

ST. JOHN'S

Regular Meeting - City Council Agenda

September 19, 2022

3:00 p.m.

4th Floor City Hall

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Proclamation

NATIONAL TREE DAY September 21, 2022

WHEREAS: On September 21st, the City of St. John's proposed that a special day be set aside for the planting of trees; and

WHEREAS: The celebration, declared National Tree Day, will be recognized by the planting of trees in St. John's; and

WHEREAS: National Tree Day is now observed throughout the country; and

WHEREAS: Trees can reduce the erosion of our precious topsoil by wind, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS: Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS: Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS: Trees, wherever they are planted, are a source of joy and spiritual renewal.

THEREFORE: I, Mayor Danny Breen, do hereby proclaim September 21, 2022, as National Tree Day in the City of St. John's.

Signed at City Hall, St. John's, NL on this 19 day of September, 2022.

Danny Breen, Mayor

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Minutes of Regular Meeting - City Council

Council Chamber, 4th Floor, City Hall

September 12, 2022, 3:00 p.m.

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

Regrets: Deputy Mayor Sheilagh O'Leary
Councillor Maggie Burton

Staff: Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Karen Chafe, City Clerk
Susan Bonnell, Manager, Communications & Office Services
Jennifer Squires, Legislative Assistant

Land Acknowledgement

The following statement was read into the record:

“We respectfully acknowledge the Province of Newfoundland & Labrador, of which the City of St. John's is the capital City, as the ancestral homelands of the Beothuk. Today, these lands are home to a diverse population of indigenous and

other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Mi'kmaq, Innu, Inuit, and Southern Inuit of this Province."

1. CALL TO ORDER

Once the meeting was called to order, the Mayor held a moment of silence in remembrance of Queen Elizabeth.

2. PROCLAMATIONS/PRESENTATIONS

3. APPROVAL OF THE AGENDA

3.1 Adoption of Agenda

SJMC-R-2022-09-12/405

Moved By Councillor Ravencroft

Seconded By Councillor Bruce

That the Agenda be adopted as presented.

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

MOTION CARRIED (9 to 0)

4. ADOPTION OF THE MINUTES

4.1 Adoption of Minutes - September 6, 2022

SJMC-R-2022-09-12/406

Moved By Councillor Hanlon

Seconded By Councillor Korab

That the minutes of September 6, 2022, be adopted as presented.

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

MOTION CARRIED (9 to 0)

5. **BUSINESS ARISING FROM THE MINUTES**

6. **DEVELOPMENT APPLICATIONS**

6.1 **Proposed Rebuild of Dwelling and Accessory Building in the Watershed – 8A Ron’s Road, Town of Portugal Cove-St. Philip’s – INT2200042**

SJMC-R-2022-09-12/407

Moved By Councillor Korab

Seconded By Councillor Hanlon

That Council approve the demolition and rebuild of both a Singled Detached Dwelling and Accessory Building at 8A Ron’s Road in the Town of Portugal Cove St. Philip’s protected Broad Cove Watershed to a maximum floor area of 120.41m² for the Dwelling, and a maximum floor area of 29.7m² for the Accessory Building.

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

MOTION CARRIED (9 to 0)

6.2 **Notices Published - 441-443 Main Road – DEV22000117**

SJMC-R-2022-09-12/408

Moved By Councillor Korab

Seconded By Councillor Ellsworth

That Council approve the Discretionary Use application at 441- 443 Main Road to allow a Home Occupation for a sewing studio with incidental retail.

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

MOTION CARRIED (9 to 0)

7. **RATIFICATION OF EPOLLS**

8. COMMITTEE REPORTS

9. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)

9.1 Development Permits List September 1 to 7, 2022

Council considered the Development Permits List for information.

10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)

10.1 Building Permit List

Council considered the Building Permit List for information.

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

11.1 Weekly Payment Vouchers Week Ending September 7, 2022

SJMC-R-2022-09-12/409

Moved By Councillor Ravencroft

Seconded By Councillor Ellsworth

That the weekly payment vouchers for the week ending September 7, 2022, in the amount of \$3,097,243.28 be approved as presented.

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

MOTION CARRIED (9 to 0)

12. TENDERS/RFPS

12.1 2022118 Light Duty Towing and Impound Service

SJMC-R-2022-09-12/410

Moved By Councillor Ellsworth

Seconded By Councillor Hickman

That Council approve for award this open call to the lowest bidder meeting specifications, Perry Matthews Towing Inc. for \$93,500.00 (exclusive of HST), as per the Public Procurement Act.

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

MOTION CARRIED (9 to 0)

12.2 2022117 - Supply and Delivery of Oil, Lubricants. Windshield Wash and Diesel Exhaust Fluid

SJMC-R-2022-09-12/411

Moved By Councillor Ellsworth

Seconded By Councillor Ravencroft

That Council approve for award this open call to the highest ranked bidder, Grainger Canada, for \$281,530.92 a year (HST not Incl.) as per the Public Procurement Act.

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

MOTION CARRIED (9 to 0)

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

13.1 Notice of Motion - Amendment to Ticketing Amendment By-Law

Notice of Motion to amend the Ticketing Amendment By-Law

As Councillor Burton was absent, Councillor Ravencroft gave notice that she will, at the next regular meeting of the St. John's Municipal Council, move to enact an amendment to the St. John's Ticketing Amendment By-Law to add a provision related to the parking of vehicles that are not actively charging in parking spaces designated for the charging of electric vehicles.

13.2 Notice of Motion - Amendment to Paid Parking Regulations

Notice of Motion to make amendments to the Paid Parking Regulations to accommodate electric vehicles

As Councillor Burton was absent, Councillor Ravencroft gave notice that she will, at the next regular meeting of the St. John's Municipal Council, move to enact an amendment to the St. John's Paid Parking Regulations to add a provision related to the vehicles that are parked in parking spaces

designated as 'electric vehicle charging stations', and which have gone past the time paid for.

14. OTHER BUSINESS

14.1 Demolition of Building – 46 Blackwood Place

SJMC-R-2022-09-12/412

Moved By Councillor Froude

Seconded By Councillor Hickman

That Council grant the Demolition Order for 46 Blackwood Place

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

MOTION CARRIED (9 to 0)

14.2 Sale of City Land at the front of 29 Tobin's Road

SJMC-R-2022-09-12/413

Moved By Councillor Ridgeley

Seconded By Councillor Ellsworth

That Council approve the sale of City owned land at the front of 29 Tobin's Road, as shown in red on the attached diagram

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

MOTION CARRIED (9 to 0)

14.3 Expropriation and sale of City claimed land between Lannon Street and Courtney Street

SJMC-R-2022-09-12/414

Moved By Councillor Ridgeley

Seconded By Councillor Bruce

That Council approve the expropriation of the land between Lannon Street and Courtney Street and offer this land to the abutting property owners in equal parts, as shown in red on the attached diagram, subject to an easement for the underground infrastructure and existing Newfoundland Power easements.

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

MOTION CARRIED (9 to 0)

14.4 Sale of City land at the rear of 11 and 15 Exeter Avenue

SJMC-R-2022-09-12/415

Moved By Councillor Froude

Seconded By Councillor Korab

That Council approve the sale of land between 11 Beech Place and the rear of 11 and 15 Exeter Avenue, as shown in red on the attached diagram.

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

MOTION CARRIED (9 to 0)

14.5 Goulds Arena Interim Financing

SJMC-R-2022-09-12/416

Moved By Councillor Ridgeley

Seconded By Councillor Ellsworth

That Council approve interim Financing of \$50,000 for the Goulds Arena Association.

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

MOTION CARRIED (9 to 0)

15. ACTION ITEMS RAISED BY COUNCIL

16. ADJOURNMENT

There being no further business, the meeting adjourned at 3:20 p.m.

MAYOR

CITY CLERK

DECISION/DIRECTION NOTE

Title: Extension of Approval in Principle - 168-170 Military Road - DEV2000194

Date Prepared: September 14, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 2

Decision/Direction Required:

Request of a 1-year extension for an Approval in Principle to allow a low barrier emergency shelter at 168-170 Military Road (Mercy Convent).

Discussion – Background and Current Status:

An application was submitted in 2020 requesting Approval in Principle to convert a portion of the building at 168-170 Military Road into a Low Barrier Emergency Shelter. The proposed shelter is a Permitted Use in the Institutional Zone, and the proposed redevelopment included 43 shelter beds, 29 transition beds, and 24 supported housing bedrooms. A parking agreement with the Basilica was to be provided for 4 required parking spaces, while the overall parking requirement for the Use was set at 10 parking spaces.

Approval in Principle was granted on December 14, 2020, which is valid for two years. Under Section 4.5.3.(2), Approval in Principle “may be extended by Council at the written request of the applicant for 1 additional year, for a total of 3 years”. The applicant has requested a 1-year extension and advised that the project continues to be active but due to COVID-19 and arrangement of construction funding, the design and construction have been delayed. The proposed reconstruction period is anticipated to be from late autumn 2022 to late 2023/early 2024.

Key Considerations/Implications:

1. Budget/Financial Implications: Not Applicable.
2. Partners or Other Stakeholders: Not Applicable.
3. Alignment with Strategic Directions:

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

Choose an item.

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4. Alignment with Adopted Plans: St. John's Envision Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not Applicable.
6. Legal or Policy Implications: St. John's Envision Development Regulations Section 4.5.3. "Approval In Principle" and Section 10 "Institutional (INST) Zone".
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 grant the 1-year extension to the Approval in Principle at 168-170 Military Road for the proposed emergency shelter, which will now expire December 14, 2023.

Prepared by:

Andrea Roberts, P. Tech, Senior Development Officer
Planning, Engineering & Regulatory Services

Approved by:

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

Report Approval Details

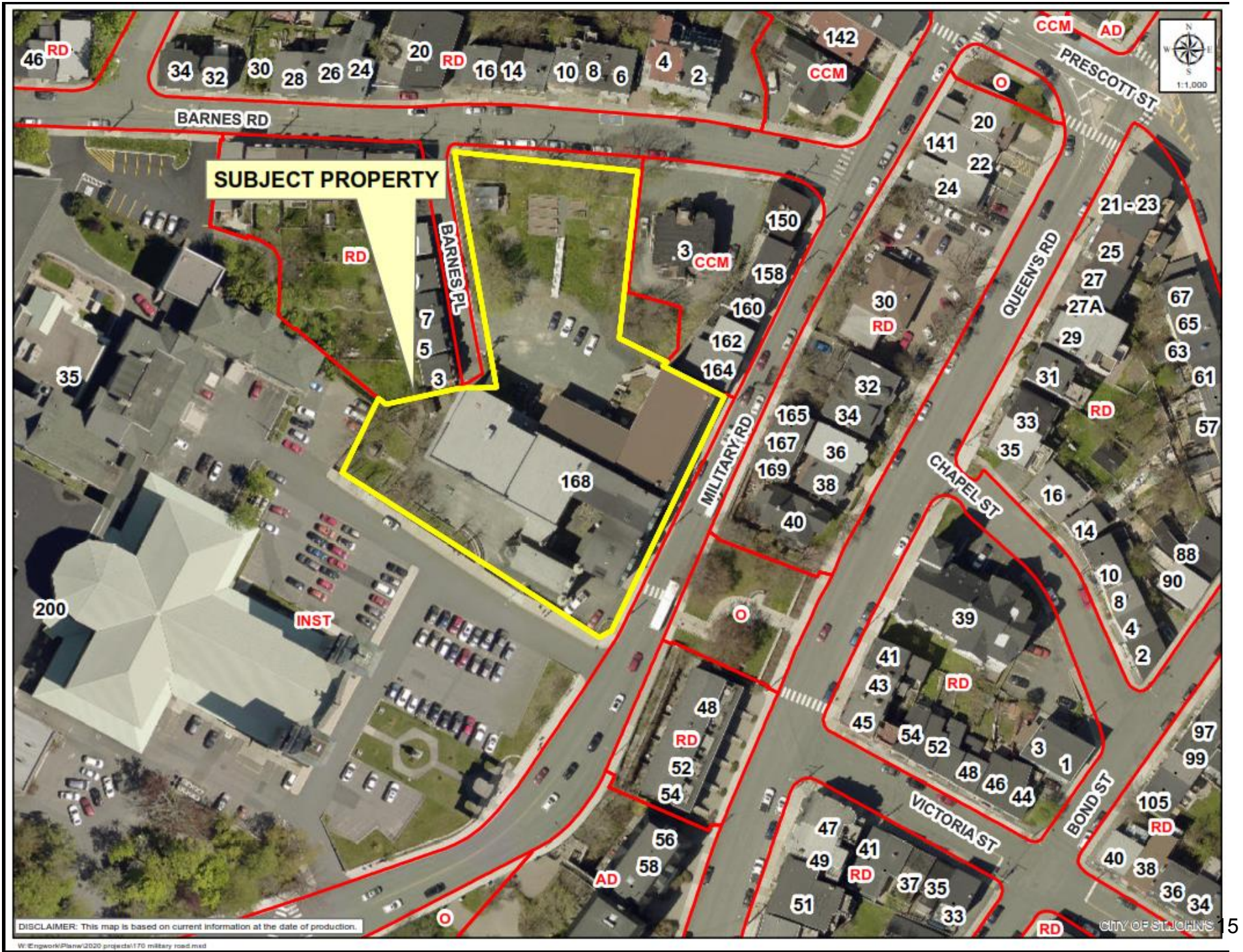
Document Title:	Development Committee - Approval In Principle Renewal Request - 168-170 Military Road - DEV2000194.docx
Attachments:	- Aerial Map 168 Military Road.pdf
Final Approval Date:	Sep 15, 2022

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

Lindsay Lyghtle Brushett - Sep 15, 2022 - 9:21 AM

Jason Sinyard - Sep 15, 2022 - 2:19 PM

168-170 Military Road



ST. JOHN'S

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

September 7, 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 Ian Froude

Regrets: Councillor Carl Ridgeley

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

Others: Trina Caines, Policy Analyst
Erin Skinner, Supervisor, Tourism & Culture
Christa Norman, Special Projects Coordinator
Kelly Maguire, Communications & Public Relations Officer

1. Revised Special Events Policy

Deputy Mayor O'Leary presented the Decision Note on changes to City Special Events Policy and gave a brief overview of those recommended changes.

