AGENDA

Committee of the Whole

Wednesday, July 11, 2018
9 am
Council Chambers
4th Floor, City Hall
AGENDA
COMMITTEE OF THE WHOLE
July 11, 2018 – 9 a.m. – Foran/Greene Room, 4th Floor, City Hall

1. Call to Order

2. Approval of the Agenda

3. Adoption of the Minutes
   a. Committee of the Whole Minutes – June 20, 2018

4. Finance & Administration – Councillor Dave Lane

Consent Agenda
   a. Information Note dated June 13, 2018 re: Participation in Regional and National Intelligence Community

Items for Discussion
   b. Decision note dated April 12, 2018 re: Request for Extension of Time Limit for Submission of 2019 Assessment Roll
   c. Decision Note dated July 5, 2018 re: Request for Funding – National Suicide Prevention Conference

5. Public Works & Sustainability – Councillor Ian Froude

Consent Agenda
   a. Information Note dated July 4, 2018 re: Snow Clearing Program

Items for Discussion
   b. Decision Note dated June 26, 2018 re: Sidewalk Snow Clearing Program
   c. Decision Note dated June 26, 2018 re: NLHC – Automated Garbage Collection Implications

6. Community Services & Events – Councillor Jamie Korab

Items for Discussion
   a. Decision Note dated June 29, 2018 re: City of St. John’s Poet Laureate Position

7. Governance & Strategic Priorities – Mayor Danny Breen

Items for Discussion
   a. Decision Note dated June 20, 2018 re: Election Finance By-Law
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<td>9. Other Business</td>
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MINUTES
COMMITTEE OF THE WHOLE
June 20, 2018 – 9:00 am – Council Chamber, 4th Floor, City Hall

Present: Mayor Danny Breen, Chair
Councillor Dave Lane
Councillor Deanne Stapleton
Councillor Debbie Hanlon
Councillor Ian Froude
Councillor Wally Collins (Retired at 10:39 a.m.)
Councillor Sandy Hickman (Retired at 10:20a.m)
Councillor Hope Jamieson
Councillor Maggie Burton
Deputy Mayor Sheilagh O’Leary (Retired at 10:20 a.m.)

Regrets: Councillor Jamie Korab

Staff: Kevin Breen, City Manager – left 10:10 came back 10:30
Derek Coffey, Deputy City Manager – Finance & Administration
Jason Sinyard, Deputy City Manager – Planning, Engineering and Regu
Tanya Haywood, Deputy City Manager of Community Services
Cheryl Mullett, City Solicitor
Susan Bonnell, Manager of Communications & Office Services
Victoria Etchegary, Manager of Manager of Organizational Performance & Strategy (Retired at 10:00 a.m.)
Ken O’Brien, Chief Municipal Planner
Elaine Henley, City Clerk
Stacey Fallon, Legislative Assistant

One member of the media and three members of the public were also present.

ADOPTION OF AGENDA

Moved – Councillor Collins; Seconded – Councillor Lane

That the agenda be adopted with the addition of:

• Decision Note dated June 19, 2018 re: Shad Memorial 2018 – Sponsorship – Luncheon.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

Moved – Councillor Collins; Seconded – Councillor Lane

The background information detailed in this report can be found in the corresponding Agenda
That the Committee of the Whole minutes dated June 6, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS/DELEGATIONS

Manager of Organizational Performance & Strategy, Victoria Etchegary provided the Committee with a PowerPoint presentation on the above noted. Discussions ensued with most of the Committee supporting the idea of the Committee of the Whole, some with the hopes that it will continuously improve as it has been.

A short break was taken at 10:15 a.m. and the meeting resumed at 10:22 a.m.

Tiny Homes Presentation – Jess Puddister
Jess Puddister a Developer of tiny homes was present to provide Council with a PowerPoint presentation on tiny homes to help educate Council on Tiny Homes, the benefits of them and the difficulties developers face. She provided some information on areas across Canada where they are being built as well as some of the hurdles that need to be overcome because of jurisdictional bylaws and codes.

GOVERNANCE & STRATEGIC PRIORITIES – MAYOR DANNY BREEN

Decision Note dated June13, 2018 re: Committee of the Whole (COTW) Pilot Project Evaluation Report
Mayor Breen spoke to the above listed Decision Note.

Recommendation
Moved – Councillor Stapleton; Seconded – Councillor Jamieson

That Council accept the recommendation to accept and approve the COTW pilot project evaluation report as presented and attached and specifically, the recommendations which are outlined in detail in the report.

CARRIED WITH COUNCILLOR COLLINS AGAINST

PUBLIC WORKS & SUSTAINABILITY – COUNCILLOR IAN FROUDE

Regional Water Committee Report dated May 1, 2018
Councillor Hickman as well as Deputy City Manager of Public Works, Lynnann Windsor spoke to the above noted report.
**Recommendation**  
Moved – Councillor Hickman; Seconded – Councillor O’Leary

That Council accept the recommendation of the Regional Water Committee to move forward with a secondary water study to identify additional viable water sources and further hold another meeting with the Town of Torbay to clarify the town will not be presently connecting to the Regional water supply.

CARRIED UNANIMOUSLY

**Decision Note dated May 10, 2018 re: Windsor Lake Water Treatment Plant Capital Reserve Fund Expense Procurement of Replacement SCADA Server & License Upgrades**

Councillor Froude Spoke to the above noted.

