

**AGENDA  
REGULAR MEETING**

**April 27, 2020  
3:00 p.m.**

**ST. JOHN'S**

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# MEMORANDUM

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April 23, 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, April 27 at 3:00 p.m.**

By Order



Elaine Henley  
City Clerk

# ST. JOHN'S

CITY MANAGER

# ST. JOHN'S

April 27, 2020

3:00 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 - April 13, 2020	6
5.	BUSINESS ARISING FROM THE MINUTES	
5.1	2020 Streets Rehabilitation Program List	18
5.2	Strategic Plan 2020 Quarter 1 Progress Report	23
5.3	Transportation Changes in Response to COVID 19	
6.	NOTICES PUBLISHED	48
6.1	970 Portugal Cove Road - Forestry (F) - Ward 1	

## **Application**

A Discretionary Use Application has been submitted by Pyramid Construction Ltd. requesting permission to recognize the buildings at 970 Portugal Cove Road related to the existing quarry for Mineral Workings Use.

## **Description**

The buildings include the scale house with a floor area of 62.2m<sup>2</sup>, asphalt plant with a floor area of 34.8m<sup>2</sup> (operator's control room), and a lunchroom with a floor area of 22.8m<sup>2</sup>.

No submissions received.

**Application**

A Discretionary Use application has been submitted to operate a Home Occupation in a portion of the dwelling at 46 Bell's Turn. The proposed business will offer spa services such as facials and pedicures.

**Description**

The business will operate seven days a week between 12 noon and 7 p.m. The treatment times vary from 1.5 hours to 2 hours with one client per session by appointment only. The proposed business will occupy a floor area of approximately 11 m<sup>2</sup> and the operator will be the sole employee.

3 submissions received.

6.3 430 Topsail Road - Commercial Regional (CR) Zone - Ward 3

**Application**

A Discretionary use application has been submitted by Golfdale Entertainment Corp. for a Lounge and Place of Amusement for Billards in a suite at 430 Topsail Road (Village Mall).

**Description**

The business hours of operation are noon to midnight daily and will occupy a floor area of 165m<sup>2</sup>. There are 6 employees, typically 2 per shift.

No submissions received.

**Application**

A Discretionary Use Application has been submitted to the City of St. John's by Eastlink seeking approval to install six (6) antenna and add a new 4.8m<sup>2</sup> equipment shelter on the roof of 40 Arctic Avenue (Earth Sciences Centre).

**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 Arctic Avenue of Eastlink's intention to install an antenna system consisting of:

- Six (6) Tongyu Dual Band antennas and Three (3) Remote Radio Units. Two Sectors will be installed at each location on the East, West and South Sides of the building roof, and installed at an elevation of 17m (main roof slab).
- A 2m x 2.4m prefabricated equipment shelter to be installed on North side of building.

1 submission received.

## 6.5 4329 Trans Canada Highway - Forestry (F) Zone - Ward 5

**Application**

A Discretionary Use Application has been submitted by C.W. Parsons Limited requesting permission to use a parcel of land at 4239 Trans Canada Highway near Pasture Land Road as a quarry for Mineral Workings Use.

**Description**

The proposed 2.74 hectares of Crown Land will be used for quarrying Borrow Material, Gravel, Rock, Sand, Stockpiled Material and Aggregate, which involves drilling, blasting and crushing.

No submissions received.

**7. COMMITTEE REPORTS**

## 7.1 Development Committee Report

1. Request for Accessory Building in the Rural Zone - INT2000030  
- 161 Sugarloaf Road

2.	Request for Building Line Setback for Front Extension - INT2000031 - 14 Tunis Court	61
<b>8.</b>	<b>DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)</b>	
8.1	Development Permits List for the Week of March 26 - April 22, 2020	
<b>9.</b>	<b>BUILDING PERMITS LIST</b>	
9.1	Building Permits List for the week ending April 22, 2020	66
<b>10.</b>	<b>REQUISITIONS, PAYROLLS AND ACCOUNTS</b>	
10.1	Weekly Payment Vouchers for the Week Ending April 15, 2020	69
10.2	Weekly Payment Vouchers for the Week Ending April 22, 2020	73
<b>11.</b>	<b>TENDERS/RFPS</b>	
11.1	2020047 - Miscellaneous Asphalt Repairs	77
11.2	202000013 - Security Contract Services	80
11.3	2020006 – Supply and Delivery of Fire Department Supplies and Equipment	81
11.4	2020046 - Roads Shouldering & Ditching - Various Locations City Wide	89
11.5	Street Widening - Corner Brook assistance following the January 17 blizzard	92
<b>12.</b>	<b>NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS</b>	
12.1	Notice of Motion - Heritage Designation By-Law - Cantilever Pedestrian Bridge - Bowring Park  Notice of Motion and Draft By-Law for heritage designation of the cantilever pedestrian bridge in Bowring Park.	98
12.2	Notice of Motion - Restrictions to City Parks	
<b>13.</b>	<b>OTHER BUSINESS</b>	
13.1	Zero Cigarette Butt Campaign	100
13.2	Litter Clean Up Process	105

## 14. ADJOURNMENT

# **ST. JOHN'S**

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

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

**April 13, 2020, 3:00 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
- Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
- Lynnnann Winsor, Deputy City Manager of Public Works
- Cheryl Mullett, City Solicitor
- Elaine Henley, City Clerk
- Ken O'Brien, Chief Municipal Planner
- Maureen Harvey, Legislative Assistant
- Susan Bonnell, Manager - Communications & Office Services

### **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**
3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

**SJMC-2020-04-13/177**

**Moved By** Councillor Hanlon

**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 Minutes - March 30, 2020**

**SJMC-2020-04-13/178**

**Moved By** Councillor Froude

**Seconded By** Councillor Korab

That the minutes of the Regular Council Meeting held on March 30, 2020 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**
7. **COMMITTEE REPORTS**

**7.1 Built Heritage Experts Panel Report - March 11, 2020**

**1. 2020 Heritage Financial Incentives Program**

**SJMC-2020-04-13/179**

**Moved By** Councillor Burton

**Seconded By** Councillor Hanlon

That Council include maintenance of existing wrought iron fences as part of the Heritage Conservation Grant which could issue a grant of 25% of the material and labour costs to a maximum of \$5,000 per building, per calendar year.

Further, that Council limit the Heritage Conservation Grant to wrought iron fences abutting a public street.

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)**

**7.2 Built Heritage Experts Panel Report - November 13, 2019**

**1. Ove Arup Pedestrian Bridge, Bowring Park - Heritage Designation**

**SJMC-2020-04-13/180**

**Moved By** Councillor Burton

**Seconded By** Councillor Lane

That Council designate the Cantilever Pedestrian Bridge in Bowring Park as a Heritage Structure and direct Legal to prepare a Designation By-law for consideration.

Further, that once municipally designated, Council direct staff to apply for Provincial heritage designation.

Further, that staff seek the advice of a qualified restoration professional prior to proceeding with repairs to the Cantilever Pedestrian Bridge.

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)**

**7.3 Development Committee Report**

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

**9. BUILDING PERMITS LIST**

**9.1 Building Permits List for week ending April 8, 2020**

**SJMC-2020-04-13/181**

**Moved By** Councillor Burton

**Seconded By** Councillor Hanlon

That Council approve the Building Permits List for the week ending April 8, 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)**

**10. REQUISITIONS, PAYROLLS AND ACCOUNTS**

**10.1 Weekly Payment Vouchers for the Week Ending April 1, 2020**

**SJMC-2020-04-13/182**

**Moved By** Councillor Lane

**Seconded By** Councillor Hickman

That Council approve the weekly payment vouchers for the week ending April 1, 2020 in the amount of \$2,131.339.31.

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)**

**10.2 Weekly Payment Vouchers for the Week Ending April 8, 2020**

**SJMC-2020-04-13/183**

**Moved By** Councillor Stapleton

**Seconded By** Councillor Collins

That Council approve the weekly payment vouchers for the week ending April 8, 2020 in the amount of \$2,352,304.53.

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 2020032 – Standard Duty Trucks**

**SJMC-2020-04-13/184**

**Moved By** Councillor Froude

**Seconded By** Councillor Jamieson

That Council award open call 2020032 – Standard Duty Trucks to the lowest bidder meeting specification, Cabot Ford Lincoln Sales Limited, as per the Public Procurement Act, for \$174,437.66 (HST included). The City reserves the right to order an additional 1 or 2 units within 6 months of award of tender at the same tendered price.

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 2020024 Bay Bulls Road Street Upgrading Phase 3**

**SJMC-2020-04-13/185**

**Moved By** Councillor Froude

**Seconded By** Councillor Collins

That Council award Open Call 2020024 to Fairview Investments Limited in the amount of (\$4,546,486.57) the lowest qualified bidder meeting specifications 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 2020037 Hebron Way Extension and Majors Path Upgrading**

**SJMC-2020-04-13/186**

**Moved By** Councillor Froude

**Seconded By** Deputy Mayor O'Leary

That Council award Open Call 2020037 Hebron Way Extension & Majors Path Upgrading to Pyramid Construction for the sum of (\$4,122,025.50) the lowest bidder meeting specifications 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)**

**11.4 Supply of Laptop Computers**

**SJMC-2020-04-13/187**

**Moved By** Councillor Lane

**Seconded By** Deputy Mayor O'Leary

That Council award the contract for the emergency supply of laptop computers to Brunnet Inc. in the amount of \$120,153.65 (HST excluded). Given the current Covid Pandemic the current contractor could not supply within the time required.

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)**

**11.5 2019217 – Supply and Delivery of Safety Supplies**

**SJMC-2020-04-13/188**

**Moved By** Councillor Lane

**Seconded By** Councillor Hanlon

That Council award open call 2019217 – Supply and Delivery of Safety Supplies to the lowest qualified bidders meeting specifications for each section of the Supply and Delivery of Safety Supplies, 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)**

**11.6 Rental of Excavators**

**SJMC-2020-04-13/189**

**Moved By** Councillor Froude

**Seconded By** Councillor Lane

THAT Council award to the lowest bidder JAT Excavation for \$147,997.50 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)**

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

**13. OTHER BUSINESS**

**13.1 Quarterly Travel Report – Fourth Quarter 2019**

Council reviewed the information related to travel for the fourth quarter of 2019.

**13.2 Write off Miscellaneous Receivables for former tenants**

**SJMC-2020-04-13/190**

**Moved By** Councillor Lane

**Seconded By** Deputy Mayor O'Leary

THAT Council write off the uncollectable amount of \$149,526.32 left owing from previous tenants up to and including 2018. This will have minimal budgetary impact as these amounts have been included in previous years provisions for uncollectable amounts.

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)**

**13.3 End Homelessness St. John's formally becomes its own entity**

Deputy Mayor O'Leary elaborated on a report that notes that End Homelessness St. John's has reported that during the past year EHSJ has been undergoing a transition from being under the umbrella of the City of St. John's into a standalone nonprofit organization. Several key steps have taken place to enable this change:

- In 2019, EHSJ secured status as a registered corporation in Newfoundland and Labrador
- EHSJ (via the City of St. John's) engaged a new Executive Director position, hired in March 2019, to support the transition and lead the new nonprofit organization
- An independent board of directors was created for governance purposes (announced January 2019), and a new Community Advisory Board (CAB) formed of community members was appointed for advisory purposes (announced August 2019)
- While the City of St. John's will retain Community Entity status for 2019-2020, with the support of the community and the City of St. John's, EHSJ has applied for this status from 2020-2021 onward.
- Office space was secured, the City of St. John's will provide EHSJ in kind space at the St. John's Recreation Centre, 25 Buckmasters Circle.
- A Memorandum of Understanding was signed between the CSJ and EHSJ in January 2020 outlining financial matters until federal funds are expended.

As of April 1st, 2020, the transition of EHSJ into a standalone nonprofit organization has formally taken effect. Moving forward, the City's

partnership with End Homelessness St. John's will be defined by the City's Affordable Housing Strategy.

**13.4 Enhancing the link between housing and homelessness initiatives**

**SJMC-2020-04-13/191**

**Moved By** Deputy Mayor O'Leary

**Seconded By** Councillor Jamieson

That Council enhance the link between homelessness and affordable housing initiatives following the departure of EHSJ from the City. To do so, an appendix will be added to the Affordable Housing Strategy and the Affordable Housing purpose statement in its Terms of Reference which will change to reflect an expanded scope.

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)**

**13.5 68 Queen's Road, Window and Door Replacement**

**SJMC-2020-04-13/192**

**Moved By** Councillor Burton

**Seconded By** Councillor Hanlon

That Council approve the window and door replacements at 68 Queen's Road (Cathedral Parish Hall Residence), as proposed.

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)**

**13.6 Overnight Construction – Water Street Infrastructure Improvements – Phase 3 (Ayre's Cove to Clift's-Baird's Cove)**

**SJMC-2020-04-13/193**

**Moved By** Councillor Lane

**Seconded By** Councillor Hanlon



That Council grant the Contractor of Phase 3 Water Street Infrastructure Improvement Project permission to work outside the City's noise bylaw hours, allowing the Contractor to work between 11:00pm and 7:00am for the Water Street Infrastructure Improvements project – Phase 3. This work is anticipated to be sporadic, and therefore public notifications will be provided through the City's website prior to any overnight work taking place.

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)**

**13.7 Mayor - Heritage Grant Deadline Change 2020**

**SJMC-2020-04-13/194**

**Moved By** Councillor Burton

**Seconded By** Councillor Lane

That Council approve the change of the application deadline for the Heritage Financial Incentives Program from May 1 to September 1, 2020, for this year only.

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)**

**13.8 Demolition of Building – 118 Ennis Avenue**

**SJMC-2020-04-13/195**

**Moved By** Councillor Hanlon

**Seconded By** Councillor Lane

That Council grant the Demolition Order of 118 Ennis Avenue as the building is in a state of disrepair and is creating a potential safety concern.

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)**

**13.9 Transportation Changes in Response to COVID 19**

Councillor Hickman presented information regarding the pedestrian movement during the current Covid 19 Pandemic and sought Council approval for changes.

Consideration was given to the potential for street reconfiguration and signal timing adjustments. A document explaining the rationale for the changes can be found in the agenda.

**SJMC-2020-04-13/196**

**Moved By** Councillor Hickman

**Seconded By** Councillor Burton

That in light of the current COVID 19 Pandemic, Council approve the signal timing adjustments to improve the safety of pedestrian movement within the City. Further that staff undertake public consultation to determine whether street alignment adjustments are required.

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)**

**13.10 Go Round**

Deputy Mayor O'Leary requested the following:

- a. that given Council's decision to lift the ban on massage parlours, that the Mayor write the Province requesting enhanced control measures to ensure the safety of those in the industry.
- b. that staff consider options for the collection of litter from residents who are attempting to undertake spring cleanup throughout the City.

**14. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:40 pm.

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MAYOR

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CITY CLERK

# INFORMATION NOTE

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<b>Title:</b>	<b>2020 Streets Rehabilitation Program List</b>
<b>Date Prepared:</b>	April 22, 2020
<b>Report To:</b>	Regular Meeting of Council
<b>Councillor and Role:</b>	Councillor Ian Froude, Public Works & Sustainability
<b>Ward:</b>	N/A

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## **Issue: 2020 Streets Rehabilitation Program List**

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

The funding allocation for the 2020 Streets Rehabilitation Program is \$12.6M. Attached for the information of Council is the list for 2020 which includes both the grind and patch list and the list of streets to be rehabilitated. The work will be tendered in two main contracts.

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

1. Budget/Financial Implications:  
Monies for this project have already been allocated under the 2017 – 2020 Multi-Year Capital Works Program with the Province and the 2020 Capital Out of Revenue for the grind and patch portion.
2. Partners or Other Stakeholders:  
Government of Newfoundland and Labrador  
All City of St. John's residents
3. Alignment with Strategic Directions/Adopted Plans:  
A City That Moves - Improve safety for all users on a well-maintained street network.
4. Legal or Policy Implications:  
N/A
5. Privacy Implications:  
N/A
6. Engagement and Communications Considerations:  
While the work is ongoing, the City's Engineering staff will release weekly updates on the City's website, in consultation with the Communications Division. The updates will list worksite locations for the upcoming week.



## 7. Human Resource Implications:

Hiring of temporary Construction Inspectors will be required. Associated costs will be charged to the project budget.

## 8. Procurement Implications:

Project to be tendered through the Supply Chain Management Division in two separate tenders.

## 9. Information Technology Implications:

N/A

## 10. Other Implications:

N/A

**Conclusion/Next Steps:**

We are advising Council that we are proceeding with two public tenders for the 2020 Streets Rehabilitation Program as per the attached list.

**Prepared by:**

Mark White, P. Eng.  
Manager, Construction Engineering, PER

**Approved by:**

Scott Winsor, P. Eng.  
Director of Engineering, PER

Jason Sinyard, P. Eng., MBA  
Deputy City Manager, PER

Attachment: 2020 Streets Rehab Program Council List

### Report Approval Details

Document Title:	2020 Streets Rehabilitation Program.docx
Attachments:	- 2020 Streets Rehab Program Council List.pdf
Final Approval Date:	Apr 22, 2020

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

**Scott Winsor - Apr 22, 2020 - 11:31 AM**

**Jason Sinyard - Apr 22, 2020 - 3:54 PM**

## 2020 Streets Rehabilitation Program List of Streets

Street	Street Section	Class
AIRPORT HEIGHTS DR	Portugal Cove Rd to Argus Pl.	COLL
ALLANDALE RD	Confederation Bldg. to Higgins Line	ART-MA
BONNIE DR		RES
COLUMBUS DR	N Bound Old Penneywell to Wishingwell	ART-MA
CONNORS AVE		RES
DAWE'S AVE		RES
DERBY PL		RES
EASTVIEW CRES		RES
FEILD ST	Newtown Rd to Merrymeeting rd	RES
FRECKER DRIVE	Cowan Ave to Civic # 69	COLL
FRESHWATER RD	Empire Ave to Hamel Ave	ART-MI
GOODYEAR PL		RES
HAMLIN RD	Canada Drive to Hamlyn Road Plaza	COLL
HAYWARD AVE	Fleming St to Maxse St	RES
HENRY ST	Dicks Square to Bates Hill	RES
HILLVIEW DR E	Southside Road to Walking Trail	RES
HUNT'S LANE	Portugal Cove PL to Kelly St.	RES
INCINERATOR RD	Turn to 700 m	RES
KITE ST		RES
LAWTON CRES		RES
MOUNT CASHEL RD	New Cove Rd to Horwood St	RES
MUNDY POND RD	Blackler to Columbus	COLL
NEWFOUNDLAND DR	Torbay Rd to Cheshire St	ART-MI
O'DEA PL		RES
THORBURN RD	Prince Philip Dr to O'Leary	ART-MA
TOPSAIL RD	City Limits to Outerbridge Street	ART-MA
TORBAY RD	Nfld. Dr to Pearson St	ART-MA

## Provisional Streets (Should time and funding permit)

Street	Street Section	Class
ABRAHAM ST		RES
BRAEMERE ST	Virginia Road to Civic #16	RES
CONWAY CRES		RES
DOYLE'S RD EXTENSION	Doyles Road to End	RES
GUY ST	Baltimore St to Whiteway St	RES
POWER'S CRT		RES
REID ST	Thomas St to Civic 37	RES

## Grind and Patch

Aberdeen Avenue	Freshwater Road	Patrick Street
Airport Heights Drive	Goldstone Street	Pearltown Road
Allandale Road	Hamilton Avenue	Pennywell Road
Anderson Avenue	Hamlyn Road	Petty Harbour Road
Barter's Hill	Harbour Drive	Pine Bud Avenue
Bay Bull's Road	Harrington Drive	Pippy Place
Bennett Avenue	Harvey Road	Pleasant Street
Blackhead Road	Higgins Line	Portugal Cove Road
Blackmarsh Road	Job's Cove	Prescott Street
Bonaventure Avenue	Kelsey Drive	Prince Phillip Drive
The Boulevard	Kenna's Hill	Rawlins Cross
Brookfield Road	Kenmount Road	Rennie's Mill Road
Campbell Avenue	King's Bridge Road	Rickett's Road
Canada Drive	Lemarchant Road	Ridge Road
Captain Whelan Drive	Logy Bay Road	Ropewalk Lane
Carpasian Road	MacDonald Drive	Ruby Line
Carrick Drive	Main Road	Shaw Street
Cashin Avenue	Major's Path	Snow's Lane
Cavendish Square	Mayor Avenue	Southlands Boulevard
Circular Road	Merrymeeting Road	Southside Road
Columbus Drive	Military Road	St. Clare Avenue
Cookstown Road	Mount Scio Road	Stamp's Lane
Cornwall Avenue	Mundy Pond Road	Stavanger Drive
Cowan Avenue	New Cove Road	Symonds Avenue
Crosbie Road	New Gower Street	Thorburn Road
Duckworth Street	Newfoundland Drive	Topsail Road
Doyle's Road	Newtown Road	Torbay Road
East White Hills Road	Old Pennywell Road	Waldegrave Street
Elizabeth Avenue	Old Petty Harbour Rd.	Water Street
Empire Avenue	O'Leary Avenue	Waterford Bridge Road
Forest Road	Ordnance Street	Westerland Road
Frecker Drive		



# INFORMATION NOTE

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<b>Title:</b>	<b>Strategic Plan 2020 Quarter 1 Progress Report</b>
<b>Date Prepared:</b>	April 22, 2020
<b>Report To:</b>	Regular Meeting of Council
<b>Councillor and Role:</b>	Mayor Danny Breen, Governance & Strategic Priorities
<b>Ward:</b>	N/A

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**Issue:** Provide a Quarter 1 update on the City's Strategic Plan and ongoing Continuous Improvement Projects

**Discussion – Background and Current Status:** The City's 10-year strategic plan, [Our City, Our Future](#), which was launched in 2019, is now in its second full year of operation. Council received the 2019 report of progress and 2020 action plan on Feb. 26 at Committee of the Whole. That report also included progress updates for all active continuous improvement (CI) projects. As part of the accountability around the plan, a [public dashboard](#) was launched at the same time showing the status of each of the initiatives outlined in the plan. Quarterly reporting to Council which includes written commentary on each of the initiatives provides Council with a more detailed update and outlines whether there have been challenges or changes to due dates.