Individuals and groups are required to submit a [Special Events Application](#) to the City for review by the Special Event Regulatory Committee (SERC) when organizing a special event that:

- is an outdoor event of at least 1,000 people;
- is located in a City park or other outdoor City-owned property;
- impacts traffic flows or results in road closures;
- involves outdoor filming on City-owned property (including City streets);
- is an outdoor event that involves the request for a special event liquor license; or
- involves the use of fireworks;

The revised policy and procedures update the requirements for special events and provide direction to employees and special event organizers. The policy and procedures will replace the existing Special Events Policy and the Special Events Policy and Procedures Manual. Relevant elements from two other existing policies ([09-14-03 Booking of a City-Owned Outdoor Concert Venue](#) and [09-14-02 Circuses](#)) have been incorporated and Council approval is requested to rescind these two policies upon Council approval of the revised policy.

Councillor Froude referred to section 3.5 Exotic and Wild Animals of the Special Events Policy, which outlines the use of exotic and wild animals. He suggested that the reference to rodeos specifically, be removed so that rodeos will not be permitted within the City. Staff agreed that the reference to rodeo can be removed which would not impact other events, such as the RCMP Musical Ride, as that event could be considered an exhibition allowing the riding of horses and ponies.

Another concern raised was regarding the use of some small exotic animals at smaller events, and Staff advised that smaller events with these types of animals would not be impacted.

The application process for events that are on private land and those using City land was also raised. Staff advised that if there is an event on private property and there are no expected issues, such as traffic, there would not be a requirement for a Special Events application.

The issue of road closures and the procedures for approval for the film industry was also discussed.

The Mayor took the opportunity to recognize the great work of the Special Events Staff and the success of all events held this summer.

Recommendation

Moved By Deputy Mayor O'Leary

Seconded By Councillor Hickman

That Council approve the revised Special Events Policy, with the removal of reference to rodeos, to replace the existing Special Events Policy and rescind the following policies: 09-14-02 Circuses, and 09-14-03 Booking of a City-Owned Outdoor Concert Venue.

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

MOTION CARRIED (10 to 0)

2. Expansion of Building Development Fee and Permit Fee Exemptions for Affordable Housing

Councillor Ravencroft reviewed the Decision Note for the expansion of Building Development fee and permit fee exemptions for Affordable Housing.

In recent years, Council has approved the exemption of Building Development fees and Permit fees for affordable housing developments with certain eligibility requirements. Currently fees are exempted for affordable housing developments led by registered charities. In addition, private developers can be granted fee exemptions if they have confirmed funding from one of the following affordable housing funding streams:

- Investment in Affordable Housing' funding from NL Housing Corporation
- 'National Housing Co-Investment' funding under the National Housing Strategy (CMHC)
- 'Federal Lands Initiative' investment under the National Housing Strategy
- 'Innovation Fund' funding under the National Housing Strategy

As the need for affordable housing supply is increasingly recognized, new opportunities for funding and an emphasis on partnerships between the non-profit housing sector, private developers, and all levels of government have emerged. Therefore, it is recommended that the eligibility requirements for Building Development fee and Permit fee exemptions be expanded to include:

1) Projects with confirmed funding from CMHC's Rapid Housing Initiative (RHI).

The RHI is a major Federal government funding program which aims to "expedite the delivery of affordable housing" by:

- "Support[ing] the creation of new permanent affordable housing units."
- "Cover[ing] the construction of new rental housing units, as well as the acquisition of land, and the conversion of rehabilitation of existing buildings to affordable housing."
- "Aim[ing] to commit all funds as quickly as possible to ensure housing is available within 12 months of agreements[...]."

2) Projects led by other levels of government (i.e., Province of Newfoundland and Labrador, Government of Canada).

Expanding the criteria around this incentive will further enable the City to support existing and future affordable housing projects led by the community sector and other levels of government during a time of increased funding options, collaboration, and need.

Deputy Mayor O'Leary inquired about the private sector and whether they are able to access this funding, and if they are able to access the funding, is there a way to have them commit to keep the development in the affordable range and maintain those affordable developments. Ms. Judy Tobin, Manager of Housing, advised that private developers can apply for this funding, and the onus would be on the funders to ensure that the developers maintain those affordable units.

Recommendation

Moved By Councillor Ravencroft

Seconded By Deputy Mayor O'Leary

That Council expand the eligibility for Building Development and Permit fee exemptions for affordable housing projects with confirmed Rapid Housing Initiative funding and for projects led by other levels of government.

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

MOTION CARRIED (10 to 0)

3. 2022 Heritage Financial Incentive Program

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

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

The City received twenty-three applications for the 2022 Grant program, approximately the same number as last year and slightly less than 2019 and 2020 when we received around thirty applications each year. This however is still an increase from the initial years when we received between 7 and 14 applications per year. Additional information from some applicants has been provided since the July 27, 2022 Built Heritage Experts Panel (BHEP) meeting and therefore there have been slight adjustments to the attached list of grants recommended for approval. The requested grant total is just under the City's \$60,000 budget. All applicants are recommended for approval and staff were not required to prioritize the applications.

In 2019, priority tended to be given to Heritage Conservation Grants and only a few Heritage Maintenance Grants were awarded. Therefore, Council directed that at least \$10,000 of the overall annual budget be dedicated to Heritage Maintenance Grants. This year, the Heritage Maintenance Grants total \$11,019.07.

There were some applicants who completed work in 2020 and 2021 and only provided one quote. Two quotes are required with the application, however since 2020 the City has accepted applications with one quote due to the Covid-19 pandemic. Many applicants have noted since that time that it is difficult to obtain more than one quote. In 2020 the provincial government launched a Residential Construction Rebate Program to stimulate employment in the construction industry during the pandemic. This program was very popular, and many applicants noted that contractors were busy and unable to take on additional work or provide quotes. As the Covid-19 pandemic is still ongoing and many of the attached applications are for work completed in 2020 and 2021, staff have

accepted applications that only provided one quote in the attached list of applicants.

Should Council accept the attached applications, the total for grants would equal \$58,821.93 plus permit application fee waivers. At this stage, the applications have not been evaluated for conformance with any heritage and/or building requirements. Any applicant awarded a grant is required to obtain all permits and City inspections before the grant is issued.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Hickman

That Council approve the twenty-three grant applications as summarized in the attached tables, subject to compliance with the requirements of the Heritage Financial Incentives Grant Program and the City's heritage/building requirements.

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

MOTION CARRIED (10 to 0)

DECISION/DIRECTION NOTE

Title: Revised Special Events Policy

Date Prepared: August 30, 2022

Report To: Committee of the Whole

Councillor and Role: Deputy Mayor Sheilagh O'Leary, Community Services

Ward: N/A

Decision/Direction Required: Approval of a Revised Special Events Policy and Rescission of Related Policies

Discussion – Background and Current Status:

Individuals and groups are required to submit a [Special Events Application](#) to the City for review by the Special Event Regulatory Committee (SERC) when organizing a special event that:

- is an outdoor event of at least 1,000 people;
- is located in a City park or other outdoor City-owned property;
- impacts traffic flows or results in road closures;
- involves outdoor filming on City-owned property (including City streets);
- is an outdoor event that involves the request for a special event liquor license; or
- involves the use of fireworks;

The revised policy and procedures update the requirements for special events and provide direction to employees and special event organizers. The policy and procedures will replace the existing Special Events Policy and the Special Events Policy and Procedures Manual. Relevant elements from two other existing policies ([09-14-03 Booking of a City-Owned Outdoor Concert Venue](#) and [09-14-02 Circuses](#)) have been incorporated and Council approval is requested to rescind these two policies upon Council approval of the revised policy. Additional changes have been made based on feedback provided at the Committee of the Whole meeting on September 7, 2022.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - There are no expected budget or financial implications.
2. Partners or Other Stakeholders:
 - Special Events Regulatory Committee

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3. Alignment with Strategic Directions/Adopted Plans:
 - “An Effective City” Goal: “Work with our employees to improve organizational performance through effective processes and policies”
4. Legal or Policy Implications:
 - The Office of the City Solicitor has reviewed and approved the policy.
5. Privacy Implications:
 - There were no privacy implications related to the development of the revised policy.
6. Engagement and Communications Considerations:
 - The Special Events Regulatory Committee was consulted during the development of the revised policy.
7. Human Resource Implications:
 - There are no expected human resources implications associated with the policy.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That Council approve the revised Special Events Policy to replace the existing Special Events Policy and rescind the following policies: 09-14-02 Circuses, and 09-14-03 Booking of a City-Owned Outdoor Concert Venue.

Prepared by: Trina Caines, Policy Analyst

Reviewed by: Christa Norman, Special Projects Coordinator
Erin Skinner, Supervisor, Tourism and Events

Approved by: Tanya Haywood, Deputy City Manager, Community Services;
Karen Chafe, City Clerk, Corporate Policy Committee (CPC) Co-Chair;
Leanne Piccott, Manager - HR Advisory Services, CPC Co-Chair

Attachments:

Draft Revised Special Events Policy (Amended September 13)

Draft Revised Special Events Procedures (Amended September 13)

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

Policy Title: Special Events Policy	Policy #: 09-14-01
Last Revision Date: 1997-12-08	Policy Section: Community Services - Special Events
Policy Sponsor: Deputy City Manager, Community Services	

1. Purpose

The purpose of this policy is to provide direction to Employees and City residents for events requiring the submission of a Special Events Application.

2. Definitions

“Employee” means any person employed by the City of St. John’s as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Fireworks” means family fireworks, aerial fireworks, and/or pyrotechnics as defined in the City of St. John’s Fireworks By-Law.

“Special Event Organizer” (“The Organizer”) means any person or group submitting a Special Events Application to the City.

“Special Events Regulatory Committee” (SERC) means the Committee approved by Council as detailed in the Special Events Regulatory Committee Terms of Reference.

3. Policy Requirements

3.1 Special Events Application

- a) A Special Event Application shall be required if any of the following apply to the proposed special event:
 - i. is an outdoor event of at least 1,000 people;
 - ii. located in a City park or other outdoor City-owned property;
 - iii. it impacts traffic flows or results in road closures;
 - iv. involves outdoor filming on City-owned property (including City streets);
 - v. is an outdoor event that involves the request for a special event liquor license; or
 - vi. involves the use of Fireworks.
- b) The Special Event Organizer (“the Organizer”) of the event shall complete and submit the Special Events Application as detailed in the **Special Events Procedures**.

3.2 Letter of Approval

- a) A Special Event Application may be approved by the Special Events Regulatory Committee (SERC) or Council and if approved, the SERC shall issue a Letter of Approval to the Organizer.
- b) The Organizer shall comply with all of the applicable conditions and requirements as detailed in the Letter of Approval and the **Special Events Procedures**.
- c) The City may, at any time, cancel the Letter of Approval for reasons of non-compliance with this policy or the conditions and requirements contained in the Letter of Approval by the SERC; and/or at discretion of the City, the St. John’s Regional Fire Department (SJRFD), the Royal Newfoundland Constabulary (RNC), and/or a City inspector.

3.3 Fireworks

- a) The use of Fireworks shall be in accordance with the City of St. John's Fireworks By-Law.
- b) An Organizer seeking approval for a special event that involves the use of Fireworks shall only be considered for approval by SERC if they have a Commercial General Liability insurance policy that has terms acceptable to the City's insurance broker.

3.4 Film Industry Requirements

- a) If a special event involves any outdoor filming on City property (including City streets), the Organizer shall comply with the requirements detailed in the **Special Events Procedures**.

3.5 Animals

- a) The City of St. John's shall not approve any Special Event that involves animals, except for those detailed in the **Special Events Procedures**.

3.6 Insurance Requirements, Release from Liability, and Legislative Compliance

- a) The Organizer shall provide the City with proof of the appropriate type and amount of liability insurance as detailed in the **Special Events Procedures**, within the timeframes detailed in the **Special Events Procedures**.
- b) The Organizer by signing the Application agrees to the Indemnity and Hold Harmless Terms and Release of Waiver of Liability as detailed in the **Special Events Procedures**.
- c) In addition to complying with this policy and its procedures, the Organizer shall ensure they comply with all applicable legislation.

3.7 Non-Compliance by Special Events Organizer

- a) Failure to comply with any conditions or requirements set by the City for a special event may result in the cancellation or closure of an event, the cancellation or rejection of a Special Event Application or a prohibition against future special events approval.
- b) In the event of a rejection, cancellation, closure or prohibition, the City shall not be responsible for any financial expenses or losses of the Organizer related to that Special Event.

4. Application

This policy applies to all Organizers submitting a Special Events Application and all Employees and SERC members involved in the Special Event Application review and approval process.

5. Responsibilities

5.1 City Council shall be responsible for:

- a) reviewing recommendations and approving or rejecting special events that are brought to Council for consideration.

5.2 The Special Event Regulatory Committee shall be responsible for:

- a) reviewing applications and either approving/rejecting applications or making recommendations to Council, as detailed in the Special Event Regulatory Committee Terms of Reference.

5.3 Organizers shall be responsible for:

- a) providing accurate and timely information to the City as required;
- b) complying with all conditions and requirements in their letter of approval to the sole satisfaction of the City.

6. References

- 09-14-01-01 Special Events Procedures
- [City of St. John's Fireworks By-law](#)
- Special Events Application
- Special Event Regulatory Committee Terms of Reference

7. Approval

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

8. Monitoring and Contravention

- a) The SERC shall monitor the application of the policy and procedures.
- b) Any contravention of the policy or procedures may be brought to the attention of the Department of Community Services, Department of Finance and Administration (Human Resources Division), Office of the City Solicitor, and/or the City Manager for further investigation and potential follow up disciplinary or legal action, up to and including dismissal.

9. Review Date

Initial Review: Three years

Subsequent Reviews: Every five years

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

Procedure Title: Special Events Procedures	
Authorizing Policy: Special Events Policy	
Last Revision Date: N/A	Procedure #: 09-14-01-01
Procedure Sponsor: Deputy City Manager, Community Services	

1. Purpose

The purpose of these procedures is to provide direction to Employees and City residents for events requiring the submission of a Special Events Application.

2. Definitions

“Employee” means any person employed by the City of St. John’s as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Fireworks” means family fireworks, aerial fireworks, and/or pyrotechnics as defined in the City of St. John’s Fireworks By-Law.

“Special Event Organizer” (“The Organizer”) means any person or group submitting a Special Events Application to the City.

“Special Event Regulatory Committee” (SERC) means the Committee as approved by Council as detailed in the Special Event Regulatory Committee Terms of Reference.

