

# **AGENDA**

## **Committee of the Whole**

**Wednesday, October 30, 2019**

**9:00 am**

**Council Chambers**

**4<sup>th</sup> Floor, City Hall**

**ST. JOHN'S**

# ST. JOHN'S

## Committee of the Whole Agenda

October 30, 2019

9:00 a.m.

4th Floor City Hall

Pages

1. **Call to Order**
2. **Approval of the Agenda**
  - 2.1 Adoption of Agenda - October 30, 2019
3. **Adoption of the Minutes**
  - 3.1 Adoption of the Minutes of October 16, 2019 1
4. **Presentations/Delegations**
  - 4.1 Delegation: Mr. Greg Kirby - 41 Bannerman Street
  - 4.2 Delegation: St. John's Board of Trade
5. **Finance & Administration - Councillor Dave Lane**
  - 5.1 Decision Note dated October 16, 2019 re: Employee Training and Learning Policy 6
  - 5.2 Decision Note dated October 7, 2019 re: Collection of Accounts Receivable Policy 30
6. **Public Works & Sustainability - Councillor Ian Froude**
  - 6.1 Decision Note dated October 23, 2019 re: Petty Harbour Long Pond Water Treatment Plant Capital Reserve Fund Procurement of Replacement SCADA Servers & License Upgrades 37
7. **Community Services & Events - Councillor Hope Jamieson**
8. **Housing - Deputy Mayor Sheilagh O'Leary**

<b>9.</b>	<b>Economic Development, Tourism &amp; Culture - Mayor Breen and Councillor Hanlon</b>	
<b>10.</b>	<b>Governance &amp; Strategic Priorities - Mayor Danny Breen</b>	
<b>11.</b>	<b>Planning &amp; Development - Councillor Maggie Burton</b>	
11.1	Built Heritage Experts Panel Report of October 16, 2019	
1.	Decision Note dated October 8, 2019 re: 41 Bannerman Street - Development of a Single-Detached Dwelling - DEV1900113	40
2.	Decision Note dated October 8, 2019 re: 93-95 Merrymeeting Road - Subdivision of site for three townhouses - SUB1900017	46
11.2	Decision Note dated October 23, 2019 re: Proposed Apartment/Condo Building Request to Waive Development Fee (former Power's Salvage and Mammy's Bakery) - 26 Alexander Street - DEV1700231	50
<b>12.</b>	<b>Transportation - Councillor Sandy Hickman</b>	
<b>13.</b>	<b>Other Business</b>	
<b>14.</b>	<b>Adjournment</b>	

# ST. JOHN'S

## **Minutes of Committee of the Whole - City Council**

### **Council Chambers, 4th Floor, City Hall**

**October 16, 2019, 9:00 a.m.**

**Present:** Mayor Danny Breen  
Deputy Mayor Sheilagh O'Leary  
Councillor Sandy Hickman  
Councillor Debbie Hanlon  
Councillor Deanne Stapleton  
Councillor Hope Jamieson  
Councillor Jamie Korab  
Councillor Ian Froude  
Councillor Wally Collins

**Regrets:** Councillor Maggie Burton  
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  
Lynnann 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

**Others** Brian Head, Manager of Parks and Open Space  
Victoria Etchegary, Manager of Organizational Performance & Strategy  
Susan Bonnell, Manager of Communications & Marketing

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1. **Call to Order**

2. **Approval of the Agenda**

The agenda was adopted as presented.

3. **Adoption of the Minutes**

3.1 **Adoption of Minutes - October 2, 2019**

**Recommendation**

**Moved By** Councillor Collins

**Seconded By** Councillor Hickman

That the minutes of the Committee of the Whole Meeting on October 2, 2019 be approved as presented.

**MOTION CARRIED**

4. **Presentations/Delegations**

4.1 **O'Brien's Family Farm Foundation**

Ms. Duff delivered a presentation on behalf of the O'Brien's Family Farm Foundation, a copy of which is available from the Office of the City Clerk. The presentation outlined the following:

- a. history of the farm
- b. purpose and objectives of the farm
- c. accomplishments to date
- d. existing programs and partnerships
- e. volunteer involvement
- f. community benefits of the farm and learning centre
- g. proposed design and site plan
- h. operational goals
- i. current capital budget
- j. "Room to Grow" campaign - to raise \$500,000 from private individuals, foundations and businesses with an interest in food security and links to the Irish community

The Foundation is requesting capital funding from the City in the amount of \$100,000 for construction of the Learning Centre, Agriculture Infrastructure and Land Remediation.

Mayor Breen thanked the group for their work to date and gave an assurance that the request would be brought forward for discussion as part of the City's 2020 budget process.

5. **Finance & Administration - Councillor Dave Lane**

6. **Community Services & Events - Councillor Hope Jamieson**

6.1 **Decision Note dated October 7, 2019 re: Iceberg Alley Performance Tent - Three Year Approval**

**Recommendation**

**Moved By** Councillor Jamieson

**Seconded By** Councillor Froude

That the Decision Note re: Iceberg Alley for three year approval be deferred pending staff's assurance of adequate public engagement and an opportunity to meet with the promoter.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Hickman, Councillor Stapleton, Councillor Jamieson, Councillor Froude, and Councillor Collins

Against (1): Councillor Hanlon

Abstain (1): Councillor Korab

**MOTION CARRIED (7 to 1)**

7. **Housing - Deputy Mayor Sheilagh O'Leary**

8. **Economic Development, Tourism & Culture - Mayor Breen and Councillor Hanlon**

8.1 **Information Note dated September 26, 2019 re: Grants to Artists and Arts Organizations Program - Update**

The Committee considered the information note which outlines multiple changes to the criteria for selecting grants to artists and arts organizations. These changes will be in effect for the 2020 Grants Program, the submission deadline of which is November 30, 2019.

**9. Governance & Strategic Priorities - Mayor Danny Breen****9.1 Information Note dated October 10, 2019 re: Strategic Plan Update**

The Committee was provided with an update on progress of the 2019 Action Plan supporting the Strategic Plan that was launched in early 2019.

It was noted that planning has begun for the development of the 2020 Action Plan. Items from the 2019 Action plan with completion dates into 2020 will be incorporated into that plan.

**10. Planning & Development - Councillor Maggie Burton****10.1 DN - Amendment to Rezone Land to the Commercial Downtown Mixed 2 Zone (CDM2) for a Mixed-Use Building - REZ1900009 - 96 and 100 Water Street, 205 and 209 Duckworth Street - Designated Heritage Building (former Breakwater Books and S.O.Steele Building)****Recommendation**

**Moved By** Councillor Jamieson

**Seconded By** Deputy Mayor O'Leary

That the Decision Note regarding the Amendment to Rezone Land to the Commercial Downtown Mixed 2 Zone (CDM2) for a Mixed-Use Building be referred to the Built Heritage Experts Panel for review, prior to being considered by Council.

**MOTION CARRIED**

**10.2 Decision Note dated October 10, 2019 re: Request to Waive Fees for Community Gardens on City Land - 85 Messenger Drive.****Recommendation**

**Moved By** Councillor Froude

**Seconded By** Councillor Hanlon

That Council confer to the Deputy City Manager of Planning, Engineering and Regulatory Services, the authority to waive fees for community gardens.

**MOTION CARRIED**

**11. Public Works & Sustainability - Councillor Ian Froude**

**11.1 Decision Note dated October 1, 2019 re: Community Food Sharing Association Support**

**Recommendation**

**Moved By** Councillor Froude

**Seconded By** Councillor Korab

That the Decision Note re: Community Food Sharing Association Support be deferred to allow an opportunity for engagement with the Association and an opportunity for Council to forward any questions for clarification.

**MOTION CARRIED**

**12. Transportation - Councillor Sandy Hickman**

**13. Other Business**

**14. Adjournment**

There being no further business the meeting adjourned at 10:00 am

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Mayor



# DECISION/DIRECTION NOTE

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**Title:** Employee Training and Learning Policy

**Date Prepared:** October 16, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Dave Lane - Finance and Administration

**Ward:** N/A

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**Decision/Direction Required:** Approval of the Draft Employee Training and Learning Policy to replace Education Policy 03-13-01 to take effect December 1, 2019 and general acceptance of draft guidelines.

**Discussion – Background and Current Status:**

The City of St. John's is committed to developing a learning culture. Key to achieving a learning culture is having the right tools, processes, and policies in place to guide employee and corporate Learning and Training activity. Development of a comprehensive Employee Training and Learning Policy is the first step in achieving this.

Currently, the Education Policy 03-13-01 is the only policy pertaining to Training and/or Learning at the City and is specific to the educational assistance program. The policy is descriptive but limited in terms of direction and there is limited link to overall strategy.

Through both the 2016 Quality of Work Life Study and the 2018 Continuous Improvement project focused on Learning, it was clear that there is confusion in the current process to obtain funding and a view that access to funding is not consistent across the organization.

There are currently various methods and processes to access Training and Learning at the City described as follows:

- The corporate Training budget managed by Organizational Performance and Strategy (OPS)
- Educational assistance managed by Organizational Performance and Strategy
- Conference budgets managed in various divisions
- Departmental/divisional training budgets for divisional specific training
- Employee Wellness budget for Occupational Health and Safety (OHS) regulatory Training managed by Human Resources (HR)

The new policy and procedures streamline and clarify these processes, define Training and Learning clearly, and create shared ownership between the employee and the organization for education assistance.



As well, reviewing the processes holistically has provided an opportunity to remove unnecessary extra steps, thereby simplifying administrative procedures as well.

**Key Considerations/Implications:**

1. Budget/Financial Implications: The City budgets for employee Training and Learning annually. This includes regulatory and required Training, conferences, professional development, corporate Training and job specific Training. There is currently no policy-defined limit on how much an employee can be reimbursed per year or how many programs an employee can be funded for throughout their career. The City currently funds up to 100% of tuition, books, and associated fees and approves funding on a first-come-first served basis until monies are depleted.

By streamlining the process, creating one comprehensive policy, and changing the finding limits for credit courses, the City can better plan annually for its Training and Learning needs, link Training and Learning to strategy, and better create shared ownership of Learning between employees and the employer.

