November 14, 2022
3:00 p.m.
4th Floor City Hall

1. CALL TO ORDER

2. PROCLAMATIONS/PRESENTATIONS
   2.1. Proclamation - Global Entrepreneurship Week
   2.2. Proclamation - National Child Day

3. APPROVAL OF THE AGENDA
   3.1. Adoption of Agenda

4. ADOPTION OF THE MINUTES
   4.1. Adoption of Minutes - November 7, 2022

5. BUSINESS ARISING FROM THE MINUTES

6. DEVELOPMENT APPLICATIONS

7. RATIFICATION OF EPOLLS

8. COMMITTEE REPORTS

9. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)
   9.1. Development Permits List November 3 - 8, 2022

10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)
    10.1. Building Permits List

11. REQUISITIONS, PAYROLLS AND ACCOUNTS
11.1. Weekly Payment Vouchers for the Week Ending November 8, 2022

12. TENDERS/RFPS
   12.1. 2022176 - Supply and Deliver Asphalt Recycler

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14. OTHER BUSINESS
   14.2. SERC – Film Shoot Road Closure 2
   14.3. 70 Circular Road, Designated Heritage Building Renovations, REN2200461

15. ACTION ITEMS RAISED BY COUNCIL

16. ADJOURNMENT
Proclamation

GLOBAL ENTREPRENEURSHIP WEEK
November 14-20, 2022

WHEREAS: Global Entrepreneurship Week is the world’s largest celebration of entrepreneurship, focused on four theme areas: Education; Ecosystems; Inclusion; and Policy, and is hosted in Canada by Futurpreneur; and

WHEREAS: The City of St. John’s embraces this entrepreneurial spirit, encouraging exploration of new ideas to create employment; and

WHEREAS: Global Entrepreneurship Week, aimed at making it easier for anyone, anywhere to start a company, is celebrated in over 170 countries; and

WHEREAS: Innovation and entrepreneurship are the economic foundations of a vibrant and growing community, we want to acknowledge the success and hard work of our businesses and their commitment to our community.

THEREFORE: I, Mayor Danny Breen, do hereby proclaim November 14-20, 2022, as Global Entrepreneurship Week in the City of St. John’s.

Signed at City Hall, St. John’s, NL on this 14 day of November, 2022.

___________________________
Danny Breen, Mayor
Proclamation

NATIONAL CHILD DAY
November 20, 2022

WHEREAS: November 20, 2022, is recognized in Canada as National Child Day and internationally as World Children’s Day to commemorate the Convention on the Rights of the Children. It’s a special day to celebrate the rights of children everywhere, to help them live happy, healthy lives so that each child may reach their full potential.

WHEREAS: The City of St. John’s Recreation Division has celebrated National Child Day for over 20 years and would like to continue to bring awareness of the rights of children in our community and abroad; and

WHEREAS: In recognition of National Child Day, the Meet the Mayor contest was one of the activities that enables a student from the City’s Elementary schools an opportunity to meet the Mayor and attend the Council meeting here today.

Other activities will be held throughout the week to celebrate. Visit the City’s Calendar of Events at www.stjohns.ca for more information; and

WHEREAS: In recognition of National Child Day/World Children’s Day, all citizens are encouraged to wear blue on November 20 and to use the hashtag #NationalChildDay on social media to bring awareness of children’s rights around the world; and

THEREFORE: I, Mayor Danny Breen, do hereby proclaim November 20, as National Child Day in the City of St. John’s.

Signed at City Hall, St. John’s, NL on this 14th day of November 2022.

___________________________
Danny Breen, Mayor
Minutes of Regular Meeting - City Council

Council Chamber, 4th Floor, City Hall

November 7, 2022, 3:00 p.m.

Present: Deputy Mayor Sheilagh O'Leary
Councillor Ron Ellsworth
Councillor Sandy Hickman
Councillor Debbie Hanlon
Councillor Jill Bruce
Councillor Ophelia Ravencroft
Councillor Jamie Korab

Regrets: Mayor Danny Breen
Councillor Maggie Burton
Councillor Ian Froude
Councillor Carl Ridgeley

Staff: Derek Coffey, Deputy City Manager of Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Cheryl Mullett, City Solicitor
Ken O'Brien, Chief Municipal Planner
Karen Chafe, City Clerk
Kelly Maguire, Public Relations & Marketing Officer
Brian Head, Acting Deputy City Manager, Public Works
Jennifer Squires, Legislative Assistant

Others: Lindsay Lyghtle Brushett, Supervisor, Planning & Development

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**

As Mayor Breen was absent, Deputy Mayor O’Leary acted as chair and called the meeting to order.

2. **PROCLAMATIONS/PRESENTATIONS**

   2.1 *Murphy Centre Live Event Inspiring Lives Annual Financial Appeal*

   2.2 *World Town Planning Day*

3. **APPROVAL OF THE AGENDA**

   3.1 *Adoption of Agenda*

   SJMC-R-2021-11-07/500

   **Moved By** Councillor Ravencroft

   **Seconded By** Councillor Bruce

   That the Agenda be adopted as presented.

   For (7): Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

   **MOTION CARRIED (7 to 0)**

4. **ADOPTION OF THE MINUTES**

   4.1 *Adoption of Minutes - October 31, 2022*

   SJMC-R-2021-11-07/501

   **Moved By** Councillor Hanlon

   **Seconded By** Councillor Korab

   That the minutes of October 31, 2022, be adopted as presented.

   For (7): Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab
MOTION CARRIED (7 to 0)

5. BUSINESS ARISING FROM THE MINUTES

5.1 Notice of Motion to Rescind St. John’s Development Regulations Amendment Number 11, 2022

Amended motion under Section 14.2 in this agenda.

SJMC-R-2021-11-07/502
Moved By Councillor Ravencroft
Seconded By Councillor Hickman


For (7): Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)

6. DEVELOPMENT APPLICATIONS

6.1 Notices Published – 300 Torbay Road - DEV2200115

Councillor Bruce questioned if the previously approved restaurant and lounge on the second floor of 300 Torbay Road would still be proceeding. The Deputy City Manager of Planning, Engineering, & Regulatory Services responded that development would occur on both levels of the building as per the previous application.