3. Procedure Requirements

3.1 Special Events Application

- a) As noted in Section 3.1(b) of the policy, the Organizer shall complete and submit the Special Events Application at least 60 days before the special event. Employees will work with Organizers to provide timely approval at all stages of event planning. For events with less than 60 days' notice, efforts will be made to approve applications, where possible, at the sole discretion of the City.

3.2 Letter of Approval and Other Requirements

As noted in Section 3.2.(b) of the policy:

- a) The Organizer shall:
 - i. provide proof of all necessary permits and/or insurance;
 - ii. provide a list of any third-party vendors; and
 - iii. provide all other required documentation to the Special Event Regulatory Committee (SERC), as advised by them, within the timeframes provided.

3.2.1 Fees

- a) The Organizer shall be liable for all fees/costs related to the Event as communicated by the SERC, which may include, but are not limited to, the following:
 - i. City property and equipment rental fees;
 - ii. St. John's Regional Fire Department (SJRFD) fire equipment and/or personnel;
 - iii. Royal Newfoundland Constabulary (RNC) equipment and/or personnel;
 - iv. municipal and provincial permits, inspections, licenses and/or plans (including, but not limited to, any fees associated with Digital Government and Service NL, and the Newfoundland and Labrador Liquor Corporation);

- v. turf recovery, cleanup, and/or site restoration;
 - vi. road closures and/or restrictions (including, but not limited to, payment to a contractor to implement closures);
 - vii. any fees associated with parking services;
 - viii. advance deposit (when required); and/or
 - ix. any other fees directly related to the event.
- b) In the event that an advance deposit is required, the City shall not be required to return the deposit if an event is cancelled by the Organizer. However, at the sole discretion of the City, an advance deposit may be refunded to the Organizer, in part or in whole.

3.2.2 Permits, Licenses, and Plans

- a) The Organizer may be required to apply to the City for a building permit and/or electrical permit (including, but not limited to, for temporary structures such as booths, stages, and/or fencing); and be subject to inspection.
- b) Organizers of special events that incorporate the use of a tent or stage shall provide any required engineering certification and shall meet an acceptable engineering standard, as determined by the City, for the proposed use.
- c) The SJRFD may have additional requirements that the Organizer shall comply with related to capacity of tents and outdoor sites.

3.2.3 Site Waste and Recycling Management

- a) The Organizer shall be responsible for garbage and recycling management during the event, for cleanup and restoration of the site, and for removing all waste immediately following the event, with completion within 24 hours following the event unless otherwise approved by the City.
- b) The Waste and Recycling Division may have additional requirements that the Organizer shall comply with related to garbage and recycling management.

3.2.4 Noise Requirements

- a) The Organizer shall comply with the Noise By-law and the amplification of sound for Special Events shall be limited to the hours between 7 a.m. and 11 p.m., unless otherwise approved by Council.

3.2.5 Road Closures

- a) The RNC and the City's Transportation Engineering and Regulatory Services Divisions shall determine the requirements for temporary road closures and/or parking restrictions.
- b) Public transportation organizations and residents that will be affected by the road closures shall be notified in writing by the Organizer.

3.2.6 Third Party Vendors

- a) A list of third-party vendors shall be provided by the Organizer to the City for approval no later than ten days prior to the event. Only the third-party vendors listed by the Organizer shall be permitted to operate during the event.
- b) Only those mobile vendors having valid Mobile Vending Permits from the City, as detailed in the City of St. John's Mobile Vendor By-Law, shall be allowed to operate during an event approved by the SERC.
- c) No mobile vendors shall operate in City parks without permission from the City, as detailed in the City of St. John's Parks By-Law.

3.3 Film Industry Requirements

As noted in Section 3.4(a) of the policy:

- a) If the event involves any type of outdoor filming (for example, a film, commercial, or photo shoot) on City property (including City streets), the Organizer shall comply with the requirements detailed below.
- b) The Organizer may be required to sign a Location Agreement detailing specific location and financial requirements associated with the event, as directed by the City.

3.3.1 Residential Neighbourhoods

- a) When filming in a residential neighbourhood, the Organizer shall provide notice to every neighbour who may be directly affected by the filming activity (this may include, but is not limited to, parking, base camps, and meal areas), as determined by the City.
- b) Written notice shall be delivered by the Organizer to these neighbours at least 48 hours in advance of planned filming, as directed by the City.
- c) The written notice shall include the following information:
 - i. name of the company;
 - ii. name of the production;
 - iii. type of production (for example, feature film, documentary, TV pilot/series, etc.);
 - iv. nature of activity and duration (for example, times, dates, and number of days); and
 - v. company contacts and phone numbers (for example, first assistant director, unit production manager, location manager).
- d) It is recognized that changes in production schedules occur on short notice. The Organizer shall inform residents of any such changes in writing before filming begins.

3.3.2 Business Area

- a) When filming in a business area, details of the proposed filming activity shall be discussed with owners or representatives of the businesses in the vicinity.
- b) Businesses shall receive written notification of filming at least 48 hours in advance of planned filming. The notice shall include all information outlined above in 3.3.1(c) for filming in residential neighbourhoods.

3.3.3 Traffic and Parking

- a) Production vehicles shall park in designated areas. Obstruction of driveways shall not be permitted without the express permission of the City and/or the RNC.

- b) Production vehicles arriving on location shall not enter the area before the time stipulated by the City. The City may assist in determining appropriate parking locations.
- c) The removal, moving, or towing of vehicles not owned by the Organizer shall be prohibited without the express permission of the City and/or the RNC.
- d) Traffic and pedestrian control and/or detours shall be undertaken in consultation with and under the supervision of City authorities and/or the RNC.

3.4 Exceptions to Animals

- a) As noted in Section 3.5(a) of the policy, the City may approve a Special Event involving the following, provided the treatment of animals is consistent with the requirements of the Animal Health and Protection Act:
 - i. exhibitions or performances in which people ride horses or ponies;
 - ii. exhibitions or performances involving dogs;
 - iii. displays or showing of animals in agricultural fairs, exhibitions, or pet shows; and/or
 - iv. the use of animals in magic acts.

3.5 St. John's Regional Fire Department

The Organizer shall comply with any requirements of the SJRFD as they relate to their special event.

3.6 Insurance Requirements

As noted in Section 3.6(a) of the policy:

- a) At least 10 days prior to the event, the Organizer shall provide proof to the City that they have obtained a Commercial General Liability Insurance Policy in relation to the special event with limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death, and damage to property, including loss of use thereof.

- b) The Policy shall be in the name of the Organizer and shall name the City as an additional insured.
- c) The Policy shall include coverage for Cross Liability and shall contain an endorsement to provide the City with thirty days written notice of cancellation or material change that would diminish coverage.
- d) **Fireworks:** If Fireworks are used in the event, all of the same terms and conditions of insurance shall apply and, in addition, the insurance certificate shall include Fireworks as an insured activity and the limits of the General Liability Insurance Policy shall be increased to not less than \$5,000,000 inclusive per occurrence.
- e) **Automobile Third-Party Liability Insurance:** If advised by SERC that Automobile Third-Party Liability Insurance shall be required, it shall be in the amount of not less than \$2,000,000.00 inclusive limit covering all vehicles used in connection with the special events activities.
- f) **Liquor:** If liquor is to be provided, the Organizer shall comply with all of the requirements set out by Newfoundland and Labrador Liquor Corporation including, but not limited to, providing an insurance certificate containing coverage for Host Liquor Liability to the City.
- g) **Film/Photography:** If the event is for any type of filming, the Organizer shall provide an insurance certificate containing coverage for Advertising Liability.
- h) **Road Race/Other Higher Risk Activity:** If the event is a road race or other higher risk activity, as determined solely by the City, the Organizer shall provide an insurance certificate containing coverage for Participant Coverage.
- i) **Food:** If food is provided as part of the event, the Organizer shall provide an insurance certificate containing coverage for Products and Completed Operations.
- j) For registered charities, not-for-profit corporations, or other organizations and individuals who do not otherwise carry insurance, the Organizer may apply for insurance coverage under the City of St. John's Special Events insurance policy, for an additional fee.

3.6.1 Agreement to Indemnify and Release of Waiver of Liability

- a) As detailed in Section 3.6(b) of the policy, by signing the application, the Organizer shall agree to save harmless and indemnify the City of St. John's and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the special event described in this application or anything pertaining to the Letter of Approval should one be required and granted.
- b) By signing the application, the Organizer shall release, waive, and forever discharge the City and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the City may be responsible in respect of the conduct of the said event.
- c) In addition to complying with this policy and its procedures, the Organizer shall ensure they comply with all applicable legislation.

4. Application

This policy applies to all Organizers required to submit a Special Events Application and all Employees and SERC members involved in the Special Event Application review and approval process.

5. Responsibilities

5.1 The Special Event Regulatory Committee shall be responsible for:

- a) providing the Organizer with information for all applicable requirements for their event; and
- b) issuing a letter of approval outlining the requirements for the event.

5.2 Organizers shall be responsible for:

- a) providing accurate and timely information to the City as required;
- b) complying with all conditions and requirements in their letter of approval to the sole satisfaction of the City.

6. References

- 09-14-01 Special Events Policy
- [Animal Health and Protection Act](#)
- [City of St. John's Building By-Law](#)
- [City of St. John's Electrical By-Law](#)
- [City of St. John's Fireworks By-Law](#)
- [City of St. John's Mobile Vending By-law](#)
- [City of St. John's Noise By-Law](#)
- [City of St. John's Parks By-Law](#)
- Special Events Application
- Special Event Regulatory Committee Terms of Reference

7. Approval

- Procedure Sponsor: Deputy City Manager, Community Services
- Procedure Writer: Policy Analyst; Supervisor, Tourism and Events; Special Projects Coordinator
- Date of Approval from:
 - Corporate Policy Committee:

- Senior Executive Committee:

8. Monitoring and Contravention

- a) The SERC shall monitor the application of the policy and procedures.
- b) Any contravention of the policy or procedures may be brought to the attention of the SERC, Office of the City Solicitor, and/or the City Manager for further investigation and potential follow up disciplinary or legal action, up to and including dismissal.
- c) Non-compliance with the policy or procedures may result in event cancellation or closure. The Organizer may also be prohibited from holding future events.

9. Review Date

Concurrent with policy review (initially three years, then every five years).

DECISION/DIRECTION NOTE

Title: Expansion of Building Development Fee and Permit Fee Exemptions for Affordable Housing

Date Prepared: August 23, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Ophelia Ravencroft, Housing

Ward: N/A

Decision/Direction Required: Decision on recommendation to expand the scope of eligibility for Building Development fee and Permit fee exemptions for affordable housing developments.

Discussion – Background and Current Status:

The City of St. John's approved the Affordable Housing Strategy, 2019-2028, in November 2018. The following implementation strategies are stated in the Revitalizing Policy section of the City's Affordable Housing Strategy (p. 31):

4.3 Provide incentives for affordable housing developments

4.3.2 Provide an exemption of municipal fees to private developers of affordable housing who have confirmed investment from another level of government, and for all registered charities

Current Status

In recent years, Council has approved the exemption of Building Development fees and Permit fees for affordable housing developments with certain eligibility requirements. Currently fees are exempted for affordable housing developments led by registered charities. In addition, private developers can be granted fee exemptions if they have confirmed funding from one of the following affordable housing funding streams:

- ✓ Investment in Affordable Housing' funding from NL Housing Corporation
- ✓ 'National Housing Co-Investment' funding under the National Housing Strategy (CMHC)
- ✓ 'Federal Lands Initiative' investment under the National Housing Strategy
- ✓ 'Innovation Fund' funding under the National Housing Strategy

As the need for affordable housing supply is increasingly recognized, new opportunities for funding and an emphasis on partnerships between the non-profit housing sector, private developers, and all levels of government have emerged. Therefore, it is recommended that the

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eligibility requirements for Building Development fee and Permit fee exemptions be expanded to include:

1) Projects with confirmed funding from CMHC's Rapid Housing Initiative (RHI).

The RHI is a major Federal government funding program which aims to "expedite the delivery of affordable housing" by:

- "Support[ing] the creation of new permanent affordable housing units."
- "Cover[ing] the construction of new rental housing units, as well as the acquisition of land, and the conversion of rehabilitation of existing buildings to affordable housing."
- "Aim[ing] to commit all funds as quickly as possible to ensure housing is available within 12 months of agreements[...]."

2) Projects led by other levels of government (i.e., Province of Newfoundland and Labrador, Government of Canada).

Expanding the criteria around this incentive will further enable the City to support existing and future affordable housing projects led by the community sector and other levels of government during a time of increased funding options, collaboration, and need.

Key Considerations/Implications:

1. Budget/Financial Implications: Proportion of Building Development and Permit fees would be waived for the equivalent proportion of affordable housing units under National Housing Strategy programs.
2. Partners or Other Stakeholders: The above recommendations will increase the City's support of non-profit, private, and government led affordable housing efforts.
3. Alignment with Strategic Directions:

An Effective City: Achieve service excellence through collaboration, innovation and modernization grounded in client needs.

Choose an item.

4. Alignment with Adopted Plans: Strategic directions of the City of St. John's *10-Year Affordable Housing Strategy* include, 4.3 – Provide incentives for affordable housing developments, and 4.3.2 – Provide an exemption of municipal fees to private developers of affordable housing who have confirmed investment from another level of government, and for all registered charities.
5. Accessibility and Inclusion: The City's Affordable Housing Strategy emphasizes fostering an inclusive housing sector with options available along the entire housing continuum. This includes investing in, advocating for, and building knowledge around

accessible and universally designed housing (i.e., strategic directions 2.3.2, 6.2, 6.2.1, 6.2.2).

6. Legal or Policy Implications: Policy implications may arise as they relate to exemption of Building Development and Permit fees.
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 expand the eligibility for Building Development and Permit fee exemptions for affordable housing projects with confirmed Rapid Housing Initiative funding and for projects led by other levels of government.

Prepared by: Mark Finch, Affordable Housing and Development Facilitator

Approved by:

Judy Tobin, Manager of Housing
Tanya Haywood, Deputy City Manager (Community Services)

Report Approval Details

Document Title:	DN - Expansion of Building Development Fee and Permit Fee Exemptions for Affordable Housing.docx
Attachments:	
Final Approval Date:	Aug 31, 2022

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

Judy Tobin - Aug 25, 2022 - 1:06 PM

Tanya Haywood - Aug 31, 2022 - 12:28 PM

DECISION/DIRECTION NOTE

Title: 2022 Heritage Financial Incentive Program

Date Prepared: August 31, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: N/A

Decision/Direction Required:

To approve the attached heritage grant applications, subject to compliance with requirements of the Heritage Financial Incentives Program.