2. Partners or Other Stakeholders: Training and Learning impacts all employees.
3. Alignment with Strategic Directions/Adopted Plans: This policy aligns with the “An Effective City” strategic direction of the City’s Strategic Plan 2019-2029.
4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the attached policy.
5. Privacy Implications: Privacy statements as per City guidelines are included in the application form, which will accompany this policy.
6. Engagement and Communications Considerations: OPS engaged with HR and consulted with internal stakeholders during the development of the policy. Details of the new policy will be communicated to staff via various internal communication methods including the intranet and information sessions.
7. Human Resource Implications: Staff within OPS and HR are responsible for the implementation of the Policy.
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:** Approve the Training and Learning Policy, accept the draft guidelines, and rescind Education Policy 03-13-01.

Prepared by Victoria Etchegary, Manager, Organizational Performance and Strategy  
Reviewed by Derek Coffey, Deputy City Manager, Finance and Administration  
Approved by Kevin Breen, City Manager

**Attachments:**

Employee Training and Learning Policy (draft)  
Guidelines for Training and Learning (draft)  
Intranet Content (draft)  
Education Policy 03-13-01 (current)

**DRAFT – For Discussion Only**

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

<b>Policy Title:</b> Employee Training and Learning Policy	<b>Policy #:</b> 03-13-01 (to replace existing policy)
<b>Last Revision Date:</b> N/A	<b>Policy Section:</b> Human Resources> Education and Training
<b>Policy Sponsor:</b> Deputy City Manager, Finance and Administration	

**1. Policy Statement**

The City of St. John’s recognizes the importance of a skilled and educated workforce. We need to support Employees to achieve the highest organizational and individual performance; and create a culture that values Training, Learning, and continuous improvement.

The City is committed to providing Employees with access to Training and Learning opportunities that enable a safe work environment and meet the current and emerging needs of the organization with a goal of providing excellent service to our residents and customers.

This policy details the City’s position on Training and Learning and the funding mechanisms used for activities such as:

- Training that is specified in a job description; required due to the nature of the work; governed by the collective agreement, legislation, occupational health and safety regulations, and/or standards, etc.;
- Training identified and planned by the organization to advance corporate strategic directions; and/or
- Learning for professional development and performance.

## 2. Definitions

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

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

**“Permanent Employee”** means an Employee who is actively working for the City of St. John’s in a permanent position or attached to a permanent position, that is, full-time permanent, part-time permanent, or seasonal permanent.

**“Training”** means activity that provides required skills and/or required knowledge which applies to present job duties. Training is not discretionary. It is mandated by the organization and meets requirements specified in a job description, legislation, collective agreements, occupational health and safety regulations and/or government standards, etc.

Reasons for Training may include:

- a) occupational health and safety training that is mandated by the Government of Newfoundland and Labrador through Workplace NL such as: confined space entry, traffic control, fall protection, etc.;
- b) job-specific occupational health and safety training that is required as part of one’s job to perform tasks safely such as: forklift, overhead crane and rigging, scaffolding, etc.; and/or
- c) corporate training that is linked to the City’s overall strategic directions, goals, and core values such as: respectful workplace, continuous improvement, etc.

**“Learning”** means activity that enhances skills or competencies that have application to present duties or performance, and/or to maintain a designation for a specialized field, trade or profession, or provide opportunity for personal growth. Learning may be driven by the Employee or by a need to improve performance. It may include knowledge or skills gained through post-secondary courses, conferences, webinars, seminars, and/or informal means.

Reasons for Learning may include:

- a) requirements to maintain professional designations, for example, Professional Engineers (PENG), Chartered Professionals in Human Resources (CPHR), Chartered Professional Accountants (CPA), etc.;
- b) courses towards a post-secondary college diploma or university degree; and/or
- c) to update or advance professional knowledge and/or skills through workshops, conferences, seminars, webinars, etc.

### **3. Policy Requirements**

#### **3.1 Guiding Principles**

The following principles will guide the application of this policy:

- a) We commit to providing an environment where Training and Learning are valued;
- b) Investment in effective Training and Learning advances strategic directions;
- c) We commit to providing Training and Learning in a fiscally responsible manner;
- d) Learning is a shared responsibility between the City and its Employees;
- e) We will share our Learning with others;
- f) This policy shall take precedence over any existing policies and shall be read in accordance with applicable legislation. Any Training or Learning provisions in current collective agreements of the City of St. John's shall supersede the relevant provisions found herein.

#### **3.2 General Policy Requirements for Training and Learning**

- a) All Training and Learning shall conform to procurement legislation and policy.
- b) The City may consider opportunities to arrange and organize Training and Learning with partners so that costs are minimized and resources maximized.

##### **3.2.1 Policy Requirements for Training**

- a) Managers shall plan annually for their Training needs and identify Training for budgeting purposes.

- b) Training does not require an Employee to complete an application form.

### **3.2.2 Policy Requirements for Learning**

- a) All Learning shall consider the City's overall strategy and goals, departmental priorities and performance, and/or individual Employee professional development.
- b) Learning requires completion of an application and appropriate approval as outlined in the procedures (link to procedures). In situations where Learning is a credit course initiated by the Employee, Section 3.3 of this policy applies.
- c) Employees shall be actively working at the time of application and completion of Learning.
- d) Learning shall be subject to budgetary review and operational and/or organizational need.
- e) The City reserves the right to impose budgetary limits to ensure equitable and fair distribution of funds.

### **3.3 Learning through Tuition Reimbursement (credit courses through tuition reimbursement)**

- a) The City recognizes the importance of Learning through post-secondary education and offers tuition reimbursement to eligible Employees who are pursuing courses;
- b) Funding for tuition reimbursement shall be open to all Permanent Employees who are past their probationary period and have worked a minimum of 12 cumulative months.
- c) Tuition reimbursement shall be cost-shared between the City and the Employee;
- d) The City will consider reimbursing 50 percent of tuition fees per course per Employee per semester for up to a maximum of \$1,500 (Canadian dollars before taxes) per calendar year;

#### **3.3.1 Tuition Reimbursement Consideration for Approval**

- a) Funding preference may be given to first-time eligible applicants;
- b) The City may consider tuition reimbursement for courses towards one post-secondary program during a Permanent Employee's career unless it is determined, at the sole discretion of the Department Head, that exceptional circumstances exist;

- c) The City shall not reimburse for any associated fees including books, materials, application fees, student union fees, recreation fees, semester fees, exam fees, etc.;
- d) A blanket approval for funding is not available for a full degree or diploma program; approvals shall be made on a course-by-course basis;
- e) Approval and funding for tuition reimbursement shall be managed by Organizational Performance and Strategy (OPS) Division;
- f) Permanent Employees shall be responsible for enrolling and paying up front for their courses and shall provide documentation to the City for consideration of tuition reimbursement. Enrollment does not guarantee approval.

### **3.3.2 Conditions for Tuition Reimbursement**

- a) Requests for tuition reimbursement shall be initiated by the Permanent Employee;
- b) Permanent Employees completing post-secondary courses shall do so on their own time;
- c) The Learning requested shall be consistent with the career goals related to the Permanent Employee's current position or upon approval by the City, for future career goals;
- d) Learning through tuition reimbursement shall be delivered through an accredited educational institution or organization. Eligible courses include post-secondary credit courses through colleges and universities; accreditations; and specializations related to vocations and/or professional designations. Such courses require a formal evaluation and/or testing component;
- e) The Permanent Employee shall disclose funding from other sources, if applicable. The City shall not provide tuition reimbursement if the Permanent Employee is receiving reimbursement from another source such as grants, scholarships, or other governmental funds;
- f) If the course requested is available at a local public, post-secondary institution, but is being completed through an institution outside of the province, the Permanent Employee shall receive tuition reimbursement based on the fee structure at Memorial University of Newfoundland (MUN) and College of the North Atlantic (CNA), as per Section 3.3(d);
- g) Permanent Employees shall provide proof of successful completion within thirty days of the course end date.



- h) If the Permanent Employee is unsuccessful in the course, they shall reimburse the City in full within six months unless it is determined, at the discretion of the Department Head and Director of Human Resources, that exceptional circumstances exist and an extension may be granted.

#### **4. Application**

This policy applies to all Employees as it relates to Training. Learning applies to Permanent Employees only.

Requests for Learning from the Office of the City Internal Auditor shall be reviewed and approved by the Audit Standing Committee and funded through that Office's Divisional Budget.

#### **5. Responsibilities**

##### **5.1 Department Heads** are responsible for:

- a) supporting the Employee Training and Learning Policy, including allocation of funds to meet the annual Training and Learning needs of the organization;
- b) identifying corporate Training and Learning needs;
- c) ensuring managers plan annually for their Training needs;
- d) ensuring managers identify and recommend Learning that supports the City's strategic directions, goals, departmental priorities, and/or individual Employee professional development.

##### **5.2 Managers** are responsible for:

- a) ensuring Training needs are planned for and proper authorization and budget approval have been received;
- b) valuing Employee Training and Learning as an essential part of building a skilled, well-trained, and professional workforce;
- c) using the Corporate Strategic Plan, legislative requirements, core values, and staffing plans to identify and plan for current and future departmental Training and Learning needs;

- d) ensuring the investment in Training and Learning is benefiting their Employees and the organization;
- e) engaging in conversation with Employees about their Training or Learning.

**5.3 Employees** are responsible for:

- a) participating in Training as required for their positions as specified in a job description; as required due to the nature of the work; or governed by the collective agreement, legislation, or occupational health and safety standards, regulations, etc.;
- b) actively identifying their Learning needs and bringing these to the attention of their supervisor and managing their own professional development plans;
- c) discussing with, and seeking support from, their manager regarding their Learning to determine suitability;
- d) ensuring they complete the necessary application for Learning and not commit themselves to any Learning activity without prior agreement from their supervisor and appropriate approval as outlined in the procedures (if the Employee is applying for funding). For requests for tuition reimbursement, Section 3.3.1(f) also applies.

