

# ST. JOHN'S

## Regular Meeting - City Council Agenda

April 4, 2022

3:00 p.m.

4th Floor City Hall

Pages

1. CALL TO ORDER
2. PROCLAMATIONS/PRESENTATIONS
  - 2.1. National Poetry Month: Reading from Mary Dalton, City of St. John's Poet Laureate
3. APPROVAL OF THE AGENDA
  - 3.1. Adoption of Agenda
4. ADOPTION OF THE MINUTES
  - 4.1. Approval of Minutes - March 28, 2022 3
5. BUSINESS ARISING FROM THE MINUTES
6. DEVELOPMENT APPLICATIONS
  - 6.1. Crown Land Lease for Agriculture Use – Cochrane Pond Road – CRW2200009 11
  - 6.2. Notices Published – 1 Queen Street – DEV2200029 15
7. RATIFICATION OF EPOLLS
8. COMMITTEE REPORTS
  - 8.1. Committee of the Whole Report - March 23, 2022 20
    1. Terms of Reference for Sustainable and Active Mobility Advisory Committee 23
    2. Strategic Plan 2021 Annual Report and 2022 Action Plan 36

3.	Black Mountain Pond, Incinerator Road, REZ2100014	75
4.	Text Amendment for Stand-alone Single Detached Dwellings in the Rural (RUR) Zone - 420 to 496 Maddox Cove Road	87
5.	Electrical Permit Fees	92
<b>9.</b>	<b>DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)</b>	
9.1.	Development Permits List March 24 to March 30, 2022	96
<b>10.</b>	<b>BUILDING PERMITS LIST (FOR INFORMATION ONLY)</b>	
10.1.	Building Permits List	97
<b>11.</b>	<b>REQUISITIONS, PAYROLLS AND ACCOUNTS</b>	
11.1.	Weekly Payment Vouchers for the Week Ending March 30, 2022	100
<b>12.</b>	<b>TENDERS/RFPS</b>	
12.1.	2022005 - 2021 New or Used Articulating Rubber Tire Sidewalk Plows	101
<b>13.</b>	<b>NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS</b>	
<b>14.</b>	<b>OTHER BUSINESS</b>	
14.1.	670 Kenmount Road, Adoption, REZ2100003	103
<b>15.</b>	<b>ACTION ITEMS RAISED BY COUNCIL</b>	
<b>16.</b>	<b>ADJOURNMENT</b>	

# ST. JOHN'S

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## **Minutes of Regular Meeting - City Council Council Chamber, 4th Floor, City Hall**

**March 28, 2022, 3:00 p.m.**

Present: Mayor Danny Breen  
Deputy Mayor Sheilagh O'Leary  
Councillor Ron Ellsworth  
Councillor Sandy Hickman  
Councillor Debbie Hanlon  
Councillor Jill Bruce  
Councillor Ophelia Ravencroft  
Councillor Jamie Korab  
Councillor Ian Froude  
Councillor Carl Ridgeley

Regrets: Councillor Maggie Burton

Staff: 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  
Karen Chafe, City Clerk  
Kelly Maguire, Public Relations & Marketing Officer  
Christine Carter, Legislative Assistant

### **Land Acknowledgement**

**The following statement was read into the record:**

**“We respectfully acknowledge the Province of Newfoundland & Labrador, of which the City of St. John’s is the capital City, as the ancestral homelands of the Beothuk. Today, these lands are home to a diverse population of indigenous and other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Mi’kmaq, Innu, Inuit, and Southern Inuit of this Province.”**

1. **CALL TO ORDER**

Mayor Breen called the meeting to order at 3:00 pm.

2. **PROCLAMATIONS/PRESENTATIONS**

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

SJMC-R-2022-03-28/120

**Moved By** Councillor Ravencroft

**Seconded By** Deputy Mayor O'Leary

That the Agenda be adopted as presented.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

4. **ADOPTION OF THE MINUTES**

4.1 **Approval of Minutes - March 21, 2022**

SJMC-R-2022-03-28/121

**Moved By** Councillor Bruce

**Seconded By** Councillor Froude

That the minutes of March 21, 2022, be adopted as presented.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 **Street Cleaning By-Law Amendment**

Notice of Motion given at the Regular Meeting of March 21, 2022 by Councillor Sandy Hickman



SJMC-R-2022-03-28/122

**Moved By** Councillor Hickman

**Seconded By** Deputy Mayor O'Leary

That Council amend the St. John's Street Cleaning By-law 1439 as presented.

- Street Cleaning will take place from 10 p.m. to 6 a.m.
- Ticketing is permitted on statutory holidays.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

## **6. DEVELOPMENT APPLICATIONS**

### **6.1 Notices Published – 1A Mount Cashel Road - DEV2200013**

Councillor Froude expressed his support for this change of non-conforming use and the value and services that it brings to the neighbourhood.

SJMC-R-2022-03-28/123

**Moved By** Councillor Korab

**Seconded By** Councillor Froude

That Council approve the application at 1A Mount Cashel Road for a Change of Non-Conforming Use from a Hair Salon to a Clinic for counselling and therapy services, the expansion of the Non-Conforming Use for an additional 89 square metres, and parking relief of 4 parking spaces for the proposed Clinic Use.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

Abstain (1): Councillor Ellsworth

**MOTION CARRIED (9 to 0)**

**6.2 Notices Published - Discretionary Use of City Land for Parklets in the Downtown and Churchill Square for 2022**

Deputy Mayor O'Leary shared her enthusiasm for the extension of the parklets for 2022 to the end of October which will help businesses expand their seasons into the Fall shoulder season.

SJMC-R-2022-03-28/124

**Moved By** Councillor Korab

**Seconded By** Councillor Hanlon

That Council approve the Discretionary Use application for parklets within the Downtown and Churchill Square, to allow outdoor eating areas associated with Restaurants and Lounges from May 20 to October 31, 2022, with hours of operations from 7 a.m. to 11 p.m. daily and waive all additional parking requirements for these spaces.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**7. RATIFICATION OF EPOLLS**

**8. COMMITTEE REPORTS**

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

**9.1 Development Permits List March 17 to March 23, 2022**

**10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)**

**10.1 Building Permits List**

**11. REQUISITIONS, PAYROLLS AND ACCOUNTS**

**11.1 Weekly Payment Vouchers Ending Week of March 23, 2022**

SJMC-R-2022-03-28/125

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Ridgeley

That the weekly payment vouchers for the week ending March 23, 2022, in the amount of \$2,964,644.43, be approved as presented.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**12. TENDERS/RFPS**

**12.1 2022042 - Supply of Aggregates**

SJMC-R-2022-03-28/126

**Moved By** Councillor Hickman

**Seconded By** Councillor Ravencroft

That Council approve for award this open call to all bidders as per the Public Procurement Act. The estimated value is \$293,665.00 (HST not incl.) per year based on the lowest bid price for each section. The Right of First Refusal will be given to the vendor with the lowest bid per section, subsequent vendors may be contacted in order of ranking until the commodity can be provided.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**12.2 RFP 2022013 - Consulting Services for Water System Master Plan**

SJMC-R-2022-03-28/127

**Moved By** Councillor Hickman

**Seconded By** Councillor Bruce

THAT Council award to Stantec Consulting Ltd. based on the evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS****14. OTHER BUSINESS****14.1 Parklet Program Fee Structure**

Councillors held a discussion on the proposed fee structure for the 2022 Parklet Program.

Councillor Ravencroft acknowledged that she is unable to support the motion and referenced a letter from Byron Murphy, Chair of Downtown St. John's requesting that Council reconsider its decision and to waive all application and permit fees for the development of parklets on City and/or private land for 2022. She added that as we are still dealing with COVID-19, mandates can be put back in place at any time and that parklets are going to be essential for restaurants and businesses to get through this season. She added that Council should do what we can to support businesses right now.

Councillor Hickman also expressed his concern with this change and echoed the sentiments of Councillor Ravencroft. He added that residents are still being very cautious due to the the pandemic, and there is still some hesitation by many to go out. He noted that he would have preferred a 3-year approach to bring it back to full cost and advised he would not be supporting the motion either.

Other members of Council offered their support for this phased in approach over a two-year period, expressing that they felt it is a sensible and balanced approach, and it will see the City recoup some of the revenues lost due to the parklet program, and still supports the businesses.

Councillors also encouraged residents of the City and those visiting the areas to support local in a safe environment.

SJMC-R-2022-03-28/128

**Moved By** Councillor Ellsworth

**Seconded By** Deputy Mayor O'Leary

That Council reinstate the applicable fees associated with the parklet program using the following phased approach:

2022

- reinstate the Building Permit fee and the fee to lease City land but continue to waive the Discretionary Use application fee and the Lease

Agreement Administration fee

2023

- reinstate the Discretionary Use application fee and the Lease Agreement Administration fee

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

Against (2): Councillor Hickman, and Councillor Ravencroft

**MOTION CARRIED (8 to 2)**

**14.2 Land Swap – 4 Merrymeeting Road**

SJMC-R-2022-03-28/129

**Moved By** Councillor Ravencroft

**Seconded By** Councillor Hanlon

That Council approve the land swap between the City and the owners of 4 Merrymeeting Road as shown in the attached Schedule "A".

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**14.3 SERC – Road Closures and Noise By-Law Extension**

SJMC-R-2022-03-28/130

**Moved By** Councillor Hanlon

**Seconded By** Councillor Ravencroft

That Council approve the road closures and lane reductions for the Flat Out 5K and Mundy Pond 5K, as well as the noise by-law extension for the short film "Vegas".

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**15. ACTION ITEMS RAISED BY COUNCIL**

Deputy Mayor O'Leary advised that she had been in receipt of several complaints of idling City vehicles and questioned whether there is an initiative for the City to reduce emissions, prohibiting the idling of vehicles. The Deputy City Manager of Public Works responded that there are some instances when vehicles are idling to warm up or for other mechanical reasons. She also noted that the City does have a non-idling policy and that she will follow up with the Sustainability staff on this issue.

Councillor Hickman noted for the public that the Winter parking ban is being lifted effective Thursday, March 31st at 11:59 pm.

Councillor Korab issued a reminder to the general public that the Public Hearing for 150 New Gower Street will be held on Wednesday, March 30th at 7:00 pm, March 30. To submit comments or to register, visit the City's website or send an email to the City Clerk's office.

**16. ADJOURNMENT**

There being no further business, the meeting adjourned at 3:40 pm.

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MAYOR

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CITY CLERK

# DECISION/DIRECTION NOTE

**Title:** Crown Land Lease for Agriculture Use – Cochrane Pond Road – CRW2200009

**Date Prepared:** March 30, 2022

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Jamie Korab, Development

**Ward:** Ward 5

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**Decision/Direction Required:** To seek rejection for a Crown Land Lease on Cochrane Pond Road.

**Discussion – Background and Current Status:** The Provincial Department of Fisheries, Forestry and Agriculture has referred an application for a Crown Land Lease off Cochrane Pond Road for 8 hectares of land. The land is proposed to be used as an Agricultural Use for the farming of vegetables, strawberries, crops, and greenhouses. The land is currently zoned Open Space Reserve (OR) under the Envision Development Regulations, and the proposed Use is not a Permitted or Discretionary Use in the Zone.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
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: St. John's Envision Development Regulations Section 10 "Open Space Reserve (OR) Zone".
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Not applicable.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.



9. Information Technology Implications: Not applicable.

10. Other Implications: Not applicable.

**Recommendation:**

That Council reject the Crown Land Lease for 8 hectares of land off Cochrane Pond Road as the proposed Agricultural Use is not a Permitted or Discretionary Use in the Open Space Reserve (OR) Zone.

**Prepared by:**

Lindsay Lyghtle Brushett, MCIP – Supervisor Planning and Development  
Planning, Engineering and Regulatory Services

**Approved by:**

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



**Report Approval Details**

Document Title:	Crown Land Lease for Agriculture Use - Cochrane Pond Road - CRW2200009.docx
Attachments:	- COCHRANE POND ROAD CROWN LAND.pdf
Final Approval Date:	Mar 30, 2022

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

**Lindsay Lyghtle Brushett - Mar 30, 2022 - 8:50 AM**

**Jason Sinyard - Mar 30, 2022 - 1:49 PM**



Department of Fisheries, Forestry and Agriculture  
Crown Lands Division

Newfoundland  
Labrador

NOTE TO USERS

The information on this map was compiled from land surveys registered in the Crown Lands Registry.

Since the Registry does not contain information on all land ownership within the Province, the information depicted cannot be considered complete.

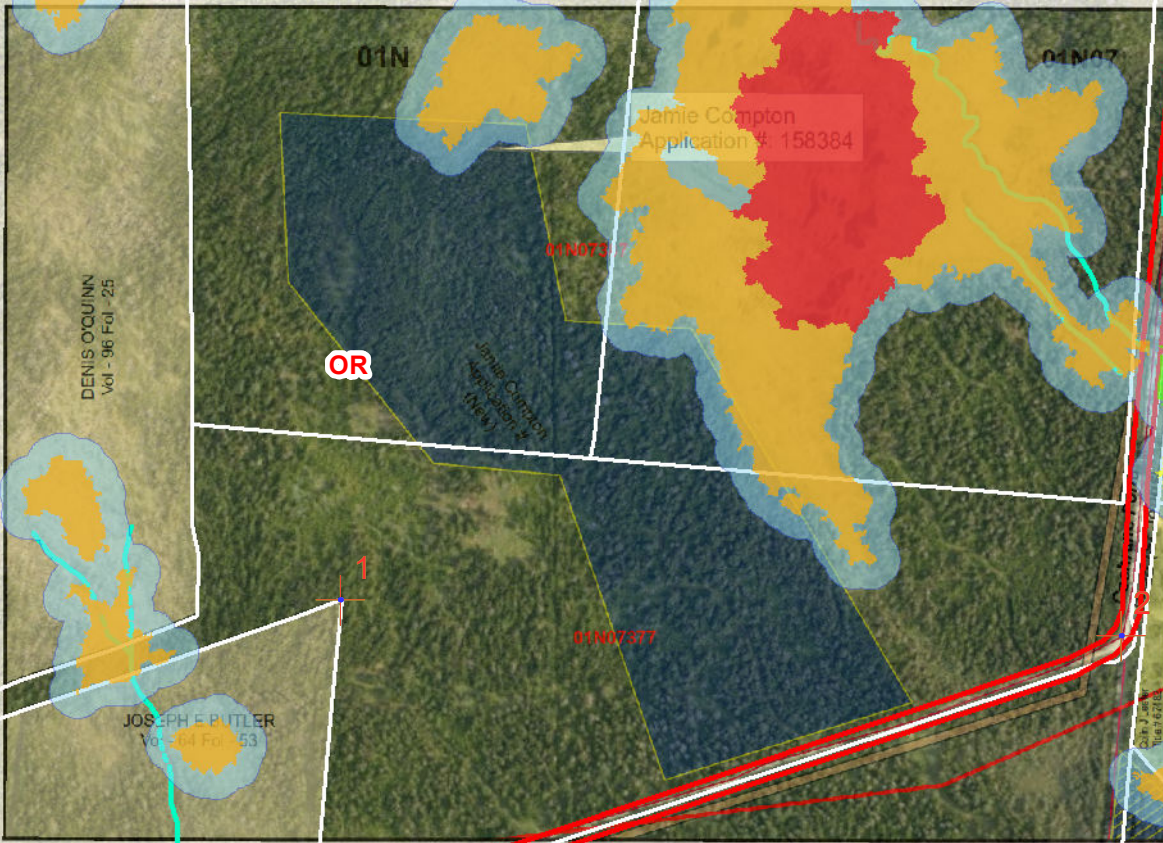
The boundary lines shown are intended to be used as an index to land titles issued by the Crown. The accuracy of the plot is not sufficient for measurement purposes and should not guarantee title.

Users finding any errors or omissions on this map should contact the Crown Lands Inquiries Line by telephone at 1-833-891-3249 or by email at [CrownLandsInfo@gov.nl.ca](mailto:CrownLandsInfo@gov.nl.ca).

Some titles may not be plotted due to Crown Lands interests arising from the Crown Lands Registry or from other related regulatory surveys.

The user hereby certifies and agrees to indemnify the Minister, his agents, employees and agents from and against all claims, demands, liabilities, damages and costs of actions, whether or not, arising out of any use of the information on this map, or damages for the loss of copyright or interest in property arising out of any use of the information on this map, or damages for the loss of copyright or interest in property arising out of any use of the information on this map, or damages for the loss of copyright or interest in property arising out of any use of the information on this map.

For inquiries please contact the Crown Lands Inquiries Line by telephone at 1-833-891-3249 or by email at [CrownLandsInfo@gov.nl.ca](mailto:CrownLandsInfo@gov.nl.ca). Or visit the nearest Regional Land's Office; [http://www.fir.gov.nl.ca/departments/contact\\_land.html](http://www.fir.gov.nl.ca/departments/contact_land.html)



Scale 1:3,500  
Compiled on August 10, 2021

0 50 100 200 300 400 Meters



AG



# DECISION/DIRECTION NOTE

**Title:** Notices Published – 1 Queen Street – DEV2200029

**Date Prepared:** March 30, 2022

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Jamie Korab, Development

**Ward:** Ward 2

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**Decision/Direction Required:** A Discretionary Use application has been submitted for 1 Queen Street.

**Discussion – Background and Current Status:** The Discretionary Use application is for the conversion of the main floor (50.16m<sup>2</sup>) of the Building from a Commercial Use into one (1) residential Dwelling Unit, which is Discretionary on the 1<sup>st</sup> storey. Additional parking is not required. The proposed application site is in the Commercial Downtown (CD) Zone.

One submission was received. Concerns raised included the location of the Dwelling in a high traffic area, that residential Uses are not compatible with the surrounding George Street area, and that allowing this Discretionary Use would be the beginning of other buildings also wanting to change from a commercial use.

The Envision Municipal Plan speaks to development in the downtown and its importance as a commercial hub. Provisions in the Commercial District include the development of residential Dwelling Units, provided they will not hinder or prevent an area from being used for commercial purposes. The west end of downtown (west of Adelaide) is identified for greater building height and the Commercial Downtown (CD) Zone was created to enable higher density development, with a provision to allow residential Dwelling Units as a Discretionary Use on the 1<sup>st</sup> storey. It is recommended that the proposed conversion of commercial space to a residential Dwelling Unit on the ground floor should not be considered in this location. The proposed Use is not compatible with surrounding Uses and it prevents use of the space for a commercial purpose.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner and neighbouring property owners.
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.

# ST. JOHN'S

4. Legal or Policy Implications: Envision St. John's Municipal Plan and Envision St. John's Development Regulations Section 4.3 "Exercise of Discretion" and Section 10 "Commercial Downtown (CD) Zone".
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 of the Envision St. John's Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application sites. Applications have been advertised in The Telegram newspaper at least twice and are posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.
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 reject the Discretionary Use application at 1 Queen Street to allow the conversion of a Commercial Use to one (1) residential Dwelling Unit on the 1st storey, as the proposed Use is not compatible with surrounding Commercial Uses and it prevents use of the space for a commercial purpose.

**Prepared by:**

Lindsay Lyghtle Brushett, MCIP Supervisor – Planning & Development  
Planning, Engineering and Regulatory Services

**Approved by:**

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

**Report Approval Details**

Document Title:	Notices Published - 1 Queen Street.docx
Attachments:	- DEV2200029-1 QUEEN STREET.pdf
Final Approval Date:	Mar 30, 2022

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

**Lindsay Lyghtle Brushett - Mar 30, 2022 - 10:33 AM**

**Jason Sinyard - Mar 30, 2022 - 1:54 PM**





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

## Karen Chafe

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**From:** Karen Chafe on behalf of CityClerk  
**Sent:** Friday, March 11, 2022 3:51 PM  
**To:** Karen Chafe  
**Subject:** RE: FW: (EXT) 1 Queen Street

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**From:** [REDACTED]  
**Sent:** Friday, March 11, 2022 3:01 PM  
**To:** CityClerk <cityclerk@stjohns.ca>  
**Subject:** Re: FW: (EXT) 1 Queen Street

Dear Karen,

Below is a clearer copy of the email I sent you yesterday.

I would like to withdraw my previous email entirely and replace it with these new comments.

I don't agree with discretionary use of 1 Queen St. because this dwelling is in the highest-traffic area of the CD zone. The area where people near and afar go to enjoy some of the festivities of downtown St. John's like the many bars of George St. I don't believe it should be a question of whether or not part of a building in this area can be used for discretionary use because of that. The buildings in this area are not for discretionary use in my opinion.

I believe discretionary use of this part of the building would take away from the enjoyment of the George St. area. Enjoying some time outside on the road after a drink while somebody takes their garbage out is not typically the George St. style. This kind of use of the property would take away from my enjoyment of the city.

I believe that giving part of 1 Queen St. discretionary use is the tip of the iceberg for many parts of buildings in the CD zone. I believe many building owners in this zone would want to change parts of their buildings to discretionary use after 1 Queen St. I think this because the city is not clear enough to business owners about what is going on.

The CD zone brings in more tax dollars than the typical one. This means you're potentially taking away more tax dollars from the citizens of St. John's. We may already be taking away enough tax dollars with the privatization of NLC and Motor Registration. These hard-earned taxes could go towards the renovation of parks, green spaces, public facilities and trails in the city of St. John's to make it more enjoyable.

Discretionary use of 1 Queen St. Would give the building owner(s) the option to apply for residential use. Like I said, I don't even believe the owner(s) of this building should have that option. It is not our tradition.

