

ST. JOHN'S

Regular Meeting - City Council Agenda

January 16, 2023

3:00 p.m.

4th Floor City Hall

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ST. JOHN'S

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

January 9, 2023, 3:00 p.m.

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

Regrets: Councillor Maggie Burton
Councillor Debbie Hanlon

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
Susan Bonnell, Manager, Communications & Office Services
Christine Carter, Legislative Assistant

Others: Judy Tobin, Manager of Housing
Mark Finch, Affordable Housing and Development Facilitator
Sean Janes, City Internal Auditor

Land Acknowledgement

The following statement was read into the record:

"We respectfully acknowledge the Province of Newfoundland & Labrador, of which the City of St. John's is the capital City, as the ancestral homelands of the

Beothuk. Today, these lands are home to a diverse population of Indigenous and other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Mi'kmaq, Innu, Inuit, and Southern Inuit of this Province.”

1. **CALL TO ORDER**

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

2. **PROCLAMATIONS/PRESENTATIONS**

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

SJMC-R-2023-01-09/001

Moved By Councillor Ravencroft

Seconded By Councillor Bruce

That the Agenda be adopted as presented.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, 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 - December 19, 2022**

SJMC-R-2023-01-09/002

Moved By Deputy Mayor O'Leary

Seconded By Councillor Hickman

That the minutes of December 19, 2022, be adopted as presented.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, 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 **Notices Published – 604 Main Road - DEV2200163**

SJMC-R-2023-01-09/003

Moved By Councillor Korab

Seconded By Councillor Ridgeley

That Council approve the Discretionary Use of a Home Occupation at 604 Main Road for family home childcare.

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

MOTION CARRIED (9 to 0)

6.2 Request for Two Driveways in the Floodplain and Buffer – 3 Gillies Road – INT2200068

Clarification was provided by the Deputy City Manager of Planning, Engineering and Regulatory Services regarding the procedure for consultation with the Environment and Sustainability Committee on Development Applications.

SJMC-R-2023-01-09/004

Moved By Councillor Korab

Seconded By Councillor Froude

That Council approve two (residential) Driveways within the Floodplain and Buffer area at 3 Gillies Road.

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

MOTION CARRIED (9 to 0)

7. RATIFICATION OF EPOLLS

7.1 Group Insurance Renewal 2023

SJMC-R-2023-01-09/005

Moved By Councillor Ellsworth

Seconded By Councillor Hickman

That Council accept the recommended Group Insurance rate changes and proceed with the 2023 renewal.

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

MOTION CARRIED (9 to 0)

8. COMMITTEE REPORTS

8.1 Audit & Accountability Standing Committee - December 14, 2022

1. BDO – External Auditors

Audit planning report to Council for the year ended December 31, 2022

SJMC-R-2023-01-09/006

Moved By Councillor Bruce

Seconded By Councillor Ravencroft

That the Audit Planning Report be adopted as presented.

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

MOTION CARRIED (9 to 0)

2. Review of Preventative Maintenance Process – Fleet Division Audit Report

SJMC-R-2022-01-09/007

Moved By Councillor Bruce

Seconded By Councillor Ravencroft

That Council approve the Review of Preventative Maintenance Process Audit Report and the associated action plans put forth by management.

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

MOTION CARRIED (9 to 0)

3. **2023 Audit Plan**

Councillor Bruce advised Council of the areas of review for the 2023 Audit which include:

- Occupational Health & Safety
- Cyber Security (IS systems & Scada)
- Construction Engineering
- Assessments
- Fire Protection
- Administration (Privacy)
- Legal Services
- Maintenance of Municipal Parks

SJMC-R-2022-01-09/008

Moved By Councillor Bruce

Seconded By Councillor Ellsworth

That Council approved the 2023 audit plan.

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

MOTION CARRIED (9 to 0)

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

9.1 **Development Permits List December 15, 2022 to January 4, 2023**

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

10.1 **Building Permits List**

11. **REQUISITIONS, PAYROLLS AND ACCOUNTS**

11.1 **Weekly Payment Vouchers Ending Week of December 23 & 28, 2022**

SJMC-R-2023-01-09/009

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

That the weekly payment vouchers for the weeks ending December 23, 2022 and December 28, 2022, in the amount of \$8,729,786.46 be approved as presented.

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

MOTION CARRIED (9 to 0)

11.2 Weekly Payment Vouchers Ending Week of January 4, 2023

SJMC-R-2023-01-09/010

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That the weekly payment vouchers for the week ending January 4, 2023, in the amount of \$8,164,895.38 be approved as presented.

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

MOTION CARRIED (9 to 0)

12. TENDERS/RFPS

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

13.1 Notice of Motion - Amendment to Heritage By-Law

Amendment to Heritage By-Law to replace/update Schedules A & C of the By-Law.

Councillor Froude gave notice that at the next regular meeting of the St. John's Municipal Council he will move a motion to amend the Heritage By-Law to replace Schedule A – Terms of Reference for Heritage Experts Panel (updated); and amend Schedule C – Heritage Buildings and Maps to remove 156 New Cove Road (Bryn Mawr).

13.2 Notice of Motion - Rescind Heritage Designation and Repeal Heritage Designation By-Law for 154 New Cove Road (Bryn Mawr)

Councillor Froude gave notice that at the next regular meeting of the St. John's Municipal Council he will move a motion to rescind the Heritage Designation approved by Council on May 30, 2016, for 154 New Cove Road, Parcel ID #3954 (Baird Cottage/Bryn Mawr) and repeal the attached By-Law (#1581).

13.3 Notice of Motion - Nuisance Lighting

Deputy Mayor O'Leary gave notice that at the next Regular Meeting of Council she will move a motion to have the City of St. John's request that the Province of Newfoundland and Labrador amend the City of St. John's Act to provide the City of St. John's the jurisdiction to add a Nuisance Lighting By-Law.

14. OTHER BUSINESS

14.1 Affordable Housing Strategy Annual Update 2022

Councillor Ravencroft presented to Council the Affordable Housing Strategy Annual Update for 2022.

The City of St. John's approved the Affordable Housing Strategy, 2019-2028, in November 2018. The strategy will address the municipality's housing needs by working in step with partners, stakeholders, and residents to create and maintain safe, suitable, and affordable housing throughout the city. The strategy is designed to be flexible and to address issues related to affordable housing as the cost of living, the housing market and vacancy rates fluctuate. This is an important feature given the economic unpredictability and its impact on the housing sector witnessed throughout 2022.

