay by phone app, pay station(s), and/or electric vehicle charging stations;

   (4) “electric vehicle parking space” means a single space that is for parking an electric vehicle, and which is controlled and regulated by parking meter, pay by phone app, pay station(s), and/or electric vehicle charging station(s).
4. Section 7 of the St. John’s Paid Parking Regulations is repealed.

5. Section 13 of the St. John’s Paid Parking Regulations is repealed and the following is substituted:

13. Notwithstanding the foregoing, payment for parking shall not be required on Saturday or Sunday or on any other day defined as a holiday within the meaning of the Shops’ Closing Act, RSNL 1990, c. S-15, as amended; payment for parking does not include any payment required for the use of an electric vehicle charging station.

IN WITNESS WHEREOF the Seal of the City of St. John’s has been hereunto affixed and this By-Law has been signed by the Mayor and City Clerk this ________ day of________________, 2022.

___________________________________
MAYOR

___________________________________
CITY CLERK
INFORMATION NOTE

Title: Ticketing Amendment By-Law Amendment

Date Prepared: October 3, 2022

Report To: Committee of the Whole

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

Ward: N/A

Issue:

Amendment to the St. John’s Ticketing Amendment Bylaw

Discussion – Background and Current Status:

The St. John’s Ticketing Amendment By-Law is proposed to be amended to take into account Electric Vehicle Charging Stations, which are being erected at various locations throughout the City of St. John’s. More specifically, the proposed amendment to this bylaw will ensure the City can ticket vehicles, whether they are electric or not, that are parked in electric vehicle parking spaces, and are not actively charging. This amendment will ensure that these charging stations (and accompanying parking spaces) are only being used by electric vehicles for the purpose of obtaining a charge. The amendment also provides a penalty in the amount of $60 for contravening the provisions, and provides for the prosecution of the offence under the Provincial Offences Act.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A

2. Partners or Other Stakeholders: N/A

3. Alignment with Strategic Directions:

   A Sustainable City – the proposed amendment will ensure that electric vehicle charging stations are used exclusively for the purpose of charging electric vehicles.

   An Effective City – the proposed amendment will make possible the enforcing of any contravention of this amendment.

4. Alignment with Adopted Plans: N/A

5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: This amendment adds a new offence to this by-law.

7. Privacy Implications: N/A

8. Engagement and Communications Considerations:

   Communications to work with the Sustainability Coordinator, Supervisor of Parking Services, and the Municipal Prosecutor(s) to ensure the public is aware of the amendment to this by-law.

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

Conclusion/Next Steps:

Discussion by Council as to the proposed amendment to the Ticketing Amendment By-Law.
Report Approval Details

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<td>Oct 24, 2022</td>
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This report and all of its attachments were approved and signed as outlined below:

Cheryl Mullett - Oct 24, 2022 - 12:52 PM
Pursuant to the powers vested in it under the powers conferred by Sections 188 and 189 of the Highway Traffic Act, RSNL 1990, Chapter H-3, as amended, a delegation of power by the Minister of Works, Services and Transportation dated April 27, 1990, an approval of the Minister of Works, Services and Transportation dated April 12, 1996, and the City of St. John’s Act, RSNL 1990, c C-17, as amended, and all other powers enabling it, the City of St. John’s enacts the following By-Law relating to the St. John’s Ticketing Amendment Bylaw.

**BY-LAW**

1. This By-Law may be cited as the St. John’s Ticketing Amendment Bylaw (Amendment No. 1 – 2022).

2. The following is added as Section 14 of the St. John’s Ticketing Amendment Bylaw:

   “14. (1) A person shall not park a vehicle so that the vehicle is parked in a space designated for the charging of electric vehicles, unless that vehicle is physically connected to the electric charging station.

   (2) Any person who violates or contravenes this section is guilty of an offence and is liable to a minimum fine of sixty dollars ($60.00).

   (3) An offence under this section may be prosecuted by means of a traffic ticket under the provisions of the Provincial Offences Act.”

**IN WITNESS WHEREOF** the Seal of the City of St. John’s has been hereunto affixed and this By-Law has been signed by the Mayor and City Clerk this ________ day of ____________________, 2022.

___________________________________
MAYOR

____________________________________
CITY CLERK
DECISION/DIRECTION NOTE

Title: Extension of Non-Conforming Commercial Use in the Watershed - 758 Thorburn Road - DEV2200152

Date Prepared: November 21, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 4

Decision/Direction Required:
As per the recommendation of the City Manager, in accordance with Section 104(4)(d) City of St. John’s Act, Council reject the application for an extension to a Commercial Garage (Non-conforming Use) at 758 Thorburn Road.

Discussion – Background and Current Status:
The City received an application for an extension to an existing Commercial Garage at 758 Thorburn Road. The proposed extension has an area of 75.8m² and will be used for equipment storage and to enlarge the work area.