Regards,

[REDACTED]  
[REDACTED]



# ST. JOHN'S

## **Report of Committee of the Whole - City Council Council Chambers, 4th Floor, City Hall**

**March 23, 2022, 9:30 a.m.**

Present:	Mayor Danny Breen Councillor Maggie Burton Councillor Ron Ellsworth Councillor Sandy Hickman Councillor Debbie Hanlon Councillor Jill Bruce Councillor Jamie Korab Councillor Ian Froude Councillor Carl Ridgeley
Regrets:	Deputy Mayor Sheilagh O'Leary Councillor Ophelia Ravencroft
Staff:	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 Ken O'Brien, Chief Municipal Planner Karen Chafe, City Clerk Christine Carter, Legislative Assistant
Others	Kelly Maguire, Supervisor - Marketing and Communications Kelly Dyer, Communications and Public Relations Officer Erin Skinner, Department of Community Services

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### **1. Terms of Reference for Sustainable and Active Mobility Advisory Committee**



Recommendation

**Moved By** Councillor Froude

**Seconded By** Councillor Ellsworth

That Council approve the attached Terms of Reference for the new Sustainable and Active Mobility Advisory Committee.

For (9): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (9 to 0)**

**2. Strategic Plan 2021 Annual Report and 2022 Action Plan**

Recommendation

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Hickman

That Council approve the proposed changes to the strategic plan strategic direction descriptions, the two new goals and all draft initiatives proposed to begin in 2022.

For (9): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (9 to 0)**

**3. Black Mountain Pond, Incinerator Road, REZ2100014**

Recommendation

**Moved By** Councillor Froude

**Seconded By** Councillor Hanlon

That Council consider rezoning a portion of land near Black Mountain Pond, Incinerator Road, from the Rural (RUR) Zone to the Mineral Working (MW) Zone to allow a quarry and advertise the application for public comment.

Further, that the City mail a notice of the amendment to property owners within 150 metres of the subject property and along Incinerator Road.

For (9): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (9 to 0)**

**4. Text Amendment for Stand-alone Single Detached Dwellings in the Rural (RUR) Zone - 420 to 496 Maddox Cove Road**

Recommendation

**Moved By** Councillor Froude

**Seconded By** Councillor Ridgeley

That Council consider a text amendment to the Envision St. John's Development Regulations to allow standalone single detached dwellings in the Rural (RUR) Zone for properties at civic numbers 420 to 496 Maddox Cove Road (even numbers only) and advertise the proposed amendment for public review and comment.

For (9): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**5. Electrical Permit Fees**

Recommendation

**Moved By** Councillor Hickman

**Seconded By** Councillor Ellsworth

That Council apply an increase to the electrical permit fees, as noted above, effective July 1, 2022

For (9): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (9 to 0)**

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Mayor

# DECISION/DIRECTION NOTE

**Title:** Terms of Reference for Sustainable and Active Mobility Advisory Committee

**Date Prepared:** March 16, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Mayor Danny Breen, Governance & Strategic Priorities

**Ward:** N/A

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## Decision/Direction Required:

Council's approval is required to adopt the attached Terms of Reference for the proposed new Sustainable and Active Mobility Advisory Committee (SAMAC).

## Discussion – Background and Current Status:

Council during its [Regular Meeting of November 23, 2020](#), adopted a sustainable mode share target to be implemented through policy changes and investment: 16% by 2030 and 22% by 2050. Mode shares describe the proportion of people using different modes of travel. A mode of travel can be any way of getting around and are commonly grouped into:

- Vehicle driver, vehicle passenger
- Public Transit (Bus, Light Rail, etc, if available)
- Walking, Cycling
- Other (Taxi, motorcycle, etc)

As outlined in the [Decision Note dated November 4, 2020](#) from the above cited Regular Meeting,

“Mode share targets are an expression of municipal policy priorities. By setting a target for how each mode will serve the overall transportation mix in a community it is implied that other capital and operational decisions will follow these targets. As cities grow, they often see a transition to modes like walking, biking, and public transit. This is driven by factors such as increased congestion, increased cost for parking, and increased density bringing more daily activities within reach. In St. John's the projected population growth rates are relatively low. As such any change in mode shares that Council would like to target will require a concerted effort. Without purposeful intervention a shift in mode shares is unlikely to occur. “

In this regard, the Office of the City Clerk in consultation with the Department of Planning, Engineering and Regulatory Services, and members of Council, has proposed the establishment of a new and expanded advisory committee to focus attention on municipal policy priorities that address the needs associated with sustainable and active modes of travel.

# ST. JOHN'S

This will be done with engagement from the sectors outlined above. Should Council approve the attached Terms of Reference for the new Sustainable and Active Mobility Advisory Committee (SAMAC), it would replace the existing Bike St. John's Advisory Committee (BSAC). Members of BSAC have been informed about this proposal and have been encouraged to apply for membership to the new Committee should they wish to do so.

**Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: citizens and visitors to the City, vehicle drivers, vehicle passengers, public transit users, walkers, runners, cyclists.
3. Alignment with Strategic Directions/Adopted Plans:
  - a. A City that Moves: A City that builds a balanced transportation network to get people and goods where they want to go safely.
  - b. A Connected City: A City where people feel connected, have a sense of belonging, and are actively engaged in community life.
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:**

That Council approve the attached Terms of Reference for the new Sustainable and Active Mobility Advisory Committee.

**Prepared by:**

**Approved by:**

**1. GENERAL INFORMATION**

Advisory committee name:	Sustainable and Active Mobility Committee
Reporting to	Committee of the Whole
Date of formation	February 2022
Meeting frequency:	Minimum of 4 times per year, typically once every two months
Staff lead:	Manager of Transportation Engineering
Staff liaison:	Transportation System Engineer Department of Community Services Department of Public Works
Council member champion:	Councillors Froude and Burton

**2. PURPOSE**

The Sustainable and Active Mobility Advisory Committee provides information and advice to the Committee of the Whole on matters that affect the City, as referred to it by Council and staff, committees of council, or as initiated by the Committee or the community, concerning active and sustainable mobility, including cycling/biking, walking, public transit, and accessibility. It includes mobility that is for transportation and leisure. The Committee provides advice and recommendations to City Council and staff on a range of initiatives to achieve the active/sustainable transportation related goals and targets, including:

- Implementation of the sustainable mode share targets through policy changes and investment: 16% by 2030 and 22% by 2050. This initiative was approved by Council during the Regular Meeting of November 23, 2020.
- Implementation of the Bike Master Plan (including the planned backbone and full bike networks, programs and policies recommended in the plan.)
- Transit issues, priorities, and projects
- Projects/services related to winter mobility

- Neighbourhood “place-making” initiatives with active- and sustainable transportation impacts
- Additional active transportation issues as identified by Council, staff, and committee members
- Healthy City Strategy

Specifically, the Committee will:

- Provide a forum for citizens and the City to exchange information and ideas regarding active mobility transportation.
- Provide advice and perspective to the City on its policies and practices and be involved in the public engagement process when cycling, walking, wheeling, and/or complete streets are involved to ensure consideration for comfortable and convenient active mobility facilities are included where appropriate.

Advisory committee recommendations to Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The advisory committee has no decision-making authority and is advisory only. The purpose of the Sustainable and Active Mobility Advisory Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- A Sustainable City – A City that is sustainable today and for future generations; economically, environmentally, and financially.
- A City that Moves – A City that builds a balanced transportation network to get people and goods where they want to go safely.
- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.
- An Effective City – A City that performs effectively and delivers results.

Applicable Legislation/City Bylaws:

- Highway Traffic Act: <http://www.assembly.nl.ca/Legislation/sr/statutes/h03.htm>
- City of St. John's Act: <http://www.assembly.nl.ca/Legislation/sr/statutes/c17.htm>
- Accessibility Act: <https://www.assembly.nl.ca/HouseBusiness/Bills/ga50session1/bill2138.htm>

Other City Plans, Guides or Strategies:

- Bike Master Plan, 2019
- Envision St. John's Municipal Plan
- Healthy City Strategy
- Open Space Master Plan, 2014
- Recreation and Parks Master Plan, 2008
- St John's Development Regulations

- Subdivision Design Guide

Other Distinct Deliverables and Considerations:

- The Committee, working through the staff lead, will work cooperatively with City staff and departments, will identify distinct opportunities to promote and better accommodate purposeful and recreational active transportation.

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 COMPOSITION

The Advisory Committee will be composed of a maximum of ten total member from the following stakeholder groups:

##### 3.1.1 Public Members

Public members are volunteers and will receive no compensation for participation.

##### General Public Members

The Committee will include a maximum of ten (10) residents serving as public members that reflect a diverse demographic including the following:

- Beginner to avid cyclists and users of other forms of active mobility transportation.
- People with Disabilities (2), who have lived experience with either or a combination of a mobility barrier and a vision barrier.
- Pedestrian representatives (2): including one runner and one walker.
- Public transit user representatives (2). A combination of conventional and para transit users would be ideal.
- At least one member is a senior (50 years of age or over.)
- At least one member is a youth (18 – 30)
- At least one member who is a parent/guardian of young children.

The Advisory Committee may as it sees fit consult/refer matters to the Inclusion Advisory Committee and/or other committees, community sectors, and key stakeholders as required/necessary.

**Subcommittees:** When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables. Subcommittees must have at least one advisory committee member who will act as the subcommittee chair and report back to the Committee. Composition of Subcommittees may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the advisory committee on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

**3.1.2 Staff and Council Members (Ex-Officio Members)****Staff Lead** (1 member)

A Staff Lead will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

**Staff Liaisons** (3 members)

Staff Liaisons will be appointed by respective City divisions to represent their departments on the Committee. The following Departments will be included:

- Planning Engineering and Regulatory Services (Transportation) staff
- Public Works
- Community Services

Staff Liaisons may also appoint an alternate representative from their respective division to attend committee meetings if the primary representative is unable to attend.

**Committee Chair:** This advisory committee will be chaired by the Staff Lead or a designated staff liaison. The staff member chairing this committee will have the responsibility of ensuring the committee carries out its work as per the terms of reference.

**City Clerk** (1 member)

The City Clerk will have a representative on this advisory committee.

**Council** (1 member)

This advisory committee will have one council representative acting as advisory committee spokesperson/champion. Other council may attend and contribute but will not take part in determining committee recommendations.

**3.2 LENGTH OF TERM****Public Members**

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two-year term, for a total of four years. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

**Organizations/Groups**

The role of an organization will depend on its relationship with the Committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be encouraged to alternate appointed representatives following the completion of a three-year term.



**Staff Lead and Liaisons**

A review of the Staff Lead and Liaisons will occur every three years as part of the advisory committee review. No term limit will apply to the length of staff committee appointments.

**Cooling-off Period (Former City Staff and Council)**

There will be a cooling off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

**Additional Considerations:**

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is three consecutive years.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if determined to be necessary by the staff lead to fulfill the Advisory Committee's Purpose as defined in its Terms of Reference.

**4. ROLES, RESPONSIBILITIES AND REPORTING****4.1 ROLES AND RESPONSIBILITIES****As a municipal advisory body, Advisory Committee roles include:**

- Advising and making recommendations to standing committee(s) of council, in a manner that will support City policy matters relevant to the committee's defined [Purpose](#).
- Providing resident and organizational based expertise.
- Working within given resources.

**Shared Member Responsibilities****Conduct**

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Advisory committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

**Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

**Agendas**

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the Staff Lead.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration two weeks prior to meeting.

**Attendance and Participation**

Active participation in advisory committee meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the committee at the discretion of the Staff Lead.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications (stored Application Forms) may be used to fill temporary vacancies created by approved leaves of absence.

**Voting**

Council members and individuals from City Staff are ex-officio and therefore non-voting. Consensus should be sought by committee on recommendations; however, tie votes will be broken by the committee chair. Divisive recommendations should be carefully considered before being forwarded to Standing Committee and/or Council.

**4.2 MEMBER ROLES AND RESPONSIBILITIES****4.2.1 City Staff****Chair**

- The presiding officer of an advisory committee will be referred to as "Chair". The role of the Chair will be filled by the Staff Lead or a delegated Staff Liaison.
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).

- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.
- A Vice Chair will be named by the Chair (check with other AC to ensure consistency)
- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

**Staff Lead**

- To act as a liaison between the committee and the City, linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure, and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications)

**Staff Liaisons**

- Represent interests of Department.
- Communicate Committee Activity to Department.
- Bring Department activities of interest to Committee agenda.

**City Clerk**

- To be responsible for administrative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Division of Organizational Performance and Strategy will assist with committee selection which will be led by Transportation Engineering Staff.
- The Office of the City Clerk will ensure new members receive orientation.

**4.2.2 Public Members****General Public**

Public members are expected to advise City decision making, applying personal skills, knowledge, and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community and engaging with residents and experts when appropriate.

**4.2.3 Council**

Council members have a focused role. Two council representatives will sit on this advisory committee as the Advisory Committee's Co-Champions. In accordance with the role of advisory committees (i.e. to advise council through Committee of the Whole), and to promote and enhance the committee's advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than two council representatives attend, it will be the responsibility of the Chair and/or Staff Lead to inform council.

**4.3 REPORTING**

The Sustainability and Active Mobility Advisory Committee shall report through the Committee of the Whole to City Council; however, depending on the issue, reports may be directed to another standing committee or directly to Council where appropriate.

**5. COMMITTEE RECRUITMENT AND SELECTION****5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS**

Recruitment practices will be consistent for all advisory committees. When new members are required a "Notice of Vacancy" will be prepared by the City Clerk and distributed through City communication channels by Marketing and Communications. Additional communications opportunities may be identified by relevant departments/committee members. This document will include general information regarding committee purpose, the terms of reference and a link to the Advisory Committee Application Form.

A vacancy on an advisory committee occurs when a member resigns, vacates a position or when their resignation is requested by the advisory committee Chair and/or City Clerk. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the committee Chair declares the position vacant due to lack of attendance or incapacitation.

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk's Office.

## 5.2 ELIGIBILITY AND SELECTION

### Eligibility

Appointments to City of St. John's advisory committee's will be made providing adherence with the following eligibility requirements:

- Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.

### Commitment to Equity and Inclusiveness

The City of St. John's is strongly committed to equity and inclusiveness. In selecting advisory committee members, the City will aim to design processes that are transparent, accessible, free of discrimination, and seek to remove barriers for disadvantaged groups including: young people (ages 18-35), senior citizens, women, Aboriginal people, members of sexual minorities, persons with disabilities, and members of visible minorities.

### Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email and/or telephone.

## 6. PUBLIC ENGAGEMENT

The City of St. John's recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time on subject areas of mutual interest.

In accordance with the City of St. John's [Engage! Policy](#), the role of the Sustainability and Active Mobility Advisory Committee in the spectrum of engagement will fall within the realm of "consultation". This means that the advisory committee will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John's advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. These tools may include the City's [Engage! St. John's](#) online engagement platform, social media, and the committee circulation list.

## 7. OTHER GOVERNANCE

### 7.1 REVIEW OF TERMS

Considering recommendations from the Committee Chair and Council Champion, the City Clerk and Lead Staff will review Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to Terms of Reference as required.

### 7.2 MEETINGS AND SCHEDULES

The Advisory Committee is to formally meet at least four times per year. The exact frequency of advisory committee meetings will be determined by the Chair, Staff Lead, and City Clerk.

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held in person at City Hall or virtually as per the Committee's consensus and shall be closed to the public.

Meetings may be recorded.

#### Online Polls:

From time to time issues may arise that require rapid feedback and recommendation from the Advisory Committee. In these cases, the Committee Chair will facilitate an online poll with assistance from the City Clerk as needed.

### 7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

#### Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of Interest may occur when a Committee Member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit. In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

#### Confidentiality:

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Sustainable and Active Mobility Committee.

**Staff Lead Name:**

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

Date: \_\_\_\_\_

**Chair Name:**

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

Date: \_\_\_\_\_

**City Clerk Name:**

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

Date: \_\_\_\_\_



# DECISION/DIRECTION NOTE

**Title:** Strategic Plan 2021 Annual Report and 2022 Action Plan

**Date Prepared:** March 16, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Mayor Danny Breen, Governance & Strategic Priorities

**Ward:** N/A

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**Decision/Direction Required:** Approval of two new goals within the plan and all draft items identified to begin in 2022.

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

The City's 10-year strategic plan, [Our City, Our Future](#), was launched in 2019 and has finished its third full year of operation. As per the city's strategic planning framework, the directions and goals of the plan are reviewed with each term of Council. Therefore, the following changes are being recommended:

### Sustainable City

With the two climate change plans now complete (corporate and community), a new goal has been added to this direction to focus the actions coming out of those plans. The direction description now reads: Every decision the City makes impacts sustainability today and into the future. By focusing on policy and strategy that supports a **climate adapted and low carbon future**, a strong economy, values the environment we live in, supports progressive land use planning, and demonstrates value for money to residents, St. John's will be a sustainable and affordable place to live and do business.

- New goal added: Work collaboratively to create a climate-adapted and low-carbon City

### City that Moves

This direction description has been updated to reflect climate change plans as well. This direction now reads: Changing demographics mean the way people move around the city is shifting. Our transportation network needs to provide all people and businesses access to options, **including low-carbon alternatives**, for travelling where they want to go. By focusing on safety, balance, **and sustainability** this direction attempts to make a safer and **more effective transportation** network for everyone, regardless of their mode of travel.

- Modified goal: Create a sustainable and accessible, **low-carbon** public transportation system

### Connected City – no change

# ST. JOHN'S



### Effective City

With the completion of the Service Excellence Framework, a new goal has been added to this direction to better focus the city's efforts and reporting around such things as modernization, innovation and continuous improvement.

- New Goal: Achieve service excellence and innovation through collaboration and modernization grounded in client needs.

Once approved, existing initiatives that help advance this goal will be realigned and new initiatives considered for future years.

The attached document serves as an annual report for 2021 which was a challenging year on many levels with the continuation of public health measures and modifications to staffing and programs multiple times. As well, existing items have been updated as per quarter 1 timelines. The next update will happen at the end of quarter 2.

There were 39 initiatives completed in 2021. Fourteen initiatives are currently reporting “on track,” two are showing as “behind,” 30 are “overdue.”<sup>1</sup> Two items have not yet started.

As this report is designed to provide a snapshot in time for 2021, all initiatives that were completed prior to 2021 have been removed from this report but are still visible on the public dashboard as they contribute to the overall goals and strategic directions of the 10-year plan. Following the approval of the 2022 plan, all completed items to date will be archived on both the public dashboard and internal reporting tools.

Continuous Improvement (CI) projects continue with the addition of more on the ground improvements through yellow belt certifications. Sixteen projects were completed in 2021. Some larger projects are nearing completion. Detailed updates on each of the projects are included in the CI Project Update Report including new projects getting underway.

For 2022, 31 new strategic initiatives have been identified, some of which have already been approved through the capital budget. These are outlined in the draft plan attached with expected due dates. It is worth noting that there are a number of recommendations from the public transit review identified for 2022 as well including:

- Implement an automated onboard stop announcement system to improve accessibility on all Metrobus routes
- Improve transit accessibility by installing bus shelters at ten new locations
- Evaluate effectiveness of on demand software for paratransit and identify opportunities for a pilot of on demand service on Metrobus service
- GoBus – introduce use of Go-Cards on taxis when providing rides under contract

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<sup>1</sup> 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.

Since the introduction of Our City, Our Future in March 2019, 89 of 136 initiatives have been completed during some very challenging times. Highlights under each strategic direction include:

#### Sustainable City

- Envision St. John's
- Significant work on Water Street infrastructure and Kenmount Road Trunk Storm sewer
- Resilient St. John's Plan completed
- Corporate Energy & Greenhouse Gas Reduction Framework
- City-wide wetlands report
- New stormwater management design criteria to account for climate change
- Advanced an asset management program

#### City that Moves

- Public transit operational review completed
- Implemented select recommendations from the operational review including the new ZiP network for Metrobus
- Bike St. John's Master Plan
- City-wide collision report
- Hebron Way extension to Major's Path

#### Connected City

- Healthy Cities Strategy
- Youth Engagement Strategy
- Site selection and design for Mews Centre replacement
- New 311 call centre solution to enhance customer experience
- Re-imagine Churchill square concept plan
- Neighbourhood profiles

#### Effective City

- Information management strategy
- Automated accounts payable solution
- Two citizen satisfactions surveys
- Employee engagement survey
- Enact new Heritage By-Law and redraft of Sanitation Regulations
- Developed or updated 11 corporate policies including Respectful workplace policy, procurement policy, fraud policy, Materials Management Policy, sponsorship policy, privacy management policy
- FDM Mobile App for Fire Inspections
- Completed 29 process improvement projects ranging from purchasing, payroll, tax sales, housing, commercial development application and more

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

1. Budget/Financial Implications:

Project budgets were considered as part of the project planning process. If there are budget implications these are noted in the project updates.

2. Partners or Other Stakeholders:  
These are identified within the projects.
3. Alignment with Strategic Directions/Adopted Plans:  
[Our City, Our Future](#) is the overarching strategy for the City and is reviewed with each term of Council. 2022 marks the fourth year of this 10-year strategy.
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 and internally on the City's intranet. All changes recommended here will be reflected in an addendum to the strategic plan and any visuals throughout the city will be modified to ensure they are up to date.
7. Human Resource Implications:  
N/A
8. Procurement Implications:  
N/A
9. Information Technology Implications:  
N/A
10. Other Implications:

**Recommendation:**

That Council approve the proposed changes to the strategic plan strategic direction descriptions, the two new goals and all draft initiatives proposed to begin in 2022.