The Strategy is built around the following strategic directions, each containing a number of action items:

- Unlocking Resources
- Building Homes
- Leading Innovation
- Revitalizing Policy
- Cultivating Partnership
- Informing Action

Councillor Ravencroft also noted many of the past year's activities from the report including:

- Civic Housing Fund - being replenished with 10% of Development Fees
- Assessment of City's vacant land for future affordable housing developments
- Confirmed that the City is to receive more funding under the Federal Rapid Housing Initiative
- Working to ensure and promote that tenancies are successful - newsletters and working with First Light for the translation of important publications and documents

- With CMHC funding have conducted Energy Audits
- Housing catalyst fund grants issued
- Landlords survey was conducted and information sessions
- Working with Metrobus to discuss public transit opportunities in the 10-year affordable housing strategy
- Cost shared housing needs assessment in conjunction with NL Housing Corporation
- Partnership with Newfoundland Power to distribute energy saver kits
- Heading into Year 5, and a halfway point review will be conducted
- The vacancy rate will be announced in the coming weeks

Councillor Ravencroft and other members of Council thanked the Staff of the Housing Division on their great work.

14.2 Canada Winter Games Travel – Charlottetown, PE

SJMC-R-2023-01-09/011

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That Council approve the travel costs associated for Mayor Danny Breen and Councillor Sandy Hickman to represent the City of St. John's at the 2023 Canada Winter Games in Charlottetown, PE.

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

MOTION CARRIED (9 to 0)

14.3 180 Military Road, Presentation Convent, Heritage Building Designation

Councillor Ellsworth presented the Decision Note to remove the Heritage Building designation from the rear extension of Presentation Convent at 180 Military Road and the procedures to be followed for the change in designation were outlined for Council.

Councillor Ravencroft advised that she will abstain from discussion and voting on this issue.

SJMC-R-2023-01-09/012

Moved By Councillor Ellsworth

Seconded By Councillor Hickman

That Council:

- (1) direct the Legal Department to undertake a Designation By-Law at 180 Military Road, removing the long rear extension from the designation, for Council's consideration; and
- (2) as per Section 8(3) of the St. John's Heritage By-Law, accept the staff report on 180 Military Road in lieu of a Heritage Report.

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

Against (1): Councillor Froude

Abstain (1): Councillor Ravencroft

MOTION CARRIED (7 to 1)

14.4 RFP for Group Insurance Consultant and Third-Party Pension Plan Administration

SJMC-R-2023-01-09/013

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That Council approve staff recommendation to award the RFP for Group Insurance Consulting and Third-Party Pension Plan Administration to Johnson.

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

MOTION CARRIED (9 to 0)

15. ACTION ITEMS RAISED BY COUNCIL

Deputy Mayor O'Leary raised the issue of the impending weather and the winter season that is upon us, and the need for warming centres for vulnerable individuals in the City.

Deputy Mayor O'Leary requested that the Manager of Emergency Services present to Council information on what the City's role is for emergency preparedness and the responsibility of the City to provide warming centres.

Mayor Breen noted that there have been some discussions on this and that more information will be coming forward. The issue is the coordination of services.

Councillor Korab asked that City Staff consider extending the lights at Bowring Park into the middle of January for next year's season.

16. ADJOURNMENT

There being no further business, the meeting adjourned at 3:35 pm.

MAYOR

CITY CLERK

BY-LAW NO.

ST. JOHN'S HERITAGE (AMENDMENT NO. 1 – 2023) BY-LAW

PASSED BY COUNCIL ON JANUARY _____, 2023

Pursuant to the powers vested in it under the City of St. John's Act, RSNL 1990 c.C-17, as amended and all other powers enabling it, the City of St. John's enacts the following By-Law.

BY-LAW

1. This By-Law may be cited as the St. John's Heritage (Amendment No. 1 – 2023) By-Law.
2. Schedule A – Terms of Reference for the Heritage Experts Panel is hereby repealed and replaced with the updated Terms of Reference as adopted by Council on November 14, 2022.
3. Schedule C – Heritage Buildings and Maps is hereby repealed and replaced with the updated Schedule (removal of 156 New Cove Road).

IN WITNESS WHEREOF the Seal of the City of St. John's has been hereunto affixed and this By-Law has been signed by the Mayor and City Clerk this _____ day of January, 2023.

MAYOR

CITY CLERK

1. GENERAL INFORMATION

Experts panel name:	Built Heritage Experts Panel
Reporting to:	Committee of the Whole
Date of formation - expiration date:	February 22, 2016
Meeting frequency:	Monthly or as required in accordance with the agenda items
Staff lead:	Chief Municipal Planner and Planner III – Urban Design and Heritage
Other staff liaison:	Technical Advisor Director of Planning and Development Others as required as per Section 4.2.1

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:

- St. John's Heritage Areas, Heritage Buildings and Public Views Study, 2003
- 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.

John's website.

- Public expert representatives will be encouraged to report to (i.e. maintain open communication with) their respective affiliated professional organizations regarding the Panel's work.

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: _____



City of St. John's HERITAGE BUILDINGS

December 2022

Number	Name (if any) or Type of Building	Address	Date of Designation	Parcel ID	Designation Confined To:
1	Cramm House	3 Barnes Road	2008/01/11	26225	Not specified
2	House (semi-detached)	8 Barnes Road	1986/09/24	20161	Footprint of the building
3	House (semi-detached)	10 Barnes Road	1986/09/24	20087	Footprint of the building
4	Mallard Cottage	8 Barrows Road, Quidi Vidi Village (formerly 2 Barrows Road)	2006/04/24	45207	Footprint of the building
5	Murray Premises	5 Beck's Cove (Harbour Drive and Water Street)	1989/07/21	26220	Footprint of the building
6	St. Joseph's Chapel - Blackhead Church	8 Blackhead Village Road	1994/08/22	29981	Footprint of the building
7	The Observatory (house)	1 Bonaventure Avenue	1994/12/05	38060	Footprint of the building
8	Raheen	50 Bonaventure Avenue	2020/11/13	7887	Footprint of the building
9	Bishop Feild College	46 Bond Street	1989/07/21	33822	Footprint of the building
10	Cantilever (Ove Arup) Pedestrian Bridge	100 Bowring Park Road	2020/05/15	36243	Footprint of the bridge
11	House	172 Campbell Avenue	2020/10/09	24149	Footprint of the building
12	Masonic Temple	6 Cathedral Street	1989/07/21	17459	Footprint of the building
13	Cathedral Clergy House	9 Cathedral Street	1989/07/21	5293	Footprint of the building
14	Anglican Cathedral of St. John the Baptist	16 Church Hill	1989/07/21	46179	Footprint of the building
15	The Deanery (Anglican Cathedral Parish Rectory)	22 Church Hill	1989/07/21	23530	Footprint of the building
16	House	24 Circular Road	2001/07/23	26052	Footprint of the building
17	Bartra (house)	28 Circular Road	1987/04/15	11189	Footprint of the building

