

**AGENDA  
REGULAR MEETING**

**October 21, 2019  
4:30 p.m.**

**ST. JOHN'S**

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# MEMORANDUM

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October 17, 2019

In accordance with Section 42 of the City of St. John's Act, the Regular Meeting of the St. John's Municipal Council will be held on **Monday, October 21 at 4:30 p.m.**

By Order



Elaine Henley  
City Clerk

# ST. JOHN'S

CITY MANAGER

# ST. JOHN'S

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## Regular Meeting - City Council Agenda

October 21, 2019

4:30 p.m.

4th Floor City Hall

### Pages

1. **CALL TO ORDER**
2. **PROCLAMATIONS/PRESENTATIONS**
  - 2.1 International Stuttering Awareness Day
  - 2.2 Islamic History and Heritage Month - October
3. **APPROVAL OF THE AGENDA**
  - 3.1 Agenda of October 21, 2019
4. **ADOPTION OF THE MINUTES**
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5. **BUSINESS ARISING FROM THE MINUTES**
  - 5.1 Decision note dated October 10, 2019 re: Broker Contract and Insurance Renewal Terms 2019/2020 14
  - 5.2 Decision note dated October 10, 2019 re: Proposed Third Accessory Building in the Watershed - INT1900107 - 961-963 Thorburn Road, Town of Portugal Cove-St. Philips 17  
  
Deferred from Regular Meeting of October 15, 2019
  - 5.3 Decision note dated October 16, 2019 re: Application to Rezone Land to the Commercial Neighbourhood Zone for a Lounge and Eating Establishment (Pub and Eatery) - MPA1800006 - 75 Airport Heights Drive 20

<b>6.</b>	<b>NOTICES PUBLISHED</b>	<b>39</b>
6.1	26 Halley Drive - Residential Low Density (R1) Zone - Ward 1	41
	<p>A Discretionary Use application has been submitted for a Home Occupation for an esthetician at 26 Halley Drive.</p> <p>The proposed business will provide services such as nail &amp; eyebrow design, makeup application, and hair removal services. The business will occupy a floor area of approximately 15 m2 and will operate Monday to Saturday 9 a.m. – 9 p.m. with 4 clients per day. Business is owner operated and parking is available on site.</p> <p>1 submission received</p>	
6.2	151 Freshwater Road - Institutional (INST) Zone - Ward 2	42
	<p>A Discretionary Use application has been submitted requesting permission to allow Office Use at 151 Freshwater Road (former Booth Memorial High School).</p> <p>The existing building is located in the Institutional (INST) Zone. The proposed office will occupy a floor area of approximately 410 m2 and will operate Monday to Friday 9 a.m. to 5 p.m. with approximately 12 employees.</p> <p>3 submissions received</p>	
6.3	35 Barrows Road - Industrial Quidi Vidi (IQ) Zone - Ward 2	47
	<p>A Discretionary Use application has been submitted by Quidi Vidi Brewery requesting approval for an Outdoor Eating and Lounge Area at 35 Barrows Road.</p> <p>The floor area will be approximately 110 m2 and will be located on the second level off the Tap Room. The proposed operating hours for the patio will be in line with the Tap Room.</p> <p>4 submissions received</p>	
<b>7.</b>	<b>PUBLIC HEARINGS/MEETINGS</b>	
<b>8.</b>	<b>COMMITTEE REPORTS</b>	
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8.2	Development Committee Report - October 15, 2019	
1.	Decision note dated October 16, 2019 re: Proposed Commercial Parking Lot - Vigilant Management - DEV1900178 - 345 Water Street (Harbour Drive access)	120
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## **15. OTHER BUSINESS**

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| 15.1 | Heritage Designation of Cantilever Bridge in Bowring Park   |     |
| 15.2 | Decision note dated October 17, 2019 re: Travel – Councillor Jamie Korab/Sport Events Congress 2020 | 158 |
| 15.3 | Decision note dated October 1, 2019 re: Community Food Sharing Association Support                  | 160 |
|      | Item referred from Committee of the Whole Meeting of October 16, 2019                               |     |

## **16. ADJOURNMENT**

# **ST. JOHN'S**

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## **Minutes of Regular Meeting - City Council**

**Council Chamber, 4th Floor, City Hall**

**October 15, 2019, 4:30 p.m.**

**Present:**

- Mayor Danny Breen
- Deputy Mayor Sheilagh O'Leary
- Councillor Maggie Burton
- Councillor Sandy Hickman
- Councillor Debbie Hanlon
- Councillor Deanne Stapleton
- Councillor Hope Jamieson
- Councillor Jamie Korab
- Councillor Ian Froude
- Councillor Wally Collins

**Regrets:** Councillor Dave Lane

**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
- Lynnnann Winsor, Deputy City Manager of Public Works
- Cheryl Mullett, City Solicitor
- Elaine Henley, City Clerk
- Ken O'Brien, Chief Municipal Planner
- Maureen Harvey, Legislative Assistant

### **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**

2. **PROCLAMATIONS/PRESENTATIONS**

2.1 **Proclamation - Energy Efficiency Week**

2.2 **Proclamation - Credit Union Day**

2.3 **Proclamation - Rogers Hometown Hockey**

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda - October 15, 2019**

**SJMC-R-2019-10-15/440**

**Moved By** Councillor Hanlon

**Seconded By** Councillor Froude

That the agenda be adopted as presented

**MOTION CARRIED**

4. **ADOPTION OF THE MINUTES**

4.1 **Adoption of Minutes - October 7, 2019**

**SJMC-R-2019-10-15/441**

**Moved By** Councillor Collins

**Seconded By** Deputy Mayor O'Leary

That the minutes of the Regular Meeting held October 7, 2019 be adopted as presented.

**MOTION CARRIED**

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 **Decision Note dated September 16, 2019 re: Proposed Residential Dwelling, Residential Battery (RB) Zone, DEV 1900148, 52 Outer Battery Road**

**SJMC-R-2019-10-15/442**

**Moved By** Councillor Burton

**Seconded By** Councillor Froude

That Council reject the proposed demo/rebuild for residential dwelling.

**MOTION CARRIED**

**5.2    Decision Note dated October 8, 2019 re: St. John's Development Regulations Amendment 703, 2019 - Proposed Text Amendment - to Consider Body Rub Parlours as a Permitted Use in Various Commercial Zones**

**SJMC-R-2019-10-15/443**

**Moved By** Councillor Burton

**Seconded By** Councillor Jamieson

That the motion be amended retaining the phrase "massage parlours" in all material until such time as the public meeting has been held, and consultation has taken place with the NL Association of Massage Therapists.

**MOTION CARRIED**

**SJMC-R-2019-10-15/444**

**Moved By** Councillor Burton

**Seconded By** Councillor Jamieson

That Council consider the proposed text amendment to allow Body Rub Parlour as a Permitted Use in various Commercial Zones throughout the City. It is recommended that the amendment be advertised for public review and comment and that a public meeting be held on Wednesday, November 6, 2019 in the Foran/Greene Room, City Hall. Following the public meeting the amendment would be referred to a regular meeting of Council for consideration, along with the removal of the moratorium relating to new development applications for body rub parlours.

**MOTION CARRIED**

**6.    NOTICES PUBLISHED**

**7.    PUBLIC HEARINGS/MEETINGS**

**8. COMMITTEE REPORTS****8.1 Committee of the Whole Report - October 2, 2019**

1. **Decision Note dated September 23, 2019 re: Application to Rezone Land to the Residential Medium Density (R2) Zone for development of 4 Townhouses - REZ1900012 - 98 Cornwall Avenue (corner of Glenview Terrace)**

**SJMC-R-2019-10-15/445**

**Moved By** Councillor Burton

**Seconded By** Councillor Korab

That Council consider the proposed rezoning at 98 Cornwall Avenue from the Residential Low Density (R1) Zone to the Residential Medium Density (R2) Zone. Further that the application be advertised and referred to a Public Meeting chaired by an independent facilitator. Following the public meeting, the application will be referred to a regular meeting of Council for consideration of adoption.

**MOTION CARRIED**

2. **Decision Note dated September 26, 2019 re: Rapid Rectangular Flashing Beacons - Rawlins Cross**

**SJMC-R-2019-10-15/446**

**Moved By** Councillor Hanlon

**Seconded By** Councillor Jamieson

That RRFB equipment warranted for future crosswalk improvements be purchased early and installed at the Monkstown Road and King's Road crossings into the centre of Rawlins Cross pending the outcome of the pilot project.

**MOTION CARRIED**

3. **Decision Note dated October 8, 2019 re: Road Safety Initiatives**

This Decision Note is updated based on discussion at Committee of the Whole.

**SJMC-R-2019-10-15/447**

**Moved By** Councillor Hanlon

**Seconded By** Councillor Burton

The following approach to implementing Road Safety Initiatives be approved.

I. Enforcement - Continue to collaborate with the RNC and work with the Province to support a Provincial photo enforcement initiative.

II. Education & Programming - Coordinate a neighbourhood pace car program and explore possible opportunities to support walking school bus initiatives lead by external organizations

III. City Policy, Priorities, and Maintenance - Incorporate small improvements as part of the annual sidewalk repair program. Update and digitize the City's pavement markings master file through a separate targeted capital expenditure.

IV. Engineering - Implement targeted infrastructure countermeasures at suitable crosswalk locations. Locations will be assessed and prioritized prior to a tender being issued for the work. Improve accessibility of parking through small infrastructure projects.

**MOTION CARRIED**

**8.2 Special Events Advisory Committee Report - October 10, 2019**

**SJMC-R-2019-10-15/448**

**Moved By** Councillor Jamieson

**Seconded By** Councillor Hanlon

That Council approve road closures as noted, associated with the Rogers Hometown Hockey Event taking place on October 19 and 20, 2019

**MOTION CARRIED**

**8.3 Development Committee Report - October 8, 2019**

1. **Decision Note dated October 10, 2019 re: Proposed Third Accessory Building in the Watershed - INT 1900107 - 961-963 Thorburn Road, Town of Portugal Cove-St. Philips**

**SJMC-R-2019-10-15/449**

**Moved By** Councillor Froude

**Seconded By** Deputy Mayor O'Leary

That the application be deferred.

**MOTION CARRIED**

9. **RESOLUTIONS**

10. **DEVELOPMENT PERMITS LIST**

10.1 **Development Permits List - October 3-9, 2019**

Council considered, for information, the Development Permits List.

11. **BUILDING PERMITS LIST**

11.1 **Building Permits List for the period October 3-9, 2019**

**SJMC-R-2019-10-15/450**

**Moved By** Councillor Hickman

**Seconded By** Councillor Jamieson

That Council approve the Building Permits List for the period October 3-9, 2019.

**MOTION CARRIED**

12. **REQUISITIONS, PAYROLLS AND ACCOUNTS**

12.1 **Weekly Payment Vouchers for the week Ending October 9, 2019**

**SJMC-R-2019-10-15/451**

**Moved By** Councillor Collins

**Seconded By** Councillor Hanlon

That Council approve the Weekly Payment vouchers for the Week Ending October 9, 2019 in the amount of \$2,826,175.52

**MOTION CARRIED**



**13. TENDERS/RFPS**

**13.1 Bid Approval Note 2019178 - Supply and Delivery of Janitorial Products.**

This open call contains three sections, two which are awarded in whole and one which is awarded item by item.

**SJMC-R-2019-10-15/452**

**Moved By** Councillor Froude

**Seconded By** Deputy Mayor O'Leary

That Council award this open call to the lowest qualified bidders meeting specifications for the Supply and Delivery of Janitorial Products as per the Public Procurement Act.

**MOTION CARRIED**

**13.2 Bid Approval Note 2019208 - Supply and Delivery of Tires**

This open call contains four sections which are each awarded in whole.

**SJMC-R-2019-10-15/453**

**Moved By** Councillor Froude

**Seconded By** Councillor Stapleton

That Council award this open call to the lowest qualified bidders meeting specifications for the Supply and Delivery of Tires, as per the Public Procurement Act.

**MOTION CARRIED**

**13.3 Bid Approval Note 2019226 - 2019 Watermain Improvements**

**SJMC-R-2019-10-15/454**

**Moved By** Councillor Froude

**Seconded By** Councillor Collins

That the open call for Bid Approval Note 2019226 for watermain improvements be awarded to Precision Excavation Ltd. for \$287,074.50 (HST included) the lowest bid meeting specifications as per the Public Procurement Act.

**MOTION CARRIED**

**14. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS****14.1 Climate Emergency Declaration Petition**

Councillor Ian Froude presented a Climate Emergency Declaration Petition, containing approximately 750 names addressing the following:

- According to "The Way Forward on Climate Change", the Provincial Government's climate action plan, the province is already experiencing the effects of climate change;
- Newfoundland and Labrador joined the Pan-Canadian Framework on Clean Growth and climate Change in 2016, but is not on track to meet its 2020 targets;
- The Strategic Plan of the City of St. John's declares sustainability as one of the city's four strategic directions, "today and for future generations";
- The effects and threats of climate change fit the City's official definition of and "emergency":

A copy of this petition is available from the Office of the City Clerk. The petition calls upon the Members of Council to declare a Climate Emergency and take meaningful action to meet emission targets.

Based on petition, Councillor Froude brought forward the following Notice of Motion:

"At a future meeting of Council I will bring forward a motion for debate on recognizing climate change as an emergency and set forward a course of action for the city's sustainability."

**15. OTHER BUSINESS****16. ADJOURNMENT**

There being no further business, the meeting adjourned at 5:33 pm

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MAYOR

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CITY CLERK

# DECISION/DIRECTION NOTE

**Title:** Broker Contract and Insurance Renewal Terms 2019/2020

**Date Prepared:** October 10, 2019

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

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

**Ward:** N/A

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**Decision/Direction Required:**

Seeking approval of the City's brokerage and insurance renewal terms.

**Discussion – Background and Current Status:**

Given the fact that the insurance industry is now experiencing a hard market due to significant catastrophic claims and rates are increasing in general, the City of St. John's has obtained reasonable terms for our insurance renewal. The City's contract with its current broker Aon renews on November 1, 2019 as well as the insurance renewal.

The terms of the renewal are noted below:

Aon Risk Solutions via Amlin, Aviva & Other Specialty Insurers	
Fees – Insurance Brokerage, Risk Management & other related services	\$ 95,000.00
City Auto, Property, Casualty, Umbrella & Travel Insurance	\$1,209,739.00
<b>Total</b>	<b>\$1,304,739.00</b>

The coverages remain through Aon with Lloyd's via Amlin for the Casualty coverage, with QBE for the Excess Liability and Fairfax for the Umbrella Liability coverage. The premium for the liability combined coverage was decreased slightly due to the City's good performance. The City property values also increased from \$1,082,998,117 to \$1,087,202,807 resulting in the City's insurable assets increasing by over \$4 million. The increased values combined with loss ratio experience for the Automobile Fleets City and St. John's Transportation Commission resulted in an increase in premium for these coverages with the broker fee remaining at the current \$95,000. The overall increase in premium over last year is \$96,493. Given the fact that there is no longer any retail sales tax on automobile the premium increase including tax will actually be approximately \$60,000.

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## Broker Contract and Insurance Renewal Terms 2019/2020

The total of the entire insurance program includes St. John's Sports & Entertainment Ltd. and the St. John's Transportation Commission.

**This insurance does not include specific lines arranged separately for the City:**

**User Group November 1, 2019 expiring premium \$2,000 specialty Insurer premiums paid by Non-Profit Groups etc. Cyber February 1, 2020 expiring premium \$38,400. Quidi Vidi Plantation Artist Special Policy expiry June 6, 2020 expiring premium \$2,100 paid by artist contract agreement**

**Key Considerations/Implications:**

1. Budget/Financial Implications
  - The money is budgeted appropriately.
2. Partners or Other Stakeholders
  - Council, staff and members of the general public
3. Alignment with Strategic Directions/Adopted Plans
  - a. Fiscally Responsible
4. Legal or Policy Implications
5. Privacy Implications – n/a
6. Engagement and Communications Considerations – n/a
7. Human Resource Implications – n/a
8. Procurement Implications – n/a
9. Information Technology Implications - n/a
10. Other Implications – n/a

**Recommendation:** It is recommended that the City accept the terms as proposed for the broker services with Aon together with the insurance terms proposed via Amlin, QBE Fairfax and Aviva. These Insurers are still considered A+ in the insurance market. This renewal is the third year of a three-year period that commenced on November 1, 2017 in which the City agreed to retain AVIVA & AMLIN to provide the same service, coverage and rating. Amlin can no longer provide the total limits of \$50 million and in this third term we had to work with Aon to obtain the other two Lloyds Markets listed. Several other markets were approached, others could not provide the reasonable terms as outlined here. This option was chosen based on the better conditions reflected in the contract.

**Prepared by:** Elizabeth Clarke, Manager of Corporate Risk & Recovery  
**Approved by:** Kevin Breen, City Manager  
**Attachments:** N/A

# DECISION/DIRECTION NOTE

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**Title:** Proposed Third Accessory Building in the Watershed  
INT1900107  
961-963 Thorburn Road, Town of Portugal Cove – St. Philip's

**Date Prepared:** October 10, 2019

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

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

**Ward:** Town of Portugal Cove – St. Philip's

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**Decision/Direction Required:**

To reject the application for a proposed third Accessory Building (greenhouse) in the Watershed.

**Discussion – Background and Current Status:**

An application was submitted for approval of a greenhouse at 961-963 Thorburn Road, which is located within the Broad Cove Protected Watershed. Only 1 accessory building is recommended in the Watershed, and the maximum floor area which is considered for an accessory Building in the Watershed is 30m<sup>2</sup>, as determined by Council. There are already 2 existing accessory buildings on the property, and the applicant has proposed a third accessory building of 14.5m<sup>2</sup>. As there are already 2 accessory buildings on this lot, the third building is not recommended.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not Applicable.
2. Partners or Other Stakeholders:  
Town of Portugal Cove – St. Philip's
3. Alignment with Strategic Directions/Adopted Plans: Not Applicable.
4. Legal or Policy Implications:  
Section 104 of the City of St. John's Act
5. Privacy Implications: Not Applicable.
6. Engagement and Communications Considerations: Not Applicable.
7. Human Resource Implications: Not Applicable.

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

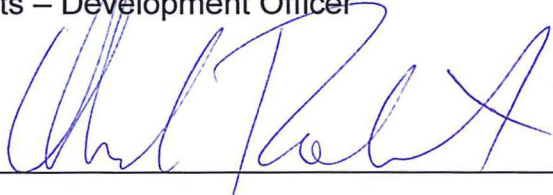
**Recommendation:**

It is recommended that the application for the third Accessory Building (greenhouse) be rejected as the combined floor area of all accessory buildings exceeds the maximum size and number for Accessory Buildings within a protected watershed, as determined by Council.

**Prepared by/Signature:**

Andrea Roberts – Development Officer

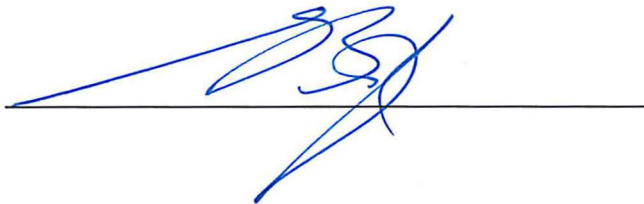
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**Approved by/Signature:**

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

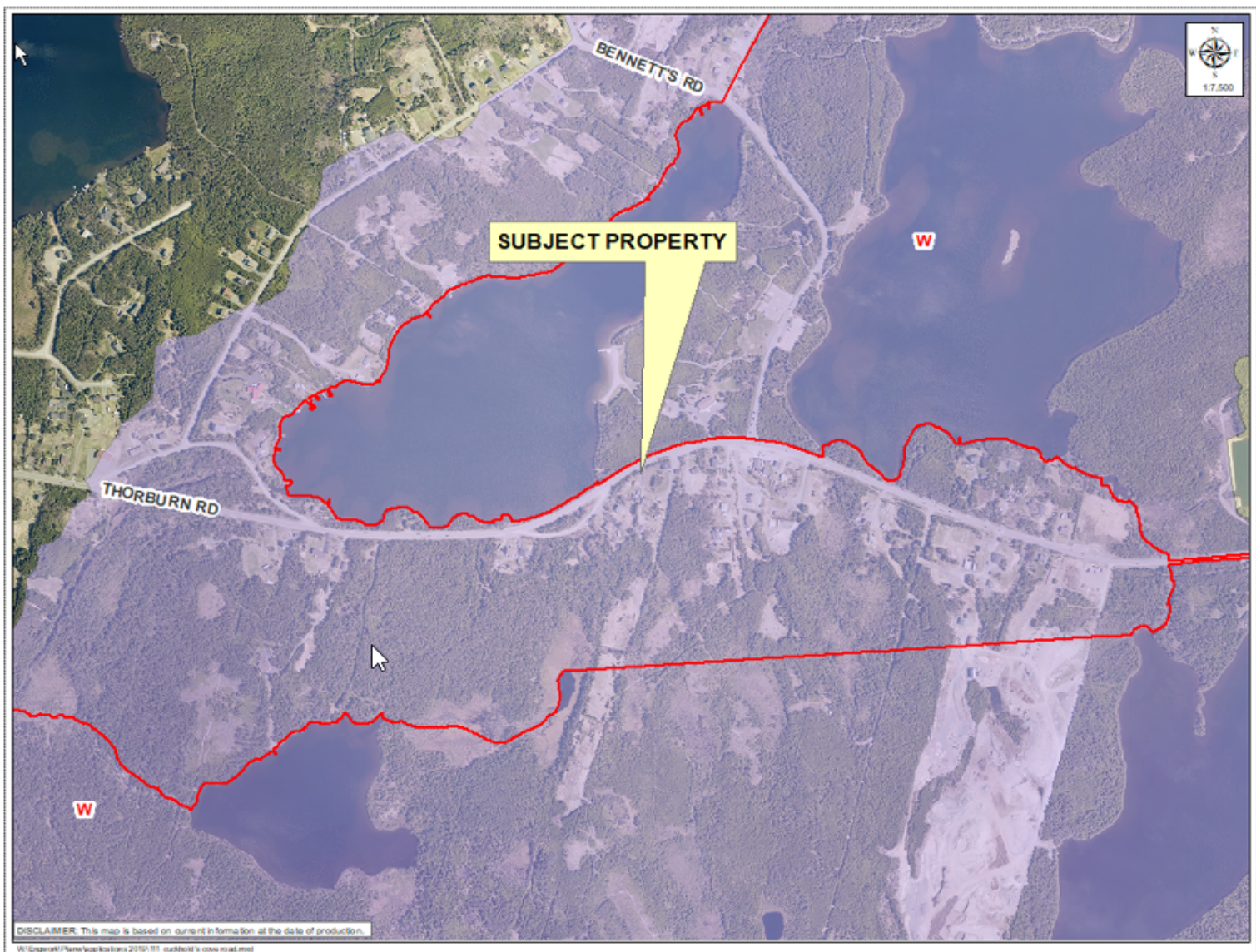
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AAR/dlm

**Attachments:** Map





# DECISION/DIRECTION NOTE

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**Title:** Application to Rezone Land to the Commercial Neighbourhood Zone for a Lounge and Eating Establishment (Pub and Eatery)  
MPA1800006  
75 Airport Heights Drive

**Date Prepared:** October 16, 2019

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

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

**Ward:** 1

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## **Decision/Direction Required:**

To consider a rezoning application for land at 75 Airport Heights Drive from the Commercial Local (CL) Zone to the Commercial Neighbourhood (CN) Zone to allow for a Lounge and Eating Establishment use. An amendment to the St. John's Municipal Plan is required.

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

The City has received an application for a pub and eatery at 75 Airport Heights Drive. The property is currently zoned Commercial Local (CL) which does not allow a Lounge or Eating Establishment use. The applicant has requested to rezone the property to the Commercial Neighbourhood (CN) Zone in which Lounge and Eating Establishment are discretionary uses. The properties surrounding 75 Airport Heights Drive are zoned Residential Low Density (R1) and a majority of the properties are dwellings apart from two vacant lots adjacent to the property on the western side.

The property is designated Residential Low Density under the St. John's Municipal Plan and applies to those areas characterized by a predominance of single detached dwellings. The CL Zone is permitted under the RLD District, however a rezoning to the CN Zone would require a Municipal Plan amendment to the Commercial General District.

The existing building at 75 Airport Heights Drive was built as a Daycare Centre and was rezoned in June 2018 to the CL Zone to accommodate commercial uses such as office, take-out or hair salon. The same applicant is now asking to rezone the land to CN for a pub and eatery. The development will require 17 parking spaces. The applicants have proposed 10 parking spaces and have requested parking relief for 7 spaces. The applicant's justification for parking relief is that the property is within walking distance to the adjacent residential neighbourhood. The City's Manager of Transportation also notes that there is on-street parking available on the opposite side of the street from 40 Airport Heights Drive to Canso Place. The proposed rezoning was initially advertised for public consultation and brought to Council for consideration on September 3, 2019. Council decided to defer the application to allow for public meeting prior to consideration. The public meeting was advertised on two occasions in

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The Telegram newspaper and was posted on the City's website. Property owners within 150 metres of the application site were notified. The meeting was held on September 26, 2019 at Roncalli Elementary and approximately 70 people were in attendance, including Councillor Stapleton.

There was a mixed reaction from the residents both at the meeting and in the written submissions respecting the proposed restaurant and lounge. Many residents in the overall neighbourhood support the proposal, while residents immediately adjacent to the site have expressed concerns. One aspect that was clear from the public meeting was that the need and desire from residents to have a gathering space within the neighbourhood; however, some suggested that a restaurant, café or library would be more appropriate than a lounge.

Objections for the development include concerns regarding increased number of cars parking on the street, increased noise, decrease in property value, increased vandalism and litter, potential of rodents, and that the proximity of the subject property to Roncalli School and the new seniors complex will create traffic problems. Following the meeting, the applicant sent an email to staff advising on how they plan to mediate the concerns raised at the public meeting (attached).

The applicants are proposing the business will operate from 11am to midnight on weekdays and from 11am to 1am on weekends. They wish to have a family friendly restaurant during the evening and would be able to accommodate kids until 9pm. As a liquor license cannot be issued until the development approval stage, the Newfoundland and Labrador Liquor Corporation (NLC) may include additional conditions. Concerns regarding increased drinking and driving if the Lounge is approved have also been raised. While we appreciate the concern regarding public safety, drinking and driving is regulated by provincial and federal legislation. The NLC would also regulate if video lottery terminals would be permitted on-site dependant on the type of liquor license issued.

With respect to noise, the applicants are proposing to install noise reducing Gyproc on the rear exterior wall and to limit musicians to one-man acoustic solos on weekends only. Please note, while they may propose this type of entertainment, the City cannot regulate the type of musicians at their venue. The property would be subject to the City's Noise By-Law.

There were no concerns raised by the City's Traffic Engineering Division regarding parking relief or increased traffic. With respect to residential properties adjacent to the proposed use, as per Section 8.5.1 of the Development Regulations, a 3 metre landscaped area or a screen at least 1.8 metre in height shall be provided where a Commercial Use adjoins a Residential Use. The applicants have proposed a 1.8 metre fence surrounding the subject property.

Given the desire of the community to have a gathering space, the Commercial Neighbourhood Zone is an appropriate zone for this property as it allows many of the uses they would like to see in their neighbourhood. Therefore, it is recommended to adopt-in-principle the rezoning to CN at 75 Airport Heights Drive. As Eating Establishment and Lounge are discretionary uses within the CN Zone, the uses will be advertised with the Public Hearing notice, should this amendment proceed. The applicants have provided information on how they would address

the public's concerns, and this will form part of the discussion at the Public Hearing stage prior to Council making a decision on the discretionary uses.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:  
Neighbouring residents and property owners.
3. Alignment with Strategic Directions/Adopted Plans:  
*A Sustainable City* – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications:  
An amendment to the St. John's Municipal Plan and Development Regulations is required.
5. Privacy Policy: Not applicable.
6. Engagement and Communications Considerations:  
Advertisement of the proposed amendment.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications:  
Parking relief of 7 spaces is considered.

**Recommendation:**

That Council adopt-in-principle the resolutions for St. John's Municipal Plan Amendment 153, 2019 and St. John's Development Regulations Amendment 700, 2019. A map amendment to the Municipal Plan is required to re-designate the property from the Residential Low Density District to the Commercial General District. As well, this would rezone 75 Airport Heights Drive from the Commercial Local (CL) Zone to the Commercial Neighbourhood (CN) Zone, to allow consideration of a Lounge and Eating Establishment.

If the amendments are adopted-in-principle by Council, they will be sent to the Department of Municipal Affairs and Environment with a request for provincial release. Once the release is received, the amendment will be referred back to a future regular meeting of Council for consideration of adoption and the appointment of a commissioner to conduct a Public Hearing, as required by the Urban and Rural Planning Act.

**Prepared by/Signature:**

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

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

**Approved by/Date/Signature:**

Ken O'Brien, MCIP – Chief Municipal Planner

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

AMC/dlm

**Attachments:**

Email from Applicant

Amendments

Location Map

Site Plan

CN Zone Table

**Copy of email from 75 Airport Heights Drive applicant, dated October 16, 2019**

As per your email request, here are the brief descriptions of the our measures to mediate the concerns addressed at the public consultation

1. Parking: Given that this development is being put forth as a walk to establish for the residents of Airport Heights, we believe we have sufficient parking on site for the staff and the few that will actually drive. Also there is on street parking along Airport Heights road that can accommodate extra parking in the event of unforeseen parking restraints on special events. These parking spaces do impede any residents in the area.
2. Property Values: we have consulted with a number of real estate agents and this is the consensus. Property values will not be affected from a small neighbor Pub. Granted the preferences of some buyers may shift such that some may not wish to purchase next to a eating Establishment, and some may seek to buy property near an eating Establishment.
3. Garbage and Rodents: We will be using an enclosed steel garbage bin supplied by GFL stored on the north corner behind a wooden gate and will be emptied on a weekly basis by GFL.
4. Noise: We do not anticipate any activities inside the pub to create any noise that will be heard outside the exterior walls. But as an extra precaution we will install noise reducing Gyproc on the rear exterior wall. It should be noted this is not a night club and at best will have background music only with the odd evening having a one man solo act.
5. Smoking: we will designate a smoke area to the north corner towards the vacant lot to eliminate any disruption to the neighbors. There will be a cigarette disposal bin placed at this location and will be emptied on a daily basis.
6. There was some comment about VLTs. We have not had any discussions on Vlt's in this pub. Again we willing to discuss any concerns but we are focused on the rezoning right now and the Eatery is our main concern for a revenue generator.

**RESOLUTION  
ST. JOHN'S MUNICIPAL PLAN  
AMENDMENT NUMBER 153, 2019**

**WHEREAS** the City of St. John's wishes to allow a Lounge and Eating Establishment at 75 Airport Heights Drive.

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

**Redesignate land at 75 Airport Heights Drive [Parcel ID#46595 & 145223] from the Residential Low Density (RLD) Land Use District to the Commercial General (CG) Land Use District as shown on Map III-1A attached.**

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
MCIP

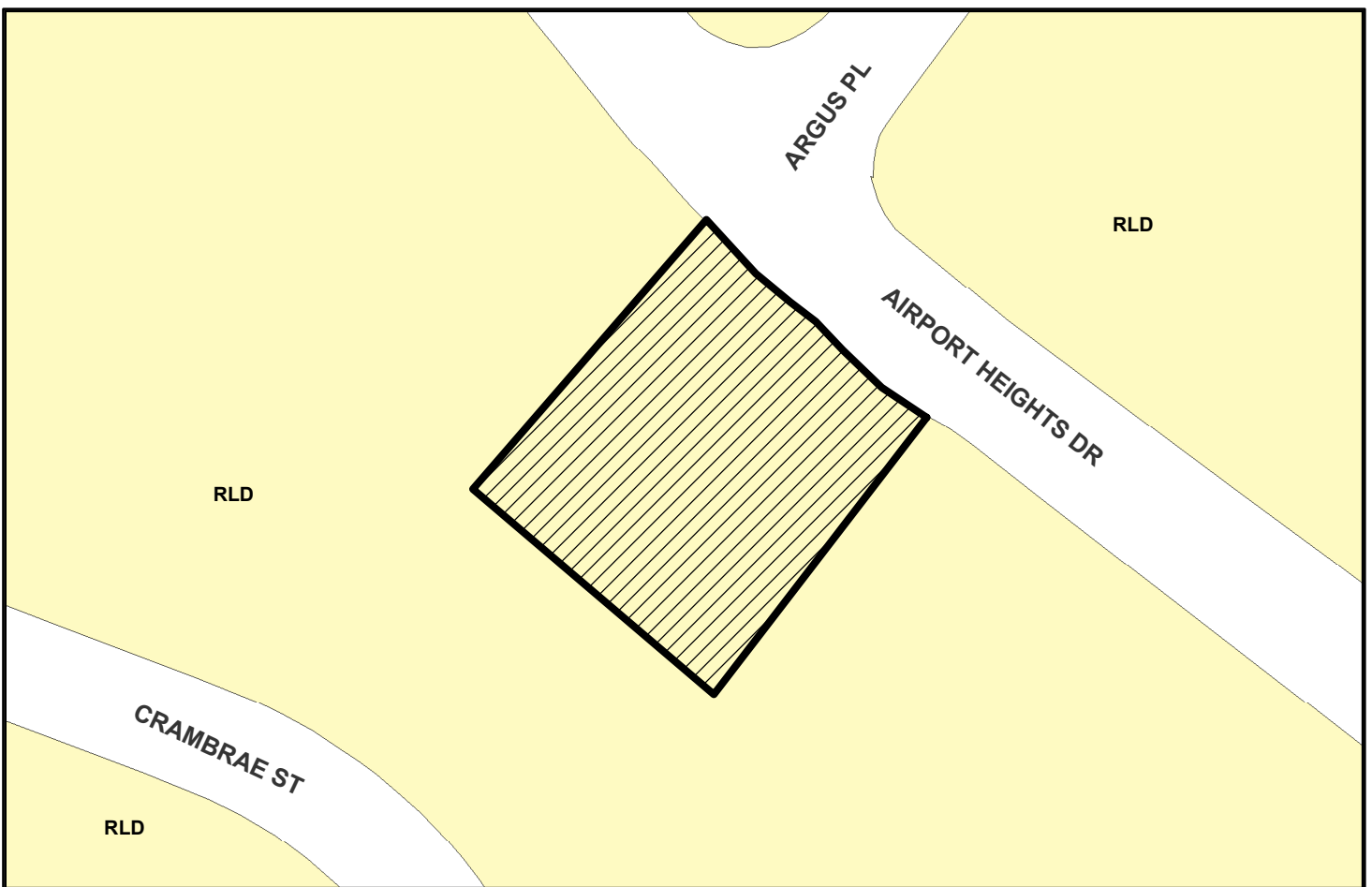
I hereby certify that this Amendment has been prepared in accordance with the Urban and Rural Planning Act, 2000.