**Prepared by: Victoria Etchegary, Manager, Organizational Performance and Strategy**  
**Approved by: Derek Coffey, Deputy City Manager, Finance and Administration**

**Report Approval Details**

Document Title:	Strategic Plan 2021 Annual Report and 2022 Action Plan.docx
Attachments:	- Our City Our Future Council Report 2022-03-16.pdf
Final Approval Date:	Mar 17, 2022

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

**Derek Coffey - Mar 17, 2022 - 9:54 AM**



# Annual Report & Action Plan

- Progress Report 2021 and Q1 2022 updates
- Continuous Improvement Project Updates
- Draft 2022 plan

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

## CITY OF ST. JOHN'S PLAN

### A SUSTAINABLE CITY

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
<b>Be financially responsible and accountable: 100%</b>		2025/12/31								On Track
→ <b>Develop corporate framework for compliance with Payment Card Industry Data Security Standard (PCI DSS): 100%</b>	<b>NEW</b> Council Quarterly Achievements: Policy and procedures documents have been reviewed by Corporate Policy Committee and submitted to Legal for final review. <i>2022/03/09</i>	2020/12/31								Overdue
→ <b>Identify and apply for funding to create a nonprofit housing strategic asset management framework</b>	<b>NEW</b> Council Quarterly Achievements: In late October, the Housing division received funding from NLHC to do a conversion on one of its under-utilized properties. A 3-bedroom Lower End of Market unit will be converted to two Rent Geared to Income units. <i>2022/01/12</i>	2021/12/31								Complete
→ <b>Asset Management Data Collection and Building Condition Assessments: 10 unit</b>	<b>NEW</b> Council Quarterly Achievements: This activity has been completed per the planned objective. <i>2022/03/16</i>	2021/12/31								Complete
→ <b>Complete 20 city building asset inventory templates with as-built and shop drawing information for field verification: 20 unit</b>	<b>NEW</b> Council Quarterly Achievements: This item was able to be completed by having two full time resources in place in the Fall 2021. We have seconded a full time resource in 2022 that will be dedicated to completing this task as well as the 10 in field assessments. <i>2022/03/16</i>	2021/12/31								Complete

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Review and improve the year-end process for more timely consolidated financial statements: 100%	<b>NEW</b> Council Quarterly Achievements: A target schedule for finalizing reconciliations and journal entries was developed and used to guide the 2020 year end. Overall targets were met and despite another year of the audit being performed remotely, the financial statements were presented to Audit Committee on July 7th. Further review on the process around preparation of the financial statements is planned for 2021 year end. <i>2021/07/06</i>	2021/12/31								Complete
→ Develop a Commercial Vacancy Allowance Policy and Align with the Commercial Vacancy Allowance by-law: 100%	<b>NEW</b> Council Quarterly Achievements: Development of the policy is contingent on updating of the commercial allowance by-law which is scheduled to be completed by end of 2022. The due date for policy completion has therefore been moved out to 2023. <i>2022/03/10</i>	2023/01/31								Not started
→ Advance a corporate wide asset management program: 100%	<b>NEW</b> Council Quarterly Achievements: The development of an asset management program is a multi-year process. Currently: <ul style="list-style-type: none"> <li>LIS working on digitizing the AM data collection template and development of a tool to use for ease of input. Data will then reside in one source GIS system instead of excel documents. This template will be piloted in March 2022.</li> <li>Facility Engineering continuing to work on data collection</li> <li>Water &amp; Wastewater (Infrastructure) group working on verifying data records</li> <li>Work continues on the Strategic Asset Management Plan</li> </ul> <i>2022/03/07</i>	2023/12/31								On Track
Plan for land use and preserve and enhance the natural and built environment where we live: 100%		2025/12/31								On Track

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Review Stormwater Detention Policy to enable more efficient design of detention facilities: 100%	<b>NEW</b> Council Quarterly Achievements: Policy completed and awaiting completion of Development Design Manual. <i>2021/10/07</i>	2020/06/15								Complete
→ Develop a Development Design Manual	<b>NEW</b> Council Quarterly Achievements: New Manager reviewing draft. Final draft to senior management, legal for review. <i>2022/03/10</i>	2020/12/31								Overdue
→ Plan for and implement Phase 4 of Water Street Infrastructure Improvements: 100%	<b>NEW</b> Council Quarterly Achievements: Project completed and street opened to two-way traffic on June 24th, 2021. <i>2021/06/24</i>	2021/06/30								Complete
→ Complete Envision St. John's Municipal Plan and Development Regulations - finalize and bring into legal effect: 100%	<b>NEW</b> Council Quarterly Achievements: Envision St. John's Municipal Plan and Development Regulations came into legal effect in November 2021. <i>2022/03/16</i>	2021/09/30								Complete
→ Develop a Heritage Plan: 100%	<b>NEW</b> Council Quarterly Achievements: The terms of reference for the St. John's Heritage Plan were approved by Council on March 7, 2022. The work is getting started. All timelines in the Strategic Plan will have to be adjusted. <i>2022/03/07</i>	2021/10/29								Overdue
→ Plan for and implement Phase 3 of Kenmount Road Trunk Storm Sewer Replacement: 100%	<b>NEW</b> Council Quarterly Achievements: Completed as scheduled in 2021. <i>2022/03/16</i>	2021/12/17								Complete
→ Develop a sustainability plan "Resilient St. John's Community Climate Plan": 100%	<b>NEW</b> Council Quarterly Achievements: Resilient St. John's Community Climate Plan was submitted for Council's adoption consideration for the <b>March 9th Committee of the Whole</b> meeting. <i>2022/03/02</i>	2021/12/31								Complete



Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Develop a Downtown Plan - a secondary or area plan under the Envision St. John's Municipal Plan: 100%	<b>NEW</b> Council Quarterly Achievements: Background preparation is underway for terms of reference for the Downtown Plan, tentatively named Downtown Forward. Economic Development and Planning are working together.  <i>2022/03/07</i>	2021/12/31								Overdue
→ Identify, Initiate, and Implement Sustainability Momentum Actions: 100%	<b>NEW</b> Council Quarterly Achievements: - Expansion of the Urban Forest (in city property) for greenhouse gas capture implementation is complete. - Public Electric Vehicle Chargers at city owned facilities project was approved by Council and received a \$130,000 grant from Pollution Probe and NRCAN. Chargers will be installed throughout 2022.  - Ducks Unlimited received approval for funding to conduct wetland functional assessments, in line with past wetland work by the City in 2020. Work is ongoing and in coordination with City staff and the Wetland study Phase 2.  - Collaboration with Department of Fisheries and Oceans to implement solid waste capturing technologies pilot in the downtown area is finalized. Complete results from the pilot are pending submission to the City for information on the technologies used.  - The proposal submitted in partnership with the Newfoundland Environmental Industry Association (now ECONEXT) and other stakeholders to design a residential energy retrofit grants and lending programs in NL that addresses existing gaps has been approved for funding. Official announcement will be lead by FCM and ECONEXT in early 2022.  - Letter of interest was submitted for funding of Metrobus pathway to electrification to the ZEV Buses NRCAN planning funding program. Staff is ready to submit the full proposal upon receiving application guidance from NRCAN.  - Funding proposal was submitted to Intact for a Flood Audit grant for residents and professional auditors training program for up to 2 years. Review and decision from the funder is pending.  - The City has supported proposals from community organizations to funding agencies (pending decision) on the topics of: Electric Vehicle awareness and	2021/12/31								Complete

	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
	<p>education, municipal-academic partnership working on greenhouse gas quantification and monitoring processes and reporting standards in Canada, validation of energy use data used for community greenhouse gas estimates in our community and awareness of climate change impact from residential systems.</p> <p>- Supported the submission of a proposal to the Climate Action and Awareness Fund by Ecoschools Canada in collaboration with CCNL and other local organizations to increase local school's capacity to bring climate action and awareness to K-12.</p> <p>- Application to NL Power for chargers in two parks (Bannerman Park and Bowring Park) remains under review by the funder.</p> <p>2022/01/13</p>									
→ Completion and Implementation of a Corporate Energy and Greenhouse Gas Reduction Framework	<p><b>NEW</b></p> <p><b>Council Quarterly Achievements:</b> - The Corporate Climate Plan was finalized and adopted by council in May 2021.</p> <p>- Energy efficiency opportunity assessment was completed and approved by Council. Procurement for an implementation partner (energy performance contract) is was submitted to council on January 17th 2022. Program development, financing, and implementation will begin in 2022.</p> <p>- Electric Vehicle Chargers at city owned facilities for corporate operations project was passed by Council, and a grant for \$130,000 was approved for the City by Pollution Probe and NRCAN.</p> <p>- A Corporate Carbon Budget was piloted with input from the the Corporate Energy Team and other City Staff. The pilot scope applies specifically to council decisions on corporate energy (a.k.a., city buildings, fleet, process plants) as part of the City Budget process.</p> <p>- An annual corporate energy use and GHG emissions monitoring tools were developed and annual results (2019-2020) are expected to be made public before spring 2022. However, these are not expected to be representative of energy use and GHGs moving forward due to COVID19 operating changes throughout the past few years.</p> <p>2022/01/13</p>	2021/12/31								Complete







Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Replace subdivision development policy with new development policy	<b>NEW</b> Council Quarterly Achievements: Subdivision policy to be priority once Development Design Manual is completed. <i>2022/03/10</i>	2021/12/31			<div><div></div></div>					Overdue
→ Circular Cities and Regions Initiative: 100%	<b>NEW</b> Council Quarterly Achievements: City staff participation in the pilot program is complete. The City is now expecting the consultant's report on the proposed steps forward, and will continue to engage with the municipal partners across the country on tools for implementation. <i>2022/03/02</i>	2022/03/31			<div><div></div></div>					Complete
→ Wetland Study (Phase 2) - Functional Assessment	<b>NEW</b> Council Quarterly Achievements: Work awarded to SEM, kick off meeting held. Field work to begin in April 2022, with completion by end of November 2022. <i>2022/03/10</i>	2022/04/30			<div><div></div></div>					Behind
→ Divert waste from landfill: 100%	<b>NEW</b> Council Quarterly Achievements: In January 2022, the new Sanitation Regulation By-Law came into effect requiring garbage placed at the curb be in clear, colourless bags - except for one 'privacy' bag per week. As a result of this regulation, recycling became mandatory. In January and February, 2022 the City recorded a 30 to 40% increase in recyclable material collected compared to the same months over the last five years. This dramatic increase in recycling is showing a positive benefit of the clear bag program. The City will continue to take an educational approach towards this program. Local retailers and suppliers have notified The City that they anticipate a consistent supply of clear bag products in stores over the next month. The next phase of the educational approach will begin in April when crews will spot check for the use of clear bags for garbage. During this phase, stickers will be left to remind or acknowledge residents for using clear bags for garbage. In the interim, Waste & Recycling staff will continue to collect garbage that is not in clear bags but the focus will shift more towards education and ensuring all residents transition to the clear bags. <i>2022/03/10</i>	2022/12/30	<div><div></div></div>							On Track


Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Plan for and implement Phase 2 of Goulds Servicing - Sanitary Trunk Sewer Extension.: 100%	<b>NEW</b> Council Quarterly Achievements: Construction began in October and finished for the Winter in December. Construction will begin again in the Spring. Project expected to be completed in the Summer of 2023.  2022/03/09	2023/07/28								On Track
→ Plan for and implement Phase 3 of Goulds Servicing - Sewage Forcemain: 100%	<b>NEW</b> Council Quarterly Achievements: Construction began in September and finished in November for the Winter. Construction will begin again in the Spring. Project expected to be completed by the end of 2023.  2022/03/09	2023/12/15								On Track
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%		2025/12/31								On Track
→ Complete a new Economic Development Plan, review and prioritize recommendations: 100%	<b>NEW</b> Council Quarterly Achievements: A draft of the economic development framework will be completed and consider the work of the regional economic development project which is in progress.  2022/03/09	2019/12/31								Overdue
→ Begin implementation of the Economic Development Plan: 100%	<b>NEW</b> Council Quarterly Achievements: Progress ongoing with the delivery of projects within the framework.  <ul style="list-style-type: none"> <li>Innovate Canada has moved to 2022</li> <li>My New St. John's Live event was held October 2021</li> <li>Public art completed (frontline workers mural) and awaiting weather conditions conducive for installation</li> <li>Place marketing is underway. Partnerships are associated with accessing elements (e.g., photography, data etc.) of content for social media and related implementation</li> </ul> 2022/03/08	2020/12/31								Overdue

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Deliver on a regional Themed Signage Strategy as outlined in Roadmap 2021: 100%	<b>NEW</b> Council Quarterly Achievements: Tender documents nearing completion. Program installation to follow into summer 2022. <i>2022/03/09</i>	2020/12/31		<div></div>						Overdue
→ Develop a City marketing initiative to support branding: 100%	<b>NEW</b> Council Quarterly Achievements: The marketing strategy is complete; new brand and website launched - <a href="#">Advantage St. John's</a> <i>2021/07/06</i>	2020/12/31		<div></div>						Complete
→ Create partnerships to support and enable the start-up sector: 100%	<b>NEW</b> Council Quarterly Achievements: Partnership signed with Genesis on the Johnson Innovation Station in support of technology start-up business. <i>2021/07/05</i>	2020/12/31		<div></div>						Complete
→ Deliver, with partners, series of business information "pop-up" events: 4 unit	<b>NEW</b> Council Quarterly Achievements: A combination of virtual and in-person events held with various partners ranging from Association for New Canadians, Women's Entrepreneurship Network and others. <i>2022/03/16</i>	2021/12/31		<div></div>						Complete
→ Explore opportunities to build an innovative problem solving culture using entrepreneurial approaches.: 100%	<b>NEW</b> Council Quarterly Achievements: Working towards a new project for 2022 with further information to be provided in future council reports. <i>2022/03/08</i>	2022/12/31		<div></div>						On Track
→ Refresh the Arts & Cultural plan	<b>NEW</b> Council Quarterly Achievements: Assessment of plan completed in 2021 and refresh of directions/themes on schedule for 2023 completion <i>2022/03/08</i>	2023/03/31			<div></div>					On Track

## A CITY THAT MOVES

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
<b>Expand and maintain a safe and accessible active transportation network: 100%</b>		2025/12/31								On Track
→ <b>Conduct Kelly's Brook Trail design process (shared use path recommended by Bike St. John's Master Plan): 100%</b>	<b>NEW</b> Council Quarterly Achievements: Design ongoing and requested the package to be completed by the Spring. Due to some challenges in the Empire Avenue section from Carpasian Road to King's Bridge Road, the project was broken into 2 phases. Columbus Drive to Carpasian Road - phase 1 is near completion. Carpasian Road to King's Bridge Road - phase 2 is in the concept alignment stage. Based on the estimated construction cost to complete phase 1, there is insufficient funding approved to date. Staff are looking at alternate cost shared funding options. 2022/02/22	2021/06/30								Overdue
→ <b>Annual Infill Sidewalk Program</b>	<b>NEW</b> Council Quarterly Achievements: Some work completed in 2021. Majority of work to be completed in 2022 starting in the spring. Expected to be completed by the end of the Summer. 2022/03/10	2022/12/31								Behind
→ <b>Construct Kelly's Brook Shared Use Path: 100%</b>	<b>NEW</b> Council Quarterly Achievements: Design work still ongoing. 2022/03/16	2023/04/04								Not started
<b>Create a sustainable and accessible, low-carbon public transportation system: 100%</b>		2025/12/31								On Track
→ <b>Implement select recommendations from the Public Transit Review: 100%</b>	<b>NEW</b> Council Quarterly Achievements: The ZIP network was implemented on January 31, 2022. All select recommendations from the Public Transit Review that were identified for implementation in 2020-2021 have now been completed. New priorities for 2022 are identified in list of draft items. 2022/03/10	2022/12/31								On Track
<b>Improve safety for all users on a well-maintained street network: 100%</b>		2025/12/31								On Track

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ <b>Complete a city-wide collision report: 100%</b>	<b>NEW</b> Council Quarterly Achievements: Report complete and presented to Committee of the Whole on <b>March 10, 2021</b> . <i>2021/04/27</i>	2019/12/31								Complete
→ <b>Implement the Transportation Master Plan: 100%</b>	<b>NEW</b> Council Quarterly Achievements: Household travel survey delayed due to Transportation Group staffing levels and COVID-19. Permanent count stations installed and operational. <i>2022/03/10</i>	2020/04/30								Overdue
→ <b>Implement select recommendations and actions from the Paid Parking Management Strategy: 100%</b>	<b>NEW</b> Council Quarterly Achievements: No change since last update. Battery issue resolution should be resolved by mid April. No recent work on parking permit design for Churchill Square or consultations on residential and visitor permit program due to Transportation Group staffing level and COVID-19 <i>2022/03/09</i>	2020/12/31								Overdue
→ <b>Ladysmith Drive @ Kiwanis Street Bump-outs: 100%</b>	<b>NEW</b> Council Quarterly Achievements: Project completed. <i>2022/03/16</i>	2021/11/26								Complete
→ <b>Initiate Annual Intersection Safety Program</b>	<b>NEW</b> Council Quarterly Achievements: Consultants report in Draft form. Work ongoing, should be completed in the next month. <i>2022/03/10</i>	2021/12/31								Overdue
→ <b>Digitize City Pavement Markings</b>	<b>NEW</b> Council Quarterly Achievements: Procurement process to start in the coming weeks. This project had been delayed due to Covid-19. <i>2022/03/10</i>	2021/12/31								Overdue

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
 Goldstone St. @ Team Gushue Highway Ramps Intersection Improvements - Roundabouts: 100%	<div>NEW</div> <p>Council Quarterly Achievements: Design is approximately 50% complete. No funding for construction to date. Design is expected to be completed late Spring or early Summer.</p> <p>2022/03/09</p>	2021/12/31								Overdue




A CONNECTED CITY

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
Increase and improve opportunities for residents to connect with each other and the City: 100%		2025/12/31	<div></div>							On Track
→ Create Community Connections communications strategy to promote belonging and pride of place: 100%	<div>NEW</div> <div>Council Quarterly Achievements: After extensive delays in tactics under this plan, this strategy is now considered complete; the remaining tactic (a neighbourhood arts project) could not be initiated during the pandemic and will not be undertaken.</div> <div>2022/03/09</div>	2020/08/31	<div></div>							Complete
→ Upgrade Technology for the Foran Greene Room at City Hall: 100%	<div>NEW</div> <div>Council Quarterly Achievements: Funds have been reprioritized at this time for the Citizen Request Management (CRM) System for 311. Will be revisited in a future year.</div> <div>2022/02/18</div>	2020/12/31	<div></div>							Overdue

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ <b>Implement recommendations from the Youth Engagement Strategy</b>	<b>NEW</b> <p>Council Quarterly Achievements: As the Youth Engagement Working Group is formally established, they will take on the ownership for the remaining items in the Youth Engagement Strategy and report to Council as per city clerk guidelines for committees. A new Terms of Reference was created and an expression of interest launched with more than 70 interested candidates. Three new individual members and two organizational members are approved to join the existing ad hoc working group members. Staff continue to reach out to various stakeholder groups to fill the need for indigenous youth on this team.</p> <p>The Youth Panel was launched in early 2022 and an internal working group established to create ongoing opportunities for youth to provide feedback on topics of interest to them. The target for the Youth Panel for 2022 is 200 members, to date 83 people within the demographic have registered. Topics to be explored through the Panel include: youthful city indicators, recruitment and employment, voting, waste diversion, public transit, etc. Staff are also creating content internally to share results of surveys across the organization.</p> <p>2022/03/09</p>	2021/12/31								Complete
→ <b>Advance a new City website: 100%</b>	<b>NEW</b> <p>Council Quarterly Achievements: RFP has been awarded and the project has kicked off. Implementation is underway and expected to be completed by end of Q 3.</p> <p>2022/03/09</p>	2022/12/31								On Track
<b>Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities: 100%</b>		2025/12/31								On Track
→ <b>Work with Habitat For Humanity to advance an affordable housing project: 100%</b>	<b>NEW</b> <p>Council Quarterly Achievements: Council adopted St. John's Development Regulations Amendment Number 717, 2021, which will rezone a portion of land at 28 Eric Street from the Open Space (O) Zone to the Residential High Density (R3) Zone. Habitat for Humanity is in the development approval stage.</p> <p>2021/06/28</p>	2020/12/31								Complete

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Complete Detailed Design of the H.G.R. Mews Centre Replacement: 100%	<b>NEW</b> Council Quarterly Achievements: Completed. <i>2022/03/16</i>	2020/12/31		<div></div>						Complete
→ Re-Imagine Churchill Square - Concept Plan	<b>NEW</b> Council Quarterly Achievements: Concept plan presented to Committee of the Whole meeting on April 7, 2021. <i>2021/04/15</i>	2021/05/31			<div></div>					Complete
→ Identify challenges, build on successes, and make improvements to the Downtown Pedestrian Mall	<b>NEW</b> Council Quarterly Achievements: Improvements and adjustments were made to the 2021 Downtown Pedestrian Mall, based on 2020 feedback and discussion. Engagement completed on the 2021 event will inform recommendations for improvements/adjustments for 2022. <i>2021/10/01</i>	2021/11/30			<div></div>					Complete
→ Seek funding opportunities to develop a collaborative energy efficiency pilot	<b>NEW</b> Council Quarterly Achievements: In October 2021, the Housing division secured funding from CMHC's Preservation Funding Stream for 3 project areas. This funding can be used for building condition reports, age friendly conversations and/or energy efficiency. <i>2022/03/16</i>	2021/12/31			<div></div>					Complete
→ Roll out social marketing strategy to address Not in My Backyard (NIMBY)	<b>NEW</b> Council Quarterly Achievements: This project remains on hold. We will revisit this early 2022 <i>2022/01/12</i>	2021/12/31			<div></div>					Overdue
→ Work with partners to fill underutilized City-owned non-profit housing	<b>NEW</b> Council Quarterly Achievements: Two new partnerships with community groups were developed enabling them to establish supportive housing in five underutilized housing units. Conversations continue with other community groups to explore new and creative ideas. <i>2022/03/16</i>	2021/12/31			<div></div>					Complete