SJMC-R-2021-11-07/503
Moved By Councillor Korab
Seconded By Councillor Bruce

That Council approve the Discretionary Use application for 300 Torbay Road to allow a Restaurant on the main level of the building.
6.2 Request for Parking Relief – 38 Spencer Street – INT2200062

SJMC-R-2021-11-07/504
Moved By Councillor Korab
Seconded By Councillor Ravencroft

That Council approve parking relief for 1 parking space at 38 Spencer Street to allow for a Subsidiary Dwelling Unit.

For (7): Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)

7. RATIFICATION OF EPOLLS

8. COMMITTEE REPORTS

8.1 Built Heritage Experts Panel Report - November 2, 2022

1. 124 Water Street – Mural – REN2200503

SJMC-R-2021-11-07/505
Moved By Councillor Ravencroft
Seconded By Councillor Bruce

That Council approve the mural on the front façade of 124 Water Street, as proposed.

For (7): Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab
9. **DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)**

9.1 **Development Permits List October 27 to November 2, 2022**

Council considered the Development Permits List for information.

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

10.1 **Building Permits List - October 27, 2022 - November 2, 2022**

Council considered the Building Permits List for information.

11. **REQUISITIONS, PAYROLLS AND ACCOUNTS**

11.1 **Weekly Payment Vouchers for the Week Ending November 2, 2022**

SJMC-R-2021-11-07/506

Moved By Councillor Ellsworth

Seconded By Councillor Hanlon

That the weekly payment vouchers for the week ending November 2, 2022, in the amount of $3,427,064.23 be approved as presented.

For (7): Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)

12. **TENDERS/RFPS**

12.1 **2022154 - Supply & Delivery of Bulk Propane**

SJMC-R-2021-11-07/507

Moved By Councillor Hickman

Seconded By Councillor Ellsworth

That Council approve for award this open call to the lowest and sole bidder meeting specifications, NARL Marketing LP, for $34,919.00 per year (HST not Incl.) as per the Public Procurement Act.
For (7): Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)

12.2 2022183 – Archeological Consulting Services – Water Street Infrastructure Improvements (Phase 5)

Deputy Mayor O'Leary asked the Deputy City Manager of Planning, Engineering, & Regulatory Services to comment on the necessity for archaeological digs in the City. The Deputy City Manager responded that there are certain areas in the City that are identified as requiring the services of an archaeologist should major excavation occur. The archaeologist would remain on site during the excavation to ensure that anything of interest is properly excavated and catalogued. This would mitigate the risk of losing valuable artifacts that may be found. It is not common that artifacts are found, but should the archaeologist not be on site then the opportunity to preserve any items of interest would be lost. Deputy Mayor O'Leary then asked what happens to the excavated materials of archaeological significance. The Deputy City Manager replied that this would depend on the type of artifact that was uncovered. Measures would be taken to ensure the integrity of the artifact was maintained and consultation would occur with various archives, museums, and preservation groups as required.

SJMC-R-2021-11-07/508

Moved By Councillor Hickman
Seconded By Councillor Ravencroft

THAT Council award to Blair Temple Associates in the amount of $55,430 based on the evaluation of the proposals by the City’s evaluation team as per the Public Procurement Act

For (7): Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)
12.3 2022191 - Traffic Signs and Traffic Control Devices

SJMC-R-2021-11-07/509

Moved By Councillor Hickman
Seconded By Councillor Ellsworth

That Council approve for award open call 2022191 – Traffic Signs and Traffic Control Devices to the lowest bidder meeting specification, Construction Signs Ltd, for $142,850.53 (HST included) as per Public Procurement Act.

For (7): Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

13.1 Petition from the Residents of Glenview Terrace

Councillor Korab presented a petition from the residents of Glenview Terrace requesting that action be taken upon the owners and/or tenants of the property on 61 James Lane (Avalon Recycling). The petition listed several violations of the Commercial Maintenance By-Law and Noise By-Law and noted that residents have requested that action be taken for a number of years with little movement. Seagulls nest on the building on an annual basis and are impacting the peace and tranquility of the residents.

Councillor Korab requested the Deputy City Manager of Planning, Engineering, & Regulatory Services to comment on the City’s property standards and asked if the seagull issue would fall outside of the City’s jurisdiction. Staff advised that seagulls are migratory birds and are protected federally. When birds do nest, it is handled at the provincial or federal level. With the City’s property standards, once a complaint is received then an investigation takes place to determine if there is an issue attracting the gulls. Should a cause be identified, appropriate action is then taken to deal with the issues. The Deputy City Manager further advised that Staff were in the process of revising the Commercial Maintenance By-Law to possibly allow the City to deal with similar situations in a more effective manner. Councillor Korab requested that
Staff investigate the issue and contact the provincial or federal government on behalf of the residents of Glenview Terrace.

14. **OTHER BUSINESS**

14.1 **Seniors Advisory Committee – New Organizational Representative**

SJMC-R-2021-11-07/510

Moved By Councillor Hanlon

Seconded By Councillor Bruce

That Council approve Mr. Al Skehen as the Newfoundland and Labrador Public Sector Pensioners’ Association’s appointment to the Seniors Advisory Committee.

For (7): Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)

14.2 **420-496 Maddox Cove Road (even numbers only), Adoption**

SJMC-R-2021-11-07/511

Moved By Councillor Ravencroft

Seconded By Councillor Hickman

That Council adopt St. John’s Development Regulations Amendment Number 11, 2022, to allow stand-alone single detached dwellings in the Rural (RUR) Zone for civic numbers 420 to 496 Maddox Cove Road (even numbers only).