**5.4 The Organizational Performance and Strategy Division** is responsible for:

- a) working with departments, in consultation with Human Resources, to assess, plan, and budget for Training and Learning that advances strategic directions;
- b) providing support, advice, and recommendations to departments in identifying and planning Training and Learning opportunities;
- c) reviewing and assessing applications to ensure they are consistent with the policy, the City's overall strategy and goals, departmental priorities, and budget availability;
- d) reviewing and assessing applications to ensure they meet the Learning objectives of the Employee and that they support performance and growth;
- e) reviewing, amending, and recommending changes to the Employee Training and Learning policy, as necessary, to continue to meet the City's objectives; and

f) communicating the policy and process to Employees.

**5.5 Human Resources** is responsible for:

- a) maintaining Employee records of Training;
- b) planning for and funding occupational health and safety job-specific and regulatory Training.

**6. References**

- Guidelines for Training and Learning (draft)
- Intranet content (draft)
- Education Policy #03-13-01 (current)

**7. Approval**

- Policy Sponsor: Deputy City Manager, Finance and Administration
- Policy Writer: Manager, Organizational Performance and Strategy
- Date of Approval from
  - Corporate Policy Committee: June 11, 2019
  - Senior Executive Committee:
  - Committee of the Whole:
- Date of Approval from Council:

**8. Monitoring and Contravention**

The monitoring of this policy shall be done as per the responsibilities outlined in Section 5 of this policy.

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

**9. Review Date**

The recommended time period is three to five years and to be in line with any updates to the Corporate Strategic Plan, where possible.

## Guidelines for Training and Learning

### Introduction

Training is [defined here](#). A form is **not** required for Training.

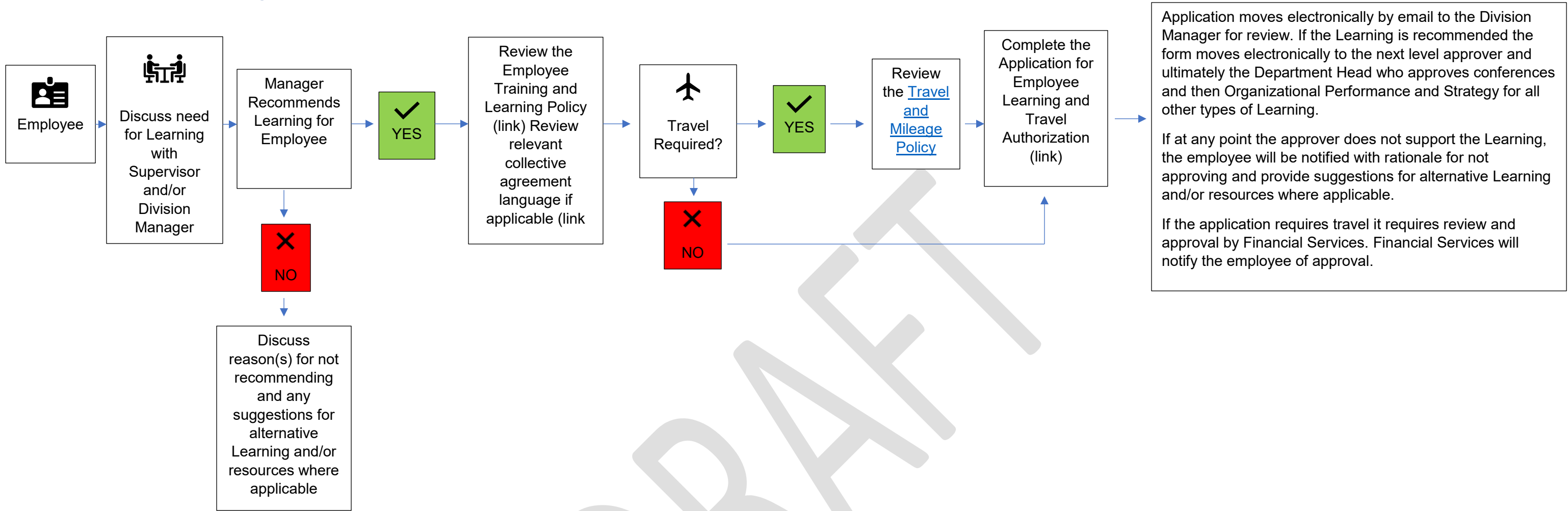
Learning is [defined here](#). A form is required for Learning.

### Explanation of Processes

Type	Title	Description	Process
<b>Training</b>	<b>Corporate Training</b>	Refers to Training that is linked to the City's overall strategic directions, goals and core values such as: respectful workplace, continuous improvement, etc.	<p><b>No form</b> is required for corporate Training.</p> <p>Corporate Training is advertised on the City's Intranet under the <a href="#">Employee Calendar</a> section.</p> <p>Corporate Training required by specific groups are organized by divisional managers.</p> <p>Participation must be authorized by the supervisor.</p>
<b>Training</b>	<b>Occupational Health and Safety (OHS) Regulatory Training</b>	<p>Refers to Training that is regulated by the Government of NL, through Workplace NL. This is required Training and would be managed by Human Resources-Wellness Division.</p> <p>This Training currently includes:</p> <ul style="list-style-type: none"> <li>• Power Line Hazards</li> <li>• Traffic Control</li> <li>• First Aid</li> <li>• Fall Protection</li> <li>• JOHS Committee Training</li> <li>• Respiratory Training</li> <li>• Confined Space Entry</li> </ul>	<p><b>No form</b> is required for OHS regulatory or OHS job-specific Training.</p> <p>OHS regulatory Training is advertised on the City's Intranet under the <a href="#">Employee Calendar</a> section. The Manager will check the schedule and enroll employees.</p>

	<b>Occupational Health and Safety (OHS) Job-Specific Training</b>	<p>Refers to Training that is required as part of one's job to perform tasks safely. This type of Training is the responsibility of the department and is organized through Human Resources-Wellness.</p> <p>This Training may include:</p> <ul style="list-style-type: none"> <li>• Forklift</li> <li>• Overhead Crane and Rigging</li> <li>• Aerial Boom and Scissor Lift</li> <li>• Arc Flash</li> <li>• Scaffolding</li> </ul>	<p>Requests for OHS job-specific Training require an <b>email from the supervisor</b> to the <b>HR Service Centre at hr@stjohns.ca</b> to register their employees and include:</p> <ol style="list-style-type: none"> <li>(1) name of employee(s)</li> <li>(2) employee number(s)</li> <li>(3) title of Training requested</li> <li>(4) preferred dates and times</li> </ol>
<b>Training</b>	<b>Job-Specific Training</b>	<p>Refers to Training that is required as part of one's job to perform the duties. This Training is specified in the job description or is required due to the nature of the work. This type of Training is the responsibility of the division. It could be specific to one or a few divisions, not the entire organization.</p> <p>A sample of job-specific Training is included below, the list is not comprehensive.</p> <ul style="list-style-type: none"> <li>• Lifeguard Certification</li> <li>• Playground Inspection Certification</li> <li>• Heavy Equipment</li> </ul>	<p><b>No form</b> is required for job-specific Training.</p> <p>Requests for job-specific Training are <b>organized by the division manager</b>, employees needing job specific Training should speak to their direct supervisor.</p>
<b>Learning</b>	<b>Professional Development</b>	<p>Reasons for Learning may include:</p> <ol style="list-style-type: none"> <li>a) Requirements to maintain professional designations for example, Professional Engineers (PENG), Chartered Professionals in Human Resources (CPHR), Chartered Accountant (CPA), etc.;</li> <li>b) Courses towards a post-secondary college diploma or university degree;</li> <li>c) To update or advance your professional knowledge and/or skills through workshops, conferences, seminars, webinars, etc.</li> </ol>	<p><b>ALL</b> requests for <b>Learning require completion of an application (link)</b> and discussion and support from the employee's manager and recommendation from the Department Head.</p> <p>Other than conferences, all Learning applications must also be approved by OPS.</p>

Process to access Learning



Application moves electronically by email to the Division Manager for review. If the Learning is recommended the form moves electronically to the next level approver and ultimately the Department Head who approves conferences and then Organizational Performance and Strategy for all other types of Learning.

If at any point the approver does not support the Learning, the employee will be notified with rationale for not approving and provide suggestions for alternative Learning and/or resources where applicable.

If the application requires travel it requires review and approval by Financial Services. Financial Services will notify the employee of approval.

# Employee Training and Learning

The City is committed to providing opportunities for employees to acquire and maintain the knowledge, skills and abilities they need to provide quality services to our clients (internal and external).

The City's Employee Training and Learning Policy details the City's approach to Training and Learning and the funding mechanisms used for activities such as:

- Training that is specified in a job description; is required due to the nature of the work; or governed by the collective agreement, legislation, or occupational health and safety regulations and/or standards, etc.;
- Training identified and planned by the organization to advance corporate strategic directions; and
- Learning for professional development and performance.

## Training

“**Training**” means activity that provides required skills and/or required knowledge which applies to present job duties. Training is not discretionary. It is mandated by the organization and meets requirements specified in a job description, legislation, collective agreements, occupational health and safety regulations and/or government standards, etc.

Reasons for Training may include:

- a) occupational health and safety training that is mandated by the Government of Newfoundland and Labrador through Workplace NL such as: confined space entry, traffic control, fall protection, etc.;
- b) job-specific occupational health and safety training that is required as part of one's job to perform tasks safely such as: forklift, overhead crane and rigging, scaffolding, etc.; and/or
- c) corporate training that is linked to the City's overall strategic directions, goals and core values such as: respectful workplace, continuous improvement, etc.

Note: Training **does not** require completion of an application form.

