

**AGENDA  
REGULAR MEETING**

**January 13, 2020  
4:30 p.m.**

**ST. JOHN'S**

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# MEMORANDUM

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January 9, 2020

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, January 13 at 4:30 p.m.**

By Order



Elaine Henley  
City Clerk

# ST. JOHN'S

CITY MANAGER

# ST. JOHN'S

## Regular Meeting - City Council Agenda

January 13, 2020

4:30 p.m.

4th Floor City Hall

Pages

1. CALL TO ORDER

2. PROCLAMATIONS/PRESENTATIONS

3. APPROVAL OF THE AGENDA

3.1 Adoption of Agenda

4. ADOPTION OF THE MINUTES

4.1 Adoption of Minutes - December 16, 2019

6

5. BUSINESS ARISING FROM THE MINUTES

6. NOTICES PUBLISHED

6.1 Notices Published January 6, 2020

13

1. 21 Adams Avenue - Institutional (INST) Zone - Ward 2

An application has been submitted requesting permission to allow Office Use at 21 Adams Avenue.

The existing building is in the Institutional (INST) Zone where Office Use is Discretionary. The proposed business is a non-profit community-based organization that employs approximately 33 employees and will occupy a floor area of approximately 723 square meters. Hours of operation will be Monday to Friday 8 a.m. - 5 p.m. with on-site parking.

No submissions received

A Discretionary Use application has been submitted by Cineplex Entertaining LP. requesting permission to operate a Lounge at 48 Kenmount Road.

The Lounge will take place in the existing cinema area and will operate as per the regularly scheduled movie times (starting 11:30 a.m. on weekdays, 10:30 a.m. on weekends ending 15 minutes after the last posted movie of the day). The sale and consumption of alcohol will strictly follow all Provincial laws and regulations.

2 submissions received

3. 63 O'Leary Avenue - Commercial Industrial (CI) Zone - Ward 4

A Discretionary Use application has been submitted by Rogers Communication Inc. requesting to construct a telecommunications tower located at 63 O'Leary Avenue.

In accordance with the obligations under the Radio Communication Act and Industry Canada's Tower Siting Procedure CPC-2-0-03, the City of St. John's hereby notifies property owners in the vicinity of 63 O'Leary Avenue of Rogers intention to construct a telecommunications tower system consisting of:

- A 40-meter self-supporting telecommunication tower (including antennas and a lightning rod.
- A tower base measuring 6 meters on either side.
- An equipment shelter located at the base of the proposed tower surrounded by a security fence with a locked gate access point.
- Installation of 6 LTE (4G) antennas measuring approximately 2.09 m x 50 cm x 20.6 cm and 18 radio units measuring approximately 35 cm x 42 cm x 20 cm as close as possible to the top of the proposed tower.

No submissions received.



6.2	Notices Published January 13, 2020	20
1.	61 Radio Range Road - Commercial Neighbourhood (CN) Zone - Ward 1	21
	An application for an Extension to a Non-Conforming Use has been submitted to the City requesting permission to add an extension to the dwelling at 61 Radio Range Road.	
	The existing dwelling has a total floor area of 100.9 m <sup>2</sup> . The extension will first involve the removal of 8m <sup>2</sup> of floor area, then an addition of 17.8m <sup>2</sup> will be added for an overall extension of 9.9m <sup>2</sup> . The proposed dwelling would then have a total floor area of 110.8m <sup>2</sup> .	
	1 submission received.	

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3.	Decision Note dated December 3, 2019 re: Sponsorship Policy	103
	Attached draft policy has been updated based on discussion in Committee of the Whole on December 11, 2019	
4.	Decision Note dated December 4, 2019 re: Fraud Policy	127

5.	Decision Note dated December 4, 2019 re: Respectful Workplace Policy	138
	Attached draft policy has been updated based on discussion in Committee of the Whole on December 11, 2019	
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### **14. ADJOURNMENT**

# **ST. JOHN'S**

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

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

**December 16, 2019, 4:30 p.m.**

**Present:**

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

**Staff:**

- Kevin Breen, City Manager
- Derek Coffey, Deputy City Manager of Finance & Administration
- Tanya Haywood, Deputy City Manager of Community Services
- Lynnann Winsor, Deputy City Manager of Public Works
- Cheryl Mullett, City Solicitor
- Susan Bonnell, Manager - Communications & Office Services
- Elaine Henley, City Clerk
- Ken O'Brien, Chief Municipal Planner

### **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 **Global Covenant of Mayors for Climate & Energy**

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

**SJMC-R-2019-12-16/569**

**Moved By** Councillor Collins

**Seconded By** Councillor Stapleton

That the Agenda be adopted as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

4. **ADOPTION OF THE MINUTES**

4.1 **Adoption of the Minutes of December 9, 2019**

**SJMC-R-2019-12-16/570**

**Moved By** Councillor Hanlon

**Seconded By** Councillor Jamieson

That the minutes of December 9, 2019 be adopted as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

5. **BUSINESS ARISING FROM THE MINUTES**

6. **NOTICES PUBLISHED**

6.1 **2540 Trans-Canada Hwy - Open Space Reserve (OR) Zone - Ward 5**

**Application**

A Discretionary Use application has been submitted by Newfoundland Power Inc. requesting to use 2540 Trans-Canada Highway for a Public Utility distribution line.

**Description**

The distribution line will be used to accommodate load growth for the Galway development.

No submissions.

**SJMC-R-2019-12-16/571**

**Moved By** Councillor Collins

**Seconded By** Councillor Lane

That Council approve the application subject to all applicable City requirements.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**6.2    40 Incinerator Rd. - Rural/Mineral Workings (R/MW) Zones - Ward 5**

**Application**

A Discretionary Use application has been submitted to the City of St. John's by Eastlink seeking approval to install an antenna and add a new 5m<sup>2</sup> equipment shelter at the base of an existing tower at 40 Incinerator Road.

**Description**

In accordance with the City of St. John's Siting Protocol for Wireless Facilities, the City of St. John's hereby notifies property owners in the vicinity of 40 Incinerator Road of Eastlink's intention to install an antenna system consisting of:

Three (3) A704516R0 antennas and three (3) Remote Radio Units. All sectors will be installed on the existing tower and installed at an elevation of 54.2m.

A 2.032m x 2.438m prefabricated equipment shelter to be installed on North side of building.

No submissions.

**SJMC-R-2019-12-16/572**

**Moved By** Councillor Collins

**Seconded By** Councillor Jamieson

That Council approve the application subject to all applicable City requirements.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**7. COMMITTEE REPORTS**

**8. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)**

**8.1 Development Permits List for the period December 5 - 11, 2019**

Council considered for information the above noted.

**9. BUILDING PERMITS LIST**

**9.1 Building Permits List for the period December 5 - 11, 2019**

**SJMC-R-2019-12-16/573**

**Moved By** Councillor Jamieson

**Seconded By** Councillor Stapleton

That Council approve the Building Permits List for the period December 5-11, 2019.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**10. REQUISITIONS, PAYROLLS AND ACCOUNTS**

**10.1 Weekly Payment Vouchers for the Week Ending December 11, 2019**

**SJMC-R-2019-12-16/574**

**Moved By** Councillor Hickman

**Seconded By** Councillor Hanlon

That Council approve the Weekly Payment Vouchers for the week ending December 11, 2019 in the amount of \$9,684,517.86.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**11. TENDERS/RFPS**

**11.1 Departmental Approval Request - RFP #2019128 re: Engineering Consulting Services for the Assessment of a New Regional Water Source**

**SJMC-R-2019-12-16/575**

**Moved By** Councillor Froude

**Seconded By** Councillor Lane

That Council award this RFP to CBCL Limited in the amount of \$400,016.00 (HST Included) based on an evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**11.2 Bid Approval Note - #2019031 Supply & Delivery of Two (2) Rescue Trucks**

**SJMC-R-2019-12-16/576**

**Moved By** Councillor Froude

**Seconded By** Deputy Mayor O'Leary

That Council award this open call to the lowest and only bidder meeting specification, Metalfab LTD. in the amount of \$413,576.80 (HST included) as per the Public Procurement Act.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins



**MOTION CARRIED (11 to 0)**

**11.3 Bid Approval Note - #2019247 Supply, Install, Maintain and Remove Annuals**

**SJMC-R-2019-12-16/577**

**Moved By** Councillor Froude

**Seconded By** Councillor Collins

That Council award this open call to the lowest bidder that meets specifications, Stanley Flowers Ltd., as per the Public Procurement Act, for \$39,205.80 per year (HST incl.)

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**12. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS**

**13. OTHER BUSINESS**

**13.1 Decision Note dated December 12, 2019 re: Appointment – Board of Directors St. John's Transportation Commission**

**SJMC-R-2019-12-16/578**

**Moved By** Councillor Froude

**Seconded By** Councillor Collins

That Council approve the appointment of Kirsten Morry and Paul Walsh to the Board of Directors of the St. John's Transportation Commission for an additional two-year term beginning January 15, 2020.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**14. ADJOURNMENT**

There being no further business, the meeting adjourned at 5:00 pm.

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MAYOR

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CITY CLERK

## 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 January 6, 2020.**

Ref #	Property Location/ Zone Designation And Ward	Application Details	Submissions Received	Planning and Development Division Notes
1	<b>21 Adams Avenue</b> Institutional (INST) Zone  Ward 2	<p><b>Application</b> An application has been submitted requesting permission to allow Office Use at 21 Adams Avenue.</p> <p><b>Description</b> The existing building is in the Institutional (INST) Zone where Office Use is Discretionary. The proposed business is a non-profit community-based organization that employs approximately 33 employees and will occupy a floor area of approximately 723 square meters. Hours of operation will be Monday to Friday 8 a.m. - 5 p.m. with on-site parking.</p>	No Submission Received	It is recommended to approve the application subject to all applicable City requirements
2	<b>48 Kenmount Road</b> Commercial Regional (CR) Zone  Ward 4	<p><b>Application</b> A Discretionary Use application has been submitted by Cineplex Entertaining LP. requesting permission to operate a Lounge at 48 Kenmount Road.</p> <p><b>Description</b> The Lounge will take place in the existing cinema area and will operate as per the regularly scheduled movie times (starting 11:30 a.m. on weekdays, 10:30 a.m. on weekends ending 15 minutes after the last posted movie of the day). The sale and consumption of alcohol will strictly follow all Provincial laws and regulations.</p>	2 Submissions Received	It is recommended to approve the application subject to all applicable City requirements

3	<p><b>63 O'Leary Avenue</b></p> <p>Commercial Industrial (CI) Zone</p> <p>Ward 4</p>	<p><b>Application</b> A Discretionary Use application has been submitted by Rogers Communication Inc. requesting to construct a telecommunications tower located at 63 O'Leary Avenue.</p> <p><b>Description</b> In accordance with the obligations under the Radio Communication Act and Industry Canada's Tower Siting Procedure CPC-2-0-03, the City of St. John's hereby notifies property owners in the vicinity of 63 O'Leary Avenue of Rogers intention to construct a telecommunications tower system consisting of:</p> <ul style="list-style-type: none"> <li>• A 40-meter self-supporting telecommunication tower (including antennas and a lightning rod).</li> <li>• A tower base measuring 6 meters on either side.</li> <li>• An equipment shelter located at the base of the proposed tower surrounded by a security fence with a locked gate access point.</li> <li>• Installation of 6 LTE (4G) antennas measuring approximately 2.09 m x 50 cm x 20.6 cm and 18 radio units measuring approximately 35 cm x 42 cm x 20 cm as close as possible to the top of the proposed tower.</li> </ul>	No Submission Received	It is recommended to approve the application subject to all applicable City requirements
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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.

## Elaine Henley

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**From:** Elaine Henley  
**Sent:** Monday, December 30, 2019 11:49 AM  
**To:** [REDACTED]; CityClerk; Planning; CouncilGroup  
**Cc:** Andrea Roberts; Ann-Marie Cashin; Ashley Murray; Dave Wadden; Gerard Doran; Jason Sinyard; Karen Chafe; Ken O'Brien; Lindsay Lyghtle Brushett  
**Subject:** RE: application by Cineplex requesting permission to operate a Lounge at 48 Kenmount Road.

Good Morning [REDACTED]:

We thank you for your feedback and advise that your concerns will be referred to Council, along with all other submissions, for consideration prior to reaching its final decision on this application.

*Elaine Henley*

Elaine Henley  
City Clerk  
t. 576-8202  
c. 691-0451

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**From:** [REDACTED]  
**Sent:** Thursday, December 12, 2019 2:51 PM  
**To:** CityClerk <cityclerk@stjohns.ca>; Planning <planning@stjohns.ca>; CouncilGroup <councilgroup@stjohns.ca>  
**Subject:** application by Cineplex requesting permission to operate a Lounge at 48 Kenmount Road.

Good Thursday Afternoon.

[REDACTED] I am putting in my  
complain about the Cineplex Entertaining Theatre.

This should be a common sense one the answer should already be NO. This should not be even up on the St John's Site asking the public of St John's Newfoundland and Labrador for our opinions on this matter. The Cineplex Entertaining theatre in the Avalon Mall St John's Newfoundland and Labrador wants the city Councillors of St John's to approve to have a license to allow alcohol Beverages to be brought in the Cineplex Entertaining Theatre while watching a movie.

This can go many ways very bad ways:

1) Just say for example that a young women who is a teenager under the age of 17 behind her parents knowledge went out with a college or university man they end up at the Empire theatre and he buys alcohol for both of them. The Cineplex Entertaining Theatre does not know that they are together or does the Cineplex Entertaining Theatre know he buying alcohol for the both of them. Any stangers that will prey on children or teenagers this will be a great tool for them to harm or put something in the drinks. or give them a drink without them knowing it alcohol.

This will turn out very badly and it should not be the Cineplex Entertaining Theatre responsibility to after this incident has happen. It should be the City councillors responsibility (they are the ones who approved of this. The City of St John's Councillors should be the ones charged with giving a underage minor alcohol beverages these are the people that should be charged: Mayor Danny Breen, Deputy Mayor Sheilagh O'Leary, Councillor Deanne Stapleton, Councillor Hope Jamieson, Councillor Jamie Korab, Councillor Ian Froude, Councillor Wally Collins, Councillor Maggie Burton, Councillor Dave Lane, Councillor Sandy Hickman, Councillor Debbie Hanlon.

2) There are people who are in AA (Alcoholics Anonymous) and in Celebrate recovery who really wants to get recovered and get their life in better shape. Now that this Cineplex Entertaining Theatre wants to turn this family entertainment into a Alcohol place where there are kids and minors and people that likes to enjoy the movie with having to worry about his now can't eve go without supervision cause of the alcohol that this will brought into the Cineplex Entertaining Theatre of the Avalon Mall. The People that are in Recovery now can't seem to go anywhere anymore to enjoy something. The City Councillors will destory everything in power that does not suit them at all cost. Don't matter where it is and what kind of things happen there. This is the nothing but the truth.

[REDACTED] of St John's Newfoundland and Labrador.

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

## Elaine Henley

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**From:** CityClerk  
**Sent:** Friday, December 6, 2019 12:18 PM  
**To:** [REDACTED]; CityClerk  
**Cc:** Andrea Roberts; Ann-Marie Cashin; Ashley Murray; Dave Wadden; Gerard Doran; Jason Sinyard; Karen Chafe; Ken O'Brien; Lindsay Lyghtle Brushett; Planning  
**Subject:** RE: Application - 48 Kenmount Road (Cineplex)

Good Morning [REDACTED]:

Prior to registering your email as a submission and providing it to Council for consideration, I have copied Planning, Engineering and Regulatory Services for a response to the questions posed.

Once a response is received, you can advise whether you want your concerns noted.

*Elaine Henley*

Elaine Henley  
City Clerk  
t. 576-8202  
c. 691-0451

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**From:** [REDACTED]  
**Sent:** Friday, December 6, 2019 9:26 AM  
**To:** CityClerk <cityclerk@stjohns.ca>  
**Subject:** Re: Application - 48 Kenmount Road (Cineplex)

Where in the "cinema area" will the lounge be? The area where people buy movie popcorn? There is already alcohol sold in the Rec Room. If the "cinema area" is the seating area near where people buy popcorn I don't think this is necessary. It's nice to keep some public spaces alcohol free for families and also for people who struggle with alcohol addiction. If someone wants a drink, the Rec Room is a more appropriate space.

On Dec 6, 2019, at 9:16 AM, St. John's e-Updates <[eupdates@stjohns.ca](mailto:eupdates@stjohns.ca)> wrote:

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

=====  
Public Notice

Tue, 2019/12/17 - 9:30am

Application - 48 Kenmount Road (Cineplex)



**Application**

A Discretionary Use application has been submitted by Cineplex Entertaining L.P. requesting permission to operate a Lounge at 48 Kenmount Road.

**Description**

The Lounge will take place in the existing cinema area and will operate as per the regularly scheduled movie times; starting 11:30 a.m. on weekdays, 10:30 a.m. on weekends ending 15 minutes after the last posted movie of the day. The sale and consumption of alcohol will strictly follow all provincial laws and regulations.

**Comment By**

9:30 a.m. Tuesday, December 17, 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, January 6, 2020

**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](#)**

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## 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 January 13, 2020.**

Ref #	Property Location/ Zone Designation And Ward	Application Details	Submissions Received	Planning and Development Division Notes
1	<b>61 Radio Range Road</b> Commercial Neighbourhood (CN) Zone  Ward 1	<p><b>Application</b> An application for an Extension to a Non-Conforming Use has been submitted to the City requesting permission to add an extension to the dwelling at 61 Radio Range Road.</p> <p><b>Description</b> The existing dwelling has a total floor area of 100.9 m<sup>2</sup>. The extension will first involve the removal of 8m<sup>2</sup> of floor area, then an addition of 17.8m<sup>2</sup> will be added for an overall extension of 9.9m<sup>2</sup>. The proposed dwelling would then have a total floor area of 110.8m<sup>2</sup>.</p>	1 Submission Received (attached)	It is recommended to approve the application subject to all applicable City requirements

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.

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

## Elaine Henley

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**From:** Lindsay Frampton <LFrampton@stjohnsairport.com>  
**Sent:** Thursday, January 2, 2020 4:50 PM  
**To:** CityClerk  
**Cc:** Scott Mercer  
**Subject:** Re: 61 Radio Range Road

Hi,

There is no impact to the St. John's Airport Authority for the extension to the dwelling on 61 Radio Range Road.

Thanks,

**Lindsay Frampton**

Technical Support Specialist  
St. John's International Airport

**Phone:** (709) 758-8512

**Cell:** (709) 689-3474

**E-Mail:** [lframpton@stjohnsairport.com](mailto:lframpton@stjohnsairport.com)



Do you really have to print this message? Let's think of the environment.

# DECISION/DIRECTION NOTE

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**Title:** Request for Building Line Setback  
DEV1900230  
18 Long Pond Road

**Date Prepared:** December 17, 2019

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

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

**Ward:** 4

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**Decision/Direction Required:**

To seek approval for a 20.58-meter Building Line setback at 18 Long Pond Road to accommodate the construction of a new dwelling.

**Discussion – Background and Current Status:**

An application was submitted to demolish the existing property and construct a new dwelling on the building lot. The property is situated in the Residential Low Density (R1) Zone where the minimum Building Line for existing streets or service streets is to be established by Council. The proposed set back of the new dwelling will be at 20.58 meters which is in line with the existing dwelling.

**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.
4. Legal or Policy Implications:  
Section 8.4, Section 10.3.3 (c) (ii) and Section 8.3.1 of the St. John's Development Regulations
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Not applicable.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.

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9. Information Technology Implications: Not applicable.

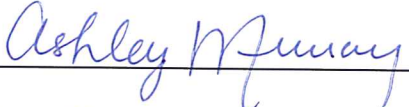
10. Other Implications: Not applicable.

**Recommendation:**

It is recommended that Council approve the 20.58 metre Building Line setback for 18 Long Pond Road.

**Prepared by/Signature:**

Ashley Murray – Development Officer II

Signature: 

**Approved by/Date/Signature:**

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

Signature: 

AAM/dlm

**Attachments:** Location Map



PIPPY PARK

INST

ELIZABETH AVE

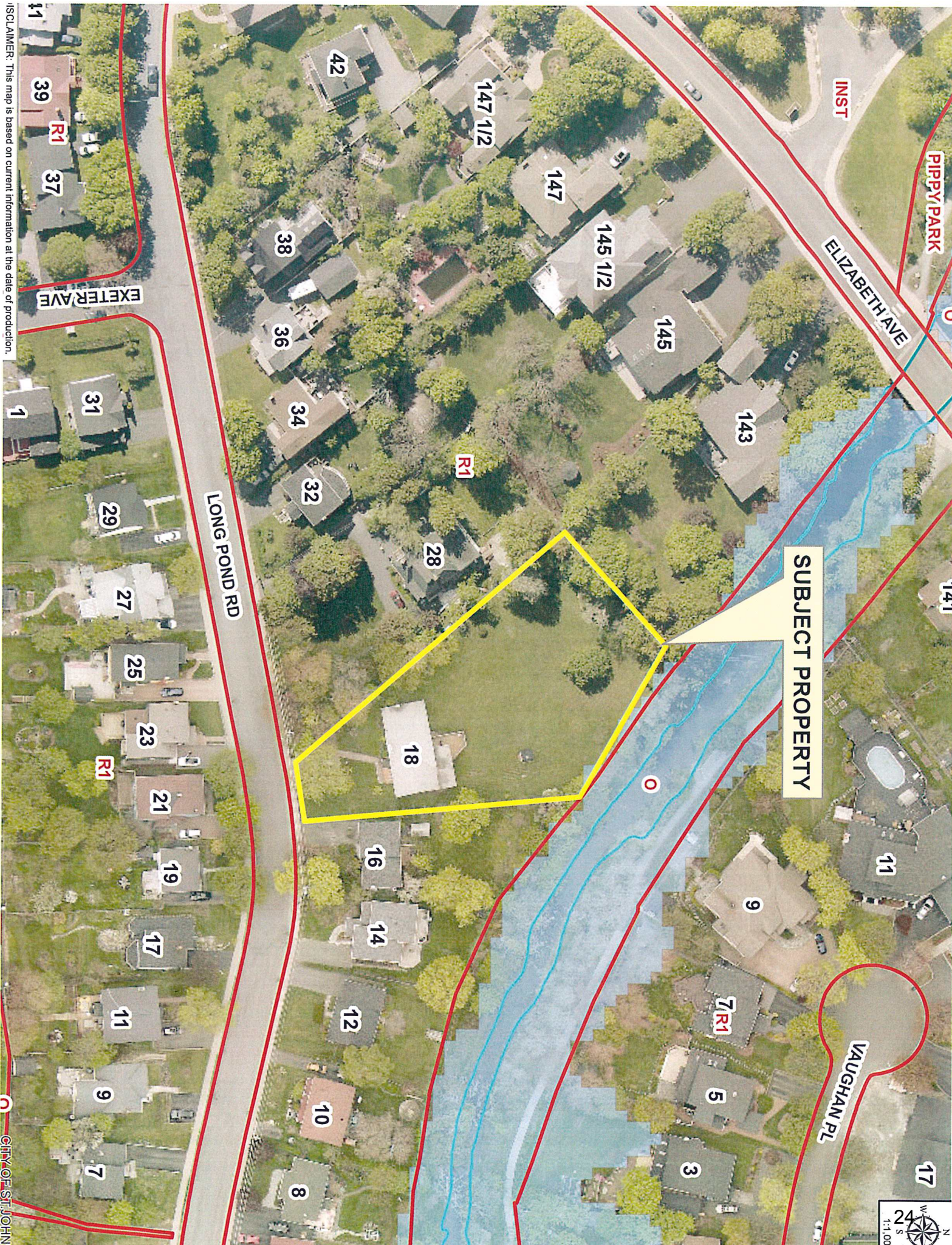
SUBJECT PROPERTY

VAUGHAN PL



LONG POND RD

EXETER AVE



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



# DECISION/DIRECTION NOTE

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**Title:** Crown Land Lease  
CRW1900021  
2540 Trans-Canada Highway

**Date Prepared:** December 17, 2019

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

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

**Ward:** 5

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**Decision/Direction Required:**

To seek approval for a Crown Land Lease for Powerline easement.

**Discussion – Background and Current Status:**

The Provincial Department of Fisheries and Land Resources has referred an application requesting a Lease for a parcel of land comprising of an area of 0.12 hectares which is located in the Open Space Reserve (OR) Zone. The proposed use of the land will be to accommodate load growth for the Galway Community development.

**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.
4. Legal or Policy Implications: Not applicable.
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 Crown Land Lease be approved.

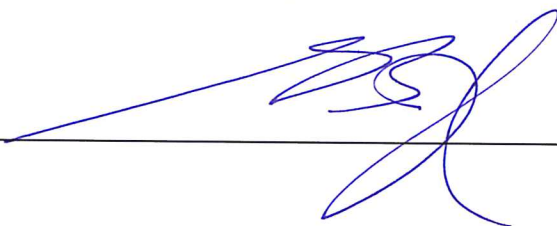
**Prepared by - Date/Signature:**

Ashley Murray- Development Officer II

Signature: Ashley Murray

**Approved by - Date/Signature:**

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

Signature: 

AAM/dlm

**Attachments:** Location Map







# DECISION/DIRECTION NOTE

**Title:** Request for Parking Relief and to Set the Parking for Proposed Service Shop  
10-12 Pippy Place  
INT1900122

**Date Prepared:** January 7, 2020

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

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

**Ward:** 4

## Decision/Direction Required:

To set the parking requirement for a new Service Shop occupancy in the existing building at 10-12 Pippy Place, as well as request parking relief.

## Discussion – Background and Current Status:

An application was submitted to add a shoe repair business to the existing building on this commercial property. As the parking requirement for a Service Shop is unspecified in the Development Regulations, it is to be set by Council as per Section 9.1.1.

There are 36 parking spaces provided on site for the building.

Required parking and actual proposed utilization:

Level	Use	Required Parking	Proposed Utilization
1 <sup>st</sup> Floor	Manufacturing	22 based on floor area	14 based on employees
1 <sup>st</sup> Floor, Suite 101	Proposed Shoe Repair	unspecified requirement in the Regulations (5 recommended)	5 proposed based on 2 employees + public. Previous occupancy was retail (Paperie & Advanced Office Equipment)
1 <sup>st</sup> Floor Suite 102	Office – The Kidney Foundation	3 based on floor area	2 based on 2 employees
2 <sup>nd</sup> Floor Suites 201 & 201	Vacant, previous use was Office	9 required based on floor area, if occupied by office use in the future	0 - vacant
3 <sup>rd</sup> Floor Suite 301	Office – EC Boone	9 required based on floor area	9 based on floor area

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- Total spaces required for current occupancies:  
34 (22 manufacturing + 3 Office + 9 EC Boone) + 5 spaces for new occupancy = 39 spaces
- Total spaces required for current occupancies + office spaces filled for 2<sup>nd</sup> floor:  
39 + 9 = 48 spaces
- Proposed actual space utilization: 14 (manufacturing) + 5 (shoe repair) + 2 (Kidney Foundation) + 9 (EC Boone Office) = 30 spaces

Based on the floor area of the current occupancies, a total of 39 spaces are required. As there are only 36 spaces on site, parking relief for 3 spaces is also required.

The applicant has advised that the proposed shoe repair business will employ 2 people, with clients dropping off and picking up, max 10 minutes inside. Based on the actual parking requirements for the current building occupancies and given that the proposed shoe repair use is less intense than the previous retail use in suite 101, parking is adequate on the site at this time. Please note that future occupancies for the vacant suites on the 2<sup>nd</sup> floor will also have to be submitted for review for parking relief.

Council may relieve an applicant of all or part of the parking required under Section 9.1.1, provided that the applicant is able to show that because of the particular characteristics of the development that the actual parking requirements within the foreseeable future are expected to be lower than those required by the City standard.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Direction/Adopted Plans: Not applicable.
4. Legal or Policy Implications:  
Section 9 of the St. John's Development Regulations.
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.

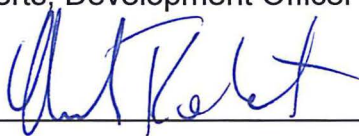
**Recommendation:**

It is recommended that Council approve the parking relief for the 3 required spaces and set the parking requirement for the shoe repair business at 5 spaces. Future occupancies of the vacant suites must also submit for review and request of parking relief.

**Prepared by/Signature:**

Andrea Roberts, Development Officer

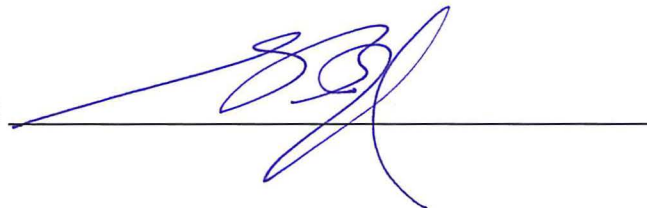
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**Approved by/Signature:**

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

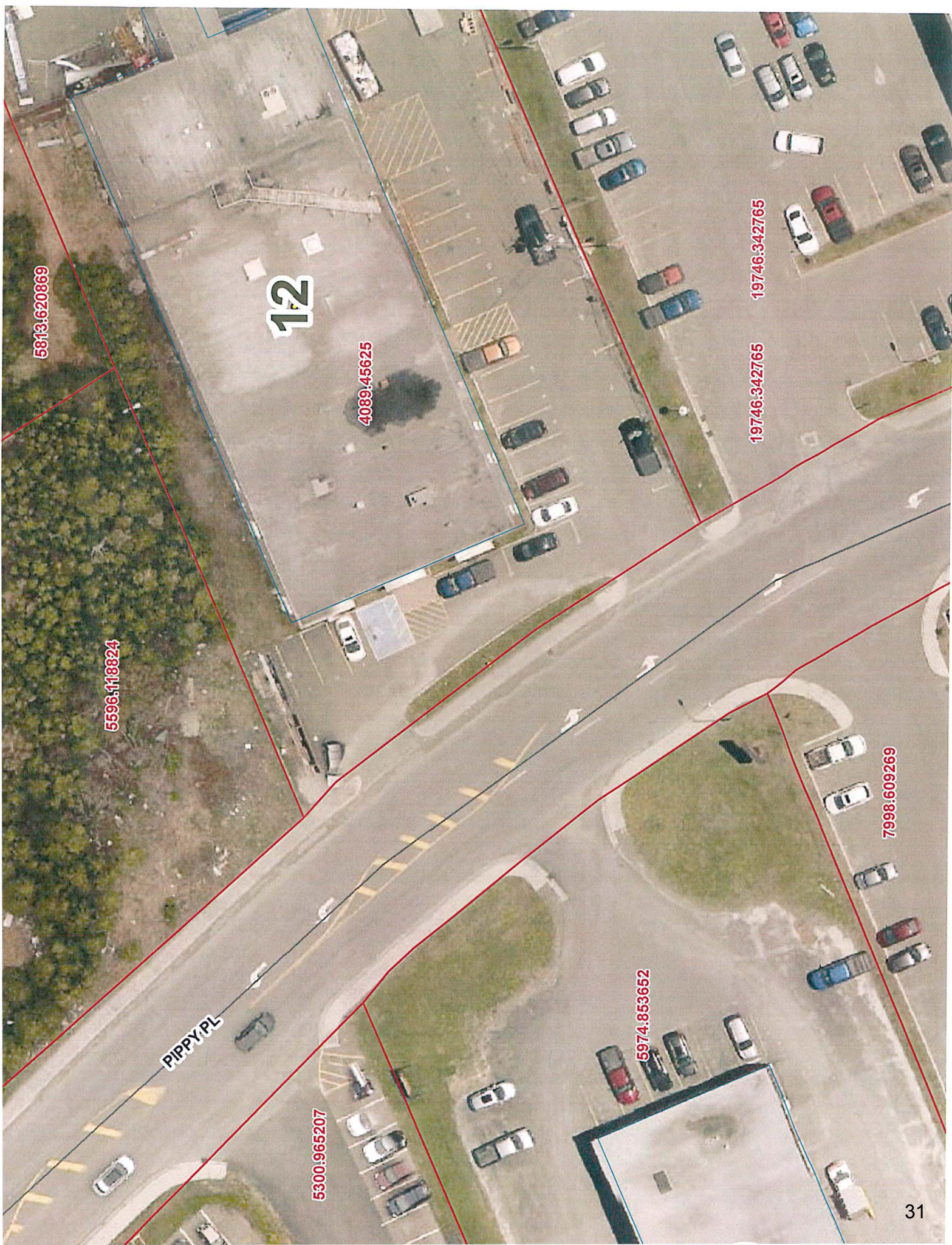
Signature: \_\_\_\_\_



AAR/dlm

**Attachments:** Location Map







# **ST. JOHN'S**

**Report of Committee of the Whole - City Council  
Council Chambers, 4th Floor, City Hall  
December 11, 2019, 9:00 a.m.**

Present:	Mayor Danny Breen Deputy Mayor Sheilagh O'Leary Councillor Maggie Burton Councillor Dave Lane Councillor Sandy Hickman Councillor Debbie Hanlon Councillor Deanne Stapleton Councillor Hope Jamieson Councillor Jamie Korab Councillor Ian Froude Councillor Wally Collins
Staff:	Kevin Breen, City Manager Derek Coffey, Deputy City Manager of Finance & Administration Tanya Haywood, Deputy City Manager of Community Services Lynnann Winsor, Deputy City Manager of Public Works Cheryl Mullett, City Solicitor Susan Bonnell, Manager - Communications & Office Services Elaine Henley, City Clerk Ken O'Brien, Chief Municipal Planner Maureen Harvey, Legislative Assistant
Others	Brian Head, Manager of Parks & Open Space Edmundo Fausto, Sustainability Coordinator Jennifer Langmead, Supervisor Tourism & Culture Trina Caines, Policy Analyst Garret Donaher, Manager of Transportation

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## **Finance & Administration - Councillor Dave Lane**

- a. Decision Note dated December 3, 2019 re: Cash Handling and Petty Cash Policy**

**Recommendation**

**Moved By** Councillor Lane

**Seconded By** Deputy Mayor O'Leary

That Council approve the Cash Handling and Petty Cash Policy and rescind the current related policy (04-11-02 Acceptable Forms of Payment).

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

**MOTION CARRIED (11 to 0)**

**b. Decision Note dated December 3, 2019 re: Sponsorship Policy**

The Committee debated the proposed Sponsorship Policy.

**Recommendation**

**Moved By** Councillor Froude

**Seconded By** Councillor Burton

That Council refer the proposed sponsorship policy back to staff for the following prior to being brought back to Council for a decision:

1. a broad risk analysis,
2. the scope of work to be conducted by consultant
3. information on sponsorships that have occurred during in the past 2-3 years

For (4): Deputy Mayor O'Leary, Councillor Burton, Councillor Jamieson, and Councillor Froude

Against (6): Mayor Breen, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, and Councillor Korab

**MOTION LOST (4 to 6)**

**Recommendation**

**Moved By** Councillor Korab

**Seconded By** Councillor Hanlon

That the policy be amended to include a Council member added to the Sponsorship Evaluation Committee

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

**MOTION CARRIED (10 to 0)**

**Recommendation**

That the Council approve the Sponsorship Policy and rescind the current related policy (05-01-14 Promotion of Charitable Causes and Commercial Products/Services on City Property). including the amendment to have a Council member sit on the Sponsorship Evaluation Committee.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, and Councillor Korab

Against (2): Councillor Burton, and Councillor Froude

**MOTION CARRIED (8 to 2)**

**c. Decision Note dated December 4, 2019 re: Procurement Policy**

**Recommendation**

**Moved By** Councillor Lane

**Seconded By** Councillor Jamieson

That Council approve the Procurement Policy and rescind the current related policy (04-06-01 Purchasing Policies and Procedures Manual).