Discussion – Background and Current Status:

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

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

The City received 23 applications for the 2022 Grant program, approximately the same number as last year and slightly less than 2019 and 2020 when we received around 30 applications each year. This however is still an increase from the initial years when we received between 7 and 14 applications per year. Additional information from some applicants has been provided since the July 27, 2022 Built Heritage Experts Panel (BHEP) meeting and therefore there have been slight adjustments to the attached list of grants recommended for approval. The requested grant total is just under the City's \$60,000 budget. All applicants are recommended for approval and staff were not required to prioritize the applications.

In 2019, priority tended to be given to Heritage Conservation Grants and only a few Heritage Maintenance Grants were awarded. Therefore, Council directed that at least \$10,000 of the overall annual budget be dedicated to Heritage Maintenance Grants. This year, the Heritage Maintenance Grants total \$11,019.07.

There were some applicants who completed work in 2020 and 2021 and only provided one quote. Two quotes are required with the application, however since 2020 the City has accepted applications with one quote due to the Covid-19 pandemic. Many applicants have noted since that time that it is difficult to obtain more than one quote. In 2020 the provincial government launched a Residential Construction Rebate Program to stimulate employment in the construction industry during the pandemic. This program was very popular, and many applicants noted that contractors were busy and unable to take on additional work or provide quotes. As the Covid-19 pandemic is still ongoing and many of the attached applications are

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for work completed in 2020 and 2021, staff have accepted applications that only provided one quote in the attached list of applicants.

Should Council accept the attached applications, the total for grants would equal \$58,821.93 plus permit application fee waivers. At this stage, the applications have not been evaluated for conformance with any heritage and/or building requirements. Any applicant awarded a grant is required to obtain all permits and City inspections before the grant is issued.

Key Considerations/Implications:

1. Budget/Financial Implications: The City budgeted \$60,000 in the 2022 Budget. There are 23 grant applications brought to Council for a total of approximately \$58,821.93 plus waiver of the permit fees.

Council should note that applicants are given 2 years to complete the work in the grant application. Currently, there are approximately \$47,300 in outstanding grants to be claimed that were issued in the 2020 and 2021 Grant Programs. Outstanding payments for the 2020 Grant Program are due October 26, 2022.

2. Partners or Other Stakeholders: The City partners with property owners via the Heritage Financial Incentive Program

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: Be financially responsible and accountable.

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations; St. John's Heritage By-Law.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Not applicable.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: The Heritage Grant Program was promoted through the City's website, public notice emails, and social media.
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 23 grant applications as summarized in the attached tables, subject to compliance with the requirements of the Heritage Financial Incentives Grant Program and the City's heritage/building requirements.

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

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

Report Approval Details

Document Title:	2022 Heritage Financial Incentives Program (COTW).docx
Attachments:	- 2022 Heritage Grants - COTW Attachments.pdf
Final Approval Date:	Aug 31, 2022

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

Ken O'Brien - Aug 31, 2022 - 3:58 PM

Jason Sinyard - Aug 31, 2022 - 4:03 PM

Heritage Financial Incentives Program

Heritage Financial Incentives Program

This Program is enacted pursuant to Section 355 of the [City of St. John's Act](http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm#355_)
(http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm#355_)

Revised January 2017



1. Program:

The Heritage Financial Incentives Program is intended to defray some of the development costs associated with maintaining and conserving municipally designated Heritage Buildings and those buildings located in the City's designated [Heritage Areas](#), also referred to as "Heritage Properties". The applicant must demonstrate the cost difference and the grant will not exceed the amount of the cost difference.

2. Financial Incentives:

2.1 Heritage Maintenance Grant: This grant is for the maintenance and repair to façade elements abutting a public street. A grant of up to 25 per cent of the material and labour costs will be available to a maximum of \$1,000 per building, per calendar year.

2.2 Heritage Conservation Grant: This grant is for the preservation, restoration and/or replacement of façade elements abutting a public street. A grant of up to 25 per cent of the material and labour costs will be available to a maximum of \$5,000 per building, per calendar year.

2.3 Permit Waiver: Once a grant application is approved, Council may waive associated permit fees.

3. General Conditions:

3.1 All work funded by a grant shall comply with all applicable Federal, Provincial and Municipal legislation.

3.2 Any work undertaken prior to grant approval shall be identified and may be considered for funding at Council's discretion provided the City receives the grant application within the time frame as specified in Section 7.1 and within two (2) years of the date the Building Permit was issued.

3.3 For clarity, the use of vinyl siding is permissible in Heritage areas 2 & 3, however, vinyl siding shall not be eligible for funding.

4. Eligible Work Projects for the Heritage Maintenance Grant:

4.1 Measures undertaken for the maintenance and repair to façade elements abutting a public street, including but not limited to:

- Work to conserve the exterior such as: cornices, parapets, dormers, towers, windows, doors, canopies, and decorative features such as panels, mouldings, trims, carvings and similar architectural details. Subject to demonstrated need, cladding stabilization may also be eligible. This includes the repair and restoration of terracotta and the repointing of stone and brick masonry.
- Work to reconstruct missing exterior elements. This work must be based on drawings, photographs, surviving physical remnants, or other acceptable evidence of the original design.
- Repainting or re-coating of the exterior elements.
- Replacement or repair of roofing shingles, rain gutters, downspouts, flashing, exterior caulking and chimneys to prevent further deterioration due to weather infiltration.

5. Eligible Work Projects for the Heritage Conservation Grant:

5.1 Measures undertaken for the preservation, restoration and/or replacement of façade elements abutting a public street, including but not limited to:

- **Preservation** of existing exterior architectural elements. This may include the preservation of deteriorated windows and doors, cladding, roofing, foundation, cornices, mouldings, architectural trim, wrought iron fences, and other significant features.
- **Restoration** of exterior architectural elements which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.
- **Replacement** of existing exterior architectural elements that still exist but which are beyond preservation or repair. This includes replacement of deteriorated doors and windows, cladding, roofing, cornices, mouldings, architectural trim, wrought iron fences, and other significant features.

6. Not Eligible for Assistance:

6.1 The following works shall not be eligible:

- New construction;
- Demolition;
- The removal, storage and/or reuse of façade of demolished Heritage Buildings;
- Signage;
- Fences, outbuildings, and landscaping (exception: existing wrought iron fences along a public street);
- Building relocation;
- Vinyl siding;
- Legal fees and borrowing costs; and
- Owner's labour.

7. Application for a Heritage Grant:

7.1 An [application](#) for a Heritage Grant shall be made in writing to the City between March 1 and May 1, annually.

7.2 An application shall be signed by the property owner or a person operating under the owner's written consent. A copy of the written consent shall accompany the application.

7.3 Applications shall include:

- a completed application form;
- current, coloured photographs of the façade abutting a public street, with close-ups of the areas of work, for which the grant is applied. Photographs may be submitted digitally by e-mail or USB drive;
- two cost estimate quotes for the proposed work; and,
- supporting documentation substantiating the amount of increased costs attributed to the designation as a municipal Heritage Building or due to its location in one of the City's Heritage Areas.

7.4 Late or incomplete applications will not be considered.

8. Priority of Grant Applications:

8.1 Priority will be given to:

- designated municipal Heritage Buildings;
- first-time applications;
- the preservation, restoration and weatherproofing historic elements rather than cosmetic improvements; and
- applications supported by a Conservation Plan or a Heritage Report prepared by a design professional (architect, engineer or qualified restoration professional).

9. Review Process:

9.1 Applications will be evaluated based on eligibility of work and the work's positive impact to the public streetscape.

9.2 The Heritage Planner, or his or her designate, shall review and make recommendations to the Built Heritage Experts Panel.

9.3 The Built Heritage Experts Panel shall make recommendations to Council.

9.4 Council may, in its sole discretion approve, approve with conditions, or refuse a grant application.

9.5 Applicants shall be notified in writing of Council's decision.

10. Applicant's Responsibilities on Approval of a Grant

10.1 Upon approval of a grant application the applicant shall:

- submit all costs and work plans to the City;
- obtain a building permit, if one is required, from the City;
- notify the City when there is any deviations to the costs and/or work plans;
- provide any other information as may be requested by Council; and,
- complete the project as set out in the grant application.

11. Funding:

11.1 Funding for the Heritage Financial Incentive Program may be established by Council on an annual bases during budget deliberations.

11.2 Each property shall be limited to one grant per calendar year, and two grants in any four consecutive calendar years.

12. Conditions for Grant Payment

12.1 Applicants are required to complete all work and submit proof of payment of all paid invoices pertaining to the work within 24 months from the date of Council's approval of the grant.

12.2 Applicants shall submit coloured photographs of the completed work for which the grant is applied. Photographs may be submitted digitally by email or USB drive.

12.3 All work and documentation must be deemed satisfactory upon inspection by the City prior to the disbursement of the grant. If upon final inspection it has been determined that the work has not been completed as per approved plans; and/or, has not been completed in compliance with all applicable legislation, the grant will be cancelled.

12.4 The grant may be cancelled should the work associated with it remain incomplete 24 months after approval of the grant.

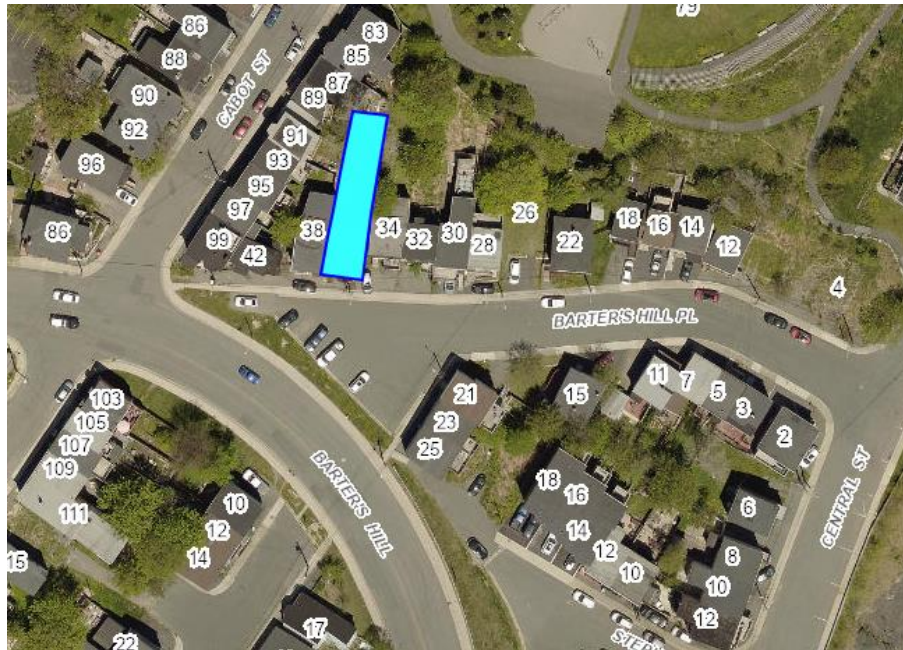
12.5 In addition, once a grant is approved, the City may waive any associate permit fees on the application.

Heritage Maintenance Grants

Civic	Address	Designated ?	Heritage Area	Description of Work	Quote (HST inc.)	25% of Quote	25% to a max \$1,000	Recommendation
36	Barter's Hill Place	No	3	Repair trim, clapboard, windows	\$4,718.92	\$1,179.73	\$1,000.00	\$1,000.00 plus permit waiver
105	Cabot Street	No	3	New windows, door and trims. Quote includes vinyl siding which is excluded from heritage grants.	~\$12,454.50	\$3,113.63	\$1,000.00	\$1,000.00 plus permit waiver
58	Circular Road	Yes	1	Repair rotten clapboard	\$1,707.75	\$426.94	\$426.94	\$426.94 plus permit waiver
80	Circular Road	No	2	New shingles on roof and bay window	\$11,500.00	\$2,875.00	\$1,000.00	\$1,000.00 plus permit waiver
65	Long's Hill	No	3	New door and trim	\$2,702.50	\$675.63	\$675.63	\$675.63 plus permit waiver
42	McFarlane Street	No	3	New cladding, windows, door and trim. Cladding is vinyl siding which is excluded from heritage grants.	~\$10,000.00	\$2,500.00	\$1,000.00	\$1,000.00 plus permit waiver
17	Monkstown Road	No	1	Painting and repairing clapboard	\$8,200.65	\$2,050.16	\$1,000.00	\$1,000.00 plus permit waiver
33	Monkstown Road	No	2	Paint clapboard	\$8,717.00	\$2,179.25	\$1,000.00	\$1,000.00 plus permit waiver
180	Patrick Street	No	2	Repair rot, replace windows and door	\$7,848.75	\$1,962.19	\$1,000.00	\$1,000.00 plus permit waiver
53	Rennie's Mill Road	No	1	New front step	\$16,149.32	\$4,037.33	\$1,000.00	\$1,000.00 plus permit waiver
18	Victoria Street	No	2	Paint clapboard and new door	\$12,610.20	\$3,152.55	\$1,000.00	\$1,000.00 plus permit waiver
16	York Street	No	2	Stripping and painting façade, new eaves through	\$3,666.00	\$916.50	\$916.50	\$916.50 plus permit waiver
						Total	\$11, 019.07	plus permit waiver