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

That the SCADA Server is essential for reliable and continuous operation of the Windsor Lake Water Treatment Plant. It is recommended that funding be made available through the Capital Reserve Fund to support the purchase and installation of this equipment.

CARRIED UNANIMOUSLY

**COMMUNITY SERVICES/ EVENTS – COUNCILLOR JAMIE KORAB**

**Inclusion Advisory Committee Report dated June 12, 2018**

Councillor Jamieson spoke to the above noted report.

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

That Council accept the recommendation of the Inclusive Advisory Committee that the City continue to implement its current inclusion activities and initiatives and develop an Inclusion Outreach Initiative that highlights these resources and partnerships. However, given the timeframes for the development and implementation of federal and provincial legislation and the unknown impact to the City, it is recommended that the City delay the development of a comprehensive Inclusion Policy until the federal and provincial requirements can be considered/incorporated into the policy development process.

CARRIED UNANIMOUSLY

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The background information detailed in this report can be found in the corresponding Agenda.
Built Heritage Experts Panel Report dated June 12, 2018
Councillor Burton spoke to the above noted report.

Recommendation
Moved – Councillor Burton; Seconded – Councillor Jamieson

That Council accept the following recommendations of the Built Heritage Experts Panel:

1. Decision Note dated June 5, 2018 re: 101 Patrick Street

That approval be given to the design of the 10-unit apartment building at 101 Patrick Street as proposed. It is further recommended that the guard rail be in keeping with the style of the railing surrounding the Wesley United Church and the applicant asked to consider the inclusion of a window on the Patrick/Power Street side to enhance street appeal.

2. Decision Note dated June 5, 2018 re: 41-43 Prescott Street: Dormer Windows

That Council reject the proposed change from a curved dormer to gable dormer and further that the applicant be asked to consider the use of wooden trim around the windows and replacement of the proposed front door with one more typical of the Heritage Area.

3. Decision Note dated June 5, 2018 re: 221 Duckworth Street: Roof Sign

That approval be given to the proposed roof sign at 221 Duckworth Street.

4. Proposed Renovations - 70 Circular Road

That approval be given to the proposed renovations at 70 Circular Road.

CARRIED UNANIMOUSLY

Decision Note dated June 14, 2018 re: Transfer of Mobile Vending Lease Space
Councillor Burton spoke to the above noted Decision Note.

Recommendation
Moved – Councillor Burton; Seconded – Councillor Stapleton

The background information detailed in this report can be found in the corresponding Agenda
That that Council approve the lease transfer from Joesph Maxwell Holding Inc. to Wayken Enterprises for the operation of BeaverTails Food Truck.

CARRIED UNANIMOUSLY

TRANSPORTATION – COUNCILLOR DEBBIE HANLON

Decision Note dated May 17, 2018 re: Cavendish Square Taxi Lay-by
Councillor Hanlon spoke to the above noted Decision Note.

Recommendation
Moved – Councillor Jamieson; Seconded – Councillor Lane

That this item be Deferred back for further investigation and consultation with the Sheraton Hotel, Taxi Committee and the Legal Department.

CARRIED UNANIMOUSLY

FINANCE & ADMINISTRATION – COUNCILLOR DAVE LANE

Decision Note dated June 19, 2018 re: Shad Memorial 2018 – Sponsorship – Luncheon.
Councillor Lane spoke to the above noted Decision Note.

Recommendation
Moved – Councillor Lane; Seconded – Councillor Froude

That Council accept the recommendation to approve a Breakfast/Luncheon for Shad Memorial 2018.

CARRIED UNANIMOUSLY

DATE OF NEXT MEETING

The next meeting will be held Wednesday, July 11, 2018 at 9:00 a.m. in Council Chambers.

ADJOURNMENT

There being no further business the meeting adjourned at 11:09 a.m.

Mayor Danny Breen
Chairperson
SITUATIONAL AWARENESS WITH REGARDS TO ONGOING REGIONAL AND NATIONAL THREATS

Discussion – Background and Current Status:

Over the past several years Canadian cities have experienced varying degrees of terrorism (domestic and international). Previous to the most recent attack in Toronto, the City’s Corporate Security Division were challenged in maintaining Situational Awareness on current Canadian and local threats. Darrell Long, Corporate Security Advisor has identified two opportunities for Emergency Preparedness and Corporate Security to be part of to maintain ongoing situational awareness as it pertains to threats against the City of St. John’s, it’s citizens, staff and critical infrastructure.

Criminal Intelligence Service Canada (CISC) is an inter-agency organization in Canada designed to coordinate and share criminal intelligence amongst member police forces. CISC has a central bureau in Ottawa and ten bureaus in each province offering services to over 400 law enforcement agencies in Canada. **CISNL Criminal Intelligence Services Newfoundland and Labrador is the provincial Bureau.** It is composed of 26 member Federal, Provincial and local agencies and meets bi-annually.

Suspicous Incident Reporting (SIR)- SIR is a web-based database managed by the RCMP that collects, analyzes, and disseminates potential threat information to members with the goal to protect Canadian Critical infrastructure. Participation is voluntary, and membership is limited to government agencies, police authorities and critical infrastructure providers.

