

ST. JOHN'S

Committee of the Whole Agenda

October 14, 2020

9:00 a.m.

4th Floor City Hall

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ST. JOHN'S

Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

September 30, 2020, 9:00 a.m.

Present: Mayor Danny Breen
Deputy Mayor Sheilagh O'Leary
Councillor Dave Lane
Councillor Sandy Hickman
Councillor Debbie Hanlon
Councillor Deanne Stapleton
Councillor Jamie Korab
Councillor Wally Collins

Regrets: Councillor Maggie Burton
Councillor Ian Froude

Staff: Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Elaine Henley, City Clerk
Ken O'Brien, Chief Municipal Planner
Maureen Harvey, Legislative Assistant

Others Edmundo Fausto, Sustainability Coordinator
Shelley Pardy, Marketing & Communications
Katie Philpott, Legal Counsel

1. Call to Order

2. Approval of the Agenda

Moved By Councillor Korab
Seconded By Councillor Hanlon

That the agenda be adopted as presented.

3. Adoption of the Minutes

3.1 Adoption of Minutes - September 16, 2020

Recommendation

Moved By Deputy Mayor O'Leary
Seconded By Councillor Stapleton

That the minutes of Committee of the Whole of September 16, 2020 be adopted as presented.

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

MOTION CARRIED (8 to 0)

4. Presentations/Delegations

4.1 SJCC Economic Impact

CEO Sheena McCrate and Operations Manager of SJCC, Michelle Eagles were in attendance. Ms. Eagles proceeded to conduct a presentation to the Committee on the economic impact of events for St. John's Convention Centre. A copy of this presentation is included in the agenda.

It was noted that in 2019 SJSEL partnered with Destination St. John's in the purchase of an Economic Impact Calculator which allows for accurate estimates of economic impact for events hosted by SJSEL. The need for this calculator was identified in the SJCC Tactical Plan with both the Board and DSJ wishing to measure key performance indicators that will assist in decisions for future events.

The Committee thanked the delegation for the information and concurred with the value of this measuring tool which will be used in predicting economic impact when bidding on events on a go forward basis.

4.2 World Council on City Data - Benchmarking

James Patava, Vice President and Patricia McCarney, President and CEO of World Council on City Data (WCCD) were in attendance for this portion of the meeting.

They reported that the City of St. John's has received World Council on City Data (WCCD) ISO 37120 Platinum Certification. This international recognition is awarded to cities that reach the highest standard in collecting, sharing, and using data to effectively make decisions. Reporting over 90 of the 104 indicators within WCCD's ISO 37120 standard, the City of St. John's is among a select group of global cities reporting at the highest platinum level.

Participation in this national initiative is supported by the Federal Ministry of Infrastructure and Communities through the WCCD's '[Data for Canadian Cities Project](#)'. This Project effectively doubles the number of Canadian cities in the WCCD network to thirty – allowing for “apples to apples” comparisons across the country, and globally. This project helps the participating cities become certified for three years under ISO 37120, the world's first international standard for city data. As the project continues in years two and three, a significant focus will be placed on assisting the participating municipalities in using the data to improve city services and quality of life for citizens.

"All communities, large and small, need good data to plan and build modern public infrastructure," said The Honourable Catherine McKenna, Minister of Infrastructure and Communities. "Meeting global data standards is critical. Through the Data for Canadian Cities Project, in partnership with the World Council on City Data, we've been helping municipal leaders in a number of communities across Canada do just that. I am delighted that the City of St. John's has obtained the ISO standard for municipal data. This will help the City plan projects with quality data and will help guide evidence-based decision-making. Canada's infrastructure plan invests in thousands of projects, creates jobs across the country and builds stronger communities."

"The City of St. John's has a well-deserved reputation for balancing its strong sense of heritage with the needs of a modern urban population,"

said WCCD President and CEO, Dr. Patricia McCarney. “The City's participation in the Data for Canadian Cities Project is a perfect demonstration of this commitment. In harnessing standardized, globally comparable and independently verified city data, Mayor Breen and the City Council are underlining their commitment to evidence-based, data-driven decision making to create a more sustainable, smart, resilient, prosperous and inclusive future for city residents. On behalf of the WCCD, it is my pleasure to congratulate Mayor Breen, City Council and the truly dedicated City Staff on their WCCD ISO 37120 Platinum Certification.”

St. John's joins one hundred cities around the world in measuring indicators like air quality, electricity use, how close people are to public services, and population density. This data will be used to assess how cities are tackling challenges like climate change and identify the solutions that are working well.

“Participating in this initiative means that the City of St. John's will have an opportunity to share our successes with other municipalities and learn from best practices around the world,” said Mayor Danny Breen. “We are committed to making strong and effective decisions, based on evidence, that ensure our city is sustainable, now and into the future.”

Data collected in 2018 is now available on the City's website. Staff have begun compiling data for the 2019 report. For more information about the World Council on City Data (WCCD) and the certification, visit dataforcities.org

About the WCCD

The World Council on City Data (WCCD) was founded in 2014 and exists to help communities of all sizes - in Canada and across the globe - to embrace standardized, independently verified, and globally comparable city data to become more sustainable, resilient, prosperous inclusive and smart. Since its founding, the WCCD has been working with 100 cities worldwide and has helped these cities to adopt ISO 37120, the first international standard for city data. The WCCD and ISO 37120 are a truly “Made in Canada” initiative – with their ultimate creation primarily spearheaded by Canadian urban thinkers and city leaders. The standard includes 104 indicators across 19 themes and standardizes data to measure progress on a set of city services and quality of life. ISO 37120 provides cities with quantitative, globally comparable and independently verified local-level data enabling any city, of any size, to measure and compare its social, economic, and environmental progress internally year

over year, and also in relation to other peer cities locally and globally. The WCCD Global Network includes one hundred cities across more than thirty countries. The WCCD is now implementing three international standards referred to as the ISO 37120 Series – that includes ISO 37120 as the base document and two new standards: ISO 37122 – Indicators for Smart Cities and ISO 37123 – Indicators for Resilient Cities.

About the ISO 37120 standard

The WCCD administered ISO 37120 is a globally standardized data set that measures quality of life and delivery of municipal services, and its creation was primarily spearheaded by Canadian urban leaders. The data within ISO 37120 enables Canadian municipalities to compare their progress with their counterparts across the country and around the world, according to nineteen city service and quality of life thematic areas. These themes include the environment, economy, education, governance, finance, transportation, recreation, and health, amongst others. Data compiled through this standard supports municipalities to better plan and implement infrastructure investments and measure the impacts of those investments on economic prosperity and the quality of life of their residents.

The Committee thanked the organization for this honour and commended staff on a job well done, working with the organization to bring this distinction to fruition.

5. Finance & Administration - Councillor Dave Lane

5.1 Asset Management Policy

Recommendation

Moved By Councillor Hickman

Seconded By Councillor Hanlon

That Council approve the Asset Management Policy

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

MOTION CARRIED (7 to 0)

6. Public Works & Sustainability - Councillor Ian Froude

6.1 Community Energy Transition Economic Analysis

Edmundo Fausto presented the decision note.

Recommendation

Moved By Deputy Mayor O'Leary

Seconded By Councillor Hanlon

That Council support the development of a Community Energy Transition Model to inform the economic perspectives of the Resilient St. John's Climate Plan.

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

MOTION CARRIED (7 to 0)

7. Community Services - Councillor Jamie Korab

8. Special Events - Councillor Debbie Hanlon

9. Housing - Deputy Mayor Sheilagh O'Leary

9.1 Affordable Housing Working Group - Reporting

Recommendation

Moved By Deputy Mayor O'Leary

Seconded By Councillor Stapleton

That Council approve a new reporting process for the Affordable Housing Working Group (AHWG).

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

MOTION CARRIED (7 to 0)

10. Economic Development - Mayor Danny Breen

11. Tourism and Culture - Councillor Debbie Hanlon

11.1 Membership for Arts and Culture Advisory Committee

Recommendation

Moved By Councillor Hanlon

Seconded By Councillor Stapleton

That Council appoint the following members as per the selection review process already undertaken:

- One vacancy representing a Dance organization;

Lynn Panting (Untellable Movement Theatre)

- One vacancy representing a Cultural, Indigenous and Intangible Cultural Heritage organization;

Lloydetta Quaicoe (Sharing Our Cultures Inc.)

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

MOTION CARRIED (7 to 0)

12. Governance & Strategic Priorities - Mayor Danny Breen

13. Planning & Development - Councillor Maggie Burton

13.1 52 Stamp's Lane, REZ2000006

Recommendation

Moved By Councillor Korab

Seconded By Councillor Hickman

That Council consider a text amendment to the St. John's Development Regulations to revise the definition of Subsidiary Apartment, and advertise the proposed amendment for public review and comment.

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

MOTION CARRIED (7 to 0)

13.2 314-316 LeMarchant Road, MPA 2000008

Recommendation

Moved By Deputy Mayor O'Leary

Seconded By Councillor Korab

That Council consider amendments to the St. John's Municipal Plan and Development Regulations to rezone land from the Commercial Industrial (CI) Zone to the Apartment High Density (A3) Zone at 314-316 LeMarchant Road for an 80-unit Apartment Building, and approve the attached draft terms of reference for a Land Use Assessment Report to consider an Apartment Building at this location.

Further, upon receiving a satisfactory Land Use Assessment Report, that Council refer the application to a digital Public Meeting chaired by an independent facilitator for public input and feedback.

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

MOTION CARRIED (7 to 0)

13.3 New Sign By-Law

Katie Philpott, Legal Counsel presented this information to the Committee. Following the vote on the motion staff was asked to give consideration in budget discussions for an increase in fees for mobile signs.

Recommendation

Moved By Deputy Mayor O'Leary

Seconded By Councillor Korab

That Council enact the new Sign By-Law.

For (6): Mayor Breen, Deputy Mayor O'Leary, Councillor Hanlon, Councillor Stapleton, Councillor Korab, and Councillor Collins

Against (1): Councillor Hickman

MOTION CARRIED (6 to 1)

14. Transportation and Regulatory Services - Councillor Sandy Hickman

14.1 Centre for Hope Springdale Street Parking Change

Recommendation

Moved By Councillor Hickman

Seconded By Councillor Hanlon

That Council allocate the on-street parking on Springdale adjacent the Centre for Hope to 30 min parking between 8AM and 6PM, Monday to Friday.

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

MOTION CARRIED (7 to 0)

15. Other Business

15.1 Downtown Pedestrian Mall Pilot Project - Public Engagement

Councillor Hanlon reported that the Downtown Pedestrian Mall Pilot Project Engagement has commenced. Feedback will be accepted until October 9, 2020.

16. Adjournment

There being no further business the meeting adjourned at 10:35 pm

Mayor

DECISION/DIRECTION NOTE

Title: Youth Engagement Action Team Report

Date Prepared: October 7, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Planning & Development

Ward: N/A

Decision/Direction Required: Review and approve recommendations coming from the Youth Engagement Action Team (YEAT) to advance a Youth Engagement Strategy which can improve the way young people engage with the City of St. John's.

Discussion – Background and Current Status:

The City's Strategic Plan, [Our City, Our Future](#), sets out a direction to create a Connected City with a goal to increase and improve opportunities for residents to connect with each other and the city. This goal and direction help drive the city's vision to be progressive and a place where people want to live and feel they belong. Improving youth engagement is one way the City can do this.

To advance the development of a youth engagement strategy, Council approved the establishment of a short-term Youth Engagement Action Team (YEAT) in June 2019. More than 50 young people expressed interest and 25 were selected to work with City staff to review such things as: the city's approach to engagement, City communications to youth, issues/topics of interest to youth, how to best maximize the role of the existing Youth Advisory Committee as a voice for youth, identify barriers to youth participation, and ultimately to make recommendations to address these issues.

YEAT began its work in Oct. 2019. The group met a number of times (in-person and virtually), held a familiarization session with Council and staff, and undertook a public engagement survey and outreach activities to gather perspectives from the demographic. A [What we Heard document](#) was released in June 2020. Since that time, Organizational Performance and Strategy staff have been working with the YEAT and consulting with members of the Youth Advisory Committee, Recreation, and Marketing and Communications staff to develop a series of recommendations which are included in this final report.

It is clear from the work YEAT has completed that not enough young people are currently actively engaging with the City on key policy/decision matters. What we heard was that:

- There are barriers to participation in civic engagement, the biggest ones being awareness of opportunities and time to participate.
- Current city committee structures are not working effectively for youth. There is limited awareness of YAC and not enough youth involved in other City committees.



- There is a low level of awareness generally of the opportunities to engage and be involved; currently youth feel they need to follow everything the city does to learn about engagement.
- Youth are interested in a variety of topics – things that impact them and their city and want to contribute their ideas.
- There is a view that the city does not make it easy for youth to engage – public meetings are a challenge for many and not a preferred approach for most.
- Youth want variety and ease of participation and notification. There is a desire for things to be quick and simple so they can have their say.

This report outlines several recommendations to improve youth engagement. Details around each of the below can be found in the report.

- Improve tools to create awareness and provide easier options to allow them to participate
- Change the way we use committees/youth involvement to better meet their needs/respect their time
- Use tools to engage, such as online youth panels, that allow direct contact and ease of participation on topics of interest
- Build on current city-school interactions to add more real time opportunities for feedback on projects/programs
- Create a more welcoming environment for youth at Council meetings

Key Considerations/Implications:

1. Budget/Financial Implications:
The addition of apps and other engagement tools will need to consider budget.
2. Partners or Other Stakeholders:
There are many youth serving organizations and partners in the community who can work with City staff to help advance some of these recommendations.
3. Alignment with Strategic Directions/Adopted Plans:
Strategic Direction: Connected City, GOAL: Increase and improve opportunities for residents to connect with each other and the City
Initiative: Undertake a Youth Engagement Strategy to improve youth participation in City engagement efforts
4. Legal or Policy Implications:
N/A
5. Privacy Implications:
Any new projects would have to follow ATIPPA legislation.

6. Engagement and Communications Considerations:
Implementation of recommendations should improve how youth engage with the City. This report will be shared and discussed with YEAT and YAC and with other city departments who connect with youth/engage with the public.
7. Human Resource Implications:
If approved, the full extent of these recommendations will have to be prioritized and delivered based on existing budgeted resources.
8. Procurement Implications:
Any procurement activity would need to follow the city's Purchasing Policy and provincial legislation.
9. Information Technology Implications:
Should the city pursue the app recommendation, an RFP would need to be prepared with Information Services.
10. Other Implications: There is a need to create mechanisms to check the implementation/effectiveness using continuous improvement thinking and tools. We will need to try things and get feedback.

Recommendation:

That Council review the report and its recommendations and consider which ones they want to prioritize to improve youth engagement.

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

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

Report Approval Details

Document Title:	Youth Engagement Action Team Report.docx
Attachments:	- 1 FINAL REPORT YEAT COTW.pdf
Final Approval Date:	Oct 8, 2020

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

Derek Coffey - Oct 8, 2020 - 11:41 AM



Youth Engagement Strategy

Report to St. John's City Council
October 2020

Prepared by Organizational Performance and Strategy on
behalf of the Youth Engagement Action Team (YEAT)

Youth Engagement Action Team



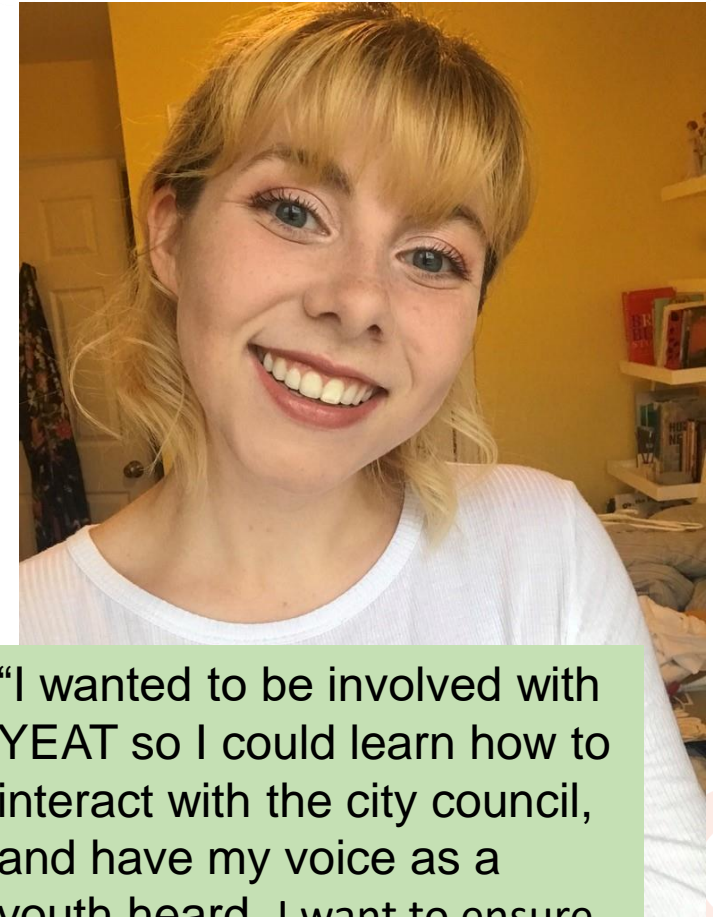
“A few months ago, I joined the Youth Engagement Action TEAM (YEAT).

Why did I want to be involved in YEAT? Many people in my generation are leaving the rock—if I want to stick around, then I have to work hard to build a life on these rocky shores. And like most people in my generation—it’s hard to find work and harder to be heard politically. YEAT gave me a voice at the table. Don’t we all want to make our home a better place? I wanted to be involved in YEAT to work towards a good cause, send a report to the council, and help make the city a better place. A place where my generation and I can build a life, raise our families, and call our home.”

- YEAT Member, Melissa Wong



“I wanted to be a part of YEAT because I saw it as an opportunity to help the City understand some of the challenges that youth may be facing in engaging. I believe there is a unique way for the City to increase youth engagement and I hope we can provide some insight into how they can do that. - YEAT member Maria Penney



“I wanted to be involved with YEAT so I could learn how to interact with the city council, and have my voice as a youth heard. I want to ensure youth engagement is more of a priority within our future communities.” – YEAT member Hannah Baker

Global Context

- Youthful Cities tracks indicators that make a city attractive to youth since 2013
- 13 Canadian cities ranked in 2018 index. St. John's ranked 13th.
- In 2019, the ranking included 22 cities and St. John's was 16th on the list.
- Check out the full report [here](#).



Global Context

- Many cities across Canada and around the world struggle with youth engagement.
- Some jurisdictions have undertaken youth engagement strategies lead by youth, for youth. Some cities have developed policies and frameworks to guide youth engagement.
- There is a recognition that youth engagement is key to creating a sense of belonging and place for young people.
- Traditional methods of civic engagement do not work for today's youth.

Local Context

- According to provincial population projections, the number of young people under 35 is trending downward in the St. John's Census Metropolitan Area (CMA)
- The Newfoundland and Labrador Association of Technology Industries (NATI) has [noted](#) as recently as June 2020 that talent supply is their greatest challenge.
- According to Statistics Canada, at 28.5%, Newfoundland and Labrador had the highest proportion of the population aged 25 to 64 with a college diploma as their highest educational qualification in 2016.
- St. John's student body represents 16% of the community of St. John's

Why Youth Matter

- City's recent place marketing strategy stresses the importance of youth to the City's future economic prosperity
- Young people need to feel confident that they can “make it here”
- City needs to lift the position and profile St. John's as a good place to live and immigrate to, that is engaging with youth, newcomers and tomorrow's skilled workers.
- Creating space and opportunity for youth to actively engage on civic matters and influence decisions that affect them today and into the future will play a significant part in creating a “Connected City” – a strategic direction in the City's 10-year Strategic Plan.

Youth Engagement Action Team (YEAT)

- A Youth Engagement Action Team (YEAT) was created in Nov. 2019 to provide perspective on how youth currently engage with the City of St. John's, identify barriers to engagement, determine tools for engagement, topics of interest, and ideas for how the City can improve both how it communicates to youth, and how youth experience public engagement.
- Between November 2019 and February 2020, YEAT met in person to familiarize themselves with the project scope and current City programs and services and made plans to engage other young people in this work. Once the Pandemic hit, YEAT moved to online meetings.
- Working with City staff, YEAT collected feedback from the youth demographic through two in-person events and an online survey and project page at engagestjohns.ca

Highlights of What we Heard

- A [What we heard document](#) was released in June 2020. Key components of what we heard include:
 - There are barriers to participation in civic engagement– the biggest ones are awareness of opportunities and time to participate
 - Current city committee structures are not effective for youth– limited awareness of YAC and not enough youth involved in other City committees
 - Low level awareness generally of opportunities to engage and be involved; currently need to follow everything the city does to learn about engagement
 - Youth interested in a variety of topics – things that impact them and their city
 - There is a view that the city does not make it easy for youth to engage – public meetings a challenge for many and not a preferred approach
 - Youth want variety and ease of participation and notification – quick and simple

From What we Heard to Recommendations

- YEAT met to review what was heard and developed recommendations. These recommendations were shared with the city's Youth Advisory Committee co-chairs and Recreation (youth) staff for feedback.
- Additionally, as city staff were working through the development of a new place marketing strategy and reviewing its current communications practices on social media, recommendations were also shared with staff in Marketing and Communications for feedback.
- What follows is an overview of recommendations by theme/concept and considerations for implementation and timelines based on feedback from all of these stakeholders.

Recommendations

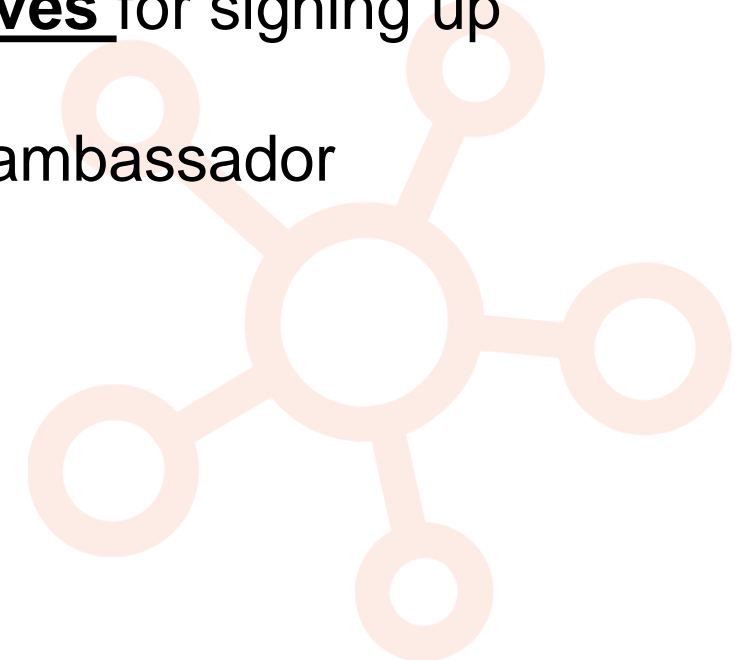
- To address issues of **awareness and time to participate**
 - Simple message is: Make it Fun and Easy!
 - Have one stop shopping, i.e. **one city app** where everything can be found
 - Continue to offer options for **online** participation such as engagestjohns.ca
 - Create more **quick polls** and **simple tools** for easy participation online
 - Remove the need to participate in-person – use **streaming** for example
 - Use **social media** more in line with how youth consume it – tags, multiple touch points, reminders, more visual/less text
 - Increase reach of communications with **targeted youth efforts**, boosted to demographics, location of advertising
 - Create **youth focused panels** (see Slide13)
 - Partner with **youth-focused organizations/go to where youth** are to increase awareness of civic engagement more generally and do more informal pop up events
 - Tap into **well established, existing events** and partnerships such as Youth Week to engage youth
 - Create **youth specific content** for web/socials

Recommendations

- To address issues with **city committees and composition**
 - Consider adding **additional youth voices** to city committees to ensure there is balance of perspective
 - Dismantle Youth Advisory Committee and create more opportunities for **ad hoc committees/working groups** such as YEAT with defined duration and focused on specific priority areas and provide current YAC membership opportunity to stay involved
 - **Market opportunities** for these committees as way to grow your resume, **network**, learn about how the city works,
 - Create an **ongoing promotion** of opportunities for youth to be engaged/**database** of youth interested in working groups/ad hoc committees
 - Make it clear how the **outcomes** of the committees will be used
 - Consider establishing a **youth ambassador/youth internship** initiative to support youth engagement work in priority areas

Recommendations

- To address **tools and format for engagement**
 - Online is the preferred option; create online methods that are exclusive to youth; create a **youth panel** using engagestjohns.ca similar to an Angus Reid panel where youth receive direct notifications when there are opportunities for engagement; **provide incentives** for signing up and participating
 - Create **youth-lead pop up** events tapping into an ambassador program



Recommendations

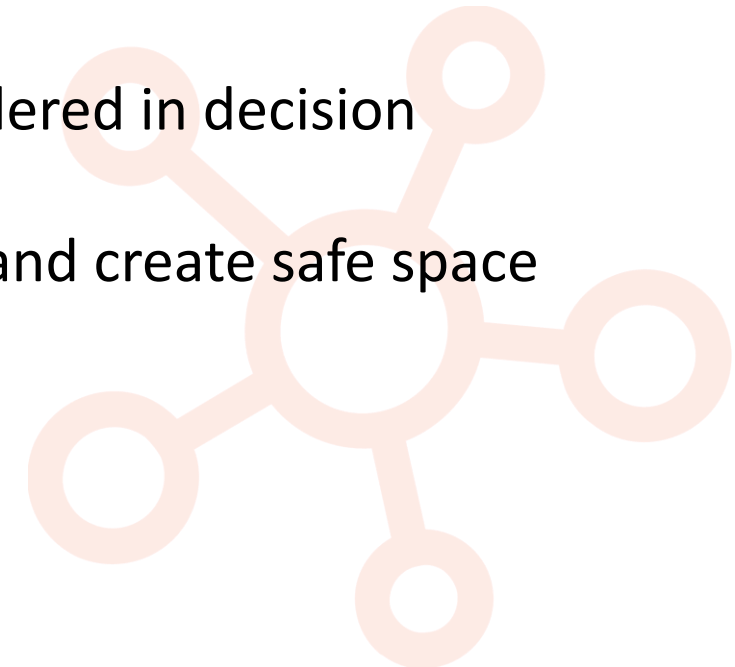
- To address **city-youth interactions in schools for engagement**
 - K-12 – Further build on opportunities for youth to actively engage in civic matters through the **existing school/city connections**, build civic engagement into curriculum content where possible (see slide 15)
 - **Pilot an initiative to have video** content to use in school visits where there is a direct engagement with youth – feedback in real time on real projects/initiatives
 - Post-secondary – organize **city/youth focused** events at Memorial/College every year hosted by youth
 - Have councillors host **events/community/youth** focused to talk civic engagement

Recommendations

- The City has well-established methods to engage school-age children and youth in the schools:
 - Personal development, leadership and volunteer opportunities for High School & Post Secondary Students
 - City youth staff currently meet and support every high school student in the city through support of the Career Development Course
 - City partners with MUN Volunteer Service Bureau to develop and recognize youth through annual volunteer awards
 - Presentations and engagement within Grade 3 Municipal Government Social Studies Curriculum
 - Youth of the Year
 - Youth Art & Talent Shows
 - Meet the Mayor opportunity as part of National Child Week activities for school age children
 - **Use these platforms to continue to engage youth on civic matters**

Recommendations

- To address issues of **creating a welcoming environment for youth**
 - **Make** council meetings youth friendly – invite youth-based organizations to attend/participate
 - Create **youth-focused events** such as youth forums, live youth events on social meeting
 - **Explain** how youth voices/perspectives are being considered in decision making
 - Demonstrate **value of youth voices** in decision making and create safe space for participation



Considerations

- Human and budget resources available to support implementation of recommendations
- Link to other city strategies and resources to ensure embeddedness
- Need to create mechanisms to check implementation/effectiveness using continuous improvement thinking and tools
- Consider impact of recommendations on other city processes requiring civic engagement
- Revisit the city's engage policy to determine if it needs a youth lens

Timelines and Next Steps

- Share results with City departments who focus on youth/civic engagement/city planning/marketing and communications
- Determine which recommendations should be prioritized and resourced
- Establish an ad hoc youth-based committee to guide the implementation of the recommendations
- Use established relationships that Community Services staff have with youth serving agencies to ensure engagement of hard to reach youth such as newcomers, youth at risk and other vulnerable groups.