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ <b>Develop the Healthy City St. John's Strategy: 100%</b>	<b>NEW</b> <b>Council Quarterly Achievements:</b> The pre-consultation with key stakeholders, including related City Advisory Committees and key Eastern Health Departments has been completed. An MOU between the City of St. John's and Eastern Health has been completed and was signed by Mayor Breen and David Diamond, CEO of Eastern Health on May 17th 2021. A month long public engagement process took place May 17- June 20th and validated the Healthy City Strategy goals and implementation strategies. The goals, implementation strategies and next steps were approved at the <b>August 23rd</b> regular meeting of Council.  2021/10/08	2021/12/31								Complete
→ <b>Galway Village Green (Phase 1)</b>	<b>NEW</b> <b>Council Quarterly Achievements:</b> This project required a re-tendering of the original RFP document because there was not a successful proponent from the first round of evaluations. This resulted in having to slide the original schedule by one year. Completed to date: clearing and grubbing of the site, topographical survey of the site, commenced a geotechnical test pit program and have completed the 33% detailed design. The 66% design submission is due on March 11th, 2022 and staff are scheduled to go to tender in April and begin construction in May/June 2022. The playground and multi-court, pathways, services, and lighting will be substantially complete by November 30, 2022.  2022/03/09	2022/11/30								On Track

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
 <b>Construction of the H.G.R. Mews Centre Replacement</b>	<b>NEW</b> <p><b>Council Quarterly Achievements:</b> Progress on the new Mews Replacement has been steadily moving ahead. Staff have been fortunate with respect to winter weather and are making inroads with respect to pouring of footings, foundations, and frost walls, and erection of exterior walls on the east side of the building. Site work continues to be on schedule and the Contractor continues to truck imported common material and crush it on site to meet the geotechnical requirements for the project. A decision was made to shut down the softball field due to the heavy traffic flows to and from the site and construction lay down areas will continue to be a challenge as the building shell expands. Staff plan to pour the rubberized asphalt surface for the Jumpstart Playground in June and open the park, but it will be challenging as the overall site will still be an active construction zone. A safety plan is being prepared by Lindsay Construction to address the park opening but closures may still be required at times to protect the health and safety of park goers.</p> <p><i>2022/03/09</i></p>	2023/11/30								On Track

## AN EFFECTIVE CITY

Goal	Council Update	Due Date	...	2019	2020	2021	2022	2023	2024	2025	Current Completion
Work with our employees to improve organizational performance through effective processes and policies: 100%		2025/12/31									On Track
→ Design a management development program to advance core management competencies: 100%	<b>NEW</b> Council Quarterly Achievements: The management development program is designed and aligned with core values and management competencies. Once the competencies are fully rolled out across the organization, the program will be piloted and evaluated. As well, the City is currently undertaking a review of Learning Management Systems to determine the best delivery methods for this program. <i>2021/07/02</i>	2019/12/31									Complete
→ Advance a Service Excellence Framework: 100%	<b>NEW</b> Council Quarterly Achievements: Strategy is drafted and a new goal identified within the strategic plan to support initiatives that advance service excellence. Awaiting final approval of the strategy. <i>2022/03/09</i>	2019/12/31									Overdue
→ Review and update by-laws: 100%	<b>NEW</b> Council Quarterly Achievements: Currently working with the Department of Planning, Engineering & Regulatory Services to complete the Residential Property Standards By-law. The initial idea was to combine the Commercial Maintenance By-Law with the Residential Property Standards By-Law to create one comprehensive by-law. However, once the review began, it was determined that it would be more effective if they remained separate and priority should be given to the Residential Property Standards By-Law. Two other By-laws also have priority for 2022: the Code of Ethics By-Law and the Commercial Property Tax By-Law. The Legal Department recommends removing the Commercial Maintenance By-Law from the Strategic Plan until such time as these other priorities are completed and a more definite timeline for its completion can be provided. <i>2022/03/09</i>	2019/12/31									Overdue

Goal	Council Update	Due Date	...	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Develop organizational change management tools: 100%	<b>NEW</b> Council Quarterly Achievements: Piloting was completed in Q1 2021. Tool kits are available to managers online. Staff are offering the training modules on an ongoing basis. <i>2021/04/20</i>	2020/12/31									Complete
→ Advance an Information Management Strategy: 100%	<b>NEW</b> Council Quarterly Achievements: The information management strategy has been developed. The new position of Records and Information Manager/Specialist will be responsible for the implementation of the strategy. <i>2021/07/05</i>	2020/12/31									Complete
→ Implement automated accounts payable solution: 100%	<b>NEW</b> Council Quarterly Achievements: This system is now operational. <i>2021/04/21</i>	2020/12/31									Complete
→ Review and update current Information Technology Policies: 100%	<b>NEW</b> Council Quarterly Achievements: The new IT Policy and Procedures were approved at the March 7th meeting of Council. This is now complete. <i>2022/03/09</i>	2020/12/31									Complete
→ Fire Officer Professional Development Training Program: 100%	<b>NEW</b> Council Quarterly Achievements: This is an ongoing professional development program. Components of the program will continue to be delivered in years to come. <i>2021/04/27</i>	2020/12/31									Complete
→ Parking Enforcement Officer training: 100%	<b>NEW</b> Council Quarterly Achievements: Legal Department has completed the development training modules for Parking Enforcement Staff. These modules can be delivered upon request and can be modified to deal with specific topics as needed. <i>2021/02/04</i>	2020/12/31									Complete



Goal	Council Update	Due Date	...	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Evaluate the Special Events application process and associated fees and make recommendations for modifications: 100%	<b>NEW</b> Council Quarterly Achievements: Updated policy and procedures have been reviewed by Special Events Advisory Committee and forwarded to Legal Department. Once Legal and the Corporate Policy Committee complete their review the policy will go to Council for final approval. <i>2022/03/11</i>	2021/01/31			<div></div>						Overdue
→ Implement FDM Mobile App for Fire Inspectors: 100%	<b>NEW</b> Council Quarterly Achievements: Mobile Inspection App went live on March 18, 2021, no further issues identified at this time. App appears to be helping increase production. <i>2021/04/19</i>	2021/03/31			<div></div>						Complete
→ Review and update accident review process: 100%	<b>NEW</b> Council Quarterly Achievements: Reviewing external contractor feedback and comparing to internal departmental in preparation for commencing drafting on final report. <i>2022/03/10</i>	2021/11/30			<div></div>						Overdue
→ Benchmark employee engagement: 100%	<b>NEW</b> Council Quarterly Achievements: Survey completed and results shared across the organization. Project team receiving feedback on results to guide the development of an action plan which is a new item in the strategic plan for 2022. <i>2022/03/09</i>	2021/12/31			<div></div>						Complete
→ Implement solutions software, Yardi Voyager, to improve management of applications, tenants, units, rent payments	<b>NEW</b> Council Quarterly Achievements: Continuing to work with internal IT Team and the Yardi vendor to implement this software. <i>2022/03/10</i>	2021/12/31				<div></div>					Overdue
→ Develop staff training modules to enhance understanding and ensure legislative compliance	<b>NEW</b> Council Quarterly Achievements: Finalizing training module content and roll out. <i>2022/03/09</i>	2021/12/31				<div></div>					Overdue

Goal	Council Update	Due Date	...	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Enhance awareness and understanding within the organization of the role of Legal Services	<b>NEW</b> Council Quarterly Achievements: Meetings continue in the Legal Department to create a detailed plan for implementation.  <i>2022/03/10</i>	2021/12/31				<div><div></div></div>					Overdue
→ Occupational Health and Safety Program Policy Development	<b>NEW</b> Council Quarterly Achievements: The initiative has stalled. However, staff will endeavour to continue with developing an OHS program policy as it is a cornerstone to revamping the division.  <i>2022/03/07</i>	2021/12/31				<div><div></div></div>					Overdue
→ Implement bid evaluation software: 100%	<b>NEW</b> Council Quarterly Achievements: Delays in another project have pushed the implementation to March 31st, 2022.  <i>2021/10/07</i>	2021/12/31				<div><div></div></div>					Overdue
→ Complete jurisdictional scan and Request for Information for Performance Management software: 100%	<b>NEW</b> Council Quarterly Achievements: Based on discussions and other priority items as well as budgetary constraints, this initiative will be revisited in 2023/2024.  <i>2022/03/10</i>	2021/12/31				<div><div></div></div>					Overdue
→ Roll out Respectful Workplace Policy, including conflict management training: 100%	<b>NEW</b> Council Quarterly Achievements: Respectful workplace policy has been rolled out and conflict management training is continuing.  <i>2022/03/10</i>	2021/12/31			<div><div></div></div>						Complete
→ Develop action plan and build capacity to support the Employee Success Program: 100%	<b>NEW</b> Council Quarterly Achievements: Tools to support the implementation of the Employee Success Program have been developed in-house. Consultation with senior staff took place on January 13th. Based on feedback, staff are currently finalizing the action plan.  <i>2022/03/10</i>	2021/12/31			<div><div></div></div>						Overdue

Goal	Council Update	Due Date	...	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ <b>Apply Asset Management Handover Checklist for all City Building projects completed in 2021</b>	<b>NEW</b> Council Quarterly Achievements: Checklist is ready to be used when total completion of a building project has been reached. <i>2021/10/12</i>	2021/12/31				<div></div>					Complete
→ <b>Implement a new FDM Training Module</b>	<b>NEW</b> Council Quarterly Achievements: Cause of outstanding issues were identified and believed to be corrected. Testing of 13.1.35 should be completed by March 18 so implementation into production can be scheduled. Once placed into Production overall project should be able to move forward. <i>2022/03/09</i>	2022/02/01				<div></div>					Overdue
→ <b>Revamp the Commercial Assessment Process</b>	<b>NEW</b> Council Quarterly Achievements: This process has now been completed. Commercial assessment was issued and appeals all actioned prior to year end. Approximately 80% of all appeals filed were settled in 2021. Remaining outstanding appeals have been actioned by the assessment department and are awaiting reply from the appellants. <i>2022/02/04</i>	2022/03/31				<div></div>					Complete
→ <b>Develop policies, procedures &amp; service standards to enhance Regulatory Services processes: 100%</b>	<b>NEW</b> Council Quarterly Achievements: All standard operating procedures planned for 2021 are completed. Eight more have been added for 2022 – four in parking and four in inspection services. <i>2022/03/16</i>	2022/12/30		<div></div>	<div></div>	<div></div>	<div></div>				On Track
→ <b>Undertake Continuous Improvement Projects: 100%</b>	<b>NEW</b> Council Quarterly Achievements: Six projects have been completed since the last update (bringing the total number of CI projects completed in 2021 to 16). Some larger projects are in final phases of data collection or close out (details in the CI report). Yellow belt projects are in various stages. For example, the call out for performers process and application is in pilot mode. Three new yellow belt projects have been identified to date for 2022. <i>2022/03/09</i>	2022/12/31		<div></div>	<div></div>	<div></div>	<div></div>				On Track

Goal	Council Update	Due Date	...	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Create a continuous improvement (CI) culture through ongoing training & development: 100%	<p><b>NEW</b></p> <p><b>Council Quarterly Achievements:</b> The focus for 2021 was on continuing to grow capacity and awareness of CI tools and strategy using virtual tools as much as possible and to better quantify and communicate results both internally and outside the organization. Since the last update, staff have:</p> <ul style="list-style-type: none"> <li>delivered CI 101 to more than 200 fire fighters, virtually</li> <li>continued to support current green and yellow belt (YB) projects and other project leads in the implementation and sustainability of their projects (see project updates for details). Two cohorts of YBs took place in 2021 bringing the total of YBs trained to 40.</li> <li>Taken the learnings from the 2020 visual management pilot projects and are translating them into a "how to guide" to support the creation of more visual management projects.</li> <li>developed four CI Case studies for the <a href="#">City Guide</a> to translate results from CI to the public</li> <li>developed tools and resources for managers to help them use CI tools everyday.</li> <li>Developed a simple tool to better quantify the outcomes of CI initiatives to show both immediate project and longer-term outcomes. The tool is being used with the latest group of YBs to show tangible results.</li> </ul> <p>2022/03/09</p>	2022/12/31									On Track
→ Improve processes, policy, and procedures related to emergency and safety services: 100%	<p><b>NEW</b></p> <p><b>Council Quarterly Achievements:</b> Final steps on the finalization of this initiative continues. Have received advice from Senior Management regarding establishing the Emergency and Continuity Management Advisory Committee with the goal of having the first meeting in Q2 2022.</p> <p>2022/03/07</p>	2022/12/31									On Track

Goal	Council Update	Due Date	...	2019	2020	2021	2022	2023	2024	2025	Current Completion
Ensure accountability and good governance through transparent and open decision making: 100%		2025/12/31									On Track
→ Initiate communications strategy to share decisions from Council & Committee of the Whole meetings: 100%	<b>NEW</b> Council Quarterly Achievements: A new plan is in development with a target to initiate late spring. <i>2022/03/09</i>	2019/12/31									Overdue
→ Implement vendor performance module for bids and tenders software: 100%	<b>NEW</b> Council Quarterly Achievements: Currently still working with the supplier attempting to have software issues addressed. <i>2022/03/10</i>	2021/05/28									Overdue
→ Develop key performance indicators to be included in reporting	<b>NEW</b> Council Quarterly Achievements: Staff reviewed various approaches for developing KPIs. Ultimately, staff decided to keep the Strategic plan focused on strategic initiatives and to monitor performance through the ongoing work of citizen satisfaction and employee engagement surveys. <i>2022/03/09</i>	2021/12/31									Complete

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

## GOAL

Goal	Current Completion	Progress Update
Undertake Continuous Improvement Projects: 100%	On Track	<p><b>Progress:</b> Six projects have been completed since the last update. Some larger projects are in final phases of data collection or close out (details in the CI report). Yellow belt projects are in various stages. For example, the call out for performers process and application is in pilot mode. Three new yellow belt projects have been identified to date for 2022.</p> <p><b>Next Steps:</b> <i>No value</i> 2022/03/10</p>
→ Work order process for City Buildings: 100%	Overdue	<p><b>Progress:</b> This project is nearing completion. Virtual training/information session delivered to 24 staff on December 16, 2021. Feedback from the session was positive. Intranet content developed and available to staff. Data collection to assess effectiveness of piloted improvements has been delayed due to other staff commitments and Covid-19. Anticipate data collection and close-out of this project in Q2 2022.</p> <p><b>Next Steps:</b> Complete data collection, assess impact of piloted improvements, make any required adjustments, and close-out project. 2022/03/09</p>
→ Collection of Accommodation Tax: 100%	Overdue	<p><b>Progress:</b> This project is on hold. The pandemic and resulting economic impacts on the accommodations sector have delayed implementation of any identified improvements. Legislative changes at the provincial level will also have an impact on the collection of accommodation tax and will need to be considered in any future plans to improve the City's process.</p> <p><b>Next Steps:</b> 2022/03/09</p>

Goal	Current Completion	Progress Update
→ <b>Improve Operational processes at St. John's Regional Fire Department: 100%</b>	Overdue	<p><b>Progress:</b> The SJRFD Mechanical Service Work Order (MSWO) CI Project brought to light the wastage of time during the changeover of SJRFD front-line apparatus and respectively the equipment on these trucks with another replacement spare apparatus. The process was heavily reliant on availability of spare apparatus and equipment and of the process amongst Fire Suppression and Mechanical Division involved during the changeover. Two new engines have been brought in to service and will replace some of the existing front-line engines that will go into service as spare engines for quick and effective changeover when required. Along with these trucks going into service, there is a new Policy and Operational Guideline developed that has addressed the effective changeover process starting with the spare apparatus being staged at certain locations. The new engines and the new Policy and Operational Guideline were implemented Q.1 with monitoring and evaluation following.</p> <p>Other recommendations outlined in the report include new diagnostic programming for mechanics use and new Vehicle Maintenance/Tracking software program. Staff have upgraded the WIFI in the Fire Stations and at the Mechanical Division which allowed mechanics to have more accessibility to Diagnostic Software while evaluating a truck on-site at any of the fire stations rather than having to wait for the Mechanical Division (Garage) to run their diagnostic programs. Expect to close this project before end of Q 1, 2022.</p> <p><b>Next Steps:</b> Close project and complete final A3 report. 2022/03/09</p>
→ <b>Improve the process used to obtain fleet shop supplies in Public Works: 100%</b>	Overdue	<p><b>Progress:</b> The contract for the vending machine solution had to be re-tendered as the original vendor could not meet contract requirements. Staff are working through the details of the revised tender.</p> <p><b>Next Steps:</b> Develop and issue revised tender. 2022/03/09</p>
→ <b>Map and improve the asset management process for linear infrastructure: 100%</b>	Overdue	<p><b>Progress:</b> Measurement complete. The coordination of work between Planning, Engineering &amp; Regulatory Services and Public Works for the Streets Rehab program has seen future cost avoidance of \$380k for two streets sampled.</p> <p><b>Next Steps:</b> A3 final report to be completed. 2022/03/07</p>



Goal	Current Completion	Progress Update
→ Improve the scheduling process for Aquatics staff: 100%	Complete	<p><b>Progress:</b> This project is now complete. A final project close-out meeting was held on March 17, 2022 and a report on outcomes was provided. Postive results were achieved from the implementation of the RecStaff software and a significant streamlining of the aquatics shift process with overall steps in the process reduced by 34%. Processing wait times were also reduced and the the new system resulted in 100% accuracy eliminating errors and the need for staff rework. The process is also now paperless.</p> <p><b>Next Steps:</b> File final A3 report. 2022/03/09</p>
→ Standardize the records management process to increase quality at source: 100%	Overdue	<p><b>Progress:</b> Pilot of training program delivered to Legal Department in January 2022. Data collection to assess the effectiveness of the pilot and the impact on quality of records received at Records Management/Archives will occur as records are forwarded from Legal. Anticipate having results to report by end of second quarter 2022.</p> <p><b>Next Steps:</b> Complete data collection and assess effectiveness of pilot. Deliver training to other relevant Departments. 2022/03/09</p>
→ Improve the IT inventory management process for computer hardware, peripherals, etc.	Overdue	<p><b>Progress:</b> Operational work has delayed piloting improvements.</p> <p><b>Next Steps:</b> No value 2022/03/09</p>

Goal	Current Completion	Progress Update
→ Improve components of the estimating process in the Crack and Seal Program	Complete	<p><b>Progress:</b> The goal of this project was to improve the estimating process in the Crack Seal Program so that the estimated quantities were within 20% of the actual constructed quantities and to also improve on estimating quantities in other programs. This would improve both the quality and quantity of work completed to seal pavement cracks. The current state of the process was mapped and staff used CI tools to identify improvements to test and implement including:</p> <ul style="list-style-type: none"> <li>• measuring cracks after rainfall when they were more visible</li> <li>• while it is not possible to measure every crack for estimating purposes by foot, staff walked a few sites with a measuring wheel to double check the estimated quantity</li> <li>• clarifying which types of cracks need to be measured for estimates; some types of asphalt cracking do not benefit from crack seal</li> <li>• measuring the cracks during construction ahead of the crack seal crew</li> <li>• prioritizing streets to ensure they do not get left</li> </ul> <p>At the end of the project in 2021, estimated quantities were significantly improved and were in line with the actual construction quantities which resulted in approximately 99% improvement in the estimating process. Approximately 128 streets were completed compared to approximately 93 streets the previous year. Based on this, the project was a major success.</p> <p><b>Next Steps:</b> Staff will monitor and adjust solutions in future projects to keep the improvement in place.</p> <p>2022/03/09</p>
→ Restructure the Intranet by piloting an improvement to the purchasing pages	Overdue	<p><b>Progress:</b> This project is on hold pending re-evaluation of the appropriate time to conduct due to impending changes to the intranet platform</p> <p><b>Next Steps:</b> No value</p> <p>2022/03/09</p>
→ Map and improve the payroll process	Complete	<p><b>Progress:</b> The CI project is complete and the resulting implementation plan has been delivered to the Process Owner for planning and delivery.</p> <p><b>Next Steps:</b> Following implementation, regular measuring of related operational processes is recommended to ensure long term time savings are achieved.</p> <p>2022/03/09</p>

Goal	Current Completion	Progress Update
→ Map and streamline the OHS training process	Overdue	<p><b>Progress:</b> Key challenges and risks have been identified and the project team is now assessing potential solutions and creating a future/improved state of the process for discussion with the project sponsors.</p> <p><b>Next Steps:</b> Discuss and prioritize potential improvements with project sponsors.</p> <p>2022/03/09</p>
→ Create electronic forms for remote data collection for sewer pumping stations	Overdue	<p><b>Progress:</b> Improvements are underway. Working with Land Information Services.</p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/03/10</p>
→ Improve the property owner questionnaire and related data storage/analysis used in the commercial assessment process	Complete	<p><b>Progress:</b> Questionnaires have been completed and are ready to be issued for the next mail out which will occur in April 2022.</p> <p><b>Next Steps:</b> Use revised questionnaire in 2022 mail out.</p> <p>2022/02/04</p>
→ Improve the annual call for performers process	Overdue	<p><b>Progress:</b> The Call for Artists and Performers is ongoing with a deadline for submissions of March 18, 2022. There are a number of areas that have already shown the improvement project to be a success. A week before the deadline, the submission numbers have already surpassed the total amounts for the past several years by a significant margin. This is a reflection, in part, of ease-of-use of the new form, mobile device compatibility, etc. Additional details on outcomes will be available after the submission process has been completed and assessed.</p> <p><b>Next Steps:</b> Complete call for 2022 and assess outcomes.</p> <p>2022/03/09</p>
→ Map the current process used to repair or replace traffic signage	Complete	<p><b>Progress:</b> A current state map of the process has been completed. There are opportunities to streamline this process and to that end the project lead will undertake a Green Belt certification in 2022 and work with a project team to undertake further analysis and identify specific improvements.</p> <p><b>Next Steps:</b> Complete Green Belt training, establish project team.</p> <p>2022/01/12</p>
→ Create a standard asset disposal form to aid in the asset management process	Overdue	<p><b>Progress:</b> This project has been delayed. Anticipate completion by end of April 2022. Internal discussion ongoing to develop new form.</p> <p><b>Next Steps:</b> Finalize form content.</p> <p>2022/03/10</p>