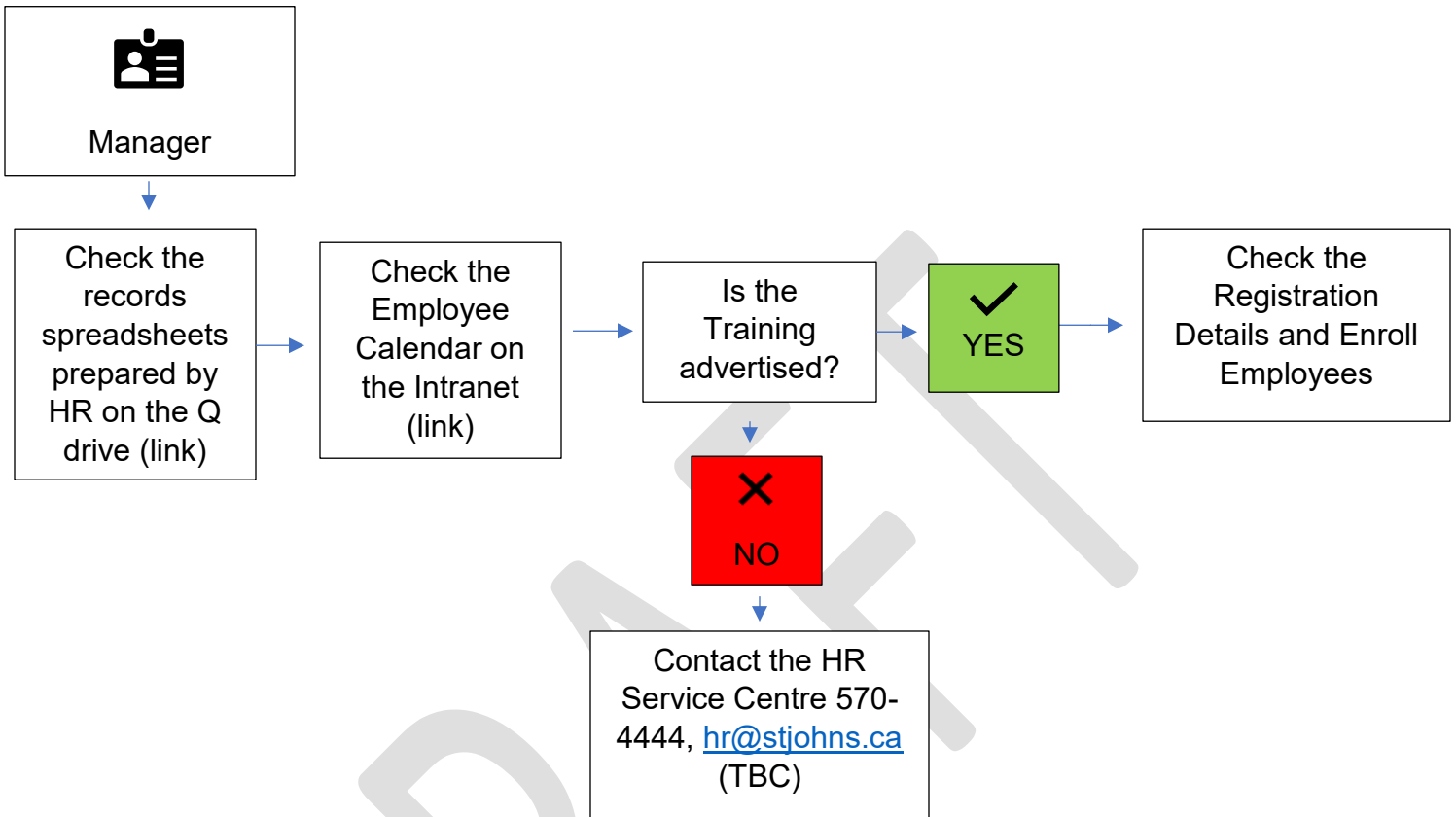
## Process to access Training

OHS regulatory Training that is mandated by Workplace NL currently includes:

- Fall protection
- Powerline Hazards
- Traffic Control
- Joint OHS Committee
- Confined Space

Human Resources Information Systems (HRIS) provides updated records information for OHS regulatory Training in a shared spreadsheet available to applicable managers on the Q drive (link). Managers are to review the spreadsheet and see what Training their staff requires, look to see what is advertised and register their employees. This Training is advertised regularly on the [Intranet Employee Calendar](#). Registration details are included in the Training description. If you require OHS regulatory Training that is not advertised on the employee calendar contact the Employee Wellness OHS Advisors. (Contacts to be confirmed (TBC)).

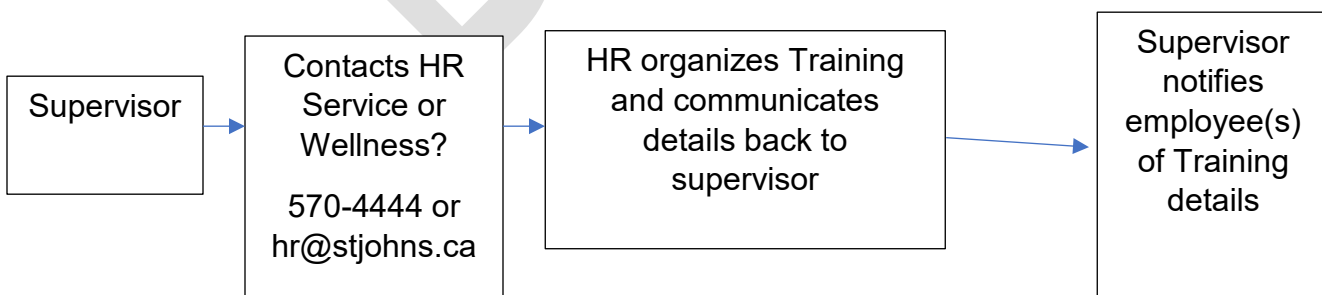
## Process for OHS Regulatory Training



## Process to access job-specific OHS Training

Job-specific occupational health and safety Training is required as part of one's job to perform tasks safely. The supervisor is responsible to ensure their employees have the necessary Training and knowledge to perform their job tasks safely. Supervisors communicate their needs to the HR Wellness Division (TBC). The Training will then be organized.

The employee is also responsible for maintaining an up to date copy of their own Training and Learning records (TBC).





## Process to access corporate Training

Corporate Training is advertised on the [Employee Calendar](#) or accessed by request for specific topics/needs. Descriptions and registration details are available under each advertised course. Corporate Training currently includes sessions such as:

Training type	Non-Management	Management
Respectful Workplace	X	X
Continuous Improvement (CI) 101	X	
Corporate Orientation (in development)	X	
Continuous Improvement (CI) for Managers		X
Management Orientation Program		X
How the City Works and Governance		X
Financial Accountability		X
Customer and Stakeholder Relations		X
Human Resources for Managers (in development)		X
Information Services for Managers (in development)		X
* Supervisory Occupational Health and Safety Roles and Responsibilities		X
Employee Occupational Health and Safety Roles and Responsibilities	X	
* Incident Investigation		X
* New Supervisor Training		X

Access to Information and Protection of Privacy	X	X
* Writing Effective Briefing Notes	X	X
* Public Engagement 101	X	X

The City continues to develop corporate Training for employees and as new products are created they will be added here.

\*Available for those who require this type of Training.

## Learning

“Learning” means activity that enhances skills or competencies that have application to present duties or performance and/or to maintain a designation for a specialized field, trade or profession, or provide opportunity for personal growth. Learning may be driven by the Employee or by a need to improve performance. It may include knowledge or skills gained through post-secondary courses, conferences, webinars, seminars and/or informal means.

Learning **requires** completion of an application form, recommendation from the department, and is subject to budget availability.

### Reasons for Learning may include:

- a) requirements to maintain professional designations, for example, Professional Engineers (PENG), Chartered Professionals in Human Resources (CPHR), Chartered Professional Accountant (CPA), etc.;
- b) to update or advance professional knowledge and/or skills through workshops, conferences, seminars, webinars, etc. and/or;
- c) courses towards a post-secondary college diploma or university degree;

### Learning through Tuition Reimbursement

Tuition reimbursement is one type of Learning that is available for eligible permanent employees as defined in Section 3.3 of the Employee Training and Learning Policy # 03-13-01 ([link](#)).

### Process to access Learning

Employees must complete an application for Learning, ([link to form](#)). The employee must discuss with their immediate supervisor or division manager the intention to participate in a Learning activity prior to completion of the application form.

The process to access Learning can be viewed here. ([link to process](#))

### How does payment for Learning work?

Where the vendor accepts a purchase order, Organizational Performance and Strategy (OPS) will initiate and notify the applicant once the purchase order (PO) is created. If the vendor does not accept a PO, OPS will action a cheque payment to the vendor. If the vendor does not take PO or cheque, once approved, the employee can pay and submit receipt(s) and cheque requisition to be reimbursed. ([link to form and guidelines](#))

For tuition reimbursement where the course is post-secondary credit, once approved, the employee will pay up front and submit receipts and a completed cheque requisition form (link to form and guidelines).

## FAQ's

### 1. What is the difference between Training and Learning?

Training and Learning are defined in the Employee Training and Learning Policy (#03-13-01) and on this page as [Training](#) and [Learning](#). Training does not require completion of an application form, whereas Learning requires completion of the Employee Learning and Travel Authorization Form. (link) Contact [learning@stjohns.ca](mailto:learning@stjohns.ca) for additional information.

### 2. Does the City have a policy on Training and Learning?

Yes, the City's Employee Training and Learning Policy (03-13-01) can be found here (link)

### 3. How do I access Training?

Training is broken into three categories: (1) OHS regulatory Training; (2) OHS job-specific Training and (3) corporate Training. The process to access each can be found here:

[Process to access OHS regulatory Training](#)

[Process to access OHS job-specific Training](#)

[Process to access corporate Training](#)

More information about how to access Training is available in the [guidelines](#).

### 4. How do I access Learning?

The employee must complete the Employee Learning and Travel Authorization Form (link to form). The employee must discuss with their immediate supervisor/division manager, their intention to participate in a Learning activity **prior to** completion of the application. Completion of the application and recommendation from the supervisor does not constitute approval.

The process to access Learning can be [viewed here](#).

### 5. How do I enroll in internal Training?

Check the [employee calendar](#) for details on how to register for Training.

### 6. How do I apply for tuition reimbursement?

Tuition reimbursement is one type of Learning available to eligible permanent employees as defined in Section 3.3 of the Employee Training and Learning Policy # 03-13-01 (link). Employees are required to complete the Employee Learning and Travel Authorization Form (link). As with any

other type of Learning, tuition reimbursement requires completion of an application form, recommendation from the department, and is subject to budget availability.