The property is zoned Watershed (W) under the St. John’s Development Regulations, and the existing Commercial Garage is considered as a legal, Non-Conforming Use. The property is also located within the Broad Cove River Watershed and development of lands within the Watershed is subject to Section 104(4) of the City of St. John’s Act. This section provides that an extension to the Non-Conforming Use may only be permitted on the recommendation of the City Manager.

This application was referred to the Department of Public Works, Water & Wastewater Division for review. Staff noted that in the interest of best watershed management practice, they do not support the expansion of the existing business. It is felt that expansion of a service garage would increase commercial activity and create further risk of exposure to oils, greases and other hydrocarbons linked with the business. The presence of these substances onsite has the potential to discharge into our watershed and impair water quality. The Division feels that in the interest of the protecting the Broad Cove River Watershed, the request to expand the business not be recommended for approval at this time.

The City Manager has agreed with the recommendation of City staff and recommends rejection of the application pursuant to Section 104(4)(d) of the City of St. John’s Act.
Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.

2. Partners or Other Stakeholders: City of St. John’s and neighbouring municipalities.

3. Alignment with Strategic Directions:
   A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.


5. Accessibility and Inclusion: Not applicable.

6. Legal or Policy Implications: City of St. John’s Act Section 104(4)(d).

7. Privacy Implications: Not applicable.

8. Engagement and Communications Considerations: Not applicable.

9. Human Resource Implications: Not applicable.

10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

Recommendation:
That Council reject the proposed application for an extension to a Commercial Garage (Non-conforming Use) at 758 Thorburn Road, as per the recommendation of the City Manager in accordance with Section 104(4)(d) City of St. John’s Act.
### Report Approval Details

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<td>- site map 758 Thorburn Road.pdf</td>
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<td>Nov 23, 2022</td>
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This report and all of its attachments were approved and signed as outlined below:

**Lindsay Lyghtle Brushett - Nov 23, 2022 - 2:07 PM**

**Jason Sinyard - Nov 23, 2022 - 2:54 PM**
DECISION/DIRECTION NOTE

Title: Request for Parking Relief – 55 Kiwanis Street – INT2200067

Date Prepared: November 30, 2022

Report To: Regular Meeting of Council

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

Ward: Ward 4

Decision/Direction Required:
To consider approval for parking relief at 55 Kiwanis Street.

Discussion – Background and Current Status:
An application was submitted to add a Clinic Use (physiotherapy clinic) to the building at 55 Kiwanis Street. Subject to Section 8.3 of the Envision Development Regulations, the proposed Clinic requires a minimum of 14 parking spaces. Currently there are 35 parking spaces onsite; 27 of these parking spaces have been assigned to other Uses in the Building. There are 8 remaining parking spaces, therefore the Clinic would be deficient by 6 parking spaces. Parking relief is being requested by the applicant.

The justification provided by the applicant for parking relief is as follows:
- The owner has been keeping records of parking on site since 2021 and has provided those records. They believe there are plenty of spaces available on site at any time to allow for this new occupancy.
- The owner states they understand the cities position on parking, but as a business owner they need to rent this unit in order to keep operating.

City staff also conducted inspections of the site at various times throughout the day and found parking spaces were available. As per Section 8.12, if an applicant wishes to provide a different number of parking spaces than required by this Section, Council shall require a Parking Report. In the opinion of Council where the change requested does not merit a Parking Report, Council may accept a staff report in lieu of a Parking Report, which in this case is the Staff Report presented as this Decision Note.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.

2. Partners or Other Stakeholders: Property owner and neighboring 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.

Choose an item.


5. Accessibility and Inclusion: Not applicable.

6. Legal or Policy Implications: St. John's Envision Development Regulations Sections 8.3 “Parking Standards” and 8.12 “Parking Report”.

7. Privacy Implications: Not applicable.

8. Engagement and Communications Considerations: Not applicable.

9. Human Resource Implications: Not applicable.

10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

**Recommendation:**
That Council approve parking relief for 6 parking spaces at 55 Kiwanis for a Clinic Use.

**Prepared by:**
Chad Murphy, Development Officer I
Planning, Engineering & Regulatory Services

**Approved by:**
Jason Sinyard, P. Eng., MBA, Deputy City Manager
Planning, Engineering & Regulatory Services
Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Development Committee - 55 Kiwanis Street - INT2200067.docx</th>
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<tr>
<td>Attachments:</td>
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<tr>
<td>Final Approval Date:</td>
<td>Nov 30, 2022</td>
</tr>
</tbody>
</table>

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

Lindsay Lyghtle Brushett - Nov 30, 2022 - 11:46 AM

Jason Sinyard - Nov 30, 2022 - 2:37 PM
DECISION/DIRECTION NOTE

Title: Notices Published – 101 Pennywell Road – DEV2200151

Date Prepared: November 29, 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 for 101 Pennywell Road.

Discussion – Background and Current Status:
The application is for a Home Occupation for the inspection and virtual technical support for Electric Scooters, along with incidental retail sales. The Home Occupation is operated by the owner and has a floor area of 11.4 m². Hours of operation are Monday to Friday, 11 a.m. to 5 p.m. No clients will visit the site. The proposed application site is in the Residential 3 (R3) Zone.

