

ST. JOHN'S

Committee of the Whole Agenda

July 13, 2022

9:30 a.m.

4th Floor City Hall

Pages

1. Call to Order
2. Approval of the Agenda
3. Adoption of the Minutes
 - 3.1. Adoption of Minutes - June 29, 2022 3
4. Presentations/Delegations
5. Finance & Administration - Councillor Ron Ellsworth
6. Public Works - Councillor Sandy Hickman
 - 6.1. Regional Water Reserve Fund Purchase – Replacement Southlands Pump 11
 - 6.2. Provision of Recycling Carts or Nets 14
7. Community Services - Deputy Mayor Sheilagh O'Leary
8. Special Events - Councillor Debbie Hanlon
9. Housing - Councillor Ophelia Ravencroft
10. Economic Development, Tourism & Immigration - Mayor Danny Breen
11. Arts & Culture - Deputy Mayor Sheilagh O'Leary
12. Governance & Strategic Priorities - Mayor Danny Breen
 - 12.1. Strategic Plan Quarter Two (Q2) Update 2022 – Our City, Our Future 19
13. Planning - Councillor Ian Froude

| | | |
|-------|--|-----|
| 13.1. | 188 New Pennywell Road, REZ2200005 | 57 |
| 13.2. | 4 Merrymeeting Road, MPA2200003 | 71 |
| 13.3. | Driveways in the Residential Reduced Lot (RRL) Zone | 122 |
| 13.4. | Downtown Plan - Terms of Reference | 127 |
| 14. | Development - Councillor Jamie Korab | |
| 15. | Transportation and Regulatory Services - Councillor Maggie Burton | |
| 16. | Sustainability - Councillor Maggie Burton & Councillor Ian Froude | |
| 17. | Other Business | |
| 18. | Adjournment | |

ST. JOHN'S

Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

June 29, 2022, 9:30 a.m.

| | |
|----------|---|
| Present: | <p>Mayor Danny Breen Deputy Mayor Sheilagh O'Leary Councillor Maggie Burton Councillor Ron Ellsworth Councillor Sandy Hickman Councillor Jill Bruce Councillor Jamie Korab Councillor Ian Froude Councillor Carl Ridgeley</p> |
| Regrets: | <p>Councillor Debbie Hanlon Councillor Ophelia Ravencroft</p> |
| Staff: | <p>Kevin Breen, City Manager 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 Susan Bonnell, Manager - Communications & Office Services Ken O'Brien, Chief Municipal Planner Karen Chafe, City Clerk Jennifer Squires, Legislative Assistant</p> |
| Others | <p>Linda Bishop, Senior Legal Counsel David Crowe, Manager, Roads Amer Afridi, Manager, Transportation Engineering Marianne Alacoque, Transportation System Engineer</p> |

1. Call to Order

2. **Approval of the Agenda**

Recommendation

Moved By Deputy Mayor O'Leary

Seconded By Councillor Bruce

That the agenda be adopted as presented.

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

MOTION CARRIED (9 to 0)

3. **Adoption of the Minutes**

3.1 **Adoption of Minutes - June 15, 2022**

Recommendation

Moved By Councillor Ellsworth

Seconded By Councillor Ridgeley

That the minutes of June 15, 2022, be adopted as presented.

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

MOTION CARRIED (9 to 0)

4. **Presentations/Delegations**

5. **Finance & Administration - Councillor Ron Ellsworth**

6. **Public Works - Councillor Sandy Hickman**

7. **Community Services - Deputy Mayor Sheilagh O'Leary**

8. **Special Events - Councillor Debbie Hanlon**

9. **Housing - Councillor Ophelia Ravencroft**

10. **Economic Development, Tourism & Immigration - Mayor Danny Breen**

- 11. **Arts & Culture - Deputy Mayor Sheilagh O'Leary**
- 12. **Governance & Strategic Priorities - Mayor Danny Breen**
- 13. **Planning - Councillor Ian Froude**

13.1 110 Hebron Way and 15 Verafin Way, REZ2200002

Councillor Froude informed Council on the proposed text amendment to the St. John's Development Regulations. The amendment would allow pedways to cross boundaries as prompted by a request of the owner of 110 Hebron Way and 15 Verafin Way to connect the two buildings. The Development Regulations currently do not permit a development to extend beyond the side yard or to cross the property boundary. Councillor Burton inquired if two different property owners would be permitted to cross property boundaries. Senior Legal Counsel responded that this would be permitted, and should one of the buildings sell, a mutual ease agreement would be required. Such agreements are common in commercial settings.

Recommendation

Moved By Councillor Froude

Seconded By Councillor Burton

That Council consider a text amendment to the Envision St. John's Development Regulations to add an allowance for pedway developments to cross property boundaries and advertise the amendment for public review and comment.

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

MOTION CARRIED (9 to 0)

13.2 1274 Blackhead Road, REZ2200004

Members of Council requested that an in-person meeting take place for the public meeting concerning the application. Staff advised that a solution is being investigated to hold hybrid meetings in the Foran/Green Room but is not yet available. The word "virtual" was removed from the recommendation, and should the solution be ready the meeting will take place both online and in person.

Recommendation

Moved By Councillor Froude

Seconded By Deputy Mayor O'Leary

That Council consider a text amendment to the Envision St. John's Development Regulations to consider rural tourism uses within the Rural Residential (RR) Zone, as prompted by a Nordic spa development at 1274 Blackhead Road; and approve the attached draft terms of reference for a Land Use Report (LUR).

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

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

MOTION CARRIED (9 to 0)

14. Development - Councillor Jamie Korab

15. Transportation and Regulatory Services - Councillor Maggie Burton

15.1 Canada Drive What We Heard Report

The Transportation System Engineer provided Council with an overview of the What We Heard document concerning Active Transportation and Road Safety Improvements on Canada Drive. Canada Drive is an important backbone and connector in the cycling network, and feedback was collected on two conceptual design options for the area:

- A bi-directional bike path on one side of the street, sidewalks on both sides of the street, with parking on one side only; or
- A Shared-Use Path (SUP) on one side, sidewalk on the other side, with parking allowed on both sides.

Overall, a Shared-Use Path was preferred by those living on Canada Drive, and overall cyclists were in favour of dedicated bike lanes.

Residents of Canada Drive also wished to maintain on-street parking on both sides of the street. Councillor Korab confirmed the importance of parking in the area, and further noted concerns for snow clearing and garbage removal by residents that would be most impacted by the lanes. The Deputy City Manager of Planning, Engineering, and Regulatory Services cautioned Council against making a rush decision on painting the lanes on Canada Drive as it may upset residents due to the loss of parking and diminish support for the Bike Plan. Council decided to wait for Staff to return with a Decision Note on the issue before making a motion.

15.2 Bike Lane Pavement Markings

The Deputy City Manager of Planning, Engineering & Regulatory Services informed Council that the attached decision note was prompted by a previous discussion concerning painted and unpainted bike lanes in Airport Heights. The note summarizes the variations of the Bike Plan since 2009, past decisions of Council, and the current status of the lanes. Transportation Engineering Staff were in attendance to respond to Council's questions and are looking for direction as to how to proceed.

Councillor Burton advised that the current network includes Airport Heights Drive, Viscount Street, Cowan Avenue, Canada Drive, Mundy Pond Road, and Cashin Avenue. All other previously painted lanes that are not part of the full network or backbone network have been removed, and what remains is aligned with the [2019 Bike St. John's Master Plan](#). In these areas, there are painted unidirectional bike lanes on each side of the street, with a hatched buffer and parking permitted on one side. The lanes also include painted bike symbols with reserved bike lane diamonds.

While bike lanes do improve safety, reduce collisions, and help cyclists navigate, they are not attractive for new or nervous riders. In order to increase ridership, the City needs to build routes of protected bike lanes or shared-use paths that are comfortable and attract new riders. Councillor Burton noted the importance of connecting the new Mews Centre at Mundy Pond, as well as other centres, to the bike network and existing pathways. The Staff recommendation is to maintain the bike lanes along Mundy Pond and Cashin Avenue. Staff are further recommending removal of the lanes on Canada Drive as construction of a new active transportation facility is scheduled to start in 2023. Councillor Burton requested that this be reconsidered as funding for the project is not guaranteed and it would be important for the existing infrastructure to remain. Councillor Korab advised that as public engagement had recently

completed on [Canada Drive Active Transportation and Road Safety Improvements](#), it would be best to provide Staff an opportunity to make a recommendation on the issue before moving forward. Staff further informed Council that the transitions between sections of Canada Drive from two unidirectional lanes to one lane, to nothing, increase the level of risk for cyclists using the lanes.

Members of Council voiced their support of the Staff recommendations and noted the importance of giving residents advance notice of the work being undertaken. Deputy Mayor O'Leary inquired if the lanes on Newtown Road would remain. Staff informed Council that the lanes on Newtown Road were signed only, with no pavement markings, and would be on the list for new facilities once there was funding available. Councillor Hickman asked when the work would occur, and Staff responded that the work would take place in sections, starting with Canada Drive, and road rehab would have to take place first, with the remainder subject to funding approval. Councillor Hickman then questioned the priority and timing of lane painting. The Deputy City Manager of Public Works advised that the work would either be contracted out or completed by City Staff who would disperse during busy times when regular road painting would not be possible.

Councillor Froude expressed his concern over the removal of the lanes on Canada Drive, as the timeline was uncertain as to when the new facilities would be complete. If funding were not available, it could take years for the network to be complete, leaving the route without lanes. It was decided to leave Canada Drive as is for the time being to permit Staff an opportunity to review the information collected via the engagement project and make a recommendation. The Deputy City Manager of Public Works advised that bike lanes were not included in the 2022 budget, and that Staff would provide additional information on cost in advance of next year's budget discussions. Councillor Burton further informed Council that Staff would distribute letters to residents along affected streets to communicate the maintenance or removal of painted bike lanes, and there would be a 30-day grace period after pavement markings are completed where Staff would leave notices and warnings on vehicles parking in bike lanes instead of issuing tickets.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Bruce

That Council approve painted bike lane pavement marking maintenance recommended in the table as outlined in the Decision Note and communicate with residents as follows.

- Distribute letters to residents on the affected streets explaining why the bike lanes are being repainted or removed, what it means for their parking options and garbage bin placement, and how to reach city staff with questions or concerns.
- Implement a 30-day enforcement grace period after pavement markings are completed, where Parking Services will leave notices/warnings on vehicles instead of issuing tickets.

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

MOTION CARRIED (9 to 0)

16. Sustainability - Councillor Maggie Burton & Councillor Ian Froude

17. Other Business

17.1 Built Heritage Experts Panel - Membership

Recommendation

Moved By Councillor Burton

Seconded By Councillor Ellsworth

That Council approve of the appointment of Tyler Stapleton to the Built Heritage Experts Panel.

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

MOTION CARRIED (9 to 0)

17.2 Youth Engagement Working Group Membership

Recommendation**Moved By** Councillor Bruce**Seconded By** Councillor Hickman

That Council appoint Saadia Jamila Mary Azam to the Youth Engagement Working Group.

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

MOTION CARRIED (9 to 0)

18. Adjournment

There being no further business the meeting adjourned at 10:29 a.m.

Mayor

DECISION/DIRECTION NOTE

Title: Regional Water Reserve Fund Purchase – Replacement Southlands Pump

Date Prepared: July 4, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Sandy Hickman, Public Works

Ward: N/A

Decision/Direction Required:

To seek a decision on proceeding with the purchase of a replacement Southlands Pump funded through the Regional Water Equipment Replacement Reserve Fund.

Discussion – Background and Current Status:

The Regional Water Equipment Replacement Reserve Fund is being requested to be used for the purchase of a replacement Southlands Pump at the Ruby Line Pump Station. The existing pump failed and must be replaced. The total estimated cost to purchase the equipment is \$93,550.00 (HST Extra).

Key Considerations/Implications:

1. Budget/Financial Implications:

The Regional Water System has identified sufficient funds within the Regional Water Equipment Replacement Reserve Fund to support this equipment replacement. The current balance of this program is \$2,150,704.71(i).

Note:

- (i) 2022 Contribution of \$400,000.00 has yet to be added to the reserve fund and is not reflected in the balance to date provided.

2. Partners or Other Stakeholders:

The Southlands pumps at the Ruby Line Pump Station supply potable water to a portion of the City St. John's, the City of Mount Pearl, the Town of CBS, the Town of Paradise, and the Town of Portugal Cove-St. Phillips.

3. Alignment with Strategic Directions:

N/A

N/A

ST. JOHN'S

4. Alignment with Adopted Plans:
N/A
5. Accessibility and Inclusion:
N/A
6. Legal or Policy Implications:
N/A
7. Privacy Implications:
N/A
8. Engagement and Communications Considerations:
N/A
9. Human Resource Implications:
N/A
10. Procurement Implications:
The estimated timeframe for the delivery of this replacement equipment is approximately 34 weeks.
11. Information Technology Implications:
N/A
12. Other Implications:
N/A

Recommendation:

That Council approve access to funding from the Regional Water Equipment Replacement Reserve Fund to support the purchase of this equipment.

Prepared by: Daniel Martin, Manager – Regional Facilities

Approved by:

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Regional Water Reserve Fund Purchase - Replacement Southlands Pump.docx |
| Attachments: | |
| Final Approval Date: | Jul 4, 2022 |

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

No Signature - Task assigned to Andrew Niblock was completed by delegate Lynnann Winsor

Andrew Niblock - Jul 4, 2022 - 3:58 PM

Lynnann Winsor - Jul 4, 2022 - 7:11 PM

DECISION/DIRECTION NOTE

Title: Provision of Recycling Carts or Nets

Date Prepared: July 6, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Sandy Hickman, Public Works

Ward: N/A

Decision/Direction Required:

For Council to consider and provide direction on strategies the City can adopt to secure blue bag recycling placed at the curb on collection days.

Discussion – Background and Current Status:

In May 2022, Staff brought forward some options for Council to consider in order to assist residents with securing blue bags on collection days. These options generated further discussion amongst Council and requested that some further analysis be completed by staff that may incorporate a “hybrid approach” that involved a combination of the options presented.

Analysis

The previous note discussed the benefits and challenges of using carts or nets for curbside collection of blue bag recycling. The previous note also presented the option of amending the Sanitation Regulations to mandate the use of carts or nets. This note does not incorporate any amendments and assumes that use of carts or nets for blue bags is voluntary participation. This analysis is focused on if Council were to approve a program that incorporated the use of carts or nets, how could it be delivered and what would be the effect for residents of the City.

Three options were identified by Council as potential methodologies to provide residents access to carts or nets for curbside collection of blue bag recycling:

1. Applying an annual fee to all households that receive curbside collection to support and maintain programs such as provision of recycling carts or nets;
2. Allowing households to purchase carts or nets through the City directly at a reduced cost if one were to purchase from a retailer;
3. Partnering with retail to provide households access to carts or nets at a reduced cost from the retailer directly (ie. Coupons).



| OPTION | PROS | CONS |
|---|---|--|
| Annual Fee | <ul style="list-style-type: none"> • Constant source of revenue to support program • Similar to what other local municipalities have set up to support the automated cart programs | <ul style="list-style-type: none"> • Would need to be a mandatory fee applied to all households that receive curbside waste collection as program will be available to all those households • Current billing software would require customization in order to apply fee to appropriate households • Due to a mandatory two-year upgrade a customization at the current time poses a substantial risk to the City • Increased cost to residents • Would need to identify storage location for inventory of carts/nets and manage that inventory • Additional staff to manage inventory and program |
| Purchase of Nets or Carts Through City and sold to residents | <ul style="list-style-type: none"> • “One stop shop” for residents • Leveraging purchasing power of City would allow bulk purchases and lower costs due to no retail markup • With proper costing, program can be self supported • Residents can choose to participate in program | <ul style="list-style-type: none"> • City would be infringing on retail sector which already provides these materials. • No control of product as it is not required for collection (ie residents can purchase for others, for cabins, etc) • Would need to identify storage location for inventory of carts/nets and manage that inventory • Additional staff to manage inventory and program • Additional duties for Access Centre in taking payment from residents |
| Partner with Retail to Provide Discounted Rate on Nets or Carts (Coupons) | <ul style="list-style-type: none"> • No infringement on retail sector • Residents have access to lower priced products • Residents can choose to participate in program • No management of carts/nets inventory involved by City resources | <ul style="list-style-type: none"> • No control of product as it is not required for collection. • Could be used by non-residents • Potential cost with retail partnership • Defined period program rather than long-term, on-going program • Difficult to assess cost as it depends on partnership details and uptake of program |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none">• Potentially require some administration of program depending on partnership details. |
|--|--|--|

From the residents perspective, the greatest impact would be the option that includes the annual fee as it would require that this be applied to all households that receive curbside collection or blue bag recycling. This would also be the “largest” program from the City perspective as it would involve approximately 50,000 households and involve distribution or planning for distribution to all households.

The first two options become more complex if both carts and nets are included in the program. Inventory control of multiple products becomes more challenging as households have the ability to choose one or both options to meet their needs (eg. two carts, one cart plus one net, one cart, two nets, etc.). If Council wants further analysis of any programs that involve management of inventories then staff can present a Decision Note with options on program delivery.

All of the options are distinctively different than the automated cart program. With the automated carts, the City provides carts to properties but maintains ownership of those carts. Those carts are then required to be used for curbside garbage collection. For the fact that the carts are required to be used (ie mandatory), each cart has a unique identifier and the City owns those carts, there are controls in place to manage that inventory.

Without mandatory use of carts or nets, then there is no reasonable method to manage (or control) the distribution of the products. The City simply becomes another retail option for residents (consumers) to obtain a blue cart or a blue net.

Another Option

This year was the first year of the mandatory recycling / clear bag program. There were a number of “new” recyclers in the City and many people were trying to figure out the logistics of recycling during the first few months. The City was also in another wave of covid and there were many operational issues during this time which resulted in delayed pick up of both garbage and recycling. Now that residents have had time to get used to these changes and the pandemic is ending the City could monitor this program for another year and revisit the issue next year. During this time the City could also increase communications with residents regarding collections including the curb it app, website and enhanced messaging on windy days.

All of the options presented in this note would require communications support to implement.

Key Considerations/Implications:

1. Budget/Financial Implications: Options presented above have estimated capital costs ranging between no additional costs up to \$4 million. Sources of funding for options with a capital requirement would need to be determined. Some options will also require increased operational budget which would need to be included in annual budgets. The cost of billing software upgrades will need to be scoped further.
2. Partners or Other Stakeholders: Residents of the City of St. John's, Local hardware retailers
3. Alignment with Strategic Directions/Adopted Plans: An Effective City, A Sustainable City
4. Legal or Policy Implications: Amendments to the Sanitation Regulations may be required
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: Communications support is required to implement any of the options and educate households on the program
7. Human Resource Implications: Some options may require the hiring of staff.
8. Procurement Implications: Any procurement needs would follow requirements laid out by the Public Procurement Act.
9. Information Technology Implications: N/A
10. Other Implications: It is anticipated that any of these options will result in a blue bags being more secured on collection days.

Recommendation:

All of the "hybrid" approaches presented have significant drawbacks specifically in program controls.

Given the current budget situation, staff recommend utilizing some of the communication tools already in use by the city to support curbside collection. Additionally, households are becoming more used to recycling. Staff can monitor collection activities and assess whether these measures alone may reduce situations where blue bags move on windy days.

Prepared by: Andrew Niblock, Director, Environmental Services

Approved by: Lynnann Winsor, P.Eng, M.A.Sc., Deputy City Clerk of Public Works

Report Approval Details

| | |
|----------------------|---|
| Document Title: | 220617 Provision of Carts Nets DC LAW.docx.docx |
| Attachments: | |
| Final Approval Date: | Jul 6, 2022 |

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

No Signature - Task assigned to Andrew Niblock was completed by delegate Lynnann Winsor

Andrew Niblock - Jul 6, 2022 - 3:58 PM

Lynnann Winsor - Jul 6, 2022 - 3:58 PM

INFORMATION NOTE

| | |
|-----------------------------|---|
| Title: | Strategic Plan Quarter Two (Q2) Update 2022 – Our City, Our Future |
| Date Prepared: | July 5, 2022 |
| Report To: | Committee of the Whole |
| Councillor and Role: | Mayor Danny Breen, Governance & Strategic Priorities |
| Ward: | N/A |

Issue: Provide Council with an update on the status of initiatives within the Strategic Plan for Q2 including continuous improvement projects and their outcomes.

Discussion – Background and Current Status:

The City's 10-year strategic plan, [Our City, Our Future](#), which was launched in 2019, is now in its fourth year. The plan has four strategic directions and 12 goals. A [public dashboard](#) shows the status of each of the directions and the initiatives within the plan. Quarterly reporting to Council includes written commentary on each of the initiatives providing detailed updates; it also outlines whether there have been challenges or changes to progress.

This Q2 progress report notes that six strategic plan initiatives were completed since the last progress update in March 2022, bringing the total number of initiatives completed since the launch of the plan to 97. As well, staff have completed nine CI projects since the last update. Of the remaining initiatives in the strategic plan for 2022, the breakdown of their status¹ is as follows:

- 33 on track
- 6 behind
- 26 overdue
- 6 not started

The written commentary in the attached report provides additional perspective on each project's status. It is important to note that some initiatives also span multiple years, will not start until later in 2022, or are not scheduled to reach completion until year end or later.

A new summary two-page snapshot shows progress on the four strategic directions since the launch of the plan, highlights the completed projects and notes key outcomes from CI projects using a new tracking tool.

¹ Behind means the initiative is tracking progress more slowly than originally planned but it is still possible to complete the project on schedule; overdue means the date the project was scheduled to finish has already passed. Not started means the date to start the project has not yet arrived.

Key Considerations/Implications:

1. Budget/Financial Implications:
Staff consider project budgets as part of the project planning process. Budget implications are noted in the project updates.
2. Partners or Other Stakeholders:
These are identified within the projects where appropriate.
3. Alignment with Strategic Directions:
[Our City, Our Future](#) is the overarching strategy for the City.
4. Alignment with Adopted Plans:
Other plans and strategies are integrated within the strategic plan actions.
5. Accessibility and Inclusion:
These are considered on a project-by-project basis.
6. Legal or Policy Implications:
These are considered on a project-by-project basis.
7. Privacy Implications:
These are considered on a project-by-project basis.
8. Engagement and Communications Considerations:
Progress updates are published on the City's website and internally on the City's intranet.
9. Human Resource Implications:
Staff in Organizational Performance and Strategy manage the City's Strategic planning process.
10. Procurement Implications:
N/A
11. Information Technology Implications:
N/A
12. Other Implications:

Conclusion/Next Steps:

Table this report at an upcoming Regular meeting of Council and publish results as outlined in the engagement and communications considerations.

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Strategic Plan Quarter 2 Update 2022 - Our City, Our Future.docx |
| Attachments: | - Q2 Our City Our Future Council Update 05-07-2022.pdf |
| Final Approval Date: | Jul 6, 2022 |

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

Victoria Etchegary - Jul 6, 2022 - 2:24 PM

No Signature - Task assigned to Derek Coffey was completed by delegate Kevin Breen

Derek Coffey - Jul 6, 2022 - 2:39 PM

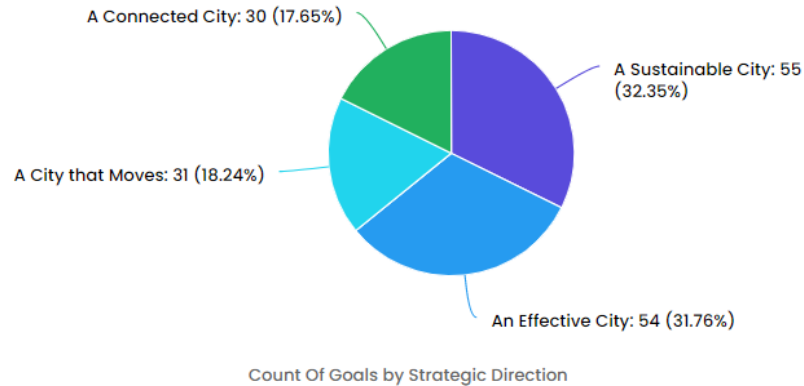


Annual Action Plan

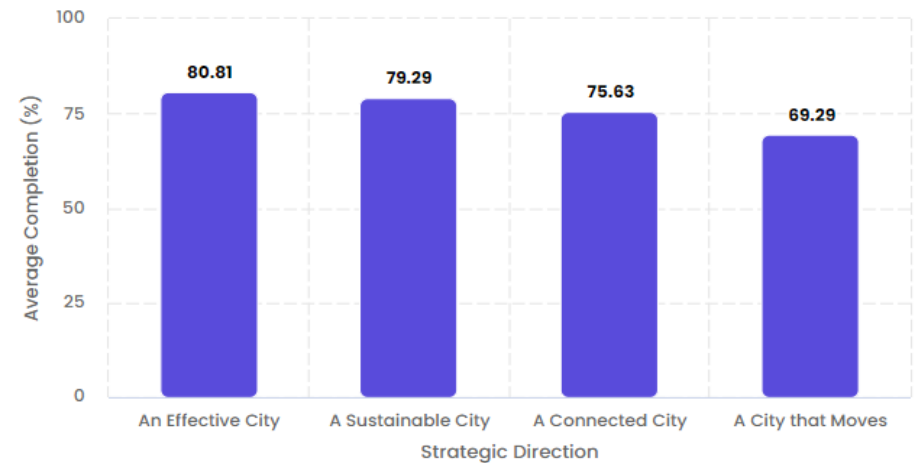
- Progress at a Glance
- Progress Report Q2 2022
- Continuous Improvement Project Updates

Our City Our Future Strategic Plan – Progress at a Glance

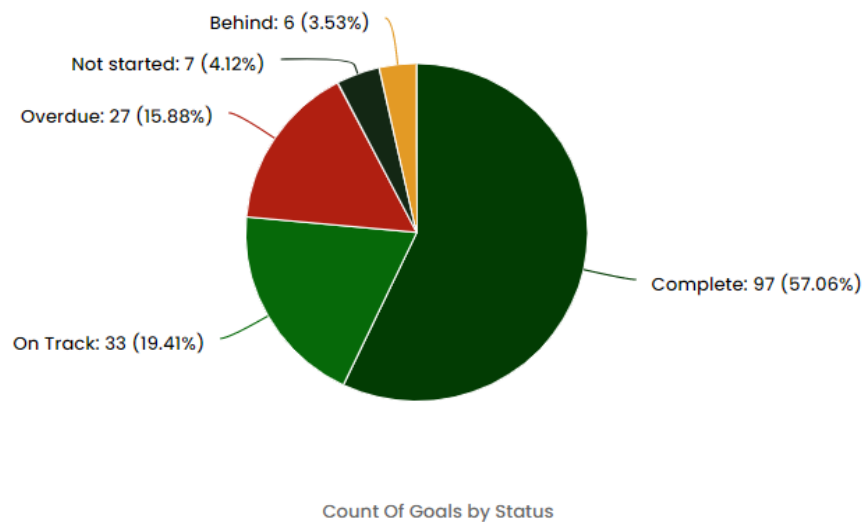
🕒 Number of Initiatives per Strategic Direction



📊 Average Completion of Initiatives per Strategic Direction



🕒 Status of all Initiatives Since Launch of Plan in 2019



6 initiatives have been completed since the last update to Council

- Develop corporate framework for compliance with Payment Card Industry Data Security Standard (PCI DSS)
- Complete an Economic Development Plan
- Advance a Service Excellence Framework
- Develop staff training modules to enhance understanding and ensure legislative compliance
- Complete a continuous improvement maturity assessment
- Improve emergency and safety services processes, policy, and procedures

Continuous Improvement (CI) – Progress at a Glance

CI Projects Outcome Tracker

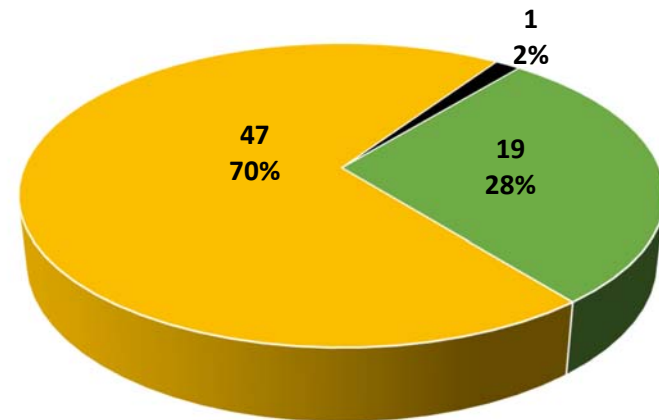
| Total Lead/Process Time Saved (hours per year) | Total Staff Time Reinvested (hours per year) |
|---|---|
| 64,256 | 2,999 |
| Average % Change in Lead/Process Time | Sum of Dollar Value of Staff Time Reinvested |
| 45% | \$193,550 |
| Financial Reinvestment | |
| \$60,217 | |

All CI projects aim to reduce waste in processes (activities that do not add value from a customer perspective), thereby improving lead time, turn-around time, save hard costs and ultimately improve employee engagement and customer experience. To demonstrate how this is working in real time, the City has started using a data collection tool to better capture outcomes from CI projects. The table above shows the cumulative outcomes from a variety of projects, some of which are small in scale but still yield significant results.