Goal	Current Completion	Progress Update
→ Improve internal communication of water quality information	Overdue	<p><b>Progress:</b> This project is nearing completion. Content for the planned staff information session has been developed. Feedback has been recieved from management and necessary adjustments have been completed. The session will be offered to applicable staff in Q2 2022.</p> <p><b>Next Steps:</b> Offer training session to applicable employees and complete A3 final report. 2022/03/10</p>
→ Map the corporate policy development process	Complete	<p><b>Progress:</b> Map of current process has been completed and is undergoing final review. Opportunity to use this map as basis for future improvements to the process.</p> <p><b>Next Steps:</b> Finalize map and investigate opportunities for improvements. 2022/01/17</p>
→ Streamline the clothing order process in Community Services	Draft	<p><b>Progress:</b> New CI project. Proposal submitted and approved, work getting underway.</p> <p><b>Next Steps:</b> No value 2022/01/17</p>
→ Develop a tracking system for completion of building condition assessments	Draft	<p><b>Progress:</b> New CI project. Proposal submitted and approved.</p> <p><b>Next Steps:</b> No value 2022/01/18</p>
→ Creation of electronic document log and other improvements for payroll processing in Planning, Engineering & Regulatory Services	Draft	<p><b>Progress:</b> New CI project. Proposal submitted and approved.</p> <p><b>Next Steps:</b> No value 2022/01/17</p>
→ Develop standard workflows/checklists for processes in the Infrastructure Division of Public Works	Not started	<p><b>Progress:</b> Lead staff person has relocated to another division and project will not proceed until staff returns in late spring.</p> <p><b>Next Steps:</b> No value 2022/03/10</p>

## CITY OF ST. JOHN'S PLAN

### A SUSTAINABLE CITY

Goal	Due Date
Be financially responsible and accountable: 100%	2025/12/31
↳ Develop Asset Management Plans	2024/12/31
↳ Complete State of Infrastructure Report	2025/12/31
Plan for land use and preserve and enhance the natural and built environment where we live: 100%	2025/12/31
↳ Gleneyre Street Culvert Replacement: 100%	2022/10/28
↳ Empire Avenue Sewer Separation Study: 100%	2023/03/31
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%	2025/12/31
↳ Deliver, with partners, a report on Regional Economic Development	2022/09/30
Work collaboratively to create a climate-adapted and low-carbon City	2025/12/31
↳ Implementation of Resilient St. John's Community Climate Plan	2022/12/31
↳ Implementation of Corporate Climate Plan	2022/12/31

Note: These draft items are top level initiatives, many of which would have multiple sub-activities

A CITY THAT MOVES

Goal	Due Date
Create a sustainable and accessible, low-carbon public transportation system: 100%	2025/12/31
→ Completion and adoption of an electrification plan for public transit	2022/09/30
→ Commence the development of an accessibility plan for transit	2022/09/30
→ Improve the customer experience through the introduction of new smart card features (mCard and Go-Card)	2022/03/31
Improve safety for all users on a well-maintained street network: 100%	2025/12/31
→ Review Traffic Calming Policy	2022/06/30
→ Implement annual traffic calming program	2022/12/31
→ Integrate Paid Parking Management System	2022/09/30
Expand and maintain a safe and accessible active transportation network: 100%	2025/12/31
→ Design and construct shared use path for sections of Canada Drive	2024/12/31
→ Design and construct shared use path for two sections of Elizabeth Avenue	2024/12/31

A CONNECTED CITY

Goal	Due Date
Increase and improve opportunities for residents to connect with each other and the City: 100%	2025/12/31
→ Pilot the use of EngageStJohns.ca for planning applications requiring rezoning	2022/12/31
→ Increase number of youth engaged in City matters through a Youth Panel: 200 People(s)	2022/12/31
Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities: 100%	2025/12/31
→ Reduce vacancies in lower end of market (LEM) rental housing units by 10% by Dec 2022	2022/12/31
→ Downtown LED Lighting Upgrade	2022/12/31
→ Create a new Recreation Master Plan	2023/12/06
→ Advance Year 1 of the Healthy City St. John's Strategy	2022/12/16
→ Bowring Park Skating Surface Conceptual Design	2023/12/31
→ Cycling Pump Track at Quidi Vidi	2022/12/31



AN EFFECTIVE CITY

Goal	Due Date
Work with our employees to improve organizational performance through effective processes and policies: 100%	2025/12/31
→ Identify and undertake initiatives to support employee engagement	2023/12/31
→ Deliver employee conflict management training: 1.2k People(s)	2023/06/30
→ Develop a Support for Affordable Housing Development Policy	2022/12/31
→ Complete a continuous improvement maturity assessment	2022/06/30
→ Source & Implement Citizen Request Management (CRM) System for 311	2023/12/31
→ Review and Update Residential Parking Guide	2022/12/30
→ Expand the Application of Electronic Field Notices in Regulatory Services	2022/12/30
Ensure accountability and good governance through transparent and open decision making: 100%	2025/12/31
→ Plan for and implement the 2022 Citizen Satisfaction Survey	2022/12/31

# DECISION/DIRECTION NOTE

**Title:** Black Mountain Pond, Incinerator Road, REZ2100014

**Date Prepared:** March 16, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ian Froude, Planning

**Ward:** Ward 5

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## Decision/Direction Required:

To consider rezoning a portion of the land near Black Mountain Pond, Incinerator Road, from the Rural (RUR) Zone to the Mineral Working (MW) Zone for a quarry.

## Discussion – Background and Current Status:

The City has received an application from Newcrete Investments Limited Partnership (LP) to rezone a portion of the land near Black Mountain Pond, off Incinerator Road, from the Rural (RUR) Zone to the Mineral Working (MW) Zone to accommodate a quarry. The subject property is designated Rural under the Envision St. John's Municipal Plan; a plan amendment is not required. As per Section 8.10.1 of the Municipal Plan:

*“Within the Rural Land Use designation, Council shall establish rural land use zones that will accommodate uses in the form of agriculture, quarrying, forestry, natural heritage and tourism, limited rural residential uses, and other complementary uses as outlined in the permitted and discretionary uses of the zones identified in the Development Regulations.”*

Therefore the Mineral Working (MW) Zone is an appropriate zone under the Rural District.

The applicants have made a quarry permit application to the NL Department of Industry, Energy and Technology, but to allow the provincial quarry permit application to proceed, the area needs to be municipally rezoned to Mineral Working. The application area is shown in the attached aerial image. The quarry design will be reviewed and approved by the Province.

The applicants have advised that the Black Mountain area contains significant amounts of sand and gravel aggregate that is suitable for making concrete and will be used throughout the Northeast Avalon region. The quarry will be developed in 8 phases over several decades, and is close to a current quarry development by Newcrete. Previously, the City gave approvals on this site for exploratory test pits, and the site will require provincial environmental assessment, plus a quarry lease with reclamation bonding in place, before quarry development can start.

As per the attached site drawing, the site will have an area of 117.7 hectares (approximately 276 acres), will be accessed through a Crown Land lease-to-occupy, and will not contain any

# ST. JOHN'S

buildings. Section 6.23 of the Envision St. John's Development Regulations (attached) sets buffers and conditions for mineral working uses and the proposed development meets these standards. The surrounding area is zoned Rural (RUR), Industrial General (IG) and Mineral Working (MW), so this is a compatible zone for the area.

Should Council decide to consider the amendment, staff recommend mailing notices to all properties along Incinerator Road, plus all those within 150 metres of the subject property. The standard 150-metre radius will not likely reach many neighbouring property owners, given the large size of properties involved.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner; neighbouring property owners and businesses.
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: A map amendment (rezoning) to the Envision St. John's Development Regulations is required.
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Public consultation as per Section 4.8 of the Envision St. John's Development Regulations. Mailing notices to property owners along Incinerator Road is also recommended.
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 consider rezoning a portion of land near Black Mountain Pond, Incinerator Road, from the Rural (RUR) Zone to the Mineral Working (MW) Zone to allow a quarry, and advertise the application for public comment.

Further, that the City mail a notice of the amendment to property owners within 150 metres of the subject property and along Incinerator Road.

**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:	Black Mountain Pond, Incinerator Road, REZ2100014.docx
Attachments:	- Incinerator Road - Attachments.pdf
Final Approval Date:	Mar 17, 2022

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

**Ken O'Brien - Mar 17, 2022 - 9:22 AM**

**Jason Sinyard - Mar 17, 2022 - 3:10 PM**





**SUBJECT PROPERTY**

**RUR**

**INCINERATOR RD**

**RUR**

**IG**

**RUR**



Subject  
Area

RUR

RUR

MW

IG

FOXTRAP ACCESS RD

TRANS CANADA HWY

TRANS CANADA HWY

TRANS CANADA HWY

80

W



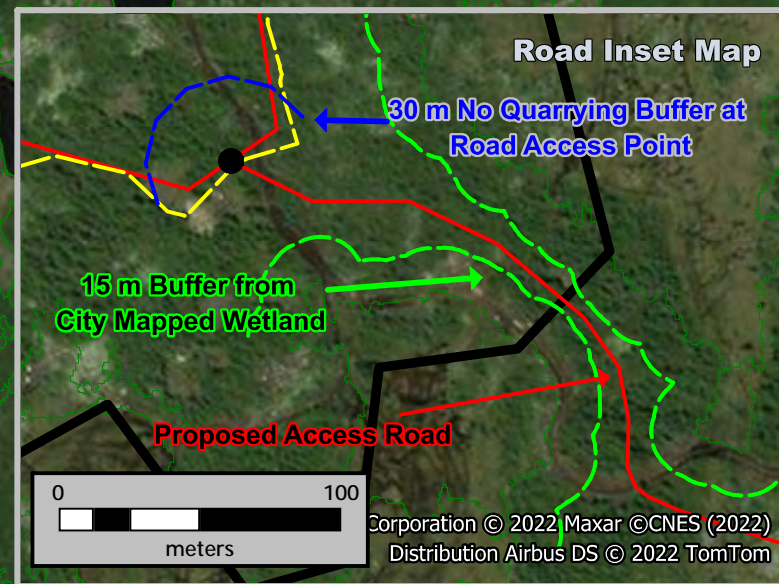


**Revised 117.7 Ha Quarry Bdy**  
(revised Feb. 21, 2022)

**Original 130.2 Ha Quarry Bdy**

**City Mapped Wetland**

**50 m Buffer from  
City Mapped Wetland**



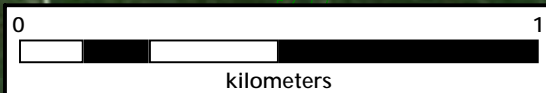
**See Road Inset Map**

**Original Access Road**

**Black  
Mountain  
Pond**

**Revised Access Road**

**Updated Feb. 21, 2022**



**Newcrete - Black Mountain North Quarry**



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**Black Mountain North  
Quarry Application Area  
130.2 ha**

Phase 8

Phase 7

Phase 5

Phase 6

Phase 4

Phase 3

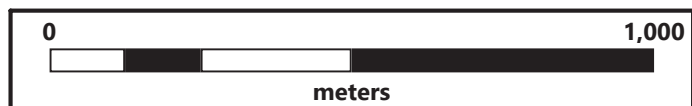
Phase 2

Phase 1

**Drone Data  
May 2016**

**Municipal Boundary**

**Proposed Access Route - 370 m**



Preliminary Quarry Phase Development

6.20 INDOOR RIDING ARENA

An Indoor Riding Arena is subject to the following:

- (a) exterior lighting shall not be directed towards abutting Residential Uses; and
- (b) off street parking shall be provided for a minimum of 5 vehicles.

6.21 KENNEL

No Kennel Building or exterior exercise area shall be permitted within 50 metres of a Residential Use on an abutting property.

6.22 LOUNGE

- (1) A Lounge shall not be permitted within 50 metres of the Newfoundland War Memorial
- (2) A Lounge shall be a Discretionary Use when located:
  - (a) within 150 metres of:
    - (i) a Residential Zone;
    - (ii) an Apartment Zone;
    - (iii) a School; or
    - (iv) a Place of Worship; or
  - (b) within the Downtown Business Improvement Area, excepting those properties abutting George Street between Queen Street and Beck’s Cove (see Map 6).

6.23 MINERAL WORKING

- (1) The minimum Buffer adjacent to a Mineral Working shall be:

From an Residential, Apartment, Rural Residential or Rural Residential Infill Zone	300 metres 1000 metres where blasting occurs
From a Commercial, Mixed or Public Use	50 metres
From any Street	30 metres
From any body of water, water course or wetland	50 metres

- (2) A Mineral Working shall comply with all applicable Provincial and Municipal legislation.

RURAL (R) ZONE

R

(1)

PERMITTED USES	
Accessory Building	Forestry Use
Agricultural Use	Park
Community Garden	Public Utility
Home Office	Single Detached Dwelling, provided the
Horticulture	Agricultural Use or Forestry Use on the Lot has
	been in continuous operation for a minimum of 3
	years

(2)

DISCRETIONARY USES	
Agricultural Tourism Operation	Kennel
Aquaculture	Pipe Storage Yard
Aquaponics	Recreational Use
Bed and Breakfast	Residential Care Facility
Farm Market	Subsidiary Dwelling Unit
Float Plane Hangar	Vehicle Storage Yard
Heavy Equipment Storage	Veterinary Clinic
Home Occupation	Warehouse
Hydroponics	Wind Turbine – Small Scale
Indoor Riding Arena	

(3) ZONE STANDARDS SINGLE DETACHED DWELLING, EXCEPT #'S 420-496 MADDOX COVE ROAD (PID #S 50359, 51044, 50358, 50357, 51081, 50355, 50354, 50353, 50352, 50351, 50350)

(a)	Lot Area (minimum)	8000 metres square
(b)	Lot Frontage (minimum)	90 metres
(c)	Building Line (minimum)	15 metres
(d)	Building Height (maximum)	8 metres
(e)	Side Yards (minimum)	Two of 6 metres
(f)	Rear Yard (minimum)	6 metres

**(4) ZONE STANDARDS FOR #'S 420-496 MADDOX COVE ROAD (PID #S 50359, 51044, 50358, 50357, 51081, 50355, 50354, 50353, 50352, 50351, 50350)**

(a)	Lot Area (minimum)	8000 metres square
(b)	Lot Frontage (minimum)	60 metres
(c)	Building Line (minimum)	15 metres
(d)	Building Height (maximum)	8 metres
(e)	Side Yards (minimum)	Two of 6 metres
(f)	Rear Yard (minimum)	6 metres

**(5) ZONE STANDARDS FOR ALL OTHER USES**

(a)	Lot Area (minimum)	8000 metres square
(b)	Lot Frontage (minimum)	90 metres
(c)	Building Line	Council discretion
(d)	Building Height	Council discretion
(e)	Side Yards	Council discretion
(f)	Rear Yard	Council discretion
(g)	Coastal cliff edge (minimum for erosion)	30 metres

**6) ZONE STANDARDS FOR FLOAT PLANE HANGAR LOTS**

(a)	Lot Area (minimum)	1400 metres square
(b)	All other Zone Standards	Council discretion

MINERAL WORKING (MW) ZONE

MW

(1) PERMITTED USES

Accessory Building	Public Utility
Mineral Working	

(2) DISCRETIONARY USES

Wind Turbine – Small Scale
----------------------------

(3) ZONE STANDARDS SHALL BE IN THE DISCRETION OF COUNCIL.

# DECISION/DIRECTION NOTE

**Title:** Text Amendment for Stand-alone Single Detached Dwellings in the Rural (RUR) Zone - 420 to 496 Maddox Cove Road

**Date Prepared:** March 16, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ian Froude, Planning

**Ward:** Ward 5

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**Decision/Direction Required:** To consider a text amendment to the Envision St. John's Development Regulations to allow stand-alone single detached dwellings in the Rural (RUR) Zone for civic numbers 420 to 496 Maddox Cove Road (even numbers only).

**Discussion – Background and Current Status:** The City received an application to develop a single detached dwelling at 428 Maddox Cove Road. This lot is one of 4 undeveloped lots which are part of an approved 11-lot subdivision called Cape Spear Estates dating back to 2009. The development is unusual in the Rural Zone, and staff propose an amendment to the Envision St. John's Development Regulations to allow the last 4 lots to be developed in line with the original plan, while not allowing similar developments to be considered elsewhere in the Rural Zone. Changes that have been made to the Rural Zone since 2009 have created a situation where the last 4 lots could not be approved for development without violating the zone standards.

The area along the eastern side of Maddox Cove Road is designated and zoned Rural (RUR), except for a small area along the City's municipal boundary with the Town of Petty Harbour-Maddox Cove, which is zoned Rural Residential Infill (RRI). Under the Envision St. John's Development Regulations, a single detached dwelling is permitted in the Rural Zone only where there is an agricultural use or forestry use on the lot, and only where that use has been in continuous operation for a minimum of 3 years. Should there be no main agriculture or forestry use, a stand-alone single detached dwelling would not be permitted in the zone. Cape Spear Estates was not intended as an area where people would farm or have woodlots; it is a straightforward rural residential development on lots larger than urban or suburban lots, but smaller than what is normally required in the Rural Zone.

Specific requirements for dwellings in the Rural Zone were added to the St. John's Development Regulations in 2003 to bring them in line with regulations used by the Province for the approval of farm-related residences. Between 2003 and 2009, an amendment was made to the Development Regulations to remove these specific requirements and allow stand-

# ST. JOHN'S

alone dwellings in the Rural Zone. In 2009 these requirements were again added to the City's Development Regulations, and then carried forward last year into the new Envision St. John's Development Regulations.

In 2005, during the time when stand-alone residential dwellings were permitted, a text amendment was made, which modified the lot frontage requirement in the Rural Zone from a minimum of 90 metres to 60 metres for lots along the east side of Maddox Cove Road (in Cape Spear Estates). This reduced frontage is still reflected in the Envision St. John's Development Regulations, to reflect the original intent of the development and how the land was subdivided.

The subdivision application for the lots along Maddox Cove Road was submitted in 2009 and was placed on hold while the amendment to reinstate Rural Zone standards for single detached dwellings was considered. Following approval of the amendment by Council, the 11 lots were subdivided, and a condition was written in the approval letter, stating that farming was not required prior to construction of the dwellings on those lots.

As this area is recognized as having a reduced lot frontage and the development was created specifically to allow a rural residential subdivision without farming or woodlots, a text amendment to permit stand-alone single detached dwellings along this section of Maddox Cove Road, exclusively for civic numbers 420 to 496 (even numbers only) would resolve the non-conforming status of the existing dwellings and allow the development of the final 4 lots. The amendment is not intended to set a precedent for future rezonings to allow other stand-alone residential developments in the Rural Zone, but to fix a long-standing problem where development was permitted without meeting the appropriate provisions of the St. John's Development Regulations.

Should Council consider the text amendment, it would be publicly advertised, then referred back to Council for consideration of adoption. Notices would be mailed to the property owners of Cape Spear Estates plus property owners within a 150-metre radius of the subject properties. A Municipal Plan amendment is not required, therefore there will be no commissioner's public hearing.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owners; neighbouring residents and property owners.
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: A text amendment to the Envision St. John's Development Regulations is required to the Rural Zone.
5. Privacy Implications: Not applicable
6. Engagement and Communications Considerations: Should the amendment proceed, public notice is required under Section 4.8 of the Envision Development Regulations.
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 consider a text amendment to the Envision St. John's Development Regulations to allow standalone single detached dwellings in the Rural (RUR) Zone for properties at civic numbers 420 to 496 Maddox Cove Road (even numbers only) and advertise the proposed amendment for public review and comment.

**Prepared by:**

Lindsay Lyghtle Brushett, MCIP Supervisor – Planning & Development  
Planning, Engineering and Regulatory Services

**Approved by:**

Ken O'Brien, MCIP Chief Municipal Planner  
Planning, Engineering and Regulatory Services



**Report Approval Details**

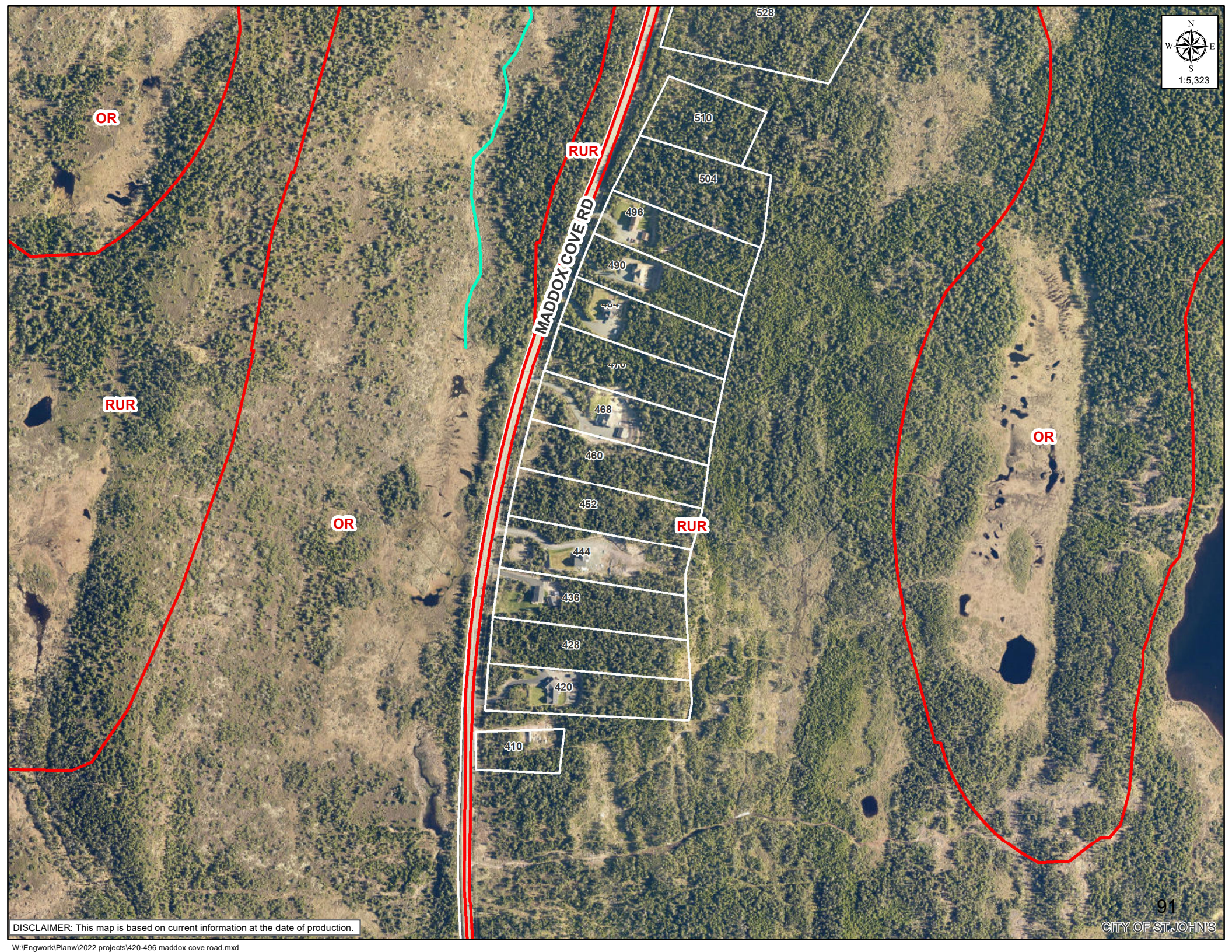
Document Title:	Maddox Cove Road Text Amendment.docx
Attachments:	- 420-496 MADDUX COVE ROAD.pdf
Final Approval Date:	Mar 17, 2022

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

**Ken O'Brien - Mar 17, 2022 - 8:47 AM**

**Jason Sinyard - Mar 17, 2022 - 3:13 PM**





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



# DECISION/DIRECTION NOTE

<b>Title:</b>	<b>Electrical Permit Fees</b>
<b>Date Prepared:</b>	March 10, 2022
<b>Report To:</b>	Committee of the Whole
<b>Councillor and Role:</b>	Councillor Maggie Burton, Transportation & Regulatory Services
<b>Ward:</b>	N/A

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**Decision/Direction Required:** To review the current fee structure for electrical permits for residential applications and apply an increase to offset administrative costs.