For (7): Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)
14.3 **SERC – 2022 Fall Events 4**

**SJMC-R-2021-11-07/512**

*Moved By* Councillor Hanlon  
*Seconded By* Councillor Ellsworth

That Council approve the road closures associated with the following events:
- Royal Canadian Legion Remembrance Day Parade – November 11
- Shea Heights Remembrance Day Parade – November 11
- Christmas on Cochrane – November 27, December 4, 11, 18
- Downtown St. John’s Christmas Parade – November 27 (inclement weather date December 4)
- Goulds Lions Club Christmas Parade – December 4 (inclement weather date December 11)

For (7): Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

**MOTION CARRIED (7 to 0)**

14.4 **Transfer of additional land at 28 Eric Street**

**SJMC-R-2021-11-07/513**

*Moved By* Councillor Ravencroft  
*Seconded By* Councillor Hickman

That Council approve the transfer of a 0.8-meter-wide strip of land, in the City’s Road Reservation, to Habitat for Humanity, as shown in red on the attached diagram.

For (7): Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

**MOTION CARRIED (7 to 0)**
14.5 **SERC – Film Shoot Road Closure**

SJMC-R-2021-11-07/514

**Moved By** Councillor Hanlon  
**Seconded By** Councillor Ellsworth

That Council approve the road closure requested for the filming of Hudson and Rex on Monday November 14.

For (7): Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Korab

MOTION CARRIED (7 to 0)

15. **ACTION ITEMS RAISED BY COUNCIL**

15.1 **Learning Disabilities Association of Newfoundland & Labrador Services**

Councillor Hanlon provided Council with information on free services for adults in Newfoundland and Labrador who may struggle with reading, writing, math, or organizational skills as being offered by the Learning Disabilities Association of Newfoundland and Labrador (LDANL). She requested that information concerning the program be posted on the City's website.

15.2 **Schizophrenia Society NL's Family Recovery Journey Program**

Councillor Hanlon requested that information concerning Schizophrenia Society NL's Family Recovery Journey Program be shared via the City’s Community Calendar. Family Recovery Journey is a free, five session Zoom program that provides an opportunity for those with loved ones living with schizophrenia or psychosis to learn strategies for managing the impact of psychosis and schizophrenia on families and friends. The sessions begin on Tuesday, November 15th and residents can call 777-3335 to register.

16. **ADJOINTMENT**

There being no further business, the meeting adjourned at 3:41 p.m.
Development Permits List  
For November 3 to November 8, 2022

<table>
<thead>
<tr>
<th>Code</th>
<th>Applicant</th>
<th>Application</th>
<th>Location</th>
<th>Ward</th>
<th>Development Officer’s Decision</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES</td>
<td>Habitat for Humanity Newfoundland and Labrador Inc.</td>
<td>Subdivide for 3 Townhouse Lots</td>
<td>24,26 &amp; 28 Eric Street</td>
<td>2</td>
<td>Approved</td>
<td>22-11-03</td>
</tr>
</tbody>
</table>

* 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

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Permits List
Council's November 14, 2022 Regular Meeting
Permits Issued: 2022/11/03 to 2022/11/09

**BUILDING PERMITS ISSUED**

<table>
<thead>
<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Structure Type</td>
<td></td>
</tr>
<tr>
<td>10 Carriage Lane</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>122 Hussey Dr</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>13 Sir Wilfred Grenfell Pl</td>
<td>New Construction</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>14 Topsail Rd</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>15 Sir Wilfred Grenfell Pl</td>
<td>New Construction</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>17 Dunkerry Cres</td>
<td>Fence</td>
<td>Fence</td>
</tr>
<tr>
<td>178 Waterford Bridge Rd</td>
<td>Site Work</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>19 Sir Wilfred Grenfell Pl</td>
<td>New Construction</td>
<td>Single Detached w/ apt.</td>
</tr>
<tr>
<td>20 Mike Adam Pl</td>
<td>Fence</td>
<td>Fence</td>
</tr>
<tr>
<td>24 Riverglen Close</td>
<td>Renovations</td>
<td>Condominium</td>
</tr>
<tr>
<td>27 Bonnie Dr</td>
<td>Accessory Building</td>
<td>Accessory Building</td>
</tr>
<tr>
<td>27 Kieley Dr</td>
<td>New Construction</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>29 Palm Dr</td>
<td>Change of Occupancy</td>
<td>Home Office</td>
</tr>
<tr>
<td>29 Raleigh St</td>
<td>Renovations</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>36 Devine Pl</td>
<td>Renovations</td>
<td>Townhousing</td>
</tr>
<tr>
<td>36 Devine Pl</td>
<td>Renovations</td>
<td>Townhousing</td>
</tr>
<tr>
<td>39 Brine St</td>
<td>Site Work</td>
<td>Driveway</td>
</tr>
<tr>
<td>39 Victoria St</td>
<td>Renovations</td>
<td>Townhousing</td>
</tr>
<tr>
<td>57 Liverpool Ave</td>
<td>Deck</td>
<td>Patio Deck</td>
</tr>
<tr>
<td>7 Druken Cres</td>
<td>Site Work</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>7 Waterford Bridge Rd</td>
<td>Renovations</td>
<td>Single Detached w/ apt.</td>
</tr>
<tr>
<td>72 Coventry Way</td>
<td>Fence</td>
<td>Fence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>Structure Type</td>
<td></td>
</tr>
<tr>
<td>105 Pearltown Rd</td>
<td>New Construction</td>
<td>Retail/Whole/Agriculture</td>
</tr>
<tr>
<td>141 Kelsey Dr</td>
<td>Renovations</td>
<td>Office</td>
</tr>
<tr>
<td>158 Military Rd</td>
<td>Renovations</td>
<td>Patio Deck</td>
</tr>
<tr>
<td>23 Beaumont Hamel Way</td>
<td>Renovations</td>
<td>Office</td>
</tr>
<tr>
<td>25 Hebron Way</td>
<td>Change of Occupancy</td>
<td>Retail Store</td>
</tr>
</tbody>
</table>

This Week: $1,152,115.00
<table>
<thead>
<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>283 Water St</td>
<td>Sign</td>
<td>Retail Store</td>
</tr>
<tr>
<td>31 Peet St</td>
<td>Change of Occupancy</td>
<td>Other</td>
</tr>
<tr>
<td>314-316 Lemarchant Rd</td>
<td>Change of Occupancy/Renovations</td>
<td>Mixed Use</td>
</tr>
<tr>
<td>368 Hamilton Ave</td>
<td>Renovations</td>
<td>Office</td>
</tr>
<tr>
<td>655 Topsail Rd</td>
<td>Sign</td>
<td>Mixed Use</td>
</tr>
</tbody>
</table>