One submission was received, which is in favour of the application.

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:

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


5. Accessibility and Inclusion: Not applicable,
6. Legal or Policy Implications: St. John’s Development Regulations Section 6.18 “Home Occupations”, Section 10.5 “Discretionary Uses” and Section 10 “Residential 3 (R3) Zone”.

7. Privacy Implications: Not applicable.

8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 Public Consultation of the St. John’s Envision Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application sites. Applications have been advertised in The Telegram newspaper at least twice 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.

9. Human Resource Implications: Not applicable.

10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

Recommendation:
That Council approve the application for a Home Occupation at 101 Pennywell Road for the inspection and virtual technical support for Electric Scooters, along with incidental retail sales.

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

<table>
<thead>
<tr>
<th>Document Title:</th>
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<td>Attachments:</td>
<td></td>
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<tr>
<td>Final Approval Date:</td>
<td>Nov 29, 2022</td>
</tr>
</tbody>
</table>

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

**Lindsay Lyghtle Brushett - Nov 29, 2022 - 12:51 PM**

**Jason Sinyard - Nov 29, 2022 - 2:05 PM**
Re: 101 Pennywell Road

Application
A Discretionary Use application has been submitted for 101 Pennywell Road.

Description
The application is a Home Occupation for inspection and repair of Snowmobiles and Scooters with incidental retail sales. The Home Occupation has a floor area of 11.4 m². Hours of operation are Monday to Saturday 9 a.m. to 5 p.m. A person will visit the site.

Comment By
9:30 a.m. Tuesday, November 29, 2022

Comments
Provide your comments to the Office of the City Clerk including cityclerk@stjohns.ca or P.O. Box 908, St. John’s, NL, A1C 5M4.

Comments received become a matter of public record and are included in the Council agenda for the date a decision on the application will be made. Any identifying information (including your name) will be removed prior to your comment being released publicly. If you are writing on behalf of a group, organization, business, etc. and wish to remain anonymous, you must indicate as such with your submission.

Collection of personal information is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to consider your comments on this application. Questions about the collection and use of your information may be directed to the City Clerk at 709-576-8202 or cityclerk@stjohns.ca.

Council Decision Date
December 5, 2022

Additional Information
Notices are sent to property owners within 150 metres of the application site. For more information call 709-576-6192 or email planning@stjohns.ca.
DECISION/DIRECTION NOTE

Title: Notices Published – 174 Forest Road - DEV2200148

Date Prepared: November 29, 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 for 174 Forest Road.

Discussion – Background and Current Status:
The application is for a Home Occupation to produce small batch chocolates and will occupy 16m². Hours of operation fluctuate over the week and range from 7a.m. to 8 p.m. Most orders are delivered off-site, and customer pick-up is available from 4 p.m. to 8 p.m. Friday and 9 a.m. to 8 p.m. Saturday. On-site parking is provided. The proposed application site is in the Residential 1 (R1) Zone.

Three submissions were received, all in favour of the application.

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:

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

   Choose an item.


5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: St. John’s Development Regulations Section 6.18 “Home Occupation”, Section 10.5 “Discretionary Uses” and Section 10 “Residential 1 (R1) Zone”.

7. Privacy Implications: Not applicable.

8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 Public Consultation of the St. John’s Envision Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application sites. Applications have been advertised in The Telegram newspaper at least twice 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.

9. Human Resource Implications: Not applicable.

10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

Recommendation:
That Council approve the Discretionary Use application for a Home Occupation at 174 Forest Road to produce small batch chocolates.

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

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Notices Published - 174 Forest Road.docx</th>
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</thead>
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<tr>
<td>Attachments:</td>
<td>- DEV2200148-174 FOREST ROAD.pdf</td>
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<tr>
<td>Final Approval Date:</td>
<td>Nov 29, 2022</td>
</tr>
</tbody>
</table>

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

**Lindsay Lyghtle Brushett - Nov 29, 2022 - 1:47 PM**

**Jason Sinyard - Nov 29, 2022 - 2:02 PM**
SUBJECT PROPERTY

FOREST RD

CITY OF ST. JOHN'S

1:500
Sent: Sunday, November 20, 2022 11:24 PM
To: CityClerk <cityclerk@stjohns.ca>
Subject: (EXT) Support for 174 Forest Rd discretionary use

To whom it may concern:

I am happy to see the application for discretionary use at 174 Forest Rd for the purpose of a home business.

This business operates in an area that is easy to access by many means of transportation (on foot, by bus, by bicycle, by car) & makes my ability to support local business that much easier.

Please consider this home business an asset to the neighborhood.

Disclaimer: This email may contain confidential and/or privileged information intended only for the individual(s) addressed in the message. If you are not the intended recipient, any other distribution, copying, or disclosure is strictly prohibited. If you have received this email in error, please notify me immediately by return email and delete the original message.