This progress report notes that two initiatives have been completed in the first quarter of 2020 and one CI project has been completed. Due to Snowmageddon in January and the current public health crisis, several initiatives slated to begin in 2020 have now been delayed in getting started and other ongoing projects have had dates for completion impacted. These changes are reflected in the report.

At this time, it is uncertain when some of these projects may be able to be started and/or completed due to the ongoing public health situation. At the end of Quarter 2 we should have a better sense of whether some of these projects will be able to fully proceed in 2020.

All initiatives that were complete in 2019 have been removed from this report but are still visible on the public dashboard.

## **Key Considerations/Implications:**

1. Budget/Financial Implications:  
Project budgets were considered as part of the project planning process.
2. Partners or Other Stakeholders:  
These are identified within the projects.

# ST. JOHN'S

**\*\*\* Strategic Plan 2020 Quarter 1 Progress Report \*\*\***

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3. Alignment with Strategic Directions/Adopted Plans:  
The strategic plan is the overarching plan for the City.
4. Legal or Policy Implications:  
These are considered on a project by project basis.
5. Privacy Implications:  
These are considered on a project by project basis.
6. Engagement and Communications Considerations:  
Progress updates are published on the City's website.
7. Human Resource Implications:  
N/A
8. Procurement Implications:  
N/A
9. Information Technology Implications:  
N/A
10. Other Implications: N/A

**Conclusion/Next Steps: Table the 2020 Quarter 1 Progress Report for the City's Strategic Plan.**

**Prepared by:** Victoria Etchegary, Manager, Organizational Performance and Strategy

**Reviewed by:** Derek Coffey, Deputy City Manager, Finance and Administration

**Approved by:** Kevin Breen, City Manager

**\*\*\* Strategic Plan 2020 Quarter 1 Progress Report \*\*\***

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**Report Approval Details**

Document Title:	Strategic Plan 2020 Quarter 1 Progress Report.docx
Attachments:	- Council Update Report April 2020-2020-04-22.pdf - CI project status report-2020-04-22 (003).pdf
Final Approval Date:	Apr 23, 2020

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

**Derek Coffey - Apr 23, 2020 - 9:07 AM**

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

## CITY OF ST. JOHN'S PLAN

### A SUSTAINABLE CITY

Goal	Start Date	Due Date	Current Completion	Council Report Update
<b>Be financially responsible and accountable: 100%</b>	2019/01/01	2021/12/31	On Track	<i>No updates recorded</i>
→ <b>Advance a corporate wide asset management plan: 100%</b>	2019/01/01	2021/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The position of Asset Management (AM) Coordinator has been filled and will begin May 1, 2020. The draft AM policy has been reviewed by the Corporate Policy Committee and has been submitted to legal for final review and approval. Development of an AM governance structure and framework is on schedule to be completed by December 31, 2020. Regarding building condition assessments, buildings condition assessment and room data collection templates have been developed. There were 3 condition assessments planned for April, but they were cancelled due to COVID-19. If the restrictions are lifted, these 3, along with the other 7 planned for 2020 are expected to be completed. Regarding Linear Infrastructure condition assessments, this work is not scheduled to commence until June 1, 2020. At this time it is anticipated that this task will be completed as originally planned. In general, should COVID-19 restrictions continue the current work plan may need to be shifted to tasks that are less field focused, for example AM strategy and systems/software evaluation. 2020/04/17
→ <b>Develop a Commercial Vacancy Allowance Policy and Align with the Commercial Vacancy Allowance by-law: 100%</b>	2020/06/01	2021/03/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work has not yet started to advance policy due to COVID-19. 2020/04/17
→ <b>Review and improve the year-end process for more timely consolidated financial statements: 100%</b>	2020/01/09	2021/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Staff are working remotely which creates some challenges for day to day but we continue to work towards meeting our goal for the current year. We are continuing to add to our documentation as we work through the audit process. 2020/04/21
→ <b>Develop corporate framework for compliance with Payment Card Industry Data Security Standard (PCI DSS): 100%</b>	2020/01/10	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Determination of which system components and networks are in scope for PCI DSS is scheduled to begin May 1, 2020 and remains on target for May 31, 2020 completion. All other components including assessment of in-scope components, reporting, attestation, and drafting of corporate policy are on target for completion by December 31, 2020. 2020/04/17

Plan for land use and preserve and enhance the natural and built environment where we live: 100%	2019/01/01	2021/12/31	On Track	No updates recorded
→ Advance the development of a sustainability plan: 100%	2019/05/05	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> - The Energy and greenhouse gas inventory was finalized and shared publicly through the <a href="#">City's website</a> , social media, and council. This establishes the baseline we aim to reduce. - A Sustainability web-page has been developed and published, outlining the framework, the engagement strategy, relevant links, as well as actions to date. - Environmental and Sustainability Expert Panel membership was finalized and adopted by Council, completing the Initiation Phase of the planning process. - Historical and Future Climate Trends report in Draft and awaiting review from Experts before making final, communication materials have been developed and will be essential in the assessment of future impacts and risks. - Multi-stakeholder working group members have been drafted, and will go form comment to the Environmental and Sustainability Expert Panel - Momentum Action: a regional collaborative proposal to leverage federal funding to install EV public chargers has been drafted and awaiting NRCAN's deadline for submission. - Momentum Action: A proposal to reforest municipal land with the purpose of capturing greenhouse bases and providing other co-benefits was submitted to provincial Climate Change Challenge Fund (decision delayed due to COVID-19). - Ongoing to support the agenda development of FCM sustainable communities conference 2020 in St. John's 2020/04/16
→ Divert waste from landfill: 100%	2019/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The COVID-19 pandemic has had some significant effects on the City's waste diversion programs both curbside and at the Robin Hood Bay site. Effects include temporary suspension of the curbside recycling program, cancellation of backyard composting sessions, postponement of the bulk waste collection in Spring and the temporary closure of the Residential Drop Off facility at Robin Hood Bay. Delivery of all these programs will be evaluated as the COVID-19 pandemic progresses. 2020/04/21
→ Complete Envision St. John's Municipal Plan and Development Regulations - finalize and bring into legal effect: 100%	2019/01/01	2020/11/27	Behind	<b>NEW</b> <b>Council Quarterly Achievements:</b> As of April 2020, we have met with provincial staff and are working on responses to some of their comments. No provincial release yet. 2020/04/09
→ Review Stormwater Detention Policy to enable more efficient design of detention facilities: 100%	2019/01/01	2020/06/15	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> New Stormwater Management Policy expected to be ready for Council by early Summer. 2020/04/16

→ <b>Initiate City-wide wetland report to delineate all wetlands within municipal boundary for protection: 100%</b>	2019/01/01	2020/02/28	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> Decision Note to council with Final Report and staff recommendations by end of May. 2020/04/16
→ <b>Develop a Downtown Plan - a secondary or area plan under the Envision St. John's Municipal Plan: 100%</b>	2019/10/14	2021/06/25	Behind	<b>NEW</b> <b>Council Quarterly Achievements:</b> Need further work to finalize terms of reference. 2020/04/21
→ <b>Plan for and implement Phase 2 of Kenmount Road Trunk Storm Sewer Replacement: 100%</b>	2020/01/01	2020/11/30	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Project is scheduled to be tendered in the next few weeks with construction to begin late May or early June. 2020/04/15
→ <b>Develop a Heritage Plan: 100%</b>	2020/03/02	2021/10/29	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The start of this project will be delayed by the covid-19 pandemic public-health state of emergency, likely till fall 2020 and due dates have been updated accordingly with this project expected to be finished by Oct. 2021. 2020/04/17
→ <b>Develop a Development Design Manual</b>	2020/01/13	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The Development Design Manual is under development with significant changes/additions once the new Stormwater Management Policy is adopted. 2020/04/16
→ <b>Plan for and implement Phase 3 of Water Street Infrastructure Improvements: 100%</b>	2020/01/01	2020/06/30	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Construction started on April 6th. At this time, the construction is on schedule to be completed by the end of June. 2020/04/15
→ <b>Explore opportunities to convert power sources for City assets: 100%</b>	2020/02/03	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> <ul style="list-style-type: none"> <li>• Energy intensity for city facilities is being estimated across all and from each energy source (oil, diesel, electricity) to identify demand and use.</li> <li>• Discussions of partnerships to conduct a detailed opportunity assessment is ongoing, which would include energy efficiency and renewable energy sources where applicable.</li> <li>• Riverhead treatment facility secondary discussions are assessing various energy price projections and energy source options, including considerations involving the future use of the facility's biogas production and re-use (e.g., heat and/or electricity).</li> <li>• Corporate Sustainability planning is incorporating fuel switching where appropriate, to achieve cost-effective mitigation of greenhouse gas emissions.</li> </ul> 2020/04/22

Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors: 100%	2019/01/01	2021/12/31	On Track	No updates recorded
→ Deliver on a regional Themed Signage Strategy as outlined in Roadmap 2021: 100%	2019/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Continuing to work with the consultant. Exploring virtual options for stakeholder communications. Request For Proposals for final design, construction and implementation still anticipated for third quarter 2020. 2020/04/15
→ Complete a new Economic Development Plan, review and prioritize recommendations: 100%	2019/01/01	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> The Economic Development Plan will require a refocusing as a result of the impacts of the COVID-19 pandemic and the challenges faced by the global and local energy sector. The plan will need to consider resiliency, recovery and renewal of the economy. Currently conducting an assessment of regional and national trends and issues respecting local economic development, participating in dialogue with regional partners, and conducting data analysis prior to consulting with the Steering Committee on next steps. 2020/04/15
→ Develop a City marketing initiative to support branding: 100%	2019/08/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The draft marketing strategy is in the final stages of completion and will be presented to Council for discussion. The tentative date for the presentation to Council will be in Q2. Implementation of any initiatives will have to consider the impacts of the COVID. 2020/04/21
→ Explore opportunities to build an innovative problem solving culture using entrepreneurial approaches.: 100%	2020/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The City hosted, with Memorial University's Centre for Entrepreneurship, an externship in Public Works in February 2020. The objective of the externship was to identify challenges to which there may be entrepreneurial solutions. Results of the externship are currently under review. 2020/04/15
→ Develop criteria and guidelines to allow exemptions of development fees to advance affordable housing: 100%	2020/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> As a first step, we have met with our Legal department. 2020/04/17
→ Host FCM Sustainable Communities Conference 2020: 100%	2020/01/01	2020/10/30	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> As of April 15, FCM is still planning to deliver this conference in St. John's in October of this year. A final decision is pending given the global pandemic. 2020/04/15

→ Deliver, with partners, series of two business information "pop-up" events: 2 unit	2020/01/13	2020/03/31	Complete	<b>NEW</b> <b>Council Quarterly Achievements:</b> Hosted a "Ready, Set, Build" session in January 2020 in partnership with the Home Builders Association as a means to inform, provide information and dialogue with home builders as they prepare for their construction season. Also presented a mini-City Hall at the annual St. John's Board of Trade Business Conference in February, offering businesses and attendees the opportunity to meet with staff and Council members. 2020/04/22
→ Create partnerships to support and enable the start-up sector: 100%	2020/01/10	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Proceeding to investigate opportunities to support the start-up community. Initiative is on target for completion by year end. 2020/04/15
→ Begin implementation of the Economic Development Plan: 100%	2020/06/01	2020/12/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> The Economic Development Plan will require a refocusing as a result of the impacts of the COVID-19 pandemic and the challenges faced by the global and local energy sector. The Innovate Canada event originally scheduled for September 2020 has been postponed until 2021. A welcome event for immigration will need to be refocused to fit within a virtual context. 2020/04/15

## A CITY THAT MOVES

Goal	Start Date	Due Date	Current Completion	Council Report Update
Create a sustainable and accessible public transportation system: 100%	2019/01/01	2021/12/31	On Track	No updates recorded
→ Implement select recommendations from the Public Transit Review: 100%	2020/01/29	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Two recommendations from the Public Transit Review were implemented in March 2020: <ol style="list-style-type: none"> <li>1. Increase age for free transit from Under 5 to Under 12.</li> <li>2. Remove duplication on Route 6. Use time to provide service to Galway and pilot increased hours.</li> </ol> Three additional recommendations are due to be implemented in September 2020: <ol style="list-style-type: none"> <li>1. Implement Frequent Transit Network (FTN) Phase 1 and from Phase 2: a) 30 min evening service to 8:00 pm b) Route 10, 15 min frequency at peak (am/pm)</li> <li>2. Merge Routes 18/25</li> <li>3. Modify Route 2/5</li> </ol> 2020/04/21



<b>Improve safety for all users on a well-maintained street network: 100%</b>	2019/01/01	2021/12/31	On Track	No updates recorded
→ <b>Pilot recessed pavement markings in targeted areas: 100%</b>	2019/01/01	2020/05/15	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Update will be available in mid-May after planned spring pilot. 2020/04/16
→ <b>Complete a city-wide collision report: 100%</b>	2019/01/01	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work proceeds at reduced pace. Analysis of collisions underway and report template drafted. 2020/04/16
→ <b>Implement select recommendations and actions from the Paid Parking Management Strategy: 100%</b>	2019/01/01	2020/12/31	Behind	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work continues to prepare for implementation of this plan. As of now there is no plan to install this equipment until restrictions related to COVID-19 have been lifted. 2020/04/16
→ <b>Complete Hebron Way street extension to Major's Path: 100%</b>	2019/01/01	2020/11/27	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The contract has been awarded. Clearing and grubbing has begun. Project announced and detail on <a href="https://engagestjohns.ca">engagestjohns.ca</a> 2020/04/15
→ <b>Implement the Transportation Master Plan: 100%</b>	2019/01/01	2020/04/30	Behind	<b>NEW</b> <b>Council Quarterly Achievements:</b> COVID-19 response means data collection is on hold. Work continues on mode share note to council at reduced rate. 2020/04/16
→ <b>Implement projects from the Road Safety Initiatives report.: 100%</b>	2020/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Substantial work is complete to include this work in roads rehab and sidewalk repair tenders which are planned to be released soon. 2020/04/16
<b>Expand and maintain a safe and accessible active transportation network: 100%</b>	2019/01/01	2021/12/31	On Track	No updates recorded
→ <b>Build an infill sidewalk program for areas currently lacking sufficient sidewalks: 100%</b>	2019/01/01	2020/07/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Construction will be completed by mid summer. 2020/04/15
→ <b>Conduct Kelly's Brook Trail design process (shared use path recommended by Bike St. John's Master Plan): 100%</b>	2020/01/09	2021/04/30	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Progress toward releasing design Request For Proposals is proceeding at reduced pace. Due date has been pushed out to 2021. 2020/04/16

## A CONNECTED CITY

Goal	Start Date	Due Date	Current Completion	Council Report Update
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<b>Increase and improve opportunities for residents to connect with each other and the City: 100%</b>	2019/01/01	2021/12/31	On Track	<i>No updates recorded</i>
→ <b>Create Community Connections communications strategy to promote belonging and pride of place: 100%</b>	2019/01/01	2020/08/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Four of the originally-contracted 8 stories were completed in Q1 2020. Other stories are in development.  The focus for 2020 is a neighbourhood arts project. The start date on this project has been delayed due to the pandemic. We hope to initiate for the summer months. 2020/04/17
→ <b>Advance a new City website: 100%</b>	2019/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The team is holding on issuing the Request for Proposal (RFP) due to the pandemic. While work continues on writing the RFP, we have not made a decision as to whether or not we are able to adequately review and access RFPs in the current working arrangement. Work on developing a content plan is on schedule for completion by end of Q2 2020. Timelines have been impacted by the pandemic. 2020/04/21
→ <b>Implement Phase 1 of online neighbourhood profiles improving access to information to residents: 100%</b>	2019/01/01	2020/01/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> Progress on the Neighbourhood Profiles project is continuing however COVID has created some challenges on the final profile details. Map information has been completed. Project launch will be delayed. 2020/04/21
→ <b>Launch Corporate Community Outdoor Program: 100%</b>	2019/01/01	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> The website is transitioned to the City's website. An official launch will not take place until COVID restrictions have been lifted. 2020/04/21
→ <b>Undertake a Youth Engagement Strategy to improve youth participation in City engagement efforts: 100%</b>	2019/04/01	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> An outreach initiative was actioned in the winter and included a booth at the St. John's Farmer's Market and MUN Winter Career Fair to gather perspectives from the youth community more broadly and promote an online survey. The survey ran for four weeks, concluding on March 20. The Committee has reviewed the survey data and started work on a report with recommendations. A What we Heard document from the survey is in development. While the Committee continues to meet virtually during the Pandemic, it is expected that the final report will not be ready until later in May or June.  2020/04/20
→ <b>Upgrade Technology for the Foran Greene Room at City Hall: 100%</b>	2020/01/10	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Request For Proposals has been drafted but will not be issued until there is a clearer picture on the COVID-19 situation. 2020/04/17

Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities: 100%	2019/01/01	2021/12/31	On Track	No updates recorded
→ Advance the Healthy City St. John's Strategy: 100%	2019/01/01	2021/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> This goal is on target. Healthy City Strategy staff champions continue to develop the draft work-plan. The draft work-plan is built upon 6 pillars: (1)Housing (2) Urban Design (3) Transportation (4) Natural Environment (5) Healthy Neighbourhoods & People (6) Inclusion. The work-plan supports the City's Strategic Directions and includes contributing plans and strategies (i.e.) Envision, St. John's Municipal Plan, Affordable Housing Strategy; Open Space Master Plan; etc. The work plan will include: <ul style="list-style-type: none"> <li>• Long term activities that support the City's Strategic Directions (10 years)</li> <li>• Medium term activities that support the City's Goals (3-5 years)</li> <li>• Short term activities and initiatives (1- 3 years)</li> </ul> Collaboration with our Eastern Health external partners has been put on hold due to COVID-19 2020/04/21
→ Develop Port of St. John's risk mitigation program to improve safety & response from St. John's Regional Fire: 100%	2019/01/01	2020/05/29	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Progress has stalled on achieving the financial goal of this initiative, in consultation with the Port Authority this action item will be on hold until the fall of 2020. A draft report is in progress and will be submitted at the May 2020 meeting of the Regional Fire Services Committee. 2020/04/15
→ Work with partners in the community to create a Landlord Registry: 100%	2020/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> End Homelessness St John's has just developed a registry tool. We will work closely with them and other partners to ensure the tool's success. 2020/04/17
→ Work with Habitat For Humanity to advance an affordable housing project: 100%	2020/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> We are currently waiting on Habitat to come back to the City with their updates. Once they do we can proceed with the public meeting. 2020/04/17
→ Offer workshops where local and national experts share innovative housing designs to meet emerging needs: 100%	2020/06/01	2020/12/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> The workshop series cannot start as planned due to the Covid-19 pandemic. 2020/04/17

→ **Complete Detailed Design of the H.G.R. Mews Centre Replacement: 100%** 2020/01/10 2020/12/31

On Track

**NEW**

**Council Quarterly Achievements:** The H.G.R Mews Replacement project is currently tracking on schedule with respect to milestones identified.

