

# ST. JOHN'S

## Committee of the Whole Agenda

August 10, 2022

9:30 a.m.

4th Floor City Hall

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3. Adoption of the Minutes
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4. Presentations/Delegations
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Presenters: Simone Lilly, Sherwin Flight and Nicole Alyward
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
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# ST. JOHN'S

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

July 13, 2022, 9:30 a.m.

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

Regrets: Councillor Ian Froude

Staff: Kevin Breen, City Manager  
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services  
Lynnann Winsor, Deputy City Manager of Public Works  
Linda Bishop, Senior Legal Counsel & Acting City Solicitor  
Karen Chafe, City Clerk  
Ken O'Brien, Chief Municipal Planner  
Susan Bonnell, Manager - Communications & Office Services  
Christine Carter, Legislative Assistant

Others: Kelly Maguire, Communications & Public Relations Officer

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### 1. **Call to Order**

Mayor Danny Breen called the meeting to order at 9:33 am.

### 2. **Approval of the Agenda**

#### Recommendation

**Moved By** Councillor Ravencroft

**Seconded By** Councillor Bruce

That the agenda be adopted as presented.

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

**MOTION CARRIED (9 to 0)**

**3. Adoption of the Minutes**

**3.1 Adoption of Minutes - June 29, 2022**

Recommendation

**Moved By** Councillor Korab

**Seconded By** Councillor Ridgeley

That the minutes of June 29, 2022, be adopted as presented.

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

**MOTION CARRIED (10 to 0)**

**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**

Councillor Sandy Hickman advised that this replacement pump will be funded through the Regional Water Reserve Fund, as the existing pump has failed and must be replaced.

Deputy Mayor O'Leary questioned the longevity of this type of equipment, and was advised by the Deputy City Manager of Public Works, Lynnann Winsor, that these types of pumps generally last between 20-25 years depending on how they are used.

Recommendation

**Moved By** Councillor Hickman

**Seconded By** Councillor Ellsworth

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

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

**MOTION CARRIED (10 to 0)**

## **6.2 Provision of Recycling Carts or Nets**

Councillor Sandy Hickman referred Council to the information prepared regarding the options to provide recycling carts or nets to residents and asked that the Deputy City Manager of Public Works present the options to Council for discussion.

Ms. Winsor noted that in May of 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.

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).

The Deputy City Manager of Public Works reviewed the pros and cons for each of the options presented.

Ms. Winsor provided Council with another option to consider. As 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.

The Deputy City Manager reiterated that all of the options presented in this note would require communications support to implement.

After a great deal of discussion by members of Council, it was agreed to support the Staff's recommendation to utilize some of the current communications tools in place to help support curbside collection and to continue to monitor the situation to give the new recycling program a full year and then to re-evaluate. Going back to the use of nets or other coverings was not supported by members of Council.

It was also agreed that the downtown core would need to be monitored and that Councillor Ravencroft and Deputy Mayor O'Leary could work together to engage with residents in the downtown to get their feedback on any issues they are experiencing regarding garbage and recyclables collection. Some feedback received from residents of the downtown has included the lack of storage space for a garbage bin on some properties, and that there is not automated garbage collection.

The City's recycling program will continue to be closely monitored and Staff will bring an updated report to Council after the program has been in place for a full year.

#### Recommendation

**Moved By** Councillor Hickman

**Seconded By** Councillor Ellsworth

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.

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

**MOTION CARRIED (10 to 0)**

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**

City Manager, Kevin Breen, presented Council with the Strategic Plan Quarter 2 update. Mr. Breen noted that 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 status is as follows:

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

The written commentary in the 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.

It was noted that '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.

Council also discussed several ongoing initiatives and their status including the Household Travel Survey; the Elizabeth Avenue Active Transport improvements; Accessibility Plan for Transit, and the ongoing Wetlands Study.

It was suggested that an assessment of and a plan for future renovations at City Hall could also be considered by Staff as part of the Plan.

### 13. **Planning - Councillor Ian Froude**

#### 13.1 **188 New Pennywell Road, REZ2200005**

Councillor Burton presented the Decision Note regarding the request for rezoning of the property at 188 Pennywell Road.

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.

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.

#### Recommendation

**Moved By** Councillor Burton

**Seconded By** Councillor Ravencroft

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.

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

**MOTION CARRIED (10 to 0)**

### **13.2 4 Merrymeeting Road, MPA2200003**

Councillor Burton referenced the Decision Note to consider a rezoning to allow two Apartment Buildings at 4 Merrymeeting Road (Mount St. Francis Monastery property, designated Heritage Building).

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 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 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.

Mayor Breen added that this is the first application from the sale of church properties, and it is very positive to see that these very important heritage buildings are maintained, improved, and repurposed. This is an interesting and exciting project.

Deputy Mayor O'Leary noted that it is very important that public engagement happen on these applications coming from church lands as it will be very important for residents to have their say.

Recommendation

**Moved By** Councillor Burton

**Seconded By** Deputy Mayor O'Leary

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.

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

**MOTION CARRIED (10 to 0)**

### **13.3 Driveways in the Residential Reduced Lot (RRL) Zone**

Councillor Burton spoke to the Decision Note included in today's agenda regarding Driveways in the Residential Reduced Lot (RRL) Zone, which asks for Council 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.

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.*

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.

Councillor Burton added that if the text amendment is approved that Council will advertise the text amendment for public comment.

Deputy Mayor O'Leary questioned whether this amendment would eliminate the previous issues encountered in the Kenmount Terrace area of parking on lawns and impact that issue in the future. The Deputy City Manager of Planning, Engineering and Regulatory Services, Jason Sinyard, advised that if the residential lot is able to have a double wide driveway, it should eliminate the instances of parking on lawns, and have a positive impact in that regard.

Recommendation

**Moved By** Councillor Burton

**Seconded By** Councillor Ellsworth

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

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

**MOTION CARRIED (10 to 0)**

#### **13.4 Downtown Plan - Terms of Reference**

Councillor Burton reviewed the Information Note on the terms of reference for a consultant for Downtown Forward, the proposed Downtown Plan.

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. The City is now emerging from the covid-19 pandemic and this is a good time to review 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.

Councillor Ravencroft added that she is very pleased to be the Council lead for this initiative and looks forward to being a part of the discussions.

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**

There being no further business the meeting adjourned at 10:40 am.

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Mayor

# DECISION/DIRECTION NOTE

<b>Title:</b>	Emergency Continuity Management Advisory Group - Terms of Reference
<b>Date Prepared:</b>	July 22, 2022
<b>Report To:</b>	Committee of the Whole
<b>Councillor and Role:</b>	Mayor Danny Breen, Governance & Strategic Priorities
<b>Ward:</b>	N/A

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**Decision/Direction Required:** Council's approval of the Terms of Reference for the Emergency Continuity Management Advisory Group.

**Discussion – Background and Current Status:** The City of St. John's Emergency and Continuity Management Policy was formally approved on November 29<sup>th</sup>, 2021, and as a part of that policy, it was agreed to establish an internal Emergency Continuity Management Advisory Group.

**The role of the Emergency and Continuity Management Advisory Group is to:**

- review the state of Emergency and Continuity management in the City;
- provide management oversight of associated program and planning activities; and
- report to and provide advice to Council on the development and implementation of the Program and related plans and activities;
- as further detailed in the Emergency and Continuity Management Procedures.

**The Emergency and Continuity Management Advisory Group is responsible for:**

- providing strategic input in coordinating the development, implementation, evaluation, maintenance, and continuous improvement of the policy, Program, and related plans; and
- implementing the policy and Program elements assigned to them.

**The Emergency and Continuity Management Advisory Group shall consist of the following, or their designates:**

- Mayor;
- City Manager;
- City Solicitor
- Deputy City Manager, Finance and Administration;
- Deputy City Manager, Community Services;
- Deputy City Manager, Public Works;
- Deputy City Manager, Planning, Engineering and Regulatory Services;
- Manager, Emergency and Safety Services; and
- Fire Chief/Director of Regional Fire Services.

The City Manager shall be the Chair of the Advisory Group, and the Fire Chief/Director of Fire Services and the Deputy City Manager of Finance and Administration shall be co-chairs.

**Key Considerations/Implications:**

1. Budget/Financial Implications: There are no new budget or financial implications associated with the Terms of Reference.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions:

An Effective City: Work with our employees to improve organizational performance through effective processes and policies.

A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.

4. Alignment with Adopted Plans: The City of St. John's Emergency and Continuity Management Policy, Business Continuity Plan, [City of St. John's Act](#), Emergency and Continuity Management Procedures, Emergency Management Plan and the [Emergency Services Act](#)
5. Accessibility and Inclusion: Not applicable
6. Legal or Policy Implications: Not applicable
7. Privacy Implications: Not applicable
8. Engagement and Communications Considerations: Not applicable
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 approve the Terms of Reference for the Emergency Continuity Management Advisory Group as presented.

**Prepared by:** Christine Carter, Legislative Assistant

**Approved by:**

**Report Approval Details**

Document Title:	Emergency Continuity Management Advisory Group Terms of Reference.docx
Attachments:	- Terms of Reference - Emergency Continuity Management Advisory Group Final.doc
Final Approval Date:	Jul 25, 2022

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

**Karen Chafe - Jul 24, 2022 - 10:22 AM**

**No Signature found**

**David Day - Jul 25, 2022 - 1:26 PM**

**1. GENERAL INFORMATION**

Advisory Group Name	Emergency and Continuity Management Advisory Group
Reporting to	Committee of the Whole
Date of Formation	April 2022
Meeting Frequency	Minimum of 2 times per year, typically once every six months
Staff Lead	Manager of Emergency and Safety Services
Staff Liaison	Others as required as per Section 3.1.2
Council Member Champion	Mayor Danny Breen

**2. PURPOSE**

The Emergency and Continuity Management Advisory Group will provide program goals, objectives and performance measures to the City’s Emergency and Continuity Management program. At a minimum, the Group will.

- Review the state of Emergency and Continuity Management in the City.
- Provide management oversight of associated program and planning activities and
- Report to and provide advice to council on the development and implementation of the Program and related plans and activities.

Advisory group recommendations to Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The purpose of the Emergency and Continuity Management Advisory Group in relation to specific City policies, plans and strategies is as follows:

Advisory Group Relationship to Strategic Plan:

- The policy aligns with the “An Effective City” strategic direction in the Strategic Plan and is part of an activity detailed in the 2020 Action Plan:
  - Goal - Work with our employees to improve organizational performance through effective processes
  - Initiative - Improve processes, policy, and procedures related to emergency and safety services

Applicable Legislation/City Bylaws:

- [City of St. John's Act](#)
- [Emergency Services Act](#)

Other City Plans:

- City of St. John's Emergency and Continuity Management Program
- City of St. John's Business Continuity Plan
- Emergency and Continuity Management Policy
- Emergency and Continuity Management Procedures
- City of St. John's Emergency Management Plan

**3. MEMBERSHIP AND COMPOSITION**

**3.1 Composition**

- a) The Advisory Group shall consist of the following, or their designates:
- i. Mayor
  - ii. City Manager
  - iii. City Solicitor
  - iv. Deputy City Manager (DCM), Finance and Administration
  - v. DCM, Community Services
  - vi. DCM, Public Works
  - vii. DCM, Planning, Engineering and Regulatory Services
  - viii. Manager, Emergency and Safety Services
  - ix. Fire Chief/Director of Regional Fire Services

**3.1.2 Staff and Council Members (Ex-Officio Members)**

**Staff Lead (1 member)**

The Manager, Emergency and Safety Services is the staff lead to the advisory. Other staff support/attendance may be requested by the Lead Staff where required.

**Group Chair**

The City Manager shall be the Chair of the Advisory Group, and the Fire Chief/Director of Fire Services and the DCM, Finance and Administration shall be co-chairs.

**Council (1 member)**

The Mayor will act as Advisory Group spokesperson/champion.

**4. ROLES, RESPONSIBILITIES AND REPORTING**

**4.1 Roles and Responsibilities**

**As a Municipal advisory body, Advisory Group roles include:**

- Advising and making recommendations to standing group(s) of council, in a manner that will support City policy matters relevant to the group’s defined [Purpose](#).
- Working within given resources.

**Shared Member Responsibilities**

**Conduct**

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

**Preparation**

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

**Agendas**

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory group meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting’s agenda at the discretion of the Staff Lead.

**Subcommittees**

When deemed necessary, the Committee may strike a subcommittee or working group to deal with specific issues or deliverables. Subcommittees shall have at least one advisory committee member.

Composition may also include other members of the public and organizational representatives.

Subcommittees shall meet as an independent group, and reporting to the advisory committee as deemed necessary by the committee Chair or Lead Staff.

**4.2 Member Roles and Responsibilities**

**4.2.1 City Staff**

**Chair**

- The presiding officer of an advisory group will be referred to as "Chair". The role of the Chair will be filled by the City Manager or delegate.
- Uphold advisory group processes and functions in accordance with all terms presented, maintaining productivity and focus.
- Where appropriate, support the Lead Staff in fulfilling group requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Review advisory group terms of reference with Staff Lead at the end of each term and be prepared to propose amendments as needed.

**Staff Lead**

- Ensure the group is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist group where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair for distribution.
- Incorporate input from the advisory group into the Emergency and Continuity Management program where appropriate (e.g. projects, staff updates, publications)

**Staff Liaisons**

- Represent interests of department.
- Act as a subject matter expert.

**City Clerk**

- To be responsible for administrative functions related to advisory group operation, establishment, review, and term amendments. This includes leading or supporting day-to-day group activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory group agendas and reporting forms (i.e. meeting notes/minutes).

**4.2.2 Council**

The Mayor will sit on the advisory group as the Advisory Group Champion. In accordance with the role of advisory groups (i.e. to advise council through Committee of the Whole), and to promote and enhance the group’s advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the group and council.

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

**4.3 Reporting**

The Emergency and Continuity Management Advisory Group shall report through the Committee of the Whole to City Council; however, depending on the issue, reports may be directed to another standing group or directly to Council where appropriate.

**5. OTHER GOVERNANCE**

**5.1 Review of Terms**

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

**5.2 Meetings and Schedules**

Advisory Groups are to formally meet at least three times per year. The exact frequency of advisory group meetings will be determined by the Chair and the Lead Staff.

Unless otherwise specified (generally one week prior to a meeting) advisory group meetings shall be held at City Hall and shall be closed to the public.

**Alternative Meeting Formats:**

To facilitate participation and scheduling, remote meeting formats such as video conference and/or teleconference will be employed as determined to be effective and feasible by the Group Chair.

**5.3 Conflicts of Interest and Confidentiality**

**Conflicts of Interest**

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the group activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of Interest may occur when a Group member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Group member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Group agenda or Group discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Group.

**Confidentiality**

All Group members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Emergency and Continuity Management Advisory Group.

**Staff Lead Name: David Day**

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

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

**Chair Name: Kevin Breen**

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

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

# ST. JOHN'S

## Report of the Built Heritage Experts Panel

**April 20, 2022**

**12:00 p.m.**

**Virtual**

**Present:** Dawn Boutilier, Planner  
Rachael Fitkowski, Landscape Architect  
Katherine Hann, Historian/Archival Expert/ Historic Preservation  
Nicholas Lynch, Chair, Other Category  
Mitchell O'Reilly, Contractor  
Michelle Sullivan, Other Category

**Regrets:** John Hancock, Architecture

**Staff:** Ken O'Brien, Chief Municipal Planner  
Ann Marie Cashin, Heritage and Urban Planner  
Rob Schamper, Technical Advisor

**Others:** Craig Flynn, Owner, O'Reilly's  
Shaun Keefe, Applicant, George Street United Church  
Reverend John Maich, George Street United Church  
Breannah Flynn, First Light  
Chris Woodford, Woodford Architecture

### **1. 716 Water Street, Renovations and Extension**

Chris Woodford of Woodford Architecture and Breannah Flynn of First Light were in attendance to provide background information on their proposal for adaptive reuse and associated renovations at 716 Water Street. The property is a non-designated building located in Heritage Area 3.

Ms. Flynn informed the Panel that First Light had been working with Canada Mortgage and Housing Corporation (CMHC) for funding to

support the proposed project. CMHC have launched an initiative to support transitional housing units for Indigenous organizations. The current proposal would see the creation of 10 transitional housing units, as well as programming and transitional spaces at 716 Water Street. First Light's proposal is one of the only shovel-ready applications for the initiative and would result in a sustainable model of housing that falls in line with the needs of the Indigenous community.

Mr. Woodford reviewed the concept design report with the Panel, noting that the building would be fully accessible and welcoming, retaining elements of the original building where possible while updating the current façade to represent the organization. In its current iteration, the front and back pieces of the property are separate, and a new elevator core will be added to connect the two buildings. The upgrades include a large deck at the front of the building off the programming area, and each of the 10 units will have an outdoor space. The units will contain a small lounge and eating area, fully accessible washroom, and bedroom. The garage at the rear of the building is in the process of being reconfigured and will act as an informal meeting space for community members.

Panel Members questioned the proposed grade of the parking lot, and whether retaining walls would be required, as this would impact the current landscaping of the property. The proponent noted that the trees surrounding the building lay outside of the proposed changes, and as such a retaining wall was not anticipated. Mr. Woodford stated that there was no intent of removing the existing trees unless necessary. Questions were then asked concerning the structure of the front corner and the materials for the façade of the building. The large grey panel is a pillar at the front of the building that will cover a portion of the walkway as people navigate towards the rear of the building. While the exact materials for the building have not been selected, it is intended to be covered in wood, with a variety of treatments and grey shake, reflecting the aesthetic choices of First Light. The wood would then weather and age in place. Mr. Woodford noted that the dormer windows were a modern take on the heritage aspects of St. John's. The roof would be constructed of metal as it would reduce operational cost due to the longevity of the materials. Mr. Woodford and Ms. Flynn retired from the meeting at this point and continued their discussion of the application. Ms. Fitkowski notified the Panel that she would be working on another project with First Light, and she abstained from the discussion as it would be a possible conflict of interest.

Panel members noted that the development would be located in a community that is surrounded by properties with various ages of architectural detail, and would be flanked by two Queen Anne style properties, including Horwood House. The surrounding properties have strong architectural features, and homeowners have invested in including these elements into their buildings. Elements of the renovated building would be visible to the homes at the rear of the building and on Leslie Street due to the incline and there would be an impact on the streetscape. Members were appreciative of the thoughtful design of the building, but felt the application was out of context, and did not fit in with the heritage guidelines for Heritage Area 3. It was asked if Public Consultation would be required for the application, and Staff informed the Panel that consultation would not be required for this particular application but could be recommended for Council's consideration and direction. Staff advised the Panel that should Council approve the design it would be an exception to the Heritage Standards and cautioned that as the project is coming to the Panel late in the CMHC design process it may be approved as proposed. The BHEP noted that it was unfortunate that the project was coming to the panel so far along in the process without proper consideration to the context of the building and the heritage guidelines.

It was questioned if a change in building materials would make the design more compatible with the area. Members felt that requiring changes in the structure to adhere with the guidelines at this stage of the project would be a detriment to the overall design and purpose of the building. The renovations would maintain the footprint, placement, and roofline of the original building, but would not adhere to the guidelines. Public Consultation was again suggested by the Panel, as if the surrounding neighbourhood, who have invested in heritage, were in support of the project despite the contravention of the regulations, then it could be supported.

The following recommendation was brought forward by the panel:

The Built Heritage Experts Panel while recognizing that the proposed design of 716 Water Street is not aligned with Heritage Area 3 standards and guidelines and appreciating and recognizing the degree of design, recommends Public Consultation be directed by Council as per Section 11.1 (f) of the [Heritage By-Law](#).

The Panel further recommended that all future applicants consult with the Built Heritage Experts Panel early in the design process when working in Heritage Areas.

Recommendation

**Moved By** Katherine Hann

**Seconded By** Michelle Sullivan

The Built Heritage Experts Panel, while recognizing that the proposed design of 716 Water Street is not aligned with Heritage Area 3 standards and guidelines, and while appreciating and recognizing the degree of design, recommends Public Consultation be directed by Council as per Section 11.1 (f) of the Heritage By-Law.

**CARRIED UNANIMOUSLY**

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NICK LYNCH, CHAIR

# DECISION/DIRECTION NOTE

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**Title:** 716 Water Street, Renovations and Extension

**Date Prepared:** August 1, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Maggie Burton, Heritage

**Ward:** Ward 2

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**Decision/Direction Required:**

To seek approval for exterior renovations and extension at 716 Water Street.

