AGENDA

Committee of the Whole

Wednesday, June 6, 2017
9 am
Council Chambers
4th Floor, City Hall
AGENDA  
COMMITTEE OF THE WHOLE  
June 6, 2018 – 9 a.m. – Council Chambers, 4th Floor, City Hall

<table>
<thead>
<tr>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
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<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>2. Approval of Agenda</td>
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<table>
<thead>
<tr>
<th>Section</th>
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</thead>
<tbody>
<tr>
<td>3. Adoption of Minutes</td>
</tr>
<tr>
<td>a. Committee of the Whole Minutes of May 23, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
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</thead>
<tbody>
<tr>
<td>4. Governance and Strategic Direction – Mayor Danny Breen</td>
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</table>

**Items for Discussion**

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>a. Decision Note dated May 28, 2018 re: Youth Representative - Council</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Section</th>
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</thead>
<tbody>
<tr>
<td>5. Finance &amp; Administration – Councillor Dave Lane</td>
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</table>

**Consent Agenda**

<table>
<thead>
<tr>
<th>Item</th>
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**Items for Discussion**

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>a. Decision Note dated May 23, 2018 re: Revisions to Quarterly Travel Report</td>
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<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>6. Community Services &amp; Events – Councillor Jamie Korab</td>
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</table>

**Items for Discussion**

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>a. Decision Note dated May 24, 2018 re: Revision of Low Cost Spay/Neuter Program</td>
</tr>
<tr>
<td>b. Decision Note dated May 24, 2018 re: Special Events Advisory Committee Report</td>
</tr>
</tbody>
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<tr>
<th>Section</th>
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</thead>
<tbody>
<tr>
<td>7. Planning and Development – Councillor Maggie Burton</td>
</tr>
</tbody>
</table>

**Items for Discussion**
b. Decision Note dated May 28, 2018 re: Application to Rezone Land to Residential Kenmount (RK) Zone to allow a Subsidiary Apartment

c. Decision Note dated May 29, 2018 re: Application to Rezone Land to Residential Medium Density (R2)

8. Other Business

9. Adjournment
MINUTES
COMMITTEE OF THE WHOLE
May 23, 2018 – 9:00 am – Council Chamber, 4th Floor, City Hall

Present: Mayor Danny Breen, Chair
Deputy Mayor Sheilagh O’Leary
Councillor Dave Lane
Councillor Jamie Korab
Councillor Deanne Stapleton
Councillor Debbie Hanlon
Councillor Ian Froude
Councillor Wally Collins
Councillor Sandy Hickman

Regrets: Councillor Hope Jamieson
Councillor Maggie Burton

Staff: Kevin Breen, City Manager
Jason Sinyard, Deputy City Manager of Planning, Engineering &
Regulatory Services
Derek Coffey, Deputy City Manager – Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Susan Bonnell, Manager of Communications & Office Services
Lindsay Lyghtle-Brushett, Municipal Planner III
Elaine Henley, City Clerk
Kenessa Cutler, Legislative Assistant

Three members of the media and two members of the public were also present.

Adoption of Agenda

Moved – Councillor Stapleton; Seconded – Councillor Collins

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

Adoption of the Minutes

Moved – Councillor Stapleton; Seconded – Councillor Collins

That the Committee of the Whole minutes dated May 9, 2018 be adopted as presented.

CARRIED UNANIMOUSLY
Governance & Strategic Priorities – Mayor Danny Breen

Decision Note dated May 15, 2018 re: Regular, Special and Committee of the Whole (COTW) Meetings – Summer Schedule

Mayor Breen spoke to the above listed Decision Note.

**Recommendation**
Moved – Councillor Hickman; Seconded – Councillor Stapleton

That Council approve the proposed summer schedule for Regular, Special and Committee of the Whole meetings for the months of July and August.

CARRIED UNANIMOUSLY

Deputy Mayor O’Leary inquired about the end date of the Committee of the Whole pilot project and how that will affect the above listed schedule. Staff will follow up with the exact end date and if the schedule needs to be amended in future Council can do so.

Planning & Development – Councillor Maggie Burton

Built Heritage Experts Panel Report dated May 8, 2018

Lindsay Lyghtle-Brushett spoke to the above report and the recommendations therein.

**a. Decision Note dated May 4, 2018 re: 2018 Heritage Grant Applications**

**Recommendation #1**
Moved – Deputy Mayor O’Leary; Seconded – Councillor Hickman

That Council approve the thirteen (13) grant applications as summarized in the attached tables subject to compliance with the requirements of the Heritage Financial Incentives Grant Program and the City’s heritage requirements.

CARRIED UNANIMOUSLY

**Recommendation #2**
Moved – Councillor Lane; Seconded - Deputy Mayor

That Council approve the original staff recommendation and refuse the application for 22 Wood Street as it is outside of the permitted time frame.

CARRIED UNANIMOUSLY

**Recommendation #3**
Moved – Councillor Collins; Seconded – Councillor Hanlon

That Council reject the Panel’s recommendation to reopen the Heritage
Financial Incentives Grant Program for a second round of funding.

CARRIED
WITH COUNCILLOR HICKMAN DISSENTING

Councillor Hickman questioned why the unused funds could not be rolled over to the next year and accumulate. Staff explained that the approval and award process are not consecutive and the delay results in some cases where the previous year’s applicants are granted funding from the current year’s budget. As well, the funding comes from the operating budget and any remaining funds are spent; if, instead, the remaining funds are rolled over, and after this year’s funding is awarded, the City would likely be over budget the following year.

Deputy Mayor O’Leary questioned whether the program was sufficiently advertised as only half the funding was applied for. Staff responded that the program has been ongoing for three years and in previous years they have nearly maxed out the grant allocation; this is just a slow year.