Key Considerations/Implications:

1. Budget/Financial Implications: No budget Implications

2. Partners or Other Stakeholders: Federal, Provincial and Local law enforcement and critical infrastructure providers.

3. Alignment with Strategic Directions/Adopted Plans:
   a. Promote Safe and Secure City
   b. Culture of Co-operation

4. Legal or Policy Implications: Participation in SIR will require a contract which has been vetted through the City’s Legal department
5. Engagement and Communications Considerations: Not applicable

6. Human Resource Implications: Not applicable

7. Procurement Implications: Not applicable

8. Information Technology Implications: Access to the SIR database may have IT security requirements. These requirements will be vetted through the Director of Information Systems

9. Other Implications:

Conclusion/Next Steps:

Emergency Preparedness, Corporate Security will be applying for membership in both organizations as an agency that has a complementary role to law enforcement or assistance to law enforcement. Participation will be limited to information that is deemed non-classified.

Prepared by: David Day, Manager Emergency Preparedness
Approved by: Derek Coffey, Deputy City Manager – Finance and Administration
Attachments: None
Title: Request for Extension of Time Limit for Submission of 2019 Assessment Role

Date Prepared: April 12, 2018

Report To: Committee of the Whole

Councillor & Lead: Dave Lane – Finance and Administration

Ward: N/A

Decision/Direction Required: Seeking approval to extend the completion of the assessment roll from September 30 to November 30 as permitted under Section 10(2) of the Assessment Act. Further approval is sought to extend the appeal period from December 31, 2018 to January 31, 2019.

Discussion – Background and Current Status:

In addition to working on the reassessment of properties to establish the new assessment roll, the City is in the process of implementing new technology (Assessment Analyst desktop review software, and a new Commercial Computer Assisted Mass Appraisal system).

Section 10 of the Assessment Act states as follows:

Annual assessment roll

10. (1) An assessment roll shall be prepared annually between January 1 and September 30 by an assessor designated by the director or manager.

(2) Where, in a year, it appears to the director or manager that a roll cannot be properly completed by September 30,

(a) the manager shall apply to the city; or

(b) the director shall apply to the board for an extension of time for the completion of the roll.

(3) An application made under subsection (2) shall set out the reasons for the requested extension and shall state the period estimated to be necessary to complete the roll.

(4) The city or the board may extend the time for the completion of a roll for the period that may be necessary

Based on the considerable amount of work to be completed, we are seeking an extension for the completion of the assessment roll from September 30, 2018 to November 30, 2018 as permitted under Section 10(2).

Section 30(1) states as follows:

30. (1) A party objecting to or complaining of an omission from or an error in a roll may personally or by agent, serve notice of appeal to the city clerk or the director within 30 days from the date of the notice of assessment.

While the extension for the appeal period has not been previously requested, it is an identified challenge for residents in that the 30-day appeal period expires on December 30. Given it is the holiday season, it is often difficult for residents to respond in that time frame. To better accommodate residents, it is recommended that the appeal period be extended to January 31 (in effect a 32-day extension). This extension is for the upcoming 2019 Notices of Assessment only.
Key Considerations/Implications:

1. **Budget/Financial Implications**
   - N/A

2. **Partners or Other Stakeholders**
   - Residents/Property Owners

3. **Alignment with Strategic Directions/Adopted Plans**
   - A Culture of Cooperation
   - Responsive and Progressive

4. **Legal or Policy Implications**
   - Assessment Act, 2006

5. **Engagement and Communications Considerations**
   - Work with Communications to communicate this to the public

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

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

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

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

**Recommendations:**

It is recommended that Council approve the extension for the completion of the assessment roll from September 30 to November 30 as permitted under Section 10(2) of the Assessment Act. It is further recommended that approval be granted to extend the appeal period from December 31, 2018 to January 31, 2019 for the 2019 Assessment notices only.

**Prepared by:**  Elaine Henley, City Clerk  
**Approved by:**  Derek Coffey, Deputy City Manager, Finance & Administration

**Attachments:**  None
DECISION/DIRECTION

Title: Request for Funding – National Suicide Prevention Conference

Date Prepared: July 5, 2018

Report To: Committee of the Whole

Councillor & Lead: Dave Lane – Finance and Administration

Ward: N/A

Decision/Direction Required: Seeking approval to contribute 2,500 towards the National Suicide Prevention Conference being held in St. John’s from October 31 to November 2, 2018. This support would be provided under Policy #04-09-02 Financial Support for Meetings and Conventions.

Discussion – Background and Current Status:

The NL Division of the Canadian Mental Health Association and the John Howard Society of NL, in partnership with the Canadian Association for Suicide Prevention, is hosting the Canadian Association for Suicide Prevention National Conference in St. John’s from October 31 to November 2, 2018. This conference brings together experts in the field of suicide prevention as well as those with lived experience and provides an opportunity to discuss, share and engage. The suicide rate in our province has surpassed the national average this year.

Given the magnitude of mental health issues and the current suicide rate, we feel that this meets the criteria for special circumstances funding, as per Section 3.1.2 of the policy for Financial Support for Meetings and Conventions:

3.1.2 Under special circumstances, as may be determined from time to time by the Finance and Administration Standing Committee, the maximum amount of the financial contribution or in-kind service may be increased to $2,500.

Key Considerations/Implications:

1. Budget/Financial Implications
   • 2,500 – available funding under the budget for Policy #04-09-02 Financial Support for Meetings and Conventions

2. Partners or Other Stakeholders
   • Canadian Mental Health Association – NL Division
   • John Howard Society
   • General Public

3. Alignment with Strategic Directions/Adopted Plans
   • A Culture of Cooperation
   • Responsive and Progressive
4. **Legal or Policy Implications**
   - Policy #04-09-02 – Financial Support for Meetings and Conventions

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

**Recommendations:**

It is recommended that the City contribute $2,500 towards the National Suicide Prevention Conference being held in St. John’s from October 31 to November 2, 2018. This support would be provided under Policy #04-09-02 Financial Support for Meetings and Conventions.