**Discussion – Background and Current Status:**

The City has received an application for exterior renovations and an expansion at 716 Water Street. The building is owned by First Light (formerly the St. John's Friendship Centre), a registered non-profit organization that serves the urban Indigenous and non-Indigenous community with programs and services rooted in the revitalization of Indigenous cultures and languages in a spirit of trust, respect, and friendship. The building houses the Shanawdithit Shelter, which includes First Light offices, meeting space and public programming space.

The subject property is within the Institutional District of the St. John's Municipal Plan, zoned Institutional Downtown (INST-DT), and within Heritage Area 3. It is not a municipally designated Heritage Building. An Institutional Use is a permitted use in the INST-DT Zone. In 2020, a change of use was issued, however Development Approval and Building Permits are required for the proposed renovation and site work.

The existing building consists of two structures connected via a small link. The front of the structure along Water Street is a 2-storey wood framed building with full basement. The newer annex to the rear of the original building has a mix of emergency shelter/transitional housing rooms of various sizes, with associated support spaces (kitchen, laundry, and eating area). The applicant has indicated that the building layout is dated, somewhat inaccessible, and does not use space economically. The site layout and parking lot are inadequate.

The current proposal would see the creation of 10 transitional housing units, along with programming and transitional spaces. Each unit will contain a small lounge and eating area, fully accessible washroom, bedroom and outdoor space. The design is aiming to retain elements of the original building where possible (such as the roofline canopy over the second storey) and add a new elevator to connect the two buildings. Exterior renovations will include new windows, roof and cladding. The garage at the rear of the building is in the process of being reconfigured and will act as an informal meeting space for community members.

First Light has been working with Canada Mortgage and Housing Corporation (CMHC) for funding to support the proposed project. The applicant states that the proposed new design aims to:

- Accommodate First Light's programmatic requirements in a welcoming, comfortable, and safe environment;
- Create inviting community spaces for the building's residents;
- Increase access to outdoor spaces for residents;
- Update the front façade facing the street; and
- Provide dignified living spaces where residents can feel safe and at home.

#### *Built Heritage Experts Panel Review*

Prior to submitting an application, the applicants attended the April 20, 2022, Built Heritage Experts Panel meeting to gain initial feedback on their design. At that time, the design was generally a modern design and did not meet Heritage Area 3 Design Standards.

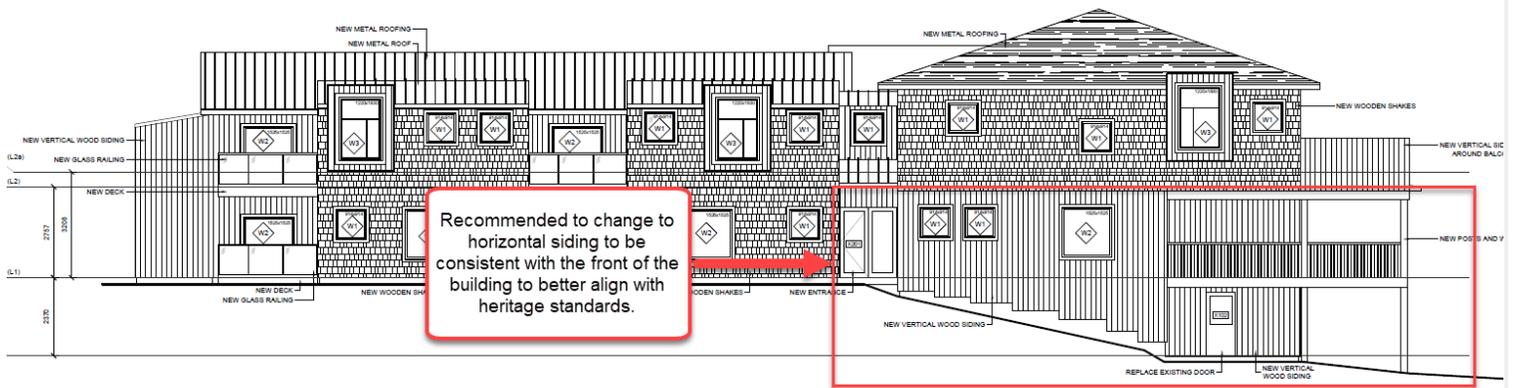
Panel members noted that the development would be located in an area surrounded by properties with various ages of architectural detail, and would be flanked by two Queen Anne style properties, including Horwood House, a designated property. The surrounding properties have strong architectural features and there would be an impact on three streetscapes – Water Street, Leslie Street and Thompson Place. Members were appreciative of the thoughtful design of the building, but felt the application was out of context and did not fit in with the heritage standards for Heritage Area 3.

The following recommendation was brought forward by the panel:

- The Built Heritage Experts Panel while recognizing that the proposed design of 716 Water Street is not aligned with Heritage Area 3 standards and guidelines and appreciating and recognizing the degree of design, recommends Public Consultation be directed by Council as per Section 11.1 (f) of the [Heritage By-Law](#).
- The Panel further recommended that all future applicants consult with the Built Heritage Experts Panel early in the design process when working in Heritage Areas.

The Panel felt that if the surrounding neighbourhood, who have invested in heritage, were in support of the project, then it could be supported.

Since that meeting, the applicants have redesigned the front façade of the building to better align with Heritage Area 3 standards. They have revised the third storey windows to include single hung windows, traditional horizontal cladding on the first two levels and have revised the front deck to make it less bulky and better align with heritage standards. A modern design remains on the side of the building. For Heritage Area 3, heritage standards are applied less stringent on the side and back of a building. Given the setback from the street, the front of the building has a greater impact on the streetscape than the side or back. However, it is recommended that the applicant carry the horizontal siding at the front of the building around the side of the building to better align with heritage standards (as shown below).



As this building is considered an Institutional Use, it has been evaluated against the Heritage Design Standards for non-residential buildings. From Schedule D of the Heritage By-Law:

- Building’s façades shall be compatible with the period/architectural style of the streetscape;
- Materials used for the front façade shall be carried around the building where side or rear facades are exposed to the public street and/or publicly maintained space, unless otherwise approved by the Inspector;
- Where replacement is required, modern materials may be permitted where the appearance replicates the building’s period/architectural style;
- Accent materials may be permitted;
- For any façade facing public street and/or publicly maintained space, the style and configuration of the windows shall be compatible with the period/architectural style of the streetscape and in keeping with the building’s architectural style.
- Specialty windows may be added where, in the opinion of the Inspector, they are compatible with the period/architectural style of the streetscape.
  - In this case, the addition of large picture windows is not original to the building but typical of non-residential buildings in heritage areas (similar to WaterWest at 720 Water Street).
- Modern roofing materials, including metal roofing materials, are permitted provided the appearance replicates the building’s period/architectural style.
- Decks and balconies may be permitted on any façade where, in the opinion of the Inspector, they are compatible with the period/architectural style of the streetscape.



- Additions must be compatible with the period/architectural style of the streetscape in their design, massing, and location without adversely affecting the character-defining elements of the existing building.
- Additions shall respect the rhythm and orientation of façade openings and fenestrations (windows) along the same elevation.
- Additions shall meet the Heritage Area Design Standard above. Notwithstanding, modern façade designs may be approved by Council provided the addition is physically and visually compatible with, subordinate to and distinguishable from the building; enhances the visual prominence of the building; and does not detract from the architectural details of the building.
  - The new stairwell located on the left of the front façade clad in vertical siding would be considered a subordinate modern extension.

The proposed front renovations and extension does meet the standards listed above. Therefore, it is recommended to approve the design as proposed except with a change from vertical siding to horizontal on the lower sides of the building (south and north elevation). As the applicants have incorporated suggestions from the Built Heritage Experts Panel, the application has not been referred back to the Panel for additional comments. Staff recommend that this revised design meets the intent of Heritage Area 3 design standards and therefore public consultation on the application is not recommended.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners; First Light staff, residents and program users.
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: St. John's Heritage By-Law.
5. Accessibility and Inclusion: Any accessibility requirements will be evaluated at the building permit stage.
6. Legal or Policy Implications: Not applicable.
7. Privacy Implications: Not applicable.

8. Engagement and Communications Considerations: Not applicable.
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 approve the design of the renovations and extension at 716 Water Street as proposed, with the following exception:

- that the horizontal cladding at the front of the building continue around the sides of the building.

**Prepared by: Ann-Marie Cashin, Planner III – Urban Design & Heritage**

**Approved by: Lindsay Lyghtle Brushett, MCIP - Supervisor, Planning & Development**

**Report Approval Details**

Document Title:	716 Water Street, Renovations and Extension (COTW).docx
Attachments:	- 716 Water Street - Attachments(reduced).pdf
Final Approval Date:	Aug 2, 2022

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

**No Signature - Task assigned to Ken O'Brien was completed by delegate Lindsay Lyghtle Brushett**

**Ken O'Brien - Aug 1, 2022 - 2:02 PM**

**Jason Sinyard - Aug 2, 2022 - 2:46 PM**



**SUBJECT PROPERTY**



BROWNRIGG PL

THOMPSON PL

LESLIE ST

WATER ST

R2

R2

R2

R3

R3

INST

CCM

CCM

CCM

IG

7

5

3

1

1

24

22

20

18

16

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720

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722

4

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706

716

753

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

CITY OF ST. JOHN'S

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Location of 716 Water Street, view showing existing building and site context

## Project Description

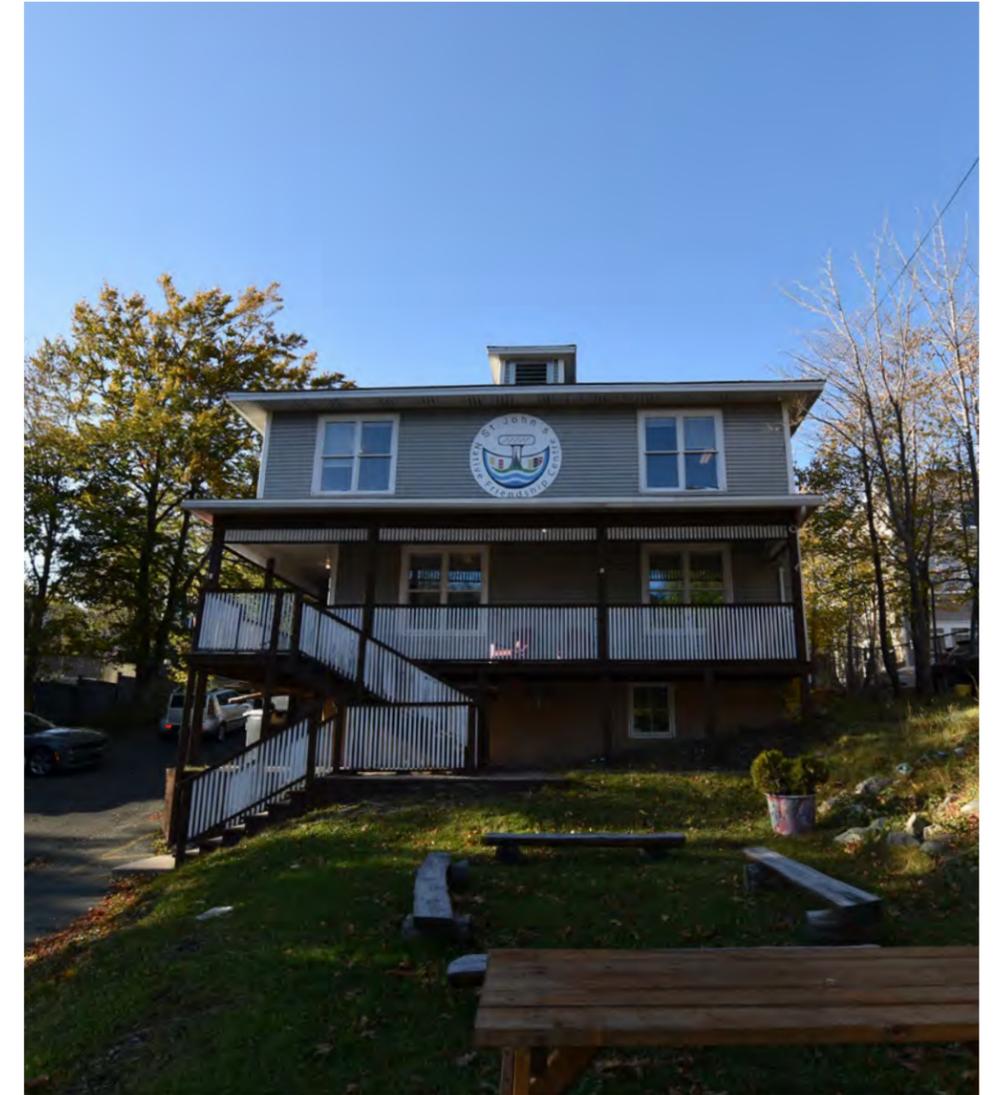
First Light is a registered non-profit organization that serves the urban Indigenous and non-Indigenous community alike by providing programs and services rooted in the revitalization, strengthening and celebration of Indigenous cultures and languages in the spirit of trust, respect, and friendship.

First Light currently owns and operates out of several properties across the city of St. John's, and is looking to reorganize their operational programming across these locations in order to better serve their community. As a part of this transition First Light is looking to renovate The Shanawdithit Shelter, located at 716 Water Street, in order to better accommodate their social support housing programming.

## Existing Building

The existing facility at 716 Water Street (shown above) consists of 2 distinct structures connected via a small link. The original structure closest to and facing Water Street is a collection of public programming spaces for First Light as well as their offices/ meeting spaces. This portion of the current structure is a 2 storey wood framed building with full basement. Public programming is located in the basement and main level with more private office spaces on the second level. The newer Annex to the rear of the original building consists of a mix of emergency shelter / transitional housing rooms of various sizes with associated support spaces, (kitchen, laundry, eating area, etc.).

As it stands, the building is dated, largely inaccessible, and does not use its space economically. Beyond the layout of the interior of the building, the site design and parking lot are inadequate for First Light's needs.



Street-Facing Facade of 716 Water Street showing lacking parking, inaccessible entry

## Adaptive Re-use

This Conceptual Design for the Renovation of 716 Water Street aims to:

- Accommodate First Light's programmatic requirements in a welcoming, comfortable, and safe environment
- Create inviting community spaces for the building's residents
- Increase access to outdoor spaces for residents
- Update the dated street-facing facade
- Provide dignified living spaces within which the residents of the building can feel safe and at home

# Site Plan Diagram

This site plan diagram shows the proposed concept design for the First Light renovation of 716 Water Street.

This Concept Design Includes:

- Updated exterior cladding and welcoming facade
- An accessible Principal Entrance
- An updated Community Space with Kitchen, Living Room, and large Exterior Deck
- 8 x 1 Bedroom Units @ 515 ft<sup>2</sup>
- 1 x 1 Bedroom Unit @ 566 ft<sup>2</sup>
- 1 x 1 Bedroom Unit @ 578ft<sup>2</sup>
- All units capable of meeting Accessibility Requirements
- Private Exterior Outdoor Space off of all units
- Basement storage
- Updated Garage



## LEGEND

- |                                      |   |                                 |
|--------------------------------------|---|---------------------------------|
| 1. 716 Water Street                  | 4. Admin. Entrance  | 7. New Exterior Community Space |
| 2. New Accessible Principal Entrance | 5. Redesigned Parking Lot (15 spaces)   |                                 |
| 3. New Elevator and Fire Stair       | 6. New Garage for Site Maintenance and Snow Removal, with additional Community Space within |                                 |

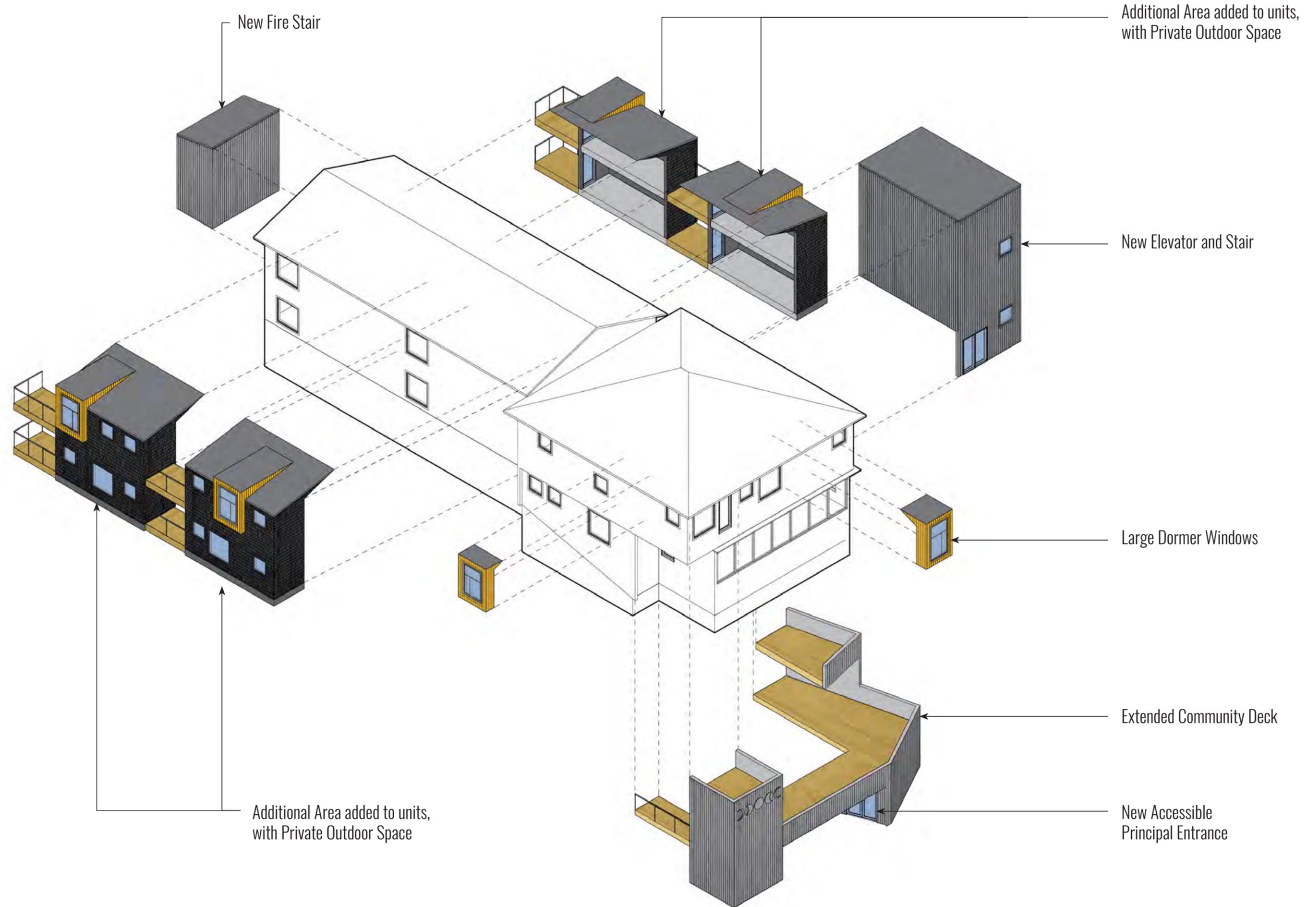
# Massing Diagram

This diagram shows a simple massing diagram of the renovation to the existing building.

The Existing Building is shown in white, with the additions indicated in colour.