2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

36 Barter's Hill Place Heritage Area 3



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

105 Cabot Street Heritage Area 3



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

58 Circular Road Designated Heritage Building, Heritage Area 1



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

80 Circular Road Heritage Area 2



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

65 Long's Hill Heritage Area 3



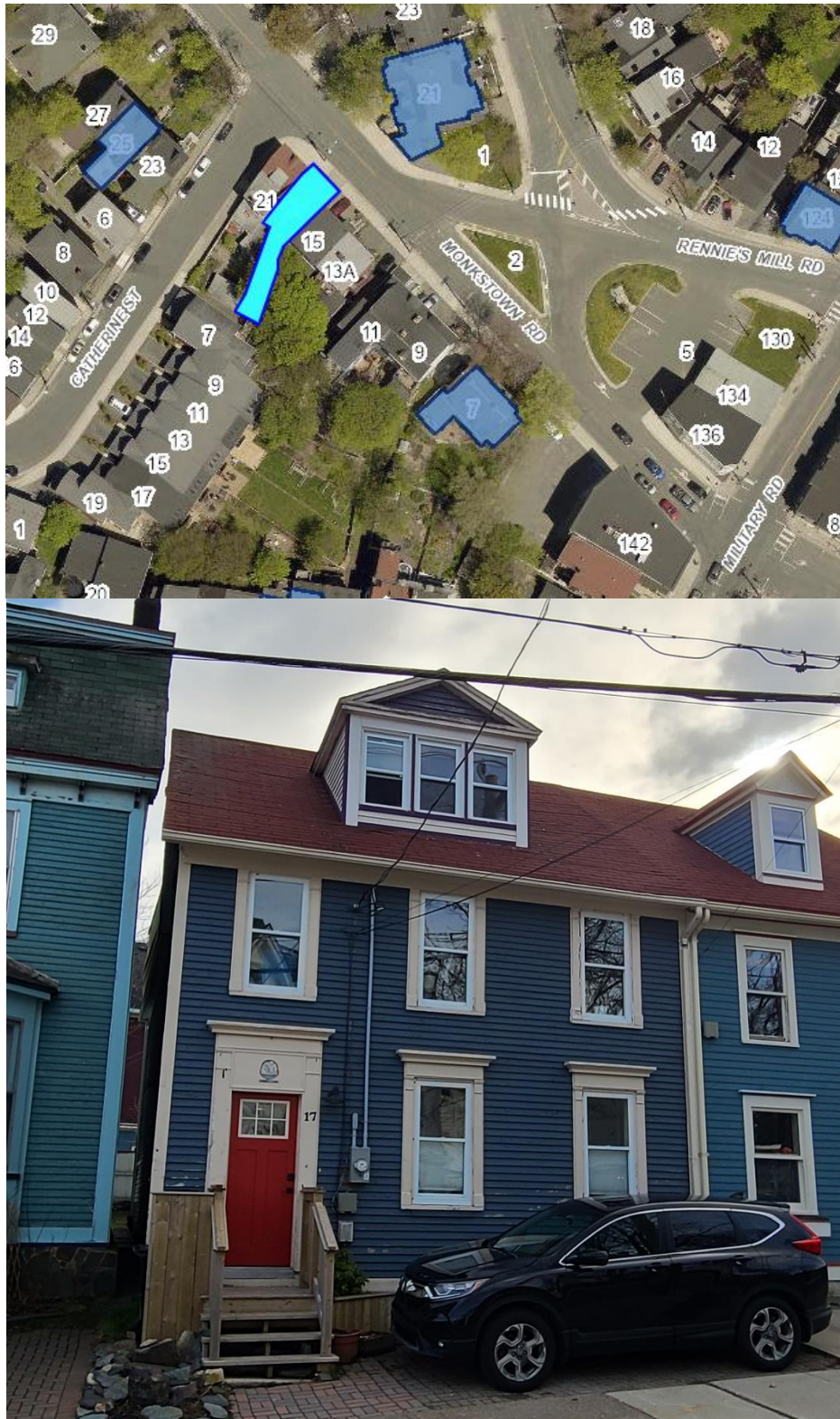
2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

42 McFarlane Street Heritage Area 3



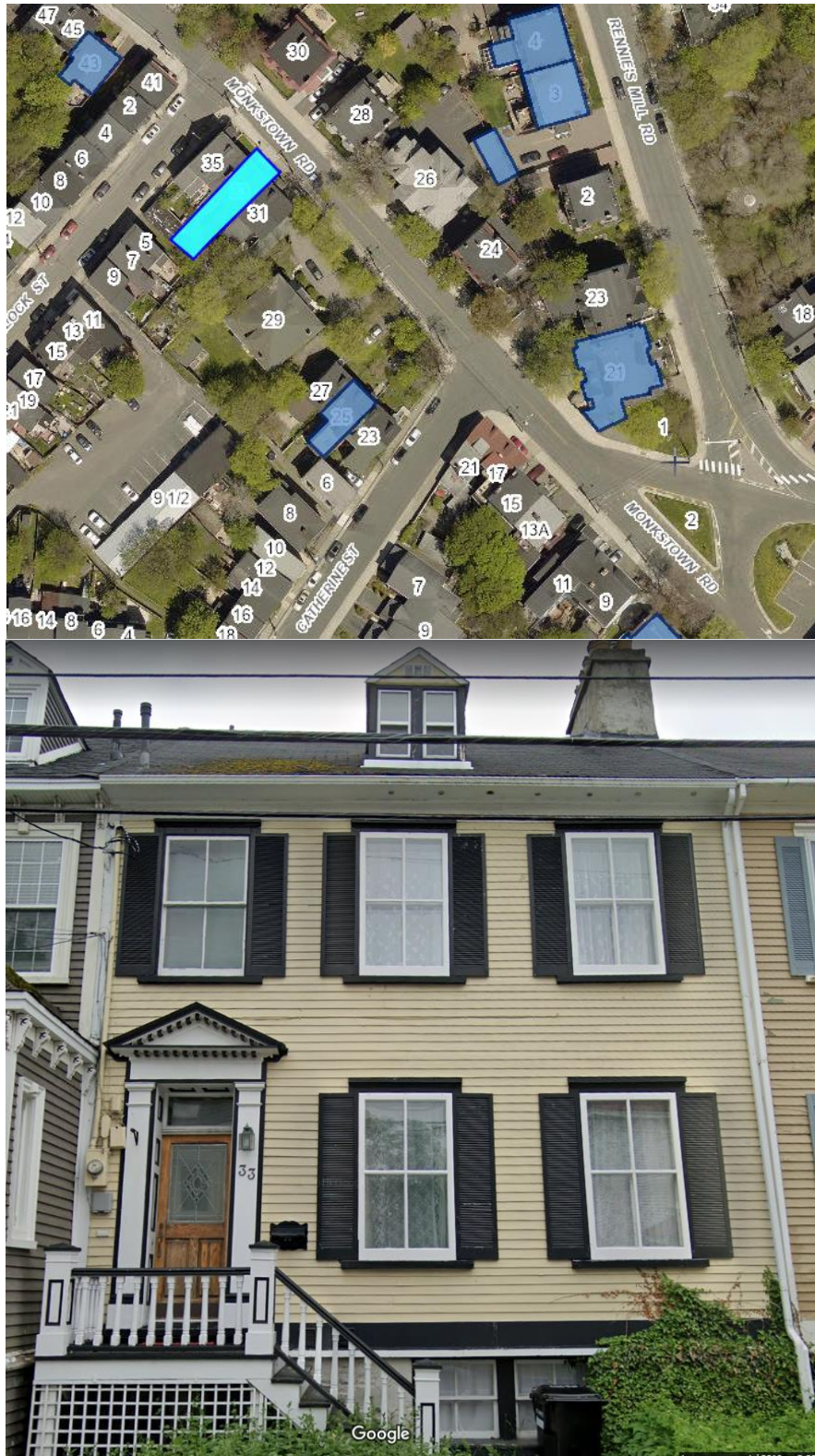
2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

17 Monkstown Road
Heritage Area 1



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

33 Monkstown Road Heritage Area 2



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

180 Patrick Street Heritage Area 2



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

53 Rennie's Mill Road
Heritage Area 1



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

18 Victoria Street Heritage Area 2



2022 Heritage Financial Incentives Program - Heritage Maintenance Grants

16 York Street Heritage Area 2

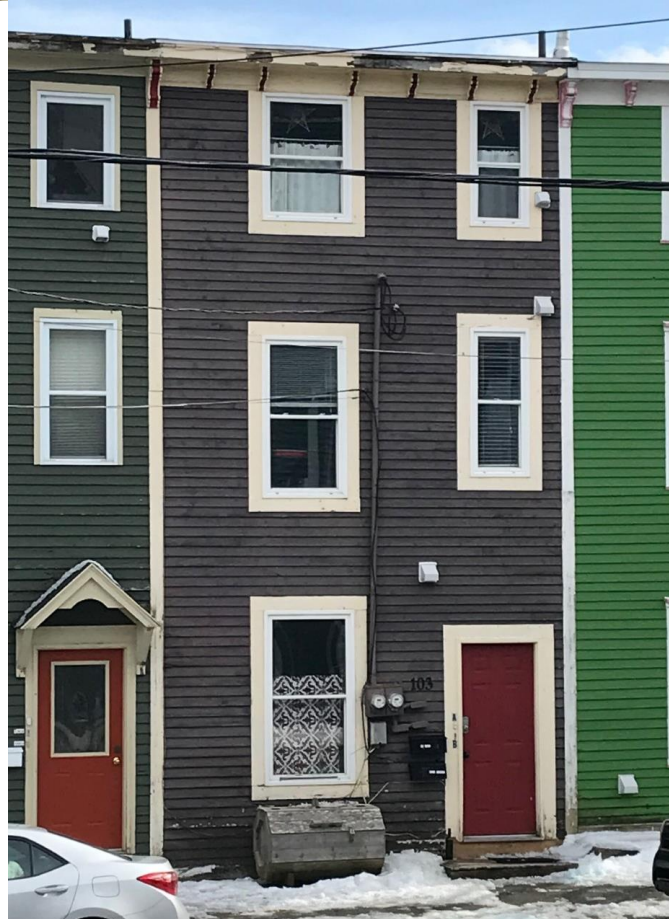
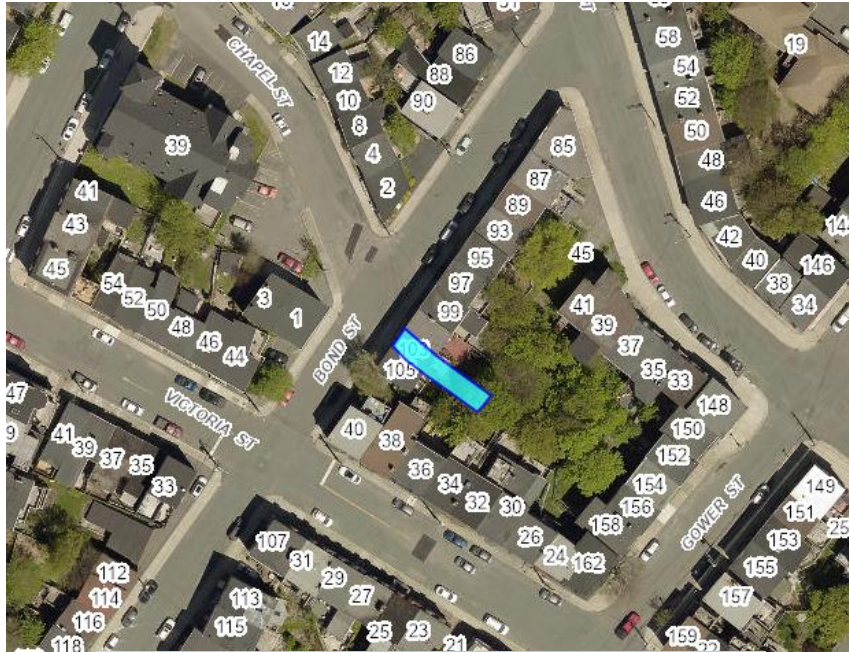


Heritage Conservation Grants

Civic	Address	Designated?	Heritage Area	Description of Work	Quote (HST inc)	25% of Quote	25% to a max \$5,000	Recommendation
103	Bond Street	No	2	New clapboard, door and eaves	\$11,552.90	\$2,888.23	\$2,888.23	\$2,888.23 plus permit waiver
74	Circular Road	Yes	2	Repair/restore historic fence	\$8,265.00	\$2,066.25	\$2,066.25	\$2,066.25 plus permit waiver
66	Cochrane Street	No	1	Restoration of 2 bay windows	\$29,480.25	\$7,370.06	\$5,000.00	\$5,000.00 plus permit waiver
11	Flavin Street	No	3	Renovations to front facade, replace clapboard siding and trim, and upgrade dormer window	\$17,480.00	\$4,370.00	\$4,370.00	\$4,370.00 plus permit waiver
4	Kimberley Row/ 4 Dick's Square	No	2	Replacing clapboard, repairing rot, new shingles on bay	\$18,055.00	\$4,513.75	\$4,513.75	\$4,513.75 plus permit waiver
8	Military Road	Yes	1	Repairing leaks	\$37,202.09	\$9,300.52	\$5,000.00	\$5,000.00 plus permit waiver
92	Patrick Street	No	2	Replace roof and cedar shingled on dormers and turret. Repainting	\$55,000.00	\$13,750.00	\$5,000.00	\$5,000.00 plus permit waiver
122	Pleasant Street	No	2	Replace clapboard, windows, trims, cedar shakes.	\$28,600.00	\$7,150.00	\$5,000.00	\$5,000.00 plus permit waiver
40	Rennie's Mill Road	Yes	1	Re-shingle roof	\$27,875.82	\$6,968.96	\$5,000.00	\$5,000.00 plus permit waiver
86	Springdale Street	No	3	Replacing vinyl with clapboard, replacing windows and trims	\$21,468.97	\$5,367.24	\$5,000.00	\$5,000.00 plus permit waiver
28	York Street	No	2	Replacing clapboard and trims	\$15,858.50	\$3,964.63	\$3,964.63	\$3,964.63 plus permit waiver
						Total	\$47,802.86	plus permit waiver
						Grand Total (for Both Grant Types)	\$58,821.93	plus permit waiver