Recommendation #4
 Moved – Councillor O’Leary; Seconded – Councillor Korab

That Council change Section 3.2 of the Heritage Financial Incentives Grant Program terms to allow consideration of work undertaken prior to grant approval if the application is received within two (2) years of the date the Building Permit was issued.

CARRIED UNANIMOUSLY

Decision Note dated May 16, 2018 re: Clearing and Grubbing Policy – Fee Exemption

Jason Sinyard spoke to the above listed Decision Note. He explained the Clearing and Grubbing Policy was introduced a couple years ago to help deter speculative developers from clearing land and leaving it cleared if they decide against development. The funds are used to landscape affected areas. However, this policy has had an unanticipated unfair effect on farmers who regularly clear land for their operations.

Councillor Collins spoke to the issue stating that the vast amount of land farmers clear would result in enormous fees.

Recommendation
 Moved – Councillor Collins; Seconded – Councillor Froude

That Council exempt farming operations in Agricultural (AG) Zones from being required to pay the $50,000 per hectare clearing and grubbing security.

CARRIED UNANIMOUSLY
Decision Note dated May 16, 2018 re: Temporary Exemption to Noise By-Law

Jason Sinyard spoke to the above listed and stated that the temporary Noise By-Law exemption would apply to the Avalon Mall while after-hours construction takes place. The steel framework assembly will be done after hours for safety reasons and the duration of the project will be four weeks.

**Recommendation**
Moved – Councillor Froude; Seconded – Councillor Lane

That Council permit the exemption to the Noise By-Law subject to the hours and time frame applied for, public notification and announcements to take place prior to work starting.

CARRIED UNANIMOUSLY

Transportation – Councillor Debbie Hanlon

Decision Note dated May 16, 2018 re: Rennie’s River Easy Traffic Pattern Review

Councillor Hanlon spoke to the above listed Decision Note.

**Recommendation**
Moved – Councillor Hanlon; Seconded – Councillor Froude

That Council approve the recommendations (below) of the Rennie’s River East Traffic Pattern Review and that the budget identified as required to complete the proposed changes be allocated when available.

2. Permit eastbound left turn movements at the Dominion Access onto King’s Bridge Road outside of morning and evening weekday peak hours.

3. Construct a sidewalk connection along the south side of Circular Road between Bannerman Road and King’s Bridge Road.

4. Construct the proposed curb extension and traffic calming concept along Carpasian Road at the Empire Avenue and the Circular Road intersections and permit left and through movements on Empire Avenue at Carpasian Road outside of morning and evening weekday peak hours.

Further, that the order of actions outlined in #1 be modified as follows:

1. Consult with area residents regarding the removal of the entry restriction on Winter Avenue at King’s Bridge Road and regarding the installation of permanent speed humps along Winter Avenue. Should the City proceed with the speed hump installation, they will be installed before the removal of the sign.

CARRIED UNANIMOUSLY
Councillor Hickman asked staff to review the Rennie’s Mill Road and Empire Avenue intersection and provide re-configuring options as, in his opinion, the City needs another east-to-west link.

**DATE OF NEXT MEETING**

The next meeting will be held Wednesday, June 6, 2018 at 9:00 a.m. in Council Chambers.

**ADJOURNMENT**

There being no further business the meeting adjourned at 10:16 a.m.

Mayor Danny Breen  
Chairperson
Title: Youth Representation - Council

Date Prepared: May 28, 2018

Report To: Committee of the Whole

Councillor and Lead: Mayor Danny Breen – Governance & Strategic Priorities

Ward: Not ward specific

Decision/Direction Required: It is recommended that Council accept the recommendation from the Advisory Committee on Youth not to invoke Section 5.01 of the City of St. John’s Act permitting Council to have a youth representative appointed to Council.

Discussion – Background and Current Status:

• At its Regular Meeting held January 29, 2018 Council considered a Decision Note from the Office of the City Manager regarding youth representation (a copy is attached for your reference). Council directed staff to prepare a report including best practices with recommendations that will allow Council to invoke section 5.01 of the City of St. John’s Act by having a Youth Representative appointed to sit with Council, and further asked that the Mayor’s Advisory Committee on Youth be asked to consider same and provide a recommendation to Council.

• The Advisory Committee on Youth held a meeting on February 22, 2018 to discuss the request of Council and recommended the following:

  ➢ Recommendation

  Members concluded that having non-elected youth members on Council would result in a regression on inclusion and a narrow perspective. They suggested the better option would be to revamp the Advisory Committee on Youth, to be more involved with policy and input into what Council was working on day to day.

  It was however thought if Council decided to invoke section 5.01 it should be MACY providing that representative in order to keep the voice of a larger spectrum of youth.

• At a COTW meeting of March 14, 2018, the recommendation of the Mayor’s Advisory on Youth was deferred pending the return of Deputy Mayor Sheilagh O’Leary, as follows:

  ➢ That this report be deferred and referred to a future Committee of the Whole meeting pending the return of Deputy Mayor Sheilagh O’Leary who originally brought forth the idea of having a non-elected youth member on Council. This matter will also be considered in conjunction with research information from other jurisdictions which is in the process of being gathered by staff.

Attached is a copy of the jurisdictional scan requested by Council at its COTW meeting held March 14, 2018.
Key Considerations/Implications:

1. Budget/Financial Implications - n/a
2. Partners or Other Stakeholders
   - Council and Staff
   - Youth
3. Alignment with Strategic Directions/Adopted Plans
   - A Culture of Cooperation – Create effective City – community collaborations
   - Responsive and Progressive – Create a culture of engagement
   - Effective Organization – Develop a knowledgeable and engaged committee
4. Legal or Policy Implications – n/a
5. Engagement and Communications Considerations – n/a
6. Human Resource Implications – n/a
7. Procurement Implications – n/a
8. Information Technology Implications - n/a
9. Other Implications – n/a

Recommendation:

It is recommended that Council accept the recommendation from the Advisory Committee on Youth not to invoke Section 5.01 of the City of St. John’s Act permitting Council to have a youth representative appointed to Council.