This diagram shows:

- The additional living space added to each unit
- Private Outdoor Space for each unit
- An updated facade with extension of existing community deck
- Large dormer windows in each of the second floor units
- A new elevator and two new fire stairs



Revised Design



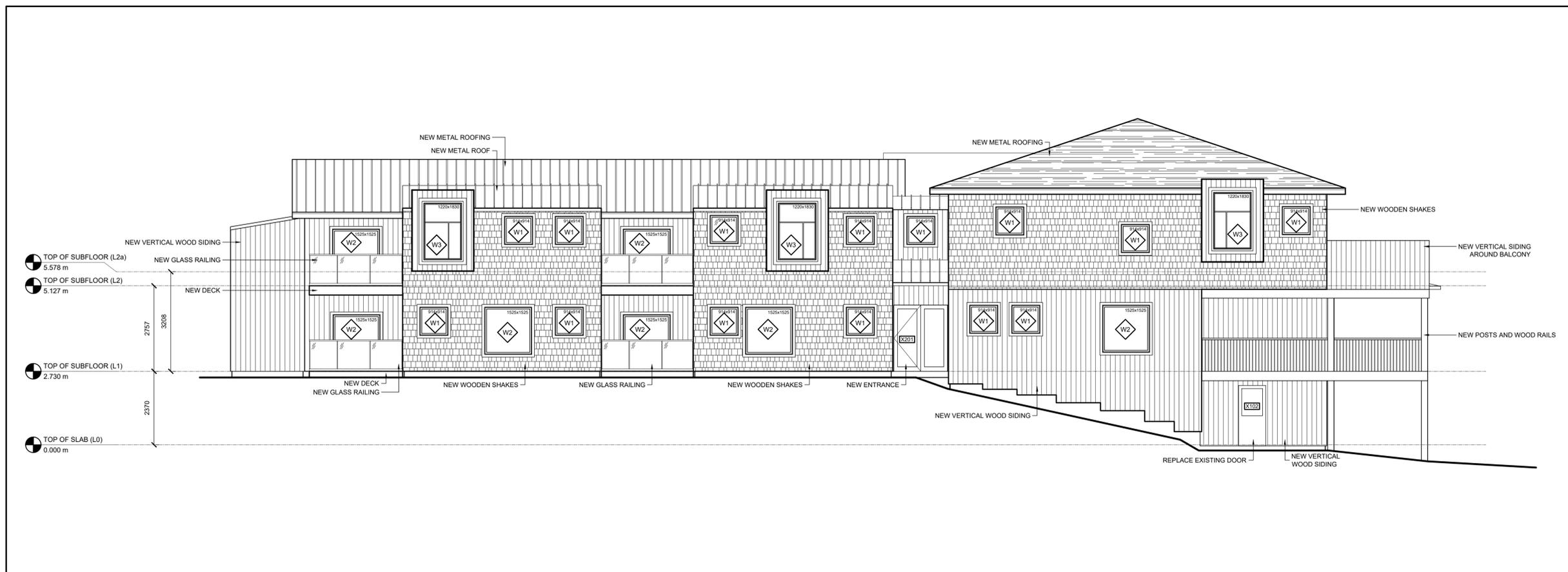




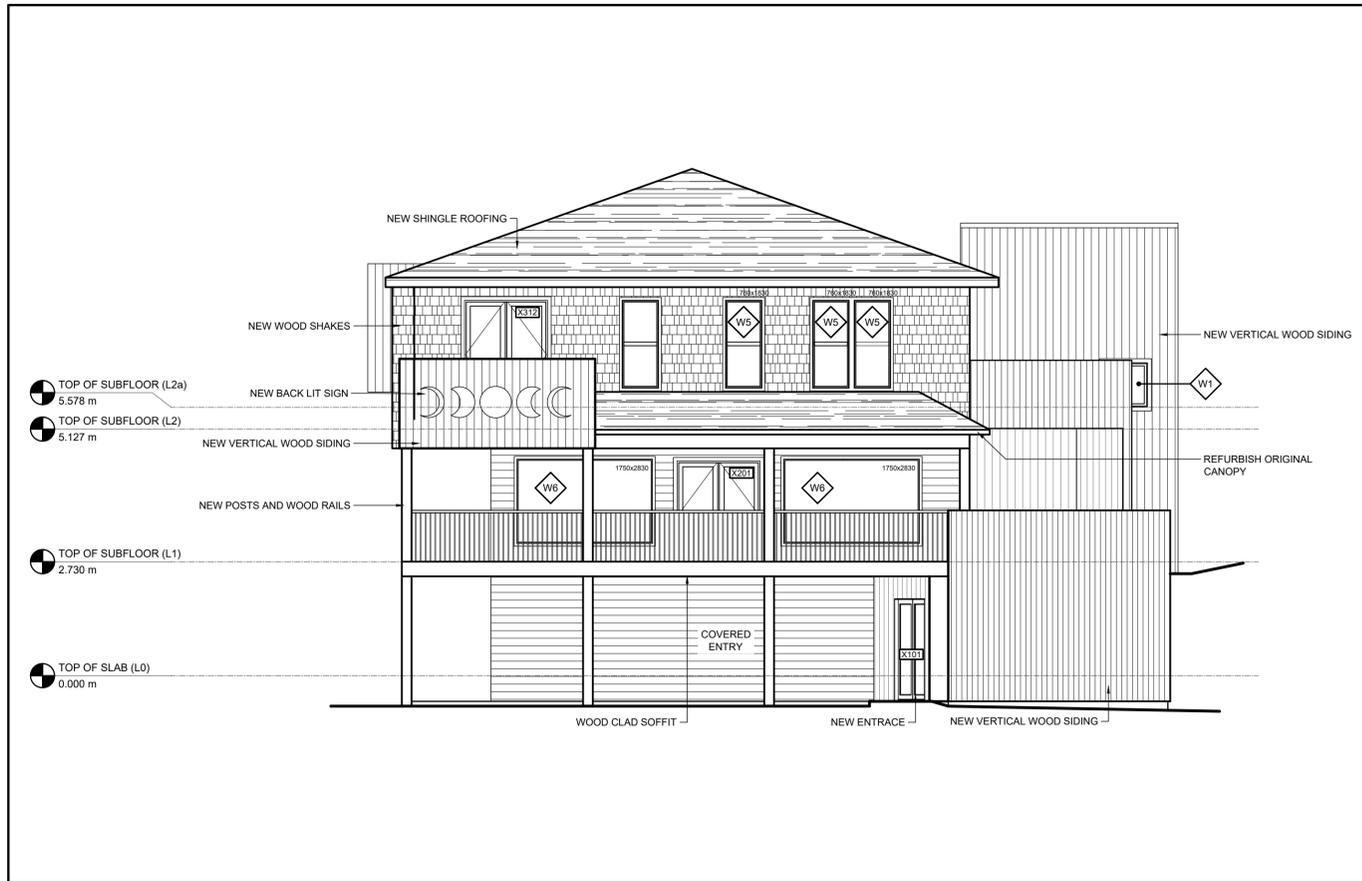
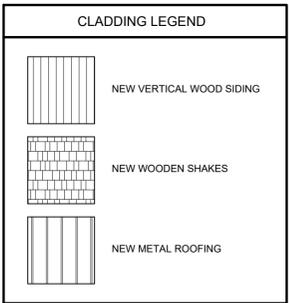
*Concept design for the First Light renovation of 716 Water Street, view from back of property*

NOTES

- DO NOT RELY UPON INFORMATION SHOWN ON THIS DRAWING FOR CONSTRUCTION UNLESS IT STATES BELOW THE SHEET HAS BEEN SPECIFICALLY ISSUED FOR THAT PURPOSE AND THE SHEET HAS BEEN STAMPED AND SIGNED.
- DO NOT SCALE FROM THIS DRAWING.
- ALL DIMENSIONS ARE IN MILLIMETRES (mm) UNLESS OTHERWISE NOTED.
- CONFIRM CONDITIONS ON SITE BEFORE PROCEEDING WITH THIS WORK.
- ENSURE ALL PERMITS AND APPROVALS ARE IN PLACE BEFORE COMMENCING WORK.
- LOCATE ALL BURIED SERVICES PRIOR TO COMMENCING EXCAVATION WORK.
- TOPSOIL AND SOD ALL DISTURBED AREAS UNLESS OTHERWISE NOTED.
- WHERE POSSIBLE, RETAIN EXISTING VEGETATION.



2 SOUTH PROPOSED ELEVATION  
A301 SCALE: 1:75



1 EAST PROPOSED ELEVATION  
A301 SCALE: 1:75

STAMP	NORTH REF.
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No.	By	DESCRIPTION	Date
2	CW	ISSUED FOR DEV. PERMIT	2022-07-19
1	KF	ISSUED FOR COORDINATION	2022-04-22

REVISIONS

**WOODFORD**  
architecture  
11 Rowan Street St. John's, N.L. A1B 2X2 (709) 755-7917 info@woodfordarchitecture.ca

CLIENT  
**FIRST LIGHT**

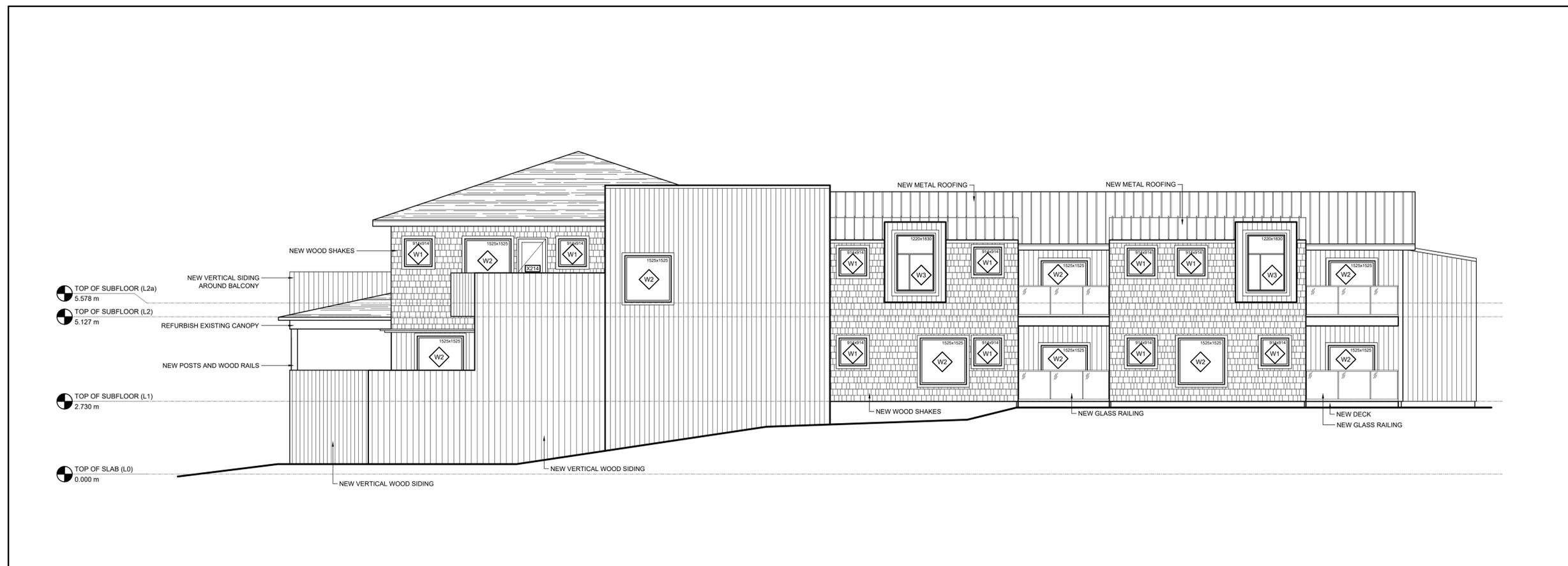
PROJECT  
**716 WATER STREET RENOVATION**

DRAWING  
**PROPOSED ELEVATIONS**

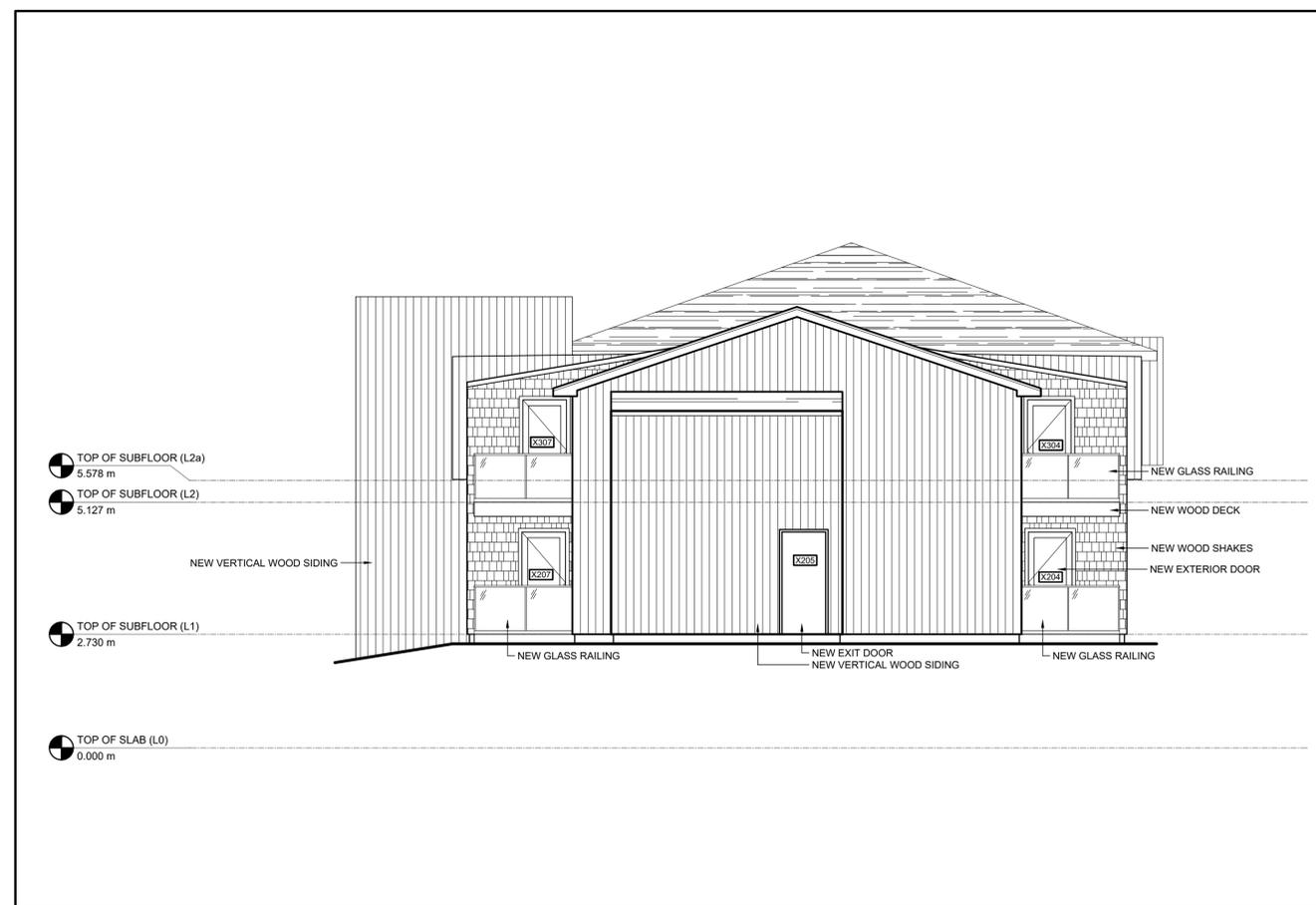
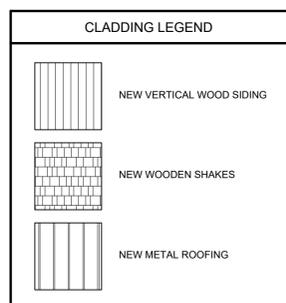
DESIGNED CW	DRAWN KF	SCALE
APPROVED CW	DATE 2022-04-20	SHEET
PROJECT NO. 2020-010		A301

NOTES

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2 NORTH PROPOSED ELEVATION  
SCALE: 1:75



1 WEST PROPOSED ELEVATION  
SCALE: 1:75

STAMP		NORTH REF.	

No.	By	DESCRIPTION	Date
2	CW	ISSUED FOR DEV. PERMIT	2022-07-19
1	KF	ISSUED FOR COORDINATION	2022-04-22

REVISIONS

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CLIENT  
**FIRST LIGHT**

PROJECT  
**716 WATER STREET RENOVATION**

DRAWING  
**PROPOSED ELEVATIONS**

DESIGNED CW	DRAWN KF	SCALE
APPROVED CW	DATE 2022-04-20	SHEET
PROJECT NO. 2020-010		A302

# DECISION/DIRECTION NOTE

**Title:** 20 George's Pond Road, LUR Terms of Reference, REZ2000003  
**Date Prepared:** August 2, 2022  
**Report To:** Committee of the Whole  
**Councillor and Role:** Councillor Ian Froude, Planning  
**Ward:** Ward 3

---

## **Decision/Direction Required:**

To consider rezoning a portion of the land at 20 George's Pond Road from the Rural (RUR) Zone to the Apartment 2 (A2) Zone, Residential 3 (R3) Zone and Commercial Mixed Use (CM) Zone for a residential and commercial development.

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

The City has received an application from Nosegard Holdings Limited to rezone a portion of land at 20 George's Pond Road to accommodate a residential and commercial development. The applicant has requested to rezone land from the Rural (RUR) Zone to the Apartment 2 (A2), Residential 3 (R3) and Commercial Mixed Use (CM) Zones. The proposed development would also require a Municipal Plan Amendment to redesignate the land from the Rural District to the Residential and Commercial Districts, and well as an amendment to the St. John's Urban Region Regional Plan to redesignate the land from Rural to Urban Development. The full property includes land above the 190 metre elevation, which is the current service limit until major new infrastructure is built. The current rezoning application only includes the portion of the property below 190 metres.

At the April 14, 2022, Council meeting, Council directed staff to draft terms of reference for a Land Use Report (LUR), which included servicing studies needed to fully analyze how development should proceed at this location and bring it back to Council for consideration.

## Kenmount Concept Plan

The City commissioned a Kenmount Concept Plan for Lands Above 190 Metres, which also examined some lands below 190 metres, from Kenmount Hill to the Team Gushue Highway, including the area of the subject property. This 2017 study included approximately 365 hectares of land owned by several private and public landowners. The intent of the report was to create a comprehensive land-use development plan, to recommend a layout for various types of land uses and a road layout, determine municipal infrastructure requirements, and identify and reserve environmentally important and sensitive lands in the study area. This report is in draft form and has not been adopted by Council to date, however it presents a conceptual basis for future development in this area. Therefore, staff have evaluated the current application for 20 George's Pond Road against the Kenmount Concept Plan and have

# ST. JOHN'S

recommended that the proposed development align with the Kenmount Concept Plan to accommodate future development of the area.

#### Land Use Report (LUR) Terms of Reference

The site is located west of Team Gushue Highway and has limited municipal services. Except for a few unserviced dwellings and buildings, this area on the southern flanks of Kenmount Hill is undeveloped. The proposed development would open this area for future development. Therefore, the road network, and sizing and location of pipes for this development will need to be situated to accommodate the proposed development in the Kenmount Concept Plan. Staff have requested that the initial site plan (attached) be updated to reflect the road network and pipe routing in the Kenmount Concept Plan.

As indicated in Council's directive, there are a number of servicing studies required to fully analyze how development should proceed. These are noted in the attached draft Land Use Report Terms of Reference and summarized below.

- Stormwater
  - The Kenmount Concept Plan identified a number of storm sub catchments as part of the Kitty Gaul Brook Drainage Basin. However, neither climate change rainfall data nor the current modelling software utilized by the City were used in this analysis. Because the flows from these sub catchments drain into the proposed development area, the developer is required to calculate storm water inflows for all sub catchments that are part of the Kitty Gaul Brook Drainage Basin using acceptable software and climate change rainfall data.
  - Stormwater detention is required for the development. The proposed location for stormwater detention on the applicant's site plan appears to be located on Crown Land. The applicant will be required to show the location on their own land or acquire the land prior to rezoning approval.
- Floodplain
  - Floodplain mapping in Kitty Gaul Brook has not been updated to include climate change rainfall data. As per the Kenmount Concept Plan, the sanitary system for the development must cross through the floodplain and the storm system has to connect into Kitty Gaul Brook. Therefore, the applicant is required to provide the extents of the 100-year climate change floodplain, as well as its 15-metre buffer. As per Sections 4.10 (4) and (5) of the Development Regulations, referral to the Environment and Sustainability Experts Panel and approval by Council is required for infrastructure in the floodplain or buffer. This would be referred to the Panel following completion of the LUR.
- Sanitary Sewer
  - The Kenmount Concept Plan identified 20 George's Pond Road as part of *Sanitary Catchment E* which will connect into the existing sanitary sewer at Blackmarsh Road and Canada Drive. The applicant will be required to show how they propose to extend sanitary sewer from their site to Blackmarsh Road, in agreement with the Kenmount Concept Plan. The Plan further identified limited sanitary sewer capacity and the Blackmarsh Road/Canada Drive intersection; therefore, the applicant will need to provide updated sanitary sewer calculations for the proposed development. Based on the calculations, the City will comment

on the available capacity in the existing downstream sanitary sewer and if an upgrade will be required as part of the development.