2022 Heritage Financial Incentives Program - Heritage Conservation Grants

103 Bond Street Heritage Area 2



2022 Heritage Financial Incentives Program - Heritage Conservation Grants

74 Circular Road Designated Heritage Building, Heritage Area 2



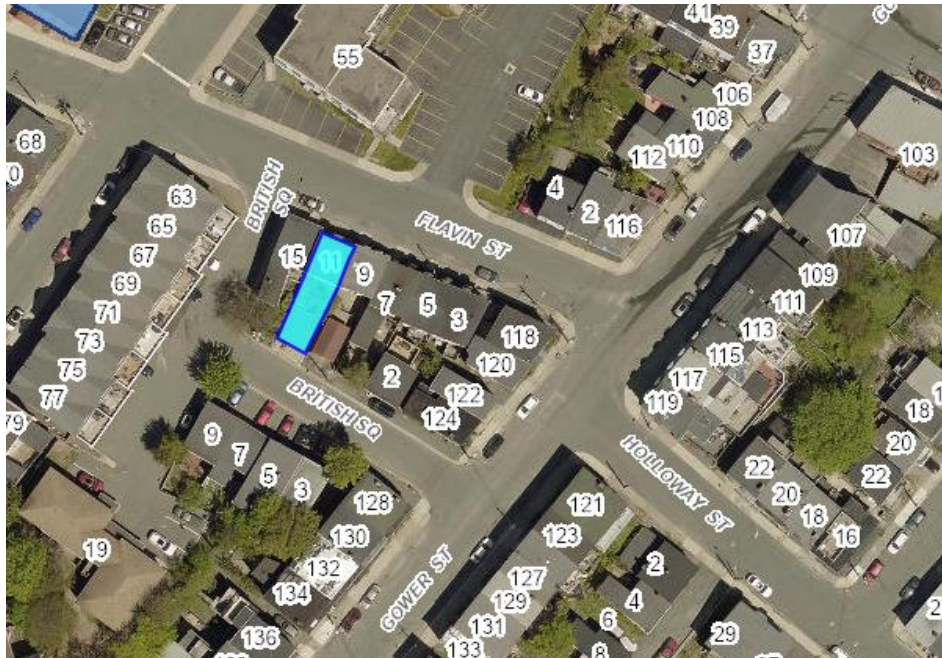
2022 Heritage Financial Incentives Program - Heritage Conservation Grants

66 Cochrane Street Heritage Area 1



2022 Heritage Financial Incentives Program - Heritage Conservation Grants

11 Flavin Street Heritage Area 3



2022 Heritage Financial Incentives Program - Heritage Conservation Grants

4 Kimberly Row/ 4 Dick's Square Heritage Area 2



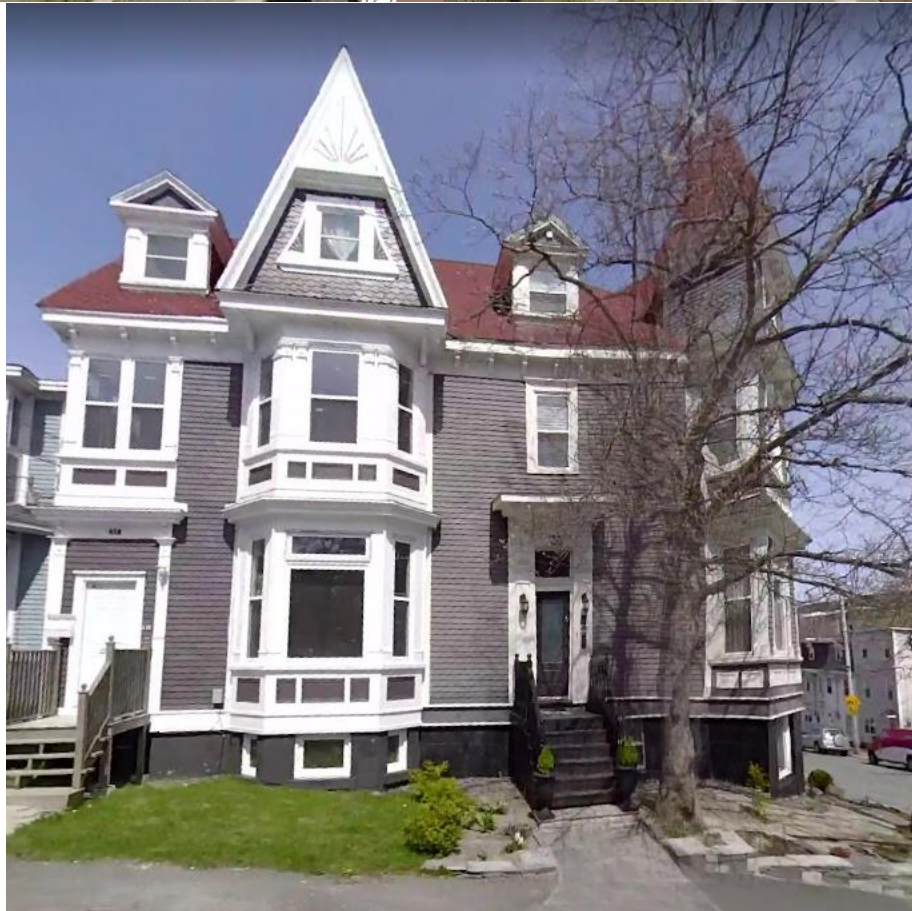
2022 Heritage Financial Incentives Program - Heritage Conservation Grants

8 Military Road Designated Heritage Building, Heritage Area 1



2022 Heritage Financial Incentives Program - Heritage Conservation Grants

92 Patrick Street Heritage Area 2



2022 Heritage Financial Incentives Program - Heritage Conservation Grants

122 Pleasant Street Heritage Area 2



2022 Heritage Financial Incentives Program - Heritage Conservation Grants

40 Rennie's Mill Road Designated Heritage Building, Heritage Area 1



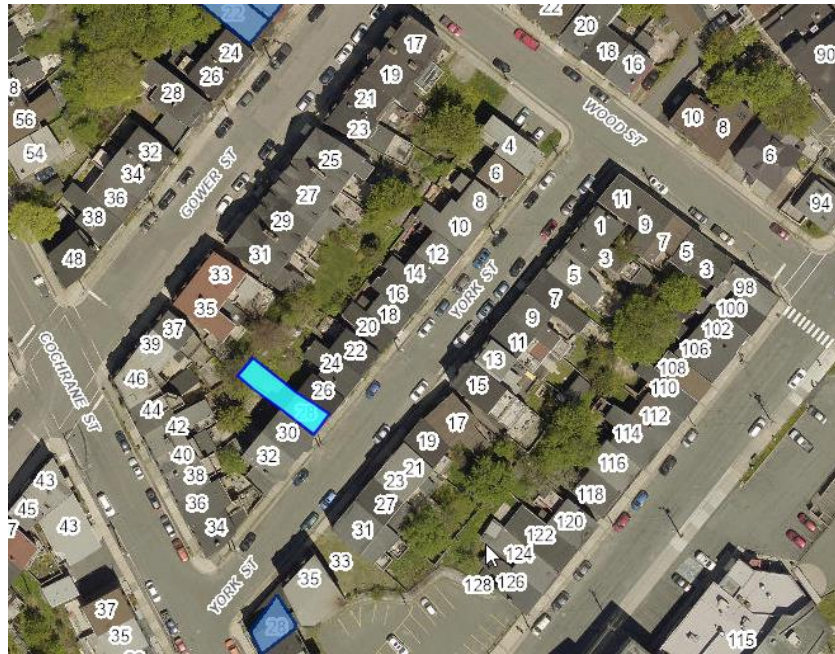
2022 Heritage Financial Incentives Program - Heritage Conservation Grants

86 Springdale Street Heritage Area 3



2022 Heritage Financial Incentives Program - Heritage Conservation Grants

28 York Street Heritage Area 2



ST. JOHN'S

Minutes of Built Heritage Experts Panel

July 27, 2022

12:00 p.m.

Virtual

Present: Dawn Boutilier, Planner
Rachel Fitkowski, Landscape Architect
John Hancock, Architecture
Katherine Hann, Historian/Archival Expert/ Historic Preservation
Michelle Sullivan, Other Category

Regrets: Mitchell O'Reilly, Contractor

Staff: Ann Marie Cashin, Heritage and Urban Planner
Rob Schamper, Technical Advisor
Jennifer Squires, Legislative Assistant

Others: Ron Fougere, Fougere Menchenton Architecture
Bunty Sambhi, Fougere Menchenton Architecture
Mark Gale, Fougere Menchenton Architecture

1. 172 Military Road, Designated Heritage Building Exterior Renovations (Updated Submission)

Ron Fougere, Bunty Sambhi, and Mark Gale of Fougere Menchenton Architecture returned to the Built Heritage Experts Panel (BHEP) to further discuss the proposed renovations to Presentation Convent, located at 172 Military Road. At the previous meeting of the BHEP, members requested clarification on the selection of materials, particularly why sheet metal siding is being recommended. Additional information concerning the elevations, colour palate, and the proposed Exterior Insulation and Finish System (EIFS) was requested as well. Responses have been submitted, and the delegation has returned to the panel for further direction on the materials selected. Additional recommendations on the project can be made once an application has been received by the City.

The major concern of the BEHP is that the City's Heritage Design Standards for non-residential buildings state that building and cladding/siding materials shall be consistent with the existing or historic materials of the building and renovations to the building's façade shall be compatible with the building's architectural characteristics. Metal siding is not consistent or compatible with the existing stone masonry of the building.

The delegation joined the meeting and reviewed their responses to the panel, opening the floor for questions and comments on the proposal. It was noted that the requirement for the materials to be low-maintenance, non-combustible, and sustainable has limited the options available. The siding on the residential portion of the property will be vertical, and it will be horizontal on the Chapel House to provide distinction between the buildings. Concerns were raised about the quality of materials, as metal siding may not hold up in our climate. It was asked if additional options had been explored for the exterior of the building. It was again noted that the material must be non-combustible due to the proximity of the surrounding buildings, and that with property rain screening, the colour should last. There is also a labour shortage when it comes to masonry work, and there are workers available with experience installing metal siding.

It was questioned why exterior insulation was being considered as opposed to interior. The delegation explained that the interior stone rubble wall of the Mother House has been heated from the inside, which has helped to maintain the 180-year-old walls. All heating systems have kept the walls warm from the inside out, which is not ideal from a sustainability perspective and would have a major impact on operational costs. Changes to the interior insulation would also change the environment of wall and would cause it to deteriorate. A solution has been designed which would use discharged ventilation to heat the walls from the inside. This would help to ensure the preservation of the building going forward. It was asked if the thickness of the width of the outside envelope of the building could be wider, and the response was that this was to ensure the building was energy efficient and sustainable.

It was then asked how the quoin details of the Mother House would be captured, as they are of historical significance. The rear of the Mother House is parged, and the proponent is proposing to solidify the surface and apply an EIFS over the building. The quoins will be refabricated by the encapsulating material and will refresh the existing parging.

At this point the delegation left the meeting and the panel continued their discussion. While they were appreciative of the design and the constraints placed on the materials available, the BHEP were reluctant to approve of the metal

siding as it is not compatible and would set a dangerous precedent moving forward. It was noted that additional resources on appropriate materials for heritage buildings would be of benefit to both developers and panel members. There are areas with similar climates that have successfully restored buildings, and this information would help to find solutions for developers and inform recommendations going forward. The Technical Advisor will review the plans and determine what areas require non-combustible materials. He also advised that there are Building Envelope Specialists that may be used to determine appropriate materials.

While again recognizing the value of the project and the work undertaken by the team, The BHEP did not feel that the reasoning behind the selection of metal siding was compelling enough to justify setting a bad precedent and decided to recommend rejection of the proposed metal siding. It was noted that rules and regulations were put in place was to preserve the stone and brick architecture of the city that the intent should be to make sure that it is preserved to some degree. The EIFS and other elements of the building will be reevaluated at a later date.

Recommendation

Moved By Katherine Hann

Seconded By Dawn Boutilier

Although the Built Heritage Experts Panel supports the concept of the project and applauds the efforts of the development team, they feel that as proposed the metal siding does not meet the intent of the Heritage Bylaw's measure of the new building materials to be compatible and comparable to the existing heritage structure and are recommending rejection.

CARRIED UNANIMOUSLY

2. 2022 Heritage Financial Incentives Program

Staff provided an overview of the applications for Heritage Maintenance and Conservation grants for 2022. It was noted that the details of all applications have not been finalized and may be subject to change. Currently, \$10,000 has been earmarked by Council for Maintenance Grants, while the remaining \$50,000 goes towards Conservation. This year, the total number of grants exceeds the \$60,000 budget, and as such not all applicants have been successful.

Recommendation

Moved By Dawn Boutilier

Seconded By John Hancock

The Built Heritage Experts Panel recommends that Council approve the 2022 Heritage Financial Incentives Program applications as recommended by Staff subject to meeting the requirements of the grant program.

CARRIED UNANIMOUSLY

RACHAEL FITKOWSKI, CHAIR

**Development Permits List
For September 8 to September 14, 2022**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES	MacIntyre Homes & Renovations Inc.	Single Detached Dwelling on Vacant Lot	3B Alder Place	1	Approved	22-09-08
RES	Tekton Design and Property Management Inc.	Townhouse Dwelling on Vacant Lot	15 Balsam Street	2	Approved	22-09-09

*** Code Classification:**

RES - Residential	INST - Institutional
COM - Commercial	IND - Industrial
AG - Agriculture	
OT - Other	

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

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

Building Permits List

Council's September 19, 2022 Regular Meeting

Permits Issued: 2022/09/08 to 2022/09/14

Class: Residential

10 Hawthorn Pl	Renovations	Single Detached Dwelling
10 Mount Royal Ave	Site Work	Driveway
11 Barnes Pl	Renovations	Single Detached Dwelling
11 Renouf Pl	Renovations	Single Detached Dwelling
123 Frecker Dr	Renovations	Single Detached Dwelling
15 Cambridge Ave	Deck	Patio Deck
16 Branscombe St	Site Work	Single Detached w/ apt.
16 Sheffield Pl	Renovations	Single Detached Dwelling
20 Spitfire Dr	New Construction	Single Detached Dwelling
204 Buckmaster's Cir	Renovations	Townhousing
23 Lake Ave	Deck	Patio Deck
25 Kincaid St	Accessory Building	Accessory Building
26 Miranda St	Deck	Patio Deck
38 Barrows Rd	Accessory Building	Accessory Building
69 Pepperwood Dr	Accessory Building	Accessory Building
7 Halliday Pl	Accessory Building	Accessory Building
7 Spitfire Dr	New Construction	Single Detached Dwelling
7 Tamarack St	Fence	Fence
9 Edmonton Pl	Site Work	Single Detached Dwelling

This Week: \$537,220.50

Class: Commercial

10 St. Clare Ave	Site Work	Church
100 Elizabeth Ave	Site Work	Other
13 Lemarchant Rd	Renovations	Mixed Use
15 Lemarchant Rd	Renovations	Mixed Use
20 Barnes Rd	Renovations	Retail Store
252 Duckworth St	Change of Occupancy	Restaurant
26 Alexander St	Fence	Fence
687 Water St	Change of Occupancy/Renovations	Mixed Use
85 Harding Rd	Site Work	Other