Any correspondence with employees, agents, or elected officials of the City of St. John’s may be subject to disclosure under the provisions of the Access to Information and Protection of Privacy Act, 2015, S.N.L. 2015, c.A-1.2.
Hello City of St. John's,

I am writing with regards to the discretionary use application for a Home Occupation to produce small batch chocolates at 174 Forest Road.

My name is [REDACTED] and I reside at [REDACTED], making me the [REDACTED]. I would like to express my full support for this business, and encourage the City to approve this application.

Best regards,
hello, i am not sure if supporting comments are welcome on such applications, or only such that are against approval of applications.

I will make my comment no matter: i support this application. The person who is applying is very trustworthy and produces high quality products. I have had the products for over a year at several occasions.

---------- Forwarded message ---------
From: St. John's e-Updates <eupdates@stjohns.ca>
Date: Wed, 16 Nov 2022 at 11:14
Subject: Application: 174 Forest Road
To: <PUBLICNOTICE@listserv.stjohns.ca>

City of St. John's Media Relations has issued the following:
==========================================
Public Notice
Application: 174 Forest Road

Application

A Discretionary Use application has been submitted for 174 Forest Road.

Description

The application is for a Home Occupation to produce small batch chocolates and will occupy 16m². Hours of operation fluctuate over the week and range from 7 a.m. to 8 p.m. Most orders are delivered off-site, customer pick-up is available from 4 p.m. to 8 p.m. on Fridays and 9 a.m. to 8 p.m. on Saturdays. On-site parking is provided.

Comment By

9:30 a.m. Tuesday, November 29, 2022

Comments
Provide your comments to the Office of the City Clerk including your name and address to cityclerk@stjohns.ca or P.O. Box 908, St. John’s NL A1C 5M2.

Comments received become a matter of public record and are included in the Council agenda for the date a decision on the application will be made. Any identifying information (including your name) will be removed prior to your comment being released publicly. If you are writing on behalf of a group, organization, business, etc. and wish to remain anonymous, you must indicate as such with your submission.

Collection of personal information is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to consider your comments on this application. Questions about the collection and use of your information may be directed to the City Clerk at 709-576-8202 or cityclerk@stjohns.ca.

Council Decision Date

December 5, 2022

Additional Information

Notices are sent to property owners within 150 metres of the application site. For more information call 709-576-6192 or email planning@stjohns.ca
DISCLAIMER
Effective November 26, this e-update subscription will be discontinued. Sign up at https://subscribe.stjohns.ca/subscribe on the new City website to continue to receive email updates. You do not need to unsubscribe to this service; it will be done automatically for you on November 26.

To protect your privacy the City of St. John's has strict controls in place. Your e-mail address will only be used to subscribe to this e-mail update and for no other purpose. Information contained in City of St. John's e-Updates is provided as a public service and solely for the user's information. Information is provided without warranty or guarantee of any kind, express or implied. The City of St. John's cannot guarantee that all information is current or accurate. Users should verify information before acting on it. The City of St. John's will not be liable for any loss or damages of any nature, either direct or indirect, arising from the use of information provided in this e-Update. If you have any questions about City of St. John’s e-Updates contact Access St. John's at https://stjohns.ca/contact-us.

To unsubscribe now, send an email to: eupdates@stjohns.ca
## Development Permits List
For November 24 to November 30, 2022

<table>
<thead>
<tr>
<th>Code</th>
<th>Applicant</th>
<th>Application</th>
<th>Location</th>
<th>Ward</th>
<th>Development Officer’s Decision</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM</td>
<td>KMK Capital Inc</td>
<td>Clearing &amp; Grubbing</td>
<td>100 World Parkway</td>
<td>1</td>
<td>Approved</td>
<td>22-11-28</td>
</tr>
<tr>
<td>RES</td>
<td>Lot for Single Detached Dwelling</td>
<td>666 Main Road</td>
<td>5</td>
<td>Approved</td>
<td>22-11-29</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Lindsay Lyghtle Brushett
Supervisor – Planning & Development
Permits List
Council's December 5, 2022, Regular Meeting
Permits Issued: 2022/11/24 to 2022/11/30