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

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

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

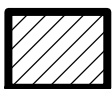




**CITY OF ST. JOHN'S  
MUNICIPAL PLAN  
Amendment No. 153, 2019  
[Map III-1A]**

2019 08 22 Scale: 1:750  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

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



AREA PROPOSED TO BE REDESIGNATED FROM  
RESIDENTIAL LOW DENSITY (RLD) LAND USE DISTRICT  
TO COMMERCIAL GENERAL (CG) LAND USE DISTRICT

**75 AIRPORT HEIGHTS DRIVE  
Parcel ID 46595, 145223**

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

\_\_\_\_\_  
Mayor

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

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

Provincial Registration



**RESOLUTION  
ST. JOHN'S DEVELOPMENT REGULATIONS  
AMENDMENT NUMBER 700, 2019**

**WHEREAS** the City of St. John's wishes to allow a Lounge and Eating Establishment at 75 Airport Heights Drive.

**BE IT THEREFORE RESOLVED** that the City of St. John's hereby adopts the following map amendment to the St. John's Development Regulations in accordance with the provisions of the Urban and Rural Planning Act, 2000.

**Rezone land at 75 Airport Heights Drive [Parcel ID#46595 & 145223] from the Commercial Local (CL) Zone to the Commercial Neighbourhood (CN) Zone as shown on Map Z-1A attached.**

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

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

\_\_\_\_\_  
Mayor

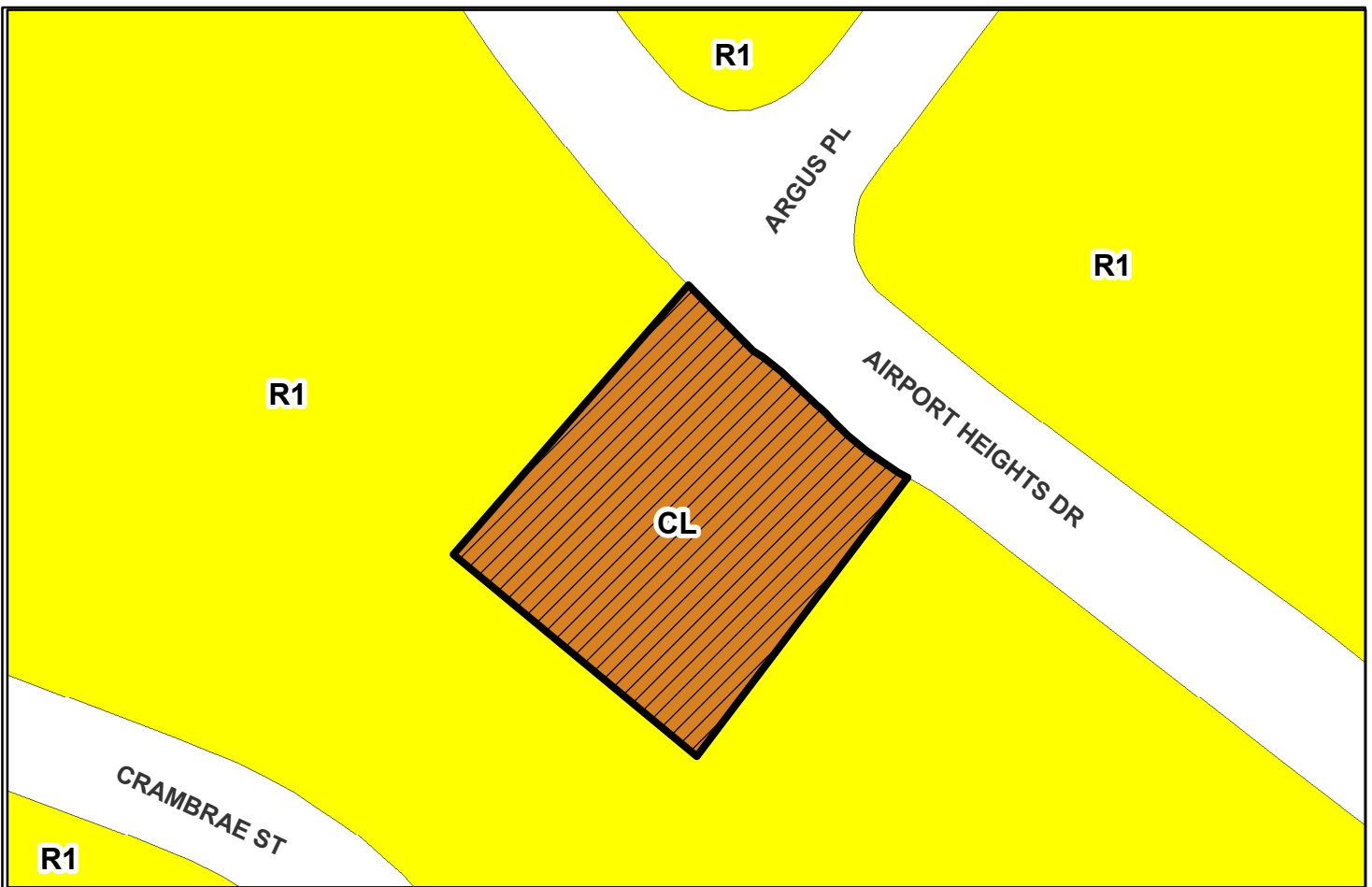
\_\_\_\_\_  
MCIP

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

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

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

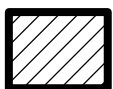
\_\_\_\_\_  
Provincial Registration



**CITY OF ST. JOHN'S  
DEVELOPMENT REGULATIONS  
Amendment No. 700, 2019  
[Map Z-1A]**

2019 08 22 Scale: 1:750  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

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



AREA PROPOSED TO BE REZONED FROM  
COMMERCIAL LOCAL (CL) LAND USE ZONE TO  
COMMERCIAL NEIGHBOURHOOD (CN) LAND USE ZONE

**75 AIRPORT HEIGHTS DRIVE  
Parcel ID 46595, 145223**

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

\_\_\_\_\_  
Mayor

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

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

Provincial Registration





SUBJECT PROPERTY

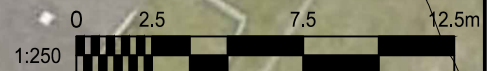
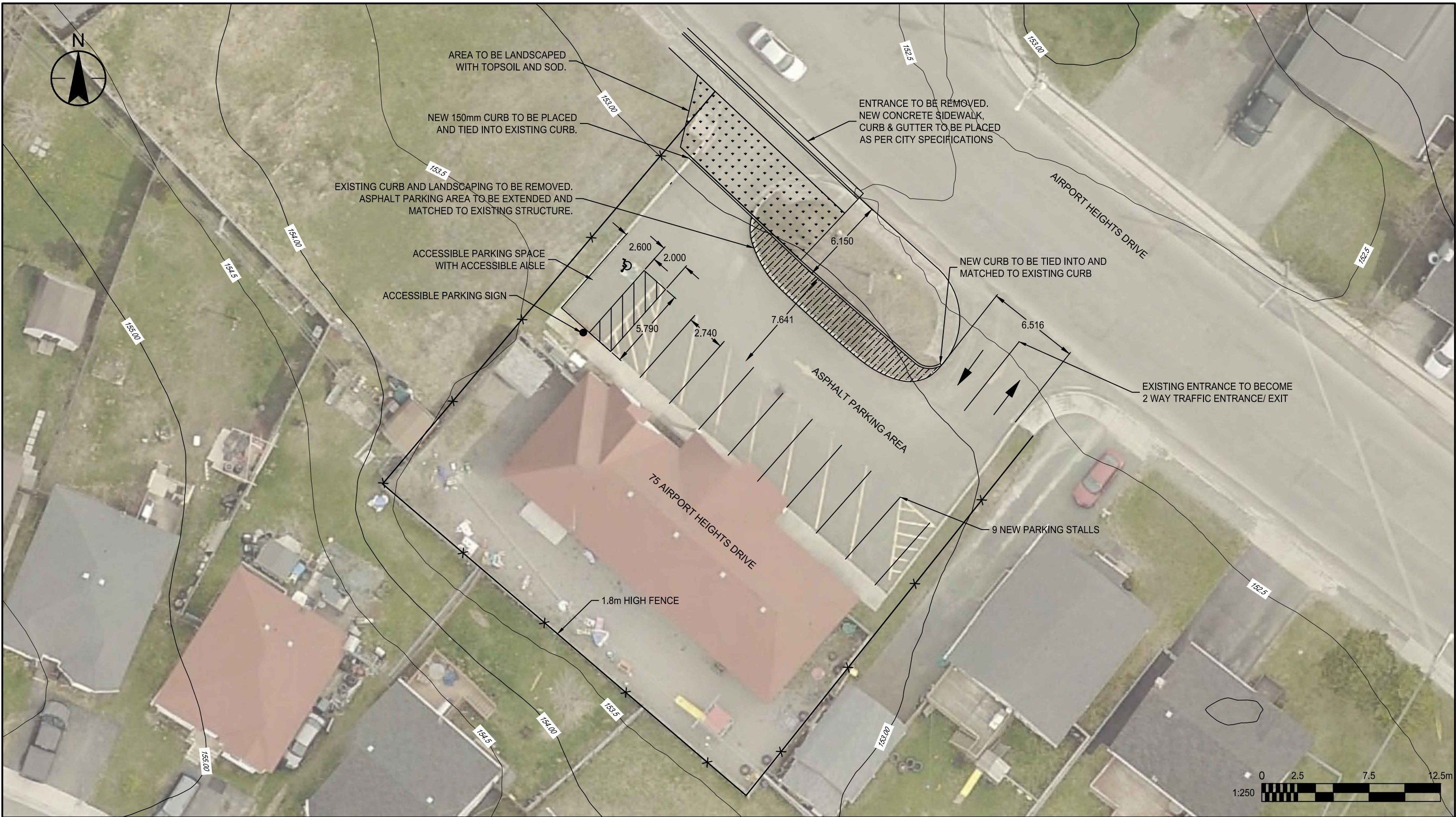


DISCLAIMER: This map is based on current information at the date of production.



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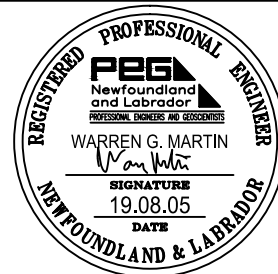
2019.08.05 10:04:45 AM



Stantec Consulting Ltd.  
141 Kelsey Drive  
St. John's NL A1B 0L2  
Tel: (709) 576-1458  
www.stantec.com

#### Notes

1. AERIAL IMAGERY AND LIDAR INFORMATION PROVIDED BY THE CITY OF ST. JOHN'S.
2. ALL WORK TO BE COMPLETED IN ACCORDANCE TO CITY OF ST. JOHN'S SPECIFICATIONS.



PROVINCE OF NEWFOUNDLAND AND LABRADOR



ENGINEERING  
PERMIT J0291

STANTEC CONSULTING LTD.

05371

Signature or Member Number  
(Member-in-Responsible Charge)

Client/Project

RANDY PATEY

75 AIRPORT HEIGHTS DR.

Project No.

133348530

Title

PROPOSED SITE PLAN

Revision

1 - STAMPED

Reference Sheet

Date

2019.08.05

Figure No.

CSK1 30

10.17 COMMERCIAL NEIGHBOURHOOD (CN) ZONE

(See Section 5.1.4 - Development Above the 190 Metre Contour)

10.17.1 Permitted Uses

Residential:

- (a) Dwelling Units located in the second and/or higher Storeys of a Building **(1995-12-08)**  
**(2007-04-05)**

Public:

- (b) Library
- (c) Adult Day Care Facility (subject to Section 7.2)

Commercial:

- (d) Bakery
- (e) Bank (Subject to Section 7.30) **(2012-06-29)**
- (f) Clinic
- (g) Commercial School
- (h) Custom Workshop
- (i) Dry-cleaning Establishment
- (j) Laundromat
- (k) Office
- (l) Parking Area
- (m) Printing Establishment
- (n) Retail Store
- (o) Service Shop
- (p) Sign Maker's Shop
- (q) Veterinary Clinic

Recreational:

- (r) Park

Other:

- (s) Public Utility

CN

#### 10.17.2 Discretionary Uses (subject to Section 5.8)

- |     |  |              |
|-----|--|--------------|
| (a) | Car Washing Establishment (Subject to Section 7.30)  | (2012-06-29) |
| (b) | Car Sales Lot  | (2007-09-07) |
| (c) | Church   | (1998-05-29) |
| (d) | Day Care Centre (subject to Section 7.6)   |              |
| (e) | Eating Establishment (subject to Section 7.21)(Subject to 7.31)  | (1995-09-15) |
|     |  | (2012-06-29) |
| (f) | Lounge (subject to Section 7.21)   | (2014-06-06) |
| (g) | Private Park   | (2007-10-05) |
| (h) | Recycling Depot (provided the site is not located<br>in a Residential Land Use District of the<br>St. John's Municipal Plan) | (1997-11-21) |
| (i) | Rental Storage Use (subject to Section 7.23)   | (2008-07-18) |
| (j) | Service Station and Gas Bar (Subject to Section 7.30)  | (2012-06-29) |
| (k) | Small Scale Wind Turbine   | (2012-06-01) |
| (l) | Take-Out Food Service (Subject to Section 7.30)  | (2012-06-29) |
| (m) | Taxi Business  |              |

#### 10.17.3 Zone Requirements

- (1) The following requirements shall apply to all Commercial and Institutional Uses:

- |     |  |                        |
|-----|--|------------------------|
| (a) | Lot Area (minimum)   | 900 square metres      |
| (b) | Lot Frontage (minimum)   | 30 m                   |
| (c) | Lot Coverage (maximum)   | 50%                    |
| (d) | Gross Floor Area used exclusively for a<br>Commercial Use shall not exceed | 9000 square metres     |
| (e) | Floor Area Ratio maximum)  | 1.0                    |
| (f) | Building Height (maximum)  | 3 Storeys              |
| (g) | Building Line (minimum)  | 7 m                    |
| (h) | Side Yards (minimum)   | 1 m per Storey         |
| (i) | Side Yard on Flanking Road (minimum)                                       | 6 m                    |
| (j) | Rear Yard (minimum)  | 6 m                    |
| (k) | Landscaping on Lot (minimum)   | Subject to Section 8.5 |

- (2) All other uses:  
As determined by Council

CN



**Public Meeting – 73-75 Airport Heights Drive  
Thursday, September 26, 2019  
Roncalli School Gymnasium, 130 Airport Heights Drive**

---

**Present:**     **City of St. John's**  
Marie Ryan, Facilitator  
Ken O'Brien, Chief Municipal Planner  
Ann Marie Cashin, Planner III, Urban Design & Heritage  
Maureen Harvey, Legislative Assistant

**Proponents**  
David Brazil representing the proponent  
Randy Patey, VRMM, Proponent

There were approximately sixty people in attendance including Councillor Deanne Stapleton

Residents in attendance included:

- |                      |                         |                     |
|----------------------|-------------------------|---------------------|
| 1. Scott Kent        | 25. Michelle Snow       | 45. Mike Foley      |
| 2. Gord Dunphy       | 26. Jason Lake          | 46. Peter Gosse     |
| 3. Trina Noseworthy  | 27. Craig Bugden        | 47. Ray Stoodley    |
| 4. Carol Hawco       | 28. Curtis French       | 48. Stella Stoodley |
| 5. Pat Rose          | 29. Kathy Pollett       | 49. Cherilyn Slaney |
| 6. Belinda Loder     | 30. Jeff Pollett        | 50. Josh Kendell    |
| 7. Ruby Legge        | 31. Alex Symonds        | 51. Justin Barnes   |
| 8. Michelle Sheppard | 32. Theresa Symonds     | 52. Brandon Kelly   |
| 9. Shawn Bateman     | 33. Kathryn Phelan      | 53. Zac Cooper      |
| 10. Paul Bat???      | 34. George Rushton      | 54. Kevin Srickland |
| 11. Kim Barnes       | 35. Rose McNeil         | 55. Sonya Abbott    |
| 12. Eileen McNiven   | 36. Anthony McNeil      | 56. Scott Benson    |
| 13. George Walter    | 37. Jamie Dower         | 57. Jamel Tinker    |
| 14. Mary Walter      | 38. Derek Singleton     | 58. Jessica Pitcher |
| 15. L. Myrden        | 39. Glenda Leyte        | 59. Corinne Parrell |
| 16. Todd Stanley     | 40. Kelly Blenkinsopp   | 60. Marie Doyle     |
| 17. Dean ????        | 41. Richard Blenkinsopp |                     |
| 18. Donny Bailey     | 42. Scott Galloway      |                     |
| 19. Jeff Oates       | 43. Keith Sherman       |                     |
| 20. Rachelle Cribb   | 44. Valerie Galloway    |                     |
| 21. Lillian Stewart  | 45. Mike Foley          |                     |
| 22. Jim Wells        |                         |                     |
| 23. Dominic Ros-Bian |                         |                     |
| 24. Jen Rosh-Bian    |                         |                     |

## **CALL TO ORDER AND BACKGROUND PRESENTATIONS**

Marie Ryan opened the meeting at 7:04 pm. She provided her role as facilitator. There are polarized positions on this development. She advised she was present to facilitate the meeting, and to keep the process efficient, effective and respectful acknowledging that there are polarized positions on this application. She then invited the City's Planning Officials to speak about the proposed development which was followed by comments from the developer and feedback from the residents in attendance.

The Chair acknowledged the 100+ submissions which will be appended to this report.

This report highlights the points made without reference to the person responsible for making them. The Chair, however, did encourage those who wished to have their comments registered and accountable to a respective person or persons, to make a written submission which, would be appended to this report.

## **PURPOSE OF MEETING**

Ann Marie Cashin, Planner III for the City outlined the purpose of the meeting which is to consider a rezoning application for land at 73-75 Airport Heights Drive from the Commercial Local (CL) Zone to the Commercial Neighborhood (CN Zone) to allow for a Lounge and Eating Establishment use. An amendment to the St. John's Municipal Plan is required.

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

The City has received an application for a pub and eatery at 75 Airport Heights Drive. The property is currently zoned Commercial Local which does not allow a Lounge or Eating Establishment use. The applicant has requested to rezone the property to Commercial Neighbourhood in which Lounge and Eating Establishments are discretionary uses. The properties surrounding 75 Airport Heights Drive are zoned Residential Low Density (R1) and majority of the properties are dwellings apart from two vacant lots adjacent to the property on the western side.

The property is designated Residential Low Density (RLD) under the City of St. John's Municipal Plan and applies to those areas characterized by a predominance of single detached dwellings. The current Commercial Local Zone is permitted under the RLD District, however, a rezoning to the Commercial Neighbourhood (CN) Zone would require a Municipal Plan amendment to the Commercial General District as the CN Zone allows for more commercial uses than the CL Zone.

The existing building at 75 Airport Heights Drive was built as a Daycare Centre and was rezoned in June 2018 to the CL Zone to accommodate commercial uses such as an office, take-out or hair salon. The same applicant is now asking to rezone the land to CN for a



pub and eatery. The development will require 17 parking spaces. The applicants have proposed 10 parking spaces and have requested parking relief for 7 spaces. The applicant's justification for parking relief is that the property is within walking distance to the adjacent residential neighbourhood and that there is on-street parking on the opposite side of the street from 40 Airport Heights Drive to Canso Place.

This rezoning was initially advertised for public input in The Telegram, was posted on the City's website and sent to property owners within 150 metres of the site. Given the number of submissions received, Council directed to set a public meeting. Notice of this public meeting was advertised in the same manner.

The applicants are proposing the business will operate from 11am to midnight on weekdays and from 11am to 1am on weekends. Further, they wish to have a family friendly restaurant during the evening and would be able to accommodate kids until 9pm. As a liquor license cannot be issued until the development approval stage, the Newfoundland and Labrador Liquor Corporation (NLC) may include additional conditions. Concerns regarding increased drinking and driving if the Lounge is approved have also been raised. While we appreciate the concern regarding public safety, drinking and driving is regulated by provincial and federal legislation. The NLC would also regulate if video lottery terminals (VLT) would be permitted on-site, dependant on the type of liquor license that is issued.

There were no concerns raised by the City's Traffic Engineering Division regarding the reduced off-street parking spaces or the potential of increased traffic. With respect to residential properties adjacent to the proposed use, as per Section 8.5.1 of the Development Regulations, a 3 metre landscaped area or a screen at least 1.8 metre in height shall be provided where a Commercial Use adjoins a Residential Use. The applicants have proposed a 1.8m fence surrounding the subject property.

### **PRESENTATION BY REPRESENTATIVE FOR DEVELOPER – DAVID BRAZIL**

Mr. Brazil opened comments by stating that he is a resident of the area and had never intended to divide the community as it appears to have been done. He noted the building is a vacant commercial building that previously housed a daycare. He asserted the proposal is for a neighborhood eatery and pub for the benefit of the people in the area as a positive amenity.

He welcomed comments of those in attendance with the hope that it would allay some of the concerns.

Of approximately 25 people who spoke at the meeting approximately 7 were in favor of the proposal and 11 were against, while others required clarification.

The following is a summary of comments for represents the position of people who spoke and opposed the development at the meeting. It is noted that the majority of those opposed to the proposed development live in close proximity to the subject property.

- The location is inappropriate
- If rezoned, the property can be opened up to any kind of business in the future. Note, the list of permitted and discretionary uses in the CN Zone was read aloud by the facilitator at the end of the meeting for clarification.
- Parking is a concern already in the area. People are already parking on Argus Place and this establishment will create a greater parking problem.
- The property is large enough to establish two residential lots which would be a better fit.
- The property in question is in very close proximity to the yards of neighbouring properties.
- The business owners will not be able to control the activity that goes on outside the building – i.e. smoking, drugs, drinking, loitering, swearing – all which will be in the vicinity of family living with small children being exposed.
- The idea and concept are welcomed, but the proposed location is not appropriate.
- There is already a home-based business on Argus Place which creates parking issues in the area.
- The requirement for the building to be 6m from adjacent properties is questionable.
- Because of the elevation patrons of the establishment will be able to view neighbouring back yards and homes.
- Fencing will not generate the required privacy.
- The soundproofing of the existing building is inadequate
- The establishment will generate unwanted noise from entertainment, VLT's and patrons that go outside to smoke.
- People in the immediate area do not want to lose the quiet neighborhood atmosphere.
- Not enough parking spaces and there is already a parking restriction on the same side of the street.
- There are bus stops in the area and as such overflow parking will spill over onto the cul-de-sac.
- Young children play on the street and there is concern for their safety.

- Concern that if VLT's are installed the level of activity at the establishment and parking issues will increase. Also, the presence of liquor and VLT machines make for unsavory behavior from patrons.
- Additional garbage from the establishment will result in a greater presence of rodents.
- There is already a high volume of pedestrian traffic with children at the nearby school
- Property values will plummet
- People are fearful of the precedent that would be set in approving this application.
- Parking during the winter months is already a problem and to bring in such a business would intensify the problem.
- The large development next to Roncalli School will already have significant negative impact on the neighborhood particularly from a parking perspective.
- It is not realistic to expect that most people from the area will walk to the site. They would be more likely to drive
- Philly's store would be a better location.
- People do not want it in their back yards.

The following is a summary of comments which represents the position of people who spoke and were in favour of the development:

- The establishment will be great for the community.
- They don't think it will negatively affect property values
- Had hoped with would be a welcomed place to congregate and bring families
- The benefits of such a business outweighs the disadvantages
- They see it as providing an opportunity to become more neighbourhood friendly and instill a sense of cohesion among the community.
- People are more willing to patronize a local operation as opposed to a chain franchise.
- There is a need for these types of uses in the Airport Heights Neighbourhood.

## **CONCLUDING REMARKS**

Facilitator Marie Ryan read into the record Section 10.17.1 from the City's Development Regulations, which delineates the list of establishments that are permitted in the zone.

It was noted that once the minutes of this meeting are prepared and combined with written submissions, the matter will be referred to Council at a regular meeting within the next month.

Ms. Cashin stated that because the proposed rezoning will require a Municipal Plan Amendment, Council will need to consider the application “in principle” and if approved, will submit same to the Province. Once reviewed, it will come back to Council for adoption at which time there will be a Public Hearing chaired by a Commissioner. Following that report the matter is brought before Council for final approval.

When questioned on the time this matter will be brought before Council, it was noted it will be included in the Regular Meeting agenda which will be published on the City’s website.

## **ADJOURNMENT**

The meeting adjourned 8:10 pm.

Marie Ryan  
Chairperson/Facilitator

## NOTICES PUBLISHED

Applications which have been advertised in accordance with the requirements of Section 5.5 of the St. John's Development Regulations and which are to be considered for approval by Council at the **Regular Meeting of Council on October 21, 2019.**

Ref #	Property Location/ Zone Designation And Ward	Application Details	Submissions Received	Planning and Development Division Notes
1	<b>26 Halley Drive</b>  Residential Low Density (R1) Zone  <b>Ward 1</b>	<b>Application</b> A Discretionary Use application has been submitted for a Home Occupation for an esthetician at 26 Halley Drive.  <b>Description</b> The proposed business will provide services such as nail & eyebrow design, makeup application, and hair removal services. The business will occupy a floor area of approximately 15 m <sup>2</sup> and will operate Monday to Saturday 9 a.m. – 9 p.m. with 4 clients per day. Business is owner operated and parking is available on site.	<b>1 Submissions Received (attached)</b>	It is recommended to approve the application subject to all applicable City requirements
2	<b>151 Freshwater Road</b>  Institutional (INST) Zone  <b>Ward 2</b>	<b>Application</b> A Discretionary Use application has been submitted requesting permission to allow Office Use at 151 Freshwater Road (former Booth Memorial High School).  <b>Description</b> The existing building is located in the Institutional (INST) Zone. The proposed office will occupy a floor area of approximately 410 m <sup>2</sup> and will operate Monday to Friday 9 a.m. to 5 p.m. with approximately 12 employees.	<b>3 Submissions Received (attached)</b>	It is recommended to approve the application subject to all applicable City requirements

3	<p><b>35 Barrows Road</b></p> <p>Industrial Quidi Vidi (IQ) Zone</p> <p><b>Ward 2</b></p>	<p><b>Application</b> A Discretionary Use application has been submitted by Quidi Vidi Brewery requesting approval for an Outdoor Eating and Lounge Area at 35 Barrows Road.</p> <p><b>Description</b> The floor area will be approximately 110 m<sup>2</sup> and will be located on the second level off the Tap Room. The proposed operating hours for the patio will be in line with the Tap Room.</p>	<p><b>4 Submissions Received (attached)</b></p>	<p>It is recommended to approve the application subject to removal of all but one trailer from the parking lot. A new application must be submitted for the Discretionary Use of this trailer which will go to Council at a future date. The application will be subject to all applicable City requirements</p>
---	---	---	---	--

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

G:\Planning and Development\Planning\Notices Published\2019\32 -October 21 2019.docx

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

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Tuesday, October 1, 2019 2:42 PM  
**To:** CityClerk  
**Subject:** Discretionary Use Application , 26 Halley Drive

I live [REDACTED] and have no objection to the proposed use.

--

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, September 30, 2019 2:42 PM  
**To:** CityClerk  
**Subject:** RE: Application - 151 Freshwater Road

To whom it may concern:

In principle I see no reason not to approve this.

However—I would be rather disappointed if any fences or the like were to go up and limit public access. As is, there is a large section of mostly greenspace from here to Bishops that is a fine place to run, and I would hate to see this change for the worse.

[REDACTED]

---

**From:** [St. John's e-Updates](#)  
**Sent:** Thursday, September 26, 2019 4:07 PM  
**To:** [PUBLCNOTICE@LISTSERV.STJOHNS.CA](mailto:PUBLCNOTICE@LISTSERV.STJOHNS.CA)  
**Subject:** Application - 151 Freshwater Road

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

=====  
Public Notice

Tue, 2019/10/08 - 9:30am

Application - 151 Freshwater Road

**Application**

A Discretionary Use application has been submitted requesting permission to allow Office Use at 151 Freshwater Road (formerly Booth Memorial High School).

**Description**

The existing building is located in the Institutional (INST) Zone. The proposed office will occupy a floor area of approximately 410 m<sup>2</sup> and will operate Monday to Friday 9 a.m. to 5 p.m. with approximately 12 employees.

**Comment By**

9:30 a.m. Tuesday, October 8, 2019

**Comments**

Provide your comments to the Office of the City Clerk including your name and address to: [cityclerk@stjohns.ca](mailto: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.

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 709-576-8229 or [cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca).

**Council Decision Date**

Monday, October 21, 2019

**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](mailto:planning@stjohns.ca).

[Location Map](#)

**DISCLAIMER**

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[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Thursday, October 3, 2019 9:44 AM  
**To:** CityClerk  
**Subject:** 151 Freshwater Road

Dear City Clerk,

I do not object to the proposed development of 151 Freshwater Road. However, a traffic light problem at Freshwater and Adams/Merrymeeting will have to be addressed if traffic at this intersection increases, particularly traffic turning left from Adams onto Freshwater.

Please see the attached photo. This photo or a similar one has previously been shared with Councillor Jamieson and, before that, with former Councillor Galgay. This photo was taken from my position driving, waiting in the left-turning lane of Adams Ave. There is a walk sign for pedestrians standing at the corner next to 151 Freshwater and crossing Freshwater from Adams to Merrymeeting (or vice versa). As you can plainly see, this walk sign is hidden from drivers intending to turn left from Adams and thereby crossing the pedestrians' path. These drivers cannot see that the pedestrian has the right of way and, as a pedestrian, I have frequently found myself competing with a two-ton vehicle who's driver assumes I am in the wrong.

It is not unreasonable to assume that development of 151 Freshwater will bring more traffic to this corner, including more left-turning traffic from Adams to Freshwater. 151 Freshwater currently has two access points for vehicles. Whether a vehicle is leaving 151 Freshwater from the Adams Ave. entrance with the intention of turning left onto Freshwater, or whether arriving from Adams with the intention of accessing 151 Freshwater from the Freshwater St. entrance, this left-turning lane is bound to have increased use.

A walk sign that drivers cannot see is no protection for pedestrians. In my experience, drivers at this corner have often exhibited a feeling of entitlement and contempt for me as a pedestrian who is in fact obeying a sign the driver cannot see. It may be possible to reverse the positions of the two walk signs so that the one that governs the pedestrian path crossing the left-turning Adams Ave traffic would be visible to that traffic. One way or the other, this situation should be rectified as part of the city's adjustment to the development of 151 Freshwater.

Thank you for your attention,  
[REDACTED]



[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, September 27, 2019 5:19 PM  
**To:** CityClerk  
**Subject:** 152Freshwater Rd

Re: Discretionary Use of 151 Freshwater Rd for office space

We have no issue with this change

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, September 30, 2019 10:53 AM  
**To:** CityClerk  
**Subject:** FW: 35 Barrows Road Expansion  
**Attachments:** Brewery Expansion.pptx

**From:** [REDACTED]  
**Sent:** Sunday, September 29, 2019 8:35 PM  
**To:** CityClerk <cityclerk@stjohns.ca>; [REDACTED]  
**Subject:** 35 Barrows Road Expansion

We are Home Owners [REDACTED]. We strongly oppose this application for expansion at 35 Barrows Road, as detailed in the attached presentation.

Please confirm your receipt and acceptance of this appeal.

Thank you  
[REDACTED]

**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.





APPEAL TO QUIDI VIDI BREWERY EXPANSION, [REDACTED]

SEPTEMBER 29, 2019

# 1. QVB APPLICATION – 35 BARROWS ROAD

- To Look at this Application as a Modest Expansion to an Existing Business is WRONG.... We Need to Look at the BIG Picture [REDACTED]
- Far Too Often, Council Receives Applications Piecemeal. Far Too Often, Approvals are Granted Again and Again and Again for the same location
- The QV Brewery has Outgrown the Neighbourhood; it Needs to Stop
- Council may not see the Overall Changes and Negative Impact the Brewery has had on Quality of Life to Residents, but WE do... We Live it Everyday
- If this Application were Made in Full 7 Years ago, here is What would it Look like...
  - Application to Quadruple Production
  - [REDACTED] Remove Existing Customer Parking and Replace with Unsightly Sea Cans [REDACTED]
  - No Plan or Care for Increased Truck Traffic and Patron Parking
  - No Consideration of Noise and Disruptions to Neighbours
  - 100 person Beverage Room/Restaurant with Restricted Access



## 2. QUALITY OF LIFE IN QUIDI VIDI GUT

- We are proud Home Owners in Quidi Vidi Gut at [REDACTED]
- Quidi Vidi is a Natural Treasure that the City must Respect and Protect
- City has wrongly allowed the Gut to be over-developed and exploited
- We are NOT against the QV Brewery; we support the Brewery
- We ARE against the City not following its own Rules - There have been several QV Development plans but they are Not Adhered To or Enforced
- City Officials Come and Go. One cannot be accountable for the Actions of his or her Predecessor, but We need to look at the Whole Picture
- To illustrate the point of the Negative Impact to the Quality of Life in the Gut, here are some “Before” and “Now” slides for Council’s consideration



### 3.1 BEFORE: PARKING & NOISE

*Limited parking by water and No Noise except when construction at 40 Barrows Road began where QVB Parking could have been...*





## 3.2 NOW: PARKING AND NOISE

*There is No QVB Customer PARKING. Patrons continue to Park illegally in 38 Barrows Road parking. Designated QVB Parking is taken up for storage of materials in unsightly sea cans.*

*NOISE comes from 3 sources: 1) Refrigerated Container running 24/7; 2) Inebriated Patrons waiting for rides or cabs; 3) Big trucks and fork lift starting at daylight*





## 4.1 BEFORE : TRAFFIC

Traffic Control (*or lack of it*) has been an ongoing problem for residents for years. The City has been non-responsive to resident's concerns and suggestions to control/restrict traffic. Buses were finally stopped after several years of lobbying, for which we are thankful. Foot traffic has grown 10-fold in the last few years and pedestrians are at risk and accidents are frequent. While we readily share our beautiful community with the world, traffic and safety must improve...