This Week: $478,162.00

**Government/Institutional**

<table>
<thead>
<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
</tr>
</thead>
</table>

This Week: $0.00

**Industrial**

<table>
<thead>
<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
</tr>
</thead>
</table>

This Week: $0.00

**Demolition**

<table>
<thead>
<tr>
<th>Location</th>
<th>Permit Type</th>
<th>Structure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Kerry St</td>
<td>Demolition</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>4 Clark Pl</td>
<td>Demolition</td>
<td>Single Detached Dwelling</td>
</tr>
<tr>
<td>6 Clark Pl</td>
<td>Demolition</td>
<td>Single Detached Dwelling</td>
</tr>
</tbody>
</table>

This Week: $80,000.00

**This Week's Total:** $1,710,277.00

**REPAIR PERMITS ISSUED:**

$51,000.00

**REJECTIONS:**

Application for an accessory building has been rejected as per Section 4.10(3) of the St. John's Development Regulations 2021.

27-29 Fourth Pond Rd
<table>
<thead>
<tr>
<th>TYPE</th>
<th>2021</th>
<th>2022</th>
<th>% Variance (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>$55,631,102.99</td>
<td>$69,488,800.55</td>
<td>25</td>
</tr>
<tr>
<td>Commercial</td>
<td>$117,122,771.82</td>
<td>$95,372,585.06</td>
<td>-19</td>
</tr>
<tr>
<td>Government/Institutional</td>
<td>$33,219,907.00</td>
<td>$1,980,468.00</td>
<td>-94</td>
</tr>
<tr>
<td>Industrial</td>
<td>$4,164,500.00</td>
<td>$351,000.00</td>
<td>-92</td>
</tr>
<tr>
<td>Repairs</td>
<td>$4,188,180.57</td>
<td>$1,567,415.92</td>
<td>-63</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$214,326,462.38</td>
<td>$168,760,269.53</td>
<td>-21</td>
</tr>
</tbody>
</table>

Respectfully Submitted,

Jason Sinyard, P.Eng., MBA  
Deputy City Manager  
Planning, Engineering and Regulatory Services
Weekly Payment Vouchers
For The
Week Ending November 8, 2022

Payroll

Public Works $ 423,225.43
Bi-Weekly Administration $1,017,576.98
Bi-Weekly Management $1,098,305.00
Bi-Weekly Fire Department $ 845,872.00

Accounts Payable $3,329,399.72

Total: $ 6,714,379.13

(A detailed breakdown here)
DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: 2022176 - Supply and Deliver Asphalt Recycler
Date Prepared: Monday, November 7, 2022
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Public Works
Quotes Obtained By: Blair McDonald
Budget Code: PWP-2022-083
Source of Funding: Capital

Purpose:
This open call was issued to replace the Asphalt Recycler.

Proposals Submitted By:

<table>
<thead>
<tr>
<th>Vendor Name</th>
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<tbody>
<tr>
<td>SNT Solutions Inc</td>
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</table>

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: 6 Months

Recommendation:
THAT Council approve for award this open call to the highest scorer as determined by the City’s evaluation team, SNT Solutions for the amount of $268,927.50 (Hst Included), as per the Public Procurement Act.

Attachments:
DECISION/DIRECTION NOTE

Title: Built Heritage Experts Panel - Membership

Date Prepared: October 31, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: N/A

Decision/Direction Required:
Approval of new members of the Built Heritage Experts Panel (BHEP), approval of extensions of membership, and amendments to the Terms of Reference as directed by lead staff.

Discussion – Background and Current Status:

The City’s Built Heritage Experts Panel provides expertise, opinion, and perspective about built heritage, its protection and designation in the City of St. John’s. The Built Heritage Experts Panel considers applications, proposals, reports, and related items referred to it by staff or Council and makes recommendations to Council on heritage matters.

As per the terms of reference, unless otherwise indicated, the Built Heritage Panel term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of four years. Members were asked to inform Staff should they wish to extend their position for an additional two years. John Hancock, Katherine Hann, and Michelle Sullivan will remain on the BHEP for an additional term of two years and as such their reappointment has been brought to Council for consideration. Contractor Mitchell O’Reilly decided to end his membership on the BHEP. Two members were at the end of their second two-year term; Landscape Architect & Chair Rachael Fitkowski, and Planner Dawn Boutilier.

A call for membership was advertised in September of 2022 to fill the following positions:

- Contractor
- Landscape Architect
- Planner

The call was posted to the City website and social media channels and advertised in the Telegram. In addition to this, it was circulated to all City Committees, the City’s Inclusion Network, Equal Voice, Newfoundland and Labrador Planners Association, Newfoundland and Labrador Architect’s Association, Canadian Home Builder’s Association, Women in Resource Development, Atlantic Landscape Architects Association, Office to Advance Women Apprentices, Newfoundland and Labrador Construction Association, NLOWE, and the NL
Historic Trust. Four applications were received, and the applications from the previous call were considered for membership.

Staff are recommending Brian Marler to fill the Contractor position. Mr. Marler is a renovation and restoration contractor with extensive local experience. His restoration business has been in operation for over ten years and he specializes in heritage homes.

As there are a limited number of Landscape Architects located within the Province and no applications were received for the position, Ms. Fitkowski was asked to remain as a member. She declined the offer and as such Staff are recommending that the Terms of Reference be amended, and the “Landscape Architect” position be changed to “Other – Demonstrated Relevant Experience.” If Council are agreeable to the change, Staff are recommending William Simms to the BHEP. Mr. Simms is an independent insurance broker and commercial accounts director with extensive knowledge in the building construction industry. The amended Terms of Reference have been included to remove the “Landscape Architect” position from Section 3.1.1.