- Water System
  - There is a water connection point adjacent to George's Pond Place. This watermain stub should be used to supply water to the development area.
- Transportation
  - The Kenmount Concept Plan proposes a 29-metre right-of-way for collector roads and 24-metre right-of-way for local roads. For the proposed development, George's Pond Road would be a collector road, and the remaining streets, including George's Pond Place, will be local roads. The applicant will need to acquire the land for the rights-of-ways now to ensure the development allows for expansion into to Comprehensive Development Area 9 (CDA9) Zoned areas for future development. While we will require the full rights-of-ways to be secured should the rezoning proceed, the applicant will only be required to upgrade George's Pond Road to provide 2 travel lanes, a shared use path on one side, a sidewalk on one side and landscape boulevards for each side. The cross-section will be finalized at the development stage. The City will also require morning and evening peak hour trips for the development and intersection upgrades may be required once the transportation information is evaluated.
- Parks and Open Space
  - For the proposed development, Parks and Open Spaces Division has not requested park amenities and have recommended payment in lieu of land, as per Section 5.4.2 of the Development Regulations.
  - The Kenmount Concept Plan does propose a trail connection at the northern edge of the subject property. The applicant will be required to show this on their revised site plan to ensure future trail opportunity when lands above the 190-metre contour are developed.
- Legal Requirements
  - For any work that will require land acquisition (for example, securing rights-of-ways for roads beyond the existing property boundaries), the applicant must acquire the lands now and this will need to be confirmed by the City prior to rezoning approval.
  - For any work where future easements are required (for example, routing of storm and/or sanitary sewers), a registered agreement will need to be in place prior to rezoning approval that shows an easement will be provided for development.

The above studies are significant but necessary to identify how best to service this undeveloped land and ensure that development meets our current policies and regulations. In addition to the transportation and servicing studies, the applicant's site plan will need to be updated to reflect lot standard requirements for each applicable zone (lot area, frontage, setbacks, building height, etc.) and parking requirements.

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

1. Budget/Financial Implications: Not applicable.

2. Partners or Other Stakeholders: Neighbouring residential 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.  
  
An Effective City: Ensure accountability and good governance through transparent and open decision making.
4. Alignment with Adopted Plans: St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: The development will be required to meet any accessibility requirements at the building permit stage.
6. Legal or Policy Implications: A map amendment to the Envision St. John's Municipal Plan and Development Regulations is required; a St John's Urban Region Regional Plan Amendment is also 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](http://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 Rural (RUR) Zone to the Residential 3 (R3), Apartment 2 (A2) and Commercial Mixed Use (CM) Zone at 20 George's Pond Road; and request that the Minister of Municipal and Provincial Affairs consider an amendment to the St. John's Urban Region Regional Plan to redesignate the proposed development area from the Rural designation to the Urban Development designation.

Further, that Council approve the attached draft terms of reference for a Land Use Report (LUR). 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: Lindsay Lyghtle Brushett, MCIP, Supervisor – Planning & Development**

**Report Approval Details**

Document Title:	20 George's Pond Road, LUR Terms of Reference, REZ2000003.docx
Attachments:	- 20 George's Pond Road - LUR TOR and Attachments.pdf
Final Approval Date:	Aug 3, 2022

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

**No Signature - Task assigned to Ken O'Brien was completed by delegate Lindsay Lyghtle Brushett**

**Ken O'Brien - Aug 2, 2022 - 4:34 PM**

**Jason Sinyard - Aug 3, 2022 - 1:44 PM**







**TERMS OF REFERENCE  
LAND USE REPORT (LUR)  
APPLICATION FOR A COMMERCIAL AND RESIDENTIAL DEVELOPMENT AT  
20 GEORGE'S POND ROAD  
PROPONENT: NOSEGARD HOLDINGS LTD.  
AUGUST 1, 2022**

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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 neighbouring properties and how the proposed design addresses the concerns.

**B. Legal Requirements**

- Prior to making the Land Use Report publicly available, the applicant must provide the following to the City:
  - For any work that will require land acquisition (for example, securing rights-of-ways for roads beyond the existing property boundaries), the developer must acquire the lands now and this will need to be confirmed by the City.
  - For any work where future easements are required (for example, routing of storm and/or sanitary sewers), a registered agreement will need to be in place that shows an easement will be provided for development.

**C. Site Location and Lot Layout**

- Identify the location of the proposed development in relation to adjoining properties, and identify the use of each lot (i.e. dwelling type or commercial use).
- Include all zone requirements on a subdivision plan, such as lot area, frontage, building line, all setbacks and building height.
  - For residential lots, also indicate driveway location and dimension.
- For Apartment Building and Commercial Uses, provide floor area and number of bedrooms in each dwelling unit (used to calculate parking requirements).
- Identify any existing or proposed easements.
- Provide a Legal Survey of the property and information on the land to be purchased from the City.

#### **D. Municipal Services**

- Provide a preliminary site servicing plan.
- Identify points of connection to existing and proposed sanitary sewer, storm sewer and water system. The location of all existing sewers must be shown along with any existing or proposed easements.
  - The Developer is responsible for making the connections for the Sanitary and Storm trunk sewers to the point of connection into City infrastructure.
  - Ensure connection points and routing align with the Kenmount Concept Plan so that future connections can be accommodated.
    1. Provide a plan which demonstrates the intent to extend storm sewer services from the proposed development to the connections point into Kitty Gaul Brook, in line with the Kenmount Concept Plan.
    2. Provide a plan which demonstrates the intent to extend the sanitary sewer from the proposed development to the connection point to the existing sanitary sewer at Blackmarsh Road/Canada Drive, to agree with the Kenmount Concept Plan.
- Provide the proposed sanitary and storm generation rates (as detailed in the staff comments from Submission #1, **date to be included in the final draft**).
  - Once the updated calculations are provided, the City will comment on available capacity in the existing downstream sanitary sewer system and if upgrades would be required as part of the proposed development.
- The proposed development will be required to comply with the City's Stormwater Detention Policy. Stormwater detention is required for this development.
  - Identify the location of the proposed stormwater detention system, as well as how this connects into the overall storm network for Kitty Gaul Brook.
- See staff comments on Submission #1 **(date)** for details/requirements regarding stormwater and sanitary sewer analysis.

#### **E. Floodplain Analysis**

- Provide an updated 100-year climate change floodplain for Kitty Gaul Brook (the extent of the 100-year climate change floodplain, as well as its 15-metre buffer).
  - Provide a calibrated 100-year year climate change floodplain for Kitty Gaul Brook, from the outlet of George's Pond to the downstream side of Blackmarsh Road.
  - Additional pre and/or post development XPSWIMM modeling may be required following review of floodplain analysis.
- See staff comments on Submission #1 **(date)** for details/requirements regarding floodplain analysis.

#### **F. Transportation System**

- Provide a revised dimensioned plan showing the proposed road alignment matching that in the Kenmount Concept Plan, including access points for future development.
- Provide morning and evening peak hour trips for the proposed development.
- Provide registered documentation indicating the required rights-of-way are owned by the applicant.

#### **G. Parks and Open Spaces**

- Identify the location of proposed public space such as walking trails or parks within the proposed development.
  - As per the Kenmount Concept Plan, a trail connection will be required from the northern edge of the development site to a future trail on lands above the 190-metre contour.

#### **H. Landscaping & Buffering**

- Identify all the proposed landscaping including trees, shrubs/ground cover and other plant materials on the site plan.
- Residential lots, show percentage of front yard to be landscaped.
- Apartment Buildings and Commercial Uses, provide the overall percentage of the site to be landscaped.

#### **I. Snow Clearing/Snow Storage**

- Provide a snow storage plan as per the City's Snow Storage guidelines.
  - Residential lots are subject to a snow storage plan.
  - Commercial Buildings and Apartment Buildings, 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.
    1. Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.
    2. 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.

#### **J. Off-street Parking and Site Access**

- Identify on a conceptual site plan the number, and location of off-street parking spaces to be provided, in accordance with Section 8 of the Development Regulations.
- 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 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.

- Setbacks and separations for parking lots and parking areas should be identified.

**K. Public Transit**

- Consult with St. John's Metrobus (St. John's Transportation Commission) regarding public transit infrastructure requirements and include their response and any recommendations in the report.

**L. 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.

DRAFT

## RURAL (RUR) ZONE (2022-05-27)



### (1) PERMITTED USES

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

### (2) DISCRETIONARY USES

Agricultural Tourism Operation	Indoor Riding Arena
Aquaculture	Kennel
Aquaponics	Pipe Storage Yard
Bed and Breakfast	Recreational Use
Farm Market	Residential Care Facility
Float Plane Hangar	Subsidiary Dwelling Unit
Heavy Equipment Storage	Vehicle Storage Yard
Heritage Use (2022-05-27)	Veterinary Clinic
Home Occupation	Warehouse
Hydroponics	Wind Turbine – Small Scale

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

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

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

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

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

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

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

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

**RESIDENTIAL 3 (R3) ZONE**

**R3**

**(1) PERMITTED USES**

Accessory Building	Park
Bed and Breakfast	Semi-Detached Dwelling
Community Garden	Single Detached Dwelling
Duplex Dwelling	Subsidiary Dwelling Unit
Four-Plex	Tiny Home Dwelling
Home Office	Townhouse
Lodging House	

**(2) DISCRETIONARY USES**

Adult Day Centre	Parking Lot
Apartment Building, maximum of 6 dwelling units	Personal Care Home
Daycare Centre	Public Utility
Heritage Use	Residential Retail Store
Home Occupation	Service Shop
Office	

**(3) ZONE STANDARDS FOR SINGLE DETACHED DWELLING**

- (a) Lot Area (minimum) 300 metres square
- (b) Lot Frontage (minimum) 10 metres
- (c) Building Line (minimum) 4.5 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) 4.5 metres

**(4) ZONE STANDARDS FOR DUPLEX DWELLING**

- (a) Lot Area (minimum) 350 metres square
- (b) Lot Frontage (minimum) 14 metres
- (c) Building Line (minimum) 4.5 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) 4.5 metres

**(5) ZONE STANDARDS FOR SEMI-DETACHED DWELLING**

- (a) Lot Area (minimum) 188 metres square
- (b) Lot Frontage (minimum) 7.5 metres
- (c) Building Line (minimum) 4.5 metres
- (d) Building Height (maximum) 8 metres
- (e) Side Yards (minimum) One of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
- (f) Rear Yard (minimum) 4.5 metres

**(6) ZONE STANDARDS FOR TOWNHOUSE**

- (a) Lot Area (minimum) 90 metres square
- (b) Lot Frontage (minimum) 5.5 metres
- (c) Building Line (minimum) 0 metres when located within the Downtown Snow Removal Area (Map 8); 4.5 metres all other locations
- (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 end unit where the Side Yard on the unattached side shall be 1.2 metres
- (f) Rear Yard (minimum) 4.5 metres

**(7) ZONE STANDARDS FOR APARTMENT BUILDING**

- (a) Lot Area (minimum) 90 metres square per Dwelling Unit
- (b) Lot Frontage (minimum) 14 metres
- (c) Building Line (minimum) 1.5 metres
- (d) Building Height (maximum) 10 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) 4.5 metres

**(8) ZONE STANDARDS FOR TINY HOME DWELLING**

- (a) Lot Area (minimum) 91 metres square
- (b) Lot Frontage (minimum) 5.5 metres
- (c) Building Line (minimum) 0 metres
- (d) Building Height (maximum) 8 metres
- (e) Side Yards (minimum) Two of 1.2 metres
- (f) Rear Yard (minimum) 4.5 metres

**(9) ZONE STANDARDS FOR FOUR-PLEX**

- (a) Lot Area (minimum) 320 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 Lot, 30% of Front Yard

**(10) ZONE STANDARDS FOR PERSONAL CARE HOME**

- (a) Lot Area (minimum) 650 metres square
- (b) Lot Frontage (minimum) 14 metres
- (c) Building Line (minimum) 1.5 metres
- (d) Building Height (maximum) 10 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) 4.5 metres
- (g) Landscaping (minimum) 30%

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

**APARTMENT 2 (A2) ZONE**

**A2**

**(1) PERMITTED USES**

Accessory Building	Home Office
Apartment Building	Park
Community Garden	Personal Care Home
Daycare Centre	Four-Plex

**2) DISCRETIONARY USES**

Adult Day Centre	Parking Lot
Convenience Store	Public Utility
Heritage Use <b>(2022-05-27)</b>	Service Shop
Home Occupation	Townhouse
Office	

**(3) ZONE STANDARDS FOR APARTMENT BUILDING**

(a)	Lot Area (minimum)	650 metres square
(b)	Lot Frontage (minimum)	20 metres
(c)	Building Line (minimum)	6 metres
(d)	Building Height (maximum), except Margaret's Place (PID #46352)	24 metres
(e)	Building Height (maximum), Margaret's Place (PID #46352)	16 metres
(f)	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
(g)	Rear Yard (minimum)	6 metres
(h)	Lot Coverage (maximum)	40%
(i)	Landscaping (minimum)	30%

**(4) ZONE STANDARDS FOR TOWNHOUSE**

(a)	Lot Area (minimum)	140 metres square
(b)	Lot Frontage (minimum)	5.5 metres
(c)	Building Line (minimum)	1.5 metres
(d)	Building Height (maximum)	10 metres
(e)	Side Yards (minimum)	0 metres, 1.2 metres on unattached side, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres
(f)	Rear Yard (minimum)	6 metres

**(5) ZONE STANDARDS FOR PERSONAL CARE HOME**

(a)	Lot Area (minimum)	650 metres square
(b)	Lot Frontage (minimum)	20 metres
(c)	Building Line (minimum)	6 metres
(d)	Building Height (maximum)	24 metres
(e)	Side Yard (minimum)	Two, each equal to 1 metre for every 4 metres of Building Height
(f)	Side Yard on Flanking Road (minimum)	6 metres
(g)	Rear Yard (minimum)	6 metres
(h)	Lot Coverage (maximum)	40%
(i)	Landscaping (minimum)	30%

**(6) 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

**7) ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.**

**COMMERCIAL MIXED USE (CM) ZONE**

**CM**

**(1) PERMITTED USES, except 615 Empire Avenue (PID #46166)**

Accessory Building	Gas Station
Accessory Dwelling Unit	Hotel
Adult Day Centre	Library
Adult Massage Parlour	Office
Bakery	Park
Bank	Place of Worship
Bed and Breakfast	Public Use
Clinic	Public Utility
Community Garden	Restaurant
Convenience Store	Retail Use
Daycare Centre	Service Shop
Drive Through	Service Station
Dry Cleaning Establishment	Taxi Stand
Dwelling Unit – 2 <sup>nd</sup> storey or higher	Training School

**(2) DISCRETIONARY USES, except 615 Empire Avenue (PID #46166)**

Aquaculture	Light Industrial Use
Aquaponics	Lounge
Car Wash	Parking Garage
Craft Brewery/Distillery	Parking Lot
Dwelling Unit – 1 <sup>st</sup> storey	Pharmacy
Heritage Use (2022-05-27)	Place of Amusement (except Churchill Square (Map 3))
Horticulture	Place of Assembly
Hydroponics	Recycling Depot

**(3) PERMITTED USE – 615 EMPIRE AVENUE (PID #46166)**

Light Industrial Use
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**(4) ZONE STANDARDS EXCEPT GAS STATION, PLACE OF WORSHIP, PARK, PUBLIC USE, PUBLIC UTILITY, AND PARKING LOT (2022-05-27)**

- (a) Building Height (maximum), except 615 Empire Avenue (PID#46166) and 43-53 Rowan Street (PID#18955) 18 metres
- (b) Building Height (maximum) 615 Empire Avenue (PID#46166) except 43-53 Rowan Street (PID#18955) 8 metres
- (c) Building Height (maximum) 43-53 Rowan Street (PID#18955), except 615 Empire Avenue (PID#46166) 21.5 metres
- (d) All other zone Standards shall be in the discretion of Council

**(5) ZONE STANDARDS FOR GAS STATION SHALL BE IN ACCORDANCE WITH SECTION 6.15. (2022-05-27)**

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

# DECISION/DIRECTION NOTE

**Title:** Traffic Calming Policy Update

**Date Prepared:** August 10, 2022

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Maggie Burton, Transportation & Regulatory Services

**Ward:** N/A

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## Decision/Direction Required:

This Decision Note presents a summary of proposed changes to the City’s current traffic calming policy. The proposed changes are based on previous traffic calming policy review, council recommendations, feedback from public engagement including stakeholder consultation, and jurisdiction review of traffic calming policies from municipalities across Canada.

## Discussion – Background and Current Status:

### Policy Review and Council Recommendations

The current [Traffic Calming Policy](#) and the associated [Traffic Calming Warrant](#) were developed in 2011. They were designed to manage the requests to slow traffic speed, discourage non-local traffic, and/or correct or improve perceived safety concerns in the street network.

In [June of 2020](#), Staff prepared an overview of the City’s Traffic Calming Policy. Following this, Council requested that the policy be reviewed. Transportation Engineering and the Office of the City Clerk have since initiated a full policy review.

[In December 2020](#), Staff prepared a review of the policy and identified key areas for updating the policy. This review was discussed with Council to gather feedback and direction on how the policy could be updated to better reflect current Council priorities.

[In March, 2021](#), following the policy review, 12 policy update areas were identified, which were categorized into two groups. The first category, as listed below, was mostly related to improving project selection and scoring criteria, whereas the second was more related to enhancing traffic calming process.

#### ***Project Selection and Scoring Criteria***

- Traffic Volume Threshold
- Non-Local Traffic Volume
- Interrelated Factors

#### ***Traffic Calming Process***

- Annual Priority List
- Formalize Temporary Implementations
- Public Survey Distribution



- Target Speed
- Street Context
- New Development/Rehab Work
- Public Response Rate
- Re-evaluation Timeline
- Cul-de-sacs and Crescents/P-loops

Note that the previous review stated that two of the update areas – developing scores for target speed and interrelated factors – require a significant effort, and thus, were recommended to complete by external consultant. Due to the lack of funding, consultant retaining was not approved. As part of policy update, Council also directed Staff to conduct public engagement to gather public concerns and feedback on the above specific areas.

### **Public Engagement and Stakeholder Consultation**

[In February 2022](#), Public Engagement session was held to collect public feedback on above mentioned two categories of policy areas via an online survey. In summary, public response showed a clear preference to all the policy updates recommended by Council except for the re-evaluation timeframe. Majority of the public preferred 2-year period for re-evaluation, which was different from the Staff's recommendation of 5-year time period.

In addition to the Public Engagement, stakeholder meetings were conducted with the agencies whose services could be impacted by the City's Traffic Calming Program. This included meetings with Emergency Medical Service (EMS) - Eastern Health, Royal Newfoundland Constabulary (RNC) and Metrobus. The main objectives of the meeting was to share the ongoing review/update plan of City's current Traffic Calming Policy and get comments and feedback based on their experience on City's traffic calmed streets. In general, these agencies have experienced no significant adverse impact on their services. Metrobus suggested that the City share its future traffic calming plan prior to its implementation on the streets that have transit service.

### **Key Policy Updates**

The policy updates presented in this section is based on the findings from previous review of City's 2011 Policy and Council recommendations, feedback from public engagement and stakeholder consultation, and findings from a jurisdiction scan of traffic calming policies from municipalities across Canada. The Jurisdictional scan included policy review from a total of eight Canadian municipalities that have recently updated their policy and have a similar scoring system<sup>1</sup> as our City's policy.

### ***Revised Scoring Scheme***

One of the key parts of the Traffic Calming Policy is the scoring scheme used for prioritizing streets. Each street that passes a set of pre-screening criteria is scored based on a number of factors and their criteria, and the streets are ranked based on the total score they receive. The

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<sup>1</sup> Maximum score of 100 points

maximum score that a street can get is 100, which will remain unchanged in the updated policy. **Table 1** shows revised scoring scheme based on specific changes as per Council recommendations (*DN March 2021*) and some enhancements added from other municipalities current practices. The updated scoring scheme has a single table for Local and Collector roads. However, it is noted that the factors such as traffic volume and traffic speed are weighted differently for these two road categories. Also, some of the scoring factors that represent a common theme are regrouped under the same heading, which has resulted into a total of six different categories, namely, collision history, traffic volume, traffic speed, pedestrian generators, active transportation facilities and adjacent landuse.