9 CI projects have been completed since the last update to Council

- Improve the work order process for City Buildings
- Map and improve the asset management process for linear infrastructure
- Improve the user set-up process for network and application privileges
- Streamline the annual call for performers process
- Develop a tracking system for completion of asset inventory and building condition assessments
- Creation of an electronic document log and payroll processing improvements
- Streamline the clothing order process in Community Services
- Improve operational processes at St. John's Regional Fire
- Improve internal communication of water quality information

Total Number of Employees with Continuous Improvement Certifications by Type



■ Black Belt ■ Green Belt ■ Yellow Belt

Our City Our Future Strategic Plan

A SUSTAINABLE CITY

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|---|---|------------|------|------|------|------|------|------|------|------|--------------------|
| Be financially responsible and accountable: 100% | | 2025/12/31 | | | | | | | | | On Track |
| → Develop corporate framework for compliance with Payment Card Industry Data Security Standard (PCI DSS): 100% | NEW Council Quarterly Achievements: Revision to the City's Cash Handling Policy to incorporate Payment Card Industry Data Security Standards (PCI DSS) was approved by Council at COTW, June 15th, 2022, thus concluding this strategic plan initiative. <i>2022/06/29</i> | 2020/12/31 | | | | | | | | | Complete |
| → Develop a Commercial Vacancy Allowance Policy and Align with the Commercial Vacancy Allowance by-law: 100% | NEW 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 |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|---|--|------------|------|------|------|------|------|------|------|------|--------------------|
| → Advance a corporate wide asset management program: 100% | NEW Council Quarterly Achievements: The development of an asset management (AM) program is a multi-year process. Currently: <ul style="list-style-type: none"> LIS working on digitizing the AM data collection template and development of a tool to use for ease of input, the tool was piloted in Q2 2022 and is being refined. Facility Engineering continuing to work on data collection Water & Wastewater (Infrastructure) group working on verifying data records Work continues on the Strategic Asset Management Plan with an initial draft expected by year end 2022 Work on Asset Management Roadmap, which is needed to record and track AM targets for short and long term, is on track 2022/06/09 | 2023/12/31 | | | | | | | | | On Track |
| → Develop Asset Management Plans | NEW Council Quarterly Achievements: This initiative is multi-year, data collection is ongoing to support Asset Management plans in the following areas: <ul style="list-style-type: none"> City Buildings Fleet Linear Infrastructure Roads and Sidewalks 2022/06/09 | 2024/12/31 | | | | | | | | | On Track |
| → Complete State of Infrastructure Report | NEW Council Quarterly Achievements: Slated to commence in 2023. 2022/06/28 | 2026/12/31 | | | | | | | | | Not started |
| Plan for land use and preserve and enhance the natural and built environment where we live | | 2025/12/31 | | | | | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|--|---|------------|------|-------------|-------------|-------------|------|------|------|------|--------------------|
| → Develop a Development Design Manual | NEW Council Quarterly Achievements: The Development Design Manual is being reviewed by new Transportation Staff, Legal, and Senior Management. <i>2022/06/29</i> | 2020/12/31 | | <div></div> | | | | | | | Overdue |
| → Develop a Heritage Plan: 100% | NEW Council Quarterly Achievements: Suggest a revised completion date of May 2023, based on the work to be completed. This project will be done in-house. <i>2022/06/30</i> | 2021/10/29 | | <div></div> | | | | | | | Overdue |
| → Develop a Downtown Plan - a secondary or area plan under the Envision St. John's Municipal Plan: 100% | NEW Council Quarterly Achievements: Suggest a change of completion date to September 2023, with the relevant steps adjusted accordingly. A timeframe of 1 year from award of contract has been set, once the RFP is advertised and a winning firm is selected. <i>2022/06/30</i> | 2021/12/31 | | <div></div> | | | | | | | Overdue |
| → Replace subdivision development policy with new development policy | NEW Council Quarterly Achievements: Old Subdivision and Development policy to be rescinded and details worked into the Development Design Manual. Currently working with Legal Department on changes to security process. <i>2022/06/24</i> | 2021/12/31 | | | <div></div> | | | | | | Overdue |
| → Wetland Study (Phase 2) - Functional Assessment | NEW Council Quarterly Achievements: Wetland Assessment field work to begin in coming weeks. Final Report due in November 2022. <i>2022/06/29</i> | 2022/04/30 | | | <div></div> | | | | | | Overdue |
| → Gleneyre Street Culvert Replacement | NEW Council Quarterly Achievements: Project to be tendered at the end of June with construction to begin in August. <i>2022/06/21</i> | 2022/10/28 | | | | <div></div> | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|--|--|------------|------|------|------|------|------|------|------|------|--------------------|
| → Divert waste from landfill: 100% | NEW 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. The City continues to see an increase in the tonnage of recycling collected. This increase in recycling is showing a positive benefit of the clear bag program. The City continues to primarily take an educational approach towards this program. Clear bags are now readily available from local retailers and suppliers. <i>2022/06/27</i> | 2022/12/30 | | | | | | | | | On Track |
| → Empire Avenue Sewer Separation Study: 100% | NEW Council Quarterly Achievements: Aiming to have RFP issued by end of June and consultant hired by August to begin the study. <i>2022/06/21</i> | 2023/03/31 | | | | | | | | | Behind |
| → Plan for and implement Phase 2 of Goulds Servicing - Sanitary Trunk Sewer Extension.: 100% | NEW Council Quarterly Achievements: Project started in Fall 2021. Construction currently ongoing with latest schedule showing all sewer pipe to be installed in 2022. The remaining work including surface course asphalt expected to be completed by the Summer of 2023. <i>2022/06/21</i> | 2023/07/28 | | | | | | | | | On Track |
| → Plan for and implement Phase 3 of Goulds Servicing - Sewage Forcemain: 100% | NEW Council Quarterly Achievements: Construction is progressing well. All pipe is expected to be installed by August. Connections to the Trunk Sewer (Gould's Servicing - P2) and the pumping station cannot be completed until the Gould's Servicing - Trunk Sewer P2 is active. This is expected to be completed by the Summer of 2023. <i>2022/06/21</i> | 2023/12/15 | | | | | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|--|--|------------|------|------|------|------|------|------|------|------|--------------------|
| 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% | NEW Council Quarterly Achievements: The economic development plan has been drafted as a framework to guide the directions for economic development activities. 2022/06/24 | 2019/12/31 | | | | | | | | | Complete |
| → Begin implementation of the Economic Development Plan: 100% | NEW Council Quarterly Achievements: Progress ongoing with the delivery of projects within the framework. <ul style="list-style-type: none"> Innovate Canada will be hosted July 2022 Second My New St. John's Live event will be held October 2022 Public art project installed, Williams Lane Place marketing ongoing with Advantage St. John's 2022/06/24 | 2020/12/31 | | | | | | | | | Overdue |
| → Deliver on a regional Themed Signage Strategy as outlined in Roadmap 2021: 100% | NEW Council Quarterly Achievements: RFP re-issued and being reviewed. 2022/06/24 | 2020/12/31 | | | | | | | | | Overdue |
| → Deliver, with partners, a report on Regional Economic Development | NEW Council Quarterly Achievements: Reports are complete and working through direction with partners 2022/06/28 | 2022/05/31 | | | | | | | | | Overdue |
| → Explore opportunities to build an innovative problem solving culture using entrepreneurial approaches.: 100% | NEW Council Quarterly Achievements: Working towards a new project for 2022 with further information to be provided in future council reports. 2022/06/24 | 2022/12/31 | | | | | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|--|--|------------|------|------|------|------------------------|------------------------|------|------|------|--------------------|
| → Refresh the Arts & Cultural plan | NEW Council Quarterly Achievements: Assessment of plan completed in 2021 and refresh of directions/themes on schedule for 2023 completion <i>2022/06/24</i> | 2023/03/31 | | | | <div><div></div></div> | <div><div></div></div> | | | | On Track |
| Work collaboratively to create a climate-adapted and low-carbon city | | 2025/12/31 | | | | <div><div></div></div> | <div><div></div></div> | | | | On Track |
| → Implementation of Resilient St. John's Community Climate Plan: 100 | NEW Council Quarterly Achievements: <ul style="list-style-type: none"> Residential Energy Retrofits Program Design: The City is working with Econext to design a program to support residential energy efficiency, with the intention to apply for funding to FCM's PACE Financing. Program design workshops by Fundamental Inc. are ongoing with the City, as well as NLPower, NLHydro, the provincial government, and communities across Newfoundland and Labrador. A program design for council's consideration to support is expected by end of year. Details of what would need to be adjusted in the municipal act, and taxation act for Cities in NL to be able to consider the implementation of these program through the property tax frameworks were provided to the provincial government for consideration. These types of programs are available to residents in most provinces in Canada at the discretion of municipal councils. Metrobus Electrification: The City was awarded a ZEVIIP planning grant to develop a detailed feasibility study for the long-term electrification of the system. Including modeling to ensure operation needs are met, route modeling to determine range of vehicles, and specification for a phased charging infrastructure deployment at the Metrobus depot. Environmental and Sustainability Experts Panel: Membership has been appointed and discussions ongoing as to how the ESEP can best support the City and community in scoping the implementation of the Resilient St. John's Community Climate Plan by scoping projects and programs to be implemented through partnerships. | 2022/12/31 | | | | <div><div></div></div> | | | | | On Track |

| | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|--|---|----------|------|------|------|------|------|------|------|------|--------------------|
| | <ul style="list-style-type: none"> • IURC Partnership: Through funding by the European Union, the City hosted delegates from the City of Braga, Portugal. This study visit is part of the European Union's International Urban and Regional Cooperation (IURC) program in North America. IURC is the world's largest city-to-city cooperation program and an international network of reference for urban innovation and sustainable urban development. This study visit saw staff and community organizations share lessons across the following thematic areas: Sustainable urban mobility and transportation including electric mobility; Tourism, incorporating sustainable and local development; Education, jobs, skills, innovation and technology; Renovation wave – energy efficiency in buildings. • Lundrigan's Marsh Restoration Green Team: A Green Team in partnership with CCNL and SAM has been taken on by the City to complete some cleanup work on the lookout, and restoration work and tree planting at Lundrigan's Marsh, including various educational sessions for residents between July – August 2022. • Building Residents' Home Flood Resilience: Funding application to the Intact Foundation to support residential flood protection improvements was not selected this year. Other funding sources will be pursued as they become available. • Incorporating Climate Change: Climate change considerations are being included in risk assessment and business continuity planning, as well as water infrastructure masterplans and management. • Low-waste & Circular Economy: Partnership with DFO and NAACAP to deploy litter collection baskets downtown is coming to an end. Recommendations are expected to come to council for next steps. Efforts to scope and support community composting and waste-to-value community efforts are ongoing. <p>2022/06/28</p> | | | | | | | | | | |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Current Completion |
|--|--|------------|------|------|------|------|------|------|------|------|--------------------|
| Implementation of Corporate Climate Plan | <div>NEW</div> <p>Council Quarterly Achievements:</p> <ul style="list-style-type: none">Energy Audits to Identify Opportunities & Developing a Budget-Neutral Approach to Energy Efficiency and GHG Reduction: The Corporate Energy Team is developing the scope of a "self-paying" energy efficiency program through an energy performance contract with Honeywell and their subcontractors, who were selected through a competitive process. The first step was to complete a detailed energy audit at 19 City owned buildings and facilities to identify "self-paying" opportunities. The project team submitted a proposal to the Climate Change Challenge Fund, and is in the process of identifying more grants as the energy efficiency solutions are being developed. The program aims to address energy efficiency, while also helping the corporate city operations achieve heating oil fuel use reductions in line with the City's Greenhouse gas reduction targets.Electric Vehicle Charging Infrastructure in City Facilities: The City awarded the supply and install contracts for a corporate EV charging network. Work is ongoing to finalize the timelines for the installation. Also, a proposal was submitted to NLPower's call for Level 3 chargers hosts, including City owned facilities as well as City owned land to ensure opportunities exist for NLPower to place chargers in our community. Site selection will be determined by NLPower and the City may or may not be selected this year.Anti-Idling Corporate Policy: is under review and revisions will be brought to council. | 2022/12/31 | | | | | | | | | On Track |
| | 2022/06/28 | | | | | | | | | | |

A CITY THAT MOVES

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|--|------------|------|------|------|------|------|------|------|--------------------|
| Create a sustainable and accessible, low-carbon public transportation system: 100% | | 2025/12/31 | | | | | | | | On Track |
| → Improve the customer experience through the introduction of new smart card features (mCard and Go-Card) | NEW Council Quarterly Achievements: This work is proceeding and several new smart card features have been introduced including real-time card reloads, the ability to temporarily suspend lost cards, or place cards on vacation mode. 2022/06/28 | 2022/05/31 | | | | | | | | Overdue |
| → Completion and adoption of an electrification plan for public transit | NEW Council Quarterly Achievements: Consultant has been chosen and project scoping exercise is being completed. 2022/06/28 | 2022/10/31 | | | | | | | | On Track |
| → Commence the development of an accessibility plan for transit | NEW Council Quarterly Achievements: This item is due to commence in fall 2022. 2022/06/28 | 2022/11/30 | | | | | | | | Not started |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|---|------------|------|------|------|------|------|------|------|--------------------|
| → Implement select recommendations from the Public Transit Review: 100% | <div>NEW</div> <p>Council Quarterly Achievements: Several initiatives are being undertaken in 2022:</p> <ul style="list-style-type: none">Improve transit accessibility by installing bus shelters at ten new locations – the tender for new shelters has been completed and the order placed with delivery expected by mid-fall 2022. Locations for shelters have been selected.Evaluate the effectiveness of on demand software for paratransit – the evaluation has been completed and monitoring continues.Identify opportunities for a pilot of on demand service on Metrobus – preliminary discussions will take place in early July.GoBus – introduce use of Go-Cards on accessible taxis when providing rides under contract – this item has been completed and cards are working well.Implementation of automated onboard stop announcement system to improve accessibility on all routes – this item is due to commence in Q3 2022. <p>2022/06/28</p> | 2022/12/31 | | | | | | | | On Track |
| Improve safety for all users on a well-maintained street network: 100% | | 2025/12/31 | | | | | | | | |
| → Implement the Transportation Master Plan: 100% | <div>NEW</div> <p>Council Quarterly Achievements: Household travel survey delayed due to Transportation Group staffing levels and COVID-19.</p> <p>2022/06/30</p> | 2020/04/30 | | | | | | | | Overdue |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|--|--|------------|------|------|------|------|------|------|------|--------------------|
| → Implement select recommendations and actions from the Paid Parking Management Strategy: 100% | NEW Council Quarterly Achievements: Staff have worked with the vendor to resolve the battery capacity issues in pay stations. The remaining pay stations are ordered and expected to be in transit within the next week or so. No recent work on parking permit design for Churchill Square or consultations on residential and visitor permit program due to to Transportation Group staffing level and COVID-19 <i>2022/06/30</i> | 2020/12/31 | | | | | | | | Overdue |
| → Goldstone St. @ Team Gushue Highway Ramps Intersection Improvements - Roundabouts: 100% | NEW Council Quarterly Achievements: Design is approximately 75% complete. No funding for construction to date. Design is expected to be completed Summer 2022. <i>2022/06/21</i> | 2021/12/31 | | | | | | | | Overdue |
| → Initiate Annual Intersection Safety Program | NEW Council Quarterly Achievements: Consultants report in Draft form. Work ongoing. Expect completion Fall 2022 <i>2022/06/30</i> | 2021/12/31 | | | | | | | | Overdue |
| → Digitize City Pavement Markings | NEW Council Quarterly Achievements: Some preliminary work completed in preparation for an RFP. New manager reviewing with staff. Will provide more detailed update in Q3. <i>2022/07/04</i> | 2021/12/31 | | | | | | | | Overdue |
| → Integrate Paid Parking Management System | NEW Council Quarterly Achievements: Meeting with the vendors have taken place. Each vendor is now working on the implementation plan which should be completed by July 31st. Go live is expected to be by September 5th. <i>2022/07/04</i> | 2022/09/30 | | | | | | | | On Track |
| → Update Traffic Calming Policy | NEW Council Quarterly Achievements: Revised policy in draft. On track for completion of policy in Fall 2022. <i>2022/06/30</i> | 2022/12/31 | | | | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|--|------------|------------------------|------------------------|------|------------------------|------------------------|------|---------|--------------------|
| → Implement annual traffic calming program | <div>NEW</div> <p>Council Quarterly Achievements: Corridors identified and public surveys completed. Prioritization underway. Expect to complete five streets in 2022.</p> <p>2022/06/30</p> | 2022/12/31 | | | | <div><div></div></div> | | | | On Track |
| Expand and maintain a safe and accessible active transportation network: 100% | | 2025/12/31 | <div><div></div></div> | | | | <div><div></div></div> | | | On Track |
| → Conduct Kelly's Brook Trail design process (shared use path recommended by Bike St. John's Master Plan): 100% | <div>NEW</div> <p>Council Quarterly Achievements: Design for Columbus Drive to Carpasian Road, phase 1, is near completion with some minor revisions. Carpasian Road to King's Bridge Road, phase 2, is in the concept alignment stage. Original funding was insufficient for construction so it was approved by Council to cancel the original agreement and apply for alternate cost-shared funding options. Funding was applied for under two cost-sharing opportunities but staff have not heard back to date.</p> <p>2022/06/21</p> | 2021/06/30 | | <div><div></div></div> | | | | | Overdue | |
| → Annual Infill Sidewalk Program | <div>NEW</div> <p>Council Quarterly Achievements: Working with Transportation Department to prioritize locations where sidewalk is required while coordinating with the Bike Master Plan ultimate build-out. Aiming to go to tender Early Fall for 2022 Program. 2021 Program ongoing and expected to be completed this Summer.</p> <p>2022/06/21</p> | 2022/12/31 | <div><div></div></div> | | | <div><div></div></div> | | | | Behind |
| → Construct Kelly's Brook Shared Use Path: 100% | <div>NEW</div> <p>Council Quarterly Achievements: Design phase still ongoing. No approved funding for construction to date.</p> <p>2022/06/22</p> | 2023/04/04 | | | | <div><div></div></div> | | | | Not started |
| → Canada Drive active transportation improvements | <div>NEW</div> <p>Council Quarterly Achievements: Concepts developed and presented through public engagement in Spring 2022-What we Heard document released June 28, 2022. Design phase ongoing.</p> <p>2022/06/30</p> | 2024/12/31 | | | | <div><div></div></div> | <div><div></div></div> | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|---|------------|------|------|------|--------------------------------------|------|------|------|--------------------|
| <div> <div></div> <div>Elizabeth Avenue active transportation and roadway improvements</div> </div> | <div>NEW</div> <div>Council Quarterly Achievements: Design ongoing.</div> <div>2022/06/30</div> | 2024/12/31 | | | | <div> <div></div> <div></div> </div> | | | | On Track |

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 | | | | | | | | On Track |
| → Increase number of youth engaged in City matters through a Youth Panel: 200 People(s) | NEW Council Quarterly Achievements: The Online Youth Panel was launched in Q1 with a goal to have ongoing feedback from the youth demographic. To date there are 97 members of the Panel of whom, 57, have opted in to text messaging. The target for the year is 200 members and lead staff are working with the City's Communications Team and Youth Engagement Working Group to develop strategies and approaches to increase not only the number of members within the Panel but also their active participation in the surveys. To date, the City has issued five panel questionnaires and received 139 responses. Topics have included: indicators of a livable city, affordable housing, elections, employment, disaster and emergency preparedness. Results are shared with relevant city staff for their consideration. 2022/06/24 | 2022/12/31 | | | | | | | | On Track |
| → Pilot the use of EngageStJohns.ca for planning applications requiring rezoning | NEW Council Quarterly Achievements: Pilot plan is in implementation mode. Staff in Organizational Performance and Strategy are working with Planning and Communication to ensure projects are accurate and timely and will monitor participation and usage of the project page over the next 12 months. To date, four projects have been profiled. Staff will ramp up communications efforts in Sept. 2022. 2022/06/24 | 2023/06/30 | | | | | | | | On Track |
| Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities: 100% | | 2025/12/31 | | | | | | | | On Track |
| → Roll out social marketing strategy to address Not in My Backyard (NIMBY) | NEW Council Quarterly Achievements: This project remains on hold. 2022/06/29 | 2021/12/31 | | | | | | | | Overdue |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|---|------------|------|------|------|------|------|------|------|--------------------|
| → Galway Village Green (Phase 1) | NEW Council Quarterly Achievements: Galway Village Green Phase 1 Playground Project is moving ahead as scheduled. Council awarded the Construction Tender to Can-Am Platforms on June 20, 2022. Pre-Construction meeting is slated for June 22, 2022 while construction documentation is collected and contracts executed. There is the potential for this project to be delayed in completion. There are challenges with the acquisition of the playground equipment as there are country-wide delays associated with similar projects and scope. However, staff are confident that they can achieve completion of the parking lot, multi-court, fencing, trails, pathways, and park lighting per the proposed fall completed schedule. 2022/06/21 | 2022/11/30 | | | | | | | | On Track |
| → Advance Year 1 of the Healthy City St. John's Strategy | NEW Council Quarterly Achievements: Progress on the Healthy City Strategy is on schedule with the formation of the joint Eastern Health/City of St. John's Mobilization team to be finalized by the June 30th deadline. The duties of Recreation Division staff have been realigned to support advancement of the Strategy. Work towards goals in all 6 pillars is advancing. 2022/06/24 | 2022/12/16 | | | | | | | | On Track |
| → Develop Conceptual Design for Bowring Park Skating Surface | NEW Council Quarterly Achievements: Staff are ahead of the projected schedule outlined for the tasks identified for this project. The RFP will be issued for the Prime Consultant by June 24, 2022. It is anticipated that two conceptual renderings will be in hand for review and selection of the preferred design by our primary stakeholder, the Bowring Park Foundation, by September so that they may be able to start on their fundraising campaign for this project 2022/06/21 | 2022/12/30 | | | | | | | | On Track |
| → Reduce vacancies in lower end of market (LEM) rental housing units by 10% by Dec 2022: 26 Vacancy Rate (%) to 16 Vacancy Rate (%) | NEW Council Quarterly Achievements: On track to achieve the 10% reduction in LEM vacancy rate by end of year. 2022/06/29 | 2022/12/31 | | | | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|--|--|------------|------|------|------|------|------|------|------|--------------------|
| → Cycling Pump Track at Quidi Vidi | NEW Council Quarterly Achievements: Construction is expected to begin in August after the Royal St. John's Regatta and is anticipated to be complete in October. <i>2022/06/22</i> | 2022/12/31 | | | | | | | | Behind |
| → Construction of the H.G.R. Mews Centre Replacement | NEW Council Quarterly Achievements: The new Mews Replacement project is moving ahead according to schedule. A significant amount of civil site works have been completed to date. The playground is in the final stages of completion with the grand opening scheduled for August 11, 2022. The geothermal wells have been installed on site and the lines are currently being tested for connection to the building. Pool walls for both the lap pool and the leisure pool are completed and steel erection is well underway. Land acquisition for widening the entrance to Mundy Pond Park is nearly finalized. Site services and headwalls for culverts are currently being completed to enable the site access road work to begin and curb, gutter and sidewalk installation and a base course of asphalt. Trail modifications and upgrades will be completed in the coming week and returned to Grand Concourse standards shortly. <i>2022/06/21</i> | 2023/11/30 | | | | | | | | On Track |
| → Upgrade Downtown Lighting to LED | NEW Council Quarterly Achievements: Funding not secured for 2022. Application is submitted for 2023. An update will be provided in 2023. <i>2022/06/30</i> | 2023/12/01 | | | | | | | | Not started |
| → Create a new Recreation Master Plan | NEW Council Quarterly Achievements: Slated to commence in fall of 2022. <i>2022/06/28</i> | 2023/12/06 | | | | | | | | Not started |