There are also a limited number of Planners in the Province, and no applications were received to fill the position. As per the Terms of Reference, exceptions to the four year maximum term may be made when "an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the experts panel would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee’s purpose as defined in its Terms of Reference.” Ms. Boutilier has agreed to remain on the BHEP for an additional term as an insufficient number of applications were received and the particular area of expertise is indispensable.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A

2. Partners or Other Stakeholders: Built Heritage Experts Panel

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

4. Alignment with Adopted Plans: Heritage By-Law
5. Accessibility and Inclusion: The call was circulated through the City’s Inclusion Network and the application form is available in a variety of formats. Assistance was available through the City’s Clerk’s department if required.

6. Legal or Policy Implications: N/A

7. Privacy Implications: N/A

8. Engagement and Communications Considerations: Calls for new members were advertised and promoted by the City’s Communications Division.

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

Recommendation:
That Council recommend appointment of and extension of membership to the following members to the Built Heritage Experts Panel:
- John Hancock (extension)
- Katherine Hann (extension)
- Michelle Sullivan (extension)
- Dawn Boutilier (extension)
- William Simms (new appointment)
- Brian Marler (new appointment)

And that Council approve that the “Landscape Architect” position in the Terms of Reference be amended to “Other – Demonstrated Relevant Experience.”

Prepared by: Jennifer Squires, Legislative Assistant
Approved by: Karen Chafe, City Clerk
Report Approval Details

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<th>Document Title:</th>
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<td>Final Approval Date:</td>
<td>Nov 2, 2022</td>
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This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Nov 2, 2022 - 12:20 PM
1. GENERAL INFORMATION

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<td>Reporting to:</td>
<td>Committee of the Whole</td>
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<tr>
<td>Date of formation - expiration date:</td>
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<tr>
<td>Meeting frequency:</td>
<td>Monthly or as required in accordance with the agenda items</td>
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<tr>
<td>Staff lead:</td>
<td>Chief Municipal Planner and Planner III – Urban Design and Heritage</td>
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<td>Other staff liaison:</td>
<td>Technical Advisor</td>
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<td></td>
<td>Director of Planning and Development</td>
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<td>Others as required as per Section 4.2.1</td>
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2. PURPOSE

The Built Heritage Experts Panel provides expertise, opinion and perspective about built heritage, its protection and designation in the City of St. John’s.

The Built Heritage Experts Panel will consider applications, proposals, reports and related items referred to it by staff or Council.

It will make recommendations to Council, via the Committee of the Whole, on heritage matters including the development and implementation of heritage policies, by-laws, strategies and programs applicable to the City.

Specifically the panel will:
- Develop recommendations on built heritage designations.
- Provide expert opinions on built heritage applications referred to it by city staff, Committee of the Whole or Council.
- Recommend best practices on built heritage and urban design.
- Review heritage issues, including issues under the City of St. John’s Act and/or the Historic Resources Act of Newfoundland and Labrador that may be referred to it by Council.
- Identify for designation any area, building, structure or land as heritage.

Built Heritage Experts Panel recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The Built Heritage Experts Panel will prepare recommendations to the Committee of the Whole. The purpose of the Built Heritage Experts Panel is relation to specific City policies, plans, and strategies is as follows:
Built Heritage Experts Panel Relationship to Strategic Plan:
- A Sustainable City – A City that is sustainable today and for future generations; economically, environmentally and financially.

Applicable Legislation/City Bylaws:
- City of St. John’s Act, Section 355
- Any applicable City of St. John’s by-laws current or future

Other City Plans, Guides or Strategies:
- Downtown St. John’s for Economic Development Heritage and Preservation, 2001
- Envision draft Municipal Plan (with specific reference to items involving – heritage, built heritage), 2014
- Envision St. John’s Municipal Plan and the Envision St. John’s Development Regulations, 2019
- Parks and Open Spaces Master Plan, 2014
- City of St. John’s list of designated Heritage Buildings (latest version)

Other Distinct Deliverables and Considerations:
- The Panel will be consulted on any city public engagement processes where getting the perspective of heritage experts is identified in a plan.
- The Panel will support the development and ongoing review of a built heritage designation inventory.
- The Panel will identify programming to support the goals of the Built Heritage Experts Panel’s work.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Built Heritage Experts Panel will be comprised of no more than 7 total members from the following stakeholder groups:

3.1.1 Public Members

Committee Chair
Built Heritage Experts Panel will be chaired by a public expert. The Chair will be selected by Council upon recommendation of staff drawing from the Panel’s membership. Additional selection criteria for Chair may be applied for experts panels.

The public member chairing a committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.
Public Members
The Committee will be comprised of no more than 7 residents serving as public members. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John’s. Public members must have certification, accreditation, affiliation and/or demonstrated expertise and experience in matters of built heritage and/or cultural landscape.

The Panel will include at least one representative from each of the following categories:
- Architect
- Contractor
- Historian/Archival Expert
- Planner, MCIP
- Other – Demonstrated Relevant Experience

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

3.1.2 Staff and Council Members (Ex-Officio Members)

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

City Clerk
The City Clerk will provide legislative and governance support to the experts’ panel.

Council
The spokesperson is Councillor Maggie Burton

3.2 LENGTH OF TERM

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

Cooling-off Period (Former City Staff and Council)
There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.
Additional Considerations:
- Public members may not serve on more than one experts’ panel at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill a vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the experts panel would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee’s purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

As a municipal Experts Panel, roles include:
- Advising and making recommendations to the Committee of the Whole in a manner that will support City policy matters relevant to the panel’s defined purpose.
- Providing expertise specific to the mandate of the panel.
- Working within given resources.
- Consider working with other committees and/or working groups.
- Explore opportunities to add value to parks, open spaces, etc. as heritage and design go beyond buildings.

Shared Member Responsibilities

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

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

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

Active participation in meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

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

Quorum – a quorum for meetings is considered to be 50% + 1 members in attendance.

### Voting

City Staff are ex-officio and therefore non-voting.