Prepared by:    Elaine Henley, City Clerk

Approved by:    Kevin Breen, City Manager

Attachments:

1. DN – Youth Representation/Council dated January 10, 2018
2. Jurisdictional Review
DECISION/DIRECTION NOTE

Title: Youth Representation - Council
Date Prepared: January 10, 2018
Report To: Committee of the Whole
Council Lead/Theme: Mayor Danny Breen – Governance & Strategic Priorities
Ward: N/A
Decision/Direction Required: Seeking direction from Council on whether they wish to appoint a youth representative to attend Council meetings as permitted under the City of St. John’s Act

Discussion – Background and Current Status:

- In 2014, the Province added section 5.01 to the City of St. John’s Act, as follows:

  Youth representative

  5.01 (1) The council may appoint one or more persons with the title "youth representative" to sit with the council and participate in its deliberations for a term and on conditions that the council may decide.

  (2) A person appointed as a youth representative shall be less than 18 years of age at the time of appointment.

  (3) A person appointed as a youth representative is not a member of council and shall not be counted for the purpose of determining a quorum or deciding a vote of the council.

- While the amendment to the legislation provides authority for the City to appoint a youth representative to sit with Council, there is no obligation to do so.
- The City has a Municipal Advisory Committee on Youth (MACY) which includes public representation from ages 12 to 23. This committee provides multiple youth with the opportunity to provide information and advice to Council on policies, programs and services that affect them.

Key Considerations/Implications:

1. Budget/Financial Implications
   - N/A
   - 
2. Partners or Other Stakeholders
   - Mayor and Council
   - Youth
3. Alignment with Strategic Directions/Adopted Plans
   - Progressive and Responsive

4. Legal or Policy Implications
   - City of St. John’s Act

5. Engagement and Communications Considerations
   - N/A

6. Human Resource Implications
   - N/A

7. Procurement Implications
   - N/A

8. Information Technology Implications
   - N/A

9. Other Implications
   - N/A

**Recommendation:**

Staff has no objection to this initiative. Direction from Council is required

Prepared by: Elaine Henley, City Clerk

Approved by: Kevin Breen, City Manager

Attachments: N/A
<table>
<thead>
<tr>
<th>City / Town</th>
<th>Youth Council Name</th>
<th>Youth Ages</th>
<th># of Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 City of Mount Pearl</td>
<td>Youth Action Team</td>
<td>15 to 18</td>
<td>15</td>
</tr>
<tr>
<td>2 Town of Paradise</td>
<td>Youth Advisory Committee (YAC)</td>
<td>13 to 16</td>
<td>15</td>
</tr>
<tr>
<td>3 Town of Conception Bay South</td>
<td>Youth Advisory Council</td>
<td>13 to 21</td>
<td></td>
</tr>
<tr>
<td>4 Town of Torbay</td>
<td>Town does not have their own youth council and uses Allied Youth post (Holy Trinity)</td>
<td>14 to 18</td>
<td>7 youth executives with 40 in total members</td>
</tr>
<tr>
<td>5 Portugal Cove-St. Philips</td>
<td>Do not have one, closest youth committee would be Girls Auxiliary (GA) out of St. Lawrence Church</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>6 Logy Bay-Middle Cove-Outer Cove</td>
<td>Hybrid Advisory Committee to start 2018. This one committee will be a combination of all ages.</td>
<td>n/a</td>
<td>TBD</td>
</tr>
<tr>
<td>7 Pouch Cove/Flatrock</td>
<td>Left a voicemail</td>
<td></td>
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### IN CANADA

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Ages</th>
<th>About / Mandate</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Niagara Falls</td>
<td>Mayor’s Youth Advisory Council (MYAC)</td>
<td>High School</td>
<td>Provide a voice for the youth of Niagara Falls, while advising Council of important recreational and social issues concerning the City's younger population.</td>
</tr>
<tr>
<td>City of Moncton</td>
<td>Youth Advisory Committee</td>
<td>High School</td>
<td>Will endeavour to enrich and enhance the quality of life of youth in the city, identify barriers, form partnerships with the community, and act as a public forum for issues affecting youth. As a means to achieve this, the Committee's mandate will be to organize an annual public forum with the purpose of identifying and discussing issues of interest to youth.</td>
</tr>
<tr>
<td>City of Welland, Ontario</td>
<td>Mayor’s Youth Advisory Council</td>
<td>Grades 8 to 12</td>
<td>Provide a voice for the youth of Welland, while advising Council of important recreational and social issues concerning the City’s younger population. The MYAC will also coordinate events for the youth of Welland throughout the school year as well as volunteering in the community and encouraging other youth to do the same.</td>
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### OUTSIDE CANADA

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Ages</th>
<th>About / Mandate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids Michigan</td>
<td>Mayor’s Youth Council</td>
<td>Grades 9 to 12</td>
<td>Members broaden the scope of youth leadership in city government by discussing policy issues that affect them with the Mayor, City Commission, and staff, gathering input from area youth, promoting awareness of the strengths and abilities of youth, and coordinating with other local and national organizations.</td>
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## Children Councils

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Ages</th>
<th>About / Mandate</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Markham, Ontario</td>
<td>Mayor’s Junior Council (MMIC)</td>
<td>Elementary School</td>
<td>MMIC is comprised of individuals in elementary school who wish to promote and encourage the engagement of elementary school students in their communities. The members of this team plan and organize events and activities for elementary school students. The MMIC gives an opportunity for these individuals to display strong leadership skills, and build on their communication, writing, and problem solving skills.</td>
</tr>
</tbody>
</table>
INFORMATION NOTE

Title: Quarterly Travel Report – First Quarter 2018

Date Prepared: May 30, 2018

Report To: Committee of the Whole (COTW)

Council/Role: Dave Lane/Finance & Administration

Ward: N/A

Discussion – Background and Current Status:

In accordance with the City’s Freedom of Information By-law, the first quarter travel report and budget summary are presented for information, as attached.