**Discussion – Background and Current Status:** Electrical permit fees for residential applications, except for new dwelling construction, have a permit fee of \$60.50. Although this is the minimum permit fee, as noted in the Schedule of Fees and Rates, there is no mechanism in place to charge a higher permit fee for more complex renovations/extensions/repair to electrical work. The electrical permit cost for residential new dwelling construction is based on amperage servicing the dwelling. For example, a new dwelling with a 200-amp electrical service (most common) the fee is \$1.21 per amp or \$242.00. The current electrical permit fee costing, as referenced above, has been in place for more than 15 years without seeing an increase.

The approximate percentage for the number of electrical permits (residential renovations/extensions/repairs, etc.) issued at \$60.50 is 52% of the total for 2021.

The cost to set up an electrical permit application and make one site visit is an average of \$72.70 (this includes admin set up, inspector site visit, and mileage). Each visit after that costs an average of \$61.60 (inspector time and mileage)

Essentially, for an electrical inspector to make two visits for a residential renovation/extension electrical permit, the cost is an average of \$134.30 (including admin set up, inspector time for two inspections, and mileage).

It is common for most residential renovations/extensions to require a minimum of two inspection visits by an electrical inspector; therefore, the current permit fee of \$60.50 is not cost recoverable for the service provided.

To come closer to recovering the costs associated with performing the work, it is suggested to increase the minimum electrical permit fee by 20% to \$72.60, increase the “by the amp” rates

# ST. JOHN'S

for new dwelling construction by 20% and apply an additional 1% charge of value of work to all electrical permit types. See examples below.

Residential Renovation/Extension/Repair:

Construction Value	Current	Proposed
Minimum Permit Fee (Residential)	\$60.50	\$72.60 (20% increase)
\$1000	\$60.50	\$82.60 (36.7% increase)
\$2500	\$60.50	\$97.60 (61.5% increase)
\$5000	\$60.50	\$122.60 (102.8% increase)
\$10,000	\$60.50	\$172.60 (185.4% increase)

New Dwelling Construction:

	Current	Proposed
100 amp	\$121.00	\$145.20 (20% increase) + 1% of estimated cost of work
125 amp	\$151.25	\$181.50 (20% increase) + 1% of estimated cost of work
200 amp	\$242.00	\$290.00 (20% increase) + 1% of estimated cost of work
400 amp	\$484.00	\$580.00 (20% increase) + 1% of estimated cost of work
600 amp	\$726.00	\$870.00 (20% increase) + 1% of estimated cost of work

**Key Considerations/Implications:**

1. Budget/Financial Implications: The increase in permit fees for electrical applications is an attempt to bring the electrical inspection program to be cost neutral. The increase in revenue is estimated to be between \$50,000 - \$60,000 annually.
2. Partners or Other Stakeholders: There will be a direct impact to the property owners as the cost of the permit is typically transferred to them.
3. Alignment with Strategic Directions/Adopted Plans: Increasing the electrical permit fees so that we are more cost neutral aligns with our fiscal responsibility.
4. Legal or Policy Implications: As the cost of permits is excluded for the bylaw there will be no amendment required.
5. Privacy Implications:
6. Engagement and Communications Considerations: A communication plan will be developed in conjunction with Marketing and Communications Division.
7. Human Resource Implications:
8. Procurement Implications:
9. Information Technology Implications:
10. Other Implications:

**Recommendation:**

That Council apply an increase to the electrical permit fees, as noted above, effective July 1, 2022

**Prepared by: Randy Carew, CET**  
**Manager, Regulatory Services**

**Approved by: Jason Sinyard, P. Eng., MBA**  
**Deputy City Manager – Planning, Engineering & Regulatory Services**

### Report Approval Details

Document Title:	Proposed Electrical Permit Fee Increase.docx
Attachments:	
Final Approval Date:	Mar 16, 2022

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

**Jason Sinyard - Mar 16, 2022 - 1:51 PM**

**Development Permits List  
For the Period of March 24 to March 30, 2022**

<b>Code</b>	<b>Applicant</b>	<b>Application</b>	<b>Location</b>	<b>Ward</b>	<b>Development Officer's Decision</b>	<b>Date</b>
RES		Townhouse	38 Spencer Street	2	Approved	22-03-24

**\* Code Classification:**

<b>RES</b> - Residential	<b>INST</b> - Institutional
<b>COM</b> - Commercial	<b>IND</b> - Industrial
<b>AG</b> - Agriculture	
<b>OT</b> - Other	

**\*\* This list is issued for information purposes only. Applicants have been advised in writing of the Development Officer's decision and of their right to appeal any decision to the St. John's Local Board of Appeal.**

**Lindsay Lyghtle Brushett  
Supervisor – Planning &  
Development**

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## Building Permits List

### Council's April 4, 2022 Regular Meeting

Permits Issued: 2022/03/24 to 2022/03/30

#### **Class: Residential**

1 Heatherton Pl	Renovations	Semi Detached Dwelling
100 Diamond Marsh Dr	New Construction	Single Detached Dwelling
11 Heatherton Pl	Renovations	Semi Detached Dwelling
127 Pennywell Rd	Renovations	Semi Detached Dwelling
15 Waterford Hts S	Accessory Building	Accessory Building
151a Waterford Bridge Rd	Renovations	Single Detached Dwelling
188 Cheeseman Dr	New Construction	Single Detached Dwelling
20 Gillingham Pl	Site Work	Single Detached w/ apt.
20 Gower St	Deck	Patio Deck
20 Gower St	Deck	Patio Deck
21 Heatherton Pl	Renovations	Semi Detached Dwelling
22 Cuckhold's Cove Rd	Renovations	Semi Detached Dwelling
22 Kieley Dr	New Construction	Single Detached Dwelling
23 Heatherton Pl	Renovations	Semi Detached Dwelling
23 New Cove Rd	Renovations	Single Detached Dwelling
24 Cuckhold's Cove Rd	Renovations	Semi Detached Dwelling
24 Maurice Putt Cres	New Construction	Single Detached w/ apt.
26 Chapman Cres	Renovations	Townhousing
27 Gallipoli St	New Construction	Single Detached Dwelling
28 Gallipoli St	New Construction	Single Detached Dwelling
3 Heatherton Pl	Renovations	Semi Detached Dwelling
31 Kerry St	Accessory Building	Accessory Building
32 The Boulevard	Renovations	Single Detached Dwelling
36 Cuckhold's Cove Rd	Renovations	Semi Detached Dwelling
38 Cuckhold's Cove Rd	Renovations	Semi Detached Dwelling
484 Maddox Cove Rd	Change of Occupancy/Renovations	Single Detached Dwelling
5 Heatherton Pl	Renovations	Semi Detached Dwelling
50 Sugar Pine Cres	Fence	Fence
58 Stamp's Lane	Renovations	Single Detached Dwelling



7 Heatherton Pl	Renovations	Semi Detached Dwelling
822-826 Main Rd	Fence	Fence
9 Heatherton Pl	Renovations	Semi Detached Dwelling
9 Parsons Pl	Deck	Patio Deck

This Week: \$2,124,234.50

**Class: Commercial**

203-205 New Gower St	Change of Occupancy/Renovations	Office
251 East White Hills Rd	Renovations	Office
40 O'leary Ave	Change of Occupancy	Service Shop
58 Kenmount Rd	Accessory Building	Accessory Building

This Week: \$230,226.96

**Class: Government/Institutional**

130 George St W	Site Work	Church
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This Week: \$10,000.00

**Class: Industrial**

This Week: \$0.00

**Class: Demolition**

11 Chafe's Lane	Demolition	Single Detached Dwelling
32 Rutledge Cres	Demolition	Single Detached Dwelling
52 Pitcher's Path	Demolition	Single Detached Dwelling

This Week: \$31,000.00

**This Week's Total: \$2,395,461.46**

\$17,000.00

Repair Permits Issued 2022/03/24 to 2022/03/30:

<b>YEAR TO DATE COMPARISONS</b>			
<b>April 4, 2022</b>			
<b>TYPE</b>	<b>2021</b>	<b>2022</b>	<b>% VARIANCE (+/-)</b>
Residential	\$7,127,263.64	\$14,232,450.04	100
Commercial	\$7,727,115.44	\$11,646,967.52	51
Government/Institutional	\$773,941.00	\$317,288.00	-59
Industrial	\$4,000,000.00	\$29,000.00	-99
Repairs	\$1,693,610.00	\$226,229.49	-87
<b>TOTAL</b>	<b>\$21,321,930.08</b>	<b>\$26,451,935.05</b>	24
Housing Units (1 & 2 Family Dwelling)	19	42	

Respectfully Submitted,

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

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending March 30, 2022**

### **Payroll**

<b>Public Works</b>	<b>\$ 527,540.67</b>
<b>Bi-Weekly Administration</b>	<b>\$ 813,743.13</b>
<b>Bi-Weekly Management</b>	<b>\$ 1,015,992.94</b>
<b>Bi-Weekly Fire Department</b>	<b>\$ 840,935.08</b>
<b>Accounts Payable</b>	<b>\$ 5,426,424.57</b>

*(A detailed breakdown available [here](#) )*

**Total: \$ 8,624,636.39**

# ST. JOHN'S

DEPARTMENT OF FINANCE

CITY OF ST. JOHN'S PO BOX 908 ST. JOHN'S NL CANADA A1C 5M2 WWW.STJOHNS.CA

# BID APPROVAL NOTE

**Bid # and Name:** 2022005 - 2021 New or Used Articulating Rubber Tire Sidewalk Plows  
**Date Prepared:** Thursday, March 31, 2022  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Sandy Hickman, Public Works  
**Ward:** N/A

**Department:** Public Works  
**Division:** Fleet  
**Quotes Obtained By:** Sherry Kieley  
**Budget Code:** PWP-2022-083  
**Source of Funding:** Capital

**Purpose:**

This open call was issued as part of the fleet regular replacement plan; three (3) Articulating Rubber Tire Sidewalk Plows each with dump body, salt spreader, blade, and blower.

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

Vendor Name	Bid Amount
Holder Tractor Inc.	\$ 643,278.55

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

**Contract Duration:** Delivery date shall be within 6 months of award of open call.

**Bid Exception:** None

**Recommendation:**

That Council approve for award open call 2022005 – 2021 New or Used Articulating Rubber Tire Sidewalk Plows to the lowest, and only bidder meeting specification, Holder Tractor Inc., for \$643,278.55 (HST included) as per the Public Procurement Act.

# ST. JOHN'S

**Attachments:**

# DECISION/DIRECTION NOTE

**Title:** 670 Kenmount Road, Adoption, REZ2100003

**Date Prepared:** March 30, 2022

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Ian Froude, Planning

**Ward:** Ward 4

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## **Decision/Direction Required:**

That Council adopt St. John's Development Regulations Amendment 10, 2022, that will rezone a portion of land at 670 Kenmount Road from the Residential 2 (R2) Zone to the Residential Reduced Lot (RRL) Zone.

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

The City has received an application from 75579 Newfoundland and Labrador Inc. to rezone a portion of the land at 670 Kenmount Road from the Residential 2 (R2) Zone to the Residential Reduced Lot (RRL) Zone to accommodate a 60-lot residential development of single detached dwellings. This portion of the subject property is designated Residential under the Envision St. John's Municipal Plan, so a municipal plan amendment is not required.

Background information on the application and analysis are provided in the attached St. John's Development Regulations Amendment 10, 2022 document.

At its December 20, 2021 regular meeting, Council voted to consider the amendment and advertise it for public review and comment. The amendment and public meeting were advertised in *The Telegram* on three occasions and on the City's website, and notices were mailed to property owners within 150 metres of the site. The public meeting was held on January 26, 2022. Minutes from the public meeting as well as submissions received are attached for reference.

Council also directed staff to refer the application to the City's Environment and Sustainability Experts Panel (ESEP) for a recommendation. The ESEP's comments are noted below.

## **Concerns Raised During Public Consultation**

- Density
  - Residents at the public meeting raised concerns that changing the zoning from R2 to RRL will result in less residential density. The applicants initially proposed 68 semi-detached or double dwellings along this street on a concept plan, but did not apply for development approval of that concept. They are now proposing 60 single detached dwellings. While this is a reduction in the number of proposed units compared with the concept plan, single detached dwellings are a permitted

# ST. JOHN'S

use within the R2 Zone. The applicant has the right to apply for them under the current zoning. Rather, they have applied to rezone to RRL, which allows for single detached dwellings on smaller lots, thus creating more density than typical single dwellings in the R2 Zone. Staff believe this is a reasonable request and have no concerns over the slight reduction in number of units.

- Green Space
  - Residents felt that there is a lack of green space in the Kenmount Terrace area and asked for a pocket park. The City's Parks Division reviewed the application using the Parks & Open Space Master Plan. Previous development practices created "tot lots". In large residential developments, these small parks and playgrounds were installed by the developer as a requirement of the subdivision. Over time, the City ended up with many tot lots (small playgrounds), which were good for small children but not useful for other age groups, and required significant maintenance efforts by City staff. The Open Space Master Plan moved away from tot lots to guide the creation of parks, playgrounds, trails and open spaces for the community and region, not just the neighbourhood level. Large community or regional parks such as Kenmount Park, Teakwood Park in Southlands, and the Goulds Recreational Complex are examples of park lands created under the plan. These facilities are more cost-effective to maintain and provide services to a wider population.
  - Community parks such as Kenmount Terrace Park generally serve a catchment radius of 1,600 metres, and tot-lot parks serve a radius of 800 metres. Major municipal/regional parks serve a catchment of 25 to 50 kilometres in radius. The nature of amenities at Kenmount Terrace Park places it in between a community and and major municipal/regional park as classified in the Open Space Master Plan. Recognizing that it is not feasible to have all houses within these distances, Leonard J. Crowley Street is serviced by Kenmount Terrace Community Park (1,800 m radius) in addition to tot lots at Northern Ranger Street (780 m away), Hopedale Crescent (870 m away), and Ariel Place (1,500 m away).
- Driveways
  - The RRL Zone sets a maximum 3.6-metre wide driveway for houses. The applicant had requested to amend this requirement to allow double driveways on lots that have a wider frontage and can meet the City's snow storage requirements. This was mentioned at the public meeting and at the ESEP meeting. Both area residents and the Environment Panel raised concerns that increasing the driveway width would reduce the space for landscaping and drainage. The Panel noted that Council has declared a climate emergency, with a goal of net zero carbon emissions by 2050, so the vision should be to have fewer cars on the road. The City should be encouraging public transit and active transportation to reduce carbon emissions. The Panel asked that the intent to keep pavement areas as small as possible be included in the information coming to Council on this proposal.
  - While the request for larger driveways has been proposed by the applicant of 670 Kenmount Road, it would affect the entire RRL Zone. Staff will bring this issue to Council separately, and soon, for consideration.

### Phase 2 Wetland Study

At its October 4, 2021 regular meeting, Council voted to defer all planning and development applications on sites located within a wetland buffer as delineated by the City's 2019 Wetlands Study, Phase 1, until the Wetlands Study, Phase 2A, is completed and implemented. The decision note set out several noted exceptions to deferral, where development has already been approved or considered within a delineated wetland buffer. As other examples of a similar nature are identified, they have been brought to Council for consideration.

The subject property is an instance where the clearing and grading that has been carried out was approved by the City in 2016 (before the wetlands were delineated by the 2019 Wetlands Study, Phase 1). The applicants were permitted to clear land outside the wetland buffer as mapped at that time. With the expansion to the mapped wetland in 2019, some of what the City now considers to be wetland buffer was cleared earlier and is no longer in its natural state.

This is a similar situation to the road alignment of Great Southern Drive and Southlands Boulevard Extension, where Council exempted the properties from deferral in accordance with the Development Regulations. As the roads had already been laid out and the vegetated wetland buffer no longer existed, staff recommended to approve the developments there.

The request to exempt the current application at 670 Kenmount Road was brought to the ESEP. There were concerns from the Panel, including the number of lots that may encroach on the buffer, the severity of encroachment, the impact on the wetland, and the loss of water absorption. The Environment Panel felt the rezoning amendment was too early, considering that the Phase 2 wetlands study may require a re-design of the subdivision if the wetland is larger than expected.

However, staff believe that this recommendation to delay is inconsistent with staff recommendations and Council's decision in the Southlands case. As the land off Kenmount Road has already been cleared (in line with City approvals) and the buffer is not in its natural state, staff recommend allowing the planning and development applications at 670 Kenmount Road to proceed before the Wetlands Study Phase 2A is completed. Under the Envision St. John's Development Regulations, the applicant would still be required to keep all development 1.2 metres away from the edge of the wetland buffer.

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

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners.
3. Alignment with Strategic Directions/Adopted Plans:  
*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: An amendment to the Envision St. John's Development Regulations is required.



5. Privacy Implications: No applicable.
6. Engagement and Communications Considerations: Public notification and a public meeting has already been carried out..
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 adopt St. John's Development Regulations Number 10, 2022, to rezone a portion of the land at 670 Kenmount Road from the Residential 2 (R2) Zone to the Residential Reduced Lot (RRL) Zone. Further, that Council allow the planning and development applications related to this development to proceed before the completion of the City's Wetlands Study, Phase 2A.

