

ST. JOHN'S

Committee of the Whole Agenda

March 8, 2023

9:30 a.m.

4th Floor City Hall

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17.	Other Business	
18.	Adjournment	

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Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

February 22, 2023, 9:30 a.m.

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

Regrets: Councillor Ophelia Ravencroft

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
Christine Carter, Legislative Assistant
Stacey Baird, Legislative Assistant

-
1. **Call to Order**
 2. **Approval of the Agenda**

Moved By Councillor Hanlon
Seconded By Councillor Bruce

That the agenda be adopted as presented.

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

MOTION CARRIED (9 to 0)

3. Adoption of the Minutes

3.1 Adoption of Minutes - February 8, 2023

Moved By Councillor Ellsworth
Seconded By Councillor Hickman

That the minutes of February 8, 2023, be accepted as presented.

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

MOTION CARRIED (9 to 0)

4. Presentations/Delegations

5. Finance & Administration - Councillor Ron Ellsworth

5.1 Travel Report for the Six Months Ended December 31, 2022

6. Public Works - Councillor Sandy Hickman

7. Community Services - Deputy Mayor Sheilagh O'Leary

7.1 New Humane Services Policy

Moved By Councillor Burton
Seconded By Councillor Ellsworth

That Council approve the new Humane Services Policy and rescind the related policies.

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

MOTION CARRIED (9 to 0)

8. **Special Events - Councillor Debbie Hanlon**
9. **Housing - Councillor Ophelia Ravencroft**
10. **Economic Development, Tourism & Immigration - Mayor Danny Breen**
11. **Arts & Culture - Deputy Mayor Sheilagh O'Leary**
12. **Governance & Strategic Priorities - Mayor Danny Breen**
13. **Planning - Councillor Ian Froude**

13.1 St. John's Heritage Plan – Public Engagement

Councillor Burton presented the information note regarding the Public Engagement of the Heritage Plan.

City residents and business are going to be invited to provide input into the plan, which will guide the City in protecting, maintaining, and promoting our heritage resources. The Heritage Plan will look beyond built heritage to consider cultural heritage, cultural landscapes, festivals, historic events, stories and traditions, place names and public art.

14. **Development - Councillor Jamie Korab**
15. **Transportation and Regulatory Services - Councillor Maggie Burton**
16. **Sustainability - Councillor Maggie Burton & Councillor Ian Froude**
17. **Other Business**

17.1 2023 Capital out of Revenue and MYCW Project Approval

Council reviewed and discussed the 2023 Capital out of Revenue and MYCW Project.

It was questioned if the fleet acquisition budget line would help to improve the City's snow clearing efforts but was advised by the Deputy City Manager of Public Works that the budget is for replacement of existing equipment, so it would not add to the fleet or enhance service.

The Deputy Mayor voiced concerns with the rising cost of living and how the budget allocated for Community Groups have not changed in several years. It was requested that this be reviewed for next year's budget.

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

That Council approve the 2023 Capital out of Revenue Listing.

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

MOTION CARRIED (9 to 0)

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

That Council approve the submission of project additions to the MYCW program.

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

MOTION CARRIED (9 to 0)

18. **Adjournment**

There being no further business the meeting adjourned at 9:59 a.m.

Mayor

DECISION/DIRECTION NOTE

Title: Naloxone availability in City facilities

Date Prepared: February 22, 2023

Report To: Committee of the Whole

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: N/A

Decision/Direction Required: To accept recommendations by staff for the availability of Naloxone kits in City facilities.

Discussion – Background and Current Status:

The purpose of this decision note is to respond to a recommendation made in a recent Aquatics audit report to determine if the City should develop and implement a Naloxone workplace program. City staff investigated two options;

1. Arrange for the training of all front line staff in the administering of naloxone during an opioid overdose including supply and ready access to kits in City of St. John's facilities; or
2. To provide to staff, on a volunteer basis, access to training on administering of naloxone during an opioid overdose and to ensure the availability and ready access of kits in City of St. John's facilities.