For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

**MOTION CARRIED (10 to 0)**

**d. Decision Note dated December 4, 2019 re: Fraud Policy**

**Recommendation**

**Moved By** Councillor Lane

**Seconded By** Councillor Burton

That Council approve the Fraud Policy as attached.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

**MOTION CARRIED (10 to 0)**

**e. Decision Note dated December 4, 2019 re: Respectful Workplace Policy**

**Recommendation**

**Moved By** Councillor Burton

**Seconded By** Councillor Jamieson

That the policy be amended to add a provision of the following

- a. inclusion of gas lighting behavior.
- b. inclusion of a provision that training be provided to Council members
- c. Section 3.2 C) replace "expectant or nursing mothers" with "expectant or nursing parents"
- d. Section 3.3 d) replace "affirmed gender" with "gender identity"

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

**MOTION CARRIED (10 to 0)**

**Recommendation**

**Moved By** Councillor Lane

**Seconded By** Councillor Stapleton

That Council approve the Respectful Workplace Policy including suggested amendments as noted above.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

**MOTION CARRIED (10 to 0)**

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

**a. Decision Note dated December, 2019 re: Bowring Park Bridge Replacement Alternative**

**Recommendation**

**Moved By** Councillor Froude

**Seconded By** Councillor Hanlon

That the following be undertaken:

- The decommissioned Whale's Back Bridge be removed.
- The Whale's Back Bridge be replaced with two (2) observation decks.
- The observation deck project, at a cost of \$43,000 be referred to the 2020 Capital Works program, for consideration by Council.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

**MOTION CARRIED (9 to 0)**

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

a. **Information Note dated December 4, 2019 re: Youth Engagement Strategy and Youth Engagement Action Team (YEAT) Update**

The Committee reviewed the Information Note which reported that the YEAT will continue to meet early in 2020, outline its action plan to complete its work and bring forward a report with recommendations to Council in early 2020.

**Planning & Development - Councillor Maggie Burton**

a. **Decision Note dated December 3, 2019 re: Application to Amend Land Use within the Planned Mixed Development 1 (PMD1) Zone for development of Townhouses/Semi-Detached Dwellings in the Galway Residential Area; REZ 1800020; 725 Southlands Boulevard**

**Recommendation**

**Moved By** Councillor Burton

**Seconded By** Councillor Korab

That Council consider the proposed change in land use from Single Unit Dwellings to Townhouses and Semi-Detached Dwellings along Donegal Run within the Planned Mixed Development 1 (PMD-1) Zone. It is further agreed that the application be advertised for public review and comment. Following advertisement, the proposed amendment would be referred to a Regular Meeting of Council for consideration of adoption.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

**MOTION CARRIED (9 to 0)**

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Mayor

# DECISION/DIRECTION NOTE

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**Title:** Cash Handling and Petty Cash Policy

**Date Prepared:** December 3, 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 a Cash Handling and Petty Cash Policy and rescission of a current related policy.

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

The City receives cash (including currency, coin, cheques, money orders, bank drafts, and/or credit card/debit card transactions) for the payment of taxes and services from a variety of City locations. Previously, some individual departments and/or divisions had developed their own cash handling procedures, but there was no City-wide policy direction. The Audit Committee approved ([Meeting Minutes](#)) the recommendation to develop a City-wide Cash Handling and Petty Cash Policy.

This policy incorporates best practices, provides greater consistency throughout the City, and accommodates operational requirements. There is currently an outdated related policy ([04-11-02 Acceptable Forms of Payment](#)) that will be rescinded if the Cash Handling and Petty Cash Policy is approved.

In addition to the draft policy, accompanying procedures are attached for information only and have been approved by the Senior Executive Committee.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: While this policy involves cash, there is no net financial or budget impact expected.
2. Partners or Other Stakeholders: This policy will affect individuals and organizations making cash payments to the City. The most significant change is restriction of US cash to only accepting US cheques for the payment of taxes and not accepting US cash for any other payments (due to the administrative burden associated with the exchange rate). This is likely to have little impact as there are other payment options available (e.g., credit/debit).

3. Alignment with Strategic Directions/Adopted Plans: This policy aligns with the “Sustainable City” strategic direction and is included as an initiative in the related goal (Goal S1 – Be financially responsible and accountable).
4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy.
5. Privacy Implications: The policy requires that any personal information be managed in accordance with the City’s Privacy Management Policy.
6. Engagement and Communications Considerations: Key internal stakeholders were consulted throughout the policy development process and modifications were made to address various issues.
7. Human Resource Implications: The Financial Services Division will work with stakeholder departments to ensure their staff have sufficient information to effectively implement the policy.
8. Procurement Implications: The policy takes into consideration technology currently in use. Any future cash handling technology procurement will need to take this policy into consideration.
9. Information Technology Implications: See Procurement Implications above.
10. Other Implications: N/A.

**Recommendation:** It is recommended that the Council approve the Cash Handling and Petty Cash Policy and rescind the current related policy (04-11-02 Acceptable Forms of Payment).

**Prepared by/Date:** Trina Caines, Policy Analyst / December 3, 2019

**Reviewed by/Date:** Shelley Traverse, Manager, Financial Services / December 3, 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 /December 3, 2019

**Attachments:**

Cash Handling and Petty Cash Policy (draft)

Cash Handling and Petty Cash Procedures (for information only)

**DRAFT – For Discussion Only**

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

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

**1. Policy Statement**

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

**2. Definitions**

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

**“Cash Site”** means a City location that handles Cash. Petty Cash Custodians are excluded from the definition of a Cash Site.

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

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

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

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

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

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

### **3. Policy Requirements**

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

#### **3.1 Cash Security**

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

- a) Appropriate Segregation of Duties shall exist at all times in the Cash handling and Petty Cash functions. No individual Employee shall have responsibilities for the entire Cash management process. At a minimum, the Employee responsible for cash acceptance and deposit preparation shall not be involved with the review and approval of the deposit.
- b) Divisional managers may require additional segregation of duties, as they deem appropriate.

##### **3.1.2 Safeguarding and Transportation**

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

##### **3.1.3 Certificate of Conduct**

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

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

## 3.2 Forms of Payment

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

## 3.3 Reconciliations and Deposits

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

## 3.4 Petty Cash Fund

### 3.4.1 Petty Cash Use

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



### **3.4.2 Petty Cash Eligible Expenditures**

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

### **3.5 Loss (Including Theft)**

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

### **3.6 Oversight**

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

## **4. Application**

This policy applies to (i) all Cash Sites, (ii) Petty Cash Funds, and (iii) all Employees involved with Cash handling or Petty Cash Funds; with the exception of the St. John's Transportation Commission.

## **5. Responsibilities**

### **5.1 Cashiers and Petty Cash Custodians** are responsible for:

- a) complying with this policy and related procedures;

- b) reporting any suspected misappropriation of cash; and
- c) maintaining records for audit.

**5.2 Managers supervising Cashiers or Petty Cash Custodians** are responsible for:

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

**5.3 Department Heads** are responsible for:

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

**5.4 The Department of Finance and Administration** is responsible for:

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

**5.5. The Department of Human Resources** is responsible for:

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

## **5.6 The Office of the City Internal Auditor is responsible for:**

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

## **6. References**

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

## **7. Approval**

- Policy Sponsor: DCM, Finance and Administration
- Policy Writer: Policy Analyst
- Date of Approval from
  - Corporate Policy Committee: October 23, 2019
  - Senior Executive Committee:
  - Committee of the Whole:
- Date of Approval from Council:

## **8. Monitoring and Contravention**

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

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

## **9. Review Date**

Initial Review: three years; Subsequent Reviews: five years

**DRAFT – For Discussion Only**

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

<b>Procedure Title:</b> Cash Handling and Petty Cash Procedures	
<b>Authorizing Policy:</b> Cash Handling and Petty Cash Policy	
<b>Procedure #:</b> 04-12-01-01 (to be assigned)	
<b>Last Revision Date:</b> N/A	<b>Procedure Sponsor:</b> Manager, Financial Services

**Note:** This document incorporates both the policy and the procedures.

**1. Procedure Statement**

This document provides Employees involved in Cash handling, including Petty Cash, with direction to ensure proper controls over (i) the acceptance, custody, and safeguarding of Cash; and (ii) the establishment and administration of Petty Cash funds; and provides procedural guidelines to Employees involved in Cash handling or Petty Cash to support compliance with the policy.

**2. Definitions**

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

**“Cash Site”** means a City location that handles Cash. Petty Cash Custodians are excluded from the definition of a Cash Site.

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

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

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

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

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

**“Point of Service Terminal”** shall include cash registers, cash drawers, point of sale/service terminals, and/or computers used for cash transactions.

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

### **3. Requirements**

#### **3.1 Oversight**

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

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

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

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

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

### **3.1.2 Certificate of Conduct**

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

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

## **3.2 Cash Security**

### **3.2.1 Safeguarding and Transportation**

- a) Cash shall be safeguarded at all times, as detailed in these procedures.
- b) All Cash shall be stored in a secure area (preferably a safe or vault) when not in use.
- c) Safes shall not be unlocked and unattended for any period of time.
- d) Access to secure areas or safes shall be limited to as few people as is necessary.
- e) The combination to each safe shall be changed at least annually and/or each time any Employee with the combination ceases employment and/or no longer requires access to the safe. The division manager shall maintain a current list of Employees who have safe combinations.
- f) For safes with keys only (no combination): For locations using a key to access a safe, the division manager shall ensure that when an Employee ceases employment and/or no longer requires access to the safe, their key is returned to the manager. At least annually, the division manager shall confirm all appropriate staff are in possession of their keys. The division manager shall maintain a current list of Employees who have safe keys.”
- g) Prior to purchasing any new safes or vaults, managers shall consult the Manager, Corporate Risk and Recovery.

- h) Two Employees shall be present when opening the safe or transporting Cash from one location to another.
- i) Employees shall not transport Cash (including cheques) via internal mail.
- j) Armoured courier services shall be used to transport Cash to the bank.
- k) Employees shall ensure that Cash is not unattended at any time when transferring and/or transporting Cash to the bank, between Employees, or between locations.
- l) Where possible, security cameras shall be in place to monitor all safes.

### **3.2.2 Point of Service Terminals**

- a) All Cash received shall be recorded through a Point of Service (POS) Terminal. If no POS Terminal is available, prenumbered and sequential receipts, issued by the Department of Finance and Administration, shall be used.
- b) Each Cashier shall have a separate Cash drawer and float. If the Cash drawer is accessed using a key, the key shall be in the Cashier's possession at all times during their shift.
- c) Each Cashier shall have a unique user name and/or secure password for access to their POS Terminals. This information shall not be shared or used by anyone else.
- d) Cashiers shall be responsible for all transactions on their assigned POS Terminals during their assigned shifts. Cashiers shall ensure their Cash drawers and POS Terminals are secure if they leave them unattended.
- e) A receipt shall be provided for each in-person transaction, and otherwise, when requested.

### **3.3 Cash Floats and Cash Counting**

- a) All Cash floats shall be counted in a secure area at the beginning and end of each shift with the count documented and witnessed. At the beginning of the shift, if the count is under or over the assigned float amount, this shall be noted on the Cash Float section of the Cashier Daily Receipts (CDR) Summary Form. The Form shall be signed and dated by two Employees whenever used.
- b) Cashiers shall leave the assigned float amount at the end of the shift, regardless of any shortage/overage at the beginning of their shift. The

Cash Float section of the CDR Summary Form shall be used to confirm Cash count activities at the end of each shift.

- c) Each Form shall contain the following information:
  - 1. names of Employees completing the count;
  - 2. date and time the count is completed;
  - 3. Cash breakdown of the deposit (coins, currency, cheques, credit/debit card, etc.);
  - 4. discrepancies (e.g., any shortage/overage at the beginning/end of shift); and
  - 5. signatures of each Employee who completed the count.
- d) When possession of Cash is transferred from one Employee to another, the Employee taking possession of the Cash shall count the Cash before accepting it and sign the CDR Summary Form. This would include, but is not limited to, Cash floats being transferred during shift changes or breaks.

### **3.4 Processing Payments**

#### **3.4.1 Forms of Payment**

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

#### **3.4.2 Cheques, Money Orders, and Bank Drafts**

Upon receipt of cheques, money orders, or bank drafts, the Cashier shall:

- a) ensure the cheque is made payable directly to the City of St. John's, (with the exception of cheques issued to a customer by federal or provincial governments). If the name on the cheque does not match the name on the City account, the Cashier shall request identification to confirm that the person presenting is the person listed on the cheque.
- b) ensure the date and amount are correct and that the cheque has been signed by the customer; and
- c) provide "Cash back" services for federal or provincial government cheques, if applicable and sufficient funds are available;
- d) immediately stamp the document with a cheque deposit stamp (e.g., "For Deposit Only to the account of the City of St. John's").



### **3.4.3 Foreign Currency**

- a) Cheques in US funds may be accepted at face value for payment of taxes. An exchange adjustment shall be applied following bank processing.
- b) US coin may be accepted at par with Canadian coin and processed as Canadian coin.
- c) Cashiers shall not accept any other foreign Cash (including US currency) for any other type of payment.

### **3.4.4 Credit Cards and Debit Cards**

When accepting credit cards or debit cards for payment, Cashiers shall:

- a) process the transaction through a POS Terminal and confirm that the transaction was approved;
- b) for in-person transactions, provide the customer with a copy of the receipt generated by the POS Terminal (if applicable), otherwise provide a receipt upon request; and
- c) if a duplicate receipt is provided, place it in a safe place, for daily reconciliation of revenue.

### **3.4.5 Transactions - Voids, Refunds, and/or Deletes**

- a) Cashiers may complete voids only for debit card and/or credit transactions that are completed on the same day the transaction occurred. The manager/supervisor shall review details (voids, deletes, etc.) at the end of the shift or the beginning of the next shift.
- b) All refunds shall be completed via cheque requisition.

## **3.5 Reconciliations and Deposits**

- a) Reconciliations of Cash deposits to the accounting records at Cash Sites shall be made daily.
- b) Records shall be kept on all Cash counts and deposits.
- c) At the end of each shift, Cashiers shall generate a Cashier's Edit/Batch Report (e.g., Govern, ActiveNet, etc.).
- d) If applicable, Cashiers shall generate a report from their POS Terminal and shall ensure that the values are accurately reflected in the Cashier's Edit/Batch Report.
- e) If applicable, Cashiers shall deposit cheques using CheckPro.
- f) Cash shall be counted in a secure area.
- g) Cashiers shall detail the Cash totals on the CDR Summary Form.

- h) Cashiers shall then complete the bank deposit slip and check to confirm accuracy of totals with the CDR Summary Form.
- i) If there is a discrepancy of more than  $\pm$  \$2.00 between the totals of the CDR Summary Form and Cashier's Edit/Batch Report, Cashiers shall review to determine the source of the error. Cashiers shall document any difference and shall provide an explanation (if greater than  $\pm$  \$2.00) on the Variance Line on the CDR Summary Form.
- j) The Cashier shall sign and date the CDR Summary Form.
- k) The Cashier, witnessed by the manager/supervisor, shall deposit all documentation and all Cash (including all cheques, if applicable) into the appropriate secure location (e.g., safe or vault).
- l) The Cashier's manager/supervisor shall verify the CDR Summary Form and then sign and date the form, confirming that they have counted the Cash and that the information is accurate and complete. The manager/supervisor shall ensure accuracy of the bank deposit slip, initial the slip and prepare all deposits for pickup by the armoured courier service, as per the contracted schedule.

### **3.6 Petty Cash Management**

#### **3.6.1 Petty Cash Oversight**

- a) Employees shall ensure there is appropriate Segregation of Duties, as detailed in Section 3.1.1(a).
- b) Petty Cash Custodians shall be the only Employees with access to their Petty Cash funds.
- c) Petty Cash Funds shall be kept separate from all other monies and shall only be used to reimburse approved Petty Cash expenses.
- d) Petty Cash Funds shall be stored in a locked Cash box at all times. If Petty Cash Custodians do not have access to a safe, Petty Cash shall be stored in a secure area in a locked drawer when not in use, otherwise it shall be stored in the safe.
- e) The Petty Cash fund shall not be used to circumvent the City's Procurement Policy and/or procedures, or record keeping requirements and shall only be used when other disbursement methods are impractical or cannot be used.
- f) For any planned leave periods, the Petty Cash Custodian shall ensure that the Petty Cash fund is transferred to an alternate custodian.
- g) Petty Cash funds that have been inactive, with no activity during a fiscal year, may be closed.

- h) The DCM, Finance and Administration or designate may evaluate the continued need for a Petty Cash fund and such fund may be closed in their sole discretion.

### **3.6.2 Establishment, Funding, and Transfer**

- a) To establish a Petty Cash fund, Department Heads shall request the fund from the DCM, Finance and Administration or designate.
- b) Each Petty Cash fund shall have a Petty Cash Custodian approved by the Department Head and the DCM, Finance and Administration or designate.
- c) The “Required Information for All Actions” section shall be completed on the Petty Cash Action (PCA) Form for all New Petty Cash Custodians and changes to Petty Cash Custodians.
- d) The appropriate box shall be checked on the PCA Form for opening a fund or changing the Petty Cash Custodian and the information in the checked section shall be completed.
- e) The designated Petty Cash Custodian of the new fund or the changed Petty Cash Custodian of an existing fund shall sign and date the “New Custodian Certification” at the bottom of the PCA Form.
- f) A Petty Cash fund shall be reconciled before changing Custodians, as detailed in Section 3.5.3.
- g) To fund the account, the requestor shall prepare a cheque requisition to request a cheque.

### **3.6.3 Petty Cash Eligible Expenditures and Disbursement**

- a) The maximum individual Petty Cash transaction shall be \$50 (including taxes).
- b) Employees shall consult their manager prior to expending any funds if they are unsure a purchase is eligible for Petty Cash reimbursement.
- c) Division managers may choose to implement restrictions on eligible expenditures as they deem appropriate.
- d) Employees shall complete a Petty Cash Voucher form for any purchase using Petty Cash and have it approved by their manager/supervisor (who shall have signing authority under the Procurement Policy).
- e) The Petty Cash Custodian shall:
  - i. pay Petty Cash to an Employee presenting an approved Petty Cash Voucher and the associated invoice or expense receipt;
  - ii. keep the receipt and mark it “Paid”; and

- iii. record the amount and description of expense and the person receiving the Cash in a log of expenses on a Petty Cash Reconciliation and Request for Replenishment (PCRRR) Form.
- f) As expenditures are made, the Petty Cash Custodian shall place the receipts in a Cash box or locked drawer. The receipts and the Cash on hand shall always equal the total amount of the Petty Cash fund for control purposes.
- g) In cases where Cash is advanced to an Employee prior to the purchase of an item, the Petty Cash Custodian shall ensure a Petty Cash Voucher, signed by the Employee's manager, is enclosed in the Petty Cash Fund to account for the Cash advanced until the Employee provides an invoice/receipt.

#### **3.6.4 Petty Cash Reconciliation and Replenishment**

- a) Petty Cash Custodians shall reconcile their log of expenses to their Petty Cash Fund at least quarterly.
- b) Petty Cash Custodians shall not self-approve replenishments or other changes to their Petty Cash fund.
- c) To replenish the fund, the Petty Cash Custodian shall reconcile it, with the total of all the receipts plus the remaining Cash being equivalent to the full fund amount.
- d) The Petty Cash Custodian shall:
  - i. complete the PCRRR Form with the budget numbers for the expenses paid from the Petty Cash fund;
  - ii. sign and date the Form; and
  - iii. attach all receipts to the form.
- e) The total of the PCRRR Form shall not exceed the full balance of the fund.
- f) The Petty Cash Custodian shall prepare a cheque requisition, signed by an appropriate signing authority, and attach the completed and signed PCRRR Form, which shall serve as the invoice when the cheque is requested. It shall then be submitted to Financial Services.

#### **3.6.5 Changes to the Petty Cash Fund Amount**

- a) For increases or decreases to the Petty Cash fund amount, the requestor must complete and get required signatures on a Petty Cash Action (PCA) Form. Any increases to Petty Cash funds shall be approved by the DCM, Finance and Administration.

- b) The requestor shall check the box for “Change Amount of a Petty Cash Fund” and check the appropriate box to indicate whether the change is an increase or decrease.
- c) To increase the Petty Cash Fund amount, the requestor shall:
  - i. complete the rest of the section on the PCA Form;
  - ii. prepare a cheque requisition for the fund increase; and
  - iii. attach the cheque requisition to the completed and signed PCA Form to serve as the invoice when payment request is submitted to Financial Services.
- d) To close or decrease the amount of a Petty Cash fund, the requestor shall:
  - i. complete the steps in Section 3.5.3 (Petty Cash Reconciliation and Replenishment) to ensure the Cash remaining is equal to the full fund balance; and
  - ii. notify Financial Services and arrange to have the excess funds deposited.

### **3.7 Cash Loss**

- a) For overages or shortages above \$2, the Cashier shall notify the Cashier's/Petty Cash Custodian's manager.
- b) For overages or shortages above \$100, the Cashier's/Petty Cash Custodian's manager shall notify the Manager, Financial Services.
- c) For any suspected theft of Cash, Employees and managers shall follow the requirements of the **Fraud Policy**.

## **4. Application**

The policy and procedures apply to (i) all Cash Sites, (ii) Petty Cash Funds, and (iii) all Employees involved with Cash handling or Petty Cash Funds; with the exception of the St. John's Transportation Commission.

## **5. Responsibilities**

### **5.1 Cashiers and Petty Cash Custodians** are responsible for:

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

**5.2 Managers supervising Cashiers or Petty Cash Custodians** are responsible for:

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

**5.3 The Department of Finance and Administration** is responsible for:

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

**5.4 Department Heads** are responsible for:

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

**5.5. The Department of Human Resources** is responsible for:

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



## **5.6 The Office of the City Internal Auditor is responsible for:**

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

## **6. References**

04-12-01 Cash Handling and Petty Cash Policy

## **7. Approval**

- Procedure Sponsor: Manager of Financial Services
- Procedure Writer: Policy Analyst
- Date of Approval from:
  - Corporate Policy Committee: October 23, 2019
  - Senior Executive Committee:

## **8. Monitoring and Contravention**

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

Any contravention of the policy or procedures may be brought to the attention of the Deputy City Manager, Finance and Administration; the 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**

Initial Review: one year.

Subsequent Reviews: During policy review (initially three years, then every five years).

## **Annex A**

### **Acceptable Payment Types by Revenue Source and/or City Location**

#### **City Hall – Tax-Related Revenue**

##### **Accepted**

1. Canadian Paper Currency and/or Coin
2. Personal Cheques
3. Business Cheques
4. Debit Card
5. Money Orders
6. Bank Draft/ Certified Cheque
7. US Cheques
8. US Coin (at par with Canadian Coin)
9. Third Party Cheques from the Federal/Provincial Government

##### **Not Accepted**

1. Credit Card
  2. All Other Third-Party Cheques
  3. All Other Foreign Cash (including US paper currency)
- 

#### **City Hall (all other revenue sources) and the following Community Services locations:**

- **H.G.R. Mews Community Centre**
- **Paul Reynolds Community Centre**
- **Railway Coastal Museum**

##### **Accepted**

1. Canadian Paper Currency and/or Coin
2. Personal Cheques
3. Business Cheques
4. Debit Card
5. Credit Card
6. Money Orders
7. Bank Draft/ Certified Cheque
8. Third Party Cheques from the Federal/Provincial Government
9. US Coin (at par with Canadian Coin)

### **Not Accepted**

1. All Other Third-Party Cheques
  2. US Cheques
  3. All Other Foreign Cash (including US paper currency)
- 

### **Community Services - Humane Services (Higgins Line)**

#### **Accepted**

1. Canadian Paper Currency and/or Coin
2. Debit Card
3. Credit Card
4. Money Orders
5. US Coin (at par with Canadian Coin)

#### **Not Accepted**

1. Personal Cheques
  2. Business Cheques
  3. All Third-Party Cheques
  4. Bank Draft/Certified Cheque
  5. US Cheques
  6. All Other Foreign Cash (including US paper currency)
- 

#### **Other Community Centre Locations:**

- **Kenmount Terrace Community Centre**
- **Kilbride Lions Community Centre**
- **Shea Heights Community Centre**
- **Southlands Community Centre**

#### **Accepted**

1. Canadian Paper Currency and/or Coin
2. US Coin (at par with Canadian Coin)
3. Personal Cheques
4. Business Cheques

### **Not Accepted**

1. All other forms of payment

**Note:** Other forms of payment for these facilities may be paid at the H.G.R. Mews Community Centre or the Paul Reynolds Community Centre.

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### **Other City Locations**

#### **Bowring Park (Snow Shoe Rentals)**

##### **Accepted**

1. Debit Card
2. Credit Card

##### **Not Accepted**

1. All other forms of payment

#### **Pippy Park (Northbank Lodge) (Snow Shoe Rentals)**

##### **Accepted**

1. Canadian Paper Currency and/or Coin
2. US Coin (at par with Canadian Coin)
3. Debit Card
4. Credit Card

##### **Not Accepted**

1. All other forms of payment

# DECISION/DIRECTION NOTE

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**Title:** Procurement Policy

**Date Prepared:** December 4, 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 a Procurement Policy and rescission of a current related policy.

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

As a public body, the City is bound by the requirements of the provincial Public Procurement Act, its associated regulations and policies, various trade treaties, and legal requirements. In addition to these requirements, there are many internal processes required to support procurement administration.

This policy aligns with the requirements as stated above, incorporates best practices, and provides greater consistency throughout the City for procurement activity. There is currently an outdated related policy ([04-06-01 Purchasing Policies and Procedures Manual](#)) that will be rescinded if the Procurement Policy is approved.

## **Key Considerations/Implications:**

1. **Budget/Financial Implications:** While this policy involves procurement spending, there is no net financial or budget impact expected.
2. **Partners or Other Stakeholders:** This policy will affect individuals throughout the organization who have responsibility for approving procurement and undertaking procurement activities. It will also affect members of the vendor community that participate in procurement activity with the City.
3. **Alignment with Strategic Directions/Adopted Plans:** This policy aligns with the “An Effective City” strategic direction and is included as an initiative in the related goal (E1 - Work with our employees to improve organizational performance through effective processes and policies).
4. **Legal or Policy Implications:** The City must comply with various legal requirements as detailed above. The Office of the City Solicitor has reviewed and approved the policy.



5. Privacy Implications: Any personal information will be managed in accordance with the City's Privacy Management Policy and the provincial Access to Information and Protection of Privacy Act, 2015.
6. Engagement and Communications Considerations: Internal stakeholders were consulted during policy development process and modifications have been made to address various issues. Ongoing communications to staff involved in the procurement process will be provided through management training and engagement sessions.
7. Human Resource Implications: The Supply Chain Division will work with stakeholder departments to ensure their staff have sufficient information to effectively implement the policy.
8. Procurement Implications: The policy will affect all current and future procurement of commodities by the City.
9. Information Technology Implications: N/A.
10. Other Implications: N/A.

**Recommendation:** It is recommended that the Council approve the Procurement Policy and rescind the current related policy (04-06-01 Purchasing Policies and Procedures Manual).

**Prepared by/Date:** Trina Caines, Policy Analyst / December 4, 2019

**Reviewed by/Date:** Rick Squires, Manager, Supply Chain / December 4, 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 / December 4, 2019

**Attachments:**

Procurement Policy (draft)

Procurement Procedures (for information only)



## **DRAFT – For Discussion Only**

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

<b>Policy Title:</b> Procurement Policy	<b>Policy #:</b> 04-06-01 (Replaces current “Purchasing Policies and Procedures Manual”)
<b>Last Revision Date:</b> N/A	<b>Policy Section:</b> Finance and Accounting > Procurement
<b>Policy Sponsor:</b> Deputy City Manager, Finance and Administration	

#### **1. Policy Statement**

Through this policy, the City of St. John’s is committed to the Procurement principles of:

- i. Ensuring that the City’s requirements for Commodities provide Best Value to the City;
- ii. Ensuring Suppliers have reasonable notice and opportunity to respond to any Calls for Bids;
- iii. Being accountable for Procurement decisions;
- iv. Maintaining the City’s standards for integrity and ethics in business dealings; and
- v. Adhering to all applicable legislation and trade agreements.

This policy provides direction to Employees for the requirements of various Procurement processes.

#### **2. Definitions**

“**Best Value**” shall have the same meaning as Section 2(b) of the Public Procurement Act, that is “includes the best balance of cost, quality, performance and support, as achieved through a transparent, efficient and competitive procurement process using clear and fair evaluation and selection criteria.”

**“Bid”** shall have the same meaning as Section 2(c) of the Public Procurement Act, that is “an offer from a supplier, submitted in response to a call for bids, to supply Commodities.”

**“Category Management”** means the business practice of procuring common goods and services at an organizational level to eliminate redundancies, increase efficiency, and deliver more value and savings.

**“Commodities”** shall have the same meaning as Section 2(d) of the Public Procurement Act, that is “goods, services, public works and lease of space.”

**“Conflict of Interest”** means:

- (i) the person has a pecuniary interest directly or indirectly in the matter;
- (ii) a relative of the person has a pecuniary interest directly or indirectly in the matter; or
- (iii) the person is an officer, employee, or agent of an incorporated or unincorporated company, or other association of persons, that has a pecuniary interest in the matter,

and that interest is distinct from an interest held in common with other citizens.

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

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

**“Framework”** shall have the same meaning as Section 2(g) of the Public Procurement Act, that is “the sum of this Act and its regulations, and the policies that govern Procurement of commodities.”

**“Goods”** shall have the same meaning as Section 2(h) of the Public Procurement Act, that is “goods, chattels, material, personal property, movable property and other physical objects of every kind, including items required to be manufactured or on which a labour or skill is required to be expended before, upon or after delivery to a public body.”

**“Open Call for Bids”** shall have the same meaning as Section 2(n) of the Public Procurement Act, that is “a publicly-advertised invitation to suppliers to submit a bid.”

**“Perceived Conflict of Interest”** means a person has a non-pecuniary interest, or it could reasonably appear to others that they have a Conflict of Interest, in a decision that is being discussed in their presence and that interest is distinct from an interest held in common with other citizens.

**“Procurement”** shall have the same meaning as Section 2(o) of the Public Procurement Act, that is “the acquisition of commodities or professional services by public bodies by any means, including by purchase, rental or lease.”

**“Procurement Strategy”** means the general terms related to how a good, service, or construction will be procured.

**“Services”** shall have the same meaning as Section 2(t) of the Public Procurement Act, that is:

- “(i) all services incidental to the supply of goods including the provision of transportation of all kinds,
- (ii) printing and reproduction services,
- (iii) accounting, land surveying and voice telephone services,
- (iv) engineering services,
- (v) architectural services,
- (vi) banking services not captured by subparagraph (p)(ii) of the Public Procurement Act,
- (vii) insurance services,
- (viii) services that require the giving of an opinion, creativity, the preparation of a design, or technical expertise except those services defined in paragraph (p) of the Public Procurement Act, and
- (ix) all other services not considered to be professional services.”

**“Supplier”** shall have the same meaning as Section 2(u) of the Public Procurement Act, that is “an individual, partnership, corporation, joint venture or other form of business organization engaged in the lawful supply of commodities.”

### **3. Policy Requirements**

#### **3.1 Strategic Role of Supply Chain**

The Supply Chain Division shall lead Procurement activities on behalf of all departments, with final decision-making power at the discretion of the Deputy City Manager (DCM), Finance and Administration, as the delegated head of Procurement for the City in accordance with [Section 29](#) of the Public Procurement Regulations under the Public Procurement Act. All Open Calls for Bids for Commodities shall be administered by Supply Chain.

More specifically, Supply Chain shall have the authority to:

- a) determine operational aspects of the Procurement Strategy;
- b) create and maintain a Category Management approach for priority spending areas; and
- c) create and maintain various Procurement approaches and processes.

#### **3.2 Strategic Sourcing and Procurement Strategy**

- a) Strategic sourcing proactively focuses on providing value over the long term within the context of the overarching organization goals and objectives. The sourcing strategy shall determine when, how, and what Commodities shall be procured.
- b) Departments shall engage Supply Chain at an early stage of requirements definition in order to develop the appropriate Procurement Strategy, as detailed in the **Procurement Procedures**.
- c) If circumstances or events result in a significant change in the Procurement Strategy, a revised Procurement Strategy shall be implemented before completion of the Procurement.

#### **3.3 Procurement**

Supply Chain shall have the authority to decide and direct whether a contract or standing offer is more appropriate for Procurement of a particular Commodity.

### **3.3.1 Contracts**

- a) Contracts for Commodities shall be used to meet unique, well-defined Procurement requirements for single or multiple departments with a defined scope as detailed in the **Procurement Procedures**.

### **3.3.2 Standing Offers**

- a) Standing offers shall be established by Supply Chain in cooperation with departments through the Open Call for Bids process.
- b) When available, the use of existing standing offers shall be mandatory for all departments, regardless of the intended Procurement value. Employees shall comply with the procedures for use of standing offers outlined in the **Procurement Procedures**.

## **3.4 Competitive Procurement Processes**

### **3.4.1 Procurement Led by Departments**

- a) Departments may procure Commodities valued below the thresholds detailed in the **Procurement Procedures**.
- b) If an existing standing offer is available, departments shall use this method to satisfy their requirement irrespective of the intended Procurement value.

### **3.4.2 Procurement Led by Supply Chain**

- a) Departments shall contact Supply Chain for all Procurement requirements that meet or exceed the thresholds detailed in the **Procurement Procedures**.
- b) Departments shall follow the **Procurement Procedures** detailing the required actions for this process. See Section 3.6 for possible exemptions to these requirements.

## **3.5 Low Value Purchase Orders (LVPO) and Cheque Requisitions**

- a) Departments shall follow the requirements of the **Procurement Procedures** when using LVPOs and/or cheque requisitions.
- b) Employees with LVPOs under their control shall be responsible and accountable for their security and use (personally and financially).

### 3.6 Exemptions

In exceptional, specialized, or urgent cases, an exemption process (contract award without an Open Call for Bids) may be used that complies with the Framework and as detailed in the **Procurement Procedures**.

### 3.7 Bid Requirements

- a) Departments shall obtain the appropriate organizational authority to commence the Procurement process prior to soliciting proposals or awarding contracts.
- b) Requirements shall be defined in a manner that allows competition and ensures Best Value.
- c) Bid documents shall be prepared as detailed in the **Procurement Procedures**.
- d) All Open Calls for Bids for Commodities administered by Supply Chain shall use one of the types of competitive Procurement detailed in the **Procurement Procedures**.
- e) Departments and/or Supply Chain shall ensure that all evaluation criteria requirements detailed in the **Procurement Procedures** are met.

### 3.8 Conflict of Interest

- a) All Employees participating in the Procurement process shall identify any potential or Perceived Conflict of Interest that may prevent them from performing the duties of the City.
- b) Both Suppliers and Employees shall disclose, to the Bid document contacts, any potential or Perceived Conflict of Interest issues prior to the Bid closing date and time.

### 3.9 Bid Solicitation

- a) Supply Chain and/or departments shall ensure they follow the **Procurement Procedures** related to Bid solicitation, including processes for advertising and communications (including responding to questions received).



- b) Supply Chain may modify the terms of the Bid document at any time prior to closing, at its sole discretion, unless otherwise stated in the Bid document, as detailed in the **Procurement Procedures**.

### **3.10 Cancelling and/or Reissuing a Bid Document**

- a) Any Bid document issued by Supply Chain shall not imply any obligation to accept any Bids.
- b) Supply Chain may cancel and/or reissue a Bid document as detailed in the **Procurement Procedures**.

### **3.11 Bid Evaluation**

- a) Before starting the technical and financial evaluation of proposals, Supply Chain shall ensure that all the information required at closing is available and ready to be transmitted to the evaluation committee. Supply Chain shall determine whether the Bids received are complete as specified in the Bid document.
- b) Supply Chain shall ensure the **Procurement Procedures** related to Bid evaluation are followed.

### **3.12 Award of Contract or Standing Offer**

Contract award shall be done on the basis of the information set forth in the Bid document and as directed in the **Procurement Procedures**.

### **3.13 Supplier Debriefing**

- a) If requested by bidders, Supply Chain shall offer Supplier debriefing information within legislated requirements. The debriefing shall comply with the process detailed in the **Procurement Procedures**.

### **3.14 Contract Management**

- a) Supply Chain shall be involved during the pre-contractual (planning) phase of the contract management process as detailed in the **Procurement Procedures**.
- b) Supply Chain shall have the authority to approve and sign Procurement documents on behalf of departments.