## 4.2 NOW: TRAFFIC

- Traffic can be held up for 30 minutes or more by oversized vehicles making deliveries or pickup at the QVB
- Emergency vehicles can not get to or from Barrows Road with the backup of vehicles
- Barrows Road is restricted to one lane at several spots. Trucks (*several per day during weekdays*) block passage
- Big trucks can only access the brewery by using our driveway or parking space
- It is a dire situation now; additional traffic for food services will make it worse





## 5.1 BEFORE: ENVIRONMENT AND WILDLIFE

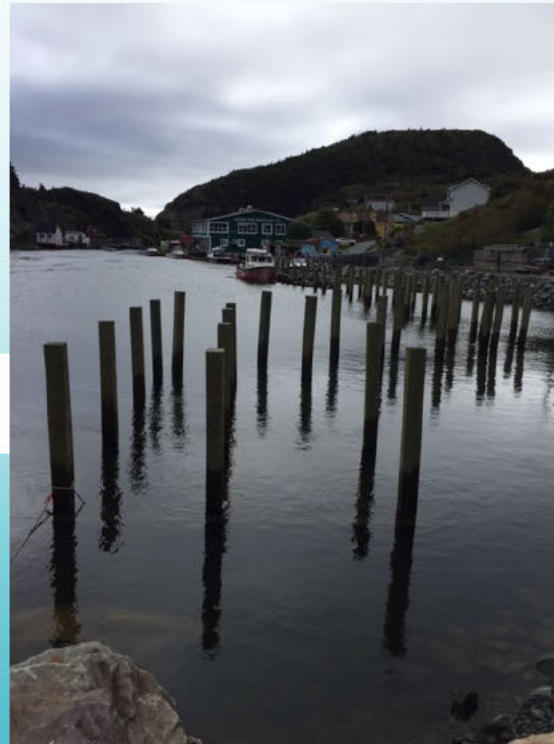
- The single biggest issue is what we have allowed to be done to our community – development has to STOP
- When we moved to Quidi Vidi we enjoyed the natural beauty, tranquility and space we share with Nature
- We enjoyed song birds singing, ospreys and eagles soaring, sea otters playing and trout and salmon jumping





## 5.2 NOW: ENVIRONMENT AND WILDLIFE

- This year, there were no song birds singing, no ospreys or eagles hunting, no otter families playing and no trout or salmon jumping
- They left; we took their green space and ocean from them... we let greed and poor governance guide us
- We likely can not change the past but we can stop causing further damage... no expansion at QVB
- Let them take their production offsite, address parking and traffic and have a proper long range business plan in place... not simply make applications to City one project at a time, because that's what works



[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, September 26, 2019 6:24 PM  
**To:** CityClerk; Sheilagh O'Leary; Mayor; Hope Jamieson  
**Subject:** 35 Barrows Road

Application for 35 Barrows Road

Outdoor patio - ???

Hours open til midnight- not acceptable. There's are Tap Hours after Thursday. Quidi Vidi is also a residential area. I do no know the small details of regulations BUT surely there must be protection of noise levels, and traffic concerns ( people and vehicles).

This is not George St. It is a place where there are families, seniors etc living in Quidi Vidi.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Tuesday, October 15, 2019 12:24 PM  
**To:** CityClerk  
**Subject:** Re: Submission re Quidi Vidi's application to add an outdoor eating and lounge area

See attached  
My revised version is below, with the right dots and commas.  
Trusting these changes will make all the difference!  
Happy Thanksgiving!  
[REDACTED]

City submission

Sent from my iPad

To: Office of the City Clerk  
Submitted by: [REDACTED]  
Original is on record, minor typos corrected  
Addresses: [REDACTED]  
Telephone: [REDACTED]

Re: **QVB, 35 Barrows Road, proposed Outdoor Eating and Lounge Area**

We are [REDACTED] and East of Quidi Vidi  
Brewery. Both of these lots share a property boundary with [REDACTED]  
[REDACTED] Quidi Vidi Brewery.

Herein, we are voicing our strong opposition to approval of the above-mentioned, proposed expansion.

Our opposition to this proposed expansion is justified on the following grounds:

**1. Zoning Issues:**



The Quidi Vidi Brewery (QVB), is zoned 'Light Industrial' to accommodate the fish plant operation which originally existed on this site. However, in recent years, QVB has significantly expanded its operations from a small craft brewery with a very limited beer service license, to become a large brewing operation with a fully licensed bar, that includes regular entertainment and off-license beer sales.

This proposed expansion potentially introduces zoning-related issues, because the outdoor eating deck is just one small part of a comprehensive expansion plan that has been progressing on a piece-meal basis for several years. **There has been no public review or consultation relating to the QVB's overall development plan, and, this plan is still not available to members of the public, except via freedom of information application.**

It is also a serious issue that no permits were issued by the city for significant portions of QVB's past expansion, and no reviews or public consultations have been undertaken to determine whether QVB may already have exceeded the development limits that apply to a 'light-industrial' zoned business operation.

Prior to further QVB expansion, a zoning review needs to be undertaken, as well as a future development review, fire and safety reviews, and, most importantly, a well-advertised public consultation with the residents of Quidi Vidi Village, who have already been adversely affected by the Brewery's expanded operations.

QV residents need to know, for example, whether installations on the QVC waterfront already constitute a zoning infraction. Currently, there are outside brewing tanks, sea-cans, storage trailers, beer pallets, metal water containers, hop refuse bins, piles of beer kegs, and a plethora of unattractive beer production equipment, that collectively constitute an eyesore on our beautiful Quidi Vidi waterfront. Are these installations consistent with a 'light' industrial business?

### **Questions:**

1a. Given that Quidi Vidi Village is primarily zoned as a residential area, with substantial open parkland space, scenic walking trails, seasonal fishing and boating operations, how can the City justify expansion of what is already an over-industrialized, commercial operation? This is not George Street, nor Donovan's Industrial Park, but a traditional, historically important community, that also happens to be our home.

1b. Are there zoning laws and development guidelines that apply to the establishment of a large, busy, and noisy, brewing operation? How do these guidelines compare with those of the initial QV craft brewery, which had just a few brewing tanks, inside the building?

1c. Are there precedents elsewhere in the city, or elsewhere in the province, where a major brewery operation has been permitted in a residential area?

1d. Has the City referenced the zoning regulations that apply to large scale brewery operations with regard to vehicular access, parking, noise protection, ocean and wildlife protection, and fire regulations?

## **2. Public/Neighbourhood Consultation Issues:**

QVB's previous expansions (e.g. several noisy brewing tanks), were completed with no public consultation, and no communication with adjacent neighbours, and no input from the many residents of the village who are indirectly affected by the traffic, noise and aesthetic issues resulting from this expansion.

### **Questions:**

2a. Why did the City fail to consult with previously established community groups such as the Quidi Vidi Development Foundation, or the Quidi Vidi Property Owners Association, prior to permitting QVB's entrance expansion, brewing tank installations, removal of parking stalls, and installation of sea extensive beer storage sea cans and trailers?

2b. Why do QV village residents still not have access to the brewery's detailed renovation plans, so they might then have the opportunity to identify potential issues, **prior to the City's approval?**

2c. In the absence of a public hearing or other public consultation, (other than the recent soliciting of 'comments' by residents within 150 metres), how can City Council members hope to render a fair decision on this expansion application, by October 21st? Many residents, who stand to be adversely affected by this expansion, do not even know this extensive expansion has been proposed.

2d. Why is the proposed deck area larger on the detailed drawings (obtained via Freedom of Information application), compared with the artist's sketch shown seen on the city's mail-out?

### **3. Noise Bylaw Issues:**

In addition to the noise generated by its extended beer production operations, the QVB has now become a 'George Street' type, 7 days a week, year round entertainment center, with brewery tours, tastings, and expanded entertainment functions. It is open to the public 10A.M - 12 P.M, Sunday to Monday, and 12P.M -12A.M. Thursday to Saturday, with live music. The QVB Hop Shop outlet keeps similar hours, selling beer and merchandise on a daily basis. Each of these activities generates considerable noise, inappropriate for a residential area.

Quidi Vidi has unique geological features, producing a 'sound-bowl' effect, which amplifies ambient sounds, when they bounce off the steep cliffs directly across from the QVC waterfront. Ironically, this is the exact area where the brewery is seeking to extend their outdoor eating and lounge area. Undoubtedly, music will also be playing in this expanded entertainment area, further increasing noise levels throughout much of the village's residential area.

### **Questions:**

3a. Whereas current noise bylaws are strictly enforced in downtown areas of the city, why are these same bylaws routinely ignored in Quidi Vidi Village?

3b. Why did the city recently reject a proposal for a similar deck expansion at the Salt House, on the St John's waterfront, which is not a residential area, but are now considering approval of a noisy outside deck extension, **located right in the middle of the residential community of Quidi Vidi Village?**

3c. Why do residents' noise complaints and requests for decibel level testing of generators repeatedly go unanswered?

3d. Can decibel tests be conducted, within the next 2 weeks, prior to approval of this proposed QVB expansion, as this outdoor deck would most assuredly add to the noise currently deflecting off the rocks surrounding Quidi Vidi Harbour?

#### **4. Aesthetic issues:**

Whereas a few Quidi Vidi residents recently voiced complaints about a single trailer which they viewed as an 'eyesore,' Quidi Vidi Brewery has now filled up its entire parking lot with unsightly beer brewing equipment, ugly sea cans, and unsightly metal storage units. What used to be a pleasant area for locals, tourists, and fishing buddies to gather near the water, now appears to be an industrial ship-loading dock, or even a junk yard. This is hardly the view that Quidi Vidi residents paid for, or ever expected to see on their Quidi Vidi waterfront..

#### **Questions**

4a. Given that local residents are permitted to build only small, traditional, shed like buildings, how does the city justify allowing the QVB to fill up their property with ugly metal containers, and, how can the city also approve the oversized 2-storey beer storage buildings that are clearly indicated on the brewery's detailed building plans?

4b. When is the City planning to release the QVB's detailed plans of the entire expansion, including, stairs, entrances, parking stalls, and permanent storage buildings? (Most residents, with properties near the brewery, have yet to view these extensive building plans, to determine the

degree to which these two storied storage buildings may impact their sight lines, water views, and access to sunlight).

## **5. QV Residents' Rights to the Peaceful Enjoyment of their Properties:**

All citizens and taxpayers of St John's have the right to enjoy living on the properties they purchased as their primary residences. However, persistent noises are produced by the QVB, as follows:

- outside brewing tank generators and fans,
- refrigerated sea can storage units,
- a 24/7 diesel powered reefer generator
- noisy outside smokers,
- late-night drunken revellers, swearing loudly as they wait for taxis,
- back- up alarms on delivery trucks, from 7 A.M onwards,
- perpetual rattling of beer bottles, reverberating off the cliffs,
- frequent idling of large delivery vehicles,
- and, traffic congestion created by brewery patrons, idling, illegally, along the narrow street, because the brewery has no place for them to park.

Many QV Village residents wonder why our city by-laws, are perpetually being ignored by both the Brewery, and City officials. Some wonder why we still live here, because the noise, unpleasant smells and congestion are destroying the village's aesthetic appeal, and are fast eliminating the reasons why we paid a premium to purchase our properties, and continue to pay amongst the highest residential property taxes in the city.

Our 'peaceful enjoyment' rights have been seriously eroded, as large and noisy commercial interests have been allowed to proliferate throughout the Village.

## **Questions:**

5a Why are city planners choosing to ignore the Quidi Vidi Village Development Plan which outlined building standards and placed limits on non-traditional architecture, over- development, and construction of inappropriate, oversized buildings? Wasn't the QV Development Plan

commissioned by City Council, and later adopted in principal by a majority of Council Members?

5b. Why is there such inconsistent application of building and development guidelines and city bylaws? Fair application of existing regulations would greatly improve the peaceful enjoyment and quality of life of all Village residents.

## **6. Traffic and Safety issues:**

Increased brewing capacity and extended bar hours has increased all traffic in and out of Quidi Vidi Village, but there is now a steady stream of large delivery vehicles squeezing into and out of the Brewery's small parking lot.

There is insufficient room on Quidi Vidi's narrow streets for these large vehicles, and local residents are often blocked from entering or exiting their own driveways. Large delivery trucks must back up into, or turn around in private driveways.

Since there are no sidewalks, tourists and pedestrians are often in peril as they attempt to walk around those trucks. It is only a matter of time before an emergency occurs, and ambulance services can also be blocked from entering the Gut.

With many brewery deliveries arriving at the same time, there is frequently situations where these large, noisy, diesel powered vehicles, are forced to idle, thereby polluting the atmosphere throughout the residential areas surrounding the brewery.

## **Questions:**

6a. Before entertaining a proposal to further expand the QVB operation, why doesn't the city take appropriate action to address existing traffic and safety issues?

6b. Why would city officials or Village residents choose to make a bad situation even worse by further permitting the addition of a food service business which would add food delivery trucks, more patrons in vehicles, and increased traffic congestion?

6c. Why is there not a collaborative initiative in place for city officials and QV residents to investigate traffic and safety issues, to come up with a viable solution that would be acceptable to the QVB, while also considering the rights and needs of Village residents?

### **7. Parking Issues:**

The lack of public parking spaces has long been an issue in Quidi Vidi. As the brewery's operations and number of patrons has expanded, so too has the need for more parking. At present, the Brewery does not have enough parking for their own staff, let alone for their many patrons. Former parking stalls on the brewery's wharf area are now all eliminated to accommodate freezer container parking.

By extending the Brewery's operations to include food services, parking issues will be compounded.

Despite NO PARKING signs in our driveways, residents near QVB are inundated by vehicles illegally parking on our properties

Violations of our private property spaces increases in conjunction with the Brewery's daily tours, special functions and weekly kitchen parties.

Expanded restaurant services will require additional parking, which is not available. Therefore, approval of this application will result in increased illegal parking on Barrows Road, and in private driveways.

### **Questions:**

7a. Why is the Brewery not in compliance with the requirement that one parking space be allocated for every 5 square meters of space?

7b. Where are the parking stalls to support this application for further expansion?

7c. Why are city officials not actively working with QVB to help this rapidly expanding business move the industrial side of their operation away from this small residential area and into a larger, more appropriate location? Relocation of the brewing operation to an approved, industrial area would address most of the current traffic, safety, parking and noise-related issues.

## **Conclusions and Recommendations:**

As neighbours, [REDACTED]  
[REDACTED], we strongly reject the QVC proposal to expand the Tap Room, which already has loud, amplified music, crowded events, late operating hours, and no taxi waiting area. This unwarranted expansion would be an unacceptable addition to our community, and also detrimental to the quality of life of Village residents.

Quidi Vidi Brewery's Discretionary Use application requesting approval for an Outdoor Eating and Lounge must be denied, and existing brewery issues with Noise, Traffic and Parking must be immediately resolved.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

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**From:** [REDACTED]  
**Sent:** Tuesday, October 8, 2019 9:22 AM  
**To:** CityClerk  
**Subject:** Fw: 35 Barrows Road Micro Brewry

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**From:** [REDACTED]  
**Sent:** October 8, 2019 8:06 AM

**Subject:** 35 Barrows Road Micro Brewery

Micro Brewery started out as a manufacturing / production facility for Beer , at the present time I wouldn't, call it micro with over 50 employees. From what i read on the Development regulations it appears to require" **one parking space for every 50 square meters of net manufacturing area** . The working production crew from Micro Brewery and the Mallard Cottage staff have grown to devour any parking space in the village without respect for the residents.

The Mallard Cottage Restaurant was permitted to open without the nine parking spaces required under the development regulations and reduced to one as a special favor to the owners . This should have never happen again! Now here we go again.

Now it appears from the application the Micro Brewery is expanding for a Restaurant / Tavern / Takeout is obviously proposed with a floor area of 110 square meters !

- **Restaurant** : requires one parking space per 5 square meters of seating space
- **Tavern** : requires one parking space per 5 square meters of seating space

Using 110 Square meters as the area of seating space compliment, dividing by the factor of one parking space per 5 square meters of seating space. Under Section 9 of the development Regulations the required of **22 Parking Spaces** would be required. No mention in mail out?

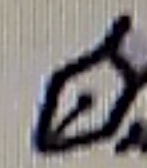
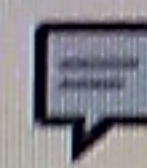
No mention of the new extensions and proposed accessory offices and building on the property? **Its time for Council and our Councillor to be Honest with us and to work with the Community as was proposed in the Quidi Vidi Village overlay Plan. Our launch-way is being soo** soo sold to the highest bidder while Council was offered it for a \$1 which could not work our community on traffic solutions in the are of the Maple View Place area. Its criminal that there is a backing up nightmare around the Plantation and launch way which is being totally ignored by the Development and Traffic Committee to accommodate deep pockets.

The Quidi Vidi Village Overlay Plan at the present time has not addressed this Traffic and parking in our committee . What Happened? A Public hearing is required to get full disclosure on this proposal !

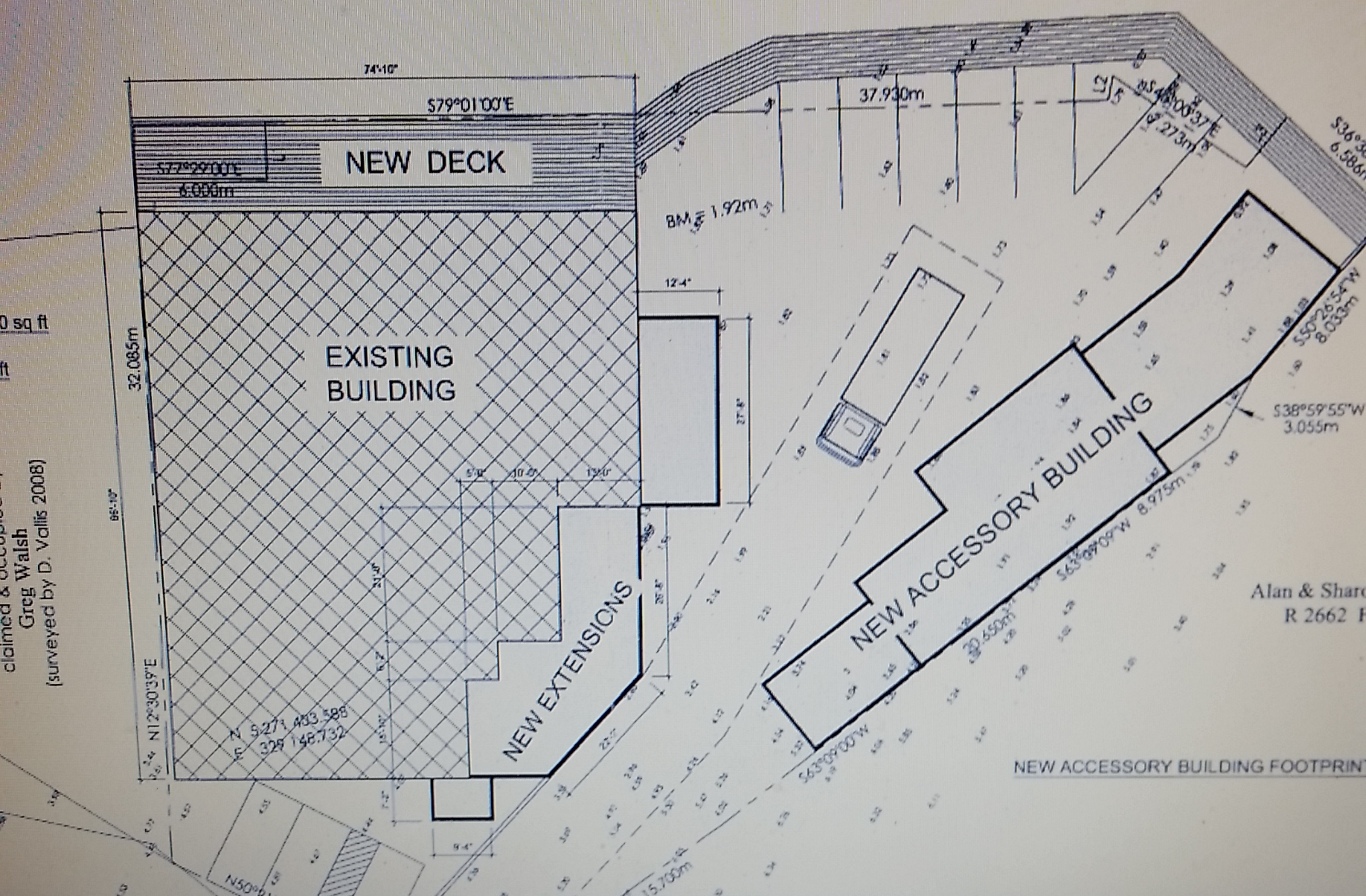
Thanks,

[REDACTED]

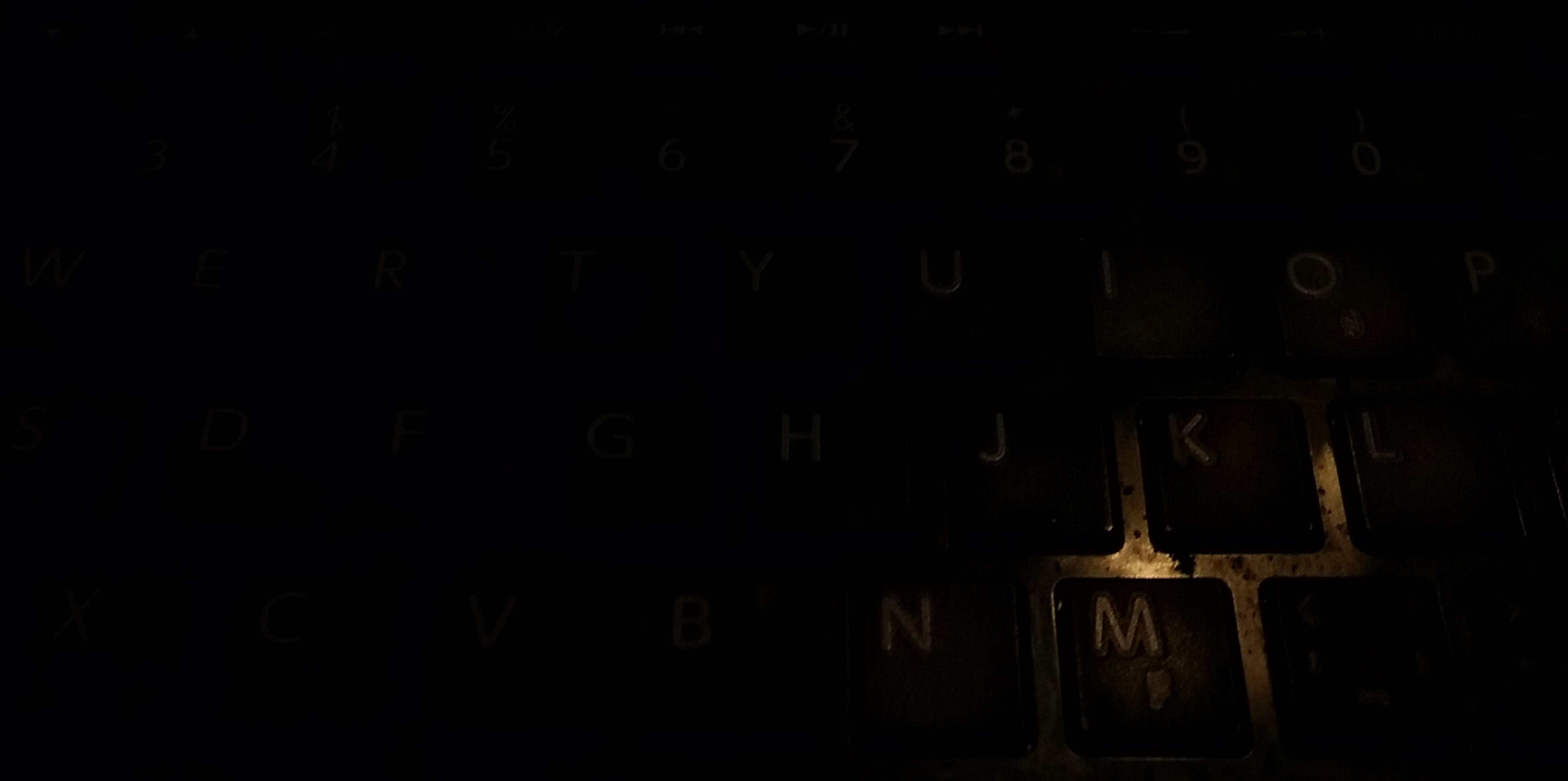




# Waters of Quidi Vidi Harbour



Alan & Share  
R 2662 F





# ST. JOHN'S

## Report of Audit and Accountability Standing Committee

**October 9, 2019**

**12:00 p.m.**

**Conference Room A, 4th Floor City Hall**

Present: Boyd Chislett, Citizen Representative  
Mayor Danny Breen  
Councillor Deanne Stapleton, Acting Chair  
Councillor Maggie Burton (joined 12:45 pm)

Staff: Kevin Breen, City Manager (retired 12:45 pm)  
Derek Coffey, Deputy City Manager of Finance and Administration  
Jason Sinyard, Deputy City Manager PERS  
Tanya Haywood, Deputy City Manager Community Services  
Sean Janes, City Internal Auditor  
Shanna Fitzgerald, Legislative Assistant

Others: Jonathan Murphy, Waste Management Engineer (retired 12:47 pm)

**1. Decision note dated September 3, 2019 re: Update to Three-year Audit Plan (2019 – 2021).**

Sean Janes provided an overview of the above listed decision note and outlined the update to the three-year audit plan.

**Moved By** Maggie Burton

**Seconded By** Boyd Chislett

That the updated three-year audit plan is approved.

**MOTION CARRIED**

**2. Decision note dated August 22, 2019 re: Review of Robin Hood Bay Waste Management Facility – Scale House Operations**

Sean Janes provided an overview of the above listed for the information of the committee. Jonathan Murphy, Waste Management Engineer was present to answer any questions pertaining to this report.

**Moved By** Boyd Chislett  
**Seconded By** Danny Breen

That the Review of Robin Hood Bay Waste Management Facility – Scale House Operations report and the associated action plans put forth by management be approved.

**MOTION CARRIED**

3. **Decision note dated May 10, 2019 re: Salary Administration – Assignment #12-01**

**Moved By** Danny Breen  
**Seconded By** Maggie Burton

The Committee recommends removal of the Salary Administration audit report from Internal Audit's follow-up list.

**MOTION CARRIED**

4. **Decision note dated May 24, 2019 re: Inspection Services - Assignment #12-04**

**Moved By** Maggie Burton  
**Seconded By** Boyd Chislett

The Committee recommends removal of the Inspection Services audit report from Internal Audit's follow-up list.

**MOTION CARRIED**

5. **Decision note dated April 24, 2019 re: Receiving, Stores and Issuing - Assignment #13-02**

**Moved By** Boyd Chislett  
**Seconded By** Danny Breen

The Committee recommends removal of the Receiving, Stores and Issuing audit report from Internal Audit's follow-up list.

**MOTION CARRIED**

2019-10-09

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COUNCILLOR DEANNE STAPLETON, ACTING CHAIR

# DECISION/DIRECTION NOTE

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**Title:** Update to Three-year Audit Plan (2019 – 2021)

**Date Prepared:** September 3, 2019

**Report To:** Audit Committee

**Councillor and Role:** Councillor Debbie Hanlon, Chair

**Ward:** N/A

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## **Decision/Direction Required:**

To approve the updated three-year audit plan.

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

Since the development and approval of the three-year audit plan (2019 – 2021) the Senior Internal Auditor has announced his retirement effective July 19, 2019 (last day worked June 21). A job competition is currently underway with the aim of having a Senior Internal Auditor in place by the middle of October. However, the loss of an experienced auditor in our two-auditor division will have a significant impact on our output and will necessitate a revision to the three-year audit plan. The revised plan is attached for your review.

## **Key Considerations/Implications:**

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

9. Information Technology Implications: N/A

10. Other Implications: N/A

**Recommendation:**

To approve the updated three-year audit plan.

**Prepared by/Date:** Sean Janes, City Internal Auditor / July 2, 2019

**Reviewed by/Date:** Sean Janes, City Internal Auditor / July 2, 2019

**Approved by/Date:** Sean Janes, City Internal Auditor / July 2, 2019

**Attachments:** Update to Three Year Audit Plan

**The City of St. John's**  
**Office of the City Internal Auditor**  
**Update to Three Year Audit Plan**

<u><b>Year 1 (2019)</b></u>	<u><b>Year 2 (2020)</b></u>	<u><b>Year 3 (2021)</b></u>
<b><u>Program Reviews:</u></b>	<b><u>Program Reviews:</u></b>	<b><u>Program Reviews:</u></b>
- Review of Robin Hood Bay Scale House Operations (Public Works) (Started in 2018)	- Fleet Services - Maintenance (Public Works)	- Citizen's Service Centre - other than Cash Handling (Community Services) (Will need to further refine scope)
- Maintenance of Water Distribution (Public Works)	- Assessments (Finance & Admin.)	- Purchasing - Competitive Procurement Process (Finance & Admin.)
- Vendor Masterfile and Electronic Funds Transfer Review (Finance & Admin.)	- Equipment Fuel Process (Public Works)	- Permitting Process (PE&RS)
		- LVPO Review - time permitting (Finance & Admin.)
<b><u>Consultations/Investigations:</u></b>	<b><u>Consultations/Investigations:</u></b>	<b><u>Consultations/Investigations:</u></b>
Management/Committee Requests	Management/Committee Requests	Management/Committee Requests
- Upon Request	- Upon Request	- Upon Request
- Mile One Float Discrepancy Follow-up (Started in 2018)	- Depot Fraud Assessment Workshop(s)	
<b><u>Administration:</u></b>	<b><u>Administration:</u></b>	<b><u>Administration:</u></b>
- Develop Audit Committee Terms of Reference	- Implement and Maintain Whistleblower Hotline	- Maintain Whistleblower Hotline
- Research and Develop Fraud Policy and Whistleblower Hotline	- Update Internal Audit Procedures Manual (time permitting)	
<b><u>Follow-up Reviews:</u></b>	<b><u>Follow-up Reviews:</u></b>	<b><u>Follow-up Reviews:</u></b>
- All Recommendations due from previous Program Reviews	- All Recommendations due from previous Program Reviews	- All Recommendations due from previous Program Reviews

Note 1: Beginning in 2020 (possibly 2019) investigations into complaints made through the whistleblower hotline will require an unknown amount of Internal Audit resources. This could potentially impact the audit plan.

Note 2: This plan does not leave time for management or council requests. Any request should be evaluated by the committee to determine if it should replace a scheduled program review.



# DECISION/DIRECTION NOTE

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<b>Title:</b>	Review of Robin Hood Bay Waste Management Facility – Scale House Operations
<b>Date Prepared:</b>	August 22, 2019
<b>Report To:</b>	Audit Committee
<b>Councillor and Role:</b>	Councillor Debbie Hanlon, Chair
<b>Ward:</b>	N/A

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## **Decision/Direction Required:**

To approve the Review of Robin Hood Bay Waste Management Facility – Scale House Operations report and the associated action plans put forth by management.

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

In accordance with the City's approved audit plan, the Office of the City Internal Auditor recently completed a review of scale house operations at the Robin Hood Bay Waste Management Facility in the Environmental Services Division of the Department of Public Works.

The review identified several areas for improvement. Details of these opportunities and related recommendations can be found in the attached audit report. Management have provided action plans and implementation dates for all recommendations.

The Office of the City Internal Auditor would like to thank the DCM, Public Works, the Director, Environmental Services, the Waste Management Engineer and all staff involved in scale house operations for their help and time during this review.

## **Key Considerations/Implications:**

1. Budget/Financial Implications
  - There may be budget implications depending on how management decides to mitigate the risks highlighted in the report.
2. Partners or Other Stakeholders
  - City staff involved in scale house operations

# ST. JOHN'S

- Users of the Robin Hood Bay Waste Management Facility
- 3. Alignment with Strategic Directions/Adopted Plans
  - N/A
- 4. Legal or Policy Implications
  - Policies and/or procedures have been recommended throughout this report
- 5. Privacy Implications
  - There may be privacy implementations depending on how management decides to mitigate the risks highlighted in the report.
- 6. Engagement and Communications Considerations
  - There may be engagement and communications considerations depending on how management decides to mitigate the risks highlighted in the report.
- 7. Human Resource Implications
  - There may be human resource implications depending on how management decides to mitigate the risks highlighted in the report.
- 8. Procurement Implications
  - There may be procurement implications depending on how management decides to mitigate the risks highlighted in the report.
- 9. Information Technology Implications
  - There may be information technology implications depending on how management decides to mitigate the risks highlighted in the report.
- 10. Other Implications
  - There may be other implications depending on how management decides to mitigate the risks highlighted in the report.

**Recommendation:**

To approve the Review of Robin Hood Bay Waste Management Facility – Scale House Operations report and the associated action plans put forth by management.