7. How can I access records of what Training and Learning I already have?

Employees should maintain their own personal records of any Training and Learning they participate in. Employees can add records to their personal Njoyn account. ([link](#)). The City maintains records of all Training.

8. How do I find out if my OHS Training is expired?

Talk to your supervisor who has access to the information.

9. What if I require travel for my Learning?

The Employee Learning and Travel Authorization Form ([link](#)) includes both details of travel and Learning. Approval from the Department Head is required and is subject to budget availability.

DRAFT

## POLICIES

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# ST. JOHN'S

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## Corporate and Operational Policy Manual

Passed By Council on:1994/07/25

Last Revision Date:2006/12/11

### Policy: 03-13-01

## Education Policy

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### Purpose

To provide financial support for employee development. This type of development is initiated by the employee and pursued through credit course offerings from a college or university. Credit courses are courses that can be applied towards a degree, certificate or diploma. Courses for personal enrichment which fall outside of the City's operations do not qualify for reimbursement under this program.

### Policy Statement

1. The educational assistance program is open only to full time permanent employees (or employees who have worked a minimum of seven consecutive months in each of the previous two years). Employees must have successfully completed the probationary period in their current job. The employee must also be working for the City during the period that the assistance has been requested.
2. Educational assistance will be considered for development courses that are believed to increase employee competence in their current position or help develop them for future advancement within the organization. Each course request must be submitted on a separate application.
3. Requests are reviewed and approved on a course by course basis only. A blanket approval for funding is not available for full degree or diploma programs under the mandate of the Educational Assistance program.
4. Applications must be received and approved prior to employee registration. If an employee registers without pre approval the City has no obligation to provide reimbursement.
5. The City of St. John's will not provide reimbursement of eligible expenses that are also reimbursed by another source of financial aid such as grants, scholarships, or other governmental funds. The employee is expected to disclose funding from other sources if applicable.

6. Under normal circumstances the City will consider funding for part time studies only. Memorial University of Newfoundland's calendar currently defines part time as up to a maximum of two courses per semester. Employees and supervisors should consider establishing a balance and creating an environment for success when supporting requests for study.

7. The financial reimbursement for credit courses is based on the fee structure at Memorial University of Newfoundland. Although employees can participate in courses at other universities, tuition will be reimbursed based on Memorial's fee structure when that course is available at Memorial. Miscellaneous fees such as union dues, and recreation fees are not reimbursed under the current program.

8. Application fees to a university or college are normally reimbursed on a one time basis only. Fees to attain entrance requirements or program eligibility (such as GMAT) are not to be reimbursed under the Educational Assistance program.

9. Graduate study courses will be reimbursed according to the fee structure at Memorial University of Newfoundland. For most graduate programs this is currently based on the nine semester payment plan. Under normal circumstances reimbursement will only be considered when the employee is required to participate in course work that has a beginning and end date.

10. In all cases reimbursement will be subject to availability of funding. The City reserves the right to impose limits to ensure equitable and fair distribution of funds.

11. Educational assistance courses usually take place after regular working hours, without time reimbursed to the employee. Staff can take classes during working hours only when the work requirements of the department can be met and they have authorization from their supervisor to do so.

12. If payment for course expenses are made directly to the employee he or she must submit appropriate receipts within 14 days of the course start date.

13. Employees must provide proof of successful completion within thirty days of the course end date.

14. If the employee fails to submit records of completion or fails to complete the course for academic or other reasons he/ she is responsible to reimburse the funds that were issued. This may be done in a lump sum payment or through payroll deductions approved by the Finance Department. Payment can be made to the appropriate budget number through Access St. John's. Receipts of reimbursement must be submitted to the Human Resources Department, Employee Development Division.

## **Responsibilities**

### **The Employee will:**

- ensure all course information, including course description, duration, registration information, deadlines, and costs (tuition , books) is in place as needed
- be responsible for his or her own learning. In doing so he/she must pursue training and development opportunities to increase effectiveness in their current position as well as prepare for future advancement should opportunities arise.
- upon request, complete an evaluation (verbal or written) and submit it to the department head.
- provide receipts and records of completion within the time frames indicated.

### **The Supervisor will:**

- encourage and support employees to pursue training opportunities that will enhance skill, knowledge and ability in current job as well as prepare for future opportunities.
- review any requested course(s) or training. Recommend if considered suitable. Each request should be considered in terms of the overall employee development. Some factors that could be considered in reviewing the request are, relevance (supported by job descriptions, job competency profiles), succession planning, cost, operational impact, workload demands, and workforce planning for the department, assessment of need, urgency of training, performance review, and employee length of service
- assist employee with appropriate completion of request.
- maintain contact with employee and incorporate opportunities to use new skills whenever possible.

### **The Human Resources Department will:**

- work with departments and employees to provide services and advice in terms of research, assistance and consultation in identifying and establishing training and development programs.
- administer the corporate Employee Development budget for the City of St. John's.
- maintain employee records of training and development.

### **The Department Head will:**

- promote and support the need for ongoing employee development and to ensure staff training and development is conducted in a planned and comprehensive manner.
- incorporate individual employee development plans with the goals and objectives discussed at employee performance reviews.
- ensure training opportunities are linked with departmental and overall organizational plans.
- request sufficient funds be budgeted for the provision of programs required to meet the training and development needs of staff

## **Application and Authorization Procedure**

- Funding for employee initiated Educational Assistance requires completion of an application which can be found on the City's intranet or by contacting the Employee Development Division of the Department of Human Resources.
- The supervisor and the employee will complete and review the application details together. In considering the request, supervisors should contemplate operational requirements, costs, benefit to the employee, benefit to the City and relevance to the overall employee development plan.
- When the supervisor verifies completion of the application, he/ she signatures it appropriately and forwards it to the Department Head (or designate) for their formal approval. The Supervisor should also communicate his/her recommendation directly to the employee.
- The completed application, with attached information should be forwarded to Human Resources, Employee Development division. The application will be reviewed and the employee and supervisor will be advised if funding has been approved. The employee will be notified within two weeks if funding is approved. If travel is necessary expenses must be authorized by the Department Head and Chief Commissioner.
- If the educational assistance request is approved by Human Resources the employee will be notified by letter. Payment will be requisitioned from the Finance department.

## **Application**

### **Responsibilities**

Department of Human Resources.

### **Definitions**

### **References/Appendix**

### **Monitoring and Contravention**

### **Approvals**

Support Services Standing Committee July 13, 1994; Regular Meetings of Council, July 25, 1994; Finance and Administration Standing Committee Report October 10, 1996; Regular Meeting of Council, October 21, 1996; Finance and Administration Standing Committee report - November 28, 2006; Regular Meeting of Council - December 11, 2006.

### **Review Period**



# DECISION/DIRECTION NOTE

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**Title:** Collection of Accounts Receivable Policy

**Date Prepared:** October 7, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Dave Lane - Finance and Administration

**Ward:** N/A

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**Decision/Direction Required:** Approval of Collection of Accounts Receivable Policy and rescission of the current related policies.

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

For Accounts Receivable that are overdue, City staff follow up with account holders to arrange collection of the money owing. The new policy clearly outlines the collection tools available to City staff, up to and including the cutting of water services or the tax sale of eligible properties, as well as providing a framework for the abatement of interest charges under certain circumstances.

There are currently four individual policies related to accounts receivable, including:

- [04-03-01 Tax Collection](#)
- [04-03-02 Water Cut-Off Procedure/Policy](#)
- [04-03-04 Social Assistance Interest Abatements](#)
- [04-03-05 Interest Abatement Policy](#)

All relevant elements from these policies have been included in the new policy and updated, where applicable.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: There are no direct budget or financial implications.
2. Partners or Other Stakeholders: There are no external partners or stakeholders.
3. Alignment with Strategic Directions/Adopted Plans:  
This policy directly relates to the “Sustainable City” Strategic Direction and the goal to “Be financial responsible and accountable” and is included in initiative S1.1 related to the development of effective policies and procedures.

4. Legal or Policy Implications:  
The City of St. John's Municipal Taxation Act provides the authority for accounts receivable collection by City staff and the remedies available for nonpayment. The Office of the City Solicitor has reviewed and approved the policy.
5. Privacy Implications: Not Applicable.
6. Engagement and Communications Considerations: Not Applicable.
7. Human Resource Implications: Not Applicable.
8. Procurement Implications: Not Applicable.
9. Information Technology Implications: Not Applicable.
10. Other Implications: Not Applicable.

**Recommendation:** It is recommended that the Council approve the Collection of Accounts Receivable Policy and the rescission of the current related policies.

**Prepared by/Date:** Trina Caines, Policy Analyst / October 7, 2019

**Reviewed by/Date:** Gord Meaney, Manager, Revenue Accounting;  
Shelley Traverse, Manager, Financial Services / September 20, 2019

**Approved by/Date:** Derek Coffey, DCM, Finance and Administration;  
Elaine Henley, City Clerk, CPC Co-Chair;  
Roshni Antony, Manager - HR Advisory Services, CPC Co-Chair / October 7, 2019

**Attachments:**

04-03-01 Collection of Accounts Receivable Policy (draft)

**DRAFT – For Discussion Only**

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

<b>Policy Title:</b> Collection of Accounts Receivable Policy	<b>Policy #:</b> 04-03-01 (Replaces current 04-03-01 Tax Collection and other policies)
<b>Last Revision Date:</b> N/A	<b>Policy Section:</b> Finance and Accounting > Collections
<b>Policy Sponsor:</b> Deputy City Manager, Finance and Administration	

**1. Policy Statement**

This policy provides guidelines to Employees and the general public for the collection of Accounts Receivable, excluding those related to operations of Community Services.

**2. Definitions**

“**Accommodation Tax**” shall have the same meaning as stated in Section 28(1) of the City of St. John’s Municipal Taxation Act, that is, a tax imposed upon a person who, for a daily charge, fee or remuneration is accommodated, lodges or stays in a room in a building in the city which is (a) licensed under the Tourist Establishments Act ; or (b) owned by the Memorial University of Newfoundland.