The amounts noted include all expenses related to travel, included but not limited to, registration, airfare, accommodations and per diem.

Key Considerations/Implications:

1. Budget/Financial Implications
   • Costs for travel is allocated through individual department/program budgets.

2. Partners or Other Stakeholders N/A

3. Alignment with Strategic Directions/Adopted Plans
   • Effective Organization (Develop a knowledgeable and engaged workforce)

4. Legal or Policy Implications N/A

5. Engagement and Communications Considerations N/A

6. Human Resource Implications N/A
7. Procurement Implications N/A

8. Information Technology Implications N/A

9. Other Implications N/A

Conclusion/Next Steps: This report is provided to Council for information purposes only.

Prepared and Approved by: Derek Coffey, Deputy City Manager of Finance & Administration

Attachments: 1st Quarterly Travel Report for 2018 & Budget Summary
# 1ST QUARTERLY TRAVEL REPORT FOR 2018

## COMMUNITY SERVICES

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Code</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIZABETH LAWRENCE</td>
<td>Halifax, N.S.</td>
<td>6211-52111</td>
<td>$</td>
<td>$692.73</td>
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<tr>
<td>Atlantic Economic Cities Collaborative</td>
<td>Jan. 9-10, 2018</td>
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<tr>
<td>ELIZABETH LAWRENCE</td>
<td>Halifax, N.S.</td>
<td>6211-52111</td>
<td>$</td>
<td>$972.28</td>
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<tr>
<td>Atlantic Global Affairs Program</td>
<td>Feb. 4-6, 2018</td>
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<tr>
<td>KRISTA GLADNEY</td>
<td>Moncton, N.B.</td>
<td>6404-52300</td>
<td>$</td>
<td>$57.50</td>
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<td>PIT Count Training Workshop</td>
<td>Nov. 27-30, 2017</td>
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<td></td>
<td>(Seat Selection - all other costs covered by ESDC)</td>
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<tr>
<td>HEATHER MILLS-SNOW</td>
<td>Ottawa, ON</td>
<td>6211-52111</td>
<td>$</td>
<td>$2,054.47</td>
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<tr>
<td>FCM Sustainable Communities Conference</td>
<td>Feb. 4-8, 2018</td>
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<tr>
<td>TANY HAYWOOD</td>
<td>Halifax, N.S.</td>
<td>6211-52111</td>
<td>$</td>
<td>$2,442.31</td>
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<tr>
<td>Atlantic Summit</td>
<td>March 5-10, 2018</td>
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MAYOR AND COUNCIL

DANNY BREEN
Grand Falls, NL
MNL Urban Committee Meetings
Jan. 19-20, 2018
1111-52111 $ 568.97

DANNY BREEN
Ottawa, ON
Big City Mayor’s Meetings
Feb. 14-16, 2018
1111-52111 $ 1,571.89

DANNY BREEN
Halifax, N.S.
Atlantic Canada Event Summit
March 6-8, 2018
1111-52111 $ 1,584.71

IAN FROUDE
Ottawa, ON
FCM Sustainable Communities Conference
Feb. 5-9, 2018
1111-52111 $ 2,789.72

SANDY HICKMAN
Ottawa, ON
FCM Sustainable Communities Conference
Feb. 5-9, 2018
1111-52111 $ 2,909.74

SANDY HICKMAN
Montreal, Quebec
FCM Board Meeting
March 6-9, 2018
1111-52111 $ 1,596.61
DEBBIE HANLON
Fort Lauderdale, FL
Seatrede Conference
March 4-8, 2018

WATER AND WASTEWATER

DEBORAH SMITH
Ottawa, ON
FCM Sustainable Communities Conference
Feb. 4-8, 2018

FINANCE AND ADMINISTRATION

VICTORIA ETCHEGARY
Ottawa, ON
Course in Education Program
Feb. 12-15, 2018

ENVIRONMENTAL SERVICES

CHAUNCEY HAYES
Gander, NL
Safe Drinking Water Workshop
March 27-29, 2018

LEGAL DEPARTMENT

LINDA BISHOP
Toronto, ON
Legalization of Cannabis
March 19-22, 2018
<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Amount</th>
<th>Location</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHERYL MULLETT</td>
<td>1220-52111</td>
<td>$2,624.86</td>
<td>Toronto, ON</td>
<td>Liability Conference</td>
<td>March 19-22, 2018</td>
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<tr>
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<tr>
<td>PUBLIC WORKS</td>
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<tr>
<td>GORDON EARLE</td>
<td>4111-52111</td>
<td>$624.55</td>
<td>Gander, NL</td>
<td>Drinking Water Workshop</td>
<td>March 26-29, 2018</td>
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</tr>
<tr>
<td>LEONARD CRAWLEY</td>
<td>4111-52111</td>
<td>$704.56</td>
<td>Gander, NL</td>
<td>Drinking Water Workshop</td>
<td>March 26-29, 2018</td>
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<td><strong>TOTAL OF ABOVE</strong></td>
<td></td>
<td><strong>$33,299.23</strong></td>
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</tbody>
</table>