ST. JOHN'S

18	House (semi-detached)	34 Circular Road	1999/02/08	25649	Footprint of the building
19	House (semi-detached)	36 Circular Road	1999/02/08	27975	Footprint of the building
20	Bannerman House	54 Circular Road	1991/01/27	9239	Footprint of the building
21	House	56 Circular Road	2017/01/27	20919	Footprint of the building
22	House	58 Circular Road	2018/09/14	33472	Footprint of the building
23	Sunnyside Gatehouse	60 Circular Road	2006/04/25	352982	Footprint of the building
24	Sunnyside House and Coach house	70 Circular Road	2006/04/25	34197	Entire property including the Victorian Gothic house, Coach House and surrounding land with mature trees, delineated by a fence
25	Kedra (formerly Canada House)	74 Circular Road	1981/10/24	34198	Footprint of the building
26	House (Elliott and Elliott Ltd.)	28 Cochrane Street	2004/05/17	25953	Footprint of the building
27	Cochrane Street United Church	81 Cochrane Street and 42 Bannerman Street (duel civic)	1989/07/21	46995	Footprint of the building
28	Emmanuel House	83 Cochrane Street	1989/07/21	25883	Footprint of the building
29	St. Patrick's Convent	15 Convent Square	1989/07/21	47673	Footprint of the building
30	Devon Row (townhouse)	1 Devon Row (Duckworth St)	1989/07/21	10935	Footprint of the building
31	Devon Row (townhouse)	2 Devon Row (Duckworth St)	1989/07/21	10916	Footprint of the building
32	Devon Row (townhouse)	3 Devon Row (Duckworth St)	1989/07/21	8041	Footprint of the building
33	Devon Row (townhouse)	4 Devon Row (Duckworth St)	1989/07/21	8101	Footprint of the building
34	Devon House	59 Duckworth Street	2005/02/14	35941	Footprint of the building
35	Tobin Building - Posie Row (former Pollyanna Art Gallery, Hutton's Music Store)	214 Duckworth Street	2006/04/25	29030	Footprint of the building
36	Office - Choices for Youth (former Aylward, Chislett & Whitten law offices)	261 Duckworth Street	1989/07/21	23668	Footprint of the building
37	Former Evening Telegram building and Compu College	271-275 Duckworth Street	1989/07/21	35306	Footprint of the building

38	Anna Templeton Centre (former Bank of British North America)	278 Duckworth Street	1989/07/21	47419	Footprint of the building
39	Family Justice Services (former Provincial Museum of Newfoundland and Labrador)	285 Duckworth Street	1989/07/21	23670	Footprint of the building
40	Court of Appeal (former Union Bank Building)	287 Duckworth Street	1989/07/21	23669	Footprint of the building
41	Supreme Court of Newfoundland and Labrador (St. John's Court House)	309 Duckworth Street and 192 Water Street (dual civic address)	1989/07/21	11732	Footprint of the property
42	House (architect William Howe Greene, 1865-1937)	333 Duckworth Street	1989/07/21	34749	Footprint of the building
43	The Majestic Theatre (former Merlin's Night Club)	390 Duckworth Street	1989/07/21	21797/ 21798	Footprint of the building
44	The Imperial Condominiums (former Imperial Tobacco Factory)	22 Flavin Street	1989/07/21	48915/ 25903	Footprint of the building
45	Devon Place	3 Forest Road	2017/08/18	26741	Footprint of the building
46	Devon Place	3A Forest Road	2017/08/18	26740	Footprint of the building
47	Monroe House	8 Forest Road	2006/07/11	38624	Research needed
48	Forest House	50 Forest Road	2004/05/17	14537	Footprint of the building
49	Howard House	7 Garrison Hill	2005/02/14	25687	Building, garden, fence, and mature trees on the lot
50	George Street United Church	130 George Street West	1989/07/21 Revised 2022/07/29	45548	Footprint of original building
51	Bonne Esperance (end unit of townhouse)	18 Gower Street	2006/04/25	24872	Footprint of the building
52	Bonne Esperance (semi-detached)	20 Gower Street	2006/04/25	24870	Footprint of the building
53	Bonne Esperance (semi-detached)	22 Gower Street	2006/04/25	25686	Footprint of the building
54	Angel House	146 Hamilton Avenue	2006/06/27	13120	House, carriage house, stable, grounds and the iron fence

55	Church of England Institute (CEI) Club (former United Church Children's Home)	181 Hamilton Avenue	1989/07/21	8274	Footprint of the building
56	Julia Baird House	27 Henry Street	2017/08/18	19901	Footprint of the building
57	House	29 Henry Street	2017/08/18	20891	Footprint of the building
58	House	6 Howley Avenue	1987/09/02	7899	Footprint of the building
59	The Stone House (Law Firm)	8 Kenna's Hill	1985/04/10	3166	Footprint of the building
60	Retreat Cottage (house)	14 Kenna's Hill	1993/03/29	33278	Footprint of the building
61	Old General Hospital - Military Hospital (condominiums)	20 & 22 King Edward Place (formerly 100 Forest Road)	1998/01/26	48731/ 48732	Footprint of the building
62	Old General Hospital - Queen Victoria Wing (attached to the Military Hospital)	24, 26, 28 & 30 King Edward Place (formerly 100 Forest Road)	1998/01/26	48733/ 48734/ 48735/ 48730	Footprint of the building
63	Sutherland Place (houses; also called the Pitt's Building)	4-20 King's Bridge Road	1982/08/18	26166/ 26165	Footprint of the building
64	Everton House	23 King's Bridge Road	2018/03/09	37933	Footprint of the building
65	House	31 King's Bridge Road	1985/11/05	10521	Footprint of the building
66	House	33 King's Bridge Road	1985/11/14	24208	Footprint of the building
67	House	35 King's Bridge Road	1987/03/11	10036	Footprint of the building
68	Kinkora House	36 King's Bridge Road	1995/08/07	10303	Footprint of the building
69	House	16 Leslie Street	2017/01/27	17456	Footprint of the building
70	Spring Lodge	23 Leslie Street	2017/01/27	21014	Footprint of the building
71	St. Michael's Convent, Belvedere Property	53 Margaret's Place (formerly 57 Margaret's Place)	2001/09/21	10805	Footprint of the building
72	Mount St. Francis Monastery	4 Merrymeeting Road	2000/04/17	17923	Footprint of the building
73	St. Thomas' Church - Old Garrison Church (excluding Canon Wood Hall)	8 Military Road	2005/05/30	45404	Footprint of the building