**Prepared by:** Elaine Henley, City Clerk  
**Approved by:** Kevin Breen, City Manager

**Attachments:** None
Title: Snow Clearing Program

Date: July 4, 2018

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude Public Works and Sustainability Lead

Ward: All

Issue: Outline of the snow clearing program

Discussion – Background and Current Status:

The intent of the City of St. John’s snow clearing program is to provide safe and accessible conditions on approximately 1400 lane kilometers of streets and 150 kilometers of designated sidewalks. It is not intended to eliminate all hazardous conditions on City streets or sidewalks at all times. It is intended to assist vehicles that are properly equipped for winter driving and operated using good winter driving practices and pedestrians using sidewalks with proper winter footwear.

Priority System

It is expected that under normal winter conditions, there will be situations when the immediate demand for services will exceed the available resources. To maximize the benefits of operations, staff shall conduct operations according to the following priorities:

Priority 1: Major/Minor Arterials/Steep Hills
Priority 2: Collectors/Metrobus Routes/School Areas
Priority 3: Local Streets, Including Cul-de-sacs
Priority 4: City Maintained Private Lanes

Service Levels

The service levels for winter events up to 25 cm are outlined below:

- An application of ice control on all streets within 3 hours
- One cut on each street within 12 hours following the end of the snow event
- Street widening (all lanes open) within 24 hours following the end of the snow event
- * The time required to complete the initial cut and cleanup may increase if the following conditions exist: snowfalls greater that 25 centimeters, multiple events within a short period of time, drifting conditions, or other extreme weather events.
Five Stages of Snow Clearing

The snow clearing program consists of five stages:

1. **Salting** – consists of spreading salt on all paved roads and designated sidewalks according to the weather conditions. This process usually takes approximately three hours to complete. The City averages approximately 30,000 tons of salt per season to maintain the roads.

2. **Plowing** – consists of moving snow to the sides of streets and sidewalks. It makes it possible for car and pedestrian traffic to resume quickly. Plowing begins when approximately 2-3 cm of snow accumulates and continues for the duration of the event, ending several hours after the snow stops falling depending on the snow load. A street may receive multiple passes, this will depend the duration of the event and snowfall totals.

3. **Widening** – starts after the snowfall has ended and all streets have received at least one pass, widening continues for 24 hours after a storm has subsided (25 cm or less). For storms greater than 25 cm or extreme snow accumulations this time period is extended until all roads have been sufficiently widened.

4. **Snow Blowing** – usually starts in conjunction with the widening operations. This operation consists of a snow blower removing snow plowed to the side of streets or sidewalks and placing it on lawns or other open spaces. Multi-lane roads are completed first, the remaining streets are completed in the priority order outlined above.

5. **Removing** – This operation consists of a crew of 25 or more operators which completely removes snow from the street and sidewalks and transports it to a dumping location. The operations are usually concentrated in areas without sufficient snow storage.

Equipment

Multiple equipment types are used to achieve the service levels:

**Trucks**: typically used as the first response to a winter event.

- Single axle trucks with salting and plowing capability are used in congested areas, mainly in the older parts of the City. These are shorter trucks, do not have a wing blade, and may require multiple passes to fully clear the road surface.

- Tandem axle trucks with salting and plowing capabilities are used on all other routes. All trucks are equipped with a front blade and some are also equipped with a wing blade. Those equipped with a wing are typically used on high speed/multi lane roads, as well as other areas with wider roads and these trucks can fully clear a road with fewer passes.

- *Trucks typically remain on multi-lane/high speed streets throughout the event and may be supplemented with additional equipment.*
**Heavy Equipment**: used as the second response to a winter event, deployed when snow depth reaches approximately 5 cm and further accumulation is expected.

- Loaders are typically equipped with a front blade and a wing, provide increased snow clearing capability, and have better maneuverability. Loaders designated for congested areas, mainly in the older areas of the City, which are equipped with a front blade only. Loaders without wings will require multiple passes to fully clear the road surface.

- Graders are typically equipped with a front blade and wing, but also contain a belly blade. They are used for widening streets and pushing heavier/larger amounts of snow on high speed routes/main roads. The belly blade can apply significant down pressure and is useful to remove snow pack and ice from road surfaces.

Salt trucks may be deployed in preparation for a snow event to apply salt on steep hills, downtown streets, and intersections in anticipation of slippery conditions. Salt trucks also respond to icing and flurry conditions. During salting operations, situations will sometimes arise where multiple passes on the same street is needed due to heavy/persistent snow or freezing rain conditions.

Equipment will complete multiple passes on streets during the winter event, especially high priority streets, in order to keep them open and passable.

Cleanup and pushback operations commence when the winter event has ended and an initial cut is completed on all streets. Streets may receive multiple passes for the following reasons:

- The road width may require multiple passes in both directions to adequately clear the snow to the curb. Streets are cleared as wide as possible to ensure the is sufficient space for future snow falls. This is also a time to clear catch basins, when possible, which are located at the curb.

- Small amounts of snow and slush are removed in an attempt to minimize the amount of snow and ice bonded to the road surface. It is much more efficient to remove it before it freezes.