**Prepared by/Date:** Sean Janes, City Internal Auditor / August 22, 2019

**Reviewed by/Date:** Sean Janes, City Internal Auditor / August 22, 2019

**Approved by/Date:** Sean Janes, City Internal Auditor / August 22, 2019

**Attachments:** Review of Robin Hood Bay Waste Management Facility – Scale House Operations report

# **INTERNAL AUDIT REPORT**

**Department of Public Works – Environmental Services  
Division**

**Review of Robin Hood Bay Waste Management Facility -  
Scale House Operations**

**Assignment # 18-02**

# **INTERNAL AUDIT REPORT**

## **Department of Public Works – Environmental Services Division**

### **Review of Robin Hood Bay Waste Management Facility - Scale House Operations**

Assignment # 18-02

*Sean Janes*

Sean P. Janes, CPA,  
CMA, CIA, CFE  
City Internal Auditor  
Date: March 28, 2019

ST. JOHN'S

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To: Chair & Council Members, Audit Committee

Area Responsible: Lynnnann Winsor, Deputy City Manager – Public Works  
Andrew Niblock, Director – Environmental Services

Copy to: Kevin Breen, City Manager

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## INTRODUCTION

### **OBJECTIVES**

In accordance with the City's approved audit plan, the objectives of this review are to assess whether:

1. the service is being managed with due regard to risks and due diligence (risk management),
2. processes and structures are implemented to inform, direct, manage and monitor activities that are intended to move the City toward the achievement of our strategic plan (governance processes), and
3. the process is being managed with due regard to control processes - i.e. policies, procedures, regulations and council directives (control processes).

It is the overall areas of risk management, governance processes and control processes which structured the work carried out during the review.

Specifically, the objective of the audit was to determine if waste disposal transactions at the Robin Hood Bay Waste Management Facility are accurate, complete and monitored.

### **METHODOLOGY & SCOPE**

This review of Robin Hood Bay Scale House Operations has been undertaken in accordance with the approved three-year audit plan. To meet the review objectives, research was conducted on landfill material transactions best

practices. In addition, audit procedures included interviews with management and staff, observation of Scale House operations, review of policies and procedures, and detailed testing of various supporting documentation such as Ticket Edit, Manual Ticket, Ticket Void and Customer/Material reports. Key inputs and outputs of the various functions were identified and assessed for relative importance and risk, with the main area of the audit focused on areas involving higher risk.

The scope of the audit was limited to a review of waste material transactions occurring at the Robin Hood Bay Scale House to ensure they are accurate, complete and monitored. The period under review was mainly September 2018 to November 2018.

The scope did not include verification of the accuracy of billing to landfill customers or of any type of regulatory compliance.

## **BACKGROUND**

The Robin Hood Bay Waste Management Facility is owned and operated by the City of St. John's. In November of 2007 the Provincial Government officially designated Robin Hood Bay (RHB) as the site for the Eastern Region's Integrated Waste Management Facility. The Eastern Waste Management Committee contracts with the City of St. John's to provide waste disposal services for other municipalities in the Eastern Region.

Subsequent to applying for and receiving a permit, commercial and municipal waste haulers can dispose of garbage, bulk metal, concrete, recyclables and other waste at the Robin Hood Bay Waste Management Facility. Commercial and municipal waste haulers must report to the Scale House for weigh-in prior to accessing the disposal areas of RHB so that the proper tipping fee can be charged to the permit. Only those vehicles with a permit will be allowed access to the commercial drop-off areas. Residents disposing of non-commercial waste



must use the Residential Drop-off Facility at RHB which is free for use for all residents of the Eastern Region of the province. The Residential Drop-off Facility is located before the Scale House and users of this facility will not be weighed-in as this is a free service.

There are two methods used for determining the weight of a load at the Scale House. The method most often used is to weigh the vehicle on the way into the waste disposal area to obtain the total weight of the vehicle and load and to weigh the vehicle on the way out of the facility after the load has been disposed of. Subtracting the weight of the vehicle on the way out of the facility from the weight of the vehicle on the way in will provide the weight of the load disposed of in the drop-off area. This weight along with the type of material disposed of will be used by the PC Scale computer system to determine the total tipping fee to be charged to the permit holder.

The second method is to obtain the Tare Weight of the vehicle, which is the weight of the vehicle when it is empty plus the weight of the driver. The Tare Weight is entered into the system and is attached to the users permit number. When this vehicle comes to RHB with a load it is weighed at the Scale House on the way in. The PC Scale computer system will automatically subtract the Tare Weight from the current weight of the vehicle to obtain the weight of the load being disposed of. The Scale House Attendant will also manually enter the type of material being disposed of as there are different tipping fee rates for different types of material. With this information, the computer system will calculate the total tipping fee to be charged to the commercial or municipal waste hauler.

## **CONCLUSION**

Based on the audit procedures completed, the processes and controls implemented by management are generally effective to ensure that transactions are accurate, complete and monitored. However, improvements can be made to the control environment as outlined in this audit report.

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## EXECUTIVE SUMMARY

Internal Audit's review of the Robin Hood Bay Waste Management Facility – Scale House Operations (Department of Public Works – Environmental Services Division) has been undertaken in accordance with the approved three-year audit plan.

The Robin Hood Bay Waste Management Facility is owned and operated by the City of St. John's and is the site for the Eastern Region's Integrated Waste Management Facility. The Eastern Waste Management Committee contracts with the City of St. John's to provide waste disposal services for other municipalities in the Eastern Region.

The objective of the audit was to determine if waste disposal transactions at the facility are accurate, complete and monitored. To achieve this objective audit procedures, such as, discussion with management and staff, review of policy and procedures, and review of management reports were performed. Based on the results of these audit procedures it was determined that management's processes and controls are generally effective to ensure that transactions are accurate, complete and monitored.

However, the audit also identified areas for improvement. Some of the more significant items, by report section, are:

- Reporting and Review Process
  - Opportunities for management to streamline the reporting process and to make adjustments to some of the reports currently reviewed have been identified. Also, production of additional reports that will help management in the review process have been suggested. Recommendations in this section will help ensure that management is monitoring the right

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information at the right time which will help reduce risk associated with transaction accuracy and completeness.

- PC Scale System Access Controls
  - By ensuring that only authorized users have access to the PC Scale computer system and making certain that user access is appropriately restricted, risks regarding transactional accuracy and completeness can be reduced.
- Procedure Documents
  - Procedures are important documents in that they outline how employees should perform their duties to ensure that work is completed accurately, consistently and on time. Management have created well thought out and professionally written procedure documents. However, opportunities to improve these documents by removing redundancies, adding additional procedures and ensuring the documents are located in the Scale House have been identified and can help reduce risks regarding transactional accuracy and completeness.
- Miscellaneous
  - Transaction accuracy and completeness risks can further be reduced by documenting the process for completing transactions at the Scale House during a power outage, obtaining a back-up power source for the PC Scale system and reviewing the benefits of developing a materials inspection program.

Additional recommendations of a less significant nature can be found in the body of the report. It should be noted that management have agreed to implement or further investigate all recommendations.

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## DETAILED ANALYSIS

### ***Section 1 – Reporting and Review Process***

To ensure a proper segregation of duties, internal control best practices would suggest that individuals who initiate transactions should not have the ability to make adjustments to the same transactions. Segregation of duties over transaction adjustments is important because it ensures there is oversight and review to catch errors and it helps to prevent fraud and theft because it would require a minimum of two people to collude in order to hide a transaction. However, management determined that in order to provide an efficient landfill service to the customers of the waste facility the Scale House Attendants required the ability to make certain adjustments to transactions in the PC Scale computer system. These adjustments include the abilities to void transactions, edit transactions and manually enter transactions.

To compensate for this internal control deficiency management developed reporting and review procedures (i.e. Robin Hood Bay Auditing Procedures Using PC Scale) to ensure there was management oversight of any adjustments made by the Scale House Attendants. These procedures also include oversight over other transactions that are not adjustments such as reviewing no charge transactions and transactions that are charged at amounts other than \$67.60 per ton (e.g. asphalt, concrete, leaves, cover material, etc.,).

Generally, the compensating controls developed by management are effective at ensuring the accuracy and completeness of most transactions; however, our review did identify several areas for improvement. This section discusses these areas.

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**Issue 1.1 – Daily Report Package**

At the end of each day the foreperson is required to complete an RHB Daily Work Report and print the Manual Ticket Report, the Customer/Material Report, the Ticket Edit Report, and the Ticket Void Report. Except for the Customer/Material Report these reports show adjustments made to transactions. Once the foreperson reviews the reports for reasonableness and signs and dates them, they are put together in a package (i.e. daily report package) and provided to the Director, Environmental Services for his review.

As part of audit procedures, the daily report packages for the period September 1, 2018 to November 30, 2018 were reviewed to determine if they were being printed, signed-off and reviewed. The review disclosed the following areas for improvement:

- i) 8 daily report packages were missing from the month of September, 4 were missing from October and 3 were missing from November. Upon discussion with management it was determined that the missing report packages were from days when a foreperson was not working at the landfill and other management employees were responsible for the foreperson's duties.
- ii) In November there were 6 days where only 2 of the 4 required reports were included in the daily package. Upon further investigation it was found that the foreperson on duty during these days was not an experienced landfill foreperson suggesting there may be a need for additional training.
- iii) Although the Director, Environmental Services indicated that he receives and reviews the daily report packages they are not signed and dated to provide evidence of the review.

---

**Recommendation 1.1**

To improve controls over the daily report package process management should:

- i) ensure that daily report packages are produced every day. If a management employee is performing the duties of a foreperson for the day then they should also be responsible for preparing the daily report package,
- ii) ensure that individuals who are responsible for preparing the daily report packages are properly trained on how to do so,
- iii) have the Director, Environmental Services, or appropriate designate, sign and date the daily report package after review to indicate that it is complete and accurate. When reviewing the packages management should ensure that all required reports are included and that there is a report package for each day.

**Management Response and Intended Course of Action 1.1**

These recommendations will be implemented. Report packages will be reviewed and signed by the Operations Supervisor – Waste & Recycling.

**Conclusion 1.1**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Sep 2019

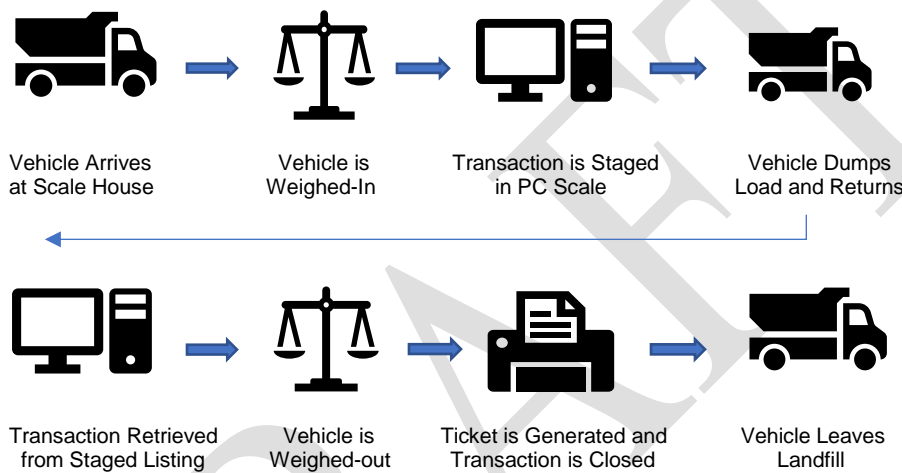
**Information Only:** DCM, Public Works  
Director, Environmental Services

**Issue 1.2 – Staged Void Report**

In general terms, when a vehicle comes to the landfill to dispose of material, they are first weighed-in at the scale house to capture the weight of the vehicle and the material to be disposed of. This is the beginning of the transaction. This

transaction is then “staged” in the PC Scale system until the vehicle is weighed-out. The vehicle proceeds to the landfill to dump their material and then returns to the scale house where the attendant retrieves the transaction from the staged list and weighs the vehicle again to obtain the weight of the material disposed at the landfill. This will close the transaction and generate a ticket or weigh bill. (see Figure 1)

Figure 1. Material Disposal and Transaction Process (overview)



Because of the potential for errors to be made during this transaction the Scale House Attendants have been provided access in PC Scale to void these transactions. In order to compensate for this lack of segregation of duties (i.e. the scale house attendant can generate the transaction and void the transaction) management reviews a Ticket Void Report daily.

This is a good compensating control in that management can review all voided tickets to ensure they are reasonable and that there are no errors. However, discussions with the Business Systems Analyst determined that this report does not show transactions that have been voided at the “staged” section of the process (i.e. before a ticket is generated) and; therefore, management is not reviewing a complete list of voided transactions. If a transaction is



inappropriately voided at the staged section of the process it could result in a loss of revenue for the City.

### **Recommendation 1.2**

To decrease the risk of revenue loss to the City related to inappropriately voided transactions, management should:

- i) ensure a “Stage Void Report” is generated, printed, reviewed and signed-off at the end of each day,
- ii) include the “Stage Void Report” in the Daily Report Package forwarded to management for review, and
- iii) update the Robin Hood Bay Auditing Procedures Using PC Scale document to include this new process.

### **Management Response and Intended Course of Action 1.2**

This can easily be added to the list of daily reports to run by the foreperson and submitted to the Operations Supervisor. Instructions for how to run the report will be added to the auditing procedures document.

### **Conclusion 1.2**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Sep 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

### **Issue 1.3 – Reasons for Adjustments**

Some of the reports included in the Daily Report Package (e.g. Ticket Edit Report, Manual Entry Report, etc.) have a comment field for the individual making the adjustment to record a reason for adjusting the transaction. This

comment is important for the foreperson reviewing the report, so they can determine if the adjustment was necessary and appropriate.

However, the space available for making comments is limited and, upon review of the reports it was noted that many of the comments provided do not give enough information to determine if the adjustment is justified and appropriate. Also, numerous instances were noted where no reason was provided for an adjustment. In addition, there is no guidance or requirements for making comments on the reports noted in the organizations policies or procedures. This increases the risk that an inappropriate adjustment may not be noticed by the report reviewer and could result in a loss of revenue to the City or an overcharge to a permit holder.

### **Recommendation 1.3**

In order to reduce the risk of the report reviewer not identifying inappropriate or unjustified adjustments, management should:

- i) consider developing a list of standard comments for the most often encountered reasons as many of the adjustments were noted to involve similar comments (e.g. wrong material type, wrong origin, etc.). This would allow the report reviewer to spend more time reviewing the riskier, one-off adjustments.
- ii) instruct staff to provide more insightful reasons for those adjustments that are not standard and to provide a comment for every adjustment.
- iii) update the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document with the requirement for entering comments for specific transactions and guidance on how to enter them.

### **Management Response and Intended Course of Action 1.3**

All recommendations will be implemented.

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**Conclusion 1.3**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

**Issue 1.4 – Volume of Adjustments**

From September 1, 2018 to November 30, 2018 there were 623 adjusted transactions from the Ticket Edit, Ticket Void, and Stage Void reports. Although this represents a small fraction of the 18,883 overall tickets processed at the landfill during this period it is still a large number of transactions to be reviewed when you consider that the reviewer must also look at all entries on the Manual Ticket Report and the Customer/Material Report as well. Having to review these many transactions increases the risk that the reviewer may not notice inappropriate adjustments that could result in lost revenue to the City and/or overcharges to permit holders.

Our review of these reports noted that there were recurring reasons for entries on the Stage Void Report and the Ticket Edit Report. Some of these recurring reasons were: “by-pass” – observed 207 times, “money owing/overdue account” – observed 83 times, “international” – observed 68 times, and “wrong material” – observed 32 times. Investigation into why these reasons are repeatedly occurring on the reports may present an opportunity for limiting the number of transactions requiring adjustment and; therefore, limit the risks mentioned above. It should be noted that management indicated they have previously investigated issues with the by-pass lane that was creating the need for adjusting transactions; however, the results of our review (i.e. by-pass observed 207 times) shows that another investigation into this issue may again be required.

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**Recommendation 1.4**

In order to help decrease the risk of lost revenue to the City and/or overcharges to permit holders management should perform investigations into why the most common reasons for adjusted transactions are occurring. This may result in having to perform less adjustments to transactions (i.e. rework) which would allow the reviewer to be more effective when reviewing the remaining adjustments.

**Management Response and Intended Course of Action 1.4**

An employee of the Information Services Division has been here several times in the past to adjust the settings on the RFID reader to try and eliminate permits in the bypass lane scanning. However, it seems that this keeps resurfacing. Will meet with Information Services again to determine if there is a way to fix this permanently.

We will also investigate if it is possible to change settings in system so that a customer with overdue account can not be staged. These transactions shouldn't be staged as the customer is not being let in.

**Conclusion 1.4**

The recommendation will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

**Issue 1.5 – Review of Tare Weight Changes**

When a new permit is issued to a hauler standard procedure is for the Scale House Attendant to obtain the tare weight of the vehicle upon the hauler's first

visit to the landfill. The tare weight refers to the weight of the vehicle when it is empty and is sometimes used to obtain the weight of materials disposed of instead of weighing the vehicle after disposal (i.e. weight of vehicle with materials minus tare weight equals weight of material disposed of). Management indicated that normal practice is to weigh vehicles upon entering the landfill and when exiting as this will provide the most accurate weight reading; however, tare weights may be used instead of weighing out when only one Scale House Attendant is available.

As a vehicle's tare weight can change depending on equipment added to or removed from the vehicle (e.g. snow plow blades, racks, etc.) the PC Scale system is set to prompt the Scale House Attendant to reset the tare weight every six months; however, management indicated that the attendants can ignore the prompt without performing the procedure. This could result in inaccurate weights being recorded in the PC Scale system which would; therefore, lead to inaccurate billings to the permit holder.

In addition, management indicated that they do not review reports of adjustments made to tare weights. As tare weight adjustments could be used to manipulate the weights recorded in the PC Scale system and; therefore, manipulate billings to permit holders it is important that these adjustments be reviewed for reasonableness.

### **Recommendation 1.5**

To improve controls over the tare weight process and help ensure that weights and billings to permit holders are accurate, management should:

- i) determine if the PC Scale system can be adjusted so that the prompt to reset the tare weight cannot be ignored, or alternatively generate a report, on a semiannual basis, of vehicles whose tare weight has not been reset for six months or greater and ensure they are reset.

- ii) generate and review a report of tare weight adjustments on a monthly basis to ensure they are reasonable.

### **Management Response and Intended Course of Action 1.5**

- i) There were over 1400 active permits over the past year, so this would likely be a time-consuming task to review all of them to ensure accuracy. It would also be a time-consuming practice to update some tare weights, especially for roll-off trucks and trucks with trailers as they would have to remove equipment before obtaining tare weight. We try to minimize the amount of times tare weights are actually used by maintaining two staff members in the scale house at all times and making each vehicle weigh in and out. We will also do an analysis to see how many times during the year that tare weights were actually used versus weighing out.

It would likely be better to review on a semi-annual basis as suggested. We will discuss the most efficient way of doing this while still ensuring integrity of tare weight data.

- ii) A report of tare weight adjustments will be generated and reviewed for reasonableness on a monthly basis.

### **Conclusion 1.5**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services



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**Issue 1.6 – Process for Expired Permits and Overdue Accounts**

A hauler who has an expired permit or who's account balance is older than 60 days is not permitted to dump at the landfill. The PC Scale system is configured to not allow a transaction under these circumstances and the Scale House Attendants do not have access to override this control.

Management indicated that it is not unusual for a hauler to arrive at the Scale House with a full load even though their permit has expired, or their account is overdue. When this happens, the hauler is instructed to contact the City's Citizen Services Centre to renew their permit or pay their account balance so that they can gain access to the landfill.

However, there are several days each year when the landfill is open for business and City Hall is closed meaning that the haulers cannot renew their permits or pay their account balances. In these instances, management indicated that the process is for the Scale House Attendants to notify management who will disable the required function for the specific hauler in PC Scale so that the transaction can be processed. The function must later be re-enabled by management. Management indicated that they decided to allow haulers access to the landfill under these circumstances to maintain service levels as there was no other option for the haulers. These procedures; however, are not included in the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document.

As a part of audit procedures, a review of a report showing haulers in PC Scale with the function "outstanding account balances greater than 60 days not at the default setting", showed that the default setting was turned off for three haulers and had been off for an extended time. This means that the system would still allow transactions for these haulers even if their account balances were greater than 60 days old. This increases the risk of non-payment for the City.

Upon further review, it was determined that the default setting for all three customers had been turned off by employees in the Revenue Accounting Division. Under the current procedure described by management there should no longer be a need for employees in the Revenue Accounting Division to have access to disable this function in PC Scale.

### **Recommendation 1.6**

To improve controls in the process for handling expired permits and overdue accounts, management should:

- i) ensure that the default setting for the function “outstanding account balances greater than 60 days” is reactivated for all haulers,
- ii) review reports showing haulers in PC Scale with the functions “expired permit not at the default setting” and “outstanding account balances greater than 60 days not at the default setting” on a monthly basis to ensure the default settings are activated for all haulers.
- iii) document procedures for handling expired permits and overdue accounts, including the reporting process noted above, and include them in the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale and the Robin Hood Bay Auditing Procedures Using PC Scale documents,
- iv) review PC Scale system access to determine if access to deactivate these two functions is appropriate (i.e. should Revenue Accounting staff have access, etc.).

### **Management Response and Intended Course of Action 1.6**

All recommendations will be implemented.

### **Conclusion 1.6**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

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**Information Only:** DCM, Public Works  
Director, Environmental Services

### **Issue 1.7 – Daily Review of Staged List**

The Robin Hood Bay Auditing Procedures Using PC Scale document provides instructions for the foreperson to check the staged list at the end of each day and what must be done if a vehicle remains in the staged list at the end of the day. The staged list shows vehicles that have been weighed-in and have entered the landfill but have not yet been weighed-out to close the transaction.

On March 8, 2019 a review of the staged list noted 7 vehicles that were still on the list that had weighed-in on a previous day. Five of these vehicles had weighed-in during 2018 with the oldest being staged since September 20, 2018. As long as these vehicles remain on the staged list the transactions will not be closed, and a bill will not be generated (if required).

### **Recommendation 1.7**

To decrease the risk of transactions not being closed due to vehicle's remaining on the staged list, management should:

- i) determine why the older transactions are still on the staged list and remove them or close the transaction as appropriate,
- ii) ensure that the foreperson is checking the staged list at the end of each day as required by the Robin Hood Bay Auditing Procedures Using PC Scale document,
- iii) review the staged list on a regular basis to ensure it is up to date.

### **Management Response and Intended Course of Action 1.7**

These recommendations will be implemented. A procedure will be added to the auditing procedures document and scale attendants will be instructed to pay closer attention to this.

---

**Conclusion 1.7**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Sep 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

**Issue 1.8 – Ticket Reprints**

When a transaction is closed in PC Scale (i.e. after weigh-out of the vehicle) a ticket or weigh bill is printed at the Scale House and provided to the hauler. The ticket contains various information about the transaction, such as the date, material type, weight, and overall charge.

At the time of the audit a report printed by the Business System Analyst showed that there were 265 ticket reprints for the September 1, 2018 to December 12, 2018 period, with 156 of these being printed at either the inbound or outbound terminals in the Scale House. Tickets are usually reprinted due to an error made by the Scale House Attendant (e.g. wrong material type entered, etc.) or at the request of the hauler/permit holder. Although there appears to be no risk to the City in reprinting tickets for customers it is an inefficient process and there is a time and material cost to do so.

**Recommendation 1.8**

Management should monitor ticket reprints to determine if some customers are requesting an excessive amount. Any customers found to be requesting ticket reprints excessively should be contacted to determine if other, less wasteful, arrangements can be made, such as using the option in PC Scale to email a copy of the ticket to a specified email address automatically upon generation of the ticket.

---

**Management Response and Intended Course of Action 1.8**

Emailing of tickets is available. We will identify the customers requesting reprints and advise they sign up for email option.

This can also be an on-going practice even past the completion date to inform customers that emailing of tickets is an option.

**Conclusion 1.8**

The recommendation will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Sep 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services



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**Section 2 – PC Scale System Access Controls**

PC Scale is the IT system used to record and store transactional activity at the Robin Hood Bay Waste Management Facility and is used by the scale house attendants, financial accounting staff, revenue accounting staff, citizen services centre staff and management.

Due to the volume and types of transactions handled by PC Scale it is important that proper controls are in place to ensure that access is appropriate and is monitored on a regular basis.

**Issue 2.1 – Active Operators**

As a part of the audit procedures an Operator List report for PC Scale was obtained from the Business System Analyst in the Information Services Division. The Operator List report provides the Operator, Operator Name, Role and Status for everyone with access to the PC Scale system. Access to PC Scale is provided to individuals at: the Robin Hood Bay Waste Management Facility (i.e., Operator, Forepersons, Coll Forepersons and Administration); the Citizen Services Centre (i.e., Permit User, and Permit Supervisor); Revenue Accounting (i.e., A/R Cash Receipting and Accounting); Information Services (i.e., Administrator); and Finance and Administration (i.e., AR Inquiry).

The review of the Operator List report disclosed several individuals who are still listed as active users who do not currently require access. For the A/R Cash Receipting operator group management indicated there was one individual on maternity leave and another individual who has been off work on long-term disability for at least a couple of years. For the Permit User operator group management indicated there was one individual who had retired, one individual on sick leave for at least six months and another individual on extended leave for about nine months.

To ensure proper internal control over access to computer systems best practices recommend that operator lists be kept up to date to make certain that only individuals with legitimate need have access to the system. However, there is no mechanism in place for the PC Scale computer system to ensure that the operator list is regularly reviewed and updated.

### **Recommendation 2.1**

To improve internal controls over access to the PC Scale computer system management should:

- i) review the active operators in the Operator List for PC Scale and ensure that individuals who are retired or absent from work for an extended period are inactivated in the system
- ii) ensure the Operator List report is generated and reviewed annually to make certain the operator list is kept up to date, and
- iii) develop a formal, written procedure to document this process.

### **Management Response and Intended Course of Action 2.1**

We will schedule a meeting with the IT business system analyst to review this list. Will also implement other recommendations to review annually and document procedures.

### **Conclusion 2.1**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Oct 2019

**Information Only:** DCM, Public Works  
DCM, Finance & Administration  
DCM, Community Services  
Director, Environmental Services  
Director, Corporate Information Services

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**Issue 2.2 – Operator Access Rights**

As part of the audit procedures a Security Level List report for PC Scale was obtained from the Business System Analyst in the Information Services Division. The Security Level List report provides a list of access rights for each operator group. Essentially, the report shows what each user can do in the PC Scale computer system based on what operator group they are associated with.

Discussion with management disclosed that access rights for operator groups were established when PC Scale was first implemented, and they have not been reviewed since. Although a detailed review of operator access rights was outside of the scope of this audit best practices would recommend that they be reviewed by management on a regular basis to ensure they remain appropriate as work practices change over time. Inappropriate access rights could increase the organizations fraud risk (e.g., inappropriately voiding or editing transactions) and may also make it difficult to ensure compliance with privacy regulations (e.g., does someone have access to personal information when it is not required).

**Recommendation 2.2**

To decrease the risks associated with inappropriate computer system access rights management should:

- i) immediately review access rights for operator groups in the PC Scale computer system to ensure they are appropriate and adjust access rights where necessary,
- ii) ensure the Security Level List report is generated and reviewed on a regular basis (e.g., every two years) and/or when changes are made to the job responsibilities for an Operator group, and
- iii) develop a formal, written procedure to document this process.

**Management Response and Intended Course of Action 2.2**

A meeting will be organized with the business system analyst to review access rights settings in the software. All recommendations will be implemented.

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**Conclusion 2.2**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
DCM, Finance & Administration  
Director, Environmental Services  
Director, Corporate Information Services

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### ***Section 3 – Procedure Documents***

In terms of documented procedures related to the roles of the Scale House Attendants and management's duties regarding oversight of Scale House operations management have created three main documents. These documents are well thought out and professionally written and management should be commended for having them in place.

The Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document outlines the procedures required to be followed by a Scale House Attendant to perform transactions on the PC Scale computer system. The Standard Operating Procedures – RHB Scalehouse document contains procedures for performing transactions at the Scale House and conduct rule types of procedures. The Robin Hood Bay Auditing Procedures Using PC Scale document provides procedures for forepersons and management regarding their oversight role of Scale House operations.

This section mainly deals with these procedural documents and offers several recommendations aimed at either improving items contained in the documents, adding specific procedures to the documents, or otherwise enhancing the documents, that have not already been covered by other recommendations in this report.

#### **Issue 3.1 – Redundancy in Procedural Documents**

A review of the three main procedural documents noted that there is a significant amount of overlap between the Standard Operating Procedures – RHB Scalehouse (SOP) document and the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document. Some of the procedural areas covered by both documents are; sign on/off process, information about permits, denying access for overdue accounts, etc. These items are mainly ticketing procedures.



Having multiple documents containing similar procedural information is inefficient as management must ensure that both documents are updated whenever changes are required to the procedures which can lead to inaccuracies. It can also lead to confusion for staff who may not know which document to consult for information.

### **Recommendation 3.1**

In order to ensure that procedural information is accurate and that employees have access to necessary guidance management should consider removing all ticketing procedure items from the Standard Operating Procedures – RHB Scalehouse document. All procedures related to the ticketing process should be included in the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document.

### **Management Response and Intended Course of Action 3.1**

The SOP document will be updated as recommended.

### **Conclusion 3.1**

The recommendation will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

### **Issue 3.2 – Processes not Covered in Procedures**

Observations at the Scale House and discussions with management noted that most transactions occurring at the Scale House are standard in nature and follow the processes as written in the procedure documents. However, there were

three different types of transactions noted during the audit that occur on a regular basis that are not documented in the procedures.

The first type of transaction is the process followed when a hauler's load contains different material types at different costs. The second type of transaction is the process followed when a hauler's load contains materials that may be from out of the province, referred to as "International" materials. The third type of transaction is the process followed when the hauler's load contains materials to be disposed of at the Materials Recovery Facility.

Although it appears that the Scale House Attendants are aware of how these transactions are to be processed it would be beneficial to have the processes documented in a written procedure so that the attendants would be able to review the proper process if required. It would also give management assurance that the attendants have been provided with the necessary information to perform their duties.

### **Recommendation 3.2**

To ensure the Scale House Attendants have been provided with all the necessary information to perform their duties correctly management should update the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document with written procedures for the following processes.

- i) The process followed when a hauler's load contains different material types at different costs.
- ii) The process followed when a hauler's load contains "International" materials.
- iii) The process followed when a hauler's load contains materials to be disposed of at the Materials Recovery Facility.

### **Management Response and Intended Course of Action 3.2**

Management will update the procedural document as recommended.

**Conclusion 3.2**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

**Issue 3.3 – Procedures for Reviewing Audit Documents**

The Robin Hood Bay Auditing Procedures Using PC Scale document provides instructions on how to generate, print and review a Manual Ticket report, Customer/Material report, Ticket Edit report, and Ticket Void report as well as who is responsible for performing these tasks and how often they are to be printed (i.e. weekly).

While the instructions for generating, printing and reviewing the reports are accurate, operational requirements since the development of the procedures have necessitated changes to who performs some of the duties and how often they are performed (i.e. daily). As a result, the procedures are not depicting current practice.

**Recommendation 3.3**

Management should ensure the Robin Hood Bay Auditing Procedures Using PC Scale document is updated to include the current process followed for generating, printing and reviewing the audit documents. The updated document should be provided to those employees responsible for performing the procedures.

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**Management Response and Intended Course of Action 3.3**

This will be updated and distributed as recommended.

**Conclusion 3.3**

The recommendation will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

**Issue 3.4 – Copy of Procedure Documents for Scale House**

Through discussions with the Scale House Attendants at the time of the audit it was noted that copies of the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale and the Standard Operating Procedures - RHB Scalehouse documents were not maintained at the Scale House.

As these documents pertain to the job duties and conduct rules for the Scale House Attendants it would be beneficial to keep copies of both procedural documents at the Scale House where the attendants are located so that they can be referenced when required.

**Recommendation 3.4**

Management should ensure that copies of the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale and the Standard Operating Procedures – RHB Scalehouse documents are maintained at the Scale House so that the Scale House Attendants can refer to them when required.

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**Management Response and Intended Course of Action 3.4**

All scale house staff were given a copy of the procedural document and SOPs were reviewed at the time they started their positions. The documents will be posted at the scale house as recommended and will be updated as procedures are updated in the future.

**Conclusion 3.4**

The recommendation will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Dec 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services



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**Section 4 – Miscellaneous****Issue 4.1 – Power Outages**

While power outages at the Robin Hood Bay Waste Management Facility are not a frequent event, they do occur multiple times a year. When a power outage occurs, the scales used to weigh vehicles are still operational as the Scale House is equipped with a back-up generator. However, the PC Scale computer system is maintained in the administrative building which does not have a back-up power source and as a result the system cannot be used.

When a power outage occurs the Scale House Attendants issue hand written Weigh-in Receipts to haulers and must complete the Robin Hood Bay Waste Management Facility PC Scale Manual Entry Log. This log captures various information required to be entered into the PC Scale system when power returns. However, these procedures are not documented in the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document.

Also, having weights recorded on a log form and manually entered into the PC Scale system when it later becomes available increases the risk of input errors. In addition, management cannot be certain that all loads entering the landfill during a power outage have been documented on the log form. As of the time of the review management indicated that they are investigating obtaining a back-up power source for the PC Scale system so that operations can continue as normal in the event of a power outage.

**Recommendation 4.1**

To improve controls over Scale House operations during a power outage management should:

- i) update the Robin Hood Bay Scale House Ticketing Procedures Using PC Scale document to include the process to be followed when processing a transaction at the Scale House during a power outage. This should

include the process for issuing the Weigh-in Receipt, completing the log form, entering the information into PC Scale when the system becomes available, and for reviewing and approving the entries.

- ii) obtain a back-up power source for the PC Scale system, if feasible. This will ensure regular operations can continue at the Scale House during a power outage and eliminate the risks noted above.

### **Management Response and Intended Course of Action 4.1**

The instructional document will be updated to reflect the recommendations. Management will also gather information and determine the feasibility of installing a back-up power supply for the administration building to ensure the scale house can maintain a network connection in the event of a power outage.

Completion Date: March 2020 (to determine feasibility for back-up power supply and install if necessary)

### **Conclusion 4.1**

The recommendations will be implemented as stated above.