- c) Supply Chain shall have primary responsibility for the contracting phase (bidding and awarding of contract), with Supply Chain and departments sharing responsibilities as detailed in the **Procurement Procedures**.
- d) The financial limits of signing authorities delegated to particular individuals or positions shall be as directed by the DCM, Finance and Administration as detailed in the **Procurement Procedures**.
- e) Department Heads shall be responsible for recommending individual signing authority changes if they differ from the Signing Authority Schedule noted in the **Procurement Procedures**. Any changes shall be approved at the discretion of the DCM, Finance and Administration.
- f) Supply Chain shall be responsible for the termination or renewal of all contracts at or above the thresholds detailed in the **Procurement Procedures**.

### 3.15 Disposal of Assets

All materials, equipment (with the exception of Fleet equipment) and supplies identified by Departments as being of no further use shall be reported to the Manager, Supply Chain, who shall dispose of the assets as detailed in the **Procurement Procedures**.

### 3.16 Compliance Requirements

- a) **Recording:** Departments shall ensure that all Procurement transactions are authorized, properly recorded in the appropriate financial management system, and supported by the appropriate documentation.
- b) **Audit:** All Procurement activities may be subject to audit by the Department of Finance and Administration, the Office of the City Internal Auditor, and/or the Government of Newfoundland and Labrador.
- c) **Procurement Compliance Testing:** Procurement activities may be subject to compliance testing by Supply Chain.
- d) **Reporting:** The DCM, Finance and Administration, as they deem necessary, shall report instances of non-compliance to the Senior Executive Committee. For any non-compliance suspected to involve fraud, the DCM, Finance and Administration shall advise the Office of the City Internal Auditor, who shall act in accordance with the

requirements of the Fraud Policy. Where non-compliance involves actions of an Employee, the DCM shall advise the Department of Human Resources and/or the Office of the City Solicitor.

#### **4. Application**

The policy applies to all departments for all Procurement activities requiring an Open Call for Bids. For all other Procurement activities, the policy applies to all City departments with the exception of the St. John's Transportation Commission (Metrobus).

#### **5. Responsibilities**

##### **5.1 The DCM, Finance and Administration is responsible for:**

- a) the overall implementation of the policy and procedures;
- b) ensuring management oversight processes and controls exist to ensure Procurement complies with the requirements of the Framework

##### **5.2 The Manager, Supply Chain is responsible for:**

- a) ensuring that the City's requirements for Commodities are met through an open, fair, and transparent process that maximizes competition and value for money;
- b) consistently applying strategic Procurement practices;
- c) supporting departments with their Procurement requirements, as required; and
- d) monitoring compliance with the policy and procedures.

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

- a) all Procurement activity of their departments; and
- b) ensuring their Employees comply with the policy and procedures.

#### **5.4 Managers with Procurement responsibility** are responsible for:

- a) identifying, defining, and estimating the cost of their Procurement needs;
- b) ensuring standing offers are used, if applicable;
- c) ensuring Commodities are obtained from Central Stores, if applicable;
- d) involving Supply Chain in the Procurement process, where applicable; and
- e) ensuring appropriate approvals are obtained prior to proceeding with Procurement.

#### **5.5 Employees** are responsible for:

- a) complying with this policy and associated procedures; and
- b) ensuring that any Procurement processes they are involved with are fair, open, and transparent.

### **6. References**

- Government of Newfoundland and Labrador Public Procurement Framework ([Act/Regulations/Policy](#))
- [Canadian Free Trade Agreement](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [Access to Information and Protection of Privacy Act, 2015](#)
- [Code of Ethics Bylaw](#)
- [Conflict of Interest Bylaw](#)
- 04-06-01-01 Procurement Procedures
- [11-01-02 Environmentally Responsible Procurement Policy](#)

### **7. Approval**

- Policy Sponsor: Deputy City Manager, Finance and Administration
- Policy Writer: Manager, Supply Chain; Policy Analyst
- Date of Approval from
  - Corporate Policy Committee: October 23, 2019
  - Senior Executive Committee:

- Committee of the Whole:
- Date of Approval from Council:

## **8. Monitoring and Contravention**

The Supply Chain Division shall monitor the application of the policy.

Any contravention of this policy and/or associated procedures shall be reported to the Department of Finance and Administration, Department of Human Resources, the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action, which may include, but is not limited to legal action and/or discipline, up to and including dismissal.

## **9. Review Date**

Initial Review: three years; Subsequent Reviews: five years

## **DRAFT – For Discussion Only**

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

<b>Procedure Title:</b> Procurement Procedures	
<b>Authorizing Policy:</b> Procurement Policy	
<b>Procedure #:</b> 04-06-01-01	
<b>Last Revision Date:</b> N/A	<b>Procedure Sponsor:</b> Deputy City Manager, Finance and Administration

**Note:** This document incorporates both the policy and the procedures.

## **1. Procedure Statement**

The City of St. John’s is committed to the Procurement principles of:

- i. Ensuring that the City’s requirements for Commodities provide Best Value to the City;
- ii. Ensuring Suppliers have reasonable notice and opportunity to respond to any Calls for Bids;
- iii. Being accountable for Procurement decisions;
- iv. Maintaining the City’s standards for integrity and ethics in business dealings; and
- v. Adhering to all applicable legislation and trade agreements;

The purpose of this document is to provide direction to Employees involved in Procurement processes.

## **2. Definitions**

“**Best Value**” shall have the same meaning as Section 2(b) of the Public Procurement Act, that is “includes the best balance of cost, quality, performance and support, as achieved through a transparent, efficient and competitive procurement process using clear and fair evaluation and selection criteria.”



**“Bid”** shall have the same meaning as Section 2(c) of the Public Procurement Act, that is “an offer from a supplier, submitted in response to a call for bids, to supply Commodities.”

**“Category Management”** means the business practice of procuring common goods and services at an organizational level to eliminate redundancies, increase efficiency, and deliver more value and savings.

**“Commodities”** shall have the same meaning as Section 2(d) of the Public Procurement Act, that is “goods, services, public works and lease of space.”

**“Conflict of Interest”** means:

- (i) the person has a pecuniary interest directly or indirectly in the matter;
- (ii) a relative of the person has a pecuniary interest directly or indirectly in the matter; or
- (iii) the person is an officer, employee or agent of an incorporated or unincorporated company, or other association of persons, that has a pecuniary interest in the matter,

and that interest is distinct from an interest held in common with other citizens.

**“Contractor”** shall have the same meaning as Section 2(e) of the Public Procurement Act, that is “a supplier that has been awarded a contract by a public body.”

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

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

**“Framework”** shall have the same meaning as Section 2(d) of the Public Procurement Act, that is “the sum of this Act and its regulations, and the policies that govern procurement of commodities.”

**“Goods”** shall have the same meaning as Section 2(h) of the Public Procurement Act, that is “goods, chattels, material, personal property,

movable property and other physical objects of every kind, including items required to be manufactured or on which a labour or skill is required to be expended before, upon or after delivery to a public body.”

**“Limited Call for Bids”** shall have the same meaning as Section 2(e) of the Public Procurement Regulations under the Public Procurement Act, that is, “an invitation to specific suppliers to submit a bid.”

**“Open Call for Bids”** shall have the same meaning as Section 2(n) of the Public Procurement Act, that is “a publicly-advertised invitation to suppliers to submit a bid.”

**“Perceived Conflict of Interest”** means a person has a non-pecuniary interest, or it could reasonably appear to others that they have a Conflict of Interest, in a decision that is being discussed in their presence and that interest is distinct from an interest held in common with other citizens.

**“Pre-qualified Supplier”** shall have the same meaning as Section 2(g) of the Public Procurement Regulations under the Public Procurement Act, that is “a supplier who has (i) met the public body qualification requirements in response to a request for qualifications, and (ii) been approved for participation in a proposed procurement by the public body.”

**“Procurement”** shall have the same meaning as Section 2(o) of the Public Procurement Act, that is “the acquisition of commodities or professional services by public bodies by any means, including by purchase, rental or lease.”

**“Procurement Strategy”** means the general terms related to how a good, service, or construction will be procured.

**“Services”** shall have the same meaning as Section 2(t) of the Public Procurement Act, that is:

- “(i) all services incidental to the supply of goods including the provision of transportation of all kinds,
- (ii) printing and reproduction services,
- (iii) accounting, land surveying and voice telephone services,
- (iv) engineering services,
- (v) architectural services,

- (vi) banking services not captured by subparagraph (p)(ii) of the Public Procurement Act,
- (vii) insurance services,
- (viii) services that require the giving of an opinion, creativity, the preparation of a design, or technical expertise except those services defined in paragraph (p) of the Public Procurement Act, and
- (ix) all other services not considered to be professional services.”

“**Supplier**” shall have the same meaning as Section 2(n) of the Public Procurement Act, that is “an individual, partnership, corporation, joint venture or other form of business organization engaged in the lawful supply of commodities.”

### **3. Procedure Requirements**

#### **3.1 Strategic Role of Supply Chain**

The Supply Chain Division shall lead Procurement activities on behalf of all departments, with final decision-making power at the discretion of the DCM, Finance and Administration, as the delegated head of Procurement for the City in accordance with [Section 29](#) of the Public Procurement Regulations under the Public Procurement Act. All Open Calls for Bids for Commodities shall be administered by Supply Chain.

More specifically, Supply Chain shall have the authority to:

- a) determine operational aspects of the Procurement Strategy;
- b) create and maintain a Category Management approach for priority spending areas; and
- c) create and maintain various Procurement approaches and processes.

#### **3.2 Conflict of Interest and Compliance Requirements**

- a) All Employees participating in the Procurement process shall identify any potential or Perceived Conflict of Interest that may prevent them from performing the duties of the City.
- b) Recording: Departments shall ensure that all Procurement transactions are authorized, properly recorded in the appropriate financial

management system, and supported by the appropriate documentation.

- c) Audit: All Procurement activities may be subject to audit by the Department of Finance and Administration, the Office of the City Internal Auditor, and/or the Government of Newfoundland and Labrador.
- d) Procurement Compliance Testing: Procurement activities may be subject to compliance testing by Supply Chain.
- e) Reporting: The DCM, Finance and Administration, as they deem necessary, shall report instances of non-compliance to the Senior Executive Committee. For any non-compliance suspected to involve fraud, the DCM, Finance and Administration shall advise the Office of the City Internal Auditor, who shall act in accordance with the requirements of the Fraud Policy. Where non-compliance involves actions of an Employee, the DCM shall advise the Department of Human Resources and/or the Office of the City Solicitor.

### 3.3 Strategic Sourcing and Procurement Strategy

- a) Strategic sourcing proactively focuses on providing value over the long term within the context of the overarching organization goals and objectives. The sourcing strategy shall determine when, how, and what shall be procured.
- b) Departments shall engage Supply Chain at an early stage of requirements definition in order to develop the appropriate Procurement Strategy, as detailed in the **Procurement Procedures**.
- c) If circumstances or events result in a significant change in the Procurement Strategy, a revised Procurement Strategy shall be implemented before completion of the Procurement.
- d) Supply Chain shall have the authority to decide and direct whether a contract or standing offer is more appropriate for Procurement of a particular commodity.
- e) Supply Chain shall ensure that the Procurement Strategy satisfies operational requirements and complies with legal requirements, while achieving Best Value and advancing City objectives.
- f) Factors that departmental and Supply Chain Employees may consider when developing the Procurement Strategy may include, but are not limited to:
  - i. Procurement method (contracts versus standing offers);

- ii. Procurement process (steps of an individual Procurement method);
- iii. total estimated cost, including, but not limited to, all options and life-cycle costs (including, but not limited to, maintenance, consumable supplies, and storage costs, as applicable);
- iv. estimated value of the opportunity (including value from savings, operating efficiencies, improved quality, etc.);
- v. contract period;
- vi. delivery requirements;
- vii. Procurement schedule;
- viii. evaluation procedures and method of selection;
- ix. environmental factors;
- x. sustainability criteria;
- xi. commercial products versus customized solutions;
- xii. risk factors;
- xiii. other City objectives;
- xiv. compatibility with existing solutions;
- xv. opportunity to consolidate requirements; and/or
- xvi. disposal of the Commodity.

### **3.4 Contracts**

- a) Contracts for Commodities shall be used to meet unique, well-defined Procurement requirements for single or multiple departments with a defined scope as detailed below.
- b) Contracts shall be used when standing offers are not applicable.
- c) Contracts between the City and the Contractor may be expressed in the form of an actual written contract (with the agreed to terms and conditions) and/or a purchase order (PO).
- d) Depending on the value of the Procurement, contracts may be established through an Open Call for Bids or a Limited Call for Bids.

### **3.5 Standing Offers**

- a) Standing offers shall be established by Supply Chain in cooperation with departments through the Open Call for Bids process.
- b) When available, the use of standing offers shall be mandatory for all departments, regardless of the intended Procurement value. Employees shall comply with the procedures for use of standing offers outlined below.

- c) Single or multiple standing offers may be established depending on the requirements. Multiple standing offers for the same type of Commodity may be established when there is a risk that a single Supplier cannot meet the demand in full.
- d) Standing offers may be used when:
  - i. requirements for Commodities are recurring and predictable over an extended period of time (e.g., six months, one year, etc.);
  - ii. Procurement requirements are standard and clearly defined at the time of establishment of the standing offer; and
  - iii. it is possible to fix pricing for the Commodities for the duration of the standing offer.
- e) Standing offers shall not be limited to use by a single department.
- f) Standing offers shall be reviewed by Supply Chain regularly to ensure they continue to be relevant and appropriate for departments' needs.
- g) In some exceptional cases, departments may procure Commodities outside the established standing offer usage:
  - i. when the Commodity available through a standing offer does not meet justifiable operational requirements, including specifications and/or delivery dates;
  - ii. when the value of the requirement exceeds the scope of the standing offer; and/or
  - iii. when an existing contract has been previously put in place, which guarantees the work to another Supplier.
- h) If the scenario as identified in item (g) above develops or a department's requirement for Commodities is not satisfied by the specifications available on the standing offer, approval from Supply Chain shall be obtained before any Procurement is undertaken.
- i) All existing standing offers shall be available from Supply Chain via the MyCity intranet.
- j) For any Open Calls for Bids resulting in the award of a standing offer, the Bid document shall provide instructions on the use, purpose, and limitations of the proposed standing offer and include the following information, as a minimum:
  - i. A clear definition of the requirement and the period for making purchase order "call-ups" (that is, the exercising of the standing order to fulfill Procurement requirements);
  - ii. Preparation instructions;
  - iii. Conditions applicable to the standing offer;

- iv. Resulting contract clauses applicable to subsequent “call-up”;
- v. Information on the number of standing offers intended to be authorized for use;
- vi. Clear “call-up” procedures(s) including the method of allocating the work among multiple award standing offers.
- k) The standing offer contract shall define the general terms and conditions of the relationship between the parties, but shall not create contractual commitment from either party to a defined volume of business.
- l) The standing offer shall have information on unit price of each item as well as all applicable pricing terms of the agreement to be honored by both parties in the “call-up”. Such terms may include, but are not limited to, discounts and rebates, delivery charges, applicable surcharges, installation services, and warranty.
- m) Whenever a department plans to procure a Commodity, the department shall first check the availability and the applicability of an existing Procurement method (that is, standing offer or contract). A list of standing offers and contracts are available from Supply Chain.
- n) If a standing offer is available to procure the required Commodities, the department shall use it to “call-up” orders, not to exceed the total value of the standing offer.
- o) For single award standing offers, a purchase order or award letter referencing the standing offer details shall be created and sent to the Supplier selected for that specific need. The Procurement shall respect the pre-negotiated price and conditions.
- p) For multiple award standing offers, purchase orders or award letters referencing the standing offer details shall be created and sent to the selected Suppliers. Right of first refusal shall be given to the Supplier with the lowest price while meeting the terms, conditions, and specifications of the call for Bids. Subsequent Suppliers shall be contacted in order of ranking until the request is fulfilled.

### **3.6 Procurement Process by Cost Threshold**

#### **3.6.1 Department-Led Procurement**

- a) If an existing standing offer is available, departments shall use this method to satisfy their requirement irrespective of the intended Procurement value.



- b) Departments may procure Commodities valued below the thresholds detailed in [Section 5 of the Public Procurement Regulations](#) under the Public Procurement Act (as of October 2019, excluding taxes: Goods - \$10,000; Services - \$50,000; or Public Work, Engineering, and/or Architectural Services and/or Lease of Space - \$100,000).
- c) Departments may request assistance from Supply Chain at any time.
- d) When the estimated cost is expected to be over \$1,000, departments shall:
  - i. identify a Supplier;
  - ii. obtain a quote (informal);
  - iii. make reasonable effort to validate that the price is competitive;
  - iv. enter a requisition for the order in the City's financial system ("WorkPlace") or consider using a low value purchase order (LVPO) for purchases of \$1,000 or less. Please note that cheque requisitions may be used in certain circumstances as detailed in Section 3.7.5.
- e) When the estimated cost is over \$1,000 and under \$2,500, employees shall:
  - i. identify three suitable Suppliers;
  - ii. obtain three quotes (may be via catalogue, phone, internet), or in some cases, determine a fair and reasonable price as detailed in the Framework (referenced in [Section 6.1.3 of the Public Procurement Policy](#), available from the Public Procurement Agency via [www.ppa.gov.nl.ca](http://www.ppa.gov.nl.ca));
  - iii. select the Supplier that yields Best Value;
  - iv. enter a requisition for the order into "Workplace" and enter the quotes in the notes section.
- f) When the estimated cost is expected to be valued at or above \$2,500 and under the appropriate threshold for the Commodity noted in Section 3.6.1(b), departments shall:
  - i. identify three suitable Suppliers;
  - ii. obtain three written quotes from Suppliers, or in some cases, determine a fair and reasonable price as detailed in the Framework (referenced in [Section 6.1.3 of the Public Procurement Policy](#)); When obtaining pricing and the estimated cost is \$10,000 or above, the [Limited Call Template](#) shall be used;
  - iii. select the supplier that provides Best Value, ensuring that the evaluation complies with any Bid document requirements;
  - iv. obtain contract documents or request them from Supply Chain;

- v. enter a requisition for the order into “WorkPlace” and attach the quotes and any other documentation to the requisition.

### **3.6.2 Supply Chain-Led Procurement**

- a) Departments shall contact Supply Chain for all Procurement that meet or exceed the thresholds detailed in Section 3.6.1(b).
- b) Departments shall follow the required actions for this process detailed below. See Section 3.8 for possible exemptions to these requirements.
- c) In order to procure Commodities valued at or above the Public Procurement Act thresholds, departments shall:
  - i. define the requirement at a high level;
  - ii. check the availability of a standing offer that satisfies the need;
  - iii. if a standing offer is available, follow the process steps outlined in Section 3.5;
  - iv. if no standing offer is available, engage Supply Chain in defining detailed requirements (e.g., quantity, specifications, estimated value, etc.);
  - v. proceed to an Open Call for Bids in cooperation with Supply Chain; and
  - vi. in cases where the Procurement is valued at or above \$100,000, Council approval shall be required and the entire Procurement value shall be calculated to determine this threshold, including any possible contract extensions.

## **3.7 Using LVPOs and Cheque Requisitions**

- a) Employees shall follow the requirements detailed below when using LVPOs and/or cheque requisitions.
- b) Employees with LVPOs under their control shall be responsible and accountable for their security and use (personally and financially).

### **3.7.1 LVPO Restrictions and Limits**

Commodities shall not be procured using an LVPO when:

- a) Commodities have a total value above \$1,000 before tax;
- b) Commodities are held in Central Stores;
- c) Commodities are covered by Standing Offer; or
- d) the delivery of Commodities is not immediate.

In such cases where an LVPO shall not be used, departments shall obtain a high value purchase order through the electronic requisition process.

### **3.7.2 Placing LVPO with Suppliers**

- a) Where possible, electronic requisitions for purchase orders shall be used rather than LVPOs.
- b) Employees shall not split requirements into multiple smaller volume purchases to avoid following any Procurement process linked to higher thresholds.
- c) To issue an LVPO, Employees shall complete all sections of the LVPO form (with the possible exception of pricing information, which may be completed at the Supplier location), including providing details of the Commodities to be purchased, their intended use, and any specific requirements or instructions to the Supplier. Pricing information may be completed at time and location of purchase.
- d) Employees shall ensure the appropriate GL/Budget coding (the cost center that the invoice will be paid from) is provided.
- e) “Approval to Purchase” and “Approval to Pay” fields shall be signed by different Employees, both with signing authority. The Employee signing the “Approval to Pay” shall be the direct or indirect supervisor of the Employee who signs to authorize the purchase. Signatures from Employees in “acting” management positions may be accepted as long as other requirements are met. Approvers shall not approve payment for Employees who do not report to them.
- f) Employees shall show a valid City identification card to Suppliers when using an LVPO.

### **3.7.3 Obtaining LVPO Forms**

- a) Departments may authorize Employees with signing authority to be responsible for management of the department’s LVPOs.
- b) Authorized Employees may obtain LVPO forms from Supply Chain.
- c) LVPOs shall be issued in bundles of 20 or 50 with a maximum of 50 being issued to an authorized Employee at a time.
- d) LVPOs shall not be issued to an authorized Employee without a copy of the LVPO log of the last LVPO bundle issued to the Employee.

### **3.7.4 LVPO Control**

- a) Departments shall inform Supply Chain of the names and positions of the Employees responsible for LVPOs and maintaining the LVPO logs.

- b) LVPO logs shall be provided with each bundle of LVPOs. Each field shall be completed. If a LVPO is cancelled, then the word “cancelled” shall be written across the appropriate row of the form and the word “void” shall be written boldly across the face of the LVPO. At that time, the Supplier’s copy and the Procurement copy shall be sent to Supply Chain.
- c) If an LVPO is lost, Employees shall record it on the log with an explanation of the events and shall report it to the Supply Chain Manager, who shall report to the Deputy City Manager (DCM), Finance and Administration
- d) Supply Chain shall not send blank LVPOs through the mail (including internal mail). An authorized Employee in each department may pick up and sign for LVPOs at the Supply Chain office.
- e) LVPOs shall be stored in a secure area that shall only be accessed by the Employee to whom they were issued.

### **3.7.5 Cheque Requisitions**

- a) In certain circumstances (such as government/regulatory requirements, legal fees and expenses, grants, refunds, certain types of utility payments, and when a Supplier does not accept purchase orders, as detailed in Section 3.7.6), cheque requisitions may be used. All Procurement Policy and Procedures requirements remain in force.
- b) Prior to issuing a cheque requisition, the department shall determine whether the Supplier will accept a purchase order. Where a Supplier accepts purchase orders, a purchase order shall be used.
- c) If a cheque requisition is required, the cheque shall be issued to the Supplier, where possible. Employee payment for Commodities and subsequent reimbursement via cheque requisition shall be used as a payment method of last resort.
- d) The appropriate budget manager (the person who has authority for the budget program to which the Commodities will be charged) and a second signatory authorized for the dollar value of the purchase shall sign the cheque requisition. The appropriate budget manager shall ensure that the rationale for the purchase is detailed on the cheque requisition form.
- e) Where Employees are to be reimbursed via cheque requisition, they shall not be a signatory. Employees shall consult their managers prior to purchase. If an Employee pays for Commodities without appropriate approval, the Employee may not be reimbursed for the cost.

- f) Employees shall consult Supply Chain Division (for Procurement-related questions) and/or Financial Services Division (for cheque requisition process-related questions) if they are unsure whether a cheque requisition may be used.

### **3.7.6 Cheque Requisition-Eligible Commodities/Payments**

The following shall be eligible for payment via cheque requisition:

- a) Government/Regulatory requirements, such as:
  - i. Licencing Fees (e.g. fees/renewals for vehicles, equipment, and/or personnel)
  - ii. Government Inspection Fees
- b) Legal requirements, fees, or expenses, including, but not limited to:
  - i. Appeal Board Fees
  - ii. Appraisal Fees
  - iii. Corporate Searches
  - iv. Examining Board Fees
  - v. Insurance Claims Expenses
  - vi. Insurance Settlements
  - vii. Legal Fees
  - viii. Negotiating Expenses
  - ix. Real Estate Property Purchases
  - x. Title Searching Fees
  - xi. Trustee Fees
- c) City Grants (provided to individuals and/or organizations through City funding programs)
- d) Refunds (including refunds of applicable deposits paid to the City)
- e) Utility Payments (where exempted by [Section 6 of the Public Procurement Regulations](#) under the Public Procurement Act)
- f) Commodities from a Supplier that does not accept purchase orders and for which there is no other appropriate payment method.

## **3.8 Exemptions**

- a) In exceptional, specialized, or urgent cases, an exemption process (contract award without an Open Call for Bids) may be used that complies with the Framework and as detailed below. As permitted by [Section 6 of the Public Procurement Regulations](#), an exemption

process may be applied in certain circumstances (see the link above for a complete list or view legislation via [www.assembly.nl.ca](http://www.assembly.nl.ca)), including, among others, when:

- i. an emergency or a situation of urgency exists;
  - ii. there is only one source reasonably available; or
  - iii. a list of Pre-Qualified Suppliers has been established using a request for qualifications.
- b) Any exemption shall be approved by the DCM, Finance and Administration prior to any Procurement.
  - c) This process shall only be used for the purposes intended and shall not be used to avoid competition or to discriminate against specific Suppliers.
  - d) In cases where the estimated Procurement is valued at or above Procurement thresholds, Supply Chain shall be consulted to ensure compliance. Otherwise, no prior approval is needed from Supply Chain for a department to apply an exemption.
  - e) Where the procurement exceeds \$100,000, Council approval shall be required.
  - f) A [Contract Award Without Open Call Form](#) shall be completed every time such a process is used, signed by requester and the DCM, Finance and Administration.
  - g) All Contract Award Without Open Call Forms shall be sent to Supply Chain for safe keeping and reporting.

### **3.9 Bid Requirements**

#### **3.9.1 Requirements Definition**

- a) Departments shall obtain the appropriate organizational authority to commence the Procurement process prior to soliciting proposals or awarding contracts.
- b) Requirements shall be defined in a manner that allows competition and ensures Best Value.
- c) When planning Procurement requirements, departments shall review alternatives to acquiring new Commodities, such as considering repairs to existing assets or transfer of surplus items.
- d) Departments shall consult Supply Chain to ensure that the wording of the Bid document defines requirements in terms of operational and performance requirements, rather than using brand names or proprietary technical specifications.

- e) Requirements shall not be split in multiple smaller volume purchases to avoid following any Procurement requirements linked to higher thresholds.
- f) Specifications may be based on a known acceptable product, but equivalent products may be accepted unless there is a valid technical reason for a “no substitution” specification.
  - i. If a “no substitution” request is made, the valid technical reason shall be provided in writing to Supply Chain, where it shall be placed on file. The requesting department shall be prepared to defend this position with Suppliers who provide competing Commodities.
  - ii. The requirement shall be well defined such that Bids may be evaluated and compared on the basis of price and where the award may be determined on the basis of lowest-priced Bid that meets the requirements.
- g) For Calls for Bids resulting in the award of a standing offer, the Bid document shall give instructions on the use, purpose, and limitations of the proposed standing offer and include the following information, at a minimum:
  - i. a clear definition of the requirement and the period for making purchase orders “call-ups”;
  - ii. preparation instructions;
  - iii. conditions applicable to the standing offer;
  - iv. resulting contract clauses applicable to ensuing “call-up”;
  - v. information on the number of standing offers intended to be authorized for use; and
  - vi. clear “call-up” procedures, including the method of allocating the work among multiple award standing offers (when applicable, for award of multiple standing offers).

### **3.9.2 Preparation of Bid Documents**

- a) Bid documents shall be prepared as detailed below.
- b) All Open Calls for Bids for Commodities administered by Supply Chain shall use one of the types of competitive Procurement detailed in Sections 3.9.3 through 3.9.7.
- c) Bid documents shall clearly outline the process to be used for soliciting, opening, and evaluating Bids, and awarding of resulting agreements.
- d) Bid documents shall reflect the approved Procurement Strategy.



- e) Consideration shall be given to certain types of criteria that may not be met at the time of bidding, but that shall be met by the Supplier at the time of award (“pre-condition of award” versus “mandatory submission requirement”).
- f) All evaluation criteria shall be clearly specified in the Bid document. Bids shall not be evaluated or awarded on undisclosed criteria.
- g) Both Suppliers and Employees shall disclose, to the Bid document contacts, any potential or Perceived Conflict of Interest issues prior to the Bid closing date and time.

### **3.9.3 Invitation to Tender (ITT)**

- h) This format may be used for a formal open competitive process for the Procurement of Commodities where there is a need for irrevocable Bids, typically supported by Bid security, and price is the primary consideration.
- i) This format shall include well-defined specifications, requirements, and contract terms and conditions, as post-Bid negotiations are typically not permitted.

### **3.9.4 Request for Quotations (RFQ)**

- a) Invitational Request for Quotation:  
This format may be used in a simplified process for the Procurement of standard Commodities where the value of the contract does not trigger obligations under the thresholds for open competition and a limited number of Suppliers are invited to submit quotes to better ensure value-for-money. Because of its abbreviated nature, an Invitational RFQ may not contain all of the terms and conditions that are typically used to form a contract.
- b) Open Request for Quotation:
  - i. Low Bid Version - This format may be used for a simplified open competitive process for the Procurement of standard Commodities on the basis of lowest price and standardized contract terms that will not require negotiation.
  - ii. High Score Version - This format may be used for a simplified open competitive process for the Procurement of standard Commodities on the basis of straightforward high-score evaluation criteria and standardized contract terms that will not require negotiation.

### **3.9.5 Request for Proposals (RFP)**

Any type of RFP shall be evaluated to determine the bidders' capabilities, and may include, but not limited to evaluation criteria such as basic corporate information, financial information, technical capability, service and delivery capability, specific product information, and/or price.

a) **No-Negotiation RFP:**

This format may be used for a formal open competitive process where there is a need for irrevocable Bids and factors other than price may be evaluated. This format shall include well-defined specifications, requirements, and contract terms and conditions, as post-Bid negotiations are typically not permitted.

b) **Consecutive Negotiation RFP:**

This format may be used for a more flexible open competition Procurement process where proposals will be ranked on price and non-price factors. The top ranked proponent shall be invited to negotiate the final contract. If those negotiations fail, departments may proceed to negotiate with the next-ranked proponent.

c) **Concurrent Negotiation RFP:**

This format may be used for a more flexible open competition Procurement process where proposals will be ranked on price and non-price factors. Multiple short-listed proponents will be invited to negotiate and then submit a best and final offer for further evaluation and final ranking, contract negotiation, and award.

### **3.9.6 Request for Supplier Qualifications**

a) **Prequalification Version** - This format may be used to prequalify Suppliers in the first stage of a two-stage open competitive process. Bidders who meet the requirements of the RFSQ shall be eligible to participate in the second stage and shall be invited to participate in a subsequent Procurement process.

b) **Roster Framework Version** - This format may be used to prequalify Suppliers who will be invited to compete in multiple second stage Procurement processes for the same type of Commodities. Those Suppliers that qualify in the first stage of the process shall be invited to enter into a master standing offer agreement that shall govern any future work assignments awarded to them.

### **3.9.7 Request for Information (RFI)**

This format may be used in a structured market research and information gathering process for the purpose of obtaining information from potential suppliers regarding the types of Commodities available to meet the institution's needs. This format is not intended to result directly in the Procurement of Commodities, but rather to inform a future competitive process.

Specific pricing or cost information shall not normally be provided by the Suppliers in response to an RFI.

### **3.10 Call for Bids Evaluation Criteria**

- a) Departments and/or Supply Chain shall ensure that all evaluation criteria requirements are met.
- b) A pricing and evaluation strategy shall be developed before an Open Call for Bids document is publicly released.
- c) The Bid document shall clearly describe the relative weighting and importance of each evaluation criterion.

#### **3.10.1 Mandatory Criteria**

- a) Mandatory criteria shall represent truly essential criteria. Departments shall minimize the number of mandatory criteria, where possible, in order to increase the probability of receiving responsive Bids.
- b) Mandatory requirements are typically defined by the departments, who shall consult with Supply Chain at an early stage to ensure the correct criteria are set as mandatory.
- c) Mandatory criteria shall be clearly specified in the Bid document and may include, but are not limited to:
  - i. licensing requirements;
  - ii. minimum performance characteristics;
  - iii. requirements for delivery dates or condition;
  - iv. essential minimum qualifications or experience of proposed personnel; and/or
  - v. budget limitations.

#### **3.10.2 Rated Criteria**

- a) Rated criteria shall be used to assess the relative merits of each proposal.

- b) The maximum and minimum point value for each rated criterion (pricing shall only have a maximum point value) shall be specified in the Bid document.
- c) Only proposals that meet the mandatory criteria shall be subject to point rating for rated criteria.
- d) When a minimum point rating is used, proposals shall achieve:
  - i. a minimum number of points overall; and/or
  - ii. a minimum number of points for certain individual criteria.
- e) Bid documents shall clearly identify any minimum thresholds and clearly indicate that such minimums are mandatory.
- f) Bid documents shall have a clear and transparent price evaluation plan and pricing shall always be part of the rated criteria.

### **3.11 Bid Solicitation**

- a) Supply Chain and/or departments shall ensure they follow the procedures detailed below related to Bid solicitation, including processes for advertising and communications (including responding to questions received).
- b) Departments shall consider the level of complexity of the Procurement and the extent of subcontracting anticipated when setting a closing date for Bids. Departments shall allow sufficient time for a Supplier to obtain the solicitation; to obtain any additional material, if applicable; and to prepare and submit a response. The closing date shall be set by Supply Chain following consultation with the department.
- c) In general cases, a Bid period shall not be less than 10 business days and a Request for Proposals not less than 20 business days from the date the requirement is posted publicly. In some cases this may be determined by legislation or through a trade agreement.
- d) Supply Chain shall post the notice of all Open Calls for Bids on the City Bids web portal.

#### **3.11.1 Questions during the Solicitation Period**

- a) During the solicitation period, questions from Suppliers shall be submitted in writing to the contacts identified in the Bid document before the question deadline date indicated in the document, when applicable.
- b) All questions regarding interpretation of the Bid document during the solicitation period shall be submitted to Supply Chain.

- c) Supply Chain and departments shall avoid one-on-one contact or meetings with Suppliers during the Bid solicitation period and shall ensure all communications are in writing.
- d) Supply Chain may directly answer the Supplier for simple questions where the answer does not affect other Suppliers and/or how they will respond to the solicitation.
- e) Supply Chain shall record and distribute all questions and answers that may have an impact on bidder submissions to all bidders, as addenda.
- f) Employees shall have no communications with bidders (including the release of award information during the Bid process), for the period of time from the Bid closing date up to and including the date of contract award ("Evaluation Period").
- g) Supply Chain shall release unofficial result information at the public opening, and award information through the City's bidding system website to inform the public of Bid status.
- h) The City shall not disclose any information related to any potential outcome of the evaluation of a Bid or any information related to any content of the submissions during the Evaluation Period.
- i) During the Evaluation Period, Employees may only initiate communication with bidders for the purpose of obtaining information or clarification necessary to ensure a proper and accurate evaluation of Bids.

### **3.11.2 Changes to Solicitation**

- a) Supply Chain may modify the terms of the Bid document at any time prior to closing, at its sole discretion, unless otherwise stated in the Bid document, as detailed below.
- b) Supply Chain shall make information publicly available regarding any changes made to the Bid document, including any change in the closing date or time. Bidders shall be responsible for ensuring that they are aware of and have complied with any and all addenda.
- c) Any significant change added or deleted to clarify, modify, or support the information in the original Bid document or previously issued addenda before the closing date shall require an addendum to the document.
- d) When changes occur, to ensure sufficient Bid preparation time for bidders, the closing date may be extended. This decision shall be the responsibility of Supply Chain, who shall discuss potential changes

with the department before making the final decision. A change in the closing time or date shall not be considered an addendum.

### **3.12 Cancelling and/or Reissuing a Call for Bids**

- a) Any Bid document issued by Supply Chain shall not imply any obligation to accept any Bids.
- b) Supply Chain may cancel and/or reissue a Bid document as detailed below.
- c) Supply Chain may cancel (in whole or in part) any Call for Bids if:
  - i. the Bid prices received exceed the funds allocated for the Procurement;
  - ii. a substantial change in the requirements has occurred after the Bid document is issued; and/or
  - iii. for reasons outlined in the Bid document.
- d) Supply Chain may reissue a Bid document, where:
  - i. a previous Bid document has been cancelled for the reasons listed above;
  - ii. all Bids are non-responsive;
  - iii. no Bids were received from Suppliers; and/or
  - iv. for any reason outlined in the Bid document.