Thank you to the ALL the YEAT members who volunteered their time at various points throughout the research, staffed a booth, reviewed data, attended meetings, asked questions and made suggestions to bring this project to fruition.

- Ankur Sheohare
- Hannah Baker
- Melissa Berkshire
- Lindsey Hynes
- Krystle Hayden
- Heidi Williams
- Colton Purchase
- Nathan Barnes
- Conor Flanagan
- Mandy Penney
- Maria Penney
- Danielle Douglas
- Claire "Clarke" Edwards
- Grace Walsh
- Lindsee Clark
- Ian Campbell
- Rose Avoine-Dalton
- Nabeel Mansoor
- Lindsay Allen
- Melissa Wong
- Ben James

DECISION/DIRECTION NOTE

Title: New Sanitation Regulations

Date Prepared: October 7, 2020

Report To: Committee of the Whole

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

Ward: N/A

Decision/Direction Required:

Council's approval to proceed with the adoption of the New Sanitation Regulations is requested.

Discussion – Background and Current Status:

The purpose of this new By-Law is to replace the City's existing Sanitation Regulations to reflect current City practices and to incorporate new rules required for the efficient and effective delivery of Municipal Curbside Collection Services.

Whereas the existing Sanitation Regulations makes no mention of recycling collection, yard waste collection or automated garbage collection carts, this new By-Law addresses all three.

Most other jurisdictions provide automated collection carts to every serviced property. In St. John's a considerable number of serviced properties remain without automated collection due to impracticality in some areas like downtown. The new By-Law addresses properties without automated collection by setting out mixed waste (i.e., garbage) rules for properties with and without automated garbage collection carts. The number of mixed waste bags that properties without carts can place for collection has been lowered from 10 bags to 4 bags in order to achieve equality with cart equipped properties, with a maximum of two (2) privacy bags.

With respect to litter and other environmental considerations, the new By-Law prohibits residents from putting recyclable materials into mixed waste collection and vice versa. It also updates and incorporates the netting and covering of garbage provisions from the St. John's Covering of Garbage Placed for Collection By-Law.

The new By-Law contains many other provisions that grants the City flexibility in the delivery of Municipal Curbside Collection Services, including the ability to cancel or postpone collection in the event of inclement weather, and the ability to exempt a resident from performing any requirement under the By-Law where a note from a health care practitioner supports granting that exemption.

The By-Law addresses the requirement on commercial operators to obtain a permit for use of the Robin Hood Bay Facility, with the possibility of having a permit revoked if a violation occurs.

ST. JOHN'S

To address issues surrounding bulk item collection, the By-Law sets out a requirement on citizens to list all items for collection when making an appointment. Only those items listed are to be placed out for bulk collection. This requirement will help to address instances where items are mistakenly taken.

The By-Law also addresses the placement of a cart, container, or bagged waste with an expansive definition of "Curbside". This was done to curb placing items for collection on a sidewalk.

Key Considerations/Implications:

- **Budget/Financial Implications:** The new by-law will have to be advertised and gazetted in order to be legally in effect, with costs to be covered from the Communications and City Clerk's budgets.
- **Partners or Other Stakeholders:** Members of the general public
- **Alignment with Strategic Directions/Adopted Plans:**
 - A Sustainable City
 - An Effective City
- **Legal or Policy Implications:** The new by-law will have to be advertised and gazetted in order to be legally in effect.
- **Privacy Implications:** Not Applicable
- **Engagement and Communications Considerations:** The new by-law will have to be advertised so that members of the general public are aware of the new regulations.
- **Human Resource Implications:** Not Applicable
- **Procurement Implications:** Not Applicable
- **Information Technology Implications:** The new by-law will have to be uploaded to the City's website.
- **Other Implications:** Not Applicable

Recommendation:

That Council adopt the new Sanitation By-Law. The draft By-Law be sent to COTW and if approved a Notice of Motion will go to a Regular Meeting of Council.

Prepared by: Raman Balakrishnan
Approved by: Cheryl Mullett

Report Approval Details

Document Title:	New Sanitation By-Law.docx
Attachments:	- Sanitation Regulations v11 August 26.docx
Final Approval Date:	Sep 9, 2020

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

Cheryl Mullett - Sep 9, 2020 - 2:28 PM

No Signature found

Lynnann Winsor - Sep 9, 2020 - 2:31 PM

Report Approval Details

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Attachments:	- Sanitation Regulations v12 September 28.docx
Final Approval Date:	Oct 8, 2020

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

Cheryl Mullett - Oct 8, 2020 - 4:36 PM

BY-LAW NO.
AMENDMENT NO.
SANITATION REGULATIONS
PASSED BY COUNCIL ON

Pursuant to the powers vested in it under the City of St. John's Act, RSNL 1990, c. C-17, as amended and all other powers enabling it, the City of St. John's enacts the following By-Law relating to sanitation.

CITATION

1. This By-Law may be cited as the "St. John's Sanitation Regulations."

DEFINITIONS

2. In this By-Law:
 - a. "Bulk Item" means a large item of a household nature including, but not limited to, a large piece of furniture or a large household appliance that satisfies each of the following:
 - i. the item does not fit inside a Cart, Regular Garbage Container or Regular Garbage Bag;
 - ii. the longest dimension of the item does not exceed 1.5 metres in length; and
 - iii. the item does not exceed 68 kilograms (150 pounds) in weight.
 - b. "Cart" means a receptacle assigned by the City to a property solely for Regular Garbage collection.
 - c. "Collectable Waste" means Regular Garbage, Recyclable Materials, Bulk Items and Yard Waste.
 - d. "Collection Schedule" means a schedule of the day or days that apply to properties within each collection area of the City when Curbside collection will take place.
 - e. "Commercial Landfill Permit" means a valid permit issued by an Inspector for a vehicle used in the business of collecting and depositing Collectable Waste which grants entry into the Regional Waste Management Facility located at Robin Hood Bay.

- f. "Container Products" means the following Recyclable Materials:
 - i. aluminium trays and cans;
 - ii. milk and juice cartons and containers;
 - iii. Tetra Pak containers;
 - iv. steel ("tin") cans;
 - v. recyclable plastic materials including food containers, trays, tubs, household cleaning product containers, toiletry containers, and drink bottles; and
 - vi. any other Collectable Waste that the City may from time to time designate as a Container Product.
- g. "Curbside" means the place where a property boundary joins with the abutting street, which may include a driveway where there is one, specifically:
 - h.
 - i. where there is a sidewalk and the abutting street allows for on-street parking, "Curbside" means the place on the street, not on the sidewalk, nearest the property boundary or driveway;
 - ii. where there is a sidewalk and the abutting street does not allow for on-street parking, "Curbside" means the place on the street, not on the sidewalk, nearest the property boundary or where there is a driveway, means the end of the driveway;
 - iii. where there is no sidewalk between the abutting street and the property, "Curbside" means the place on the gravel shoulder nearest the property boundary or driveway; and
 - iv. where an Owner is subject to a collection notice in which "Curbside" is expressly defined, "Curbside" shall have such meaning as set out in the collection notice.
- i. "Dwelling Unit" means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

- j. "Fibre Products" means the following Recyclable Materials:
 - i. newspaper, flyers;
 - ii. lottery tickets;
 - iii. magazines, catalogues and phone books;
 - iv. writing paper, computer paper and envelopes;
 - v. books (provided that the outer hardcover, if any, is removed);
 - vi. boxboard, corrugated cardboard, egg cartons, and take out drink trays;
 - vii. empty paper towel rolls and toilet paper rolls; and
 - viii. any other Collectable Waste that the City may from time to time designate as a Fibre Product.
- k. "Inspector" means a person designated by City Council to administer and enforce this By-Law.
- l. "Non-Collectable Waste" means any waste that is not eligible for municipal curbside collection, more particularly described in Schedule "A" hereto annexed, which Schedule forms part of this By-Law.
- m. "Owner" means a person or organization of persons owning or having the legal right to use the property.
- n. "Recyclable Bag" means a commercially available watertight bag that is transparent and blue in colour, at least 0.375 millimetres thick, and between 0.5 metres and 1 metre in length when empty.
- o. "Recyclable Container" means a commercially available watertight container that is inaccessible to wildlife, constructed of durable, non-porous, easily cleaned material, features a tight-fitting lid or cover that is tied or connected to the container, is weighted at the bottom or is of sufficient weight so as to be secure against wind, has a capacity of between 70 litres and 360 litres, and which is blue in color or, if not blue, bears a sticker issued by an Inspector that indicates the container is used for Recyclable Materials.
- p. "Recyclable Materials" means Fibre Products and Container Products.

- q. “Regular Garbage” means household waste and other refuse other than Recyclable Materials, Yard Waste and Bulk Items.
- r. “Regular Garbage Bag” means a commercially available, transparent and colourless, watertight bag that is at least 0.375 millimetres thick, and between 0.5 metres and 1 metre in length when empty.
- s. “Regular Garbage Container” means a commercially available watertight container that is inaccessible to wildlife, constructed of durable, non-porous, easily cleaned material, features a tight fitting lid or cover that is tied or connected to the body of the container, is weighted at the bottom or is of sufficient weight so as to be secure against wind, has a capacity of between 70 litres and 360 litres in volume, and which is any color except blue.
- t. “Regular Garbage Privacy Bag” means a commercially available opaque watertight bag that is at least 0.375 millimetres thick, and between 0.5 metres and 1 metre in length when empty.
- u. “Regulation Net” means a solid colour nylon or polyester net which is secure against wind, easily removable by municipal curbside collection personnel, has a maximum mesh size of 25 millimetres by 25 millimetres, and which is designed and maintained so as to provide adequate coverage of Regular Garbage placed on the Curbside.
- v. “Yard Waste” means the following Collectable Waste:
 - i. grass clippings, sod, plants, flowers, weeds and leaves;
 - ii. twigs and branches not exceeding 2.5 centimetres in diameter;
 - iii. sawdust and woodchips;
 - iv. soil and dirt not exceeding 5 kilograms in total;
 - v. pumpkins, provided that any candles and lights have been removed; and
 - vi. any other Collectable Waste that the City may from time to time designate as Yard Waste.
- w. “Yard Waste Bag” means a commercially available and compostable heavy-duty paper bag designed to contain Yard Waste.

COLLECTION ANNOUNCEMENT

3. The City may from time to time issue a collection announcement to the public about municipal curbside collection which may include, but is not limited to, publication in the City of St. John's City Guide, posting on the City website or social media, radio, television, or other media.

COLLECTION NOTICE TO AN OWNER

4. The City may from time to time issue a collection notice to an Owner about municipal curbside collection services.
5. The City may serve a collection notice on an Owner by attaching it to any thing placed on or about the Curbside of the property.
6. Where the City has issued and served a collection notice on an Owner, the Owner shall not place Collectable Waste for collection except in accordance with the collection notice.

POSTPONEMENT OR CANCELLATION

7. Where inclement weather or any other circumstance has or is likely to interfere with municipal curbside collection services, the City may postpone or cancel such services and any revised date stated by the City shall become the collection day.

COLLECTION SCHEDULE

8. The City may from time to time:
 - a. divide the City into collection areas for the purpose of municipal curbside collection;
 - b. alter the boundaries of a collection area as deemed necessary on reasonable notice to the public; and/or
 - c. issue a Collection Schedule.

TIMING OF PLACEMENT AND REMOVAL FROM CURBSIDE

9. Collectable Waste shall not be placed earlier than 6:00 a.m. and no later than 8:00 a.m. in the morning of a collection day unless written permission is provided by an Inspector to the Owner.
10. Except where otherwise approved by the City, the Owner of the property shall remove all remaining bagged Collectable Waste, any Cart(s), any Recyclable Container(s), and

any Regular Garbage Container(s) from a Curbside by no later than 8:00 p.m. in the evening of a collection day.

11. Notwithstanding s. 9 and s. 10, Collectable Waste shall not be placed for collection at a Curbside at a time or in a manner which may impede or prevent City snow clearing or street and/or sidewalk cleaning operations.

BAGGED COLLECTABLE WASTE

12. All Regular Garbage shall be bagged in Regular Garbage Bags or in a maximum of two Regular Garbage Privacy Bags and each bag shall:
 - i. not exceed 22 kilograms (50 pounds) in weight; and
 - ii. be securely closed, free of rips or tears and capable of being carried from the topside without tearing or spilling.
13. All Recyclable Materials shall be bagged in one or more Recyclable Bag and each bag shall:
 - i. not exceed 22 kilograms (50 pounds) in weight;
 - ii. contain only Fibre Products or contain only Container Products which have been rinsed and drained of residue and contaminants; and
 - iii. be securely closed, free of rips or tears and capable of being carried from the topside without tearing or spilling.
14. Notwithstanding section 13, Fibre Products may be securely tied into a bundle, provided that each bundle shall not exceed:
 - i. 22 kilograms (50 pounds) in weight; and
 - ii. 60 centimetres by 60 centimetres by 90 centimetres in dimension.
15. All Yard Waste shall be bagged in one or more Yard Waste Bags and each bag shall:
 - i. not exceed 22 kilograms (50 pounds) in weight; and
 - ii. be securely closed, free of rips or tears and capable of being carried from the topside without tearing or spilling.

CARTS – GENERAL

16. No person shall
 - a. modify or damage a Cart; or
 - b. remove a Cart assigned to a property the person is not the Owner of;except where authorized in writing by the City.
17. Where a Cart assigned to a property has been lost, stolen or damaged, the City may charge a Cart repair fee or Cart replacement fee to the Owner of the property, and may suspend municipal curbside collection services to the property until such fee has been paid.
18. The Owner of a property to which a Cart has been assigned shall:
 - a. ensure that the Cart is labeled, by permanent marker or other means with the civic address of the property to which the Cart has been assigned;
 - b. ensure the Cart is kept clean and maintained in good condition;
 - c. except when placed for collection, ensure that a Cart is secure against theft, loss and damage and shall promptly report to the City any stolen, lost or damaged Cart;
 - d. upon the City's request, make a Cart available to the City for inspection, repair, removal or replacement; and
 - e. pay any Cart repair fee or Cart replacement fee levied by the City.

REGULAR GARBAGE COLLECTION – WITH A CART

19. Where a Cart has been assigned to a property, Regular Garbage shall not be placed for collection except in accordance with the following:
 - a. all bagged Regular Garbage is placed inside the Cart;
 - b. the Cart, together with its contents, does not exceed 100 kilograms in weight;
 - c. the Cart is placed in an upright and stable position with the lid closed and with the front of the Cart facing the centre of the street; and

- d. the Cart is placed:
 - i. on the Curbside;
 - ii. at least 1 metre away from any object on either side of the Cart;
 - iii. at least 3 metres away from any object above the top of the Cart;
 - iv. at least 30 centimetres away from any object behind the Cart; and
 - v. such that it is not on top of, or behind, any snowbank exceeding 30 centimetres in height.

REGULAR GARBAGE COLLECTION – WITHOUT A CART

- 20. Where a Cart has not been assigned to a property, Regular Garbage shall not be placed for collection except in accordance with the following:
 - a. all bagged Regular Garbage is placed for collection either:
 - i. directly on the Curbside; or
 - ii. inside a Regular Garbage Container that is placed on the Curbside.
 - b. where Regular Garbage Bags or a maximum limit of two Regular Garbage Privacy Bags are placed directly on the Curbside:
 - i. each bag shall be placed at least 1 metre away from any Regular Garbage Container placed on the Curbside;
 - ii. no more than 4 bags shall be placed for collection for each Dwelling Unit situate at the property, with a limit of 2 Regular Garbage Privacy Bags; and
 - iii. between April 1 and November 30 of each year, each bag placed for collection shall be fully covered with a Regulation Net.
 - c. where a Regular Garbage Container is placed on the Curbside:
 - i. the Regular Garbage Container shall be placed in an upright and stable position with the lid closed and with the front of the Regular Garbage Container facing the centre of the street;

- ii. the Regular Garbage Container, together with its contents, shall not exceed 100 kilograms in weight; and
- iii. except where otherwise approved by the City, no more than 1 Regular Garbage Container shall be placed for collection for each Dwelling Unit situate at the property.

RECYCLABLE COLLECTION

21. Recyclable Materials shall not be placed at a Curbside except in accordance with the following:
- a. all bagged or bundled Recyclable Materials are placed for collection either:
 - i. directly on the Curbside; or
 - ii. within a Recyclable Container that is placed on the Curbside.
 - b. where bagged and/or bundled Recyclable Materials are placed directly on the Curbside, the bagged and/or bundled Recyclable Materials shall be placed at least 1 metre away from any Cart, Regular Garbage Container or Recyclable Container placed on the Curbside.
 - c. where a Recyclable Container is placed on the Curbside:
 - i. the Recyclable Container shall be placed in an upright and stable position with the lid closed and with the front of the Recyclable Container facing the centre of the street; and
 - ii. the Recyclable Container shall be placed at least 1 metre away from any Cart or Regular Garbage Container placed on the Curbside.

YARD WASTE COLLECTION

22. Yard Waste shall be bagged and placed on the Curbside at least 1 metre away from any Cart, Regular Garbage Container or Recyclable Container placed on the Curbside.

BULK ITEMS COLLECTION

23. Bulk Items shall not be placed for collection except in accordance with the following:
- a. the Owner of the property has requested and been approved for a Bulk Items collection appointment;

- b. the Owner of the property has listed all Bulk Items to be placed for collection at the time of making an appointment;
- c. only the Bulk Items listed by the Owner for pick up at the time of making an appointment shall be placed for collection;
- d. where a Bulk Item contains a door, lid, latch or movable surface permitting access to the inside, the Bulk Item shall not be placed for collection unless the door, lid, latch or movable surface has been removed; and
- e. any Bulk Item placed for collection must adhere to all provincial and federal disposal requirements.

OTHER WASTE COLLECTION

- 24. The City may from time to time announce municipal curbside collection services in addition to, or in substitution of, Bulk Items collection, Regular Garbage collection, Recyclable Materials collection, and/or Yard Waste collection, and an Owner of a property shall not place materials for collection except in accordance with the dates, terms and conditions set out by the City.

SCAVENGING

- 25. No person shall pick over, interfere with, disturb, remove or scatter any Collectable Waste at the Regional Waste Management Facility located at Robin Hood Bay without the written consent of the City.

NON-COLLECTABLE WASTE

- 26. The Owner of a property shall, at their own expense, arrange for the safe and sanitary storage, removal, transportation and disposal of any Non-Collectable Waste situate at the property in accordance with all applicable federal, provincial and municipal legislation.

COLLECTABLE AND NON-COLLECTABLE WASTE WHERE NO MUNICIPAL CURBSIDE SERVICES

- 27. The Owner of a property not in receipt of municipal curbside services shall, at their own expense, make arrangements for the safe and sanitary storage, removal, transportation and disposal of any Collectable Waste and Non-Collectable Waste situate at the property in accordance with all applicable federal, provincial and municipal legislation.

COMMERCIAL LANDFILL PERMIT

- 28. (a) No person shall engage in the business of depositing Collectable Waste at the Regional Waste Management Facility located at Robin Hood Bay except where such person is the holder of a valid Commercial Landfill Permit.
- (b) A Commercial Landfill Permit required under Section 28(a) herein shall be

obtained annually at a cost to be prescribed by the City.

- (c) The holder of a Commercial Landfill Permit shall comply with the terms and conditions of the Commercial Landfill Permit.
- (d) The holder of a Commercial Landfill Permit shall comply with all federal, provincial and municipal legislation that applies.
- (e) Where, in the opinion of an Inspector, the holder of a Commercial Landfill Permit has violated:
 - (i) this Section; and/or
 - (ii) any term or condition of a Commercial Landfill Permit;then the Inspector may revoke the Commercial Landfill Permit.
- (f) A person who owes outstanding fines to the City of St. John's for a By-Law or regulatory violation for which that person has been convicted shall not be entitled to a Commercial Landfill Permit issued pursuant to this By-Law until such time as all such outstanding fines have been paid and proof of payment, in a form acceptable to the City, has been provided.
- (g) A person who owes outstanding property taxes to the City of St. John's shall not be entitled to a Commercial Landfill Permit issued pursuant to this By-Law until such time as all such outstanding taxes have been paid.

MEDICAL EXEMPTION

29. Where a note signed by a health care practitioner recommends that the Owner of a property be relieved from performing one or more requirements herein, the Owner may apply to the City to be exempted from performing the requirement(s).

PENALTY

30. Any person who contravenes the provisions of this By-Law shall be guilty of an offence and liable upon summary conviction to:
- a. a fine of \$100.00 where the person is issued a ticket; or
 - b. a penalty as provided for in Section 403 of the City of St. John's Act, RSNL 1990, c C-17, as amended, where an information is laid.
31. The City may suspend or discontinue any municipal curbside collection services to any property if an Owner does not comply with this By-Law or is in violation of this By-Law.

REPEAL

32. The St. John's Sanitation Regulations enacted by the City of St. John's on April 23, 1986, together with all amendments thereto, is hereby repealed.
33. The St. John's Covering of Garbage Placed for Collection By-Law enacted by the City of St. John's on April 17, 2006, together with all amendments thereto, is hereby repealed.

DRAFT

SCHEDULE "A" TO THE SANITATION BY-LAW

"Non-Collectable Waste" means any waste that is not eligible for municipal curbside collection, and includes each of the following:

- i. batteries and devices which contain batteries that have not been removed;
- ii. propane tanks (of any size), butane tanks and aerosol cans;
- iii. pesticides, herbicides and fungicides;
- iv. chemicals;
- v. firearms;
- vi. Christmas trees;
- vii. liquids and gels including, but not limited to, paint, paint thinner, varnish, shellac, stain, glue, motor oil, gasoline, kerosene, diesel, automotive fluids, ethanol gel chafing fuel, cooking oil, grease and any waste material that has not been completely drained of fluid;
- viii. combustible or explosive materials including, but not limited to, celluloid cuttings, motion picture film, oil or gasoline-soaked rags, gas containers, chemicals, acids or other combustible residues, fine dry sawdust, ammunition, dynamite and other similar material;
- ix. biomedical waste including, but not limited to, dressings, bandages, pharmaceuticals, medications or other contaminated, infected, pathogenic or biohazardous material;
- x. medical sharps including, but not limited to, hypodermic needles, syringes, glass stem pipes, lancets and insulin tips;
- xi. mercury and devices that contain mercury including, but not limited to, thermometers and thermostats that contain mercury;
- xii. tires;
- xiii. Recyclable appliances, including toasters and other devices that can be deposited at a recycling facility;

- xiv. smoke and carbon monoxide detectors and alarms;
- xv. insect repellent, pest control products and flea collars;
- xvi. electronic devices including, but not limited to, radios, video cameras, computer monitors, laptops, tablets, and smart phones;
- xvii. gravel, rocks, sand, fill, soil and tree stumps in excess of 5 kilograms in total;
- xviii. Vinyl siding, asphalt shingles, toilets, parquet, treated wood, screws and nails;
- xix. fluorescent lights, bulbs and tubes and compact fluorescent lights;
- xx. carcasses or parts of any animal except food waste;
- xxi. pieces of scrap metal and sheet metal;
- xxii. automobile parts, scrapped vehicles and machine parts;
- xxiii. septic tank pumping's, raw sewage and industrial sludge;
- xxiv. broken glass, ceramics or any other jagged, sharp-edged, barbed or pointed material unless such materials have been wrapped in cardboard, or placed in a sealed puncture proof container and labelled in a manner that clearly describes the contents;
- xxv. manure, kennel waste, excrement and fish processing waste;
- xxvi. burning or smouldering waste;
- xxvii. maggot-infested waste, including any collection from maggot-infested Carts or Regular Garbage Containers, or maggot infested Regular Garbage Privacy Bags or Regular Garbage Bags;
- xxviii. urea formaldehyde foam insulation;
- xxix. materials containing asbestos;
- xxx. radioactive materials;

- xxxi. any material listed or characterized as hazardous by any federal or provincial law;
- xxxii. any material banned from landfill disposal by the Newfoundland and Labrador government, except Recyclable Materials and Yard Waste; and
- xxxiii. any other material that the City may from time to time designate as Non-Collectable Waste.

DRAFT

DECISION/DIRECTION NOTE

Title: Community Services Grants Policy

Date Prepared: October 7, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Jamie Korab, Community Services

Ward: N/A

Decision/Direction Required: Approval of a Community Services Grants Policy and Rescission of Related Policies

Discussion – Background and Current Status:

The Department of Community Services currently provides financial assistance to individuals and organizations whose activities align with the City’s strategic directions under a number of different policies:

- [04-04-01 Policy on Requests for Grants and Subsidies](#)
- [04-09-02 Financial Support for Meeting and Conventions](#)
- [09-05-01 Support of the Arts Community](#)

The proposed policy consolidates the individual policies, which will be repealed upon Council approval of the new policy.

The new policy includes financial assistance for:

- (i) Community Grants for community organizations, special events and festivals, sporting organizations, and arts organizations;
- (ii) Capital Grants for facilities that provide programs and/or services to residents of St. John’s;
- (iii) Meeting, Convention, and Sporting Event Grants for organizations seeking financial assistance for Atlantic Canadian, national, or international meetings, conventions, and/or sporting events hosted in St. John’s;
- (iv) Youth Travel Grants for Atlantic Canadian, national, or international sporting or other events; and
- (v) Individual Artist Grants.