Please note travel amounts above may not match totals on attached report due to timing differences between travel dates and recording of expenses as well as calculation of HST rebates.
<table>
<thead>
<tr>
<th>Department, Division</th>
<th>2018 ANNUAL</th>
<th>Q1</th>
<th>BUDGET</th>
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</thead>
<tbody>
<tr>
<td>City Administration, Mayor and Councillors</td>
<td>21,762</td>
<td>10,193</td>
<td>11,569</td>
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<tr>
<td>City Administration, Office of the City Manager</td>
<td>13,700</td>
<td>13,700</td>
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<td>35,400</td>
<td>5,828</td>
<td>29,572</td>
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<td>39,090</td>
<td>1,355</td>
<td>37,735</td>
</tr>
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<td>Other &amp; Fiscal Services, Other Cultural</td>
<td>2,900</td>
<td>2,900</td>
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<tr>
<td>Planning, Engineering, &amp; Regulatory Services, Management and Administration, PERS</td>
<td>40,900</td>
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<td>40,900</td>
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<tr>
<td>Public Works, Public Works Administration</td>
<td>15,657</td>
<td>15,657</td>
<td>15,657</td>
</tr>
<tr>
<td>Public Works, Waste and Recycling</td>
<td>11,700</td>
<td>11,700</td>
<td>11,700</td>
</tr>
<tr>
<td>Public Works, Water and Waste Water</td>
<td>23,200</td>
<td>3,733</td>
<td>19,467</td>
</tr>
<tr>
<td>St. John’s Regional Fire Department, Regional Fire Administration</td>
<td>6,800</td>
<td>6,800</td>
<td>6,800</td>
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<td><strong>Total</strong></td>
<td><strong>211,109</strong></td>
<td><strong>21,109</strong></td>
<td><strong>190,000</strong></td>
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</tbody>
</table>
DECISION/DIRECTION NOTE

Title: Revisions to Quarterly Travel Report

Date Prepared: May 23, 2018

Report To: His Mayor the Worship and Members of Council

Decision/Direction Required: Enhanced Disclosure of Expense Detail on Quarterly Travel Report

Discussion – As required by/specification by section 6.1 of the Freedom of Information By-Law, the City of St. John’s publishes a Quarterly Travel Report. Currently this report itemizes the following information for travel during the reporting period:

i) Name of person travelling;
ii) Event attended;
iii) Location and date of event; and
iv) Total cost of trip

The City of St. John’s is committed to being open, transparent and accountable across all areas of operations. In this regard, providing a more detailed breakdown of costs would strengthen the openness and transparency of Council.

If the recommendation is approved the Quarterly Travel Report would identify the following:

i) Name of person travelling;
ii) Event attended;
iii) Location and date of event; and
iv) Total cost broken down by
   a. Registration
   b. Airfare/ baggage fees
   c. Hotel
   d. Per Diem (or meals)
   e. Transportation – taxi, shuttle, vehicle rental, mileage
   f. Other – ie: parking

Key Considerations/Implications:

1. Budget/Financial Implications – Travel claim form to be modified as necessary to allow users to properly identify expenditure type for disclosure

2. Partners or Other Stakeholders – Improved disclosure of travel expenditure to external partners and stakeholders

3. Alignment with Strategic Directions/Adopted Plans

4. Legal or Policy Implications

ST. JOHN’S
5. Engagement and Communications Considerations

6. Human Resource Implications

7. Procurement Implications

8. Information Technology Implications

9. Other Implications

Recommendation: Council approve recommendation for enhanced disclosure of travel expenditure. It is staff's opinion that this will improve the openness, transparency and accountability of Council to its external stakeholders.

Prepared by/Signature: Shelley Traverse, Manager Financial Services

Approved by/Date/Signature: Derek Coffey, Deputy City Manager, Financial Management
Title: Luncheon – Beatrix Potter School Visit (Wandsworth – London, England)

Date Prepared: May 23, 2018

Report To: Committee of the Whole

Councillor and Role: Dave Lane – Lead, Finance and Administration

Ward: N/A

Decision/Direction Required:

Seeking approval for the City to host a luncheon on June 28, 2018 for the Beatrix Potter School Visit commemorating WWI.

Discussion – Background and Current Status:

From June 26 to July 2, 2018, six young students together with their teachers and parents will be visiting St. John’s to commemorate the 17 graves of Newfoundland soldiers and a nurse who died during WWI and were buried at Wandsworth Cemetery. The students refer to those buried as “our soldiers and nurse”. Every school year, each student “adopts” a soldier or the nurse and learn their history including the community they came from, their age, height and family history. They ensure the Newfoundlanders are never forgotten and lay poppies on their graves on significant dates.

The school project is referred to as the Remembrance Project at Beatrix Potter.

Key Considerations/Implications:

1. Budget/Financial Implications
   - The cost for a luncheon will be about $1,200 and will be paid under the civic events budget – Office of the City Clerk.

2. Partners or Other Stakeholders
   - Beatrix Potter School

3. Alignment with Strategic Directions/Adopted Plans
   - A Culture of Cooperation

4. Legal or Policy Implications
   - N/A
5. Engagement and Communications Considerations
   • N/A

6. Human Resource Implications
   • N/A

7. Procurement Implications
   • N/A

8. Information Technology Implications
   • N/A

9. Other Implications
   • N/A

Recommendation:

It is recommended that Council grant approval to host a luncheon for the Beatrix Potter school children, teachers and parents.

Prepared by/Signature: Elaine Henley, City Clerk

Approved by/Date/Signature: Kevin Breen, City Manager

Attachments: N/A
DECISION NOTE

Title: Revision of Low Cost Spay/Neuter Program

Date Prepared: May 24, 2018

Report To: Committee of the Whole

Councillor and Role: Jamie Korab, Chair

Ward: Not ward specific

Issue: Program not meeting the goals of reducing the cat overpopulation

Discussion – Background and Current Status:

The Low Cost Spay/Neuter program was designed to reduce the cat overpopulation issue within the City. Overpopulation is often caused by roaming animals which are not spayed or neutered. The current application system is not targeting animals who are major contributors in overpopulation and instead has created long surgical wait times. In order to target these specific cats the program needs to be revised.