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 |
| → Evaluate the Special Events application process and associated fees and make recommendations for modifications: 100% | NEW Council Quarterly Achievements: Updated policy and procedures have been reviewed by the Legal Department and required revisions are in the process of being made. Once completed, Legal will conduct a final review. 2022/06/22 | 2021/01/31 | | | | | | | | Overdue |
| → Review and update accident review process: 100% | NEW Council Quarterly Achievements: Reviewing external contractor feedback and comparing to internal departmental requirements in preparation for commencing drafting of final report. 2022/06/29 | 2021/11/30 | | | | | | | | Overdue |
| → Implement bid evaluation software: 100% | NEW Council Quarterly Achievements: Staff want to complete the Vendor Performance project before starting this one as it is a module in the same software. Expect to begin this project in the 1st quarter of 2023. 2022/06/24 | 2021/12/31 | | | | | | | | Overdue |
| → Develop action plan and build capacity to support the Employee Success Program: 100% | NEW Council Quarterly Achievements: Delayed due to resource shortages. Training material is being finalized with a pilot session taking place in August. Roll out to all management employees will be scheduled after the pilot. 2022/06/28 | 2021/12/31 | | | | | | | | Overdue |
| → Develop staff training modules to enhance understanding and ensure legislative compliance | NEW Council Quarterly Achievements: Training modules have been completed for Mechanics' Liens, Development Securities, and Land Easements. Scheduling of sessions is forthcoming. 2022/06/29 | 2021/12/31 | | | | | | | | Complete |

| 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 | NEW Council Quarterly Achievements: Information session on role of Legal Department was offered at the Managers' Forum on May 3, 2022. Session was well received. <i>2022/06/29</i> | 2021/12/31 | | | <div><div></div></div> | | | | | Overdue |
| → Occupational Health and Safety Program Policy Development | NEW Council Quarterly Achievements: The initiative has stalled. Staff will continue with developing an OHS program policy as it is a cornerstone to revamping the division. In addition, the City's internal audit division has begun an audit of the OHS divisions. Audit objectives will be developed by the beginning of July, preliminary documentation has already been provided to audit division. <i>2022/06/21</i> | 2021/12/31 | | | <div><div></div></div> | | | | | Overdue |
| → Implement a new FDM Training Module | NEW Council Quarterly Achievements: Continue to work through final three outstanding issues related to our CAD system which is holding back the upgrade. As delays working around these identified issues have persisted, staff are changing course to move forward to implement the Training module under the current version and continue to work on the upgrade after words. Request has been submitted to vendor to get this process moved up and started. <i>2022/06/23</i> | 2022/02/01 | | | <div><div></div></div> | | | | | Overdue |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|--|---|------------|------|------|------|------------------------|------|------|------|--------------------|
| → Complete a continuous improvement maturity assessment | NEW <p>Council Quarterly Achievements: This maturity assessment is complete and the City received a bronze status result, a typical result for an organization of this size at this stage of its Lean journey. It is important to note that this result has been achieved using existing human resources and budget over the past four and half years. The report notes: "Overall, the City of St. John's has a well established foundation for continuous improvement. It has developed a strong stance in lean as the way of work. The municipality has developed a strategy, a method of linking projects to strategy and a St. John's steering committee, commitment to training and development, as well as opportunities to improve which are abundant and supported. Standard work has been developed and leveraged from many parts of the organization." Recommendations for the future include: Leverage Hoshin (Lean) planning for strategy , formalize a link with performance and delivery of strategic goals, identify core value streams across the organization and determine key process health metrics to drive operational excellence, continue to drive engagement and excitement through forms of communication. The Organizational Performance and Strategy Team will work with senior staff to develop an action plan going in to 2023 that aligns with other strategies such as service excellence, employee engagement, etc. to further advance the City's CI efforts.</p> <p>2022/06/29</p> | 2022/06/30 | | | | <div><div></div></div> | | | | Complete |
| → Review and Update Residential Parking Guide | NEW <p>Council Quarterly Achievements: Parking Enforcement staff met with Access staff to develop review criteria. Some preliminary work completed.</p> <p>2022/07/04</p> | 2022/12/30 | | | | <div><div></div></div> | | | | On Track |
| → Expand the Application of Electronic Field Notices in Regulatory Services | NEW <p>Council Quarterly Achievements: Some preliminary work done. Staff are working on developing a checklist for the permit types.</p> <p>2022/06/29</p> | 2022/12/30 | | | | <div><div></div></div> | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|--|------------|------|------|------|------|------|------|------|--------------------|
| → Review and update by-laws: 100% | NEW Council Quarterly Achievements: Work is proceeding on the following: <ul style="list-style-type: none"> A draft of the Residential Property Standards By-law is in development. Code of Ethics By-law - the Province is to provide templates for model codes. This will determine if the City has to draft its own codes or simply adopt the province's templates. Internal meetings are taking place on the Commercial Property Tax By-law. Anticipate a draft by late fall 2022. 2022/06/29 | 2022/12/30 | | | | | | | | On Track |
| → Develop policies, procedures & service standards to enhance Regulatory Services processes: 100% | NEW Council Quarterly Achievements: Four standard operating procedures have been completed in inspection services and two in parking enforcement. Two additional procedures are slated for completion in parking enforcement in 2022. 2022/06/29 | 2022/12/30 | | | | | | | | On Track |
| → Improve processes, policy, and procedures related to emergency and safety services: 100% | NEW Council Quarterly Achievements: This initiative has reached completion. Final item is the first meeting of the Emergency and Continuity Advisory Committee which is booked for July 5, the Terms of Reference will be tabled for approval at this meeting. 2022/06/21 | 2022/12/31 | | | | | | | | Complete |
| → Develop a Support for Affordable Housing Development Policy | NEW Council Quarterly Achievements: Work to create the policy continues to move along. Review by internal stakeholders is underway. 2022/06/24 | 2022/12/31 | | | | | | | | Behind |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|--|------------|------|------|------|------|------|------|------|--------------------|
| → Undertake Continuous Improvement Projects | NEW <p>Council Quarterly Achievements: Nine continuous improvement projects have been completed since the last update and two additional projects are nearing completion. Ten new yellow belt projects are getting underway and are due to be completed in Q3-Q4. A new project is also underway to document and improve the intake process for development securities.</p> <p>2022/06/30</p> | 2022/12/31 | | | | | | | | Behind |
| → Create a continuous improvement (CI) culture through ongoing training & development: 100% | NEW <p>Council Quarterly Achievements: The focus so far in 2022 has been 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"> delivered CI for managers to all new managers to the organization Shared CI success stories internally through information sessions/stories 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). One cohort of YBs took place in 2022 bringing the total of YBs trained to 47. developed two case studies for City Guide to translate results from CI to the public <p>2022/06/29</p> | 2022/12/31 | | | | | | | | On Track |
| → Deliver employee conflict management training: 1.2k People(s) | NEW <p>Council Quarterly Achievements: Training in conflict management continues. As of the end of Q2, 111 employees have completed the training session.</p> <p>2022/06/30</p> | 2023/06/30 | | | | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|--|---|------------|------|------|------|------|------|------|------|--------------------|
| → Identify and undertake initiatives to support employee engagement | NEW Council Quarterly Achievements: Results at both a corporate and departmental level have been shared and discussed with staff throughout the organization. Departments have provided feedback to the project team on the discussions and the project team has analyzed the key issues from a corporate perspective. Over the coming months the project team will develop a corporate action plan to address issues and work with department heads on their departmental focused plans to address key concerns. 2022/06/29 | 2023/12/31 | | | | | | | | On Track |
| 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% | NEW Council Quarterly Achievements: Working with the Information Technology department, Council Chambers has been set up to host press conferences and other video productions live on our website. Staff have purchased the microphones necessary to produce podcasts, with a plan to begin with a Mayor's podcast in September. Staff will have the new website in place in the fall, with an ability for members of the public to sign up for Council updates. By mid-September, this strategy will be in full implementation. 2022/06/28 | 2019/12/31 | | | | | | | | Overdue |
| → Implement vendor performance module for bids and tenders software: 100% | NEW Council Quarterly Achievements: Software bugs have created significant delays in this project. Most of the problems have been resolved. Staff are working with the vendor to resolve these and expect to have the project complete in the 4th quarter of 2022. 2022/06/24 | 2021/05/28 | | | | | | | | Overdue |
| Achieve service excellence through collaboration, innovation and modernization grounded in client needs | | 2025/12/31 | | | | | | | | On Track |

| Goal | Council Update | Due Date | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Current Completion |
|---|---|------------|------|------|------|------|------|------|------|--------------------|
| → Advance a Service Excellence Framework: 100% | NEW Council Quarterly Achievements: This framework has been approved by senior staff and the Deputy City Manager for Community Services is senior champion. The framework will also include innovation and focus on six pillars: Continuous Improvements, Voice of Customer, Service Standards, Tools and Training, E-services, Web and Apps. Action items to advance the pillars will be captured on an annual basis under the new goal approved in 2022 – Achieve service excellence through collaboration, innovation, and modernization grounded in customer needs. <i>2022/06/24</i> | 2019/12/31 | | | | | | | | Complete |
| → Implement solutions software, Yardi Voyager, to improve management of applications, tenants, units, rent payments | NEW Council Quarterly Achievements: Staff continue to work with IT and the Yardi vendor, however, the project is behind. The new 'go live' date is mid November 2022. <i>2022/06/24</i> | 2021/12/31 | | | | | | | | Overdue |
| → Plan for and implement the 2022 Citizen Satisfaction Survey: 100% | NEW Council Quarterly Achievements: Staff are currently reviewing proposals and a vendor will be selected and contract put in place in the coming weeks. Survey is on track for implementation in Fall 2022. <i>2022/06/24</i> | 2022/12/31 | | | | | | | | Behind |
| → Advance a new City website: 100% | NEW Council Quarterly Achievements: The new site is in test mode, with all content reviewed and uploaded. During Q3 staff will finalize the site for a fall launch. <i>2022/06/28</i> | 2022/12/31 | | | | | | | | On Track |
| → Source & Implement Citizen Request Management (CRM) System for 311 | NEW Council Quarterly Achievements: On track. Finalizing the contact with the vendor and looking to have the project kick-off in the fall. <i>2022/07/05</i> | 2023/12/31 | | | | | | | | On Track |

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

GOAL

| Goal | Current Completion | Progress Update |
|---|--------------------|---|
| Undertake Continuous Improvement Projects | Behind | <p>Progress: Nine continuous improvement projects have been completed since the last update and two additional projects are nearing completion. Ten new yellow belt projects are getting underway and are due to be completed in Q3-Q4. A new project is also underway to document and improve the intake process for development securities.</p> <p>Next Steps: <i>No value</i> 2022/06/30</p> |
| → Work order process for City Buildings: 100% | Complete | <p>Progress: A high volume of service requests are processed by the City Buildings division of Public Works annually. A significant number of service requests (71%) require follow-up or clarification before actioning due to inaccurate or incomplete information. In addition, only 54% of service requests are received via Wennsoft, the corporate application designed to facilitate the process. To address the problem of defective service requests the following process Improvements were piloted: 1. Creation of intranet page with user help information, guides, faqs, video etc.; 2. Communication of service standards and related information; 3. Creation of training curriculum and pilot of virtual training session/demo held for 24 users on December 16, 2021.</p> <p>Data collection completed after the piloted improvements indicated improvement goals were met as follows: percentage of service requests received in Wennsoft versus other means increased from 54% to 95% (76% improvement); percentage of service requests with errors decreased from 71% to 50% (30% improvement). This has improved the overall efficiency of the process by reducing rework.</p> <p>Though the improvement goals were met, it is important to note that a significant number of service requests still contain errors and rework will occur in the process unless continued intervention occurs (continuous improvement is about incremental change). Changing user behaviour is in itself a process and it is recommended that the virtual training session be offered at least once a year and follow-up be initiated with specific user groups.</p> <p>Next Steps: <i>No value</i> 2022/06/07</p> |

| Goal | Current Completion | Progress Update |
|---|--------------------|---|
| → Collection of Accommodation Tax: 100% | Overdue | <p>Progress: There has been increased interest from the accommodation sector in availing of additional electronic payment options for accommodation tax. Implementing changes to this process will require discussions with a number of City departments. It is anticipated that these discussions will begin in the fall of 2022 and that this will be the medium-term focus of this CI project.</p> <p>Next Steps: Begin discussions on feasibility of additional electronic payment options. 2022/06/10</p> |
| → Improve Operational processes at St. John's Regional Fire Department: 100% | Complete | <p>Progress: 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 were 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, a new Policy and Operational Guideline (POG) was developed that 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 Q1 2022 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.</p> <p>As a result of the implemented improvements, there was a 17% reduction in lead time time and an additional 17% increase in work capacity allowing the other mechanic to concentrate on other work rather than being involved in changeover process.</p> <p>Next Steps: <i>No value</i> 2022/06/17</p> |
| → Improve the process used to obtain fleet shop supplies in Public Works: 100% | Overdue | <p>Progress: Contract for the vending machine was re-tendered and closed June 23, 2002. Bids are being evaluated. As per the tender, installation will occur within 3 months of contract award.</p> <p>Next Steps: Evaluate bids, award contract, and proceed to installation. 2022/06/24</p> |


| Goal | Current Completion | Progress Update |
|--|--------------------|--|
| → Map and improve the asset management process for linear infrastructure: 100% | Complete | <p>Progress: This project is complete. The resulting coordination of work between Planning, Engineering & Regulatory Services and Public Works for the Streets Rehab program has seen future cost avoidance of \$380k for two streets sampled. A3 final report for project is completed and has been submitted for review.</p> <p>Next Steps: <i>No value</i> 2022/06/09</p> |
| → Standardize the records management process to increase quality at source: 100% | Overdue | <p>Progress: 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 third quarter 2022.</p> <p>Next Steps: Complete data collection and assess effectiveness of pilot. Deliver training to other relevant Departments. 2022/06/22</p> |
| → Improve the user set-up process for network and application privileges | Complete | <p>Progress: Every year the Network team in Corporate Information Services processes more than 1,500 requests to add or change user network accounts and application privileges. Assigning users the correct group membership involves multiple employees, uses multiple applications, and uses information stored in multiple locations. If the correct information isn't provided upfront, staff have to gather it which can add 30 minutes to the setup process every time. This project developed a computer application which examines the City's IT directories and automatically gathers the information required. The application saves time and improves the accuracy of account setup. This process improvement will save more than 1,700 hours of staff time annually; time that can be reinvested into other work.</p> <p>Next Steps: <i>No value</i> 2022/06/13</p> |
| → Restructure the Intranet by piloting an improvement to the purchasing pages | Overdue | <p>Progress: The pilot has been finalized and reviewed.</p> <p>Next Steps: Submit A3 final report. 2022/06/28</p> |

| Goal | Current Completion | Progress Update |
|---|--------------------|--|
| → Map and streamline the OHS training process | Overdue | <p>Progress: The project team met with project sponsors to outline the current state of the process and review the root causes of waste. The current process has many steps and touchpoints throughout and there is duplication of effort, waiting, rework, and extra processing. Several suggested improvement ideas have been identified by the team and these are under further discussion by the project sponsors.</p> <p>Next Steps: Receive feedback on solutions and discuss the implementation plan details including timelines.</p> <p>2022/06/24</p> |
| → Create electronic forms for remote data collection for sewer pumping stations | Overdue | <p>Progress: Electronic forms have been created and crews are using them in the field using iPad minis. Anticipate that additional improvements or changes will be made as the forms are used more frequently.</p> <p>Next Steps: Submit final A3 report.</p> <p>2022/06/30</p> |
| → Improve the annual call for performers process | Complete | <p>Progress: The Call for Performers is an annual intake program for the "Music @" Concert Series, Cruise ship Dockside Welcomes, and other City-hosted events and festivals (e.g., Canada Day, Festival of Music & Lights). A fillable PDF form was used in the process but could be problematic as it was not user-friendly, tended to experience compatibility issues, and resulted in a high volume of emails. Once completed forms were received, a considerable amount of manual administrative work was required to collate and organize information. To improve the process a Microsoft online form was created that was mobile friendly, easy to use, more intuitive, and had built-in accessibility features. Feedback from users was positive and submissions for the year increased by 140% over the previous 5 years. The new online form helped reduce errors and eliminated a considerable amount of administrative work saving approximately 31 hours of staff time annually.</p> <p>Next Steps:</p> <p>2022/06/13</p> |
| → Map and standarize the asset acqistion and disposal process | Overdue | <p>Progress: Project is getting underway. Internal discussions held to refine project scope. Will focus first on mapping the current state of the process with a view to identifying potential areas for improvement.</p> <p>Next Steps: No value</p> <p>2022/06/22</p> |

| Goal | Current Completion | Progress Update |
|--|--------------------|---|
| → Improve internal communication of water quality information | Complete | <p>Progress: Training materials completed and information session for staff held on May 2, 2022. A pre and post session survey was completed by all attendees to help assess effectiveness. The overall benefit of the session was rated as 4.7 on a scale of 1-5, (5 being very beneficial). The overall level of awareness for all topics covered in the information session increased post session. For example, attendees comfort level with water quality and services provided by the laboratory showed a 62% increase. In addition, there has been improved communication and response time to substandard distribution system results and their remediation. Laboratory Services have been notified that action was taken after receiving unsatisfactory field results in a timely manner. Laboratory staff were then able to re-test and received a satisfactory result.</p> <p>Next Steps: 2022/06/30</p> |
| → Streamline the clothing order process in Community Services | Complete | <p>Progress: Uniforms for Citizen Services and Tourism staff are not part of a tender and can often take longer to order and can be more costly. The annual ordering process is time consuming for supervisors, buyers, and the Finance department. To reduce rework and waste in the process, a standard fillable PDF form was created providing staff with specific pre-determined choices. It is anticipated that this form will help reduce waste in the ordering process by 70%, however, as this is an annual process exact savings will not be known until the next order takes place.</p> <p>Next Steps: Track improvement metrics on next ordering cycle. 2022/06/13</p> |
| → Creation of electronic document log and other improvements for payroll processing in Planning, Engineering & Regulatory Services | Complete | <p>Progress: When the capital works payroll process partially transitioned from paper records to electronic filing in early 2021, the records log was not transitioned and remained paper-based. Ticket posting, job log, and other information was recorded in hard copy and maintained in a binder. Electronic information is more secure, easier to retrieve and review. This CI project standardized the payroll process so all aspects could be recorded, stored, and documented electronically. In addition, a set of standard payroll processing work instructions was updated. As a result of these improvements, the time to complete the payroll process was reduced by 33% resulting in an annual savings of 26 hours of staff time. Transitioning to electronic records also saved approximately 1,800 sheets of paper annually.</p> <p>Next Steps: No value 2022/06/13</p> |

| Goal | Current Completion | Progress Update |
|--|--------------------|---|
| → Develop a tracking system for completion of asset inventory and building condition assessments | Complete | <p>Progress: This item has been completed through the efforts of a yellowbelt project within the Facility Engineering Team. Staff now have a comprehensive list of all of buildings and a checklist of those buildings that have been completed along with their civic address and related information including pictures, as-builts etc. Implemented improvements resulted in a 55% reduction in the overall lead/process time and staff time savings of 132 hours per year.</p> <p>Next Steps: <i>No value</i> 2022/06/21</p> |
| → Develop standard workflows/checklists for processes in the Infrastructure Division of Public Works | Overdue | <p>Progress: Resource limitations has not permitted this project to start. Anticipate a fall 2022 completion.</p> <p>Next Steps: 2022/06/30</p> |
| → Map the current street excavation permit process | On Track | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved. First draft of high level process map has been completed documenting main steps and stakeholders in the process.</p> <p>Next Steps: Review and revise map. 2022/06/07</p> |
| → Create a visual management guide for water filter change process | On Track | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved. Working with team to define the current state of the process and collect data/information to help in the creation of a standard visual guide.</p> <p>Next Steps: 2022/06/07</p> |
| → Standardize the process for class of City Buildings service requests | On Track | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved.</p> <p>Next Steps: Get project underway. 2022/06/07</p> |
| → Organize electronic files in Fire Support Services | Not started | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved.</p> <p>Next Steps: Get project underway. 2022/06/07</p> |

| Goal | Current Completion | Progress Update |
|--|--------------------|--|
| → Improve process for development securities intake and tracking | On Track | <p>Progress: Current state mapping is underway. Several divisions have been consulted to understand their inputs and outputs for the process. To date, current state process maps have been developed for the high-level securities process, and for some sub-process.</p> <p>Next Steps: Begin value mapping and root cause analysis of issues for all sub-processes. Eliminate waste and create a new process, along with associated sub-processes, and implement the new ways of working.</p> <p>2022/06/29</p> |
| → Improve parking permit application | On Track | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved.</p> <p>Next Steps: Get project underway.</p> <p>2022/06/30</p> |
| → Streamline the administrative process for firefighter medicals | On Track | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved.</p> <p>Next Steps: Get project underway.</p> <p>2022/06/13</p> |
| → Review the process for temporary occupancies | On Track | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved.</p> <p>Next Steps: Get project underway.</p> <p>2022/06/13</p> |
| → Streamline collection of asset information and condition assessments using as-builts | On Track | <p>Progress: A field tool is currently in production mode using Survey 123 an ARCGIS product. Staff are now able to directly enter as-built information into a work sheet using a form and identify and create an asset list before going to the field for on-site verification. This tool also allows staff to effectively report the condition of the asset and identify items of concern that should be addressed by City Buildings.</p> <p>Next Steps: No value</p> <p>2022/06/21</p> |
| → Creation of information technology standards for procurement | Not started | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved.</p> <p>Next Steps: Get project underway.</p> <p>2022/06/13</p> |

| Goal | Current Completion | Progress Update |
|---|--------------------|--|
|  Streamline site transportation of walk behind asphalt saw | On Track | <p>Progress: This is a new continuous improvement project. Project proposal submitted and approved.</p> <p>Next Steps: Get project underway.</p> <p>2022/06/28</p> |

DECISION/DIRECTION NOTE

Title: 188 New Pennywell Road, REZ2200005

Date Prepared: June 15, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude, Planning

Ward: Ward 4

Decision/Direction Required:

To consider rezoning 188 New Pennywell Road from the Residential 1 (R1) Zone to the Residential 2 Cluster (R2C) Zone to allow a Townhouse Cluster development.

Discussion – Background and Current Status:

The City has received an application from Nidus Development Inc. to rezone property at 188 New Pennywell Road to accommodate a Townhouse Cluster development. The applicant is proposing four Townhouse Clusters/buildings that will contain between 10 to 13 dwelling units in each cluster, for a total of between 40 and 52 units.

The subject property is zoned Residential 1 (R1) where a Townhouse Cluster is not allowed. A rezoning to the Residential 2 Cluster (R2C) would be required to accommodate the proposed development. The property is designated Residential under the Envision St. John's Municipal Plan, so a Municipal Plan amendment is not required.

As per Section 4.9(2)(a) of the Envision St. John's Development Regulations, a Land Use Report (LUR) is required for all applications for amendments or rezonings. Should Council wish to consider the amendment, draft LUR terms of reference are attached for approval. Information on the initial site plan was limited and more will be required prior to advertising the amendment for public review. Elements such as a landscape plan, servicing plan and parking plan are required in the LUR.

The applicant will need additional land to meet the lot area requirements. They have asked to acquire a 3125.2 square metre parcel of land from the City (see attached). Should rezoning proceed, the sale of the land would be subject to final development approval.

From Policy 8.4 of the Envision Municipal Plan, neighbourhoods change over time, and these transitions create well-defined neighbourhoods and a varied housing stock. The challenge is to ensure the stability of developed neighbourhoods while recognizing that they evolve to meet changes in the local population. Accommodating change requires detailed planning and collaboration with local residents. The City's goal is to ensure that residential neighbourhoods are inclusive and support people of differing ages, abilities and socio-economic groups. This

ST. JOHN'S

requires a variety of housing options, public amenities and transportation infrastructure, capable of change as neighbourhoods mature.

Policy 8.4(2) states that the City will support the retention of existing house stock, with provision for moderate intensification, in a form that respects the scale and character of the neighbourhood. The proposed development has one-storey buildings, which are similar in building height to the adjacent properties. Policy 8.4(11) further states that the City will promote the development of infill, rehabilitation, and redevelopment projects, making best use of existing infrastructure. The applicant has indicated that they will be marketing the development to seniors, adding a new type of housing to the existing neighbourhood. The proposed development aligns with the policies of the Municipal Plan.

For infill development, the LUR includes a requirement for consultation with the adjacent properties before submitting the report, and a statement on how the development addresses any comments or concerns from the initial consultation. The City has not specified the type of consultation required, leaving it for the applicant to decide. It may be a notice to residents, door-knocking, a neighbourhood meeting, or other methods. The purpose is for the applicant to be aware of the neighbourhood's concerns prior to finalizing their site plan.

It is recommended that Council consider the amendment and set the terms of reference for a Land Use Report. Once the report meets Council's terms of reference, it is recommended to refer the application to a public meeting chaired by an independent facilitator.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners.
3. Alignment with Strategic Directions:
 - A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.
 - A Sustainable City: 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.
4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: The development will be required to meet all accessibility requirements at the building permit stage.
6. Legal or Policy Implications: A map amendment to the Envision St. John's Development Regulations is required.

7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public consultation, as required by the Envision St. John's Development Regulations, will be required after a Land Use Report acceptable to staff is submitted. A project page will also be available on EngageStJohns.ca (www.engagestjohns.ca/planning)
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council consider a rezoning from the Residential 1 (R1) Zone to the Residential 2 Cluster (R2C) Zone at 188 New Pennywell Road and approve the attached draft terms of reference for a Land Use Report (LUR).

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

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

Report Approval Details

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|----------------------|--|
| Document Title: | 188 New Pennywell Road, REZ2200005.docx |
| Attachments: | - 188 New Pennywell Road - Attachments.pdf |
| Final Approval Date: | Jul 7, 2022 |

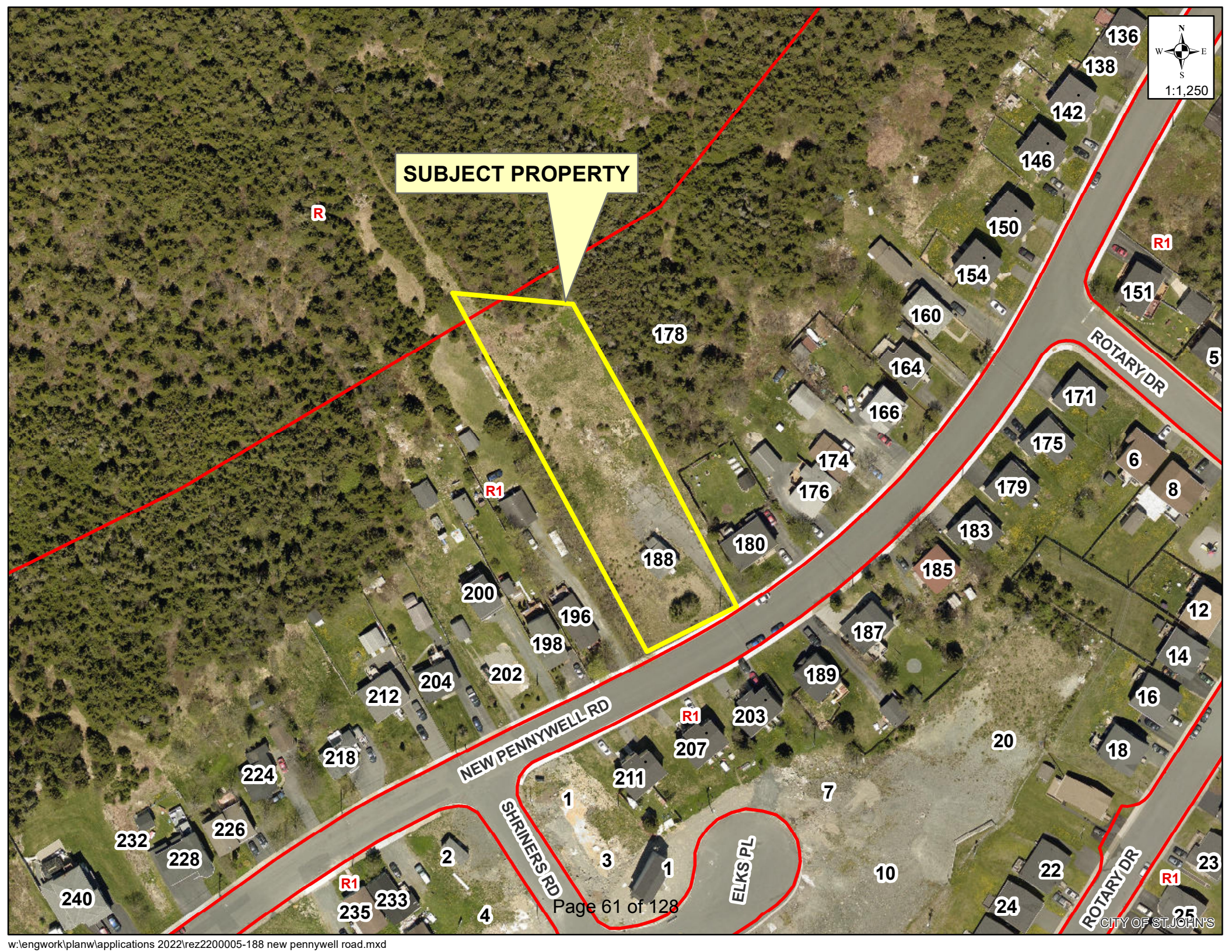
This report and all of its attachments were approved and signed as outlined below:

Ken O'Brien - Jul 7, 2022 - 10:52 AM

Jason Sinyard - Jul 7, 2022 - 11:25 AM



SUBJECT PROPERTY



RESIDENTIAL 1 (R1) ZONE

R1

(1) PERMITTED USES

| | |
|--------------------|--------------------------|
| Accessory Building | Park |
| Community Garden | Single Detached Dwelling |
| Home Office | Subsidiary Dwelling Unit |

2) DISCRETIONARY USES

| | |
|-------------------|-----------------|
| Adult Day Centre | Home Occupation |
| Bed and Breakfast | Parking Lot |
| Daycare Centre | Public Utility |
| Heritage Use | |

(3) ZONE STANDARDS FOR SINGLE DETACHED DWELLINGS

| | | |
|-----|---------------------------|---|
| (a) | Lot Area (minimum) | 450 metres square |
| (b) | Lot Frontage (minimum) | 15 metres |
| (c) | Building Line (minimum) | 6 metres |
| (d) | Building Height (maximum) | 8 metres |
| (e) | Side Yards (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) | Rear Yard (minimum) | 6 metres |

(4) ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.