Key Considerations/Implications:

1. Budget/Financial Implications: There are no new budget or financial implications associated with the policy.
2. Partners or Other Stakeholders: Stakeholders include organizations and individual youth and artists seeking City financial assistance.



3. Alignment with Strategic Directions/Adopted Plans: Not applicable.
4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy.
5. Privacy Implications: All personal information related to the program will comply with the City's Privacy Management Policy and provincial legislation.
6. Engagement and Communications Considerations: The Department has contacted Marketing and Office Services and Organizational Performance and Strategy regarding communications and training requirements.
7. Human Resource Implications: The policy will be implemented with existing human resources.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That Council approve the Community Services Grants Policy and rescind the related policies (04-04-01, 04-09-02, and 09-05-01).

Prepared by: Trina Caines, Policy Analyst
Approved by: Tanya Haywood, DCM, Community Services;
Elaine Henley, City Clerk, CPC Co-Chair;
Roshni Antony, Manager - HR Advisory Services, CPC Co-Chair

Attachments:

Community Services Grants Policy (draft)
Community Services Grants Procedures (draft)

Report Approval Details

Document Title:	DN - Community Services Grants Program - For COTW.docx
Attachments:	- Draft Community Services Grants Policy - For COTW.docx - Draft Community Service Grants Procedures - For COTW.docx
Final Approval Date:	Oct 8, 2020

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

Elaine Henley - Oct 8, 2020 - 11:58 AM

DRAFT – For Discussion Only

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

Policy Title: Community Services Grants Policy	Policy #: TBD
Last Revision Date: N/A	Policy Section: TBD
Policy Sponsor: Deputy City Manager, Community Services	

1. Policy Statement

This policy establishes the City of St. John’s Community Services Grants Program. The Program provides financial assistance to organizations and individuals whose applications align with the City’s strategic directions.

The goals of the program are to:

- a) facilitate community enrichment and engagement;
- b) improve community well-being;
- c) encourage amateur and professional arts participation;
- d) assist with construction or renovation of facilities providing services to the City residents;
- e) assist Youth travel in sport, educational, cultural, or leadership initiatives; and
- f) assist Atlantic Canadian, national, or international meetings, conventions, and/or sporting events hosted in St. John’s.

2. Definitions

“**Grants**” means financial assistance provided to organizations and/or individuals by the City of St. John’s.

“**Evaluation Committee**” means an employee committee chaired and appointed by the Deputy City Manager (DCM), Community Services or their designate.

“**Selection Jury**” means a group appointed by the DCM, Community Services or their designate to review applications for individual artist grants.

“Youth” means persons up to and including 29 years of age who are registered and attending a secondary or a post-secondary educational institution.

3. Policy Requirements

3.1 Grant Categories

Organizations and individuals may apply for the appropriate Grant category detailed below:

- a) Community Grants:
 - i. Community Organizations: Organizations that provide programs and/or services to City residents that, in the sole opinion of the City; include, but are not limited to, education, multiculturalism, recreation, and/or inclusivity.
 - ii. Special Events and Festivals: Organizations that produce events that include, but are not limited to, in the sole opinion of the City, economic activity enhancement, cultural development, community life enrichment, and/or community engagement enhancement.
 - iii. Sporting Organizations: Organizations that are recognized by the governing body of their amateur sport and that primarily target the “youth” age divisions as identified by the particular governing body. The governing body shall be an active member of [Sport NL](#).
 - iv. Arts Organizations: Organizations that have programs and/or projects in categories established by the City.
- b) Capital Grants: Organizations seeking financial assistance for the construction, expansion, or renovation of a facility providing programs and/or services to City residents. The financial assistance shall assist in meeting a need in the areas of recreational, cultural, or other community service, in the sole opinion of the City.
- c) Meeting, Convention, and Sporting Event Grants: Organizations seeking financial assistance for Atlantic Canadian, national, or international meetings, conventions, and/or sporting events hosted in St. John’s.
- d) Youth Travel Grants: Individual Youth or teams of Youth.
 - i. Youth Sport Travel: Youth travelling out of the province who have won the right to participate in amateur championship sporting events (Atlantic Canadian, national, or international events).

- ii. Youth Non-Sport Travel: Youth travelling out of province to attend conferences, seminars, competitions, symposia, or other events in educational, cultural, or leadership areas which are deemed, in the sole opinion of the City, to broaden their horizons in these disciplines.
- e) Individual Artist Grants: Artists creating or producing projects in categories established by the City.

3.2 Eligibility Criteria and Requirements

- a) Eligible organizations shall be not-for-profit corporations or registered charities registered to carry on business and in good standing in Newfoundland and Labrador and shall provide any related documents as detailed in the application.
- b) Incomplete applications shall be considered ineligible for financial assistance.
- c) Financial assistance provided is a one-time payment. Granting of financial assistance in any one year shall not be a commitment by the City to continue such assistance in subsequent years.
- d) Grant recipients shall acknowledge the City's financial assistance, where possible, in print materials or speeches/remarks made at related events.

3.2.1 Community Grants and Capital Grants

- a) Organizations shall be based in St. John's and offer programs and/or services for City residents.
- b) Organizations shall demonstrate, to the sole satisfaction of the City, that they intend to use the financial assistance to make some or all of their programs and/or services available to City residents with minimal barriers to participation.
- c) Organizations shall provide documentation, to the sole satisfaction of the City, of volunteer involvement in the provision of their programs and/or services.
- d) Organizations receiving Grants shall not act in the capacity of a funding body for, or make Grants to, any other organization or individual.
- e) Organizations associated with a religious organization shall demonstrate via their financial statements that they have a separate

program or service budget for the program or service for which they are seeking assistance.

- f) Organizations receiving 80 percent or more of their funding from other levels of government shall be ineligible for a Grant.
- g) Educational institutions (schools, colleges, etc.) shall be ineligible for a Grant.
- h) The activities/expenses detailed in the **Community Services Grants Procedures** shall be considered ineligible.

3.2.2 Meeting, Convention and Sporting Event Grants

- a) Organizations shall be the primary host organization of the meeting, convention, and/or sporting event for which they are seeking financial assistance.
- b) Notwithstanding 3.2.2(a), an organization based in the province which meets the criteria in 3.2.(a) and is partnering with the primary host organization may apply for a Grant.
- c) The meeting, convention, or sporting event shall comply with and shall be eligible for up to the maximum level of financial assistance as detailed in the **Community Services Grant Procedures**.
- d) Local or provincial meetings, conventions, and/or sporting events shall be ineligible for financial assistance.

3.2.3 Youth Travel Grants

- a) Youth team members and/or individual Youth shall comply with and shall be eligible for up to the maximum level of financial assistance as detailed in the **Community Services Grant Procedures**.

3.2.4 Individual Artist Grants

- a) Applicants shall comply with the **Community Services Grant Procedures**.
- b) Only individual applicants shall apply for financial assistance. Collectives or partnerships are encouraged to select a single individual to apply as the applicant.
- c) Applicants shall only apply for one project per year.
- d) Applicants who have received financial assistance for a previous project shall, as part of their application, demonstrate, to the sole satisfaction of the City, that they have completed any projects from previous years.

- e) The activities/expenses enumerated in the **Community Grants Procedures** shall be considered ineligible.

3.3 Evaluation Process

- a) The Evaluation Committee shall oversee policy implementation.
- b) Applications shall be evaluated on a consistent and equitable basis using the evaluation criteria in the **Community Services Grants Procedures** and application forms, with the following groups or individuals providing recommendations:
 - i. Community Grants and/or Capital Grants: Evaluation Committee;
 - ii. Meetings, Conventions and Sporting Event Grants and/or Youth Travel Grants: Supervisor, Tourism and Special Events; and
 - iii. Individual Artist Grants: Selection Jury.
- c) The Evaluation Committee shall:
 - i. provide 30 clear days or more notice of the deadline to the public, for Grants with an annual application deadline (Community Grants, Capital Grants, Individual Artist Grants);
 - ii. accept applications for consideration 60 clear days or more in advance of the event for Meetings, Conventions, and Sporting Event Grants; and
 - iii. accept applications 14 clear days or more prior to the event for Youth Travel Grants.

3.4 Accountability and Oversight

- a) To ensure that financial assistance provided to Grant recipients is used for the purposes intended, Grant recipients shall provide an accounting of the financial assistance acceptable to the Evaluation Committee.
- b) If any component of a Grant recipient's project/programming is cancelled, postponed, or otherwise incomplete, the Grant recipient shall advise the City and may be required to return all or some of the Grant, at the sole discretion of the City.
- c) Where requested by the City Internal Auditor, the Grant recipient shall provide their financial records to ensure compliance with this and other City policies.
- d) The City shall keep documentation related to this program for a minimum of seven years and in compliance with the Records and Information Management Policy.

4. Application

This policy applies to financial assistance provided by the City for the Community Services Grants Program and includes:

- a) Community Grants
- b) Capital Grants
- c) Meeting, Convention, and Sporting Event Grants
- d) Youth Travel Grants
- e) Individual Artist Grants

This policy does not apply to any financial assistance provided by the City for the Housing Catalyst Fund and/or the Heritage Financial Incentive Program.

5. Responsibilities

5.1 City Council is responsible for:

- a) approving the financial assistance for organizations and individuals for the Community Grants, Capital Grants, and Individual Artist Grants as recommended by the Evaluation Committee and Selection Jury.
- b) approving the total annual financial assistance amount for the Meetings, Conventions, and Sporting Event Grants and the Youth Travel Grants.

5.2 The DCM, Community Services (as Evaluation Committee chair) is responsible for:

- a) managing the overall implementation of the policy and procedures;
- b) at their discretion, appointing designates to act on their behalf;
- c) appointing members of the Evaluation Committee and Selection Jury;
and
- d) approving applications for the Meetings, Conventions and Sporting Event Grants and the Youth Travel Grants.

5.3 The Evaluation Committee is responsible for:

- a) reviewing applications for the Community Grants and Capital Grants and providing recommendations for Council approval.

5.3 The Selection Jury is responsible for:

- a) reviewing applications for the Individual Artist Grants and providing recommendations for Council approval.

5.4 The Supervisor, Tourism and Events is responsible for:

- a) reviewing individual applications for the Meetings, Conventions and Sporting Event Grants and the Youth Travel Grants and providing recommendations for DCM approval.

6. References

Community Services Grants Procedures
[01-04-01 Records and Information Management Policy](#)

7. Approval

- Policy Sponsor: DCM, Community Services
- Policy Writer: Supervisor, Tourism and Events; Special Projects Coordinator; Arts and Cultural Development Coordinator; Policy Analyst
- Date of Approval from
 - Corporate Policy Committee:
 - Senior Executive Committee:
 - Committee of the Whole:
- Date of Approval from Council:

8. Monitoring and Contravention

The Evaluation Committee chair or designate(s) shall monitor the application of the policy and procedures.

Any contravention of the policy or procedures may be brought to the attention of the Evaluation Committee and/or chair, Office of the City

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

9. Review Date

Initial Review: three years; Subsequent Reviews: five years

DRAFT

DRAFT – For Discussion Only

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

Procedure Title: Community Services Grants Procedures	
Authorizing Policy: Community Services Grants Policy	
Procedure #: TBD	
Last Revision Date: N/A	Procedure Sponsor: Deputy City Manager, Community Services

1. Procedure Statement

The City of St. John’s Community Services Grants Program provides financial assistance to organizations and individuals whose applications align with the City’s strategic directions.

2. Definitions

“**Grants**” means financial assistance provided to organizations and/or individuals by the City of St. John’s.

“**Evaluation Committee**” means an employee committee to oversee policy implementation, chaired by the Deputy City Manager (DCM), Community Services.

“**Selection Jury**” means a group appointed by the DCM, Community Services or their designate to review the applications for individual artist grants.

“**Youth**” means persons up to and including 29 years of age who are registered and attending a secondary or a post-secondary educational institution.

3. Procedure Requirements

3.1 Community Grants Ineligible Activities/Expenses

As noted in Section 3.2.1(h) of the policy, for organizations applying for Community Grants, the following activities/expenses shall be considered ineligible:

- a) research;
- b) travel, accommodation, and tours outside St. John's;
- c) payment of City property taxes or any fees owed to the City;
- d) operating, project, or capital deficits incurred in prior years;
- e) capital expenses, including maintenance or repair costs;
- f) provision of services which are clearly within the legislated mandates of other levels of government;
- g) events, or any part thereof, that generate funds for other organizations or individuals;
- h) professional development for organizational staff (e.g., tuition, workshop fees, etc.);
- i) awards events;
- j) protest events or political campaigns, events, or rallies;
- k) scholarships, prizes, and awards; and/or
- l) expenses incurred before the application deadline date.

3.2 Capital Grants Ineligible Activities/Expenses

As noted in Section 3.2.1(h) of the policy, for organizations applying for Capital Grants, the following activities/expenses shall be considered ineligible:

- a) expenses for a project that has been funded in previous years, including any prior phases of a project that received funding;
- b) expenses not considered by the City, in its sole opinion, to be capital expenses; and/or
- c) expenses incurred before the application deadline date.

3.3 Meeting, Convention and Sporting Event Grants

As noted in Section 3.2.2(c) of the policy:

- a) The meeting, convention, or sporting event shall have at least 75 percent of delegates, athletes, coaches, and/or officials from outside the province.

- b) The maximum grant for organizations shall be based on the number of delegates, athletes, coaches, and/or officials, as detailed below:
 - i. \$1,000 for less than 200 delegates, athletes, coaches, and/or officials;
 - ii. \$1,250 for 200 to 499 delegates, athletes, coaches, and/or officials; and
 - iii. \$1,500 for 500 or more delegates, athletes, coaches, and/or officials.
- c) Applications shall contain the following information:
 - i. organization's name;
 - ii. amount of financial assistance requested;
 - iii. approximate number of delegates, athletes, coaches, and/or officials detailed by geographic point of origin; and
 - iv. any additional supporting documentation as determined by the Department of Community Services.

3.4 Youth Travel Grants

As noted in Section 3.2.3(a) of the policy:

- a) Team members and/or individual Youth shall reside in the City of St. John's.
- b) Team members and/or individual Youth shall be eligible for up to the maximum grant as detailed below:
 - i. 1 individual – \$125
 - ii. 2 to 3 individuals – \$250 total
 - iii. 4 to 6 individuals – \$500 total
 - iv. 7 to 9 individuals – \$750 total
 - v. 10 or more individuals – \$1,000 total

3.5 Individual Artist Grants Ineligible Activities/Expenses

As noted in Section 3.2.4 of the policy:

- a) Artists shall reside in the City of St. John's.
- b) For artists applying for Individual Artist Grants, the following activities/expenses shall be considered ineligible:
 - i. work created as part of an academic program (e.g., Master's dissertation);
 - ii. professional development for individual applicants (workshop fees, course tuition, etc.);

- iii. payment of City property taxes or any fees owed to the City;
- iv. travel, accommodation, and/or tours outside St. John's; and/or
- v. capital expenses, including maintenance or repair costs and/or purchase of equipment, instruments, computers, or software.

3.6 Evaluation Process - Individual Artist Grant Applications

As noted in Section 3.3(b)(iii) in the policy:

- a) A Selection Jury shall be appointed by the DCM, Community Services or their designate to review the applications for Individual Artist Grants and the Selection Jury shall submit to Council the applicants recommended for funding.
- b) The Selection Jury shall be composed of:
 - i. representatives from the Evaluation Committee; and
 - ii. representatives of the arts community, each representing one of the disciplines covered by the grant program.
- c) The Selection Jury members shall not be eligible to apply for funding while serving on the Selection Jury.
- d) If any juror, or a member of any juror's immediate family, has a financial interest in the success or failure of an application or, more generally, if there is another reason that would make it difficult for any juror to objectively assess an application, that juror shall be required to recuse themselves from assessment of the application in question.

3.7 Application Evaluation Criteria

As noted in Section 3.3(b) of the policy, the application evaluation criteria detailed below shall apply.

3.7.1 Organizations Seeking Community Grants or Capital Grants

- a) The organization shall demonstrate strong fiscal responsibility, program planning, organization, and evaluation in carrying out its services to the community.
- b) The organization shall demonstrate effective and appropriate use of the requested funds and shall:
 - i. show evidence that they have fully explored other sources of financial assistance and partnerships, including other levels of government, foundations, and private industry to support its program;

- ii. in the case of a capital grant, show evidence that they have considered the sustainability of the long-term capital and operating costs of the proposed facility;
 - iii. not be used to replace financial assistance from other public or private funding sources;
 - iv. demonstrate that the private or non-governmental sector has contributed, as a minimum, 20 percent of the financial assistance for the program.
- c) Notwithstanding Section 3.7.1(b) (iii) or (iv), the Evaluation Committee may make exceptions to this requirement where deemed acceptable, in its sole opinion.
- d) The organization shall indicate how the service/facility will create or enhance recreational, cultural, or other community activities.
- e) For Community Grants to art organizations, the applicant shall also indicate:
- i. how the program will contribute to the growth of the organization and/or artist(s) involved; and
 - ii. how the program will impact the City's overall cultural vibrancy, and the opportunity for public engagement with the arts.
- f) For Capital Grants, the City may contribute a maximum of 50 percent of the capital costs of a project. This 50 percent shall include all forms of City assistance, including cash Grants and provision of in-kind services (including labour, machinery, and/or materials).

3.7.2 Individual Artist Grants

- a) The Selection Jury shall consider the following criteria in its assessment of applications:
- i. the quality of the project being proposed;
 - ii. the project's contribution to the growth of the artist(s) involved;
 - iii. the feasibility of the project and the capability of the artist to carry out the project as described; and
 - iv. the impact on the City's overall cultural vibrancy, and the opportunity for public engagement with the arts.

4. Application

These procedures apply to funding provided by the City for the Community Services Grants Program and includes:

- a) Community Grants

- b) Capital Grants
- c) Meeting, Convention, and Sporting Event Grants
- d) Youth Travel Grants
- e) Individual Artist Grants

These procedures do not apply to any funding provided by the City for the Housing Catalyst Fund and/or the Heritage Financial Incentive Program.

5. Responsibilities

5.1 The DCM, Community Services (as Evaluation Committee chair) is responsible for:

- a) managing the overall implementation of the procedures; and
- b) appointing members of the Selection Jury.

5.2 The Evaluation Committee is responsible for:

- a) reviewing applications for the Community Grants and Capital Grants and providing recommendations for Council approval.

5.3 The Selection Jury is responsible for:

- a) reviewing applications for the Individual Artist Grants and providing recommendations for Council approval.

6. References

Community Services Grants Policy

7. Approval

- Procedure Sponsor: DCM, Community Services
- Procedure Writer: Supervisor, Tourism and Events; Special Projects Coordinator; Arts and Cultural Development Coordinator; Policy Analyst

- Date of Approval from:
 - Corporate Policy Committee
 - Senior Executive Committee

8. Monitoring and Contravention

The Evaluation Committee chair or designate(s) shall monitor the application of these procedures.

Any contravention of these procedures may be brought to the attention of the Evaluation Committee and/or chair, Office of the City Solicitor, Department of Human Resources, and/or the City Manager for further investigation and potential follow up disciplinary or legal action.

9. Review Date

Initial Review: three years; Subsequent Reviews: five years

DECISION/DIRECTION NOTE

Title: Downtown Decorative Street Lighting Working Group Recommendation

Date Prepared: September 24, 2019

Report To: Committee of the Whole

Councillor and Role: Councillor Debbie Hanlon, Tourism, Culture & Immigration

Ward: Ward 2

Decision/Direction Required:

Decision is required to determine the next steps the City will take with regards to a potential conversion of the existing high-pressure sodium (HPS) ornamental street lighting in the Downtown to LED based illumination.

Discussion – Background and Current Status:

In the spring of 2019 Council established a Working Group of stakeholders to explore the subjective options available to potentially replace the existing decorative globe lights in the Downtown with LED fixtures and tasked the group with recommending:

- Whether to proceed with bulb only replacement (minor illumination improvement only) or replace the fixtures entirely.
- If applicable, what aesthetic design criteria would be specified when procuring new fixtures.
- Possible cost sharing opportunities among downtown interests.

The working group with representatives from the City's Built Heritage Panel, the City's Arts Advisory Committee, Downtown St. John's, the George Street Association, and City Council began meeting in the fall of 2019 to evaluate the different approaches to improving the downtown decorative street lighting and begin work on recommending how to move forward with the initiative.

The group explored the option of keeping the existing fixtures and replacing the existing HPS bulbs with LED bulbs. Trial LED bulbs were tested in some select existing fixtures to measure the change in lighting levels. It was determined that replacing the bulb only yielded minor improvements in lighting levels and that the high wattage of bulbs required to achieve this small improvement would significantly reduce the energy efficiency and cost effectiveness of this approach. The existing globe fixtures cast light up and out of the sphere. Replacing the bulbs inside these fixtures does not improve how the light is cast onto the street and sidewalk.

The option of replacing the existing fixture with an LED retrofit on top of the existing poles was considered. The working group discussed what the replacement fixture should look like in the context of the downtown and whether keeping a globe style was of importance. Historical or aesthetic significance of the globe fixture was not identified. Furthermore, it was recognized that the inefficient design of the globe does not support keeping the fixture style. The working group discussed what style of fixture would best suit the Downtown context while still providing efficient illumination that reduces light pollution. The group expressed interest in selecting a fixture of a similar style to the LED ornamental lights found in the City's parks and in front of City Hall. The following set of required aesthetic criteria were selected to describe a suitable replacement fixture:

- Four-sided fixture;
- Black in color, including decorative elements;
- Angular housing;
- Design that includes a pointed decorative finial; and,
- Clear fixture lens or only slightly frosted, not opaque.



In order to confirm that replacing the existing fixtures can achieve the desired improvement in lighting levels, a 60-watt test fixture was provided by a manufacturer and installed in the downtown at the corner of George Street and Adelaide Street.

Lighting levels on the street were measured before and after the new LED fixture was installed. It was found that lighting levels in the area of the new fixture more than doubled next to the fixture and almost tripled at approximately 5m from the fixture. This illumination improvement indicates that recommended street lighting levels for the Downtown can be achieved by replacing the existing globes with updated LED fixtures.

In addition to measuring the change in lighting levels produced by the replacement fixture, the glare produced by the sample fixture captured on video security feeds was also evaluated. A significant amount of glare is produced by the existing globe fixtures that can obscure security feeds.

The test location was chosen so the fixture would be near a Royal Newfoundland Constabulary security CCTV camera. The RNC provided still 'before' and 'after' footage captures, shown below on the left and right respectively, to test if the amount of glare produced could be improved by replacing the existing globe with a fixture style that casts less light upwards towards the cameras. As shown in the pictures and confirmed by the RNC, the new fixture style improves the quality of footage captured. It was noted that while the still images provided are of lower quality, when viewing the video recordings, the difference is much more obvious.



This reduction in glare and improvement in lighting levels would support the goal of this project to improve personal security and safety in the Downtown.

Cost sharing opportunities and possible energy rebates were explored for this potential project. City staff contacted Newfoundland Power regarding their takeCHARGE program. While the project does not qualify for takeCHARGE incentives, the City may be eligible for a \$7,500 grant through the takeCHARGE of Your Town contest. The application deadline for this program has been postponed until further notice in light of the current COVID-19 situation, and the 2020 contest requires funding be spent by the end of the year. If Council chooses to proceed with this project, an application could be submitted next year assuming a similar program is offered.

As a key stakeholder of this initiative, Downtown St. John's has participated in this working group consultation and has committed to financially partnering with the City on this project.

Key Considerations/Implications:

1. Budget/Financial Implications:

The 2020 capital budget had originally allocated \$291,938 for this project but this funding has since been deferred in light of fiscal constraints caused by COVID-19. Downtown St. John's has committed to a 50/50 partnership sharing municipal costs up to a maximum of \$300,000 to be paid back through the BIA Levy over five years once funding for the initiative becomes available.

The cost of the project will depend on the price of the replacement fixtures purchased. It is estimated the cost to purchase and install the fixtures will be approximately \$575,000 and that the more efficient fixtures could save about \$9,000 in energy savings and \$17,5000 in maintenance savings annually, based on current electricity rates.

2. Partners or Other Stakeholders:

Downtown St. John's, George Street Association, Built Heritage Experts Panel, Destination St. John's

3. Alignment with Strategic Directions/Adopted Plans:

While this initiative is not currently an action item for 2019 from the Strategic Plan, improving the downtown street lighting could contribute to GOAL: M2 – "Improve safety for all users on a well-maintained street network" thereby driving the City's Strategic

Direction “A City that Moves”. Depending on the direction of Council this could be explored as a future initiative.

- 4. Legal or Policy Implications:
n/a
- 5. Privacy Implications:
n/a
- 6. Engagement and Communications Considerations:
Downtown Stakeholders will continue to be consulted as the project proceeds.
- 7. Human Resource Implications:
n/a
- 8. Procurement Implications:
Any purchasing would adhere to procurement legislation and policy.
- 9. Information Technology Implications:
n/a
- 10. Other Implications:
n/a

Recommendation:

That Council replace the existing decorative globe HPS fixtures with new LED fixtures that meet the aesthetic requirements developed by the Downtown Decorative Street Lighting Working Group in partnership with Downtown St. John’s once funding for the project becomes available.

Prepared by: Anna Snook, Transportation Systems Engineer
Approved by: Garrett Donaher, Manager - Transportation Engineering

Report Approval Details

Document Title:	Downtown Decorative Street Lighting Working Group Recommendation.docx
Attachments:	- Downtown Decorative Street Lighting Letter.pdf
Final Approval Date:	Oct 7, 2020

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

No Signature found

Garrett Donaher - Oct 6, 2020 - 5:00 PM

Scott Winsor - Oct 7, 2020 - 9:23 AM

Jason Sinyard - Oct 7, 2020 - 10:36 AM

Royal Astronomical Society of Canada • St. John's Centre
c/o 206 Frecker Drive • St. John's, NL A1E 5H9
EMAIL info@stjohnsrasc.ca
stjohnsrasc.ca



September 24, 2020

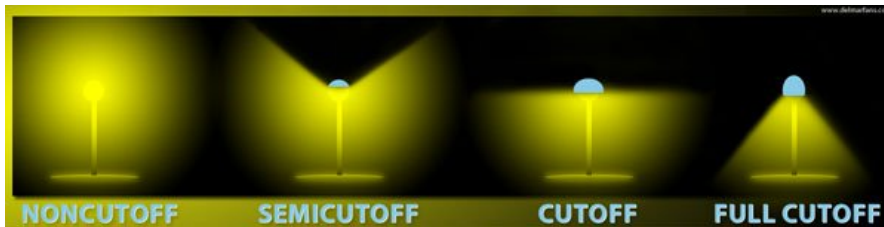
Anna Snook P.Eng.
Transportation System Engineer
City of St. John's

Dear Anna,

Thank you for providing the draft Direction/Decision Note of the Downtown Decorative Street Light Working Group for review by The Light Pollution Abatement (LPA) Committee of the St. John's Centre of the Royal Astronomical Society of Canada (RASC). The St. John's RASC is one of 29 centres in Canada's leading astronomy organization.