Due to weather and the amount of snow and ice accumulation over the winter, there has been a delay in obtaining further survey data required for the civil design. We are optimistic with the nicer weather of late that we will be able to complete the work required and still achieve the completion date as identified in the plan.

The public consultation session scheduled for May 2020 has been pushed out due to the continued restrictions in place for COVID-19. The City of St. John's Organizational Performance and Strategy team is working on a solution whereby we may be able to proceed with public consultation in a virtual setting.

We are still on track for completion of a tender ready package in 2020; however, tendering of the project has been moved to January 2021 due to uncertainty surrounding COVID-19 and relaxation of the current restrictions in place.

2020/04/17

## AN EFFECTIVE CITY

Goal	Start Date	Due Date	Current Completion	Council Report Update
<b>Work with our employees to improve organizational performance through effective processes and policies: 100%</b>	2019/01/01	2021/12/31	Behind	<i>No updates recorded</i>
→ <b>Explore alternative service delivery models: 100%</b>	2019/01/01	2021/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Update to be provided to Council at a later date. 2020/04/22
→ <b>Advance an Information Management Strategy: 100%</b>	2019/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The City has contracted with the successful proponent, Imerge Consulting. Due to Covid 19, we have put the project on hold until such time that the company is able to travel and staff are readily available. 2020/04/16
→ <b>Outreach initiatives at St. John's Regional Fire Department: 100%</b>	2019/02/01	2020/03/02	Complete	<b>NEW</b> <b>Council Quarterly Achievements:</b> All items for our Outreach initiatives at St. John's Regional Fire Department have been completed. 2020/03/02

→ Review and update by-laws: 100%	2019/01/01	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> There are four by-laws to be reviewed and updated. Anticipate the Heritage By-Law and Sanitation Regulations will be completed by the end of July 2020 (almost complete, requires some follow-up once City returns to normal operations). The Residential Property standards By-law has had preliminary work completed to date and work has not yet started on the Commercial Maintenance By-law. These two by-laws will require coordination with Regulatory Services. 2020/04/13
→ Develop policies, procedures & service standards to enhance Regulatory Services processes: 100%	2019/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Two new Standard Operating Procedures have been developed so far in 2020 but they have not been vetted through the Division's working group to date. This process have been delayed due to work restrictions/modifications. 2020/04/17
→ Design a management development program to advance core management competencies: 100%	2019/01/01	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work on this initiative cannot proceed until such time that the competencies are rolled out across the organization. There have been several delays including collective bargaining in 2019 and now the Pandemic. 2020/04/20
→ Advance a Service Excellence Framework: 100%	2019/06/03	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> Jurisdictional scan complete and best practices identified. Next steps in 2020 include survey of staff which is on hold until such time that operations are back to "normal". Still aiming to have a strategy ready for review in early 2021. 2020/04/17
→ Create a continuous improvement (CI) culture through ongoing training & development: 100%	2019/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Green belt training provided for 10 candidates in 2019. 8 people have completed exam requirements to date and five of the candidates have fully completed all of their requirements and are now Green Belt Certified by Leading Edge Group (LEG). Organizational Performance and Strategy (OPS) continues to work with the remaining candidates to complete their requirements before the end of the year. From the CI strategy session held in Nov. 2019 a 2020 CI Roadmap was developed. For 2020, the city continues to focus on building capacity for CI, completing and undertaking new CI projects and improving communications and progress reporting. Dates for any new training from LEG have been moved to Fall 2020 due to COVID-19. OPS continues to work on tool kits and resources to increase capacity to undertake CI in the organization. 2020/04/17
→ Review and document Standard Operating Procedures for processes within Revenue Accounting: 100%	2020/06/02	2020/12/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work has not yet started due to COVID-19. 2020/04/17

→ Review existing systems training products to determine gaps and needs: 100%	2020/02/03	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work had begun on this project with a project charter and schedule established. However, due to COVID 19, this project has been paused and will resume in full as soon as possible when the City is back to normal operations. Some work continues on learning and training for systems where gaps are already known and where there is a link to an existing CI improvement plan such as Workplace. Completion is still expected in 2020. 2020/04/17
→ Implement automated accounts payable solution: 100%	2020/03/06	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Have started to build the required infrastructure for the project. Will be meeting with the vendor next week to discuss continuing with the project, but will likely face some challenges in progressing given the current COVID-19 situation. 2020/04/17
→ Implement bid evaluation software: 100%	2020/11/02	2021/06/30	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> Supply Chain priorities have changed due to COVID 19. Full implementation of this project is now scheduled for June 30, 2021. 2020/04/16
→ Develop and implement a procurement plan process: 100%	2020/07/01	2020/12/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> Due to COVID-19, this project will start later in 2020 then originally planned but should still be able to be completed on time. 2020/04/17
→ Develop materials management policy: 100%	2019/11/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Policy has been submitted to Legal for review. 2020/04/16
→ Complete jurisdictional scan and Request for Information for Performance Management software: 100%	2020/09/02	2021/12/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> Anticipate this project will begin in September 2020. 2020/04/17
→ Roll out Respectful Workplace Policy, including conflict management training: 100%	2020/01/10	2021/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Human Resources is in the process of developing an in-house Conflict Management Training program. Working on finalizing a modified communication strategy for the Policy roll out. The initial communication and training plan has been impacted by various staffing modifications made as a result of the current Pandemic. 2020/04/17

→ Develop action plan and build capacity to support the Employee Success Program: 100%	2020/07/01	2020/12/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> Finalizing a plan to build capacity within the key stakeholder group and a phased in implementation plan. Information was to be rolled out during the management forum in April however that was cancelled due to the Pandemic. We are in the process of reevaluating communication and implementation plan given the current situation. 2020/04/17
→ Develop organizational change management tools: 100%	2020/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> This project is on track. A Limited Request for Proposals was issued on April 14. 2020/04/17
→ Benchmark employee engagement: 100%	2020/01/01	2021/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work has begun on a jurisdictional scan. 2020/04/17
→ Review and update current Information Technology Policies: 100%	2020/06/02	2020/12/31	Not started	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work has not yet commenced on this given other priorities related to COVID-19. 2020/04/17
→ Improve processes, policy, and procedures related to emergency and safety services: 100%	2020/01/13	2021/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Work has progressed on developing a policy on Emergency and Continuity Management as well as establishing an Advisory Committee. The Manager of Emergency and Safety Services is working with the City's Policy Analyst on submitting a Policy Note to Council. This note will be the starting point of this process. 2020/04/15
→ Evaluate the Special Events application process and associated fees and make recommendations for modifications: 100%	2020/03/01	2021/01/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Staff have started jurisdictional review which is due to be completed by May 31. The next step will be to develop a report with recommendations for the Special Events Advisory Committee (SEAC) by June 30. 2020/04/16
→ Pilot a parking enforcement technology solution to handle parking complaints: 100%	2020/01/07	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> The mobile device has been deployed and two staff persons have been testing the unit since early January. Due to the State of Emergency in January and the latest COVID-19 restrictions, management staff did not have an opportunity to observe the unit's effectiveness. We will continue to pilot and review effectiveness when COVID-19 restrictions have been lifted. 2020/04/17
→ Implement FDM Mobile App for Fire Inspectors: 100%	2020/01/01	2021/03/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Due to an unexpected required version change of FDM by the vendor, we have pushed out the timelines by at least 3 months. 2020/04/16

→ Fire Officer Professional Development Training Program: 100%	2020/01/01	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Some components of the training were conducted in 1st quarter 2020 to bring all current officers to basic level before implementing additional components already identified through informal Gap Analysis. Program to be implemented as per Strategic Plan in 2021. To have finalized Fire Officer Professional Development Training Program document is still on track. 2020/04/16
→ Review and update accident review process: 100%	2020/01/31	2021/11/30	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Have clarified the role of the foreperson in responding to an accident scene. Have engaged the services of our external adjuster to prepare the initial accident report, working to develop one accident/incident form, and further streamline the process. 2020/04/13
→ Undertake Continuous Improvement Projects: 100%	2018/09/03	2020/12/31	Behind	<b>NEW</b> <b>Council Quarterly Achievements:</b> The City continues to undertake continuous improvement (CI) projects with goals of improving turnaround times, achieving cost savings and/or creating time savings, all the while improving value for the customer. Since Jan. 2020, one more CI project has been completed, bringing the total number of completed projects to 12. A number of other projects are in various stages of planning, piloting or evaluation as outlined in the report. The weather event in January and the current public health crisis have created some challenges for projects as outlined. In several cases, such as the purchasing project, improvements continue to be developed and piloted. 2020/04/22
Ensure accountability and good governance through transparent and open decision making: 100%	2019/01/01	2021/12/31	On Track	No updates recorded
→ Initiate communications strategy to share decisions from Council & Committee of the Whole meetings: 100%	2019/06/03	2019/12/31	Overdue	<b>NEW</b> <b>Council Quarterly Achievements:</b> Progress on this strategy has been delayed due to the pandemic; work on this initiative will not resume until regular work is permitted, allowing for video production. 2020/04/17
→ Implement vendor performance module for bids and tenders software: 100%	2019/09/02	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Supply Chain priorities have changed due to COVID 19. Expect this project will be complete by December 31st this year. 2020/04/17
→ Plan for and implement the 2020 Citizen Satisfaction Survey: 100%	2020/01/27	2020/12/31	On Track	<b>NEW</b> <b>Council Quarterly Achievements:</b> Planning has begun for the completion of the Citizen Satisfaction Survey. Due to COVID-19, the implementation date will be moved to Fall 2020 instead of Spring. 2020/04/17



→ Achieve ISO 37120 Sustainable  
Development of Communities - Indicators  
for City Services and Quality of Life: 100%

2020/01/14 2020/12/31

NEW

On Track

**Council Quarterly Achievements:** All requirements have been completed to achieve this standard. The City has received notification that the standard has been achieved at the highest level - Platinum. The official process to receive the certification will happen at some time in the future.

2020/04/17

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

## GOAL

Goal	Current Completion	Progress Update
Undertake Continuous Improvement Projects: 100%	Behind	<p><b>Progress:</b> The City continues to undertake continuous improvement (CI) projects with goals of improving turnaround times, achieving cost savings and/or creating time savings, all the while improving value for the customer. Since Jan. 2020, one more CI project has been completed, bringing the total number of completed projects to 12. A number of other projects are in various stages of planning, piloting or evaluation as outlined in the report. The weather event in January and the current public health crisis have created some challenges for projects as outlined. In several cases, such as the purchasing project, improvements continue to be developed and piloted.</p> <p><b>Challenges:</b> <i>No value</i> 2020/04/22</p>
→ Improve Operational processes at St. John's Regional Fire Department: 50%	Behind	<p><b>Progress:</b> This project was started in 2019 but due to a number of factors including the January weather event and now the public health crisis has not been able to proceed as planned. Once operations return to normal, the project will proceed with a goal to complete it in 2020.</p> <p><b>Challenges:</b> <i>No value</i> 2020/04/22</p>
→ Improve administrative processes related to all permits to reduce time spent on file management: 100%	Complete	<p><b>Progress:</b> Meetings have been conducted with clerical staff in early February and process implemented to improve processing time of permit applications.</p> <p><b>Challenges:</b> <i>No value</i> 2020/04/17</p>

→ Purchasing process: 100%

Overdue

**Progress:** Several improvements have been developed and are in various stages of implementation:

- Developed a decision tree - finalized this tool and will implement for testing in Q 2
- Developed a vendor form and process document - revised tool and process and await feedback from Audit process.
- Created a new cheque requisition form and procedures guide- the tool and process have been finalized and will be implemented in Q2
- Review of pick list and standing offer options – pilot group – potentially a subset of City Buildings – electrical, plumbing, etc.. on hold
- Mistake proof workplace – continue discussions with IS to see what is possible with upgrades - ongoing
- Procedures document to accompany new policy and then developing a new training program – Outline of new training program development. Modules in development but progress slowed due to COVID-19.
- Create smart list for Vendor look up/Vendor clean up -ongoing
- Some improvements were implemented throughout the mapping process including Capital Works mail out notifications and request for certain information.

**Challenges:** Ongoing delays due to weather events and now COVID-19.

2020/04/17

→ Work order process for City Buildings: 100%

Overdue

**Progress:** This project has not progressed as anticipated. The main improvement identified to eliminate rework associated with incomplete work order submissions was the development of a training program for designated departmental staff. This program would address gaps in knowledge with respect to the use of the Wennsoft work order system and ultimately improve the quality of work order submissions (currently 70% of submissions have incomplete or inaccurate information). The training program is about 50% complete but requires additional work before it can be piloted with staff. Piloting the training will require a return to normal operations.

**Challenges:** Developing the required training materials has been a challenge. In general, training for corporate-wide systems such as Wennsoft is a gap in the organization. Organizational Performance and Strategy along with Information Services is currently working to identify these gaps and how they might be addressed.

2020/04/16

→ **Collection of Accommodation Tax: 100%**

Overdue

**Progress:** The main issue identified in this CI project is non-compliance with the City's Accommodation Tax by-law which sets the deadline for when taxes collected are to be remitted.

The project recommendations focused on 3 main areas of improvement which are awareness, feasibility of the requirements, and the consequences of non-compliance.

1. Awareness : There is a lack of available information for businesses clearly explaining the process for collecting and remitting the tax. An accommodation tax guide will be created providing all the necessary information which will be made available to all businesses.
2. Feasibility : The survey completed by businesses in October identified the current due date of the 15th of the month as being challenging. To address the issues with the current deadline several recommendations are being reviewed including online payment and reporting options, and adjusting the due date.
3. Consequences of non-compliance: Currently there is no interest and/or penalties for not remitting the accommodation tax as required. Options are being explored in this area as a means to increase compliance.

The goal of all identified changes is to increase compliance by a minimum of a 35%.

Current legislation limits what the City can do to administrator the accommodation tax. For example the current legislation allows the City to impose the tax only on businesses that are registered with the province. Suggested changes have been identified and can be included in future discussions with the province.

**Challenges:** Implementation of identified changes to the accommodation tax process is currently on hold until such time the impact on businesses can be evaluated as this industry has been severely impacted by the pandemic.

2020/04/16

→ **Improve process for tax sales to increase efficiency: 100%**

Not started

**Progress:** While preliminary meetings to establish the scope of the problem took place, no meaningful work has occurred yet on this project due to COVID-19.

**Challenges:** No value

2020/04/20

On Track

**Progress:** The entire development process was mapped. The main challenge in the application process is the need to review an application multiple times as a result of incomplete information being submitted. By improving the quality of information submitted, we can reduce the number of review cycles within the process.

The Team looked at improving the quality of intake information by revisiting instructions to developers. These included mandatory submission of the following items at intake:

1. Signed Concise Checklist - Each review of the application is completed in accordance with a checklist developed by individual departments. A review of the existing development checklist, in conjunction with the departmental checklists, was undertaken to ensure the Developer is clear on submission requirements. This checklist has been compiled and awaits formatting.
2. Completed Application - The current application was not altered but rather supplemented with the information missing on most applications.
3. Drawings - Each application is to be accompanied by two full sets of hard copy drawings 24 x 36 (Civil).
4. Digital Information- A thumb-drive should include the project survey with description, CAD Files, PDFs and the XPSWMM Model.

Addition of a pre-development meeting:

The team began developing guidelines for a pre-development application meeting where the Developer will be provided with the first round of comments prior to formally submitting. Information on piloting and scheduling was developed by the team, as well as the requirements from the Contractor pre-meeting. Due to the in-person nature of this improvement, it has been put on hold until COVID-19 is resolved/addressed. If implemented, we would anticipate this reducing the overall cycles of review.

**Challenges:** The Development Application Process is very large and could sustain a dozen CI Projects.

2020/04/15

On Track

**Progress:** Several processes were mapped for this CI project including: 1. New residential assessment, 2. Supplementary residential assessment, 3. Residential reassessment, 4. New commercial assessment, 5. Commercial reassessment, 6. Appeal process for residential appeals

The CI project focused on the Residential Reassessment process. The main issues identified in the process were:

- There was no set procedure or standard best way for assessors to follow when completing an assessment.
- There was rework happening in the process. For example, staff reported duplication in information being entered and edited in two computer systems.

The key planned improvements are to reduce rework, reduce overtime costs required to complete the residential reassessment, and improve efficiencies by introducing standard procedures.

A procedure manual was implemented for assessors to use while completing the Residential Reassessment. This was implemented in two parts – the appeal process in December 2019 and the remainder residential reassessment in early March 2020. The Residential Reassessment will be complete by 2022 and we will be able to determine if the goals of CI project were met with respect to overtime. The Assessment Division continues to work with Information Services to implement changes to Assessment Analyst (AA) software to eliminate, or at least reduce, the amount of rework required to sync Govern and AA.

In future, we plan to develop manuals to ensure the same standards are used when completing all assessments. Also want to create more knowledge across the team for specific tasks. The goal is to have all processes documented as time permits.

**Challenges:** *No value*

2020/04/15

→ Map and improve the asset management process for linear infrastructure: 100%

On Track

**Progress:** The main issue identified through this project was the lack of information sharing - with different divisions/departments doing pieces of the work, it is often a challenge to see the big picture and understand why information is needed and what information is valuable to others.

Planned improvements identified are:

- Phased condition assessments
- Shared Street Condition Ratings
- Centralized storage location of Development Package (for sharing of as-builts/drawings for users).
- Addition of Finance to the development checklist/notification to users that Phase has been accepted.

Next steps:

- Meet on the development planned improvement.
- Plan course of action to pilot sewer phased assessments (the entire process will take several years).

The expected outcomes of the planned improvements is to increase coordination of capital work so we are looking at projects holistically (i.e. when we rehab a road we have assessments completed on all underground infrastructure so work can be completed together).