### 4.2 MEMBER ROLES AND RESPONSIBILITIES

#### 4.2.1 City Staff

**Lead Staff**
- To act as a liaison between the Built Heritage Experts Panel and the Committee of the Whole on issues relevant to Panel’s work.
- Lead staff will attend the Committee of the Whole when reports of the Built Heritage Experts Panel are included in the agenda.
- Ensure the panel is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist the panel where appropriate.
- Request additional staff support/attendance at meetings as needed.
- To develop agendas in cooperation with the Chair and City Clerk’s Office for distribution.
- Incorporate input from the experts panel into ongoing City work where appropriate (e.g. projects, staff updates, publications).

**Other Staff Liaison**
- The work of Other Staff Liaisons intersects the purpose of the Experts Panel and therefore they may be required to participate.

**City Clerk**
- To be responsible for legislative functions related to experts panel’s operation, establishment, review, and term amendments. This includes leading or supporting day-to-day panel activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of experts panel agendas and meeting reports.
- Facilitate and support the recruitment and appointment process through assisting in the development of “Notice of Vacancy” while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Lead Staff oversee panel selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive
orientation.

4.2.2 Public Members

Chair
- The presiding officer of the Built Heritage Experts Panel will be referred to as "Chair." An experts panel member shall not serve as a Chair for more than three consecutive years except in extenuating circumstances (see Term Limits).
- Uphold experts panel processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members’ conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the experts panel.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling panel requirements related to reporting processes (annual presentations, written reports, FAQ’s etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review experts panel terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

Public Members
Public members are expected to provide advice to support City decision making; applying, knowledge and experience related to the mandate of the Panel in carrying out functions commensurate with its defined purpose. Roles to include: active participation in meetings; representing professional designation to which they belong in the community and engaging with residents and experts when appropriate.

4.2.3 Council

The Built Heritage Experts Panel reports to the Committee of the Whole.

In cases where an item on the agenda of the Built Heritage Experts Panel (as detailed in a given meeting agenda) would benefit from having the Chair or other Council representative of the Committee of the Whole in attendance, it will be the responsibility of the Panel Chair and/or Lead Staff to inform the Committee of the Whole chair.

4.3 REPORTING

The Built Heritage Experts Panel shall report through the Committee of the Whole.

Standardized Reporting Process:
- The Built Heritage Experts Panel Lead Staff, Chair and City Clerk will work to complete a report for referral to the Committee of the Whole.
- Following reporting to the Committee of the Whole, the report will be posted to the City of St.
5. COMMITTEE RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

Recruitment practices will be consistent for all experts panels. When new members are required a “Notice of Vacancy” will be prepared by the City Clerk and distributed through City communication channels by the Office of Strategy and Engagement. Additional communications opportunities may be identified by relevant departments/panel members. This document will include general information regarding panel purpose, the terms of reference and a link to the Application Form.

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

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

5.2 ELIGIBILITY AND SELECTION

Eligibility
Appointments to City of St. John’s Built Heritage Experts Panel will follow Section 3. Membership and Composition.

Selection Criteria
In addition to eligibility requirements, an applicant’s specific skills and experience will be important factors in panel selection. While all who meet the Eligibility Requirements outlined are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an expert panel’s purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City experts’ panel will be notified by email. A handbook and other relevant information will also be provided to successful applicants.

6 PUBLIC ENGAGEMENT

The City of St. John’s recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time, on subject areas of mutual interest.
In accordance with the City of St. John’s Engage! Policy, the role of the Experts Panel in the spectrum of engagement will fall within the realm of “consultation.” As such, City of St. John’s experts panels will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Experts’ panels are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John’s or to find out how to get involved or learn about what's coming up, check out the engagement page on the City’s website. You can also check out the City’s Engage! St. John’s online engagement platform and connect with us on Twitter and Facebook.

### 7 OTHER GOVERNANCE

#### 7.1 REVIEW OF TERMS

Taking into account recommendations from the Panel Chair, Committee of the Whole Chair, the City Clerk and Lead Staff, the Panel will, at the first meeting of each year, review Built Heritage Experts Panel Terms of Reference documents. The purpose of this review will be to ensure that the operations and function of each panel are still aligned with its defined purpose.

#### 7.2 MEETING AND SCHEDULES

Experts Panels are to formally meet at least three times per year. The exact frequency of meetings will be determined by the Chair, Lead Staff and City Clerk.

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

To meet the committee meeting quorum, 50% + 1 voting members must be present.

Meetings may be recorded.

#### 7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

**Conflicts of Interest**

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

In cases where the panel agenda or discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Panel.
Confidentiality:
All Panel members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Built Heritage Experts Panel.

Staff Liaison Name:
Signature: ___________________________  Date: ___________________________

Chair Name:
Signature: ___________________________  Date: ___________________________

City Clerk Name:
Signature: ___________________________  Date: ___________________________
Title: SERC – Film Shoot Road Closure 2

Date Prepared: November 9, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Debbie Hanlon, Special Events Regulatory Committee

Ward: Ward 2

Decision/Direction Required: Seeking Council approval of road closures associated with the filming of the television series SurrealEstate.

Discussion – Background and Current Status: SurrealEstate production are requesting the following road closures. A traffic control company has been secured for the road closures. Final traffic division approval is pending the receipt of a traffic plan. Local traffic and emergency vehicles will be granted access.

Duckworth Street between Cooks Hill and Plymouth Road, November 15 and November 25, from 6:00am – 6:00pm.
Forest Road between Kings Bridge Road and Factory Lane, November 17, from 6:00pm-1:00am.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions: N/A
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: N/A
9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

Recommendation:
That Council approve the road closure requests associated with the filming of the television series SurrealEstate.

Prepared by: Christa Norman, Special Projects Coordinator
Approved by: Erin Skinner, Supervisor – Tourism and Events
Report Approval Details

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<td>Nov 9, 2022</td>
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This report and all of its attachments were approved and signed as outlined below:

**Erin Skinner - Nov 9, 2022 - 1:31 PM**

**Tanya Haywood - Nov 9, 2022 - 1:53 PM**
DECISION/DIRECTION NOTE

Title: 70 Circular Road, Designated Heritage Building Renovations, REN2200461

Date Prepared: November 7, 2022

Report To: Regular Meeting of Council

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: Ward 2

Decision/Direction Required:
To approve exterior renovations proposed at 70 Circular Road, Sunnyside Coach House, a designated Heritage Building.