Excessive artificial light at night creates sky glow that obscures the night sky and negatively affects human health and animal habitat. Our LPA Committee is working toward social and legislative change for responsible lighting practices that preserve the nighttime environment for all to enjoy.

The existing decorative lighting in the downtown is a "non-cut-off" style that mainly shines 50% upward and 10% sideways with only 40% lighting the ground. We support the Working Group's selection of "cut-off" style fixtures that do not shine upward.



<https://www.delmarfans.com/educate/basics/lighting-pollution/>

However, the cut-off style fixtures still emit light sideways causing glare. We encourage the City to consider selecting full-cut-off style fixtures that only shine downward. Full-cut-off is the best choice from an LPA perspective. It would also be favorable to install the lowest possible wattage and colour temperature of LED light that meets your requirements for roadways and general public safety and security.

The St. John's RASC is interested in contributing further to the success of the project with recommendations on the fixtures and LED lighting boards to be installed. We also encourage the City to contact other municipalities for best practices in retrofitting decorative street lighting in sensitive historical districts such as downtown St. John's.

Sincerely,

Doug Grouchy
Chair, LPA Committee

INFORMATION NOTE

Title:	Strategic Plan Quarter 3 Update
Date Prepared:	October 7, 2020
Report To:	Committee of the Whole
Councillor and Role:	Mayor Danny Breen, Governance & Strategic Priorities
Ward:	N/A

Issue: Provide a Quarter 3 update on the City’s Strategic Plan and ongoing Continuous Improvement Projects

Discussion – Background and Current Status:

The City’s 10-year strategic plan, [Our City, Our Future](#), which was launched in 2019, is now in its second full year of operation. As part of the accountability around the plan, a [public dashboard](#) was launched early in 2020 and quarterly reporting is provided to Council.

This Quarter 3 progress report notes that five initiatives have been completed since the Quarter 2 report, bringing the total of completed initiatives for 2020 to date to 14. Forty initiatives are currently reporting “on track,” 11 are showing as “behind,” 10 are “overdue” and one has not yet started.¹

As we head into the fourth quarter staff are reviewing their timelines and making modifications where necessary considering budget and public health challenges.

As this report is designed to provide a snapshot in time for 2020, all initiatives that were completed in 2019 have been removed but are still visible on the [public dashboard](#) as they contribute to the overall goals and strategic directions of the 10-year plan. Continuous Improvement (CI) projects continue virtually where possible. Project updates are included in the CI Project Update Report.

Key Considerations/Implications:

1. Budget/Financial Implications:
Project budgets were considered as part of the project planning process. In some cases, budget has been noted as a reason the project has been postponed/delayed.
2. Partners or Other Stakeholders:
These are identified within the projects as part of the planning process

¹ Behind means the initiative is tracking progress more slowly than originally planned but it is still possible to complete the project on schedule; overdue means the date the project was scheduled to finish has already passed. Some of these overdue projects are continuations of work from 2019.



3. Alignment with Strategic Directions/Adopted Plans:
The strategic plan is the overarching plan for the City.
4. Legal or Policy Implications:
These are considered on a project-by-project basis.
5. Privacy Implications:
These are considered on a project-by-project basis.
6. Engagement and Communications Considerations:
Progress updates are published on the City's website.
7. Human Resource Implications:
N/A
8. Procurement Implications:
N/A
9. Information Technology Implications:
N/A
10. Other Implications: As many initiatives have due dates well into 2021, the City will have to carefully consider whether there are new initiatives to be added for a 2021 Action Plan. That process will commence throughout Q4.

Conclusion/Next Steps:

Table the 2020 Quarter 3 Progress Report for the City's Strategic Plan and Continuous Improvement Strategy at a future regular meeting of Council and publish to the website.

Report Approval Details

Document Title:	Strategic Plan Quarter 3 Update - Our City, Our Future.docx
Attachments:	- Q3 2020 Progress Update-2020-10-07.pdf
Final Approval Date:	Oct 9, 2020

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

Derek Coffey - Oct 8, 2020 - 8:41 AM

No Signature found

Kevin Breen - Oct 9, 2020 - 8:49 AM



Annual Action Plan

- **Progress Update Q3 2020**
- **Continuous Improvement Project Update**

A Sustainable City | **A City that Moves** | **A Connected City** | **An Effective City**

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

CITY OF ST. JOHN'S PLAN
A SUSTAINABLE CITY

Goal	Council Report Update	Due Date	2019	2020	2021	Current Completion
Be financially responsible and accountable: 100%		2021/12/31				On Track
→ Develop corporate framework for compliance with Payment Card Industry Data Security Standard (PCI DSS): 100%	NEW Council Quarterly Achievements: Discussions with Information Services, Citizen Services, and Finance and Administration have identified a number of processes where the City is collecting payment card information. Out of Scope will be Recreation Fees, Pay By Phone Parking, and Parking Pay Stations, as PCI DSS are adhered to by Third Party Vendors. For remaining processes, further review with each division is required as each presents a challenge from the PCI DSS perspective as each have unique processes and information systems associated with how payment card data is collected. The Policy will be informed by these reviews as all processes will be expected to comply. Technology solutions for on-line payments have been discussed; however, are still some time away. Timelines for this initiative will be re-evaluated during Q4 as completion of original tasks by December 31st are unlikely at this stage. <i>2020/10/02</i>	2020/12/31				Behind
→ Develop a Commercial Vacancy Allowance Policy and Align with the Commercial Vacancy Allowance by-law: 100%	NEW Council Quarterly Achievements: Prior to policy development the associated Commercial Vacancy Allowance Bylaw requires finalization by Legal <i>2020/09/28</i>	2021/03/31				On Track
→ Advance a corporate wide asset management plan: 100%	NEW Council Quarterly Achievements: Establishing an effective asset management system is a complex and multi-year process. On September 29, 2020 the asset management policy was presented at Committee of the Whole. Due to COVID-19, there have been some delays in beginning condition assessments in the field, however, we are still on track to complete building condition assessments as planned for 2020. <i>2020/10/02</i>	2021/12/31				On Track

<p>→ Review and improve the year-end process for more timely consolidated financial statements: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Despite some challenges due to Covid-19 we were successful in working with our audit team to present the financial statements to Council on schedule and on time. We have made a number of improvements in our year-end process and will continue to look for ways to streamline processes and make further improvements.</p>	<p>2020/09/28</p>	<p>2021/12/31</p>		<p>On Track</p>
<p>Plan for land use and preserve and enhance the natural and built environment where we live: 100%</p>				<p>2021/12/31</p>		<p>On Track</p>
<p>→ Initiate City-wide wetland report to delineate all wetlands within municipal boundary for protection: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Wetland study completed.</p>	<p>2020/06/29</p>	<p>2020/02/28</p>		<p>Complete</p>
<p>→ Review Stormwater Detention Policy to enable more efficient design of detention facilities: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: The proposed Policy is under review by the Environmental and Sustainability Experts Panel.</p>	<p>2020/09/28</p>	<p>2020/06/15</p>		<p>Overdue</p>
<p>→ Plan for and implement Phase 3 of Water Street Infrastructure Improvements: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Phase 3 completed June 30th.</p>	<p>2020/06/23</p>	<p>2020/06/30</p>		<p>Complete</p>
<p>→ Complete Envision St. John's Municipal Plan and Development Regulations - finalize and bring into legal effect: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Planning staff are still working on obtaining a provincial release from the Province so the adoption and approval process can continue.</p>	<p>2020/10/02</p>	<p>2020/11/27</p>		<p>Behind</p>
<p>→ Plan for and implement Phase 2 of Kenmount Road Trunk Storm Sewer Replacement: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Construction is progressing well and still on target to be completed by the end of November.</p>	<p>2020/10/05</p>	<p>2020/11/30</p>		<p>On Track</p>

- Council Quarterly Achievements:** - The Environmental and Sustainability Experts Panel has been operating and providing ongoing support to St. John's City Council.
- A Multi-Stakeholder Sustainability Team was established including over 30 community key partners. Kick-off was held in early September.
 - An engagement and communications plan and materials, including a "DIY Climate Communications toolkit" designed to share the information that was gathered specific to our community, were developed and implementation will begin this fall.
 - Momentum Action: A proposal to reforest municipal land with the purpose of capturing greenhouse gases and providing other co-benefits remains at the final stages of review with the provincial Climate Change Challenge Fund.
 - Momentum Action: The regional collaborative proposal to leverage federal funding to install EV public chargers has been re-initiated for NRCAN's new deadline of December 10th.
 - Momentum Action: Ongoing collaboration with DFO and its partners in the scoping and implementation of their ocean litter project, which will see LittaTraps piloted in the downtown in 2020 at no cost to the City. Procurement of installations is being lead by DFO, in communication with City staff.
 - Momentum Action: The City partnered with Honeywell and formed an Inter-departmental Working Group to identify the opportunities and financial mechanisms to reduce greenhouse gas emissions in City facilities and operations. The identification of focus areas has been completed and ground truthing and interviews with staff will commence this fall.
 - Momentum Action: The letter of intent for an energy efficiency financing residential program in partnership with NetZeroNL, NLPower and other municipalities has been submitted and approved by FCM. The full proposal will be submitted to FCM this Fall.

2020/09/24



On Track

→ Divert waste from landfill: **NEW**
100%

2020/12/31

Council Quarterly Achievements: In partnership with MUN Botanical Gardens, the City helped develop an online tutorial on how to successfully compost in your own backyard. A link for the training is: <https://www.mun.ca/botgarden/learn/compost.php> This training replaced the in-person sessions we have always held but became a challenge with COVID restrictions. While this training can be taken by anyone, there are instructions for City residents on how to obtain compost bins from the City at a reduced price after the training sessions are complete. This has proven to be successful as we have sold more compost bins this year than we did last year even though we have not held any in-person sessions in 2020.

The City, in partnership, with the MMSB completed a second waste audit on our curbside wastes the week of September 21-25. The data from the audit is being compiled and a report from the MMSB is expected by the end of the year which will include the results from the audits performed in 2019 and 2020.

A communications team was created to update messaging around sustainability and waste diversion.

Draft version of updated Sanitation Regulations is scheduled to go to COTW early in the fourth quarter of 2020.

Industrial, Commercial and Institutional Waste - This is the one initiative most effected by COVID. Our recycling numbers from ICI sector have dropped significantly. Assuming this is in large part to fewer people working at the office. We are not seeing a resulting uptick in residential recycling either. This initiative will need some further thought on the approach.

Challenges: The recycling market has been extremely volatile since 2019. Prices dropped to lowest levels for almost all materials. We are seeing some rebound now but still early to predict if that trend will continue. This is creating tough challenges in finding end markets for some materials. Demand is low as virgin materials are actually cheaper at this time.

2020/10/07



On Track

→ Develop a Development Design Manual **NEW**

2020/12/31

Council Quarterly Achievements: The new Development Design Manual is on track to be completed by the end of the year.

2020/09/28



On Track

<p>→ Explore opportunities to convert power sources for City assets: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: The Energy Opportunity Assessment has completed a broad energy use review by facility, and scheduled site visits. These site visits were postponed due to COVID19 considerations. They are now being scheduled and will inform the recommendations that are in-development.</p> <p>2020/10/02</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Develop a Downtown Plan - a secondary or area plan under the Envision St. John's Municipal Plan: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: There has been no activity since our last report.</p> <p>2020/10/02</p>	<p>2021/06/25</p>		<p>Behind</p>
<p>→ Develop a Heritage Plan: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: A heritage by-law will be the precursor to developing a heritage plan.</p> <p>2020/10/02</p>	<p>2021/10/29</p>		<p>Behind</p>
<p>Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors: 100%</p>		<p>2021/12/31</p>		<p>On Track</p>
<p>→ Complete a new Economic Development Plan, review and prioritize recommendations: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Stakeholder conversations related to the refocusing of the plan were completed this summer. Targeting end of year for completion of plan.</p> <p>2020/10/01</p>	<p>2019/12/31</p>		<p>Overdue</p>
<p>→ Deliver, with partners, series of two business information "pop-up" events: 2 unit</p>	<p>NEW</p> <p>Council Quarterly Achievements: Hosted a "Ready, Set, Build" session in January 2020 in partnership with the Home Builders Association as a means to inform, provide information and dialogue with home builders as they prepare for their construction season. Also presented a mini-City Hall at the annual St. John's Board of Trade Business Conference in February, offering businesses and attendees the opportunity to meet with staff and Council members.</p> <p>2020/04/22</p>	<p>2020/03/31</p>		<p>Complete</p>
<p>→ Host FCM Sustainable Communities Conference 2020: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Conference will take place October 20-22, 2020 in a virtual format. We are currently developing virtual study tours to accompany the program.</p> <p>2020/10/01</p>	<p>2020/10/30</p>		<p>On Track</p>

<p>→ Deliver on a regional Themed Signage Strategy as outlined in Roadmap 2021: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: All stakeholder sessions have been completed. Final template and location plan is being completed by the consultant. A tender package will be developed and a Request for Proposals for design and fabrication issued once the consultant's work is complete.</p> <p>2020/10/01</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Develop a City marketing initiative to support branding: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: An RFQ for design work to develop the city marketing brand is being issued soon and we hope to have the foundational work (brand, key messages, website) in place by the end of 2020, as scheduled.</p> <p>2020/10/01</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Explore opportunities to build an innovative problem solving culture using entrepreneurial approaches.: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: The City hosted, with Memorial University's Centre for Entrepreneurship, an externship in Public Works in February 2020. Additional opportunities to use entrepreneurial approaches in problem solving may be considered in future planning cycles.</p> <p>2020/10/01</p>	<p>2020/12/31</p>		<p>Complete</p>
<p>→ Develop criteria and guidelines to allow exemptions of development fees to advance affordable housing: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: The criteria and guidelines are now in place. We are ready to work with qualifying developers.</p> <p>2020/06/18</p>	<p>2020/12/31</p>		<p>Complete</p>
<p>→ Create partnerships to support and enable the start-up sector: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Working with partners to establish programming to support the start-up community.</p> <p>2020/10/01</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Begin implementation of the Economic Development Plan: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: A series of economic development initiatives which are connected to the Economic Plan are moving forward. Innovate Canada has been rescheduled for July 2021. A funding partnership with several local arts organizations has been established to develop a series of arts murals to celebrate frontline workers. Funding proposals are being prepared to deliver two welcome events for immigration in the fall of 2020 and spring of 2021.</p> <p>2020/10/01</p>	<p>2020/12/31</p>		<p>On Track</p>

Goal	Council Report Update	Due Date	2019	2020	2021	Current Completion	
Create a sustainable and accessible public transportation system: 100%		2021/12/31				On Track	
	→ Implement select recommendations from the Public Transit Review: 100%	NEW Council Quarterly Achievements: Two recommendations from the Public Transit Review were implemented in March 2020: <ul style="list-style-type: none"> • Increase age for free transit from Under 5 to Under 12. • Remove duplication on Route 6. Use time to provide service to Galway and pilot increased hours. <p>Three additional recommendations (below) were due to be implemented in September 2020 but due to the pandemic and its impact on ridership levels these route changes and improvements were postponed. Implementation would likely occur in 2021 but this could be further impacted by the status of the pandemic.</p> <ul style="list-style-type: none"> • Implement Frequent Transit Network (FTN) Phase 1 and from Phase 2: a) 30 min evening service to 8:00 pm b) Route 10, 15 min frequency at peak (am/pm) • Merge Routes 18/25 • Modify Route 2/5 2020/09/30	2020/12/31				Behind
Improve safety for all users on a well-maintained street network: 100%		2021/12/31				On Track	
	→ Complete a city-wide collision report: 100%	NEW Council Quarterly Achievements: Work proceeds at reduced pace. Expecting report to council this Fall. 2020/09/28	2019/12/31				Overdue
	→ Implement the Transportation Master Plan: 100%	NEW Council Quarterly Achievements: No change in survey status since last update. COVID-19 response means data collection is on hold. Work continues on mode share note, report expected this Fall. 2020/09/28	2020/04/30				Overdue




<p>→ Pilot recessed pavement markings in targeted areas: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Recessed pavement markings were installed in 2019 and durability was assessed in Spring 2020. Approximately 25% of the recessed pavement markers installed for this pilot require replacement following the winter season. These will be replaced over the next few months.</p>	<p>2020/05/15</p>		<p>Complete</p>
<p>→ Complete Hebron Way street extension to Major's Path: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Construction is nearing completion.</p>	<p>2020/11/27</p>		<p>On Track</p>
<p>→ Implement select recommendations and actions from the Paid Parking Management Strategy: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Work continues to prepare for implementation of this plan. The first 24 pay stations are scheduled to roll out in late October/early November on 6 blocks downtown. Churchill Square permit concept is progressing and draft design is underway. Residential permit program review to follow pay station roll out.</p>	<p>2020/12/31</p>		<p>Behind</p>
<p>→ Implement projects from the Road Safety Initiatives report.: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Three of four 2020 projects are complete: Newfoundland Drive, crosswalk at Cheshire Street Pennywell Road, crosswalk(s) at Bishop Abraham Elementary Bond Street, crosswalk at Bishop Field Elementary</p> <p>One in progress: Newfoundland Drive, crosswalk at Civic 333-312</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>Expand and maintain a safe and accessible active transportation network: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Project is complete.</p>	<p>2021/12/31</p>		<p>On Track</p>
<p>→ Build an infill sidewalk program for areas currently lacking sufficient sidewalks: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Project is complete.</p>	<p>2020/07/31</p>		<p>Complete</p>

<p>→ Conduct Kelly's Brook Trail design process (shared use path recommended by Bike St. John's Master Plan): 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: RFP has been released and will close October 9. Award expected within a couple weeks after that.</p> <p>2020/09/28</p>	2021/04/30					On Track
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A CONNECTED CITY

Goal	Council Report Update	Due Date	2019	2020	2021	Current Completion	
<p>Increase and improve opportunities for residents to connect with each other and the City: 100%</p>		2021/12/31					On Track
<p>→ Establish Corporate Community Outdoor Program: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: The Outdoor Corporate Program is complete. The public launch of the website content will take place in the next few weeks.</p> <p>2020/10/05</p>	2019/12/31				Overdue	
<p>→ Undertake a Youth Engagement Strategy to improve youth participation in City engagement efforts: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Met with the City's Youth Advisory Committee in mid-August to review the outcomes from the YEAT project. Follow up meeting held with Marketing and Communications to determine opportunities to align with marketing and communications strategy. Report with recommendations included in the agenda for the Oct. 14 COTW .</p> <p>2020/10/02</p>	2019/12/31				Complete	
<p>→ Implement Phase 1 of online neighbourhood profiles improving access to information to residents: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Neighbourhood Profiles and map system were launched on Wednesday, June 24.</p> <p>2020/06/20</p>	2020/01/31				Complete	
<p>→ Create Community Connections communications strategy to promote belonging and pride of place: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: While most objectives in this strategy have been completed, we are behind in terms of developing and implementing a neighbourhood arts project to support the implementation of the community profiles (Community Services). This work is challenged by social distancing guidelines and will be reconsidered in the winter/ spring 2020-21</p> <p>2020/10/01</p>	2020/08/31				Overdue	
<p>→ Advance a new City website: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: This project has been postponed for 2020 and will be reconsidered in 2021.</p> <p>2020/10/01</p>	2020/12/31				Behind	

<p>↳ Upgrade Technology for the Foran Greene Room at City Hall: 75%</p>	<p>NEW Council Quarterly Achievements: This has been placed on hold while the Capital funding is reviewed due to COVID-19 2020/10/02</p>	<p>2020/12/31</p>		<p>Behind</p>
<p>Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities: 100%</p>				
<p>↳ Develop Port of St. John's risk mitigation program to improve safety & response from St. John's Regional Fire: 100%</p>	<p>NEW Council Quarterly Achievements: St. John's Port Authority and St. John's Regional Fire Department (SJRFD) began an initiative in 2017 to enhance the departments capacity in Shipboard Fire Fighting. SJRFD worked with the Marine Institute's Offshore Safety Survival Center to develop a program for the department.</p> <p>2019 saw great achievements in this initiative in that 36 personnel were able to receive specialized training in shipboard firefighting with the Marine Institute Offshore Safety Survival Center. In 2020 the department continued the success of the project with the Port Authority and it is clients by establishing a Port Safety and Risk Committee. This Committee is comprised of port clients and the Port Authority with the goal to continue opportunities to collaborate on exercises and to identify and mitigate risks unique to the port. The first meeting of the Committee took place on February 12th.</p> <p>SJRFD training division will continue to develop awareness training for personnel and to train additional personnel as opportunities arise. The Department's senior officers and the Manager of Emergency and Safety Services will continue to participate in the Port Safety and Risk Committee and to look for opportunities to collaborate with the Authority and its clients.</p> <p>2020/10/06</p>	<p>2020/05/29</p>		<p>Complete</p>
<p>↳ Work with partners in the community to create a Landlord Registry: 100%</p>	<p>NEW Council Quarterly Achievements: In collaboration with the City and community partners and End Homelessness St John's(EHSJ) an online tool, HomeConnect was launched in April of 2020.</p> <p>2020/06/18</p>	<p>2020/12/31</p>		<p>Complete</p>

<p>→ Work with Habitat For Humanity to advance an affordable housing project: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: This project is still on track. Habitat and the City are working through the development application.</p> <p>2020/10/02</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Offer workshops where local and national experts share innovative housing designs to meet emerging needs: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: We are still on track with this. All dates have been confirmed. The first date is Oct 14 and invitations have been sent out.</p> <p>2020/10/02</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Complete Detailed Design of the H.G.R. Mews Centre Replacement: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Overall progress on the Mews Replacement project is tracking on schedule. We have completed our technical memoranda, developed a comprehensive concept design, and completed public engagement as planned. We are currently about 4 weeks behind in schedule on delivering the 33% design submission as a number of external and internal stakeholder meetings were required to ensure that end user requirements are being met for the project. We have successfully incorporated feedback from previous public engagement sessions and have a concept that includes many of the amenities that the public requested including: an indoor walking/running track, a lap pool and a leisure pool, a steam room, multi-purpose rooms with a dedicated kitchen, a full size gymnasium, and two convertible courts for squash, racquet ball and handball. Despite the building footprint increasing in size from 40,000 SF to approximately 55,000 SF, it is anticipated that the project can be completed within the budget allocated for the new building. We will continue to monitor and track our progress as it relates to the delivery of the Mews Replacement facility with respect to budget and within the timeframe identified for construction completion. We are currently still tracking on schedule to deliver a tender ready package in January 2021.</p> <p>2020/09/29</p>	<p>2020/12/31</p>			<p>On Track</p>

Council Quarterly Achievements: This goal is on track to date but progress has been affected considerably by the reduced capacity of some partners/stakeholders as a result of COVID-19. The community engagement planned for the Fall/Winter 2020 has been slowed/limited considerably due to COVID-19.

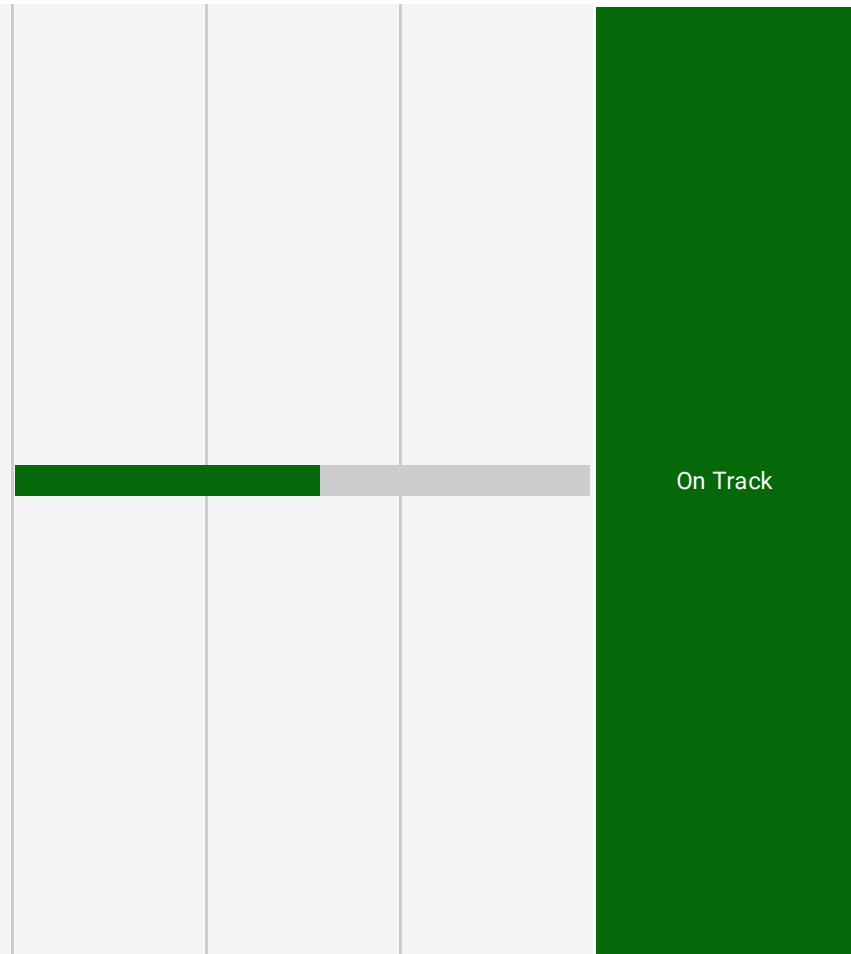
Healthy City Strategy staff champions continue to develop the draft work-plan. Community stakeholders are being consulted for input into the development of strategy goals.

Engagestjohns.ca project pages are being developed to facilitate input from community partners and the public for each of the six pillars that the draft work-plan is built upon: (1)Housing (2) Urban Design (3) Transportation (4) Natural Environment (5) Healthy Neighbourhoods & People (6) Inclusion. The work-plan supports the City's Strategic Directions and includes contributing plans and strategies (i.e.) Envision, St. John's Municipal Plan, Affordable Housing Strategy; Open Space Master Plan; etc.