74	Elizabeth Manor (Prescott Inn)	21 Military Road	1986/06/11	18587	Footprint of the building
75	House	85 Military Road	2018/01/26	19756	Footprint of the building
76	House	112 Military Road	1991/05/06	18590	Footprint of the building
77	House	124 Military Road	2015/03/30	11777	Research needed
78	Presentation Convent	180 Military Road	2004/05/17	45313	Research needed
79	Basilica of St. John the Baptist	200 Military Road	2005/02/14	45761	Footprint of the building
80	Basilica of St. John the Baptist Arch	200 Military Road	2006/07/24	45761	Footprint of the building
81	House	7 Monkstown Road	2002/09/23	18618	Footprint of the building
82	Peppercorn House (middle townhouse)	25 Monkstown Road	2003/07/02	8285	Footprint of the building
83	House	36 Monkstown Road	2017/01/27	17734	Footprint of the building
84	Harris Cottage	43 Monkstown Road	2004/05/17	537	Footprint of the building
85	Monkstown Manor	51 Monkstown Road	1996/04/15	29192	Footprint of the building
86	Squires Barn and Carriage House - Within the MUN Botanical Gardens	315-317 Mount Scio Road	2004/11/29	45986	Footprint of both buildings
87	Rose Cottage	108 New Cove Road	2017/01/27	521	Footprint of the building
88	McCoubrey Manor	6 Ordnance Street	1997/06/24	17876	Footprint of the building
89	McCoubrey Manor	8 Ordnance Street	1997/06/24	17860	Footprint of the building
90	Thimble Cottage	150 Oxen Pond Road	2004/04/05	21576	Footprint of the building
91	House	3 Park Place (Rennie's Mill Road)	2005/05/30	19229	Entire Property
92	House	4 Park Place (Rennie's Mill Road)	1986/09/24	12486	Footprint of the building
93	The Deanery (house)	6 Patrick Street	1989/07/21	15557	Footprint of the building
94	St. Patrick's Roman Catholic Church	40 Patrick Street	1989/07/21	46593	Footprint of the building

95	Lakecrest Independent School (former St. Patrick's Girls' School)	58 Patrick Street	1989/07/21	17525	Footprint of the building
96	Wesley United Church	101 Patrick Street	1989/07/21	46702	Footprint of the building
97	Building	7 Plank Road	1995/01/30	22108	Footprint of the building
98	Martin McNamara House	15 Plank Road	1995/01/30	17796	Footprint of the building
99	House	90 Pleasant Street	2017/08/18	30661	Footprint of the building
100	House	15 Portugal Cove Road	1991/04/01	13622	Footprint of the building
101	Anderson House	42 Power's Court	2017/01/27	38827	Footprint of the building
102	Townhouse	74-76 Prescott Street	1987/11/10	18262	Footprint of the building
103	Townhouse	78 Prescott Street	1987/11/10	18829	Footprint of the building
104	Cornerstone Theatre (former convent, school, and church)	16 Queen Street (at George Street)	1989/07/21	25782	Footprint of the building
105	House	30 Queen's Road	2002/03/11	19864	Footprint of the building
106	House (semi-detached)	32 Queen's Road	2004/06/07	9167	Footprint of the building
107	House (semi-detached)	34 Queen's Road	2017/01/27	8028	Footprint of the building
108	Chapel Hill Apartments (former Congregational Church and Seventh-Day Adventist Church)	39 Queen's Road	1981/04/15	49530	Footprint of the building
109	Benevolent Irish Society Building (original St. Patrick's Hall School and O'Donel Memorial Hall)	58 Queen's Road (formerly 48 Queen's Road)	1987/07/08	18561	Footprint of the building
110	Residence (formerly attached to Cathedral Parish Hall (Synod Hall))	70 Queen's Road (formerly 56-64 Queen's Road & 189-193 Military Road)	1989/07/21	20531	Footprint of the building
111	St. Andrew's Presbyterian Church - The Kirk	76 Queen's Road	1989/07/21	45899	Footprint of the building
112	House (former Christ Church)	86 Quidi Vidi Village Road	2006/04/25	8314	Footprint of the building
113	"The House"	21 Rennie's Mill Road	2004/11/29	14288	Footprint of the building
114	House	40 Rennie's Mill Road	2017/01/27	5631	Footprint of the building

115	House	42 Rennie's Mill Road	2003/12/08	21244	Footprint of the building
116	Kelvin House	49 Rennie's Mill Road	2006/04/25	37317	Footprint of building and attached conservatory
117	Lord Edward Patrick Morris House	55 Rennie's Mill Road	2016/06/10	33835	Footprint of the building
118	Winterholme (house)	79 Rennie's Mill Road	1987/06/05	28552	Not specified
119	House	8 Riverview Avenue	2017/01/27	21239	Footprint of the building
120	House	68 St. Clare Avenue	2017/08/18	32710	Footprint of the building
121	The New House (semi-detached)	335 Southside Road	2004/11/29	35240	Footprint of the building
122	The New House (semi-detached)	337 Southside Road	2004/11/29	35241	Footprint of the building
123	House	355 Southside Road	2017/08/18	35233	Footprint of the building
124	Newman Building	1 Springdale Street	1989/07/21	23787	Footprint of the building
125	The Four Sisters (townhouse)	31 Temperance Street	1989/07/21	24908	Footprint of the building
126	The Four Sisters (townhouse)	33 Temperance Street	1989/07/21	24038	Footprint of the building
127	The Four Sisters (townhouse)	35 Temperance Street	1989/07/21	32625	Footprint of the building
128	The Four Sisters (townhouse)	37 Temperance Street	1989/07/21	32626	Footprint of the building
129	Leaside Manor	39 Topsail Road	1996/02/19	26090	Not specified
130	LSPU (Longshoremen's Protective Union) Hall	3 Victoria Street	1989/07/21	11475	Research needed
131	House	27 Victoria Street	1988/01/20	36336	Footprint of the building
132	King George V Institute	93 Water Street	1989/07/21	49695	Footprint of the building
133	Commercial Cable Company Building - Raymonds Restaurant (former Javelin House, Brother T.I. Murphy Centre)	95 Water Street	1989/07/21	13486	Footprint of the building
134	Breakwater Books (former S.O. Steele store)	100 Water Street	2012/10/26	26586	Footprint of the building