**Challenges:** Final meetings and demonstrations were delayed due to the pandemic.

2020/04/21

→ Map and improve the asset management process for City buildings: 100%

On Track

**Progress:** The key improvements identified are as follows:

- 1). Creation of a standardized checklist to ensure all parties are notified upon acquisition;
- 2). Creation of a Building Condition Assessment electronic template to be completed by our consultants at handover;
- 3). Creation of a Mechanics Lien Act Release Form;
- 4). Implementation of a mobile application for Wennsoft to close out work orders in the field;
- 5). Creation of a spare parts inventory and asset ID nomenclature;
- 6). Creation of a checklist for Legal to execute sale of a property and provide notifications to appropriate stakeholders;
- 7). Adoption of a City-wide Asset Management Software.

The expected outcomes of these improvements are:

- 1). Improved communication and elimination of silos
- 2). Improved cross departmental collaboration
- 3). Improved awareness of processes and outcomes
- 4). More preventative maintenance as an industry best practice
- 5). A decrease in the amount of paperwork and enabling work orders to be closed out in the field (huge time gains to be achieved in being more efficient)

**Challenges:**

2020/04/17

→ <b>Improve the process used to obtain fleet shop supplies in Public Works: 100%</b>	Not started	<p><b>Progress:</b> No significant work has taken place on this project to date.</p> <p><b>Challenges:</b> The challenging winter season for Public Works, including the State of Emergency, impeded this project from proceeding as planned.</p> <p>2020/04/21</p>
→ <b>Improve the scheduling process for Aquatics staff: 100%</b>	On Track	<p><b>Progress:</b> This project focused on improving the scheduling for up to 90 aquatics staff at both Paul Reynolds and Mews facilities. The majority of staff are call-in who are students and rely on quick and simplified methods of communicating and scheduling.</p> <p>The main issues discovered throughout the project include:</p> <ul style="list-style-type: none"> <li>• There is no online/ live version of staff availability that can be updated regularly.</li> <li>• Staff can't view work or pool schedules that change daily (at times hourly).</li> <li>• There is no effective method of communicating with the team as we complete shift distribution processes. There are multiple processes we engage in daily with this team including shift replacements, swaps, daily call-ins and seasonal shift listings.</li> </ul> <p>Next steps include working to create a Request For Proposals (RFP) to source an online scheduling software that will work for the large staff group, has seniority based functionality, works for multiple sites, assists with payroll, tracking of leave, etc., and will be accessible to City staff via mobile platforms.</p> <p>The ultimate goal is to reduce our process times significantly, move from manual to digital procedures, and ensure our lead aquatics staff are spending their time on the pool deck rather than completing administrative functions that can be modernized and digitized. This solution has potential to work for other end users across the organization.</p> <p>Anticipate the RFP will be issued prior to the summer season of 2020 and a decision on a vendor made by the end of the year. Testing and piloting would take place Fall 2020 or Winter 2021.</p> <p><b>Challenges:</b> No value</p> <p>2020/04/15</p>
→ <b>Improve the tenant move in-move out process in non-profit housing: 100%</b>	On Track	<p><b>Progress:</b> The key planned improvements for the tenant move-in/move-out process are:</p> <ul style="list-style-type: none"> <li>• Move in – standardization of process and paperwork saving time</li> <li>• Move out – standardization of process and paperwork saving time, but also ensuring the security deposit is returned within the 10 day legislated time frame.</li> </ul> <p>The goal of this project is to achieve a 30% improvement in both processes.</p> <p><b>Challenges:</b> No value</p> <p>2020/04/17</p>



↳ Standardize the records management process  
to increase quality at source: 100%

On Track

**Progress:** The team mapped the records management process for paper records and identified the main issue in the process to be quality at source. Poor quality records received at Records Management and Archives creates rework for staff and reduces the City's ability to search, retrieve and/or interpret records. To improve quality at source a set of standards for the creation, management and transfer of records will be developed and implemented. This will also require some employee training and communications. The goal of the project is to reduce the number of defective records by 30%. While the standards have been created, piloting the improvement will require a return to normal operations.

**Challenges:** *No value*

2020/04/17

## 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 April 27, 2020.**

Ref #	Property Location/ Zone Designation And Ward	Application Details	Submissions Received	Planning and Development Division Notes
1	<b>970 Portugal Cove Road</b> Forestry (F)  Ward 1	<p><b>Application</b> A Discretionary Use Application has been submitted by Pyramid Construction Ltd. requesting permission to recognize the buildings at 970 Portugal Cove Road related to the existing quarry for Mineral Workings Use.</p> <p><b>Description</b> The buildings include the scale house with a floor area of 62.2m<sup>2</sup>, asphalt plant with a floor area of 34.8m<sup>2</sup> (operator's control room), and a lunchroom with a floor area of 22.8m<sup>2</sup>.</p>	No Submissions Received	It is recommended to approve the application subject to all applicable City requirements.
2	<b>46 Bell's Turn</b> Residential Low-Density (R1) Zone  Ward 4	<p><b>Application</b> A Discretionary Use application has been submitted to operate Home Occupation in a portion of the dwelling at 46 Bell's Turn. The proposed business will offer spa services such as facials and pedicures.</p> <p><b>Description</b> The business will operate seven days a week between 12 noon and 7 p.m. The treatment times vary from 1.5 hours to 2 hours with one client per session by appointment only. The proposed business will occupy a floor area of approximately 11 m<sup>2</sup> and the operator will be the sole employee.</p>	3 Submissions Received (attached)	It is recommended to approve the application subject to all applicable City requirements.

3	<p><b>430 Topsail Road</b> Commercial Regional (CR) Zone</p> <p>Ward 3</p>	<p><b>Application</b> A Discretionary use application has been submitted by Golfdale Entertainment Corp. for a Lounge and Place of Amusement for Billiards in a suite at 430 Topsail Road (Village Mall).</p> <p><b>Description</b> The business hours of operation are noon to midnight daily and will occupy a floor area of 165m<sup>2</sup>. There are 6 employees, typically 2 per shift.</p>	No Submissions Received	It is recommended to approve the application subject to all applicable City requirements.
4	<p><b>40 Arctic Avenue</b> Pippy Park Zone</p> <p>Ward 4</p>	<p><b>Application</b> A Discretionary Use Application has been submitted to the City of St. John's by Eastlink seeking approval to install six (6) antenna and add a new 4.8m<sup>2</sup> equipment shelter on the roof of 40 Arctic Avenue (Earth Sciences Centre)</p> <p><b>Description</b> 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 Arctic Avenue of Eastlink's intention to install an antenna system consisting of:</p> <ul style="list-style-type: none"> <li>- Six (6) Tongyu Dual Band antennas and Three (3) Remote Radio Units. Two Sectors will be installed at each location on the East, West and South Sides of the building roof, and installed at an elevation of 17m (main roof slab).</li> <li>- A 2m x 2.4m prefabricated equipment shelter to be installed on North side of building.</li> </ul>	1 Submission Received (attached)	It is recommended to approve the application subject to all applicable City requirements.

5	<b>4329 Trans Canada Highway</b> Forestry (F) Zone  Ward 5	<b>Application</b> A Discretionary Use Application has been submitted by C.W. Parsons Limited requesting permission to use a parcel of land at 4239 Trans Canada Highway near Pasture Land Road as a quarry for Mineral Workings Use.  <b>Description</b> The proposed 2.74 hectares of Crown Land will be used for quarrying Borrow Material, Gravel, Rock, Sand, Stockpiled Material and Aggregate, which involves drilling, blasting and crushing.	No Submissions Received	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.

G:\Planning and Development\Planning\notices Published\2020\05- March 17 2020.docx

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

## Karen Chafe

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**From:** CityClerk  
**Sent:** Thursday, April 9, 2020 5:28 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: 46 Bells Turn

Good Afternoon [REDACTED]

We thank you for your feedback and advise that all submissions will be presented to Council for consideration prior to a final decision being reached on this application.

Elaine Henley

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

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Wednesday, April 8, 2020 4:55 PM  
**To:** CityClerk <cityclerk@stjohns.ca>  
**Subject:** 46 Bells Turn

[REDACTED]

based on the information contained in your letter received today, we have no objection to the application being approved.

Sincerely,

[REDACTED]

Sent from my iPhone

Disclaimer: This email may contain confidential and/or privileged information intended only for the individual(s) addressed in the message. If you are not the intended recipient, any other distribution, copying, or disclosure is strictly

April 8th In my mail box only today. Definitely opposed!  
Most dangerous area - I'm Hartar, Super 8, Le Grains, driving  
- all epts! Been planning for year or right turn only, getting  
on Bell's Turn: Very narrow - even limited  
lanes would be nightmare! In our  
condo there are 36 units, all paying  
taxes. Pls consider ramifications  
to us 50+! Respectfully,  
[Redacted]

### Application

A Discretionary Use application has been submitted to operate a Home Occupation in a portion of the dwelling at 46 Bell's Turn. The proposed business will offer spa services such as facials and pedicures.

### Description

The business will operate seven days a week between 12 noon and 7 p.m. The treatment times vary from 1.5 hours to 2 hours with one client per session by appointment only. The proposed business will occupy a floor area of approximately 11 m<sup>2</sup> and the operator will be the sole employee.

### Comment By

9:30 a.m. Tuesday, April 7, 2020

Received  
April 8th  
2020

### Comments

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

Comments received become a matter of public record and are included in the Council agenda for the date a decision on the application will be made. Any identifying information (including your name) will be removed prior to your comment being released publicly.

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.

### Council Decision Date

Monday, April 21, 2020

No owner  
tried several times  
No voice  
mail

### 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.

"As an address, we get no snowplowing, no garbage  
but still pay some taxes as household receiving this  
service???"  
ST. JOHN'S  
New address

"Sorry for this untidy presentation -  
but now make time is of the essence!"

## Karen Chafe

---

**From:** CityClerk  
**Sent:** Thursday, April 9, 2020 5:26 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: 46 Bell's Turn

Good Afternoon [REDACTED]

We thank you for your feedback and advise that all submissions will be presented to Council for consideration prior to a final decision being reached on this application.

*Elaine Henley*

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

**From:** [REDACTED]  
**Sent:** Thursday, April 9, 2020 9:27 AM  
**To:** CityClerk <cityclerk@stjohns.ca>  
**Subject:** 46 Bell's Turn

Hi there,

I have just received the letter regarding the application of a Home Occupation at 46 Bell's Turn. It is a good thing to have new busniss. However this is a residential area and residents have enjoyed the quietness for years. One of the challenges and concerns when there is a business among the residential area is the limited space for parking, especially when lots of snow in winter time. Customer likely to park in space of nearby houses.

Sincerely yours,

[REDACTED]

St. John's

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## Karen Chafe

---

**From:** CityClerk  
**Sent:** Tuesday, March 31, 2020 11:36 AM  
**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: 40 Arctic Avenue

Good Morning

We thank you for your feedback and advise that all submissions will be presented to Council for consideration prior to a final decision being reached on this application.

*Elaine Henley*

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

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**From:** [REDACTED]  
**Sent:** Tuesday, March 31, 2020 10:21 AM  
**To:** CityClerk <cityclerk@stjohns.ca>  
**Subject:** FW: Application: 40 Arctic Avenue

Hello,

I work at Memorial University. I spend more than 8 hours per day in on campus. This kind of installation are not save for the human brain. In the worst case scenario, they cause cancer. In best case scenario, they are not proven to be save. For the physical and mental health of MUN's staff and young generation, please install this antenna elsewhere! These companies make a lot of money, they can build their own tower and use it for lucrative purpose. Not a public institution such as a university building. In numerous studies, the statistics shows a correlation between the increase in cancer and anxiety cases after the installation of this type of antenna.

Thank you,  
[REDACTED]

---

**From:** Public Notices <[PUBLCNOTICE@LISTSERV.STJOHNS.CA](mailto:PUBLCNOTICE@LISTSERV.STJOHNS.CA)> On Behalf Of St. John's e-Updates  
**Sent:** March 31, 2020 9:34 AM  
**To:** [PUBLCNOTICE@LISTSERV.STJOHNS.CA](mailto:PUBLCNOTICE@LISTSERV.STJOHNS.CA)  
**Subject:** Application: 40 Arctic Avenue



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

=====

## Public Notice

Tue, 2020/04/21 - 9:30am

Application: 40 Arctic Avenue

### Application

A Discretionary Use Application has been submitted to the City of St. John's by Eastlink seeking approval to install six antenna and add a new 4.8 m<sup>2</sup> equipment shelter on the roof of 40 Arctic Avenue (Earth Sciences Centre)

### 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 Arctic Avenue of Eastlink's intention to install an antenna system consisting of:

- six Tongyu Dual Band antennas and three Remote Radio Units. Two Sectors will be installed at each location on the east, west and south sides of the building roof, and installed at an elevation of 17 m (main roof slab).
- a 2 m x 2.4 m prefabricated equipment shelter to be installed on north side of building.

### Comment By

9:30 a.m. Tuesday, April 21, 2020

### 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, April 27, 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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### DISCLAIMER

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If you have any questions about City of St. John's e-Updates contact [accessstjohns@stjohns.ca](mailto:accessstjohns@stjohns.ca).

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<http://www.stjohns.ca/eupdatesunsubscribe>

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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.

# DECISION/DIRECTION NOTE

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**Title:** Request for Accessory Building in the Rural Zone  
INT2000030  
161 Sugarloaf Road

**Date Prepared:** April 22, 2020

**Report To:** Regular Meeting of Council

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

**Ward:** Ward 2

---

## **Decision/Direction Required:**

To seek approval to construct a 64m<sup>2</sup> Accessory Building accessory to an existing non-conforming dwelling in the Rural (R) Zone located at 161 Sugarloaf Road.

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

An application was submitted to construct a 7m x 9.14m accessory building adjacent to the existing dwelling on the lot. The property is situated in the Rural (R) Zone where an accessory building is neither a permitted nor a discretionary use. However, Section 8.3.7. of the Development Regulations grants Council the Discretionary Power to allow an accessory building related to the existing dwelling.

The dwelling on the property has been approved for an extension for a total floor area of 87m<sup>2</sup>. The proposed Accessory building will be 74% of the footprint of the proposed dwelling after the dwelling has been extended, which is in compliance with the maximum size permitted as per Section 8.3.6 of the Development Regulations. The permit for the Accessory Building is not to be released until the dwelling extension has been completed.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: NA
2. Partners or Other Stakeholders: NA
3. Alignment with Strategic Directions/Adopted Plans: NA
4. Legal or Policy Implications: Section 8.3.6 and Section 8.3.7 of the St. John's Development Regulations

# ST. JOHN'S

- 5. Privacy Implications: NA
- 6. Engagement and Communications Considerations: NA
- 7. Human Resource Implications: NA
- 8. Procurement Implications: NA
- 9. Information Technology Implications: NA
- 10. Other Implications: NA

**Recommendation:**

That Council approve the construction of a 64m<sup>2</sup> Accessory Building in the Rural Zone at 161 Sugarloaf Road, subject to the condition that the permit for the Accessory Building is not to be released until the dwelling extension has been completed.

**Prepared by:**

Andrea Roberts – Senior Development Officer

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**Approved by:**

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

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**Report Approval Details**

Document Title:	Development Committee - Request for Accessory Building in the Rural Zone - 161 Sugarloaf Road - INT2000030.docx
Attachments:	- SugarloafRd161 Map.pdf
Final Approval Date:	Apr 22, 2020

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

**Dave Wadden - Apr 22, 2020 - 1:32 PM**

**Jason Sinyard - Apr 22, 2020 - 3:53 PM**





**SUBJECT PROPERTY**

O

173

167

EUSTACE LANE

181

161

R

147

141

SUGARLOAF RD

156

60

176

CITY OF ST. JOHN'S

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

W:\Engwork\Planw\applications 2020\dev2000016-161 sugarloaf road.mxd



# DECISION/DIRECTION NOTE

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**Title:** Request for Building Line Setback for Front Extension  
INT2000031  
14 Tunis Court

**Date Prepared:** April 22, 2020

**Report To:** Regular Meeting of Council

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

**Ward:** Ward 4

---

**Decision/Direction Required:**

To seek approval for a 4.5 metre Building Line setback to accommodate the construction of a front porch at 14 Tunis Court.

**Discussion – Background and Current Status:**

An application was submitted to construct a 1.6m x 2.2m extension on the front of the dwelling to accommodate a front porch. 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 original setback is 6.1m, and the proposed reduced set back of 4.5m is consistent with varied pattern of development of the other properties on the street.

**Key Considerations/Implications:**

1. Budget/Financial Implications: NA
2. Partners or Other Stakeholders: NA
3. Alignment with Strategic Directions/Adopted Plans: NA
4. Legal or Policy Implications:  
Section 10.3.3 (c) (ii) and Section 8.3.1 of the St. John's Development Regulations
5. Privacy Implications: NA
6. Engagement and Communications Considerations: NA
7. Human Resource Implications: NA
8. Procurement Implications: NA

**ST. JOHN'S**

9. Information Technology Implications: NA

10. Other Implications: NA

**Recommendation:**

That Council approve 4.5 metre Building Line setback at 14 Tunis Court in order to accommodate the 1.6m x 2.2m extension on the front of the property for a porch.