RESIDENTIAL 2 CLUSTER (R2C) ZONE

R2C

(1) PERMITTED USES

| | |
|--------------------|-------------------|
| Accessory Building | Townhouse Cluster |
| Home Office | |

(2) DISCRETIONARY USES

| | |
|-----------------|----------------|
| Home Occupation | Public Utility |
|-----------------|----------------|

(3) ZONE STANDARDS FOR TOWNHOUSE CLUSTER

| | | |
|-----|---|-------------------------------------|
| (a) | Lot Area (minimum) | 180 metres square per Dwelling Unit |
| (b) | Lot Frontage (minimum) | 20 metres |
| (c) | Building Line (minimum) | 6 metres |
| (d) | Minimum Distance Between Townhouse Clusters | 1.2 metres |
| (e) | Side Yard (minimum) | 6 metres |
| (f) | Rear Yard (minimum) | 6 metres |
| (g) | Building Height (maximum) | 10 metres |
| (h) | Landscaping (minimum) | 30% |

(4) ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.

**TERMS OF REFERENCE
LAND USE REPORT (LUR)
APPLICATION FOR TOWNHOUSE CLUSTER AT
188 NEW PENNYWELL ROAD
PROPONENT: NIDUS DEVELOPMENT INC.
JULY 7, 2022**

The proponent shall identify significant impacts and, where appropriate, also identify measures to mitigate impacts on land uses adjoining the subject property. All information is to be submitted under one report in a form that can be reproduced for public information and review. The numbering and ordering scheme used in the report shall correspond with that used in this Terms of Reference and a copy of the Terms of Reference shall be included as part of the report (include an electronic PDF version with a maximum file size of 15MB). A list of those persons/agencies who prepared the Land Use Report shall be provided as part of the report. The following items shall be addressed by the proponent at its expense:

A. Public Consultation

- Prior to submitting a first draft of the Land Use Report to the City for review, the applicant must consult with adjacent property owners. The Land Use Report must include a section which discusses feedback and/or concerns from the neighbourhood and how the proposed design addresses the concerns.

B. Building Use

- Identify the size of the proposed building by:
 - Number of units in each townhouse cluster;
 - Dwelling size (number of bedrooms) of each dwelling unit; and
 - Lot Coverage
- Identify all proposed uses/occupancies within the building by their respective floor area.

C. Elevation & Building Materials

- Provide elevations of the proposed buildings.
- Identify the finish and colour of exterior building materials.

D. Building Height & Location

- Identify graphically the exact location with a dimensioned civil site plan:
 - Lot area and frontage;
 - Location of the proposed building in relation to neighbouring buildings;
 - Proximity of the building to property lines and identify setbacks;
 - Distance between townhouse clusters;
 - Identify any setbacks of higher storeys from lower storeys (if applicable);
 - Identify any encroachment over property lines (if applicable);
 - Identify the height of the building in metres;
 - Information on the proposed construction of patios/balconies (if applicable); and
 - Identify any rooftop structures.
- Provide a Legal Survey of the property and information on the land to be purchased from the City.
- Provide street scape views/renderings of the proposed building from New Pennywell Road (along the frontage of the property) and include adjacent

properties.

E. Exterior Equipment and Lighting

- Identify the location and type of exterior lighting to be utilized. Identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.
- Identify the location and type of any exterior HVAC equipment to be used to service the proposed building and identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.

F. Landscaping & Buffering

- Identify with a landscaping plan, details of site landscaping (hard and soft), including percent of lot to be landscaped.
- Identify the location and proposed methods of screening of any electrical transformers and refuse containers to be used at the site.

G. Snow Clearing/Snow Storage

- The building and parking lot curb shall be set back a minimum of 6 meters from the property line. This must be dimensioned on the site plan.
- Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.
 - Areas must be outlined showing City snow storage on the site within the 6-meter setback from public streets and labelled "City snow storage only". The proponent will not be able to store snow from the parking lot in these areas.

H. Off-street Parking and Site Access

- Identify on a dimensioned site plan the number, location, and size of off-street parking spaces to be provided, including any required accessible stalls.
 - Also include walkways with dimensions and curb ramp locations.
- Identify the number and location of bicycle parking spaces to be provided or considerations for active modes.
- Identify the location of all access and egress points, including pedestrian access.
- An accessible path from the sidewalk in New Pennywell Road to the building entrance(s) must be provided
- A Parking Report may be required if the applicant wishes to provide a different number of parking spaces other than that required by the Development Regulations.
- Indicate how garbage will be handled onsite. The location of any exterior bins must be indicated and access to the bins must be provided.

I. Municipal Services

- Provide a preliminary site servicing plan.
- Identify points of connection to existing sanitary sewer, storm sewer and water system. The location of all existing sewers must be shown along with any existing or proposed easements.

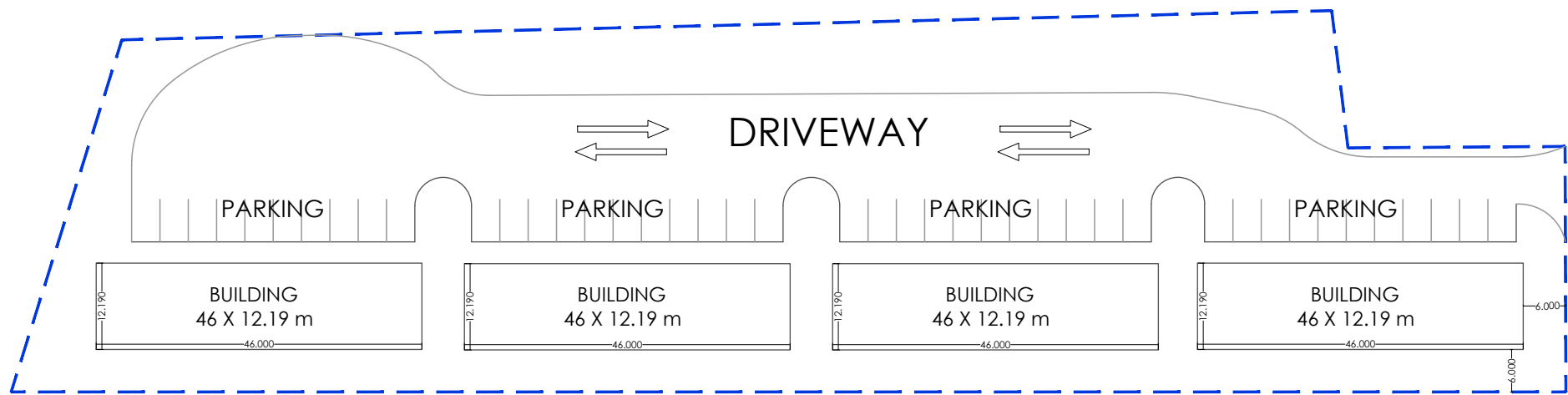
- Identify if the building will be sprinklered or not, and location of the nearest hydrant and siamese connections.
- Provide the proposed sanitary and storm generation rates.
- The proposed development will be required to comply with the City's stormwater detention policy. Stormwater detention is required for this development. Provide preliminary information on how onsite stormwater detention will be managed (indicate how/where detention will be provided).

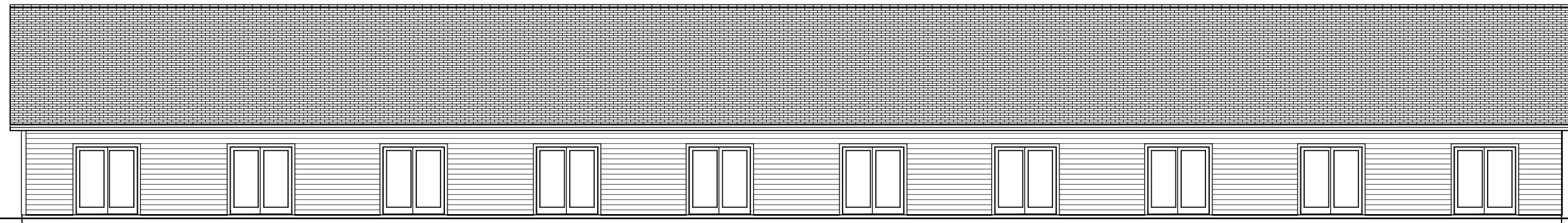
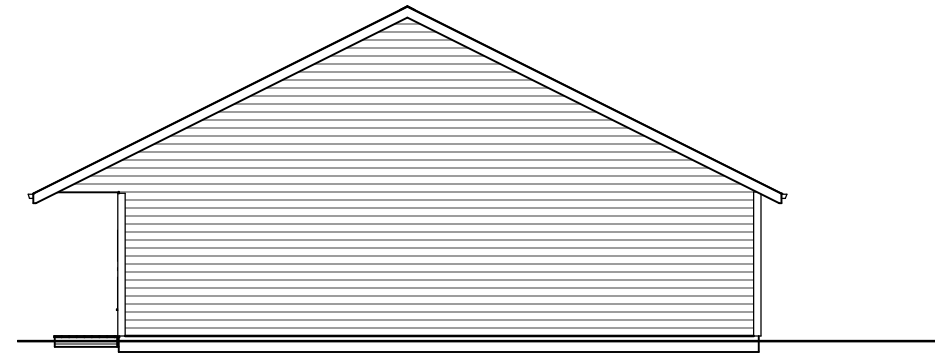
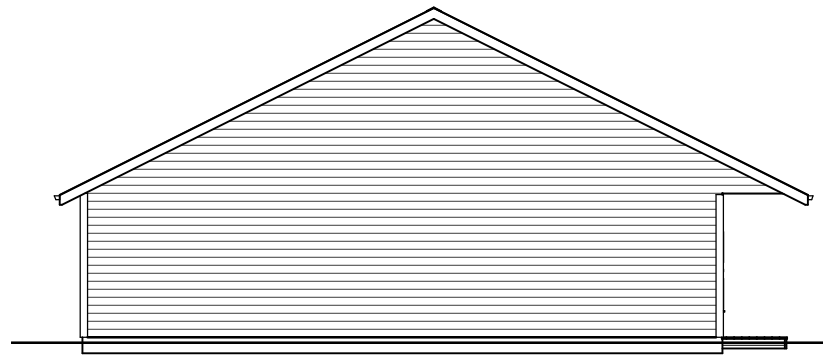
J. Public Transit

- Consult with St. John's Metrobus (St. John's Transportation Commission) regarding public transit infrastructure requirements.

K. Construction Timeframe

- Indicate any phasing of the project and approximate timelines for beginning and completion of each phase or overall project.
- Indicate on a site plan any designated areas for equipment and materials during the construction period.



[illegible]

SHEET TITLE:

ELEVATIONS\$

PROJECT DESCRIPTION:

DRAWINGS PROVIDED BY:

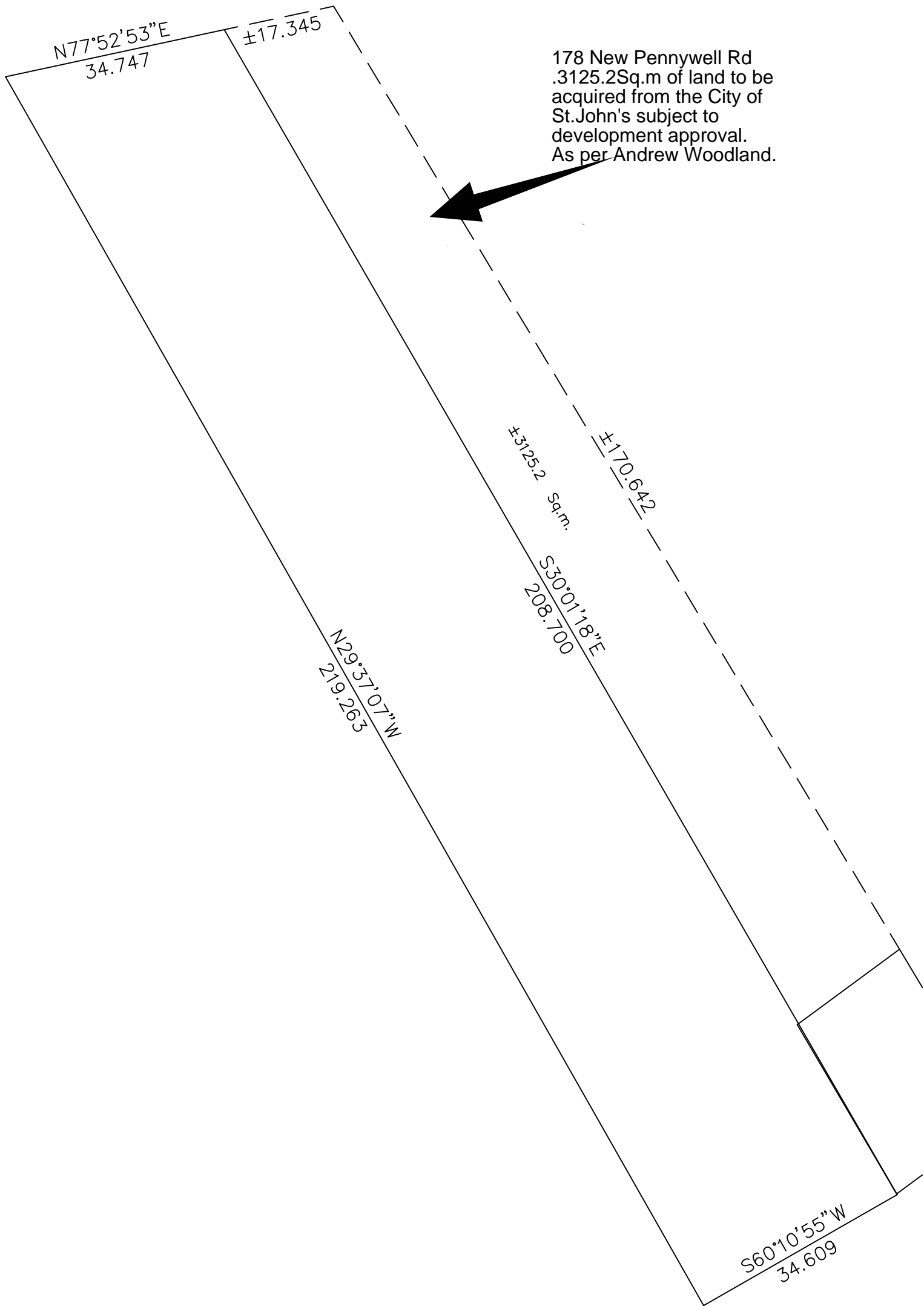
DATE:

| |
|-----------|
| 3/16/2021 |
|-----------|

SCALE:

SHEET:

A-2



178 New Pennywell Rd
.3125.2Sq.m of land to be
acquired from the City of
St.John's subject to
development approval.
As per Andrew Woodland.

DECISION/DIRECTION NOTE

Title: 4 Merrymeeting Road, MPA2200003

Date Prepared: June 30, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude, Planning

Ward: Ward 2

Decision/Direction Required:

To consider a rezoning to allow two Apartment Buildings at 4 Merrymeeting Road (Mount St. Francis Monastery property, designated Heritage Building).

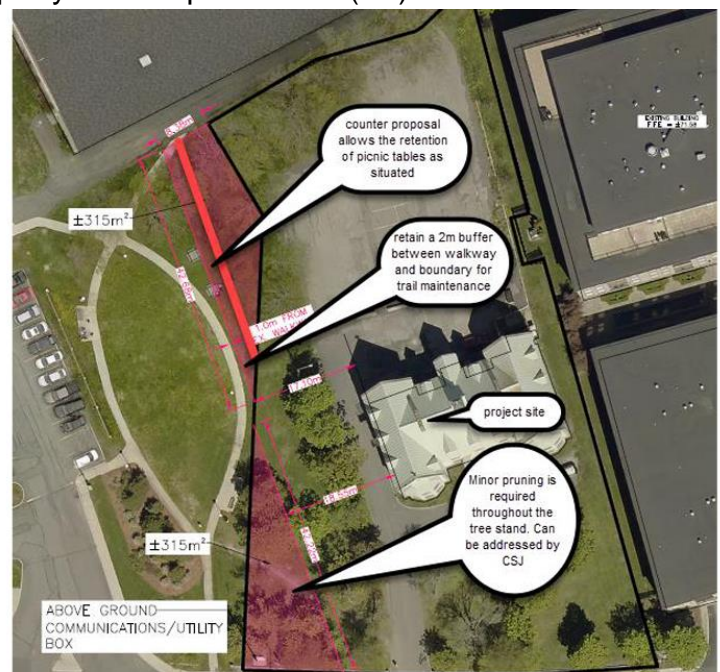
Discussion – Background and Current Status:

The City has received an application from Brookfield Plains Inc. for two Apartment Buildings, with a total of twenty-two (22) dwelling units at 4 Merrymeeting Road. The subject property is within the Institutional District and Zone, Heritage Area 1, the St. John's Ecclesiastical District and Mount St. Francis Monastery is designated by both the city and province. The applicant is proposing to renovate the Heritage Building to accommodate six residential units and build a second 4-storey Apartment Building on the property that will house sixteen dwelling units.

The Apartment Building within the monastery could be considered a discretionary Heritage Use under the current zone, however the applicant has opted to apply for both buildings under one application. They are seeking to rezone the property to the Apartment 1 (A1) Zone in which Apartment Buildings are a permitted use. Applying for both buildings under the one application presents a clear picture of the overall development, is transparent for public consultation purposes and staff are able to better coordinate comments on the full site development, such as servicing, etc.

Land Swap

The property at 4 Merrymeeting Road is an irregular shape. At the March 28, 2022 Council meeting, Council approved the land swap between the City and the owners of 4 Merrymeeting Road. This allowed the applicant to square the property to better facilitate development of the site. The property owner is responsible for all required surveys, application to consolidate their property and any required



ST. JOHN'S

Development approvals and permits. This land swap does not constitute development approval.

Heritage and Land Use Report

As per Section 4.9 of the St. John's Development Regulations, a Land Use Report (LUR) is required for the property rezoning. Further, as per Section 8(2)(d), a Heritage Report is required for a new development adjacent to a Heritage Building. Staff have drafted a combined Heritage and Land Use Report terms of reference for Council's review.

The applicant is proposing a small extension to the rear of the Heritage Building and the new Apartment Building will be adjacent to the Heritage Building. The impacts of these developments on the Heritage Building, as well as the Heritage Area and Ecclesiastical District will be evaluated in the Heritage Report, and where possibly mitigation measures should be recommended in the report.

The applicants have attended the June 1, 2022 Built Heritage Experts Panel (BHEP) meeting and the Panel provided some initial commentary on the development. The attached renderings of the new Apartment Building are included for scale only. Design details will be required in the Heritage and Land Use Report and will incorporate the Panel's feedback.

The applicant has indicated that they will be requesting a 10% variance on the building height of the new Apartment Building. This will be reviewed and confirmed in the LUR and advertised for public comments prior to Council's consideration.

Should Council decide to consider the amendment, public consultation will be held following acceptance of a satisfactory Heritage and Land Use Report. In addition, as part of the LUR terms of reference, the applicant will be required to consult the neighbouring residents and property owners prior to submitting the first LUR submission. This will allow the applicant to consider concerns from the neighbourhood and try to mitigate any issues through the site design.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners; Heritage NL.
3. Alignment with Strategic Directions:

A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.

A Sustainable City: 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.

4. Alignment with Adopted Plans: Sy. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Any accessibility requirements from the National Building Code or Service NL will be applied at the building permit stage.
6. Legal or Policy Implications: A map amendment to the St. John's Municipal Plan and Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public consultation, as required by the St. John's Development Regulations, will be required after a Land Use Report acceptable to staff is submitted.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council consider a rezoning from the Institutional (INST) Zone to the Apartment 1 (A1) Zone at 4 Merrymeeting Road and approve the attached draft terms of reference for a Heritage and Land Use Report (LUR).

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

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: | 4 Merrymeeting Road, MPA2200003.docx |
| Attachments: | - 4 Merrymeeting Road - Attachments(reduced).pdf |
| Final Approval Date: | Jul 7, 2022 |

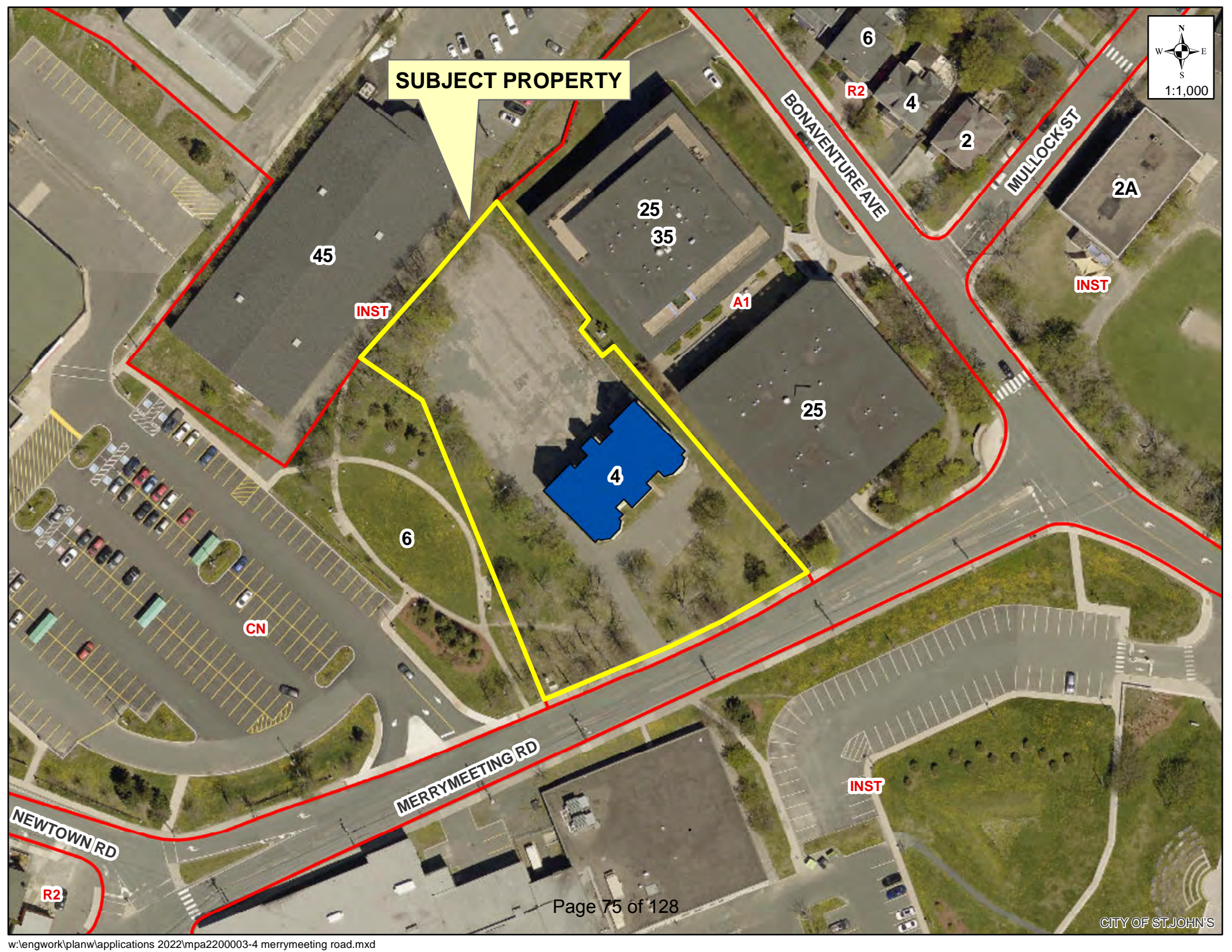
This report and all of its attachments were approved and signed as outlined below:

Ken O'Brien - Jul 6, 2022 - 4:07 PM

Jason Sinyard - Jul 7, 2022 - 9:39 AM



SUBJECT PROPERTY



**TERMS OF REFERENCE
HERITAGE AND LAND USE REPORT
APPLICATION FOR TWO APARTMENT BUILDINGS AT
4 MERRYMEETING ROAD
PROPONENT: BROOKFIELD PLAINS INC.
JUNE 30, 2022**

The proponent shall identify significant impacts and, where appropriate, also identify measures to mitigate impacts on land uses adjoining the subject property. All information is to be submitted under one report in a form that can be reproduced for public information and review. The numbering and ordering scheme used in the report shall correspond with that used in this Terms of Reference and a copy of the Terms of Reference shall be included as part of the report (include an electronic PDF version with a maximum file size of 15MB). A list of those persons/agencies who prepared the Heritage and Land Use Report shall be provided as part of the report. The following items shall be addressed by the proponent at its expense:

Heritage Report Component

A. Introduction to Development Site

- A location and current site plan of the property;
- A brief description of the property and its location, identifying significant features, buildings, landscapes and vistas;
- A brief description of the context of the property, including adjacent properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any as yet unidentified or unrecognized potential heritage resources.

B. Background Research and Analysis

- A comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records;
- A description of the structure, including mention of original construction, and any additions, alterations, removals, conversions etc.
- An evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the City, and the situation of the site in local context;
- Reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.
- Include a copy of the City's and Province's Statement of Significance for 4 Merrymeeting Road.

C. Assessment of Existing Condition

- A description of the physical condition of the structures on the site, including their exterior and interior;
- Current photographs of the property including:
 - Views of the area surrounding the property to show it in context with adjacent properties;
 - Exterior views of each elevation of the building;
 - Close-up views of all significant heritage features.

D. Description of the Proposed Development or Site Alteration

- A description of the proposed development or site alteration;
- Drawings of all building elevations;
 - The description and drawings should note which heritage feature(s) are considered for retention and which are considered for removal or alteration.
 - Building elevations to include current and proposed elevations and:
 1. Identify the height of the buildings;
 2. Identify the finish and colour of exterior building materials;
 3. Provide information on the proposed construction of patios/balconies (if applicable);
 4. Identify any rooftop structures;
 5. Include immediately adjacent buildings and spaces to inform scale/massing/context.
- Potential shadowing/loss of sunlight on adjacent public and private properties, including sidewalks;
- A description of how the proposed development aligns with the Heritage Design Standards of the St. John's Heritage By-Law.
- Provide a rendering of the proposed building from the following locations:
 - Merrymeeting Road along the front of the subject property; and
 - Merrymeeting Road near the Sobeys entrance, looking east toward the subject property.

E. Impact of Development on Heritage Features

- A discussion identifying any impact the proposed development or site alteration may have on the heritage features of the site and character-defining elements of the building;
 - Negative impacts on heritage resources may include, but are not limited to:
 1. The destruction of any, or part of any, significant heritage feature;
 2. Alteration that is not sympathetic to the heritage feature;
 3. Isolation of a heritage feature from its surrounding environment, context, or significant relationship;
 4. Direct or indirect obstruction of significant views or vistas;
 5. A change in land use which negates the property's cultural heritage value;
 6. Land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

F. Recommendation

- Provide clear recommendations for the most appropriate course of action for the subject property and any heritage resources within it. This may include, but not limited to:
 - A mitigation strategy;

- A conservation scope of work;
- Lighting, landscaping and signage;
- Interpretation and commemoration.

Land Use Report Component

A. Public Consultation

- Prior to submitting a first draft of the Land Use Report to the City for review, the applicant must consult with adjacent property owners. The Land Use Report must include a section which discusses feedback and/or concerns from the neighbourhood and how the proposed development/design addresses the concerns.

B. Building Use

- Identify the size of the proposed building by:
 - Gross Floor Area, and
 - Floor Area Ratio (FAR).
- Identify all proposed uses/occupancies within the building by their respective floor area.
- Identify Apartment Building dwelling sizes (number of bedrooms).