### **3.13 Bid Evaluation**

- a) Supply Chain shall ensure the Procurement Procedures related to Bid evaluation are followed.
- b) Before starting the technical and financial evaluation of proposals, Supply Chain shall ensure that all the information required at closing is available and ready to be transmitted to the evaluation committee. Supply Chain shall determine whether the Bids received are complete as specified in the Bid document.
- c) Information that Supply Chain may consider in order to confirm the Bid is complete, may include, but is not limited to:
  - i. inclusion of proof of required certifications;
  - ii. proper identification of the bidder (particularly important in the case of joint ventures);
  - iii. acceptance of the terms and conditions of the Bid document and a potentially resulting contract; and

- iv. submission of all supporting documents required by the Bid document to determine technical responsiveness.
- d) Evaluation of Bids shall be in accordance with the procedures stipulated in the Bid document. Bids shall be checked for responsiveness to the contractual, technical, and financial requirements of the document.
- e) For any Bid process where evaluation is not solely based on price (High Score), the department shall establish an evaluation committee, who shall follow a logical, systematic evaluation procedure to determine Best Value.
- f) At the City's sole discretion, the evaluation committee may invite third parties (e.g., subject matter experts) to assist in evaluating Bids. When third parties participate in the evaluation, or in the Bid document preparation, Supply Chain and/or departments shall ensure that a non-disclosure agreement and a Conflict of Interest agreement are signed by the third parties before such involvement.
- g) Bids that fail to meet a mandatory requirement or any other mandatory evaluation criteria (technical, financial, or other) shall be declared non-responsive. The reasons for declaring a Bid non-responsive shall be clearly documented in the Procurement file.
- h) Bids shall be evaluated in accordance with the evaluation criteria established in the Bid document.
- i) Pricing information shall not be viewed and/or evaluated until all other portions of the evaluation have taken place.
- j) Whenever possible, the same evaluation team members shall evaluate all proposals.
- k) Documents pertaining to the evaluation of Bids shall be retained. Evaluators shall provide the original or a copy of all evaluation notes and communications to Supply Chain for the Procurement file. Evaluators' working notes or worksheets shall not be destroyed, even when the information contained is recorded in other evaluation documents.

### **3.14 Award of Contract or Standing Offer**

- a) Contract award shall be done on the basis of the criteria set forth in the Bid document and as directed below.
- b) Multi-year contracts may be permitted when the stability of the longer time frame supports Best Value for the City. However, multi-year



contracts shall not be established through ongoing amendments and extensions of standard term contracts, unless the extensions had been planned and included as part of a competitive process.

- c) Supply Chain may conduct appropriate due diligence on prospective Contractors, including, but not limited to:
  - i. conducting credit and/or background checks;
  - ii. checking business references; and/or
  - iii. identifying shareholders, directors, and officers of the company.
- d) Supply Chain shall consult the Office of the City Solicitor when considering any changes in a standard agreement.
- e) Supply Chain shall consult the Office of the City Solicitor when disqualifying a low bidder/proponent.
- f) Awards may take place at any time after Bid closing and completion of the evaluation and should take place within the irrevocability period, if applicable, stated on the Bid document.
- g) Supply Chain (or in cases below Procurement thresholds, the responsible department) shall notify the successful Contractor.

### **3.15 Supplier Debriefing**

- a) If requested by bidders, Supply Chain shall offer debriefing information within legislated requirements. The debriefing shall comply with the process detailed below.
- b) Debriefing information shall not compare a Supplier's Bid to other Bids, shall not provide any information on other Bids, and shall not be treated as a complaint process.
- c) Debriefings may be done by letter, in person, or via teleconference.
- d) At a minimum, one member of the evaluation committee who is knowledgeable in all aspects of the Bid document and the Bid evaluation, along with assistance from Supply Chain and the department, shall develop the debriefing document and attend the debriefing. If the debriefing is in-person or via teleconference, it is recommended that at least two members of the evaluation committee attend. A representative from Supply Chain shall also attend.
- e) A record of the debriefing shall be placed in the Procurement file.

### 3.16 Contract Management

- a) Contract management is an essential element of the Procurement process that protects the interests of the City while ensuring that suppliers are being treated fairly. Contract management can be divided into four distinct phases:
  - i. Pre-contractual (planning)
  - ii. Contracting (bidding and awarding of contract)
  - iii. Contract administration (after the contract is awarded)
  - iv. Post-contractual (close out, warranty and audit)
- b) Supply Chain shall be involved during the pre-contractual (planning) phase of the contract management process as detailed below.
- c) Supply Chain shall have the authority to approve and sign Procurement documents on behalf of departments.
- d) Supply Chain shall have primary responsibility for the contracting phase (bidding and awarding of contract), with Supply Chain and departments sharing responsibilities for some elements, as detailed below.
- e) Contract management details shall be developed at the same time as the formulation of the Bid requirements. These details shall be included in the Bid document, to allow bidders to determine what is required of them, to plan the activities needed, and to reflect the price in their Bids.
- f) Supply Chain shall develop and maintain up-to-date documentation on every aspect of the contract, both to provide a record of actions taken and to protect the City interests under the contract. The files shall include, where applicable, but not be limited to, the following:
  - i. requisition;
  - ii. purchase order;
  - iii. blank Bid document;
  - iv. all completed Bid submissions;
  - v. Bid opening attendees list;
  - vi. Bid evaluation plan and resulting evaluation documents;
  - vii. documentation of professional and specialist advice;
  - viii. correspondence with departments;
  - ix. contract documents (Contract/Insurance/OHS/WHSCC/COR/ Sureties/etc. if applicable);
  - x. contract conditions;
  - xi. contract addendums;
  - xii. other correspondence (written and email);

- xiii. records of phone discussions; and/or
- xiv. records of decisions (Council Directives/Legal/etc.)
- g) Approved contract templates and forms shall be used whenever possible. These are available from Supply Chain. No changes to templates shall be made without written consent of the Manager of Supply Chain and/or the Office of the City Solicitor.
- h) Supply Chain shall maintain a centralized database of contracts.

### **3.16.1 Contract Approval and Signing Authorities**

- a) The financial limits of signing authorities delegated to particular individuals or positions shall be as directed by the DCM, Finance and Administration as detailed below.
- b) The following Signing Authority Schedule shall define Procurement thresholds for Employees who have responsibility for the Procurement of Commodities:
  - i. Forepersons: \$1,000 or less
  - ii. Supervisors: \$5,000 or less
  - iii. Managers: \$10,000 or less
  - iv. Directors: \$20,000 or less
  - v. DCMs: \$60,000 or less
  - vi. City Manager: \$100,000 or less
  - vii. Council: Above \$100,000
- c) Department Heads shall be responsible for recommending individual signing authority changes if they differ from the Signing Authority Schedule noted in (a). Any changes shall be approved at the discretion of the DCM, Finance and Administration.
- d) Supply Chain's authority to approve and sign Procurement documents on behalf of departments shall be for the execution of documents and shall not be a financial/dollar approval. This shall include:
  - i. addenda;
  - ii. extension agreements; and/or
  - iii. award letters.
- e) Further, these delegations shall only be used:
  - i. to attain the objectives of departments when providing common Supply Chain functions;
  - ii. commensurate with the level of responsibility assigned to the position;
  - iii. when required to undertake the duties of that position and achieve the objectives of this policy.

### **3.16.2 Contract Termination/Renewal**

- a) Supply Chain shall be responsible for the termination or renewal of all contracts at or above the thresholds detailed in Section 3.6.1((b).
- b) When terminating a contract Supply Chain shall ensure that all of the necessary conditions are met, including:
  - i. verifying that the product or work has been completed satisfactorily;
  - ii. ensuring that the Supplier has been notified; and
  - iii. ensuring that Procurement files are properly documented.
- c) When renewing a contract, Supply Chain shall ensure that all of the necessary conditions are met, including:
  - i. verifying that the original contract has a renewal clause and that any associated conditions are satisfied;
  - ii. verifying that the department is satisfied with the Commodity supplied and wishes to renew the contract;
  - iii. ensuring that the Supplier has been notified; and
  - iv. ensuring that Procurement files are properly documented.

### **3.17 Disposal of Assets**

- a) All materials, equipment (with the exception of Fleet equipment) and supplies identified by Departments as being of no further use shall be reported to the Manager, Supply Chain, who shall dispose of the assets as detailed below.
- b) If items identified by departments as of no further use cannot be utilized by other City departments, as determined by the Manager, Supply Chain, they shall be disposed of by one of the following methods:
  - i. public auction;
  - ii. Open Call for Bids;
  - iii. trade-in; or
  - iv. negotiation.
- c) Employees may only purchase surplus City-owned assets via public auction or an Open Call for Bids.

## **4. Application**

The policy and procedures apply to all departments for all Procurement activities requiring an Open Call for Bids. For all other Procurement activities,

the policy and procedures apply to all City departments with the exception of the St. John's Transportation Commission (Metrobus).

## **5. Responsibilities**

### **5.1 The DCM, Finance and Administration** is responsible for:

- a) the overall implementation the policy and procedures;
- b) ensuring management oversight processes and controls exist to ensure Procurement complies with the requirements of the Framework.
- c) reviewing and approving (at their discretion) exemptions to the Open Call for Bids process.

### **5.2 The Manager, Supply Chain** is responsible for:

- a) ensuring that the City's requirements for Commodities are met through an open, fair, and transparent process that maximizes competition and value for money;
- b) consistently applying strategic Procurement practices;
- c) supporting departments with their Procurement requirements, as required; and
- d) monitoring compliance with the policy and procedures.

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

- a) all Procurement activity of their departments; and
- b) ensuring their Employees comply with the policy and procedures.

### **5.4 Managers with Procurement responsibility** are responsible for:

- a) identifying, defining, and estimating the cost of their Procurement needs;
- b) ensuring standing offers are used, if applicable;
- c) ensuring Commodities are obtained from Central Stores, if applicable;
- d) involving Supply Chain in the Procurement process, where applicable;
- e) ensuring appropriate approvals are obtained prior to proceeding with Procurement.

## 5.5 Employees are responsible for:

- a) complying with the policy and procedures; and
- b) ensuring that any Procurement processes they are involved with are fair, open, and transparent.

## 6. References

- Government of Newfoundland and Labrador Public Procurement Framework ([Act/Regulations/Policy](#))
- [Canadian Free Trade Agreement](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [Access to Information and Protection of Privacy Act, 2015](#)
- [Code of Ethics Bylaw](#)
- [Conflict of Interest Bylaw](#)
- 04-06-01 Procurement Policy
- [11-01-02 Environmentally Responsible Procurement Policy](#)
- [Contract Award Without Open Call Form](#)
- [Limited Call Template](#)

## 7. Approval

- Policy Sponsor: DCM, Finance and Administration
- Procedure Sponsor: Manager, Supply Chain
- Procedure Writer: Policy Analyst / Manager, Supply Chain
- Date of Approval from:
  - Corporate Policy Committee: October 23, 2019
  - Senior Executive Committee:

## **8. Monitoring and Contravention**

The Supply Chain Division shall monitor the application of the policy and procedures.

Any contravention of the policy or procedures shall be reported to the Department of Finance and Administration, Department of Human Resources, the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action, which may include, but is not limited to legal action and/or discipline, up to and including dismissal.

## **9. Review Date**

Policy Initial Review: three years

Procedures Initial Review: one year, then with the policy after third year.

Subsequent Reviews (both): five years



# DECISION/DIRECTION NOTE

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**Title:** Sponsorship Policy

**Date Prepared:** December 3, 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 a Sponsorship Policy and rescission of a current related policy.

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

The City receives many requests from organizations for financial or in-kind support and has also received support from organizations to sponsor City events (e.g., Festival of Music and Lights). To date, the City has had an ad-hoc and decentralized approach, with some requests addressed under existing funding programs, existing Council direction (in the case of declining fundraising requests), or on a case-by-case basis (e.g., 2017 Tim Hortons Brier).

Sponsorship involves a contractual arrangement between two parties where one party contributes cash and/or in-kind goods or services to the other party in return for commercial marketing potential (e.g., advertising, naming rights, etc.). The proposed Sponsorship Policy will apply to both the City receiving sponsorship money or in-kind goods/services from external organizations and the City providing sponsorship money or in-kind goods/services to external organizations.

The policy will provide a framework that establishes sponsorship eligibility criteria, creates a consistent sponsorship assessment process, and provides City-wide oversight to sponsorship activities. It will be managed by a Sponsorship Committee co-chaired by the Deputy City Manager (DCM), Community Services and the City Clerk.

For sponsorship of City assets, there is an initial list attached (Annex A) for Council's consideration. The City plans to engage a consultant to update the asset inventory, as well as assess their potential sponsorship value. Following this, a revised list will be provided to Council for approval.

The new policy clearly notes that the City will not provide sponsorship or donations to organizations or individuals, with the exception of potential sponsorship for events within the City of St. John's with budgets greater than \$100,000 (e.g., 2017 Tim Hortons Brier). Both private and not-for-profit organizations hosting events at these budget levels will be eligible for



the City's consideration under the policy. Other organizations and individuals may still be eligible for support from the City via other existing policies/grant programs (see links to relevant documents below); however, many individual and organizational requests for support will be ineligible under the new policy.

There is currently an outdated related policy ([05-01-14 Promotion of Charitable Causes and Commercial Products/Services on City Property](#)) that will be repealed if the Sponsorship Policy is approved.

**Key Considerations/Implications:**

1. Budget/Financial Implications:
  - Sponsorship of City Assets will provide new non-tax revenue to the City.
  - Funding for the external consultant will be determined.
2. Partners or Other Stakeholders:
  - The policy will affect organizations who wish to sponsor City assets.
  - It will also impact individuals and organizations seeking sponsorship or donations from the City.
  - For those who are not eligible under the Sponsorship Policy, other existing policies/grant programs may provide more appropriate avenues for funding.
3. Alignment with Strategic Directions/Adopted Plans: This policy aligns with the "Sustainable City" strategic direction and is included as an initiative in the related goal (Goal S1 – Be financially responsible and accountable).
4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy.
5. Privacy Implications: City staff will ensure that any personal information is managed in accordance with the Privacy Management Policy.
6. Engagement and Communications Considerations: The Sponsorship Committee co-chairs (or their designate) will communicate the new policy processes to staff, including those who have been involved in previous sponsorships.
7. Human Resource Implications: Not Applicable.
8. Procurement Implications: Any type of sponsorship opportunity where discounted goods and/or services are provided will consider and comply with the Public Procurement Act, Regulations, and Policy.
9. Information Technology Implications: Not Applicable.
10. Other Implications: Not Applicable.

**Recommendation:** It is recommended that the Council approve the Sponsorship Policy and rescind the current related policy (05-01-14 Promotion of Charitable Causes and Commercial Products/Services on City Property).

**Prepared by/Date:** Trina Caines, Policy Analyst / December 3, 2019

**Reviewed by/Date:** Jennifer Langmead, Supervisor, Tourism and Events / December 3, 2019

**Approved by/Date:** Tanya Haywood, DCM, Community Services  
Elaine Henley, City Clerk, CPC Co-Chair; Roshni Antony, Manager - HR  
Advisory Services, CPC Co-Chair / December 3, 2019

**Attachments:**

- Annex A - Initial List of City Assets Proposed for Sponsorship Eligibility
- 09-17-01 Sponsorship Policy
- 09-17-01-01 Sponsorship Procedures (for information only)

**Other City policies/grant programs providing funding to individuals and organizations:**

- [04-04-01 Policy on Requests for Grants and Subsidies](#)
- [04-04-09 Policy on Grants to Artists and Arts Organizations](#)
- [04-09-03 Financial Support for Meeting and Conventions](#)
- [09-05-01 Support of the Arts Community](#)
- Heritage Grants
- Housing Catalyst Fund

## **Annex A - Initial List of City Assets Proposed for Sponsorship Eligibility**

### **1. Naming Rights**

1. Ball Diamonds
2. City-wide Initiatives
3. Community Centres (full complex and/or individual areas/rooms)
4. Dog Parks
5. Outdoor Pools
6. Skateboard Parks
7. Soccer Fields
8. Special Events
9. Splash Pads
10. Tennis Courts

### **2. Sponsorship**

#### **2.1 Special Events**

1. Canada Day
2. ChillFest
3. Festival of Music and Lights
4. Music @ Series
5. National Child Week
6. New Year's Eve
7. Party in the Park
8. Pumpkin Walk
9. St. John's Days
10. Youth Week

#### **2.2 City-wide Initiatives**

1. Fire Safety Education
2. Neighbourhood Watch
3. Pet Licensing
4. Waste/Recycling
5. Leaf Collection
6. Neighbourhood Clean Up

#### **2.3 Other Facilities and/or Equipment**

1. Website (or part thereof)
2. City Guide
3. LCD Screens
4. Park Benches
5. Bicycle Racks
6. Facility/Park Sign

**DRAFT – For Discussion Only**  
**Revised in accordance with recommendations at the**  
**December 11, 2019 Committee of the Whole Meeting**

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

<b>Policy Title:</b> Sponsorship Policy	<b>Policy #:</b> 09-17-01 (not yet assigned)
<b>Last Revision Date:</b> N/A	<b>Policy Section:</b> Community Services> Sponsorship
<b>Policy Sponsor:</b> Deputy City Manager, Community Services	

**1. Policy Statement**

The purpose of this policy is to create a Sponsorship framework that allows the City of St. John’s to:

- a) maintain and/or enhance City programs, events, or services with revenue received from sponsorship, without additional cost to taxpayers;
- b) provide clear direction to Employees who have Sponsorship responsibilities;
- c) assess opportunities for requests for the City to enter into Sponsorship agreements;
- d) ensure fairness, transparency, and accountability; and
- e) ensure that activities and agreements covered by the policy do not negatively affect the City’s image, nor are contrary to its interests.

**2. Definitions**

**“City Asset”** means an item, object, thing, or real estate property owned by the City and includes, but is not limited to, City-owned buildings, parks and open spaces, vehicles, equipment, structures, or part thereof, events, services, programs, activities, and intellectual property.

**“Committee Administrator”** means the Employee appointed by the Sponsorship co-chairs with administrative and/or coordination responsibilities for the Sponsorship Committee.

**“Donation”** means a cash or In-kind contribution (goods or services) for which no reciprocal commercial benefits are given or expected. May also be referred to as a ‘gift’.

**“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.

**“In-kind”** means a Sponsorship received in the form of goods and/or services, rather than cash.

**“Naming Rights”** means a type of Sponsorship in which a sponsor receives the exclusive right to name (or rename) a City Asset under specific terms outlined in an agreement.

**“Request for Sponsorship Proposal”** means an open process where parties may express their interest in participating in Sponsorship opportunities.

**“Sponsorship”** means a contractual arrangement between the City and a sponsor where one party contributes cash and/or In-kind goods or services to the other party in return for commercial marketing potential.

**“Sponsorship Committee”** means an Employee committee to oversee policy implementation, co-chaired by the Deputy City Manager, Community Services and City Clerk, who may appoint members of the Committee and designates to act on the co-chairs’ behalf.

### **3. Policy Requirements**

#### **3.1 General Principles**

The City may seek Sponsorship opportunities with external parties that align with the City’s vision and values.

Any Sponsorship:

- a) shall be compatible with the nature of the sponsored program, event, or City Asset and compatible with the target audience, both as determined by the City in its sole discretion;
- b) shall take into consideration City staffing and financial capacity implications, including any potential long-term impacts;
- c) shall not compromise the City's ability to carry out its functions fully and impartially;
- d) shall not cause an Employee or Member of Council to receive any benefit, product, service, or money for personal gain or use;
- e) shall not relinquish to any sponsor the City's right to manage and control a City Asset, unless authorized by the City;
- f) shall not detract from the character, integrity, aesthetic quality, or safety of a City Asset, or interfere with its enjoyment or use;
- g) shall not interfere with the terms and conditions of existing City Sponsorship agreements; and
- h) shall comply with the [Canadian Code of Advertising Standards](#), where applicable, as determined by the City.

### **3.2 Eligibility and Restrictions**

The City shall not enter into any type of Sponsorship agreement with external parties:

- a) that discriminate based on any prohibited grounds as defined by the Human Rights Act, 2010;
- b) that advertise tobacco/cannabis products or promote tobacco/cannabis use;
- c) that advertise or promote the use of illegal substances or weapons;
- d) that promote religious or political messaging;
- e) with whom the City is in litigation, which in the opinion of the City, would materially affect entering into an agreement;
- f) that, in the City's sole opinion, does not align with the City's vision and/or values as expressed in its Strategic Plan and/or would reflect negatively on the City.

### **3.2.1 City Discretion**

The City reserves the right to:

- a) reject any unsolicited Sponsorships that have been offered to the City and to reject any Sponsorships that may have been solicited by the City;
- b) terminate an existing Sponsorship agreement should conditions arise that make it no longer in the interest of the City to continue the agreement; and/or
- c) refuse any proposal, including, but not limited to, those submitted by third parties whose activities, products, and/or services are perceived, at the sole discretion of the City, to be incompatible with the City's goals, values, or strategic plan.

### **3.3 Sponsorship Administration**

- a) The Deputy City Manager (DCM), Community Services (or designate) and City Clerk (or designate) shall serve as co-chairs of the Sponsorship Committee ("the Committee").
- b) A Member of Council may be a member of the Committee.
- c) The co-chairs may appoint Employees as members of the Committee, including a Committee Administrator.
- d) Employees shall not participate in the solicitation, negotiation, and/or administration of individual Sponsorships unless authorized by the Committee.

#### **3.3.1 Request for Sponsorship Proposals Process**

- a) A Request for Sponsorship Proposals process shall be used when the City solicits Sponsorship involving a value greater than \$10,000 for the term of the agreement.
- b) Potential sponsors shall bear all costs associated with the preparation and submission of any Sponsorship proposal, and the City shall, in no case, be responsible or liable for those costs.
- c) All proposals received become the property of the City.
- d) For unsolicited Sponsorship offers received from third parties, a Request for Sponsorship Proposals shall not be mandatory.



### **3.3.2 Sponsorship Evaluation and Exclusions**

- a) The City may consider providing funding or in-kind contributions to organizations for events within the City of St. John's that have budgets greater than \$100,000, as detailed in the **Sponsorship Procedures**.
- b) The City shall not provide to an individual, organization, project, and/or event any Donations or Sponsorship (including in-kind contributions), other than in accordance with Section 3.3.2(a).
- c) Sponsorship proposals shall be evaluated by the Sponsorship Committee in accordance with the criteria detailed in the **Sponsorship Procedures**.
- d) Any sponsorships considered in (a) above shall:
  - i. be from an organization that is a registered not-for-profit corporation or for-profit entity in good standing with the Provincial Registry of Companies or federally registered under the Corporations Act;
  - ii. provide an element of the event open to the general public;
  - iii. exclude conferences, conventions, and/or trade/consumer shows; and
  - iv. have funding support from other levels of government and/or private funding sources.
- e) In addition to the exclusions listed in Section 3.2, and with the exception of potential sponsorship noted in (a) above, the City shall not enter into Sponsorship agreements where an individual, organization, project, and/or event is seeking Sponsorship or Donations (including in-kind contributions) from the City.

### **3.4 Agreements**

All Sponsorship agreements:

- a) that are over \$100,000 shall require final approval from Council;
- b) shall be in writing and shall be executed as required by the City;
- c) shall have a fixed term; and
- d) shall not result in any competitive advantage, benefit, or preferential treatment for the external party outside of the agreement.

The determination of the value of any agreement shall be the aggregate of all monies and value of goods and/or services that might be given over the term of the agreement.

## **4. Application**

This policy applies to the following, unless specifically excluded in Section 4.1:

- a) all relationships that involve Sponsorship rights between the City (including any designated third parties acting on the City's behalf) and external parties;
- b) all Employees and/or agents involved in or responsible for Sponsorship; and
- c) City Assets when designated by Council as being included in the policy.

### **4.1 Exclusions**

The policy does not apply to:

- a) City assets that are excluded by a contract or agreement with a Third Party;
- b) advertising that is not part of a Sponsorship Agreement;
- c) philanthropic contributions, gifts, or Donations to the City;
- d) any grants, subsidies, or contributions provided by the City under the authority of other City policies or programs;
- e) community engagement/support that aligns with the services of the St. John's Regional Fire Department;
- f) any financial contributions (including, but not limited to, grants or program funding) received from other levels of government;
- g) street names; or
- h) Sponsorship agreements that pre-date this policy.

## **5. Responsibilities**

**5.1 City Council** is responsible for:

- a) approving the identification of City Assets for Sponsorship opportunities; and
- b) approving any agreement that:
  - i. relates to Naming Rights or renaming of a City building; and/or
  - ii. is valued for an amount over \$100,000.

**5.2 The DCM, Community Services and City Clerk  
(as the Sponsorship Committee co-chairs) are responsible for:**

- a) managing the overall implementation of this policy;
- b) at their discretion, appointing designates to act on their behalf; and
- c) appointing members of the Sponsorship Committee.

**5.3 DCMs and City Manager are responsible for:**

- a) ensuring that all City Assets (including programs, events, activities, etc.) in their departments are reviewed for their Sponsorship potential.
- b) supporting Sponsorship activities as required and ensuring that their Employees abide by the provisions of the policy.

**6. References**

- [Canadian Code of Advertising Standards](#)
- 09-17-01-01 Sponsorship Procedures

**7. Approval**

- Policy Sponsor: DCM, Community Services
- Policy Writer: Policy Analyst
- Date of Approval from
  - Corporate Policy Committee: May 8, 2019
  - Senior Executive Committee: December 6, 2019
  - Committee of the Whole: December 11, 2019
- Date of Approval from Council:

**8. Monitoring and Contravention**

The Sponsorship Committee co-chairs and/or designate(s) shall monitor the application of this policy.

Any contravention of the policy may be brought to the attention of the appropriate DCM(s), the Sponsorship Committee and/or co-chairs, the 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.

## **9. Review Date**

Initial Review: three years, Subsequent Reviews: five years

**DRAFT – For Discussion Only**  
**Revised in accordance with recommendations at the**  
**December 11, 2019 Committee of the Whole Meeting**

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

<b>Procedure Title:</b> Sponsorship Procedures	
<b>Authorizing Policy:</b> Sponsorship Policy	
<b>Procedure #:</b> 09-17-01-01 (not yet assigned)	
<b>Last Revision Date:</b> N/A	<b>Procedure Sponsor:</b> Deputy City Manager, Community Services

**Note:** This document incorporates both the policy and the procedures.

**1. Procedure Statement**

The purpose of the policy and procedures is to create a Sponsorship framework that allows the City of St. John's to:

- a) maintain and/or enhance City programs, events, or services with revenue received from Sponsorship, without additional cost to taxpayers;
- b) provide clear direction to Employees who have Sponsorship responsibilities;
- c) assess opportunities for requests for the City to enter into Sponsorship agreements;
- d) ensure fairness, transparency, and accountability; and
- e) ensure that activities and agreements covered by the policy do not negatively affect the City's image, nor are contrary to its interests.

This document provides direction to Employees who have Sponsorship responsibilities, particularly related to the evaluation of proposals for Sponsorship and the development of Sponsorship agreements.

## 2. Definitions

**“Authorized Employee”** means an Employee that has been authorized to participate in the solicitation, negotiation, and/or administration of individual Sponsorships by the Sponsorship Committee.

**“City Asset”** means an item, object, thing, or real estate property owned by the City and includes, but is not limited to, City-owned buildings, parks and open spaces, vehicles, equipment, structures, or part thereof, events, services, programs, activities, and intellectual property.

**“Committee Administrator”** means the Employee appointed by the Sponsorship co-chairs with administrative and/or coordination responsibilities for the Sponsorship Committee.

**“Donation”** means a cash or In-kind contribution (goods or services) for which no reciprocal commercial benefits are given or expected. May also be referred to as a ‘gift’.

**“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.

**“In-kind”** means a Sponsorship received in the form of goods and/or services, rather than cash.

**“Naming Rights”** means a type of Sponsorship in which a sponsor receives the exclusive right to name (or rename) a City Asset under specific terms outlined in an agreement.

**“Request for Sponsorship Proposal”** means an open process where parties may express their interest in participating in Sponsorship opportunities.

**“Sponsorship”** means a contractual arrangement between the City and a sponsor where one party contributes cash and/or In-kind goods or services to the other party in return for commercial marketing potential.

**“Sponsorship Committee”** means an Employee committee to oversee policy implementation, co-chaired by the Deputy City Manager, Community Services and City Clerk, who may appoint members of the Committee and designates to act on the co-chairs’ behalf.

### **3. Requirements**

#### **3.1 General Principles**

The City may seek Sponsorship opportunities with external parties that align with the City’s vision and values.

Any Sponsorship:

- a) shall be compatible with the nature of the sponsored program, event, or City Asset and compatible with the target audience, both as determined by the City in its sole discretion;
- b) shall take into consideration City staffing and financial capacity implications, including any potential long-term impacts;
- c) shall not compromise the City’s ability to carry out its functions fully and impartially;
- d) shall not cause an Employee or Member of Council to receive any benefit, product, service, or money for personal gain or use;
- e) shall not relinquish to any sponsor the City’s right to manage and control a City Asset, unless authorized by the City.
- f) shall not detract from the character, integrity, aesthetic quality, or safety of a City Asset, or interfere with its enjoyment or use;
- g) shall not interfere with the terms and conditions of existing City Sponsorship agreements; and
- h) shall comply with the [Canadian Code of Advertising Standards](#), where applicable, as determined by the City.

#### **3.2 Eligibility and Restrictions**

The City shall not enter into any type of Sponsorship agreement with external parties:

- a) that discriminate based on any prohibited grounds as defined by the Human Rights Act, 2010;

- b) that advertise tobacco/cannabis products or promote tobacco/cannabis use;
- c) that advertise or promote the use of illegal substances or weapons;
- d) that promote religious or political messaging;
- e) with whom the City is in litigation, which in the opinion of the City, would materially affect entering into an agreement;
- f) that, in the City's sole opinion, does not align with the City's vision and/or values as expressed in its Strategic Plan and/or would reflect negatively on the City.

### **3.2.1 City Discretion**

The City reserves the right to:

- a) reject any unsolicited Sponsorships that have been offered to the City and to reject any Sponsorships that may have been solicited by the City;
- b) terminate an existing Sponsorship agreement should conditions arise that make it no longer in the interest of the City to continue the agreement; and/or
- c) refuse any proposal, including, but not limited to, those submitted by third parties whose activities, products, and/or services are perceived, at the sole discretion of the City, to be incompatible with the City's goals, values, or strategic plan.

### **3.3 Sponsorship Administration**

- a) The Deputy City Manager (DCM) of Community Services (or designate) and City Clerk (or designate) shall serve as co-chairs of the Sponsorship Committee.
- b) A Member of Council may be a member of the Committee.
- c) The co-chairs may appoint Employees as members of the Committee, including a Committee Administrator.
- d) Employees shall not participate in the solicitation, negotiation, and/or administration of individual Sponsorships unless authorized by the Committee.
- e) Authorized Employees shall notify the Committee Administrator of a potential Sponsorship opportunity as soon as they become aware of it and shall ensure they receive approval from the Committee before any negotiations occur.



- f) For Sponsorship offers that exceed an Authorized Employee's financial approval limits, as detailed below, the Committee Administrator shall refer the offers to the co-chairs and/or designate(s):
  - i. Managers: \$10,000 or less.
  - ii. Directors: \$20,000 or less.
  - iii. DCMs: \$60,000 or less.
  - iv. City Manager: \$100,000 or less.
- g) During the development of each Request for Sponsorship Proposals or review of unsolicited proposals, the Sponsorship Committee will determine the appropriate evaluation criteria for the specific Sponsorship opportunity.
- h) Proposals for City Sponsorship shall be evaluated by the Sponsorship Committee in accordance with the criteria detailed in Section 3.5.3.

### **3.4 Request for Sponsorship Proposals Process**

- a) A Request for Sponsorship Proposals process shall be used when the City solicits Sponsorship involving a value greater than \$10,000 for the term of the agreement.
- b) Potential sponsors shall bear all costs associated with the preparation and submission of any Sponsorship proposal, and the City shall, in no case, be responsible or liable for those costs.
- c) All proposals received become the property of the City.
- d) For unsolicited Sponsorship offers received from third parties, a Request for Sponsorship Proposals shall not be mandatory.
- e) For Requests for Sponsorship Proposals that do not receive any responses, upon approval by the co-chairs, potential sponsors may be solicited by the City on an individual basis. The solicitation shall be in writing. The City shall not have any discussions with any external party related to Sponsorship without the approval of the co-chairs.

### **3.5 City Sponsorship for Events**

- a) The City may consider providing funding or in-kind contributions to organizations for events within the City of St. John's that have budgets greater than \$100,000, as detailed below.
- b) The City shall not provide to an individual, organization, project, and/or event any Donations or Sponsorship (including in-kind contributions), other than in accordance with Section 3.5(a).

- c) Any Sponsorships considered in (a) above shall:
  - i. be from an organization that is a registered not-for-profit corporation or for-profit entity in good standing with the Provincial Registry of Companies or federally registered under the Corporations Act;
  - ii. provide an element of the event open to the general public;
  - iii. exclude conferences, conventions, and/or trade/consumer shows; and
  - iv. have funding support from other levels of government and/or private funding sources.
- d) In addition to the exclusions listed in Section 3.2, and with the exception of potential Sponsorship noted in (a) above, the City shall not enter into Sponsorship agreements where an individual, organization, project, and/or event is seeking Sponsorship or Donations (including in-kind contributions) from the City.

### **3.5.1 Event Budgets Between \$100,000 and \$500,000**

For events that have a minimum budget between \$100,000 and \$500,000, the City may consider providing Sponsorship for events that:

- a) have been in existence for at least one year;
- b) have completed an economic impact analysis model/tool (as approved by the Sponsorship Committee) as part of their Sponsorship proposal; and
- c) have included all required information in their Sponsorship proposal as directed by the Sponsorship Committee.

### **3.5.2 Event Budgets Over \$500,000**

For events that have a minimum budget of \$500,000, the City may consider providing Sponsorship for events that:

- a) are regional, national, or international in scope;
- b) do not typically recur annually in the same location;
- c) are awarded to a host destination through a competitive bidding process, or have submitted an event Sponsorship proposal (including all required information as directed by the Sponsorship Committee) to the City by April 1 of the year preceding the event, or within the timeframe approved by the City; and
- d) have completed an economic impact analysis model/tool (as approved by the Sponsorship Committee) as part of their Sponsorship proposal; and

- e) have included all required information in their Sponsorship proposal as directed by the Sponsorship Committee.

Final approval shall be conditional upon the event receiving funding or having a commitment to receive funding from other levels of government and/or private funding sources.

### **3.5.3 Evaluation Criteria for City Sponsorship of Organizational Events**

Evaluation criteria shall include:

- a) the type of event (i.e., regional/Atlantic, national, or international);
- b) degree of economic impact as detailed by a City-approved economic impact analysis model/tool;
- c) event media profile (e.g., web, radio, television, print, and/or social media);
- d) seasonal priority (e.g., off-season, shoulder season);
- e) other qualitative factors, including, but not limited to:
  - i. leverage opportunities and capacity to deliver long-term benefits to the City;
  - ii. organization's capacity for administering the project and demonstrated ability to achieve timeframes and budgets outlined;
  - iii. community support;
  - iv. financial stewardship as demonstrated through financial statements and proposed event budget; and/or
  - v. use of City facilities and/or City Assets.

### **3.5.4 Review Process**

- a) Upon receipt of a proposal for City Sponsorship, the Sponsorship co-chairs or designate(s) shall distribute the proposal to all Sponsorship Committee members.
- b) Sponsorship Committee members shall review the proposals and shall develop a consensus-based scoring of the evaluation criteria.
- c) Based on this review, the Sponsorship Committee shall submit their recommendation for approval to the appropriate authority (e.g., DCM, City Manager, Council).

## **3.6 Sponsorship Agreements**

All Sponsorship agreements:

- a) that are over \$100,000 shall require final approval from Council;

- b) shall be in writing and shall be executed as required by the City;
- c) shall have a fixed term; and
- d) shall not result in any competitive advantage, benefit, or preferential treatment for the external party outside of the agreement.

The determination of the value of any agreement shall be the aggregate of all monies and value of goods and/or services that might be given over the term of the agreement.