- Equipment will need to return to a street when parked vehicles move, this may also require multiple passes.

- If a resident/contractor pushes snow out into the street equipment may have to return to respond to these issues.

- After all streets have been cleaned up, a final salt run may be required to address slippery roads after they have been plowed.

Situations occur that require snow clearing equipment to work on streets in the absence of a winter event. These include blowback, sidewalk clearing, and snow removal operations. These operations occur in preparation for future events to increase snow storage, provide parking, and to clear sidewalks.
Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: All citizens and businesses
3. Alignment with Strategic Directions/Adopted Plans: N/A
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:

Prepared by/Signature:
David Crowe, Manager – Roads Division

Approved by/Date/Signature:
Lynnann Winsor, M.A. Sc., P. Eng., Deputy City Manager – Public Works
Title: Sidewalk Snow Clearing Program

Date Prepared: June 26, 2018

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude Public Works and Sustainability Lead

Ward: All

Decision/Direction Required:
To seek direction on the sidewalk snow clearing level of service.

Discussion – Background and Current Status:
The sidewalk snow clearing program is designed to provide the highest level of service from Monday to Friday. It provides minimal coverage during overnights and on weekends. This document outlines the existing structure and provides options to provide an enhanced level of service.

- 147 kilometers maintained by City staff:
  - 32 schools from kindergarten to level IV
  - College of the North Atlantic – both the Prince Philip Drive and Ridge Road campuses
  - Marine Institute
  - Memorial University

- 8.6 kilometers maintained by a contractor:
  - Duckworth Street from Temperance Street to New Gower Street
  - Water Street from Temperance Street to Springdale Street
  - Harbour Drive – south side only
  - New Gower Street – both sides

- 19 staff are dedicated to the sidewalk snow clearing program
  - 10 operators plus 1 supervisor are assigned from Monday to Friday, 4:00 a.m. to noon
  - 4 operators assigned to B-shift
  - 4 operators assigned to C-shift

- 21 sidewalk machines
  - 12 wheeled machines (6 with salt spreading capability)
  - 9 tracked machines (4 with salt spreading capability)

- Sidewalk routes require approximately seven days to complete; this time varies with snow fall amounts, time between snow events, and ice accumulation.

- A jurisdictional scan was completed and revealed that other municipalities have an increased ratio of staff and equipment to kilometers of sidewalk maintained.
The following options are provided for Councils’ consideration to provide an increased level of service to the existing program.

**Option 1**
Provides an increased level of service on weekends; the night shift is eliminated and staff are reassigned.
- 10 staff Monday to Thursday from 4:00 a.m. to 2:00 p.m.
- 8 staff Friday to Monday from 4:00 a.m. to 2:00 p.m.
- Additional foreperson is required.
- Approximate annual cost increase (labour) $50,000

**Option 2**
Reduces the total kilometers cleared, no cost increase.
- Provide sidewalk snow clearing only on one side of Priority 2 streets that currently have both sides cleared. This will reduce the total kilometers cleared by approximately 6 kilometers or 4% of the route.
- Marginal increase in service level.
- There are no staff or equipment increases required with this option.

**Key Considerations/Implications:**

1. **Budget/Financial Implications**

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<td>$50,000</td>
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<tr>
<td>Option 2</td>
<td>No additional cost</td>
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2. **Partners or Other Stakeholders:** residents

3. **Alignment with Strategic Directions/Adopted Plans:**
   - Neighborhoods Build Our City
   - A City for All Seasons

4. **Legal or Policy Implications:** none
5. Engagement and Communications Considerations: none

6. Human Resource Implications:
   c. additional staff required, number based on selected option

7. Procurement Implications: none

8. Information Technology Implications: none

9. Other Implications:

Recommendation:
Option 2 is recommended as it fits within the current budget.

Prepared by/Signature:
David Crowe, Manager – Roads Division

Approved by/Date/Signature:
Lynnann Winsor, P.Eng Deputy City Manager – Public Works

Approved by/Date/Signature:
Kevin Breen, City Manager
DECISION/DIRECTION NOTE

Title: Newfoundland & Labrador Housing Corporation (NLHC) – Automated Garbage Collection Implications

Date Prepared: June 26, 2018

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude, Lead – Public Works

Ward: All Wards

Decision/Direction Required:

Approval from Council to engage with NLHC officials to provide notice that some of their properties currently included in the curbside collection program will no longer be included once Phase Two of the automated garbage collection program is initiated in June 2019.

Discussion – Background and Current Status:

There are a number of NLHC properties currently included in the City’s regular curbside collection program. Most of these properties will be able to continue to be collected once the automated garbage collection program is initiated in their area, but there are some properties that will no longer be able to be included due to the physical layout of the sites.

There are several criteria that need to be met for a property to be eligible for curbside collection:

1. The property must be residential.
2. A property will be supplied carts (based on the number of water units) with the maximum number of five (5) carts allotted to any single property.
3. The property must have an access point from a public roadway that is on a waste collection route.
4. Commercial or Institutional properties can be included if they comply with the same rules and regulations of a residential property.

Properties not meeting the above criteria are not eligible for curbside collection. NLHC has several multi-unit residential complexes (multiple units located on one property) which do not meet the criteria for automatic curbside collection (see attached). All these locations have one or more of the following characteristics:
• High number of residential units on a single property.
• Residential units do not front directly onto a public roadway (often these properties are serviced with parking lots)
• Residential units do not have driveway access or dedicated sidewalk access.