The work plan will include:

- Long term activities that support the City's Strategic Directions (10 years)
- Medium term activities that support the City's Goals (3-5 years)
- Short term activities and initiatives (1- 3 years)




2020/10/01









AN EFFECTIVE CITY

Goal	Council Report Update	Due Date	2018	2019	2020	2021	Current Completion
Work with our employees to improve organizational performance through effective processes and policies: 100%		2021/12/31					Behind
→ Review and update by-laws: 100%	NEW	2019/12/31					Overdue
	Council Quarterly Achievements: There are four by-laws to be reviewed and updated. Sanitation Regulations have been presented to Council. The Heritage By-Law has been completed and a draft is ready to be presented to Council for final review. The Residential Property Standards By-law has had some work completed to date and we anticipate a draft by end of year. Work has not yet started on the Commercial Maintenance By-law. These final two by-laws will require coordination with Regulatory Services.						
	2020/10/02						

<p>→ Design a management development program to advance core management competencies: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Human Resources staff will roll out the competencies in the fall. Competency outlines are being reviewed to determine the right program components, budget considerations and implementation on a pilot basis of the management development program. Implementation plan to be complete by year end.</p> <p>2020/10/02</p>	2019/12/31		Overdue
<p>→ Advance a Service Excellence Framework: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: No work has happened on this project in 2020 due to a combination of staff shortage and other priorities. This project will be moved in to 2021 and will need to be reviewed against other priorities to determine if it is still feasible.</p> <p>2020/10/02</p>	2019/12/31		Overdue
<p>→ Outreach initiatives at St. John's Regional Fire Department: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: All items for our Outreach initiatives at St. John's Regional Fire Department have been completed.</p> <p>2020/03/02</p>	2020/03/02		Complete
<p>→ Advance an Information Management Strategy: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: The consultant - Imerge - has conducted all relevant interviews with management/staff. Further, they have completed a comparison of other Canadian municipalities. They are aiming to have final report to the City by end of November, 2020.</p> <p>2020/10/05</p>	2020/12/31		On Track
<p>→ Undertake Continuous Improvement Projects: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: The City continues to advance continuous improvement (CI) projects with goals of improving turnaround times, achieving cost savings and/or creating time savings, all the while improving value for the customer. Most projects have been impacted in some way by the current public health situation and project leads have had to transition their work with their teams virtually where possible. One project has not started but the remainder are in various stages of project management with improvements being piloted or permanently implemented in some cases. Implementation has been impacted by a combination of physical distancing and virtual constraints. Detailed updates for each project are provided in the attached CI Progress Report.</p> <p>2020/10/07</p>	2020/12/31		Behind

<p>→ Develop policies, procedures & service standards to enhance Regulatory Services processes: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: A total of 9 Standard Operating Procedures have been developed to date for 2020 (this is 6 more since the Q2 update). All have not yet been vetted through the working group. The working group should be meeting by the end of October to finalize all new SOPs.</p> <p>2020/10/04</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Create a continuous improvement (CI) culture through ongoing training & development: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Of the 10 people who completed Green Belt training in 2019, nine have completed their exam requirements to date and 7 are now Green Belt Certified by Leading Edge Group (LEG) and two are awaiting results from their report submissions. One person was not able to complete the requirements due to job changes and other factors. Due the COVID-19, in-person training has been delayed: The City continues to offer CI for managers virtually and will roll out a virtual version of CI 101 this fall. Working with LEG we have delivered virtual yellow belt training to 21 staff (including some staff from SJSE) and visual management/huddle board training for another 8 people. Yellow belt candidates are now completing their certification requirements and designing their projects to be completed by the end of the year. Several managers who have completed the visual management training are piloting the tool to improve process health, resource allocations in their teams and team communications.</p> <p>Communications has focused on sharing the experience of yellow belt candidates and visual management pioneers throughout the organization.</p> <p>5S training will be delayed until such time that it can be completed safely in-person.</p> <p>2020/06/29</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Review and document Standard Operating Procedures for processes within Revenue Accounting: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Standard operating procedure (year-end, month-end, billing) documentation is near completion.</p> <p>2020/09/28</p>	<p>2020/12/31</p>		<p>On Track</p>

<p>→ Review existing systems training products to determine gaps and needs: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Once the list was compiled, software/application leads were surveyed to determine whether existing training materials exist, where they reside and who is responsible for updating and delivering training. All of this information has been collected. We will complete the analysis and determine where the gaps exist and identify next steps this Fall to address those gaps.</p> <p>2020/10/02</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Implement automated accounts payable solution: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: The Accounts Payable Invoice Management solution's application and infrastructure environments have been created. Training of Accounts Payable and Information Technology staff is currently in progress and is scheduled to be completed by mid-October. The rollout of the enterprise solution to all City departments is on target for completion later this fall.</p> <p>2020/09/30</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Develop and implement a procurement plan process: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: On track for implementation by December 31st.</p> <p>2020/10/07</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Develop materials management policy: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Complete</p> <p>2020/10/02</p>	<p>2020/12/31</p>			<p>Complete</p>
<p>→ Develop action plan and build capacity to support the Employee Success Program: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: RFQ is completed and the consultant has been secured. Plan for a virtual launch of key Management Competencies will be finalized with the consultant in October.</p> <p>2020/10/01</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Develop organizational change management tools: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Staff have been working with an external vendor to develop training modules for staff at all levels related to managing change and transition that will be delivered using internal resources. A tool kit which can guide change leaders/process owners is also in the final stages of development. All materials will be ready on schedule and a training and implementation plan is being developed to support the use of these tools in management development competencies and ongoing change activities.</p> <p>2020/09/28</p>	<p>2020/12/31</p>			<p>On Track</p>

<p>→ Review and update current Information Technology Policies: 100%</p>	<p>NEW Council Quarterly Achievements: A draft copy of the policy has been created and will be circulated to impacted departments for their review. 2020/10/02</p>	<p>2020/12/31</p>			<p>Behind</p>
<p>→ Pilot a parking enforcement technology solution to handle parking complaints: 100%</p>	<p>NEW Council Quarterly Achievements: Testing of the pilot has concluded and meetings between the testing parties and management completed. We are currently checking the pilot data to see if it aligns with our objectives. A report and recommendation will follow within the next 30-45 days. 2020/10/04</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Fire Officer Professional Development Training Program: 100%</p>	<p>NEW Council Quarterly Achievements: Program and components have been put together. Training has been completed on some components, further training ongoing. Overall project on track. 2020/10/02</p>	<p>2020/12/31</p>			<p>On Track</p>
<p>→ Evaluate the Special Events application process and associated fees and make recommendations for modifications: 100%</p>	<p>NEW Council Quarterly Achievements: Due to staff assigned to the development of a large special event, progress on this item is slightly behind. New goal is to have the report to the Special Events Regulatory Committee (SERC) by December 9, with presentation to Council early in the New Year. 2020/10/07</p>	<p>2021/01/31</p>			<p>Behind</p>
<p>→ Implement FDM Mobile App for Fire Inspectors: 100%</p>	<p>NEW Council Quarterly Achievements: Previous delay which was caused by version change by vender has been addressed and that phase is complete. Continuing to move forward with project and working towards original timelines. 2020/10/01</p>	<p>2021/03/31</p>			<p>On Track</p>
<p>→ Implement bid evaluation software: 100%</p>	<p>NEW Council Quarterly Achievements: Project not scheduled to start until later in the fall. Expect to complete this project on time in June, 2021. 2020/10/02</p>	<p>2021/06/30</p>			<p>Not started</p>
<p>→ Review and update accident review process: 100%</p>	<p>NEW Council Quarterly Achievements: External adjuster has been appointed and we are currently working through some response issues. 2020/10/02</p>	<p>2021/11/30</p>			<p>On Track</p>

<p>→ Explore alternative service delivery models: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Update to be provided to Council at a later date.</p> <p>2020/10/05</p>	<p>2021/12/31</p>		<p>On Track</p>
<p>→ Complete jurisdictional scan and Request for Information for Performance Management software: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: HR and IT are meeting to finalize RFI parameters. RFI to be issued in October.</p> <p>2020/10/01</p>	<p>2021/12/31</p>		<p>On Track</p>
<p>→ Roll out Respectful Workplace Policy, including conflict management training: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: FAQs and other communication on the RWP policy is developed and scheduled to be circulated and posted on the intranet in the first week of October. The development of the in-house Conflict Management training is also on track.</p> <p>2020/10/01</p>	<p>2021/12/31</p>		<p>On Track</p>
<p>→ Benchmark employee engagement: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: Jurisdictional scan completed. Currently determining scope and timelines for an employee survey.</p> <p>2020/10/02</p>	<p>2021/12/31</p>		<p>On Track</p>
<p>→ Improve processes, policy, and procedures related to emergency and safety services: 100%</p>	<p>NEW</p> <p>Council Quarterly Achievements: As of October 6th a draft Emergency and Continuity Management Policy has been completed for presentation to the Corporate Policy Committee. The draft will also be presented to the Emergency and Business Continuity Committees for review and feedback. Once the policy is approved, an Advisory Committee will be established as outlined in the policy.</p> <p>Work continues on researching and identifying opportunities to enhance documentation processes in the Emergency and Safety Services Division. Particular effort is being directed towards identifying gaps in documenting staff training record with a report due by December of 2020. The report will be used to develop improvements in the tracking of employee regulatory OHS training requirements.</p> <p>2020/10/06</p>	<p>2021/12/31</p>		<p>On Track</p>

Ensure accountability and good governance through transparent and open decision making: 100%

<p>→ Initiate communications strategy to share decisions from Council & Committee of the Whole meetings: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Following delays due to resourcing during the pandemic, we are ready this fall/winter to resume plans for increased public awareness of Council decision-making. A new social media feed, set to be introduced in late fall, will assist with this effort.</p>	<p>2019/12/31</p>		<p>On Track</p>
<p>→ Plan for and implement the 2020 Citizen Satisfaction Survey: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Finalizing the survey to be carried out in Oct. following the byelection. Final report expected in early Nov. 2020</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Implement vendor performance module for bids and tenders software: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: Currently in the process of testing the software. Expect to have this complete by October 16th.</p>	<p>2020/12/31</p>		<p>On Track</p>
<p>→ Achieve ISO 37120 Sustainable Development of Communities - Indicators for City Services and Quality of Life: 100%</p>	<p>NEW</p>	<p>Council Quarterly Achievements: The City received its certification from WCCD at the Oct. 1 Committee of the Whole meeting. Staff will now review the outcomes of the Year 1 data (a high-level flip book is available here) and move forward with the data collection for Year 2 (2019).</p>	<p>2020/12/31</p>		<p>Complete</p>

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

GOAL

Goal	Current Completion	Progress Update
Undertake Continuous Improvement Projects: 100%	Behind	<p>Progress: The City continues to advance continuous improvement (CI) projects with goals of improving turnaround times, achieving cost savings and/or creating time savings, all the while improving value for the customer. Most projects have been impacted in some way by the current public health situation and project leads have had to transition their work with their teams virtually where possible. One project has not started but the remainder are in various stages of project management with improvements being piloted or permanently implemented in some cases. Implementation has been impacted by a combination of physical distancing and virtual constraints. Detailed updates for each project are provided in the attached CI Progress Report.</p> <p>Challenges: <i>No value</i> 2020/10/07</p>
→ Improve process for tax sales to increase efficiency: 100% to 100%	Behind	<p>Progress: No meaningful work has occurred yet on this project due to COVID-19.</p> <p>Challenges: <i>No value</i> 2020/06/29</p>
→ Improve the commercial development application process: 100%	On Track	<p>Progress: The commercial development application review process is nearing completion and should be complete by the end of the year.</p> <p>Challenges: <i>No value</i> 2020/09/28</p>
→ Improve the assessment/re-assessment process: 100%	On Track	<p>Progress: Assessment is currently nearing the end of the Residential Re-assessment process. The improvements developed during the CI process were implemented during this re-assessment and overall the feedback has been mostly positive. The plan and how-to guides that were developed during the CI process were of great assistance to the trainees within the assessment program. In addition, the manuals provided a guide to ensure that all assessors are approaching the re-assessment in a uniform standard as required by the Assessment Act. The information collected during the CI process and the recommendations made have provided a background of information for the new assessment manager for planning the upcoming compressed assessment cycle (moving from 3 to 2 years).</p> <p>Challenges: <i>No value</i> 2020/10/05</p>

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

On Track

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

Planned improvements identified are:

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

Next steps:

- Establish measurement for coordination opportunities identified through condition assessments

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

Challenges: *No value*

2020/10/01

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

On Track

Progress: Progress for this activity continues at a steady pace. It is anticipated that completion of this activity will occur by year end 2020.

Challenges: *No value*

2020/09/29

→ Improve the scheduling process for Aquatics staff: 100%

On Track

Progress: A project team has short-listed several pieces of software and are assessing which best meets the business requirements. Request for Proposals being readied. Still on track for Fall / Winter implementation. The goal is to reduce process times significantly, move from manual to digital procedures, and ensure lead aquatics staff are spending their time on the pool deck rather than completing administrative functions that can be modernized and digitized.

Challenges: *No value*

2020/10/05

→ **Improve the tenant move in-move out process in non-profit housing: 100%**

Progress: Moving forward on testing the Survey123 software for collection of move-in and move-out data and photos. This creates consistency in collection and storage of information and has been a helpful resource.

Move-ins are proceeding; however, there have been many challenges over the last several months. We have moved many processes from paper to digital since the pandemic and this needs to be reflected in our documentation. One major change is showing vacancies virtually. We are taking photos of available properties and emailing them to prospective tenants. This has worked well and is giving us an opportunity to obtain updated property photos that are helpful to anyone interested in the housing portfolio. The process moves as quickly as the tenant would like and we are able to assist in housing a tenant quickly if need be.

There was never a huge issue with timing on the move ins, but more a lack of consistency. The process is still being finalized, but as we move everything digitally it is showing a significant improvement.

On Track

The time to close out a file after move-out on average was about 30 or more days prior to the CI implementation. Now we are completing the move out within days of vacancy, and refunds of security deposit are generally happening within the required 10 days of regaining possession of the vacancy. The move-out inspections are also using Survey123 and are a valuable tool. We will more likely see its value in years to come as we will have move-in and out data stored. This will be helpful when we have to use it at Residential Tenancy Hearings where before and after condition reports are required.

Overall we are seeing at least a 30% improvement but this is more like 40% or more on move-out. More data and statistics will be available by the end of 2020.

Challenges: *No value*
2020/10/02

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

Progress: Drafting communications materials and presentation for staff education sessions. Targeting to have a draft completed by end of October. This will provide information on what a record is, the full record process from Department to Archival appraisal, the importance of each step, the value of an archival record, and who plays a role in the process.

On Track

Challenges: *No value*
2020/09/30

<p>→ Improve Operational processes at St. John's Regional Fire Department: 100%</p>	<p>Overdue</p>	<p>Progress: The project team reviewed the Mechanical Service Work Order (SWO) process from the time a deficiency is identified by a driver/operator to the point that the repaired truck is returned to service. Through CI Process and tools, the team made three (3) recommendations:</p> <ol style="list-style-type: none"> 1. Update SJRFD Policy and Operational Guideline (POG) 07-02-02 Mechanical Failure of Vehicles to help clarify roles and responsibilities 2. Investigate new diagnostic software programming for mechanic's use to be installed either fixed at their office computer or mobile app. 3. Investigate new Vehicle Maintenance/Tracking software program to generate reports and support Preventative Maintenance Program. <p>Challenges: There were delays in this project at the onset due to snowmageddon and the current health crisis.</p> <p>2020/10/02</p>
<p>→ Purchasing process: 100%</p>	<p>Overdue</p>	<p>Progress: Improvements continue to be developed and piloted using virtual tools. Since the last update:</p> <ul style="list-style-type: none"> • New Contemplated change order and change order forms have been implemented and process guide and training video have been shared with staff to improve consistency in process and use the one best way. • The vendor audit process resulted in modifications to the draft forms and these are in final phase of development and testing. • Final project will include the roll out of the decision tree and training which will be undertaken as soon as the vendor form process is finalized. <p>Challenges: Other priorities and many component parts which require testing before the training and final decision tree could be launched.</p> <p>2020/10/07</p>
<p>→ Work order process for City Buildings: 100%</p>	<p>Overdue</p>	<p>Progress: Meeting to discuss the draft training program and develop a plan to move this project forward to a pilot phase. The recommendations of the CI project team may need to be adapted to account for the current "working from home" and virtual environment.</p> <p>Challenges: <i>No value</i></p> <p>2020/09/30</p>
<p>→ Collection of Accommodation Tax: 100%</p>	<p>Overdue</p>	<p>Progress: We are proceeding with moving to an online reporting form which will enable businesses to submit their reports electronically making the process more efficient for the customer. The revised reporting form along with information about the accommodation tax is now available under the Doing Business tab at www.stjohns.ca. A second recommendation will be reviewed allowing customers to use online banking to pay their accommodation taxes. Once these two changes have been implemented, other recommendations will be reviewed to determine the appropriate course of action.</p> <p>Challenges: <i>No value</i></p> <p>2020/10/02</p>

Overdue

Progress: The process for obtaining Fleet shop supplies/consumables and parts is an essential part of the maintenance transaction associated with working within the Fleet Department. With that in mind, here are some of the project objectives:

1. To understand the current state of the process in the retrieval of shop supplies, consumables, and parts from the Supply Chain Department to the customer.
2. To ensure utilization of less human effort, operational space, capital investment, materials, services, and time associated with delivering shop supplies and consumables to customers.
3. To reduce time spent waiting for inventory shop supplies, consumables, and parts by 70%.
4. To drive at a competitive advantage operating more efficiently, increasing service levels, meeting all associated fleet customer quality requirements.
5. To align with the City of St. John's Corporate Strategic Plan.

To address these goals, a vending machine system will be implemented that will hold 100 of the most used supplies, consumables, and parts. This vending machine will be strategically placed in the garage and employees will use their employee number or employee card to access the machine. Employees will not have to obtain these parts from the stock room. The vendor on contract will identify max/min inventory and usage by employee and will in turn be responsible for refilling the machines.

Challenges: *No value*

2020/10/05

ST. JOHN'S

Report of Built Heritage Experts Panel

September 30, 2020

12:00 p.m.

Virtual

Present: Glenn Barnes, Chairperson
Dawn Boutilier, Planner
Rachel Fitkowski, Landscape Architect
Mark Whalen, Architecture

Regrets: Bruce Blackwood, Contractor
Garnet Kindervater, Contractor

Staff: Ken O'Brien, Chief Municipal Planner
Ann Marie Cashin, Heritage and Urban Planner
Maureen Harvey, Legislative Assistant

2020 Heritage Financial Incentives Program

The Panel discussed Staff's recommendation on the awarding of the Heritage Financial Incentives Program. As the Panel's recommendation requires Council approval, the list will be published following Council's consideration.

Recommendation

Moved By Mark Whalen

Seconded By Dawn Boutilier

That Council approve the list of 2020 heritage grants recipients and recommends staff make modest adjustments to ensure the total amount does not exceed budget.

CARRIED UNANIMOUSLY

GLENN BARNES, CHAIR

DECISION/DIRECTION NOTE

Title: 2020 Heritage Financial Incentives Program

Date Prepared: October 6, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Planning & Development

Ward: N/A

Decision/Direction Required:

To seek approval of the grant applications, subject to compliance with requirements of the Heritage Financial Incentives Program.

Discussion – Background and Current Status:

Council initially approved the City's Heritage Financial Incentives Program on July 25, 2016 and offers two types of grants:

1. Heritage Maintenance Grant; and
2. Heritage Conservation Grant.

The City has received thirty-one (31) applications for the 2020 Grant program, which is on-par with 2019 and a large increase from previous years. Prior to 2019 the number of applications received ranged from seven (7) to fourteen (14). The increase is due in part to increased promotion, as well as the program becoming more well-known as we enter its fifth year. In addition, in 2020 the provincial government also launched a Residential Construction Rebate Program as a means to stimulate the economy and employment in the province's construction industry during the COVID-19 pandemic. In general the City has seen an increase in renovation applications due to this program.

The applications have been prioritized based on the High, Medium and Low Priority descriptions listed below:

- High Priority – consist of designated Heritage Buildings, first-time applications, and projects that include the preservation, restoration and weatherproofing of historic elements rather than cosmetic improvements.
- Medium Priority – consist of restoration/conservation projects that bring the building closer into compliance with the City's Heritage provisions.
- Low Priority – consist of maintenance and construction work that does not significantly bring the building closer into compliance with the City's Heritage provisions.

In 2019 it was noted that priority tended to be given to Heritage Conservation Grants and only a few Heritage Maintenance Grants were awarded. Therefore, Council directed that \$10,000 of the overall 2020 budget be dedicated to Heritage Maintenance Grants.

Due to the number of applications received, this year the requests for funding exceed the City's budget for this program. All applications have been assessed and prioritized and there are twenty-two (22) applications recommended for approval, for an estimated total of \$59,070.82 plus permit waiver.

The Built Heritage Experts Panel recommended to approve the list of grant recipients and staff agree with this recommendation.

Key Considerations/Implications:

1. Budget/Financial Implications:

The City budgeted \$60,000 in the 2020 Budget. Twenty-two (22) grant applications are recommended for approval for a total of \$59,070.82 plus waiver of the permit fees.

Council should note that applicants are given two (2) years to complete the work listed in the grant application. Currently, there is approximately \$19,700 in outstanding grants to be claimed that were issued in 2019 Grant Program. Outstanding payment for the 2018 Grant Program were to be submitted by May 28, 2020 and have since expired.

2. Partners or Other Stakeholders: The City will partner with property owners through the Heritage Financial Incentive Program.

3. Alignment with Strategic Directions/Adopted Plans:

St. John's Strategic Plan 2019-2029 - A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.

4. Legal or Policy Implications: Not applicable.

5. Privacy Implications: Not applicable.

6. Engagement and Communications Considerations: The Grant Program was promoted through the City's website, public notice emails, and social media.

7. Human Resource Implications: Not applicable.

8. Procurement Implications: Not applicable.

9. Information Technology Implications: Not applicable.

10. Other Implications: Not applicable.

Recommendation:

That Council approve the twenty-two (22) 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.

Prepared by: Ann-Marie Cashin, MCIP, Planner III – Urban Design & Heritage
Approved by: Ken O'Brien, MCIP, Chief Municipal Planner

Report Approval Details

Document Title:	2020 Heritage Financial Incentives Program (COTW).docx
Attachments:	- 2020 Heritage Financial Incentives Program - Attachment.pdf
Final Approval Date:	Oct 7, 2020

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

Ken O'Brien - Oct 7, 2020 - 3:21 PM

Jason Sinyard - Oct 7, 2020 - 3:41 PM

2020 Heritage Financial Incentives Program – Heritage Maintenance Grants

Civic	Address	Designated?	Heritage Area	Description of Work	Quote (HST inc)	25% of Quote	25% to a max \$1,000	Priority	Recommendation
145-147	Duckworth Street	No	3	Replace damaged roof flashings, repair façade on Duckworth	\$2,650.00	\$662.50	\$662.50	Low	\$662.50 plus permit waiver
221	Duckworth Street	No	2	Masonry repairs, painting building	\$16,000.00	\$4,000.00	\$1,000.00	Low	\$1,000.00 plus permit waiver
116	Gower Street	No	2	Replaced 7 windows	\$6,210.00	\$1,552.50	\$1,000.00	Low	\$1,000.00 plus permit waiver
36	King's Bridge Road	Yes	1	Repair rotten trims and eaves, repair stair spindles	\$2,875.00	\$718.75	\$718.25	High	\$718.25 plus permit waiver
17	Monkstown Road	No	1	Replace roof and windows	\$7,072.00	\$1,768.00	\$1,000.00	Low	\$1,000.00 plus permit waiver
87	Quidi Vidi Road	No	3	Painting clapboard and new door	\$4,945.00	\$1,236.25	\$1,000.00	Medium	\$1,000.00 plus permit waiver
88 & 90	Water Street	No	1	Replace rotted window sills, replace steel door	\$4,312.50	\$1,078.13	\$1,000.00	Medium	\$1,000.00 plus permit waiver
718	Water Street	No	2	Restore and paint trim, replace siding where necessary	\$4,600.00	\$1,150.00	\$1,000.00	Medium	\$1,000.00 plus permit waiver
TOTAL							\$7,380.75		

145-147 Duckworth Street
Heritage Area 3



221 Duckworth Street
Heritage Area 2



116 Gower Street
Heritage Area 2



36 King's Bridge Road
Designated Heritage Building
Heritage Area 1



17 Monkstown Road
Heritage Area 1



87 Quidi Vidi Road
Heritage Area 3



88 & 90 Water Street
Heritage Area 1



718 Water Street
Heritage Area 2



2020 Heritage Financial Incentives Program – Heritage Conservation Grants

Civic	Address	Designated?	Heritage Area	Description of Work	Quote (HST inc)	25% of Quote	25% to a max \$5,000	Priority	Recommendation
72	Bonaventure Avenue	No	2	Replace clapboard and trim, restore architectural features, fascia and soffit	\$12,880.00	\$3,220.00	\$3,220.00	Medium	\$3,220.00 plus permit waiver
25	Buchanan Street	Yes	3	Restoring façade (requires mason), painting	\$23,200.00	\$5,800.00	\$5,000.00	High	\$5,000.00 plus permit waiver
9	Flavin Street	No	3	Replace 7 windows, doors, replace clapboard.	\$38,214.50	\$9,553.63	\$5,000.00	Medium	\$5,000.00 plus permit waiver
111	George Street West	No	3	Replacing clapboard, replacing windows	\$50,370.00	\$12,592.50	\$5,000.00	Low-Medium	\$5,000.00 plus permit waiver
14	Gower Street	No	2	Replace clapboard and trims, mansard roof and dormer repairs	\$15,088.00	\$3,772.00	\$3,772.00	Low-Medium	\$3,772.00 plus permit waiver
16	Maxse Street	No	2	Restore round dormer, replace clapboard, restore corbels	\$23,724.50	\$5,931.13	\$5,000.00	Medium	\$5,000.00 plus permit waiver
118	Military Road	No	1	Repair/replace wrought iron fence	\$5,060.00	\$1,265.00	\$1,265.00	Medium	\$1,265.00 plus permit waiver
120	Military Road	No	1	Restore dormer, replace shingles	\$12,075.00	\$3,018.75	\$3,018.75	Medium	\$3,018.75 plus permit waiver
133	Pennywell Road	No	3	Restored bay window	\$12,650.00	\$3,162.50	\$3,162.50	Low	\$3,162.50 plus permit waiver
57	Queen's Road	No	1	Installing Flashings, repairing decorative trim, replacing trims, replacing clapboard	\$7,532.50	\$1,883.13	\$1,883.13	Medium	\$1,883.13 plus permit waiver
114	Queen's Road	No	2	Replace shingles, replace siding with clapboard, replace window trims	\$10,332.75	\$2,583.19	\$2,583.19	Medium	\$2,583.19 plus permit waiver
83	Rennie's Mill Road	No	3	Replace shingles and maintain peak roof	\$15,640.00	\$3,910.00	\$3,910.00	Medium	\$3,910.00 plus permit waiver
36	Victoria Street	No	2	Replace mansard shingles, replacing windows, restoring dormers, replacing/painting clapboard	\$15,502.00	\$3,875.50	\$3,875.50	Medium	\$3,875.5 plus permit waiver
6	Wood Street	No	2	Replacing all clapboard and trim where required	\$20,728.75	\$5,182.19	\$5,000.00	Low-Medium	\$5,000 plus permit waiver
TOTAL							\$51,690.07		