**Prepared by:**

Andrea Roberts – Senior Development Officer

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**Approved by:**

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

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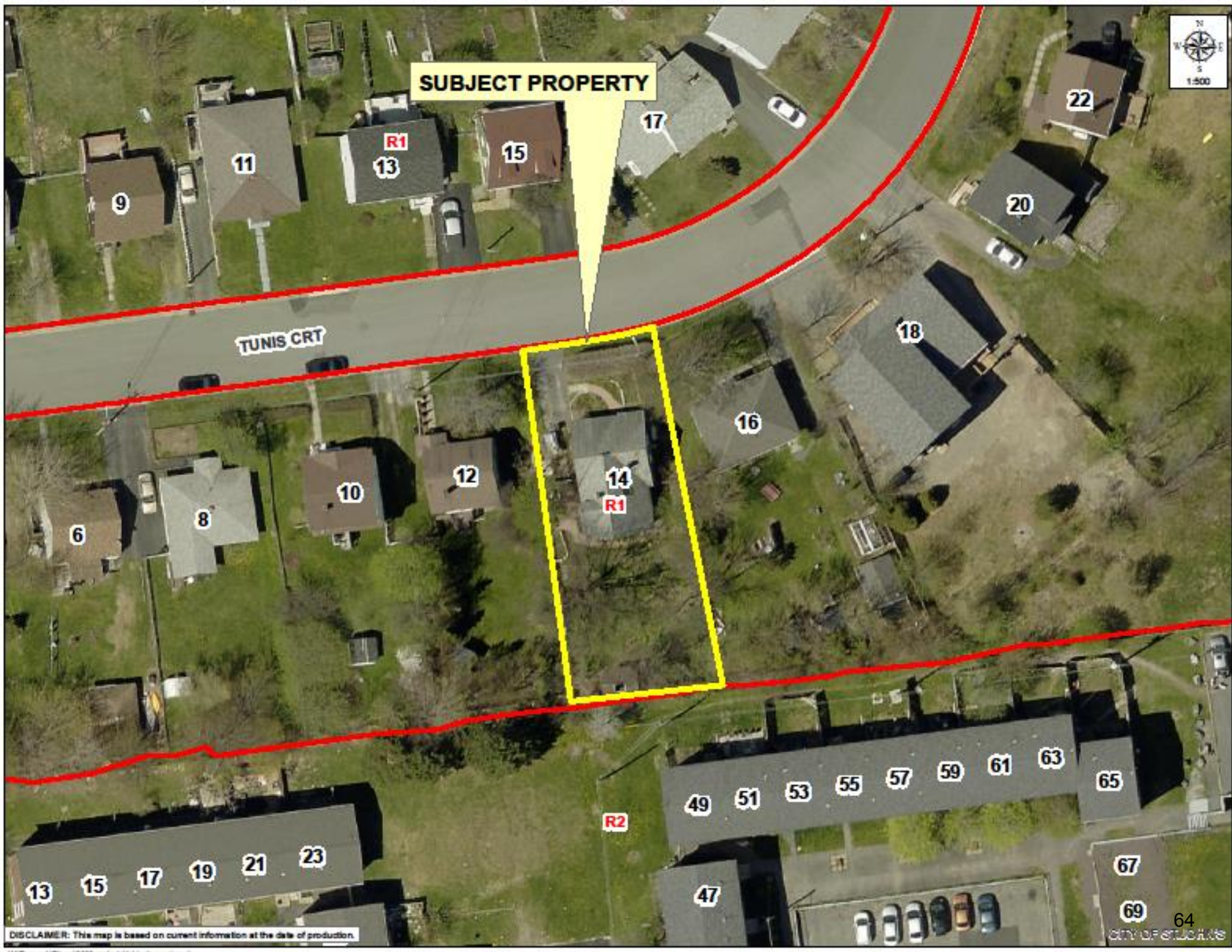
**Report Approval Details**

Document Title:	Development Committee - Request for Building Line Setback for Front Extension - 14 Tunis Court - INT2000031.docx
Attachments:	- Tunis Court 14 Map.pdf - Tunis Court 14 Survey.pdf
Final Approval Date:	Apr 22, 2020

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

**Dave Wadden - Apr 22, 2020 - 1:31 PM**

**Jason Sinyard - Apr 22, 2020 - 3:54 PM**



SUBJECT PROPERTY

TUNIS CRT



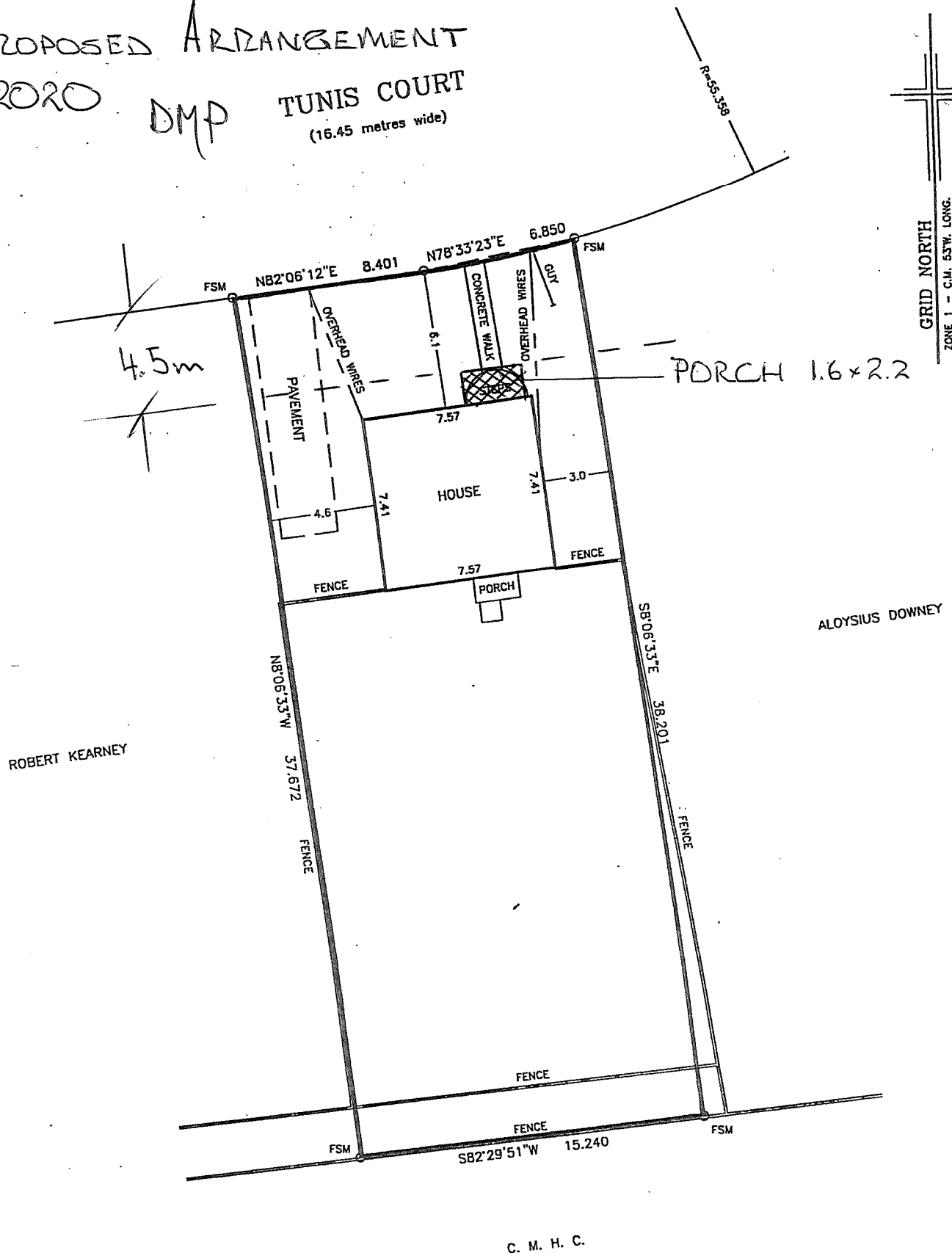
DISCLAIMER: This map is based on current information at the date of production.

W:\engwork\Plan\2020 projects\4 tunis court.mxd

CITY OF ST. LOUIS

PREPARED ON BEHALF OF DAVID PORTER & CYNTHIA BOYD FOR THE PURPOSE OF  
PURCHASING THE PROPERTY FROM ERNEST FREDERICK WILLIAM KELLY & MARY BLANCHE KELLY

PROPOSED ARRANGEMENT  
2020 DMP TUNIS COURT  
(16.45 metres wide)



FSM - FOUND SURVEY MARKER

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MAXWELL SULLIVAN, NEWFOUNDLAND LAND SURVEYOR, 1999

UNAUTHORIZED USE, ALTERATION OR REPRODUCTION OF  
THIS SURVEY DOCUMENT IS PROHIBITED BY LAW AS  
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STRICTLY PROHIBITED.

#### NOTES:

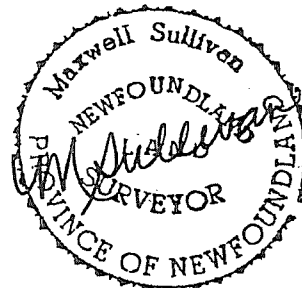
REFERENCE SURVEY BY MAX SULLIVAN SURVEYS LTD.  
MAXWELL SULLIVAN, N.L.S. - DATED 1999 02 18

THIS REPORT CONSISTS OF TWO PAGES, EACH FORMING AN  
INTEGRAL PART AND BECOMES INVALID IF SEPARATED.

THE SURVEYOR CERTIFIES THE INFORMATION CONTAINED  
WITHIN THIS REPORT TO BE CURRENT AS OF 1999 02 18.

DISTANCES SHOWN FROM BOUNDARIES TO STRUCTURES  
ARE PERPENDICULAR TO THE BOUNDARIES.

THE INFORMATION SHOWN ON THIS PLAN SHOULD NOT  
BE USED FOR ERECTING FENCES.



SCALE 1:250 1999 02 18

**Permits List**  
**Council's April 27, 2020 Regular Meeting**

Permits Issued: 2020/04/09 to 2020/04/22

**BUILDING PERMITS ISSUED**

**Residential**

<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
1 Bulrush Ave	Accessory Building	Accessory Building
107 New Cove Rd	Renovations	Single Detached Dwelling
12 Riverglen Close	Renovations	Condominium
14 Riverglen Close	Renovations	Condominium
15 Empire Ave	Fence	Fence
16 Riverglen Close	Renovations	Condominium
17 Ballylee Cres	Accessory Building	Accessory Building
17 Meeker Pl	Renovations	Single Detached Dwelling
18 Riverglen Close	Renovations	Condominium
2 Tessier's Lane	Fence	Fence
20 Fort Amherst Rd	Accessory Building	Accessory Building
22 Baker St	Deck	Patio Deck
225 Mundy Pond Rd	Renovations	Single Detached Dwelling
23 Royal Oak Dr	Change of Occupancy	Home Office
27 Adventure Ave	Accessory Building	Accessory Building
27 Veitch Cres	Renovations	Single Detached Dwelling
29 Campbell Ave	Renovations	Single Detached Dwelling
29 Frampton Ave	Accessory Building	Accessory Building
31 Murphy's Ave	Renovations	Single Detached Dwelling
348 Ruby Line	Accessory Building	Accessory Building
34c Freshwater Rd	Site Work	Townhousing
38 Barter's Hill Pl	Renovations	Semi Detached Dwelling
38 Brazil St	Deck	Patio Deck
4 Faulkner St	Fence	Fence
5 Frampton Ave	New Construction	Single Detached Dwelling
5 Laggan Pl	Accessory Building	Accessory Building
5 Parliament St	Fence	Fence
61 Cape Pine St	Accessory Building	Accessory Building
7 Waterford Hts S	New Construction	Single Detached Dwelling
70 Queen's Rd	Renovations	Semi Detached Dwelling



86 Diamond Marsh Dr	New Construction	Single Detached Dwelling	
		This Week:	\$915,098.52

### Commercial

Location	Permit Type	Structure Type	
100 Elizabeth Ave Unit 106	Sign	Service Shop	
110 Water St	Sign	Retail Store	
18 Harbour View Ave	Sign	Other	
20 Hebron Way	Sign	Office	
24 Pepperrell Rd	Change of Occupancy/Renovations	Warehouse	
25 Sea Rose Ave	Accessory Building	Accessory Building	
35 White Rose Dr	Change of Occupancy/Renovations	Mixed Use	
354 Water St	Renovations	Office	
393 Fowler's Rd	Accessory Building	Accessory Building	
48 Kenmount Rd	Change of Occupancy/Renovations	Retail Store	
5 Church Hill	Change of Occupancy/Renovations	Mixed Use	
50 Captain Prim Dr	New Construction	Other	
55 Pippy Pl	Change of Occupancy	Warehouse	
		This Week:	\$265,275.00

### Government/Institutional

Location	Permit Type	Structure Type	
		This Week:	\$0.00

### Industrial

Location	Permit Type	Structure Type	
		This Week:	\$0.00

### Demolition

Location	Permit Type	Structure Type	
356 East White Hills Rd	Demolition	Single Detached Dwelling	
		This Week:	\$10,000.00
		<b>This Week's Total:</b>	<b>\$1,190,373.52</b>

<b><u>REPAIR PERMITS ISSUED:</u></b>	<b>\$120,290.00</b>
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**NO REJECTIONS**

YEAR TO DATE COMPARISONS			
April 27, 2020			
TYPE	2019	2020	% Variance (+/-)
Residential	\$9,008,553.00	\$6,071,188.46	-33
Commercial	\$50,372,325.00	\$23,115,113.22	-54
Government/Institutional	\$221,800.00	\$134,000.00	-40
Industrial	\$0.00	\$3,000.00	NA
Repairs	\$267,750.00	\$213,640.00	-33
<b>TOTAL</b>	<b>\$59,870,428.00</b>	<b>\$29,536,941.68</b>	<b>-51</b>
Housing Units (1 & 2 Family Dwelling)	14	12	

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 April 15, 2020**

### **Payroll**

**Public Works** \$ 388,645.15

**Bi-Weekly Administration** \$ 828,282.41

**Bi-Weekly Management** \$ 858,858.08

**Bi-Weekly Fire Department** \$ 975,607.92

**Accounts Payable** \$ 2,108,960.89

**Total:** \$ 5,160,354.45

# **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
SURFACE EXPERTS	PROFESSIONAL SERVICES	1,495.00
BELL ALIANT	TELEPHONE SERVICES	20,176.73
PHILROBBEN JANITORIAL LIMITED	CLEANING SERVICES	28,944.63
PETER'S PIZZA C/O BTAR HOLDINGS LTD	MEAL ALLOWANCES	201.04
CANADIAN MENTAL HEALTH ASSOCIATION NL CMHA-NL	COMMUNITY GROUPS & ORGANIZATION GRANT	5,000.00
NEWFOUNDLAND & LABRADOR FOLKS ARTS SOCIETY	SPECIAL EVENTS AND FESTIVALS GRANT	16,500.00
ST. JOHN'S STATUS OF WOMEN COUNCIL	CAPITAL GRANT	13,300.00
FEBERATION DES FRANCOPHONES DE TNL	SPECIAL EVENTS AND FESTIVALS GRANT	1,000.00
PRINCE OF WALES SKATING CLUB	SPORTING GROUPS & ORGANIZATIONS GRANTS	15,000.00
WONDERBOLT PRODUCTIONS	ARTS GRANT	13,000.00
STRONG HARBOUR STRINGS PROGRAM	ARTS GRANT	2,500.00
DOWNTOWN ST. JOHN'S	COMMUNITY GROUPS & ORGANIZATION GRANT	7,000.00
THRIVE	COMMUNITY GROUPS & ORGANIZATION GRANT	30,000.00
EASTER SEALS NEWFOUNDLAND AND LABRADOR	COMMUNITY GROUPS & ORGANIZATION GRANT	5,000.00
CHOICES FOR YOUTH INC.	COMMUNITY GROUPS & ORGANIZATION GRANT	35,000.00
ST. JOHN'S LEGENDS SWIM CLUB	SPORTING GROUPS & ORGANIZATIONS GRANTS	4,500.00
CYGNUS GYMNASTICS	SPORTING GROUPS & ORGANIZATIONS GRANTS	15,000.00
PROCUREMENT ADVISORY OFFICE INCORPORATED	PROFESSIONAL SERVICES	3,335.00
PUBLIC SERVICE CREDIT UNION	PAYROLL DEDUCTIONS	3,996.41
AFONSO GROUP LIMITED	SEWER INSPECTIONS	15,318.00
ASHFORD SALES LTD.	REPAIR PARTS	436.83
ATLANTIC PURIFICATION SYSTEM LTD	WATER PURIFICATION SUPPLIES	2,018.94
RDM INDUSTRIAL LTD.	INDUSTRIAL SUPPLIES	464.51
ROBERT BAIRD EQUIPMENT LTD.	RENTAL OF EQUIPMENT	1,915.57
SMS EQUIPMENT	REPAIR PARTS	11,116.63
BEST DISPENSERS LTD.	SANITARY SUPPLIES	1,115.26
ROCKWATER PROFESSIONAL PRODUCT	CHEMICALS	10,520.76
STANTEC CONSULTING LTD. (SCL)	PROFESSIONAL SERVICES	2,208.00
BLACK & MCDONALD LIMITED	PROFESSIONAL SERVICES	67,405.84
PROTEK INDUSTRIES LTD	PROTEK COLD PATCH BULK	15,131.71
OVERHEAD DOORS NFLD LTD	REPAIRS TO DOORS	8,788.59
TB CLIFT LTD	REPAIR PARTS	833.97
WESTERN HYDRAULIC 2000 LTD	REPAIR PARTS	2,498.95
WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS	PROFESSIONAL SERVICES	164.55
ATLANTIC TRAILER & EQUIPMENT	REPAIR PARTS	21,269.89
STAPLES THE BUSINESS DEPOT - STAVANGER DR	STATIONERY & OFFICE SUPPLIES	695.70
TRIWARE TECHNOLOGIES INC.	COMPUTER EQUIPMENT	1,207.50
CANADIAN CORPS COMMISSIONAIRES	SECURITY SERVICES	13,630.95
AIR LIQUIDE CANADA INC.	CHEMICALS AND WELDING PRODUCTS	39.39
THOMSON REUTERS CANADA	PUBLICATIONS	2,058.71
BEATTIE INDUSTRIAL	REPAIR PARTS	338.74
RENTOKIL CANADA CORPORATION	PEST CONTROL	19,643.15
PF COLLINS CUSTOMS BROKER LTD	DUTY AND TAXES	642.68
STINGRAY RADIO INC.	ADVERTISEMENT	3,082.00
COLONIAL GARAGE & DIST. LTD.	AUTO PARTS	1,938.53
CONSTRUCTION SIGNS LTD.	SIGNAGE	1,144.25
CUMMINS CANADA ULC	REPAIR PARTS	1,216.22
CYGNUS GYMNASTICS	REAL PROGRAM	152.03
DICKS & COMPANY LIMITED	OFFICE SUPPLIES	16,934.44
WJAX POWER SYSTEMS	REPAIR PARTS	2,717.75
EAST COAST HYDRAULICS	REPAIR PARTS	1,385.05
REEFER REPAIR SERVICES (2015) LIMITED	REPAIR PARTS	71,337.99
THYSSENKRUPP ELEVATOR	ELEVATOR MAINTENANCE	747.51
RUSSEL METALS INC.	METALS	184.00
EASTERN MEDICAL SUPPLIES	MEDICAL SUPPLIES	701.50
EMERGENCY REPAIR LIMITED	AUTO PARTS AND LABOUR	14,550.61
OMB PARTS & INDUSTRIAL INC.	REPAIR PARTS	317.91
ENTERPRISE RENT-A-CAR	RENTAL OF VEHICLES	6,555.00
STARGARDEN CORPORATION	PROFESSIONAL SERVICES	5,088.75
A HARVEY & CO. LTD.	ROAD SALT	378,171.20