“**Account Holder**” means a person whose name is associated with a City of St. John’s account.

“**Accounts Payable**” means money to be paid by the City to an Account Holder.

“**Accounts Receivable**” means money owed by an Account Holder that has not been paid by the due date for Real Property Tax, Water Tax, civic assessments, Accommodation Tax, Robin Hood Bay Waste Management Facility fees, and any other monies owed to the City as deemed appropriate by the Deputy City Manager, Finance and Administration, excluding those related to the operations of Community Services.

**“Accounts Receivable Manager”** means any manager/supervisor in the Department of Finance and Administration with responsibility for the collection of Accounts Receivable.

**“Commercial Property”** shall have the same meaning as defined by Section 2(d) of the City of St. John’s Municipal Taxation Act, that is, “all real property other than residential property”.

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

**“Occupier”** shall have the same meaning as defined by Section 2(h) of the City of St. John’s Municipal Taxation Act, that is, “the person in actual occupation of real property who is listed in the assessment roll of the city as the owner, lessee or tenant of that property”.

**“Real Property Tax”** shall have the same meaning as stated in Section 3 of the City of St. John’s Municipal Taxation Act, that is, “an annual tax to be known as ‘the real property tax’ on owners of real property within the city...”.

**“Residential Property”** shall have the same meaning as defined by Section 2(j) of the City of St. John’s Municipal Taxation Act, that is, “real property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals, and includes land or buildings that are appurtenant to that property”.

**“Water Tax”** shall have the same meaning as stated in Section 20(1) of the City of St. John’s Municipal Taxation Act, that is, “an annual tax to be known as “the water tax” in respect of water supplied to that real property”.

### **3. Policy Requirements**

#### **3.1 Interest Abatement and Interest Free Re-Payment**

##### **3.1.1 Full Payment of Outstanding Balance**

An Accounts Receivable Manager may authorize abatement of up to 30 percent of the unpaid interest to a maximum of \$500, to Account Holders who pay their full outstanding balance. Interest abatements in excess of

these limits may be made with the written approval of the Deputy City Manager (DCM), Finance and Administration.

### **3.1.2 Interest of Less Than \$500**

An Accounts Receivable Manager may authorize interest abatement up to 100 per cent of interest charged where the full amount of the interest charged is \$500 or less, and where the interest has accrued (i) because of an error or omission by the City, and/or (ii) for other extenuating circumstances to be determined in the sole discretion of an Accounts Receivable Manager. Interest abatements in excess of these limits may be made with the written approval of the DCM, Finance and Administration.

### **3.1.3 Interest Free Re-Payment Period**

Any interest free repayment period shall be based on recommendation of an Accounts Receivable Manager and subject to the approval of the DCM, Finance and Administration.

### **3.1.4 Government of Newfoundland and Labrador Clients**

Upon receipt of payment on behalf of the Account Holder from the Government of Newfoundland and Labrador, an Accounts Receivable Manager may authorize abatement of past interest charges and the waiving of future interest accrual for the periods related to the payment.

## **3.2 Collection Agency**

At the discretion of an Accounts Receivable Manager, Accounts Receivable may be referred to a collection agency.

## **3.3 Application of Accounts Payable to Accounts Receivable**

Where the City has Accounts Payable to Account Holders who have Accounts Receivable, the City shall withhold payment and apply it against Accounts Receivable unless an exception is approved by the DCM, Finance and Administration.

## **3.4 Water Discontinuation**

### **3.4.1 Residential Properties**

If Employees have exhausted all efforts to make suitable payment arrangements with Account Holders for Accounts Receivable as determined by an Accounts Receivable Manager, Employees may discontinue water

services to a Residential Property after providing a 48-hour notice to property owners and Occupiers by posting the notice on the property.

### **3.4.2 Commercial Properties**

If Employees have exhausted all efforts to make suitable payment arrangements with Account Holders for Accounts Receivable, as determined by an Accounts Receivable Manager, Employees may discontinue water services to a Commercial Property after providing five business days' notice to property owners and Occupiers by posting the notice on the property and delivering the notice to all Occupiers of the property.

### **3.5 Municipal Tax Sale**

With Council approval and as authorized by the City of St. John's Municipal Taxation Act, non-owner-occupied Residential Properties and all Commercial Properties with Accounts Receivable are eligible for tax sale.

### **3.6 Legal Action**

The City may take legal action against an Account Holder to recover or collect Accounts Receivable.

## **4. Application**

The policy applies to all Accounts Receivable Managers and all Employees responsible for collecting the Accounts Receivable, and to all Account Holders with Accounts Receivable as defined in this policy as "money owed by an Account Holder that has not been paid by the due date for Real Property Tax, Water Tax, civic assessments, Accommodation Tax, Robin Hood Bay Waste Management Facility fees, and any other monies owed to the City as deemed appropriate by the DCM, Finance and Administration, excluding those related to the operations of Community Services".

## **5. Responsibilities**

**5.1 Accounts Receivable Managers** are responsible for:

- a) overseeing the implementation of the policy; and
- b) ensuring decisions are made in the best interest of the City.

**5.2 Employees responsible for Accounts Receivable collection** are responsible for:

- a) complying with the policy, including ensuring appropriate approvals are obtained before action is taken.

**5.3 The DCM, Finance and Administration** is responsible for:

- a) written approval of interest abatements in excess of authorized limits; and
- b) providing direction on Accounts Receivable subject to the policy.

## **6. References**

[City of St. John's Municipal Taxation Act](#)

## **7. Approval**

- Policy Sponsor: DCM, Finance and Administration
- Policy Writer: Policy Analyst
- Date of Approval from
  - Corporate Policy Committee: June 6, 2019
  - Senior Executive Committee:
  - Committee of the Whole:
- Date of Approval from Council:

## **8. Monitoring and Contravention**

Accounts Receivable Managers shall monitor the application of this policy. Any contravention of the policy may be brought to the attention of the DCM, Finance and Administration; the City Manager; and/or the Office of the City Solicitor for further investigation and potential follow up disciplinary or legal action.

## **9. Review Date**

Initial Review: 3 years, Subsequent Reviews: 5 years

# DECISION/DIRECTION NOTE

**Title:** Petty Harbour Long Pond Water Treatment Plant Capital Reserve Fund  
Procurement of Replacement SCADA Servers & License Upgrades

**Date Prepared:** October 23, 2019

**Report To:** Committee of the Whole

**Councillor & Role:** Councillor Ian Froude, Public Works and Sustainability Lead

**Ward:** Not ward specific

## **Decision/Direction Required:**

To seek a decision on proceeding with a purchase from the Capital Reserve Fund to replace the existing SCADA servers and upgrade associated licenses.

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

The Petty Harbour Long Pond Water Treatment Plant (WTP) Capital Reserve Fund is being requested to be used for the purchase of replacement Supervisory Control and Data Acquisition (SCADA) servers and associated license upgrades. The existing servers have been in service for four and a half (4.5) years and must be replaced to provide reliable and secure operations of the Petty Harbour Long Pond WTP.

The total estimated cost to replace this equipment is \$180,000.00 + HST.

SCADA servers and licenses were not originally included in the Capital Reserve Fund list of critical equipment developed in 2015. However, this equipment does meet the qualifications of the Fund in that the servers and licenses are critical assets exceeding the replacement threshold of \$25,000. It is the intention of the Water & Wastewater Division to review the list of critical equipment included in this Fund every five (5) years to add/remove equipment where necessary, while adjusting for market value at the time. This plan is scheduled to be reviewed again in 2020. During the review, SCADA servers and licenses will be added to the list of critical equipment with an anticipated five (5) year life cycle.

## **Key Considerations/Implications:**

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

Funding has been identified within the Petty Harbour Long Pond WTP Capital Reserve Fund to support this equipment replacement project. A detailed breakdown of 2016-2019 contributions less purchases made through this Program is provided as follows:

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**0000-36890 Reserve for Petty Harbour Long Pond WTP Equipment Replacement**

2016 Contribution	\$350,000
2017 Contribution	\$350,000
2018 Contribution	\$350,000
2019 Contribution	\$350,000
Less: UV Replacement (Ongoing Project)	\$(260,350.29)
*Expenses paid up to Oct. 22, 2019*	
<b>Balance</b>	<b>\$1,139,649.71</b>

**2. Partners or Other Stakeholders**

N/A

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

- **Strategic Plan 2019-2029 Goal: A Sustainable City**

Development of a Capital Reserve Fund at the Petty Harbour Long Pond WTP provides the ability to replace critical equipment in a timely and appropriate manner, avoiding unplanned maintenance and unexpected costs.

**4. Legal or Policy Implications**

N/A

**5. Engagement and Communications Considerations**

N/A

**6. Human Resource Implications**

N/A

**7. Procurement Implications**

The estimated timeframe for the replacement server and associated license upgrades is approximately 12 to 16 weeks.

**8. Information Technology Implications**

N/A

**9. Other Implications**

N/A

**Recommendation:**

The SCADA servers are essential pieces of equipment which are necessary to provide reliable and continuous operation of the Petty Harbour Long Pond Water Treatment Plant. It is recommended that funding be made available through the Capital Reserve Fund to support the purchase and installation of this equipment.

**Prepared by/Signature:**

Shawn Haye, P. Eng.  
Manager, Water Treatment

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

**Approved by/Date/Signature:**

Lynnann Winsor, P.Eng., M.A.Sc.  
Deputy City Manager, Public Works

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

# DECISION/DIRECTION NOTE

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**Title:** 41 Bannerman Street  
Development of a Single-Detached Dwelling  
DEV1900113

**Date Prepared:** October 8, 2019

**Report To:** Chair and Members, Built Heritage Experts Panel

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

**Ward:** 2

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**Decision/Direction Required:** To seek approval for the design of a single-detached dwelling at 41 Bannerman Street.

## Discussion – Background and Current Status:

The City has received an application to build a single-detached dwelling at 41 Bannerman Street. The subject property is currently a vacant lot located in Heritage Area 3, the Residential Downtown District of the St. John's Municipal Plan and is zoned Residential Downtown (RD).