Recommended program revisions include:

- Exclude dogs from the program (no overpopulation issue with dogs).
- Cost of the service to be revised to be comparable to SPCA program.
- Application to include: number of past litters / indoor vs outdoor cat.
- Addresses to be crossed referenced with animal control complaints.
- Application process to be opened up approximately 4 times per year in blocks. All applications received within the dedicated time period will be reviewed with the most frequent overpopulation contributors being selected for the program (30 accepted per block). This is similar to how the SPCA runs its application process.
- Only 1 application submission per household.
- Deposit required at the time of approval to reduce no show surgical appointments.

Current cost to resident:

Humane Services:
- Male / female cats $ 97.75 tax included

SPCA:
- Male $ 85.00 tax included
- Female $ 180.00 tax included

The City has had no increase in cost since the program was developed in 2008. Private veterinary hospitals have had an increase in spay costs by 69% / neuter costs by 73% since 2008.

Fee change: Males to remain at $ 97.75 and females increase to $ 180.00.
Key Considerations/Implications:

1. **Budget/Financial Implications**
   - No anticipated change

2. **Partners or Other Stakeholders**
   - N/A

3. **Alignment with Strategic Directions/Adopted Plans**
   - **Strategic Plan 2015-2018 Goal: Responsive and Progressive**
     - Identify and deliver on projects, strategies and programs.

4. **Legal or Policy Implications**
   - N/A

5. **Engagement and Communications Considerations**
   - Work with Communications on promotion of revised program.

6. **Human Resource Implications**
   - N/A

7. **Procurement Implications**
   - N/A

8. **Information Technology Implications**
   - N/A

9. **Other Implications**
   - N/A

Conclusions/Next Steps:

Council approve the implementation of revised program in September 2018.

**Prepared by/Date/Signature:**
Cindy McGrath, Manager Humane Services
Dr. Heather Hillier, Shelter Veterinarian

**Approved by/Date/Signature:**
Tanya Haywood, Deputy City Manager, Community Services

**Attachments:**
Revised application
CAT SPAY/NEUTER ASSISTANCE APPLICATION FORM

SECTION 1

CONTACT INFORMATION (to be completed by the applicant)

Name ____________________________________________
Address __________________________________________
City/Town __________________________ Postal __________
Telephone (home)_________________________(work)_____________________(cell)____________________
E-mail ________________________________________

SECTION 2

ANIMAL INFORMATION (to be completed by the applicant) Maximum of one cat per household

Male ☐ Female ☐ Number of cats in your household _________________________
Name ___________________________ Short Hair ☐ Long Hair ☐ Other breed ______________________
Color ___________________________ Age ______________________
Indoor only ☐ Indoor/outdoor ☐ Number of past litters _________

SECTION 3

FINANCIAL CRITERIA (to be completed by the applicant) – CHECK ONE ONLY

☐ I have a combined family net income of $25,000.00 or less
☐ I am 65 years of age or older and receiving the Guaranteed Income Supplement

SECTION 4

SUPPORTING DOCUMENTATION (THE DOCUMENTATION BELOW MUST ACCOMPANY THIS APPLICATION)

1. Proof of identification which shows you reside in the City of St. John’s. Photo I/D
2. Proof of income (copy of current year income tax assessment). We do not accept paystubs or t4’s. Provide tax assessments for all family members living in the household.
3. If you are receiving the Guaranteed Income Supplement, a Letter of Confirmation from the Government of Canada. Note this is not CPP or OAP.

PLEASE NOTE: The information is provided solely for the purposes of evaluating if one qualifies for the eligibility of assessment and for no other purpose. It will be kept confidential and the identifying information will be destroyed after the application is processed.

SECTION 5

APPLICANT DECLARATION (to be completed by the applicant)

I certify that the information contained in this application is true to the best of my knowledge, information and belief.
I further acknowledge and accept that should I be selected, I will pay the reduced fee of $85.00 for a cat neuter and $180.00 for a cat spay.
This cost includes a registration tag. A $ 40.00 will be required upon approval.

Signature ____________________________ Date (yyyy-mm-dd) ____________________

The selection process is not solely based on financial criteria but also on animal information.

Due to the limited number of surgeries that can be provided, only those selected will be contacted.
**PW-1009 Spay/Neuter Assistance Application Form**  
**Community Services**

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
<th>SECTION 6</th>
</tr>
</thead>
</table>

Date Received ___________________

**Confirmation of Residency in the form of:** 
________________________________________________________________________

**Confirmation of Income in the form of:** 
________________________________________________________________________

**Confirmation of the GIS in the form of:** 
_____________________
_________________________________________________________

**ACR check** 
_____________________________________________________

☐ Approved by ___________________________________________  Date (yyyy/mm/dd) ______________________

☐ Declined by ___________________________________________  Date (yyyy/mm/dd) ______________________

**Comments** 
________________________________________________________________________

The completed form and supporting documentation can be delivered **Humane Service, 81 Higgins Line** during normal working hours or mailed to the address noted below.