In both scenarios, Naloxone kits will be place in the primary AED cabinets located in City facilities.

Naloxone kits are available in two formats;

1. Nasal spray – dosage is premeasured and delivered via an individual dosage spray bottle. This method is the easiest and requires less action by the person administering the dose.
2. Injection – kit contains syringes and vials with the drug. Administering the injection requires filling the syringe with the correct dosage and administering it to a large muscle. This method is more complex with multiple steps.

Training will be offered in the Emergency First Aid course taken by staff who are required to have first aid under OHS legislation. Staff not included in legislated first aid training but who

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voluntarily wish to take naloxone training, will be able to access online training through a link on the intranet. This approach is similar to the AED training.

Currently, the Canadian Red Cross is partnered with Health Canada to provide kits free of charge to those who have participated in Red Cross training. The Health Canada program is scheduled to end in 2024, there is a requirement that trained persons must be on site for kits to be present.

Key Considerations/Implications:**1. Budget/Financial Implications:**

No current budget is approved for this initiative, if a 3rd party funding program is unavailable or ceases, the cost of individual kits are \$172 each and there would be approximately 42 locations resulting in an annual cost of \$7224.

2. Partners or Other Stakeholders:

- City staff
- Canadian Red Cross
- Health Canada

3. Alignment with Strategic Directions:

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

Choose an item.

4. Alignment with Adopted Plans:**5. Accessibility and Inclusion:****6. Legal or Policy Implications:****7. Privacy Implications:****8. Engagement and Communications Considerations:****9. Human Resource Implications:****10. Procurement Implications:**

Should the City have to procure Naloxone kits, then the Public Procurement Act will be followed.

11. Information Technology Implications: N/A

12. Other Implications:

Recommendation:

That Council provide to staff, on a volunteer basis, access to training on the administration of naloxone during an opioid overdose and to ensure the availability and ready access of Nasal Spray kits in City of St. John's facilities.

Prepared by: David Day, Manager of Emergency and Safety Services

Approved by:

Report Approval Details

Document Title:	Naloxone availability in City facilities.docx
Attachments:	
Final Approval Date:	Feb 23, 2023

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

Derek Coffey - Feb 23, 2023 - 1:44 PM

DECISION/DIRECTION NOTE

Title: Revisions to Sponsorship Policy

Date Prepared: March 1, 2023

Report To: Committee of the Whole

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

Ward: N/A

Decision/Direction Required: Approval of Revisions to the Sponsorship Procedures

Discussion – Background and Current Status:

The current Sponsorship Policy currently only allows for the City to provide funding to organizations for events within the City of St. John's that have budgets greater than \$100,000. It is recommended that the policy be amended to provide authority for Council discretion related to any potential sponsorships under this threshold.

It is proposed that Section 3.2.1 of the policy be amended to add clause (d):

“The City reserves the right to...d) provide an individual, organization, project, and/or event with a Donation or Sponsorship (including in-kind contributions), other than in accordance with Section 3.3.2 (a) and (b), where it has been determined, in Council's sole discretion, that it is in the best interest of the City.”

Key Considerations/Implications:

1. Budget/Financial Implications: Any sponsorships under the policy will need to be addressed within existing budgets.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions: An Effective City: Work with our employees to improve organizational performance through effective processes and policies.
4. Alignment with Adopted Plans: Not applicable.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy change.
7. Privacy Implications: Not applicable.

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- 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 revisions to the Sponsorship Policy.