135	Delgado Building - The Salt House Restaurant	169-173 Water Street	1989/07/21	39483	Footprint of the building
136	The London Building	177-179 Water Street	1989/07/21	24337/ 24338	Footprint of the building
137	Building - Tweed (former Newfoundland and Labrador Credit Union building)	187-189 Water Street	1989/07/21	5625	Footprint of the building
138	Building - Natural Boutique (former Byrons)	191 Water Street	1989/07/21	25886	Footprint of the building
139	Building – Franklin Hotel (former Parker and Monroe shoe store)	193-195 Water Street	1989/07/21	21931	Footprint of the building
140	Commercial Chambers Building (The Travel Bug & The Bee's Knees)	197-199 Water Street	1989/07/21	38302	Footprint of the building
141	Building – Broderick's Pub (former Nautical Nellie's)	201 Water Street	1989/07/21	21632	Footprint of the building
142	Building (former Mustang Sally's, The Taj Mahal)	203 Water Street	1989/07/21	34258	Footprint of the building
143	HSBC Bank (former Bank of Commerce building)	205 Water Street	1989/07/21	35859	Footprint of the building
144	RBC Royal Bank	226 Water Street	1989/07/21	30994	Footprint of the building
145	Grace Building (former Model Shop)	283-285 Water Street	2003/06/16	15632	Footprint of the building
146	Yellowbelly Corner – Yellowbelly Restaurant	288-290 Water Street	1989/07/21	12383/ 26195/ 27354	Footprint of the building
147	Yellowbelly Corner – Rocket Bakery (former Canary Cycles)	292 & 294 Water Street	1989/07/21	27352/ 37253	Footprint of the building
148	Yellowbelly Corner – Celtic Hearth	296-300 Water Street	1989/07/21	6608	Footprint of the building
149	O'Dwyer Block – O'Dwyer Manor/The Golden Tulip/Aveda Sound	295-301 Water Street	1989/07/21, 2005/06/15	17602	Research needed
150	O'Dwyer Block (Thompson Building) - Down Home Shoppe	303-305 Water Street	1989/07/21, 2005/06/15	23076	Research needed
151	O'Dwyer Block – Heritage Shop	309 Water Street	1989/07/21, 2005/06/15	26216	Research needed

152	Byrne Building	362-366 Water Street	1989/07/21	15873/9444	Footprint of the building
153	Newman Wine Vaults	436 Water Street	2006/04/25	23788	Research needed
154	Apothecary Hall	488 Water Street	1988/02	7026	Research needed
155	Railway Coastal Museum (former Newfoundland Railway Station)	495 Water Street	1989/07/21, 1996/11/25	46417	Footprint of the building and the original statue Industry near front façade
156	Compton House	26 Waterford Bridge Road	1988/09	23058	Footprint of the building
157	Summerlea	119 Waterford Bridge Road	2019/10/04	14138	Footprint of the building
Destroyed by Fire					
	Bryn Mawr	154 New Cove Road	2016/06/17	3954	Footprint of the building

BY-LAW NO. 1581

ST. JOHN'S HERITAGE DESIGNATION (154 NEW COVE ROAD, PARCEL ID #3954) BY-LAW

PASSED BY COUNCIL ON MAY 30, 2016

Pursuant to the powers vested in it under section 355 of the City of St. John's Act, RSNL 1990 c. C-17, as amended and all other powers enabling it, the City of St. John's enacts the following By-Law relating to the heritage designation of 154 New Cove Road, Parcel ID #3954.

BY-LAW

1. This by-law may be cited as the St. John's Heritage Designation (154 New Cove Road, Parcel ID #3954) By-Law.
2. The building situate on property at 154 New Cove Road (Parcel ID #3954) is designated as a Heritage Building.

IN WITNESS WHEREOF the Seal of the City of St. John's has been hereunto affixed and this By-Law has been signed by the Mayor and City Clerk this _____ day of _____, 2016

MAYOR

CITY CLERK

NOTICE OF MOTION

TAKE NOTICE, that I will at the next regular meeting of the St. John's Municipal Council move a motion to have the City of St. John's request that the Province of NL amend the City of St. John's Act to provide the City of St. John's the jurisdiction to enact a Nuisance Lighting By-Law.

DATED at St. John's, NL this 9th day of January 2023.

DEPUTY MAYOR SHEILAGH O'LEARY

DECISION/DIRECTION NOTE

Title: Notices Published – 52 Stirling Crescent - DEV2200170

Date Prepared: January 11, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 1

Decision/Direction Required:

A Discretionary Use application has been submitted for 52 Stirling Crescent.

Discussion – Background and Current Status:

The proposed application is a Home Occupation for a salon. The floor area will be 33.67m² and operate Monday to Friday, 10 a.m. to 6 p.m. The owner is the sole employee and will have 4 to 5 clients per day, with no scheduled overlap of appointments. On-site parking is provided. The proposed application site is in the Residential 1 (R1) Zone.

Two submissions were received. Concerns raised pertain to traffic, proximity to the park and signage on the property. Transportation Engineering reviewed the application, and they have no concerns with the amount of traffic or proximity in relation to the park entrance. Both on-site and street parking are available in this area. The applicant has not proposed, nor do they have future plans for a sign advertising their business.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner and neighboring property owners.
3. Alignment with Strategic Directions:

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

Choose an item.

4. Alignment with Adopted Plans: St. John's Envision Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.

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6. Legal or Policy Implications: St. John's Development Regulations Section 6.18 "Home Occupation," Section 10.5 "Discretionary Use" and Section 10 Residential 1 (R1) Zone".
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 Public Consultation of the St. John's Envision Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application sites. Application have been advertised in The Telegram newspaper at least twice and are posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications:
12. Other Implications: Not applicable.

Recommendation:

That Council approve the Discretionary Use application for a Home Occupation at 52 Stirling Crescent to allow a salon.