Humane Services  
P.O. Box 908, 81 Higgins Line  
St. John’s NL A1C 5M2  
For additional information please visit Access 311  
Call: 311  
Where 311 is unavailable, call 709-754-CITY (2489)  
E-mail: humaneservices@stjohns.ca  
Call Humane Services 576-6126 Monday-Friday Noon – 4 PM, Sat-Sun 3-5 PM
**Title:** Special Events Advisory Committee Report  
**Date Prepared:** May 24, 2018  
**Report To:** Mayor & Council  
**Councillor and Role:** All  
**Ward:** N/A  
**Decision/Direction Required:** Best Kind BBQ  

**Discussion – Background and Current Status:**

The Special Events Advisory Committee is in receipt of an application from Brent Mac Events LTD, for an event featuring Food (BBQ) & Music to be held Labour Day weekend. The applicant is requesting permission to hold this event on Level 5 of the City Hall Parking Garage, New Gower Street.

<table>
<thead>
<tr>
<th>Event</th>
<th>Best Kind BBQ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date/Time</strong></td>
<td>September 1, 2018</td>
</tr>
<tr>
<td></td>
<td>3pm to 11pm</td>
</tr>
<tr>
<td></td>
<td>This is a rain or shine event.</td>
</tr>
<tr>
<td></td>
<td>Set-up to begin at 5pm on Friday, August 31</td>
</tr>
<tr>
<td></td>
<td>Take down to begin 9am on Sunday, September 2</td>
</tr>
<tr>
<td><strong>Detail</strong></td>
<td>Outdoor live music event that features local and national musical acts, paired with great food from some of St. John’s premier Chef’s and establishments. The event will be summer themed with a great variety of games/food/music.</td>
</tr>
<tr>
<td></td>
<td>This event will require the closure of Levels 4 and 5 of the City Hall parking garage.</td>
</tr>
<tr>
<td></td>
<td>Level 2 will remain accessible for City vehicles.</td>
</tr>
<tr>
<td></td>
<td>Level 3 will remain accessible for event and general parking.</td>
</tr>
<tr>
<td></td>
<td>Sound amplification will follow the City Noise By Law. No exemption beyond 11 pm requested.</td>
</tr>
<tr>
<td></td>
<td>Capacity: 1320</td>
</tr>
<tr>
<td></td>
<td>19+ Event</td>
</tr>
<tr>
<td></td>
<td>Road closures are not required for this event.</td>
</tr>
</tbody>
</table>
**Detail**

SEAC met with the organizer to discuss the event and area specific requirements. At that time, concerns were raised with various aspects of the event. However, after further meetings and communications with the organizer the following concerns have been addressed.

**Parking**

- **Levels 4 and 5 are permit parking areas until 5pm on Friday.** Vehicles are normally permitted be left overnight on both levels. We are unable to guarantee levels will be clear of vehicles for the event and we will not ticket/tow vehicles from this site.
- **We will assist in preventing vehicles from being left by ensuring the chain is up to prevent vehicles from accessing the 5th level after 5pm, as well as emailing permit holders advising of the event.** We will also require the organizer place signage on site to advise public of the event and the associated parking restriction.
- **Level 4 will be utilized for accessible parking.**
- **Level 5 must be clear of all vehicles in order for this event to proceed.**
- **Promoter responsible for the provision of parking attendants on available parking levels.**

**Service NL – Public Health**

- The number of portable washrooms and hand washing stations required is determined by Service NL. Concern was raised regarding delivery/pick up/cleaning of portable washrooms on 5th level of parking garage.
- Organizer confirmed with portable washroom provider there are no issues accessing 5th level.

**Newfoundland Liquor and St. John’s Regional Fire Department**

- Initial concern with the site plan and the footprint of the beer service area.
- Organizer has met with and redesigned the site plan to alleviate the concerns.

**Security and Site Safety**

- Organizer is responsible for additional Commissionaire(s) for City Hall Security.
- Organizer is responsible for overnight site security on Friday and Saturday.
- Organizer is responsible for event security, minimum of 26.
- **6’ fence will be installed around the perimeter of Level 5.**
- Organizer working with Manager of Emergency Preparedness to finalize emergency plan.

**Site Remediation**

- Organizer is responsible for clean up of site and restoration to pre event condition.
Key Considerations/Implications:

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

Recommendation: Based on meetings held with the organizer, the Special Events Advisory Committee is recommending the approval of the event from a regulatory perspective. This location has yet to be tested as a special event site.

This event is subject to adherence to all conditions set out by the Special Events Advisory Committee, not limited to those identified above.

Prepared by/Signature:
Beverley Skinner – Manager, Program & Service Delivery

Signature ________________

Approved by/Date/Signature:
Tanya Haywood – Deputy City Manager Community Services

Signature ________________

Tanya Haywood
Title: Application to Rezone Land to the Residential Kenmount (RK) Zone to allow a Subsidiary Apartment
REZ1800010
132 Ladysmith Drive

Date Prepared: May 28, 2018

Report To: Committee of the Whole

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

Ward: 4

Decision/Direction Required:
To consider a rezoning application at 132 Ladysmith Drive from the Residential Narrow Lot (RNL) Zone to the Residential Kenmount (RK) Zone for a Subsidiary Apartment within an existing single detached dwelling. An amendment to the St. John’s Municipal Plan would not be required.

Discussion – Background and Current Status:
The City has received an application for a Subsidiary Apartment at 132 Ladysmith Drive. This area of land is currently zoned Residential Narrow Lot, a new zone created in 2016 to provide more affordable housing by allowing reduced lot area and frontage. The zone allows for only single detached dwellings containing only one dwelling unit. The RNL Zone is located along the north side of Ladysmith Drive and was originally proposed for 22 lots.

The applicant purchased several of the RNL zoned lots and applied to develop a single detached dwelling subject to the Zone standards at 132 Ladysmith Drive. A required underground easement (storm sewer pipe) was not registered with the City or identified on the survey submitted. Upon development, the easement was located, and the developer had to shift the property boundary and location of the proposed dwelling 6 metres to the west, to provide the appropriate separation distance. The property boundary adjustment in turn reduced the number of lots the applicant has for development.