NAME	DESCRIPTION	AMOUNT
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	REPAIR PARTS	651.87
PENNECON TECHNICAL SERVICES LTD	PROFESSIONAL SERVICES	482.93
SCOTIA RECYCLING (NL) LIMITED	TIPP FLOOR PROCESSING	151,578.83
CH2M HILL	PROFESSIONAL SERVICES	74,626.79
WATERTRAX INC.	SUBSCRIPTION RENEWAL	37,168.48
ONX ENTERPRISE SOLUTIONS LIMITED	SOFTWARE RENEWAL	9,219.72
PINNACLE ENGINEERING (2018) LIMITED	PROFESSIONAL SERVICES	32,806.92
CHRIS SQUIRES ENTERPRISES INC.,	RENTAL OF EQUIPMENT	7,872.95
YMCA OF NEWFOUNDLAND AND LABRADOR	REAL PROGRAM	2,666.00
CENTINEL SERVICES	REPAIR PARTS	4,781.70
AIRCOM TECHNOLOGIES	REPAIR PARTS	632.73
BELFOR PROPERTY RESTORATION	PROFESSIONAL SERVICES	5,903.41
RECOLLECT SYSTEMS INC.,	SOFTWARE RENEWAL	14,299.05
DISTRIBUTION NOW	REPAIR PARTS	158.15
PREMIUM APPLIANCE REPAIR	PROFESSIONAL SERVICES	103.50
ROCK SAFETY INDUSTRIAL LTD.	REPAIR PARTS	1,377.70
TOROMONT CAT	AUTO PARTS	452.62
PBA INDUSTRIAL SUPPLIES LTD.	INDUSTRIAL SUPPLIES	169.59
THE HUB	LUNCHEON	1,002.80
PROFESSIONAL UNIFORMS & MATS INC.	PROTECTIVE CLOTHING	768.16
PUROLATOR INC.	COURIER SERVICES	141.92
RIDEOUT TOOL & MACHINE INC.	TOOLS	620.66
ROYAL FREIGHTLINER LTD	REPAIR PARTS	1,277.82
S & S SUPPLY LTD. CROSSTOWN RENTALS	REPAIR PARTS	1,310.32
SAUNDERS EQUIPMENT LIMITED	REPAIR PARTS	8,627.49
SANSOM EQUIPMENT LTD.	REPAIR PARTS	58,793.06
TRACTION DIV OF UAP	REPAIR PARTS	840.87
TULK'S GLASS & KEY SHOP LTD.	PROFESSIONAL SERVICES	1,408.75
URBAN CONTRACTING JJ WALSH LTD	PROPERTY REPAIRS	12,075.00
WATERWORKS SUPPLIES DIV OF EMCO LTD	REPAIR PARTS	66.04
WEIRS CONSTRUCTION LTD.	PROFESSIONAL SERVICES	195,956.18
AECOM CANADA LTD	PROFESSIONAL SERVICES	20,205.50
SALTWIRE, THE TELEGRAM, BOUNTY PRINT	ADVERTISEMENT	699.55
VALLEN	REPAIR PARTS	97.08
JOHN BROOKS COMPANY LIMITED	PROFESSIONAL SERVICES	20,750.32
BRUNNET INC	REPAIR PARTS	139,597.53
PERRY MATTHEWS TOWING INC.	PROFESSIONAL SERVICES	3,450.00
CANADIAN INTERNET REGISTRATION AUTHORITY	SOFTWARE RENEWAL	3,450.00
C&E GROUP	PROFESSIONAL SERVICES	815.96
SAFETY SOURCE INDUSTRIAL	REPAIR PARTS	85.10
BRANDT TRACTOR LTD	REPAIR PARTS	2,281.32
THE HONEST COBBLER	HIGH RESCUE HOSE KIT BAGS	805.00
SUZUKI TALENT EDUCATION PROGRAM	ARTS GRANT	2,000.00
ROGERS COMMUNICATIONS CANADA INC.	DATA & USAGE CHARGES	136.69
TELUS	IPHONE	1,323.64
ARROW CONSTRUCTION PRODUCTS	REPAIR PARTS	99.82
TOWN OF GANDER	SNOW CLEARING SERVICES	23,360.52
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	89,310.39
CABOT BUSINESS FORMS AND PROMOTIONS	BUSINESS FORMS	16,834.56
GENTARA REAL ESTATE LP	LEASE OF OFFICE SPACE	18,661.05
PUBLIC SERVICE CREDIT UNION	PAYROLL DEDUCTIONS	2,911.30
NEWFOUNDLAND EXCHEQUER ACCOUNT	PAYROLL TAX	205,049.04
DARLENE SHARPE	CLEANING SERVICES	750.00
KEVIN BREEN	MILEAGE	91.75
KEATING, GREG	EMPLOYMENT RELATED EXPENSES	196.06
QUIGLEY, CRAIG	TUITION	345.00
CARRIGAN, WAYNE	VEHICLE BUSINESS INSURANCE	307.00
FOWLER, STEPHEN	VEHICLE BUSINESS INSURANCE	334.00
DOUGLAS PAWSON	EMPLOYMENT RELATED EXPENSES	95.77
MOORES, GUY	EMPLOYMENT RELATED EXPENSES	355.50

NAME	DESCRIPTION	AMOUNT
HOULIHAN, ROSS	EMPLOYMENT RELATED EXPENSES	81.06
TOTAL:		\$ 2,108,960.89

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending April 22, 2020**

### **Payroll**

<b>Public Works</b>	<b>\$ 395,314.66</b>
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<b>Bi-Weekly Casual</b>	<b>\$ 2,134.62</b>
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<b>Accounts Payable</b>	<b>\$ 1,388,871.70</b>
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<b>Total:</b>	<b>\$ 1,786,320.98</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
EVOQUA WATER TECHNOLOGIES LLC	REPAIR PARTS	5,365.84
SWANA	MEMBERSHIP RENEWAL	291.88
DONNA BARTER	REFUND OVERPAYMENT OF RENT	73.00
AVALON TOWING SERVICES INC.	TOWING SERVICES	345.00
MK RITTENHOUSE & SONS LTD.	REPAIR PARTS	172.80
CHARLES R. BELL LTD.	APPLIANCES	2,021.70
UTC FIRE & SECURITY CANADA	PROFESSIONAL SERVICES	1,351.83
A TASTE OF CLASS INC	REFRESHMENTS	229.73
MICROSOFT CANADA INC.	SOFTWARE RENEWAL	339,489.70
HICKEY'S TIMBER MART	BUILDING SUPPLIES	112.17
PROVALL PARTS LTD.	REPAIR PARTS	122.91
STAPLES ADVANTAGE	OFFICE SUPPLIES	37.19
DR. JILLIAN PARSONS	MEDICAL EXAMINATION FEE	20.00
EASTERN SAFETY SERVICES	SAFETY SUPPLIES	983.25
MONARCH MANAGEMENT SERVICES LTD.	REFUND OVERPAYMENT OF TAXES	689.61
TORBAY ROAD ANIMAL HOSPITAL	PROFESSIONAL SERVICES	144.28
JORDAN BANNISTER	LEGAL CLAIM	130.60
EMILY DOYLE	RECREATION PROGRAM REFUND	170.00
MATTHEW HAND	RECREATION PROGRAM REFUND	170.00
RAYMOND LITTLEJOHN	RECREATION PROGRAM REFUND	170.00
ANGELA FARRELL	RECREATION PROGRAM REFUND	170.00
RENEE MCGRATH	RECREATION PROGRAM REFUND	170.00
STEPHANIE CAMPBELL	RECREATION PROGRAM REFUND	170.00
WESTERN CITY BASKETBALL	RECREATION PROGRAM REFUND	360.00
ANGELA TORRAVILLE	RECREATION PROGRAM REFUND	720.00
17TH JELLYBEAN ROW SPARKS	RECREATION PROGRAM REFUND	225.00
PETER & LINDA RICHARDS	REFUND OVERPAYMENT OF TAXES	285.01
SCOTIA MORTGAGE CORPORATION	REFUND OVERPAYMENT OF TAXES	1,557.11
MELISSA OLIVER	LEGAL CLAIM	243.49
AARON HIGDON	PARKING PERMIT REFUND	175.00
SHARON SHEA	RECREATION PROGRAM REFUND	600.00
LAWRENCE WICKENS	RECREATION PROGRAM REFUND	120.00
BILL KEAN	RECREATION PROGRAM REFUND	60.00
JOHN EVANS	RECREATION PROGRAM REFUND	60.00
TERRI HAND	RECREATION PROGRAM REFUND	55.00
NADINE WELLS	RECREATION PROGRAM REFUND	55.00
JENNIFER POWER	RECREATION PROGRAM REFUND	55.00
IAP2 CANADA	WORKSHOP FEE	1,102.50
CHRIS SNOW	RECREATION PROGRAM REFUND	146.00
MORNEAU SHEPELL	PROFESSIONAL SERVICES	12,758.97
JESSICA DWYER MILLEY	RECREATION PROGRAM REFUND	150.00
ANDREW GREEN & JULIA PURCELL	REFUND OVERPAYMENT OF TAXES	315.47
PLATINUM PRO FITNESS	WELLNESS MEMBERSHIP PROGRAM	125.01
C-CORE	PROFESSIONAL SERVICES	34,210.18
ZOLL MEDICAL CANADA INC	REPAIR PARTS	258.75
PRAXAIR PRODUCTS INC.	CARBON DIOXIDE	1,554.42
CANCELLED	CANCELLED	0.00
CLARKE'S TRUCKING & EXCAVATING	SNOW CLEARING & ICE CONTROL	7,463.04
ADRIAN MACLEAN	REFUND OVERPAYMENT OF TAXES	600.00
CIBC MELLON GLOBAL SECURITIES	EMPLOYEE DEDUCTIONS	3,468.02
PUBLIC SERVICE CREDIT UNION	PAYROLL DEDUCTIONS	3,996.41
ACKLANDS-GRAINGER	INDUSTRIAL SUPPLIES	1,949.11
ACTION CAR AND TRUCK ACCESSORIES	AUTO PARTS	405.13
ATLANTIC PURIFICATION SYSTEM LTD	WATER PURIFICATION SUPPLIES	398.82
BABB SECURITY SYSTEMS	SECURITY SERVICES	1,122.98
RDM INDUSTRIAL LTD.	INDUSTRIAL SUPPLIES	13.74
CABOT PEST CONTROL	PEST CONTROL	701.50
STANTEC CONSULTING LTD. (SCL)	PROFESSIONAL SERVICES	828.00
DESTINATION ST. JOHN'S	2019 CPI ADJUSTMENTS	58,141.00
BURSEY MANUFACTURING INC	PROFESSIONAL SERVICES	966.00
ATLANTIC TRAILER & EQUIPMENT	REPAIR PARTS	1,312.04
TRIWARE TECHNOLOGIES INC.	COMPUTER EQUIPMENT	80.50

NAME	DESCRIPTION	AMOUNT
AIR LIQUIDE CANADA INC.	CHEMICALS AND WELDING PRODUCTS	59.20
COASTAL ENTRANCE SOLUTIONS	REPAIR PARTS	1,851.50
BEATTIE INDUSTRIAL	REPAIR PARTS	14.38
NEWFOUNDLAND GLASS & SERVICE	GLASS INSTALLATION	349.60
KENT	BUILDING SUPPLIES	123.42
COLONIAL GARAGE & DIST. LTD.	AUTO PARTS	457.47
JAT EXCAVATING INC.	RENTAL OF EQUIPMENT	595.70
LONG & MCQUADE	REAL PROGRAM	262.00
GJ CAHILL & COMPANY LIMITED	PROFESSIONAL SERVICES	8,240.22
CRAWFORD & COMPANY CANADA INC	ADJUSTING FEES	3,399.00
MIC MAC FIRE & SAFETY SOURCE	SAFETY SUPPLIES	213.90
EAST COAST HYDRAULICS	REPAIR PARTS	56.35
MADSEN POWER SYSTEMS	REPAIR PARTS	257.10
CAHILL TECHNICAL SERVICES	PROFESSIONAL SERVICES	859.63
CANADIAN TIRE CORP.-HEBRON WAY	MISCELLANEOUS SUPPLIES	593.34
CANADIAN TIRE CORP.-KELSEY DR.	MISCELLANEOUS SUPPLIES	172.36
EAST CHEM INC.	CHEMICALS	67.62
ELECTRIC MOTOR & PUMP DIV.	REPAIR PARTS	1,420.25
HOME DEPOT OF CANADA INC.	BUILDING SUPPLIES	201.20
EMERGENCY REPAIR LIMITED	AUTO PARTS AND LABOUR	13,578.54
BRUCE SUTHERLAND ASSOCIATES LTD	PROFESSIONAL SERVICES	8,453.30
PROVINCIAL FENCE PRODUCTS	FENCING MATERIALS	2,651.90
WOLSELEY CANADA INC.	REPAIR PARTS	1,035.00
HARRIS & ROOME SUPPLY LIMITED	ELECTRICAL SUPPLIES	47.24
HARVEY & COMPANY LIMITED	REPAIR PARTS	276.03
BDO CANADA LLP	PROFESSIONAL SERVICES	8,464.00
GUILLEVIN INTERNATIONAL CO.	ELECTRICAL SUPPLIES	1,383.07
MURRAY'S LANDSCAPE SERVICES LTD.	PROFESSIONAL SERVICES	155.25
TTI SALES & SERVICES INC.,	REPAIR PARTS	338.90
SOURCE ATLANTIC INDUSTRIAL DISTRIBUTION	REPAIR PARTS	591.95
IMPRINT SPECIALTY PROMOTIONS LTD	PROMOTIONAL ITEMS	576.12
CHRIS SQUIRES ENTERPRISES INC.,	RENTAL OF EQUIPMENT	9,017.43
ZOETIS	REPAIR PARTS	774.41
BOSCH REXROTH CANADA CORP.	REPAIR PARTS	465.75
WORK AUTHORITY	CLOTHING ALLOWANCE	50.60
SAFETY FIRST-SFC LTD.	PROFESSIONAL SERVICES	15,620.32
KERR CONTROLS LTD.	INDUSTRIAL SUPPLIES	793.85
NEWFOUND MECHANICAL LTD.	PROFESSIONAL SERVICES	115,000.00
THE CARPET FACTORY SUPERSTORE	PROFESSIONAL SERVICES	339.48
BELFOR PROPERTY RESTORATION	PROFESSIONAL SERVICES	287.50
MARK'S WORK WEARHOUSE	PROTECTIVE CLOTHING	160.99
ALYSSA'S PROPERTY SERVICES PRO INC.	PROFESSIONAL SERVICES	26,108.01
MCDONALD'S HOME HARDWARE	HARDWARE SUPPLIES	52.04
MCLOUGHLAN SUPPLIES LTD.	ELECTRICAL SUPPLIES	2,477.88
PREMIUM APPLIANCE REPAIR	PROFESSIONAL SERVICES	163.29
MIKAN SCIENTIFIC INC.	REPAIR PARTS	466.61
TRC HYDRAULICS INC.	REPAIR PARTS	1,921.56
TOROMONT CAT	AUTO PARTS	13.59
NORTH ATLANTIC PETROLEUM	PETROLEUM PRODUCTS	26,955.00
GCR TIRE CENTRE	TIRES	8,200.93
K & D PRATT LTD.	REPAIR PARTS AND CHEMICALS	1,347.67
RIDEOUT TOOL & MACHINE INC.	TOOLS	1,147.70
NAPA ST. JOHN'S 371	AUTO PARTS	2,776.76
ST. JOHN'S TRANSPORTATION COMMISSION	CHARTER SERVICES	2,404.50
BIG ERICS INC	SANITARY SUPPLIES	249.50
SAUNDERS EQUIPMENT LIMITED	REPAIR PARTS	1,367.88
WINDCO ENTERPRISES LTD.	FLAGS	828.00
INSTITUTE OF MUNICIPAL ASSESSORS	WEBINAR FEE	60.00
BELL MOBILITY INC. RADIO DIVISION	MAINTENANCE CHARGES & REPAIRS	2,175.80
MAHER'S CONTRACTING LTD.	PROFESSIONAL SERVICES	15,308.80
ALL-TECH ENVIROMENTALSERVICES LIMITED	PROFESSIONAL SERVICES	517.50
THRIVE	SUPPORTIVE REFERRAL CLAIM	1,038.40

NAME	DESCRIPTION	AMOUNT
STELLA'S CIRCLE	SUPPORTIVE REFERRAL CLAIM	2,792.73
GFL ENVIRONMENTAL INC.	PROFESSIONAL SERVICES	35,497.74
CLARITY CONFERENCING INC.	CONFERENCE CALLS	44.80
SINYARD, JASON	LEGAL CLAIM	347.08
FOWLER, STEPHEN	VEHICLE BUSINESS INSURANCE	334.00
DOUGLAS PAWSON	EMPLOYMENT RELATED EXPENSES	574.76
GE INTELLIGENT PLATFORMS CANADA COMPANY	SOFTWARE RENEWAL	21,237.50
AECOM CANADA LTD	PROFESSIONAL SERVICES	20,700.00
SALTWIRE, THE TELEGRAM, BOUNTY PRINT	ADVERTISEMENT	2,098.65
GRIFFITHS INVESTMENTS LTD.	PROFESSIONAL SERVICES	299.00
PARSONS PAVING LTD.	PROFESSIONAL SERVICES	45,833.25
ALLTASK EXCAVATING INC	SNOW CLEARING & ICE CONTROL	19,901.09
HOLDER TRACTORS INC	RENTAL OF EQUIPMENT	7,820.00
C&E GROUP	PROFESSIONAL SERVICES	1,268.91
SAFETY SOURCE INDUSTRIAL	REPAIR PARTS	85.10
GERALD O'DRISCOLL	SNOW CLEARING & ICE CONTROL	552.00
POMERLEAU INC.,	PROGRESS PAYMENT	99,404.33
JMJ HOLDINGS LTD	PROGRESS PAYMENT	183,379.64
CLARKE'S TRUCKING & EXCAVATING	SNOW CLEARING & ICE CONTROL	7,463.04
NEWFOUNDLAND POWER	ELECTRICAL SERVICES	100,102.74
TELUS	MOBILES SERVICES	13,892.59
PARTS FOR TRUCKS INC.	REPAIR PARTS	1,165.77
PHILROBBEN JANITORIAL LIMITED	PROFESSIONAL SERVICES	40,000.00
<b>TOTAL: \$</b>		<b><u>1,388,871.70</u></b>

# BID APPROVAL NOTE

**Bid # and Name:** 2020047 Miscellaneous Asphalt Repairs  
**Date Prepared:** Wednesday, April 15, 2020  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Ian Froude, Public Works & Sustainability  
**Ward:** N/A

**Department:** Public Works  
**Division:** Roads  
**Quotes Obtained By:** John Hamilton  
**Budget Code:** 3221-52479  
**Source of Funding:** Operating

**Purpose:**

This vendor will be used for grind & patch operations and paving Public Works street cuts throughout the City

**Results:** ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
English's Paving Corporation	\$345,598.00
C.W. Parsons Limited	\$441,910.50
Parsons Paving Ltd.	\$448,362.00
MERCERS PAVING INCORPORATED	\$475,352.50
Modern Paving Limited	\$499,100.00
Pyramid Construction Limited	\$659,525.00
dominion paving 2010 ltd	\$812,659.00

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

**Contract Duration:** Three Years

**Bid Exception:** None

**Recommendation:**

That Council accept the recommendation to award Open Call 2020047 Miscellaneous Asphalt Repairs to English's Paving Corporation in the sum of (\$345,598.00 HST included) the lowest bidder meeting specifications as per the Public Procurement Act.

# ST. JOHN'S

**Attachments:**



### Report Approval Details

Document Title:	Open Call 2020047 Miscellaneous Asphalt Repairs.docx
Attachments:	
Final Approval Date:	Apr 19, 2020

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

**Rick Squires - Apr 15, 2020 - 12:35 PM**

**Derek Coffey - Apr 19, 2020 - 1:30 PM**

# DEPARTMENTAL APPROVAL REQUEST/RFP

**Commodity/Bid #:** Security Contract Services RFP 202000013  
**Date Prepared:** Tuesday, April 21, 2020  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Dave Lane, Finance & Administration  
**Ward:** N/A

**Department:** Finance & Administration  
**Quotes Obtained By:** David Day  
**Budget Code:** 1252-52378  
**Source of Funding:** Operating  
**Purpose:** -  
To provide contract security services for City facilities, parks and open spaces

## Proposals Submitted By:

Vendor Name
Commissionaires of NL
Garda Canada Security Corp
Padlin Security Group
Neptune Security
Spectrum Security
Securitas Canada
Scarlet Security

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

**Contract Duration:** Three (3) years with two (2) one (1) year extensions

## Recommendation:

It is recommended to award this RFP to Commissionaires of NL in the amount of \$564,090.32 +HST per year based on an evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.

## Attachments:

# ST. JOHN'S

# BID APPROVAL NOTE

**Bid # and Name:** 2020006 – Supply and Delivery of Fire Department Supplies and Equipment  
**Date Prepared:** Thursday, April 23, 2020  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Dave Lane, Finance & Administration  
**Ward:** N/A

**Department:** Finance and Administration  
**Division:** Supply Chain  
**Quotes Obtained By:** Jessica Squires  
**Budget Code:** Charged to various user department operating budgets as required

**Source of Funding:** Operating

**Purpose:**

The open call is to provide Fire Department Supplies and Equipment to the Fire Department. These items will be stocked in the City's central stores to ensure accessibility on an as required basis.