**Action By:** Waste Management Engineer

**Action Date:** Mar 2020

**Information Only:** DCM, Public Works  
Director, Environmental Services

### **Issue 4.2 – Materials Inspection Program**

The Robin Hood Bay Waste Management Facility rules and regulations require that loads must be covered and secured to help prevent littering. However, as a result of loads being covered the Scale House Attendants cannot always see the material types being disposed of and must rely on the honesty of the hauler to inform the attendant of the materials they are hauling. This increases the risk

that the wrong material type may be entered in PC Scale which could lead to inaccurate billings since the material type determines the dollar value, per tonne, charged to the permit holder. In addition, if a Scale House Attendant accidentally or deliberately enters the incorrect material type in PC Scale this could also lead to inaccurate billings.

To decrease the risk of inaccurate billings management have implemented several controls, such as management review and monitoring, to help ensure material types and weights are correctly entered in PC Scale. However, these controls are mainly detective in nature and the relatively high volume of transactions monitored makes it more difficult for management to note errors or irregularities.

The most definitive way to ensure the accuracy of billings is for management to develop an inspection program whereby the load of every hauler is inspected to determine if the material type being dumped matches the material type entered in PC Scale by the attendant. However, an inspection program of this magnitude would be costly and may result in complaints from users of the landfill as it would likely slow down the dumping process for haulers.

#### **Recommendation 4.2**

Management should investigate the feasibility of developing an inspection program with the goal of providing some level of assurance that the material types being entered in the PC Scale system are accurate. This would involve determining the risk tolerance of senior management and Council to establish the level of inspection required (e.g. no inspection, random spot inspections, full inspection, etc.).

#### **Management Response and Intended Course of Action 4.2**

Procedures in place for the MRF, as well as the daily customer/material report already ensure that materials with reduced or no tipping fees are reviewed each

day. Random load inspections are already being completed to ensure compliance with materials we don't accept for landfilling.

Note that all materials subject to landfilling at the tipping face have the same tipping fee of \$67.60 applied (with exception of International Waste which is \$90/tonne). So, if commercial garbage was accidentally coded as residential garbage, roofing material, or C/D waste for instance, the same tipping fee would apply to the load.

Driver does not get a copy of weigh slip until leaving the landfill, so they would have nothing to show the spotter (or City employee) at tipping face. Spotter would have to inspect load and call up to scale house to ask what the load was coded as. This would not provide much benefit for the effort involved for the spotter and the scale attendant.

Management proposes to maintain status quo on this recommendation; however, we will draft an information note for the Senior Executive Committee and/or the Committee of the Whole to highlight our current practice to ensure they are comfortable with the level of risk being assumed.

#### **Conclusion 4.2**

Internal Audit agrees with management's suggestion of drafting an information note for the Senior Executive Committee and/or Committee of the Whole so that they are aware of the level or risk being assumed. This will help ensure Senior Management and Council can fulfill their governance responsibilities.

**Action By:** Waste Management Engineer

**Action Date:** Sep 2019

**Information Only:** DCM, Public Works  
Director, Environmental Services

# DECISION/DIRECTION NOTE

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**Title:** Salary Administration - Assignment #12-01

**Date Prepared:** May 10, 2019

**Report To:** Audit Committee

**Councillor and Role:** Councillor Debbie Hanlon, Chair

**Ward:** N/A

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## **Decision/Direction Required:**

To approve the removal of the Salary Administration audit report (Assignment #12-01) from Internal Audit's follow-up list.

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

Current practice of the Office of the City Internal Auditor is to remove a report from the follow-up list after five years. The reasons for this practice are:

- changes occurring in an area over five years (i.e. new management, systems, processes, etc.) can make recommendations outdated
- perceived lack of importance of recommendations that are not acted upon over such a long period
- lack of resources available to internal audit that could be better spent in other areas

Management indicates the recommendations made in the Salary Administration audit report are now substantially implemented (i.e. 94%). One recommendation remains outstanding and management has provided an action plan for its implementation. To ensure audit resources are optimally utilized it is now recommended to remove this report from the follow-up list.

## **Key Considerations/Implications:**

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



3. Alignment with Strategic Directions/Adopted Plans:
  - A Sustainable City
  - An Effective City
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: The possibility exists that the pending recommendations will not be implemented, and the corresponding issues/risks identified will not be mitigated.

**Recommendation:**

To approve the removal of the Salary Administration audit report from Internal Audit's follow-up list.

**Prepared by/Date:** Sean Janes, City Internal Auditor / May 10, 2019

**Reviewed by/Date:** Sean Janes, City Internal Auditor / May 10, 2019

**Approved by/Date:** Sean Janes, City Internal Auditor / May 10, 2019

**Attachments:** None

# DECISION/DIRECTION NOTE

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**Title:** Inspection Services - Assignment #12-04

**Date Prepared:** May 24, 2019

**Report To:** Audit Committee

**Councillor and Role:** Councillor Debbie Hanlon, Chair

**Ward:** N/A

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## **Decision/Direction Required:**

To approve the removal of the Inspection Services audit report (Assignment #12-04) from Internal Audit's follow-up list.

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

Current practice of the Office of the City Internal Auditor is to remove a report from the follow-up list after five years. The reasons for this practice are:

- changes occurring in an area over five years (i.e. new management, systems, processes, etc.) can make recommendations outdated
- perceived lack of importance of recommendations that are not acted upon over such a long period
- lack of resources available to internal audit that could be better spent in other areas

Management indicates the recommendations made in the Inspection Services audit report are now substantially implemented (i.e. 82%). Eleven recommendations remain outstanding and management have provided action plans for their implementation. To ensure audit resources are optimally utilized it is now recommended to remove this report from the follow-up list.

## **Key Considerations/Implications:**

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

3. Alignment with Strategic Directions/Adopted Plans:
  - A Sustainable City
  - An Effective City
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: The possibility exists that the pending recommendations will not be implemented, and the corresponding issues/risks identified will not be mitigated.

**Recommendation:**

To approve the removal of the Inspection Services audit report from Internal Audit's follow-up list.

**Prepared by/Date:** Sean Janes, City Internal Auditor / May 24, 2019

**Reviewed by/Date:** Sean Janes, City Internal Auditor / May 24, 2019

**Approved by/Date:** Sean Janes, City Internal Auditor / May 24, 2019

**Attachments:** None

# DECISION/DIRECTION NOTE

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**Title:** Receiving, Stores and Issuing - Assignment #13-02

**Date Prepared:** April 24, 2019

**Report To:** Audit Committee

**Councillor and Role:** Councillor Debbie Hanlon, Chair

**Ward:** N/A

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## **Decision/Direction Required:**

To approve the removal of the Receiving, Stores and Issuing audit report (Assignment #13-02) from Internal Audit's follow-up list.

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

Current practice of the Office of the City Internal Auditor is to remove a report from the follow-up list after five years. The reasons for this practice are:

- changes occurring in an area over five years (i.e. new management, systems, processes, etc.) can make recommendations outdated
- perceived lack of importance of recommendations that are not acted upon over such a long period
- lack of resources available to internal audit that could be better spent in other areas

Management indicates the recommendations made in the Receiving, Stores and Issuing audit report are now substantially implemented (i.e. 93%). Only two recommendations remain outstanding and management have provided action plans for their implementation. To ensure audit resources are optimally utilized it is now recommended to remove this report from the follow-up list.

## **Key Considerations/Implications:**

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

3. Alignment with Strategic Directions/Adopted Plans:
  - A Sustainable City
  - An Effective City
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: The possibility exists that the pending recommendations will not be implemented, and the corresponding issues/risks identified will not be mitigated.

**Recommendation:**

To approve the removal of the Receiving, Stores and Issuing audit report from Internal Audit's follow-up list.

**Prepared by/Date:** Sean Janes, City Internal Auditor / April 24, 2019

**Reviewed by/Date:** Sean Janes, City Internal Auditor / April 24, 2019

**Approved by/Date:** Sean Janes, City Internal Auditor / April 24, 2019

**Attachments:** None

# DECISION/DIRECTION NOTE

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**Title:** Proposed Commercial Parking Lot – Vigilant Management  
345 Water St. (Harbour Drive access)  
DEV1900178

**Date Prepared:** October 16, 2019

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

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

**Ward:** 2

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**Decision/Direction Required:**

To seek approval from Council regarding the permanent removal of one metered parking space on Harbour Drive. As well, to seek direction from Council on the compensation of removing parking metres on a go-forward basis.

**Discussion – Background and Current Status:**

345 Water Street has been managed by Vigilant Management as an Interim Parking Lot for the past three years, but its approval has since expired. An application has been made the City to develop a 55-space parking lot at this location. To proceed with the development, the applicant has made a request to remove one (1) metered parking space at its Harbour Drive entrance to comply with the City's commercial development policy for access and egress to this lot.

In the past, there have been numerous examples in the City where parking meters have been removed from Downtown in order to gain access to a development or to improve the safety and convenience to the property. The Alt Hotel at 125 Water Street and the Marriott Hotel at 139 Duckworth Street are developments where meters were removed to accommodate drop zones for guests. Fort William Station at 14 Water St. was given permission to remove two (2) parking metres to access the underground parking garage. In each of these examples, Council did not seek financial compensation for the permanent loss of parking metres.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or other stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Not applicable.

**ST. JOHN'S**



4. Legal or Policy Implications:  
Section 9.4 of the St. John's Development Regulations.
5. Privacy Policy Implications: Not applicable.
6. Engagement and Communications Considerations: Not applicable.
7. Human Resource Implication: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

**Recommendation:**

That Council allow the removal of one metered parking space at 345 Water Street to accommodate access to the proposed 55 space commercial parking lot.

That Council, in keeping with past examples, not seek compensation for the removal of one metered parking space.

**Prepared by/Signature:**

Gerard Doran, CET, Development Supervisor,  
Planning, Engineering & Regulatory Services

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

**Approved by/Date/Signature:**

Dave Wadden, Manager Development Engineering-  
Planning, Engineering and Regulatory Services

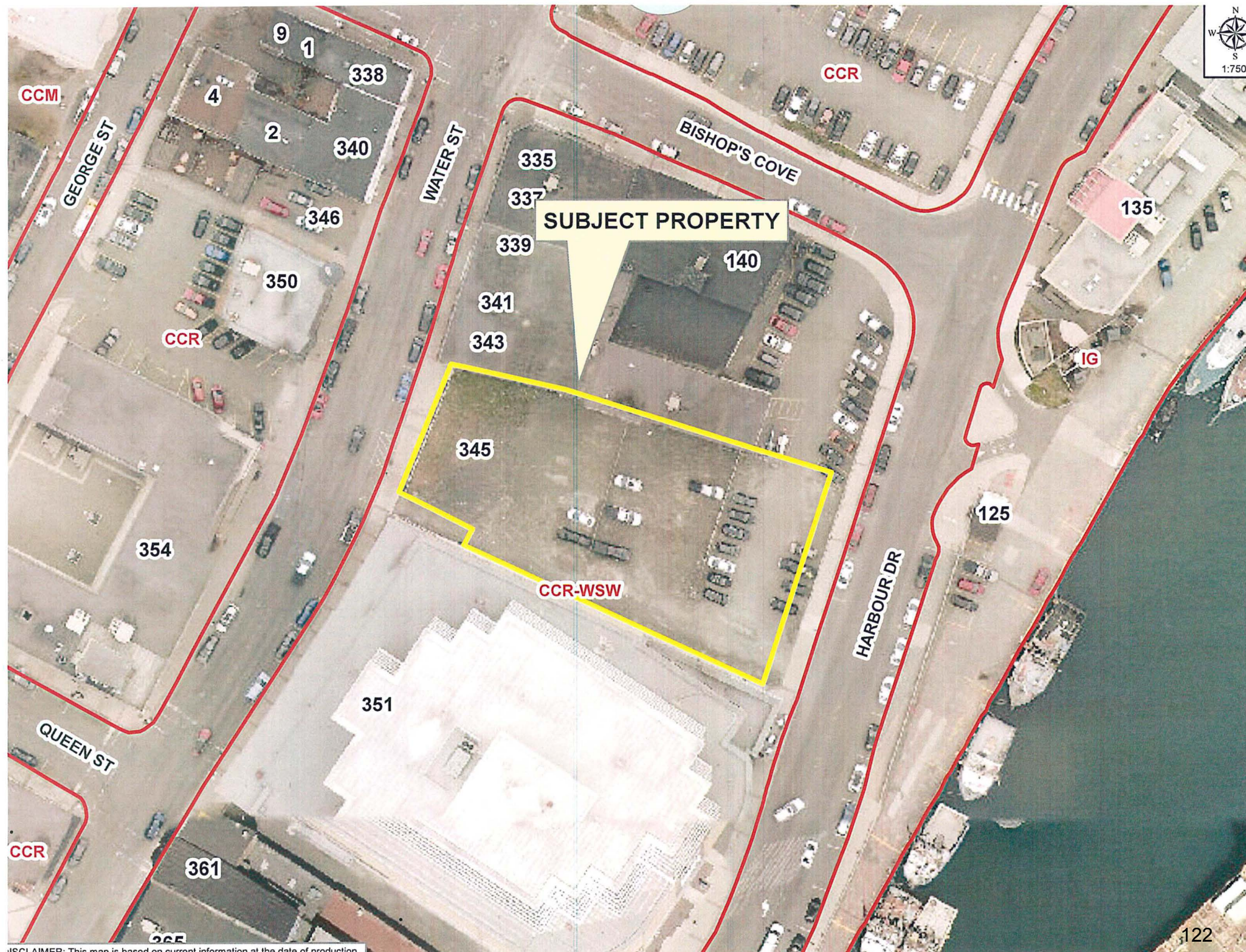
Signature: \_\_\_\_\_

GD/dlm

**Attachments:**

Location Map







**DEVELOPMENT PERMITS LIST**  
**DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES**  
**FOR THE PERIOD OF October 10, 2019 TO October 16, 2019**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
COM	Clayton Hospitality Inc	Parking Lot	93 Airport Road	1	Approved	19-10-16

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

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

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

**Permits List**  
**Council's October 21, 2019 Regular Meeting**

Permits Issued: 2019/10/10 to 2019/10/16

**BUILDING PERMITS ISSUED**

**Residential**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
104 Seaborn St	Renovations	Single Detached Dwelling
129 Rennie's Mill Rd	Renovations	Single Detached Dwelling
167 Gower St	Renovations	Single Detached Dwelling
187 Craigmillar Ave	Fence	Fence
199 Waterford Bridge Rd	Renovations	Single Detached Dwelling
2 Brighton Pl	Deck	Patio Deck
2 Brighton Pl	Site Work	Single Detached Dwelling
2 Brighton Pl	Renovations	Single Detached Dwelling
26 Fox Ave	Site Work	Swimming Pool/Hot Tub
27 Adventure Ave	Change of Occupancy/Renovations	Subsidiary Apartment
3 Tessier's Lane	Renovations	Single Detached Dwelling
30 Terry Lane	New Construction	Single Detached Dwelling
343 Hamilton Ave	Site Work	Single Detached Dwelling
348 Newfoundland Dr	Deck	Patio Deck
35 Dillon Cres	Site Work	Single Detached w/ apt.
39 Mercer's Dr	Change of Occupancy	Office
400 Bay Bulls Rd	Accessory Building	Accessory Building
41 Scott St	Renovations	Single Detached Dwelling
41 Scott St	Deck	Patio Deck
43 Diamond Marsh Dr	New Construction	Single Detached Dwelling
46 Eric St	Site Work	Apartment Building
50 Maurice Putt Cres	New Construction	Single Detached Dwelling
6 Lancaster St	Site Work	Single Detached Dwelling
60 Maurice Putt Cres	Deck	Patio Deck
604 Water St	Change of Occupancy	Subsidiary Apartment
65 Grenfell Ave	Deck	Patio Deck
7 Murphy's Lane	Change of Occupancy/Renovations	Subsidiary Apartment
73 Golf Ave	Fence	Fence
8-10 Spencer St	Change of Occupancy	Home Occupation

8-18 Water St	Renovations	Condominium	
89 Firdale Dr	Extension	Single Detached w/ apt.	
98 Blackler Ave	Renovations	Single Detached Dwelling	
			This Week: \$1,505,860.01

#### Commercial

Location	Permit Type	Structure Type	
1 Newtown Rd	Change of Occupancy/Renovations	Subsidiary Apartment	
10 Pearl Pl	Change of Occupancy	Other	
3 Blackmarsh Rd	Renovations	Retail Store	
331 Water St	Site Work	Bank	
40 Newtown Rd	Site Work	Other	
49 Danny Dr Bldg C6	New Construction	Retail Store	
50 Captain Prim Dr	New Construction	Other	
			This Week: \$1,146,500.00

#### Government/Institutional

Location	Permit Type	Structure Type	
105 Torbay Rd	Site Work	Church	
135 Torbay Rd	Renovations	Church	
			This Week: \$315,500.00

#### Industrial

Location	Permit Type	Structure Type	
			This Week: \$0.00

#### Demolition

Location	Permit Type	Structure Type	
43 Empire Ave	Demolition	Single Detached Dwelling	
530 Water St	Demolition	Mixed Use	
			This Week: \$120,000.00
			<b>This Week's Total: \$3,087,860.01</b>

**REPAIR PERMITS ISSUED:** **\$26,000.00**

**NO REJECTIONS**

YEAR TO DATE COMPARISONS
October 21, 2019

<b>TYPE</b>	<b>2018</b>	<b>2019</b>	<b>% Variance (+/-)</b>
Residential	\$66,105,486.00	\$36,287,245.15	-45
Commercial	\$235,114,052.00	\$146,385,901.97	-38
Government/Institutional	\$12,683,470.00	\$2,755,650.00	-78
Industrial	\$5,000.00	\$1,737,266.07	34645
Repairs	\$2,309,205.00	\$2,135,983.50	-24
<b>TOTAL</b>	<b>\$316,217,213.00</b>	<b>\$189,302,046.69</b>	<b>-40</b>
Housing Units (1 & 2 Family Dwelling)	127	93	

Respectfully Submitted,

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



# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending October 16, 2019**

### **Payroll**

<b>Public Works</b>	<b>\$ 403,102.01</b>
<b>Bi-Weekly Administration</b>	<b>\$ 830,734.53</b>
<b>Bi-Weekly Management</b>	<b>\$ 864,773.96</b>
<b>Bi-Weekly Fire Department</b>	<b>\$ 850,802.04</b>
 <b>Accounts Payable</b>	 <b>\$ 1,008,901.12</b>

**Total: \$ 3,958,313.66**

# **ST. JOHN'S**

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

NAME	DESCRIPTION	AMOUNT
SWANA	MEMBERSHIP RENEWAL	291.88
IAAO	MEMBERSHIP RENEWALS	484.29
JOSEPH RYAN	REFUND SECURITY DEPOSIT	40.00
BAYVIEW ELECTRICAL LTD.	REFUND SECURITY DEPOSIT	2,289.30
FEDERAL EXPRESS CANADA LTD.	COURIER SERVICES	142.38
NORTRAX CANADA INC.,	REPAIR PARTS	11,219.07
TROJAN TECHNOLOGIES INC	REPAIR PARTS	27,611.50
POWER BROTHERS INC. POWER'S SALVAGE	REPAIR PARTS	55.33
UCP PAINTS INC.,	PAINT	1,796.76
MARGO SUPPLIES	REPAIR PARTS	328.49
IDEXX LABORATORIES	REPAIR PARTS	286.89
HICKEY'S TIMBER MART	BUILDING SUPPLIES	332.34
LIFTOW LIMITED C/O T8092	PROFESSIONAL SERVICES	237.25
KONICA MINOLTA BUSINESS SOLUTIONS CANADA LTD	LEASING OF PHOTOCOPIER	3.52
ROCK SAFETY INDUSTRIAL LTD.	PROTECTIVE CLOTHING	655.85
SOCAN	ANNUAL LICENSE RENEWAL	503.70
JOHN O'LEARY	REFUND OVERPAYMENT OF TAXES	2,928.98
CHRISTIAN SIMIONESCU	REFUND SECURITY DEPOSIT	150.00
DONALD & DOREEN NEWMAN	REFUND OVERPAYMENT OF TAXES	1,310.23
ANDREW PIKE	REFUND OVERPAYMENT OF TAXES	473.49
CARMEL BARRON & KRISTEENA KATHARINA	REFUND OVERPAYMENT OF TAXES	371.53
MORNEAU SHEPELL	PROFESSIONAL SERVICES	6,032.33
MELANIE O'BRIEN	PERFORMANCE FEE	200.00
DUNCAN J. FINLAYSON	REFUND OVERPAYMENT OF TAXES	1,207.25
CANCELLED	CANCELLED	0.00
DN'S CANOPY CLEANING	CLEANING SERVICES	454.25
ROYAL ENVELOPE	OFFICE SUPPLIES	1,981.44
ALLIED TECHNICAL SALES INC	REPAIR PARTS	277.15
BRISTOL DEVELOPMENT	COURT OF APPEAL REFUND	60.00
PROVIDENT VALUATION & ADVISORY SERVICES INC.	COURT OF APPEAL REFUND	1,260.00
PHILIP GOODRIDGE	PERFORMANCE FEE	131.11
ENCON GROUP INC.	HEALTH PREMIUMS	386.98
NEWFOUNDLAND EXCHEQUER ACCOUNT	PAYROLL TAX	135,574.77
PARTS FOR TRUCKS INC.	REPAIR PARTS	3,639.24
IRVING OIL MARKETING GP	GASOLINE & DIESEL PURCHASES	3,143.35
WATERWORKS SUPPLIES DIV OF EMCO LTD	REPAIR PARTS	2,405.55
SMITH STOCKLEY LTD.	PLUMBING SUPPLIES	1,442.11
HICKMAN, SANDY	TRAVEL REIMBURSEMENT	1,984.78
MCLOUGHLAN SUPPLIES LTD.	ELECTRICAL SUPPLIES	2,390.91
PARDY'S WASTE MANAGEMENT	WASTE DISPOSAL	539.12
ATLANTIC OFFSHORE MEDICAL SERV	MEDICAL SERVICES	12,020.41
ATLANTIC PURIFICATION SYSTEM LTD	WATER PURIFICATION SUPPLIES	3,696.10
AUDIO SYSTEMS LTD.	AUDIO EQUIPMENT	96.43
B & B SALES LTD.	SANITARY SUPPLIES	40.26
BABB SECURITY SYSTEMS	SECURITY SERVICES	868.19

NAME	DESCRIPTION	AMOUNT
RDM INDUSTRIAL LTD.	INDUSTRIAL SUPPLIES	220.88
BATTLEFIELD EQUIPMENT RENTALS	RENTAL OF EQUIPMENT	901.81
TOWN OF CONCEPTION BAY SOUTH	GARBAGE COLLECTION	250.00
BELBIN'S GROCERY	CATERING SERVICES	90.67
CABOT PEST CONTROL	PEST CONTROL	2,739.30
BEST DISPENSERS LTD.	SANITARY SUPPLIES	397.90
PIK-FAST EXPRESS INC.	BOTTLED WATER	96.60
ROCKWATER PROFESSIONAL PRODUCT	CHEMICALS	1,165.35
PRINT & SIGN SHOP	SIGNAGE	230.00
OVERHEAD DOORS NFLD LTD	REPAIRS TO DOORS	89.70
FARRELL'S EXCAVATING LTD.	ASPHALT PICKED UP	1,024.86
WESTERN HYDRAULIC 2000 LTD	REPAIR PARTS	2,303.45
BDI CANADA INC	CHEMICALS	121.20
ATLANTIC TRAILER & EQUIPMENT	REPAIR PARTS	8,504.25
LEVITT SAFETY	SAFETY SUPPLIES	179.00
AIR LIQUIDE CANADA INC.	CHEMICALS AND WELDING PRODUCTS	23,020.82
CAPITAL READY MIX	CONCRETE	472.03
HISCOCK'S SPRING SERVICE	HARDWARE SUPPLIES	5,272.75
THOMSON REUTERS CANADA	PUBLICATIONS	453.02
CANADA CLEAN GLASS	CLEANING OF WINDOWS	2,127.50
INTEREX	METAL/STEEL	333.50
COASTAL ENTRANCE SOLUTIONS	REPAIR PARTS	805.00
D PETERS BRONZE & BRASS	NAME PLATES	714.15
BEATTIE INDUSTRIAL	REPAIR PARTS	388.09
KENT	BUILDING SUPPLIES	1,176.19
CANADIAN RED CROSS	CPR RECERTIFICATION	945.00
DULUX PAINTS	PAINT SUPPLIES	949.69
COLONIAL GARAGE & DIST. LTD.	AUTO PARTS	387.57
EASTERN VALVE & CONTROL SPEC.	REPAIR PARTS	69.28
CONSTRUCTION SIGNS LTD.	SIGNAGE	370.89
CRANE SUPPLY LTD.	PLUMBING SUPPLIES	109.89
ENVIROSYSTEMS INC.	PROFESSIONAL SERVICES	408.48
NEWFOUND CABS	TRANSPORTATION SERVICES	21.00
FASTENAL CANADA	REPAIR PARTS	282.39
CUMMINS CANADA ULC	REPAIR PARTS	200.22
ENGINEERING & ENVIRONMENTAL PRODUCTS	REPAIR PARTS	3,891.14
CABOT READY MIX LIMITED	PROFESSIONAL SERVICES	1,462.80
DICKS & COMPANY LIMITED	OFFICE SUPPLIES	567.21
MIC MAC FIRE & SAFETY SOURCE	SAFETY SUPPLIES	3,346.50
ISLAND WIDE IRRIGATION	PROFESSIONAL SERVICES	1,275.01
REEFER REPAIR SERVICES (2015) LIMITED	REPAIR PARTS	423.20
ATLANTIC HOSE & FITTINGS	RUBBER HOSE	235.75
CAHILL TECHNICAL SERVICES	PROFESSIONAL SERVICES	2,750.81
CANADIAN TIRE CORP.-HEBRON WAY	MISCELLANEOUS SUPPLIES	1,150.01
CANADIAN TIRE CORP.-MERCHANT DR.	MISCELLANEOUS SUPPLIES	87.01

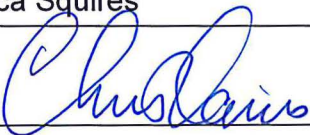
NAME	DESCRIPTION	AMOUNT
EAST CHEM INC.	CHEMICALS	792.76
EASTERN TURF PRODUCTS	REPAIR PARTS	1,410.88
ELECTRONIC CENTER LIMITED	ELECTRONIC SUPPLIES	137.89
EMCO SUPPLY	REPAIR PARTS	1,458.69
ENVIROMED ANALYTICAL INC.	REPAIR PARTS AND LABOUR	817.31
DOMINION STORE 935	MISCELLANEOUS SUPPLIES	167.16
21ST CENTURY OFFICE SYSTEMS 1992 LTD.	OFFICE SUPPLIES	496.80
FASTSIGNS	SIGNAGE	318.55
BASIL FEARN 93 LTD.	REPAIR PARTS	943.00
OMB PARTS & INDUSTRIAL INC.	REPAIR PARTS	46.00
STELLAR INDUSTRIAL SALES LTD.	INDUSTRIAL SUPPLIES	543.86
PROVINCIAL FENCE PRODUCTS	FENCING MATERIALS	3,829.50
PENNEY'S HOLDINGS LIMITED	PROFESSIONAL SERVICES	2,127.50
WOLSELEY CANADA INC.	REPAIR PARTS	4,976.63
DELL CANADA INC.	COMPUTER SUPPLIES	3,021.91
CPA NEWFOUNDLAND AND LABRADOR	CONFERENCE FEE	2,846.25
HARRIS & ROOME SUPPLY LIMITED	ELECTRICAL SUPPLIES	975.17
HARVEY & COMPANY LIMITED	REPAIR PARTS	1,725.36
HARVEY'S OIL LTD.	PETROLEUM PRODUCTS	888.38
GRAYMONT (NB) INC.,	HYDRATED LIME	22,481.80
HICKMAN MOTORS LIMITED	PURCHASE OF VEHICLES	343,730.40
MURRAY'S LANDSCAPE SERVICES LTD.	PROFESSIONAL SERVICES	310.50
HISCOCK RENTALS & SALES INC.	HARDWARE SUPPLIES	17.45
HOLDEN'S TRANSPORT LTD.	RENTAL OF EQUIPMENT	586.50
FLEET READY LTD.	REPAIR PARTS	332.53
INFINITY CONSTRUCTION	TOPSOIL	161.00
PENNECON TECHNICAL SERVICES LTD	PROFESSIONAL SERVICES	13,012.25
CH2M HILL	PROFESSIONAL SERVICES	26,752.13
UMBRELLA SECURITY	ALARM MONITORING	1,204.91
PINNACLE ENGINEERING (2018) LIMITED	PROFESSIONAL SERVICES	1,139.08
MERCER'S PAVING INCORPORATED	PROFESSIONAL SERVICES	6,978.20
JOHNSON CONTROLS LTD.	REPAIR PARTS	32,105.70
BOSCH REXROTH CANADA CORP.	REPAIR PARTS	305.33
KAVANAGH & ASSOCIATES	PROFESSIONAL SERVICES	1,295.48
WORK AUTHORITY	CLOTHING ALLOWANCE	133.40
KERR CONTROLS LTD.	INDUSTRIAL SUPPLIES	745.26
BELFOR PROPERTY RESTORATION	PROFESSIONAL SERVICES	201.25
J.A. LARUE	REPAIR PARTS	5,162.63
MARK'S WORK WEARHOUSE	PROTECTIVE CLOTHING	494.46
JT MARTIN & SONS LTD.	HARDWARE SUPPLIES	644.99
MARTIN'S FIRE SAFETY LTD.	SAFETY SUPPLIES	46.00
ALYSSA'S PROPERTY SERVICES PRO INC.	PROFESSIONAL SERVICES	322.00
REXEL CANADA ELECTRICAL INC.,	REPAIR PARTS	413.24
JJ MACKAY CANADA LTD.	PARKING METER KEYS	2,265.92
MCLOUGHLAN SUPPLIES LTD.	ELECTRICAL SUPPLIES	93.97

NAME	DESCRIPTION	AMOUNT
MIKAN SCIENTIFIC INC.	REPAIR PARTS	165.37
MODERN PAVING LTD.	ASPHALT	208.38
WAJAX INDUSTRIAL COMPONENTS	REPAIR PARTS	82.69
NU-WAY EQUIPMENT RENTALS	RENTAL OF EQUIPMENT	1,196.00
NEWFOUNDLAND DISTRIBUTORS LTD.	INDUSTRIAL SUPPLIES	491.72
NL KUBOTA LIMITED	REPAIR PARTS	718.38
TOROMONT CAT	AUTO PARTS	95.15
NORTH ATLANTIC PETROLEUM	PETROLEUM PRODUCTS	62,242.79
PENNECON HYDRAULIC SYSTEMS LTD	REPAIR PARTS	2,019.78
PBA INDUSTRIAL SUPPLIES LTD.	INDUSTRIAL SUPPLIES	88.00
ORKIN CANADA	PEST CONTROL	479.57
GCR TIRE CENTRE	TIRES	30.93
PARTS FOR TRUCKS INC.	REPAIR PARTS	3,133.12
PINCHIN LTD.	PROFESSIONAL SERVICES	7,877.50
CA PIPPY PARK COMMISSION	GROUPS MAINTENANCE	8,613.50
POWERLITE ELECTRIC LTD.	ELECTRICAL PARTS	124.14
K & D PRATT LTD.	REPAIR PARTS AND CHEMICALS	161.00
PROFESSIONAL UNIFORMS & MATS INC.	PROTECTIVE CLOTHING	42.54
RIDEOUT TOOL & MACHINE INC.	TOOLS	802.70
NAPA ST. JOHN'S 371	AUTO PARTS	1,080.07
S & S SUPPLY LTD. CROSSTOWN RENTALS	REPAIR PARTS	2,416.31
ST. JOHN'S PORT AUTHORITY	RENTAL OF QUARRY SITE	11,516.10
BIG ERICS INC	SANITARY SUPPLIES	255.76
SAUNDERS EQUIPMENT LIMITED	REPAIR PARTS	239.55
STANLEY FLOWERS LTD.	FLOWERS	13,505.60
STEELFAB INDUSTRIES LTD.	STEEL	113.29
AETTNL	MEMBERSHIP RENEWALS	276.00
TRACTION DIV OF UAP	REPAIR PARTS	227.67
URBAN CONTRACTING JJ WALSH LTD	PROPERTY REPAIRS	776.25
FJ WADDEN & SONS LTD.	SANITARY SUPPLIES	38.81
WEIRS CONSTRUCTION LTD.	STONE/ROAD GRAVEL	3,399.98
WINDCO ENTERPRISES LTD.	FLAGS	977.50
DOWNEY'S TAEKWON-DO	REAL PROGRAM	80.00
GFL ENVIRONMENTAL INC.	PROFESSIONAL SERVICES	259.16
BEST BUY CANADA LIMITED	ELECTRONICS	736.57
ROBERT CONNOLLY	EMPLOYMENT RELATED EXPENSES	75.00
DUNN BRADLEY	EMPLOYMENT RELATED EXPENSES	50.00
MEANEY, GORDON	EMPLOYMENT RELATED EXPENSES	95.00
JONES, CHRISTINA	MILEAGE	117.59
MACKENZIE, NEIL	MILEAGE	115.96
ROBERT HISCOCK	EMPLOYMENT RELATED EXPENSES	69.00
ROCHE, WAYNE	CLOTHING ALLOWANCE	125.00
CRYSTAL BARRON	MILEAGE	189.22
BYRON OSMOND	MILEAGE	280.40
PAUL PORTER	MILEAGE	40.52

NAME	DESCRIPTION	AMOUNT
HARRIS CANADA SYSTEMS INC.	ELECTRICAL SUPPLIES	4,818.18
CWB NATIONAL LEASING	PROFESSIONAL SERVICES	1,100.71
VALLEN	REPAIR PARTS	36.43
LEADING EDGE GROUP	PROFESSIONAL SERVICES	690.00
AVALON ANALYTICS	PROFESSIONAL SERVICES	708.26
PROCUREMENT ADVISORY OFFICE INCORPORATED	PROFESSIONAL SERVICES	281.75
PARSONS PAVING LTD.	PROFESSIONAL SERVICES	21,784.43
PAYBYPHONE TECHNOLOGIES INC.	PARKING METERS	951.83
INTERNATIONAL NAME PLATE SUPPLIES LTD.	SIGNAGE	675.14
IDOCTORNL	PROFESSIONAL SERVICES	40.00
PERRY MATTHEWS TOWING INC.	PROFESSIONAL SERVICES	1,725.00
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	9,069.98
WATERWORKS SUPPLIES DIV OF EMCO LTD	REPAIR PARTS	45,182.79
KIRKLAND BALSOM & ASSOC.	PROFESSIONAL SERVICES	200.00
TURNER DRAKE & PARTNERS LIMITED	COURT OF APPEAL REFUND	200.00
DARLENE SHARPE	CLEANING SERVICES	750.00
PUBLIC SERVICE CREDIT UNION	PAYROLL DEDUCTIONS	3,240.69
<b>TOTAL: \$</b>		<b>1,008,901.12</b>