72 Bonaventure Avenue
Heritage Area 2



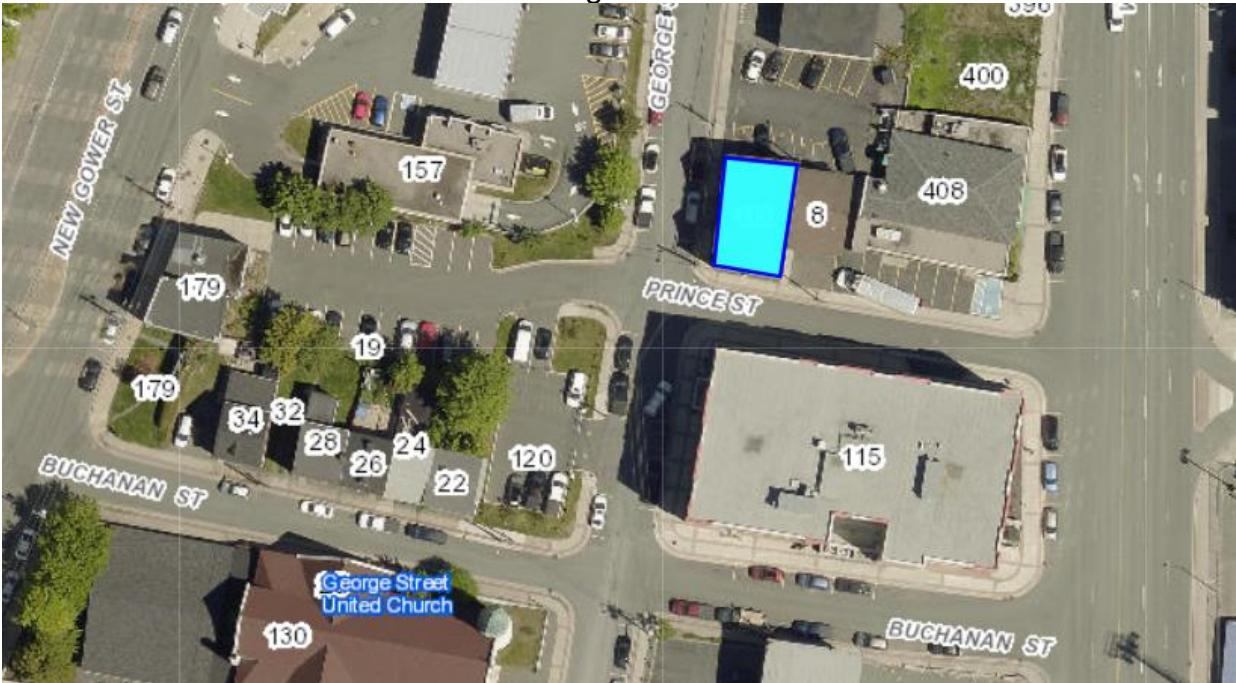
25 Buchanan Street
Designated Heritage Building
Heritage Area 3



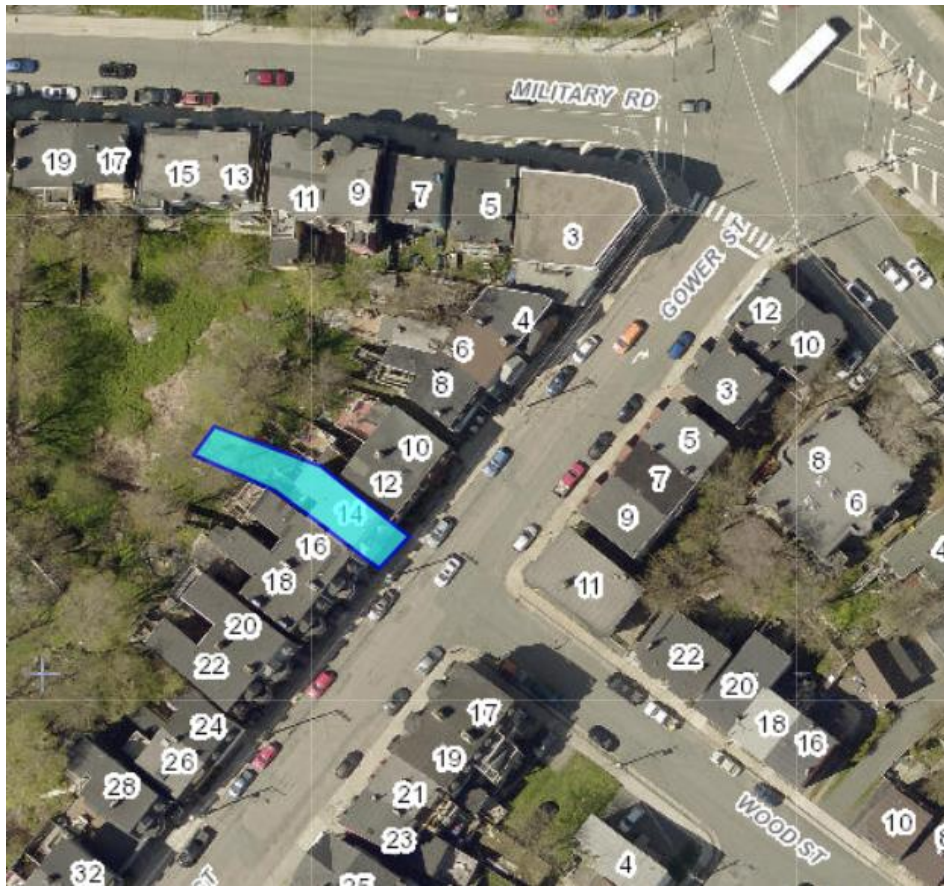
9 Flavin Street
Heritage Area 3



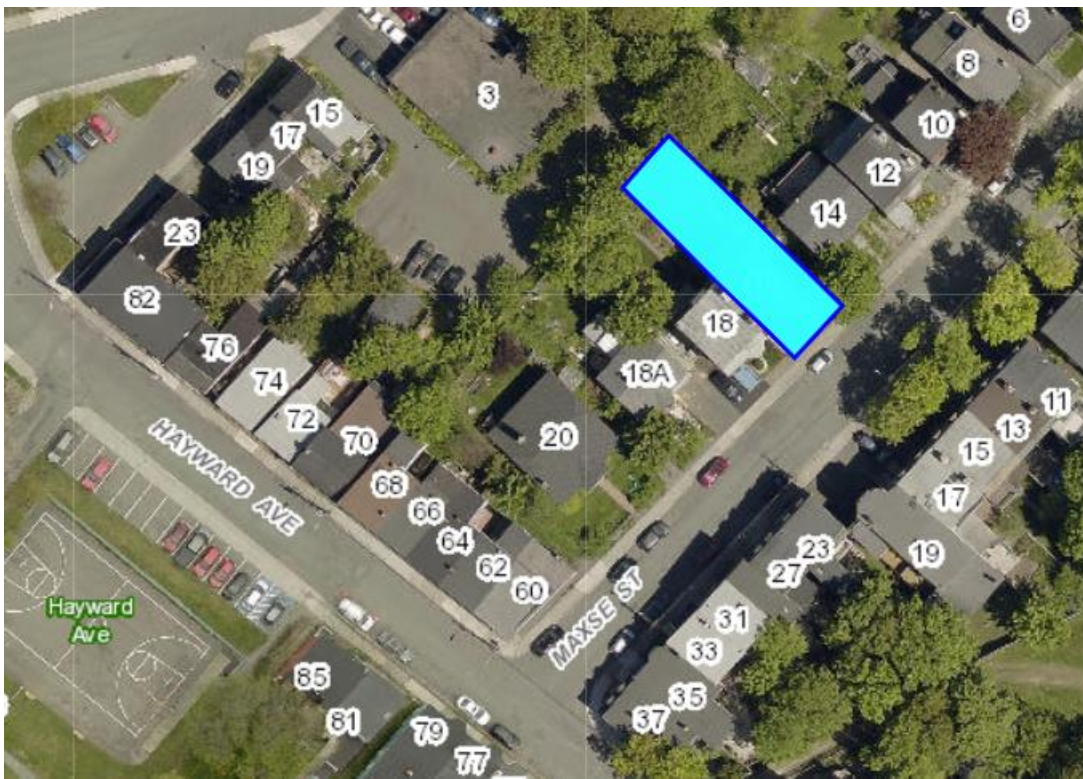
111 George Street West
Heritage Area 3



14 Gower Street
Heritage Area 1



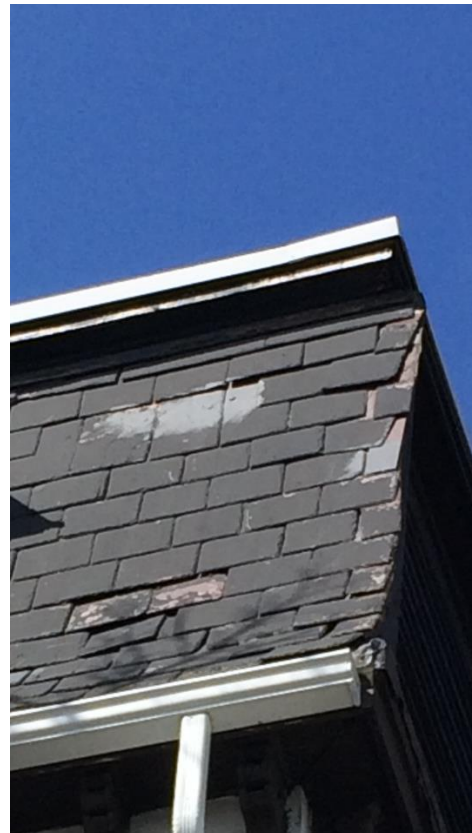
16 Maxse Street
Heritage Area 2



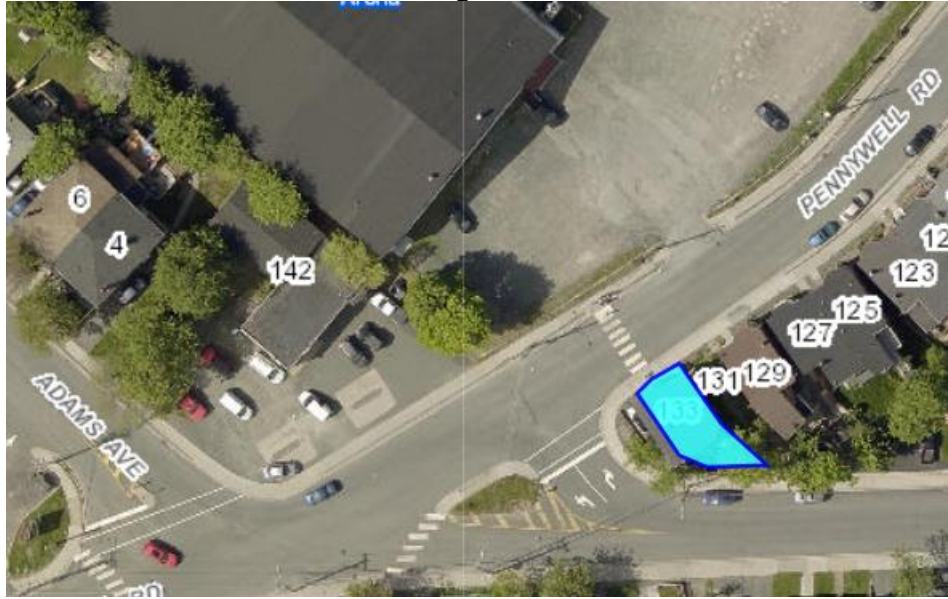
118 Military Road
Heritage Area 1



120 Military Road
Heritage Area 1



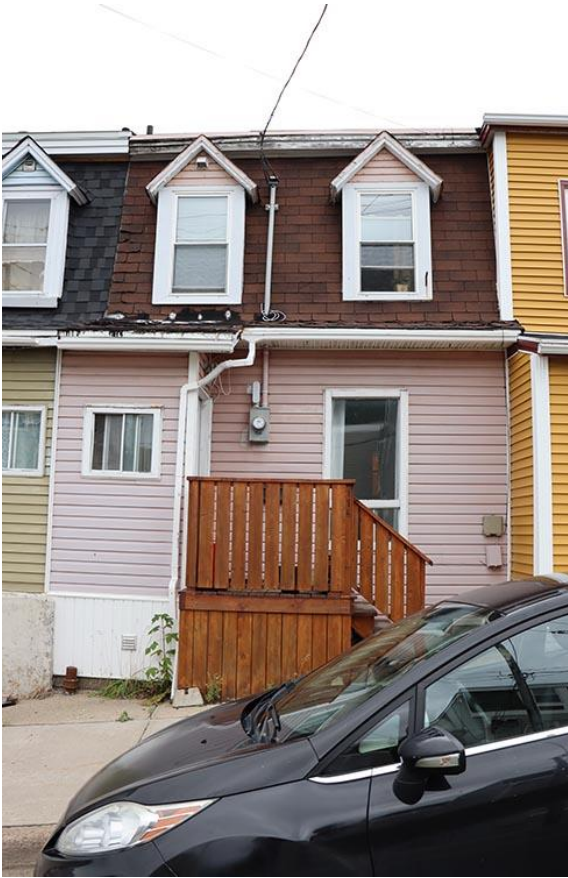
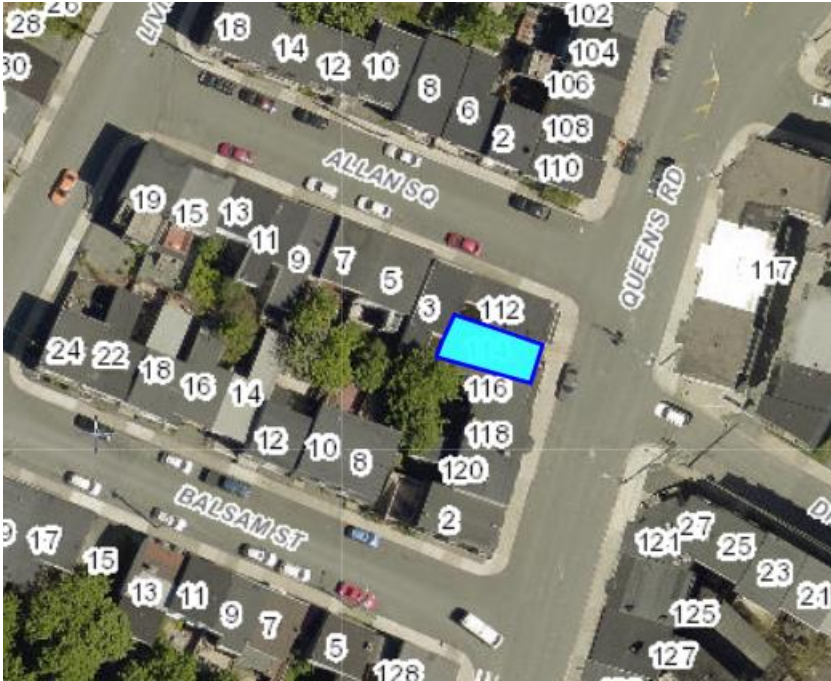
133 Pennywell Road
Heritage Area 3



57 Queen's Road
Heritage Area 1



114 Queen’s Road
Heritage Area 2



83 Rennie's Mill Road
Heritage Area 3



36 Victoria Street
Heritage Area 2



6 Wood Street
Heritage Area 2



DECISION/DIRECTION NOTE

Title: 50 Bonaventure Avenue, Heritage Designation

Date Prepared: October 6, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Planning & Development

Ward: Ward 2

Decision/Direction Required:

To seek approval to designate 50 Bonaventure Avenue as a Heritage Building.

Discussion – Background and Current Status:

The City received an application from Georgetown Inn Inc. to designate the building at 50 Bonaventure Avenue as a Heritage Building. The subject property is located within Heritage Area 2, is designated Residential Downtown under the St. John's Municipal Plan and is zoned Residential Medium Density (R2). Should Council designate the building as a Heritage Building, discretionary uses in the R2 Zone include Heritage Use.

Heritage Designation Review

50 Bonaventure Avenue was built in approximately 1905 when this area was the northern fringe of St. John's, with farmland on the other side of Bonaventure Avenue. It was built for the family of Charles O'Neill Conroy, K.C., O.B.E, a solicitor, and director and general counsel for the Reid Newfoundland Company Limited, which operated the Newfoundland Railway and the coastal boat service. Charles was born in Dublin, Ireland, on January 24, 1871, to Judge James G. and Elizabeth (O'Neill) Conroy. The family moved to Newfoundland when Charles was about 18 months old. He later studied in Manchester and London, returning to Newfoundland to be called to the bar in 1900. He married Mary Agnes Weathers in 1899. He was a member of the Bally Haly Golf Club and the Knights of Columbus. Their house was called "Raheen", an Irish word meaning "A People's Place".

Some of Charles and Mary's 8 children were prominent citizens.

- James O'Neill Conroy (born March 29, 1900) was a barrister and a solicitor to the City of St. John's. He opened a law office in Corner Brook, the only one in Newfoundland outside of St. John's at the time. James married Elizabeth Anne McGrath; after he died young in 1931, Elizabeth became Newfoundland's second female lawyer and took over her late husband's law practice.
- Louis O'Neill Conroy, M.D. (born September 24, 1902) was a physician and surgeon. Many St. John's directories note him as living at 50 Bonaventure Avenue. His doctor's office was in the Reid Building on Duckworth Street.
- Charles Henry Conroy (born October 23, 1905) was an electrical engineer who studied at the Massachusetts Institute of Technology (MIT) and worked with the Newfoundland

ST. JOHN'S

Department of Public Works from 1934 to 1970, retiring as Chief Engineer. He was the president of the Benevolent Irish Society from 1956 to 1972.

Charles O'Neill Conroy, the father, died in 1946. He willed 50 Bonaventure to the Presentation Sisters, however they did not acquire the property until 1976.

In 1950, D.R. Thistle was listed at the house. David Rudolph Thistle, M.B.E, was a printer and publisher. He became the King's Printer and founded the *Newfoundland Gazette* in 1924. He helped raise funds for the Rotary Sunshine Camp and a Community Centre for Unemployed. Throughout the 1950s the property is listed in ads for Ruggles Photographic House and J.G. Walker. In 1969 Margaret Dunn (of Margaret Dunn Cosmetics, Churchill Square) was listed at the property, which corresponds to the applicant's claim that the band April Wine got its start at 50 Bonaventure, practicing in the basement in 1969 before moving to Halifax.

When the Presentation Sisters moved into the house in the '70s, it was used as their residence as well as a place of worship, a meeting space for community leaders, and a refuge for families needing help and children needing respite. The Sisters sold the property to Georgestown Inn Inc. in 2019, who opened the building as a bed and breakfast.

While the house is in its original location, there have been additions. The clapboard was replaced with vinyl siding; in a photo from 1984, one can see that details like the corbels under the mansard roof have been removed. However, the character of the structure remains. It is a good surviving example of a large Second Empire style of architecture with distinctive mansard roof, peaked dormers and decorative trim, scoring 82 on our Heritage Designation Criteria. Background information from the applicant is attached for your review.

Via e-poll, the Built Heritage Experts Panel unanimously recommend 50 Bonaventure Avenue as a Heritage Building. Staff agree with this recommendation.

Heritage Use (café)

Should Council decide to designate the building, the owner will apply for a Heritage Use under the R2 Zone, to offer a "UK proper High Tea", serving scones, cucumber sandwiches, cakes, tarts, cookies, and tea. While an application has not been made yet, the owners would use the kitchen and back parlour as the dining room and can potentially host 24 people in 6 tables of 4. They would like to offer one scheduled sitting at 3 pm on Fridays, Saturdays, and Sundays from October 1 to June 1 – a total of 33 weekends. Sittings will be by prior reservation only. The café would be opened off-season from the Inn, to complement the down time of the Inn. The owner intends to include an area in the café which describes the history of the building.

Under the St. John's Development Regulations, this would be a Café/Eating Establishment, which is not permitted in the R2 Zone. If the building is designated, Council could consider the café as a Discretionary Heritage Use. No exterior changes would be required.

In previous applications like this, our process was to wait until the Heritage Designation By-law was gazetted before the applicant could apply for a Discretionary Heritage Use. Following meetings among Planning, Development and Legal staff, we recommend that if Council agrees

to direct Legal to prepare a Heritage Designation By-law, then the Discretionary Heritage Use could be advertised. Staff would then bring the Heritage Designation By-law and the Discretionary Use back to the same Council meeting for decision. This would save between 4 and 6 weeks in the application process.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner; nearby property owners and residents; heritage organizations.
3. Alignment with Strategic Directions/Adopted Plans:
St. John's Strategic Plan 2019-2029 - A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications: Should the designation proceed, the Legal Department will write a Heritage Designation By-law for 50 Bonaventure Avenue for Council's consideration.
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Prior to designating the building, Council must issue a Notice of Motion at a regular Council meeting. Further, consideration of a Heritage Use will require public notice.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That Council approve the proposed heritage designation of 50 Bonaventure Avenue and direct the Legal Department to undertake a Designation By-law for Council's consideration.

Further, subject to an application being made and approval of heritage designation, that Council advertise the Discretionary Use of a Heritage Use (Eating Establishment/café) at 50 Bonaventure Avenue.

Prepared by: Ann-Marie Cashin, MCIP, Planner III – Urban Design & Heritage
Approved by: Ken O'Brien, MCIP, Chief Municipal Planner

Report Approval Details

Document Title:	50 Bonaventure Avenue, Heritage Designation (COTW).docx
Attachments:	- 50 Bonaventure Avenue - Attachments(COTW).pdf
Final Approval Date:	Oct 7, 2020

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

Ken O'Brien - Oct 7, 2020 - 10:08 AM

Jason Sinyard - Oct 7, 2020 - 10:33 AM

Statement of Significance



50 Bonaventure Avenue (Raheen)

Formal Recognition Type

City of St. John's Heritage Building, Structure, Land or Area

Description of Historic Place

50 Bonaventure Avenue is a two-storey and a half storey, wooden dwelling located at the intersection of Bonaventure Avenue and Fleming Street in St. John's, NL. The designation is confined to the footprint of the building.

Heritage Value

50 Bonaventure Avenue has been designated because of its aesthetic and historic values.

50 Bonaventure Avenue achieves aesthetic value because it is a good surviving example of an early 20th century Second Empire single-detached dwelling. Features of this style include: two and a half storey construction, mansard roof, size, shape and placement of windows, peaked dormers, wide trims, and enclosed porch. The structure has been renovated over the years but the character of the building remains generally unchanged.

50 Bonaventure Avenue has historic value because of its association with Charles O'Neill Conroy, K.C., O.B.E, and his family. Mr. Conroy built the dwelling around 1905 when this area was the northern fringe of St. John's. He was Solicitor, and Director and General Counsel for Reid Newfoundland Company Limited. Charles was born in Dublin, Ireland Jan 24, 1871 to Judge James G. and Elizabeth (O'Neill) Conroy who relocated to Newfoundland when he was about 18 months old. He later studied in Manchester and London but returned to Newfoundland where he was called to the bar in 1900. He

married Mary Agnes Weathers in 1899 and had five sons and three daughters. He was involved in the Bally Haly Golf Club and the Knights of Columbus. Various documents note that his residence was called "Raheen" which is an Irish word meaning "A People's Place".

Charles' children have also made contributions to Newfoundland and Labrador.

- James O'Neill Conroy (March 29, 1900) was also a Barrister to Law and a Solicitor to the City of St. John's. He went on to open a law office in Corner Brook, which was the only law office in Newfoundland outside of St. John's at the time. James married Elizabeth Anne McGrath and after James passed away in 1931, Elizabeth became Newfoundland's second female lawyer and took over James' law practice.
- Louis O'N Conroy, M.D. (September 24, 1902) was a physician and surgeon. Many St. John's Directories also note Dr. Conroy as living at 50 Bonaventure Avenue. His doctor's office was located in the Reid Building on Duckworth Street.
- Charles Henry Conroy (October 23, 1905) was an electrical engineer who studied at Massachusetts Institute of Technology (MIT) and worked with the Department of Public Works from 1934-1970 retiring as Chief Engineer. He was also the President of the Benevolent Irish Society from 1956-1972.

Charles O'N Conroy lived on Bonaventure Avenue until his death in 1946. He willed the building to the Presentation Sisters, however the Presentation Sisters did not acquire the building until 1976.

Other occupiers of the building include David Rudolph Thistle, M.B.E, a printer and publisher. He received commission as King's Printer and founded the Newfoundland Gazette in 1924.

When the Presentation Sisters moved into the building, it was used not only as their residence but as a place of worship, a meeting space for community leaders and a refuge for families needing help and children needing respite. The Presentation Sisters later sold the property to Georgestown Inn Inc. who opened the building as a Bed and Breakfast.

Source: Designated at a regular meeting of the St. John's Municipal Council held.....

Character Defining Elements

All elements that define the building's Second Empire design including:

- two and a half storey structure
- mansard roof
- size, style and location of windows
- peaked dormers
- wide trims
- enclosed porch

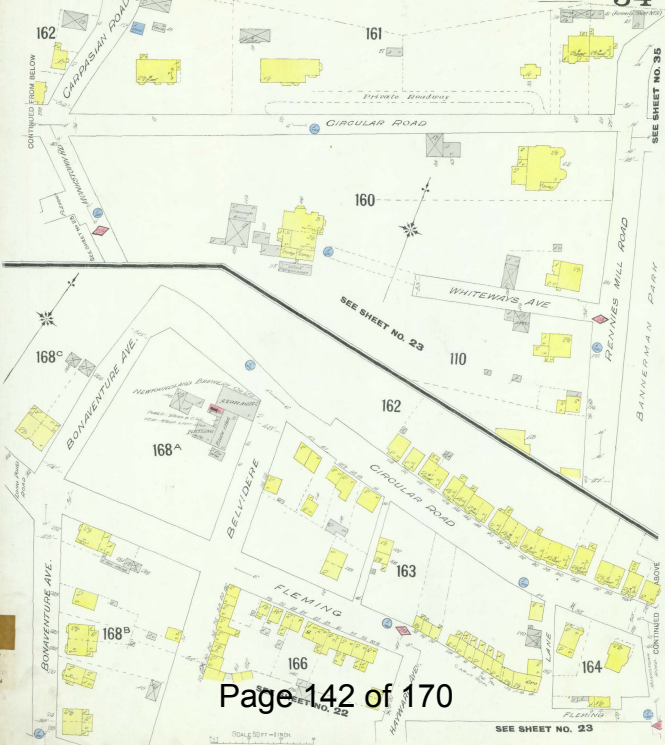
Location and History

Community	St. John's
Municipality	City of St. John's
Civic Address	50 Bonaventure Avenue
Construction	Approximately 1905
Builder	Unknown
Style	Second Empire
Building Plan	Square

ST JOHN'S NFLO
- SEPTEMBER 1942

CONTINUED FROM BELOW

SEE SHEET NO. 35



BANNERMAN PARK

CONTINUED ABOVE

indicate the presence of 147,000,000 tons of bituminous coal. Managing Director since the Company's inception. Travelled in interest of the organization, to Great Britain, the United States and Canada, where he conferred with leading financial and mining groups with a view to the development of the Company's property. Active in development of Bay D'Espoir timber property. Is unmarried. Societies: B. I. S., Star of the Sea and Overseas Club, London. Religion: Roman Catholic. Independent in politics. Residence: 382 Water St., St. John's.