132 Ladysmith Drive meets the requirements of the Residential Kenmount (RK) Zone due to the additional land added to the property for the 6 metre easement. Based on the size of the Lot, the applicant would like to develop a Subsidiary Apartment within the recently constructed house, which would require a rezoning.

The property was zoned RK prior to 2016 and is designated Residential Low Density under the St. John’s Municipal Plans the proposed zoning. The RK Zone could be extended to once again include the property at 132 Ladysmith Drive. Due to the storm sewer easement (whose presence was unknown until development was carried out), this is an unusual situation.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners.

3. Alignment with Strategic Directions/Adopted Plans: Not applicable.

4. Legal or Policy Implications: An amendment to the St. John's Development Regulations is required to rezone the property on the Zoning Map.

5. Engagement and Communications Considerations: Advertisement of the proposed amendment.

6. Human Resource Implications: Not applicable.

7. Procurement Implications: Not applicable.

8. Information Technology Implications: Not applicable.

9. Other Implications: Not applicable.

**Recommendation:**

It is recommended that Council consider a proposed rezoning at 132 Ladysmith Drive from the Residential Narrow Lot (RNL) to the Residential Kenmount (RK) Zone, and the application be advertised for public review and comment. Following advertisement, the proposed amendment would be referred to a Regular Meeting of Council for consideration of adoption.

**Prepared by/Signature:**
Lindsay Lyghtle Brushett, MCIP - Planner III

Signature:

**Approved by/Date/Signature:**
Ken O'Brien, MCIP - Chief Municipal Planner

Signature:

LLB/kab

**Attachments:**
Zoning Map
DECISION/DIRECTION NOTE

Title: Application to Rezone Land to Residential Medium Density (R2) REZ1800007 & REZ1800008 21-29, & 37 Malka Drive

Date Prepared: May 29, 2018

Report To: Committee of the Whole

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

Ward: 1

Decision/Direction Required:
To consider a rezoning application for land at 21-29 Malka Drive and 37 Malka Drive from the Residential Low Density (R1) Zone to the Residential Medium Density (R2) Zone to allow for single detached dwellings and townhouses. An amendment to the St. John’s Municipal Plan would not be required.

Discussion – Background and Current Status:
The City has received an application for five (5) single detached dwellings at 21-29 Malka Drive, eight (8) townhomes, and one (1) single detached dwelling at 37 Malka Drive. For the purpose of this memo, the two applications will be considered together. The properties are currently zoned Residential Low Density (R1) which does not allow townhomes. The applicant has requested to rezone both properties to Residential Medium Density (R2) in which both single detached dwellings and townhomes are permitted uses.

The properties surrounding 21-29 and 37 Malka Drive are zoned R1. Majority of the properties are single detached dwellings but also include semi-detached dwellings located at 17 and 19 Malka Drive. There are also three (3) vacant lots at 43, 45 and 47 Malka Drive.

The properties are designated Residential Low Density under the St. John’s Municipal Plan and applies to those areas with a predominance of single detached dwellings. As per Section 2.3.1 of the Municipal Plan, subject to a Land Use Assessment Report (LUAR), the City may permit zones to allow such Medium Density Residential uses as may be deemed by Council to be compatible with single detached dwellings. Therefore, the properties could be rezoned to R2 without an amendment to the Municipal Plan.

The subject properties are currently vacant lots. As per Section 2.2.2 of the Municipal Plan, the City shall promote more intensive use of existing services through infill, rehabilitation, and redevelopment projects. Section 2.2.4 states the City shall encourage the development of infill housing. Further, Section 2.2.5 states the City shall work toward enhancing neighbourhoods by encouraging the development/redevelopment of quality housing within these areas, and as well, capitalizing on any
opportunities to diversify same. This is consistent with the housing objectives identified in the draft Envision Municipal Plan which encourages a range of housing in order to create diverse neighbourhoods for all ages, income groups and family types. The proposed amendment will allow more housing options in this neighbourhood. While there is a predominance of single detached dwellings, the lots sizes of surrounding properties vary and the neighbourhood also includes semi-detached dwellings. Given the variety of existing properties, the proposed development would be complementary.

There are no development or engineering concerns with the proposed amendment. As per Section 2.3.1, a rezoning from Residential Low Density to Residential Medium Density within the Residential District is subject to an LUAR. However, given the scale of the proposed development, it is recommended to accept this staff report as the LUAR.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.

2. Partners or Other Stakeholders:
   Neighbouring residents and property owners.

3. Alignment with Strategic Directions/Adopted Plans:
   Neighbourhoods Build Our City – Increase access to range/type of housing.

4. Legal or Policy Implications:
   An amendment to the St. John’s Development Regulations is required to rezone the property on the Zoning Map.

5. Engagement and Communications Considerations:
   Advertisement of the proposed amendment. Recommended to be advertised for a Public Meeting chaired by a member of Council.

6. Human Resource Implications: Not applicable.

7. Procurement Implications: Not applicable.

8. Information Technology Implications: Not applicable.

9. Other Implications: Not applicable.

Recommendation:
It is recommended that Council consider a proposed rezoning at 21-29 Malka Drive and 37 Malka Drive from Residential Low Density (R1) to Residential Medium Density (R2), and the application be advertised for public review and comment. Staff further recommend that the application be referred to a Public Meeting chaired by a member of Council. Following the public meeting, the application would be referred to a regular meeting of Council for consideration of adoption.
Prepared by/Signature:
Ann-Marie Cashin, MCIP – Planner III, Urban Design and Heritage

Signature: [Signature]

Approved by/Date/Signature:
Ken O’Brien, MCIP – Chief Municipal Planner

Signature: [Signature]

AMC/kab

Attachments:
Zoning Map
Preliminary Site Plan