**Table 1:** Upated Scoring Scheme

Scoring Factor	Point Criteria	Max Score	Notes
Collision History	<p><b>1 point for each Property Damage Only (PDO) collision in the past 3 years</b></p> <p>2 points for each <b>injury/fatal collisions</b> or; 2 points for each collision involving vulnerable road users in the past 3 years</p>	10	<p>Updated policy considers scores for PDO and injury/fatal collisions too.</p> <p>Max points for Local and Collector are same.</p>
Traffic Volume	<p>Local Road: 1 point for every 50 vehicle above 900 vehicle per day (vpd)</p> <p>Collector Road: 1 point for every <b>200 vehicle above</b> 3,000 vpd</p>	25	<p>Scoring criteria changed for collector with threshold increased for Collector (<i>DN March 2021</i>); max score reaches at 8000 vpd.</p>
Traffic Speed	<p>Local Road: 1 point for each 1 km/hr above posted speed</p> <p>Collector Road: 1 point for each 1 km/hr above threshold (i.e., posted speed + 5 km/hr)</p>	<b>30</b>	<p>Maximum point increased:10 points added to Local and 5 to Collector.</p>
Pedestrian Generators	<p>5 points for each Sr/Jr high school, park, <b>playground, licensed child care centre, library, residential retail store,</b> community centre or senior facility within study area, to max of 10</p>	15	<p>More facilities added in the pedestrian generator list.</p>

Scoring Factor	Point Criteria	Max Score	Notes
	5 points if there is an primary/elementary school or safe route to school within the study area, to max of 5		
Active Transportation Facilities	<p><b>For sidewalk:</b> 0 if sidewalk existed on both sides, 10 points if missing on both sides, Give 2 points for each 20% sidewalk missing. That means:</p> <p><b>0 - sidewalk exists on both sides</b>  <b>2 pts - Approx 20% of sidewalk missing</b>  <b>4 pts - Approx 40% of sidewalk missing</b>  <b>6 pts - Approx 60% of sidewalk missing</b>  <b>8 pts - Approx 80% of sidewalk missing</b>  <b>10 pts - no sidewalks</b></p> <p><b>For bike route:</b> 5 points if there is an existing bike route or is part of <b>Bike Master Plan full network</b></p>	15	Weight increased for vulnerable road users (DN March 2021)
Adjacent Landuse	<p><b>5 points if fully residential area; reduce 1 point for every 20% non-residential area. That means:</b></p> <p><b>5 points - All residential area</b>  <b>4 points - Approx 80% residential area</b>  <b>3 points - Approx 60% residential area</b>  <b>2 points - Approx 40% residential area</b>  <b>1 points - Approx 20% residential area</b>  <b>0 point - non-residential area</b></p>	5	Adjacent Landuse factor added to incorporate residential neighbourhoods along Collector roads (DN March 2021)

**Note: Blue ones indicate added new factors or modified criteria**

The following summarizes proposed changes to the scoring scheme, also indicated in blue in the above table.

**Collision History:** According to the current Traffic Calming Policy 2011 (also referred to as the 2011 Policy), points are given to historical collisions that are only related to vulnerable road users. The revised scoring scheme considers other collisions such as property damage only (PDO) and fatal/injury collisions as well. The weight allocated is 1 point for each PDO collision

and 2 points for each fatal/injury collision. The point for vulnerable road users related collisions will remain same.

*Proposed Change: Consider PDO and fatal/injury collisions in the revised scoring.*

**Traffic Volume Threshold:** The maximum score allocated to traffic volume for both Local and Collector roads is 25 points. Based on 2011 Policy, Local roads get points from 900 vehicle per day (vpd) and reach maximum value at 2150 vpd. Similarly, Collector roads get points from 3000 vpd and reach maximum value at 5,500 vpd. In other words, Local and Collector roads that have traffic volume higher than its upper thresholds get the same maximum point. Previous review (**DN March 2021 and IN Dec 2020**) recommended revising these upper volume threshold to make the scoring more sensitive to higher traffic volumes.

Based on traffic volume data, City's Local and Collector roads are expected to carry up to 2150 vpd, 8000 vpd, respectively. This suggests only Collector could have threshold changed from 5,500 vpd to 8000 vpd. With this change, Collector gets 1 point for every 200 vpd above its lower threshold reaching its maximum 25 points at 8000 vpd (i.e., new upper threshold).

*Proposed Change: Increase upper volume threshold for Collector from 5,500 vpd to 8000 vpd.*

**Non-local Traffic Volume:** Non-local traffic volume is difficult and expensive to measure accurately. Also, this factor is closely related to the total traffic volume, which is already part of the scoring. Having non-local traffic volume factor, often a busy street gets points for the same matter twice. Therefore, previous review (**DN March 2021 and IN Dec 2020**) recommended removing this from scoring scheme. Jurisdiction scan also shows that this factor is rarely used in scoring by other municipalities.

*Proposed Change: Exclude non-local traffic volume in the revised screening and scoring scheme.*

**Street Context :** Previous review (**DN March 2021 and IN Dec 2020**) recommended to add more weights to street context, which is addressed by the following changes in the revised scoring scheme:

- Points for sidewalk is increased by 5 points for Local Road. With this, the maximum point a street (Local or Collector) can get for sidewalk is 10. Score will be allocated based on the proportion of sidewalk for the given street as follows: If a street has sidewalks on both sides of the street, it gets no point; for each 20% missing sidewalk, 2 points is given; street gets maximum 10 points when there is missing sidewalk on both sides.

- Some additional locations such as playgrounds, licensed childcare centres, library and retail stores are identified as pedestrian generators.
- Adjacent Land Use is added as a new factor to provide weights related to land use context. With this scoring, street in a residential area, irrespective of whether it be a Local or Collector, gets additional points based on the proportion of residential area fronting the street. A street gets 5 points if it is a fully residential area; 1 point is reduced for every 20% non-residential area, reaching 0 point when it is a fully non-residential area.

*Proposed Change: Consider above mentioned street context related components in revised scoring scheme.*

**Traffic Speed:** It was recommended that the score be developed for target speed (**DN March 2021**). From Jurisdiction scan, all other municipalities have scoring for speed based on speed limit; and therefore, will keep same as in 2011 Policy. Maximum score for traffic speed is increased to 30 points; however, there will not be any change in the scoring criteria. It is a common practice among municipalities to have a higher weight to speed compared to the traffic volume.

*Proposed Change: Scoring for traffic speed to be based on the posted speed limit; Increase maximum score for traffic speed to 30 points.*

**Removed Factors:** Three factors, namely, transit route, EMS route and block length, are removed from the revised scoring scheme. This aligns with the practices across other Canadian municipalities. Rather than considering in scoring, these municipalities consult EMS and Transit service agencies to get their feedback on traffic calming projects prior to implementation. In our stakeholder meeting with Metrobus, it was suggested that the City share its traffic calming projects with Metrobus Staff at the initial phase of project formulation.

*Proposed Change: Remove transit route, EMS route and block length from the revised scoring scheme.*

**Interrelated factors:** It was recommended that the score be developed for interrelated factors (**DN March 2021**). From Jurisdiction scan, no other municipalities have scoring for interrelated factors. Having multiple factors on a street already results in a higher score.

*Proposed Change: Not recommended to develop interrelated factors as it makes scoring process complex and is unnecessary.*

### ***Improvement in Traffic Calming Process***

***Request Initiation:*** In the updated policy, a petition would be required to initiate the traffic calming process. The petition intends to minimize resources spent in evaluating streets which may not proceed due to insufficient resident support at the later stage of implementation. For the updated policy, it is proposed that a person bringing a request would have to get signatures from at least 25% of households on their street for the petition. Similar approaches have been practiced by some other municipalities in Canada. A standard format for petition would be included in the updated policy and readily available to residents.

*Proposed Change: Add a step for petition with minimum requirement of signatures from 25% of households in the revised policy.*

***Formalize Temporary Implementations:*** Based on the current practice, City first installs temporary traffic calming measures prior to the permanent ones. This approach provides an opportunity for testing and evaluating their impact for both residents/road users and the technical team and have proven to be more effective. To adjust this process, public surveys are completed at two stages — first one prior to implementation of the temporary measures and the second one prior to the implementation of permanent measures. Evaluation and Monitoring occur after implementing temporary traffic calming measures. It was recommended to formalize this practice (***DN March 2021***).

*Proposed Change: Formalize the implementation of temporary traffic calming measures in the updated policy.*

***Public Survey Distribution:*** Public surveys are conducted prior to the installation of both temporary and permanent traffic calming measures. The significance of second survey is, if residents realize comparatively less benefit of traffic calming in their streets, they will have a chance to show no support or vice versa. Traffic Calming Policy 2011 envisions that the resident making the request would also distribute the survey. However, in practice, City Staff distribute each survey by hand.

*Proposed Change: Formalize the practice of City Staff distributing the survey.*

***Public Response Rate:*** The public participation is key part of implementing traffic calming measures in their neighborhoods. For this, public survey is distributed to the affected residents at two stages prior to the implementation. Accordingly, 60% of the affected residents would need “yes” vote to move to next step of implementation. In practice, this requirement for public survey was changed to “60% of responded survey”. This provision assigns “neutral” opinion on resident that do not respond. Previous review recommended to formalize this current practice (***DN March 2021***)

To make the traffic calming process more participatory, it is proposed that the minimum response rate of at least 50% +1 households response rate be considered for the survey in addition to the 60% support rate criteria. In absence of this step, there is a chance that a street even with a very low response rate can easily qualify for traffic calming. For example, consider a street for traffic calming has a total of 100 households (HH) with the following response statistic from Public Survey:

- Total number of HH responded = 10
- Number of household (HH) supporting traffic calming = 6
- Number of HH against traffic calming = 4
- % of HH in favour of traffic calming = 60%

In this scenario under the current policy, the given street would be qualified for implementation of traffic calming despite a very low percentage of residents indicating they are in favour of it. (i.e., 60% of respondents but only 6% of households). It is important to have a good representation of residents involved for a successful implementation of the project.

*Proposed Change: Consider the minimum response rate for public survey to be 50%+1 household with support from at least “60% of the responded” household.*

**Annual Priority List:** Current policy simply follows the ranking list when selecting the project for implementation. Whenever a new street is evaluated, street ranking could change, thereby impacting the implementation plan. For the updated policy, it was recommended to prioritize top 10 streets for implementation of traffic calming in each fiscal year so that it will allow technical team to prepare a systematic plan for implementation for the given fiscal year (**DN March 2021**).

*Proposed Change: Annually, prioritize 10 streets for implementation.*

**Re-evaluation Timeline:** Based on 2011 Policy, if a street gets excluded from traffic calming for not meeting any of the traffic calming process criteria, it would have to wait at least 2 years for the next consideration. It was recommended that re-evaluation timeline be changed from 2-year to 5-year to allow more time to focus on new requests and optimize the resource (**DN March 2021**). If there is a major change in the traffic pattern, that street could be exempted from this constraint.

*Proposed Change: Consider re-evaluation timeline to be 5-year period.*

**Cul-de-sacs and Crescents/P-loops:** Current policy doesn't screen out cul-de-sacs, crescents, and P-loops. Due to the nature of these streets, they never scored high enough to be eligible for traffic calming in the past. That means, there is a wastage of time and money for data collection and analysis to assess their eligibility. As such, the updated policy could be streamlined by excluding these from consideration, thereby focusing on most needed locations. Crescent could

be sometimes long; therefore, limitation of 300 m is considered for their exclusion from traffic calming.

*Proposed Change: Screen out cul-de-sacs, P-loops and crescents (length <300 m).*

**New Development/Rehab Works:** It was recommended to include provision for the application of traffic calming tools to the projects identified under new developments and road rehabs (**DN March 2021**). This aligns with the [Envision St. John's Municipal Plan 2021](#) stating "Require new development to anticipate and implement traffic calming measures consistent with the principles and objectives of the City's Traffic Calming Policy, so that proactive measures can be applied before traffic problems arise."

It is important that the traffic calming measures considered for these projects would not unduly affect service of emergency vehicles, transit buses and other vehicles, and would not create safety concerns. Examples of traffic calming measures suitable for this type of projects are roundabouts, curb extensions and raised crosswalks. These projects typically do not involve public consultation on the traffic calming features; however, Staff may need to discuss with stakeholders such as schools and Metrobus, where needed.

In case of streets that are under the traffic calming potential list (score above 30) and are considered for City's street rehab project, these streets would be given higher priority. The general traffic calming process to follow for this kind of project would be same as for the normal streets.

*Proposed Change: Consider traffic calming tools to the projects identified for new developments and street rehab projects; In addition, streets qualified for traffic calming and considered for Rehab projects to be given priority for implementation.*

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

1. Budget/Financial Implications:  
City has recently increased [Traffic Calming Program budget for 2022](#) from \$50,000 to \$200,000.
2. Partners or Other Stakeholders:  
Stakeholders, namely, Emergency Medical Service (EMS) - Eastern Health, Royal Newfoundland Constabulary (RNC) and Metrobus were consulted for their comments and feedback on City's Traffic Calming Policy and Program.
3. Alignment with Strategic Directions:

A City that Moves: Improve safety for all users on a well-maintained street network.

A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.

4. Alignment with Adopted Plans: N/A

5. Accessibility and Inclusion: N/A

6. Legal or Policy Implications:

This note is part of a policy review and update. After proposed changes in this Decision Note are finalized, the updated policy document will be prepared in cooperation with the Office of the City Clerk.

7. Privacy Implications: N/A

8. Engagement and Communications Considerations:

Public Engagement was undertaken by Transportation Engineering and Organizational Performance and Strategy teams in February 2022. Accordingly, "What We Heard" document was released in March, 2022.

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

**Recommendation:**

That Council approve the revised scoring scheme and other changes to traffic calming process presented in this Decision Note for the Updated Traffic Calming Policy.

**Prepared by:** Lalita Thakali, Transportation System Engineer

**Approved by:** Amer Afridi, Manager Transportation Engineering

**Report Approval Details**

Document Title:	Traffic Calming Policy Update.docx
Attachments:	- Presentation_ Traffic Calming Policy Update.pdf
Final Approval Date:	Aug 3, 2022

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

**No Signature found**

**Amer Afridi - Aug 3, 2022 - 9:49 AM**

**Scott Winsor - Aug 3, 2022 - 9:53 AM**

**Jason Sinyard - Aug 3, 2022 - 12:25 PM**

# Traffic Calming Policy Update

**Transportation Engineering  
(August 10, 2022)**

# Traffic Calming Policy Update

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## Outline

- Traffic Calming Policy 2011
- Jurisdiction Review
- Council Recommendations (DN March 2021)
- Public Engagement (DN March 2022) and Stakeholder Consultation
- Updated Traffic Calming Policy

# Traffic Calming Policy Update: Background

## Why Traffic Calming Policy?



- To provide a standardized application process for all requests
- Encourage public involvement in the traffic calming activities
- Quantify the problems through screening and scoring system
- Provide a fair, reasonable, consistent and cost-effective process
- Reduce staff workload and duplication of effort

## Why update the policy?

- Formalize current practices and improve traffic calming process
- Improve project screening and selection criteria

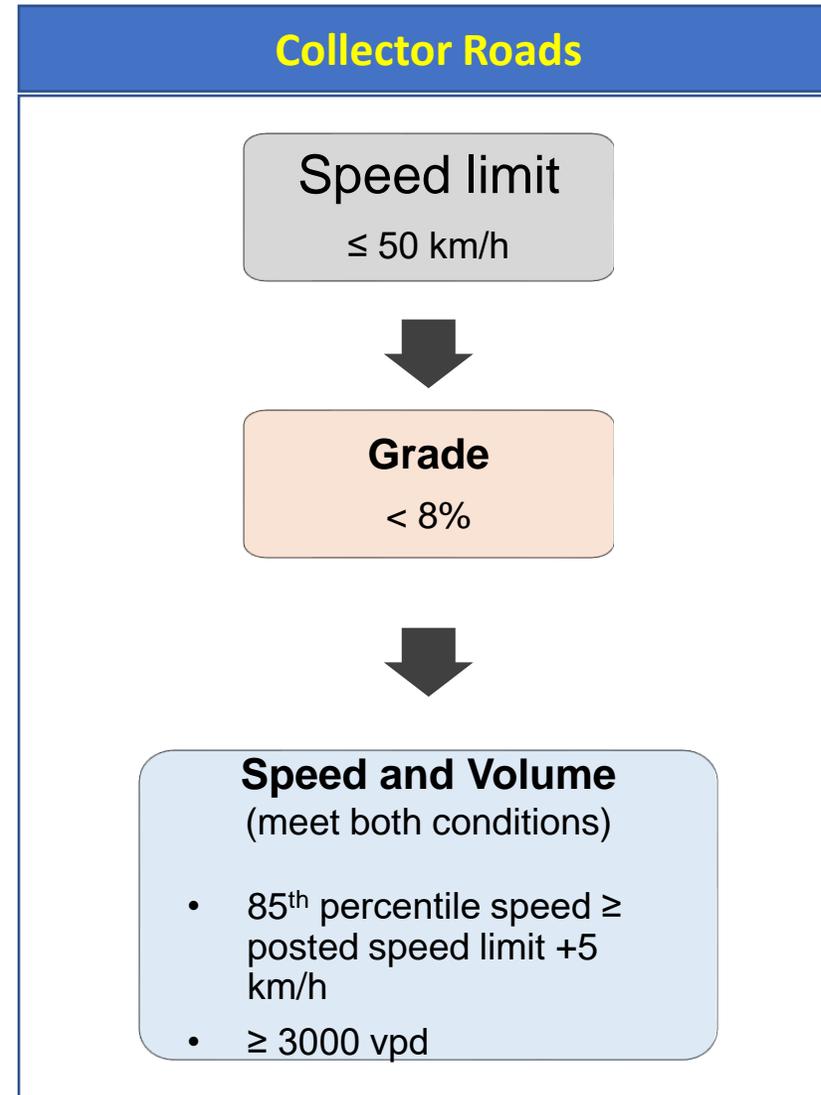
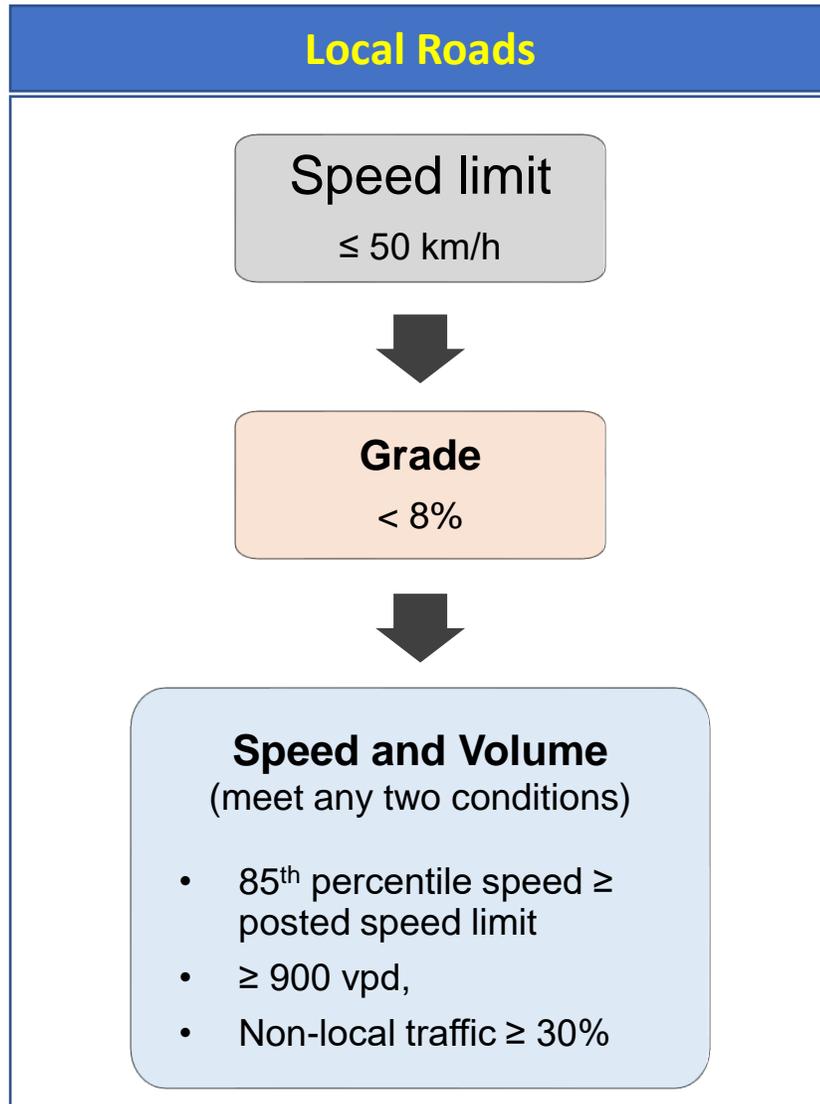
## Previous Council Notes