**BUILDING PERMITS ISSUED**

<table>
<thead>
<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Hawthorn Pl</td>
<td>Renovations</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>107 Long's Hill</td>
<td>Sign</td>
<td>Townhousing</td>
</tr>
<tr>
<td>107 Long's Hill</td>
<td>Change of Occupancy</td>
<td>Townhousing</td>
</tr>
<tr>
<td>129 Freshwater Rd</td>
<td>Fence</td>
<td>Fence</td>
</tr>
<tr>
<td>132 Gower St</td>
<td>Deck</td>
<td>Patio Deck</td>
</tr>
<tr>
<td>14 Marshall Pl</td>
<td>Renovations</td>
<td>Semi Detached Dwelling</td>
</tr>
<tr>
<td>161 Thorburn Rd</td>
<td>Change of Occupancy</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>19 Kildare Pl</td>
<td>Site Work</td>
<td>Single Detached w/ apt.</td>
</tr>
<tr>
<td>21 Malka Dr</td>
<td>Renovations</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>25 Malta St</td>
<td>Site Work</td>
<td>Driveway</td>
</tr>
<tr>
<td>3 Simms St</td>
<td>Renovations</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>30 Dauntless St</td>
<td>Renovations</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>31 Ryan's Pl</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>376 Hamilton Ave Exten.</td>
<td>Deck</td>
<td>Patio Deck</td>
</tr>
<tr>
<td>42 Cabot St</td>
<td>Renovations</td>
<td>Townhousing</td>
</tr>
<tr>
<td>47 Cedar Hill Pl</td>
<td>New Construction</td>
<td>Semi Detached Dwelling</td>
</tr>
<tr>
<td>49 Cedar Hill Pl</td>
<td>New Construction</td>
<td>Semi Detached Dwelling</td>
</tr>
<tr>
<td>58 Cedar Hill Pl</td>
<td>New Construction</td>
<td>Semi Detached Dwelling</td>
</tr>
<tr>
<td>60 Cedar Hill Pl</td>
<td>New Construction</td>
<td>Semi Detached Dwelling</td>
</tr>
<tr>
<td>66 Moss Heather Dr</td>
<td>Site Work</td>
<td>Semi Detached Dwelling</td>
</tr>
<tr>
<td>7 Cartwright Pl</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>72 Circular Rd</td>
<td>Renovations</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>73 Hayward Ave</td>
<td>Change of Occupancy/Renovations</td>
<td>Apartments Or Mixed Use</td>
</tr>
<tr>
<td>8 Hamel St</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>9 Prince William Pl</td>
<td>Renovations</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>96 Pepperwood Dr</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
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This Week: $1,503,800.00
### Commercial

<table>
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<tr>
<th>Location</th>
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<th>Structure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>124 Water St</td>
<td>Renovations</td>
<td>Retail Store</td>
</tr>
<tr>
<td>160 Airport Rd</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>19 Carpasian Rd</td>
<td>Renovations</td>
<td>Club</td>
</tr>
<tr>
<td>215 Water St</td>
<td>Change of Occupancy/Renovations</td>
<td>Office</td>
</tr>
<tr>
<td>338 Water St</td>
<td>Change of Occupancy</td>
<td>Tavern</td>
</tr>
<tr>
<td>39 Rowan St</td>
<td>New Construction</td>
<td>Apartments Or Mixed Use</td>
</tr>
<tr>
<td>50 Duffy Pl</td>
<td>Renovations</td>
<td>Public Utility</td>
</tr>
<tr>
<td>547 Kenmount Rd</td>
<td>Sign</td>
<td>Car Sales Lot</td>
</tr>
<tr>
<td>571 Torbay Rd</td>
<td>Sign</td>
<td>Restaurant</td>
</tr>
<tr>
<td>67-71 Harvey Rd</td>
<td>Sign</td>
<td>Restaurant</td>
</tr>
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This Week: $28,638,000.00

### Government/Institutional

<table>
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<tr>
<th>Location</th>
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</table>

This Week: $0.00

### Industrial

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<th>Structure Type</th>
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This Week: $0.00

### Demolition

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<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
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</thead>
</table>

This Week: $0.00

This Week's Total: $30,141,800.00

### Repair Permits Issued:

$47,000.00

### No Rejections
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<tr>
<th>TYPE</th>
<th>2021</th>
<th>2022</th>
<th>% Variance (+/-)</th>
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<tbody>
<tr>
<td>Residential</td>
<td>$59,760,578.52</td>
<td>$74,191,242.33</td>
<td>24</td>
</tr>
<tr>
<td>Commercial</td>
<td>$119,552,370.82</td>
<td>$127,715,936.06</td>
<td>7</td>
</tr>
<tr>
<td>Government/Institutional</td>
<td>$33,219,907.00</td>
<td>$1,980,468.00</td>
<td>-94</td>
</tr>
<tr>
<td>Industrial</td>
<td>$4,164,500.00</td>
<td>$351,000.00</td>
<td>-92</td>
</tr>
<tr>
<td>Repairs</td>
<td>$4,766,337.57</td>
<td>$1,704,408.92</td>
<td>-64</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$221,463,693.91</strong></td>
<td><strong>$205,943,055.31</strong></td>
<td><strong>-7</strong></td>
</tr>
<tr>
<td>Housing Units (1 &amp; 2 Family Dwelling)</td>
<td>179</td>
<td>223</td>
<td></td>
</tr>
</tbody>
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Respectfully Submitted,

Jason Sinyard, P.Eng., MBA
Deputy City Manager
Planning, Engineering and Regulatory Services
Weekly Payment Vouchers
For The
Week Ending November 30, 2022

Payroll

Public Works $483,941.83
Bi-Weekly Casual $37,633.32
Accounts Payable $14,247,413.80

(A detailed breakdown available here)

Total: $14,768,988.95
DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: RFP 2022194 Engineering Services for Adding a Sixth Southlands Pump at the Ruby Line Pump Station

Date Prepared: Tuesday, November 29, 2022

Report To: Regular Meeting

Councillor and Role: Councillor Sandy Hickman, Public Works

Ward: N/A

Department: Public Works

Quotes Obtained By: Daniel Martin – Manager, Regional Facilities

Budget Code: 4123-52334

Source of Funding: Operating

Purpose:
To provide engineering services to add a sixth Southlands Pump at the Ruby Line Pump Station.