**Results:** ☒ As attached ☐ As noted below

Vendor Name	Bid Amount

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

**Contract Duration:** 2 years, with an option to extend for 1 additional year

**Bid Exception:** None

**Recommendation:**

That Council award this open call 2020006 – Supply and Delivery of Fire Department Supplies and Equipment to the lowest bidders meeting the specifications, as per the Public Procurement Act. This open call contains 100 items, in 4 sections which are awarded by the each.

# ST. JOHN'S

**Attachments:**

### Report Approval Details

Document Title:	2020006 - Supply and Delivery of Fire Department Supplies and Equipment.docx
Attachments:	- 2020006 - Spreadsheet for council.pdf
Final Approval Date:	Apr 23, 2020

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

**Rick Squires - Apr 23, 2020 - 10:49 AM**

**Derek Coffey - Apr 23, 2020 - 10:53 AM**

Appendix C - Pricing - Table 1 - Fire Services Clothing

					Martin's Fire Safety Ltd.		Micmac Fire & Safety Source Ltd.		Vallen Canada Inc		K&D Pratt Group Inc.	
Item #	Item Description	UOM	Current Item #	Usage	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
S02672	HELMET BULLARD LTX YELLOW (SJRFD)	EA	BUL-LTXYELR726-sp	19			\$ 260.0000	\$4,940.00			\$ 243.9000	\$4,634.10
S02673	HELMET BULLARD LTX RED (SJRFD)	EA	BUL-LTXREDR726-sp	4			\$ 260.0000	\$1,040.00			\$ 243.9000	\$975.60
S02674	HELMET BULLARD LTX WHITE (SJRFD)	EA	BUL-LTXWHTR726-sp	9			\$ 260.0000	\$2,340.00			\$ 243.9000	\$2,195.10
S02732	BACKPACK YELLOW POLY W/BRASS PUMP (FORESTRY WILDFIRE) (SJRFD)	EA	WIOT-4NX	1			\$ 179.0000	\$179.00			\$ 143.3000	\$143.30
S02752	DEVICE PERSONAL FLOATATION PFD RED SARS VEST MV5601 (SJRFD)	EA	MV5601	1							\$ 267.8500	\$267.85
S02785	SUIT NON ENCAPSULATED LEVEL "B" CHEM MAX 2XL (SJRFD)	EA	C70130-2XL	1							\$ 30.5500	\$30.55
S02786	SUIT NON ENCAPSULATED LEVEL "B" CHEM MAX 3XL (SJRFD)	EA	C70130-3XL	1							\$ 32.8500	\$32.85
S02792	VEST (L) INCIDENT COMMAND RED W/GREY REFLECTIVE W/RADIO POCKET YELLOW LETTERING (SJRFD)	EA	AGO-ER-047 (L)	1			\$ 145.0000	\$145.00				
S02793	VEST (XL) INCIDENT COMMAND RED W/GREY REFLECTIVE W/RADIO POCKET YELLOW LETTERING (SJRFD)	EA	AGO-ER-047 (XL)	1			\$ 149.0000	\$149.00				
S02794	VEST (XXL) INCIDENT COMMAND RED W/GREY REFLECTIVE W/RADIO POCKET YELLOW LETTERING (SJRFD)	EA	AGO-ER-047 (XXL)	1			\$ 149.0000	\$149.00				
S02795	VEST (XXXL) INCIDENT COMMAND RED W/GREY REFLECTIVE W/RADIO POCKET YELLOW LETTERING (SJRFD)	EA	AGO-ER-047 (XXXL)	1			\$ 160.0000	\$160.00				
S02825	GLOVES NITRILE (S) LATEX & POWDER FREE MEETS ASTM; D6978 F1671 F739 (SJRFD)	EA	n8851xp	1					\$ 7.0000	\$7.00		
S02826	GLOVES NITRILE (M) LATEX & POWDER FREE MEETS ATSM; D6978 F1671 F739 (SJRFD)	EA	n8852xp	50					\$ 7.0000	\$350.00		
S02827	GLOVES NITRILE (L) LATEX & POWDER FREE MEETS ASTM; D6978 F1671 F739 (SJRFD)	EA	n8853xp	117					\$ 7.0000	\$819.00		
S02828	GLOVES NITRILE (XL) LATEX & POWDER FREE MEETS ATSM; D6978 F1671 F739 (SJRFD)	EA	n8854xp	206					\$ 7.0000	\$1,442.00		
S03053	GLOVES WRISTLET (XS) FIREFIGHTING (SJRFD)	PR	LIO-LPG926BG-XS	1			\$ 145.0000	\$145.00			\$ 119.0000	\$119.00
S03054	GLOVES WRISTLET (SM) FIRE FIGHTING (SJRFD)	PR	LIO-LPG926BG-SM	4			\$ 145.0000	\$580.00			\$ 119.0000	\$476.00
S03055	GLOVES WRISTLETShelby 5281 (MED) FIRE FIGHTING (SJRFD)	PR	LIO-LPG928BG-MED	16			\$ 145.0000	\$2,320.00			\$ 119.0000	\$1,904.00
S03056	GLOVES WRISTLET (LG) SHELBY 5281 FIRE FIGHTING (SJRFD)	PR	LIO-LPG926BG-LG	14			\$ 145.0000	\$2,030.00			\$ 119.0000	\$1,666.00
S03057	GLOVES WRISTLET (XL SHELBY 5281) FIRE FIGHTING (SJRFD)	PR	LIO-LPG926BG-XL	8			\$ 145.0000	\$1,160.00			\$ 119.0000	\$952.00
S03058	GLOVES WRISTLET (XXLSHELBY 5281 FIRE FIGHTING (SJRFD)	PR	LIO-LPG926BG-XXL	1			\$ 145.0000	\$145.00			\$ 119.0000	\$119.00
S03059	HOOD FLASH FIREFIGHTING (SJRFD)	EA	Invortex-311	25	\$ 27.0000	\$675.00	\$ 40.0000	\$1,000.00			\$ 33.0000	\$825.00
S03203	GLOVES WRISTLET SHELBY XXS (SJRFD)	EA	Shelby XXS Wristlet Gloves	1			\$ 145.0000	\$145.00			\$ 119.0000	\$119.00

Appendix C - Pricing - Table 2 - Fire Services Foam and Chemicals

					Martin's Fire Safety Ltd.		Micmac Fire & Safety Source Ltd.		Vallen Canada Inc		K&D Pratt Group Inc.	
Item #	Item Description	UOM	Current Item #	Usage	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
S02665	FOAM CLASS A SPITFIRE (SJRFD)	EA	11252	81	\$ 84.8700	\$6,874.47	\$ 95.0000	\$7,695.00	\$ 141.0400	\$11,424.24	\$ 110.0000	\$8,910.00
S02730	FOAM CLASS B 3% AFFF (SJRFD)	EA	11666	10	\$ 137.4200	\$1,374.20	\$ 135.0000	\$1,350.00	\$ 203.3700	\$2,033.70	\$ 159.0000	\$1,590.00
S02783	SOLUTION EYE WASH 180 OZ PORTASTREAM (SJRFD)	EA	32-000513-0000	13					\$ 67.0000	\$871.00	\$ 106.7500	\$1,387.75
S02790	POWDER DRY CHEMICAL CLASS "A" FIRES 20L PAIL (SJRFD)	EA	441631	1							\$ 108.8000	\$108.80
S03380	DETERGENT DISH DAWN ULTRA 236ML (SJRFD)	EA	Dawn Ultra Dish Detergent	1					\$ 3.5600	\$3.56		

Appendix C - Pricing - Table 3 - Fire Services Hoses and Fittings

					Micmac Fire & Safety Source Ltd.		K&D Pratt Group Inc.	
Item #	Item Description	UOM	Current Item #	Usage	Unit Price	Total	Unit Price	Total
S02705	CONNECTION REDUCER FEMALE 65MM (3.25 X 5V) -100MM STORZ (SJRFD)	EA	tft-aa1sp-nj-nl	1	\$ 160.0000	\$160.00	\$ 295.0000	\$295.00
S02706	KEY HARD SUCTION (SJRFD)	EA	C21 Spanner	1	\$ 280.0000	\$280.00	\$ 16.8500	\$16.85
S02708	CONNECTION REDUCER MALE 2 1/2" (3.25 X 5V) TO 4" STORZ (SJRFD)	EA	MSA4025QC	1	\$ 230.0000	\$230.00	\$ 269.0000	\$269.00
S02709	WYE GATED 2 1/2" (3.25 X 5v) (SJRFD)	EA	FMBV25QC25QC	1	\$ 1,050.0000	\$1,050.00	\$ 1,599.0000	\$1,599.00
S02710	WYE NON GATED (3.25 X 5V) 2.5" (SJRFD)	EA	4-A 164101 ELKHART	1	\$ 599.0000	\$599.00	\$ 305.5000	\$305.50
S02712	CONNECTION ST JOHN THREAD5(5.925 X 5V) ROCKER LUG FEMALE SWIVEL TO 4" STORZ (SJRFD)	EA	FSA40505925X5	1	\$ 230.0000	\$230.00	\$ 415.2500	\$415.25
S02713	SIAMESE 2.5" (3.25 X 5V) (SJRFD)	EA	A95XRC & A89QC	1			\$ 1,604.2500	\$1,604.25
S02714	REDUCER 65MM (3.25 X 5V) FEM TO 38MM NPSH MALE (SJRFD)	EA	dix-n37-25(3.25x5v)15s	1	\$ 30.7500	\$30.75	\$ 50.6500	\$50.65
S02723	ADAPTER DOUBLE MALE 2 1/2" (3.25 X 5V) (SJRFD)	EA	dix-n36-25(3.25x5v)25(3.25x5v)	1	\$ 34.1500	\$34.15	\$ 45.7500	\$45.75
S02724	ADAPTER DOUBLE MALE 38MM NPSH (SJRFD)	EA	dix-n36-15s15s	1	\$ 29.6000	\$29.60	\$ 50.6500	\$50.65
S02725	ADAPTER DOUBLE FEMALE 2 1/2" (3.25 X 5V) (SJRFD)	EA	dix-n35-25qc25qc	1	\$ 52.4000	\$52.40	\$ 98.6500	\$98.65
S02726	ADAPTER DOUBLE FEMALE 38MM NPSH (SJRFD)	EA	35-15S-15S	1	\$ 33.9500	\$33.95	\$ 85.2500	\$85.25
S02736	GATE HYDRANT 2 1/2" (3.25 X 5V) (SJRFD)	EA	AHGV250QC	1	\$ 390.0000	\$390.00	\$ 509.3500	\$509.35
S02737	EDUCTOR INLINE W/36" HOSE AND CONNECT 1 1/2" NPSH TASK FORCE TIPS (SJRFD)	EA	TFT-UE-125-NF-NPSH	1	\$ 890.0000	\$890.00	\$ 696.9500	\$696.95
S02746	NOZZLE CELLAR 1 1/2" NPSH (SJRFD)	EA	akr-536	1			\$ 668.4500	\$668.45
S02747	NOZZLE CHIMNEY 1 1/2" NPSH SNUFFER HEAD (SJRFD)	EA	tft-a3830	1	\$ 1,050.0000	\$1,050.00	\$ 475.3000	\$475.30
S02748	NOZZLE MEDIUM EXPANSION 1 1/2" NPSH FEM SWIVEL TASK FORCE TIPS (SJRFD)	EA	TFT-FJ-MX-125-NF-IF	1	\$ 270.0000	\$270.00	\$ 1,037.0000	\$1,037.00
S02749	NOZZLE PIERCING 1 1/2" NPSH TASK FORCE TIPS (SJRFD)	EA	TFT-PA1	1	\$ 1,150.0000	\$1,150.00	\$ 1,125.6500	\$1,125.65
S02750	NOZZLE SOLID STRIKE/STRAIGHT BORE 1 1/2" NPSH ELKHART BRASS (SJRFD)	EA	SS-475-GAAT	1	\$ 555.0000	\$555.00	\$ 499.6500	\$499.65
S02760	CONNECTION STORZ HYDRANT CANRON THREAD SIZE: 4.5 (5.3149 X 5V) (SJRFD)	EA	koc-s37s445	1	\$ 280.0000	\$280.00	\$ 231.9000	\$231.90
S02761	CONNECTION STORZ HYDRANT PLEASANTVILLE HYDRANT THREAD SIZE: 4.5 (5.666 X 4V) (SJRFD)	EA	koc-s37s445	1	\$ 280.0000	\$280.00	\$ 231.9000	\$231.90
S02764	WYE GATED 38MM NPSH (SJRFD)	EA	tft-aylnf-nf-npsh	1	\$ 240.0000	\$240.00	\$ 389.4000	\$389.40
S02765	WYE GATED 65MM (3.25 X 5V) TO 38MM NPSH (SJRFD)	EA	A99QC	1	\$ 499.0000	\$499.00	\$ 1,599.0000	\$1,599.00
S02767	NOZZLE AKRON 2 1/2" (3.25 x 5V) PISTOL GRIP W/COMBO 1727 TIP AND SHUTOFF (SJRFD)	EA	CHIEF XD	1	\$ 1,220.0000	\$1,220.00	\$ 992.2500	\$992.25
S02810	SHAPER STREAM AKRON BRASS STYLE 3488 (SJRFD)	EA	3488	1			\$ 244.5000	\$244.50



Appendix C - Pricing - Table 4 - Fire Services Tools and Equipment

					Micmac Fire & Safety Source Ltd.		Vallen Canada Inc		K&D Pratt Group Inc.	
Item #	Item Description	UOM	Current Item #	Usage	Unit Price	Total	Unit Price	Total	Unit Price	Total
S02675	TARP 9' X 12' WOVEN POLYETH W/RUST RESIST GROMMETS (SJRFD)	EA	TARP-1012-BLUE	7			\$ 10.2700	\$71.89		
S02678	BLADE RECIPROCATING SAW WRECKER 9" (SJRFD)	EA	48-00-5706	1			\$ 22.3700	\$22.37	\$ 40.2000	\$40.20
S02679	BLADE RECIPROCATING SAW AX 9" (SJRFD)	EA	48-00-5026	30			\$ 4.3100	\$129.30	\$ 40.2000	\$1,206.00
S02680	BLADE DIAMOND SAW 16" FOR ASPHALT AND CONCRETE	EA	OX-PBF-16	19			\$ 161.1200	\$3,061.28	\$ 248.5000	\$4,721.50
S02711	WRENCH STORZ 4"-6" (SJRFD)	EA	KS3	3	\$ 29.0000	\$87.00			\$ 57.4500	\$172.35
S02715	POLE PIKE 4' FIBERGLASS HANDLE D-GRIP' (SJRFD)	EA	PP04D	1	\$ 107.0000	\$107.00			\$ 174.9500	\$174.95
S02716	POLE PIKE 4' FIBERGLASS HANDLE STRAIGHT GRIP (SJRFD)	EA	PP04	1	\$ 92.7000	\$92.70			\$ 125.6500	\$125.65
S02717	POLE PIKE 8' FIBREGLASS HANDLE STRAIGHT GRIP (SJRFD)	EA	PP08	1	\$ 127.8000	\$127.80			\$ 251.7000	\$251.70
S02718	POLE PIKE - DRY WALL HOOK 4' FIBREGLASS HANDLE D-GRIP (SJRFD)	EA	DWH4D	1	\$ 137.4000	\$137.40			\$ 220.9500	\$220.95
S02719	KEY HOSE UNIVERSAL SPANNER (SJRFD)	EA	koc-k01	9	\$ 18.8000	\$169.20			\$ 57.4500	\$517.05
S02720	TOOL HOOLIGAN 32" (SJRFD)	EA	LB-36	1	\$ 280.0000	\$280.00			\$ 244.7500	\$244.75
S02721	HEAD REPLACEMENT BOLT CUTTER 3 IN 1 JET "NO SUBSTITUTES" (SJRFD)	EA	731215	1					\$ 75.4000	\$75.40
S02722	AXE 36" W/FIBERGLASS HANDLE W/PIKE HEAD (SJRFD)	EA	98-600FG	5					\$ 76.9500	\$384.75
S02727	BATTERY MILWAUKEE M18 RED LITHIUM (SJRFD)	EA	MTL48-11-1852	9			\$ 264.7300	\$2,382.57	\$ 369.8000	\$3,328.20
S02728	PACKAGE BLITZ FIRE COMBO XXC-52 "NO SUBSTITUTES" (SJRFD)	EA	XXC-52	1	\$ 4,965.0000	\$4,965.00			\$ 5,247.9000	\$5,247.90
S02729	CUTTER BOLT 3 IN 1 JET "NO SUBSTITUTES" (SJRFD)	EA	731205	2					\$ 132.7000	\$265.40
S02731	BAR CROW 36" FORGED HIGH CARBON BEVELED CHISEL SLOTTED CLAW (SJRFD)	EA	GARWB36	1					\$ 32.1000	\$32.10
S02734	HAMMER RUBBER (SJRFD)	EA	740403	1					\$ 52.5500	\$52.55
S02735	HAMMER SLEDGE 8 LBS W/36" FIBERGLASS HANDLE DOUBLE SIDED FORGED AND TEMPERED STEEL HEAD (SJRFD)	EA	WSWHS836	12					\$ 73.2000	\$878.40
S02738	LADDER STEP 8' FIBERGLASS HEAVY DUTY RATED 375LB OR HIGHER (SJRFD)	EA	FTL6908	2			\$ 154.2800	\$308.56		
S02739	LADDER STEP 4' FIBERGLASS HEAVY DUTY RATED 375LB OR HIGHER (SJRFD)	EA	FTL6904	7			\$ 106.5100	\$745.57		
S02740	KIT LED STREAMLIGHT HANDHELD FLASHLIGHT ORANGE W/BATTERY AND CHARGER (SJRFD)	EA	90503	1	\$ 195.0000	\$195.00			\$ 193.5000	\$193.50
S02741	LIGHT FLOOD MILWAUKEE M18 TRUEVIEW LED HP (SJRFD)	EA	2360-20	10			\$ 221.7300	\$2,217.30	\$ 329.7500	\$3,297.50
S02742	KIT STREAMLIGHT LIGHT BOX ORANGE C/W BATTERY AND SPARE (SJRFD)	EA	45855	1	\$ 315.0000	\$315.00			\$ 255.6500	\$255.65
S02743	LIGHT PORTABLE SCENE STREAMLIGHT (SJRFD)	EA	STRO-45670	1	\$ 995.0000	\$995.00			\$ 1,027.5000	\$1,027.50
S02744	LIGHT MILWAUKEE M18 TRUEVIEW STAND LIGHT (SJRFD)	EA	2130-20	2			\$ 264.4700	\$528.94	\$ 415.7900	\$831.58
S02751	REGULATOR OXYGEN T HANDLE SELECT FLOW STYLE 0-15 LPM CLICK STYLE FLOW CONTROL (SJRFD)	EA	gle6000	1					\$ 91.9500	\$91.95
S02753	PYLON ORANGE W/REFLECTIVE 28" (SJRFD)	EA	TGTC-2802	3	\$ 28.5000	\$85.50			\$ 55.6500	\$166.95
S02754	OIL CHAIN SAW BAR 4L (SJRFD)	EA	CS-OIL-4L	13					\$ 57.5000	\$747.50