Prepared by:

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

Approved by:

DEV2200170

Report Approval Details

Document Title:	Notices Published - 52 Stirling Crescent.docx
Attachments:	- 52 STIRLING CRES.pdf
Final Approval Date:	Jan 11, 2023

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

Lindsay Lyghtle Brushett - Jan 11, 2023 - 10:59 AM

Jason Sinyard - Jan 11, 2023 - 4:38 PM



SUBJECT PROPERTY

STIRLING CRES

R1

R1

Karen Chafe

From: [REDACTED]
Sent: Monday, January 9, 2023 1:49 PM
To: CityClerk
Subject: (EXT) Discretionary Use application - 52 Stirling Cres.

Hi, I am writing further to the Discretionary Use application that has been submitted for 52 Stirling Crescent.

I received a notice in the mail of the applicaiton [REDACTED] I have one question. Will there be signage for the business/is signage permitted? The concern is that if there is signage, people may think that money is on hand in the premises and it may be a more likely target for thieves, which could then also impact houses around it.

As stated on the Notice and on the website, I understand that the information contained herein will be kept confidential (i.e. identifying details will not be disclosed). If this is not the case, please do not include my information.

Thanks,

[REDACTED]

Jennifer Squires

From: Karen Chafe on behalf of CityClerk
Sent: Thursday, December 29, 2022 11:26 AM
To: Jennifer Squires
Subject: FW: (EXT) 52 Stirling Cres, Discretionary use application

Hi Jennifer – can you respond as per usual?

Karen

From: [REDACTED]
Sent: Thursday, December 29, 2022 9:05 AM
To: CityClerk <cityclerk@stjohns.ca>
Subject: (EXT) 52 Stirling Cres, Discretionary use application

Thank you for sending a notice for comment. I believe others on the street who live outside 150 metres would also appreciate the opportunity to comment on this application as it would impact all neighbours on this street, Russell, Botwood and Inglis.

It is my understanding Stirling crescent is a residential neighbourhood, with a business district very close on Torbay road (wondering if the applicant could rent space in the designated business district on Torbay road and walk to work. It is important to keep this street residential in nature.

A unique feature on Stirling crescent is Spruce Meadows park. This park is well used by residents on the four streets mentioned above, creating quite a bit of foot traffic with small children on pedal bikes, people bringing dogs to the park. It's a safe street, small children in groups will use this street without direct adult supervision. The park also draws other city residents who park on the street near the entrance. I've also noticed summer camps use the facilities. During the summer, parents park on the road to drop off and pick up their children.

I'm a little worried about extra traffic on the street, pulling in and out of this residence and risk to children/people on the sidewalks, and additional cluttering of parked vehicles, as 52 Stirling is close to Spruce Meadows park entrance.

I do not support this application for a salon with clients scheduled during the work week.

Sincerely,
[REDACTED]

Disclaimer: This email may contain confidential and/or privileged information intended only for the individual(s) addressed in the message. If you are not the intended recipient, any other distribution, copying, or disclosure is strictly prohibited. If you have received this email in error, please notify me immediately by return email and delete the original message.

Any correspondence with employees, agents, or elected officials of the City of St. John's may be subject to disclosure under the provisions of the Access to Information and Protection of Privacy Act, 2015, S.N.L. 2015, c.A-1.2.

DECISION/DIRECTION NOTE

Title: Notices Published – 86 O’Leary Avenue - DEV2200161

Date Prepared: January 11, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 4

Decision/Direction Required:

A Discretionary Use has been submitted for 86 O’Leary Avenue.

Discussion – Background and Current Status:

The application is for a Retail grocery store, which will occupy an area of 418 square meters within the building. The hours of operation will be Monday to Sunday, 9 a.m. to 8 p.m. The store will employ between 2 to 6 people. Parking will be provided on site. The proposed application site is in the Industrial Commercial (IC) Zone.

No submissions were received.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner and neighboring property owners.
3. Alignment with Strategic Directions:

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

Choose an item.

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 Development Regulations Section 10.5 “Discretionary Use” and Section 10 “Industrial Commercial (IC) Zone”.

ST. JOHN’S

7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 Public Consultation of the St. John's Envision Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application sites. Application have been advertised in The Telegram newspaper at least twice and are posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.
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 Discretionary Use application at 86 O'Leary Avenue for a Retail grocery store.

Prepared by:

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

Approved by:

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

Report Approval Details

Document Title:	Notices Published - 86 O'Leary Avenue.docx
Attachments:	- 86_Oleary_Subject_Property.pdf
Final Approval Date:	Jan 11, 2023

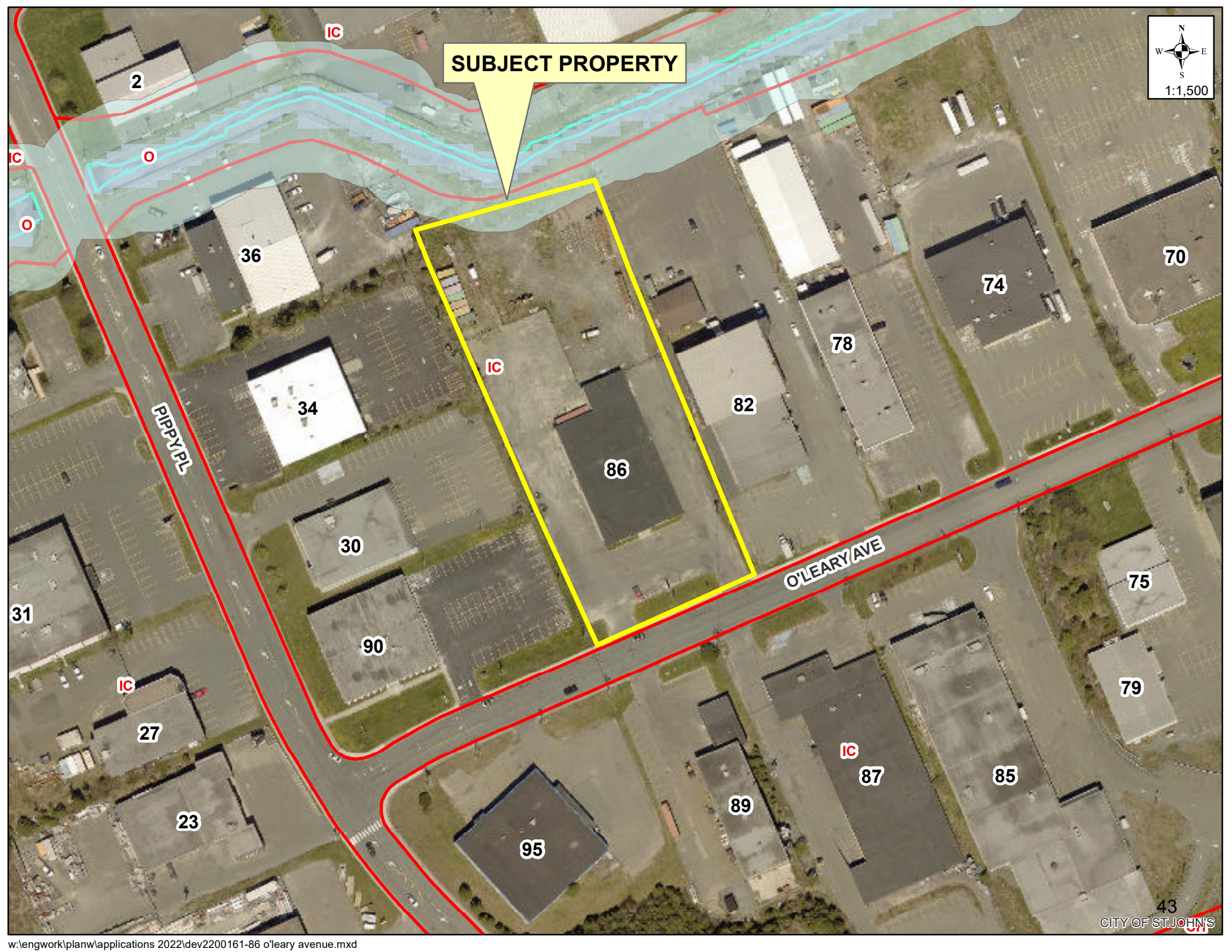
This report and all of its attachments were approved and signed as outlined below:

Lindsay Lyghtle Brushett - Jan 11, 2023 - 10:55 AM

Jason Sinyard - Jan 11, 2023 - 4:41 PM



SUBJECT PROPERTY



**Development Permits List
For January 5 to January 11, 2023**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Subdivision & Consolidation of Land	5 & 7 Exeter Avenue	4	Approved	23-01-06

*** 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**

Permits List
Council's January 16, 2023 Regular Meeting

Permits Issued: 2023/01/05 to 2023/01/11

BUILDING PERMITS ISSUED

Residential

Location	Permit Type	Structure Type
156 Sugarloaf Rd	Renovations	Single Detached Dwelling
17 Aspen Pl	Renovations	Single Detached Dwelling
22 Waterford Hts S	Renovations	Single Detached Dwelling
4 Lismore Pl	New Construction	Single Detached Dwelling
50 Spruce Grove Ave	Fence	Fence
78 Barnes Rd	Renovations	Townhousing
791 Main Rd	Site Work	Single Detached Dwelling
8 Peppertree Pl	Renovations	Single Detached Dwelling
9 Victoria St	Change of Occupancy/Renovations	Townhousing

This Week: \$556,205.00

Commercial

Location	Permit Type	Structure Type
1 Paton St Unit 009	Change of Occupancy	Mixed Use
215 Water St	Renovations	Office
40 O'leary Ave	Change of Occupancy/Renovations	Office
44 Torbay Rd	Sign	Mixed Use
516 Topsail Rd	Change of Occupancy/Renovations	Other
56 Aberdeen Ave	Change of Occupancy/Renovations	Retail Store
6 Robin Hood Bay Rd	Renovations	Mixed Use
80 Mews Pl	Change of Occupancy	Office

This Week: \$292,682.00

Government/Institutional

Location	Permit Type	Structure Type
-----------------	--------------------	-----------------------

This Week: \$0.00

Industrial

Location	Permit Type	Structure Type
-----------------	--------------------	-----------------------

This Week: \$0.00

Demolition

Location Permit Type Structure Type

This Week: \$0.00

This Week's Total: \$848,887.00

REPAIR PERMITS ISSUED:

\$0.00

NO REJECTIONS

YEAR TO DATE COMPARISONS			
January 16, 2023			
TYPE	2022	2023	% Variance (+/-)
Residential	\$937,059.00	\$844,905.00	-10
Commercial	\$2,680,800.00	\$352,682.00	-87
Government/Institutional	\$0.00	\$0.00	0
Industrial	\$0.00	\$0.00	0
Repairs	\$0.00	\$0.00	0
TOTAL	\$3,617,859.00	\$1,197,587.00	-67
Housing Units (1 & 2 Family Dwelling)	3	1	

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending January 11, 2023

Payroll

Public Works	\$ 608,884.46
Bi-Weekly Casual	\$ 10,329.29
Accounts Payable	\$ 6,549,177.28

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

Total: \$ 7,168,391.03

ST. JOHN'S

DEPARTMENT OF FINANCE

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

DECISION/DIRECTION NOTE

Title:	Affordable Housing Development Support – Civic Housing Action Fund for 55 Military Road
Date Prepared:	January 5, 2023
Report To:	Committee of the Whole
Councillor and Role:	Councillor Ophelia Ravencroft, Housing
Ward:	Ward 2

Decision/Direction Required: Decision on recommendation to provide funding from the Civic Housing Action Fund to an affordable housing initiative at 55 Military Road.

Discussion – Background and Current Status:

A Civic Housing Action Fund (CHAF) was approved by Council in 2018. One of the primary uses of the CHAF is to:

- Leverage additional funds for new affordable housing developments led by community partners.

In May 2022, Stella's Circle received approval-in-principle for an affordable housing development at 55 Military Road. The proposed development will have 15 units of permanent, supportive housing targeted toward women.

Stella's Circle has requested financial support from the CHAF to contribute to a Class B Cost Estimate quoted at \$120,000. Stella's Circle has already raised \$20,000 to begin this work and are in the process of applying to other sources of funding (e.g., CMHC, Community Housing Transformation Centre).

Attaining a Class B Estimate is an essential early step in seeing this development through to completion. Additionally, and in line with the CHAF uses, it would put Stella's Circle in a strong position to leverage CMHC funding for the overall project, including the recently announced Rapid Housing Initiative Round 3.

Key Considerations/Implications:

1. **Budget/Financial Implications:** The Civic Housing Action Fund currently accounts for \$175,000 of the Affordable Housing Strategy budget, with additional funds anticipated through a 10% allocation of 2022 development fees.
2. **Partners or Other Stakeholders:** The Civic Housing Action Fund enables the City to contribute towards community-led affordable housing developments, alongside other levels of government, to address affordable housing gaps in our community.
3. **Alignment with Strategic Directions:**

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

An Effective City: Achieve service excellence through collaboration, innovation and modernization grounded in client needs.
4. **Alignment with Adopted Plans:** The City's 10-Year Affordable Housing Strategy calls for the creation of a Civic Housing Action Fund (1.1).
5. **Accessibility and Inclusion:** Investment in accessible affordable housing is a key focus of the City's Affordable Housing Strategy. Funding sources that could be leveraged through this contribution have accessibility requirements for eligibility.
6. **Legal or Policy Implications:** The Housing Division will work with Legal on developing an agreement for the return of unused funds.