### **3.6.1 Required Agreement Information**

All Sponsorship agreements shall include:

- a) the details of the exchange of benefits, including both what the City will receive from the sponsor/external party, and what benefits are to be provided to the sponsor/external party;
- b) the obligations of both the sponsor/external party and the City;
- c) the term of the agreement;
- d) any payment amounts and schedule of payments;
- e) a cancellation provision, including conditions for cancellation and any remedies available to both parties upon cancellation;
- f) a statement acknowledging that the agreement may be subject to provisions of the Access to Information and Protection of Privacy Act, 2015;
- g) a statement that all parties are aware of, and agree to comply with, the provisions of the Sponsorship Policy and any relevant associated procedures; and
- h) any other conditions that have to be met.

A copy of the signed Sponsorship agreement shall be sent to the appropriate DCM for information.

## **3.7 Agreement Amendments**

- a) Authorized Employees shall notify the Committee Administrator of a potential agreement amendment as soon as they become aware of it and shall ensure they receive approval from the Sponsorship Committee before any negotiations occur.
- b) An Authorized Employee may negotiate amendments to Agreements and resulting additional payments provided that the total value of (i) the original Agreement, (ii) any previous amendments, and (iii) the value of

the additional proposed amendment, are within their respective financial authority as noted in Section 3.3(e).

### **3.7.1 Authorization by Council Required**

Council authority to amend an agreement and the resulting additional payments shall be required where:

- a) the original award was approved by Council;
- b) the City Manager or DCM of Community Services deems it in the City's best interest that Council approve the amendment of the agreement.

### **3.7.2 Agreement Renewal Options**

Where an agreement contains an option for renewal, such option may be exercised, provided that the following apply:

- a) the sponsor/external party has complied with the agreement's terms and conditions, in the sole opinion of the Sponsorship co-chairs and/or their designate(s); and
- b) the Sponsorship co-chairs and/or their designate(s) agree that the exercise of the option is in the best interest of the City.

An Authorized Employee may negotiate an agreement renewal up to the value of their maximum negotiation authority noted in Section 3.3(e).

## **4. Application**

The policy and procedures apply to the following, unless specifically excluded in Section 4.1:

- a) all relationships that involve Sponsorship rights between the City (including any designated third parties acting on the City's behalf) and external parties;
- b) all Employees and/or agents involved in or responsible for Sponsorship; and
- c) City Assets designated by Council as being included in the policy; and
- d) all Sponsorship agreements.

## **4.1 Exclusions**

The policy and procedures do not apply to:

- a) City assets that are excluded by a contract or agreement with a Third Party;
- b) advertising that is not part of a Sponsorship agreement;
- c) philanthropic contributions, gifts, or Donations to the City;
- d) any grants, subsidies, or contributions provided by the City under the authority of other City policies or programs;
- e) community engagement/support that aligns with the services of the St. John's Regional Fire Department;
- f) any financial contributions (including, but not limited to, grants or program funding) received from other levels of government;
- g) street names; or
- h) Sponsorship agreements that pre-date this policy.

## **5. Responsibilities**

### **5.1 City Council** is responsible for:

- a) approving the identification of City Assets for Sponsorship opportunities;
- b) approving recommendations for City Sponsorship for organizational events with budgets greater than \$100,000; and
- c) approving any agreement that:
  - i. relates to Naming Rights or renaming of a City building; and/or
  - ii. Is valued for an amount over \$100,000.
- d) approving Sponsorship agreement amendments, where applicable.

### **5.2 The DCM, Community Services and City Clerk (as Sponsorship Committee co-chairs)** are responsible for:

- a) managing the overall implementation of the policy and procedure;
- b) at their discretion, appointing designates to act on their behalf; and
- c) appointing members of the Sponsorship Committee.

### **5.3 Sponsorship Committee Members** are responsible for:

- a) reviewing Sponsorship requests and providing recommendations for approval.

### **5.4 DCMs and the City Manager** are responsible for:

- a) ensuring that all City Assets (including programs, events, activities, etc.) in their departments are reviewed for their Sponsorship potential;
- b) supporting Sponsorship activities as required and ensuring that their Employees abide by the provisions of the policy and procedures; and
- c) reviewing and approving recommendations for Sponsorship within their approval authorities.

## **6. References**

- [Canadian Code of Advertising Standards](#)
- 09-17-01 - Sponsorship Policy

## **7. Approval**

- Policy and Procedure Sponsor: DCM, Community Services
- Policy and Procedure Writer: Policy Analyst
- Procedure Date of Approval from
  - Corporate Policy Committee: October 15, 2019
  - Senior Executive Committee: December 6, 2019

## **8. Monitoring and Contravention**

The Sponsorship Committee co-chairs or designate(s) shall monitor the application of the policy and procedures.

Any contravention of the policy or procedures may be brought to the attention of the appropriate DCM(s), the Sponsorship Committee and/or co-chairs, the Department of Human Resources, Office of the City Solicitor,

and/or the City Manager for further investigation and potential follow up disciplinary or legal action.

## **9. Review Date**

Policy Initial Review: Three years

Procedures Initial Review: One year, then with the policy after the third year.

Subsequent Reviews (both): Five years

DRAFT



# DECISION/DIRECTION NOTE

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**Title:** Fraud Policy

**Date Prepared:** December 4, 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 a Fraud Policy.

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

As a result of recommendations from the City Internal Auditor and City's External Auditor, the City committed to developing a comprehensive Fraud Policy (2019), including an anonymous fraud hotline (2020).

This policy incorporates best practices and provides consistent processes for reporting and investigating any suspected act of fraud. It will also ensure the confidentiality of individuals reporting fraud or involved in fraud investigations to the fullest extent possible and will allow anonymous reporting. In addition, the policy includes protections from reprisals for employees who report any suspected fraud in good faith.

Employees who reasonably believe that fraud has occurred will have a duty to notify their manager, senior management, the Office of the City Auditor and/or the fraud hotline (once operational). Other individuals may report suspected acts of fraud via the fraud hotline or directly to the Office of the Internal Auditor. The hotline is expected to be operational in late 2020.

## **Key Considerations/Implications:**

1. **Budget/Financial Implications:** There are not expected to be any net financial changes as a result of the policy.
2. **Partners or Other Stakeholders:** There may be certain circumstances where fraud investigations are referred to third parties and/or law enforcement.
3. **Alignment with Strategic Directions/Adopted Plans:** This policy aligns with the "Sustainable City" strategic direction and is included as an initiative in the related goal (Goal S1 – Be financially responsible and accountable).



4. Legal or Policy Implications: Fraud investigations may be referred to law enforcement. The Office of the City Solicitor has reviewed and approved the policy.
5. Privacy Implications: Any personal information will be managed in accordance with the City's Privacy Management Policy.
6. Engagement and Communications Considerations: The Office of the City Internal Auditor is working with the Marketing and Office Services Division regarding communications activities for staff and the general public.
7. Human Resource Implications: The policy will be implemented with existing human resources.
8. Procurement Implications: There may be potential procurement implications in the implementation of the hotline.
9. Information Technology Implications: There may be potential IT implications in the implementation of the hotline.
10. Other Implications: Not applicable.

**Recommendation:** It is recommended that the Council approve the Fraud Policy.

**Prepared by/Date:** Trina Caines, Policy Analyst / December 4, 2019

**Reviewed by/Date:** Derek Coffey, DCM, Finance and Administration / December 4, 2019

**Approved by/Date:** Kevin Breen, City Manager; Elaine Henley, City Clerk, CPC Co-Chair; Roshni Antony, Manager - HR Advisory Services, CPC Co-Chair / December 4, 2019

**Attachments:**

Fraud Policy (draft)

**DRAFT – For Discussion Only**

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

<b>Policy Title:</b> Fraud Policy	<b>Policy #:</b> 01-01-09 (to be assigned)
<b>Last Revision Date:</b> N/A	<b>Policy Section:</b> Organization> Administration
<b>Policy Sponsor:</b> City Manager	

**1. Policy Statement**

The purpose of this Policy is to:

- (i) safeguard the assets, funds, and information of the City of St. John’s from fraudulent activity;
- (ii) ensure consistent processes are in place for the detection, reporting, and investigation of any act or suspected act of Fraud;
- (iii) support the City in preventing future Fraud;
- (iv) protect from Reprisal, to the fullest extent possible, Employees who in good faith report suspected Fraud; and
- (v) pursue every reasonable effort to recover any losses resulting from fraudulent activity.

**2. Definitions**

**“Allegation”** means any verbal or written allegation received by the Office of the City Internal Auditor related to suspected Fraud.

**“Complainant”** means any person making an Allegation.

**“Contractor”** means an individual or company hired to work on behalf of the City of St. John’s for a term of service and who is not considered to be an Employee.

**“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.

**“External Investigator”** means an independent, qualified, third party hired to investigate an Allegation.

**“Fraud”** means an act by a person who, by deceit, falsehood, or other fraudulent means defrauds the City of any property, money, valuable security, or any service, including, but not limited to:

- a) falsification or improper alteration of records or documents;
- b) unauthorized and/or inappropriate use of City resources;
- c) any person who is in a conflict of interest and intentionally fails to declare;
- d) theft, misappropriation, or other fraudulent use of City funds or property;
- e) any type of collusion with vendors;
- f) intention to deceive by the suppression of truth or the suggestion of what is false;
- g) misrepresentation of information; and
- h) any similar or related activity.

**“Fraud Hotline”** means the reporting system through which any person may anonymously report instances of Fraud by Employees or others.

**“Reprisal”** means any measure taken or threatened against a person as a result of making or being suspected of making an Allegation or participating in or being suspected of participating in an investigation.

**“Respondent”** means a person who is the subject of an Allegation.

**“Senior Management”** means City Manager, City Clerk, City Solicitor, City Internal Auditor, all Deputy City Managers, and all Directors.

### **3. Policy Requirements**

#### **3.1 Fraud Reporting**

- a) Any Employee who reasonably believes that Fraud has occurred has a duty to notify their manager, Senior Management, the Office of the City Internal Auditor, and/or the Fraud Hotline. Employees who report suspected Fraud in good faith shall be protected from Reprisal.

- b) Any other person who is aware that suspected Fraud may have occurred may make an Allegation via the Fraud Hotline or directly to the Office of the City Internal Auditor.
- c) Any person may report suspected Fraud anonymously.
- d) Any person suspected of fraudulent activity shall not be confronted prior to the commencement of any investigation, unless the Allegations received are considered to be urgent (e.g., threat of violence, physical harm, or business interruption).

### **3.2 Confidentiality**

- a) The identity of persons involved in an investigation, including the identity of a person alleging Fraud and the identity of a person alleged to have committed Fraud, shall be protected to the fullest extent possible.
- b) The Office of the City Internal Auditor, Members of Council, and/or Employees aware of or participating in a Fraud investigation shall treat all information received confidentially. Investigation information shall not be disclosed or discussed with anyone other than those who have a legitimate need to know and such disclosures shall be restricted to what must be disclosed to ensure a thorough, effective, and complete investigation or as otherwise required by law.

### **3.3 Fraud Investigation**

- a) All Allegations received shall be appropriately investigated if there are reasonable grounds to believe Fraud has occurred.
- b) Allegations shall not be investigated if the City Internal Auditor, using their discretion, is of the opinion that:
  - i. the Allegation does not provide adequate particulars about the Fraud to properly conduct an investigation;
  - ii. so much time has elapsed between the date when the subject matter of the Allegation arose and the date when the Allegation was made that investigating it would not serve a useful purpose; and/or
  - iii. there is another valid reason for not investigating the disclosure.
- c) Where, in the opinion of the City Internal Auditor, the Allegation has no reasonable prospect of being substantiated, the City Internal Auditor may dismiss the Allegation. For formal, written Allegations by an

identified Complainant, the Complainant shall be provided with notice of the dismissal.

- d) On receipt of an Allegation of Fraud, the City Internal Auditor shall take immediate action to prevent the theft, alteration, or destruction of relevant evidence, including any records. The evidence shall be adequately secured by management Employees when requested by the City Internal Auditor.
- e) The City Internal Auditor shall advise the appropriate managers and/or departments of the investigation, including, but not limited to the Manager, Corporate Risk and Recovery.
- f) The City Internal Auditor shall coordinate the investigation with the Department of Human Resources and/or the Office of the City Solicitor where an Allegation involves an Employee.
- g) The City Internal Auditor may delegate responsibility for the investigation of suspected Fraud to appropriate departmental management depending on the nature and scope of the suspected Fraud. For delegated investigations, departmental management shall periodically report on the status of any ongoing investigation of alleged wrongdoing to the City Internal Auditor and shall report the outcome of the investigation to the City Internal Auditor.
- h) If the Allegation is being made against the City Internal Auditor or a member of the City Internal Auditor's office, the Allegation may be filed with the Director of Human Resources.
- i) The Respondent shall be provided an opportunity to respond to an Allegation as part of the investigation.
- j) The Office of the City Internal Auditor shall conduct investigations in accordance with best practices.
- k) The Office of the City Internal Auditor may make recommendations to the City Manager in order to minimize future Fraud risk.
- l) Decisions to prosecute or refer investigation results to the Royal Newfoundland Constabulary or other regulatory agencies for independent investigation shall be made via a consultative process among the City Internal Auditor, City Manager, City Solicitor, and the Director of Human Resources.

### **3.4 Reprisal Protection**

- a) No person shall take a Reprisal against an Employee because the Employee:

- i. has sought information or advice about making a disclosure about Fraud;
  - ii. has made a disclosure about Fraud in good faith;
  - iii. has acted in compliance with the Fraud policy;
  - iv. has initiated or co-operated in an investigation or other process related to a Fraud-related Allegation;
  - v. has appeared as a witness, given evidence, or participated in any proceeding relating to a Fraud-related Allegation, or is required to do so;
  - vi. has alleged or reported a Reprisal; or
  - vii. is suspected of any of the above actions.
- b) Examples of Reprisal may include, but are not limited to:
- i. disciplinary measures;
  - ii. demotion of the Employee;
  - iii. suspension of the Employee;
  - iv. termination of the Employee;
  - v. intimidation or harassment of the Employee;
  - vi. any punitive measure that adversely affects the employment or working conditions of the Employee; and/or
  - vii. directing or counselling someone to commit a Reprisal.
- c) An Employee who believes that they are the subject of a Reprisal following an Allegation may notify the Office of the City Internal Auditor.
- d) Where a manager is informed or becomes aware of possible Reprisals against an Employee as a result of an Allegation under this policy, the manager shall inform the Office of the City Internal Auditor.
- e) The Office of the City Internal Auditor shall investigate any instances of Reprisal reported to them.
- f) The City shall protect and support Employees who report in good faith any suspected Fraud. The City Manager, in consultation with the Director of Human Resources and the City Solicitor, shall determine and take appropriate action to stop, reverse, or remedy a Reprisal against an Employee.

### **3.5 Special Investigations**

For any Allegation made against a Member of Council or Senior Management regarding Fraud, breaching confidentiality, or committing a Reprisal, the City Internal Auditor, in consultation with the City Solicitor,

shall conduct the initial review. Where in their opinion, or their designate(s), the Allegation has no reasonable prospect of being substantiated, they may dismiss the Allegation and provide notice of the dismissal to the Complainant. Otherwise, they shall engage an External Investigator to investigate.

### **3.6 Office of the City Internal Auditor's Access to Information**

Within the scope of an investigation, the Office of the City Internal Auditor shall have:

- a) free and unrestricted access to all City records, Employees, and premises whether owned or rented; and
- b) the authority to examine, copy, or remove all or any portion of the contents of electronic or hard copy files, desks, cabinets, and other City property without prior knowledge or consent of any person who might use or have custody of any such items.

## **4. Application**

This policy applies to (i) all Members of Council; (ii) all City Employees and volunteers, and (iii) all Contractors, sub-contractors, agents, intermediaries, suppliers, agencies, and commissions over which Council has the authority to require City policies be followed.

## **5. Responsibilities**

**5.1 The Office of the City Internal Auditor** is responsible for:

- a) implementing this policy;
- b) ensuring standard operating procedures are established for investigating, monitoring, and resolving all Allegations received;
- c) operating the Fraud Hotline;
- d) reviewing and investigating Allegations of Fraud, as well as any Allegations of related Reprisals;
- e) securing any evidence related to an Allegation;



- f) upon conclusion of a Fraud investigation, providing recommendations to the City Manager to address any underlying causes and to correct any internal control deficiencies;
- g) referring Allegations that do not constitute Fraud to the appropriate authorities for appropriate action;
- h) monitoring and reviewing policy compliance; and
- i) reporting annually to the Audit Standing Committee information related to Fraud Allegations and investigations conducted during the year, as deemed appropriate.

**5.2 All Members of Council and all Employees** are responsible for:

- a) complying with this policy;
- b) cooperating with the Office of the City Internal Auditor or designates; the City Manager or designates; other involved Divisions; and/or law enforcement or regulatory agencies during the course of an investigation;
- c) refraining from discussing matters related to Fraud with anyone other than their manager/Senior Management and/or persons assigned to investigate the matter; and
- d) completing any training related to this policy as directed by the Office of the City Internal Auditor.

**5.3 All managers who supervise staff** are responsible for, in addition to the duties in Section 5.2:

- a) reporting any suspected Fraud reported to them by their Employees to the Office of the City Internal Auditor;
- b) establishing and maintaining a system of internal controls to detect and prevent Fraud;
- c) securing any evidence related to an Allegation, as directed by the City Internal Auditor;
- d) being familiar with the types of Fraud that might occur within their area of responsibility and be alert for any indicators of such conduct;
- e) reviewing any recommendations made by the Office of the City Internal Auditor and ensuring risks are sufficiently mitigated;
- f) ensuring that Employees under their supervision are protected from Reprisals resulting from any aspect of the Fraud policy;

- g) ensuring that Employees under their supervision complete all training related to this policy, as directed by the Office of the City Internal Auditor;
- h) supporting the Office of the City Internal Auditor, any other City divisions, and/or any law enforcement or regulatory agencies in the detection, disclosure, and investigation of Fraud.

**5.4 All Senior Management are** responsible for, in addition to the duties in sections 5.2 and 5.3:

- a) ensuring this policy is communicated to all Employees in their respective departments/divisions.

## **6. Approval**

- Policy Sponsor: City Manager
- Policy Writer: Policy Analyst
- Date of Approval from
  - Corporate Policy Committee: October 31, 2019
  - Senior Executive Committee:
  - Committee of the Whole:
- Date of Approval from Council:

## **7. Monitoring and Contravention**

The Office of the City Internal Auditor shall monitor the application of this policy.

Any contravention of this policy shall be reported to the Office of the City Internal Auditor, Department of Human Resources, the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action, which may include, but is not limited to legal action and discipline, up to and including dismissal. This includes, but is not limited to, any substantiated:

- a) Fraud;
- b) Reprisal;
- c) false and/or bad faith Allegations;

- d) false and/or bad faith statements during an investigation; and/or
- e) breach of confidentiality related to the policy.

## **8. Review Date**

Initial Review: 3 years, Subsequent Reviews: 5 years

DRAFT

# DECISION/DIRECTION NOTE

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**Title:** Respectful Workplace Policy

**Date Prepared:** December 4, 2019

**Report To:** Committee of the Whole

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

**Ward:** N/A

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**Decision/Direction Required:** Approval of a Respectful Workplace Policy.

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

Informed by the findings of the Quality of Work Life Survey, the Senior Executive Committee and Council directed the development of a Respectful Workplace Policy to confirm the City's commitment to creating and maintaining a healthy, safe, inclusive, and respectful workplace.

This policy incorporates best practices and provides guidance and expectations for respectful behavior. It discusses types of disrespectful behavior (including harassment, discrimination, sexual harassment, sexual solicitation, and violence) and responsibilities for supporting a respectful workplace.

In addition to applying to internal stakeholders, the policy will also apply to situations where employees are threatened with and/or subjected to harassment, discrimination, or violence in the workplace from external individuals, such as members of the public and suppliers.

## **Key Considerations/Implications:**

1. **Budget/Financial Implications:** There are not expected to be any net financial changes as a result of the policy.
2. **Partners or Other Stakeholders:** Other internal departments such as Legal Department and Inclusion Services Division, Department of Community Services
3. **Alignment with Strategic Directions/Adopted Plans:** This policy aligns with the "An Effective City" strategic direction and is included as an initiative in the related goal (E1 - Work with our employees to improve organizational performance through effective processes and policies).

4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy. References to the revised Occupational Health and Safety Regulations have been made as these changes will be effective on January 1, 2020.
5. Privacy Implications: Any personal information will be managed in accordance with the City's Privacy Management Policy.
6. Engagement and Communications Considerations: The Division of Human Resources is working with the Marketing and Office Services Division regarding a communications plan.
7. Human Resource Implications: Human Resources Division will conduct investigation and provide conflict coaching and mediation services unless an external resource is deemed more appropriate for a particular situation. No additional human resources are anticipated at this time.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: No applicable.
10. Other Implications: Not applicable.

**Recommendation:** It is recommended that the Council approve the Respectful Workplace Policy

**Prepared by/Date:** Tammy Sheppard, HR Advisor / December 4, 2019

**Reviewed by/Date:** Sarah Hayward, Director, Human Resources / December 4, 2019

**Approved by/Date:** Kevin Breen, City Manager /December 4, 2019

**Attachments:**

Respectful Workplace Policy (draft)

**DRAFT – For Discussion Only**  
**Revised in accordance with recommendations at the**  
**December 11, 2019 Committee of the Whole Meeting**

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

<b>Policy Title:</b> Respectful Workplace Policy	<b>Policy #:</b> 03-05-19 (To be assigned)
<b>Last Revision Date:</b> N/A	<b>Policy Section:</b> Human Resources > Employee Conduct
<b>Policy Sponsor:</b> Director, Human Resources	

**1. Policy Statement**

The purpose of this policy is to confirm the City's commitment to creating and maintaining a healthy, safe, inclusive, and Respectful Workplace. "Be Respectful" and "Create a Positive Environment" are two of the City's core values. The City recognizes its responsibility to build and maintain a Respectful Workplace where everyone has the right to be treated with dignity and respect, and Employees and Members can complete their duties without fear of Bullying, Discrimination, Harassment, or Violence.

**2. Definitions**

**"Abuse of Authority"** means an individual using the authority or power related to their position with the intention of negatively affecting an Employee or Member by potentially compromising an Employee's or Member's job performance, career, or wellbeing.

**"Affiliated Entity"** means any organization, group, foundation, club, or corporation that is affiliated wholly or partially with the City, including but not limited to St. John's Sports and Entertainment Limited, Newfoundland and Labrador Coastal Railway Museum, The V.P. Foundation Inc., or St. John's Transportation Commission.

**“Allegation”** means any informal, verbal or written claim received by the appropriate investigative authority in any matter whatsoever.

**“Bullying”** means a form of Harassment that involves the deliberate, persistent attempt to intimidate, demean, torment, control, isolate, or harm another person physically or mentally.

**“Complaint”** means a signed written document alleging that a person has engaged in conduct that is contrary to the provisions of this policy.

**“Discrimination”** shall have the same meaning as defined by Section 2(d) of the Human Rights Act, 2010, that is, “‘Discrimination’ includes the conduct described in subsections 11 (1) and (2) and 12 (1), section 13, subsections 14 (1), (4) and (5) and 16 (1), sections 17 and 18, subsection 19 (1) and section 20 (of the Human Rights Act, 2010)”.

**“Disrespectful Behaviour”** means any action, conduct, or comment that can reasonably be expected to cause humiliation, offense, or other physical or psychological injury, including, but not limited to, Harassment, Discrimination, Sexual Harassment, Sexual Solicitation, and Violence.

**“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.”

**“Family Violence”** means one or more of the following acts or omissions committed against an Employee/Member or their family member by another family member:

- a) an assault that consists of the intentional application of force that causes the Employee/Member to fear for their safety but does not include an act committed in self-defence;
- b) an intentional, reckless or threatened act or omission that causes bodily harm or damage to property;
- c) an intentional, reckless or threatened act or omission that causes a reasonable fear of bodily harm or damage to property;
- d) forcible physical confinement without lawful authority;
- e) sexual assault, sexual exploitation or sexual molestation, or the threat of sexual assault, sexual exploitation or sexual molestation;

- f) conduct that causes the Employee/Member to reasonably fear for their safety, including following, contacting, communicating with, observing or recording a person;
- g) conduct that causes psychological or emotional harm or a reasonable fear of that harm, including a pattern of behaviour the purpose of which is to undermine the psychological or emotional well-being of the Employee/Member or their family member;
- h) conduct that controls, exploits, or limits the applicant's access to financial resources for the purpose of ensuring the applicant's financial dependency; and
- i) the deprivation of food, clothing, medical attention, shelter, transportation, or other necessities of life."

**"Harassment"** shall have the same meaning as "workplace harassment" as defined by Section 22(2) of the Occupational Health and Safety Regulations, 2012, under the Occupational Health and Safety Act, that is "inappropriate vexatious conduct or comment by a person to a worker that the person knew or ought to have known would cause the worker to be humiliated, offended or intimidated."

**"Inclusion"** means a process of ensuring that all people, regardless of differences, are welcome, belong, and are meaningfully engaged in the Workplace/community.

**"Member"** means a member of Council as defined in Section 5 of the City of St. John's Act.

**"Poisoned Work Environment"** means inappropriate comments or conduct which may not be directed specifically at an individual, but which nonetheless create a degrading, offensive, or uncomfortable work environment.

**"Reprisal"** means any measure taken or threatened against a person as a result of making or being suspected of making an Allegation or Complaint, or participating in or being suspected of participating in an investigation.

**"Respectful Workplace"** means a Workplace that values diversity and Inclusion; safety; dignity of a person; courteous conduct; mutual respect; fairness and equality; and collaborative working relationships.



**“Sexual Harassment”** means Harassment that involves any unsolicited material, comments, gestures, or physical contact of a sexual nature that the individual knows or ought reasonably to know to be unwelcome, objectionable, or offensive. Sexual Harassment includes Sexual Solicitation and may involve favours or promises of favours with the threat of Reprisal for refusing.

**“Sexual Solicitation”** shall have the same meaning as defined by Section 18 of the Human Rights Act, 2010, that is,

“(1) A person in a position of power shall not make a sexual advance to a Person upon whom then may confer benefit or advancement.

(2) A person in a position of power shall not deny benefit or advancement to another for the rejection of a sexual advance.”

**“Union/Association”** means CUPE Local 1289, CUPE Local 569, NAPE Local 7808, and/or IAFF Local 1075.

**“Vexatious”** means being a source of irritation or annoyance.

**“Violence”** shall have the same meaning as “violence” in Section 22(2) of the Occupational Health and Safety Regulations, 2012, under the Occupational Health and Safety Act, that is “the attempted or actual exercise of physical force to cause injury to a worker and includes threatening statements or behaviour which gives a worker reason to believe that he or she is at risk of injury.”

**“Volunteer”** means any individual that provides service on a volunteer basis for the City or Affiliated Entity.

**“Workplace”** means any location where a City Employee, Member, or person is carrying out occupational duties or is in receipt of City Services, including those locations and activities that are not on City premises. This may include a social function; training and conferences; during travel; at restaurants, hotels, or meeting facilities being used for business purposes; and during telephone, email, or other communications, including use of social networking sites (e.g., Facebook, Twitter, LinkedIn).

### **3. Policy Requirements**

The City is committed to working in collaboration with its Employees, Unions/Associations, Members, and Affiliated Entities to provide a Respectful Workplace by:

- a) promoting and maintaining a common understanding of the expectations and behaviours considered appropriate and inappropriate in the Workplace and in the delivery of or access to City services;
- b) taking action to prevent and address inappropriate behaviour in the Workplace;
- c) ensuring no disciplinary action is taken against a person for making an Allegation or Complaint in good faith;
- d) ensuring all Employees, Members, and persons are held accountable for violations of this policy to the extent possible;
- e) recognizing that conflicts or disagreements may occur and these issues can be resolved in a respectful manner that contributes to a healthy and productive Workplace;
- f) committing to responding in a timely manner to Allegations and Complaints made in relation to this Policy and to resolve issues diligently, openly, honestly, and with appropriate consideration for privacy and confidentiality; and
- g) ensuring programs, policies, systems, facilities, and services are designed and administered to foster the full Inclusion of diverse individuals and groups in accordance with the provisions of all applicable legislation.

#### **3.1 Respectful / Appropriate Workplace Behaviours**

Employees, Members, and persons are expected to conduct themselves in an appropriate manner and shall not engage in Disrespectful Behaviour in the Workplace. Appropriate behaviours support and create a Respectful Workplace and are consistent with meeting business objectives. Appropriate behaviours include, but are not limited to:

- a) being polite, courteous, fair, and respectful of others, and acting with integrity;
- b) engaging in open and respectful communication;
- c) respecting perspectives and opinions of others; and/or
- d) recognizing and valuing the diversity among City Employees, Members, and persons and fostering inclusiveness in the Workplace.

### **3.2 Inclusive, Barrier-Free Employment**

- a) The City is committed to providing inclusive, barrier-free employment, which is free from Discrimination as prohibited under all applicable legislation.
- b) The City acknowledges its duty to accommodate persons or groups protected from Discrimination under the Human Rights Act, 2010. The goal of the City's policy is to foster an inclusive community and Workplace.
- c) The City's commitment extends to all aspects of employment and use of City facilities. This includes, for example, providing a safe and designated space for medical requirements (e.g., diabetics) and expectant or nursing parents (e.g., breastfeeding).

### **3.3 Disrespectful Workplace Behaviours**

Disrespectful Behaviour will not be tolerated in the Workplace. Disrespectful Behaviour does not need to be intentional to be prohibited and may create a Poisoned Work Environment. The City shall determine, in its sole discretion, what is to be considered Disrespectful Behaviour. Disrespectful Behaviours may include, but are not limited to:

- a) all forms of Harassment, including verbal, physical, sexual, emotional, and psychological;
- b) name calling, ridicule, or derogatory gestures that are vindictive, demeaning, insulting, humiliating, or mocking in nature;
- c) frequent use of profanity or abusive language;
- d) deliberate and repeated mis-gendering by referring to a person using terms or pronouns that do not align with the person's gender identity or affirmed gender;
- e) angry yelling/shouting or blow-ups;
- f) intimidating behaviours, such as, shaking fists, slamming doors, throwing objects, or targeting individual(s) in humiliating practical jokes;
- g) deliberately damaging or tampering with a person's personal belongings or work equipment;
- h) deliberately excluding, socially isolating, or shunning a person;
- i) spreading malicious rumors or gossip, or cyber-bullying;
- j) displaying or posting offensive or intimidating messages (e.g., social media, text, email, posters);
- k) gaslighting; and/or
- l) Abuse of Authority.

### **3.3.1 Harassment**

Harassment will not be tolerated in the Workplace. A single comment or action is not Harassment unless it is repeated or serious enough to have a lasting harmful effect. Harassment does not require an intention to harm.

### **3.3.2 Workplace Violence**

Violence will not be tolerated in the Workplace. Violence may include, but is not limited to:

- a) physically aggressive behaviours including hitting, shoving, pushing, kicking, throwing an object at someone, physically restraining someone, or any other form of physical or sexual assault;
- b) physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or wielding a weapon;
- c) intimidating behaviours such as slamming fists on a desk;
- d) making threatening comments over the phone, leaving threatening notes, or sending threatening emails;
- e) stalking behaviour, such as following or maintaining surveillance of another Employee or Member;
- f) direct threats that clearly indicate an intent to do harm (e.g., “I am going to make you pay for what you did to me”);
- g) conditional threats (e.g., “If you don’t get off my back, you will regret it.”); and/or
- h) veiled threats involving body language, verbal comments, or behaviours that leave the impression of intention to harm (e.g., “Do you think anyone would care if someone beat you up?”).

### **3.3.3 Family Violence**

The City recognizes that Family Violence may impact Employees or Members in the Workplace. Section 23(2) of the Occupational Health and Safety Regulations, 2012 under the Occupational Health and Safety Act requires that if the City becomes aware or ought reasonably to be aware that Family Violence that would likely expose an Employee/Member to a physical injury may occur in the Workplace, the City shall take every precaution reasonable in the circumstances for protection of the Employee/Member.

The City shall meet this legal responsibility in a manner that:

- a) is sensitive to, and supportive of, the needs of Employees/Members who are in Family Violence situations;

- b) provides access to information regarding resources to support the physical safety, emotional health, and basic material and financial needs of Employees/Members; and
- c) is protective of the health and safety of all Employees/Members that may be placed at risk as a result of Family Violence situations impacting the Workplace while respectful of the privacy rights of the Employee/Member in a Family Violence situation.

### **3.3.4 Discriminatory Harassment**

Discriminatory Harassment will not be tolerated in the Workplace. It involves inappropriate conduct or comments based on prohibited grounds in the Human Rights Act, 2010, which a reasonable person would consider to be humiliating, demeaning, or intimidating. Prohibited grounds include race, colour, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, political opinion, or any other ground included in the Human Rights Act, 2010.

Discriminatory Harassment may include, but is not limited to:

- a) offensive comments, jokes, or behaviour that belittle or ridicule a person's membership in one of the protected grounds;
- b) imitating a person's accent, speech, or mannerisms;
- c) persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children; and/or
- d) inappropriate comments or jokes about a person's age, sexual orientation, personal appearance, or weight.

### **3.3.5 Sexual Harassment**

Sexual Harassment will not be tolerated in the Workplace. It may include, but is not limited to:

- a) unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, gender, sexual orientation, or practices;
- b) displaying or circulating offensive pictures or materials;
- c) Sexual Solicitation or an implied or expressed threat of Reprisal for refusal to comply with a sexually-oriented request;
- d) unwanted physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- e) leering (suggestive staring) at a person's body; and/or
- f) sexual assault.

### **3.3.6 Abuse of Authority**

Abuse of Authority will not be tolerated in the Workplace. Abuse of Authority may be blatant or subtle and may include, but is not limited to:

- a) intimidation, threats, blackmail, and/or coercion, including silencing Employees/Members to cover up inappropriate behaviour;
- b) undermining or impeding someone's efforts by deliberately withholding information that is required to do their job or setting unrealistic goals with impossible deadlines.

## **3.4 Exceptions**

Disrespectful Behaviour excludes the following and/or similar legitimate actions:

- a) appropriate exercise and delegation of managerial authority, including legitimate performance reviews or matters within the normal disciplinary processes of the City;
- b) disagreements, misunderstandings, or normal Workplace conflict that may occur between individuals, or differences of opinion between co-workers;
- c) friendly teasing or bantering that is mutually acceptable and not offensive to others;
- d) requesting medical documents in support of an absence from work;
- e) work-related change of location, co-workers, scheduling, and/or job assignment and duties; and/or
- f) implementing health and safety measures or inspecting Workplaces;
- g) the legitimate use of disciplinary actions and/or other managerial responsibility essential to achieving efficiency of daily organizational operations.

## **4. Application**

### **4.1 Stakeholders**

The policy applies to the following stakeholders:

- a) Employees;
- b) contractors providing services for or to the City;
- c) suppliers providing materials to the City;
- d) students;

- e) volunteers;
- f) Members; and
- g) all persons accessing City services or City-operated facilities.

## **4.2 Disrespectful Actions by Non-Employees**

This policy also applies to situations where Employees/Members are threatened with and/or subjected to Harassment, Discrimination, or Violence in the Workplace from individuals who are not Employees/Members, such as members of the public and suppliers.

## **5. Responsibilities**

### **5.1 All Employees/Members of the City are responsible for:**

- a) ensuring their behaviour is respectful and appropriate at all times at the Workplace, including but not limited to, refraining from Violence, Discrimination, or any other form of Harassment in the Workplace;
- b) accepting responsibility for their own behaviours and their impact on others;
- c) attempting to resolve differences with other Employees/Members in a respectful manner;
- d) reporting situations, observations, or experiences of Violence, Discrimination, or any other form of Harassment that threaten or perceive to threaten a safe work environment;
- e) contacting their supervisor, manager, Human Resources, or other resource for assistance in resolving an issue when needed;
- f) immediately informing a manager/supervisor or the authorities (Royal Newfoundland Constabulary or Security) if there is an imminent threat or risk of Violence that could compromise a person's safety;
- g) participating fully in any interventions under this policy and identifying any medical restrictions or limitations to such participation, if applicable; and
- h) cooperating with any investigator and maintaining confidentiality at all times during any Workplace investigation.