This Week: \$74,044.00

Class: Government/Institutional

This Week: \$0.00

Class: Industrial

This Week: \$0.00

Class: Demolition

28 Penetanguishene Rd Demolition

Single Detached Dwelling

35 Waterford Hts N Demolition

Single Detached Dwelling

This Week: \$30,000.00

This Week's Total: \$641,264.50

Repair Permits Issued 2022/09/08 to 2022/09/14:

\$33,700.00

YEAR TO DATE COMPARISONS			
September 19, 2022			
TYPE	2021	2022	% VARIANCE (+/-)
Residential	\$40,331,414.67	\$59,357,580.16	47
Commercial	\$103,855,317.79	\$90,958,843.38	-12
Government/Institutional	\$32,800,499.00	\$1,275,188.00	-96
Industrial	\$4,164,500.00	\$351,000.00	-92
Repairs	\$3,562,426.43	\$1,196,684.44	-66
TOTAL	\$184,714,157.89	\$153,139,295.98	-17
Housing Units (1 & 2 Family Dwelling)	122	179	

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending September 14, 2022

Payroll

Public Works	\$ 580,008.28
Bi-Weekly Administration	\$ 824,216.90
Bi-Weekly Management	\$ 873,937.02
Bi-Weekly Fire Department	\$ 921,821.85
Accounts Payable	\$ 3,024,494.84

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

Total: \$ 6,224,478.89

ST. JOHN'S

DEPARTMENT OF FINANCE

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

BID APPROVAL NOTE

Bid # and Name: 2022149 - 2022 Retaining Wall Rehabilitation - Contract 1
Date Prepared: Wednesday, September 14, 2022
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Planning, Engineering & Regulatory Services
Division: Engineering
Quotes Obtained By: Sherri Higgins
Budget Code: ENG-2021-052
Source of Funding: Capital

Purpose:

Undertake necessary rehabilitation works for several retaining walls. Namely, Hamilton Avenue (Civic #209 to Civic #211), John Street at Dunford St (Civic #20), Livingstone Street (Opposite Carters Hill), Murray Street Adjacent Civic #8, and Water Street at Harvey Marine (Section F)

Results: ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Carew Services Ltd.	\$402,201.47
Talon Energy Services Inc	\$580,270.35
Weirs Construction Limited	\$582,586.26
Pyramid Construction Limited	\$988,822.90

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

Contract Duration: Work must be substantially completed by October 31, 2023.

Bid Exception: None

Recommendation:

That Council approve for award this open call to the lowest bidder meeting specifications, Carew Services Ltd., for \$402,201.47 (HST Incl.) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2022149 - 2022 Retaining Wall Rehabilitation - Contract 1.docx
Attachments:	
Final Approval Date:	Sep 14, 2022

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

Rick Squires - Sep 14, 2022 - 1:53 PM

Derek Coffey - Sep 14, 2022 - 2:18 PM

DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: Engineering Consulting Services/RFP 2022-139
Date Prepared: Wednesday, September 14, 2022
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: PERS
Quotes Obtained By: Jamie Hunt
Budget Code: ENG-2018-914
Source of Funding: Multiyear Capital

Purpose:

Provide consulting services for the investigation and conceptual designs required for the future separation of all combined sewer systems along Empire Avenue.

Proposals Submitted By:

Vendor Name
RV Anderson Associates Limited – \$183,972.98
Dillon Consulting
Pinnacle Engineering ULC
Stantec Consulting Ltd.

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

Contract Duration: 7 months

Recommendation:

THAT Council award to RV Anderson Limited in the amount of \$183,972.98 based on the evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	Empire Avenue Sewer Separation Study .docx
Attachments:	
Final Approval Date:	Sep 15, 2022

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

Scott Winsor - Sep 14, 2022 - 3:02 PM

Jason Sinyard - Sep 15, 2022 - 2:19 PM

Guaranteed Livable Basic Income

Whereas the cost of living and rate of inflation in Canada continues to rise at an alarming rate and homelessness and the lack of safe and affordable housing is a nation-wide emergency and ending homelessness in our City is a Council priority; and,

Whereas many residents of Newfoundland and Labrador are struggling to keep up with rising costs and to provide the basic necessities for themselves and their families; and,

Whereas the City's Healthy Cities Strategy aims to improve people's health and wellbeing by addressing the social determinants of health and as such the City of St. John's will work in collaboration with various levels of government, sectors, and community stakeholders; and,

Whereas the City of St. John's supports and is an existing living wage employer; and,

Whereas the Health Accord NL, **The Blueprint**, recommends that the Province of Newfoundland and Labrador '*Support provision of a basic income — a predictable, reliable, and adequate income — either for all households presently living in poverty or for targeted persons living below the poverty line*' and that '*A province-wide, guaranteed basic income, if feasible, is the preferred approach*'; and,

Whereas a Guaranteed Livable Basic Income, as an income security program, would work in concert with necessary social services to better support low-income individuals, while helping municipalities to do the same; and,

Whereas in addition to supporting people to live their lives with dignity, a basic income can help remove barriers to active community engagement, enabling individuals to participate more meaningfully in society; and,

Whereas Municipalities represent an important voice in social policy discussions at all levels: they are often on the front lines, working to ensure that residents and communities lead happy, healthy, sustainable, and productive lives. A federally funded basic income, complemented by other social support services, is well-positioned to support municipalities in achieving this; and,

Whereas by supporting residents to afford the necessary services provided by municipalities, the fiscal strain on local governments is reduced. A basic income could help municipal services remain sustainable and affordable for everyone.

Therefore Be It Resolved that the City of St. John's support the establishment of a Guaranteed Livable Basic Income by the Provincial and Federal Governments;

And Be It Further Resolved that a letter from Mayor Danny Breen be sent on behalf of Council, to the Prime Minister, Federal Ministers and the Premier of Newfoundland and Labrador calling for their support and implementation of a Guaranteed Livable Basic Income.

The Case for Basic Income and Municipalities

Prepared by Bruce Knox, with input from municipal politicians and staff across Canada¹

Municipalities are taking extraordinary measures to support their residents and address poverty and inequality.ⁱ Poverty has a downstream effect on municipalities, and places additional pressures on the delivery of necessary *public services* (e.g., maintaining essential infrastructure, clean water, and waste diversion) and *social programs* (e.g., housing and income supports), which may vary across jurisdictions.ⁱⁱ Municipalities are frequently responsible for funding many public services and social programs, and must rely on their limited revenue streams to do so. This includes taxation (e.g., property taxes), service fees, and government funding (e.g., grants).ⁱⁱⁱ

A basic income is an unconditional cash transfer from governments to individuals to enable everyone to meet their basic needs, participate in society, and live with dignity – regardless of work status. A federally-funded, income-targeted basic income could help alleviate pressures on municipalities to address poverty, manage services, and support people to invest in their local economy and community.

Why Municipalities Support a Federally-Funded Basic Income

Municipalities are struggling to keep up with the downloaded responsibility of providing essential public and social support services.

Over the years, the responsibility for maintaining essential public and social support services has been increasingly downloaded onto municipalities from other levels of government.^{iv,v} Combined with limited options for revenue streams and the inability to run deficits, municipalities are struggling to keep up with the rising costs of public and social support services.^{vi} Meanwhile, they are seeking the means to provide residents with the flexibility to be able to afford necessary services – including electricity, heat, and water – regardless of their economic status, and without compromising their wellbeing.^{vii}

The COVID-19 pandemic has exacerbated municipal constraints, leaving them to deal

with the exposed flaws in our social safety net as well as growing economic, racial, health, and other inequities.^{viii} Municipal governments and service providers are often on the front lines supporting residents' wellbeing: when people are struggling to meet their needs, it is at the community level where the impacts can be felt most strongly.^{ix} As we move toward a post-COVID recovery, municipal leaders are looking for ways to improve wellbeing and livability, all while balancing budgets and supporting a strong quality of life.^x

By supporting residents to be able to afford the necessary services provided by municipalities, the fiscal strain on local governments is reduced. A basic income could help municipal services remain sustainable and affordable for everyone.

¹ This discussion paper was created in consultation with municipalities across Canada, and recognizes that there are jurisdictional differences across the country with regards to the services for which municipalities are responsible. Thanks to the following individuals and their staff for their input: Dale Bass, Gian-Carlo Carra, Hilary Gough, Jesse Helmer, Alanna Jankov, Jeff Leiper, Mairin Loewen, Wayne Mason, Catherine McKenney, Shawn Menard, Wayne Potoroka, Keith Riel, Mike Savage, and Arjun Singh.

Basic income can alleviate pressures on municipalities to address poverty.

When people have a sufficient income, municipalities are better equipped to ensure that everyone has access to the public and social services they need, from affordable utilities to subsidies for programs and services. Importantly, many of the services and supports provided by municipalities have direct implications for the social determinants of health: the social and economic factors that determine individual and population health.^{xi}

Due to jurisdictional differences, municipalities have varying degrees of influence on the range of social determinants that can shape health outcomes. That said, a basic income could meaningfully affect several determinants, with positive knock-on effects for municipalities. For instance, income represents perhaps the most important social determinant of health.^{xii,xiii} Evidence from basic income pilots shows that providing people with a sufficient and secure income results in improved mental and physical health, decreased poverty rates, and greater access to medication and supplements, nutritious food, and transportation.^{xiv,xv,xvi}

Another core social determinant with clear relevance for municipalities is housing.^{xvii,xviii} Research from the Ontario Basic Income Pilot found that access to a guaranteed income supported participants to find and secure more affordable, suitable, and safe housing.^{xix} By helping people to become and remain housed, a basic income could alleviate the downloaded pressure on municipalities to meet their residents' housing needs, as well as prevent homelessness.

While a basic income would ideally replace provincial, territorial, and municipal income assistance programs, it should complement other services and supports that disproportionately support low-income individuals. That said, providing people with sufficient income could conceivably reduce the demand for supportive programs and services. In addition to offering greater dignity and autonomy, providing a basic income at a

livable level might help address what is often a major driver of demand for housing, food security, mental health, and other programs: a lack of income.^{xx,xxi} As such, a basic income could help alleviate the pressures municipalities face in providing these crucial social supports. This is not to say these supports would no longer be needed: however, implementing a basic income could support municipalities' capacity to provide more effective, affordable, and high-quality services that work in tandem with those under provincial, territorial, and federal jurisdiction.^{xxii}

As an income security program, basic income would work in concert with necessary social services to better support low-income individuals – while helping municipalities to do the same.

Basic income builds communities.

A permanent basic income could stimulate economies, boost consumer spending, and encourage individuals to shop locally.^{xxiii,xxiv} Improved financial stability makes it easier for residents to participate, contribute, and invest in their local economies and communities.

In this way, basic income represents an exciting opportunity for municipalities to harness the sense of security and belonging that it might offer. Rather than responding to crises, municipalities might be better placed to explore and support innovative and forward-looking solutions that enhance livability and wellbeing: for instance, developing culturally-appropriate services, building sustainable and environmentally-friendly infrastructure, and pursuing more inclusive and accessible urban planning solutions. When residents can participate, contribute, and invest in their local communities, everyone is better equipped to help build a strong and just social fabric.

In addition to supporting people to live their lives with dignity, a basic income can help remove barriers to active community engagement, enabling individuals to participate more meaningfully in society.

Conclusion

Evidence suggests that a federally-funded basic income is not only feasible in Canada, but could bring significant benefits at the municipal level.

Basic income is not new to Canada: similar cash transfer programs already exist for seniors (e.g., Guaranteed Income Supplement) and children (e.g., Canada Child Benefit), with evidence demonstrating their widespread positive impacts.^{xxv,xxvi} Research supports the financial feasibility of a basic income in Canada, along with its capacity to foster diverse social, health, and economic benefits.^{xxvii,xxviii,xxix} Evidence from basic income pilots in both Manitoba and Ontario clearly demonstrates that a basic income benefits both municipalities and their residents.^{xxx,xxxi}

Municipalities represent an important voice in social policy discussions at all levels: they are often on the front lines, working to ensure that residents and communities lead happy, healthy, sustainable, and productive lives. A federally-funded basic income, complemented by other social support services, is well-positioned to support municipalities in achieving this.

ⁱ “AMO Response to Ontario’s Poverty Reduction Strategy Consultations,” *Association of Municipalities of Ontario*, published May 8, 2020, <https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2020/AMOResponseMCCSSPovertyReductionStrategyConsultation20200508.pdf>.

ⁱⁱ “AMO Response to Ontario’s Poverty Reduction Strategy Consultations.”

ⁱⁱⁱ “How Local Government Works,” *Association of Municipalities Ontario*, accessed February 1, 2022, <https://www.amo.on.ca/about-us/municipal-101/how-local-government-works>.

^{iv} Enid Slack and Tomas Hachard, “Let’s empower municipalities, too often the little siblings of federalism” *Policy Options*, published June 9, 2021, <https://policyoptions.irpp.org/magazines/june-2021/lets-empower-municipalities-too-often-the-little-siblings-of-federalism/>.

^v “In It Together: Clarifying Provincial-Municipal Responsibilities in Ontario,” *Ontario 360*, published January 23, 2020, <https://on360.ca/policy-papers/in-it-together-clarifying-provincial-municipal-responsibilities-in-ontario/>.

^{vi} “Building back better together: Municipal recommendations for Canada’s post-COVID recovery,” *Federation of Canadian Municipalities*, published November 2020, <https://data.fcm.ca/documents/COVID-19/fcm-building-back-better-together.pdf>.

^{vii} “AMO Response to Ontario’s Poverty Reduction Strategy Consultations.”

^{viii} “Building back better together: Municipal recommendations for Canada’s post-COVID recovery.”

^{ix} “Ending poverty starts locally: municipal recommendations for a Canadian poverty reduction strategy,” *Federation of Canadian Municipalities*, published July 2017, <https://fcm.ca/sites/default/files/documents/resources/submission/ending-poverty-starts-locally.pdf>.

^x “Building back better together: Municipal recommendations for Canada’s post-COVID recovery.”

^{xi} “What are the Social Determinants of Health?,” *Canadian Public Health Association*, accessed February 1, 2022, <https://www.cpha.ca/what-are-social-determinants-health>.

^{xii} Juha Mikkonen and Dennis Raphael, “Social Determinants of Health: A Quick Guide for Health Professionals,” *York University School of Health Policy and Management*, accessed February 1, 2022, https://kidsnewtocanada.ca/uploads/documents/Social_Determinants_of_Health.pdf.