- **Information Note:** Traffic Calming Policy Overview, *June 2020*
- **Information Note:** Discussion on Review, *Dec 2020*
- **Decision Note:** Traffic Calming Policy – Update on Review, *March 2021*
- **Decision Note:** “What We Heard” Traffic Calming Policy Update- Public Engagement, *March 2022*

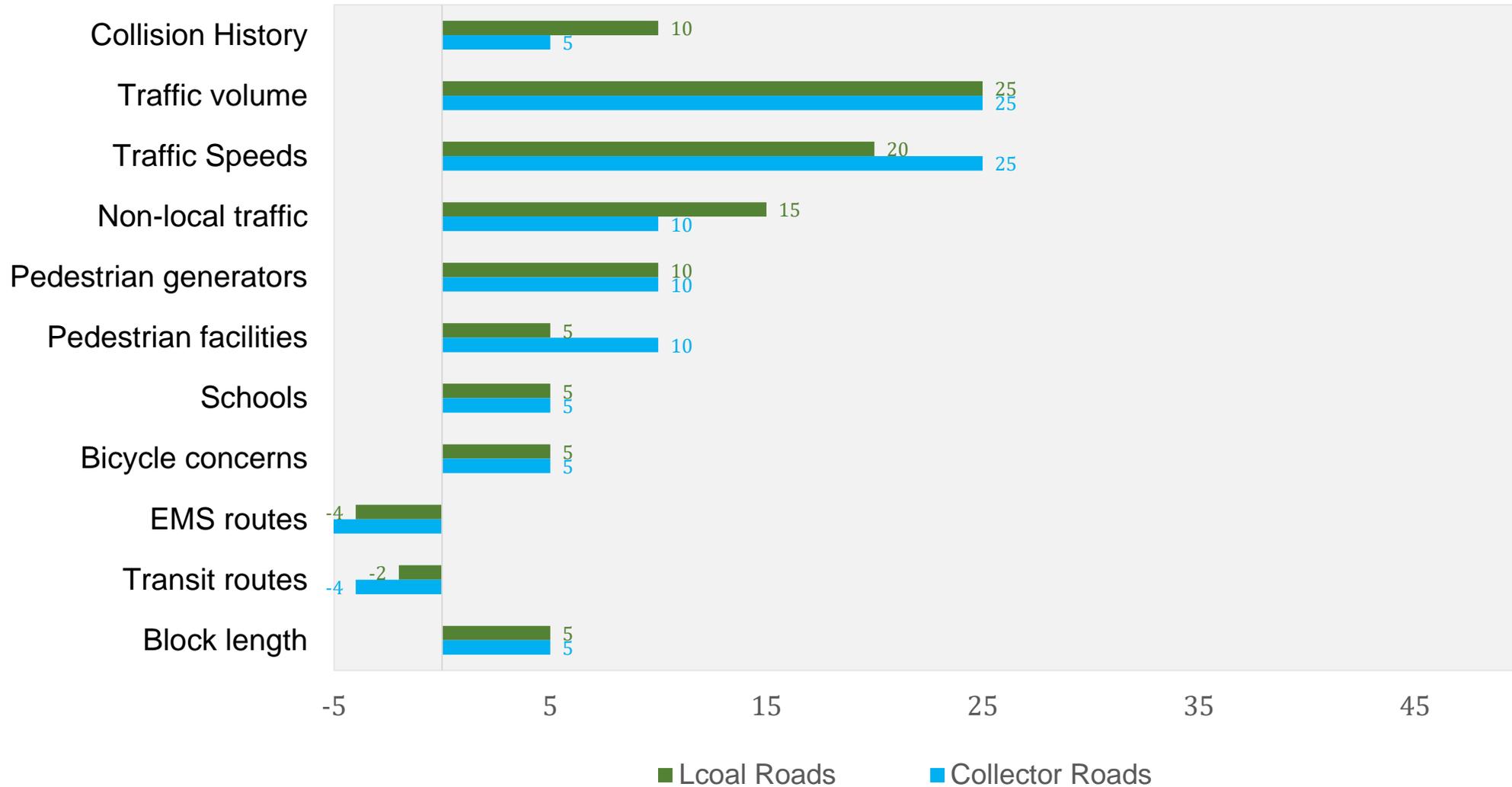
# **Traffic Calming Policy 2011**

## **(Pre-screening and Scoring Criteria)**

# Pre-Screening Criteria (TCP, 2011)

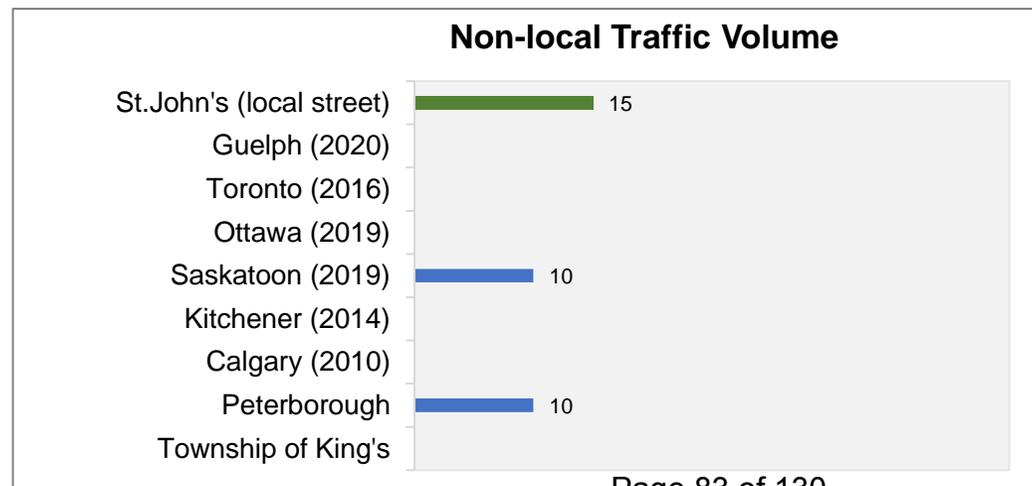
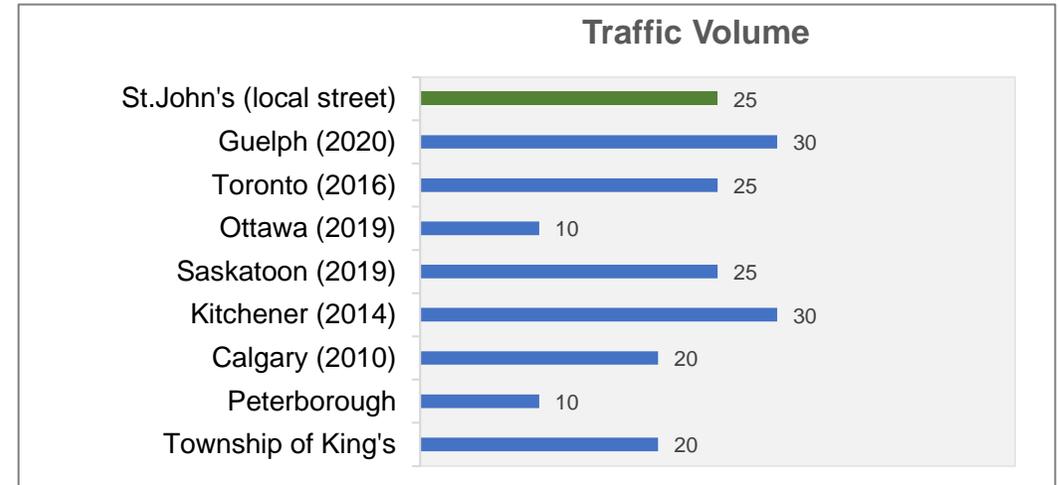
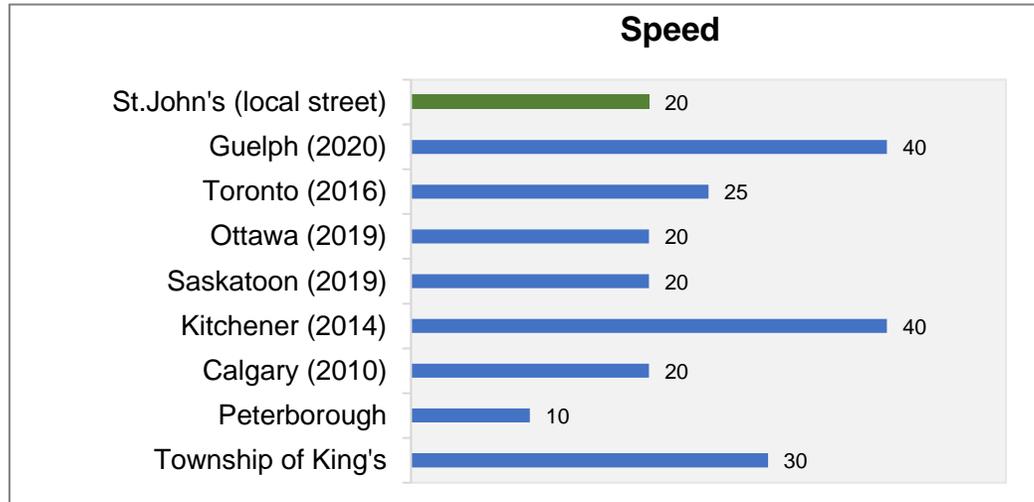


# Scoring System: Maximum Allocated Points (TCP, 2011)



# **Jurisdiction Scan of Traffic Calming Policy (Canadian Municipalities)**

# Traffic Calming Policy: St. John's vs Other Municipalities in Canada



# Traffic Calming Policy: St. John's vs Other Municipalities in Canada

### Collision History



### Active Transportation Facilities



**Toronto** requires the sidewalk presence to be checked as part of warrant. If there is no sidewalk, priority is given to install it first.

# Traffic Calming Policy: St. John's vs Other Municipalities in Canada

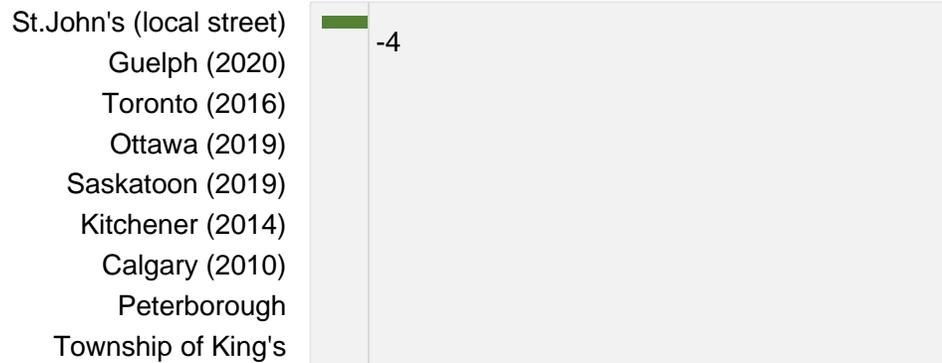
### Pedestrian Generators



### Transit Route



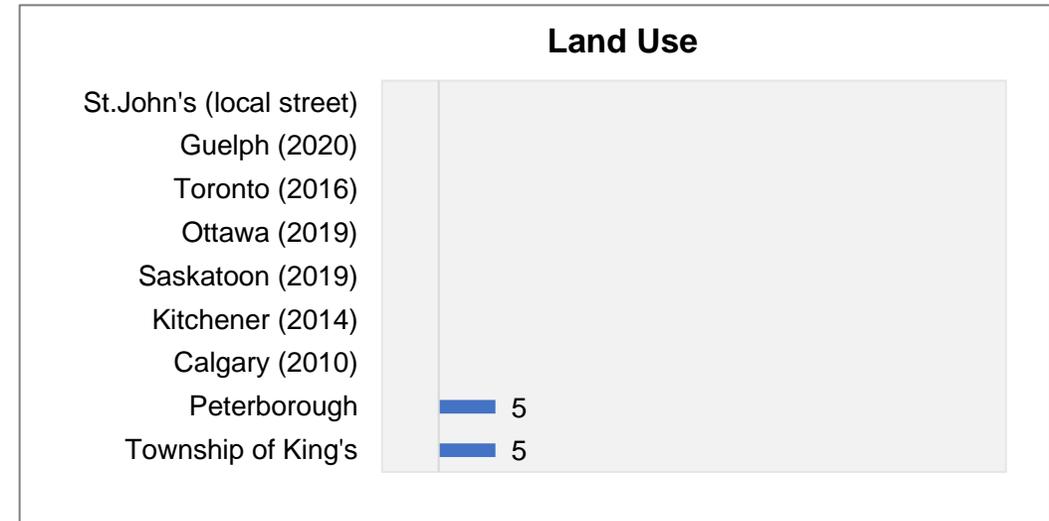
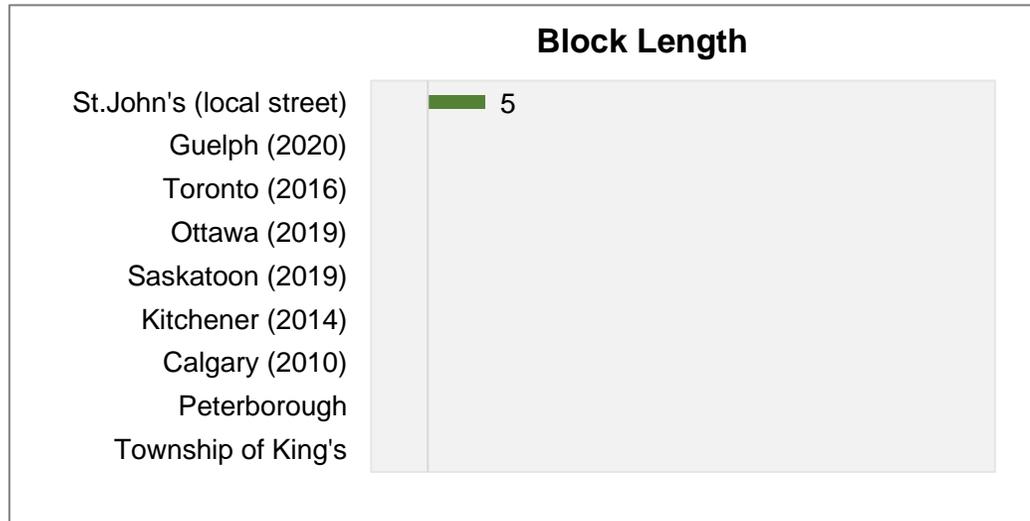
### EMS Route



**Toronto:** Consults with Emergency Services (Fire, Ambulance, and Police) staff

**Waterloo:** Consults with EMS and transit services prior to implementation

# Traffic Calming Policy: St. John's vs Other Municipalities in Canada



## Key Findings: Jurisdiction Scan

- ❑ Each scoring factor has same maximum score for **Local and Collector roads**.
- ❑ More weight given to **speed compared to traffic volume**.
- ❑ **Non-local traffic volume** factor is rarely used in scoring.
- ❑ **EMS and transit services are not considered** in scoring.
- ❑ **Block length** is not considered in scoring.

# **Council Recommendations on Policy Update**

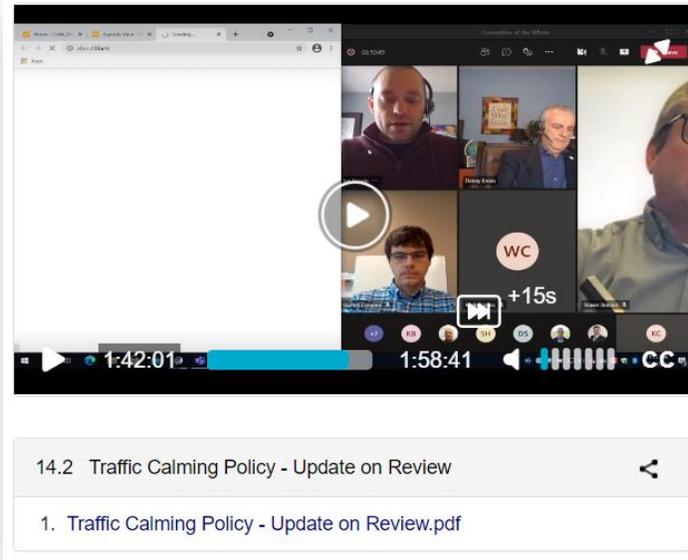
## **(DN of March 2021)**

# Council Recommendations on Policy Update (March 2021)

## Recommendation on 12 policy update areas

### Recommendations (DN March 2021):

- ✓ a) approve the 12 policy update areas noted above to proceed to public engagement prior to staff making final policy update recommendations,
- ✗ b) use funds available in the current Traffic Calming budget to hire an engineering consultant to complete the work required **for items 3 and 4 of part 2.**



### Meeting Outcome

- Approved all recommendations except hiring external team for addressing two update areas.
- Conduct Public Engagement to inform public of policy change and gather comments/feedback on 12 update areas.

## Part 1: Improve Traffic Calming Process

1. Formalize current practice (temporary implementation and others)
2. Change public response rate
3. Change public voting process
4. Consider traffic calming for new development/Rehab works
5. Set priority list (10 streets)
6. Increase re-evaluation timeframes (5 years)

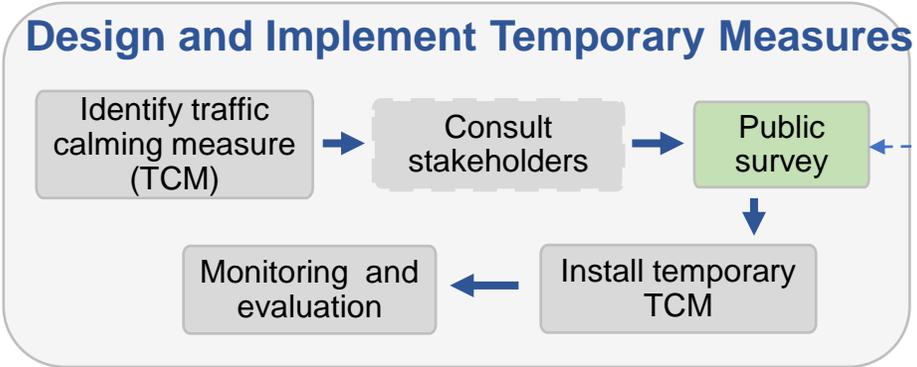
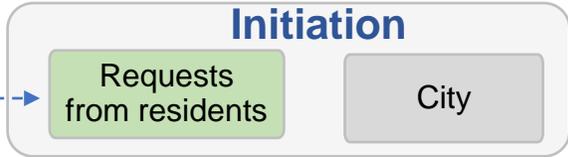
## Part 2: Improve Project Selection and Scoring Criteria

1. Revise traffic volume threshold
2. Eliminate non-local traffic
3. Develop score for interrelated factors
4. Develop score for target speed
5. Give more weights to street context
6. Screen out cul-de-sacs & P-loops

# **Part 1: Improve Traffic Calming Process** **(Current Practices with Improvements)**

# Traffic Calming Process: Current Practices with Improvements

**Petition- Signatures from 25% HH**

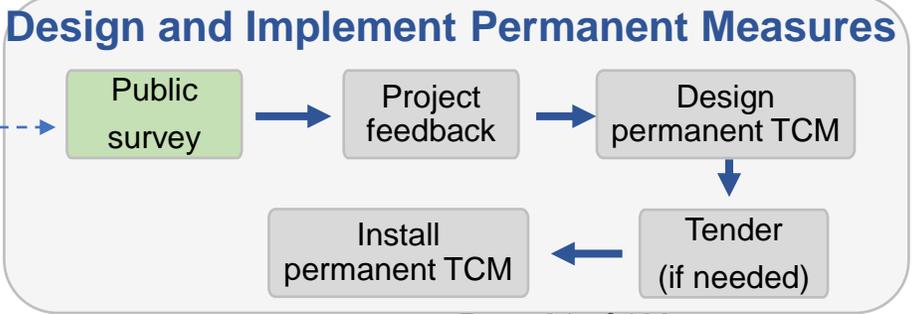


**Response rate: 50% of HH +1**

**Support rate: 60% of responded HH (current practice)**

**Response rate: 50% of HH +1**

**Support rate: 60% of responded HH (current practice)**



# Part 1: Improve Traffic Calming Process (cont.)

## Other Improvements (DN March 2021)

4. Consider traffic calming for new developments and rehab projects.
5. Set priority list by selecting 10 streets for implementation.
6. Increase re-evaluation timeframes from 2 years to 5 years

## Proposed Enhancement to Current Traffic Calming Process

- Petition with signatures from at least 25% households required to initiate the traffic calming process
- For Public Survey, minimum response rate to be 50% of HH + 1

## **Part 2: Improve Project Selection and Scoring Criteria**

# Part 2: Improve Project Screening and Selection and Criteria: Proposed Changes

## 1. Modify volume threshold in scoring

- Existing thresholds are low and therefore the scoring has limited differentiating power to higher volumes.
- Local has same score for volume >2150 vpd
- Collector has same score for volume >5500 vpd

### Proposed Change

- Local roads are expected to carry up to 2150 vpd, keep **the same threshold**
- Collector roads are expected to carry from 3000 to 8000 vpd, **increase the threshold.**

## 2. Eliminate non-local traffic

- Difficult and expensive to measure non-local traffic volume accurately.
- Moreover, this factor is closely related to the total traffic volume, which is already part of the scoring.