Prepared by: Trina Caines, Policy Analyst

Approved by: Karen Chafe, City Clerk and Corporate Policy Committee Co-chair
Tanya Haywood, Deputy City Manager, Community Services

Attachment:

Draft Revised Sponsorship Policy

City of St. John's Corporate and Operational Policy Manual
Draft for Discussion Only
Last Updated: 2023-02-28

Note: Proposed revisions displayed in red text below

Policy Title: Sponsorship Policy	Policy #: 09-17-01
Last Revision Date: N/A	Policy Section: Community Services> Sponsorship
Policy Sponsor: Deputy City Manager, Community Services	

1. Policy Statement

The purpose of this policy is to create a Sponsorship framework that allows the City of St. John's to:

- a) maintain and/or enhance City programs, events, or services with revenue received from sponsorship, without additional cost to taxpayers;
- b) provide clear direction to Employees who have Sponsorship responsibilities;
- c) assess opportunities for requests for the City to enter into Sponsorship agreements;
- d) ensure fairness, transparency, and accountability; and
- e) ensure that activities and agreements covered by the policy do not negatively affect the City's image, nor are contrary to its interests.

2. Definitions

"City Asset" means an item, object, thing, or real estate property owned by the City and includes, but is not limited to, City-owned buildings, parks and open spaces, vehicles, equipment, structures, or part thereof, events, services, programs, activities, and intellectual property.

"Committee Administrator" means the Employee appointed by the Sponsorship co-chairs with administrative and/or coordination responsibilities for the Sponsorship Committee.

“Donation” means a cash or In-kind contribution (goods or services) for which no reciprocal commercial benefits are given or expected. May also be referred to as a ‘gift’.

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

“In-kind” means a Sponsorship received in the form of goods and/or services, rather than cash.

“Naming Rights” means a type of Sponsorship in which a sponsor receives the exclusive right to name (or rename) a City Asset under specific terms outlined in an agreement.

“Request for Sponsorship Proposal” means an open process where parties may express their interest in participating in Sponsorship opportunities.

“Sponsorship” means a contractual arrangement between the City and a sponsor where one party contributes cash and/or In-kind goods or services to the other party in return for commercial marketing potential.

“Sponsorship Committee” means an Employee committee to oversee policy implementation, co-chaired by the Deputy City Manager, Community Services and City Clerk, who may appoint members of the Committee and designates to act on the co-chairs’ behalf.

3. Policy Requirements

3.1 General Principles

The City may seek Sponsorship opportunities with external parties that align with the City’s vision and values.

Any Sponsorship:

- a) shall be compatible with the nature of the sponsored program, event, or City Asset and compatible with the target audience, both as determined by the City in its sole discretion;

- b) shall take into consideration City staffing and financial capacity implications, including any potential long-term impacts;
- c) shall not compromise the City's ability to carry out its functions fully and impartially;
- d) shall not cause an Employee or Member of Council to receive any benefit, product, service, or money for personal gain or use;
- e) shall not relinquish to any sponsor the City's right to manage and control a City Asset, unless authorized by the City;
- f) shall not detract from the character, integrity, aesthetic quality, or safety of a City Asset, or interfere with its enjoyment or use;
- g) shall not interfere with the terms and conditions of existing City Sponsorship agreements; and
- h) shall comply with the [Canadian Code of Advertising Standards](#), where applicable, as determined by the City.

3.2 Eligibility and Restrictions

The City shall not enter into any type of Sponsorship agreement with external parties:

- a) that discriminate based on any prohibited grounds as defined by the Human Rights Act, 2010;
- b) that advertise tobacco/cannabis products or promote tobacco/cannabis use;
- c) that advertise or promote the use of illegal substances or weapons;
- d) that promote religious or political messaging;
- e) with whom the City is in litigation, which in the opinion of the City, would materially affect entering into an agreement;
- f) that, in the City's sole opinion, does not align with the City's vision and/or values as expressed in its Strategic Plan and/or would reflect negatively on the City.