**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:	670 Kenmount Road, Adoption, REZ2100003.docx
Attachments:	- 670 Kenmount Road - Adoption Attachments.pdf
Final Approval Date:	Mar 31, 2022

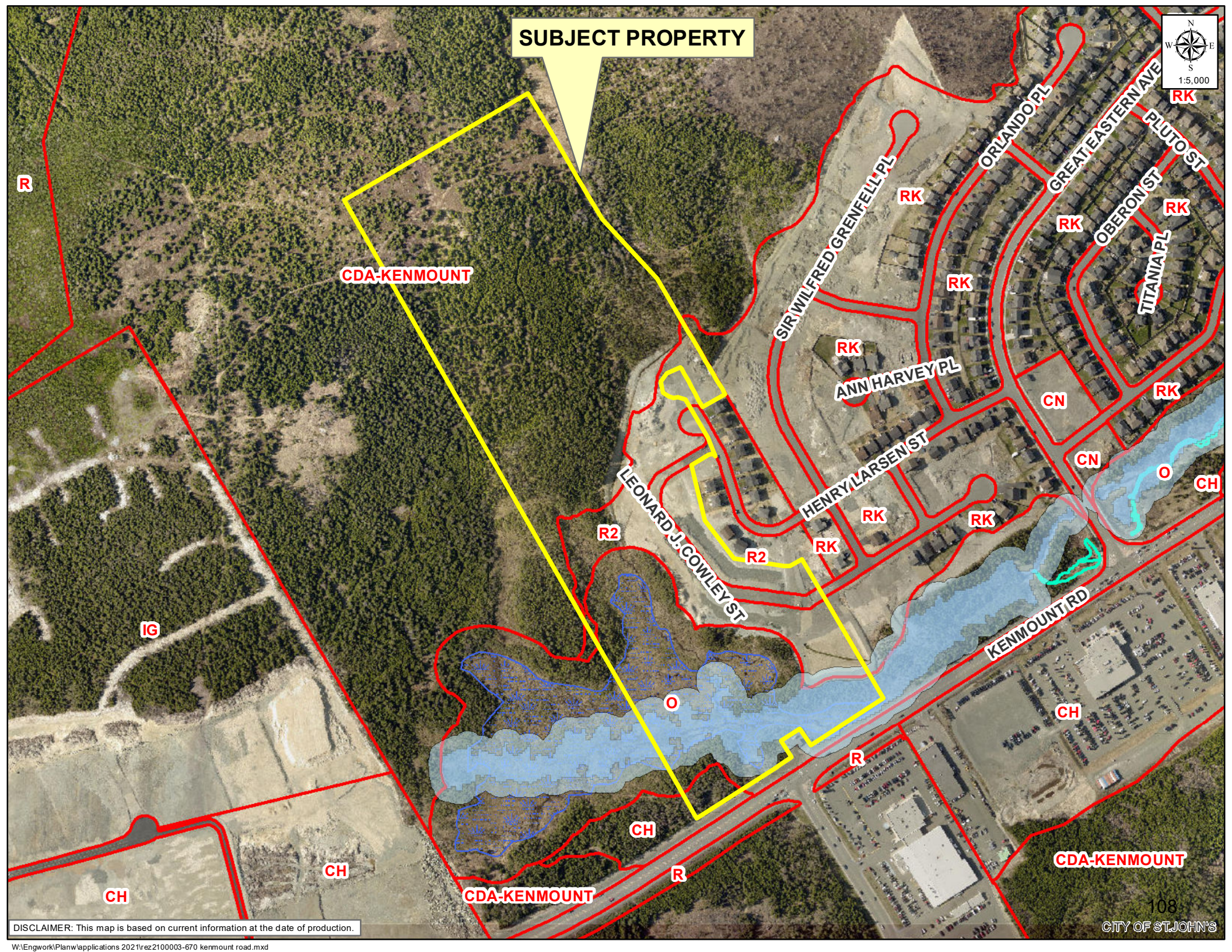
This report and all of its attachments were approved and signed as outlined below:

**Ken O'Brien - Mar 31, 2022 - 9:58 AM**

**Jason Sinyard - Mar 31, 2022 - 1:05 PM**



**SUBJECT PROPERTY**



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



Area of proposed rezoning



# ZONING REQUIREMENTS

- Lot Area (minimum) 300m<sup>2</sup>
- Lot Frontage (minimum) 10m
- Building Line (minimum) 8m
- Side Yard (minimum) 1.2m
- Side Yard Flanking Road (minimum) 6m
- Rear Yard (minimum) 6m
- Landscaping (minimum)  
No building except a driveway is permitted within the first 6.6m of depth as measured from the Front Lot Line
- Parking (minimum)  
Driveway shall not have a width exceeding 3.6m

CDA-KENMOUNT

LIMIT OF LAND TO BE RE-ZONED (STAGE 1B)

670

CDA-KENMOUNT



RK

SIR WILFRED GRENFELL PL

HENRY LARSEN ST

LEONARD L. COWLEY STREET

CAPEFOX ST

OPEN SPACE

STORMWATER DETENTION AREA

PINNACLE  
ENGINEERING (2005) LIMITED  
CONCEPTUAL LOT LAYOUT (RML ZONE)  
RESIDENTIAL DEVELOPMENT - STAGE 1B  
670 KENMOUNT ROAD  
Date: 10 JUNE 2021  
Scale: 1:500  
11088-F032 Rev.3

110

CH

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

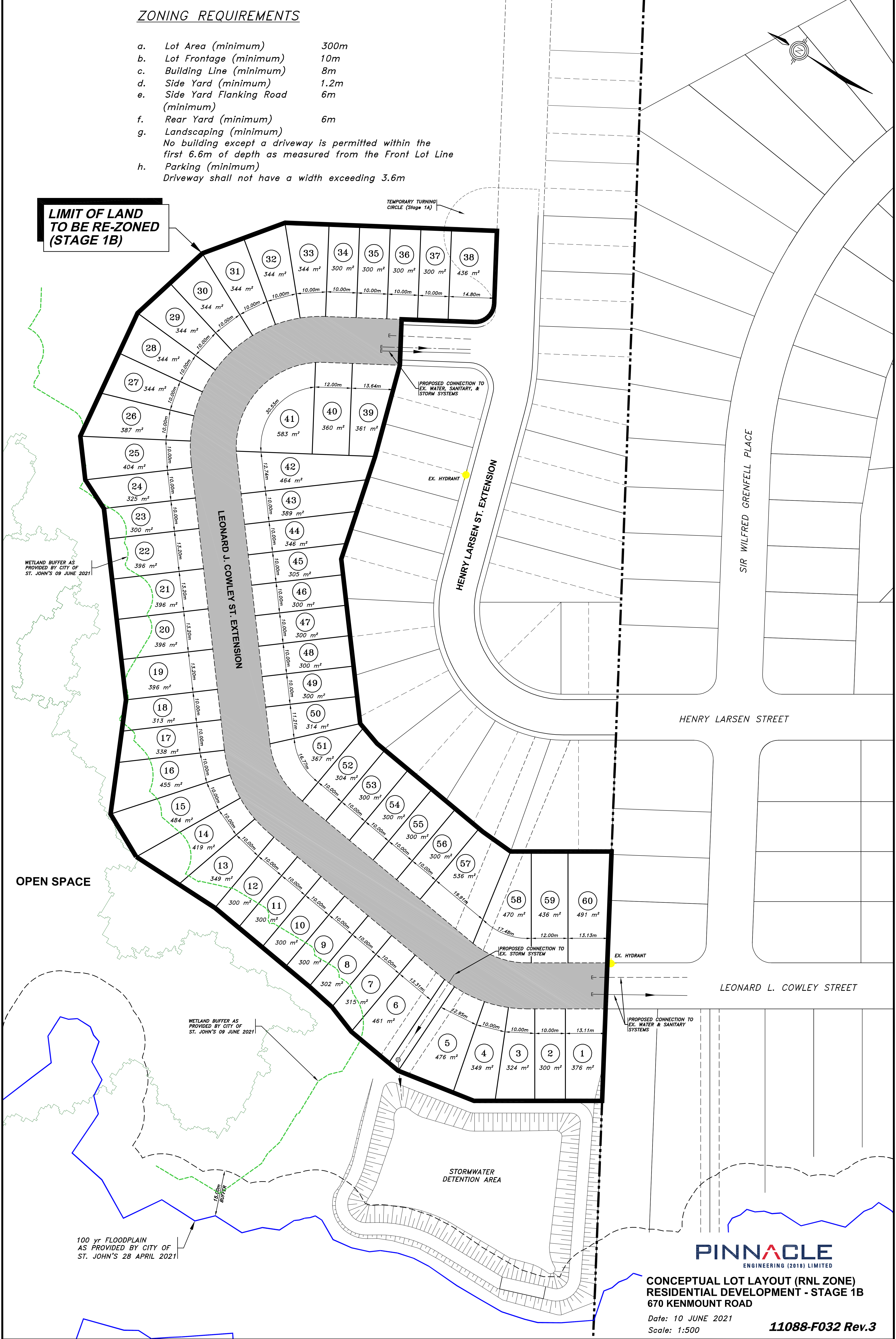
W:\Engwork\Planw\2021 projects\670 kenmount road.mxd



ZONING REQUIREMENTS

- a. Lot Area (minimum) 300m
- b. Lot Frontage (minimum) 10m
- c. Building Line (minimum) 8m
- d. Side Yard (minimum) 1.2m
- e. Side Yard Flanking Road (minimum) 6m
- f. Rear Yard (minimum) 6m
- g. Landscaping (minimum)  
No building except a driveway is permitted within the first 6.6m of depth as measured from the Front Lot Line
- h. Parking (minimum)  
Driveway shall not have a width exceeding 3.6m

LIMIT OF LAND  
TO BE RE-ZONED  
(STAGE 1B)



PINNACLE  
ENGINEERING (2018) LIMITED

CONCEPTUAL LOT LAYOUT (RNL ZONE)  
RESIDENTIAL DEVELOPMENT - STAGE 1B  
670 KENMOUNT ROAD

Date: 10 JUNE 2021  
Scale: 1:500

11088-F032 Rev.3



ZONING REQUIREMENTS

- a. Lot Area (minimum) 300m
- b. Lot Frontage (minimum) 10m
- c. Building Line (minimum) 8m
- d. Side Yard (minimum) 1.2m
- e. Side Yard Flanking Road (minimum) 6m
- f. Rear Yard (minimum) 6m
- g. Landscaping (minimum)  
No building except a driveway is permitted within the first 6.6m of depth as measured from the Front Lot Line
- h. Parking (minimum)  
Driveway shall not have a width exceeding 3.6m

- = 3.30 meter radius
- = 3.09 meter radius
- = 3.60 meter radius
- = 3.90 meter radius

LIMIT OF LAND  
TO BE RE-ZONED  
(STAGE 1B)

TEMPORARY TURNING  
CIRCLE (Stage 1A)

LEONARD J. COWLEY ST. EXTENSION

HENRY LARSEN ST. EXTENSION

SIR WILFRED GRENFELL PLACE

HENRY LARSEN STREET

LEONARD L. COWLEY STREET

WETLAND BUFFER AS  
PROVIDED BY CITY OF  
ST. JOHN'S 09 JUNE 2021

ALL LOT LINES AND PROPOSED  
DWELLINGS ARE CONCEPTUAL  
AND SUBJECT TO FINAL  
DEVELOPMENT APPROVAL.

OPEN SPACE

WETLAND BUFFER AS  
PROVIDED BY CITY OF  
ST. JOHN'S 09 JUNE 2021

100 yr FLOODPLAIN  
AS PROVIDED BY CITY OF  
ST. JOHN'S 28 APRIL 2021

15.00m  
BUFFER

STORMWATER  
DETENTION AREA

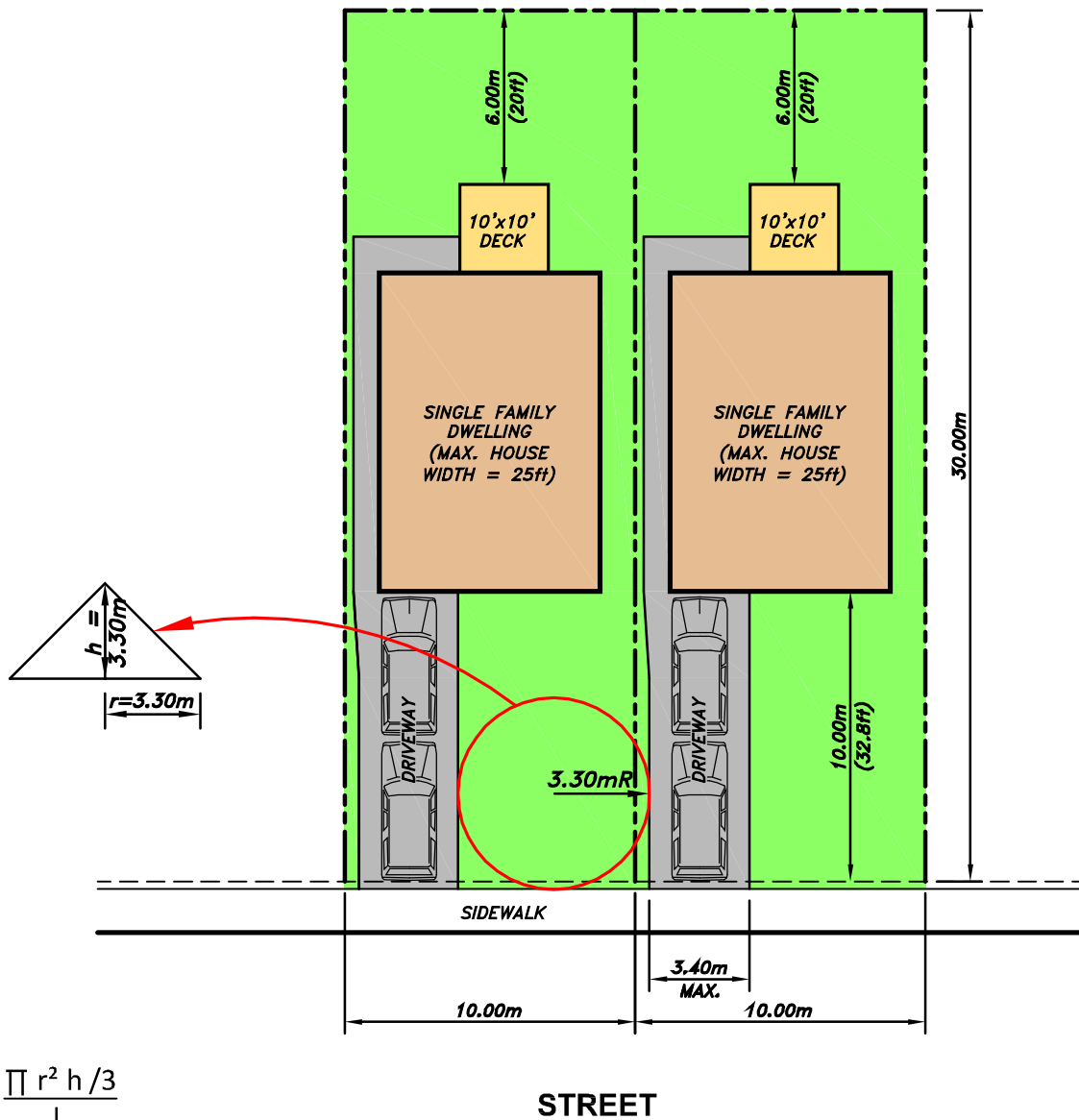
PINNACLE  
ENGINEERING (2018) LIMITED

CONCEPTUAL LOT LAYOUT (RNL ZONE)  
RESIDENTIAL DEVELOPMENT - STAGE 1B  
670 KENMOUNT ROAD

Date: 28 OCTOBER 2021  
Scale: 1:500

11088-F037





$$V_{\text{cone}} = \frac{\pi r^2 h}{3}$$

STREET

$r$  = half the width of landscaped front yard

$h$  = height assumption

$L$  = length of street that snow has to be deposited onto landscaped front yard

$$V_{\text{cone}} = \frac{\pi (3.30)^2 (3.30)}{3}$$

$$V_{\text{cone}} = 3.76 \text{ m}^3/\text{m}$$

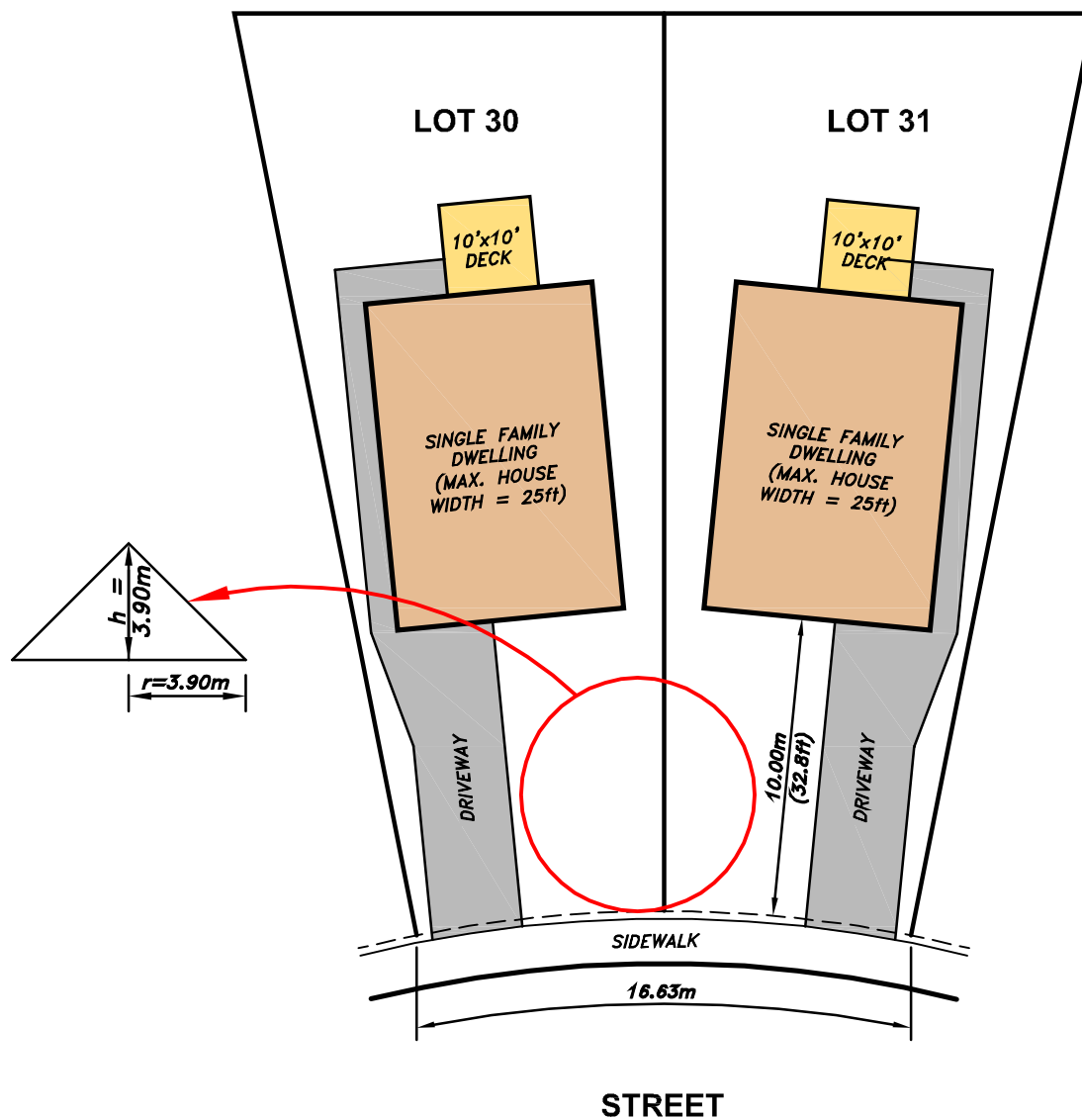
## SNOW STORAGE RESIDENTIAL NARROW BUILDING LOT

Date: 27 APRIL 2021

Scale: 1:250

FIGURE 1 113





$$V_{\text{cone}} = \frac{\pi r^2 h}{3}$$

$r$  = half the width of landscaped front yard

$h$  = height assumption

$L$  = length of street that snow has to be deposited onto landscaped front yard

$$V_{\text{cone}} = \frac{\pi (3.90)^2 (3.90)}{3}$$

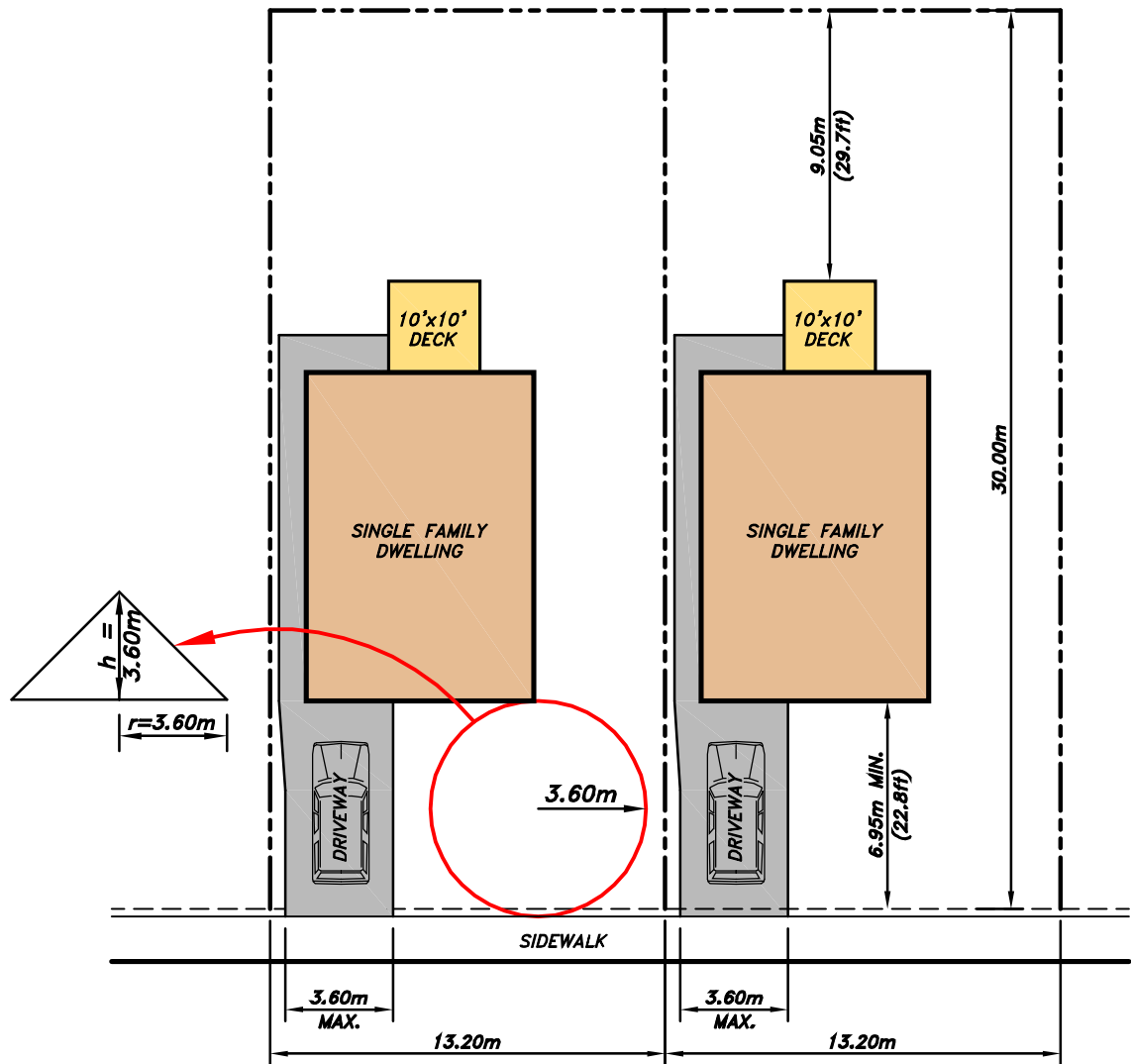
$$V_{\text{cone}} = 3.73 \text{ m}^3/\text{m}$$