C. Building Location

- Identify graphically the exact location with a dimensioned civil site plan:
 - Location of the proposed building in relation to neighbouring buildings;
 - Proximity of the building to property lines and identify setbacks, frontage and lot coverage;
 - Identify distance between the buildings;
 - Identify any stepbacks of higher storeys from lower storeys (if applicable);
 - Identify any encroachment over property lines (if applicable).
- Provide a Legal Survey of the property.
- Provide information on the proposed land exchange.

D. Exterior Equipment and Lighting

- Identify the location and type of exterior lighting to be utilized. Identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.
- Identify the location and type of any exterior HVAC equipment to be used to service the proposed building and identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.

E. Landscaping & Buffering

- Identify with a landscaping plan, details of site landscaping (hard and soft).
 - Consideration should be given to tree preservation and incorporating existing trees into future site development. Indicate through a tree plan/inventory which trees will be preserved.

- Identify the location and proposed methods of screening of any electrical transformers and refuse containers to be used at the site.
- Identify any additional street-level elements, such as weather protection measures at entrances, street furniture, etc.

F. Snow Clearing/Snow Storage

- Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.

G. Off-street Parking and Site Access

- Provide a dimensioned parking plan, including circulation details. Identify the number and location of off-street parking spaces to be provided, including accessible parking spaces.
- Identify the number and location of bicycle parking spaces to be provided.
- Identify the location of all access and egress points, including pedestrian access.
- Provide a minimum 6.0m buffer between the property boundary and any onsite curb/structure.
- Indicate how garbage will be handled onsite. The location of any exterior bins must be indicated and access to the bins must be provided.

H. Municipal Services

- Provide a preliminary site servicing plan.
- Identify if the building will be sprinklered or not, and location of the nearest hydrant and siamese connections.
- Identify points of connection to existing sanitary sewer, storm sewer and water system.
- Provide the proposed sanitary and storm sewer generation rates.
- The proposed development will be required to comply with the City's stormwater detention policy. Provide information on how on-site stormwater detention will be managed.

I. Public Transit

- Consult with St. John's Metrobus (St. John's Transportation Commission) regarding public transit infrastructure requirements.

J. Construction Timeframe

- Indicate any phasing of the project and approximate timelines for beginning and completion of each phase or overall project.
- Indicate on a site plan any designated areas for equipment and materials during the construction period.

INSTITUTIONAL (INST) ZONE

INST

(1) PERMITTED USES

| | |
|-------------------------|---------------------------|
| Accessory Building | Park |
| Accessory Dwelling Unit | Personal Care Home |
| Adult Day Centre | Place of Assembly |
| Clinic | Place of Worship |
| Community Garden | Public Use |
| Daycare Centre | Public Utility |
| Funeral Home | Residential Care Facility |
| Institutional Use | School |
| Library | Training School |
| Long Term Care Facility | |

(2) DISCRETIONARY USES

| | |
|---|----------------------------|
| Dwelling Unit, which is ancillary to a Permitted or Discretionary Use | Service Shop |
| Heritage Use | Wind Turbine – Small Scale |
| Office | |

(3) ZONE STANDARDS EXCEPT PARK, PUBLIC USE, PUBLIC UTILITY, AND PLACE OF WORSHIP

| | | |
|-----|--|--|
| (a) | Lot Area (minimum) | 900 metres square |
| (b) | Lot Frontage (minimum) | 30 metres |
| (c) | Building Line (minimum) | 6 metres |
| (d) | Building Height (maximum), except 50 Tiffany Lane (PID #45350) | 23 metres |
| (e) | Building Height (maximum) – 50 Tiffany Lane (PID #45350) | 72 metres |
| (f) | Side Yards (minimum) | Two, each equal to 1 metre for every 5 metres of Building Height, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (g) | Rear Yard (minimum) | 6 metres |

| | | |
|-----|---|-----|
| (h) | Lot Coverage (maximum) (2022-05-27) | 50% |
| (i) | Landscaping (minimum) | 20% |

(4) ZONE STANDARDS FOR PARK, PUBLIC USE, PUBLIC UTILITY AND PLACE OF WORSHIP SHALL BE IN THE DISCRETION OF COUNCIL.

APARTMENT 1 (A1) ZONE

A1

(1) PERMITTED USES

| | |
|--------------------|--------------------|
| Accessory Building | Home Office |
| Apartment Building | Park |
| Community Garden | Personal Care Home |
| Daycare Centre | Townhouse |

2) DISCRETIONARY USES

| | |
|---------------------------|------------------------|
| Adult Day Centre | Office |
| Convenience Store | Parking Lot |
| Four-Plex | Public Utility |
| Heritage Use (2022-05-27) | Semi-Detached Dwelling |
| Home Occupation | Service Shop |

(3) ZONE STANDARDS FOR APARTMENT BUILDING

| | | |
|-----|---------------------------|--|
| (a) | Lot Area (minimum) | 750 metres square |
| (b) | Lot Frontage (minimum) | 20 metres |
| (c) | Building Line (minimum) | 7 metres |
| (d) | Building Height (maximum) | 12 metres |
| (e) | Side Yards (minimum) | Two, each equal to 1 metre for every 4 metres of Building Height, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) | Rear Yard (minimum) | 6 metres |
| (g) | Lot Coverage (maximum) | 35% |
| (h) | Landscaping (minimum) | 35% |

(4) ZONE STANDARDS FOR TOWNHOUSE

| | | |
|-----|---------------------------|---|
| (a) | Lot Area (minimum) | 180 metres square |
| (b) | Lot Frontage (minimum) | 6 metres |
| (c) | Building Line (minimum) | 1.5 metres |
| (d) | Building Height (maximum) | 10 metres |
| (e) | Side Yards (minimum) | 0 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres and except for the end unit where the Side Yard on the unattached side shall be 1.2 metres |
| (f) | Rear Yard (minimum) | 6 metres |

(5) ZONE STANDARDS FOR PERSONAL CARE HOME

| | | |
|-----|---------------------------|--|
| (a) | Lot Area (minimum) | 750 metres square |
| (b) | Lot Frontage (minimum) | 20 metres |
| (c) | Building Line (minimum) | 7 metres |
| (d) | Building Height (maximum) | 12 metres |
| (e) | Side Yards (minimum) | 1 metre per storey, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) | Rear Yard (minimum) | 6 metres |
| (g) | Lot Coverage (maximum) | 35% |
| (h) | Landscaping (minimum) | 35% |

(6) ZONE STANDARDS FOR A SEMI-DETACHED DWELLING

| | | |
|-----|---------------------------|---|
| (a) | Lot Area (minimum) | 270 metres square per Dwelling Unit |
| (b) | Lot Frontage (minimum) | 18 metres; 9 metres per Dwelling Unit |
| (c) | Building Line (minimum) | 0 metres |
| (d) | Building Height (maximum) | 8 metres |
| (e) | Side Yards (minimum) | Two of 1.2 metres, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) | Rear Yard (minimum) | 6 metres |

(7) ZONE STANDARDS FOR FOUR-PLEX

| | | |
|-----|---------------------------|---|
| (a) | Lot Area (minimum) | 750 metres square |
| (b) | Lot Frontage (minimum) | 20 metres |
| (c) | Building Line (minimum) | 6 metres |
| (d) | Building Height (maximum) | 8 metres |
| (e) | Side Yards (minimum) | Two of 1.2 metres, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) | Rear Yard (minimum) | 6 metres |
| (g) | Landscaping (minimum) | 40% of the Lot, 30% of the Front Yard |

(8) ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.

Statement of Significance



4 Merrymeeting Rd - Mount St. Francis Monastery

Formal Recognition Type

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

Description of Historic Place

Mount St. Francis Monastery is a two-and-one-half storey stone building built in the Gothic Revival style. Built between 1877 and 1880, Mount St. Francis Monastery is located on Merrymeeting Road in the Ecclesiastical District of St. John's, Newfoundland. This designation is confined to the footprint of the building.

Heritage Value

Mount St. Francis Monastery is designated because of its historic and aesthetic values.

Mount St. Francis Monastery, built between 1877 and 1880 to house the Irish Christian Brothers, is historically valuable for its association with this Roman Catholic community of religious brothers. Founded in 1802 in Ireland by Brother Edmund Rice, the Irish Christian Brothers proceeded with the objective of, "To do and to teach." In 1875, the Irish Christian Brothers accepted an invitation from the Benevolent Irish Society to assume responsibility for Roman Catholic education in St. John's. This decision to come to St. John's was crucial to the development of Roman Catholic education in Newfoundland. The contributions of the Irish Christian Brothers to education in Newfoundland were great and Mount St. Francis Monastery stands as a testament to this influence and contribution. This Monastery is also historically valuable as the first Irish Christian Brothers Monastery in Newfoundland.

Mount St. Francis Monastery is architecturally valuable as an example of Gothic Revival architecture in an institutional building. This style of architecture was common for monasteries built during this period. According to local tradition, Mount St. Francis Monastery is modelled after a monastery in Wexford, Ireland. The Monastery employs many Gothic elements including steeply peaked dormers, arched windows and doors, and quoining on the corners. The double bay windows topped with a steep gable roof flanking each side of the main entrance create a turret-like look for the front façade of the building.

Mount St. Francis Monastery is environmentally valuable for its location in St. John's. The

Monastery is located in the centre of the city and is one of a larger number of buildings that create a complex of ecclesiastical buildings in this area.

Source: City of St. John's Council Meeting, 2000/04/17

Character Defining Elements

All those elements that are representative of the Gothic Revival style of architecture, including:

- pointed arch windows, quoining etc.
- window style and placement;
- stone construction;
- building height, two-and-one-half storey construction, roof shape and dimensions; and,
- bay windows with steep gabled roof on front façade.

All those features which speak to the environmental values of the historic place, including:

- building setback on the lot; and,
- positioning of the building within the St. John's Ecclesiastical District.

Location and History

| | |
|---------------|---|
| Community | St. John's |
| Municipality | City of St. John's |
| Civic Address | 4 Merrymeeting Road |
| Construction | 1877 - 1880 |
| Style | Gothic Revival |
| Building Plan | Rectangular Long Façade |
| Website Link | http://www.heritage.nf.ca/society/irish_christian_brothers.html |

Additional Photos



HOME > DISCOVER > Heritage Property Search > Mount St. Francis Monastery Registered Heritage Structure

Mount St. Francis Monastery Registered Heritage Structure

St. John's, NL

Landmark Registered Heritage Structure

Explore

 Google map



DESCRIPTION

STATEMENT OF SIGNIFICANCE

Formal Recognition Type

Registered Heritage Structure

Heritage Value

Mount St. Francis Monastery was designated a Registered Heritage Structure by the Heritage Foundation of Newfoundland and Labrador in 1999 due to its historic and aesthetic value.

Mount St. Francis Monastery was built to house the Irish Christian Brothers (ICB), who were influential in the development of the Roman Catholic educational system in Newfoundland. Founded in 1802 in Ireland by Brother Edmund Rice, the Irish Christian Brothers sought to educate poor Irish children, with the motto “To Do and Teach.” The order was invited to Newfoundland in the 1840s by Bishop Michael Fleming, to assume responsibility for the education of poor Roman Catholic boys in St. John’s, as the Presentation Sisters had done for girls. This was part of Fleming’s plan to develop an educated Irish middle class in Newfoundland; however, Fleming’s offer was turned down. An 1863 offer by Bishop John Thomas Mullock was likewise rejected, on the grounds that the ICB were too much in demand for Irish schools and could not spare the men. Finally, in 1875, several Irish Christian brothers were sent to teach at the Benevolent Irish Society’s Orphan Asylum School. The consistency of their curriculum and teaching styles made them well-known in the city, and they soon moved to the newly-built St. Patrick’s Hall to accommodate the growing student population. They took over responsibility for nearby St. Bonaventure’s College in 1889 and went on to run Catholic schools across the island.

Mount St. Francis Monastery was the first ICB monastery to be constructed in Newfoundland. It was built on a large plot granted on a 999-year lease from the Archdiocese. This plot once included the nearby Shamrock Field, now occupied by a supermarket and parking lot. Rather than hiring an architect, the brothers used the plans from the ICB monastery in Wexford, Ireland. Construction of the building was supervised by the brothers themselves. The Monastery’s Gothic Revival style was a common one for ecclesiastical and institutional structures during this period. The Monastery’s Gothic elements include steeply peaked dormers, arched windows and doors, and alternating quoining on the corners. The east and west wings feature a double bay window, sitting just below the steep-pitched gable end to create a turret-like appearance. Other than the round gable end windows and the enclosed front porch, Mount St. Francis follows the plans of the Wexford monastery nearly identically. The central St. John’s location of Mount St. Francis Monastery on the outskirts of the ecclesiastical district, reflects the historic prominence of the Irish Christian Brothers as part of the Roman Catholic influence that defined Irish St. John’s in the nineteenth and twentieth centuries.

Source: Heritage Foundation of Newfoundland and Labrador property file “St. John’s – Mount St. Francis Monastery – FPT 1706”

Character Defining Elements

All those elements that are representative of the Gothic Revival style of architecture, including:

-two-and-a-half storey construction;



-----, -----, -----,

- quoining;
- symmetry on front and rear facades;
- size, style and placement of bay windows on front gables of east and west wings;
- size, style, trim and placement of arched windows;
- gable-end trefoil windows on east and west wings;
- size, style, trim and placement of central porch on front façade;
- size, style, trim and placement of exterior doorways;
- exterior colours of building;
- granite foundation, and;
- building height and massing.

All those features which speak to the Monastery's historic prominence, including:

- building setback on the lot ;
- large, sheltered lot with mature trees, and;
- location of the building in relation to the other historic structures that make up St. John's' ecclesiastical district.

Notes

Mount St. Francis is based on the Christian Brothers' Monastery on Joseph Street in Wexford, Ireland. The original structure can be viewed in the Irish National Inventory of Architectural Heritage at:

<http://www.buildingsofireland.ie/niah/search.jsp?type=record&county=WX®no=15505045>

LOCATION AND HISTORY

Community

St. John's

Municipality

City of St. John's

Civic Address

4 Merrymeeting Road

Construction (circa)

1877 - 1880

Style

Rectangular Long Façade

Statement of Significance



Aerial view of St. John's Ecclesiastical District outlined in red

St. John's Ecclesiastical District

Formal Recognition Type

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

Description of Historic Place

The St. John's Ecclesiastical District is a large, linear shaped parcel of land located in the center of St. John's, in the one of the oldest sections of town. This district includes churches, convents, monasteries, schools, fraternal meeting houses and cemeteries and evokes a visual panorama of imposing masonry buildings of varying architectural styles. Within this organically patterned landscape and generous open spaces are some of the province's most important 19th century "mother churches", including representatives from most major denominations prevalent in Newfoundland and Labrador. The buildings vary in size, scale and formality and the district exemplifies its strong educational thrust through the continued uses of many of the buildings for their intended purposes, such as the schools and churches. The district spans an area of more than 61 acres. The natural evolution of the area is evident through its architecture and mature green space and newer buildings included within the district boundaries have been designed to be sympathetic to the styles of the original buildings. The designation is purely commemorative and includes all buildings, lands, landscape features, structures and remains within the boundaries.

Heritage Value

The St. John's Ecclesiastical District has a strong historic association with religion and education for Newfoundland and Labrador. The collection of ecclesiastical and fraternal buildings, which

comprise the district, represents the pivotal role of the churches in St. John's society in matters spiritual, educational, charitable, political and recreational for more than 175 years. Although many of these historic functions have been taken over by the provincial government, the area continues to contribute strongly to the community through the various schools and the churches whose facilities serve many cultural and social needs and expressions. It is the spiritual center of St. John's and of the founding religions and it is used by many groups and faiths for ongoing cultural and social activities.

The St. John's Ecclesiastical District is also historically valuable because of its associations with the religious leaders who were the overseers of daily operations. In a town whose population was once divided along religious lines, individual buildings and clusters thereof are associated with personalities who sat in the seats of religious power and the people who found themselves under their guidance. The denominational clusters of buildings serve to emphasize both the differences and similarities of each religious group at the same time. The buildings remain as imposing, lasting reminders of the institutions responsible for their construction and the contribution of these religious institutions to the community, both positive and negative.

The St. John's Ecclesiastical District achieves aesthetic value through the formal styles, scales and placements of buildings, landscape features and structures, which show the roles and dominance of religion in the history and development of the capital city. The overall visual impact of the area is achieved through the uses of varying materials, architectural styles, open spaces and statuary whereas today areas like the Ecclesiastical District are no longer being built. Where religion played a crucial and fundamental role in developing the community, these buildings stand as physical testaments to this influence. Also aesthetically valuable is the use of natural, enduring materials which dominate the district landscape. The buildings, constructed in stone and brick, reach skyward with their spires and towers, yet remain solidly firm on their well-built foundations. The varied ornamentations, statuary, grave markers, monuments and fencing, paired with the mature trees and generous use of green space, all combine in a cohesive and organic manner.

The St. John's Ecclesiastical District achieves environmental value in several ways. The district is a visual landmark for fishermen. Situated on upwards-sloping land the brick and granite buildings rise above the harbour, marking the way for fishermen returning from the fishing grounds as they enter St. John's harbour. This visual landmark continues to be used to this day, and the views of the district from the harbour, as well as the views of the harbour from the district are considered valuable to the community. Other environmental values include the footpaths, the close proximity of the buildings to each other and the back alleyways reminiscent of 19th century St. John's; a trend that doesn't exist in newer parts of the city. The area was intentionally picked by early church leaders to emphasize the dominant position of the churches. The big stone churches held the leaders of society who, in their infinite wisdom, could peer down on the masses of common folk and pass down their laws and rules. The physical location of the church buildings deliberately forced the less-enlightened to look up to the church: a literal reaction to a figurative idea.

Source: St. John's Ecclesiastical District Ward 2, Recognition in the St. John's Municipal Plan, St. John's Municipal Plan Amendment No. 29, 2005 CD R2005-04-26/11

Character Defining Elements

All those elements that relate to the variety and the uses of formal architectural styles and designs often typical of each denomination, including but not limited to:

- Gothic Revival, Classic, Romanesque, Second Empire and Georgian masonry buildings; -high quality of craftsmanship;
- the uses of architectural features typically found on specific architectural styles such as arched window and door openings on the Gothic Revival Anglican Cathedral and the Latin cross layout of the Romanesque Catholic Basilica;
- use of symbols and inscribed identifications such as those found on the BIS (Benevolent Irish Society) building in the forms of carved stonework and statuary on the exterior façade of the building;
- decorative elements which reflect the grandness of the buildings, including stained glass windows, towers, spires, belfries, the Basilica Arch and grand entryways with generous open green space;
- dominating nature of spires in an area where they stand out among primarily low buildings; and
- various roof shapes, windows and door openings, massing, size and orientation.

All those elements that relate to the predominant use of high quality, durable materials, and to the variety of these materials, including:

- use of locally quarried granite and bluestone incorporated into masonry buildings;
- use of imported stone incorporated into masonry buildings; and
- use of slate and other durable materials.

All those elements that relate to the physical location of the district, including:

- prominent location on a hill/ slope making it visible and symbolic;
- existing major views to and from the district;
- informal organic layout and the ability to read the natural land use patterns and circulation routes;
- relationship of major religious institutional buildings to their immediate setting and surroundings; and
- interrelationship of buildings and denominational clusters, such as the Roman Catholic cluster of its convent, monastery, church and school.

All unique and special elements that define the district's long and religious/educational history, including:

- formal landscape elements such as walls, fencing, statuary, grave markers, Basilica Arch and monuments;
- the interrelationship between buildings, such as the nearness of the Presentation Convent, the Basilica, the Monastery and St. Bon's School, and the ability to access each by footpaths marked out for more than 175 years, and through back doors and alleyways;
- non-formal and traditional treed footpaths and monuments, including unmarked trails through cemeteries; and
- openness of landscape;

All those elements that reflect the continuing uses of the district, including:

- religious, educational and community uses for cultural purposes.

Location and History

| | |
|----------------------|---|
| Community | St. John's |
| Municipality | City of St. John's |
| Construction (circa) | 1826 - 1923 |
| Style | Other |
| Website Link | http://www.stjohns.ca/index.jsp |

Additional Photos





Design Report

May 05, 2022

Mount St. Francis Monastery Property Rezoning and Development - 4 Merrymeeting Road

Table of Contents

| | | | |
|--------------------------------|----|--|----|
| Introduction | 1 | 5. Engineering | |
| 1. Overview | | 5.1 Overview | 19 |
| 1.1 Location and Site | 2 | 5.2 Civil | 20 |
| 1.2 Main Components | 3 | 5.3 Structural | 20 |
| 1.3 Zoning and Application | 4 | 5.4 Mechanical | 22 |
| 2. The Monastery | | 5.5 Electrical | 23 |
| 2.1 Exterior | 6 | 6. Summary | 24 |
| 2.2 Interior | 7 | Appendix A | |
| 2.3 Proposed Reuse | 8 | A-1 Building Report from 'Offer to sell' | |
| 2.4 Vertical Circulation | 9 | A-2 Legal Survey | |
| 2.5 Exterior Concept | 10 | | |
| 3. New Build Residences | | | |
| 3.1 Building Use | 11 | | |
| 3.2 Parking Level | 12 | | |
| 3.3 Form and Imagery | 13 | | |
| 4. Site Development | | | |
| 4.1 Site Plan - Existing | 14 | | |
| 4.2 Site Plan - Proposed | 15 | | |
| 4.3 Landscape | 16 | | |
| 4.4 Building Impact | 17 | | |
| 4.5 Views and Streetscapes | 18 | | |

Introduction

Preamble

Brookfield Plains Inc. has purchased **Mount St. Francis Monastery** and associated land with the objective of redevelopment for residential use.

A Project Team has been appointed to work with the owners to explore the opportunities and constraints, and to fashion a well balanced project.

The Owners and Team recognize the importance and historical context of the area, and the Monastery in particular. We understand that all new projects in the City Centre are sensitive and require an upfront engagement with all stakeholders and in particular the City.

The concepts presented show the design development to a level that supports meaningful review. Additional information, design, technical, and engineering detail will be provided as the project evolves.

The Design Report has two overlapping components, the **Rehabilitation of the Monastery**, and a **New Build Condominium Apartment Building**.

NOTE: The imagery presented in this report is intended to illustrate the relative scale and overall schematic design that is being considered. In particular, the 3d visuals of the new building will be further developed in conjunction with the City and Heritage review.

Project Team

Architecture and Planning

- Philip Pratt Architect
- Paul Chafe Architecture + Design
- Mast Project Planning
- Jewczyk Consulting

Engineering

- ABCostello Engineering
- MAE Design Ltd.
- DBA Consulting Engineers Ltd.
- RAN Engineering Ltd.

1. Overview

1.1 Location and Site

This is an important location in the heart of St. John's. In addition to its adjacent amenities, 4 Merrymeeting Road has very significant symbolic and heritage connections to the City.

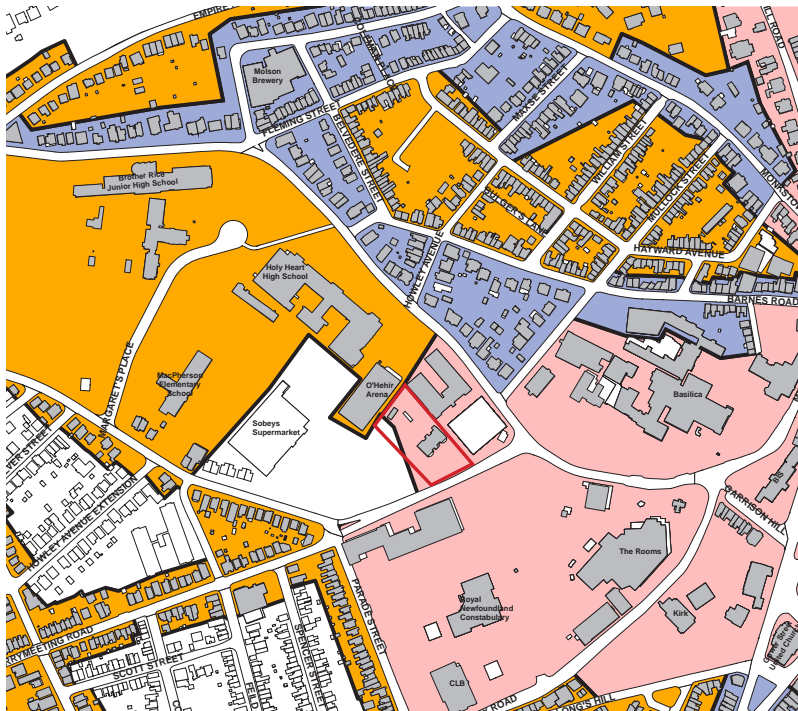
- Heritage Area 1
- Ecclesiastical District
- Institutional Core
- Listed Heritage Building

Existing Uses:

- Vacant Monastery
- Untended parking areas
- Residual open space and trees
- Pedestrian thoroughfare

Surrounding Uses Include:

- Apartment Buildings
- Arena
- City Open Space
- Commercial, Sobeys
- Institutional, RNC and The Rooms