Historically, most of these sites have been serviced through curbside collection by designating common drop off sites for residents of the properties to place their garbage. These sites are often a source of complaints and litter due to birds tearing up the garbage and lack of accountability by residents (unknown who places unacceptable wastes since not located in front of residences, etc.). Additionally, it is worth noting that most of these particular sites do not meet the criteria for manual curbside collection but have been included due to long standing practices.

NLHC will have to find an alternative method to collect garbage from these sites once Phase Two of the automated garbage collection program is initiated in June 2019. Staff estimate that a total number of approximately 500 housing units would be eliminated from our curbside collection program.

Key Considerations/Implications:

1. Budget/Financial Implications

   Elimination of approximately 500 collection points would expand current capacities and reduce tipping fees through lower waste tonnage.

2. Partners or Other Stakeholders

   Newfoundland and Labrador Housing Corporation

3. Alignment with Strategic Directions/Adopted Plans

   Fiscally Responsible, Effective Organization

4. Legal or Policy Implications

   N/A

5. Engagement and Communications Considerations

   Communications with NLHC Officials should be as soon as possible so NLHC can prepare for the transition.
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 City staff engage with NLHC officials and give notice that the properties listed in the attached document will cease to be serviced through the City’s curbside collection program by June 2019.

Prepared by/Signature:

Andrew Niblock, B.Sc.
Director, Environmental Services

Approved by/Date/Signature:

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

Attachments: NLHC, Phase 2 – Automated Garbage Collection Issues
PHASE 2 – AUTOMATED GARBAGE COLLECTION ISSUES

Below is a list of properties that are currently included in our regular curbside collection. These properties have been identified as ones that will no longer be included in the City’s curbside collection program once phase two of automated garbage collection begins in June 2019.

It is important to note that all these properties do not meet current criteria for curbside collection (10 bag limit per road access). New standards with automated collection will bring in new criteria of a maximum of five carts per property based on water units. Collection will continue to take place only from public roadways.

<table>
<thead>
<tr>
<th>AREA</th>
<th>Current Issues</th>
<th>Automated Issues</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keegan Crt, Stabb Crt, Cowperthwaite Crt, Mitchell Crt</td>
<td>Residents pile garbage out on Elizabeth Ave, Anderson Ave, Guy St, Whiteway St</td>
<td>Not practical. No driveways. Units don’t front directly on street</td>
<td>134</td>
</tr>
<tr>
<td>(FIGURE 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empire Ave, Freshwater Rd, Graves St, Little St, Hoyles Ave</td>
<td>Residents pile garbage on Anderson Ave, Empire Ave and Grave st</td>
<td>Not practical. No driveways. Units don’t front directly on street. Steps to access street.</td>
<td>129</td>
</tr>
<tr>
<td>(FIGURE 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buckmasters Circle/ Ricketts Road</td>
<td>Residents on Buckmasters Circle, Navy St, Army St, Brigade St &amp; Ricketts Rd pile garbage out in numerous areas.</td>
<td>No driveways/shared parking lots. Units don’t front directly on street</td>
<td>198</td>
</tr>
<tr>
<td>(FIGURE 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Froude Ave, Vickers Ave, Vimy Ave, Cashin Ave</td>
<td>Residents of Froude Ave, Vickers Ave, Vimy Ave pile garbage in various locations</td>
<td>Some units on Froude, Vickers and Vimy may be serviceable. Needs further assessment. No driveways on Cashin.</td>
<td>53</td>
</tr>
<tr>
<td>(FIGURE 4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regatta Terrace</td>
<td>Residents of Regatta Terrace pile garbage up on Quidi Vidi Village Rd.</td>
<td>Not practical. No driveways.</td>
<td>27</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td></td>
<td>541</td>
</tr>
</tbody>
</table>

**FIGURE 1:** Keegan, Cowperthwaite, Stabb, Mitchell
FIGURE 2: Empire, Hoyle’s, Little
FIGURE 3: Buckmaster, Ricketts, Brigade, Navy, Army
FIGURE 4:
FIGURE 5: Regatta Terrace
DECISION NOTE

Title: City of St. John’s Poet Laureate Position

Date Prepared: June 29, 2018

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Arts & Culture Advisory Committee Council Representative

Ward: N/A

Issue: Seeking approval of the proposed Section Process document as well as the draft Terms of Reference for the position of Poet Laureate.

Discussion – Background and Current Status:

Following the January 26 meeting of the Arts and Culture Advisory Committee, a small working group was formed and met on January 29 to discuss the concept of broadening the municipal Laureate position to be inclusive of other arts disciplines (following the Decision Note dated January 18 “City of St. John’s Laureate Position”). The working group was comprised as follows:

- Councillor Maggie Burton, Council Champion
- Terri Andrews, Public Member (Business)
- Wendi Smallwood, Writers’ Alliance of NL
- Théa Morash, City of St. John’s

After a comprehensive discussion, the working group concluded that the Poet Laureate position should be maintained for now, but the term decreased to two years from the current four-year term (with the possibility of extension for an additional two years if appropriate); and that the Poet Laureate Terms of Reference should be refined and strengthened to increase focus on tangible activities and outcomes, and a call seeking a new Poet Laureate should be circulated as soon as is reasonable.