**5.2 All managers who supervise Employees** are responsible for, in addition to the duties in Section 5.1:

- a) actively fostering respectful interactions in the Workplace by ensuring all Employees and volunteers under their supervision are aware of the policy, setting clear expectations, and modelling desired behaviour to support a respectful, safe, and inclusive Workplace;
- b) informing all Employees and volunteers under their supervision who may be exposed to the risk of Violence of the nature of the risk and the precautions that may be taken, including a duty to provide information related to the risk of Violence from persons who have a history of violent behaviour and whom Employees are likely to encounter in the Workplace subject to the provisions of Access to Information and Protection of Privacy Act, 2015 and other applicable laws;
- c) establishing procedures and work environment arrangements which support a respectful, inclusive, and accessible work environment and eliminate or minimize the risk of Violence, Discrimination, or any other form of Harassment, including acts or threats of Reprisal;
- d) participating in training relating to Harassment prevention and ensuring compliance with this Policy in their area of responsibility;
- e) taking all concerns raised under this policy seriously and addressing them in a prompt, confidential, and impartial manner and in compliance with the established procedures;
- f) immediately notifying Human Resources when becoming aware of Violence, Discrimination, or any other form of Harassment, regardless of whether the Employee involved wishes to pursue a formal Complaint;
- g) seeking assistance or advice as needed from Human Resources for constructive intervention when witnessing or becoming aware of conflict or disrespectful conduct in the Workplace;
- h) complying with the Code of Ethics By-Law (once enacted) and any relevant City complaints procedures;
- i) providing support to Employees experiencing or witnessing Family Violence in the Workplace and making them aware of resources (internal and external to the City) that are available to assist those affected by Family Violence (Note: a Resource list is an appendix to this policy).



**5.3 Human Resources** is responsible for supporting a Respectful Workplace environment by:

- a) working with managers and supervisors to implement this policy;
- b) providing any necessary training, support, and guidance to Employees, Members, and managers regarding policy interpretation, proper Complaint handling, and how to deal with violations of this policy;
- c) assessing concerns about conflict and disrespectful conduct, and determining and managing the appropriate process to address those concerns;
- d) taking every reasonable precaution to protect an Employee/Member in cases where Human Resources becomes aware, or ought reasonably to be aware, of Family Violence that would likely expose an Employee/Member to physical or psychological harm in the Workplace;
- e) providing conflict management services such as facilitated discussions, mediation, and coaching, when possible;
- f) addressing Respectful Workplace Complaints made against persons and determining if a formal investigation and/or external investigator is warranted;
- g) undertaking impartial, informal, and formal investigations as appropriate;
- h) ensuring that the process for reporting and responding to incidents of Violence, Discrimination, or any other form of Harassment, is communicated, maintained, and followed;
- i) ensuring Workplace Violence risk assessments are conducted to determine whether the nature of the Workplace, the type of work, or the conditions of work may place Employees/Members at risk of Violence; and
- j) taking all reasonable and practical measures to minimize or eliminate risks identified through the risk assessment process, Workplace inspections, or the occurrence of a Workplace Violence incident.

**5.4 The Inclusion Services Division, Department of Community Services** is responsible for supporting a Respectful Workplace environment by:

- a) providing support to Human Resources on Inclusion and accommodation initiatives for Employees/Members; and

- b) providing/facilitating training for managers and/or teams to enhance Inclusion and the acceptance of diversity.

### **5.5 Union/Association Executives** are responsible for:

- a) ensuring their own behaviour complies with this policy;
- b) encouraging respectful conduct in the Workplace and guiding the behaviour of others;
- c) providing advice, support, and assistance to Union/Association members as needed;
- d) supporting Respectful Workplace training initiatives; and
- e) ensuring Union/Association members' rights under their collective agreement are protected.

## **6. References**

- Code of Ethics By-Law
- Collective Agreements:
  - [City of St. John's and CUPE 1289 \(Inside Workers\)](#)
  - [City of St. John's and CUPE 569 \(Outside Workers\)](#)
  - [City of St. John's and NAPE \(Bay Bulls Big Pond Water Treatment Workers\)](#)
  - City of St. John's and IAFF 1075 (Fire Fighters)
- [Family Violence Protection Act](#)
- [Human Rights Act, 2010](#)
- [Occupational Health and Safety Act](#)
- [Occupational Health and Safety Regulations, 2012](#)
- Reference list for Family Violence supports
- Breastfeeding Protocol

## **7. Approval**

- Policy Sponsor: Director, Human Resources
- Policy Writer: Human Resources Advisor
- Date of Approval from
  - Corporate Policy Committee: June 23, 2019
  - Senior Executive Committee: December 6, 2019

- Committee of the Whole: December 11, 2019
- Date of Approval from Council:

## **8. Monitoring and Contravention**

- a) The Department of Human Resources shall monitor the application of this policy.
- b) Any contravention of this policy and/or associated procedures shall be reported to:
  - i. the City Solicitor;
  - ii. the City Internal Auditor; or
  - iii. in the case of an Employee or Volunteer, to their direct supervisor or the Director of Human Resources.
- c) The City may take appropriate action, which may include, but is not limited to legal action and discipline, including dismissal.
- d) Any members of the public, volunteers, visitors to City facilities, or individuals conducting business with the City/Affiliated Entity who violate this policy may be subject to City action, including, but not limited to, prohibiting access to City facilities, prohibiting volunteering in future City endeavours, discontinuing business with individuals or organizations, issuing trespass notices, or reporting the matter to the relevant law enforcement agency.

### **8.1 Malicious or Frivolous Complaints**

Filing a fraudulent or malicious Complaint shall be considered a violation of this policy. Complaints that are found to be frivolous, malicious, or made in bad faith shall not be tolerated and the complainant shall be subject to appropriate disciplinary action or denial of service.

### **8.2 Reprisal**

- a) Everyone has the right to report, in good faith, incidents of Disrespectful Behaviour without fear of Reprisal.
- b) Reprisal by any Employee, Member, or person against anyone involved in informal, internal, or external formal Complaint processes shall not be tolerated and may be subject to discipline, up to and including dismissal or denial of City services.

### **8.3 Protection of Statutory Rights**

This policy does not affect the rights of an Employee, Member, or person under the Human Rights Act, 2010; the Occupational Health and Safety Act; the Criminal Code (Canada); and/or any other applicable legislation.

### **9. Review Date**

Initial Review: 3 years, Subsequent Reviews: 5 years

DRAFT

# DECISION/DIRECTION NOTE

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**Title:** Bowring Park Bridge Replacement Alternative

**Date Prepared:** December 2, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Ian Froude

**Ward:** 5

**Decision/Direction Required:**

Replace the bridge crossing the Waterford River, opposite 308 Waterford Bridge Rd., with two observation decks.

**Discussion – Background and Current Status:**

In January 2019, the Department of Planning, Engineering and Regulatory Services initiated an inspection of the bridge crossing the Waterford River at the Whales Back Falls. Results identified the structure to be unsafe and it was subsequently closed.

The 12.4 m. long bridge connected a series of trails on both the north and south sides of the river and was used as a viewing platform to watch river, fish and bird activity.

There are two additional bridges connecting the north and south banks of the river; one at the Cowan Ave. intersection (12.0 m.) and another at the Rose Garden (12.5 m.). The Whales Back Bridge was situated mid – way between the two.

Replacement of the Whales Back Bridge with a similar structure is estimated at \$182,000 - \$275,000, pending style and construction method.

As the river crossing requirements are adequately addressed by the two (2) existing bridges, an opportunity exists to fulfill viewing roles through the construction of observation decks, one on each side of the river, at the current bridge abutments. Each deck would be approximately 6.7 sq. m. in size.

The estimated cost for the removal of the existing bridge and installation of decks is \$43,000.





## Location of Bridge

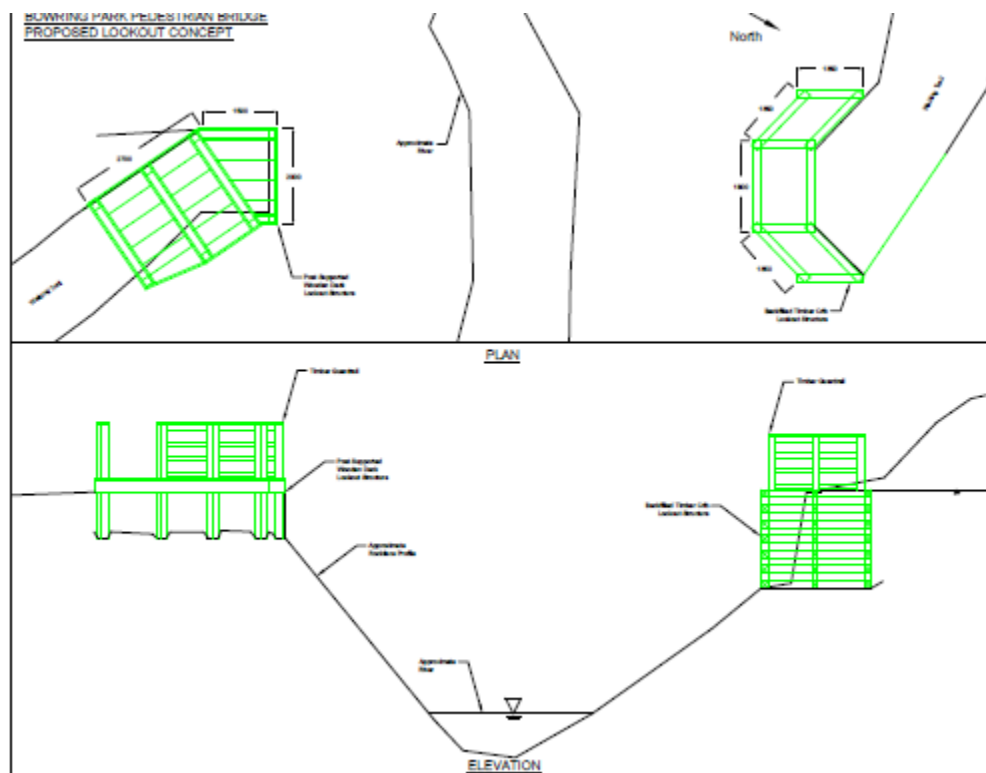


## Whales Back Bridge



# ST. JOHN'S

## Viewing Deck Design



### Key Considerations/Implications:

1. Budget/Financial Implications
  - Bridge removal and replacement with similar construction: \$182,000 - \$275,000
  - Bridge removal and replacement with Observation Decks: \$43,000
2. Partners or Other Stakeholders
  - NA
3. Alignment with Strategic Directions/Adopted Plans
  - A Sustainable City
  - A City That Moves
  - A Connected City
4. Legal or Policy Implications
  - Existing structure is currently closed due to safety concerns. Removal is recommended.

5. Privacy Implications
  - NA
6. Engagement and Communications Considerations
  - Engagement with general public occurred in spring 2019 with no interest identified.
  - Bowring Park Foundation has been involved in discussions regarding options.
7. Human Resource Implications
  - NA
8. Procurement Implications
  - Public Procurement Act to apply
9. Information Technology Implications
  - NA
10. Other Implications
  - NA

**Recommendations:**

- The decommissioned Whale's Back Bridge be removed.
- The Whale's Back Bridge be replaced with two (2) observation decks.
- The observation deck project, at a cost of \$43,000 be referred to the 2020 Capital Works program, for consideration by Council.

**Prepared by/Date: Brian Head, Manager Parks and Open Spaces**

**Approved by/Date: Lynnnann Winsor, Deputy City Manager Public Works**

**December 4, 2019**

**Attachments:**

**ST. JOHN'S**



# DECISION/DIRECTION NOTE

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**Title:** Application to Amend Land Use within the Planned Mixed Development 1 (PMD1) Zone for the development of Townhouses/Semi-Detached Dwellings in the Galway Residential Area  
REZ1800020  
725 Southlands Boulevard (Donegal Run)  
Applicant: Galway Residential GP Incorporated

**Date Prepared:** December 3, 2019

**Report To:** Committee of the Whole

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

**Ward:** 5

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**Decision/Direction Required:**

To consider an application to amend Schedule B-Land Use Map, within the Planned Mixed Development 1 (PMD-1) Zone to allow a mix of Townhouses and Semi-Detached Dwellings along Donegal Run (Road 7) in the Galway residential area.

**Discussion – Background and Current Status:**

The City has received an application from Galway Residential GP Incorporated for an amendment to Schedule B-Land Use Map, within the Planned Mixed Development 1 (PMD-1) Zone. The PMD-1 Zone allows multiple uses, while the Schedule B-Land Use Map identifies where each of these specific uses are located within the Galway residential area. The developer has proposed to change the exiting land use along Donegal Run (Road 7) from Single Unit Dwellings to Townhouses and Semi-Detached Dwellings. A Municipal Plan amendment is not required.

The PMD-1 Zone was originally created in 2015 to encourage higher density, mixed-use development, and to provide a creative method for land use planning and design for the Galway residential area. The developer is proposing the land use change based on market feedback, which has indicated significant demand for lower priced housing options other than single family homes. The current Galway Master Plan has limited opportunities to meet this demand. Both the current Municipal Plan and Envision St. John's (City's draft Plan) encourage higher density, mixed use development. The mix of uses within the Galway residential area also meets the intent of the overall neighbourhood and helps provided diverse housing form for various income levels.

At this time, the exact number of lots and configuration of Townhouses and/or Semi-Detached Dwellings has yet to be determined. The Schedule B-Land Use Map amendment would allow the developer to adjust the mix of townhouses and semi-detached dwellings along Donegal

# ST. JOHN'S

Run to meet market demand. The lot configuration must meet the City's zone and snow volume requirements per lot, which will determine the number of lots along the street. Final design and review of the lot layout and street network would occur prior to development approval.

Due to increased density along Donegal Run, sidewalks are required along both sides of the street. Therefor Appendix C – Galway Road Cross Section/Transportation Plan, also needs to be amended; Donegal Run was changed to reflect the proper cross section requirements.

Appendix D – Parkland & Pedestrian Trail Plan was also updated to show the neighbourhood trail connection between Terry Lane, Claddagh Road and Road 9. This revised trail connection creates better linkages between the surrounding streets and the Village Green.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:  
Neighbouring Municipalities and property owners.
3. Alignment with Strategic Directions/Adopted Plans:  
City's Strategic Plan 2019-2029: A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications:  
An amendment to the St. John's Development Regulations is required to rezone the property.
5. Privacy Implications: 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: Not applicable.

**Recommendation:**

It is recommended that Council consider the proposed change in land use from Single Unit Dwellings to Townhouses and Semi-Detached Dwellings along Donegal Run within the Planned Mixed Development 1 (PMD-1) Zone. It is recommended that the application be advertised for public review and comment. Following advertisement, the proposed amendment would be referred to a Regular Meeting of Council for consideration of adoption.

**Prepared by/Signature:**

Lindsay Lyghtle Brushett, MCIP – Planner III

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

**Approved by/Date/Signature:**

Ken O'Brien, MCIP – Chief Municipal Planner

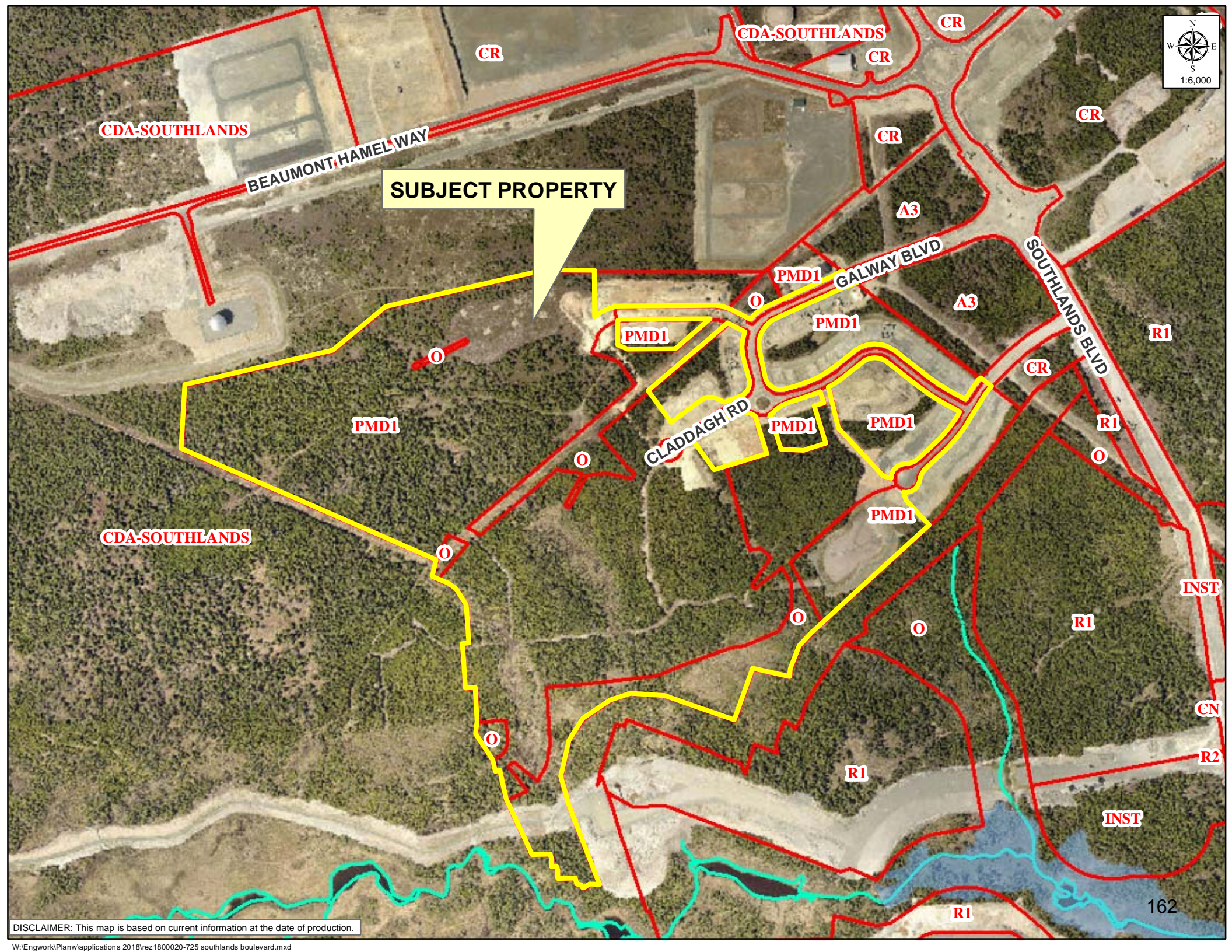
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LLB/dlm

**Attachments:**

Zoning Map  
Schedule B Galway Land Use Plan  
Schedule C Galway Road Cross Section/Transportation Plan  
Schedule D Parkland & Pedestrian Trail Plan





**SUBJECT PROPERTY**

**CDA-SOUTHLANDS**

**CR**

**CDA-SOUTHLANDS**

**CR**

**CR**

**CR**

**CR**

**A3**

**A3**

**R1**

**CR**

**R1**

**INST**

**R1**

**CN**

**R2**

**INST**

**R1**

**R1**

162

BEAUMONT HAMEL WAY

GALWAY BLVD

SOUTHLANDS BLVD

CLADDAGH RD

**CDA-SOUTHLANDS**

**PMD1**

**PMD1**

**PMD1**

**PMD1**

**PMD1**

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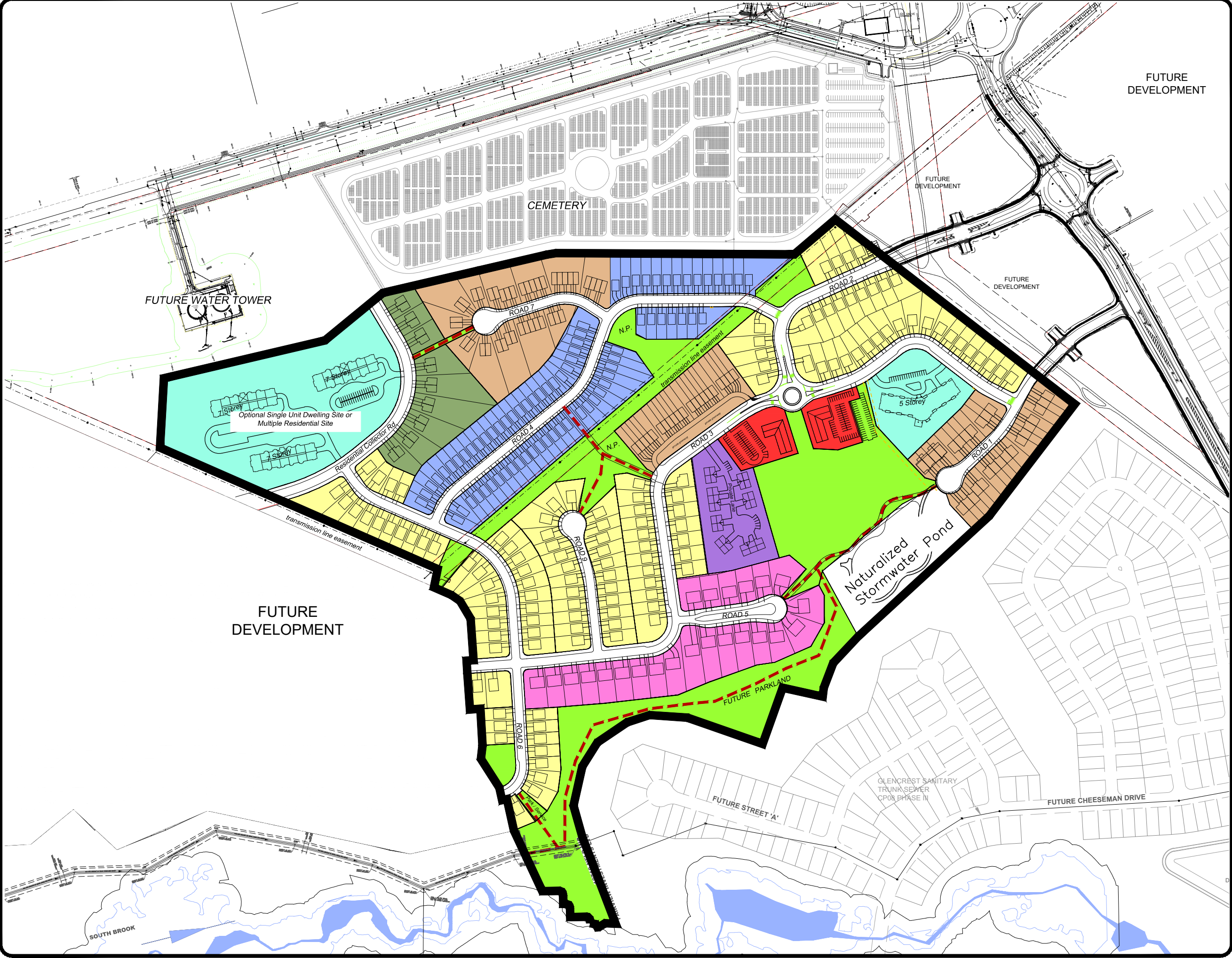
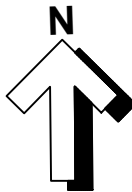
DISCLAIMER: This map is based on current information at the date of production.

W:\Engwork\Planw\applications 2018\rez1800020-725 southlands boulevard.mxd









- SINGLE UNIT DWELLINGS  
36'–50' FRONTAGE
- SINGLE UNIT DWELLINGS  
50'–60' FRONTAGE
- SINGLE UNIT DWELLINGS  
>60' FRONTAGE
- TOWNHOUSE/ SEMI–DETACHED  
DWELLINGS  
22' MIN FRONTAGE
- TOWNHOUSE CLUSTER  
CONDOMINIUM/ RENTAL
- STACKED  
TOWNHOUSES
- MULTIPLE RESIDENTIAL
- PARKLAND
- MIXED–USE DEVELOPMENT  
COMMERCIAL/ RESIDENTIAL

N.P. NEIGHBOURHOOD PARK

TRAIL

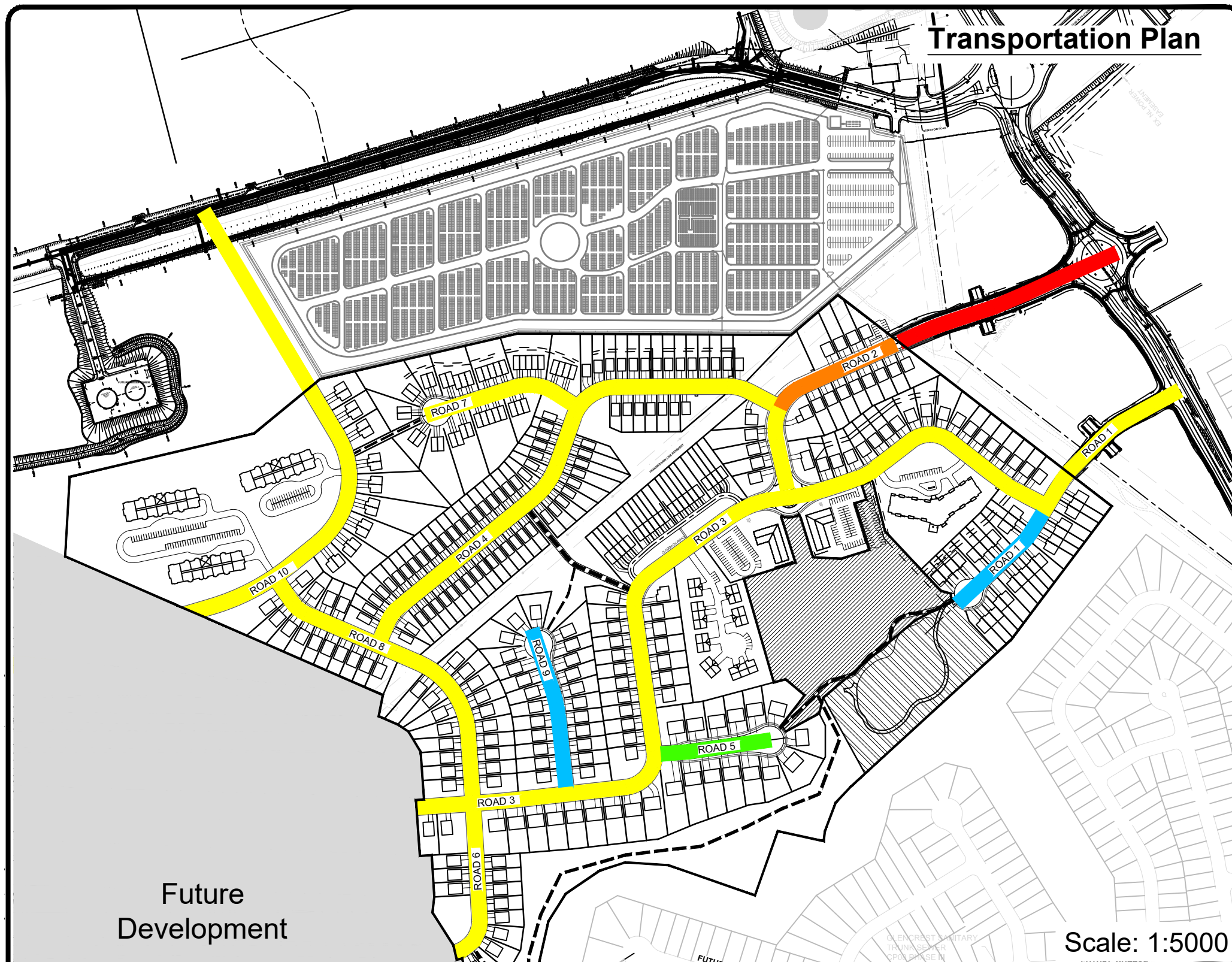
Note: Lot Lines identified are conceptual only and subject to final development approval

NOT TO SCALE

December 2, 2019

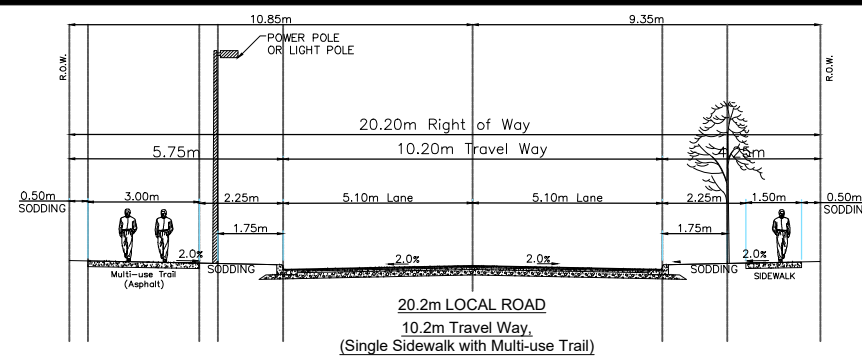
PROJECT  
GALWAY  
LAND USE PLAN



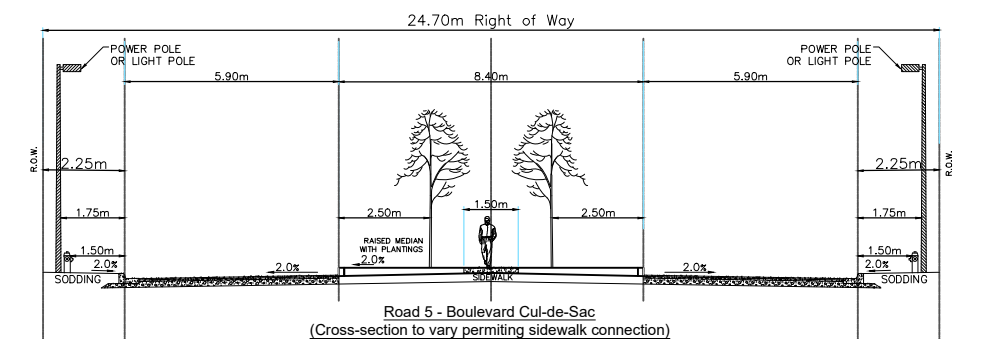
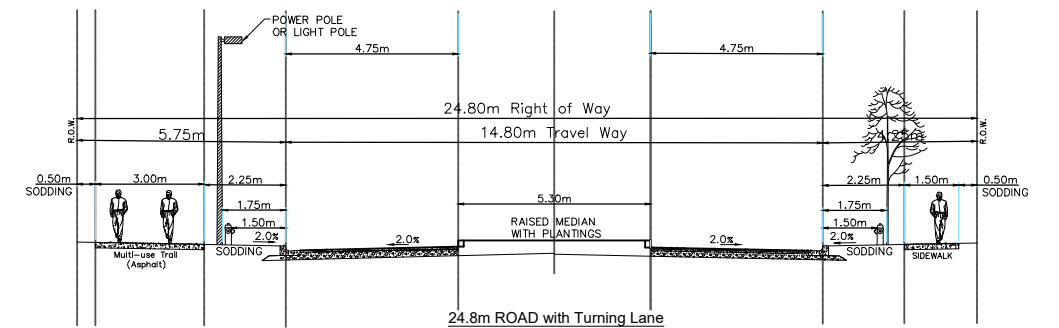
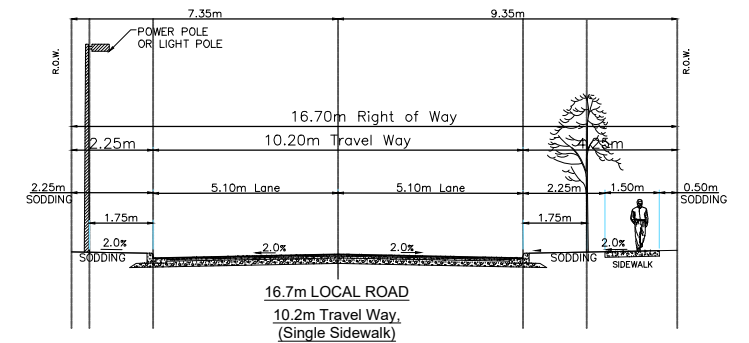
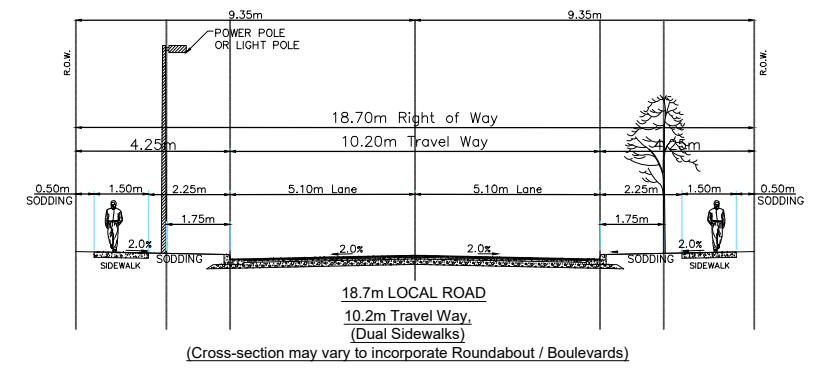


Future  
Development

Note: Location of street trees  
within ROW to be determined.



### GALWAY ROAD CROSS SECTIONS



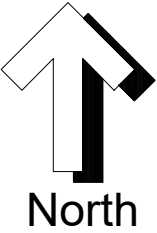


Parkland  
&  
Pedestrian  
Trail Plan

 Parkland

 Trail

Note: Trail width and  
surface material will be  
determined at the  
development stage.



N.T.S.