3.2.1 City Discretion

The City reserves the right to:

- a) reject any unsolicited Sponsorships that have been offered to the City and to reject any Sponsorships that may have been solicited by the City;
- b) terminate an existing Sponsorship agreement should conditions arise that make it no longer in the interest of the City to continue the agreement;

- c) refuse any proposal, including, but not limited to, those submitted by third parties whose activities, products, and/or services are perceived, at the sole discretion of the City, to be incompatible with the City's goals, values, or strategic plan; and/or
- d) provide an individual, organization, project, and/or event with a Donation or Sponsorship (including in-kind contributions), other than in accordance with Section 3.3.2 (a) and (b), where it has been determined, in Council's sole discretion, that it is in the best interest of the City.

3.3 Sponsorship Administration

- a) The Deputy City Manager (DCM), Community Services (or designate) and City Clerk (or designate) shall serve as co-chairs of the Sponsorship Committee ("the Committee").
- b) A Member of Council may be a member of the Committee.
- c) The co-chairs may appoint Employees as members of the Committee, including a Committee Administrator.
- d) Employees shall not participate in the solicitation, negotiation, and/or administration of individual Sponsorships unless authorized by the Committee.

3.3.1 Request for Sponsorship Proposals Process

- a) A Request for Sponsorship Proposals process shall be used when the City solicits Sponsorship involving a value greater than \$10,000 for the term of the agreement.
- b) Potential sponsors shall bear all costs associated with the preparation and submission of any Sponsorship proposal, and the City shall, in no case, be responsible or liable for those costs.
- c) All proposals received become the property of the City.
- d) For unsolicited Sponsorship offers received from third parties, a Request for Sponsorship Proposals shall not be mandatory.

3.3.2 Sponsorship Evaluation and Exclusions

- a) The City may consider providing funding or in-kind contributions to organizations for events within the City of St. John's that have budgets greater than \$100,000, as detailed in the **Sponsorship Procedures**.

- b) The City shall not provide to an individual, organization, project, and/or event any Donations or Sponsorship (including in-kind contributions), other than in accordance with Section 3.3.2(a).
- c) Sponsorship proposals shall be evaluated by the Sponsorship Committee in accordance with the criteria detailed in the **Sponsorship Procedures**.
- d) Any sponsorships considered in (a) above shall:
 - i. be from an organization that is a registered not-for-profit corporation or for-profit entity in good standing with the Provincial Registry of Companies or federally registered under the Corporations Act;
 - ii. provide an element of the event open to the general public;
 - iii. exclude conferences, conventions, and/or trade/consumer shows; and
 - iv. have funding support from other levels of government and/or private funding sources.
- e) In addition to the exclusions listed in Section 3.2, and with the exception of potential sponsorship noted in (a) above, the City shall not enter into Sponsorship agreements where an individual, organization, project, and/or event is seeking Sponsorship or Donations (including in-kind contributions) from the City.

3.4 Agreements

All Sponsorship agreements:

- a) that are over \$100,000 shall require final approval from Council;
- b) shall be in writing and shall be executed as required by the City;
- c) shall have a fixed term; and
- d) shall not result in any competitive advantage, benefit, or preferential treatment for the external party outside of the agreement.

The determination of the value of any agreement shall be the aggregate of all monies and value of goods and/or services that might be given over the term of the agreement.

4. Application

This policy applies to the following, unless specifically excluded in Section 4.1:

- a) all relationships that involve Sponsorship rights between the City (including any designated third parties acting on the City's behalf) and external parties;
- b) all Employees and/or agents involved in or responsible for Sponsorship; and
- c) City Assets when designated by Council as being included in the policy.

4.1 Exclusions

The policy does not apply to:

- a) City assets that are excluded by a contract or agreement with a Third Party;
- b) advertising that is not part of a Sponsorship Agreement;
- c) philanthropic contributions, gifts, or Donations to the City;
- d) any grants, subsidies, or contributions provided by the City under the authority of other City policies or programs;
- e) community engagement/support that aligns with the services of the St. John's Regional Fire Department;
- f) any financial contributions (including, but not limited to, grants or program funding) received from other levels of government;
- g) street names; or
- h) Sponsorship agreements that pre-date this policy.