Proposals Submitted By:

<table>
<thead>
<tr>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stantec Consulting Ltd.</td>
</tr>
<tr>
<td>Maderra Engineering Inc.</td>
</tr>
</tbody>
</table>

Expected Value: See below

Contract Duration: 10 Months

Recommendation:
That Council award this RFP to Stantec Consulting Ltd. in the amount of $153,377.80 (HST included) based on the evaluation of the proposals by the City’s evaluation team as per the Public Procurement Act.

Attachments:
Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>RFP 2022194 - Engineering Services for Adding a Sixth Southlands Pump at the Ruby Line Pump Station.docx</th>
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<tr>
<td>Final Approval Date:</td>
<td>Nov 30, 2022</td>
</tr>
</tbody>
</table>

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

Andrew Niblock - Nov 30, 2022 - 8:12 AM

Lynnann Winsor - Nov 30, 2022 - 10:49 AM
BID APPROVAL NOTE

Bid # and Name: 2022221 - Supply & Delivery of Larue Parts
Date Prepared: Tuesday, November 29, 2022
Report To: Regular Meeting
Councillor and Role: Councillor Ron Ellsworth, Finance & Administration
Ward: N/A

Department: Finance & Administration
Division: Supply Chain
Quotes Obtained By: Sherri Higgins
Budget Code: 0000-15101
Source of Funding: Operating

Purpose:
The purpose of this open call is for the Supply & Delivery of Larue parts for the fleet division to be used on an as required basis.

Results: ☒ As noted below

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provall Parts Limited</td>
<td>$51,844.47</td>
</tr>
</tbody>
</table>

Expected Value: ☒ Value shown is an estimate only for a 1 year period. The City does not guarantee to buy specific quantities or dollar value.

Contract Duration: One (1) year with two (2) possible one (1) year extensions.

Bid Exception: Contract Award Without Open Call

Recommendation:
That Council approve for award this limited call to the sole source provider, Provall Parts Limited, for $51,844.47 a year (HST not incl.) as per the Public Procurement Act.

Attachments: Larue Sole Source Letter - Provall Parts Limited; Contract Award Without Open Call Larue.pdf
# Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>2022221 - Supply and Delivery of Larue Parts.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>Larue Sole Source Letter - Provall Parts.pdf</td>
</tr>
<tr>
<td></td>
<td>Contract Award Without Open Call Larue.pdf</td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>Dec 1, 2022</td>
</tr>
</tbody>
</table>

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

**Rick Squires - Dec 1, 2022 - 12:47 PM**

**Derek Coffey - Dec 1, 2022 - 1:45 PM**
Stephen Few

To city of St. Johns,

Quebec City, September 21st, 2022

SUBJECT: Availability of Larue Snow Blower and Snow Blower Parts

Mr.

The snow blower manufacturer J.A. Larue Inc. hereby certifies that all Larue snow blowers, as well as all Larue snow blower parts, are exclusively available for sale through an official Larue dealership.

For your region (Newfoundland and Labrador), the dealerships are:

PROVALL PARTS LTD
26 OLD PLACENTIA RD
MOUNT PEARL, NL
A1N 3Y5

Snow blowers and snow blower parts sold by another entity from your region (Newfoundland and Labrador) can be considered either used or a counterfeit, and therefore of questionable quality. The Larue Warranty does not extend to unofficial Larue parts. This Larue Dealerships are also the official provider of technical advisory and Service for your region (Newfoundland and Labrador).

Sincerely,

Andrew Richardson

Parts manager

3003 Watt Avenue
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Canada G1X 3W2
418 658-3003

1231 Graham-Bell Street
Boucherville, Qc
Canada J4B 6A1
450 781-3693

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TO: Government of Newfoundland and Labrador, Public Procurement Agency

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

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

Contract Description:

Contractor, Supplier or Lessor:

Name:

Address: Country:

Contract Price (exclusive of HST):

Contract # or PO #: Date of Award:

Relevant Exception Clause (select only one):

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

Prepared by: Date:

Head of Public Body: Date:
(DCM - Finance & Admin)
Contract Award Without an Open Call for Bids

Relevant Exemption Clauses:

6(a)(ii): The commodity is of the nature that an open call for bids could reasonably be expected to compromise security (limited call for bids required)

6(a)(iii): The commodity is available from a public body

6(a)(iv): An emergency or a situation or urgency exists and the acquisition of the commodity cannot reasonably be made in time by an open call for bids

6(a)(v): There is only one source reasonably available for the commodity

6(a)(vi): A list of pre-qualified suppliers has been established using a request for qualifications and the public body is requesting quotations from all pre-qualified suppliers on the list

6(a)(vii): An acquisition of a commodity is for the purpose of resale or for incorporation into a product or resale

6(b): Set rates have been established by the Public Utilities Boards acting under the Public Utilities Act or another Act

19: (1) The acquisition of a commodity is exempt from the requirements of the framework where the following requirements are satisfied:

(a) the minister responsible for economic development has recommended the exemption on the basis that the acquisition of the commodity is for the purpose of economic development;

(b) the exemption has been approved by the Lieutenant-Governor in Council; and

(c) the exemption is not precluded by an intergovernmental trade agreement.