**DEVELOPMENT PERMITS LIST**  
**DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES**  
**FOR THE PERIOD OF December 12, 2019 TO January 1, 2020**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Building Lot for Single Family Dwelling	41 Bannerman Street	2	Approved	19-12-12
OT	Fairview Investment	Mineral Workings – Quarry	2720 Trans-Canada Highway	5	Approved	19-12-12
RES	Benson Buffett PLC Inc	Subdivide of Lot	42 Bay Bulls Road	5	Approved	19-12-23

<p><b>*</b></p> <p><b>Code Classification:</b></p> <p>RES - Residential      INST - Institutional</p> <p>COM - Commercial      IND - Industrial</p> <p>AG - Agriculture</p> <p>OT - Other</p>	
<p><b>**</b></p> <p>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.</p>	

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

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**Permits List**  
**Council's January 6, 2020 Regular Meeting**

Permits Issued: 2019/12/12 to 2019/12/31

**BUILDING PERMITS ISSUED**

**Residential**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
1 Saunders Pl	Change of Occupancy	Home Office
10 Blue Jacket Pl	Extension	Single Detached Dwelling
10 Pynn Pl	Change of Occupancy	Home Office
11 Hawker Cres	Accessory Building	Accessory Building
116 Forest Pond Rd	Renovations	Single Detached Dwelling
118 Airport Heights Dr	Renovations	Single Detached Dwelling
125 Groves Rd	Change of Occupancy	Subsidiary Apartment
16-18 Durdle Dr	Change of Occupancy/Renovations	Subsidiary Apartment
179 Craigmillar Ave	Renovations	Townhousing
18 Dyer Pl	Accessory Building	Accessory Building
20 Miranda St	Accessory Building	Accessory Building
250 Pennywell Rd	Renovations	Single Detached Dwelling
26 Iceland Pl	Renovations	Single Detached Dwelling
30 O'regan Rd	Renovations	Semi Detached Dwelling
43 Maurice Putt Cres	Deck	Patio Deck
45 Fagan Dr	Renovations	Single Detached Dwelling
5 King's Bridge Crt	Renovations	Single Detached Dwelling
5 Prestwick Pl	Renovations	Single Detached w/ apt.
53 Iceland Pl	Change of Occupancy	Home Office
56 Maurice Putt Cres	New Construction	Single Detached Dwelling
574 Empire Ave	Renovations	Single Detached Dwelling
58 Prince OF Wales St	Renovations	Semi Detached Dwelling
74 Tigress St	Accessory Building	Accessory Building
75 Golf Ave	Renovations	Single Detached Dwelling
91 Brookfield Rd	Deck	Patio Deck

This Week: \$344,830.00

**Commercial**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
11 Major's Path	Accessory Building	Accessory Building

12 Beaumont Hamel Way	Sign	Other
120 Lemarchant Rd	Change of Occupancy	Clinic
134 Airport Heights Dr	Sign	Home For The Aged
161 Kenmount Rd	Change of Occupancy	Car Sales Lot
2 Hill O'chips	Sign	Restaurant
22 Austin St	Renovations	Communications Use
278 Kenmount Rd	Change of Occupancy	Car Sales Lot
320 Torbay Rd	Renovations	Restaurant
320 Torbay Rd	Sign	Restaurant
355 Main Rd	Accessory Building	Accessory Building
355 Main Rd	Change of Occupancy	Service Shop
394 Kenmount Rd	Renovations	Retail Store
394 Kenmount Rd	Renovations	Mixed Use
40 Hamlyn Rd	Renovations	Mixed Use
410 Stavanger Dr	Renovations	Mixed Use
45 Danny Dr Bldg C8	Sign	Eating Establishment
50 Captain Prim Dr	New Construction	Other
50 Ropewalk Lane	Change of Occupancy	Tavern
55 Kelsey Dr	Sign	Retail Store
60 Hayward Ave	Renovations	Bakery
692 Torbay Rd	Change of Occupancy/Renovations	Clinic
7 Navigator Ave	New Construction	Restaurant

This Week: \$25,692,601.00

#### Government/Institutional

Location	Permit Type	Structure Type
644 Topsail Rd	Change of Occupancy/Renovations	Private School

This Week: \$1,900,000.00

#### Industrial

Location	Permit Type	Structure Type
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This Week: \$0.00

#### Demolition

Location	Permit Type	Structure Type
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This Week: \$0.00

**This Week's Total: \$27,937,431.00**

**REPAIR PERMITS ISSUED:**

**\$19,500.00**

**NO REJECTIONS**

<b>YEAR TO DATE COMPARISONS</b>			
<b>January 6, 2020</b>			
<b>TYPE</b>	<b>2018</b>	<b>2019</b>	<b>% Variance (+/-)</b>
Residential	\$72,872,094.00	\$50,660,435.73	-30
Commercial	\$265,199,327.00	\$203,904,774.69	-23
Government/Institutional	\$12,713,670.00	\$4,726,650.00	-63
Industrial	\$5,000.00	\$1,812,266.07	36145
Repairs	\$2,602,660.00	\$2,375,933.50	-20
<b>TOTAL</b>	<b>\$353,392,751.00</b>	<b>\$263,480,059.99</b>	<b>-25</b>
Housing Units (1 & 2 Family Dwelling)	143	138	

**Permits List**  
**Council's January 13, 2020 Regular Meeting**

Permits Issued: 2020/01/02 to 2020/01/08

**BUILDING PERMITS ISSUED**

**Residential**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
107 Bay Bulls Rd	Renovations	Apartment Building
107 Bay Bulls Rd	Renovations	Apartment Building
107 Bay Bulls Rd	Renovations	Apartment Building
107 Bay Bulls Rd	Renovations	Apartment Building
45 Fagan Dr	Renovations	Single Detached Dwelling
58 Viking Rd	Renovations	Single Detached w/ apt.
67 Colonial St	Renovations	Single Detached Dwelling
672 Main Rd	Accessory Building	Accessory Building
7 Rusted Pl	Renovations	Single Detached w/ apt.
8 Old Bay Bulls Rd	Change of Occupancy	Home Office

This Week: \$84,501.00

**Commercial**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
215 Water St	Change of Occupancy/Renovations	Office
33 Pippy Pl	Change of Occupancy	Office
430 Topsail Rd	Sign	Shopping Centre

This Week: \$27,000.00

**Government/Institutional**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
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This Week: \$0.00

**Industrial**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
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This Week: \$0.00

**Demolition**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
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This Week: \$0.00

**This Week's Total:        \$111,501.00**

**REPAIR PERMITS ISSUED:**

**\$0.00**

**NO REJECTIONS**

<b>YEAR TO DATE COMPARISONS</b>			
<b>January 13, 2020</b>			
<b>TYPE</b>	<b>2019</b>	<b>2020</b>	<b>% Variance (+/-)</b>
Residential	\$96,900.00	\$84,501.00	-13
Commercial	\$462,000.00	\$27,000.00	-94
Government/Institutional	\$0.00	\$0.00	0
Industrial	\$0.00	\$0.00	0
Repairs	\$30,000.00	\$0.00	-100
<b>TOTAL</b>	<b>\$588,900.00</b>	<b>\$111,501.00</b>	<b>-81</b>
Housing Units (1 & 2 Family Dwelling)			

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 December 18, 2019**

### **Payroll**

<b>Public Works</b>	<b>\$ 505,148.87</b>
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<b>Bi-Weekly Casual</b>	<b>\$ 36,909.40</b>
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<b>Accounts Payable</b>	<b>\$ 1,870,827.69</b>
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<b>Total:</b>	<b>\$ 2,412,885.96</b>
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# **ST. JOHN'S**

DEPARTMENT OF FINANCE

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 [WWW.STJOHNS.CA](http://WWW.STJOHNS.CA)

NAME	DESCRIPTION	AMOUNT
PTV AMERICA, INC.	PARKING PERMIT TAGS	2,164.80
RYDIN DECAL	SOFTWARE MAINTENANCE	7,233.66
EVOQUA WATER TECHNOLOGIES LLC	REPAIR PARTS	710.81
INTERNATIONAL SOCIETY OF CERTIFIED EMPLOYEE BENEFIT SPECIA	MEMBERSHIP RENEWALS	779.39
BLUE WATER NEWFOUNDLAND LTD.	REPAIR PARTS	63.48
WELSH, SHERRY	EMPLOYMENT RELATED EXPENSES	189.42
CITY OF ST. JOHN'S	REPLENISH PETTY CASH	264.29
PICCO WHITE MCCARTHY IN TRUST	LEGAL CLAIM	22,500.00
CHARLENE WISEMAN	2019 HERITAGE FINANCIAL INCENTIVES PROGRAM	3,537.13
ROGERS ROGERS MOYSE	LEGAL CLAIM	45,000.00
CITY OF ST. JOHN'S	REPLENISH PETTY CASH	249.79
CITY OF ST. JOHN'S	REPLENISH PETTY CASH	195.92
YVONNE BARTON	REFUND OVERPAYMENT OF TAXES	126.74
VP FOUNDATION INC.	2020 OPERATING GRANT	42,225.00
PROFESSIONAL ENGINEERS AND GEOSCIENTISTS NFLD & LABRAD	MEMBERSHIP RENEWALS	4,042.25
NEWFOUNDLAND EXCHEQUER ACCOUNT	INCINERATION SERVICES	822.82
CHARLES R. BELL LTD.	APPLIANCES	842.95
EASTERN FARMERS CO-OP SOCIETY	TIMOTHY HAY	212.40
TRANSPORTATION ASSOC OF CANADA (TAC)	MEMBERSHIP RENEWALS	2,317.25
RECEIVER GENERAL FOR CANADA	PARKING AGREEMENT BGIS	1,335.81
SCHOLARS CHOICE MOYER	OFFICE SUPPLIES	668.01
FAIRVIEW INVESTMENTS LTD	REFUND OVERPAYMENT OF TAXES	862.33
CANAVAN'S AUTO APPRAISERS LTD.	LEGAL CLAIM	288.65
HARTY'S INDUSTRIES	STEEL FLAT BAR	1,006.25
H. KHALILI PH.D. & ASSOCIATES	PROFESSIONAL SERVICES	180.00
G & M PROJECT MANAGEMENT	REPAIR PARTS	6,724.05
PAT'S PLANTS & GARDENS	PLANTS	345.00
EM PLASTIC & ELECTRIC PROD LTD	REPAIR PARTS	281.75
MEDICALMART NEWFOUNDLAND & LABRADOR	SAFETY SUPPLIES	3.20
MARINE INSTITUTE	TRAINING PROGRAM	31,050.00
RODCO MECHANICAL	PROFESSIONAL SERVICES	6,173.20
SUMMIT VETERINARY PHARMACY INC.,	VETERINARY SUPPLIES	314.88
IDEXX LABORATORIES	VETERINARY SUPPLIES	1,295.28
KANSTOR INC.	REPAIR PARTS	286.49
STAPLES ADVANTAGE	OFFICE SUPPLIES	1,126.83
PETHEALTH SERVICES INC.,	PETPOINT LICENSE & SERVICE FEES	2,515.63
SHERWIN-WILLIAMS	REPAIR PARTS	281.70
ROCK SAFETY INDUSTRIAL LTD.	REPAIR PARTS	10,458.49
WHOLESALE CLUB	SUPPLIES FOR RECREATION PROGRAM	213.13
QUALITY CARE HEARING	SAFETY SUPPLIES	402.50
PRAXAIR PRODUCTS INC.	CARBON DIOXIDE	533.20
NEWFOUNDLAND EXCHEQUER ACCOUNT	PUBLICATION IN GAZETTE	47.89
LA FEDERATION DES PARENTS FRANCHOPHONE DE TERRE NEUVE	REFUND OVERPAYMENT OF TAXES	475.48
AGROPUR COOPERATIVE	REFUND OVERPAYMENT OF TAXES	2,083.30
PAUL WHITE	REFUND OVERPAYMENT OF TAXES	2,000.43



NAME	DESCRIPTION	AMOUNT
ESTATE OF JANET LOUISE QUINN	REFUND OVERPAYMENT OF TAXES	71.98
KAREN SNOW	REFUND OVERPAYMENT OF TAXES	174.26
HALLIBURTON GROUP CANADA	REFUND OVERPAYMENT OF TAXES	393.00
77908 NEWFOUNDLAND & LABRADOR LTD.	REFUND OVERPAYMENT OF TAXES	686.23
LAWRENCE & BERNICE MARTIN	REFUND OVERPAYMENT OF TAXES	648.04
KIMBERLEY HORWOOD	REFUND OVERPAYMENT OF TAXES	440.80
DAVID ADAMS	REFUND OVERPAYMENT OF TAXES	300.00
WAYNE & CANDACE KING	REFUND OVERPAYMENT OF TAXES	894.96
BARBARA KNIGHT	LEGAL CLAIM	1,373.65
PAUL & BARBARA FOLLETT	REFUND OVERPAYMENT OF TAXES	616.00
J. DANIEL & LINDA PIKE	REFUND OVERPAYMENT OF TAXES	1,552.48
WENDY BRUSHETT	REFUND OVERPAYMENT OF TAXES	262.61
WELLS & COMPANY PLC INC.	LEGAL CLAIM	1,273.00
RISE & SHINE NURSERY	PLANTS	1,362.18
DR. MARK PORTER	MEDICAL EXAMINATION FEE	20.00
TRIPLE D. HOLDINGS LTD.	REFUND OVERPAYMENT OF TAXES	847.07
INTERNATIONAL FOUNDATION OF EMPLOYEES BENEFIT PLANS	MEMBERSHIP RENEWALS	325.00
DR. ESLIER AGUILAR	MEDICAL EXAMINATION FEE	40.00
DR. JENNIFER STENDER	MEDICAL EXAMINATION FEE	20.00
DR. CYRIL RICHE	MEDICAL EXAMINATION FEE	20.00
HANDBALL ASSOCIATION OF NEWFOUNDLAND	INSTRUCTOR FEE	226.63
WAGONER, DR. MICHELLE	MEDICAL EXAMINATION FEE	40.00
BRISTOL DEVELOPMENT	REFUND OVERPAYMENT OF TAXES	70.06
THOMAS MICHALAK & MARGARET MICHALAK	REFUND OVERPAYMENT OF TAXES	721.58
DR. A.R. ROLFE	MEDICAL EXAMINATION FEE	20.00
UPS CANADA	COURIER SERVICES	172.98
BUSINESS AND ARTS INC.	PROFESSIONAL SERVICES	75.00
PROVINCIAL INVESTMENTS INC.	COURIER SERVICES	44.28
PIZZA DELIGHT	MEAL ALLOWANCES	296.58
VRI ELECTRICAL	PROFESSIONAL SERVICES	145.00
CANADA DAMAGE RECOVERY	LEGAL CLAIM	2,258.35
WILLIAM & GLORIA SCOTT	REFUND OVERPAYMENT OF TAXES	873.51
ESTATE OF SAMUEL CRITCH C/OGLENN CRITCH	REFUND OVERPAYMENT OF TAXES	326.46
DANIELLE KNUSTGRAICHEN	ENTERTAINMENT FEE	230.00
GETTY IMAGES INTERNATIONAL	SOFTWARE MAINTENANCE	6,440.00
DONNA TUCK	REFUND SECURITY DEPOSIT	50.00
MARIANNE ROGERS	REFUND OVERPAYMENT OF TAXES	3.99
DMG CONSULTING	PROFESSIONAL SERVICES	26,156.75
GALAXY FURNITURE & BEDDING	MATTS	5,521.18
DR. SANTHI MURTHY	MEDICAL EXAMINATION FEE	20.00
BRANDT TRACTOR LTD	REPAIR PARTS	945.57
D & S VACUUM TRUCK SERVICES LTD.	PROFESSIONAL SERVICES	862.50
CIBC MELLON GLOBAL SECURITIES	EMPLOYEE DEDUCTIONS	6,028.81
PARTS FOR TRUCKS INC.	REPAIR PARTS	2,122.49
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	87,908.37

NAME	DESCRIPTION	AMOUNT
PUBLIC SERVICE CREDIT UNION	PAYROLL DEDUCTIONS	4,610.80
DARLENE SHARPE	CLEANING SERVICES	750.00
DOUGLAS PAWSON	TRAVEL REIMBURSEMENTS	230.09
SLATE OFFICE 1 L.P. ITF SGNL PLACES INC.	BASE RENT	3,162.55
AFONSO GROUP LIMITED	SEWER INSPECTIONS	828.00
ACTION CAR AND TRUCK ACCESSORIES	AUTO PARTS	1,398.35
HOPE ENGLAND	INSTRUCTOR FEES	100.00
ASHFORD SALES LTD.	REPAIR PARTS	252.89
ATLANTIC OFFSHORE MEDICAL SERV	MEDICAL SERVICES	1,472.00
ATLANTIC PURIFICATION SYSTEM LTD	WATER PURIFICATION SUPPLIES	5,454.97
AVALON FORD SALES LTD.	AUTO PARTS	19.98
MIGHTY WHITES LAUNDROMAT	LAUNDRY SERVICES	77.22
RDM INDUSTRIAL LTD.	INDUSTRIAL SUPPLIES	510.47
ROBERT BAIRD EQUIPMENT LTD.	RENTAL OF EQUIPMENT	4,128.83
NEWFOUNDLAND EXCHEQUER ACCOUNT	ANNUAL OPERATING FEE	124.20
HERCULES SLR INC.	REPAIR PARTS	193.77
GRAND CONCOURSE AUTHORITY	MAINTENANCE CONTRACTS	2,003.20
BELBIN'S GROCERY	CATERING SERVICES	775.64
SMS EQUIPMENT	REPAIR PARTS	1,445.33
BEST DISPENSERS LTD.	SANITARY SUPPLIES	953.90
ROCKWATER PROFESSIONAL PRODUCT	CHEMICALS	12,141.30
STANTEC CONSULTING LTD. (SCL)	PROFESSIONAL SERVICES	10,782.45
PRINT & SIGN SHOP	SIGNAGE	689.43
DESTINATION ST. JOHN'S	DESTINATION DEVELOPMENT PROJECT	20,000.00
MARITIME GREEN PRODUCTS	GARDENING SUPPLIES	281.41
MSC INDUSTRIAL SUPPLY ULC	REPAIR PARTS	2,926.82
TRACT CONSULTING INC	PROFESSIONAL SERVICES	4,006.37
FARRELL'S EXCAVATING LTD.	ROAD GRAVEL	717.39
FIRE TECH SYSTEMS LIMITED	FIRE SUPPLIES	483.00
WESTERN HYDRAULIC 2000 LTD	REPAIR PARTS	1,798.60
CABOT BUSINESS FORMS AND PROMOTIONS	LEASE OF OFFICE SPACE	16,834.56
PRACTICA LIMITED	SCOOP BAGS	2,064.83
CANADIAN CORPS COMMISSIONAIRES	SECURITY SERVICES	33,375.73
AIR LIQUIDE CANADA INC.	CHEMICALS AND WELDING PRODUCTS	707.57
COASTAL ENTRANCE SOLUTIONS	REPAIR PARTS	382.72
SOBEY'S INC	PET SUPPLIES	4,334.91
CALA	MEMBERSHIP RENEWALS	690.00
JOE JOHNSON EQUIPMENT INC.	REPAIR PARTS	741.57
KENT	BUILDING SUPPLIES	55.20
CBCL LIMITED	PROFESSIONAL SERVICES	5,349.78
ATLANTIC HOME FURNISHINGS LTD	APPLIANCES	895.85
CANADIAN RED CROSS	CPR RECERTIFICATION	955.00
COLONIAL GARAGE & DIST. LTD.	AUTO PARTS	2,338.48
COUNTRY TRAILER SALES 1999 LTD	REPAIR PARTS	2,828.43
SCARLET EAST COAST SECURITY LTD	TRAFFIC CONTROL	11,941.31

NAME	DESCRIPTION	AMOUNT
CRANE SUPPLY LTD.	PLUMBING SUPPLIES	609.18
ENVIROSYSTEMS INC.	PROFESSIONAL SERVICES	8,840.23
FASTENAL CANADA	REPAIR PARTS	858.16
CUMMINS CANADA ULC	REPAIR PARTS	2,062.90
ORTHOTIC AIDS LIMITED	PROTECTIVE FOOTWEAR	259.00
CRAWFORD & COMPANY CANADA INC	ADJUSTING FEES	198.00
DICKS & COMPANY LIMITED	OFFICE SUPPLIES	1,117.20
WAJAX POWER SYSTEMS	REPAIR PARTS	311.34
EAST COAST HYDRAULICS	REPAIR PARTS	282.66
GENTARA REAL ESTATE LP	LEASE OF OFFICE SPACE	18,661.05
REEFER REPAIR SERVICES (2015) LIMITED	REPAIR PARTS	9,206.41
THYSSENKRUPP ELEVATOR	ELEVATOR MAINTENANCE	345.00
RUSSEL METALS INC.	METALS	3,070.50
CANADIAN TIRE CORP.-HEBRON WAY	MISCELLANEOUS SUPPLIES	1,249.41
CANADIAN TIRE CORP.-MERCHANT DR.	MISCELLANEOUS SUPPLIES	255.22
CANADIAN TIRE CORP.-KELSEY DR.	MISCELLANEOUS SUPPLIES	1,037.49
EASTERN MEDICAL SUPPLIES	MEDICAL SUPPLIES	2,413.95
ELECTRONIC CENTER LIMITED	ELECTRONIC SUPPLIES	77.97
NATIONAL ENERGY EQUIPMENT INC.	REPAIR PARTS	44.06
COMMUNITY SECTOR COUNCIL	REGISTRATION FEE	275.00
FASTSIGNS	SIGNAGE	424.06
BASIL FEARN 93 LTD.	REPAIR PARTS	989.00
EMERGENCY REPAIR LIMITED	AUTO PARTS AND LABOUR	9,294.84
OMB PARTS & INDUSTRIAL INC.	REPAIR PARTS	346.64
VITALSINE	MAINTENANCE AGREEMENT	8,048.85
DOWNTOWN ST. JOHN'S	LOVE DOWNTOWN CAMPAIGN	600.00
PRINCESS AUTO	MISCELLANEOUS ITEMS	689.99
ENTERPRISE RENT-A-CAR	RENTAL OF VEHICLES	15,825.15
HARVEY & COMPANY LIMITED	REPAIR PARTS	2,745.81
BRENNTAG CANADA INC	CHLORINE	43,597.96
STELLA BURRY COMMUNITY SER.	HPS FUNDS	22,739.61
HISCOCK RENTALS & SALES INC.	HARDWARE SUPPLIES	613.41
HOLLAND NURSERIES LTD.	FLORAL ARRANGEMENT	2,873.44
HONDA ONE	REPAIR PARTS	20.13
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	REPAIR PARTS	1,498.96
INFINITY CONSTRUCTION	PROGRESS PAYMENT	42,605.53
SCOTIA RECYCLING (NL) LIMITED	REPAIR PARTS	10,167.35
DESJARDINS FINANCIAL SECURITY	PAYROLL DEDUCTIONS	1,521.60
ONX ENTERPRISE SOLUTIONS LIMITED	PROFESSIONAL SERVICES	8,653.75
ISLAND HOSE & FITTINGS LTD	INDUSTRIAL SUPPLIES	14.86
GARFIELDS CARBIDE SHARPENING SERVICES	PROFESSIONAL SERVICES	240.00
CDMV	VETERINARY SUPPLIES	4,211.27
BOSCH REXROTH CANADA CORP.	REPAIR PARTS	293.25
KAVANAGH & ASSOCIATES	PROFESSIONAL SERVICES	21,733.00
WORK AUTHORITY	CLOTHING ALLOWANCE	1,322.94

NAME	DESCRIPTION	AMOUNT
KENT BUILDING SUPPLIES-STAVANGER DR	BUILDING MATERIALS	450.12
DULUX PAINTS - OLD PENNYWELL RD	PAINT & SUPPLIES	1,100.04
VOHL INC.,	REPAIR PARTS	150.39
NEWFOUND MECHANICAL LTD.	PROFESSIONAL SERVICES	230,000.00
CARMICHAEL ENGINEERING LTD.	PROFESSIONAL SERVICES	1,401.86
QUESTICA INC.	MAINTENANCE AGREEMENT	25,240.83
JT MARTIN & SONS LTD.	HARDWARE SUPPLIES	35.71
MARTIN'S FIRE SAFETY LTD.	SAFETY SUPPLIES	535.04
QUALITY TRUCK & TRAILER REPAIR	PROFESSIONAL SERVICES	2,693.44
DISTRIBUTION NOW	REPAIR PARTS	158.15
WHELAN'S MOTOR WORKS LTD.	REPAIR PARTS	828.00
REXEL CANADA ELECTRICAL INC.,	REPAIR PARTS	661.94
MIKAN SCIENTIFIC INC.	REPAIR PARTS	6,097.02
CUTTING EDGE EXCAVATION INC.,	PROFESSIONAL SERVICES	20,621.41
VETERINARY SPECIALTY CENTRE OF NEWFOUNDLAND & LABRADOR	PROFESSIONAL SERVICES	242.65
CENTRAL REHAB INC.,	PROFESSIONAL SERVICES	750.00
ENGLOBE CORP	PROFESSIONAL SERVICES	26,115.29
HOLLANDIA POOLS & SPAS	REPAIR PARTS	1,648.95
NEWFOUNDLAND DISTRIBUTORS LTD.	INDUSTRIAL SUPPLIES	57.51
TRC HYDRAULICS INC.	REPAIR PARTS	241.80
NL KUBOTA LIMITED	REPAIR PARTS	1,943.79
RECREATION NL	WORKSHOP FEES	1,370.00
NORTH ATLANTIC PETROLEUM	PETROLEUM PRODUCTS	45,793.28
GCR TIRE CENTRE	TIRES	18,270.64
PARTS FOR TRUCKS INC.	REPAIR PARTS	3,159.00
POWERLITE ELECTRIC LTD.	ELECTRICAL PARTS	28.69
RIDEOUT TOOL & MACHINE INC.	TOOLS	466.43
NAPA ST. JOHN'S 371	AUTO PARTS	111.07
ROYAL FREIGHTLINER LTD	REPAIR PARTS	1,533.17
S & S SUPPLY LTD. CROSSTOWN RENTALS	REPAIR PARTS	94.88
ST. JOHN'S PORT AUTHORITY	RENTAL OF QUARRY SITE	5,758.05
ST. JOHN'S TRANSPORTATION COMMISSION	CHARTER SERVICES	4,565.00
SAUNDERS EQUIPMENT LIMITED	REPAIR PARTS	3,509.27
SANSOM EQUIPMENT LTD.	REPAIR PARTS	1,639.31
SMITH STOCKLEY LTD.	PLUMBING SUPPLIES	3,065.49
SMITH'S HOME CENTRE LIMITED	HARDWARE SUPPLIES	390.69
SUPERIOR OFFICE INTERIORS LTD.	OFFICE SUPPLIES	918.85
TRACTION DIV OF UAP	REPAIR PARTS	826.35
TULK'S GLASS & KEY SHOP LTD.	PROFESSIONAL SERVICES	718.98
URBAN CONTRACTING JJ WALSH LTD	PROPERTY REPAIRS	776.25
CANSEL	OFFICE SUPPLIES	4,679.38
WINDCO ENTERPRISES LTD.	FLAGS	183.82
DAVID TUCKER	INSTRUCTOR FEE	251.65
SPARTAN FITNESS	PROFESSIONAL SERVICES	575.00
ST. JOHN'S TENNIS ASSOCIATION	INSTRUCTOR FEE	113.31

NAME	DESCRIPTION	AMOUNT
DR. ANDREW HUTTON	MEDICAL EXAMINATION FEE	20.00
STAN BUTLER	ENTERTAINMENT	500.00
GFL ENVIRONMENTAL INC.	PROFESSIONAL SERVICES	10,931.63
EXP SERVICES	PROFESSIONAL SERVICES	44,898.44
ST. JOHN'S STATUS OF WOMEN COUNCIL	HPS FUNDS	151.95
CLARITY CONFERENCING INC.	CONFERENCE CALLS	17.11
GARY TULK	MILEAGE	608.70
JOHN MELINDY	FITNESS MEMBERSHIP	500.00
ROSS HUTCHINGS	LEGAL CLAIM	6,745.17
POWER, GARY	FITNESS MEMBERSHIP	500.00
FEEHAN, DON	FITNESS MEMBERSHIP	500.00
ROCHE, ROBERT	FITNESS MEMBERSHIP	500.00
BOLAND, DAVE	FITNESS MEMBERSHIP	500.00
SMITH, DEBBIE	MILEAGE	295.22
ANNA WALSH	EMPLOYMENT RELATED EXPENSES	79.22
EVANS, CURTIS	FITNESS MEMBERSHIP	500.00
LYNCH, RUSSELL	FITNESS MEMBERSHIP	500.00
PETER TUCKER	FITNESS MEMBERSHIP	500.00
WHEELER, DAVID	FITNESS MEMBERSHIP	500.00
KEATING, GREG	EMPLOYMENT RELATED EXPENSES	942.99
POWER TINA	EMPLOYMENT RELATED EXPENSES	70.75
HARRIS, BRYANT	VEHICLE BUSINESS INSURANCE	170.00
HEATHER REARDIGAN	EMPLOYMENT RELATED EXPENSES	50.00
MERCER, PETER	VEHICLE BUSINESS INSURANCE	274.00
COLLINS, WALLY	MILEAGE	105.78
WILLIAMSON, HELEN	EMPLOYMENT RELATED EXPENSES	19.88
BROWNE, CHRIS	CLOTHING ALLOWANCE	125.00
RYAN, LEANN	EMPLOYMENT RELATED EXPENSES	114.83
HAYWARD, SARAH	EMPLOYMENT RELATED EXPENSES	220.69
CINDY MCGRATH	EMPLOYMENT RELATED EXPENSES	116.59
HAWKINS, EVAN	FITNESS MEMBERSHIP	500.00
COMBDEN, CHRIS	FITNESS MEMBERSHIP	500.00
RICHARD HYNES	FITNESS MEMBERSHIP	500.00
GLYNN, KENNETH	CLOTHING ALLOWANCE	125.00
GILLINGHAM, DARYL	FITNESS MEMBERSHIP	500.00
LAKE, STEPHEN	FITNESS MEMBERSHIP	500.00
TAMMY MERCER	CLOTHING ALLOWANCE	92.00
DANIEL MARTIN	MILEAGE	81.56
SIMONE LILLY	MILEAGE	18.55
STONE, DEREK	FITNESS MEMBERSHIP	500.00
NOSEWORTHY, MATTHEW	FITNESS MEMBERSHIP	500.00
KAREN GREELEY	FITNESS MEMBERSHIP	500.00
TARA CUMBY	EMPLOYMENT RELATED EXPENSES	83.96
AARON WALSH	EMPLOYMENT RELATED EXPENSES	130.00
NIXON, JEREMY	FITNESS MEMBERSHIP	500.00

NAME	DESCRIPTION	AMOUNT
PARSONS, ZACHARY	FITNESS MEMBERSHIP	500.00
DOUGLAS PAWSON	EMPLOYMENT RELATED EXPENSES	28.38
HARRISON CRITCH	VEHICLE BUSINESS INSURANCE	135.00
IMP SOLUTIONS	SOFTWARE RENEWAL	3,887.00
SOLIDCAD	SUBSCRIPTION RENEWAL	24,697.40
AVALON AUTOMOTIVE EQUIPMENT LTD.	PROFESSIONAL SERVICES	216.20
FLEETMIND SOLUTIONS LTD.	SOFTWARE RENEWAL	3,263.70
INDEPENDENT ARMORED TRANSPORT ATLANTIC INC.	COURIER SERVICES	805.00
HARBOURSIDE ENGINEERING CONSULTANTS	PROFESSIONAL SERVICES	29,284.18
KENMOUNT ROAD ANIMAL HOSPITAL	PROFESSIONAL SERVICES	270.00
C&E GROUP	PROFESSIONAL SERVICES	801.67
KEY2ACCESS INC.	PROFESSIONAL SERVICES	2,306.20
ADVANTAGE AUTO GLASS	PROFESSIONAL SERVICES	414.00
BURT, DAVE	FITNESS MEMBERSHIP	500.00
HOME DEPOT OF CANADA INC.	BUILDING SUPPLIES	1,863.00
KENT	BUILDING SUPPLIES	239.17
WATERWORKS SUPPLIES DIV OF EMCO LTD	REPAIR PARTS	6,998.07
SQUIRES, RICK	TRAVEL REIMBURSEMENTS	1,306.55
INFINITY CONSTRUCTION	PROGRESS PAYMENT	152,155.90
WEIRS CONSTRUCTION LTD.	PROGRESS PAYMENT	123,710.99
REDWOOD CONSTRUCTION LIMITED	PROGRESS PAYMENT	246,309.80
<b>TOTAL: \$</b>		<b><u>1,870,827.69</u></b>

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending December 31, 2019**

### **Payroll**

<b>Bi-Weekly Administration</b>	<b>\$ 805,610.33</b>
<b>Bi-Weekly Management</b>	<b>\$ 884,251.94</b>
<b>Bi-Weekly Fire Department</b>	<b>\$ 875,482.83</b>
 <b>Accounts Payable</b>	 <b>\$ 3,667,663.45</b>

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**Total: \$ 6,233,008.55**

**ST. JOHN'S**

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

NAME	DESCRIPTION	AMOUNT
AMERICAN WATER WORKS ASSOC.	MEMBERSHIP RENEWALS	7,257.60
SWANA	MEMBERSHIP RENEWALS	294.58
NEWFOUNDLAND EXCHEQUER ACCOUNT	REGISTRATION OF EASEMENT	100.00
NEWFOUNDLAND EXCHEQUER ACCOUNT	REGISTRATION OF EASEMENT	100.00
NEWFOUNDLAND EXCHEQUER ACCOUNT	REGISTRATION OF EASEMENT	100.00
BRITTANY BARRETT	REFUND ADOPTION FEE	138.00
N. ELMHEIMED AND IMAN EL KHALED	REFUND SECURITY DEPOSIT	300.00
PROFESSIONAL ENGINEERS AND GEOSCIENTISTS NFLD & LABRADOR	MEMBERSHIP RENEWALS	339.25
MUNICIPAL CONSTRUCTION LIMITED	SAND AND GRAVEL	625.15
FEDERAL EXPRESS CANADA LTD.	COURIER SERVICES	99.32
NEWFOUNDLAND EXCHEQUER ACCOUNT	POLICE REPORT FEE	15.00
JUDI CARROLL	BAILIFF SERVICES	35.00
NORTRAX CANADA INC.,	PROFESSIONAL SERVICES	2,315.40
HEALTHQUEST INCORPORATED	ORTHOPAEDIC FOOTWEAR	287.50
NEWFOUNDLAND CAMERA	CAMERAS	620.97
ECONOMY DRYWALL SUPPLIES	BUILDING SUPPLIES	249.64
THE STEVENS COMPANY	VETERINARY SUPPLIES	204.64
HICKEY'S TIMBER MART	REPAIR PARTS	376.86
GOPHER SPORT	RECREATION SUPPLIES	885.34
PROVALL PARTS LTD.	REPAIR PARTS	651.11
STAPLES ADVANTAGE	OFFICE SUPPLIES	43.39
ROCK SAFETY INDUSTRIAL LTD.	PROTECTIVE CLOTHING	237.57
IMPACT SIGNS & GRAPHICS- MOUNT PEARL	DECAL	60.38
CITY OF ST. JOHN'S	REPLENISH PETTY CASH	134.55
PRAXAIR PRODUCTS INC.	CARBON DIOXIDE	410.98
VELERO DEVELOPMENTS	REFUND SECURITY DEPOSIT	7,500.00
SECOND DIMENSION INTERNATIONAL LTD.	ROGERS HOMETOWN HOCKEY	3,367.50
JASON HILL	REFUND SECURITY DEPOSIT	1,000.00
GORDON & LAURIE KIRBY	REFUND SECURITY DEPOSIT	2,000.00
KAREN FOWLER	LEGAL CLAIM	597.98
KYLA NADIA POWER	2019 HERITAGE FINANCIAL INCENTIVE PROGRAM	3,840.00
JEREMY WHEY	REFUND SECURITY DEPOSIT	100.00
LOIS PEDDLE	LEGAL CLAIM	460.00
WILRED WAY & CAROL DALE	REFUND OVERPAYMENT OF TAXES	342.85
DEANNE SPURREL	REFUND SECURITY DEPOSIT	150.00
HIKE DISCOVERY	MAPS	17.00
THOMAS W. FRAIZE	REFUND SECURITY DEPOSIT	200,000.00
THE SNOWMAN'S PLUMBING	REFUND SECURITY DEPOSIT	100.00
SHAWN & ROBYN CROFT	REFUND OVERPAYMENT OF TAXES	808.37
JAMES & BERTHA WOODROW	REFUND OVERPAYMENT OF TAXES	736.02
MARTIN & SHIRLEY LEONARD	REFUND OVERPAYMENT OF TAXES	75.00
ROYAL BANK OF CANADA	REFUND OVERPAYMENT OF TAXES	5,121.64
BRUCE W. CHAFE	PROFESSIONAL SERVICES	120.00
DR. KATHY CREWE	MEDICAL EXAMINATION FEE	20.00
YORK DEVELOPMENTS INC.	REFUND SECURITY DEPOSIT	2,000.00



NAME	DESCRIPTION	AMOUNT
O'DEA, MIKE	REFUND SECURITY DEPOSIT	2,000.00
PAIGE PENNEY	PERFORMANCE FEE	800.00
ZURICH INSURANCE CO.	LEGAL CLAIM	50,057.86
WATER RESOURCES MANAGEMENT DIVISION	CERTIFICATION EXAM FEES	690.00
JOSEPH GREENE	PROFESSIONAL SERVICES	200.00
DRI CANADA	MEMBERSHIP RENEWALS	200.00
KATRINA GILES/SEASIDE INTERIORS	PROFESSIONAL SERVICES	400.00
PHILROBBEN JANITORIAL LIMITED	CLEANING SERVICES	39,249.20
7917805 CANADA INC.	LAPTOPS & SUPPLIES (10)	15,513.50
SHRED-IT INTERNATIONAL	PROFESSIONAL SERVICES	18.40
UNIVERSAL CHAIRS INC	OFFICE FURNITURE	9,071.20
CANCELLED	CANCELLED	0.00
SCOTT HOUNSELL	EMPLOYMENT RELATED EXPENSES	125.00
ROGERS COMMUNICATIONS CANADA INC.	DATA & USAGE CHARGES	117.83
HARRIS & ROOME SUPPLY LIMITED	ELECTRICAL SUPPLIES	1,035.64
PUBLIC SERVICE CREDIT UNION	PAYROLL DEDUCTIONS	3,265.69
JONES, CHRISTINA	EMPLOYMENT RELATED EXPENSES	80.86
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	31,260.86
DESJARDINS FINANCIAL SECURITY	PAYROLL DEDUCTIONS	683,198.33
SSQ INSURANCE COMPANY INC.	PAYROLL DEDUCTIONS	5,266.51
EASTERN WASTE MANAGEMENT	PROFESSIONAL SERVICES - Q1 2020	825,000.00
MCLOUGHLAN SUPPLIES LTD.	ELECTRICAL SUPPLIES	3,386.53
THOMSON REUTERS CANADA	PUBLICATIONS	2,722.65
TELUS	MOBILE SERVICES	12,905.48
PAJ CANADA COMPANY	PROMOTIONAL ITEMS	26.22
CANCELLED	CANCELLED	0.00
YELLOW PAGES	ADVERTISING	140.53
PARTS FOR TRUCKS INC.	REPAIR PARTS	6,106.95
ACKLANDS-GRAINGER	INDUSTRIAL SUPPLIES	666.52
GRECO PIZZA	MEAL ALLOWANCES	277.02
AFONSO GROUP LIMITED	SEWER INSPECTIONS	414.00
ACTION CAR AND TRUCK ACCESSORIES	AUTO PARTS	354.12
THE LAW SOCIETY OF NEWFOUNDLAND AND LABRADOR	MEMBERSHIP RENEWALS	18,695.00
ATLANTIC PURIFICATION SYSTEM LTD	WATER PURIFICATION SUPPLIES	256.83
RDM INDUSTRIAL LTD.	INDUSTRIAL SUPPLIES	1,190.47
HERCULES SLR INC.	REPAIR PARTS	414.00
GRAND CONCOURSE AUTHORITY	MAINTENANCE CONTRACTS	5,464.88
BELBIN'S GROCERY	CATERING SERVICES	85.03
SMS EQUIPMENT	REPAIR PARTS	338.15
HAROLD SNOW & SONS	HARDWARE SUPPLIES	328.62
TONY'S TAILOR SHOP	PROFESSIONAL SERVICES	115.00
CABOT PEST CONTROL	PEST CONTROL	1,070.65
HOSPITALITY NEWFOUNDLAND AND LABRADOR	MEMBERSHIP RENEWALS	386.40
PIK-FAST EXPRESS INC.	BOTTLED WATER	14.50
ROCKWATER PROFESSIONAL PRODUCT	CHEMICALS	5,511.95