Discussion – Background and Current Status:
The City has received an application for exterior renovations to the accessory building (coach house) at the rear of 70 Circular Road, a designated Heritage Building (Sunnyside); the rear of the property overlooks Empire Avenue. The subject property is within the Residential District of the Envision St. John’s Municipal Plan, zoned Residential Special 1 (RA1), within Heritage Area 2, and is designated by Council as a Heritage Building. This is one of the few properties in St. John’s where the entire property is designated, not just the footprint of the building. Therefore, changes to the coach house require approval by Council. The Statement of Significance is attached for reference. The property is also designed provincially as a Registered Heritage Structure. Note, this application is not for the “Sunnyside Gatehouse” at 60 Circular Road, but for the accessory building/coach house on the same lot at the rear of Sunnyside House. The map here shows designated Heritage Buildings in blue.

The applicant proposes to replace the clapboard, trims and shingles to replicate the existing. They also propose to change the rear of the building by adding a new gable roof and dormer windows to replicate the front of the building, and add a door on the side of the building. The new door will match the front door. The introduction of the gable roof and dormers would alter the plain rear of the building, but the proposed changes respect the architecture of the building.
This change will be visible from Empire Avenue. The applicant is hoping to convert the building into a dwelling unit. In 2021 Council made a change to the St. John’s Development Regulations to allow consideration of a dwelling unit in a designated Carriage House.

The use of the heritage building is going through the discretionary use process and will be brought to Council separately in the coming weeks. The addition of the gable roof and dormers will allow additional light and headroom on the third storey. Should the dwelling unit not receive approval, the exterior renovation can still be considered.

Applicable sections of the Heritage Design Standards include:

| Cladding/ Siding Materials | Where replacement is required, modern cladding/siding materials may be permitted where, in the opinion of Council, the appearance replicates the building’s period/architectural characteristics. However, vinyl siding, metal siding, vertical boards, board and batten siding and cove siding are not permitted. |
| Building Trim Style and Materials (including decoration and moulding, excluding window and door trims) | Original trims to be maintained. Trims shall be compatible with the building’s architectural characteristics. |
| Dormers | Original dormer shape, size and proportion to be maintained. |
| Doors | Door styles shall be compatible with the building’s architectural characteristics |
| Roof Line | The roof line shall be compatible with the building’s architectural characteristics. |
| Roofing Materials | Modern roofing materials are permitted provided the appearance replicates the building’s architectural characteristics. |

The application was referred to Heritage NL due to the provincial heritage designation. They have no concerns, providing the applicants use traditional materials (wooden windows/doors and so on). Building materials are not indicated on the elevations, however the applicant has confirmed the following:

- They will use wood for all exterior work, no synthetic materials.
- The door on the side of the building will be an exact copy of the front door.
- The existing windows will be restored to original condition. The only change will be the addition of a storm sash made of wood, to match the house.
- Loft door will be same as existing, with insulation between the door skins.

Staff agree that the proposed renovations follow the Heritage Design Standards for designated Heritage Buildings, and therefore recommend approval as proposed.
Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.

2. Partners or Other Stakeholders: Property owner; neighbours; Heritage NL.

3. Alignment with Strategic Directions:

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

   A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.


5. Accessibility and Inclusion: Not applicable.

6. Legal or Policy Implications: Changes are in line with the City’s heritage statement of significance.

7. Privacy Implications: Not applicable.

8. Engagement and Communications Considerations: Not applicable.

9. Human Resource Implications: Not applicable.

10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

Recommendation:
That Council approve the proposed exterior renovations to the coach house at 70 Circular Road, a designated Heritage Building, as proposed.

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

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<td>Nov 9, 2022</td>
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This report and all of its attachments were approved and signed as outlined below:

Ken O'Brien - Nov 9, 2022 - 10:37 AM

Jason Sinyard - Nov 9, 2022 - 2:51 PM
LOFT DOOR TRIM DETAIL

SCALE 1:8 (2 IN WHEN PRINTED ON 11" X 17" SHEET)
Statement of Significance

70 Circular Road - Sunnyside

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

Description of Historic Place
70 Circular Road, St. John’s, known locally as Sunnyside, is an excellent extant example of a 19th century estate with a house, gardens and outbuildings. Located on historic Circular Road, Sunnyside is surrounded on all sides by merchant and upper class houses in old St. John’s. The designation encompasses the entire property, including the Victorian Gothic house, Coach House and surrounding land with mature trees, delineated by a fence.

Heritage Value
70 Circular Road, Sunnyside, has been designated a Municipal Heritage Site because it holds aesthetic, historic and environmental values.

70 Circular Road, Sunnyside is aesthetically valuable because it is an excellent surviving example of a mid to late 19th century estate located in old St. John’s. This property, consisting of a dwelling house and a coach house are situated on a large country-like piece of land with mature trees. The buildings are constructed of wood and feature typical Victorian Gothic elements. The dwelling house, located at 70 Circular Road at the western end of the property, was built in three parts. The central portion is a gable roofed building with a 5-sided porch at the main entrance, and it was built first in 1846. The next owners extended this building by adding east and west wings in the 1880s. This house maintains most of its original fabric and features wooden, double hung, multi-paned windows, peaked dormer windows and glass roof bay windows, as well as multiple chimneys.
Sunnyside Coach House resembles the dwelling house very closely and it is situated directly behind the house at 070 Circular Road. The coach house, constructed to hold the horses and coach of the original owners, is designed in the Victorian Gothic style of architecture. The steeply pitched gable roof is punctuated by a central front peak, dormer windows and a peaked cupola. The front of this large building has several sets of wide barn doors with transoms. The central gable bay has a rectangular window, an upper loft door and the eaves are decorated with bargeboard. This building is quite decorative for a utilitarian structure.