City of St. John's Heritage Areas



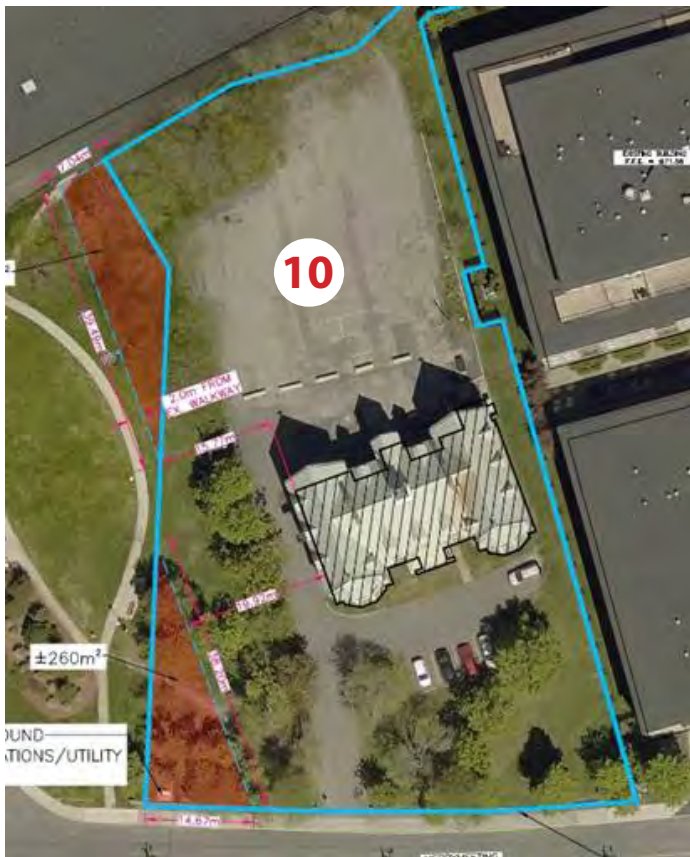
Aerial Photo of Site



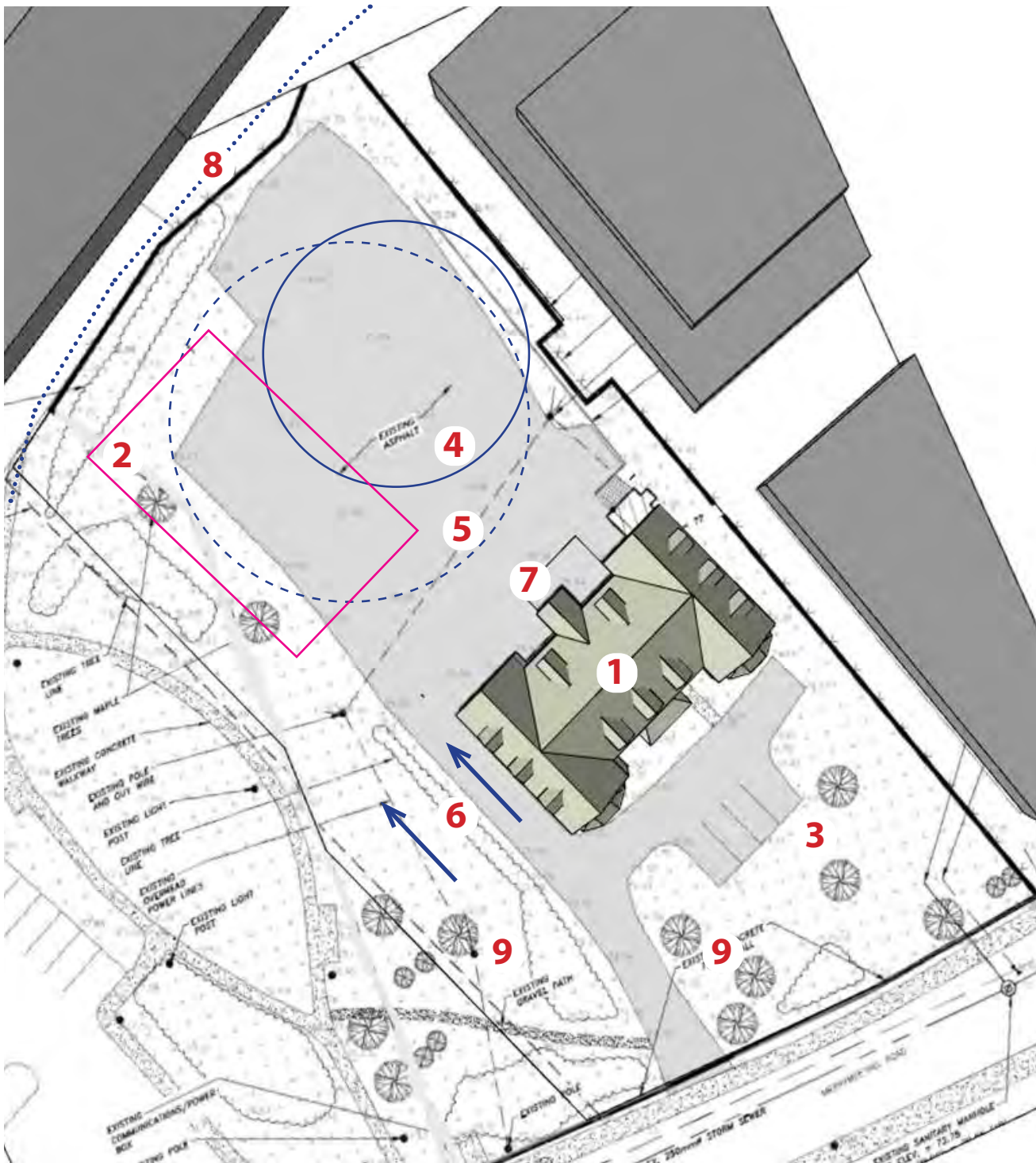
1.2 Main Components

Legend

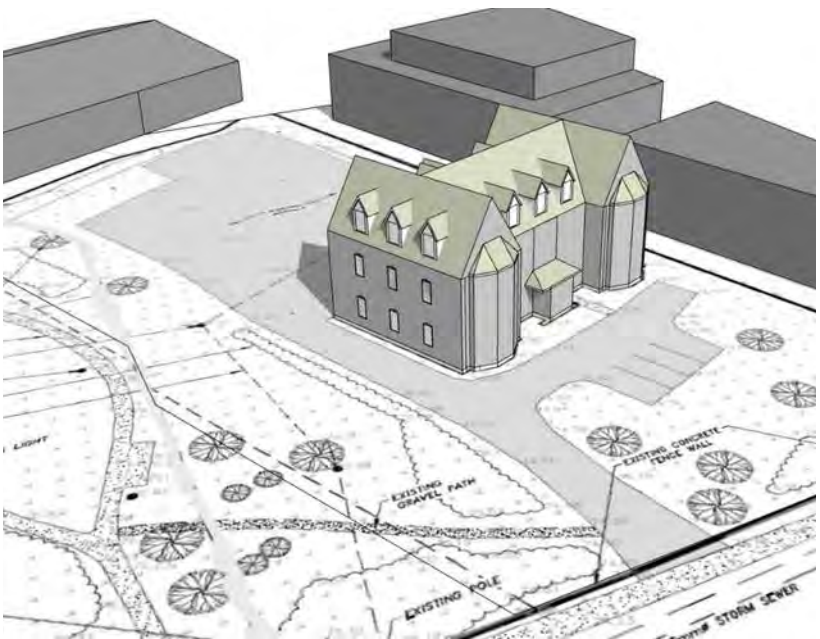
- 1. Monastery 6 Condominium Apartments
- 2. New Build 16 Condominium Apartments
- 3. Additional Surface Parking
- 4. Surface Parking
- 5. Under Ground Parking
- 6. Access to New Build and UG Parking
- 7. Access from UGP to Monastery
- 8. Maintain Pedestrian Route
- 9. Maintain Trees to Extent Practical
- 10. Land Swap With City



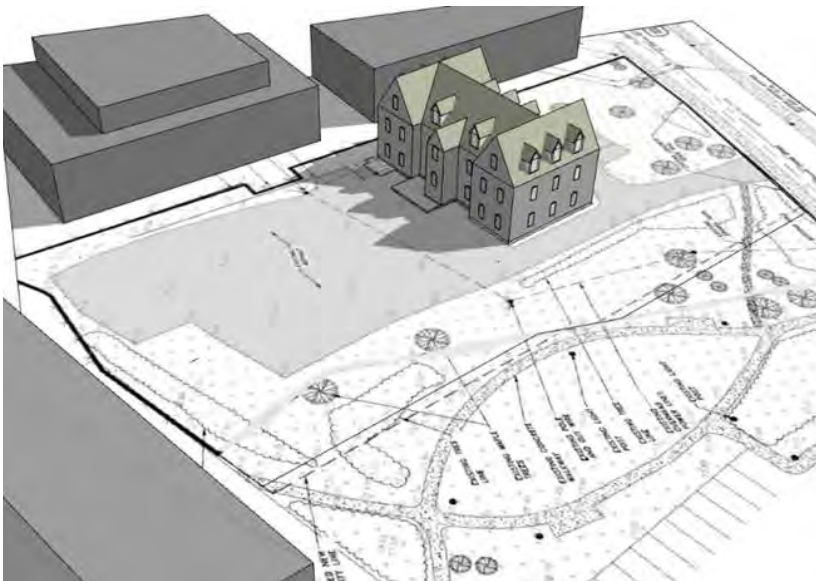
Land swap diagram



Site Plan



Existing buildings



Existing buildings

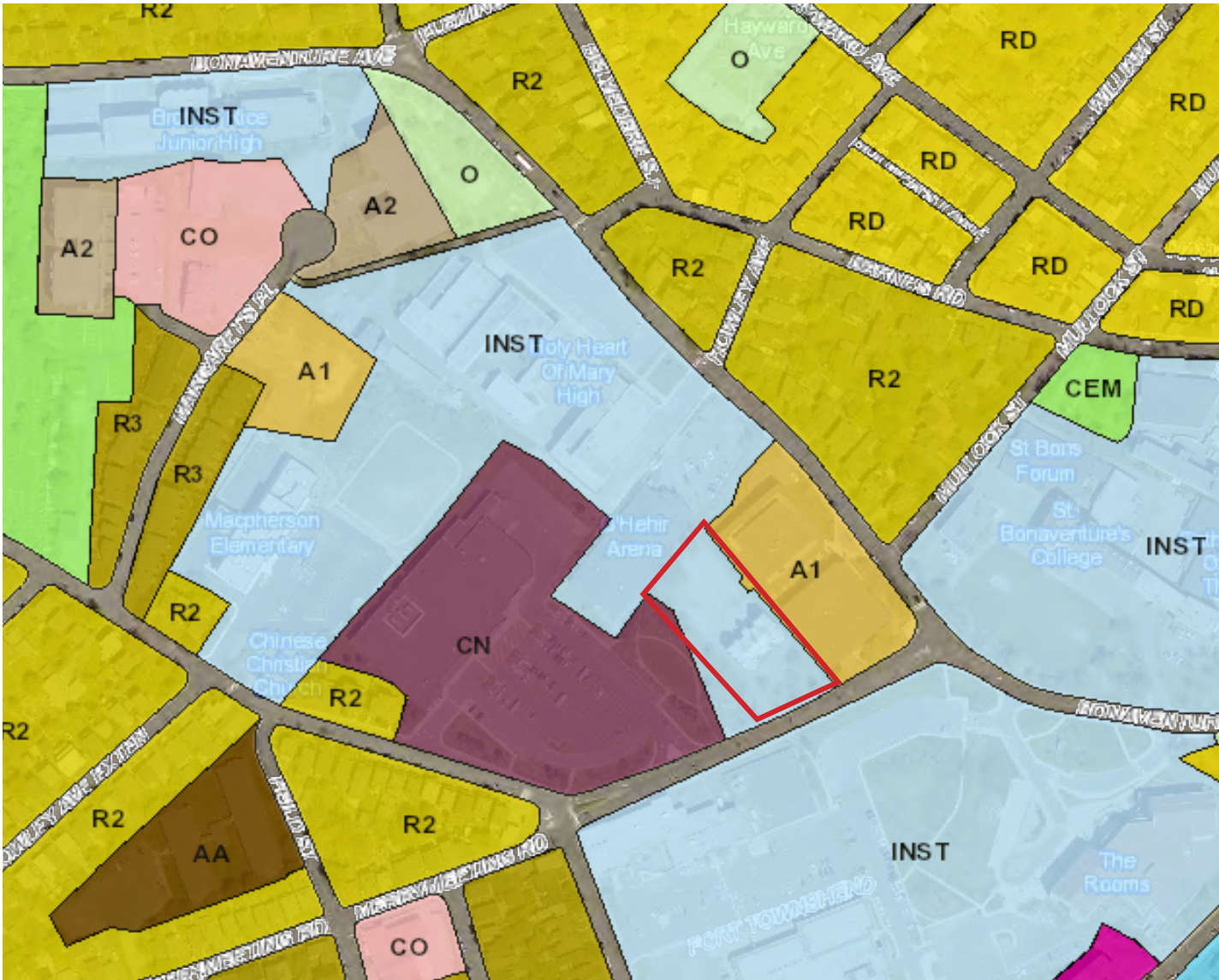
1.3 Zoning and Application

The Property is currently zoned Institutional (INST) and Commercial Neighbourhood (CN) and designated as Institutional (INST) and Commercial (C) in the municipal plan. To accommodate the overall development of the property, a rezoning to Apartment (A1) and plan amendment to the Residential (R) district is requested. The proposed rezoning and district is in keeping with the adjacent residential condominium project at Place Bonaventure.

As part of the development application process, Council's consideration of the following is requested:

- the reuse of the existing monastery building as a discretionary use for the 6 residential apartment units;
- the construction of a new 4 storey - 16 unit apartment building in the existing rear yard of the property; and,
- a building height variance of 10% to the new apartment building in the rear yard.

All other development standards of the proposed Apartment (A1) zone will be met.



City of St. John's - Zoning Map

Heritage Significance of Monastery Building Site

Property is situated within Heritage Area 1 and the St. John’s Ecclesiastical District and is subject to the City’s Heritage By-Law in addition to the Municipal Plan and Development Regulations.

The existing building is listed as a heritage building by the City and the designation applies to the building’s footprint.

Heritage NL has also identified the property as a St. John’s Heritage Site. The Character Defining Elements of the site as identified by Heritage NL relate to the exterior of the building, the building setback on the lot and positioning of the building within the St. John’s Ecclesiastical District.

Every effort will be taken to maintain the heritage value of the site, the exterior of the building and to comply with the provisions of the City’s Heritage By-Law



Newfoundland Regiment in formation on the “Barrens” [area of Fort Townshend]. Note Mount St. Francis monastery in background. (1914-1915, The Rooms Archives)

Character Defining Elements

All those elements that are representative of the Gothic Revival style of architecture, including:

- pointed arch windows, quoining etc.
- window style and placement;
- stone construction;
- building height, two-and-one-half storey construction, roof shape and dimensions; and,
- bay windows with steep gabled roof on front façade.

Construction (circa) 1877 - 1880



From Benevolent Irish Society (St. John’s, NL), Centenary volume, Benevolent Irish Society of St. John’s, NL, 1806-1906 (Cork, Ireland: Guy & Co., 1906) 66.

2. The Monastery

2.1 Existing Exterior

In General

For its age, the building is in fairly good condition, a testament to its original construction. However many of its components are well beyond their useful life and a number of elements have been modernized over the years (ie. windows)

Initial Process

- Remove exterior surfaces
- Assess substrates in conjunction with interior removals
- Develop envelope strategy with objective of keeping exterior appearance

Exterior

1. Shows parging on masonry/stone structure
2. Masonry/stone quoins
3. Standing Seam Metal roof
4. Windows



2.2 Existing Interior

In General

The following are obsolete or well below current standards

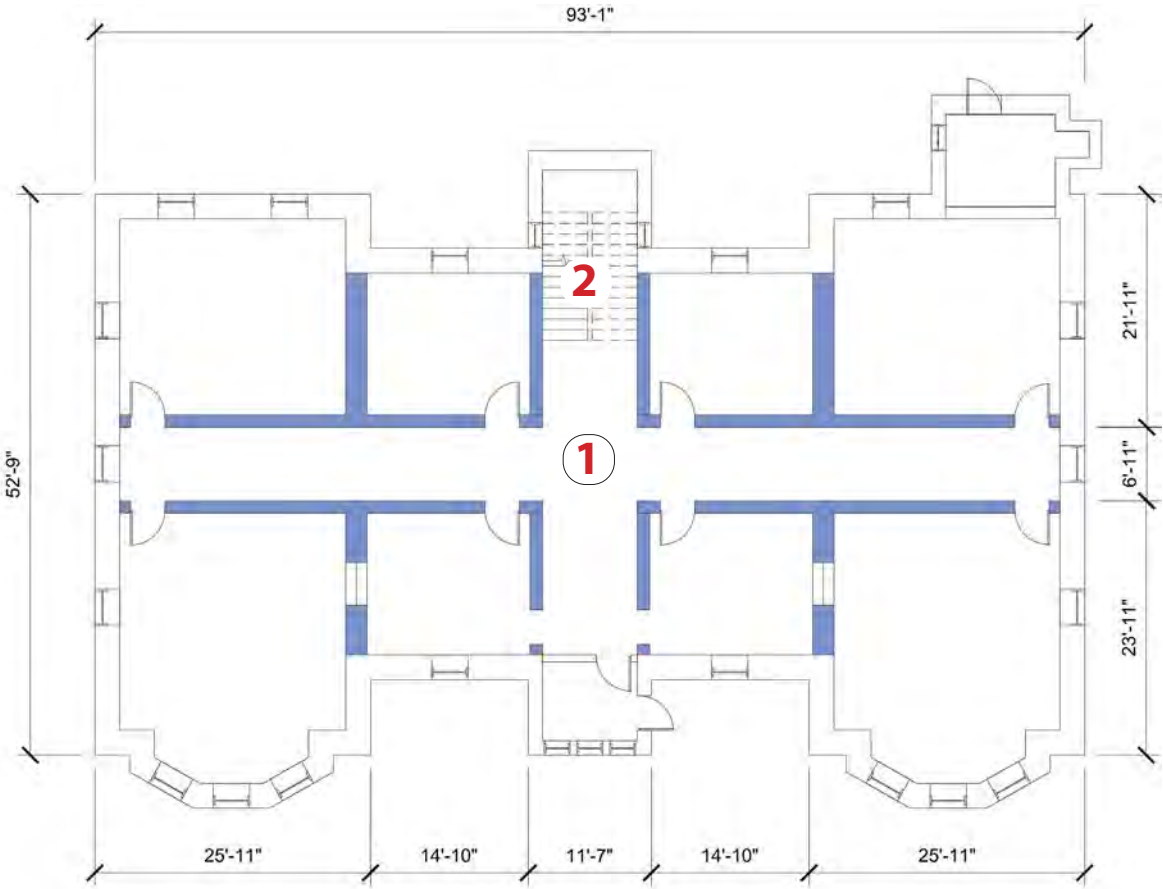
- Interior appointments
- Finishes
- Mechanical and Electrical Systems

Architectural Features

- To be protected and reused if possible
- Fireplaces
- Selected ceilings, flooring and mouldings
- Stair components

Initial Process

- Monitored interior demolition
- Access condition of components
- Develop renovation strategy

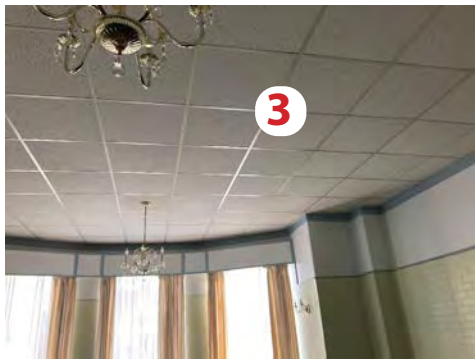


Interior

1. Load bearing masonry/stone structure
2. Existing stair
3. With a few exceptions, typical interior finishes
4. M and E systems
5. Architectural



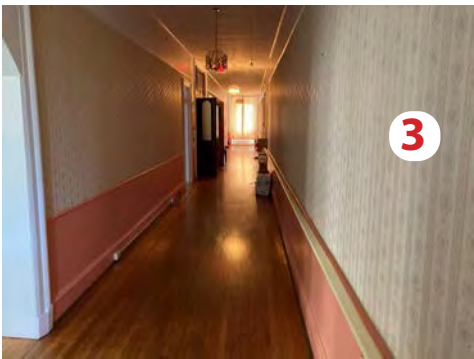
Many rooms originally equipped with fireplaces (no longer in use)



Typical drop ceiling over drywall or plaster



Fairly isolated occurrence of water damage



Typical hallway



Furnace room in basement



Main floor kitchen

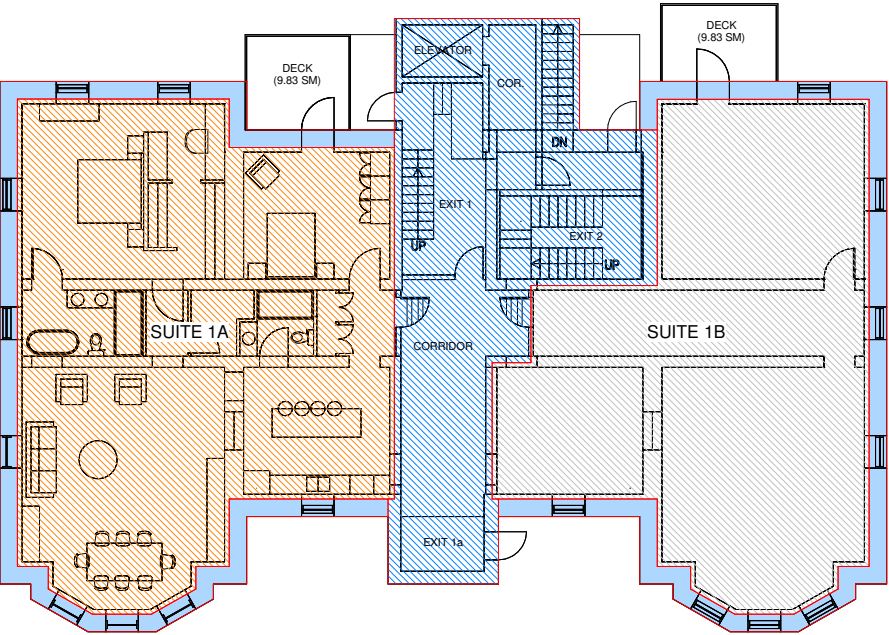
2.3 Proposed Reuse

Objectives

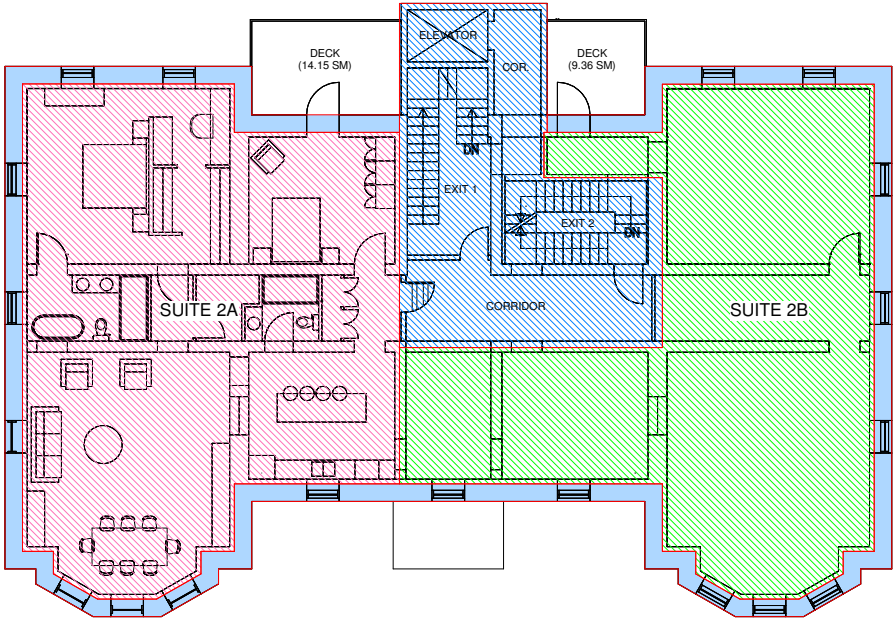
- Work with existing structure including ceilings
- Selective reuse of architectural features
- Establish a new code compliant circulation pattern
- Establish fire separations and other life safety features
- Outdoor access from all units

As proposed

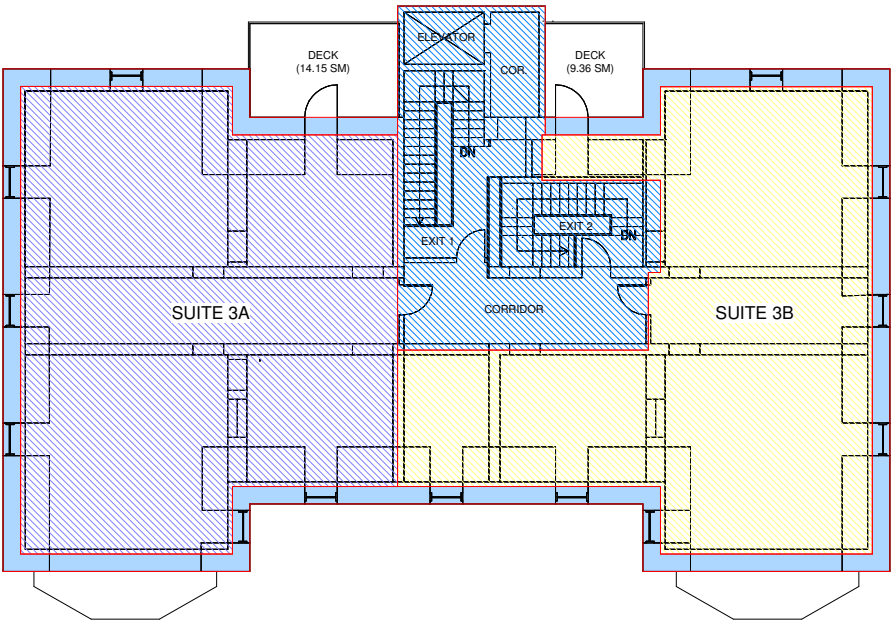
- 6 Condominium Apartments
- Maintain front entrance corridor
- Access to Patios or decks
- Barrier free access to all units
- Direct access to UG Parking
- New vertical circulation system



Level 1



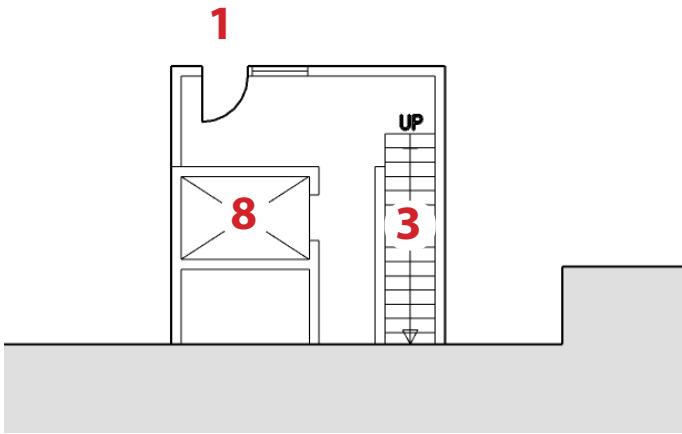
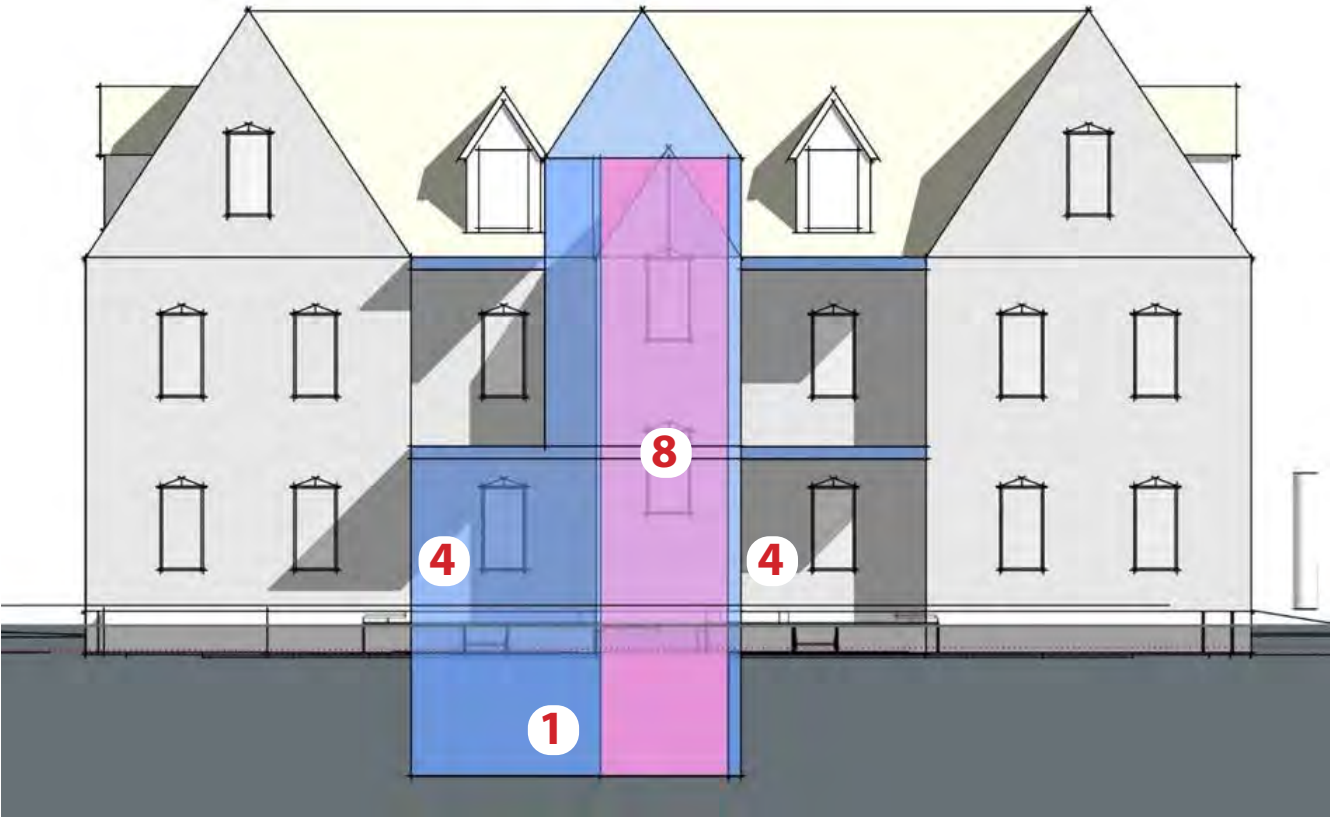
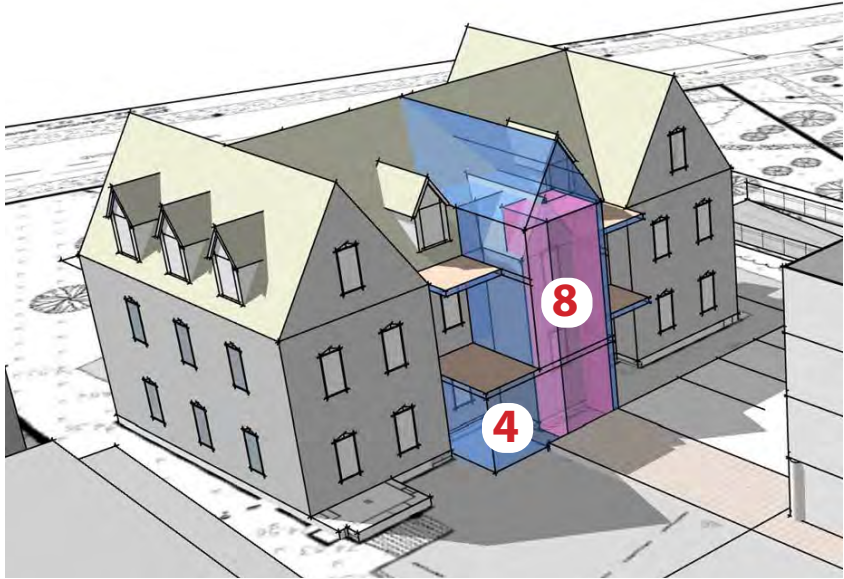
Level 2