The proposed dwelling meets the standards set out in Section 5.9.4 of the St. John's Development Regulations with respect to the proposed cladding, window style and trims, roofline, decorative brackets and garage door style. This application is brought to the Built Heritage Experts Panel (BHEP) for a recommendation respecting the garage doors on the front façade. The applicant proposes that the main entrance be located at the side of the dwelling, with two garage doors located at the front façade.

Recently, the topic of garages in Heritage Areas has been raised by the BHEP and Council. In past applications, garages have been permitted in the development of new infill housing in Heritage Areas, however a recent application on Patrick Street required the addition of a main entrance on the front façade alongside the garages. The BHEP recommended that the front façade of a dwelling should not be solely garage doors but should also include a main entrance doorway on the front façade if a garage is to be included.

When reviewing the proposed garages, there are aspects about this portion of Bannerman Street to note. There are nearby houses where the front door is set back from the front façade (see photos below). The properties adjacent to the subject property are set back from the street to allow driveways at the front of the dwellings, which is unique for this area of downtown. Usually, dwellings are built to the property line and abut the street and sidewalk.

While there are instances of a front door not being aligned with the front façade, the main entrance faces the street. As well, while there are driveways along the adjacent properties, the façades of the dwellings are not solely garages. From general urban design principles, buildings should be sited to locate the main entrances on the street. If this is not possible then

# ST. JOHN'S

they should be directly visible and as close to the street as possible. Having a main entrance on the front façade of a building enhances the public realm. Therefore, it is recommended to uphold the BHEP’s previous recommendation regarding the inclusion of a door (main entrance) on the front façade of new dwellings in the Heritage Area.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:  
Property owner and neighbours.
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: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

**Recommendation:**

It is recommended to approve the design of a single-detached dwelling at 41 Bannerman Street with the following condition:

- Add a door to the front façade facing the street. A double garage may be permitted if there is room.

**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



**Photos of Adjacent Buildings**

Examples of dwellings with the main entrance set back from the front façade.



Adjacent properties with driveways at the front of the lot.







PROJECT:  
**41 Bannerman St.**  
 St. John's NL

- Notes**
- DO NOT SCALE FROM THESE DRAWINGS.
  - ALL ANGLES ARE 45deg. UNLESS NOTED.
  - DIMENSIONS ARE TO FACE OF FRAMING, CONCRETE &/OR FACE OF ICF FORM.
  - GRADES SHOWN ON ELEVATIONS ARE FOR ILLUSTRATIVE PURPOSES ONLY. ADJUST ON SITE AS REQUIRED.
  - CONCRETE FOOTINGS MUST BE PLACED ON UNDISTURBED EARTH OR COMPACTED FILL AT AN ELEVATION BELOW THE FROST LINE.
  - BACKFILL SHALL NOT BE PLACED AGAINST THE FOUNDATION WALLS UNTIL STRUCTURAL FLOOR FRAMING INCLUDING PLYWOOD SUBFLOOR IS COMPLETE & FULLY NAILED & ANCHORED.
  - ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PRESURE TREATED.
  - TRUSS MANUFACTURER TO PROVIDE CERTIFICATES FOR ALL ROOF TRUSSES.
  - FLOOR SYSTEM & LVL DESIGN & SPECIFICATION.
  - ALL INTERIOR FINISHES TO BE SELECTED & SPECIFIED BY OWNER.
  - ALL EXTERIOR FINISHES TO BE SELECTED & SPECIFIED BY OWNER.
  - KITCHEN CABINETS, BATHROOM VANITIES, PLUMBING & LIGHT FIXTURES TO BE SELECTED BY OWNER.
  - LOCATIONS OF LIGHT FIXTURES, SWITCHES & ELECTRICAL RECEPTACLES TO BE DETERMINED ON SITE IN CONSULTATION WITH OWNER.
  - HEATING & AIR EXCHANGE SYSTEMS TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS & NATIONAL BUILDING CODE REQUIREMENTS.
  - SMOKE DETECTORS TO BE INSTALLED IN ACCORDANCE WITH LOCAL REGULATIONS & NATIONAL BUILDING CODE REQUIREMENTS.
  - ELECTRICAL INSTALLATION TO COMPLY WITH THE CURRENT EDITION OF THE NATIONAL BUILDING CODE.
  - ALL HEADERS & TRIMMERS TO COMPLY WITH THE NATIONAL BUILDING CODE LATEST EDITION.
  - MATERIALS FOR DECK CONSTRUCTION TO BE DETERMINED BY OWNER & INSTALLED BY BUILDER.

DRAWING:  
**As Indicated**

Revisions: Sheet:  
**A1**

FILE: 41Bannerman\_A1 DRAWING NO.: A1  
 DATE: JULY 2019 DESIGN: D.B. DOBBIN  
 SCALE: 1/8"=1'-0" DRAWN: D.B. DOBBIN

*david b. dobbin*  
**home design**  
 daviddobbinn@gmail.com 709.728.8388



# DECISION/DIRECTION NOTE

Approved by Panel via E-Vote with  
one abstention (M. Whalen)

**Title:** 93-95 Merrymeeting Road  
Subdivision of site for three townhouses  
SUB1900017

**Date Prepared:** October 8, 2019

**Report To:** Chair and Members, Built Heritage Experts Panel

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

**Ward:** 2

**Decision/Direction Required:** To seek approval for the design of proposed townhouses located at 93-95 Merrymeeting Road.

## Discussion – Background and Current Status:

The City has received an application for the development of three (3) townhouses at 93-95 Merrymeeting Road. The site currently houses a former convenience store which will be demolished should the development proceed. This application has been previously presented to Council as a text amendment to the St. John's Development Regulations in order to consider the development. The amendment allowed staff to consider a reduced sight line at intersections. As part of its decision, at the September 3, 2019 Council meeting, Council referred the proposed design to the Built Heritage Experts Panel (BHEP) for review.

The subject property is within Heritage Area 3, the Residential Medium Density District of the St. John's Municipal Plan and is zoned Residential High Density (R3). The building is not designated by Council as a Heritage Building. Townhousing is a permitted use within the R3 Zone.

While the civic address is currently Merrymeeting Road, the townhouses are proposed to face Mayor Avenue, similar to the dwelling on the opposite side of Mayor Avenue. The proposed design features a flat roof, four-inch straight clapboard cladding, a combination of double and single single-hung windows with trim and a traditional style door. All aspects are in keeping with Regulation 5.9.4 Heritage Area Standards (Table) of the St. John's Development Regulations. The design also proposes exterior porch roofs, which is common in this area. Therefore, it is recommended to approve the design as proposed.

Please note, as this application was referred to the BHEP by Council prior to development approval, development review of the application may alter the shape of the dwellings and the proposed setbacks. Should the City require that the footprint be altered, it is the applicant's intention is to maintain the general look of the proposed design. If the proposed dwelling changes substantially, the application will be brought back to the BHEP for further review.

# ST. JOHN'S

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
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: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

**Recommendation:**

It is recommended to approve the design of the three (3) townhouses located at 93-95 Merrymeeting Road, as proposed.