Policy and procedures are currently being developed to guide allocation of the Civic Housing Action Fund. However, due to the time sensitive nature of funding deadlines and the current demand for affordable housing, it is recommended that the CHAF be allocated on a case-by-case basis.
7. **Privacy Implications:** None at this time.
8. **Engagement and Communications Considerations:** None at this time.
9. **Human Resource Implications:** None at this time.
10. **Procurement Implications:** None at this time.
11. **Information Technology Implications:** None at this time.
12. **Other Implications:** None at this time.

Recommendation:

That Council approve a contribution from the Civic Housing Action Fund of \$60,000 for a Class B Cost Estimate for an affordable housing development at 55 Military Road.

Prepared by: Mark Finch, Affordable Housing and Development Facilitator

Approved by:

Report Approval Details

Document Title:	Affordable Housing Development Support – Civic Housing Action Fund for 55 Military Road.docx
Attachments:	
Final Approval Date:	Jan 5, 2023

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

Judy Tobin - Jan 5, 2023 - 10:12 AM

Tanya Haywood - Jan 5, 2023 - 2:45 PM

DECISION/DIRECTION NOTE

Title: 131 Patrick Street, Heritage Report, SUB2200063

Date Prepared: January 10, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: Ward 2

Decision/Direction Required:

To consider the requirement for a Heritage Report for a new Tiny Home Dwelling development at 131 Patrick Street (fronting Power Street).

Discussion – Background and Current Status:

The City has received a subdivision and development application for a Tiny Home Dwelling located at 131 Patrick Street. While the current address of the property is 131 Patrick Street, the applicant is proposing to subdivide the rear yards of 129 and 131 Patrick Street to create a new lot fronting Power Street. The approximate area of the proposed new lot is shown below.



The subject property is within Heritage Area 2, the Residential District of the St. John's Municipal Plan and is zoned Residential 3 (R3). Within the R3 Zone, a Tiny Home Dwelling is a permitted use and defined as a Single Detached Dwelling on a permanent foundation, with a ground floor area of less than 46 metres square (500 square feet).

ST. JOHN'S

The proposed elevations of the house are attached and meet the requirements of the Heritage By-Law, namely the heritage design standards for Heritage Area 2. Window sizes will be confirmed at the building permit stage to meet building code, fire, and life safety requirements.

From Section 8(2) (c) of the Heritage By-Law, Council shall require a Heritage Report for an application for a new development in a Heritage Area. Where, in the opinion of Council, it is appropriate, Council may accept a staff report as the Heritage Report.

The application is still in development review, so some changes may be required. However, given that the proposed development is a permitted use in the zone and meets the design standards of the Heritage By-Law, staff believe that any minor changes to the building form or design will not require a full Heritage Report. Therefore, it is recommended that Council accept this staff report as the Heritage Report.

Key Considerations/Implications:

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

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

An Effective City: Ensure accountability and good governance through transparent and open decision making.
4. Alignment with Adopted Plans: 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: Meets the design standards of the Heritage By-Law..
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, as per Section 8(3) of the St. John's Heritage By-Law, accept the staff report on 131 Patrick Street as the Heritage Report, for a proposed Tiny Home Dwelling development fronting Power Street.

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:	131 Patrick Street, Heritage Report, SUB2200063.docx
Attachments:	- 131 Patrick Street - Attachments.pdf
Final Approval Date:	Jan 10, 2023

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

Ken O'Brien - Jan 10, 2023 - 3:24 PM

Jason Sinyard - Jan 10, 2023 - 3:49 PM



SUBJECT PROPERTY

PLEASANT ST

PATRICK ST

POWER ST

MONK LANE

INST-DT

RD

RD

R3

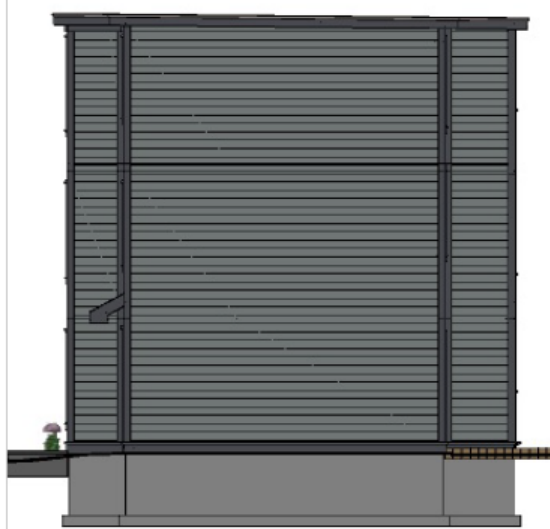
R3

R3

R3



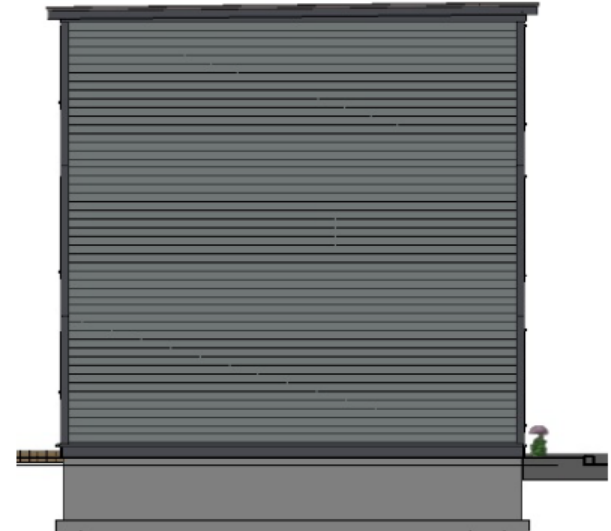
FRONT



RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION

www.rjroberts
designplanning.ca
53 Parade St John's NL 753 8169
www.rjrobertsdesignplanning@nl.mcgill.com

Proposed Tiny House
Conners
Power Street St John's

date Dec 21 2022	drawn by rjr	S-4
TS- 1576 (SK2)		

Elevations added

Adjacent properties on Power Street



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