### Proposed Change

- Not recommended as data collection is complicated (DN March 2021).

## 3. Develop score for interrelated factors

- From Jurisdiction scan, no other municipalities have scoring for interrelated factors.

### Proposed Change

- Not recommended to develop interrelated factors as it makes scoring process complex.

# Part 2: Improve Project Screening and Selection and Criteria: Proposed Changes

## 4. Develop score for target speed

- From Jurisdiction scan, all other municipalities have scoring for speed based on speed limit.

### Proposed Change

- Scoring will be based on the speed limit.

## 5. Give more weights to street context

### Proposed Change

- Points for pedestrian facilities increased by 5 points for Local street.
- Playgrounds, childcare centers, library and retail stores also identified as pedestrian generators.
- Streets with residential area given more points by adding Adjacent Land Use factor in scoring scheme.

## 6. Screen out cul-de-sacs & P-loops and crescent

### Proposed Change

- Screen out cul-de-sacs and P-loops and crescents with length <300 m (DN March 2021).

### Proposed enhancement to scoring factors (based on Jurisdiction Scan)

- Increase maximum scoring for speed factor.
- Remove scoring for EMS, transit service and block length.
- Design a single scoring table for collector and local roads.

# **Public Engagement and Stakeholder Consultation**

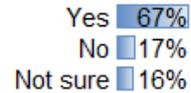
# Public Engagement Outcome (DN March 2022)

## Part 1: Project Selection and Scoring Criteria

1. Revise traffic volume threshold
2. Eliminate non-local traffic
3. Develop score for interrelated factors
4. Develop score for target speed instead of speed limit
5. Give more weights to street context
6. Screen out cul-de-sac & P loops

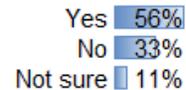
### 1. Modify volume threshold in scoring

Should the traffic volume thresholds be investigated, and appropriately changed, in the updated policy?



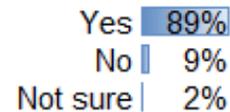
### 2. Eliminate non-local traffic

Should the non-local traffic volume factor be eliminated in the evaluation process?



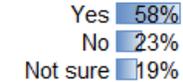
### 5. Give more weights for street context

Should more weights be given for street context in the updated policy?



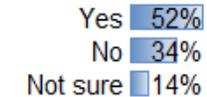
### 3. Develop score for inter-related factors

Should interrelated factors be considered in the updated policy?



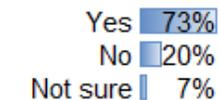
### 4. Develop score for target speed

- Should target speed be considered for scoring in the updated policy?



### 6. Screen out cul-de-sac & P-loops and crescent

Should cul-des-sacs and crescents/P-loops be screened out in the updated policy?



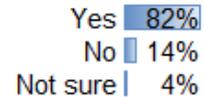
# Public Engagement Outcome (DN March 2022)

## Part 2: Improve Traffic Calming Process

1. Formalize current practice (temporary implementation and others)
2. Change public response rate
3. Change public voting process
4. New development to consider for traffic calming
5. Set priority list
6. Increase re-evaluation timeframes

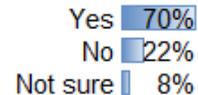
### 1. Formalize current practices

Q. Should the temporary implementation approach be adopted in the updated policy?



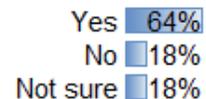
### 2. Public response rate

Q. Should the public response rate be changed from “60% of the affected residents” to “60% of the survey responses”?



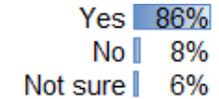
### 5. Priority list

Q. Do you agree that the policy should be changed to set a list annually of no more than 10 projects from the priority list?



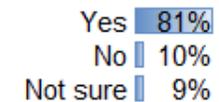
### 3. Public consultation process

Q. Should the updated policy formalize the process of City of St. John's staff distributing/conducting the public survey?



### 4. New development to consider for traffic calming

Q. Should this provision to consider new development and/or rehab work be included in the updated policy?



### 6. Re-evaluation timeframe

Q. What timeline for re-evaluation should be used?



# Stakeholder Consultation

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- Meeting with RNC (Dec 9, 2021)
- Meeting with Metro Bus (Dec 8, 2021)
- Meeting with Emergency Medical Service (EMS) - Eastern Health (Dec 14, 2021)

# Revised Scoring Table

Scoring Factor	Point Criteria	2011 Policy (Local)	2011 Policy (Collector)	Updated Policy	Comments for Modification
Collision history	<p><b>1 point for each Property Damage Only (PDO) collision in the past 3 years</b></p> <p><b>2 points for each injury/fatal collisions</b> or; 2 points for each collision involving vulnerable road users in the past 3 years</p>	10	5	10	<p>Updated policy considers scores for PDO and injury/fatal collisions too.</p> <p>Max points for local and collector are same.</p>
Traffic volume	<p><b>Local road:</b> 1 point for every 50 vehicle above 900 vpd</p> <p><b>Collector road:</b> 1 point for every <b>200 vehicle above</b> 3,000 vpd</p>	25	25	25	Scoring criteria changed for collector with threshold increased for Collector (DN March 2021); max score reaches at 8000 vpd.
Traffic speed	<p><b>Local road:</b> 1 point for each 1 km/h above posted speed</p> <p><b>Collector road:</b> 1 point for each 1 km/h above threshold (i.e., posted speed + 5 km/hr)</p>	20	25	<b>30</b>	Maximum point increased:10 points added to Local and 5 to Collector.
Pedestrian generators	<p>5 points for each high school, park, <b>playground, licensed child care centre, library, residential retail store,</b> community centre or senior facility within study area, to max of 10</p> <p>5 points if there is an elementary school or safe route to school within the study area, to max of 5</p>	15	15	15	More facilities added in the pedestrian generator list.
Active transportation facilities	<p><b>For sidewalk:</b> 0 if sidewalk existed on both sides, 10 points if missing on both sides, Give 2 points for each 20% sidewalk missing. That means:</p> <p><b>0 - sidewalk exists on both sides</b>  <b>2 pts - Approx 20% of sidewalk missing</b>  <b>4 pts - Approx 40% of sidewalk missing</b>  <b>6 pts - Approx 60% of sidewalk missing</b>  <b>8 pts - Approx 80% of sidewalk missing</b>  <b>10 pts - no sidewalks</b></p> <p><b>For bike route:</b> 5 points if there is an existing bike route or is part of <b>Bike Master Plan full network</b></p>	10	15	15	Weight increased for vulnerable road users (DN March 2021)
Adjacent landuse	<p><b>5 points if fully residential area; reduce 1 point for every 20% non-residential area. That means:</b></p> <p><b>5 points - All residential area</b>  <b>4 points - Approx 80% residential area</b>  <b>3 points - Approx 60% residential area</b>  <b>2 points - Approx 40% residential area</b>  <b>1 points - Approx 20% residential area</b>  <b>0 point - non-residential area</b></p>			<b>5</b>	Adjacent Landuse factor added to incorporate residential neighbourhoods along Collector roads (DN March 2021)
<b>Max Total Score</b>		<b>80</b>	<b>85</b>	<b>100</b>	

### Removed factors

- Non-local traffic
- EMS service
- Transit service
- Block length

# Progress/Plan

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- ✓ Review: City's Policy vs Current Practices
- ✓ Staff/Council Recommendations on Policy Update Areas
- ✓ Public Engagement
- ✓ Jurisdiction Review of other Municipalities Policies
- ✓ Revise Scoring Scheme for Updated Policy
- ✓ Draft Decision Note for Council Discussion and Approval
- Draft Updated Traffic Calming Policy document

# DECISION/DIRECTION NOTE

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**Title:** Pedestrian Signal Operations recall  
**Date Prepared:** August 10, 2022  
**Report To:** Committee of the Whole  
**Councillor and Role:** Councillor Maggie Burton, Transportation & Regulatory Services  
**Ward:** N/A

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## **Decision/Direction Required:**

This Decision Note provides an overview of the city's pedestrian signals, including the Accessible Pedestrian Signals (APS), and their operation strategies.

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

Signalized intersections are designed with a pedestrian walk signal for the safety of pedestrians. There are a total of 113 signalized intersections in the city programmed with pedestrian walk signal.

## **Pedestrian Signal Operation**

The pedestrian signal at signalized intersections can be configured in two ways:

- 1) pedestrian actuation mode
- 2) pedestrian recall (automated) mode.

During pedestrian actuation, the walk light is activated when a person pushes the button. During pedestrian recall, a call for walk signal is placed automatically in every cycle without a need for pressing the push button. Pedestrian recall improves the pedestrian experience in busy pedestrian areas and improves accessibility for all pedestrians. However, it may negatively impact operation of road network if not used appropriately. Some of the potential drawbacks of pedestrian recall are listed below.

- May increase delays to vehicles and transit
- May impact fire emergency response time
- May increase congestion and vehicle idling resulting in more GHG emissions
- May create safety issues due to driver frustration

In general, pedestrian recall is appropriate in areas with high pedestrian volume where someone is crossing the street at almost every light cycle. For crossings with an



intermediate/low level of pedestrian demand, it is important that pedestrian recall be implemented with a careful consideration to have a balanced approach considering impact to all road users.

### **Recent History of Pedestrian Recall**

Prior to the COVID-19 response in May of 2020, pedestrian recall was used only where required based on high pedestrian volumes and at some locations in the winter if the pushbuttons are inaccessible due to snow accumulation. This strategy attempts to provide the least delay to all users of the intersection regardless of the mode.

At the outset of the COVID-19 response in May of 2020 the city implemented pedestrian recall full time at all signalized intersections. The main objective of this strategy was to reduce transmission of the virus.

In November 2020, a pedestrian “core” area was identified to remain on full time pedestrian recall. Shown in Figure 1, the “core” was defined by a line starting at Springdale Street and Water Street then following Springdale Street, Lemarchant Road, St. Clare Avenue, Campbell Avenue, Ropewalk Lane, Empire Avenue, Stamps Lane, Freshwater Road, Elizabeth Avenue, Rennie’s River, Portugal Cove Road, Rennie’s Mill Road, Military Road, Cavendish Square, and ending at Cavendish Square and Duckworth Street.

The pedestrian core area includes 30 signalized intersections, of which 29 are on pedestrian recall. The intersection of Harvey Road/Long’s Hill/LeMarchant Road was switched back to its normal timing plan to facilitate transit operations.

Outside the pedestrian core there are 83 signalized intersections. 30 of these switch to recall for the winter season.

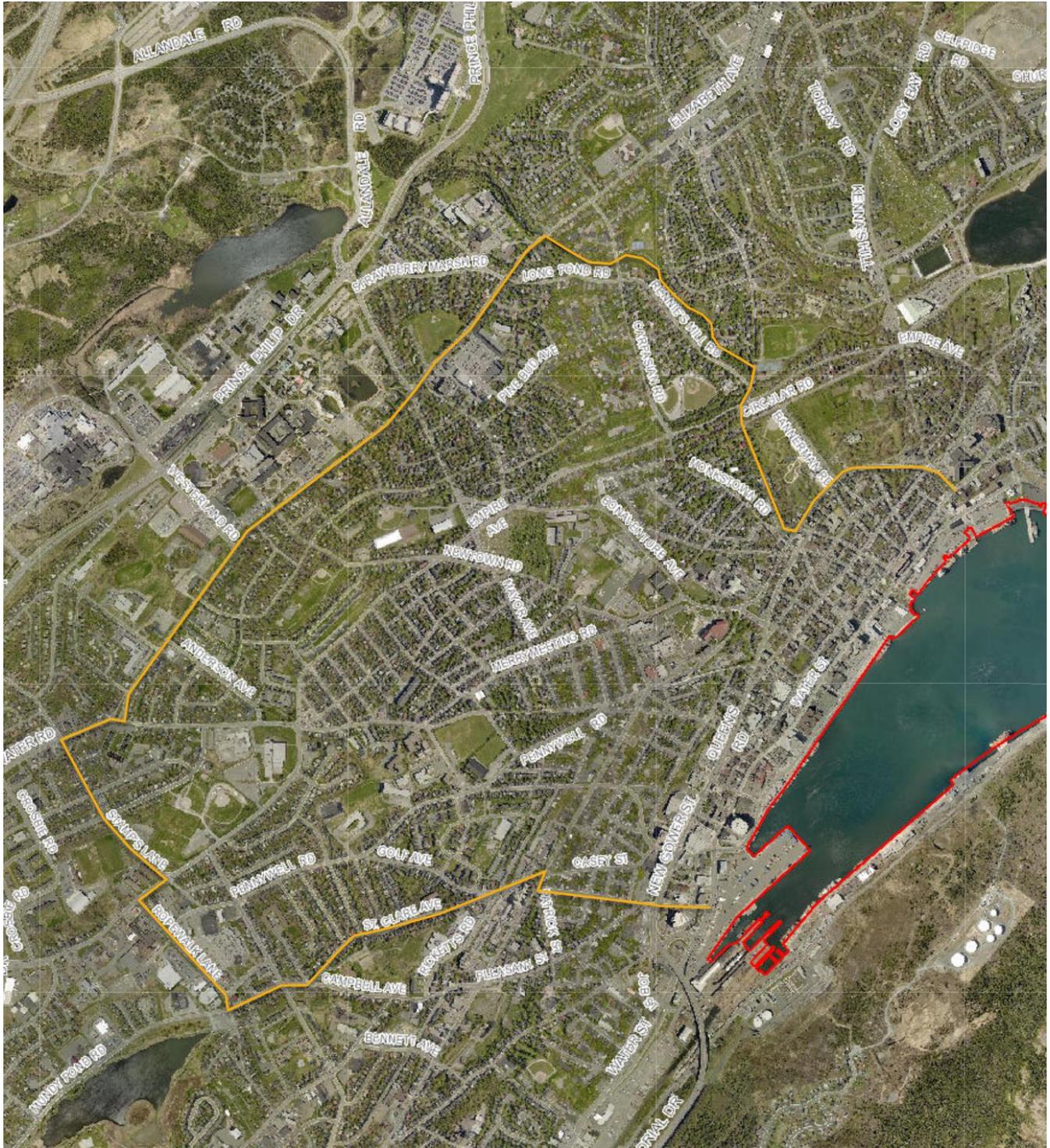


Figure 1: Pedestrian “Core” Area

### Accessible Pedestrian Signals

To improve accessibility for people with vision loss, traditional traffic signals can be equipped with additional features known as Accessible Pedestrian Signals (APS). Typically, APS provide audible and vibrotactile indications that act as the walk signal for people with vision loss. The APS walk sound is activated once a pedestrian presses a push button and holds it for 3 seconds installed as part of the pedestrian signal. The city has so far installed APS at 21 intersections dispersed across the city as shown in Figure 2: Location of Accessible Pedestrian Signals (APS) in the city, 2022.

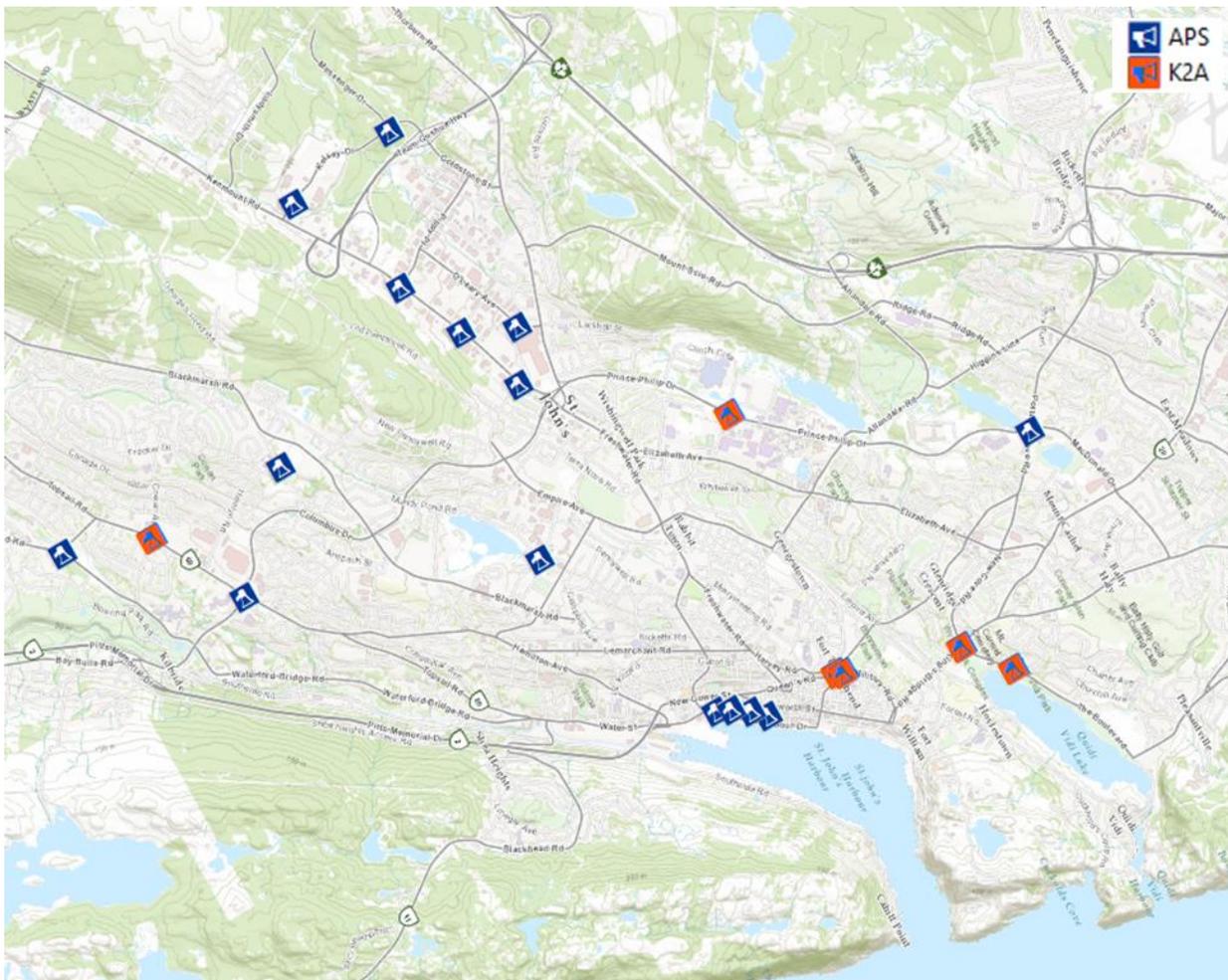


Figure 2: Location of Accessible Pedestrian Signals (APS) in the city, 2022

In addition to regular press and hold actuation, Key2Access includes use of mobile apps or fobs programmed to activate crossing signals without having to press push button. Key2Access is used at 6 intersections city wide.

All APS in the city need to be activated by a pedestrian. No audible indications of the walk signal are on recall.

To expand the installation of APS at signalized intersections, the city has allocated a separate fund under the Annual Accessible Pedestrian Program. Currently, there is a \$86,190.62 available under this program. The target is to install APS technology at two to three new intersections each year. Whenever feasible, other funding opportunities, including development work and capital funding, are used to install APS signals. Moving forward APS will be installed at all new intersections and when we upgrade or rehab existing intersections.