**Prepared by/Signature:**

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

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

**Approved by/Date/Signature:**

Ken O'Brien, MCIP – Chief Municipal Planner

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

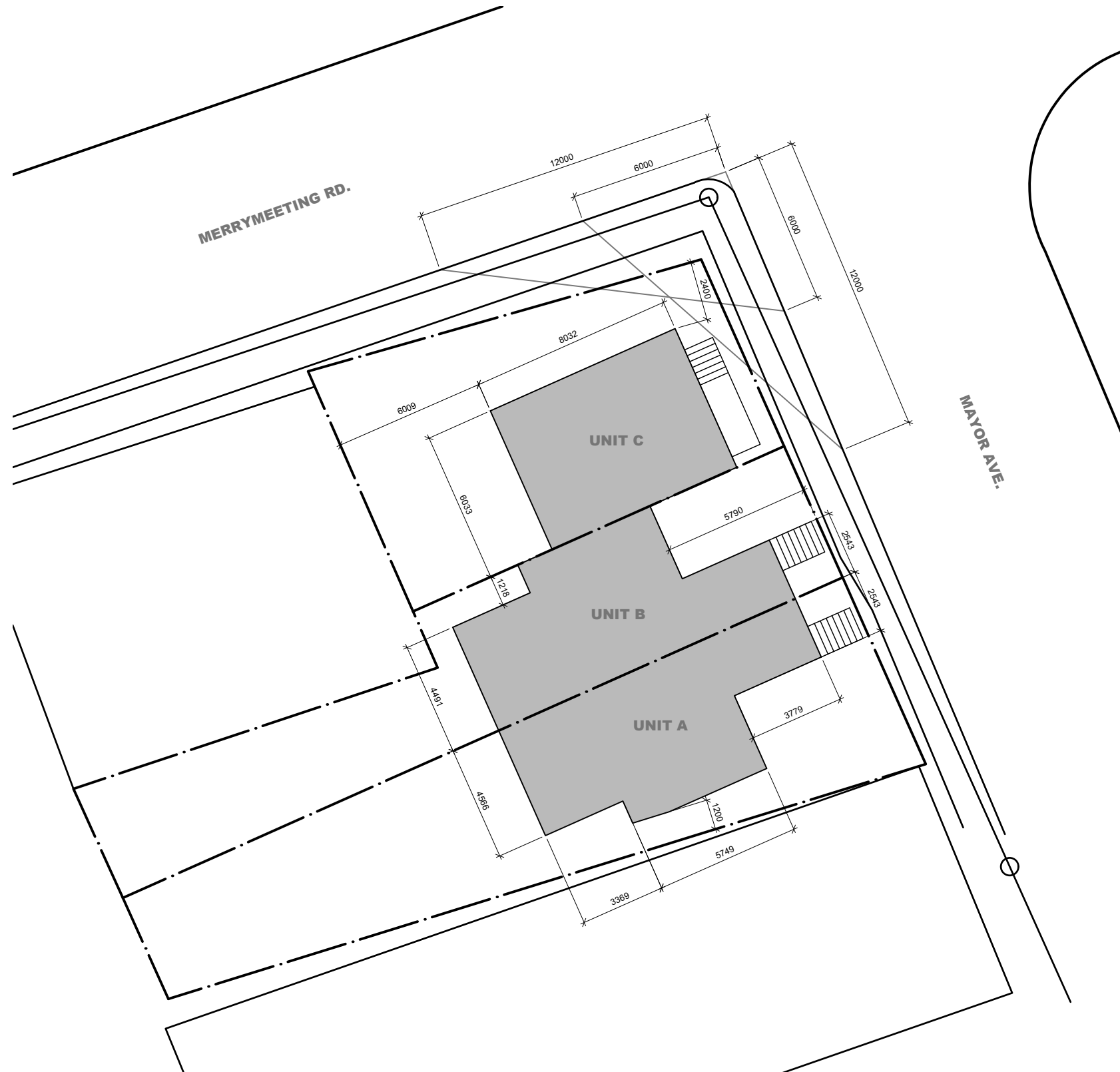
AMC/dlm

**Attachments:**

Location of Subject Property  
Applicant's Submission

**Location of Subject Property**  
93-95 Merrymeeting Road





REVISIONS		
NO.	YY/MM/DD	DESCRIPTION
0	19/10/07	ISSUED FOR PERMIT

PROJECT #: XXXX-01

1. DO NOT SCALE FROM THIS DRAWING.  
 2. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN MILLIMETRES.  
 3. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS ON SITE PRIOR TO PROCEEDING WITH ANY PORTION OF THIS WORK.  
 4. CONTRACTOR SHALL DO ALL WORK IN ACCORDANCE WITH THE APPLICABLE STANDARDS AND CODES INCLUDING, BUT NOT LIMITED TO, THE NATIONAL BUILDING CODE OF CANADA.  
 5. DIMENSIONS ARE SHOWN TO FACE / CORNERS AND CENTRE OF PARTITIONS.

PROJECT TITLE  
**NEW TOWNHOUSES**

33, 35, 37 MAYOR AVE.  
 ST. JOHN'S, NL

DRAWING TITLE  
**SITE PLAN**

DRAWING NUMBER  
**A-1.1**

SITE PLAN  
 SCALE : 1:100 (1:200 when printed 11X17)  
 Page 49 of 53



# DECISION/DIRECTION NOTE

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**Title:** Proposed Apartment/Condo Building  
Request to Waive Development Fee (former Power's Salvage and Mammy's Bakery)  
26 Alexander Street  
DEV1700231

**Date Prepared:** October 23, 2019

**Report To:** Committee of the Whole

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

**Ward:** 2

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**Decision/Direction Required:**

To seek approval on the development fee associated with the conversion of a vacant commercial building into an Apartment Building.

**Discussion – Background and Current Status:**

An application has been made to the City by R.J. C. Services to redevelop a commercial building at 26 Alexander Street into a thirty-four unit residential apartment building. The gross floor area of the development is 3,311m<sup>2</sup> with indoor parking located on the ground floor comprising of 609 m<sup>2</sup>. The parking area is exempt from a development fee. The developer is requesting an exemption to the development fee (see attached letter from R.J.C. Services).

The current development fee structure deals with residential development and non-residential development but is silent on the conversion of a non-residential building into a residential building. The development fee for residential development is \$1600 per unit. For this development, that would result in a development fee of \$54,400. The development fee for non-residential development is \$16/m<sup>2</sup> of gross floor area (GFA) for new development and for the extension of an existing development. For this development the GFA is not increasing, therefore if this building was being repurposed for another non-residential use, no development fees would apply. The City supports densification and the repurposing of existing buildings. The development fee structure should include specific language regarding the conversion of non-residential buildings to residential buildings and vice versa.

**Key Considerations/Implications:**

1. Budget/Financial Implications:  
The waiving of development fees will result in a loss of revenue to the City. For this specific development it would be \$54,000.

2. Partners or Other Stakeholders:  
Developers, specifically R.J.C. Services for Power Brothers Inc. for this specific development.
3. Alignment with Strategic Directions/Adopted Plans:  
Decisions should align with the City's Strategic Direction of being fiscally responsible.
4. Legal or Policy Implications:  
To extend the development fee exemption to include the conversion of buildings.
5. Privacy Policy Implications: Not applicable.
6. Engagement and Communications Considerations: Not applicable
7. Human Resource Implications: Not applicable
8. Procurement Implications: Not applicable
9. Information Technology Implications: Not applicable
10. Other Implications: Not applicable

**Recommendation:**

It is recommended that the development fee schedule be revised such that the conversion of non-residential buildings to residential buildings and vice versa:

- No development fee be charged within the existing gross floor area
- A development fee of \$1600 per residential dwelling unit be charged for units within the extension of an existing development
- A development fee of \$16/m<sup>2</sup> for gross floor area be charged for the non-residential use within the extension of an existing development.

**Prepared by/Signature:**

Gerard Doran, Supervisor of Development

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

**Approved by/Date/Signature:**

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

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

GD/dlm

**Attachments:**

Letter from R.J.C. Services dated Oct. 1, 2019

# RJC SERVICES

Development Consulting & Design Service



Oct 1<sup>st</sup>, 2019

Gerard Doran, CET Supervisor of Development,  
City Hall, St. John's, NL, A1C 5M2

Reference: 26 Alexander Street, St. John's, NL, A1E 2T7

Dear Mr. Doran,

As Development Consultant for and on behalf of the owners of the building at 26 Alexander Street, the former Mammy's Bakery and recently Power's Salvage Building, we received Development Approval to re-develop this property into a 32 Unit Residential Condominium.

The approval came from Ashley Murray in an email dated Sept. 30, 2019.  
In her email is a request for payment of a Development Fee of \$54,400.00.

This building is adjacent to the Downtown Development Fee Exemption Area by just one City block, and whereas we are revitalizing an existing building, we hereby request we be included in the exemption area and that the Development Fee be waived.

The plans for a construction permit are now proceeding through the Building Department for their review and we hope to have their approval fairly soon.

Your timely attention would be very much appreciated.

Richard J. Cook

RJC SERVICES – Development Consultant

cc. Power Brother Inc. Owners

RJC SERVICES is a division of Studio 'C' Holdings Limited,

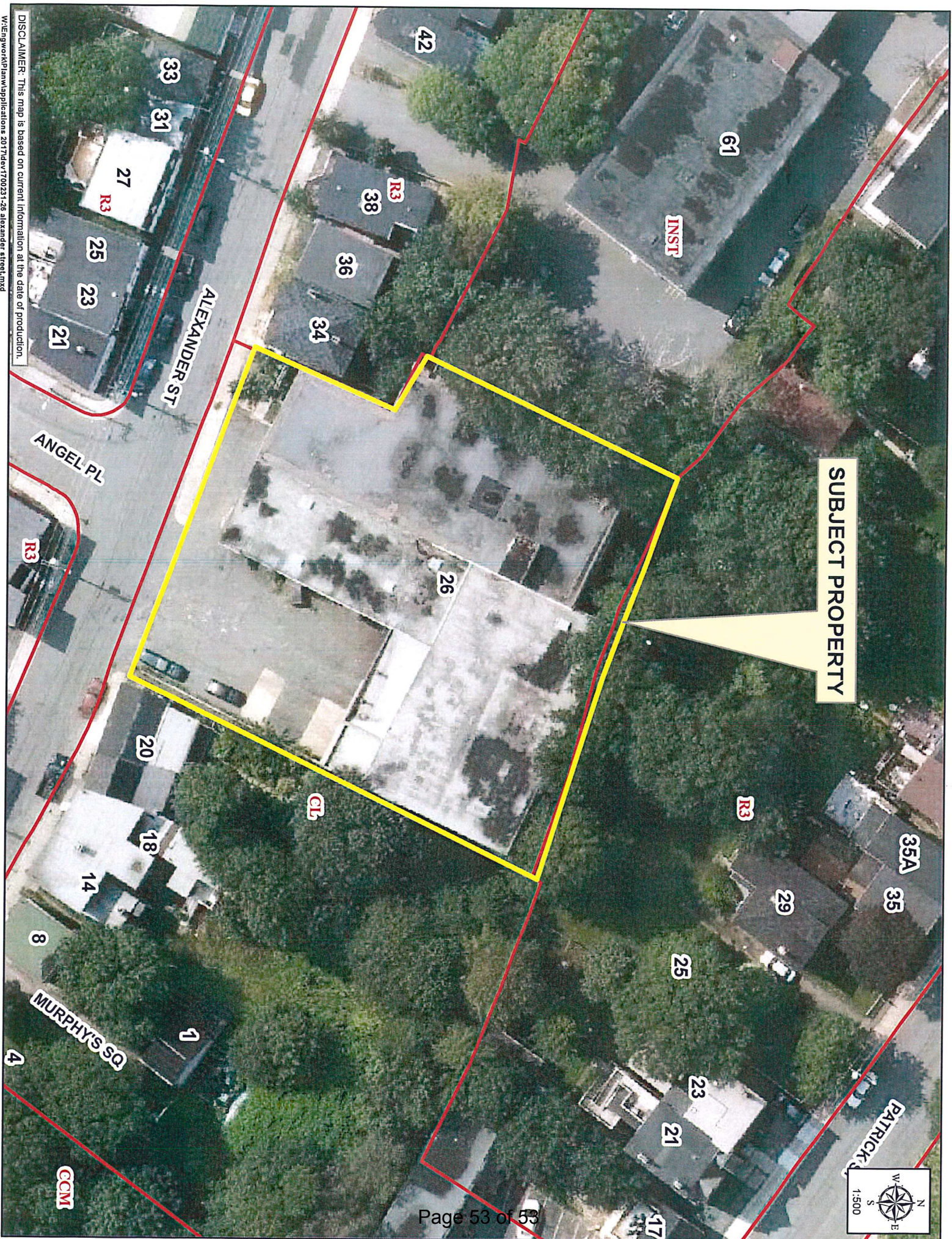
79 Rennies Mill Road, St. John's, NL, A1C 3R1

Telephone: (709) 685-7979

Fax: (709) 753-9411

E-Mail: [rjcservices@gmail.com](mailto:rjcservices@gmail.com)

SUBJECT PROPERTY



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