BID APPROVAL NOTE

Bid #	2019184		
Bid Name	Supply of Freightliner, Western Star, Sterling, and Cummins Parts		
Department	Public Works	Division	Fleet
Budget Code	Charged to various user department operating budgets as required		
Source of Funding	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	The open call is to provide Freightliner, Western Star, Sterling, and Cummins Parts to Fleet. These items will be stocked in the City's central stores to ensure accessibility on an as required basis.		
Results	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	Vendor Name		Bid Amount
Expected Value	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 1 year period. The City does not guarantee to buy any specific quantities or dollar value.		
Contract Duration	2 years, option to extend for 1 additional year.		
Bid Exception	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	This open call contains four sections which are each awarded item by item. It is recommended to award this open call to the lowest qualified bidders meeting specifications for the Supply and Delivery of Freightliner, Western Star, Sterling, and Cummins Parts, as per the Public Procurement Act.		
Supply Chain Buyer	Jessica Squires		
Supply Chain Manager		Date	2019/10/17
Deputy City Manager*		Date	

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



Table	Vendor	Amount
Section 1 - Freightliner Parts	Royal Freightliner	\$ 35,542.50
	Parts for Trucks	\$ 11,506.70
	Harvey & company Ltd	\$ 5,845.05
	City View Bus Sales & Services	\$ 3,007.36
	Colonial Garage & Distributors Limited	\$ 1,239.44
	Reefer Repair Services Ltd	\$ 713.43
	Total:	\$ 57,854.48

Table	Vendor	Amount
Section 2 - Western Star Parts	Parts for Trucks	\$ 879.50
	City View Bus Sales & Services	\$ 237.92
	Royal Freightliner	\$ 188.84
	Total:	\$ 1,306.26

Table	Vendor	Amount
Section 3- Sterling Parts	Royal Freightliner	\$ 3,741.70
	Parts for Trucks	\$ 2,626.50
	Harvey & Company Ltd	\$ 2,324.04
	City View Bus Sales & Services	\$ 645.10
	Colonial Garage & Distributors Limited	\$ 396.54
	Reefer Repair Services Ltd	\$ 44.17
	Total:	\$ 9,778.05

Table	Vendor	Amount
Section 4 - Cummins Parts	Parts for Trucks	\$ 13,064.90
	City View Bus Sales & Services	\$ 3,556.48
	Harvey & Company Ltd	\$ 2,608.70
	Reefer Repair Services Ltd	\$ 711.49
	Royal Freightliner	\$ 230.00
	Total:	\$ 20,171.57

Vendor Award Totals	Royal Freightliner	\$ 39,703.04
	Parts for Trucks	\$ 28,077.60
	Harvey & company Ltd	\$ 10,777.79
	City View Bus Sales & Services	\$ 7,446.86
	Colonial Garage & Distributors Limited	\$ 1,635.98
	Reefer Repair Services Ltd	\$ 1,469.09
	Annual Total:	\$ 89,110.36
	Contract Total (3 years):	\$ 267,331.08



2019184 - Pricing - Freightliner Parts

						OMB Parts & Industrial Ltd.		Royal Freightliner		Reefer repair services Ltd		COLONIAL GARAGE & DISTRIBUTORS		Harvey & Company Ltd		City View Bus Sales & Services		Parts for Trucks	
Line	Item #	Item Description	UOM	Usage	Manufacturer Item #	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	110221	VALVE DRAINING AIR TANK/CABLE FREIGHTLINER	EA	107	12105			\$ 11.57	\$1,237.99	\$ 12.42	\$1,328.94			\$ 6.23	\$666.61	\$ 5.42	\$579.94	\$ 4.80	\$513.60
2	111120	CAP HUB FRONT FREIGHTLINER - SMALL STEMCO # 340-4263	EA	1	340-4263					\$ 61.59	\$61.59			\$ 27.60	\$27.60			\$ 40.75	\$40.75
3	113662	SEAL WHEEL STEMCO/FREIGHT OEM# 3838036	EA	1	3838036			\$ 35.00	\$35.00	\$ 55.99	\$55.99			\$ 51.78	\$51.78			\$ 39.50	\$39.50
4	113738	STUD SIDE AXLE FREIGHTLINER	EA	3	R005947			\$ 1.96	\$5.88					\$ 2.05	\$6.15	\$ 1.93	\$5.79	\$ 2.60	\$7.80
5	2602	FILTER FUEL FRNT FREIGHTLIN 05 JOHNSTON SWEEPER	EA	1	FS19596					\$ 47.22	\$47.22	\$ 28.80	\$28.80	\$ 56.42	\$56.42	\$ 25.35	\$25.35	\$ 19.00	\$19.00
6	2608	FILTER OIL 05 JOHNSTON SWEEPER CUMMINS FRT ENGINE	EA	10	LF3970	\$ 11.99	\$119.90	\$ 15.55	\$155.50	\$ 15.39	\$153.90	\$ 9.99	\$99.90	\$ 14.50	\$145.00	\$ 8.60	\$86.00	\$ 7.50	\$75.00
7	2876	FILTER AIR JOHNSTON SWEEPER CAB FRONT	EA	1	ABPN83328184			\$ 43.00	\$43.00										
8	3493	JOINT U STEERING STERLING/FREIGHTLINER M2	EA	1	RGTSK000282			\$ 38.90	\$38.90	\$ 29.95	\$29.95					\$ 1.88	\$1.88		
9	46615	SHIELD DUST REAR BRAKE INT'L FREIGHTLINER	EA	38	A1323612123			\$ 25.00	\$950.00					\$ 52.49	\$1,994.62			\$ 18.00	\$684.00
10	618	BEARING CARRIER STERLING LT9511 FREIGHTLINER FL-80	EA	1	210661-1X	\$ 69.99	\$69.99	\$ 88.00	\$88.00	\$ 56.46	\$56.46	\$ 77.38	\$77.38	\$ 101.00	\$101.00	\$ 36.19	\$36.19	\$ 41.00	\$41.00
11	96503	JOINT U FREIGHTLINER M2 R280X	EA	19	R280X	\$ 66.99	\$1,272.81	\$ 42.00	\$798.00	\$ 32.74	\$622.06	\$ 34.74	\$660.06	\$ 27.95	\$531.05	\$ 24.86	\$472.34	\$ 51.00	\$969.00
12	S00076	FILTER AIR PRIMARY 10 FREIGHTLINER	EA	4	P607955	\$ 59.99	\$239.96	\$ 68.00	\$272.00	\$ 82.53	\$330.12	\$ 56.60	\$226.40	\$ 69.95	\$279.80	\$ 43.44	\$173.76	\$ 36.50	\$146.00
13	S00077	FILTER AIR SECONDARY 10 FREIGHTLINER "OEM ONLY"	EA	11	P616400	\$ 21.99	\$241.89	\$ 24.00	\$264.00	\$ 38.15	\$419.65	\$ 20.10	\$221.10	\$ 30.01	\$330.11	\$ 20.08	\$220.88	\$ 13.00	\$143.00
14	S00235	FILTER AIR PRIMARY 09 JOHNSTON VT650	EA	5	DONALDSON P60-8665	\$ 73.99	\$369.95			\$ 104.28	\$521.40	\$ 69.58	\$347.90	\$ 93.95	\$469.75	\$ 54.88	\$274.40	\$ 45.00	\$225.00
15	S00243	FILTER AIR PRE 10 JOHNSTON VT650	EA	4	P606121 DONALDSON	\$ 29.99	\$119.96			\$ 42.69	\$170.76	\$ 28.05	\$112.20	\$ 36.95	\$147.80	\$ 22.47	\$89.88	\$ 18.50	\$74.00
16	S00384	ADJUSTER SLACK REAR 09 FREIGHTLINER AS1173/SA11903	EA	3	AS1173/SA11903			\$ 53.00	\$159.00	\$ 150.00	\$450.00					\$ 58.02	\$174.06	\$ 94.00	\$282.00
17	S00541	FILTER HYDRAULIC "HIGH PRESSURE" 09/UP FREIGHTLINER	EA	1	632630Q							\$ 48.49	\$48.49						
18	S00576	FILTER AIR PRIMARY 12 FREIGHTLINER M2 DONALDSON P607965	EA	18	DONALDSON D607965			\$ 110.00	\$1,980.00	\$ 132.55	\$2,385.90	\$ 89.67	\$1,614.06	\$ 115.10	\$2,071.80	\$ 69.76	\$1,255.68	\$ 56.50	\$1,017.00
19	S00655	BULB HEADLIGHT - H-9 65W 12V HIGH BEAM 12 FREIGHTLINER	EA	1	18256			\$ 10.00	\$10.00			\$ 8.49	\$8.49					\$ 8.00	\$8.00
20	S00659	LIGHT BRAKE TAIL TURN 12 FREIGHTLINER/TENCO DUMP BOX 40R00XRR	EA	1	40BTT													\$ 149.00	\$149.00
21	S00660	LENS TAIL LIGHT RED 12 FREIGHTLINER/TENCO DUMP BOX	EA	1	68-1183726A5S													\$ 45.00	\$45.00
22	S00661	LENS BACKUP CLEAR DUMP BOX 12 FREIGHTLINER/TENCO	EA	1	689-1183726A3S													\$ 45.00	\$45.00
23	S00662	LENS STROBE BLUE 12 FREIGHTLINER/TENCO DUMP BOX	EA	1	68-1183726A2S													\$ 45.00	\$45.00
24	S00663	GASKET TAILLIGHT LENS 12 FREIGHTLINER/TENCO DUMP BOX	EA	1	38-0463924-00													\$ 8.50	\$8.50
25	S00785	BOWL WATER SEPARATOR ENGINE 12 FREIGHTLINER M2	EA	2	RK211131313			\$ 143.00	\$286.00										
26	S00786	FILTER FUEL ENGINE 12 FREIGHTLINER M2 "OEM ONLY"	EA	24	FF5636	\$ 18.99	\$455.76	\$ 26.00	\$624.00			\$ 17.85	\$428.40	\$ 23.25	\$558.00	\$ 14.59	\$350.16	\$ 12.40	\$297.60
27	S00788	HEAD CAMERA REAR MOUNTED 12 FREIGHTLINER M2	EA	8	A1905													\$ 389.00	\$3,112.00
28	S00789	CABLE CAMERA REAR MOUNTED 50 FT 12 FREIGHTLINER M2	EA	1	A0802													\$ 72.00	\$72.00
29	S00790	CABLE CAMERA REAR MOUNTED 33 FT 12 FREIGHTLINER M2	EA	4	A0803													\$ 72.00	\$288.00
30	S00791	CABLE CAMERA REAR MOUNTED 66 FT 12 FREIGHTLINER M2	EA	2	A0801													\$ 83.00	\$166.00
31	S00796	ALTERNATOR 12 FREIGHTLINER M2 SANDER DR 8600078	EA	8	DR8600078			\$ 246.00	\$1,968.00	\$ 682.20	\$5,457.60	\$ 224.25	\$1,794.00					\$ 396.00	\$3,168.00
32	S00796CC	CORE ALTERNATOR	EA	8	XXX							\$ 57.50	\$460.00						
33	S00797	STARTER 12 FREIGHTLINER M2 SANDER DR 8300005	EA	2	DR8300005			\$ 280.00	\$560.00			\$ 343.00	\$686.00					\$ 385.00	\$770.00
34	S00797CC	CORE STARTER FREIGHTLINER	EA	2	XXX							\$ 78.75	\$157.50						
35	S00798	BELT ALTERNATOR 12 FREIGHTLINER M2 01-32241-268	EA	3	01-32241-268			\$ 47.00	\$141.00			\$ 39.58	\$118.74					\$ 36.00	\$108.00
36	S00815	SWITCH TAILGATE LOCK 12 FREIGHTLINER FM2 HOLLAND BX-01963	EA	1	BX-01963			\$ 26.00	\$26.00									\$ 55.00	\$55.00
37	S00827	HUB WHEEL REAR 12 FREIGHTLINER CM10033120	EA	1	CM10033120			\$ 340.00	\$340.00									\$ 350.00	\$350.00
38	S00882	CAP OIL FILLER 06 MERCEDES SANDER A0000100301	EA	1	A0000101285			\$ 6.37	\$6.37										
39	S00883	ADJUSTER SLACK REAR 6" STROKE 12 FREIGHTLINER M2 SANDER	EA	4	SAB40920023			\$ 104.00	\$416.00									\$ 105.00	\$420.00
40	S00887	ARM WIPER L/S WINDSHIELD 12 FREIGHTLINER M2 SANDER	EA	2	A22-74082-000			\$ 29.95	\$59.90										
41	S00888	ARM WIPER R/S WINDSHIELD 12 FREIGHTLINER M2 SANDER	EA	1	A22-74082-001			\$ 29.95	\$29.95										



42	S00889	NOZZLE WASHER WINDSHIELD 12 FREIGHTLINER M2 SANDER	EA	11	TRI88171757			\$ 8.04	\$88.44									
43	S00894	LIGHT INDICATOR FRONT 4" SEALED 12 FREIGHTLINER M1	EA	15	A06-49322-000			\$ 15.82	\$237.30									
44	S00937	FILTER AIR CAB 12-17 FREIGHTLINER M2 SD-108	EA	25	ABPN10G36000006 FLEETGD AF2642	\$ 14.99	\$374.75	\$ 12.50	\$312.50	\$ 19.08	\$477.00	\$ 51.68	\$1,292.00	\$ 17.49	\$437.25	\$ 10.04	\$251.00	\$ 37.50 \$937.50
45	S00946	CHAMBER BRAKE REAR 12 FREIGHTLINER M2 G3636HD	EA	4	G3636HD			\$ 123.24	\$492.96				\$ 207.99	\$831.96			\$ 181.00 \$724.00	
46	S01012	LENS LIGHT PLOW L/H TURN REAR 12 FREIGHTLINER M-2	EA	1	990354131												\$ 10.75 \$10.75	
47	S01015	LENS LIGHT PLOW R/H TURN REAR 12 FREIGHTLINER M-2	EA	1	990354141												\$ 10.75 \$10.75	
48	S01019	VALVE SOLENOID DEF COOLANT TANK 12 FREIGHTLINER M-2 OEM 04-28039-001	EA	1	04-28039-001			\$ 300.00	\$300.00									
49	S01023	SENSOR SPEED REAR ABS 90 DEGREE 12 FREIGHTLINER M-2 OEM WAB 4410321840	EA	5	WAB4410321840			\$ 46.75	\$233.75	\$ 55.55	\$277.75		\$ 48.00	\$240.00			\$ 54.00 \$270.00	
50	S01029	MODULE PLOW LIGHT CHANGEOVER 12 FREIGHTLINER OEM MYR07116X	EA	25	MYR07116X			\$ 199.98	\$4,999.50									
51	S01086	SENSOR LEVEL DEF TANK 12 FREIGHTLINER M-2 OEM A04-27942-000	EA	1	A04-27942-000			\$ 240.00	\$240.00									
52	S01122	ALTERNATOR 09 FREIGHTLINER M-2 SANDER	EA	1	LN 4949PGH			\$ 893.00	\$893.00				\$ 925.00	\$925.00			\$ 1,025.00 \$1,025.00	
53	S01122CC	CORE ALTERNATOR FREIGHTLINER	EA	1	XXX													
54	S01161	MONITOR CAMERA BACKUP 12/UP FREIGHTLINER M-2	EA	4	A2705												\$ 699.00 \$2,796.00	
55	S01225	ELBOW COOLANT LINE C/W CLIP DEF TANK 90 DEGREE 12 FREIGHTLINER M-2	EA	14	03-38068-000			\$ 19.74	\$276.36									
56	S01266	HEADLIGHT LOW BEAM HOUSING 11/12 FREIGHTLINER OEM A06-81108-000	EA	1	A06-81108-000			\$ 276.88	\$276.88									
57	S01267	VALVE MODULATOR BRAKE ABS 12 FREIGHTLINER M-2 SANDER OEM 4721950520 WABCO	EA	8	WABCO 4721950520			\$ 129.00	\$1,032.00	\$ 152.09	\$1,216.72		\$ 119.75	\$958.00	\$ 250.15	\$2,001.20	\$ 139.00 \$1,112.00	
58	S01277	SEAL PIGTAIL PLOW LIGHT CHANGEOVER 12 FREIGHTLINER M2 OEM KP	EA	9	KP81235			\$ 0.82	\$7.38								\$ 0.45 \$4.05	
59	S01278	CONNECTOR PIGTAIL PLOW LIGHT CHANGEOVER 12 FREIGHTLINER M2	EA	75	PAC 12124075-L			\$ 0.68	\$51.00			\$ 0.59	\$44.25					
60	S01279	PIGTAIL 4 CAV PLOW LIGHT CHANGEOVER 12 FREIGHTLINER M2	EA	1	23-13142-415			\$ 6.60	\$6.60									
61	S01304	MOTOR WIPER 12 FREIGHTLINER M-2 SANDER OEM TRI F98999-831	EA	1	TRI F98999-831			\$ 69.95	\$69.95									
62	S01305	MOTOR HEATER BLOWER 12 FREIGHTLINER (USE W/SEQ# S01911 HARNESS)	EA	1	VCC35000003			\$ 116.83	\$116.83			\$ 197.81	\$197.81		\$ 206.03	\$206.03		
63	S01398	CABLE BATTERY JUMPER ASSY 12 FREIGHTLINER M-2 SANDER	EA	2	A06-75659-003			\$ 199.00	\$398.00									
64	S01401	BOX STEERING L/S 07/UP FREIGHTLINER STERLING M-2/LT-9511	EA	2	14-15332-001			\$ 799.00	\$1,598.00				\$ 573.85	\$1,147.70				
65	S01401CC	CORE BOX STEERING FREIGHTLINER	EA	2	XXX			\$ 800.00	\$1,600.00				\$ 399.99	\$799.98				
66	S01409	MODULE CHASSIS CENTER 12 FREIGHTLINER M-2 SANDER OEM 06-75158-000	EA	5	06-75158-000			\$ 470.00	\$2,350.00									
67	S01411	CLAMP TURBO EXHAUST 10 FREIGHTLINER SANDER OEM 01-14596-004	EA	2	01-14596-004			\$ 29.95	\$59.90						\$ 13.60	\$27.20		
68	S01432	BOX STEERING R/S 12 FREIGHTLINER M-2 SANDER OEM 14-15367-000	EA	1	14-15367-000			\$ 599.00	\$599.00				\$ 471.00	\$471.00				
69	S01432CC	CORE BOX STEERING FREIGHTLINER	EA	1	XXX			\$ 400.00	\$400.00				\$ 399.99	\$399.99				
70	S01433	BOX STEERING L/S 12 FREIGHTLINER M-2 SANDER OEM 14-17725-000	EA	3	14-17725-000			\$ 599.00	\$1,797.00				\$ 448.39	\$1,345.17				
71	S01433CC	CORE BOX STEERING FREIGHTLINER	EA	3	XXX			\$ 400.00	\$1,200.00				\$ 399.99	\$1,199.97				
72	S01472	SHOCK HOOD DAMPER 12 FREIGHTLINER M-2 SANDER	EA	2	A17-14297-000			\$ 65.95	\$131.90						\$ 62.32	\$124.64		
73	S01477	LOCK AXLE NUT FRONT - PRO-TORQUE 12 FREIGHTLINER M-2 SANDER	EA	1	450-4865			\$ 12.25	\$12.25	\$ 17.49	\$17.49		\$ 14.99	\$14.99			\$ 12.50 \$12.50	



74	S01478	NUT AXLE PRO-TORQUE FRONT C/W LOCK 12 FREIGHTLINER M-2 SANDER	EA	2	448-4865			\$ 49.95	\$99.90	\$ 74.72	\$149.44			\$ 55.00	\$110.00	<u>\$ 29.22</u>	<u>\$58.44</u>	\$ 51.50	\$103.00
75	S01575	TUBE DEF FLUID COOLANT 12 FREIGHTLINER M-2 SANDER	EA	7	A04-29343-001			<u>\$ 250.00</u>	<u>\$1,750.00</u>										
76	S01629	YOKE PTO 12 FREIGHTLINER SANDER SPICER 2-2-329/C2-2-551	EA	1	2-2-329/C2-2-551					\$ 56.24	\$56.24	<u>\$ 26.95</u>	<u>\$26.95</u>						
77	S01630	MODULE ABS CONTROL ECU 06/07 STERLING/FREIGHTLINER OEM WAB4461062010	EA	1	WAB4461062010			<u>\$ 1,464.00</u>	<u>\$1,464.00</u>	\$ 3,205.17	\$3,205.17								
78	S01631	SENSOR ABS SPEED FRONT 12 FREIGHTLINER M-2/SD108 OEM WAB4410323810	EA	1	WAB4410323810			<u>\$ 55.00</u>	<u>\$55.00</u>	\$ 68.99	\$68.99			\$ 60.99	\$60.99				
79	S01676	HOSE TRANSMISSION OIL COOLER ASSEMBLY 12 FREIGHTLINER M-2 OEM GT1290JT083	EA	4	GT1290JT083			<u>\$ 46.07</u>	<u>\$184.28</u>										
80	S01678	HOSE TRANSMISSION OIL COOLER ASSEMBLY 12 FREIGHTLINER SANDER M-2	EA	3	GT1290JT103			<u>\$ 70.78</u>	<u>\$212.34</u>										
81	S01731	ADJUSTER SLACK FRONT 12 FREIGHTLINER M-2 SD-108 SANDER TDA A5 3275M1183	EA	7	TDA A5 3275M1183			<u>\$ 94.70</u>	<u>\$662.90</u>									\$ 139.00	\$973.00
82	S01735	SEAL WHEEL REAR 12 FREIGHTLINER SINGLE AXLE OEM 370120A	EA	6	370120A	\$ 85.99	\$515.94	<u>\$ 68.42</u>	<u>\$410.52</u>	\$ 80.31	\$481.86	\$ 92.80	\$556.80	\$ 88.49	\$530.94			\$ 75.50	\$453.00
83	S01736	BEARING WHEEL REAR OUTER 12 FREIGHTLINER M-2 SANDER	EA	1	749	\$ 95.99	\$95.99	<u>\$ 48.00</u>	<u>\$48.00</u>			\$ 92.06	\$92.06	\$ 92.35	\$92.35			\$ 115.00	\$115.00
84	S01737	BEARING WHEEL REAR INNER 12 FREIGHTLINER M-2 SANDER	EA	1	782	\$ 164.99	\$164.99	<u>\$ 60.00</u>	<u>\$60.00</u>			\$ 152.09	\$152.09	\$ 202.02	\$202.02			\$ 163.00	\$163.00
85	S01738	HUB WHEEL REAR 12 FREIGHTLINER M-2 SANDER OEM WWD27231-OT	EA	1	WWD27231-OT			<u>\$ 975.00</u>	<u>\$975.00</u>										
86	S01746	LINKAGE WIPER WINDSHIELD C/W MOTOR 12 FREIGHTLINER M-2/SD-108 SANDER	EA	1	A22-67905-000			<u>\$ 225.00</u>	<u>\$225.00</u>										
87	S01754	TANK SURGE RADIATOR 12 FREIGHTLINER M-2 SANDER OEM A05-28531-000	EA	3	A05-28531-000			\$ 175.00	\$525.00							<u>\$ 111.12</u>	<u>\$333.36</u>	\$ 159.00	\$477.00
88	S01774	HUB WHEEL REAR 12 FREIGHTLINER SD108 SANDER OEM CM10020295	EA	1	CM10020295			<u>\$ 395.00</u>	<u>\$395.00</u>	\$ 710.92	\$710.92			\$ 398.45	\$398.45				
89	S01776	PUMP WATER 12 FREIGHTLINER M-2 SANDER OEM 4309344	EA	2	4955529NX					<u>\$ 237.81</u>	<u>\$475.62</u>					\$ 272.32	\$544.64		
90	S01776	PUMP WATER 12 FREIGHTLINER M-2 SANDER OEM 4309344	EA	1	4309344					<u>\$ 237.81</u>	<u>\$237.81</u>					\$ 272.32	\$272.32		
91	S01787	SHAFT STEERING 12 FREIGHTLINER/STERLING SANDER OEM 14-17014-019	EA	6	14-17014-019			<u>\$ 299.00</u>	<u>\$1,794.00</u>										
92	S01788	CABLE HOOD FREIGHTLINER/SANDER OEM A17-13830-005	EA	4	A17-13830-005			\$ 19.95	\$79.80							<u>\$ 7.21</u>	<u>\$28.84</u>	\$ 9.50	\$38.00
93	S01789	CABLE HOOD FREIGHTLINER/STERLING SANDER OEM A17-13830-000	EA	4	A17-13830-000			\$ 10.00	\$40.00							<u>\$ 6.52</u>	<u>\$26.08</u>	\$ 8.50	\$34.00
94	S01790	CABLE HOOD FREIGHTLINER/STERLING SANDER OEM A17-13830-002	EA	1	A17-13830-002			\$ 10.95	\$10.95							<u>\$ 6.66</u>	<u>\$6.66</u>	\$ 9.50	\$9.50
95	S01791	CABLE HOOD FREIGHTLINER/STERLING SANDER OEM A17-13830-008	EA	1	A17-13830-008			\$ 10.95	\$10.95							<u>\$ 7.21</u>	<u>\$7.21</u>	\$ 9.50	\$9.50
96	S01792	CAP STEERING POWER RESERVOIR FREIGHTLINER/STERLING SANDER OEM VML T1388	EA	1	VML T1388													<u>\$ 10.50</u>	<u>\$10.50</u>
97	S01794	VALVE LEVELING CAB 12 FREIGHTLINER M-2 SANDER OEM BKS-KD2262	EA	1	VKS-KD2262			\$ 62.95	\$62.95							<u>\$ 48.40</u>	<u>\$48.40</u>		
98	S01795	HARNESS DOSER VALVE 12 FREIGHTLINER W/CUMMINS OEM A06-77834-028	EA	1	A06-77834-028			<u>\$ 108.21</u>	<u>\$108.21</u>										
99	S01796	SHOCK CAB 12 FREIGHTLINER M-2 SANDER OEM 18-60766-000	EA	1	18-60766-000			<u>\$ 35.30</u>	<u>\$35.30</u>							\$ 42.65	\$42.65	\$ 40.00	\$40.00
100	S01806	BLOCK JUNCTION AIR MANIFOLD 04/UP FREIGHTLINER/STERLING SANDER	EA	1	12-10945-001			<u>\$ 67.36</u>	<u>\$67.36</u>										
101	S01811	STUD WHEEL M22 X 1.5 12 FREIGHTLINER SANDER OEM WWD101160	EA	10	WWD101160			<u>\$ 4.30</u>	<u>\$43.00</u>					\$ 20.50	\$205.00			\$ 4.50	\$45.00
102	S01824	CLUSTER INSTRUMENT 09 FREIGHTLINER M-2 SANDER OEM A22-53849-078	EA	1	A22-53849-078			<u>\$ 1,477.11</u>	<u>\$1,477.11</u>										
103	S01825	BOX DISTRIBUTION POWER 12 FREIGHTLINER M-2 SANDER OEM A06-75148-001	EA	5	A06-75148-001			<u>\$ 299.00</u>	<u>\$1,495.00</u>										



104	S01835	BUSHING SPRING LEAF 12 FREIGHTLINER SANDER OEM 16-12399-001	EA	36	16-12399-001			\$ 30.00	\$1,080.00							\$ 4.99	\$179.64	\$ 4.55	\$163.80
105	S01836	WASHER SPRING LEAF 12 FREIGHTLINER SANDER OEM 23-09114-009	EA	8	23-09114-009			\$ 2.00	\$16.00										
106	S01837	WASHER SPRING LEAF 12 FREIGHTLINER SANDER OEM 23-09860-012	EA	8	23-09860-012			\$ 0.42	\$3.36							\$ 0.31	\$2.48	\$ 0.44	\$3.52
107	S01838	WASHER SPRING LEAF 12 FREIGHTLINER SANDER OEM 23-09114-003	EA	2	23-09114-003			\$ 0.63	\$1.26							\$ 0.16	\$0.32	\$ 0.25	\$0.50
108	S01839	PLATE REAR LEAF SPRING 12 FREIGHTLINER SANDER OEM 16-09040-002	EA	38	16-09040-002			\$ 3.40	\$129.20							\$ 1.56	\$59.28		
109	S01840	SHACKLE SPRING LEAF 12 FREIGHTLINER SANDER OEM 16-11890-000	EA	20	16-11890-000			\$ 29.95	\$599.00							\$ 17.54	\$350.80	\$ 25.00	\$500.00
110	S01911	HARNESS JUMPER FOR HEATER MOTOR SEQ S01305 12 FREIGHTLINER M-2 SANDER	EA	1	A06-94214-000			\$ 24.00	\$24.00										
111	S01912	LIGHT MARKER CAB SIDE MOUNTED 12 FREIGHTLINER M-2 SANDER	EA	2	A06-40131-000			\$ 12.99	\$25.98							\$ 15.02	\$30.04	\$ 20.50	\$41.00
112	S01920	CAMSHAFT BRAKE R/REAR 12 FREIGHTLINER SANDER OEM 2210H8744	EA	1	2210H8744			\$ 49.95	\$49.95					\$ 45.55	\$45.55			\$ 56.00	\$56.00
113	S01921	CAMSHAFT BRAKE L/REAR 12 FREIGHTLINER SANDER OEM 2210J8746	EA	1	2210J8746			\$ 49.95	\$49.95					\$ 45.55	\$45.55			\$ 56.00	\$56.00
114	S01923	RING WEAR REAR OIL SEAL OEM NA AR23 12 FREIGHTLINER SINGLE	EA	2	NA AR23			\$ 65.00	\$130.00									\$ 65.00	\$130.00
115	S01928	SPRING BRAKE FRONT SHOE RETURN 12 FREIGHTLINER M-2 SANDER	EA	1	MERITOR 2258Y1273			\$ 9.00	\$9.00							\$ 5.58	\$5.58	\$ 11.00	\$11.00
116	S01929	HOSE POWER STEERING 12 FREIGHTLINER M-2 SANDER OEM 14-14442-019	EA	1	14-14442-019			\$ 85.20	\$85.20										
117	S01930	HOSE POWER STEERING 12 FREIGHTLINER M-2 SANDER OEM 14-18098-043	EA	2	14-18098-043			\$ 119.95	\$239.90										
118	S01994	PLUG TERMINAL BLOCK OFF 12 FREIGHTLINER SANDER OEM FCI-54200005	EA	1	FCI-54200005			\$ 3.34	\$3.34										
119	S01995	TERMINAL FEMALE EXHAUST SENSOR 16-18G 12 FREIGHTLINER SANDER FCI-10762803	EA	2	FCI-10762803			\$ 2.59	\$5.18										
120	S01996	TERMINAL FEMALE EXHAUST SENSOR 20-22G 12 FREIGHTLINER SANDER FCI-10757690	EA	19	FCI-10757690			\$ 3.02	\$57.38										
121	S01997	PLUG ELECTRICAL BODY BLACK 12 FREIGHTLINER SANDER OEM 23-13153-410	EA	1	23-13153-410			\$ 13.95	\$13.95										
122	S01998	PLUG ELECTRICAL BODY GREY 12 FREIGHTLINER SANDER OEM 23-13153-420	EA	1	23-13153-420			\$ 17.28	\$17.28										
123	S02006	HEATER AIR DRYER 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER	EA	1	BW109578			\$ 42.00	\$42.00	\$ 53.09	\$53.09			\$ 52.90	\$52.90			\$ 56.00	\$56.00
124	S02007	BELT FAN/ALTERNATOR 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER	EA	2	01032241-065			\$ 44.42	\$88.84			\$ 44.47	\$88.94						
125	S02008	STARTER 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER OEM DR8200077	EA	1	DR8200077			\$ 283.23	\$283.23			\$ 308.52	\$308.52	\$ 306.00	\$306.00			\$ 389.00	\$389.00
126	S02013	SHOE BRAKE REAR 16.5X8.5 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER OEM BW819784N	EA	1	BW819784N					\$ 255.85	\$255.85			\$ 92.50	\$92.50				
127	S02013CC	CORE SHOE BRAKE FREIGHTLINER	EA	1	XXX									\$ 24.00	\$24.00				
128	S02015	SHOE BRAKE FRONT 16.5X5 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER OEM BW819754N	EA	1	BW819754N									\$ 68.29	\$68.29				
129	S02015CC	CORE SHOE BRAKE FREIGHTLINER	EA	1	XXX									\$ 18.00	\$18.00				
130	S02016	DRUM BRAKE FRONT 16.5X5 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER OEM CM10014756	EA	1	CM10014756			\$ 135.00	\$135.00					\$ 173.42	\$173.42			\$ 150.00	\$150.00
131	S02139	BELT FAN BELT MODIFICATION 12 FREIGHTLINER	EA	1	01-32241-312			\$ 44.40	\$44.40			\$ 36.17	\$36.17						