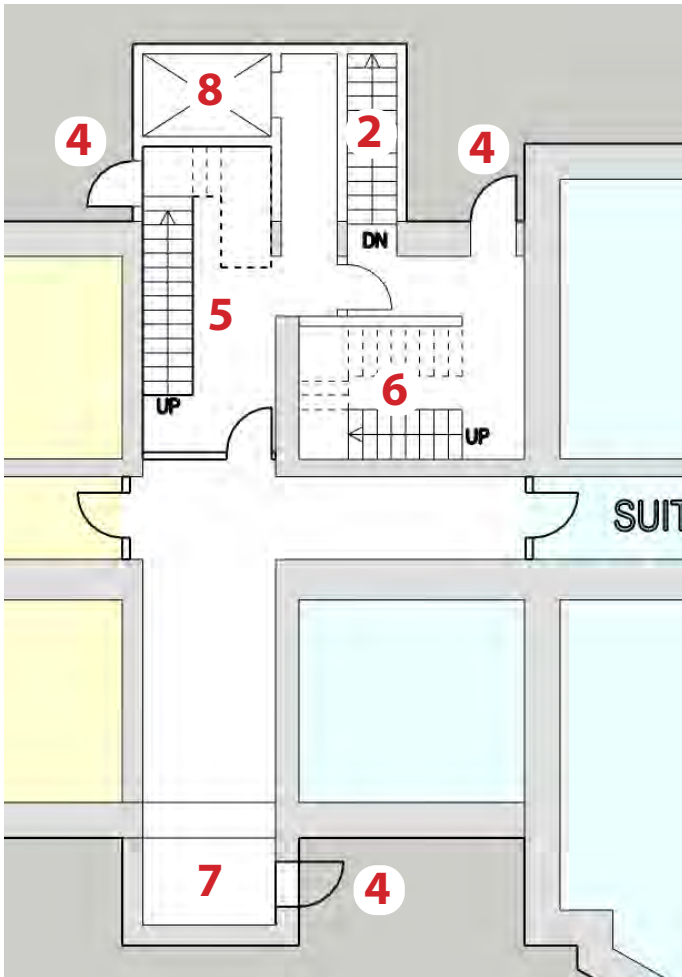
Level 3

2.4 Vertical Circulation

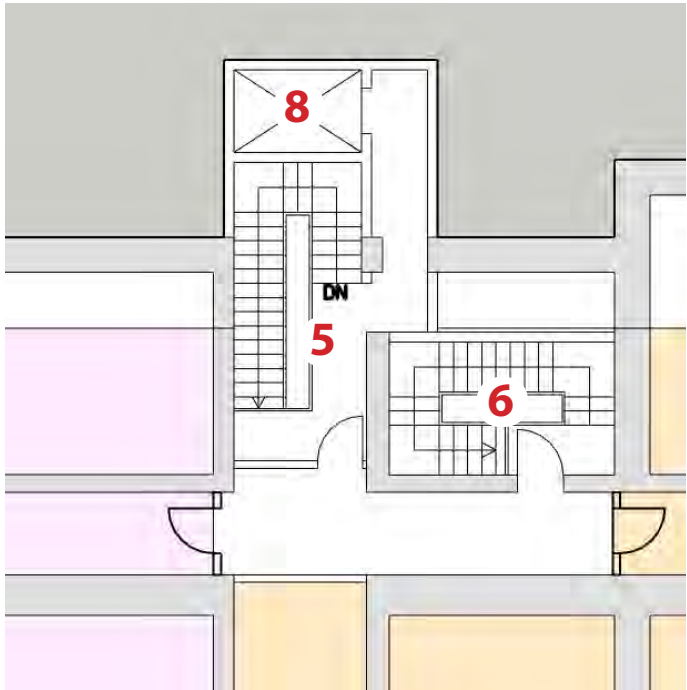
- 1. Entrance from parking
- 2. Down to parking
- 3. Up from parking
- 4. Exit
- 5. Exit Stair 1
- 6. Exit Stair 2
- 7. Main Entrance
- 8. Elevator



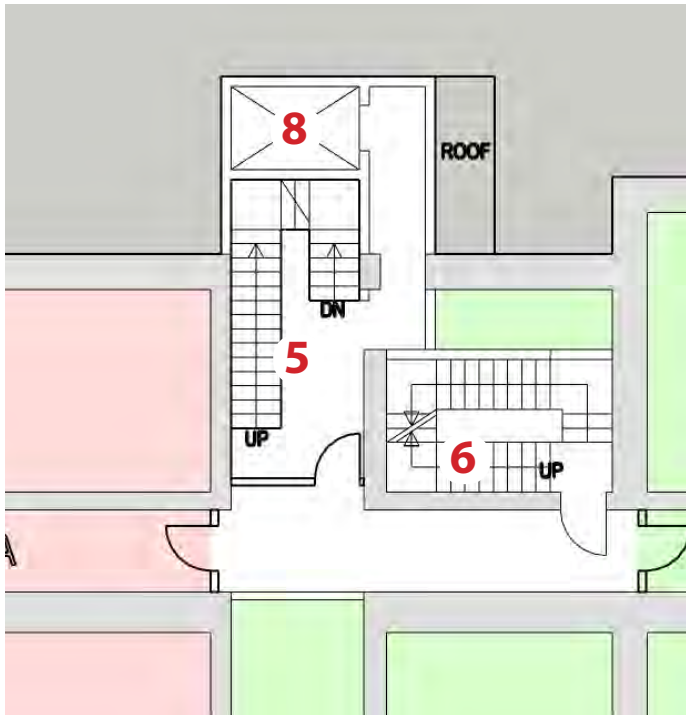
Level P0



Level 1



Level 3



Level 2

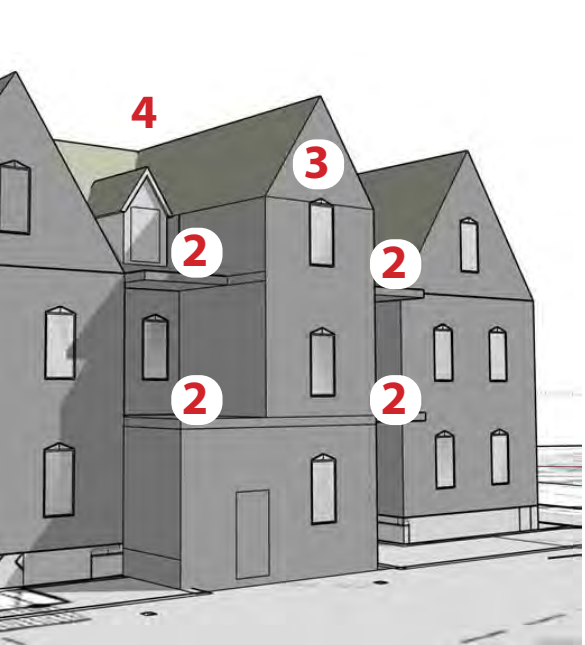
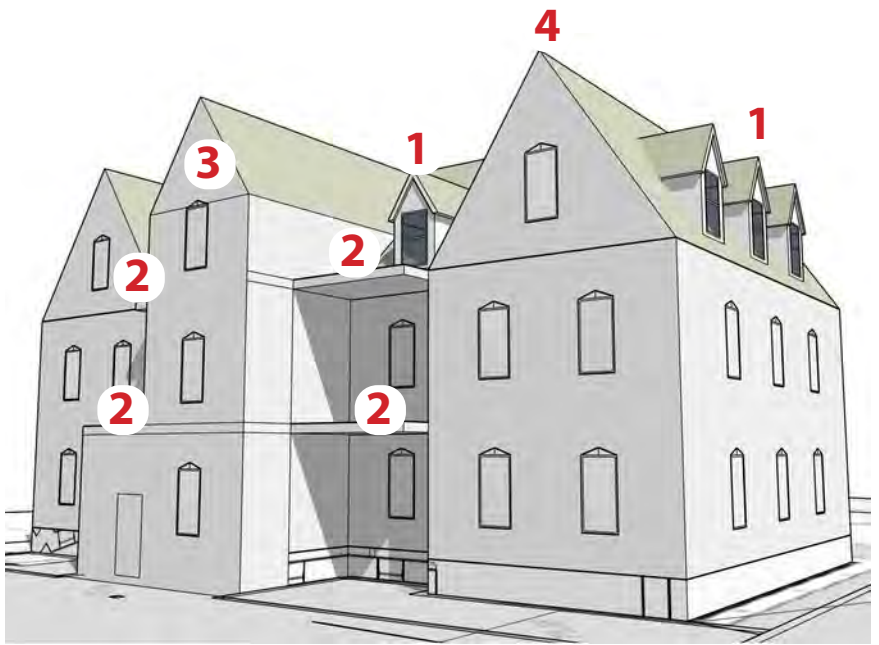
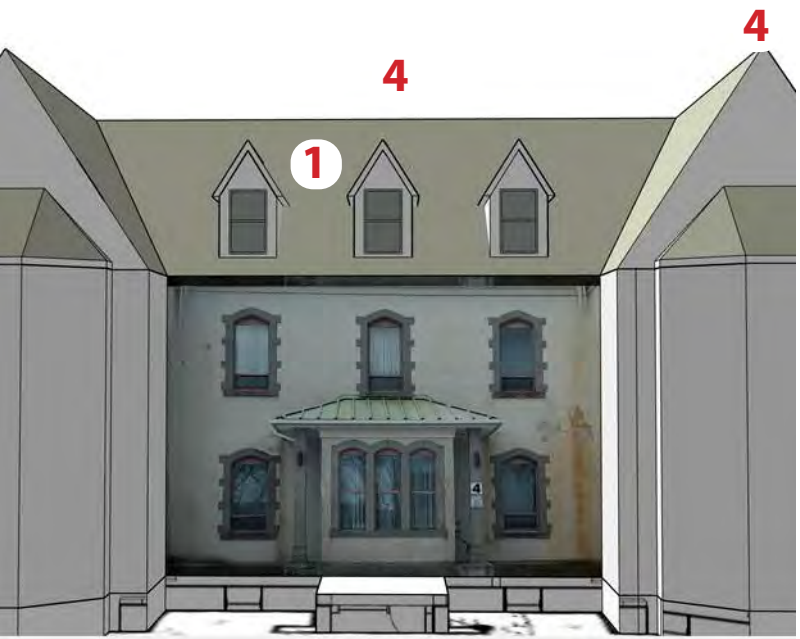
2.5 Exterior

Proposed Exterior

- New parged surface as close to existing as feasible
- New double hung windows
- New roof

For Discussion

1. Slightly enlarged dormers for egress and function
2. Balconies at rear
3. New elevator and stair enclosure
4. Cupola, crosses and chimneys



3. New Building

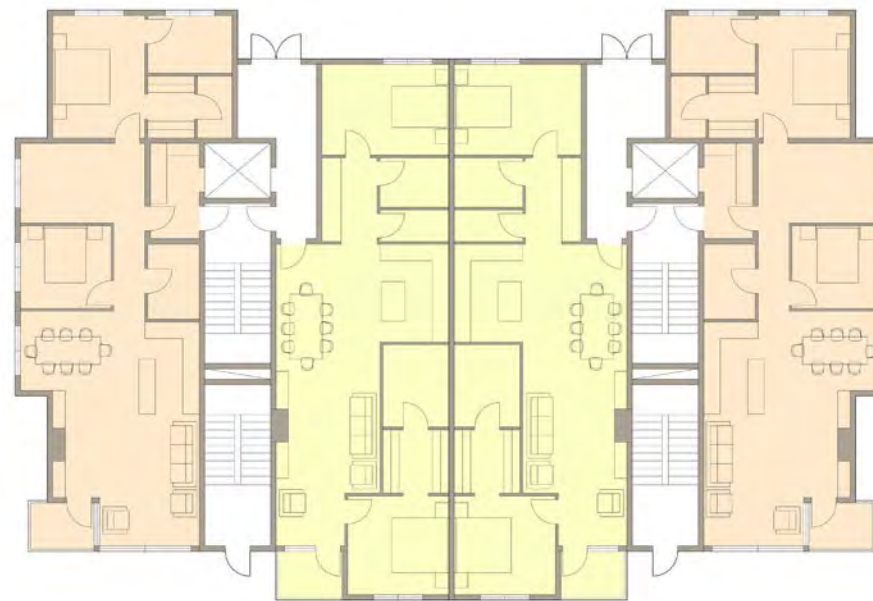
3.1 Building Use

Main Objectives

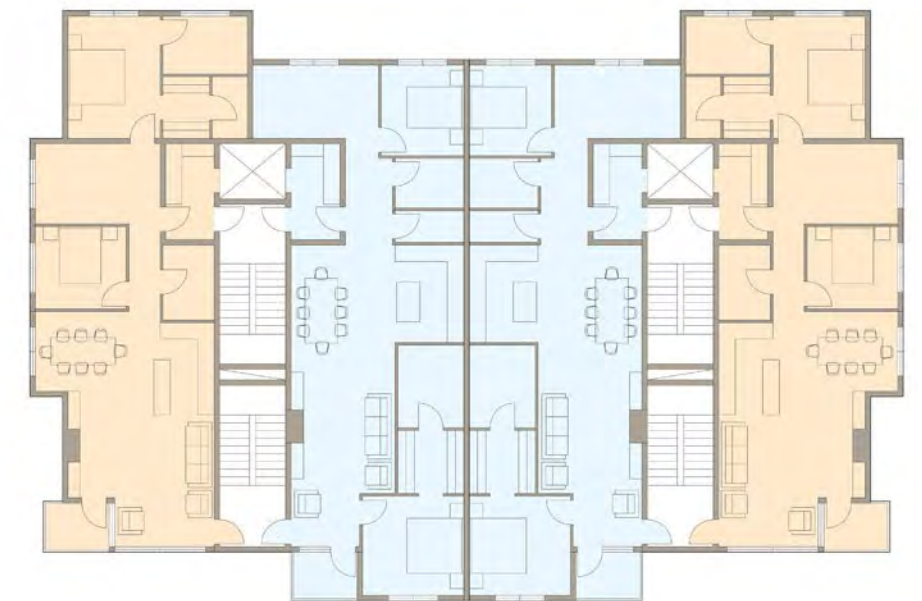
- 16 Condominium Apartments
- Total 'sellable' area, 2000m²
- 9' to 10' ceilings
- Balconies or patios
- Maximum exposure to sun and 'view'
- Minimum impact on Bonaventure Place and Monastery

As Proposed

- 16 Units, 4 floors
- Double Core
- Height 13.2m
- Footprint approx. 700m²



Level 1



Levels 2-4



3.2 Parking Level

- Resident Parking (covered) 26 Spaces
- Visitor Parking (surface) 21 Spaces
- Total Parking 47 Spaces



Parking minimum dimensions:

- Stall, 5.6x2.74m
- Aisle, 7.32 m
- Accessible 5.6x3.9m
- Van, 7.6x4.6

All parking and accessibility standards will be met or exceeded.



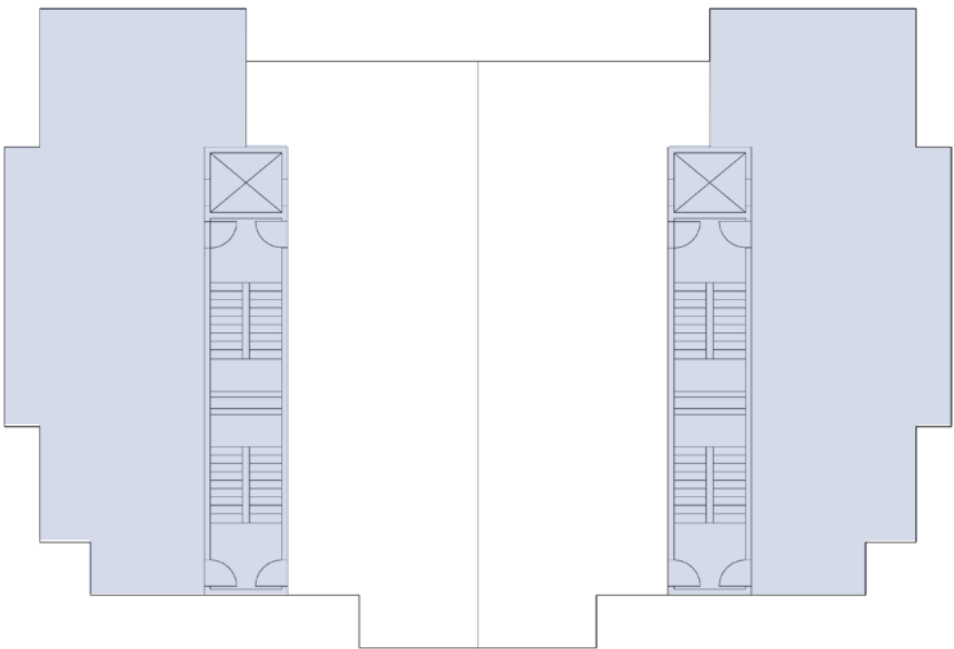
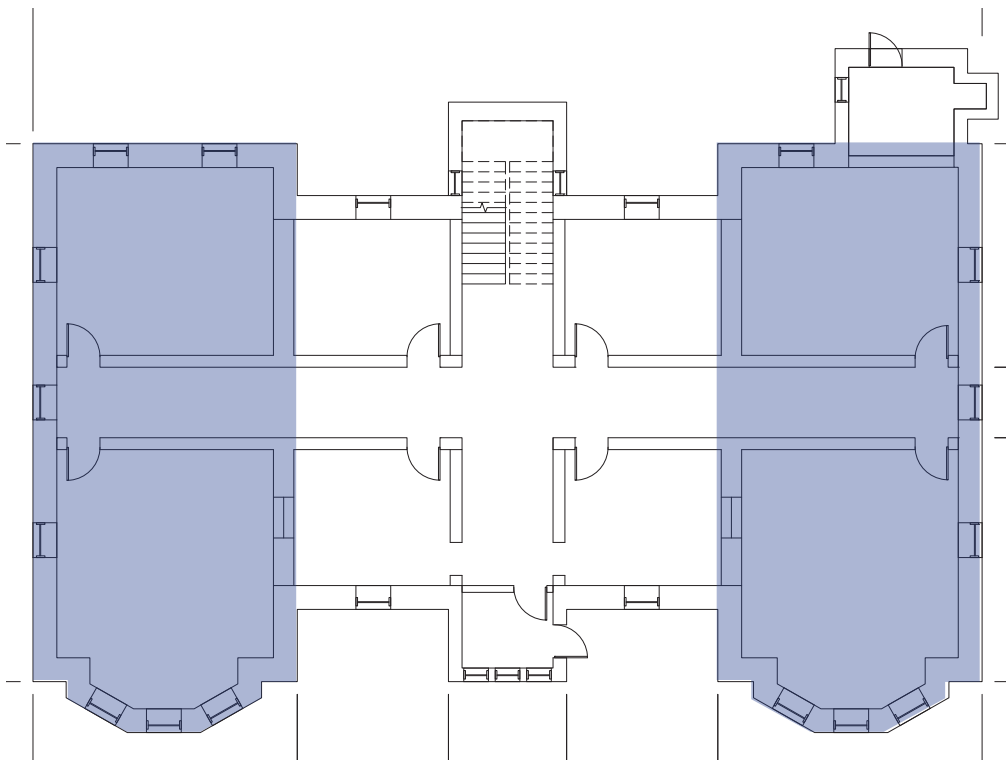
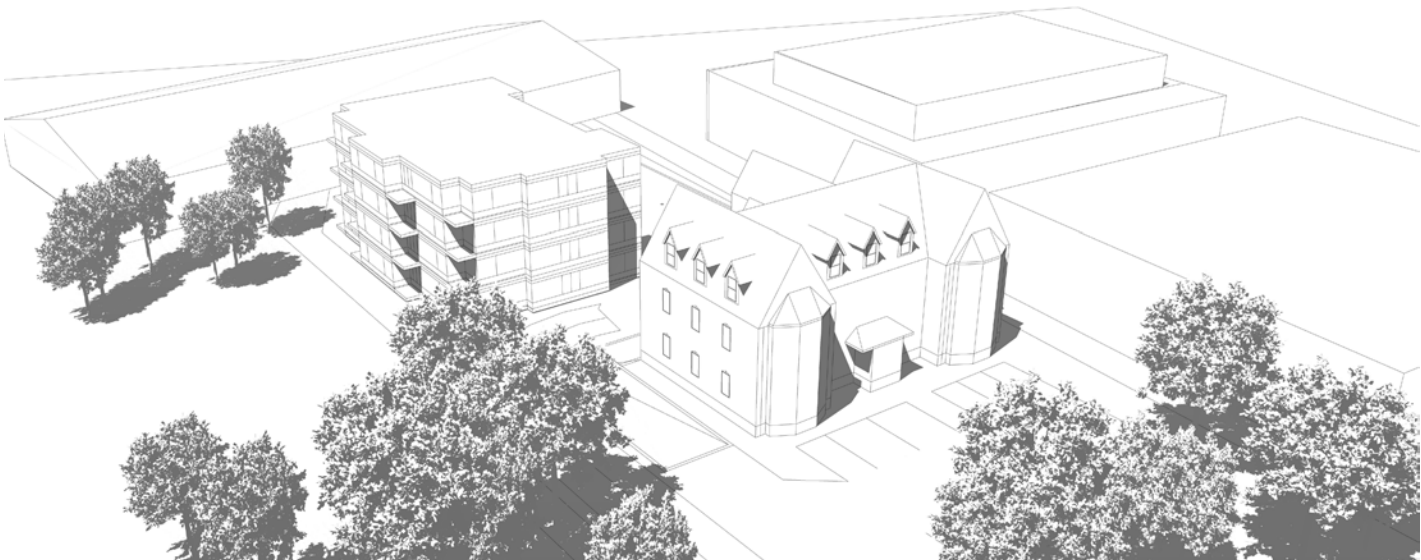
3.3 Form and Imagery

The imagery as presented shows basic form, projections and fenestration. Final design imagery will be developed in conjunction with the City and Heritage review.

Under development and for discussion, the intent for the new building is a contemporary building in terms of fenestration and materials.