### **Where do we go from here?**

Staff is considering the following approach and looking for feedback from the Inclusion Advisory Committee prior to making any recommendations to council.

- Pedestrian core would remain on full time recall
- Outside the pedestrian core, pedestrian recall would be based on vehicle and pedestrian volumes, and feedback from Metrobus and other stakeholders including working group as recommended by Inclusion Advisory committee
- Seasonally, some intersections outside the pedestrian core would be switched to recall for winter with dates aligning with public works parking ban

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

1. Budget/Financial Implications:  
There is currently \$86,190.62 remaining in the APS budget.
2. Partners or Other Stakeholders:  
Inclusion Advisory Committee, CNIB, Transit, Fire Department
3. Alignment with Strategic Directions:

Pedestrian signal operations are integral part of the strategic direction “A City that Moves.” This direction is described as follows with emphasis added on mode share related language:

*Changing demographics mean the way people move around the city is shifting. Our transportation network needs to provide all people and businesses access to options for travelling where they want to go. By focusing on safety and balance this direction attempts to make a safer transportation network for everyone, regardless of their mode of travel.*

A City that Moves: Expand and maintain a safe and accessible active transportation network.

A Connected City: Increase and improve opportunities for residents to connect with each other and the City.

- 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:  
N/A
- 11. Information Technology Implications:  
N/A
- 12. Other Implications:  
N/A

**Recommendation:**

That Council provide direction to staff to operate Pedestrian Signals on recall in pedestrian core area and any expansion of pedestrian recall will be carried out by working group formed with Inclusion Advisory Committee.

**Prepared by: Amer Afridi, Manager Transportation Engineering**

**Report Approval Details**

Document Title:	Pedestrian Signal Operations.docx
Attachments:	- Overview of City's Pedestrian Signals_Final.pdf
Final Approval Date:	Aug 3, 2022

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

**Scott Winsor - Aug 3, 2022 - 9:08 AM**

**Jason Sinyard - Aug 3, 2022 - 12:30 PM**

OUR CITY. OUR FUTURE.

# Pedestrian Signal Operations

An overview of the City's Pedestrian Signal operation including Accessible Pedestrian Signals



Presented by: Amer Afridi, P.Eng.

Manager Transportation Engineering

**ST. JOHN'S**

# Why do we use Traffic Signals?

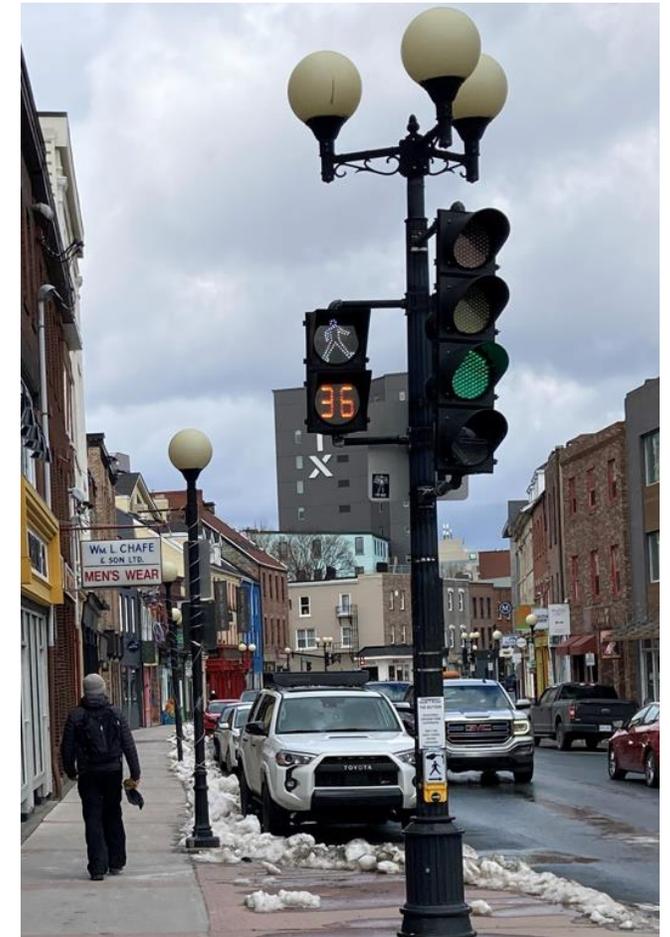
- ❑ Improves safety of road users by assigning right-of-way
- ❑ Provides efficient movement for all users by minimizing delay for everyone
- ❑ Improves transit operation
- ❑ Improves fire and EMS vehicles response time



# Pedestrian Signal Operation

The walk light at a signalized intersections can be initiated in one of two ways.

- 1) Pedestrian actuation: walk light is activated when a person pushes the button.
- 2) Pedestrian recall: walk signal is activated automatically every cycle without pressing the push button.



# Pedestrian Recall vs. Push Button Actuation

Pros of Pedestrian Recall	Cons of Pedestrian Recall
<ul style="list-style-type: none"><li>• Improves pedestrian level of service at high pedestrian activity area.</li><li>• Improves accessibility for all pedestrians</li></ul>	<ul style="list-style-type: none"><li>• May increase delays to vehicles and transit</li><li>• May impact fire emergency response time</li><li>• May increase congestion and vehicle idling resulting in more GHG emissions</li><li>• May create safety issues due to driver frustration</li></ul>

# Recent History of Pedestrian Recall

Prior to May of 2020, pedestrian recall was used only where required based on high pedestrian volumes and at some locations in the winter if the pushbuttons are inaccessible due to snow accumulation.

May 2020 - In response to COVID-19, the city implemented pedestrian recall full time at all signalized intersections.

November 2020 - a pedestrian “core” area was identified to remain on full time pedestrian recall. Outside the “core” there are 83 signalized intersections, 30 of these switch to recall for the winter season.

# Pedestrian Core Area



# Accessible Pedestrian Signals (APS)

APS are an extra feature added to improve safety for people with vision loss. APS provide audible and/or vibrotactile indications of the walk signal.

Currently, the city uses two APS technologies

- Traditional push button (press-and-hold), and
- Key2Access using button/mobile app/fobs.

All APS in the city need to be activated by a pedestrian. No audible indications of the walk signal are on recall.

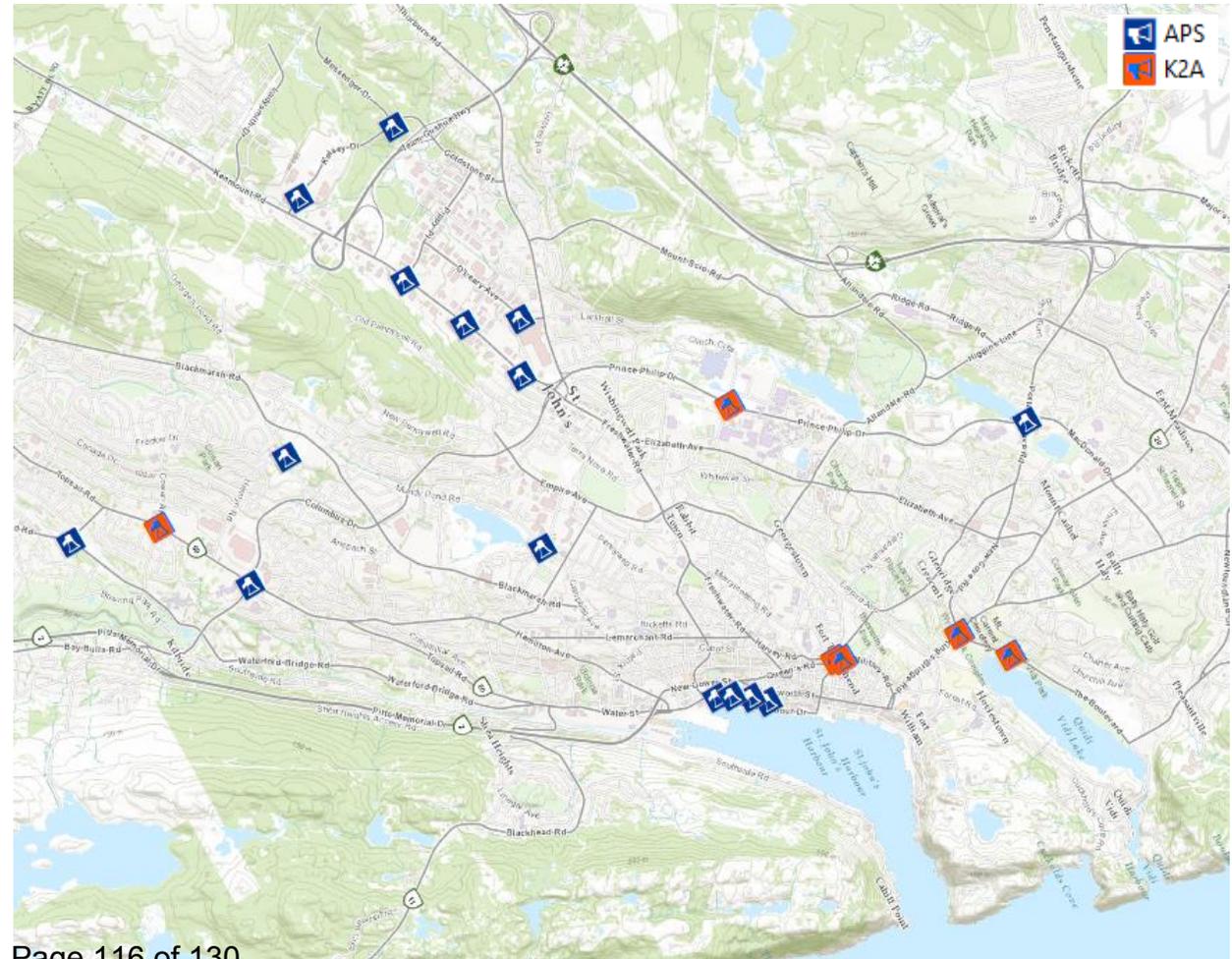


# Accessible Pedestrian Signals (APS)

The city has a total of 113 signalized intersections.

21 of these include APS.

Moving forward the City is targeting 2-3 new APS installations per year, preferably more depending on the opportunities available.



# APS and Pedestrian Recall: City Wide Traffic Signals

City wide	
Total signalized intersections	113
Pedestrian recall (automated) walk lights	61
Push button activated walk lights	52
Intersections with APS (audible signals not on recall)	21

# APS and Pedestrian Recall: Core and outside core

	Pedestrian Core Area	Outside Pedestrian Core
Total signalized intersections	30	83
Pedestrian Recall	29	32
Signals with APS	7	14

# Selection Factors for Pedestrian Recall

- Pedestrian activity
- Transit routes
- Fire response routes
- Feedback from community stakeholders/groups
- Traffic level

# Where do we go from here?

Staff is considering the following approach and looking for direction from council

- Pedestrian core would remain on full time recall
- Outside the pedestrian core, pedestrian recall would be based on vehicle and pedestrian volumes, and feedback from Metrobus and other stakeholders including Focus group
- Focus group will be formed by Inclusion Advisory Committee for decisions related to pedestrian recall outside of pedestrian core area
- Seasonally, some intersections outside the pedestrian core would be switched to recall for winter with dates aligning with public works parking ban

# Thank you

Questions and Discussion

# ST. JOHN'S

## Youth Advisory Committee Report

**July 26, 2022**

**6:00 p.m.**

**Virtual**

**Present:** Councillor Jill Bruce, Council Champion  
Maria Rae Penney, Co-Chair  
Isabel Ojeda, Individual Representative  
Jen Crowe, Choices for Youth  
Lindsey Hynes, Go Getters NL  
Mariam Nawal Oishee, Individual Representative  
Nathan Young, Individual Representative  
Ony Anukem, Individual Representative  
Saadia Azam, Individual Representative

**Regrets:** Michael David Coombs, Individual Representative  
Salome Barker, First Light

**Staff:** Victoria Etchegary, Co-Chair, Manager, Organizational  
Performance & Strategy  
Laura Turner, Organizational Performance Specialist  
S.M. Fahim, Intern, Organizational Performance & Strategy  
Jennifer Squires, Legislative Assistant

### **1. Youth Forum**

The Co-Chairs asked the YEWG for additional input on the previously discussed Youth Forum. The group was advised that should they wish to proceed with planning, Council approval would be required, and additional details, such as format and length, on the event would be necessary. It was recommended that a smaller working group be formed to iron out the details of the event. During the discussion, the following points were made:

- Events should be held both in person and virtually. This would remove barriers for attendance and also allow participants to benefit from in person networking. It was suggested that the kick off or opening event be held in person with additional virtual and in person events to maximize attendance.
- The group are proposing to hold the event in the Fall. Councillor Bruce cautioned that this may limit the availability of Council due to the upcoming budget discussions. It was suggested that the budget could play into the event as a topic of discussion.
- Events could take place in wards, with the Ward Councillor in attendance. This would remove the transportation barrier (if held in person) and would permit discussion to focus on the interests of each ward. Previously collected data can be examined to determine if there are any interests particular to one area. If held in person, Community Centres, and the Community Market, as well as City Hall were suggested as possible meeting locations. Proximity to a bus route or easily accessible venues would be necessary.
- Open Space facilitation, which is a technique for running meetings where the participants create and manage the agenda themselves, was provided as an option for creating collaborative agendas during the meetings.
- As a great deal of data has been collected, it was noted that the Forum should focus on finding solutions and creating actionable items for previously identified areas of interest of concern. Data can be leveraged to find the topics of most interest, and the sessions can provide an opportunity to inform the solutions. The forum working group will look at the data and choose 4 or 5 topics of interest to focus on for the event. These items can guide the event and there can still be an opportunity for Open Space facilitation.
- There is a concern when information is gathered and there is no follow-up or action taken. The Forum needs to have an action-oriented component to it.
- The goal of the Forum should be to show youth that they have a voice and can be actively engaged in conversations about what matters to them with the City.
- It was suggested that there be devices available at in-person events to help people sign up for the Youth Panel. This will capture new

audiences that have not been previously engaged. A QR code can be created.

- The event should happen twice a year, once to identify topics and find actionable statements, and the second at the end of the year to show the progress that has taken place and direct the next steps to take.
- The sessions should be around 2 hours in length.
- The City should provide a draw for participants, such as food.
- YEWG members noted they would be happy to help facilitate the events. City Staff would be in attendance to respond to questions and act as experts on specific topics.
- Council should be invited to an in-person kick-off event as it would be a great opportunity to have face time with youth constituents.

Co-Chair Maria Penney, and members Nathan Young and Jen Crowe will form the sub-committee and start ironing out the details of the event. They will work with OPS staff on planning and logistics. Any items requiring additional consideration by the YEWG can be decided via E-Poll, or a meeting can be called if necessary. Staff will incorporate the feedback from the meeting into a Decision Note for Council for an upcoming meeting of the Committee of the Whole.

Recommendation

**Moved By** Nathan Young

**Seconded By** Lindsey Hynes

That Council approve the YEWG to start working on a youth forum for Fall 2022.

**MOTION CARRIED**

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CO-CHAIRS, MARIA RAE PENNEY & VICTORIA ETCHEGARY

# DECISION/DIRECTION NOTE

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**Title:** Youth Forum

**Date Prepared:** July 5, 2022

**Report To:** Youth Engagement Working Group

**Councillor and Role:** Jill Bruce, Youth Engagement Working Group

**Ward:** N/A

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**Decision/Direction Required: Seek approval from Council for a Youth Forum to take place in Fall 2022.**

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

The Youth Engagement Action Team (YEAT) in its report to Council in 2020 included a number of recommendations to get young people more actively engaged in civic matters. To date, the Youth Advisory Committee was repurposed to the Youth Engagement Working Group and three meetings have taken place. As well an online Youth Panel was launched in Q1 and City staff are able to share short surveys on topics they would like to receive youth feedback on; youth in the panel can receive notifications via text message or email and choose to participate in the topics of interest to them. To date, five surveys have been issued through the Panel and feedback shared with lead staff. These include:

- Youthful Cities Indicators
- The City as an Employer
- Elections and Voting
- Affordable Housing
- Emergency and Disaster Preparedness

One of the recommendations in the Youth Engagement Strategy was to create more youth-focused events such as youth forums, live youth events on social media, and to demonstrate the value of youth voices in decision making. These activities can help create a welcoming environment for youth thereby increasing their connection to the City.

The Youth Engagement Working Group has discussed the idea of holding a youth forum as a way of bringing young people together to talk about issues important to this demographic but also for youth to learn more about what's happening within the city organization that is relevant to them.

At the July 26 YEWG the team discussed both the purpose and format of a proposed forum. To be successful a forum must show young people they have a voice and can be actively engaged in conversations about what matters to them in the City. Key attributes of a forum would include:

# ST. JOHN'S

- have a series of smaller events that people could opt in to rather than one large event.
- Provide options to participate in-person and online. It was suggested that the kick off or opening event be held in person with additional virtual and in person events to maximize attendance.
- An event should take place in each ward, with the Ward Councillor in attendance. This would lessen the transportation barrier (if held in person) and would permit discussion to focus on the interests of youth in each ward. Previously collected data can be examined to determine if there are any interests particular to one area. Community Centres and the Community Market, as well as City Hall were suggested as possible meeting locations. Proximity to a bus route or easily accessible venues would be necessary. Sessions would be no more than 2 hours.
- As a great deal of data has been collected, it was noted that the Forum should focus on finding solutions and creating actionable items for previously identified areas of interest or concern. Data can be leveraged to find the topics of most interest, and the sessions can provide an opportunity to inform the solutions. The forum working group will look at the data and choose 4 or 5 topics of interest to focus on for each event. These items can guide the events and there can still be an opportunity for Open Space facilitation. The Forum needs to have an action-oriented component to it.
- It was suggested that there be devices available at in-person events to help people sign up for the Online Youth Panel. This will capture new audiences that have not been previously engaged.
- YEWG Co-Chair Maria Penney, and members Nathan Young and Jen Crowe will form the sub-committee and start ironing out the details of the event and will liaise with Organizational Performance and Strategy Staff on logistics and details.

Staff have reviewed the comments from the Youth Engagement Working Group and note that based on previous experience and feedback received throughout the youth engagement strategy development, participation in multiple in-person events may be challenging and potentially result in smaller numbers of people participating at each event. It is suggested that one in-person event be held as a kick off event followed by two to three virtual events that are topic specific and designed to include break out rooms for small group discussion that could be ward/area/topic specific. This inaugural “forum” would then be evaluated to determine if it meets its objectives and recommendations on approaches for future forums would be brought forward.

**Key Considerations/Implications:**

## 1. Budget/Financial Implications:

A budget has not been developed as the full scope of the event has not been determined but it is expected any funds would come from existing operational budget.

## 2. Partners or Other Stakeholders:

Youth Serving Organizations, Clubs, educational institutions

## 3. Alignment with Strategic Directions:

A Connected City: Increase and improve opportunities for residents to connect with each other and the City.

## 4. Alignment with Adopted Plans:

[Youth Engagement Strategy](#) approved in 2020

## 5. Accessibility and Inclusion:

Every effort will be made to ensure the event is inclusive. The YEWG will work with partners and lead city staff for inclusion.

## 6. Legal or Policy Implications:

N/A

## 7. Privacy Implications:

N/A

## 8. Engagement and Communications Considerations:

A communications plan will be required to promote the forum and actively engage the YEWG.

## 9. Human Resource Implications:

Staff in Organizational Performance and Strategy will organize the event with the YEWG and involve other relevant city staff as required.

## 10. Procurement Implications:

None anticipated at this time.

## 11. Information Technology Implications:

Staff will work with YEWG to determine whether the event will take place in-person, virtually or a combination of both.

## 12. Other Implications:

Feedback and discussion from this event can help inform city planning and budget considerations for 2023.

**Recommendation:**

That Council approve the YEWG to start working on a youth forum for Fall 2022 and provide direction on whether they would like to see one or more in-person events and/or virtual events as outlined.

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

**Approved by:**

**Report Approval Details**

Document Title:	Youth Forum.docx
Attachments:	
Final Approval Date:	Jul 19, 2022

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

**Derek Coffey - Jul 19, 2022 - 11:08 AM**

**Report Approval Details**

Document Title:	Youth Forum.docx
Attachments:	
Final Approval Date:	Jul 28, 2022

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

**Victoria Etchegary - Jul 28, 2022 - 1:44 PM**

**Derek Coffey - Jul 28, 2022 - 1:51 PM**