PAYNE, Frank Winston—Insurance representative and broker. Vice-Pres. and Secretary Young, Hayes & Payne Co., Real Estate, Insurance Brokers and Agents. Born April 15th, 1899, Twillingate, Nfld., son of Samuel and Olivia Payne. Educated at Twillingate and Campbellton Public Schools, Nfld., and Boston, Mass. Went to U. S. A. 1913. Served with American Army during world war in the aviation and signal corps. Received officers' training at the University of Vermont, Burlington, Vermont, and Carnegie Institute of Technology at Pittsburgh, Pa. Honorably discharged June 7th, 1919. Married 1925 to Miss Edna MacScriven. Has one daughter, Betty Marilyn Payne. Clubs: Men's Republican and Ward Seven Republican at Somerville, Mass; Clarendon Club of Somerville, Mass. Recreations: Swimming, fishing, riding, golf. Religion: Methodist. Politics: Republican. Residence: 47 Teele Avenue, West Somerville, U.S.A. Summer residence: Fortune's Rock, Maine, U. S.A.

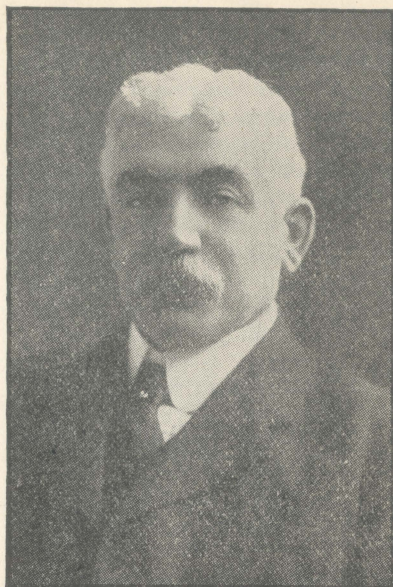


C. O'NEILL CONROY, K.C., O.B.E.

CONROY, Charles O'Neill, K.C., O.B.E.—Director and General Counsel Reid Newfoundland Company, Ltd. St. John's. Born Dublin, Ireland Jan. 24, 1871, son Judge James G. and Elizabeth (O'Neill) Conroy. Educated St. Bede's College, Manchester; University College and School, London, England; Wren and Gurney, London, England. Read Law with the late Mr. Justice Emerson. Admitted as Solicitor 1899. Called to the Bar of Newfoundland 1900. Created K. C. 1913. Master Supreme Court 1914. Brown- ing and Conroy 1899. Horwood and Conroy 1901-1902. Furlong, Conroy and Higgins 1907-1916. Conroy and Higgins 1916-1918. Conroy, Higgins and Hunt 1918-1919. Lieut.-Col. com-

manding Catholic Cadet Corps. Married Mary Agnes Weathers, daughter of Geo. Weathers, L.R.C.P., London, England, July 18, 1899. Has five sons and three daughters. Club: Bally Haly Golf. Society: Knights of Columbus. Recreations: Motoring, fishing, photography, golf. Religion: Catholic. Residence: "Raheen," Bonaventure Avenue, St. John's.

SQUIRES, Beaton H.—A.B., Harvard, 1906; L.L.B., Harvard, 1909 Counsellor-in-Law of the Massachusetts Bar, Solicitor and Barrister of the Saskatchewan Bar, Canada. Born Dec. 16th, 1880. at Trinity Bay, Nfld., son of Rev. John Squires and Amelia Davis (Hippisley) Squires. Educated at Methodist College, St. John's, Harvard College and Harvard Law School. As an undergraduate played football on the Harvard Varsity for four years, and in 1905 was named All-American tackle. Coached football from 1906-1913. Was called to the Massachusetts Bar in February, 1909, and practiced law in Boston for several years. In 1913 went to Saskatchewan, Canada, on legal business, and in 1914 was called to the Saskatchewan Bar, remaining in that province until 1922. Returned to Massachusetts in the latter year and now has legal offices at 18 Tremont Street, Boston, Mass. Married in 1913 to Miss Edith Louise Gaffield, of Brookline, Mass. Societies: Masonic and L. O. A. Recreations: Football, swimming and tennis. Religion: Congregational. A Republican in politics. Residence: 29 Lakeview Road, Winchester, Mass. Summer residence: West Rindgo, New Hampshire, U.S.A.



HON. FRANCIS J. MORRIS

MORRIS, Hon. Francis J.—Judge, Central District Court. Born St. John's Dec. 5th, 1862, son of the late Edward Morris and Catherine (Fitzgerald) Morris. Educated St. Bonaventure's College. Read law with the late Sir Joseph Little and R. J. Kent, K.C. Admitted as Solicitor November, 1886. Called to Bar of Newfoundland 1887. Created K. C. 1902. Appointed Judge of Central District Court 1917. Appointed Honourable for life by the King. Solicitor for Municipal Council for 24 years. Elected to House of Assembly for Hr. Main for twenty years and represented the District of Placentia and St. Mary's as supporter of Sir Edward Morris' Government. Speaker of House during Premiership of Sir Robert Bond's

Legion Post No. 19, Somerville Lodge of Moose. Recreations: Baseball, football, hunting, fishing. Religion: Methodist. Politics: Republican. Residence: 9 Knaff St., Somerville, Mass. Summer residence: Bar Haven, Maine.

AYLWARD, Michael F.—Inspector of Newfoundland Post Offices. Born at St. John's Sept. 17th, 1869, son of the late William P. Aylward, and Ellen Aylward. Educated at St. Bonaventure's College. Entered the General Post Office as letter carrier 1887, promoted to assistant Clerk 1889. Made Assistant Despatching Clerk 1890, and Despatching Clerk 1891. In 1892 promoted to Mail Clerk, succeeding the late John W. Kinsella as mail clerk on the S. S. Curlew on the South West Coast. Mail clerk on Reid's boats up to the arrival of the Portia and Prospero to Bowring Bros. Promoted to Delivery Clerk 1909. Inspector of Nfld. Post Offices 1923. Installed pillar boxes on railway route, Placentia Junction to Gambo when railway was being completed to Port aux Basques in 1897. Unmarried. Societies: B. I. S. and K. of C. and Curling Association. Politics: Non-partisan. Residence: "Tintern Place," Robinson's Hill, Portugal Cove Road.

WHITE, Francis Herbert—Sales-manager the National Picture Frame and Art Co., Ltd., of New York. Born June 13th, 1887 at St. John's, Newfoundland, son of William and Annie C. White. Educated at Methodist College, St. John's, Nfld. Worked in Government Engineer's office, St. John's, Nfld. Left St. John's in 1912 and entered employ of The Map Co.,

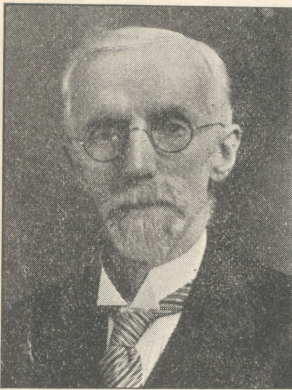
Ltd. In 1919 accepted a position with the National Picture Frame and Art Co., Ltd. At present holds position of salesmanager with above company and handles all sales from Halifax to Vancouver, travelling from coast to coast once a year. Married Sept. 7th, 1918, to Miss Ruth Hitchcon. Children: Three sons. Recreations: Fishing and shooting. Religion: United Church. Politics: Conservative. Residence: 26 Belhaven Road, Toronto, Ontario, Canada.



JAMES O'NEILL CONROY

CONROY, James O'Neill—Barrister at Law, Solicitor, Notary Public, Law Chambers, St. John's. Born March 29, 1900, St. John's, Nfld., son of Charles O'Neill Conroy, K.C., and Mary A. (Weathers) Conroy. Educated at St. Bonaventure's College, St. John's, and St. Edmund's Old Hall, Herts England. Married July 18, 1926, to Betty, only surviving daughter of Mrs. and the late James F. McGrath, M.H.A. Was active in organization of Self-Determination League in 1920-21 and frequent contributor of articles on Irish and Imperial politics in local and Canadian press. Enrolled as

Solicitor in October, 1921, called to the Bar 1922. Member of firm of Fenelon & Conroy 1921-22. Since practiced alone. Advocate of Terra Nova Council, K. of C.. Societies: B. I. S., K. of C., Star. Clubs: Bally Haly Golf, Curling, Chess. Recreations: Reading, walking, golf. Independent in politics. Residence: Bonaventure Avenue, St. John's, Nfld



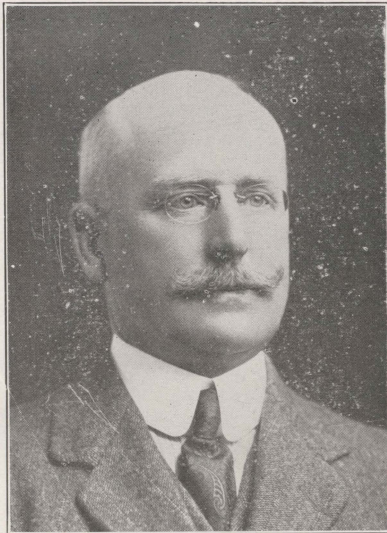
JAMES A. CARMICHAEL

CARMICHAEL, James Adamson—Salesman, The Direct Agencies, Ltd "Father of the travelling salesmen in Newfoundland. Born in 1860 at Glasgow, Scotland, the son of Thos. Carmichael and Annie (Adamson) Carmichael. Educated at Shettleston Parish School and self taught. Apprenticed to drapery and clothing business in Glasgow. Came to Newfoundland in 1881. Salesman Bowring Bros. till 1887. Took charge of S. O. Steele's business, being buyer British American markets, till 1892. Manager G. C. Fearn's business at Harbour Buffett for three years.

Travelled for various other firms selling merchandise. In 1915 joined present house and retired from active road work in 1925. Married in 1888 to Miss Mary E. Colton, St. John's. Has one son and three daughters. Societies: Masonic, Oddfellows, St. Andrew's, Commercial Travellers' Association (Secretary-Treas.). Recreations: Trout fishing and formerly association football and hockey. Religion: Congregationalist. Independent in politics. Residence: 97 King's Road, St. John's Nfld.

PERLIN, Israel—Managing Director of I. F. Perlin & Co., wholesale dry goods and manufacturers of men's clothing, Water Street, St. John's. Born Feb. 10th, 1871, Russia. Came to Newfoundland from the United States in 1891 and established a business on Water Street. Later joined by his brother (now deceased), and firm name changed to I. F. Perlin & Co. In 1905 started a clothing factory in conjunction with dry goods business. Married 1900, to Miss Adele Adams. Children: three sons and three daughters. Societies: Masonic (Tasker Lodge), Newfoundland Board of Trade. Residence: Queen's Road, St. John's.

ASHBOURNE, Thomas Gordon William, B.A., M.H.A.—Member for the District of Twillingate. Director and Secretary-Treasurer of Ashbourne's, Ltd., fish merchants and general dealers, Twillingate, N.D.B. Born December 4, 1894, at Twillingate, the son of William Ashbourne and Lucy Goodison (Linfield) Ashbourne. Educated at Methodist College, St.



HON. SIR E. R. BOWRING.

BOWRING, Hon. Sir Edgar Rennie, Kt., cr. 1915. First High Commissioner for Newfoundland, 1918-22. President and Managing Director Bowring Bros., Ltd., steamship owners and agents, since 1891. Born St. John's, August 17th, 1858, son of John Bowring and Mary Rennie Bowring. Married 1888, Flora Munn, daughter of Hon. James Clift. Educated at Bishop Feild College, St. John's; Liverpool and Scarborough, England. Member of Newfoundland Legislative Council 1897; member Dominion Royal Commission 1912. Director C. T. Bowring, Ltd., London, Liverpool and Cardiff, and of Bowring Bros., New York. Recreations: Motoring, golf,

riding. Address: Hyde Park Hotel, London. Clubs: City of London, Royal Automobile, Bath, Ranelagh.

CONROY, Louis, O'N., M.D.—Physician and Surgeon. Born September 24th, 1902 at St. John's, Nfld., the son of Charles O'N. Conroy and Mary A. Conroy. Educated at St. Bonaventure's College, St. Francis Xavier, McGill University. 1926-1928 House Surgeon, General Hospital, Montreal. Began practice September 1928. Societies: B.I.S. Clubs: City Club, Bally Haly Golf and Curling Clubs. Religion: Roman Catholic. Residence: 59 St. Bonaventure Avenue, St. John's, Nfld.

to rank of District Inspector; 1971, Attended Executive Development Course, Canadian Police College, Ottawa; 1972, Promoted to rank of Deputy Assistant Chief of Police. Commanding Officer, Patrol and Traffic Division and Training Officer. Clubs and Associations: Director Canadian Mental Health Association; Member National Police Project Planning Committee; Law Enforcement and Community Relations Program; Memorial University. Hobbies: Outdoor activity, (hiking, camping, etc.) Reading, Naval history. Religion: Roman Catholic. Address: 2 Fort Townshend, St. John's, Newfoundland.



COL. JACK T. ALLSTON



JOHN R. BROWNE

ALLSTON, Col. Jack T., C.D. Director of Urban and Rural Planning, Province of Newfoundland 1954. Born Colchester, England, September 17, 1923. Son of Mr. and Mrs. F.C. Allston. Wife's name Patricia Mary. Children: John, David, Mark and Peter. Educated in the Country of Essex, England. President Town Planning Institute, of Canada 1968; President Atlantic Planners Institute 1967; Member Community Planning Association of Canada; Served with Royal Engineers, World War II, Royal Hampshire Regiment, T.A. Commanding Newfoundland Militia District 1968 to 1972; Appointed Aide-de-Camp to His Excellency the Governor General, 1967; President Newfoundland and Labrador Army Cadet League and Member of Board of Governors of the Army Cadet League of Canada. Member: Infantry Association of Canada; Royal Canadian Legion; Association of Canadian Television and Radio Actors; Former Member of the Roman Catholic School Board of St. John's and the Roman Catholic Denominational Education Committee. Religion: Roman Catholic. Address: 45 Smithville Crescent, St. John's, Newfoundland.

CONROY, C. Henry. Born St. John's, Newfoundland, October 23, 1905. Son of Chas O'Neil Conroy K.C. and Mary Agnes (Weathers). Educated St. Bonaventure's College, St. Francis Xavier University' Antigonish, M.S. (Pre-Engineering), Mass Inst. Technology. Graduated from Mass. Institute of Technology; Cambridge, Mass., B.Sc. in Electrical Engineering, 1928. International Pulp and Paper Co. Limited, Corner Brook and Deer Lake, 1928-33; Department of Public Works (Nfld.), 1934-70 retiring as Chief Engineer; Part time appointment as Engineering Consultant, Department of Physical Planning and Development, Memorial University, 1970 — to date. Clubs and Associations: Benevolent Irish Society (President 1956 to 1972); Bally Haly Golf and Country Club. Hobbies: Golf. Religion: Roman Catholic. Address: 2 Allandale Apartments, St. John's, Newfoundland.

BEMIS, John Edwin. Born Nashwauk, Minnesota, April 21, 1924. Son of Edwin Lorin Bemis and Pauline Hall Bemis. Wife's name Alice E. Larson. Children: John, Jane and Terry. Educated Nashwauk High School, Nashwauk, Minn; Graduated 1942. Graduated from Michigan College of Mining and Metallurgy, 1948, B. Sc. in Mining Engineering. Four years in the U.S. Army, Euro-



STRONG, CYRIL WELLINGTON—Labour union organizer, St. John's. Born at St. John's, on August 2, 1912, the son of Ralph Frederick William and Molly Rolenda Strong. Educated at Harbour Grace schools; and at Methodist College, St. John's. Married. Children: Sandra Rolinda, Neville Douglas, Geoffrey Stuart, Cyril Bruce. Formerly an employee of the Newfoundland Hotel, St. John's. Now representative of the American Federation of Labour. Is a member of Local 779, Hotel and Restaurant Employees and Bartenders International Union; member of the executive council of the Newfoundland Federation of Labour since 1945. Societies: A.F. & A.M. Religion: United Church of Canada. Politics: Not given. Hobbies: Stamp collecting, gardening. Residence: 35 New Cove Road, St. John's.

THISTLE, DAVID RUDOLPH, M.B.E.

—Printer and publisher, St. John's. Born at Boot Harbour, June 15, 1891, son of David and Elizabeth Thistle. Educated at Methodist College, St. John's. Married Beatrice S. Stone (deceased). Twelve children. Began as school teacher; accountant with Fishermen's Union Trading Co. Ltd., 1910-14; an incorporator of *St. John's Daily Star* Publishing Co., and business manager, 1914-19; editor and manager of *Trade Review*, 1919-22, then incorporated Trade Printers & Publishers and managing director since. Received commission as King's Printer, which still holds; founded *Newfoundland Gazette*, 1924, and remains proprietor, editor. Organized annual Radio Auction which supports Rotary Sunshine Camp, organized Community Centre for Unemployed, etc. Honored with M.B.E. 1946. Clubs: City, Flying, etc. Soc.: Rotary, Y.M.C.A., etc. Church of England. Liberal. Hobbies: Fishing, hunting. Res.: 50 Bonaventure Ave., St. John's.



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CONROY & MUIR

BARRISTERS, SOLICITORS and NOTARIES.

CHAS. O'NEILL CONROY, K.C. (City Solicitor).
J. GORDON MUIR.

REID BLDG., DUCKWORTH ST.

Connors Thomas expressman American Aerated Water Works h 180 Pleasant

Connors Timothy cooper h 57 Harvey Rd

Connors Timothy mach Parker & Monroe Ltd shoe fcty h Pearce Ave

Connors Capt T J master mariner h 16 Cathedral

Connors William lab Imperial Oil Ltd h 33 Waldegrave

Connors William lab bds 367 Water
Conran Mrs Annie wid h 101 Freshwater Rd

Conran John tchr HM Penitentiary h 28 Mayor Ave

Constantine Harry confy 47 Merr meeting Rd h 47 do

Constantine Harry mach Parker Monroe Ltd shoe fcty h Freshwater Valley

Constantine James ships carp h 1 Central

Constantine Leo loco eng Nfld Rly Freshwater Valley

Constantine Peter lab Crosbie & C Ltd h 24 Brazil Sq

Constantine Philip J tlr Royal Store Ltd clothing fcty h 60 Mullock

Constantine Stephen baker Mammy Bakery h Freshwater Valley

Cashin & Company, Ltd.,

.. AUTOMOBILE ..
INSURANCE AGENTS

BUY ACADIA DIESEL ENGINES

CONROY & MUIR barristers & solicitors law offices Reid Bldg Duckworth (see advt)

Conroy Chas O'N KC OBE barr and solic of Conroy & Muir h 50 Bonaventure Ave

Conroy C H BSc asst to chief eng Dept Public Utilities h 50 Bonaventure Ave

Conroy Edward P 2nd asst Govt Analyst h 50 Bonaventure Ave

Conroy Miss Elfrida M stenog Conroy & Muir h 50 Bonaventure Ave

Conroy Mrs Elizabeth BA barr and solic office Reid Bldg Duckworth h 46 Bonaventure Ave

Conroy Louis O'N MD CM health officer Public Health Clinic h 50 Bonaventure Ave

Constantine Miss Gertrude tlrs Royal Stores Ltd clothing fcty h 60 Mullock

Constantine Stephen tlr Nfld Clothing Co Ltd h 52 Charlton

CONSULS

HM Trade Commissioner for Nfld i London D J Davies CBE BS FGS 58 Victoria St London SW

HM Trade Commissioner to Nfld F Gurney 1111 Beaver Hall Hill Montreal Quebec

Imperial Trade Correspondent H V Hutchings secty for Customs of fice HM Custom House Duckworth Street St John's Nfld

American Consulate General consu general H B Quarton office Commercial Chambers Water

Belgian Consulate consul Hon R I Job office Job Bros & Co Ltd Job's Cove Water

Brazilian Vice Consulate vice consu Geo R Williams office Williams Bldg 144 Water

THE ELECTRIC SHOP

IS AT 341 DUCKWORTH STREET

RUGGLES

Photographic House

- WEDDING PHOTOGRAPHY
- PORTRAITURE (Home and Studio)
- INDUSTRIAL PHOTOGRAPHY
- ADVERTISING
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AT ITS
FINEST*

50 BONAVENTURE AVENUE — TEL. 6069 — P.O. BOX E-5424

Bonaventure Avenue



#48

Occupant: Robert & Francis Furlong
Date Built: 1950-1960
Style: Split level bungalow
Architect:
Renovations:



#50

Occupant: Presentation
Mother House
Date Built: 1900's
Style: Second Empire
Architect:
Renovations:



#52

Occupant: Nfld. Brewery Ltd.
Date Built: 1892
Style: Queen Anne
Architect:
Renovations:



#54

Occupant: Nfld. Brewery Ltd.
Date Built: 1892-1914
Style: Queen Anne
Architect:
Renovations:



Find YOUR Adventure from Bonaventure

History
Describe the history of structure, past, present and Proposed Use

Section 3

- **Estimated date of build: 1905**
- **Built for family home for the Charles O'Neill Conroy family (Please see supporting documentation following). The home was named 'Raheen' an Irish word meaning 'A Peoples Place'.**
- **1946: Willed/left to (?) The Order of the Presentation Sisters upon death of Charles O'Neill Conroy**
- **1960-1968 Sisters of Assumption Convent (Presentation Sisters) (Please see supporting documentation following) (Baby House to the Mother House located beside Basilica)**
- **1968 Acquired by Margaret Dunn, of Margaret Dunn Cosmetics, in which the Canadian band April Wine got their start from the basement Please see supporting documentation following)**
- **1974 (?) Reacquired by The Presentations Sisters of NL**
- **2019 February 22 - Purchased from The Order of the Presentation Sisters by Georgetown Inn Inc. (Cynthia & John Purtill)**

At some point in time during the life of this building, three additions were added to the original footprint of the structure. A front entry vestibule; the extension of the back dining & original kitchen area, and then addition of a back boardroom, 2 piece bath and second side entrance. An exterior set of stairs was added at some point (Please see supporting documentation following), which has been removed. A fire escape from both the third and second floors was also added to the rear of the property at some time.

Prior to the purchase by the Purtill's, an extensive renovation, interior and exterior was done by the sisters to upgrade the property to code, for selling purposes. Since the Purtill's acquirement, 3 bathrooms; 2 shower stalls in existing bathrooms; laundry room and basement hallway have been added to a modified existing space. (Please see supporting documentation following.)

The Presentation Sisters not only lived in this house: it was used as a place of worship; a meeting place of community leaders; a gathering place; a refuge for families needing help and children needing respite.

Cont...

50 Bonaventure Avenue St. John's NL A1C 3Z5 709.221.7829 georgetowninn.ca



Find YOUR Adventure from Bonaventure.

History

Section 3

Describe the history of structure, past, present and Proposed Use Continued:

0 Bonaventure Avenue now serves as The Georgestown Inn, a bed & breakfast Inn, and home to the Purtil's. The Inn provides an opportunity for the heritage and original features to be preserved and maintained, and for others to share in the history and culture of the home. A custom stained glass window was commissioned by the Sisters, and installed just prior to the selling of the property, and is a featured item of the home. The name of the Inn was chosen to pay homage to the heritage area in which it resides.

The Georgestown Inn is fully compliant with licensing with the City of St. John's; SJFD; the Province of NL & Canada Select as a 6 bed Inn.

A City of St. John's award for preserving, or restoring the original character of a building in Heritage Area 2 was granted jointly to The Presentation Sisters & Purtil's in February of 2020.

It has always been a People's Place, and the intention is that the property continues in this vein. The proposed use we would like to add to the current use as a bed & breakfast Inn is to open a Tea Room. We would like to use the open area of the kitchen and back Parlour as the dining room to host High Tea, and can potentially host 24 persons or 6 tables of 4. We would like to offer one scheduled sitting at 3pm, on Friday, Saturday, and Sunday's, from October 1 to June 1, only – total of 33 weekends. Sittings will be by prior reservation only. We do not want to be a restaurant, rather a Tea Room that is opened off season from the on season of the Inn. It's to complement our downtown, and keep us busy by using our resources - the house, Cindy's baking & hospitality skills, wisely.

50 Bonaventure Avenue St. John's NL A1C 3Z5 709.221.7829 georgestowninn.ca

Charles O'Neill Conroy

Charles O'Neill Conroy was a twentieth century Newfoundland solicitor born in Dublin.

Early life

He was born in Dublin in 1871 to James Gervé Conroy, a lineal male-line descendant of Fearfeasa O'Maolchonaire of the Four Masters, and Elizabeth O'Neill, who was the only daughter of Charles Henry (Cáthal Ainrí) Ó Néill, The O'Neill of Clannaboy. He was brought to St. John's, Newfoundland by his parents at 18 months, where his father became a teacher, lawyer, judge, founder of the Irish Catholic newspaper the "St. John's Advertiser", two term MHA for Ferryland and the Avalon Peninsula, and advocate of formal political ties between Ireland and Newfoundland.



O'Neill Conroy family photo

He was educated in St. John's and in London, where he rented a room from Mary, the widow of Dr. Weathers, who was the brother of William Weathers, Bishop of Amyclaw. After returning to Newfoundland, he proposed to Mary's daughter, also Mary, and she and her mother moved to St. John's. He educated William J. Higgins, who would later be his law partner, Speaker of the Newfoundland House of Assembly and a judge.