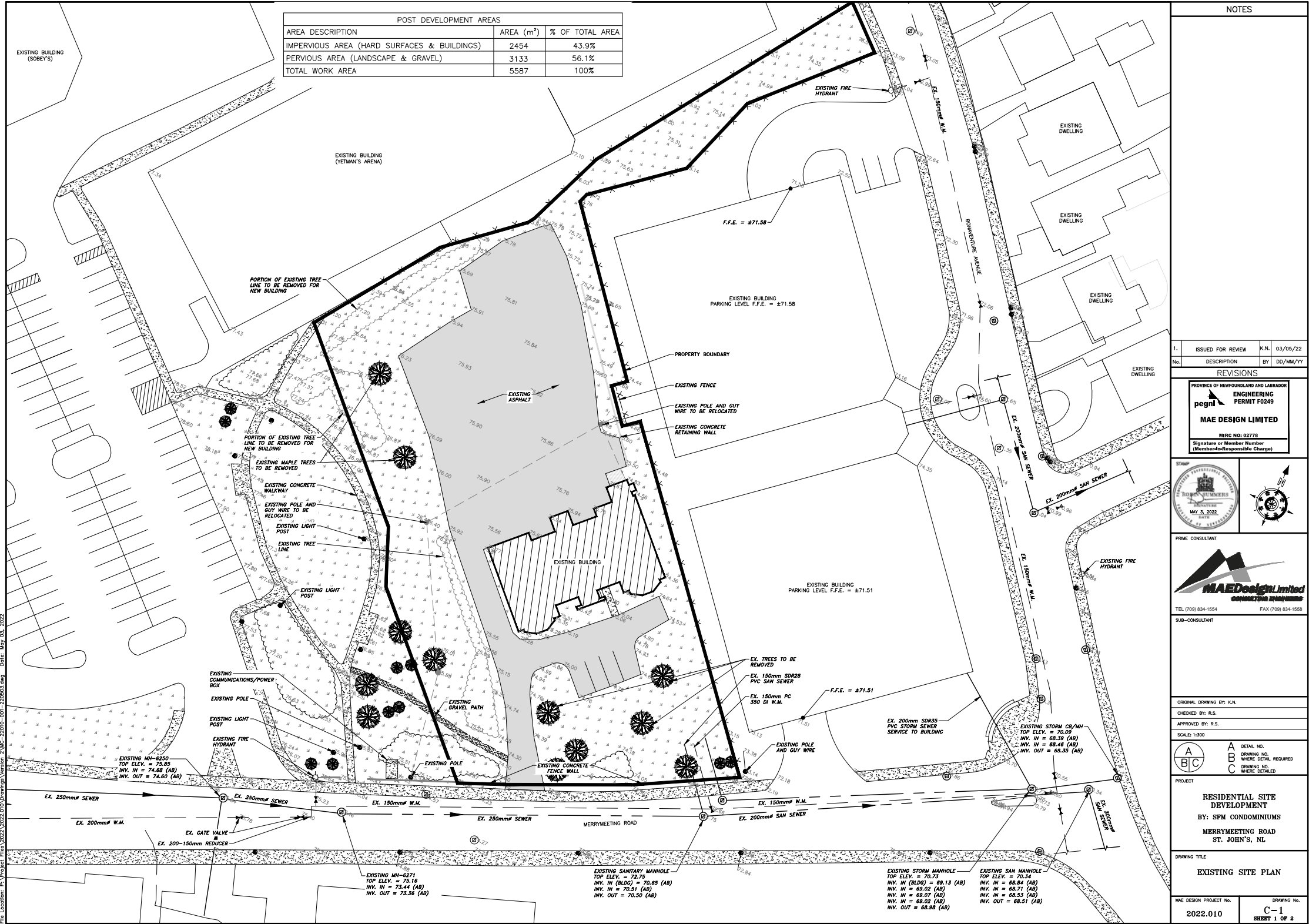
At the same time borrowing form and important elements from the Monastery such as:

- a. Articulated building form; central element with flanking symmetrical pieces
- b. Projected window bays
- c. Overall massing similar in scale and proportions



4. Site Development

4.1 Site Plan - Existing



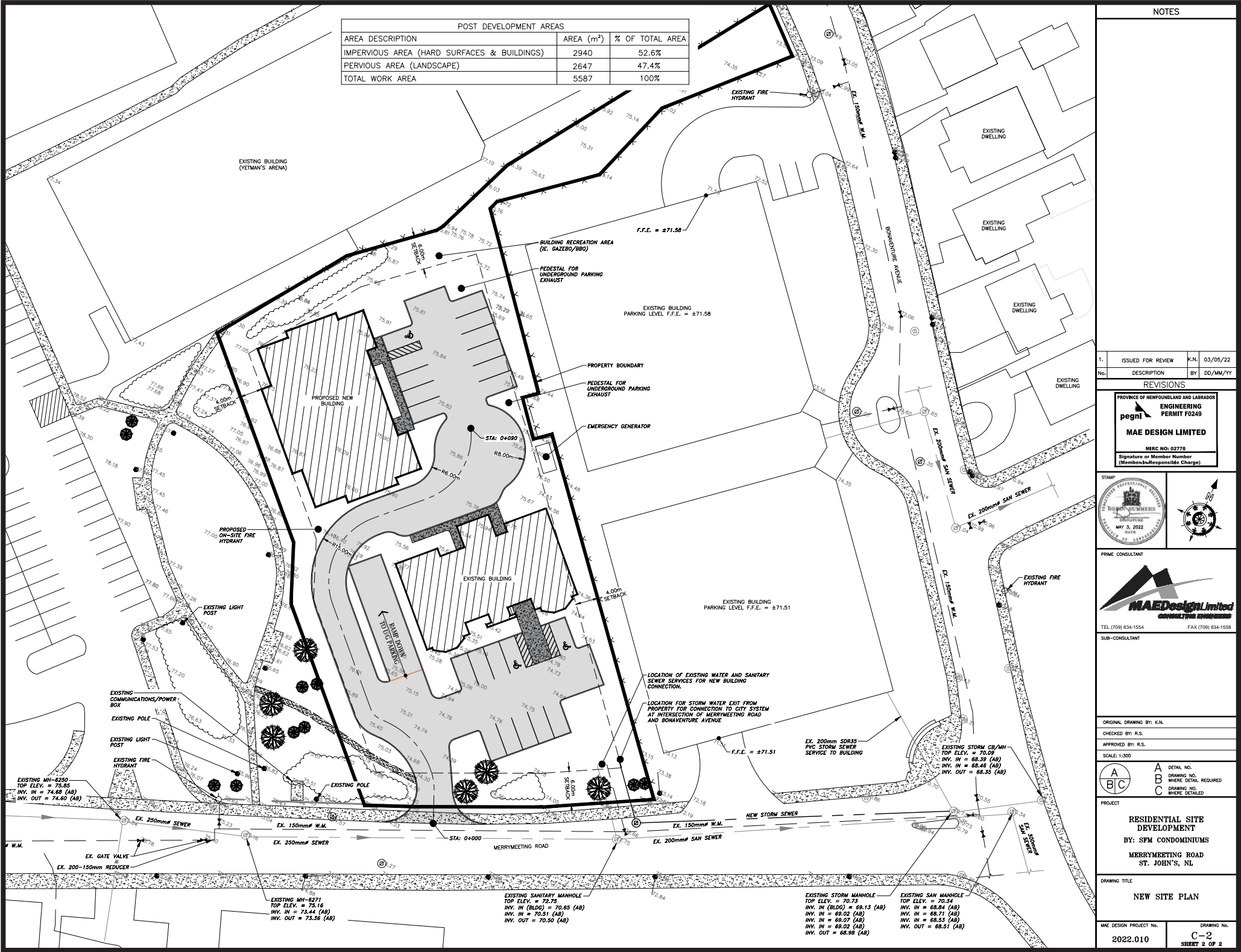
Note: Western development limits of the property includes the areas of the City approved exchange of land between the City and Brookfield Plains

4.2 Site Plan - Proposed

APARTMENT 1 (A1) ZONE
ZONE STANDARDS FOR APARTMENT BUILDING

- a. Lot Area (minimum) 750 metres square
- b. Lot Frontage (minimum) 20 metres
- c. Building Line (minimum) 7 metres
- d. Building Height (maximum) 12 metres
- e. Side Yards (minimum) Two, each equal to 1 metre for every 4 metres of Building Height, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres
- f. Rear Yard (minimum) 6 metres
- g. Lot Coverage (maximum) 35%
- h. Landscaping (minimum) 35%

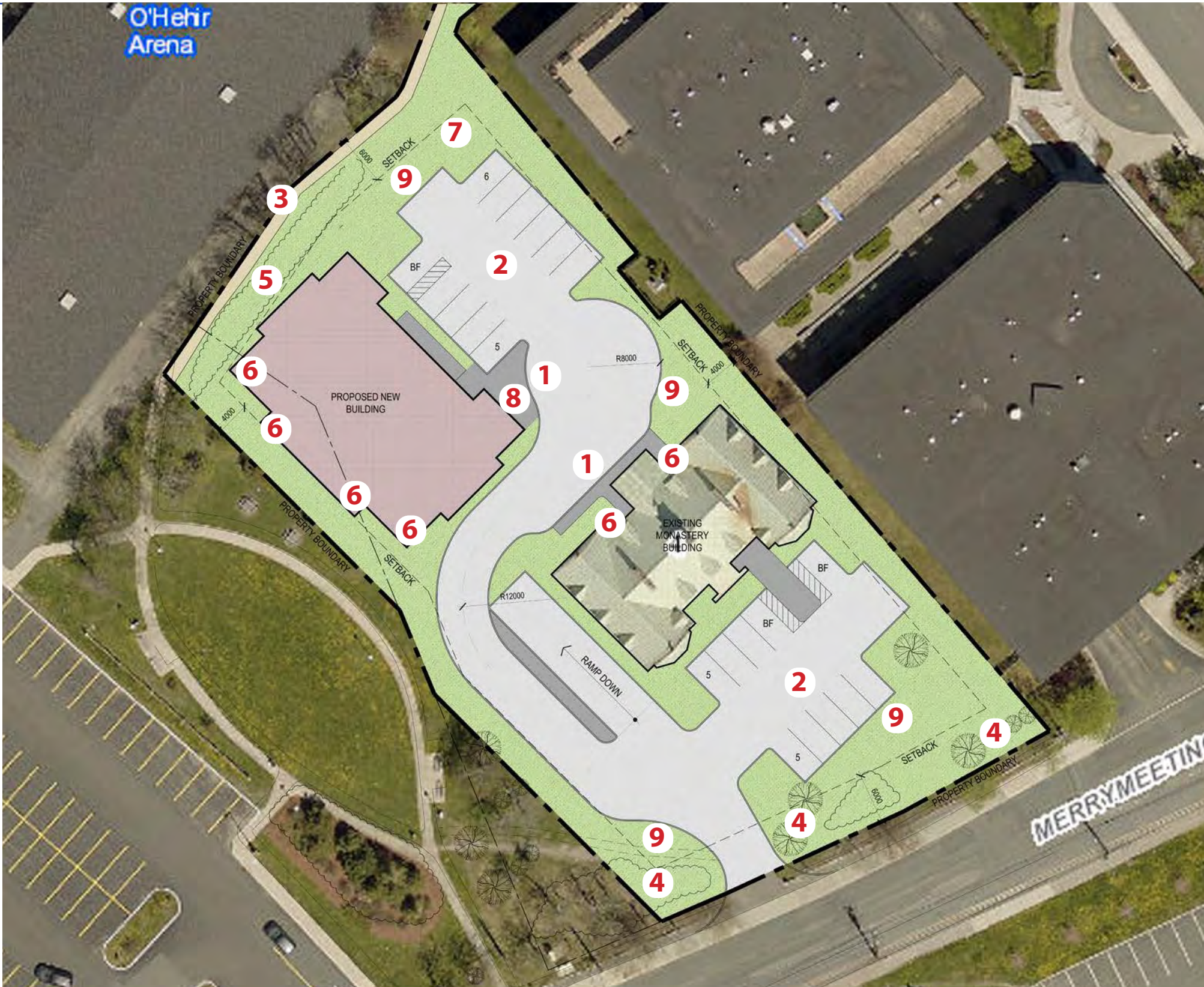
[Envision St. John’s Development Regulations]



4.3 Landscape

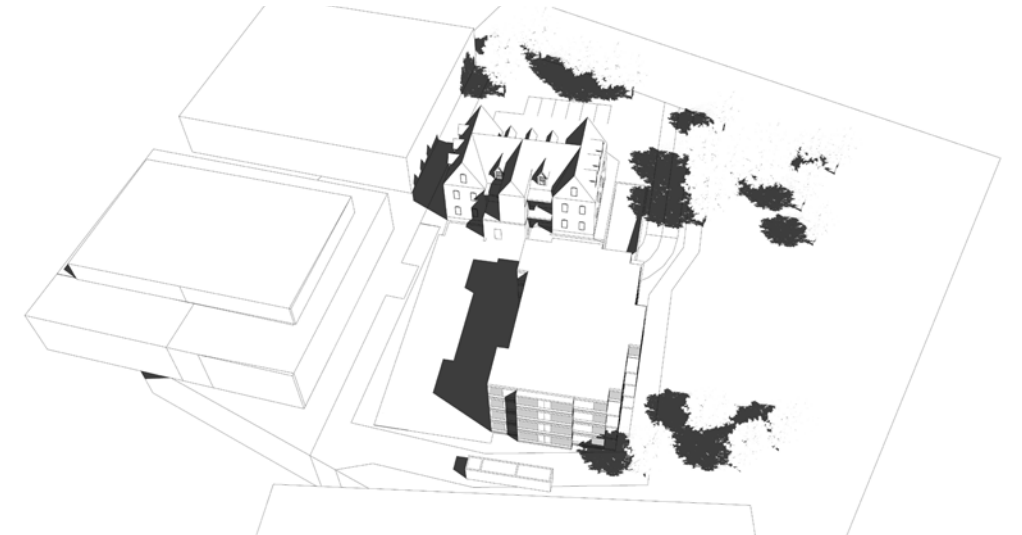
Legend

- 1. Vehicle Drop off
- 2. Visitor Parking
- 3. Pedestrian Path
- 4. Existing Trees to be maintained
- 5. Coniferous screen planting
- 6. Private patios and planters
- 7. Building recreation area (ie Gazedo/BBQ)
- 8. Bike Racks
- 9. Snow Storage



4.4 Building Impact

- New building positioned along western boundary line to minimize impact on adjacent neighbours
- New building height comparable to Monastery and Place Bonaventure



View from north property boundary looking south



View from west property boundary looking east

4.5 Views and Streetscapes



Aerial view of approach from Merrymeeting Road



Aerial view of proposed development with Place Bonaventure in the foreground



View from Merrymeeting Road looking along the access lane to the site



View from Sobeys' parking lot with the public park in the foreground

5. Engineering

5.1 Overview

- a. The Engineering team have been working with the Architects and Owner; to offer fully integrated design solutions.
- b. Municipal and civil engineering components have been advanced quite a bit. A full topographic survey and water hydrant flow test have been completed.
- c. Preliminary meetings with the City engineering department have confirmed preliminary locations and elevations for water, storm and sewerage piping.
- d. Preliminary discussions with the SJRFD have confirmed that the road access proposed is acceptable for fire fighting apparatus. An additional Hydrant with backflow protection will be provided.
- e. Automatic sprinkler systems will be provided in all areas. Standpipes will be provided in all stairwells.
- f. Preliminary meetings and coordination with Newfoundland Power have been carried out. Preliminary site electrical servicing has been determined.
- g. A back up electrical generator will be provided for the three elevators, the parking garage ventilation system, the garage door, and some strategic lighting.
- h. The renovations to the monastery and proposed underground link will be carried out so as to not impair or depreciate the existing heavy masonry structure. Any new penetrations or openings will be duly engineered.
- i. Structural construction methods for the new building will likely be a combination of steel and concrete. Sound and fire proofing between floors and walls are best achieved with concrete and insulation. Great attention will be paid to this in the new and the existing building.
- j. Insulated concrete forms are being considered for the load bearing walls of the new building.
- k. The parking structure will be unheated and will consist of cast-in-place reinforced concrete. The new building will be carried by the parking structure with a common elevator and stair shaft. There will be a link structure between the parking structure and the proposed new building.
- l. Preliminary construction methods have been reviewed. The objective being to provide new and refurbished buildings which meet or exceeds all criteria for energy efficiency and sustainability. And to provide quiet, safe and reduced maintenance living.

5.2 Civil

Site Access

- Access to the property will be via Merrymeeting Road. There is an existing site access that will be improved and utilized for the site access. Only one access is proposed. The access will be finished with new asphalt surface and will have perimeter curb. Sidewalk will be incorporated into the access to provide pedestrian access to the site.

Firefighting Access Provision

- Fire equipment and emergency vehicle access to the monastery building and the new building will be provided by way of the site access. The emergency vehicle path will be a minimum 6 metres wide with a 12 metre center line radius. The distance to each building will be 90 metres or less. An onsite fire hydrant with backflow prevention and isolation will also be provided to satisfy the regulatory requirement that the building fire department connection be located within 45 metres of a fire hydrant.

Sanitary Sewer

- There is an existing sanitary sewermain in Merrymeeting Road and an existing 150mm sanitary sewer line services the monastery building. A new sanitary sewer service will be provided for the new building and will connect to either the existing monastery building service near Merrymeeting Road or the Merrymeeting Road system along the property frontage.

Domestic and Fire Fighting Water Supply

- There is an existing 150mm watermain in Merrymeeting Road and an existing 150mm water line services the monastery building. A new water service will be provided for the new building and will connect to either the existing monastery building service near Merrymeeting Road or the Merrymeeting Road system along the property frontage.

Storm Sewer

- The existing property does not contain any onsite storm water piping or collection and there is no existing storm water piping in Merrymeeting Road. Preliminary investigative work was completed with the City Outside Services and there is a small diameter storm sewer and manhole available at the intersection of Merrymeeting Road and Bonaventure Avenue. It is proposed to extend the storm sewer from this location up Merrymeeting Road to the property. New storm water infrastructure such as manholes, piping and catchbasins will be installed throughout the site to collect the property storm water and direct it to the City infrastructure. Storm water modelling will be completed in the City XPSWMM storm water model software and the pre and post development flows will be provided to the City for review. If post development flows exceed pre development flows underground storm water detention will be provided if needed to meet City requirements.

Parking Lot

- It is proposed to provide 2 parking spaces per residential unit. There will be underground parking under the building and there will be surface parking both adjacent to the new build and in front of the monastery building. The parking lot will be asphalt surfaced with perimeter curb.

Landscape

- A landscape plan will be developed for the property and will include grassed areas, new tree plantings, preservation of existing trees, planting beds and access connection to the adjacent community park. Areas will be identified for snow storage to protect the landscape features.

5.3 Structural

- a. The proposed new building structure will be a combination of steel and concrete, designed to meet or exceed NBCC 2015 requirements.
- b. The proposed parking structure will consist of cast-in-place reinforced concrete, designed to meet, or exceed NBCC 2015 requirements. The structure will be designed to carry emergency vehicular load as required by the Authorities having jurisdiction.
- c. The Link structure between the parking structure and the proposed new building and attachment to the existing monastery building will, designed to meet or exceed NBCC 2015 requirements. The Link structure will be designed with careful consideration to not impair the existing monastery structure.

5.4 Mechanical

- a. The total domestic water and sanitary sewerage load for the development is approximately three hundred (300) fixture units (2.5 litres per second).
- b. Separate water mains will be provided for the automatic sprinkler systems.
- c. Reduced pressure backflow prevention and metering to the City requirements will be provided.
- d. The drainage from the inside parking garage is considered sanitary sewerage. This floor drainage will be collected into a solids interceptor and then directed into a new sanitary yard main.
- e. Sump pumps for elevator pits may be required.
- f. The roof of the new condominium will be flat. Roof drains will be provided to collect rain and snow melt. The expected peak flow is eighteen (18) mm of rain in fifteen (15) minutes as defined by the NBCC; onto a roof area of 700 square meters.
- g. The condominium building and monastery automatic sprinklers will be designed to the requirements of NFPA for dwelling units.
- h. The parking garage will be equipped with a dry sprinkler system. This dry system defines the water required for fire protection for the site. It has been determined that the municipal water supply is adequate and a fire pump is not required.
- i. Water pressure and flow for hose standpipes is more than adequate considering that the City of St. John's uses pumper trucks.
- j. The parking garage will be ventilated to NBCC and ASHRAE. Make up air will be introduced through the louvered garage door. The exhaust air will be discharged into two louvered plenum constructed of concrete and above grade. Acoustic linings will be provided in each plenum.
- k. Each individual dwelling unit will have stand alone, and fully autonomous heating and ventilation systems. Each dwelling unit will also have mechanical cooling.
- l. Fresh air and exhaust air to ASHRAE 62 will be provided through individual energy recovery ventilators (HRVs). Supplemental exhaust fans will be supplied in washrooms.
- m. Each dwelling unit will have a single zone fan coil unit; with a full back up electric resistance heating coil. A high efficiency filter (MERV 14) will be provided in each fan coil unit.
- n. Each dwelling unit will require a dedicated outside unit. These outside units will be ultra quiet; using variable refrigerant flow technology. Additional acoustic attenuation shields will be supplied with each outside unit. In the new building these outside units will be mounted on the roof.
- o. The monastery will have six ground mounted outside units, each with acoustic screening as required. And landscape screening as well.
- p. Laundry drier exhaust will be through the wall. Booster fans and lint traps will be provided.
- q. Kitchen hoods will be ducted through to the outside wall. All range tops will be induction type.
- r. Consideration is been given to installing new wood burning fireplaces in the monastery building; subject to discussions with the Insurer. These new fireplaces will have airtight fireboxes to be consistent with air pollution Code requirements. The existing open fireplaces are not consistent with current standards for urban use.
- s. There are no other processes or equipment which generate noise or odours.

5.5 Electrical

- a. The building will be equipped with a complete addressable fire alarm system. The system will be installed in full accordance with the National Building Code of Canada, and NFPA 101, the Life Safety Code. Signalling devices located inside of dwelling units will be equipped with a temporary silencing button.
- b. Receptacles inside of dwelling units will be installed as required by the Canadian Electrical Code. Arc-fault circuit interrupting type breakers will be used where required. Ground fault type receptacles will be used in all locations within 1.5m of a source of water.
- c. A lighting layout for each unit will be proposed to tenants, but final lighting arrangements and installations will be modified by tenants during the sales process. All such modifications will be made by qualified electricians, and in line with the Canadian Electrical Code. Common area lighting will include emergency lighting fixtures to provide egress illumination in the event of a power outage.
- d. An access control system will be installed to enable tenants to grant access to visitors. One such device will be located in each main entrance.
- e. All exterior lighting will be designed with full cut-off optics and housings in order to eliminate upward light pollution. Lighting calculations will be performed to ensure that light trespass from the building does not cross property boundaries, except where required for safety reasons. Light will be allowed to spill over the property boundary at entries, exits, and intersections, in order to keep such high traffic areas safe for residents and neighbors. Exterior lighting will be a combination of building and pole mounted. All poles used to support light fixtures will be checked by a Professional Engineer licensed to practice in this Province as meeting the City's required standards for safety.
- f. Preliminary correspondence with the electric power utility have indicated that the building's electrical service will share the pad-mount transformer at the neighboring condominium development. The existing transformer will be removed and replaced by the utility, and our building's service conduits and wires installed from this building's electrical room to the pad-mount location.
- g. Each unit will have a separate metered electrical service, fed from a common meter center in the main electrical room. Each unit's panel will be located in a safe, serviceable location. Along with the electrical panel, a telecommunications conduit from each unit back to the main electrical room. Tenants will be free to have the telecommunications provider of their choice install backbone cabling in this conduit.
- h. The backup generator will be a self-contained diesel fuelled assembly with a sub-base fuel tank that will fit within the footprint of the generator above. The fuel tank will be installed above grade on a structural concrete slab, and the generator will sit on top of the fuel tank. The products of combustion will be vented consistent with CSA for this application. A full height stack will not be required. The generator will be exercised monthly approximately an hour, and four hours once annually. The generator enclosure will be built from powder-coated aluminum or stainless steel, and will be complete with an integral acoustic silencer to limit noise.
- i. It is currently intended that each unit's parking space will be provided with means of connecting an electric vehicle charger. A dynamic charge management system will be installed in order to prevent such charging loads from overloading the building's electrical service.

6. Summary

As drawn/Proposed

New Building

- 4 Floors, 13.2m high
- 16 Apartments
- Net floor area 2000m²
- Gross area 2400m²
- Coverage 700m²

Monastery

- 6 units
- Net floor area 800m²
- Gross area 1200m²
- Coverage 500m²

Parking

- Surface 21 spaces
- Underground 26 spaces
- Total 47 spaces

Potential Issues

- We anticipate that we will be able to meet all of the objectives for the New Build with A1 Zoning, and Heritage Requirements for the Monastery with the possible exceptions.

For the Monastery

- Increase size of dormers
- Elevator and stair shaft on back
- Balconies on the back

For the New Build

- Minor variance for maximum height from 12m to 13.2m (+10%)
- How will exterior form and imagery be arbitrated?

Rezoning

- For 2 multi-unit residential buildings
- Conditional Use Heritage/Residential for Monastery
- A1 for the property



DECISION/DIRECTION NOTE

Title: Driveways in the Residential Reduced Lot (RRL) Zone

Date Prepared: July 6, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude, Planning

Ward: N/A

Decision/Direction Required:

To consider a text amendment to the St. John's Development Regulations to revise the maximum driveway width in the Residential Reduced Lot (RRL) Zone. This was prompted by a previous application to rezone land at 670 Kenmount Road.

Discussion – Background and Current Status:

The City has recently rezoned a portion of the property at 670 Kenmount Road from the Residential 2 (R2) Zone to the Residential Reduced Lot (RRL) Zone. Within the RRL Zone, driveway widths are limited to 3.6 metres regardless of the width of the lot. During the application review for 670 Kenmount Road, the applicant requested a text amendment to allow a larger driveway on wider lots where snow storage can be accommodated. At the time of the request, the public consultation was already completed for the rezoning so it was recommended to bring their request forward as a separate text amendment.

Currently the RRL Zone states that hard landscaping of the front yard shall not exceed 3.6 metres in width (i.e. a single driveway). This was implemented when the RRL Zone was created, to ensure enough landscaped area on narrow lots to accommodate snow storage for a calculated snow cone from City snowblowers. Since that time the City has changed its method of calculating snow storage. The snow cone method is no longer used; rather, calculations are based on the overall lot area. Most lots in the proposed 670 Kenmount Road development are set to the minimum lot standards but there are a few lots that have wider frontage due to the curves in the road layout. It is possible that these lots are wide enough to accommodate a double driveway plus the required snow storage. Should Council decide to proceed with the text amendment, the applicant will be required to provide a snow storage plan for any lots that have a driveway larger than 3.6 metres wide. If snow storage requirements cannot be met, the lot will not be permitted to have a wider driveway.

Staff have reviewed the text amendment request and propose the following wording:

Residential Reduced Lot (RRL) Zone

(3) Notwithstanding Section 7.6, Driveways, together with Hard Landscaping as measured at the property boundary abutting the Street, shall not exceed 3.6 metres in width unless otherwise allowed in a snow storage plan.

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The Public Works Department wanted to ensure that lots in the RRL Zone have enough area in the front yard closest to the street to accommodate snow storage. This has been incorporated into the proposed new regulation. It will allow space for snow storage closest to the street, while also allowing some hard landscaping (pathways) closest to the dwelling. Staff are reviewing internal processes to ensure that, after initial occupancy is approved, requests for driveway expansions are not allowed on lots that cannot meet snow storage requirements.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Residents and property owners with property within the RRL Zone.
3. Alignment with Strategic Directions:

A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.

Choose an item.

4. Alignment with Adopted Plans: St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: An amendment to the St. John's Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Should Council consider the text amendment, public notice is required as per the St. John's Development Regulations and a project page will be available on EngageStJohns.ca (www.engagestjohns.ca/planning)
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council consider a text amendment to revise Section 3 of the Residential Reduced Lot (RRL) Zone to allow consideration of driveways wider than 3.6 metres, subject to a snow

Driveways in the Residential Reduced Lot (RRL) Zone

storage plan. Further, that Council advertise the text amendment for public comment.

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: | Driveways in the Residential Reduced Lot (RRL) Zone.docx |
| Attachments: | - RRL Zone Table.pdf |
| Final Approval Date: | Jul 7, 2022 |

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

Ken O'Brien - Jul 6, 2022 - 2:19 PM

Jason Sinyard - Jul 7, 2022 - 9:46 AM

RESIDENTIAL REDUCED LOT (RRL) ZONE

RRL

(1) PERMITTED USES

| | |
|--------------------|--------------------------|
| Accessory Building | Single Detached Dwelling |
| Home Office | |

(2) ZONE STANDARDS

| | | |
|-----|---|---|
| (a) | Lot Area (minimum) (2022-05-27) | 250 metres square |
| (b) | Lot Frontage (minimum) (2022-05-27) | 10 metres |
| (c) | Building Line (minimum) (2022-05-27) | 7 metres |
| (d) | Building Height (maximum) (2022-05-27) | 8 metres |
| (e) | Side Yards (minimum) (2022-05-27) | Two of 1.2 metres, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) | Rear Yard (minimum) (2022-05-27) | 6 metres |

(3) NOTWITHSTANDING SECTION 7, HARD LANDSCAPING OF THE FRONT YARD SHALL NOT EXCEED 3.6 METRES IN WIDTH.

INFORMATION NOTE

| | |
|-----------------------------|--|
| Title: | Downtown Plan info terms of reference |
| Date Prepared: | July 8, 2022 |
| Report To: | Committee of the Whole |
| Councillor and Role: | Councillor Ian Froude, Planning |
| Ward: | Ward 2 |

Issue:

To issue terms of reference for a consultant for Downtown Forward, the proposed Downtown Plan.

Discussion – Background and Current Status:

The Envision St. John's Municipal Plan, 2021, set out planning areas for the city, including Planning Area 1 – Downtown. It calls for neighbourhood or secondary development plans for the planning areas, based on need. Neighbourhoods that are growing or changing have priority.

Envision St. John's contains a downtown area development plan from the 1980s that helped guide aspects of development in the decades since. This needs an update. Over the past number of years, downtown has seen buoyant times and challenging times, based on the overall economy. We are now emerging from the covid-19 pandemic and this is a good time to review our downtown land-use policies and economic- development efforts.

The City has assembled a small group of staff to help guide Downtown Forward, a new downtown plan that will be a neighborhood or secondary development plan under Envision St. John's as well as an economic development plan. Planner Ann-Marie Cashin will be the City's project manager, assisted by Elizabeth Lawrence, Director of Economic Development, Culture and Partnerships. Councillor Ravencroft will be the Council lead.

Key Considerations/Implications:

1. Budget/Financial Implications: The budget is included as an item for Planning, Engineering and Regulatory Services.
2. Partners or Other Stakeholders: Downtown property owners, residents and businesses; Downtown St. John's Inc.; St. John's Board of Trade; George Street Association; St. John's Sports and Entertainment; Destination St. John's; built heritage groups; church

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parishes; St. John's Port Authority; downtown shoppers and patrons; other interested citizens and groups.

3. Alignment with Strategic Directions:

A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.

A Sustainable City: 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.

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan calls for neighbourhood or secondary plans as needed.
5. Accessibility and Inclusion: Any proposed development plans will consider accessibility and inclusion as important factors.
6. Legal or Policy Implications: Will align with the policies of Envision St. John's.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public engagement will form an important part of this project.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: The consultant will be sought and hired in accord with the City's procurement processes.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Conclusion/Next Steps:

The City will issue terms of reference for a consultant to prepare Downtown Forward, the Downtown Plan for St. John's.

Prepared by: Ken O'Brien, MCIP, Chief Municipal Planner

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