S02755	CHAIN SAW 16" BAR 23RD3-67 (SJRFD)	EA	23RD3-67	23					<u>\$ 73.1500</u>	<u>\$1,682.45</u>
S02756	SAW CHAIN STIHL MS-260 "NO SUBSTITUTES" (SJRFD)	EA	MS-260	1					<u>\$ 823.1500</u>	<u>\$823.15</u>
S02757	SAW CUT OFF STIHL TS-410 "NO SUBSTITUTES" (SJRFD)	EA	TS-410	1					<u>\$ 1,440.5000</u>	<u>\$1,440.50</u>
S02758	SAW MILWAUKEE RECIPROCATING M-18 FUEL SAWZALL C/W CHARGER AND BATTERY (SJRFD)	EA	2720-22	4			\$ 537.1000	\$2,148.40	\$ 821.5000	\$3,286.00
S02759	TOOL SEATBELT CUTTER AND GLASS PUNCH COMBO (SJRFD)	EA	hol-350.182.088	1	\$ 19.2000	\$19.20			\$ 30.9000	\$30.90
S02762	BAG THROW ROPE ORANGE (SJRFD)	EA	RB44040	1	\$ 63.5000	\$63.50			\$ 140.8500	\$140.85
S02787	LASHING 40' 3/8" WHITE NYLON DOUBLE BRAIDED ROPE (SJRFD)	EA	lashing	7					<u>\$ 70.3000</u>	<u>\$492.10</u>
S02789	BLADE MASONARY 12" CUT OFF SAW 1" ARBOR 0835 020 7003 (SJRFD)	EA	0835 020 7003	1					<u>\$ 13.3500</u>	<u>\$13.35</u>
S02796	CHAIN CARBIDE FOR QV8000 VENT SAW (SJRFD)	EA	RA3T-50E	6					<u>\$ 328.9500</u>	<u>\$1,973.70</u>
S02871	WIPES TB ACCEL (SJRFD)	EA	ACCWIP1-TB - NEW# 100906721	3					<u>\$ 4.4000</u>	<u>\$13.20</u>
S02874	CHARGER KUSSMAUL AUTO CHARGE 1000 (SJRFD)	EA	Kussmaul #091-215-12	3					<u>\$ 1,273.7500</u>	<u>\$3,821.25</u>
S02875	CHARGER KUSSMAUL AUTO CHARGE 1200 PUMP PLUS (SJRFD)	EA	Kussmaul #091-193-12	1					<u>\$ 1,870.6000</u>	<u>\$1,870.60</u>
S02887	SPEAKER FEDERAL ES100C (SJRFD)	EA	ES100C	2					<u>\$ 374.5000</u>	<u>\$749.00</u>
S02954	COMPRESSOR KUSSMAUL AUTO PUMP (SJRFD)	EA	091-9-12V	1					<u>\$ 1,126.7000</u>	<u>\$1,126.70</u>
S02985	TAPE FIRE LINE 1000' ROLL (SJRFD)	RL	INC-BT1047	10	\$ 15.2500	\$152.50			\$ 24.2500	\$242.50
S03392	EJECT AUTO (SJRFD)	EA	091-55-20-120	2					<u>\$ 688.1000</u>	<u>\$1,376.20</u>
S03453	CHAIN RESCUE STIHL 20" 46RDS66E	EA	46RDS66E	6					<u>\$ 860.7500</u>	<u>\$5,164.50</u>

# BID APPROVAL NOTE

**Bid # and Name:** 2020046 Roads Shouldering & Ditching - Various Locations City Wide  
**Date Prepared:** Thursday, April 23, 2020  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Ian Froude, Public Works & Sustainability  
**Ward:** N/A

**Department:** Public Works  
**Division:** Roads  
**Quotes Obtained By:** John Hamilton  
**Budget Code:** 3221-55469 and 3221-55275  
**Source of Funding:** Operating

**Purpose:**

This contract will be used to replace/install residential culverts and complete roadside shoulder maintenance throughout the City.

**Results:** ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Bursey Excavating & Development Inc.	\$636,652.50
JAT excavating inc	\$637,790.00
S&H Codner's Construction Limited	\$720,676.26
MERCERS PAVING INCORPORATED	\$767,510.00
C.W. Parsons Limited	\$893,484.46
Cutting Edge inc	\$994,865.00
Pyramid Construction Limited	\$1,028,330.00
Weir's Construction Ltd.	\$1,232,581.52
Coady Construction & Excavating Limited	\$1,537,550.00
Clarke's Trucking and Excavating Limited	\$1,669,800.00
Dexter construction company Limited	\$1,806,420.00
Modern Paving Limited	\$1,981,996.26
Parsons Paving Ltd.	\$2,272,170.00

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

**Contract Duration:** Two Years with the option of Two (One Year) extensions

# ST. JOHN'S

**Bid Exception:** None

**Recommendation:**

That Council accepts the recommendation to award to the lowest bidder meeting specifications **Burse Excavating & Development Inc.** for the sum of \$636,652.50 (HST Included) for open call 2020046 Roads Shouldering and Ditching – Various Locations City Wide, as per the Public Procurement Act.

**Attachments:**

### Report Approval Details

Document Title:	2020046 Roads Shouldering and Ditching Various Locations City Wide.docx
Attachments:	
Final Approval Date:	Apr 23, 2020

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

**Rick Squires - Apr 23, 2020 - 11:59 AM**

**Derek Coffey - Apr 23, 2020 - 12:02 PM**

# DEPARTMENTAL APPROVAL REQUEST

**Commodity:** Street widening assistance following the January 17 blizzard.  
**Date Prepared:** April 14, 2020  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Ian Froude, Public Works & Sustainability  
**Ward:** N/A

**Department:** Public Works  
**Quotes Obtained By:** Quotes not obtained; work completed during State of Emergency

**Budget Code:** 3231-52100

**Source of Funding:** Operating

**Purpose:**

Street widening/snow blower assistance provided by the City of Corner Brook following the January 17, 2020 blizzard

**Results:**

Vendor	Bid Amount
City of Corner Brook	\$101,683.51

**Expected Value:** ☒ As noted in Results.  
☐ Value shown is an estimate only for a # year period. The City does not guarantee to buy specific quantities or dollar value.

**Contract Duration:** 17 days (work is complete)

**Recommendation:**

THAT Council approve payment to the City of Corner Brook in the amount of \$101,683.51 for street widening/snowblower assistance provided following the January 17, 2020 blizzard.

**Attachments:**

# ST. JOHN'S

### Report Approval Details

Document Title:	Street Widening - Corner Brook assistance following the January 17 blizzard.docx
Attachments:	- Contract Award Without Open Call (Corner Brook).pdf - Departmental Council Approval Request (CB).pdf
Final Approval Date:	Apr 15, 2020

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

**Lynnann Winsor - Apr 15, 2020 - 10:54 AM**

**TO: Government of Newfoundland and Labrador, Public  
Procurement Agency**

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

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

**Contract Description:**

**Contractor, Supplier or Lessor:**

Name:

Address:

Country:

Contract Price  
(exclusive of HST):

Contract # or PO #:

Date of Award:

**Relevant Exception Clause (select only one):**

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

**Prepared by:**

**Date:**

**Head of Public Body:  
(DCM - Finance & Admin)**

**Date:**





## Contract Award Without an Open Call for Bids

### Relevant Exemption Clauses:

- 6(a)(ii): The commodity is of the nature that an open call for bids could reasonably be expected to compromise security (limited call for bids required)
- 6(a)(iii): The commodity is available from a public body
- 6(a)(iv): An emergency or a situation or urgency exists and the acquisition of the commodity cannot reasonably be made in time by an open call for bids
- 6(a)(v): There is only one source reasonably available for the commodity
- 6(a)(vi): A list of pre-qualified suppliers has been established using a request for qualifications and the public body is requesting quotations from all pre-qualified suppliers on the list
- 6(a)(vii): An acquisition of a commodity is for the purpose of resale or for incorporation into a product or resale
- 6(b): Set rates have been established by the Public Utilities Boards acting under the *Public Utilities Act* or another Act
- 19:
  - (1) The acquisition of a commodity is exempt from the requirements of the framework where the following requirements are satisfied:
    - (a) the minister responsible for economic development has recommended the exemption on the basis that the acquisition of the commodity is for the purpose of economic development;
    - (b) the exemption has been approved by the Lieutenant-Governor in Council; and
    - (c) the exemption is not precluded by an intergovernmental trade agreement.
  - (2) Where a public body acquires a commodity that is exempted under subsection (1), the public body shall report the acquisition to the chief procurement officer.

## DEPARTMENTAL APPROVAL REQUEST

Commodity	Snow Blowback & Removal		
Department	Public Works		
Budget Code	3231-52100		
Source of Funding	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	<input type="checkbox"/> Multiyear Capital
Purpose	To help with the City's snow clearing and street widening efforts during the January/February 2020 State of Emergency.		
Results	Vendor Name	Bid Amount	
	City of Corner Brook	\$101,683.51	
Expected Value	<input checked="" 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.	
Contract Duration			
Recommendation	It is recommended to award to the lowest bidder meeting specifications City of Corner Brook in the amount of \$101,683.51 HST included, as per the terms and conditions of the Public Procurement Act.		
Quotes Obtained by	Jim Moore	Digitally signed by Jim Moore Date: 2020.03.25 12:56:56 -02'30'	
Manager or Designate	 Digitally signed by David Crowe Date: 2020.03.25 13:59:15 -02'30'	Date	2020.03.25
Deputy City Manager or Designate		Date	2020 03 25

- 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 a limited call for bids 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, had been provided with an approved requisition.

# ST. JOHN'S

City of St. John's PO Box 908 St. John's, NL Canada A1C 5M2 www.stjohns.ca

**TO: Government of Newfoundland and Labrador, Public Procurement Agency**

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

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

**Contract Description:**

Heavy equipment, operators and mechanics to help with the City's snow clearing and street widening efforts during the January/February 2020 State of Emergency.

**Contractor, Supplier or Lessor:**

Name: City of Corner Brook

Address: 5 Park Street, Corner Brook, NL

Country: Canada

Contract Price  
(exclusive of HST): \$ 101,683.51

Contract # or PO #: Date of Award: 01/20/2020

**Relevant Exception Clause (select only one):**

6(a)(iv) Emergency/Urgency

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

Work was undertaken during a state of emergency.

Prepared by: Jim Moore

Date: 03/25/2020

Head of Public Body:  
(DCM - Finance & Admin)

Date:

### **NOTICE OF MOTION**

**TAKE NOTICE** that I will at the next regular meeting of the St. John's Municipal Council move a motion to adopt a Heritage Designation By-Law for the following property so as to have the structure situate on this property designated as a Heritage Building:

- Cantilever (Ove Arup) Pedestrian Bridge, 100 Bowring Park Road

DATED at St. John's, NL this                      day of    , 2020.

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COUNCILLOR

# ST. JOHN'S

**BY-LAW NO.**

**ST. JOHN'S HERITAGE DESIGNATION (CANTILEVER (OVE ARUP) PEDESTRIAN BRIDGE – 100 BOWRING PARK ROAD) BY-LAW**

**PASSED BY COUNCIL ON \_\_\_\_\_, 2020**

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Pursuant to the powers vested in it under section 355 of the City of St. John's Act, RSNL 1990 c. C-17, as amended and all other powers enabling it, the City of St. John's enacts the following By-Law relating to the heritage designation of the Cantilever (Ove Arup) Pedestrian Bridge at 100 Bowring Park Road:

**BY-LAW**

1. This by-law may be cited as the St. John's Heritage Designation (Cantilever (Ove Arup) Pedestrian Bridge – 100 Bowring Park Road) By-Law.
2. The cantilever pedestrian bridge situate on property at 100 Bowring Park Road is designated as a Heritage Building.

**IN WITNESS WHEREOF** the Seal of the City of St. John's has been hereunto affixed and this By-Law has been signed by the Mayor and City Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

# DECISION/DIRECTION NOTE

**Title:** Zero Cigarette Butt Campaign

**Date Prepared:** April 16, 2020

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Sandy Hickman, Transportation & Regulatory Services

**Ward:** Ward 2

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## Decision/Direction Required:

Direction is required to approve the installation of cigarette butt receptacles throughout downtown as part of the Zero Cigarette Butt Campaign, including placement on decorative light poles as needed.

## Discussion – Background and Current Status:

The Zero Cigarette Butt Campaign, lead by Clean St. John's, aims to address cigarette butt litter in the City. With support from Downtown St John's and the George Street Association, the campaign would be piloted downtown. Cigarette butt receptacles would be placed throughout the downtown area. Clean St. John's will be responsible for servicing and maintenance and receptacles are subject to removal if not maintained.



# ST. JOHN'S

In order to proceed with the pilot project, direction from council is required to allow the placement of cigarette butt receptacles throughout the downtown area, and to install them on the City's decorative light poles.

**Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:  
Clean St John's  
  
Downtown St John's  
  
George Street Association
3. Alignment with Strategic Directions/Adopted Plans:  
Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:**

That Council Approve the installation of cigarette butt receptacles throughout Downtown by Clean St. John's as part of the Zero Cigarette Butt Campaign, including on decorative light poles.

Prepared by: Marianne Alacoque, Transportation System Engineer

Approved by: Garrett Donaher, Manager – Transportation Engineering

**Attachments:**

Letter of support from Downtown St John's re: Zero Cigarette Butts Campaign

Letter of support from George Street Association re: Zero Cigarette Butts Campaign

**Report Approval Details**

Document Title:	Zero Cigarette Butts Campaign.docx
Attachments:	- DN_Zero Cigarette Butt Campaign1.docx
Final Approval Date:	Apr 22, 2020

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

**No Signature found**

**Garrett Donaher - Apr 22, 2020 - 11:06 AM**

**Scott Winsor - Apr 22, 2020 - 11:29 AM**

**Jason Sinyard - Apr 22, 2020 - 3:56 PM**





March 9, 2020

Karen Hickman  
Executive Director  
Clean St. John's  
P.O. Box 908  
St. John's, NL A1C 5M2

**RE: Zero Cigarette Butt Campaign**

Karen,

Thanks for taking the time to discuss Clean St. John's newest campaign to try to address cigarette butt litter in our City. I am pleased to know your Zero Cigarette Butt Campaign will be launched and piloted in the Downtown area.

Recognizing the program is starting as a pilot project and there is a limited number of receptacles that can be placed throughout the area I recommend placing them strategically throughout the area concentrating efforts in areas where cigarette butt litter is prevalent and within the public domain. Downtown St. John's supports the placement of some of the receptacles on the decorative light poles throughout the area. I can work with your group in deciding on the possible locations and also help with working with business and property owners in the area who may wish to install receptacles as well.

I look forward to this program being launched in the downtown. Cigarette butt litter continues to be one of the biggest forms of litter in the downtown and hopefully your new campaign will work to address this issue. Downtown St. John's would like to work and partner with Clean St. John's on this campaign to help combat cigarette butt litter within our Downtown St. John's Business Improvement Area (BIA).

Regards,

Scott Cluney  
Executive Director  
Downtown St. John's

*Letter of Support from George Street Association for Zero Cigarette Butt Campaign*

The George Street Association (GSA) was recently approached by Clean St. John's regarding their new Cigarette Butt initiative. We are offering our full support of this creative campaign which is looking to reduce the litter from cigarette butts in the St. John's area as we feel this is something that is greatly needed. The legendary George Street Entertainment District sees many visitors throughout the year; from locals visiting our pubs and restaurants to tourists coming great distances to see what this City, including the downtown core, has to offer. The Cigarette Butt initiative is one way we can ensure these visitors are able to take in the sights of George Street and all it has to offer without viewing cigarette butts as well. We are excited for this initiative to begin.

# INFORMATION NOTE

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<b>Title:</b>	<b>Litter</b>
<b>Date Prepared:</b>	April 23, 2020
<b>Report To:</b>	Regular Meeting of Council
<b>Councillor and Role:</b>	Councillor Ian Froude, Public Works & Sustainability
<b>Ward:</b>	N/A

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## **Issue: Litter Clean Up Process**

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

As winter comes to an end and the snow melts, the emergence of litter begins. The spring season untidiness is an annual occurrence. Under normal circumstances both the City and the many community groups/volunteers would begin large-scale spring litter clean-ups. Unfortunately, this however is not a normal year.

The COVID -19 pandemic has forced the City of St. John's to change how it operates. Public Works Department employees are now following; strict physical distancing rules, one employee per vehicle (where possible), and extensively sanitizing vehicles and equipment.

The requirement for physical distancing is resulting in fewer employees being present on individual work sites. Employees are spread over greater distances and locations. The City of St. John's Business Continuity Plan identifies core services that must be maintained. Staff are addressing these core services with fewer numbers. The regular work process of several employees assigned to a specific area is no longer possible. Intense activity at work sites does not occur. Tasks take longer as employee safety is paramount.

Clean St. John's, a not for profit organization, having a mandate to create and promote a litter-free city through volunteer - based action, has suspended community cleanups for the coming months. The loss of 300 community cleanup events will impact the rate at which the City is freed of litter.

Assigning significant staff resources to the cleanup of litter and collection of garbage achieves a tidier space but puts staff and the residents at risk, because:

- it places several employees in close proximity to others,
- requires the physical handling of debris,
- requires more vehicles for employee and material transport,
- creates a greater service level for Fleet Division,
- increases the risk of virus exposure and subsequent spread.

# ST. JOHN'S

Most critically, should COVID – 19 infiltrate the work force, fewer employees will be available to report to work and the City's ability to respond to core service responsibilities will be negatively affected. This could mean a partial or complete shutdown of the Public Works Department. Water treatment and wastewater processing could be impacted.

Essential services like garbage collection, ice control (salting), pothole patching and watermain repairs could be temporarily, suspended. All activities must be done with safety as the priority, in order to continue to keep the essential services in operation.

The reasons why volunteer community clean ups have been suspended; (1) prohibitions on gatherings of more than 5 people; and (2) requirements for physical distancing, also apply to our staff. For the foregoing reasons I do not recommend a redeployment of staff to conduct litter collection throughout the city.

We can however provide the appropriate level of service by following is the proposed course of action;

- The Downtown Litter Clean Up contractor is in place and working with two (2) crews. The contractor may be able to increase staffing levels to multiple crews. All safe work protocols provided by the public health officials and our OHS staff will be followed.
- During April, the Parks and Open Spaces Division will have approximately six (6) employees assigned daily to supplement the existing Downtown Litter Clean Up contractual crews. They are focusing on the clean - up of dog feces, ground litter and servicing barrels along sidewalks, at City buildings and open spaces. Waste and Recycling Division employees are servicing single use and multi- stream containers.
- City of St. John's and Grand Concourse Authority employees have begun litter cleanup and garbage collection along trails and roadsides. This is accomplished being mindful of the recommendations provided by the public health officials, in relation to COVID-19. Approximately thirty- two (32) staff are involved.
- In early May, four (4) full time staff will to be assigned to the Downtown Core and facilitate the placement and servicing of additional waste receptacles as well as the collection of litter in this area.
- In May approximately thirty - five (35) staff will begin the cleanup and garbage/litter collection at parkettes, playgrounds, parks, plazas, open spaces, sports facilities monument sites and along roadsides etc.
- In May, additional waste receptacles will be placed and serviced along trails throughout the City.

I trust this provides abroad overview of the measures and timing to be enacted to address the cleanup of litter and collection of garbage in parks and public spaces.

**Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions/Adopted Plans:
  - a. A Sustainable City
  - b. An Effective City
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations:
  - a. Media campaign in relation to residential property clean ups and responsible pet ownership.
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Conclusion/Next Steps:**

While it is important to address the litter issue within the City of St. John's, it is more important to adhere to the COVID - 19 pandemic advice provided by the provincial and federal health authorities. They indicate that now is not the time to relax the strict protocols that have been put in place and are working. Now is the time to remained focused and to continue to stop the spread COVID - 19 in order to protect our family, friends and community. By doing so the City of St. John's will have a greater chance of continuing to provide the essential services to its residents.

Staff are recommending proceeding with the previously outlined process, for the collection of garbage and cleanup of litter in the City of St. John's. This may, however, take more time than in previous years, but will still be done.

**Prepared by:**  
**Approved by:**