Sunnyside has historical value because of its associations with its notable owners. The original owner, John O’Mara, came to Newfoundland sometime between 1831-1845 from Waterford, Ireland, and established an extensive mercantile firm. At his main premises on Water Street he dealt in general merchandise, including liquor. As a ship owner he was involved primarily in the seal fishery and like many other merchants he was active in politics. A Liberal, he was at one time the campaign secretary for John Kent. Concerned for the welfare of the poor he worked through the Benevolent Irish Society. In 1847 O’Mara was Commissioner of Roads for St. John’s and District Health Warden. He was Justice of the Peace for the central district of the city in 1853.

Sunnyside was purchased by Scottish born James Murray in 1872 and it was Murray who made additions to the property as it stands today. James Murray operated one of the largest fishery supply firms in Newfoundland, was involved in Island politics and was known as “an exceedingly clever writer”. Murray died at his St. John’s residence, Sunnyside, on January 16, 1900. He was the father of Andrew H. Murray who eventually became an influential fisheries supplier and who formed a commission agency and importing firm. Sunnyside is owned and lived in by members of the Murray family today.

Sunnyside has environmental value because the property consists of a large area surrounded by mature trees. The neighbourhood has evolved over time and most properties have much smaller lots as land was gradually subdivided and sold for building lots. Sunnyside has maintained its original country-like setting in the heart of old St. John’s and it takes up nearly an entire city block. It is bordered at the front and rear by the city streets Empire Avenue, which was the former Newfoundland Railway track, and Circular Road and on each end by private property.

Source: Designated at a regular meeting of the St. John’s Municipal council held April 25, 2006, minutes SJMC2006-04-25/252R.

**Character Defining Elements**

All those elements that define the Victorian Gothic dwelling house, including:

- steeply pitched gable roofs;
- multiple chimneys;
- bay windows with fascia boards;
- 5-sided porch;
- narrow, wooden clapboard;
- glass-roofed ground level bay windows;
- all trim, pilasters, corner boards;
- peaked dormer windows;
- double hung windows with mullions; and
- all window and door openings.
All those elements that define the Victorian Gothic Coach House, including:

- steeply pitched gable roof with central gable bay;
- large barn doors with transoms;
- loft door in gable bay;
- all windows;
- peaked cupola;
- narrow wooden clapboard;
- bargeboard; and
- location behind main dwelling house.

All those elements that define the property as a whole estate, including:

- location on a large parcel of land in original configuration;
- spatial relation of house to outbuildings; and
- large mature lot with trees.

### Location and History

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### Additional Photos

![Additional Photos](image1.png) ![Additional Photos](image2.png)
Sunnyside House Registered Heritage Structure

St. John's, NL
Registered Heritage Structure

Explore
📍Google map

DESCRIPTION

Located on the remnants of a nineteenth century country estate, the sheltered Sunnyside House property sits in the company of many other historic upper class houses on Circular Road in St. John’s, NL. The designation is confined to the footprint of the main dwelling house.

STATEMENT OF SIGNIFICANCE
Formal Recognition Type
Registered Heritage Structure

Heritage Value

Sunnyside House was designated a Registered Heritage Structure by the Heritage Foundation of Newfoundland and Labrador in 2007 due to its aesthetic and historic value.

Sunnyside House, located on the western end of the former Sunnyside property, was built in two parts. The central part of the structure, with its steep side-gabled roof, was the original 1846 building. The front-gabled east and west wings were added in the 1870s by local builder John Score. Many of the house’s features from the 1870s reconstruction remain intact, such as the multiple chimneys, the double hung, multi-paned windows, peaked dormer windows, two front sunrooms and bay windows on the east and rear facades.

Sunnyside House has been owned by two prominent Newfoundland merchant families. The original owner, John O’Mara, came to Newfoundland sometime between 1831-1845 from Waterford, Ireland and established an extensive mercantile firm. Like many merchants of the time, he also entered politics. In 1847, O’Mara was Commissioner of Roads for St. John’s and also served as the District Health Warden. He was Justice of the Peace for the city’s central district in 1853. Sunnyside was purchased by Scottish-born merchant James Murray in 1872. It was Murray who made the additions to the property as it stands today. James Murray operated one of the largest fishery supply firms in Newfoundland and wrote on fishery and economic matters for St. John’s newspapers and periodicals. Like O’Mara, James Murray was influential in Newfoundland politics, serving as MHA for Burgeo and La Poile. His son, Andrew H. Murray, went on to
establish the Murray Premises at St. John’s Harbour. James Murray died at Sunnyside, on January 16, 1900.

Sunnyside House is the heart of what was once a large 19th-century estate. The house is located on a spacious property which once extended south to Kelly’s Brook (below what is now Empire Ave) and east to the Lodge gatehouse at 60 Circular Road. Two of the estate’s historic outbuildings, the Lodge and Stable, still stand today. The Sunnyside buildings are representative of a time when this neighbourhood was on the outskirts of town. They speak to the English-style estate living emulated by the city’s prosperous merchants.

Source: Heritage Foundation of Newfoundland and Labrador property file “St. John’s – Sunnyside House – FPT 3128”

**Character Defining Elements**

All those elements that define the Victorian vernacular house, including:

-steeply pitched gable roofs with fascia and bargeboard;
-size, style and placement of peaked dormers;
-size, style, trim and placement of 6/6 dormer windows;
-size, number and location of multiple chimneys;
-narrow wooden clapboard;
-all wooden trim, pilasters and corner boards;
-5-sided porch on front facade;
-size, style and placement of 2 sunrooms on the front facade;
-two storey bay window on east wing;
-one storey bay on rear facade;
-size, style, trim and placement of double hung, 6/6 wooden windows;
-size, style, trim and placement of wooden storm windows, and;
-size, style, trim and placement of exterior wooden doors;
-size, style in trim and placement of exterior wooden doors;

All those elements that reflect its environmental setting, including:

- location on a large parcel of land in original configuration;
- spatial relation of house to outbuildings, and;
- large mature lot with trees.

LOCATION AND HISTORY

Community
St. John's

Municipality
City of St. John's

Civic Address
70 Circular Road

Construction (circa)
1846 - 1846

Style
Rectangular Long Façade