This above recommendation was approved by the Arts and Culture Advisory Committee through an e-poll circulated on February 21, 2018 via email, and the Laureate Working Group prepared two draft documents which were approved by the Arts and Culture Advisory Committee at their meeting on May 25, 2018. These documents – a Poet Laureate Terms of Reference, and Selection Process Document (attached) – are now being forwarded to Committee of the Whole for approval.

Key Considerations/Implications:

1. Budget/Financial Implications: The budget for the position ($5,000 per annum) would remain unchanged.

2. Partners or Other Stakeholders: Groups represented on the Arts and Culture Advisory Committee
3. **Alignment with Strategic Directions/Adopted Plans:** Planning for a Creative Future – The City of St. John’s Municipal Arts Plan; Roadmap 2021 “A Leading Canadian Artistic Metropolis,” Corporate Strategy Plan Directions: “Fiscally Responsible,” “Neighbourhoods Build our City,” “A Culture of Cooperation.”

4. **Legal or Policy Implications:** Amendment of Terms of Reference

5. **Engagement and Communications Considerations:** Calls for applications would be coordinated with the City’s Marketing and Communications Division.

6. **Human Resource Implications:** Staff from Economic Development, Culture and Partnerships.

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

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

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

**Recommendation:** It is recommended that Council approve the proposed Section Process document as well as the draft Terms of Reference for the position of Poet Laureate.

**Prepared by/Signature:** Théa Morash, Arts & Cultural Development Coordinator

**Approved by/Date/Signature:** Elizabeth Lawrence, Director, Economic Development, Culture and Partnerships

**Attachments:**

Terms of Reference - Poet Laureate 2018-2019

Selection Process - Poet Laureate 2018-2019
City of St. John’s Poet Laureate 2018
Selection Process

Eligibility:

Applicants to the position of Poet Laureate must meet the following criteria:

- Be a current resident of St. John’s;
- Have made a significant contribution to poetry or spoken word and the literary life of the City;
- Be prepared to accept the responsibilities of the position and be accustomed to citizen engagement and community outreach; and,
- Be professionally published according to one or more of the following criteria:
  - A trade book or chapbook;
  - Print publications in recognized literary journals, anthologies, or periodicals; and/or
  - Sufficient audio recording (videos, CDs, and/or tapes), broadcasting or spoken word performance.

The selection committee will review the applications, make a selection and submit their recommendation to the Arts and Culture Advisory Committee.

Upon acceptance by the Arts and Culture Advisory Committee, the recommendation will be forwarded to City Council for approval. St. John’s City Council will appoint the Poet Laureate at a meeting of Council.

Submissions:

Submission format: PDF document in 8.5”x11” Portrait format, not to exceed a file size of 5MB

Submissions must include the following:

1. Curriculum Vitae;
2. Confirmation of place of residence;
3. Letter of Intent of 500 words maximum detailing the applicant’s goals and objectives in terms of how they would represent the City of St. John’s; considerations could include:
   - How the applicant would engage with members of the public, including communities and issues of interest to the applicant;
   - How the applicant would engage with local arts, culture, and community organizations;
   - How the applicant would use digital engagement and social media platforms to interact with community and advocate for the literary arts;
4. A maximum of 5 examples of work selected from within the last 10 years; and
5. A bio of no more than 250 words to be used on the City’s website if the application is selected.

The deadline to submit is DATE TBD. Please email submissions to arts@stjohns.ca, using subject line: 2018 Poet Laureate.
Selection:

The City of St. John’s Arts and Culture Advisory Committee will convene a selection committee of no more than five (5) members for selection of the Poet Laureate. The selection committee will consist of members who have achieved excellence in the field of poetry and the literary arts, and citizens with a vested interest in promoting the literary arts in St. John’s. The Selection Committee may comprise members of the Arts and Culture Advisory Committee and/or qualified individuals from outside the Advisory Committee.

Selection is based on the following rationale:

- **Community and Professional Standing:** The candidate’s contribution to the field of poetry, including storytelling and spoken word, and the literary and cultural life of the St. John’s. The impact they have made within the City, and amongst peers. (20 points)

- **Excellence in Craft:** The quality of the candidate’s submitted work in relation to the expectations of the Poet Laureate position. (30 points)

- **Citizen Engagement:** The candidate’s preparedness to accept the responsibilities of the position. The candidate is accustomed to public presentation, citizen engagement and community outreach. (25 points)

- **Goals and Objectives:** The candidate’s goals listed for the two-year term as Poet Laureate are realistic, achievable and relevant to the citizens St. John’s. (25 points)

Proposed Timeline:

- **DATE TBD** - Call for nominations circulated
- **DATE TBD** - Deadline for receipt of nominations
- **DATE TBD** - Selection Committee nominations review and selection of Poet Laureate
- **DATE TBD** - Recommendations presented to the Arts Advisory Committee and Committee of the Whole and, upon approval, presented to City Council for approval.
- **DATE TBD** - Poet Laureate presented at a meeting of Council
City of St. John’s Poet Laureate 2018
Terms of Reference

Overview:

The position of Poet Laureate is an honour bestowed by the City as a way of acknowledging and celebrating poets, poetry and their value and contribution to civic life. Through the Poet Laureate the City recognizes poetry, and all art, as a fundamental and necessary component of society. The City of St. John’s Poet Laureate will act as an ambassador for poetry and by doing so will integrate poetry into a range of official and unofficial civic and community events.

Term:

The Poet Laureate will serve for two years (DATES TBD) with the possibility of extension for an additional two-year term, if recommended by the Arts and Culture Advisory Committee.