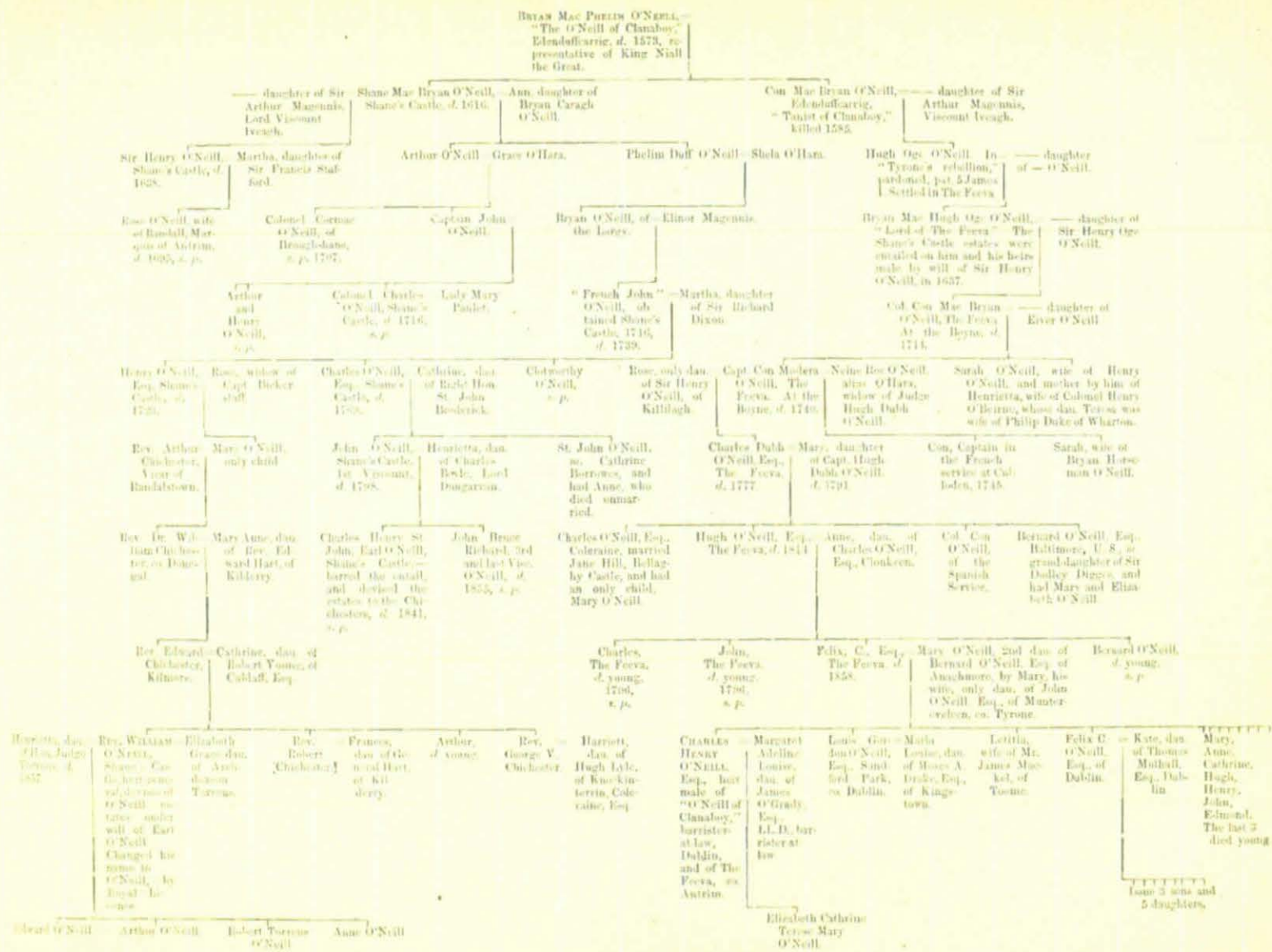
Career

Conroy worked as a solicitor for the City of Saint John's, and while in that role he launched a writ against the government of Newfoundland to secure funding for the city during the Great Depression. He was Grand Knight of the Knights of Columbus and launched a successful but non-punitive libel lawsuit against a citizen who had been misled by the "orange" element, and was circulating lies regarding the nature of the organisation and a supposed oath, so that future repetitions of the malicious rumours could be prosecuted. He was also Lieutenant-Colonel and commanding officer of the Newfoundland Catholic Cadet Corps. Several pictures survive of him in the Newfoundland archives. He was an avid photographer and salmon fisherman himself, and many of his photographs survive in the Newfoundland Quarterly Journal, particularly of the salmon rivers of Newfoundland. There is a pool named Chas. O'Neill Conroy's Pool after him in the Salmonier River.

Personal life

An only son, he lived at Raheen at 50 Bonaventure Avenue, and left a large family, with several sons and grandsons serving the executive of the Benevolent Irish Society of St. John's.

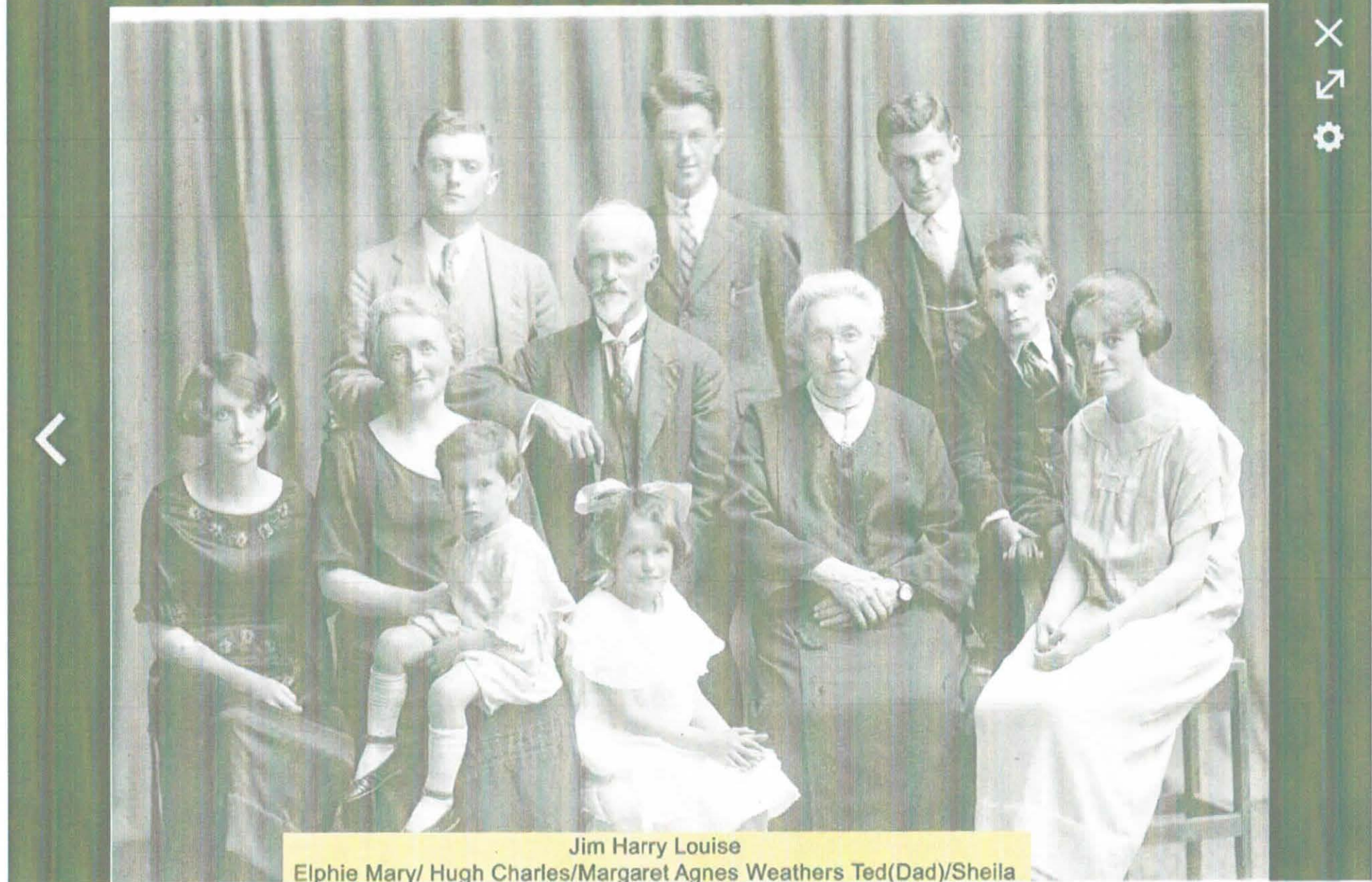
The eldest, James O'Neill Conroy, married Elizabeth Anne McGrath, daughter of James Francis McGrath, whose sons included James M. McGrath and John William McGrath, Theodore Roosevelt's Secretary who was with him at the assassination attempt on him. Jim and Betty had a boy Padre Carlos O'Neill Conroy, who was a Priest in Monsefú and for a time made mayor before he died tragically in 1966 in an auto accident, and a girl Sister Margaret O'Neill Conroy who still teaches in Uganda



Family tree of the O'Neill Conroys of Newfoundland and Canada, descended

[More details](#)

👤 Sir Bernard Burke - Arms Authorised by the Laws of Heraldry



Jim Harry Louise
 Elphie Mary/ Hugh Charles/Margaret Agnes Weathers Ted(Dad)/Sheila

Charles O'Neill Conroy, wife Mary Agnes (née Weathers) and the O'Neill Conroys.

[More details](#)

Rían Ó Maolchonaire - Own work

A House named "Tearmann"

96 years at 46 Bonaventure Avenue, St. John's, NL

The Neighbourhood

Georgetown, St. John's first suburb, began to be developed in the early 1800s, starting in the Hayward Avenue/Fleming Street area, followed by subdivisions in the Hayward/Mullock Ave and Catherine/William St. areas. The suburb eventually extended the "Old Town" of St. John's from Military Road north to Empire Avenue, including Bonaventure Avenue.

46 Bonaventure

Mary (Minnie) Aylward McGrath, prominent Water Street business woman, had the house built (for \$5,000.00!) in 1917. Her businesses included the Tremont Hotel, one of the City's fashionable hotels in the late 1800's and early 1900's, and the nearby Osborne House.

At the time of its construction, 46 Bonaventure was on the northern fringe of the city. Belvedere Orphanage, convent and farm lay across the field to the west and development was proceeding to the east, but land to the north was largely rural and agricultural.

Mary was the third wife of James Francis McGrath (1859 – 1902), politician and Governor of the Newfoundland Penitentiary. They were married in 1896 and had three children; Margaret, born in 1897, who died of polio at the age of nine, Elizabeth Anne (Betty), born in 1900, who married Lawyer James O'Neil Conroy and later became Newfoundland's second female lawyer, and James Michael Francis (1902-1975), medical doctor and politician, who raised his family, first in the town of St. Mary's, then at 44 Bonaventure Avenue.



26 - Mary McGrath
Jim's mother

Mary finished rearing her children at 46 Bonaventure and remained there until her death in 1942 (in her late years, the dining room became her bedroom). Her daughter Betty lived for a time next door with her in-laws at 50 Bonaventure Avenue (now home of the



Evening Telegram, July 24, 1935

Presentation Sisters). Following the death of her husband James in 1931, Betty, at the early age of 33, passed her law exams and took over his law office. She then lived for a short time at 46 Bonaventure with her two children, Charlie and Margie.

Both Charlie and Margie would distinguish themselves as missionaries abroad (and Margie continues to do so). Charlie became a Franciscan Reverend and served in South America for six years. He was Mayor of Monsefú in northern Peru before his untimely death at age 38 in a motor vehicle accident, in 1966. Margie has served the under-

privileged as a Religious of the Sacred Heart Sisters in Uganda and Kenya, remarkably, since 1971 through very trying times that have seen repressive regimes and civil wars. At age 82, she has vivid memories of 46 Bonaventure Avenue, despite having lived there for only a few of her early years.

Margie's first cousin Margaret (Conroy) Henley lived at 46 Bonaventure during WWII with her three small children while her husband Ted was serving overseas. Their youngest child, Peter, died of tuberculosis during this time. After living in Gander for a period, they returned to St. John's, bought 44 Bonaventure from the McGraths and finished rearing their family there.

46 Bonaventure was sold to Robert and Douglas Templeton in 1947, and they lived there for the next 28 years, rearing their 4 daughters. During this time, Robert was co-owner of R.A. Templeton's Ltd, the long established Water Street business. He was also an avid gardener and collector of rare books on Newfoundland and Labrador, some of which were unfortunately burnt in a fire at the Water Street premises.

The Templetons sold the property to Rosalie Fowler and Ian MacDonald, Memorial University Professor, in the mid-1970s. Ian died on Christmas Day, 1978 and Rosalie subsequently moved to Corner Brook. In 1979, she sold the property to Dennis and Susan Knight.

Seventeen years earlier, in September, 1962, Susan (Dyer) Knight was preparing to move to Montreal to attend the Royal Victoria Hospital School of Nursing. The evening before her departure, her friend Kathryn Templeton hosted a surprise going away party for her at 46 Bonaventure. In 1979, Susan returned to the house as the owner.

Over the next 34 years, Susan and Dennis raised their family in the house. They named it *Tearmann*, Irish for Refuge. Dennis operated a consulting business there and Susan went back to school, starting at Memorial University, then St. Paul's University in Minnesota and finishing with her doctorate at the University of London. She was a music teacher, founded Shallaway and Festival 500 and, in 2012, was appointed the Chancellor of Memorial University.

Ninety-six years after its construction, Mary McGrath's creation stands proud within an extended neighbourhood which includes The Rooms, Memorial University and the historic downtown. It has been a refuge for six families and stands ready for the next chapter.

D. Knight
26 May, 2013

April Wine

April Wine is a Canadian rock band formed in 1969 and based in Halifax, Nova Scotia. The band enjoyed international success in the 1970s and 1980s, releasing more than 20 albums since 1971.^{[1][2]}

Contents

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[Early years](#)

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[Gold and platinum years](#)

[1980s](#)

[Rebirth](#)

Band members

[Timeline](#)

Discography

Awards

See also

References

External links

History

Early years

Although April Wine officially began in late 1969 in Waverley, Nova Scotia, their roots can be traced back to St. John's Newfoundland in 1967/68. David and Ritchie Henman moved there when their father took a job at a local furrier company, Mitchell Furs. They would be heard jamming in a house on the corner of Bonaventure Avenue and Fleming Street in St. John's before relocating to Nova Scotia.^{[3][4]} The original members were brothers David Henman on guitar and Ritchie Henman on drums. Their cousin Jim Henman joined in on bass and Myles Goodwyn completed the sound on lead vocals and guitar. The band quickly realized that Halifax did not provide immediate opportunities to play and record, so the band sent a demo tape to Aquarius Records. Company managers Terry Flood and Donald K. Tarlton returned a rejection letter but the members mistook it

April Wine



April Wine in concert in 2008

Background information

Origin	Waverley, Nova Scotia, Canada
Genres	Hard rock
Years active	1969–1986, 1992–present
Labels	Aquarius, MCA, Capitol
Website	www.aprilwine.ca (http://www.aprilwine.ca)

Members	Myles Goodwyn Brian Greenway Richard Lanthier Roy Nichol
Past members	Jim Henman David Henman Ritchie

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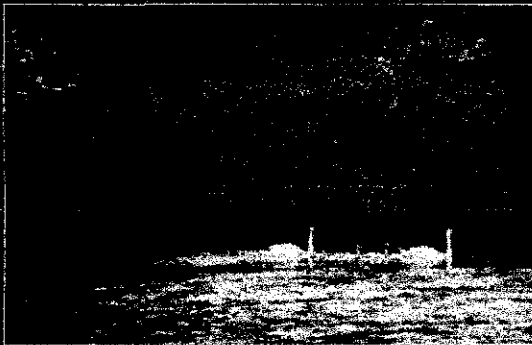
Presentation Sisters



Newfoundland and Labrador
Canada

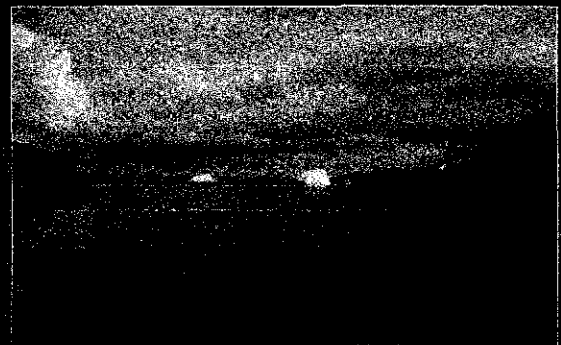
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*Blackwater Valley, Ballygriffin, Ireland,
Nano's birth place*

from Ireland to
Newfoundland
with an ocean
in between



*The Narrows,
entrance to St. John's harbour*

In the early 18th century new seeds of God's creative dream were planted in the heart of a young Irish woman named Nano Nagle who went on to become the Foundress of the Presentation Sisters in Ireland in 1776.



"She was a woman who, in her simplicity, dared greatly...
 dared to let herself be guided by the Spirit of God.
 And when he, like some will o' the wisp on the mountains,
 led her from the warmth of what was safe and comfortable,
 out past the four walls of what was "enough" and "reasonable",
 away from the security of the familiar, tried and proven,
 she followed with laughter in her heart.
 For she had caught a glimpse of the Divine delight
 in reversing human logic, in drawing power from weakness,
 wisdom from folly, life from death.
 In this lay her strength.

This is Nano Nagle."

— Raphael Consedine PVBM

Four pioneering Sisters among Nano's followers, Sisters Bernard Kirwin, Magdalen O'Shaughnessy, Xavier Maloney and Xaverius Lynch, carried her vision and spirit to the shores of Newfoundland in 1833. They came at the invitation of Bishop Michael Fleming to establish a school that would offer improved educational opportunity for girls and young women in St. John's. Nano's vision had birthed a response

that was both broad and penetrating. For the next 175 years our sisters continued to respond to this call. Academic learning, spiritual development/religious education and a deep appreciation for the arts and music were central to our education ministry among students, teachers and parents.



Mother Bernard Kirwan, Sister Magdalene O'Shaughnessy, Sister Xavier Maloney and Sister Xaverius Lynch

Nano's spirit, the spirit of these first four women and those who followed them, continue to guide us as we endeavour in new ways to meet today's emerging needs.

Presentation Sisters, P.O. Box 2100, St. John's, NL A1C 5R6, CANADA

Telephone (709) 753-8340

Email Sister Lois Greene



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Structural Changes Section 4

The original footprint of the property is still here. At some point, the addition of a front entrance vestibule; an extension of the back dining room & kitchen, and addition of a board room, half bath and side entrance were added to the original footprint.

The ceiling in the dining room shows where the extension of the back of the house was added, and the rooms on each floor above were included in this extension. Continuance of the plaster work to maintain the original ceiling look in the dining room, and the concrete basement wall extension is what allows the knowledge of this. We anticipate this was prior to the Convent days, due to the lathe and plasterwork of the walls. (Please see attached supporting documentation).

Georgetown Inn
50 Bonaventure Ave.
Heritage Designation App.

Current
Front
door

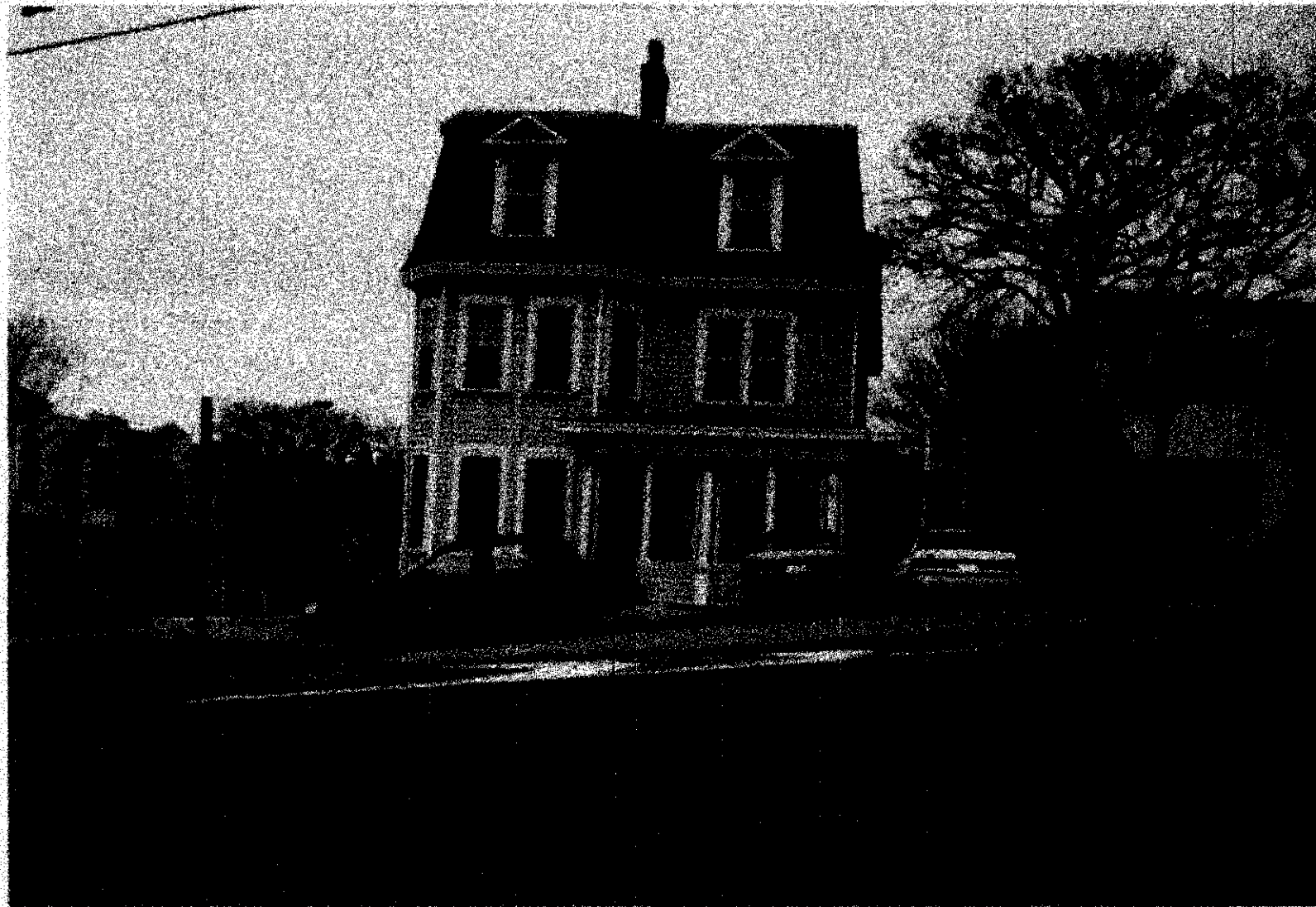
Addition

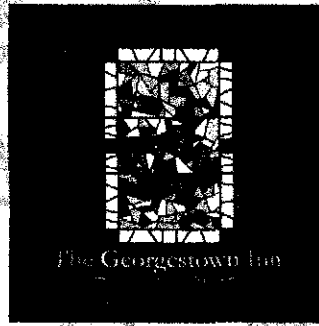
original front
door

Original Footprint

Addition

Addition





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Architectural Details & Setting

Section 5

Describe noteworthy features and details about the property. Is this considered a landmark; why?

Located in Heritage area 2, in historic Georgetown, 50 Bonaventure Avenue is a mansard roofed house, which has maintained its original window profile. A three story Edwardian, built circa 1905, the house may include an interior Southcott staircase. 4 original marble fireplaces – one embossed with the original family crest - remain including the original clay chimney pots; have been Wett Certified, and are working.

Once considered the Baby House to the Mother House or Convent of the Presentation Sisters, the property is located steps from the Basilica, Holy Heart of Mary High School; Brother Rice Intermediate School; St. Bonaventure's College, among others.

Positioned right on the corner of Fleming Street, 50 Bonaventure Avenue is a well-known landmark that looms into view as the gateway property to the first settled area – Georgetown, named after George Winter - of historic St. John's.

DECISION/DIRECTION NOTE

Title: Built Heritage Experts Panel Membership
Date Prepared: September 28, 2020
Report To: Special Meeting of Council
Councillor and Role: Councillor Maggie Burton, Planning & Development
Ward: N/A

Decision/Direction Required: To renew and approve membership in accordance with the Terms of Reference for the Built Heritage Experts Panel.

Discussion – Background and Current Status:

The term of office for several members of the Built Heritage Experts Panel expired several months ago. However, given the COVID Pandemic and following several attempts to recruit new members, the process was delayed. Staff are now ready to move forward with a recommendation to replace these representatives.

Membership for the following members has expired:

1. Glenn Barnes – Chair
2. Mark Whalen – Architect
3. Bruce Blackwood – Contractor
4. Vacant – Historian
5. Garnet Kindervater – Other

Rachael Fitkowski (landscape architect) and Dawn Boutlier (Planner) have agreed to an additional term of two years as provided for in the TOR.

The following new members are being recommended for appointment.

- John Hancock, architect
- Katherine Deborah Hann, historian/archival expert/historic preservationist
- Mitchell O'Reilly, contractor
- Michelle Sullivan – other (background with Brigus Historical Society)
- Nick Lynch, other)MUN Geography professor)

Applications and resumes are on file with the Office of the City Clerk for viewing if members of Council desire.

In addition, a slight revision to the Terms of Reference is recommended to change the category of Historian/Archival Expert to become Historian/Archival Expert/Historic Preservationist

Key Considerations/Implications:

1. Budget/Financial Implications: not applicable.
2. Partners or Other Stakeholders: Citizens and Organizations that hold an interest of heritage within the City of St. John's.
3. Alignment with Strategic Directions/Adopted Plans:
 - a. A Culture of Cooperation – Create effective City – community collaborations
 - b. Responsive and Progressive – Create a culture of engagement
 - c. Effective Organization – Develop a knowledgeable and engaged committee
4. Legal or Policy Implications: Terms of Reference require replacement of membership
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: City Website
7. Human Resource Implications:
8. Procurement Implications:
9. Information Technology Implications:
10. Other Implications:

Recommendation:

That Council approve the following:

1. an additional term of membership for Rachael Fitkowski (category of landscape architect) and Dawn Boutilier (category of other)
2. appointment of the following members to the BHEP
 - o John Hancock, architecture category
 - o Katherine Deborah Hann, historian/archival expert/historic preservationist category
 - o Mitchell O'Reilly, contractor category
 - o Michelle Sullivan – other category(background with Brigus Historical Society)
 - o Nick Lynch, other category (MUN Geography professor)
3. a change to the Terms of Reference to replace Historian/Archival Expert category to

Historian/Archival Expert/Historic Preservationist category

4. Letters of appreciation to departing members signed by the Mayor.

Report Approval Details

Document Title:	Built Heritage Experts Panel - Membership.docx
Attachments:	
Final Approval Date:	Oct 1, 2020

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

No Signature - Task assigned to Karen Chafe was completed by assistant Elaine Henley

Karen Chafe - Oct 1, 2020 - 12:34 PM

Elaine Henley - Oct 1, 2020 - 12:36 PM