132	S02152	HOUSING HEADLIGHT L/S 2012 FREIGHTLINER M-2	EA	2	A06-81197-002			\$ 651.00	\$1,302.00										
133	S02153	HOUSING HEADLIGHT R/S 2012 FREIGHTLINER M-2	EA	3	A06-81197-003			\$ 647.00	\$1,941.00										
134	S02154	PLATE HEADLIGHT MOUNT L/S 2012 FREIGHTLINER M-2	EA	2	A06-81158-000			\$ 647.00	\$1,294.00										
135	S02155	PLATE HEADLIGHT MOUNTING R/S 2012 FREIGHTLINER M-2	EA	3	A06-81158-001			\$ 647.00	\$1,941.00										
136	S02156	RETAINER TURN SIGNAL L/S 2012 FREIGHTLINER M-2	EA	2	06-82091-000			\$ 57.00	\$114.00										
137	S02157	RETAINER TURN SIGNAL R/S 2012 FREIGHTLINER M-2	EA	4	06-82091-001			\$ 57.00	\$228.00										
138	S02162	WASHER DRIVESHAFT YOKE 12 FREIGHTLINER	EA	1	TDAAW211										\$ 1.60	\$1.60	\$ 3.00	\$3.00	
139	S02163	NUT DRIVESHAFT YOKE 12 FREIGHTLINER	EA	2	TDA12272936			\$ 9.84	\$19.68								\$ 4.95	\$9.90	
140	S02168	HOSE HEATED DEF FLUID 12 FREIGHTLINER	EA	5	04-28841-200			\$ 179.00	\$895.00										
141	S02173	SWITCH BATTERY MASTER DISCONNECT 12 FREIGHTLINER (NOT 1270)	EA	4	A06-88421-001			\$ 79.95	\$319.80				\$ 31.95	\$127.80					
142	S02182	GAUGE AIR RESTRICTION (FILTER HOUSING 1/8NPT) 12 FREIGHTLINER	EA	1	X002352			\$ 25.00	\$25.00										
143	S02223	RADIATOR ENGINE COOLANT (12 FREIGHTLINER ALL)	EA	1	V9208001							\$ 994.64	\$994.64						
144	S02272	SEAL POWER STEERING RESERVOIR FILTER (FOR SEQ# 4031)	EA	1	14-15612-000			\$ 10.00	\$10.00										
145	S02303	BRACKET F/REAR SPRING SHACKLE (FREIGHTLINER)	EA	1	A16-15402-002			\$ 199.00	\$199.00						\$ 160.27	\$160.27	\$ 188.00	\$188.00	
146	S02306	SPACER WHEEL BEARING REAR (FREIGHTLINER)	EA	1	CM103593			\$ 39.95	\$39.95	\$ 84.41	\$84.41								
147	S02324	STRAP DPF BODY MOUNTING (12 FREIGHTLINER)	EA	3	04-29207-000			\$ 37.00	\$111.00										
148	S02412	CAMSHAFT BRAKE FRONT (FREIGHTLINER)	EA	2	2210U7483			\$ 68.00	\$136.00				\$ 59.10	\$118.20	\$ 47.22	\$94.44	\$ 76.00	\$152.00	
149	S02413	CAMSHAFT BRAKE FRONT (FREIGHTLINER)	EA	1	2210T7482			\$ 68.00	\$68.00				\$ 59.10	\$59.10	\$ 47.22	\$47.22	\$ 76.00	\$76.00	
150	S02422	JOINT U 5-281X (FREIGHTLINER)	EA	1	SP 5-281X			\$ 75.00	\$75.00	\$ 40.56	\$40.56	\$ 101.81	\$101.81	\$ 39.30	\$39.30	\$ 33.37	\$33.37	\$ 89.00	\$89.00
151	S02426	MIRROR. CONVEX 12 FREIGHTLINER	EA	1	MEK154153327			\$ 41.59	\$41.59										
152	S02443	VALVE AIR MANAGEMENT (FREIGHTLINER)	EA	1	TDA-S472-170-002-0			\$ 80.00	\$80.00				\$ 82.00	\$82.00			\$ 90.00	\$90.00	
153	S02444	FITTING AIR MANAGEMENT (FREIGHTLINER)	EA	1	23-13738-001			\$ 33.00	\$33.00										
154	S02445	FITTING AIR MANAGEMENT (FREIGHTLINER)	EA	1	23-13738-005			\$ 18.00	\$18.00										
155	S02446	BOLT AIR MANAGEMENT (FREIGHTLINER)	EA	1	N910105008046			\$ 6.15	\$6.15										
156	S02447	NUT PUSH AIR MANAGEMENT (FREIGHTLINER)	EA	1	23-12091-031			\$ 0.64	\$0.64										
157	S02448	NUT HEX AIR MANAGEMENT (FREIGHTLINER)	EA	1	N000000-003175			\$ 0.61	\$0.61										
158	S02449	BRACKET AIR MANAGEMENT (FREIGHTLINER)	EA	1	12-24023-000			\$ 676.54	\$676.54										
159	S02457	SEAL RUBBER AIR MANAGEMENT (FREIGHTLINER)	EA	1	23-13744-000			\$ 2.00	\$2.00										
160	S02458	WASHER BONDED AIR MANAGEMENT (FREIGHTLINER)	EA	2	23-13745-000			\$ 2.00	\$4.00										
161	S02459	SCREW AIR MANAGEMENT (FREIGHTLINER)	EA	1	23-13438-012			\$ 2.26	\$2.26										
162	S02460	FITTING AIR MANAGEMENT (FREIGHTLINER)	EA	1	23-13738-010			\$ 15.00	\$15.00										
163	S02464	DRYER AIR BRAKE ASSY COMPLETE (12 FREIGHTLINER)	EA	5	800202			\$ 599.00	\$2,995.00				\$ 599.89	\$2,999.45	\$ 153.62	\$768.10	\$ 710.00	\$3,550.00	
164	S02588	BELT ALTERNATOR "OEM ONLY " (17 FREIGHTLINER)	EA	2	01-32241-643			\$ 55.00	\$110.00			\$ 44.47	\$88.94				\$ 46.00	\$92.00	
165	S02589	FILTER AIR PRIMARY (17 FREIGHTLINER)	EA	14	DN P621097	\$ 127.99	\$1,791.86	\$ 155.00	\$2,170.00			\$ 155.91	\$2,182.74				\$ 77.50	\$1,085.00	
166	S02667	LAMP TURN MARKER FENDER MOUNT L/SIDE (17 FREIGHTLINER)	EA	1	A06-71928-004			\$ 77.78	\$77.78										
167	S02668	LAMP TURN MARKER FENDER MOUNT R/SIDE (17 FREIGHTLINER)	EA	1	A06-71928-005			\$ 72.99	\$72.99										
168	S02773	WASHER TANGED S/AXLE (12 FREIGHTLINER)	EA	1	FXA129132												\$ 3.25	\$3.25	
169	S02798	HOSE DEF FLUID HEATED (FREIGHTLINER)	EA	1	04-28841-260			\$ 175.00	\$175.00										
170	S02799	HOSE DEF FLUID HEATED (FREIGHTLINER)	EA	1	04-28841-240			\$ 165.00	\$165.00										
171	S02800	HOSE DEF FLUID SUPPLY (FREIGHTLINER)	EA	1	04-30404-001			\$ 158.00	\$158.00										
172	S02801	HOSE DEF FLUID RETURN (FREIGHTLINER)	EA	1	04-30405-000			\$ 184.30	\$184.30										
173	S02816	PIN SPRING FRONT (SHORT) FREIGHTLINER	EA	4	P1498			\$ 22.00	\$88.00								\$ 10.50	\$42.00	
174	S02824	VALVE QUICK RELEASE AIR 803075 FREIGHTLINER	EA	4	803075			\$ 35.00	\$140.00	\$ 38.73	\$154.92		\$ 37.49	\$149.96			\$ 43.00	\$172.00	
175	S02838	SOLENOID GRID HEATER (FREIGHTLINER)	EA	2	06-61156-001			\$ 18.00	\$36.00										
176	S02861	STRAP HOOD RETAINER 2015 FREIGHTLINER	EA	1	A6808800160			\$ 37.00	\$37.00										
177	S02908	SWITCH BATTERY DISCONNECT (FREIGHTLINER)	EA	1	A06-88420-000			\$ 167.37	\$167.37				\$ 31.95	\$31.95					
178	S02909	HARNESS BATTERY DISCONNECT SWITCH (FREIGHTLINER)	EA	1	A06-73953-000			\$ 15.00	\$15.00										

	S02938	CONNECTOR PIGTAIL 6 CAV PLOW LIGHT CHANGEOVER 12	EA	4	23-13142-605			<u>\$ 9.00</u>	<u>\$36.00</u>									
179		FREIGHTLINER																
180	S03207	PIPE COOLANT DEF FLUID (12 FREIGHTLINER)	EA	1	A04-27130-000			<u>\$ 19.00</u>	<u>\$19.00</u>									
181	S03236	SENSOR LOW LEVEL COOLANT (16 FREIGHTLINER)	EA	1	06-62384-002			<u>\$ 38.10</u>	<u>\$38.10</u>							<u>\$ 25.02</u>	<u>\$25.02</u>	\$ 33.00
182	S03353	HARNES ALTERNATOR FREIGHTLINER	EA	1	A06-74657-000			<u>\$ 9.50</u>	<u>\$9.50</u>									
183	S03401	CONNECTOR COOLANT LINE C/W CLIP DEF TANK STRAIGHT	EA	1	04-28527-000			<u>\$ 14.00</u>	<u>\$14.00</u>									
184	S03410	LIGHT CAB 12-16 FREIGHTLINER	EA	1	A06-40578-000			<u>\$ 39.85</u>	<u>\$39.85</u>									
185	S03455	MIRROR HEATED GLASS INSERT (12-17 FREIGHTLINER)	EA	1	A22-58516-001			<u>\$ 37.00</u>	<u>\$37.00</u>							<u>\$ 30.85</u>	<u>\$30.85</u>	\$ 111.00
																		\$111.00



**2019184 - Pricing - Western Star Parts**

						OMB Parts & Industrial Ltd.		Royal Freightliner		Reefer repair services ltd		COLONIAL GARAGE & DISTRIBUTORS		Harvey & Company Ltd		City View Bus Sales & Services		Parts for Trucks	
Line Item	Item #	Item Description	UOM	Usage	Manufacturer Item #	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	S00466	BELT FAN & ALT 8 RIB 2680 MM 10 WESTERN STAR 4900	EA	1	01-32732-680			\$ 41.84	\$41.84			\$ 49.95	\$49.95	\$ 43.80	\$43.80	\$ 46.32	\$46.32	\$ 63.00	\$63.00
2	S00675	DRUM BRAKE REAR 16.5X8.5 11 15 JOHNSTON	EA	1	GUN 3807X			\$ 147.00	\$147.00					\$ 186.52	\$186.52	\$ 160.61	\$160.61	\$ 169.00	\$169.00
3	S00695	FENDER PLASTIC TANDEM SINGLE 11/UP FREIGHT FLT-5010	EA	1	FLT-5010			\$ 299.00	\$299.00									\$ 195.00	\$195.00
4	S00696	BRACKET FENDER PLASTIC TANDEM SINGLE FREIGHTLINER	EA	7	PB501026A													\$ 55.00	\$385.00
5	S00697	MOUNT FENDER PLASTIC CHASSIS 11/UP FREIGHTLINER	EA	1	PB5015A													\$ 85.00	\$85.00
6	S03312	FILTER AIR PRIMARY 18 WESTERN STAR	EA	3	P634517	\$ 117.99	\$353.97	\$ 150.00	\$450.00			\$ 144.19	\$432.57					\$ 71.50	\$214.50
7	S03325	FILTER FUEL WATER SEPERATOR 18 WESTERN STAR	EA	4	DDE A0000904851			\$ 80.36	\$321.44	\$ 112.06	\$448.24			\$ 110.16	\$440.64	\$ 59.48	\$237.92		

**2019184 - Pricing - Sterling Parts**

						OMB Parts & Industrial Ltd.		Royal Freightliner		Reefer repair services ltd		COLONIAL GARAGE & DISTRIBUTORS		Harvey & Company Ltd		City View Bus Sales & Services		Parts for Trucks	
Line Item	Item #	Item Description	UOM	Usage	Manufacturer Item #	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	107136	FILTER OIL FORD OEM# FL400A PH3600	EA	1	FL400A	\$ 6.99	\$6.99	\$ 8.70	\$8.70	\$ 11.33	\$11.33	\$ 2.99	\$2.99	\$ 9.77	\$9.77	\$ 4.53	\$4.53	\$ 4.50	\$4.50
2	2144	SOLENOIDCONSTANT 12V 04 STERLING LT9511 COLE HERSEE 24106	EA	1	coh24106			\$ 45.00	\$45.00	\$ 70.24	\$70.24	\$ 28.10	\$28.10			\$ 16.67	\$16.67	\$ 32.00	\$32.00
3	2351	GASKETSIDE AXLE 03 STERLING SNDR/PLOW	EA	6	1114418000			\$ 2.50	\$15.00										
4	2526	STARTERENG 03-04 STERLING SANDER LT9511	EA	1	WSM1B970379FL			\$ 350.00	\$350.00										
5	2526CC	CORE STARTER STERLING	EA	1	XXX														
6	2561	LOCKWHEEL(FRONT)STERLING LT 9511	EA	1	TDA1229J478			\$ 4.45	\$4.45									\$ 7.00	\$7.00
8	2845	MOTOR BLOWER 04/05 STERLING LT9511 C/W WHEEL ASSEMBLY	EA	1	F3UH19846AA			\$ 79.00	\$79.00			\$ 45.70	\$45.70						
9	2860	SENSOR FUEL STERLING RAI 56140	EA	1	RAI30880			\$ 48.52	\$48.52										
10	2954	COVER FILTER FUEL 05 STERLING MT60 UNIT 424	EA	1	925208			\$ 25.00	\$25.00										
11	3039	VALVE TREADLE KIT 04 STERLING BENDIX 800633 UNIT 0418	EA	1	800633			\$ 475.00	\$475.00	\$ 560.90	\$560.90			\$ 473.35	\$473.35			\$ 592.00	\$592.00
12	3044	FILTER AIR 07 STERLING LT8500/LARUE DONALDSON P553930/326085	EA	10	P553930 DONALDSON/326085			\$ 58.00	\$580.00			\$ 45.25	\$452.50					\$ 30.00	\$300.00
13	3047	FILTER OIL MERCEDES BENZ 07 STER LT8500	EA	3	A0001801709	\$ 16.99	\$50.97	\$ 19.00	\$57.00	\$ 21.49	\$64.47	\$ 14.41	\$43.23	\$ 22.75	\$68.25	\$ 11.31	\$33.93	\$ 11.00	\$33.00
14	3048	FILTER FUEL MERCEDES BENZ OEMA0000901551 2007 STERLING LT8500 UNIT 0633	EA	5	901551	\$ 18.99	\$94.95	\$ 25.00	\$125.00	\$ 23.87	\$119.35	\$ 16.53	\$82.65			\$ 12.56	\$62.80	\$ 11.00	\$55.00
15	3125	FILTER OIL CENTRIFUGAL 07 STERLING MERCEDES BENZ	EA	3	A9061810086	\$ 35.99	\$107.97	\$ 41.00	\$123.00	\$ 51.02	\$153.06	\$ 32.97	\$98.91	\$ 71.36	\$214.08	\$ 35.47	\$106.41	\$ 22.00	\$66.00
16	3344	PLUG EXPANSION COMPRESSOR MERCEDES SNDRS C/W BENDIX COM	EA	1	1312321			\$ 10.00	\$10.00										
17	3373	BELT ALTERNATOR FREIGHT 07 STERLING ENG LT8500 DAYCO 4080670	EA	1	129859699			\$ 35.00	\$35.00			\$ 50.21	\$50.21			\$ 51.77	\$51.77	\$ 52.00	\$52.00
18	3378	NOZZLE WASHER 03 STERLING WIPER ARM	EA	3	SPR 106927			\$ 9.50	\$28.50										
19	3433	ARM WIPER L/R 04 STERLING UNIT 0421	EA	1	F6HZ17526BB			\$ 59.00	\$59.00										
20	3435	LINKAGE WIPER STERLING OEM A22-57350-000 2003/2005 STERLING LT9511 SANDER	EA	1	A22-57350-000			\$ 175.00	\$175.00										
21	3436	MOTOR WIPER 03/05 STERLING LT9511	EA	1	F6HZ-17508-AC			\$ 80.00	\$80.00										
22	3478	ADJUSTER SLACK AUTOMATIC REAR 07 STERL STERLING SNDR/PLOW	EA	1	AS1172			\$ 50.00	\$50.00	\$ 150.00	\$150.00			\$ 79.49	\$79.49	\$ 58.02	\$58.02	\$ 97.00	\$97.00
23	3527	SWITCH INDICATOR MULTI-FUNCTION STERL WPERS/HDLGTS	EA	1	A0632389000			\$ 125.00	\$125.00										
24	3531	SEAL OIL PLUG ENGINE MERCEDES OEM#000000001085	EA	2	1085			\$ 0.21	\$0.42										



25	3538	PLUG BASEPAN (OIL DRAIN) MERCEDES OEM#000908022011	EA	3	908022011				<u>\$ 7.43</u>	<u>\$22.29</u>									
26	3943	SENSOR COOLANT 04 STERLING LT9511 UNIT O424	EA	1	DDE23522855				\$ 61.00	\$61.00							<u>\$ 24.38</u>	<u>\$24.38</u>	\$ 31.00 \$31.00
27	4009	CAP RADIATOR 7LB 03 STERLING SANDER UNIT O349	EA	1	STNAA02532				<u>\$ 7.30</u>	<u>\$7.30</u>									
28	4011	CAP RADIATOR 15LB 06 STERLING UNIT 0635	EA	1	520763001				\$ 18.00	\$18.00							<u>\$ 9.42</u>	<u>\$9.42</u>	\$ 14.00 \$14.00
29	4050	FILTER AIR ENG 09 FORD F750 TRK DONALDSON P610788	EA	1	2591005C1	\$ 74.99	\$74.99				\$ 101.75	\$101.75	\$ 70.82	\$70.82	\$ 86.89	\$86.89	\$ 53.55	\$53.55	<u>\$ 44.00</u> <u>\$44.00</u>
31	4089	STUDSIDE AXLE 5/8 LONG 07 STERLING LT8500 UNIT 0633	EA	24	CM103430				\$ 2.80	\$67.20	\$ 5.10	\$122.40					<u>\$ 2.68</u>	<u>\$64.32</u>	\$ 3.00 \$72.00
32	4100	PIN SPRING FRONT 03 STERLING LT9511 UNIT 0343	EA	35	161237300				\$ 20.00	\$700.00							<u>\$ 9.18</u>	<u>\$321.30</u>	\$ 10.45 \$365.75
33	4133	SWITCHPWR WINDOW CAB FRONT STERLING SNDR	EA	1	A0633534000				<u>\$ 98.00</u>	<u>\$98.00</u>									
34	68585	JOINTU STEERING & PTO INT'L & STERLING REPUBLIC # P338	EA	3	15-170X	\$ 8.99	\$26.97	\$ 19.00	\$57.00	\$ 10.14	\$30.42	\$ 8.65	\$25.95	\$ 10.49	\$31.47	<u>\$ 7.33</u>	<u>\$21.99</u>	\$ 9.00	\$27.00
35	S00007	ALTERNATOR CUMMINS INT'L 8600127 (17 LABRIE)	EA	1	8600127			\$ 520.00	\$520.00	\$ 669.39	\$669.39	<u>\$ 279.60</u>	<u>\$279.60</u>	\$ 473.40	\$473.40			\$ 520.00	\$520.00
36	S00007C	CORE ALTERNATOR STERLING	EA	1	XXX							<u>\$ 68.25</u>	<u>\$68.25</u>						
37	S00049	SWITCH FAN SPEED 03/UP STERLING LT9511	EA	1	F4DZ-19986-A				<u>\$ 16.00</u>	<u>\$16.00</u>			\$ 18.99	\$18.99					
38	S00065	FILTER FUEL 09 STERLING "OEM ONLY"	EA	64	ABP/N122-BR90-FRT- 10			\$ 25.00	\$1,600.00	\$ 38.84	\$2,485.76			\$ 34.37	\$2,199.68	\$ 20.94	\$1,340.16	<u>\$ 18.00</u>	<u>\$1,152.00</u>
39	S00078	FILTER AIR CAB 03 STERLING	EA	4	F6HZ19N619AA	\$ 17.09	\$68.36					\$ 15.92	\$63.68	\$ 22.10	\$88.40	\$ 11.90	\$47.60	<u>\$ 10.50</u>	<u>\$42.00</u>
40	S00271	RESISTOR HEATER BLOWER MOTOR STERLING LT9511	EA	1	4C4H-19A706-AA				<u>\$ 23.00</u>	<u>\$23.00</u>			\$ 47.69	\$47.69					
41	S00272	KNOB HEATER 09/UP STERLING	EA	2	F80H 18519A1A				<u>\$ 6.00</u>	<u>\$12.00</u>									
43	S00313	LAMP MARKER CAB SMALL LED 09/UP STERLING	EA	1	GROTE 47183	\$ 28.99	\$28.99	\$ 33.00	\$33.00	\$ 31.42	\$31.42	\$ 30.02	\$30.02	\$ 35.60	\$35.60			<u>\$ 28.50</u>	<u>\$28.50</u>
44	S00335	JOINT U STEERING 07 STERLING	EA	1	SK000283			\$ 37.00	\$37.00	\$ 34.42	\$34.42					<u>\$ 14.89</u>	<u>\$14.89</u>	\$ 24.00	\$24.00
45	S00409	SENSOR FUEL SEPARATOR WATER RAIK56237	EA	5	RAI 56140			<u>\$ 54.00</u>	<u>\$270.00</u>	\$ 87.54	\$437.70								
46	S00410	BRACKET ABS MOUNTING 04/05 STERLING LT9511	EA	6	CM10023940			\$ 8.13	\$48.78	\$ 11.51	\$69.06					<u>\$ 6.38</u>	<u>\$38.28</u>	\$ 16.33	\$97.98
47	S00446	BAG AIR CAB 07 STERLING LT8500	EA	5	18-52651-000			<u>\$ 28.55</u>	<u>\$142.75</u>	\$ 55.19	\$275.95					\$ 29.41	\$147.05	\$ 46.00	\$230.00
48	S00447	VALVE BRAKE RELAY (BENDIX ONLY) 05 STERLING LT9511	EA	4	BW109701			\$ 94.20	\$376.80					\$ 103.49	\$413.96			<u>\$ 67.00</u>	<u>\$268.00</u>
49	S00447C	CORE VALVE BRAKE RELAY STERLING	EA	4	XXX													<u>\$ 56.00</u>	<u>\$224.00</u>
50	S00458	SWITCH DIFF LOCK 03/04/07 STERLING/EATON ETN 129035	EA	1	129035 EATON			\$ 68.00	\$68.00	\$ 129.14	\$129.14			<u>\$ 9.94</u>	<u>\$9.94</u>			\$ 70.00	\$70.00
51	S00533	RELAY BLOWER MOTOR 03/UP STERLING F80B- 14B192-AA	EA	2	F80B-14B192-AA			<u>\$ 32.00</u>	<u>\$64.00</u>			\$ 40.99	\$81.98						
52	S00587	BELT FAN 8 RIB 1 1/8 W X 84 LONG 09 STERLING LT7500	EA	2	01-23415-107			\$ 46.00	\$92.00			\$ 45.46	\$90.92					<u>\$ 45.00</u>	<u>\$90.00</u>



53	S00593	SENDER TEMPERATURE OIL 09 STERLING LT7500	EA	1	F4H7-10B862-A				<u>\$ 30.38</u>	<u>\$30.38</u>										
56	S00621	GLASS MIRROR FLATW/HEATER 07 STERLING SANDER KAM- 25041	EA	1	KAM-25041				<u>\$ 72.00</u>	<u>\$72.00</u>										
57	S00656	RING EXCITER ABS STERLING CM 103705	EA	1	CM 103705				<u>\$ 22.00</u>	<u>\$22.00</u>	\$ 34.94	\$34.94					\$ 26.00	\$26.00		
58	S00668	VALVE BRAKE RELIEF SR-7 04/UP STERLING SANDER	EA	5	BW5010917				<u>\$ 240.00</u>	<u>\$1,200.00</u>	\$ 258.78	\$1,293.90					\$ 270.00	\$1,350.00		
59	S00769	CLAMP TURBO OUTLET EXHAUST 04/05 STERLING LT- 9511 001-14596-000	EA	1	01-14596-000				<u>\$ 9.12</u>	<u>\$9.12</u>	\$ 29.63	\$29.63				\$ 13.60	\$13.60	\$ 27.50	\$27.50	
60	S00819	CHAMBER BRAKE FRONT 3" STROKE INT'L/08 STERLING LT8500	EA	8	HDX-SC24XL 3566654C91				\$ 36.39	\$291.12					\$ 149.00	\$1,192.00		<u>\$ 30.00</u>	<u>\$240.00</u>	
61	S00820	HOSE AIR BRAKE FRONT 08 STERLING LT8500	EA	2	12-21022-021				<u>\$ 17.88</u>	<u>\$35.76</u>						\$ 22.03	\$44.06			
62	S00833	SENSOR SPEED FRONT ABS 09 STERLING LT7500 WAB 4410329940	EA	1	WAB4410329940				\$ 55.53	\$55.53					<u>\$ 52.67</u>	<u>\$52.67</u>				
63	S00875	STARTER 07 STERLING SANDER DR8300026	EA	1	DR8300026				\$ 289.00	\$289.00	\$ 363.73	\$363.73	\$ 288.16	\$288.16	<u>\$ 214.66</u>	<u>\$214.66</u>		\$ 322.00	\$322.00	
64	S00875C	CORE STARTER STERLING	EA	1	XXX				\$ 162.50	\$162.50			\$ 78.75	\$78.75				\$ 200.00	\$200.00	
65	S00893	SENSOR ABS REAR 04/UP STERLING LT9511	EA	2	WAB 441 032 814 0				\$ 57.49	\$114.98					<u>\$ 52.43</u>	<u>\$104.86</u>		\$ 53.00	\$106.00	
66	S00905	VALVE ABS COMBINATION REAR 06 STERLING LT8500	EA	1	WAB 472 500 423 0				\$ 560.00	\$560.00					<u>\$ 472.10</u>	<u>\$472.10</u>		\$ 532.00	\$532.00	
67	S00954	BELT TENSIONER 06/07 STERLING SANDER OEM 01-30441-000	EA	1	01-30441-000				\$ 98.00	\$98.00			\$ 85.28	\$85.28		\$ 85.81	\$85.81	<u>\$ 84.00</u>	<u>\$84.00</u>	
68	S01028	MODULE DAYTIME RUNNING LIGHT 07 STERLING 8500 OEM 22-49875-000	EA	1	22-49875-000				<u>\$ 160.00</u>	<u>\$160.00</u>										
69	S01036	SEAL DIFFERENTIAL OUTPUT 04 STERLING 9511 SANDER	EA	1	210724	\$ 66.99	\$66.99		\$ 48.00	\$48.00	<u>\$ 44.17</u>	<u>\$44.17</u>			\$ 80.04	\$80.04		\$ 47.00	\$47.00	
70	S01168	CLUTCH FAN KIT STERLING LT9511 SANDER	EA	1	HOR91001				\$ 895.00	\$895.00					<u>\$ 646.46</u>	<u>\$646.46</u>		\$ 899.00	\$899.00	
71	S01168C	CORE CLUTCH FAN KIT STERLING LT9511 SANDER	EA	1	XXX				\$ 520.00	\$520.00					<u>\$ 350.00</u>	<u>\$350.00</u>		\$ 410.00	\$410.00	
72	S01438	CLAMP EXHAUST FRONT AT TURBO 07 STERLING LT8500 SANDER	EA	1	620-997-05-90				\$ 52.00	\$52.00						<u>\$ 12.49</u>	<u>\$12.49</u>			
73	S01439	PIPE EXHAUST FRONT AT TURBO 07 STERLING LT8500 SANDER	EA	1	01-23282-000				<u>\$ 210.00</u>	<u>\$210.00</u>										
74	S01458	BRACKET AIR TANK 06 STERLING LT8500 SANDER OEM A12-12034-001	EA	1	A12-12034-001				<u>\$ 25.00</u>	<u>\$25.00</u>										
75	S01525	CAMSHAFT REAR BRAKE R/S 06 STERLING LT8500 SANDER	EA	1	MERITOR # 2210Z7644				\$ 45.00	\$45.00	\$ 98.72	\$98.72			\$ 57.77	\$57.77	<u>\$ 31.98</u>	<u>\$31.98</u>	\$ 46.50	\$46.50
76	S01526	CAMSHAFT REAR BRAKE L/S 06 STERLING LT8500 SANDER	EA	1	MERITOR 2210A7645				\$ 45.00	\$45.00	\$ 98.72	\$98.72			\$ 57.77	\$57.77	<u>\$ 31.98</u>	<u>\$31.98</u>	\$ 46.50	\$46.50
77	S01527	CAMSHAFT REAR BRAKE R/S 06 STERLING LT8500 SANDER	EA	1	MERITOR 2210K7603				\$ 42.00	\$42.00	\$ 88.97	\$88.97			\$ 55.80	\$55.80	<u>\$ 28.70</u>	<u>\$28.70</u>	\$ 42.50	\$42.50
78	S01528	CAMSHAFT REAR BRAKE L/S 06 STERLING LT8500 SANDER	EA	1	MERITOR 2210L7604				\$ 42.00	\$42.00	\$ 88.97	\$88.97			\$ 55.80	\$55.80	<u>\$ 28.70</u>	<u>\$28.70</u>	\$ 42.50	\$42.50
80	S01770	KNOB HEADLIGHT SWITCH 03-06 STERLING SANDER OEM 22-49987-000	EA	1	22-49987-000				<u>\$ 9.00</u>	<u>\$9.00</u>			\$ 29.25	\$29.25						

81	S01771	SWITCH HEADLIGHT 03-06 STERLING SANDER OEM F2DX11654A	EA	1	F2DZ11654A			<u>\$ 130.00</u>	<u>\$130.00</u>										
82	S01853	CAP WASHER W/SHIELD RESERVOIR SCREW ON STERLING SANDER OEM A22-40868-000	EA	2	A22-40868-000			<u>\$ 4.30</u>	<u>\$8.60</u>										
83	S02142	TUBE COOLANT MERCEDES 07 STERLING	EA	1	A9062000352			<u>\$ 86.00</u>	<u>\$86.00</u>										
84	S02143	GASKET COOLANT TUBE MERCEDES 07 STERLING	EA	1	A9062030480			<u>\$ 9.66</u>	<u>\$9.66</u>										
85	S02180	HOSE UPPER RADIATOR STERLING	EA	1	05-21843-001			<u>\$ 72.95</u>	<u>\$72.95</u>										



2019184 - Pricing - Cummins Parts


						OMB Parts & Industrial Ltd.		Royal Freightliner		Reefer repair services ltd		COLONIAL GARAGE &		Harvey & Company Ltd		City View Bus Sales & Services		Parts for Trucks	
Line	Item #	Item Description	UOM	Usage	Manufacturer Item #	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	3903	ALTERNATOR 05-07 TRACKLESS MT5 / MB DELCO # 8600030	EA	1	3972730			\$ 230.00	\$230.00	\$ 283.54	\$283.54					\$ 452.44	\$452.44	\$ 234.00	\$234.00
2	3903CC	CORE ALTERNATOR CUMMINS	EA	1	XXX														
3	3924	STARTER TRACKLESS 01/UP TRACKLESS MT5 WILSON 91295616	EA	1	3964428					\$ 343.16	\$343.16			\$ 629.70	\$629.70	\$ 565.55	\$565.55	\$ 296.00	\$296.00
4	3924CC	CORE STARTER CUMMINS	EA	1	XXX													\$ 96.00	\$96.00
5	4051	FILTER BREATHER ENG 09 FORD F750 UNIT 0914	EA	1	4936636					\$ 81.51	\$81.51			\$ 64.40	\$64.40	\$ 111.47	\$111.47	\$ 105.00	\$105.00
6	4052	FILTER FUEL ENG 09 FORD F750 UNIT 0914 CUMMINS	EA	1	4934879	\$ 36.99	\$36.99			\$ 47.89	\$47.89			\$ 39.25	\$39.25	\$ 25.70	\$25.70	\$ 21.00	\$21.00
7	4053	FILTER FUEL ENG 09 FORD F750 UNIT 0914 CUMMINS	EA	1	4934845	\$ 18.99	\$18.99			\$ 25.12	\$25.12			\$ 20.41	\$20.41	\$ 13.72	\$13.72	\$ 15.50	\$15.50
8	4155	SENSOR CAMSHAFT 03/UP TRACKLESS MT5 UNIT 0444	EA	1	4921597					\$ 81.02	\$81.02			\$ 82.99	\$82.99			\$ 69.00	\$69.00
9	S00784	FILTER OIL CUMMINS ENGINE "OEM ONLY"	EA	62	3401544					\$ 51.66	\$3,202.92			\$ 41.98	\$2,602.76	\$ 28.19	\$1,747.78	\$ 24.00	\$1,488.00
10	S00828	TENSIONER BELT 12 FREIGHTLINER M2 ENG CUMMINS 3973819	EA	3	3973819	\$ 92.99	\$278.97			\$ 175.16	\$525.48			\$ 172.60	\$517.80	\$ 159.10	\$477.30	\$ 84.00	\$252.00
11	S00874	CAP OIL PLASTIC 10 TRACKLESS MT-6 CUMMINS ENGINE	EA	1	5255448					\$ 59.26	\$59.26			\$ 50.80	\$50.80	\$ 44.84	\$44.84		
12	S00966	PLUG DRAIN OIL PAN 12 FREIGHTLINER M2 ENG CUMMINS 3973071	EA	1	3973071					\$ 13.84	\$13.84			\$ 14.23	\$14.23	\$ 12.57	\$12.57		
13	S01484	ALTERNATOR 09-12 TRACKLESS MT-6 CUMMINS OEM 5282836	EA	1	5282836					\$ 225.68	\$225.68			\$ 490.85	\$490.85	\$ 452.44	\$452.44		
14	S01484CC	CORE ALTERNATOR CUMMINS	EA	1	XXX														
15	S01550	SENSOR TEMPERATURE 12 FREIGHTLINER M-2/SD108 SANDER CUMMINS BLUE PLUG	EA	5	2872468					\$ 159.05	\$795.25			\$ 163.55	\$817.75	\$ 144.47	\$722.35	\$ 30.00	\$150.00
16	S01551	SENSOR TEMPERATURE 12 FREIGHTLINER M-2/SD108 SANDER CUMMINS GREEN PLUG	EA	2	2872467					\$ 109.79	\$219.58			\$ 104.89	\$209.78	\$ 92.65	\$185.30		
17	S01683	INJECTOR DOSER 12 FREIGHTLINER M-2 SANDER CUMMINS OEM 2888173NX	EA	9	2888173NX	\$ 345.99	\$3,113.91			\$ 508.86	\$4,579.74			\$ 498.90	\$4,490.10	\$ 523.25	\$4,709.25	\$ 255.00	\$2,295.00
18	S01683CC	CORE INJECTOR DOSER CUMMINS	EA	9	XXX													\$ 125.00	\$1,125.00
19	S01684	KIT MOUNTING DOSER INJECTOR 12 FREIGHTLINER M-2 CUMMINS OEM 2888114	EA	5	2888114					\$ 53.49	\$267.45			\$ 55.01	\$275.05	\$ 55.01	\$275.05	\$ 255.00	\$1,275.00
20	S01709	FILTER BREATHER CRANKCASE ELEMENT 09 STERLING SANDER CUMMINS OEM CV50628 FLEETGUARD 4939749	EA	13	CV50628 FLEETGUARD 4939749					\$ 108.49	\$1,410.37			\$ 95.70	\$1,244.10	\$ 148.35	\$1,928.55	\$ 91.50	\$1,189.50
21	S01720	CLAMP TURBO V 07/UP TRACKLESS MT-6 W/CUMMINS ENGINE OEM 3903652	EA	1	3903652					\$ 43.54	\$43.54			\$ 44.77	\$44.77	\$ 39.55	\$39.55	\$ 27.00	\$27.00
22	S01772	PUMP WATER C/W GASKET 04/UP TRACKLESS MT-6 OEM 3286278	EA	1	3286278					\$ 238.42	\$238.42					\$ 180.52	\$180.52	\$ 147.00	\$147.00
23	S02011	THERMOSTAT COOLANT 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER CUMMINS OEM 4929643	EA	1	4929643					\$ 55.40	\$55.40					\$ 50.33	\$50.33		