Terms of Reference:

The duties of the Poet Laureate will be kept deliberately modest in order to leave incumbents free to concentrate on their own projects. The Poet Laureate will be responsible to shape the position according to priorities agreed upon in consultation with the City of St. John’s. Their duties will include:

- Contribute high quality, imaginative, and insightful work to appropriate civic functions by reading or reciting their own or others’ work, including:
  - Compose and present poems within the widest possible scope about the City’s history, culture, landscape, and life for official City events and occasions at least once a year to City Council during National Poetry Month (April) and at a minimum of four other official Municipal events to be determined annually in coordination with relevant municipal staff;
  - In addition, participate in various other events as required;
- Invite other poets to read their work at various events;
- Raise the profile of the City’s poetry community both locally and farther afield;
- Provide advice to the Arts and Culture Advisory Committee on issues pertaining to literature, poetry, and the status of writers;
- Attend meetings of the Arts and Culture Advisory Committee at least once annually, to report on their experience and activities as Poet Laureate;
- Liaise with municipal staff on a regular basis, including providing a written report on their experience as Poet Laureate at the conclusion of their term.

The City offers an honorarium of $5,000 annually and office/administrative support, (i.e. a mailing address and support for routine office tasks such as correspondence, booking meeting rooms etc.). The City will promote the Poet Laureate’s work through its regular communication channels.
Title: Election Finance By-Law

Date Prepared: June 20, 2018

Report To: His Worship the Mayor and Members of Council

Councillor and Role: All Councillors

Ward: n/a

Decision/Direction Required:
Council is required to provide direction in relation to the extent of reform proposed by the Citizens’ Assembly for Stronger Elections (CASE) to the Election Finance By-Law.

Discussion – Background and Current Status:
Arising from the Report of the Citizens’ Assembly for Stronger Elections (CASE), an ad hoc Committee on Election Reform consisting of members of Council (Mayor Breen and Councillors Lane, Burton and Froude) and the Office of the City Clerk (Elaine Henley and Karen Chafe), met to discuss and address the proposed recommendations of CASE. This Election Reform Committee is working to respond to the several recommendations outlined by CASE and a report in that regard will be forthcoming over the next few months.

With respect to the St. John’s Election Finance By-law, the Committee recognizes the need for an immediate decision to coincide with the draft Code of Ethics currently under review by the Legal Department. The following issues are put forth for Council’s consideration:

1. **Changes to the expenditure caps.** Currently, Section 3. (1) (2) and (3) of the St. John’s Election Finance By-Law enables any candidate to expend monies not exceeding the total of $10,000.00 plus $1.00 for each voter on the voters list as of the date of the election. The CASE report proposes the reduction in expenditure caps based on the real need of campaigns, the effect on barriers for new candidates, and the relationship with voter engagement. The CASE report does not specify the amount by which such expenditures should be reduced.

2. **The elimination of corporate and union donations.** Currently, Section 4. (1) (a) and (2) (b) of the St. John’s Election Finance By-Law enables contributions to candidates only by natural persons individually, or by corporations or trade unions individually. Corporations and trade unions may in a calendar year make a maximum contribution of $2,000.00 to a candidate. The CASE report proposes a ban on corporate and union donations based on public trust concerns and barriers for new candidates.
3. **Reduce the timeline for disclosure of campaign contributions from 90 days to 30 days.** Currently, Section 5. (a) of the St. John’s Election Finance By-Law enables all candidates in an election, including those not elected, to not more than 90 days after the election, file with the returning officer a statement of individual and corporate contributions in the required form and made under oath or affirmation. The CASE report proposes that this be amended to reduce the timeline for disclosure of campaign contributions to allow greater transparency of donors.

4. **Mandatory disclosure of expenditures in addition to contributions by all candidates during the municipal election.** Currently, Section 6 of the St. John’s Election Finance By-Law requires that all candidates in an election not more than 90 days after the election file with the returning officer a statement under oath or affirmation stating the total amount of expenditures made by him or her on the campaign and confirming that said amount did not exceed the limits set out in section 3 of the By-Law. The CASE report proposes that this be amended to require disclosure of expenditures in addition to contributions to improve transparency and public trust.

Key Considerations/Implications:

1. **Budget/Financial Implications**
   N/A to the City, though applicable to municipal candidates

2. **Partners or Other Stakeholders**
   Elections NL

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

4. **Legal or Policy Implication**
   Code of Ethics By-Law

5. **Engagement and Communications Considerations**
   Proposed revisions to the St. John’s Elections Finance By-Law will require dissemination through the usual communications channels and may merit public engagement targeting prospective municipal candidates.

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

7. **Procurement Implications**
   N/A


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

9. **Other Implications:**

**Recommendation:**
Council is required to provide direction/decision on the following proposed recommendations outlined by the Citizens’ Assembly for Stronger Elections (CASE):

- Reduce expenditure caps based on the real need of campaigns, the effect on barriers for new candidates, and the relationship with voter engagement;
- Ban corporate and union donations based on public trust concerns and barriers for new candidates;
- Amend the necessary by-laws to reduce timeline for disclosure of campaign contributions to allow greater transparency of donors;
- Amend the necessary by-laws to require disclosure of expenditures in addition to contributions to improve transparency and public trust.

**Prepared by:**
Karen Chafe, Supervisor – Office of the City Clerk

Signature:_______________________________

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

Signature:_______________________________