## SNOW STORAGE (LOTS 30 & 31) RESIDENTIAL NARROW BUILDING LOT

Date: 28 OCTOBER 2021

Scale: 1:250

FIGURE 4 114



$$V_{\text{cone}} = \frac{\pi r^2 h}{3}$$

STREET

$r$  = half the width of landscaped front yard

$h$  = height assumption

$L$  = length of street that snow has to be deposited onto landscaped front yard

$$V_{\text{cone}} = \frac{\pi (3.60)^2 (3.60)}{3 \cdot 13.20}$$

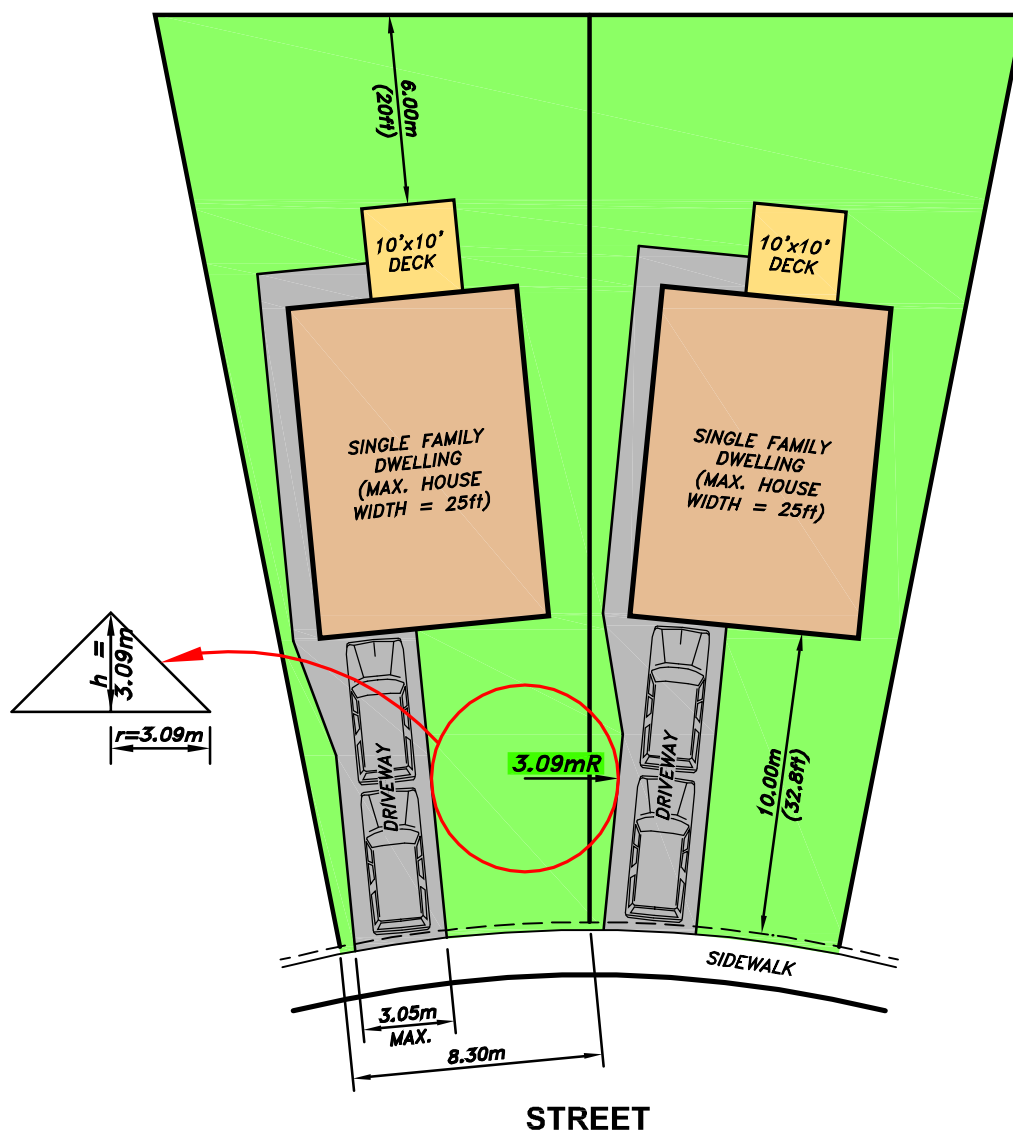
$$V_{\text{cone}} = 3.70 \text{ m}^3/\text{m}$$

## SNOW STORAGE RESIDENTIAL NARROW BUILDING LOT

Date: 27 OCTOBER 2021

Scale: 1:250

FIGURE 3 115



$$V_{\text{cone}} = \frac{\pi r^2 h}{3}$$

$r$  = half the width of landscaped front yard

$h$  = height assumption

$L$  = length of street that snow has to be deposited onto landscaped front yard

$$V_{\text{cone}} = \frac{\pi (3.09)^2 (3.09)}{3} \times 8.30$$

$$V_{\text{cone}} = 3.72 \text{ m}^3/\text{m}$$

## SNOW STORAGE RESIDENTIAL NARROW BUILDING LOT

Date: 27 APRIL 2021

Scale: 1:250

FIGURE 2 116

# **City of St. John's Development Regulations, 2021**

## **St. John's Development Regulations Amendment Number 10, 2022**

### **Residential 2 (R2) Land Use Zone to Residential Reduced Lot (RRL) Land Use Zone for Single Detached Dwellings**

**April 2022**



**URBAN AND RURAL PLANNING ACT, 2000**

**RESOLUTION TO ADOPT**

**CITY OF ST. JOHN'S Development Regulations, 2021**

**Amendment Number 10, 2022**

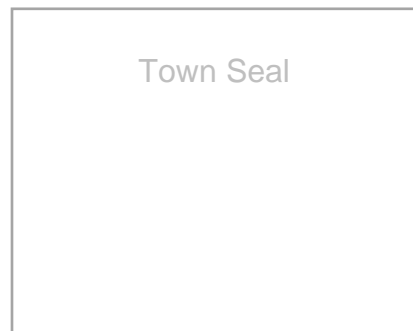
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 10, 2022.

Adopted by the City Council of St. John's on the 4th day of April, 2022.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_.

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_



**Canadian Institute of Planners Certification**

I certify that the attached City of St. John's Development Regulations Amendment Number 10, 2022 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

MCIP/FCIP: \_\_\_\_\_

Development Regulations/Amendment	
<b>REGISTERED</b>	
Number	_____
Date	_____
Signature	_____



## **CITY OF ST. JOHN'S**

### **Development Regulations Amendment Number 10, 2022**

#### **BACKGROUND AND PURPOSE**

The City of St. John's wishes to allow the development of Single Detached Dwellings along a portion of 670 Kenmount Road. The total parcel of land is approximately 18 hectares and contains land within the Residential, Open Space and Urban Expansion Districts. This amendment only applies to the portion of the land within the Residential District fronting Leonard J. Cowley Street. As the land is designated Residential in the St. John's Municipal Plan, a Municipal Plan amendment is not required. Should the development proceed, the land will be subdivided at the development approval stage.

A portion of the property is currently zoned Residential 2 (R2) in which Single Detached Dwelling is a Permitted Use, however the applicant has requested to rezone this land to the Residential Reduced Lot (RRL) Zone to allow for a smaller lot area. The proposed development will contain 60 Single Detached Dwellings.

A portion of the property to the north is zoned Comprehensive Development Area 9 (CDA 9) due to the land being above the 190-metre contour and a portion along the west of the parcel is zoned Open Space due to the wetland and buffer.

In 2016 the applicant received approval from the City to clear and grade land within the Residential District and R2 Zone. During an earlier rezoning application Semi-Detached Dwellings were proposed in a concept plan but development approval was not issued at that time. The applicant is now proposing Single Detached Dwellings because they suggest the real estate market as well as builders that they are working with prefer to purchase stand alone homes instead of Semi-Detached Dwellings. They would like to provide affordable, detached homes to meet market demand.

#### **ANALYSIS**

As per Policy 8.4.1 of the St. John's Municipal Plan, within the Residential Land Use District Council shall establish low, medium, and high-density residential land use zones that consider a variety of residential forms. Further, Policy 8.4.8 states that the City will support a variety of residential forms in all medium and high-density zones that is reflective of the existing demographic and provides housing options for various socio-economic groups. The applicant has indicated that they would like to develop Single-Detached Dwellings. Rezoning this land from the R2 Zone to the RRL Zone will allow for a reduced lot area and frontage which will increase the number of Single Detached Dwellings along the street.

As per Section 4.10(3) of the St. John's Development Regulations Development shall not be permitted in a waterway, wetland, pond, lake, or the Buffer adjacent to a body of water or in a Floodplain and shall be located a minimum of 1.2 metres from the edge of

the Buffer. Should this development proceed, the dwellings along the west side of Leonard J. Cowley would not be permitted with 1.2 metres of the wetland buffer.

### **PUBLIC CONSULTATION**

A virtual public meeting was set for January 26, 2022, at 7pm via Zoom. The proposed amendment and public meeting were advertised on three occasions in The Telegram newspaper on January 8, January 15, and January 22, 2022. A notice of the amendment was also mailed to property owners within 150 metres of the application site and posted on the City's website. Minutes from the public meetings and submissions received can be found in the April 4, 2022, Regular Council Meeting agenda package.

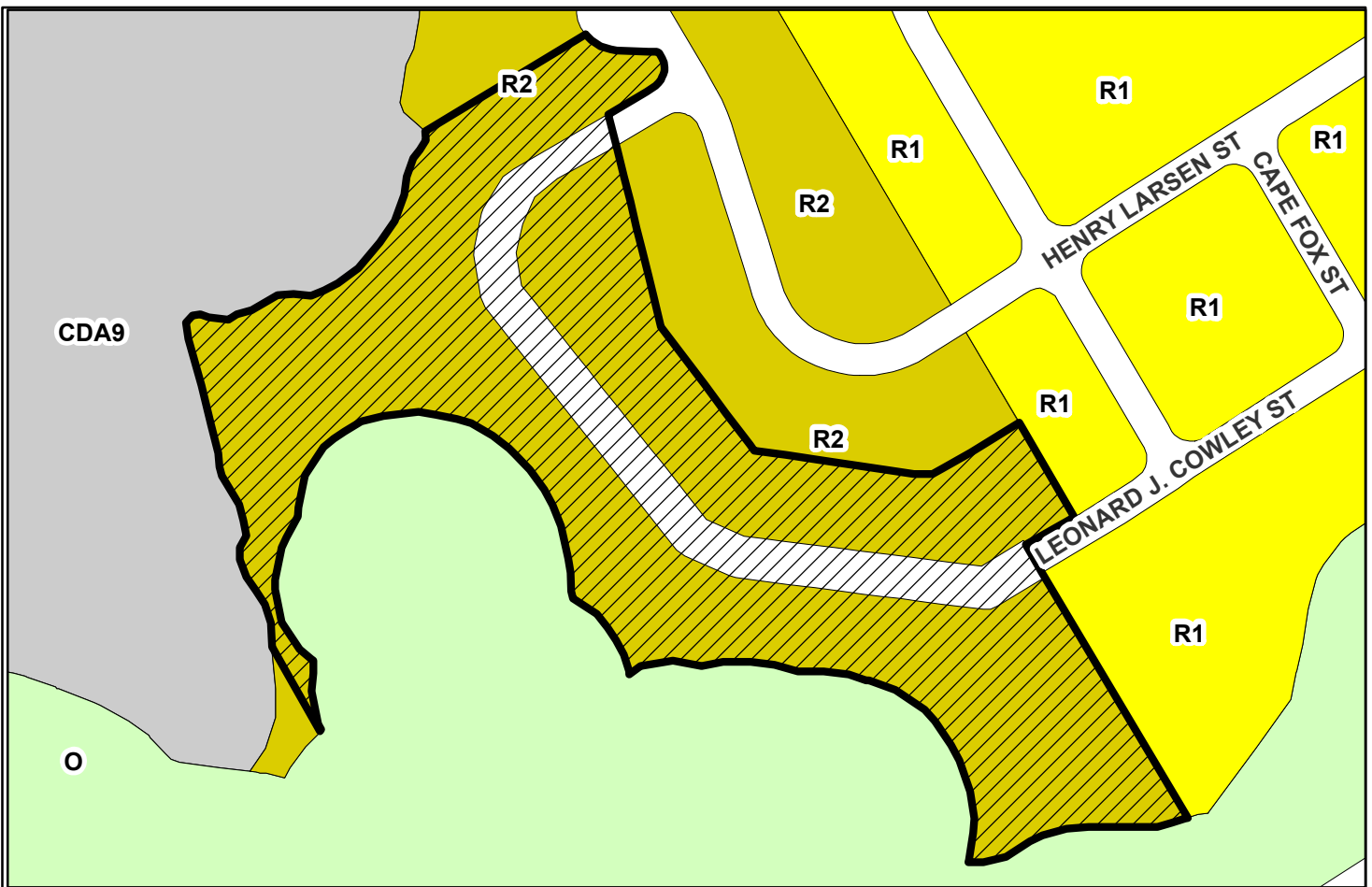
### **ST. JOHN'S URBAN REGION REGIONAL PLAN**

The proposed amendment is in line with the St. John's Urban Region Regional Plan. The portion of the property being rezoned is within the Urban Development designation of the Regional Plan. An amendment to the St. John's Urban Region Regional Plan is not required to rezone this property to the Residential Reduced Lot (RRL) Zone.

### **ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 10. 2022**

The City of St. John's Development Regulations, 2021 is amended by:

**Rezoning a portion of land at 670 Kenmount Road [Parcel ID# 21117] from the Residential 2 (R2) Zone to the Residential Reduced Lot (RRL) Zone as shown on City of St. John's Zoning Map attached.**

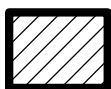


# **CITY OF ST. JOHN'S DEVELOPMENT REGULATIONS Amendment No. 10, 2022**

[City of St. John's Zoning Map]

2022 03 17 Scale: 1:2500  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

I hereby certify that this amendment  
has been prepared in accordance with the  
Urban and Rural Planning Act.



AREA PROPOSED TO BE REZONED FROM  
RESIDENTIAL 2 (R2) LAND USE ZONE TO  
RESIDENTIAL REDUCED LOT (RRL) LAND USE ZONE

**670 KENMOUNT ROAD  
Parcel ID 21117**

\_\_\_\_\_  
M.C.I.P. signature and seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Adoption

Development Regulations/Amendment  
**REGISTERED**

Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Provincial Registration



**Virtual Public Meeting using Zoom**  
**Public Meeting – 670 Kenmount Road**  
**Wednesday, January 26<sup>th</sup>, 2022**

**Present:**     **Facilitator**  
                  Glenn Barnes

**City of St. John's**  
                  Ken O'Brien, Chief Municipal Planner  
                  Ann-Marie Cashin, Planner III, Urban Design & Heritage  
                  Jennifer Squires, Legislative Assistant

**Proponents**  
                  Shawn Fudge, Pinnacle Engineering, Consultant  
                  Andrew Duffett, 75579 Newfoundland & Labrador Inc, Property Owner

There were 4 members of the public in attendance.

<b>CALL TO ORDER AND BACKGROUND PRESENTATIONS</b>
---

Glenn Barnes, Chairperson and Facilitator, called the meeting to order at 7:02 pm, introducing Staff and Proponents that were in attendance. Chairperson Barnes informed participants that the purpose of the meeting was to discuss the rezoning of a portion of the land at 670 Kenmount Road and outlined the process for the meeting. Once City Staff and the Proponent had been given a chance to provide information on the proposal, the floor would be open for any member of the public in attendance to ask questions and express their viewpoint on the development. Chairperson Barnes noted that people speaking would have 3 to 5 minutes to speak for their first turn, and then would be provided with an additional time to speak once everyone had had opportunity to do so. Participants were informed that this was the Public's opportunity to ask questions and have a discussion on the project, and that minutes would be sent to Council to inform their decision.

Ann-Marie Cashin, Planner III, Urban Design & Heritage, read a land acknowledgement and then provided a brief tutorial on the zoom features that would be used during the presentation, including the raise hand feature, the mute button, and the chat feature.

<b>PURPOSE OF MEETING</b>
---------------------------

The City Planner outlined the purpose of the meeting which was to discuss an application from 75579 Newfoundland & Labrador Inc. to rezone a portion of the land at 670 Kenmount Road from the Residential 2 (R2) Zone to the Residential Reduced Lot (RRL)

Zone for a 60-lot residential development. A Municipal Plan amendment would not be required. She provided the following background and current status of the application:

### **Background and Current Status**

In 2015, the applicant rezoned the lot to R2 to accommodate 110 semi-detached dwellings. The area in question would have been designated for 68 semi-detached units, and should the rezoning application be successful, the RRL zoning would permit the development of 60 smaller, detached homes. Housing density would see a slight reduction, and the intent of the rezoning would be to permit a change in building form. RRL is in alignment with the surrounding residential area, and due to the narrow frontage, single detached dwellings would be the only type of housing permitted in that zone. The applicant is also asking that Council amend the RRL Zone to increase the allowable driveway width. Currently, this zone has a limited driveway width of 3.6 metres, which is large enough to accommodate a single car while providing space for snow storage. As the City moves away from snow cone calculations toward comprehensive snow storage plans, some of the proposed lots would be wide enough to accommodate a driveway with space for two vehicles, with enough space remaining to fulfil landscaping and snow storage requirements. Should Council agree to consider the text amendment to permit wider driveways in the RRL zone, Staff will evaluate the request and return to Council with a recommendation. If Council adopts the recommendation, it would then be sent to the Province for registration and then published in the Gazette. This is the only required public consultation opportunity on the text amendment.

### **PRESENTATION BY THE DEVELOPER**

Andrew Duffett, the landowner and developer of 670 Kenmount Road, explained that according to the demands of the real estate market and the builders they are working with, people would prefer to purchase stand alone homes instead of duplexes (referred to as semi-detached dwellings in the Development Regulations). They would like to provide affordable, detached homes to meet market demand. The homes would be in the \$280,000 to low \$300,000 price range and would provide homeowners an opportunity to purchase an affordable home while interest rates are low.

Chairperson Barnes asked for additional information on the style and size of the homes. Mr. Duffett responded that these would be 2-storey houses with around 600 square feet per floor, averaging 1200 square feet total, with opportunities for walkout basements. As underground servicing is available, backyards would have no impediments for lines or easements. They are hoping to create a great subdivision for first-time homeowners. The homes would be of average size and would simply be single houses as opposed to

duplexes. Chairperson Barnes then asked about greenspace in the area, and there were no plans for pocket parks or recreation facilities at the current time.

## COMMENTS FROM PARTICIPANTS

COMMENTS	
Speaker #	Commentary
1.	The Speaker asked how the square footage of the proposed detached dwellings would compare to that of the duplexes. The Proponent responded that the dwellings would be roughly the same size.
2.	<p>It was asked what the cost of the duplexes would have been, compared with the \$300,000 price tag of the detached homes, as duplexes generally have a lower cost associated with construction due to the shared wall. The Proponent explained that the price would have been similar, and current duplexes in the area are priced at around \$265,000 to \$315,000. Aesthetic changes will have to be made to the interior of the homes in order to achieve the \$300,000 price tag, and people would rather pay for a detached home than for something that may be more cosmetically appealing.</p> <p>The Speaker wished to challenge the notion that people prefer single detached dwellings, as many highly sought-after areas feature semi-detached housing. They also noted that in the Envision St. John's Municipal Plan, there was discussion on the importance of complete neighbourhoods with a mixture of housing, which is not evident in the proposed development. They then spoke on the impacts of low-density sprawl and noted that single family homes do add to sprawl and harm the walkability of an area.</p> <p>They then thanked Chairperson Barnes for mentioning the lack of greenspace in the development, noting that there are many unhappy residents in the area that find it difficult to walk to the current playground, and that such situations should be avoidable in new developments.</p> <p>The Proponent replied that conversations had taken place with the City, and they were concerned with the cost and maintenance required for playgrounds and parks. The plan for the area was for a larger,</p>

	<p>regional facility. The rise in cost of building materials, as well as for the construction of stormwater detention facilities, have significantly raised the overall cost to develop the area, and the addition of green space would result in a price increase or an overall loss of profit for the developer. Staff confirmed that plans for applications are reviewed by all City departments, including the Parks Department, and the vision for Kenmount Terrace was one larger park with no desire for a pocket park at the location in question.</p>
3.	<p>The Speaker inquired about the mapping of the 100-Year Floodplain, and Mr. Shawn Fudge of Pinnacle Engineering, responded that the floodplain was mapped by the City through a consultant during Phase 1 of the Wetland Study. Staff further elaborated that during Phase 1 the wetland and buffer were determined, and the study was currently in Phase 2. The lot at the rear of the development is zoned as Open Space, and the wetland is 15m from that line. Under the new Development Regulations, development must be outside of and 1.2 metres from the established buffer. The rear yard of the properties can exist in the Buffer and Open Space zone, but a dwelling cannot be built in these zones.</p> <p>The Speaker then asked for further information on the Stormwater Detention Centre. Mr. Fudge advised that the facility has been constructed in an area with a gentle slope, so that a fence is not required. At its deepest location, it is five feet deep, and there is a controlled downstream structure that controls the amount of water being discharged. It had been designed to support 68 houses, and as there would now be only 60 houses in the development, the overall functionality of the facility would be improved.</p> <p>It was then questioned if there was water in the hydrants in the development, as there are many in Kenmount Terrace without water. Chairperson Barnes suggested that the speaker contact the City to further inquire about the issue as it was beyond the scope of the meeting.</p>
4.	<p>The Speaker wished to comment on the request to increase the driveway width of the properties, noting that snow storage is not the only reason to limit the square footage of asphalt in the City. They stated that green space and permeable areas are a form of flood mitigation. Incorporating green space into developments is a form of</p>

	climate action. An increase in asphalt increases the risk of flooding for private property owners, for homes, and commercial buildings in any type of development. In situ water retention should be promoted, and the best way to support in situ water retention is by maintaining permeable surfaces.
--	--

Herein ended the discussion portion of the meeting.

### **CONCLUDING REMARKS**

Chairperson Barnes thanked those in attendance for their participation and advised that their comments would be valuable for informing Council's decision on the proposal.

### **ADJOURNMENT**

The meeting adjourned at 7:37

Glenn Barnes  
Chairperson/Facilitator