(2) Where a public body acquires a commodity that is exempted under subsection (1), the public body shall report the acquisition to the chief procurement officer.
DECISION/DIRECTION NOTE

Title: Membership – St. John’s Transportation Commission
Date Prepared: November 25, 2022
Report To: Regular Meeting of Council
Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities
Ward: N/A

Decision/Direction Required:
Council’s approval is required to appoint members to the St. John’s Transportation Commission.

Discussion – Background and Current Status:
At the end of this year, there will be two (2) vacancies on the St. John’s Transportation Commission as two public members will have completed their maximum of two two-year terms: Commissioner Paul Walsh, Chairperson and Commissioner Kirsten Morry.

In this regard, the City has advertised for two replacement public-member positions with experience in the areas of finance, governance, accessibility/inclusion, marketing, and human resources. A total of eight individuals applied, and the selection review process has concluded and the following applicants are recommended:

- James Greey - James will bring a combination of project management skills, business acumen and technical knowledge from his engineering and business degrees to the Commission. His consulting work is currently focused on indigenous enterprises and on process and operation optimization. It will be good to have a voice knowledgeable of the indigenous community at the table and James’s prior community involvement indicates a desire to serve and nicely complements his expressed personal interest in public transit. His previous experience from outside the City of St. John’s will offer a differing but valuable lens and insights into the various deliberations of the Commission.

- Debbie Ryan - Debbie’s 28 years working with the CNIB and other roles in the non-profit sector, particularly in the network of persons with disabilities, will be a strong & informed voice for the Commission as we ensure that we are doing all that we can to be inclusive and accessible. In addition, Debbie’s award winning 40 years of experience in communications, specializing in media, public, marketing campaigns, community and stakeholder relations, with a focus on diversity, inclusion, and accessibility will complement quite nicely the skill sets that others bring to the Commission.
There are also three (3) Commissioners who will finish their first two-year term at the end of this year – Commissioners Lynn Zurel, Tolulope Akerele and Councillor Maggie Burton. The Commission requests Council's approval to reappoint Commissioners Zurel and Akerele and to either confirm or replace Councillor Maggie Burton for another two year term. The Commission further recommends the appointment of Lynn Zurel as Chairperson.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: St. John’s Transportation Commission
3. Alignment with Strategic Directions:
   
   A City that Moves: Create a sustainable and accessible, low-carbon public transportation system.
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion:
6. Legal or Policy Implications: St. John’s Transportation Commission – General Operating By-Law
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 appoint James Greey and Debbie Ryan to replace Paul Walsh and Kirsten Morry and that Commissioners Lynn Zurel and Tolulope Akerele be renewed for a second two-year term as well as to confirm or replace Councillor Maggie Burton for a second term.

Further, that Commissioner Lynn Zurel be appointed as Chairperson during her second two-year term.

Prepared by:
Approved by:
Title: Support for Municipalities Newfoundland and Labrador 2023 Annual Conference – St. John’s – October 25-28, 2023 – St. John’s Convention Centre

Date Prepared: November 29, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: N/A

Decision/Direction Required:

Municipalities Newfoundland and Labrador (MNL) is seeking the City of St. John’s support by hosting a luncheon during their 73rd Annual Conference in St. John’s from October 25th to October 28th, 2023.

Discussion – Background and Current Status:

MNL will be holding its 73rd Annual Conference and Trade Show in St. John’s next October at the St. John’s Convention Centre. The event is the largest annual conference and trade show held in the province, and is expected to generate 1300 hotel room nights in St. John’s during the event.

The City has always supported this event through the sponsorship of a luncheon for the attendees. The approximate cost of the luncheon is $20,000. The benefits of this level of sponsorship includes complimentary conference registrations, complimentary exhibit space and the opportunity to address the delegates during the sponsored luncheon.

Key Considerations/Implications:

1. Budget/Financial Implications: Contributions to the MNL Conference and Trade Show of $20,000.

2. Partners or Other Stakeholders: Supporting our Provincial Municipal Association and welcoming other Municipal Leaders, Guests, Exhibitors and other attendees to the City of St. John’s.
3. Alignment with Strategic Directions:

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.

Choose an item.

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: The City of St. John's will host municipal leaders from across Newfoundland and Labrador for the largest annual conference and trade show, discussing municipal issues and working together for the betterment of municipal governments.