^{xiii} “Living Wages Are Good for Your Health,” *Living Wage For Families Campaign*, accessed February 1, 2022, http://d3n8a8pro7vhmx.cloudfront.net/livingwageforfamilies/legacy_url/216/Living-Wages-Are-Good-For-Your-Health.pdf?1459972130.

^{xiv} Mohammad Ferdosi, Tom McDowell, Wayne Lewchuk, and Stephanie Ross, “Southern Ontario’s Basic Income Experience,” *McMaster University*, published March 2020, <https://labourstudies.mcmaster.ca/documents/southern-ontarios-basic-income-experience.pdf>.

^{xv} Evelyn L. Forget, “The town with no poverty: The health effects of a Canadian guaranteed annual income field experiment,” *Canadian Public Policy* 37, no. 3 (2011): 283-305, <https://doi.org/10.3138/cpp.37.3.283>.

^{xvi} Evelyn L. Forget, “New questions, new data, old interventions: The health effects of a guaranteed annual income,” *Preventative Medicine* 57, no. 6 (2013): 925-928, <https://doi.org/10.1016/j.ypmed.2013.05.029>.

^{xvii} Frances Bula, “B.C. Municipalities say they need more help from province to tackle housing crisis,” *The Globe and Mail*, published September 11, 2021, <https://www.theglobeandmail.com/canada/british-columbia/article-bc-municipalities-say-they-need-more-help-from-province-to-tackle/>.

^{xviii} “Municipalities and affordable housing,” *Canadian Union of Public Employees*, published May 27, 2019, <https://cupe.ca/municipalities-and-affordable-housing>.

^{xx} Ferdosi, McDowell, Lewchuk, and Ross, “Southern Ontario’s Basic Income Experience.”

^{xx} “A Snapshot of Food Banks in Canada and the COVID-19 Crisis,” *Food Banks Canada*, published 2020, https://www.foodbankscanada.ca/FoodBanks/MediaLibrary/COVID-Report_2020/A-Snapshot-of-Food-Banks-in-Canada-and-the-COVID-19-Crisis_EN.pdf.

^{xxi} Valerie Tarasuk, Joyce Cheng, Craig Gundersen, Claire de Oliveira, and Paul Kurdyak, “The Relation between Food Insecurity and Mental Health Care Service Utilization in Ontario,” *Canadian Journal of Psychiatry* 63, no. 8 (2018): 557-569, <https://dx.doi.org/10.1177%2F0706743717752879>.

^{xxii} “Ending poverty starts locally: municipal recommendations for a Canadian poverty reduction strategy.”

^{xxiii} Michalis Nikiforos, Marshall Steinbaum, and Gennaro Zezza, “Modeling the Macroeconomic Effects of a Universal Basic Income,” *Roosevelt Institute*, published August 2017, <https://rooseveltinstitute.org/wp-content/uploads/2020/07/Ri-Macroeconomic-Effects-of-UBI-201708.pdf>.

^{xxiv} “The Renewed Business Case for Universal Basic Income,” *Surrey Board of Trade*, published May 2021, <https://businessinsurrey.com/wp-content/uploads/2021/05/Updated-20210308-1445-Surrey-THE-RENEWED-BUSINESS-CASE-FOR-UNIVERSAL-BASIC-INCOME.pdf>.

^{xxv} Lynn McIntyre, Cynthia Kwok, Herbert Emery, and Daniel J. Dutton, “Impact of a guaranteed annual income program on Canadian seniors’ physical, mental and functional health,” *Canadian Journal of Public Health* 107, no. 2 (2016): e176-e182, <https://www.jstor.org/stable/90006452>.

^{xxvi} Erika M. Brown and Valerie Tarasuk, “Money speaks: Reductions in severe food insecurity follow the Canada Child Benefit,” *Preventive Medicine*, 129 (2019): 1-8, <https://doi.org/10.1016/j.ypmed.2019.105876>.

^{xxvii} Ferdosi, McDowell, Lewchuk, and Ross, “Southern Ontario’s Basic Income Experience.”

^{xxviii} Chandra Pasma and Sheila Regehr, “Basic Income: Some Policy Options for Canada,” *Basic Income Canada Network*, published 2019, <https://basicincomecanada.org/wp-content/uploads/2021/04/Basic-Income- Some Policy Options for Canada.pdf>.

^{xxix} Evelyn L. Forget, *Basic Income for Canadians: From the COVID-19 Emergency to Financial Security for All* (Toronto: Lorimer, 2020).

^{xxx} Ferdosi, McDowell, Lewchuk, and Ross, “Southern Ontario’s Basic Income Experience.”

^{xxxi} Forget, “The town with no poverty: The health effects of a Canadian guaranteed annual income field experiment.”

DECISION/DIRECTION NOTE

Title: Restaurants in the Commercial Highway (CH) Zone, Adoption

Date Prepared: September 13, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Ian Froude, Planning

Ward: N/A

Decision/Direction Required:

That Council adopt Envision St. John's Development Regulations Amendment 18, 2022, that will add "Restaurant" as a Permitted Use to the Commercial Highway (CH) Zone.

Discussion – Background and Current Status:

The City of St. John's wishes to revise its Development Regulations to add Restaurant as a Permitted Use in the Commercial Highway (CH) Zone. When the Envision St. John's Development Regulations were brought forward, the Restaurant land use was inadvertently left out of the zone table for the CH Zone. It should be added in, as it had previously been a long-standing Permitted Use in the zone.

At its August 23, 2022, Regular Meeting, Council voted to consider the amendment and advertise it for public review and comment. The amendment was advertised in *The Telegram* on three occasions, and on the City's website and Planning Engage Page. No submissions were received by the City Clerk's Office. An Engage Page report is attached for Council's reference.

Should Council adopt the attached amendment, the documents will be forwarded to the NL Department of Municipal and Provincial Affairs for registration.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Any property owners or business people who would seek to establish a Restaurant in the CH Zone.
3. Alignment with Strategic Directions:

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

ST. JOHN'S

Restaurants in the Commercial Highway (CH) Zone, Adoption

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 Municipal Plan and Development Regulations
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: A text amendment to the St. John's Development Regulations is required to consider Restaurant in the CH Zone.
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 adopt Envision St. John's Development Regulations Amendment Number 18, 2022, to add Restaurant as a Permitted Use in the Commercial Highway (CH) Zone.

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

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

Report Approval Details

Document Title:	Restaurants in the Commercial Highway (CH) Zone, Adoption.docx
Attachments:	- DR Amend No.18, 2022 - Restaurant in CH Zone - TEXT (amc).pdf
Final Approval Date:	Sep 13, 2022

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

Ken O'Brien - Sep 13, 2022 - 3:09 PM

Jason Sinyard - Sep 13, 2022 - 3:10 PM

City of St. John's Development Regulations, 2021

St. John's Development Regulations Amendment Number 18, 2022

**Add Restaurant as a Permitted Use in the
Commercial Highway (CH) Zone**

September 2022



URBAN AND RURAL PLANNING ACT, 2000

RESOLUTION TO ADOPT

CITY OF ST. JOHN'S Development Regulations, 2021

Amendment Number 18, 2022

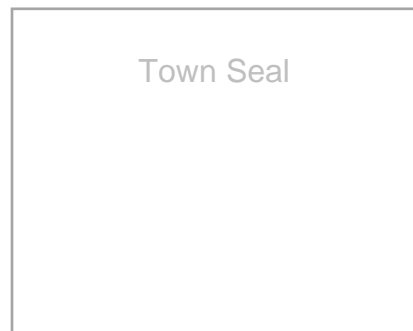
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 18, 2022.

Adopted by the City Council of St. John's on the 19th day of September, 2022.

Signed and sealed this ____ day of _____.

Mayor: _____

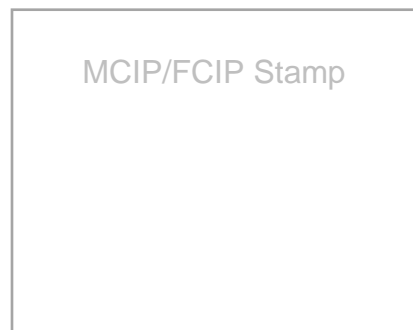
Clerk: _____



Canadian Institute of Planners Certification

I certify that the attached City of St. John's Development Regulations Amendment Number 18, 2022 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

MCIP/FCIP: _____



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

CITY OF ST. JOHN'S

Development Regulations Amendment Number 18, 2022

BACKGROUND AND ANALYSIS

The City of St. John's wishes to revise its Development Regulations to add Restaurant as a Permitted Use in the Commercial Highway (CH) Zone. When the Envision St. John's Development Regulations were brought forward, the Restaurant land use was inadvertently left out of the zone table for the CH Zone. It should be added in, as it had previously been a long-standing Permitted Use in the zone.

From Section 8.5(1) of the St. John's Municipal Plan, within the Commercial Land Use District, Council shall establish commercial land use zones that accommodate a wide range of permitted and discretionary uses including retail, restaurants, entertainment and assembly, hotel, office, service shop, clinics, residential, day care centres, schools, place of worship, parking, and light industrial uses, along with other uses which are listed in the corresponding Zones under the Development Regulations. The proposed amendment aligns with this policy.

PUBLIC CONSULTATION

The proposed amendment was advertised on three occasions in The Telegram newspaper on August 27, September 3, and September 10, 2022. A notice of the amendment was also posted on the City's website and Planning Engage Page. No submissions were received by the City Clerk's Office.

ST. JOHN'S URBAN REGION REGIONAL PLAN

The proposed amendment is in line with the St. John's Urban Region Regional Plan. An amendment to the St. John's Urban Region Regional Plan would not be required to add Restaurant as a Permitted Use in the Commercial Highway (CH) Zone.

ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 18, 2022

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

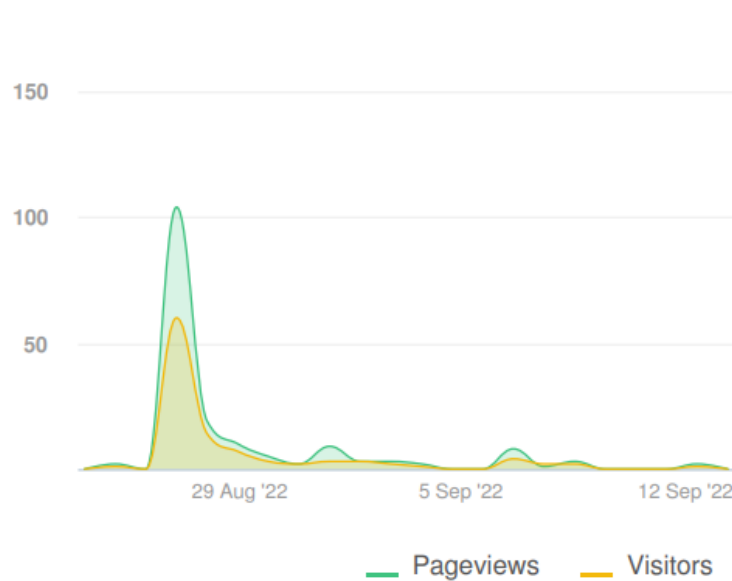
- 1) Adding "Restaurant" as a Permitted Use to the following Zone:
Commercial Highway (CH) Zone**

Planning St. John's: Text Amendment - Restaurant in Commercial Highway (CH) Zone

EngageStJohns.ca Report September 2022

Engage!
St. John's

Visitors Summary



Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
110	60	
NEW REGISTRATIONS		
0		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
0	25	102

Types of visitors:

- Total visits: unique sessions (may be the same person visiting multiple times)
- Aware: visited at least one page
- Informed: has taken the "next step" from being aware and clicked on something
- Engaged: has contributed to a tool (comment or question)

Comments

(None)

Questions

(None)

DECISION/DIRECTION NOTE

Title: Windsor Lake Water Treatment Plant Equipment Reserve Fund
Replacement of Primary and Secondary Membrane Filter Racks

Date Prepared: September 12, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Sandy Hickman, Public Works

Ward: N/A

Decision/Direction Required:

To seek a decision on proceeding with a purchase from the Equipment Reserve Fund to replace two (2) existing membrane module filter racks at the Windsor Lake Water Treatment Plant.

Discussion – Background and Current Status:

The Windsor Lake Water Treatment Plant Equipment Reserve Fund is being requested to be used for the purchase of two (2) membrane module filter racks and associated parts. The existing membrane filtration system was commissioned in 2007 and some of the stainless steel filters racks are showing signs of normal wear that will require them to be taken out of service for repair. Purchasing two (2) new filter racks will allow for continuous operation while the original racks are weld repaired.

The total estimated cost for two (2) membrane module filter racks and associated parts is approximately \$50,000.00.

Key Considerations/Implications:

1. Budget/Financial Implications:
Sufficient funding has been identified through the Reserve Fund to support this purchase. The current balance of the Windsor Lake Water Treatment Plant Capital Reserve (0000-36889) is \$1,008,718.09.
2. Partners or Other Stakeholders:
N/A
3. Alignment with Strategic Directions:
Strategic Plan 2019-2029 Goal: *A Sustainable City*
Development of an Equipment Reserve Fund at the Windsor Lake Water Treatment Plant provides the ability to replace critical equipment in a timely and budgeted manner, avoiding unplanned maintenance and unexpected costs.

4. Alignment with Adopted Plans:

N/A

5. Accessibility and Inclusion:

N/A

6. Legal or Policy Implications:

N/A

7. Privacy Implications:

N/A

8. Engagement and Communications Considerations:

N/A

9. Human Resource Implications:

N/A

10. Procurement Implications:

The estimated timeframe of delivery for the membrane module filter racks and associated parts is approximately 10 to 12 weeks from receipt of written purchase order.

11. Information Technology Implications:

N/A

12. Other Implications:

N/A

Recommendation:

That Council make funding available through the Windsor Lake Equipment Reserve Fund to support the purchase of two (2) membrane module filter racks for the Windsor Lake Water Treatment Plant.

Prepared by: Shawn Haye, Manager – Water Treatment

Approved by: Andrew Niblock, Director – Environmental Services

Report Approval Details

Document Title:	Windsor Lake Water Treatment Plant Equipment Reserve Fund Replacement of Primary and Secondary Membrane Filter Racks.docx
Attachments:	
Final Approval Date:	Sep 15, 2022

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

Lynnann Winsor - Sep 15, 2022 - 2:16 PM

Lynnann Winsor - Sep 15, 2022 - 2:17 PM