NAME	DESCRIPTION	AMOUNT
STANTEC CONSULTING LTD. (SCL)	PROFESSIONAL SERVICES	2,823.27
TIM HORTONS STORE 387	REFRESHMENTS	114.99
PRINT & SIGN SHOP	SIGNAGE	124.49
ROCK CONSTRUCTION CO LTD	PROFESSIONAL SERVICES	38,948.03
FARRELL'S EXCAVATING LTD.	ROAD GRAVEL	1,818.55
WESTERN HYDRAULIC 2000 LTD	REPAIR PARTS	5,292.30
WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS	PROFESSIONAL SERVICES	19,934.35
ATLANTIC TRAILER & EQUIPMENT	REPAIR PARTS	1,999.77
TRIWARE TECHNOLOGIES INC.	COMPUTER EQUIPMENT	6,229.55
CABOT FORD LINCOLN SALES LTD.	REPAIR PARTS	1,195.31
CANADA POST CORPORATION	POSTAGE SERVICES	68.04
AIR LIQUIDE CANADA INC.	CHEMICALS AND WELDING PRODUCTS	69.00
SOBEY'S INC	PET SUPPLIES	1,076.65
NEWFOUNDLAND GLASS & SERVICE	GLASS INSTALLATION	665.85
MAC TOOLS	TOOLS	776.75
KENT	BUILDING SUPPLIES	1,474.32
CBCL LIMITED	PROFESSIONAL SERVICES	35,966.25
CLARKE'S TRUCKING & EXCAVATING	GRAVEL	2,416.00
RENTOKIL CANADA CORPORATION	PEST CONTROL	39,286.30
PF COLLINS CUSTOMS BROKER LTD	DUTY AND TAXES	130.16
CONSTRUCTION SIGNS LTD.	SIGNAGE	47,936.03
COUNTRY TRAILER SALES 1999 LTD	REPAIR PARTS	17,997.50
SCARLET EAST COAST SECURITY LTD	TRAFFIC CONTROL	265.36
CRANE SUPPLY LTD.	PLUMBING SUPPLIES	300.15
JAMES G CRAWFORD LTD.	PLUMBING SUPPLIES	367.68
ENVIROSYSTEMS INC.	PROFESSIONAL SERVICES	1,776.75
NEWFOUND CABS	TRANSPORTATION SERVICES	70.25
CUMMINS CANADA ULC	REPAIR PARTS	5,262.25
MCINNES COOPER	PROFESSIONAL SERVICES	319.93
DICKS & COMPANY LIMITED	OFFICE SUPPLIES	976.24
WJAX POWER SYSTEMS	REPAIR PARTS	5,425.41
MIC MAC FIRE & SAFETY SOURCE	SAFETY SUPPLIES	601.11
EAST COAST HYDRAULICS	REPAIR PARTS	774.27
REEFER REPAIR SERVICES (2015) LIMITED	REPAIR PARTS	490.00
DOMINION RECYCLING LTD.	PIPE	621.00
GOODLIFE FITNESS	FITNESS MEMBERSHIP	91.05
CAHILL TECHNICAL SERVICES	PROFESSIONAL SERVICES	2,157.69
CANADIAN TIRE CORP.-HEBRON WAY	MISCELLANEOUS SUPPLIES	360.86
CANADIAN TIRE CORP.-KELSEY DR.	MISCELLANEOUS SUPPLIES	966.96
EAST COAST MARINE & INDUSTRIAL	MARINE & INDUSTRIAL SUPPLIES	966.00
EASTERN MEDICAL SUPPLIES	MEDICAL SUPPLIES	102.00
ELECTRIC MOTOR & PUMP DIV.	REPAIR PARTS	731.40
ENVIROMED ANALYTICAL INC.	REPAIR PARTS AND LABOUR	316.25
HOME DEPOT OF CANADA INC.	BUILDING SUPPLIES	1,495.44
J & N EXCAVATING & CONTRACTING	RENTAL OF EQUIPMENT	1,500.00

NAME	DESCRIPTION	AMOUNT
21ST CENTURY OFFICE SYSTEMS 1992 LTD.	OFFICE SUPPLIES	897.00
FRESHWATER AUTO CENTRE LTD.	AUTO PARTS/MAINTENANCE	2,536.38
PRINCESS AUTO	MISCELLANEOUS ITEMS	468.83
GREENWOOD SERVICES INC.	OPEN SPACE MAINTENANCE	345.00
PENNEY'S HOLDINGS LIMITED	PROFESSIONAL SERVICES	2,070.00
WOLSELEY CANADA INC.	REPAIR PARTS	149.92
EASTERN PROPANE	PROPANE	161.00
A HARVEY & CO. LTD.	ROAD SALT	1,130.85
HARVEY'S OIL LTD.	PETROLEUM PRODUCTS	1,069.50
GUILLEVIN INTERNATIONAL CO.	ELECTRICAL SUPPLIES	5,223.50
BRENNTAG CANADA INC	CHLORINE	22,692.83
GRAYMONT (NB) INC.,	HYDRATED LIME	22,434.06
HICKMAN MOTORS LIMITED	REPAIR PARTS	78.36
MURRAY'S LANDSCAPE SERVICES LTD.	PROFESSIONAL SERVICES	310.50
HILTI CANADA LIMITED	REPAIR PARTS	628.01
HOLDEN'S TRANSPORT LTD.	RENTAL OF EQUIPMENT	586.50
HOLLAND NURSERIES LTD.	TREE VOUCHER PROGRAM	141.68
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	REPAIR PARTS	3,884.85
UNIVAR CANADA	CHEMICALS	21,064.84
CLEAN SWEEP PROPERTY MAINTENANCE	PROFESSIONAL SERVICES	10,453.50
SCOTIA RECYCLING (NL) LIMITED	TIP FLOOR FEE	145,076.47
ULINE	SAND BAGS	582.92
CH2M HILL	PROFESSIONAL SERVICES	7,575.63
PINNACLE ENGINEERING (2018) LIMITED	PROFESSIONAL SERVICES	8,240.99
SOFTCHOICE LP	SOFTWARE RENEWAL	3,004.09
BOSCH REXROTH CANADA CORP.	REPAIR PARTS	952.20
WORK AUTHORITY	CLOTHING ALLOWANCE	273.69
SAFETY FIRST-SFC LTD.	PROFESSIONAL SERVICES	31,480.36
DILLON CONSULTING LTD.	PROFESSIONAL SERVICES	23,887.80
KERR CONTROLS LTD.	INDUSTRIAL SUPPLIES	1,682.39
NEWFOUND MECHANICAL LTD.	PROFESSIONAL SERVICES	862.83
WATER & ICE NORTH AMERICA	REPAIR PARTS	267.03
ALYSSA'S PROPERTY SERVICES PRO INC.	PROFESSIONAL SERVICES	5,060.00
REXEL CANADA ELECTRICAL INC.,	REPAIR PARTS	793.76
JJ MACKAY CANADA LTD.	PARKING METER KEYS	10,082.63
CUTTING EDGE EXCAVATION INC.,	PROFESSIONAL SERVICES	8,775.01
SUMMIT PLUMBING & HEATING LTD.	PROFESSIONAL SERVICES	17,860.57
SHORELINE LUBRICANTS & INDUSTRIAL SUPPLY	CHEMICALS	408.83
DR. LISA KIELEY	MEDICAL EXAMINATION FEE	20.00
NEWFOUNDLAND DISTRIBUTORS LTD.	INDUSTRIAL SUPPLIES	475.78
TRC HYDRAULICS INC.	REPAIR PARTS	1,161.50
TOROMONT CAT	AUTO PARTS	1,829.77
NORTH ATLANTIC PETROLEUM	PETROLEUM PRODUCTS	146,051.50
PBA INDUSTRIAL SUPPLIES LTD.	INDUSTRIAL SUPPLIES	1,430.38
GCR TIRE CENTRE	TIRES	17,000.47

NAME	DESCRIPTION	AMOUNT
THE HUB	CATERING SERVICES	3,302.51
POWERLITE ELECTRIC LTD.	ELECTRICAL PARTS	93.09
K & D PRATT LTD.	REPAIR PARTS AND CHEMICALS	6,795.60
RIDEOUT TOOL & MACHINE INC.	TOOLS	18,670.78
NAPA ST. JOHN'S 371	AUTO PARTS	76.96
THE ROYAL GARAGE LIMITED	AUTO PARTS	322.69
ROYAL FREIGHTLINER LTD	REPAIR PARTS	405.95
S & S SUPPLY LTD. CROSSTOWN RENTALS	REPAIR PARTS	575.98
SAUNDERS EQUIPMENT LIMITED	REPAIR PARTS	14,461.07
SANSOM EQUIPMENT LTD.	REPAIR PARTS	13,767.51
SMITH STOCKLEY LTD.	PLUMBING SUPPLIES	109.63
STEELFAB INDUSTRIES LTD.	STEEL	1,381.73
SUPERIOR OFFICE INTERIORS LTD.	OFFICE SUPPLIES	1,376.55
PAINT SHOP-TOPSAIL DECOR	PAINT SUPPLIES	209.72
TRACTION DIV OF UAP	REPAIR PARTS	2,134.26
URBAN CONTRACTING JJ WALSH LTD	PROPERTY REPAIRS	2,558.75
WEIRS CONSTRUCTION LTD.	STONE/ROAD GRAVEL	5,777.24
WINDCO ENTERPRISES LTD.	FLAGS	1,325.51
THE GATHERING PLACE	SUPPORTIVE REFERRAL CLAIM	1,100.00
STAPLES THE BUSINESS DEPOT - KELSEY DR	OFFICE SUPPLIES	189.70
GOSS GILROY INC	PROFESSIONAL SERVICES	1,250.00
STELLA'S CIRCLE	SUPPORTIVE REFERRAL CLAIM	3,292.86
MACINTYRE HOMES & RENOVATIONS	REFUND SECURITY DEPOSIT	1,000.00
GFL ENVIRONMENTAL INC.	PROFESSIONAL SERVICES	31,196.07
EXP SERVICES	PROFESSIONAL SERVICES	39,135.94
CRITCH, ROBERT	MILEAGE	207.52
OSBORNE, ROBERT	FOOTWEAR ALLOWANCE	125.00
WILLIAMS, KEITH	MILEAGE	168.18
MACKENZIE, NEIL	MILEAGE	78.14
SHERRIFFS, KAREN	EMPLOYMENT RELATED EXPENSES	827.97
WHEELER, DAVID	EMPLOYMENT RELATED EXPENSES	75.00
POWER TINA	EMPLOYMENT RELATED EXPENSES	80.79
JASON PHILLIPS	MILEAGE	172.15
COLLINS, WALLY	MILEAGE	123.33
LETTO, LORI	EMPLOYMENT RELATED EXPENSES	52.38
NADINE MARTIN	VEHICLE BUSINESS INSURANCE	142.00
MELISSA COCHRANE	EMPLOYMENT RELATED EXPENSES	106.45
MORGAN, PATRICK	TUITION	127.50
TRAVERSE, SHELLEY	EMPLOYMENT RELATED EXPENSES	40.24
NICOLE MURPHY	MILEAGE	33.82
LESLEY FORAN	VEHICLE BUSINESS INSURANCE	171.00
HAYE, SHAWN	MILEAGE	309.87
HILLIER, HEATHER	MILEAGE	64.96
CREWE, RYAN	EMPLOYMENT RELATED EXPENSES	339.25
KENESSA CUTLER	TUITION	845.00

NAME	DESCRIPTION	AMOUNT
LISA LANE	CLOTHING ALLOWANCE	104.70
VICTORIA ETCHEGARY	EMPLOYMENT RELATED EXPENSES	92.60
TARA CUMBY	EMPLOYMENT RELATED EXPENSES	52.50
SARAH NICHOLS	MILEAGE	52.76
TONYA KNOPP	EMPLOYMENT RELATED EXPENSES	95.08
JEREMY GEORGE	VEHICLE BUSINESS INSURANCE	144.52
VALLEN	REPAIR PARTS	2,084.73
PROCUREMENT ADVISORY OFFICE INCORPORATED	PROFESSIONAL SERVICES	6,900.00
TEAM AQUATIC SUPPLIES LTD.	RECREATION SUPPLIES	1,024.35
PAYBYPHONE TECHNOLOGIES INC.	PARKING METERS	808.86
PERRY MATTHEWS TOWING INC.	PROFESSIONAL SERVICES	3,162.50
GARDINER CENTRE	WORKSHOP FEE	989.00
C&E GROUP	PROFESSIONAL SERVICES	460.01
COLONIAL GARAGE & DIST. LTD.	AUTO PARTS	1,897.45
STAPLES THE BUSINESS DEPOT - MP	OFFICE SUPPLIES	11,555.43
WATERWORKS SUPPLIES DIV OF EMCO LTD	REPAIR PARTS	20,669.83
PRECISION EXCAVATION LTD.	PROGRESS PAYMENT	706,167.29
SPURRELL, SHALANE	TUITION	695.00
<b>TOTAL: \$</b>		<b><u>3,667,663.45</u></b>

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending January 8, 2020**

### **Payroll**

<b>Public Works</b>	<b>\$ 711,122.19</b>
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<b>Bi-Weekly Administration</b>	<b>\$ 874,932.14</b>
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<b>Bi-Weekly Management</b>	<b>\$ 881,634.97</b>
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<b>Bi-Weekly Fire Department</b>	<b>\$ 921,576.33</b>
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<b>Accounts Payable</b>	<b>\$ 2,675,540.50</b>
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<b>Total:</b>	<b>\$ 6,064,806.13</b>
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# **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
KEY2ACT	SIG ENHANCEMENT PLAN	60,315.74
NATIONAL FIRE PROTECTION ASSOC. (NFPA)	MEMBERSHIP RENEWAL	1,766.44
NEWFOUNDLAND & LABRADOR ASSOC. OF FIRE CHIEFS & FIREFIGHTERS	CONFERENCE FEE	375.00
PROFESSIONAL ENGINEERS AND GEOSCIENTISTS NFLD & LABRADOR (PEGNL)	MEMBERSHIP RENEWALS	678.50
CITY OF ST. JOHN'S	REPLENISH PETTY CASH	199.59
BIDGOOD'S WHOLESALE LTD.	REFUND OVERPAYMENT OF TAXES	8,685.87
PETER'S PIZZA & GOLDEN FOODS	MEAL ALLOWANCES	96.14
WHITES POOL & SPAS LTD o/a Clearwater Pools	POOL SUPPLIES	1,145.33
NEWLAB OXYGEN LIMITED	REPAIR PARTS	93.98
CHAPTERS ST. JOHN'S	RECREATION SUPPLIES	212.66
STAPLES ADVANTAGE	OFFICE SUPPLIES	41.98
BELL ALIANT	TELEPHONE SERVICES	20,351.52
PRAXAIR PRODUCTS INC.	CARBON DIOXIDE	462.69
THE RENTAL SHOP	RENTAL OF SCAFFOLD	56.06
ST. JOHN'S CHOIR	HONORARIUM	150.00
COSTCO WHOLESALE CANADA LTD.	REFUND OVERPAYMENT OF TAXES	48,924.44
ANITA & MARY LYNN SORENSEN	REFUND OVERPAYMENT OF TAXES	430.04
NL SPORTS CENTRE INC -SPORTS NL	RENTAL OF GYM	906.13
ELIZABETH A. MAHER	REFUND OVERPAYMENT OF TAXES	112.11
BRIAN MCALLISTER & JAQUELINE KELLY	REFUND OVERPAYMENT OF TAXES	533.44
HAINES, ARNOLD	REFUND SECURITY DEPOSIT	180.00
MORNEAU SHEPELL	PROFESSIONAL SERVICES	4,997.33
ESTATE OF GERALDINE TOBIN	REFUND OVERPAYMENT OF TAXES	468.08
CARDIAC SCEINCE	REPAIR PARTS	91.76
ESA ADMINISTRATOR LLC	REFUND OVERPAYMENT OF TAXES	837.57
CADILLAC SERVICES LTD.	REFUND SECURITY DEPOSIT	2,000.00
MODERN PAVING LTD.	PROFESSIONAL SERVICES	355.91
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	21,227.74
TELUS	IPHONES (7)	4,950.75
PUBLIC SERVICE CREDIT UNION	PAYROLL DEDUCTIONS	4,610.80
FORT GARRY FIRE TRUCKS LTD.	PURCHASE OF FIRE TRUCK	657,608.66
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	20,483.07
DARLENE SHARPE	CLEANING SERVICES	750.00
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	25,014.18
CIBC MELLON GLOBAL SECURITIES	EMPLOYEE DEDUCTIONS	6,028.81
CITY HALL SOCIAL CLUB	FUNDING FOR KIDS CHRISTMAS PARTY	15,000.00
PUROLATOR INC.	COURIER SERVICES	282.07
SMITH STOCKLEY LTD.	PLUMBING SUPPLIES	945.36
PARTS FOR TRUCKS INC.	REPAIR PARTS	8,873.56
BABB SECURITY SYSTEMS	SECURITY SERVICES	353.05
HERCULES SLR INC.	REPAIR PARTS	3,275.65
STAPLES THE BUSINESS DEPOT - MP	OFFICE SUPPLIES	815.34
GRAND CONCOURSE AUTHORITY	MAINTENANCE CONTRACTS	26,124.26
SMS EQUIPMENT	REPAIR PARTS	94.33
ROCKWATER PROFESSIONAL PRODUCT	CHEMICALS	2,394.07


NAME	DESCRIPTION	AMOUNT
BLACK & MCDONALD LIMITED	PROFESSIONAL SERVICES	52,429.75
SPLASHABLES INC	RECREATION SUPPLIES	5,790.25
CITY OF MOUNT PEARL	GYM MEMBERSHIP	122.00
SKYHIGH AMUSEMENTS ENT. SERVICES	ENTERTAINMENT	1,138.50
AIR LIQUIDE CANADA INC.	CHEMICALS AND WELDING PRODUCTS	230.05
HISCOCK'S SPRING SERVICE	HARDWARE SUPPLIES	2,755.19
BLUE WATER MARINE & EQUIPMENT	REPAIR PARTS	42.78
BEATTIE INDUSTRIAL	REPAIR PARTS	895.39
CANADIAN RED CROSS	CPR RECERTIFICATION	320.00
PF COLLINS CUSTOMS BROKER LTD	DUTY AND TAXES	53.87
EASTERN VALVE & CONTROL SPEC.	REPAIR PARTS	672.75
FEDERATION OF CANADIAN MUNICIPALITIES	MEMBERSHIP RENEWAL	25,573.50
CRAWFORD & COMPANY CANADA INC	ADJUSTING FEES	2,277.00
DICKS & COMPANY LIMITED	OFFICE SUPPLIES	911.24
WAJAX POWER SYSTEMS	REPAIR PARTS	6,373.81
REEFER REPAIR SERVICES (2015) LIMITED	REPAIR PARTS	17,587.70
CANADIAN TIRE CORP.-HEBRON WAY	MISCELLANEOUS SUPPLIES	415.36
CANADIAN TIRE CORP.-MERCHANT DR.	MISCELLANEOUS SUPPLIES	1,491.85
CANADIAN TIRE CORP.-KELSEY DR.	MISCELLANEOUS SUPPLIES	305.24
ELECTRIC MOTOR & PUMP DIV.	REPAIR PARTS	2,619.14
DOMINION STORE 935	MISCELLANEOUS SUPPLIES	830.62
CONTROL PRO DISTRIBUTOR INC.	REPAIR PARTS	30.52
PROVINCIAL FENCE PRODUCTS	FENCING MATERIALS	3,226.33
HARVEY & COMPANY LIMITED	REPAIR PARTS	5,507.44
A HARVEY & CO. LTD.	ROAD SALT	958,394.78
CANCELLED	CANCELLED	0.00
HOLDEN'S TRANSPORT LTD.	RENTAL OF EQUIPMENT	586.50
FLEET READY LTD.	REPAIR PARTS	2,670.65
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	REPAIR PARTS	547.83
UNIVAR CANADA	CHEMICALS	10,532.42
IMPRINT SPECIALTY PROMOTIONS LTD	PROMOTIONAL ITEMS	823.29
JOHNSON CONTROLS LTD.	REPAIR PARTS	5,083.00
WORK AUTHORITY	CLOTHING ALLOWANCE	281.75
SAFETY FIRST-SFC LTD.	PROFESSIONAL SERVICES	287.50
KENT BUILDING SUPPLIES-STAVANGER DR	BUILDING MATERIALS	225.06
PLEXUS CONNECTIVITY SOLUTIONS	PROFESSIONAL SERVICES	8,152.95
JT MARTIN & SONS LTD.	HARDWARE SUPPLIES	343.57
REXEL CANADA ELECTRICAL INC.,	REPAIR PARTS	972.85
JJ MACKAY CANADA LTD.	PARKING METER KEYS	4,436.64
MIKAN SCIENTIFIC INC.	REPAIR PARTS	229.48
CAP-IT	REPAIR PARTS	1,434.22
MODERN PAVING LTD.	ASPHALT	2,806.59
NU-WAY EQUIPMENT RENTALS	RENTAL OF EQUIPMENT	971.75
TOROMONT CAT	AUTO PARTS	26.94
NORTH ATLANTIC PETROLEUM	PETROLEUM PRODUCTS	856.32



NAME	DESCRIPTION	AMOUNT
PETER PAN SALES LTD.	SANITARY SUPPLIES	667.00
RIDEOUT TOOL & MACHINE INC.	TOOLS	385.01
ROYAL FREIGHTLINER LTD	REPAIR PARTS	236.73
ST. JOHN'S TRANSPORTATION COMMISSION	LEGAL CLAIM	4,432.87
BIG ERICS INC	SANITARY SUPPLIES	56.03
SAUNDERS EQUIPMENT LIMITED	REPAIR PARTS	803.71
SANSOM EQUIPMENT LTD.	REPAIR PARTS	293.25
SUPERIOR OFFICE INTERIORS LTD.	OFFICE SUPPLIES	918.85
TULK'S GLASS & KEY SHOP LTD.	PROFESSIONAL SERVICES	713.70
CLIFF JOHNSTON	PROFESSIONAL SERVICES	150.00
GFL ENVIRONMENTAL INC.	PROFESSIONAL SERVICES	10,973.62
BRUCE BLACKWOOD	PROFESSIONAL SERVICES	150.00
OSBORNE, ROBERT	VEHICLE BUSINESS INSURANCE	35.00
HAYWARD, ELIZABETH	MILEAGE	73.80
WINSOR, MICHELLE	MILEAGE	20.17
COOK, CAROLYN	EMPLOYMENT RELATED EXPENSES	344.90
JONES, CHRISTINA	MILEAGE	40.71
SHERRIFFS, KAREN	MILEAGE	116.78
WINSOR, LYNNANN	MILEAGE	144.37
QUIGLEY, CRAIG	TUITION	1,155.00
MERCER, PETER	EMPLOYMENT RELATED EXPENSES	97.74
DEREK DUGGAN	MILEAGE	57.24
WELLS, SHERRY	MILEAGE	113.47
ANGELA BLANCHARD	MILEAGE	88.39
DAPHNE SULLIVAN	MILEAGE	339.97
CRYSTAL BARRON	MILEAGE	154.32
TOBIN, JUDY	EMPLOYMENT RELATED EXPENSES	16.09
KIM BARRY	TUITION	572.13
ANNA BLACKWOOD	TUITION	230.00
BYRON OSMOND	MILEAGE	177.92
MIKE ADAM	MILEAGE	342.13
RENEE DEVEREAUX	MILEAGE	61.64
KNOX, BRUCE	MILEAGE	34.07
SARAH NICHOLS	MILEAGE	119.49
LORINDA RAMSAY	CLOTHING ALLOWANCE	120.00
EVANS, ANDREW	WELLNESS FITNESS MEMBERSHIP	500.00
INTERNATIONAL NAME PLATE SUPPLIES LTD.	DECALS	58.75
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	162,882.90
CWB NATIONAL LEASING	PROFESSIONAL SERVICES	1,100.71
RBC INVESTOR & TREASURY SERVICES	CUSTODY FEES	718.75
BDO CANADA LLP	PROFESSIONAL SERVICES	76,109.55
CUPE LOCAL 569	PAYROLL DEDUCTIONS	30,204.43
CUPE LOCAL 1289	PAYROLL DEDUCTIONS	18,433.96
IAFF, LOCAL 1075	PAYROLL DEDUCTIONS	23,959.97
NAPE	PAYROLL DEDUCTIONS	643.59

NAME	DESCRIPTION	AMOUNT
THE WORKS	MEMBERSHIP FEES	342.38
SUPPORT ENFORCEMENT AGENCY	WAGE GARNISHMENTS	2,347.38
CITY HALL SOCIAL CLUB	PAYROLL DEDUCTIONS	4,842.60
HEALTH CARE FOUNDATION	PAYROLL DEDUCTIONS	8.00
INFINITY CONSTRUCTION	PROGRESS PAYMENT	12,991.63
REDWOOD CONSTRUCTION LIMITED	PROGRESS PAYMENT	52,852.94
MODERN PAVING LTD.	PROGRESS PAYMENT	178,742.48
<b>TOTAL: \$</b>		<b><u>2,675,540.50</u></b>

# BID APPROVAL NOTE

<b>Bid #</b>	2019260		
<b>Bid Name</b>	Snow Clearing and Ice Control Churchill Square		
<b>Department</b>	Public Works	<b>Division</b>	Roads
<b>Budget Code</b>	3231-52100		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	To provide snow clearing and ice control to Churchill Square parking lot.		
<b>Results</b>	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	<b>Vendor Name</b>	<b>Bid Amount</b>	
<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 years with two one 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 this open call to the lowest bidder that meets specifications, JAT excavating Inc., as per the Public Procurement Act, for \$114,000.00, HST not included.		
<b>Supply Chain Buyer</b>	Sherri Higgins		
<b>Supply Chain Manager</b>		<b>Date</b>	2019/12/19
<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

**2019260**

## **Snow Clearing and Ice Control Churchill Square**

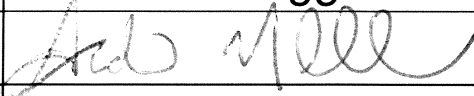
Closing Date: Wednesday, December 18, 2019

**Vendor**

**Bid Submissions**

JAT excavating inc	\$114,000.00
Alyssa's property services pro inc.	\$116,000.00
Rock Construction Company Limited	\$118,480.00
Alltask Excavating Inc.	\$128,000.00
Gladneys Bus Ltd	\$149,776.00
Clarke's Trucking and Excavating Limited	\$158,000.00
Pyramid Construction Limited	\$179,800.00
Parsons Paving Ltd.	\$193,608.00
Gerald O'Driscoll	\$195,000.00
Murphy's Ground Patrol Ltd.	\$240,000.00
Coady Construction & Excavating Limited	\$265,000.00

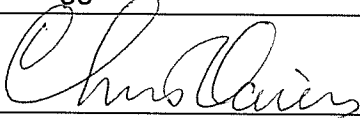
# DEPARTMENTAL APPROVAL REQUEST – REQUEST FOR PROPOSALS (RFP)

<b>Bid #</b>	2019246		
<b>Commodity</b>	Wide Area Network (WAN) Connection Services		
<b>Department</b>	Public Works - Waste & Recycling		
<b>Budget Code</b>	4331-52100 and 4331-52633		
<b>Source of Funding</b>	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	<input type="checkbox"/> Multiyear Capital
<b>Purpose</b>	To connect remote sites at Robin Hood Bay (flare and two lift stations) back to administration building and onto the City corporate network. This will allow staff to remotely monitor the operation of these assets. There is also an upgrade of the current 100 MB connection to the admin building to a 1 GB connection.		
<b>Proposals Submitted by</b>	<b>Vendor Name</b>		
	Rogers Communications		
	Eastlink		
<b>Expected Value</b>	<input type="checkbox"/> As above <input type="checkbox"/> Value shown is an estimate only for a ____ year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>	Five years		
<b>Recommendation</b>	It is recommended to award this RFP to <u>Rogers Communications</u> in the amount of \$ <u>107,900.00</u> based on an evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.		
<b>Proposals Obtained by</b>	Sherri Lee Higgins		
<b>Manager or Designate</b>		<b>Date</b>	Dec 30, 2019
<b>Deputy City Manager or Designate</b>		<b>Date</b>	

- In cases where the procurement value is \$100,000 or above Council approval is required. The entire procurement value must be calculated to determine this threshold including any possible contract extensions.
- Where departments have used an RFP to purchase commodities, they are responsible to send the information to Council for approval by using this form.
- A purchase order will not be created until all documentation, including Council approval, has been provided with an approved requisition.

# ST. JOHN'S

# BID APPROVAL NOTE

<b>Bid #</b>	2019248		
<b>Bid Name</b>	Supply and Delivery of Annuals		
<b>Department</b>	Public Works	<b>Division</b>	Parks & Open Spaces
<b>Budget Code</b>	7121-55213		
<b>Source of Funding</b>	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
<b>Purpose</b>	This open call is required to purchase flowers planted by City staff in City Parks, Buildings and select monument sites.		
<b>Results</b>	<input type="radio"/> As attached <input checked="" type="radio"/> As noted below		
	<b>Vendor Name</b>	<b>Bid Amount</b>	
	Stanley Flowers Ltd.	\$68,710.20	
	Murray's Landscape Services Ltd.	\$99,499.24	
<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 with a two (2) year extension		
<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 to the lowest bidder meeting specifications, Stanley Flowers Ltd., as per the Public Procurement Act, for \$68,710.20 per year, HST included.		
<b>Supply Chain Buyer</b>	Sherri Higgins		
<b>Supply Chain Manager</b>		<b>Date</b>	2019/12/31
<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

# DECISION/DIRECTION NOTE

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Recommendation outlined in this DN  
approved via EPOLL conducted on Dec.  
23, 2019.

**Title:** Mobile Vending on the Parking Lot of Holy Heart High School

**Date Prepared:** December 23, 2019

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

**Councillor and Role:** Councillor Hope Jamieson

**Ward:** 2

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**Decision/Direction Required:** For consideration of Council to permit mobile vending to occur in the parking lot of Holy Heart High School which is zoned Institutional.

**Discussion – Background and Current Status:** The Regulatory Services Division has been approached by Stella's Circle seeking permission to permit mobile vending to occur on the parking lot described above for an event to take place on January 5, 2020 from 10:00 a.m. – 2:00 p.m.

The event is Christmas tree chipping, by donation, to support Stella's Circle Expressive Therapy programs which is common gardening, landscaping and becoming familiar with outdoor connections.

Section 7(2)(b) of the Mobile Vending By-Law states that mobile vending is not permitted in Institutional zones unless specifically permitted by Council.

**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
4. Legal or Policy Implications: Not applicable
5. Privacy Implications: Not applicable
6. Engagement and Communications Considerations: Not applicable
7. Human Resource Implications: Not applicable

**ST. JOHN'S**



8. Procurement Implications: Not applicable

9. Information Technology Implications: Not applicable

10. Other Implications: Not applicable

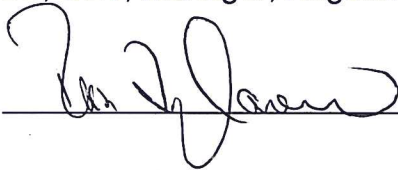
**Recommendation:**

It is recommended that permission be granted to allow mobile vending on the parking lot of Holy Heart High School for the aforementioned event.

**Prepared by/Signature:**

Randy Carew, CET, Manager, Regulatory Services

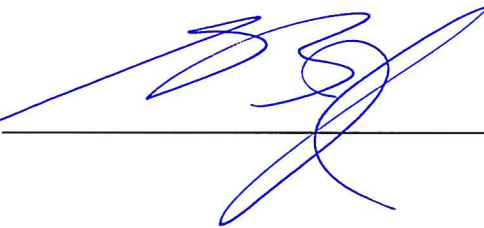
Signature: \_\_\_\_\_



**Approved by/Signature:**

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

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





# DECISION/DIRECTION NOTE

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**Title:** Travel Authorization – Hospitality NL Conference & Trade Show Councillor Hanlon

**Date Prepared:** January 8, 2020

**Report To:** Regular Meeting of Council – January 13, 2020

**Councillor and Role:** Lead - Economic Development, Tourism & Culture

**Ward:** N/A

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**Decision/Direction Required:** Seeking approval for Councillor Hanlon to attend the HNL Conference and Trade Show on February 25-27, 2020.

**Discussion – Background and Current Status:**

The City is a member of Hospitality NL

**Key Considerations/Implications:**

1. Budget/Financial Implications:
  - The cost to attend this meeting has been budgeted under the travel budget for Mayor and Council.
2. Partners or Other Stakeholders:
  - Hospitality NL
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:



9. Information Technology Implications:

- N/A

10. Other Implications:

- N/A

**Recommendation:**

That Council approve costs associated with Councillor Hanlon's travel at the HNL Conference and Trade Show being held in Corner Brook from February 25-27,

# DECISION/DIRECTION NOTE

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**Title:** Travel Authorization – Councillor Hanlon – Seatrade Conference – Miami, Florida

**Date Prepared:** January 8, 2020

**Report To:** Mayor and Council

**Councillor and Role:** Economic Development, Tourism & Culture Lead

**Ward:**

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## **Decision/Direction Required:**

Seeking Approval for Councillor Hanlon to attend the Seatrade Cruise Global Conference in Miami Beach, Florida from April 21-23, 2020

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

The City of St. John's is a member of Seatrade Global

## **Key Considerations/Implications:**

- Budget/Financial Implications:
  - The cost to attend this conference is budgeted under the travel budget for Mayor and Council.
- Partners or Other Stakeholders:
  - Seatrade Global
- Alignment with Strategic Directions/Adopted Plans:
  - N/A
- Legal or Policy Implications:
  - N/A
- Privacy Implications:
  - N/A
- Engagement and Communications Considerations:
  - N/A
- Human Resource Implications:
  - N/A
- Procurement Implications:

# ST. JOHN'S

- N/A
- Information Technology Implications:
  - N/A
- Other Implications:

**Recommendation:**

**That Council approve costs associated with Councillor Hanlon's travel to the Seatrade Cruise Global Conference to be held in Miami Beach, Florida from April 21-23, 2020**

**Report Approval Details**

Document Title:	Travel Authorization - Councillor Hanlon - Seatrade Conference - Miami, Florida.docx
Attachments:	
Final Approval Date:	Jan 8, 2020

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

**Karen Chafe - Jan 8, 2020 - 12:35 PM**

**Elaine Henley - Jan 8, 2020 - 2:35 PM**