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: The event will be a significant economic generator for the City and expected use of 1300 room nights and the St. John's Sports and Entertainment Centre hosting the full event.

**Recommendation:**
That Council support the 73rd Municipalities Newfoundland and Labrador Annual Conference and Trade Show through the sponsorship of a luncheon during the event as requested.

**Prepared by:** Christine Carter, Legislative Assistant, City Clerk’s Department

**Approved by:**
Report Approval Details

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

Karen Chafe - Nov 30, 2022 - 8:46 AM
DECISION/DIRECTION NOTE

Title: SERC – Film Shoot Road Closure 6

Date Prepared: November 29, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Debbie Hanlon, Special Events Regulatory Committee

Ward: N/A

Decision/Direction Required: Seeking Council approval of road closures associated with the filming of the television series SurrealEstate.

Discussion – Background and Current Status: The SurrealEstate production team are requesting the following road closures. A traffic control company has been secured for the road closure. Surrounding businesses have been made aware of the request. Local traffic and emergency vehicles will be granted access.

Tuesday December 6, 6:00am – 3:00pm, Montgomery Street from Tunis Court to Torbay Road.
Wednesday December 7, 7:00am – 3:00pm, Forest Road from Empire Avenue to Factory Lane.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions: N/A
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 approve the requested road closures associated with the filming of the television series SurrealEstate.

**Prepared by:** Christa Norman, Special Projects Coordinator  
**Approved by:** Erin Skinner, Supervisor – Tourism and Events
**Report Approval Details**

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**Erin Skinner - Nov 30, 2022 - 9:20 AM**

**Tanya Haywood - Nov 30, 2022 - 9:33 AM**
DECISION/DIRECTION NOTE

Title: SERC – New Year’s Eve Events

Date Prepared: November 30, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Debbie Hanlon, Special Events Regulatory Committee

Ward: N/A

Decision/Direction Required: Seeking Council approval of road closures associated with the City of St. John’s New Year’s Eve Fireworks, and road closure and noise by-law extension associated with the George Street Association New Year’s Eve Event.

Discussion – Background and Current Status: The City of St. John’s fireworks will take place at Quidi Vidi Lake on Saturday December 31 at 8:00pm (inclement weather back up date of January 1).

The following road closures will come into effect at 6:30pm with the exception of The Boulevard between Legion Road and East White Hills which will be closed at 7:30pm.

- The Boulevard, closed 7:30pm - 8:30pm from Legion Road to East White Hills Road
- Lake Avenue, closed at 6:30pm – 8:30pm
- Carnell Drive, closed at 6:30pm – 8:30pm
- Clancey Drive, closed at 6:30pm – 8:30pm
- Lakeview Avenue, closed at 6:30pm – 8:30pm
The **George Street Association** are planning a New Year’s Eve event on George Street on Saturday December 31.

- This is a free event for all ages with a DJ on the George Street stage from 10:30pm – 12:00am and a pyrotechnics show at midnight at the top of Prince Edward Plaza.
- St. John’s Regional Fire Department have approved this preliminary plan and use of pyrotechnics.
- A road closure of George Street from Adelaide Street to Water Street is requested from 9:00pm – 12:30am, private security will be present to implement road closure.
- A noise by-law extension is requested until 12:30am.

**Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: George Street Association
3. Alignment with Strategic Directions:
   - A Connected City: Increase and improve opportunities for residents to connect with each other and the City.
   - A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: Noise by-law extension requested
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: Communications will promote road closures to the public.
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 approve the road closures associated with the City of St. John’s New Year’s Eve Fireworks, and road closure and noise by-law extension associated with the George Street Association New Year’s Eve Event.

**Prepared by:** Christa Norman, Special Projects Coordinator  
**Approved by:** Erin Skinner, Supervisor – Tourism and Events
Report Approval Details

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

**Erin Skinner - Nov 30, 2022 - 9:52 AM**

**Tanya Haywood - Nov 30, 2022 - 10:07 AM**
Title: Built Heritage Experts Panel – Selection of Chair

Date Prepared: November 30, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Ian Froude, Planning

Ward: N/A

Decision/Direction Required: Approval of the new Chair of the Built Heritage Experts Panel based on the recommendation of lead staff.

Discussion – Background and Current Status:
Rachael Fitkowski, the current Chair of the Built Heritage Experts Panel (BHEP) has vacated the position, and as such a new Chair is required. As per the terms of reference, the Built Heritage Experts Panel will be chaired by a public expert and will be selected by Council upon recommendation of staff drawing from the Panel’s membership. Staff are recommending that John Hancock, Architect and current BHEP member be appointed as Chair.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Built Heritage Experts Panel
3. Alignment with Strategic Directions:
   A Connected City: Increase and improve opportunities for residents to connect with each other and the City.
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 approve of the appointment of John Hancock as Chair of the Built Heritage Experts Panel.

Prepared by:
Approved by:
Report Approval Details

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

Karen Chafe - Nov 30, 2022 - 3:54 PM