24	S02012	SEAL THERMOSTAT COOLANT 15 FREIGHTLINER/JOHNSTON M2106/VT651 SWEEPER OEM 3954829	EA	1	3954829					\$ 5.42	\$5.42			\$ 7.44	\$7.44	<u>\$ 4.93</u>	<u>\$4.93</u>		
25	S02177	SENSOR NITROGEN OXIDE (NOX) TAILPIPE CUMMINS 12 FREIGHTLINER	EA	5	2894943	\$ 633.99	\$3,169.95			\$ 680.80	\$3,404.00					\$ 601.95	\$3,009.75	<u>\$ 525.00</u>	<u>\$2,625.00</u>
26	S02177CC	CORE NITROGEN OXIDE (NOX) CUMMINS	EA	5	XXX					\$ 77.00	\$385.00					\$ 110.29	\$551.45		
27	S02235	CLAMP 4" V-BAND ATD (CUMMINS)	EA	7	2880482					\$ 48.31	\$338.17			\$ 47.99	\$335.93	\$ 43.89	\$307.23	<u>\$ 9.20</u>	<u>\$64.40</u>
28	S02236	CLAMP 5" SPHERICAL ATD OEM ONLY (CUMMINS)	EA	3	2880213					\$ 55.68	\$167.04			\$ 59.99	\$179.97	<u>\$ 50.55</u>	<u>\$151.65</u>	\$ 51.00	\$153.00
29	S02237	CLAMP 4" SPHERICAL ATD (CUMMINS)	EA	11	2880212					\$ 64.81	\$712.91			\$ 62.49	\$687.39	<u>\$ 58.67</u>	<u>\$645.37</u>		
30	S02238	GASKET 4" V-BAND ATD (CUMMINS)	EA	6	2866636					\$ 8.66	\$51.96			\$ 10.39	\$62.34	<u>\$ 7.87</u>	<u>\$47.22</u>	\$ 14.00	\$84.00
31	S02239	GASKET 5" SPHERICAL ATD (CUMMINS)	EA	3	2880215					\$ 18.05	\$54.15			\$ 17.80	\$53.40	<u>\$ 16.39</u>	<u>\$49.17</u>	\$ 21.00	\$63.00
32	S02240	GASKET 4" SPHERICAL ATD (CUMMINS)	EA	11	2880214					\$ 11.50	\$126.50			\$ 11.82	\$130.02	<u>\$ 10.44</u>	<u>\$114.84</u>	\$ 16.00	\$176.00
33	S02322	GASKET DPF BODY CUMMINS (12 FREIGHTLINER)	EA	8	2871452	\$ 77.99	\$623.92			\$ 49.24	\$393.92			\$ 48.53	\$388.24	\$ 44.73	\$357.84	<u>\$ 16.00</u>	<u>\$128.00</u>
34	S02323	CLAMP DPF BODY CUMMINS (12 FREIGHTLINER)	EA	8	2871858					\$ 71.20	\$569.60			<u>\$ 19.95</u>	<u>\$159.60</u>	\$ 64.67	\$517.36		
35	S02454	TENSIONER BELT TRACKLESS LARUE (CUMMINS)	EA	2	3976834	\$ 132.99	\$265.98			\$ 152.41	\$304.82			\$ 147.00	\$294.00	\$ 138.44	\$276.88	<u>\$ 123.00</u>	<u>\$246.00</u>
36	S02455	SENSOR NITROGEN OXIDE (NOX) TURBO OUTLET CUMMINS 12 FREIGHTLINER	EA	5	5293295RX	\$ 526.99	\$2,634.95			\$ 632.17	\$3,160.85			\$ 606.42	\$3,032.10	\$ 558.96	\$2,794.80	<u>\$ 345.00</u>	<u>\$1,725.00</u>
37	S02455CC	CORE SENSOR NITROGEN OXIDE (NOX)	EA	5	2872298D					\$ 77.00	\$385.00			\$ 121.32	\$606.60	\$ 110.29	\$551.45		
38	S02561	PUMP FUEL TRANSFER CUMMINS	EA	1	5260632					\$ 350.89	\$350.89			\$ 360.80	\$360.80	<u>\$ 318.71</u>	<u>\$318.71</u>		
39	S02581	PIPEOUTLET EXHAUST (TRACKLESS/CUMMINS) 3910992	EA	1	3910922					<u>\$ 218.36</u>	<u>\$218.36</u>								
40	S02592	FILTER FUEL (17 FREIGHTLINER) "OEM ONLY"	EA	38	5303743					\$ 38.90	\$1,478.20			\$ 34.10	\$1,295.80	\$ 55.32	\$2,102.16	<u>\$ 29.50</u>	<u>\$1,121.00</u>
41	S02595	CLAMP TURBO KNUCKLE TO FLEX (CUMMINS) 12 FREIGHTLINER	EA	4	5274381					\$ 50.23	\$200.92			\$ 49.90	\$199.60	<u>\$ 45.62</u>	<u>\$182.48</u>		
42	S02596	GASKET TURBO KNUCKLE TO FLEX (CUMMINS) 12 FREIGHTLINER	EA	8	5272448					\$ 8.48	\$67.84			\$ 9.10	\$72.80	<u>\$ 7.72</u>	<u>\$61.76</u>		
43	S02693	CLAMP TURBO TO KNUCKLE (CUMMINS) "OEM ONLY"	EA	5	102408					\$ 56.50	\$282.50			\$ 49.30	\$246.50	<u>\$ 42.78</u>	<u>\$213.90</u>		
44	S02815	LINE OIL TURBO SUPPLY CUMMINS	EA	1	5284430					\$ 55.54	\$55.54			\$ 66.61	\$66.61	<u>\$ 50.43</u>	<u>\$50.43</u>		
45	S02859	THERMOSTAT COOLANT 2012 FREIGHTLINER CUMMINS	EA	2	5273379	\$ 109.99	\$219.98			\$ 60.56	\$121.12			\$ 62.49	\$124.98	<u>\$ 54.99</u>	<u>\$109.98</u>		
46	S02891	BREATHING CRANKCASE ASSY (CUMMINS)	EA	6	5263986					\$ 412.01	\$2,472.06			<u>\$ 397.45</u>	<u>\$2,384.70</u>	\$ 574.23	\$3,445.38		
47	S02930	PIGTAIL EGR (CUMMINS)	EA	1	4918452					\$ 115.00	\$115.00			\$ 98.76	\$98.76	<u>\$ 87.24</u>	<u>\$87.24</u>		
48	S02958	PUMP FUEL GEAR CUMMINS	EA	1	2872545RX					\$ 559.50	\$559.50					<u>\$ 494.70</u>	<u>\$494.70</u>		
49	S02958CC	CORE FUEL PUMP GEAR	EA	1	4088866D					\$ 61.00	\$61.00					<u>\$ 86.65</u>	<u>\$86.65</u>		
50	S02959	GASKET FUEL PUMP CUMMINS	EA	1	4928575					\$ 21.04	\$21.04			\$ 22.53	\$22.53	<u>\$ 19.10</u>	<u>\$19.10</u>		
51	S02960	HUB DISTRIBUTOR DRIVE CUMMINS	EA	1	4061755					\$ 8.24	\$8.24			\$ 9.88	\$9.88	<u>\$ 7.48</u>	<u>\$7.48</u>		
52	S02961	CONNECTOR QUICK DISCONNECT FUEL CUMMINS	EA	1	3969822					\$ 19.71	\$19.71			\$ 24.90	\$24.90	<u>\$ 17.91</u>	<u>\$17.91</u>		
53	S02962	WASHER SEALING CUMMINS	EA	1	3963990					\$ 4.14	\$4.14			\$ 6.04	\$6.04	<u>\$ 3.76</u>	<u>\$3.76</u>		
54	S03153	SENDER OIL PRESSURE (12-16 CUMMINS)	EA	5	4921517	\$ 73.99	\$369.95			\$ 62.83	\$314.15			\$ 62.00	\$310.00	<u>\$ 56.85</u>	<u>\$284.25</u>		
55	S03195	PIGTAIL OIL PRESSURE SENDER (CUMMINS)	EA	1	3164274					\$ 17.99	\$17.99			\$ 17.79	\$17.79	<u>\$ 13.47</u>	<u>\$13.47</u>		
56	S03239	SENSOR EXHAUST PRESSURE (CUMMINS)	EA	1	4928594					\$ 154.21	\$154.21			\$ 151.50	\$151.50	<u>\$ 139.51</u>	<u>\$139.51</u>		
57	S03339	FILTER DEF FLUID (CUMMINS) 17 LABRIE ONLY	EA	1	4388378					\$ 185.07	\$185.07			\$ 219.50	\$219.50	<u>\$ 137.58</u>	<u>\$137.58</u>		
58	S03388	GASKET TURBO MOUNTING (TRACKLESS)	EA	1	3919369					\$ 8.39	\$8.39			\$ 240.45	\$240.45	<u>\$ 7.63</u>	<u>\$7.63</u>		



## BID APPROVAL NOTE


<b>Bid #</b>	2019213		
<b>Bid Name</b>	Instrumentation and Electrical Services at Water and Wastewater Treatment Facilities		
<b>Department</b>	Public Works	<b>Division</b>	Water and Wastewater
<b>Budget Code</b>	52334		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	To provide instrumentation and industrial electrical services for the Water and Waste Water division.		
<b>Results</b>	<input type="radio"/> As attached <input checked="" type="radio"/> As noted below		
	<b>Vendor Name</b>	<b>Bid Amount</b>	
	Pennecon Energy Technical Services	\$391,182.62	
	Cahill Instrumentation & Technical Services (2011) Ltd.	\$413,103.00	
<b>Expected Value</b>	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 2 year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>	Two (2) year term with the option of two (2) one (1) year extensions		
<b>Bid Exception</b>	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
<b>Recommendation</b>	It is recommended to award open call 2019213 to Pennecon Energy Technical Services \$391,182.62 (HST included), the lowest bidder meeting specifications as per the Public Procurement Act.		
<b>Supply Chain Buyer</b>	John Hamilton		
<b>Supply Chain Manager</b>		<b>Date</b>	2019/10/17
<b>Deputy City Manager*</b>		<b>Date</b>	

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

# ST. JOHN'S




# BID APPROVAL NOTE

<b>Bid #</b>	TP119007878		
<b>Bid Name</b>	Supply of Appliances		
<b>Department</b>	Public Works	<b>Division</b>	City Buildings
<b>Budget Code</b>	52524		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	Group Purchasing with the Province to establish pricing for appliances for the City of St. John's Non Profit Housing Division on an as required basis.		
<b>Results</b>	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	<b>Vendor Name</b>	<b>Bid Amount</b>	
	Charles R. Bell Limited	\$ 60,000.00	
<b>Expected Value</b>	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 1 year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>	Two (2) years plus an option to extend for one (1) year		
<b>Bid Exception</b>	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
<b>Recommendation</b>	It is recommended to award this open call TP119007878 to Charles R. Bell Limited as issued by the Province as per the Public Procurement Act.		
<b>Supply Chain Buyer</b>	John Hamilton		
<b>Supply Chain Manager</b>		<b>Date</b>	2019/10/17
<b>Deputy City Manager*</b>		<b>Date</b>	

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

# ST. JOHN'S

 Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		<b>Purchase Order No.</b>	<b>Revision No.</b>	<b>Page No.</b>
		219019796	0	1
<b>TO:</b> CHARLES R BELL LIMITED 126 Glencoe Drive Mount Pearl, NL A1N 4S9 Canada		<b>SHIP TO:</b> As indicated in blanket release or contract agreement PO Canada		
		<b>BILL TO:</b> As indicated in blanket release or contract agreement PO Canada		
<b>Customer No.</b>	<b>Supplier No.</b>	<b>Ordered / Buyer</b>		<b>Revised / Buyer</b>
	0031002645	07-OCT-19 Murphy, D		
<b>F.O.B:</b>		<b>Requestor:</b>		<b>Contact:</b>
DESTINATION				
<b>Effective Start Date</b>		<b>Effective End Date</b>		<b>Amount Agreed (CAD)</b>
07-OCT-2019		30-SEP-2020		
<b>IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.</b>				
<b>AUTHORIZED BY:</b> Murphy, D		<b>DATE:</b> 07-OCT-19	<b>TOTAL:</b>	
<b>Line NO:</b>	<b>Item No./Description</b>	<b>UOM</b>	<b>Unit Price</b>	

Notes: MSOA -GNL/GFB, ELECTRICAL HOUSEHOLD APPLIANCES, 119007878, DM

ELECTRICAL HOUSEHOLD APPLIANCES, MASTER STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TENDER # TP119007878 DATED SEPTEMBER 18, 2019 REFERS.

VENDOR CONTACT INFORMATION:

Charles R Bell Ltd  
 Greg Elms  
 Phone: 709-570-5816  
 Fax: 709-722-6832  
 gelms@crbell.com

ALL APPLIANCES SHALL BE ENERGY STAR COMPLIANT WHERE AVAILABLE.

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IMPORTANT NOTE:

VENDORS ARE ADVISED THAT DELIVERY SHALL BE FOB TO DESTINATIONS WITHIN A 100 KILOMETER RADIUS OF THE VENDOR'S SHIPPING LOCATION, INCLUDING VENDOR'S PREMISES, SUB DEPOTS OR DISTRIBUTORS' PREMISES, FOR ORDERS OF \$500.00 AND ABOVE.


VENDORS SHALL INCLUDE A LIST OF SHIPPING LOCATIONS WITH THE TENDER DOCUMENTS.

\* PRICING SHALL INCLUDE ALL SHIPPING, DELIVERY, OFFLOADING AND DROPDOWN TAILGATE CHARGES.\*

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LIST OF GOVERNMENT FUNDED BODY PARTICIPANTS:  
 Newfoundland and Labrador Housing Corporation  
 Conseil Scolaire Francophone Provincial de Terre-Neuve  
 College of the North Atlantic  
 Workplace NL



 Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		<b>Purchase Order No.</b>	<b>Revision No.</b>	<b>Page No.</b>
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<b>Line NO:</b>	<b>Item No./Description</b>	<b>UOM</b>	<b>Unit Price</b>	

Legal Aid  
City of St. John's  
Town of Birchy Bay  
Town of Sandringham  
Town of Victoria  
Town of Brighton

#### PURPOSE

This Standing Offer Agreement shall permit Public Bodies, including all Departments of Government and all others having delegated its authority to the Public Procurement Agency to issue an open call for bids, to order on an "as and when required basis", the items listed herein at the prices set against each. Adequate stocks shall be kept on hand to cover such requirements.

#### PERIOD

This Standing Offer Agreement shall be in effect from date of issue to September 30, 2020 with an option to extend the agreement by mutual consent of both parties up to an additional one year under the same pricing, terms and conditions.

#### PURCHASING CARD (P-CARD)

Any Public Body reserves the right to utilize a procurement card (P-Card) in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurement cards are tendered for payment.

#### QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

#### PRICING & TAXES


Prices quoted shall be in CANADIAN funds.

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

 Government of Newfoundland and Labrador  Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		<b>Purchase Order No.</b>	<b>Revision No.</b>	<b>Page No.</b>
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Disregard tax column on this form.

#### RETURNS

In the event of a defective product, any participating Public Body reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser.

Claims for either shortages or damaged merchandise shall be submitted to vendor within thirty days of invoice.

#### INVOICING

Where a purchase order is issued as a result of this Invitation to Tender, invoice(s) showing purchase order number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Public Procurement Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by any Public Body in the Province with the supplier against any resultant Standing Offer Agreement.

#### AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release", "Contract Release" or by P-Card.

#### CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Public Procurement Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, PPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original Invitation to Tender.

#### SUBSTITUTIONS

DURING THE TERM OF A CONTRACT, NO PRODUCT SHALL BE SUBSTITUTED FOR ANOTHER WITHOUT THE MUTUAL AGREEMENT OF BOTH THE GOVERNMENT PURCHASING AGENCY AND THE SUCCESSFUL BIDDER. ITEMS MAY BE SUBSTITUTED BY SIMILAR PRODUCTS OF EQUAL SIZE AND COST. ALL SUBSTITUTES SHALL BE ACCOMPANIED BY FULL SPECIFICATION, LITERATURE OR CATALOGUES.


#### PUBLIC PROCUREMENT ACT

All Invitations to Tenders are called under the Public Procurement Act.

#### ATLANTIC PROVINCES STANDARD TERMS AND CONDITIONS

The Atlantic Standard Terms and Conditions apply to this Invitation to Tender and may be obtained from the Public Procurement Agency, or by way of the internet at: [www.ppa.gov.nl.ca](http://www.ppa.gov.nl.ca).



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#### ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Canadian Free Trade Agreement and Atlantic Procurement Agreement within the defined thresholds.

#### DIRECT DEPOSIT FOR PAYMENT

WHERE A PURCHASE ORDER IS ISSUED AS A RESULT OF THIS INVITATION TO TENDER, THE METHOD OF PAYMENT TO THE SUCCESSFUL BIDDER/PROPOSER FOR ANY GOODS OR SERVICES PROVIDED AS A RESULT OF THIS PROCUREMENT OPPORTUNITY WILL BE DIRECT DEPOSIT (OTHER COST EFFECTIVE PAYMENT METHODS MAY BE USED FOR CERTAIN INTERNATIONAL SUPPLIERS WHERE BANKING TECHNOLOGIES PREVENT THE USE OF DIRECT DEPOSIT). THE SUCCESSFUL BIDDER/PROPOSER SHOULD ENSURE THEY ARE ENROLLED WITH THE PROVINCE TO RECEIVE DIRECT DEPOSIT PAYMENTS. ENROLMENT FORMS CAN BE OBTAINED FROM THE DEPARTMENT OF FINANCE WEB SITE AT:  
[HTTP://WWW.RELEASES.GOV.NL.CA/RELEASES/2014/FIN/0808N02.ASPX](http://www.releases.gov.nl.ca/releases/2014/fin/0808N02.aspx)

#### DISCLOSURE OF INFORMATION

THE FINANCIAL VALUE OF A CONTRACT RESULTING FROM THIS PROCUREMENT PROCESS WILL BE PUBLICLY RELEASED AS PART OF THE AWARD NOTIFICATION PROCESS.

THIS PROCUREMENT PROCESS IS SUBJECT TO THE ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT, 2015.

THE BIDDER AGREES THAT ANY SPECIFIC INFORMATION IN ITS BID THAT MAY QUALIFY FOR AN EXEMPTION FROM DISCLOSURE UNDER SUBSECTION 39(1) OF THE ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT, 2015 HAS BEEN IDENTIFIED. IF NO SPECIFIC INFORMATION HAS BEEN IDENTIFIED IT IS ASSUMED THAT, IN THE OPINION OF THE BIDDER, THERE IS NO SPECIFIC INFORMATION THAT QUALIFIES FOR AN EXEMPTION UNDER SUBSECTION 39(1) OF THE ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT, 2015

- |   |  |      |        |
|---|--|------|--------|
| 1 | AVALON<br>DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL,<br>HEAVY DUTY BALANCE SUSPENSION<br><br>Amana<br>Model: NTW4516FW                               | EACH | 395.00 |
| 2 | AVALON<br>DOMESTIC AUTOMATIC DRYER, WHITE ENAMEL,<br>FIVE CYCLES<br><br>Amana<br>Model: YNED4655EW   | EACH | 353.00 |
| 3 | AVALON<br>DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL,<br>HEAVY DUTY BALANCE SUSPENSION, ENERGY<br>STAR COMPLAINT<br><br>Whirlpool<br>Model: WTW7500GW | EACH | 684.00 |







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4	AVALON RANGE, ELECTRIC, HOUSEHOLD, WHITE ENAMEL, 30" TOP WITH TWO (2) 8" AND TWO (2) 6" PLUG-OUT ELEMENTS, WITH TIMER  Amana Model: YACR4303MFW	EACH	531.00		
5	AVALON RANGE, ELECTRIC, HOUSEHOLD, WHITE ENAMEL, SELF-CLEANING, 30" TOP WITH TWO (2) 8" AND TWO (2) 6" PLUG OUT ELEMENTS, WITH TIMER  Amana Model: YACR4503SFW	EACH	552.00		
6	AVALON REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL, MINIMUM 13 CU. FT., TWO DOOR, FROST FREE  Amana Model: ART104TFDW	EACH	644.00		
7	AVALON REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL, MINIMUM 13 CU. FT. , TWO DOOR, FROST FREE, ENERGY STAR COMPLIANT  Whirlpool Model: WRT134TFDW	EACH	678.00		
8	EASTERN DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL, HEAVY DUTY BALANCE SUSPENSION  Amana Model: NTW4516FW	EACH	481.00		
9	EASTERN DOMESTIC AUTOMATIC DRYER, WHITE ENAMEL, FIVE CYCLES  Amana Model: YNED4655EW	EACH	434.00		
10	EASTERN DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL, HEAVY DUTY BALANCE SUSPENSION, ENGERY STAR COMPLAINT  Whirlpool Model: WTW7500GW	EACH	805.00		

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Line NO:	Item No./Description	UOM	Unit Price	
11	EASTERN RANGE, ELECTRIC, HOUSEHOLD, WHITE ENAMEL, 30" TOP WITH TWO (2) 8" AND TWO (2) 6" PLUG-OUT ELEMENTS, WITH TIMER  Amana Model: YACR4303MFW	EACH	584.00	
12	EASTERN RANGE, ELECTRIC, HOUEHOLD, WHITE ENAMEL, SELF-CLEANING, 30" TOP WITH TWO (2) 8" AND TWO (2) 6" PLUG OUT ELEMENTS, WITH TIMER  Amana Model: YACR4503SFW	EACH	605.00	
13	EASTERN REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL, MINIMUM 13 CU. FT., TWO DOOR, FROST FREE  Amana Model: ART104TFDW	EACH	699.00	
14	EASTERN REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL, MINIMUM 13 CU. FT. , TWO DOOR, FROST FREE, ENERGY STAR COMPLIANT  Whirlpool Model: WRT134TFDW	EACH	734.00	
15	CENTRAL DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL, HEAVY DUTY BALANCE SUSPENSION, APPROX  Amana Model: NTW4516FW	EACH	481.00	
16	CENTRAL DOMESTIC AUTOMATIC DRYER, WHITE ENAMEL, FIVE CYCLES  Amana Model: YNED4655EW	EACH	434.00	
17	CENTRAL DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL, HEAVY DUTY BALANCE SUSPENSION, 3.4 CU. FT., ENGERY STAR COMPLAINT  Whirlpool Model: WTW7500GW	EACH	805.00	

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		219019796	0	7
Line NO:	Item No./Description	UOM	Unit Price	
18	CENTRAL RANGE, ELECTRIC, HOUSEHOLD, WHITE ENAMEL, 30" TOP WITH TWO (2) 8" AND TWO (2) 6" PLUG-OUT ELEMENTS, WITH TIMER  Amana Model: YACR4303MFW	EACH	584.00	
19	CENTRAL RANGE, ELECTRIC, HOUSEHOLD, WHITE ENAMEL, SELF-CLEANING, 30" TOP WITH TWO (2) 8" AND TWO (2) 6" PLUG OUT ELEMENTS, WITH TIMER  Amana Model: YACR4503SFW	EACH	605.00	
20	CENTRAL REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL, MINIMUM 13 CU. FT., TWO DOOR, FROST FREE  Amana Model: ART104TFDW	EACH	699.00	
21	CENTRAL REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL, MINIMUM 13 CU. FT. , TWO DOOR, FROST FREE, ENERGY STAR COMPLIANT  Whirlpool Model: WRT134TFDW	EACH	734.00	
22	WESTERN DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL, HEAVY DUTY BALANCE SUSPENSION,  Amana Model: NTW4516FW	EACH	531.00	
23	WESTERN DOMESTIC AUTOMATIC DRYER, WHITE ENAMEL, FIVE CYCLES  Amana Model: YNED4655EW	EACH	484.00	
24	WESTERN DOMESTIC AUTOMATIC WASHER, WHITE ENAMEL, HEAVY DUTY BALANCE SUSPENSION, 3.4 CU. FT., ENGERY STAR COMPLAINT  Whirlpool Model: WTW7500DW	EACH	855.00	



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25 WESTERN EACH 634.00  
RANGE, ELECTRIC, HOUSEHOLD, WHITE  
ENAMEL, 30" TOP WITH TWO (2) 8" AND TWO  
(2) 6" PLUG-OUT ELEMENTS, WITH TIMER

Amana  
Model: YACR4303MFW

26 WESTERN EACH 655.00  
RANGE, ELECTRIC, HOUSEHOLD, WHITE  
ENAMEL, SELF-CLEANING, 30" TOP WITH TWO  
(2) 8" AND TWO (2) 6" PLUG OUT ELEMENTS,  
WITH TIMER

Amana  
Model: YACR4503SFW

27 WESTERN EACH 749.00  
REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL,  
MINIMUM 13 CU. FT., TWO DOOR, FROST  
FREE

Amana  
Model: ART104TFDW

28 WESTERN EACH 784.00  
REFRIGERATOR, HOUSEHOLD, WHITE, ENAMEL,  
MINIMUM 13 CU. FT. , TWO DOOR, FROST  
FREE, ENERGY STAR COMPLIANT

Whirlpool  
Model: WRT134TFDW

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# DECISION/DIRECTION NOTE

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**Title:** Travel – Councillor Jamie Korab/Sport Events Congress 2020

**Date Prepared:** October 17, 2019

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

**Councillor and Role:** Councillor Dave Lane, Finance & Administration

**Ward:** N/A

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## **Decision/Direction Required:**

Seeking approval for Councillor Jamie Korab to attend the Sport Events Congress in Edmonton, Alberta from March 24 to 26, 2020.

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

The Sport Events Congress (SEC) is the largest gathering of those connected to the over \$6.8 billion sport tourism industry in Canada. It presents an opportunity for us to present our destination to sport organizations seeking a host partner; to take in exceptionally professional development presentations; to connect with the brightest and best minds in the sport tourism industry; and to engage an elected official with other like-minded champions of sport tourism.

As the lead for Community Services and Chair of St. John's Sports and Entertainment, it is beneficial for the City to have Councillor Korab attend.

## **Key Considerations/Implications:**

1. Budget/Financial Implications:
  - Money allocated in the travel budget for Council.
2. Partners or Other Stakeholders:
  - Mayor and Members of Council
  - General Public
  - St. John's Sports and Entertainment
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A



Travel – Councillor Jamie Korab/Sports Event Congress 2020

6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:**

That Council approve the travel and associated costs for Councillor Jamie Korab to attend the Sport Events Congress in Edmonton, Alberta from March 24 to 26, 2020.

**Prepared and Approved by:** Elaine Henley, City Clerk

**Attachments:** None

# DECISION/DIRECTION NOTE

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**Title:** Community Food Sharing Association Support

**Date Prepared:** October 1, 2019

**Report To:** Committee of the Whole

**Ward:** City Wide

**Decision/Direction Required:** To seek direction on changing the method of support to the Community Food Sharing Association, from a food drive to a monetary contribution.

**Discussion – Background and Current Status:**

Since the cessation of the Canada Post food drive in 2013, the City of St. John's has been involved in the collection of donated food items in support of the Community Food Sharing Association. Staff have collected food from residential properties, public buildings and apartment complexes. Non-perishable food items have also been accepted in lieu of admission for various City sponsored events. All collected material has been forwarded to the Community Food Sharing Association warehouse.

The food collection effort follows the garbage collection schedule in terms of collection days and routes. Ten (10) trucks with two (2) staff are deployed daily, over a period of a week in mid-November to collect donations from households. Donations deposited in bins at City owned public building and apartment complexes are collected on the final day of the program.

The cost to the Parks and Open Spaces Division in 2018 was \$31,227.

The initial effort in 2014 collected 120,000 lbs. (55,000 kgs) having a value of \$301,500. The following year the effort was extended to two weeks, collecting 151,724 lbs. (69,000 kgs) worth \$379,310. Collections dropped off significantly since 2015, with only 45,669 lbs. (22,573 kgs) having a value of \$114,248, collected in 2018. In recent years, many service groups have become involved in the collection effort. Organizers of public events have also included an opportunity to donate non-perishable food items in lieu of admission. Food donation boxes are also placed in many grocery stores with pre-packaged items available for purchase. Residents now have many opportunities to donate to the food bank. Consequently, the City of St. John's effort is less effective than it once was.



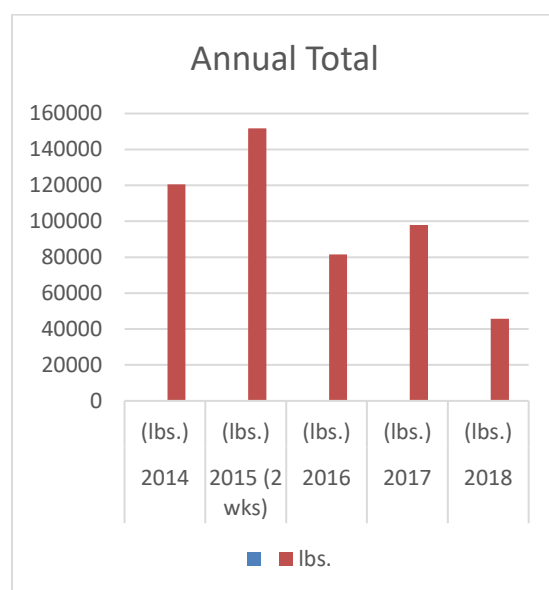
The City of St. John's through its Department of Community Services administers a Community Grant Program. This program supports non-profit groups and organizations seeking financial assistance to run programs and services that are educational, multicultural, recreational or inclusive and take place within the city. The Community Food Sharing Association appears to meet the criteria for eligibility in the program.

The Community Food Sharing Association continues to advocate for financial donations as it indicates it can leverage \$430 for every \$10 received. In this regard, redirecting the City of St. John's effort from a labour based model to a financial model may provide a greater level of assistance.

### Food Drive Collection

Area	2014 (lbs.)	2015 (2 wks) (lbs.)	2016 (lbs.)	2017 (lbs.)	2018 (lbs.)
1	22,000	21,851	10,180	13,752	8,185
2	17,250	32,324	21,050	15,240	10,651
3	15,500	20,985	11,075	17,322	4,232
4	24,500	35,419	23,115	23,175	6,251
5	36,750	30,702	15,890	22,109	16,180
Other (Apts. Bus., City)	4,600	10,443	237	6,417	200
<b>Total</b>	<b>120,600</b>	<b>151,724</b>	<b>81,547</b>	<b>98,015</b>	<b>45,699</b>
<b>Value \$2.50/lb</b>	<b>\$301,500</b>	<b>\$379,310</b>	<b>\$203,868</b>	<b>\$245,038</b>	<b>\$114,248</b>

### Trend



# ST. JOHN'S

## **Key Considerations/Implications:**

### **1. Budget/Financial Implications**

The annual cost to the Department of Public Works, to conduct the food drive, is approximately \$31,227. Additional costs are incurred by the Corporate and Information Services Division in marketing and promotion.

### **2. Partners or Other Stakeholders**

Program contributors ie. residents, service groups, event organizers, partner with the City of St. John's to provide non – perishable food items for the Community Food Sharing Association.

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

- A Sustainable City of St. John's
- A Connected City
- An Effective City

### **4. Engagement and Communications Considerations**

The Marketing and Communications Division as well as Access 311 will be valuable assets in the marketing and notification of the City of St. John's role in efforts involving the Community Food Sharing Association.

### **5. Human Resource Implications**

Reallocation of the City's effort will achieve substantial savings in staff demands. Staff will be re-tasked to other priorities.

### **6. Procurement Implications**

NA

## **Recommendations:**

1. The City of St. John's discontinue the food drive efforts in 2019 and replace the City of St. John's Food Drive with a \$10,000 - 15,000 grant from the Community Grant Program.
2. Encourage the Community Food Sharing Association to apply for a grant under the 2020 Community Grant Program.
3. The City of St. John's place food donation boxes at City owned community centres, recreational buildings and City Hall with proceeds forwarded to the Community Food Sharing Association facility.



Prepared by/Signature:

Brian Head, Manager Parks and Open Spaces Division

Approved by/Date/Signature:

Lynnann Winsor, Deputy City Manager Public Works