5. Responsibilities

5.1 City Council is responsible for:

- a) approving the identification of City Assets for Sponsorship opportunities; and
- b) approving any agreement that:
 - i. relates to Naming Rights or renaming of a City building; and/or
 - ii. is valued for an amount over \$100,000.

5.2 The DCM, Community Services and City Clerk (as the Sponsorship Committee co-chairs) are responsible for:

- a) managing the overall implementation of this policy;
- b) at their discretion, appointing designates to act on their behalf; and
- c) appointing members of the Sponsorship Committee.

5.3 DCMs and City Manager are responsible for:

- a) ensuring that all City Assets (including programs, events, activities, etc.) in their departments are reviewed for their Sponsorship potential.

- b) supporting Sponsorship activities as required and ensuring that their Employees abide by the provisions of the policy.

6. References

- [Canadian Code of Advertising Standards](#)
- 09-17-01-01 Sponsorship Procedures

7. Approval

- Policy Sponsor: DCM, Community Services
- Policy Writer: Policy Analyst
- Date of Approval from
 - Corporate Policy Committee: May 8, 2019
 - Senior Executive Committee: December 6, 2019
 - Committee of the Whole: December 11, 2019
- Date of Original Approval from Council: January 13, 2020
- **Date of Amendment Approval from Council: TBD**

8. Monitoring and Contravention

The Sponsorship Committee co-chairs and/or designate(s) shall monitor the application of this policy.

Any contravention of the policy may be brought to the attention of the appropriate DCM(s), the Sponsorship Committee and/or co-chairs, the Department of Human Resources, the Office of the City Solicitor, and/or the City Manager for further investigation and potential follow up disciplinary or legal action.

9. Review Date

Initial Review: three years, Subsequent Reviews: five years

DECISION/DIRECTION NOTE

Title: Strategic Plan 2022 Report and 2023 Draft Plan

Date Prepared: March 1, 2023

Report To: Committee of the Whole

Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities

Ward: N/A

Decision/Direction Required: Approve the 2023 Strategic Plan Action Plan and table the report for 2022.

Discussion – Background and Current Status:

The City's 10-year Strategic Plan, [Our City, Our Future](#), is going in to its 5th year. Developed in 2018 and launched in March 2019, staff reviewed the plan in 2021 and two new goals were added at that time.

The plan includes four strategic directions designed for ten years and 12 goals which are to be reviewed with each term of Council. Annually, staff identify initiatives that advance the goals and directions considering such things as the results of the biennial Resident Satisfaction Survey, employee engagement survey results, existing plans and strategies, and emerging priorities.

Draft Plan for 2023

For 2023, staff have added 39 new initiatives. While these initiatives will get underway in 2023 some projects may have multiple phases/take several years to complete. At this time, staff have identified expected completion dates.

The report includes all new projects. A few new projects of note for 2023 are:

- Begin work to develop an Enterprise Risk Management Framework for the City
- Complete Phase V (final construction phase) of Water Street Infrastructure Project
- Several projects that advance the Cycling Plan including connecting existing Shared Use Paths (SUPS), public engagement and design for future SUPs, and construction of phase 1 of both Canada Drive and Kelly's Brook
- Complete flood hazard mapping for six streams (contingent on funding)
- Advance a regional economic development agency
- Advance a digital strategy for online service delivery
- Plan for and launch a new e-learning system for employees
- Improve access to inspection permit application information for stakeholders
- Advance the Corporate Climate Plan and the Resilient St. John's Community Plan

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- Achieve targets for intersection safety projects (3), traffic calming (8), pedestrian signals (2) and pedestrian crossings (3)
- Establish an Information Management Governance Framework
- Establish preventative maintenance and inventory management systems for fleet at St. John's Regional Fire
- Complete the 2023 Employee Engagement Survey
- Improve reliability of the public transit service by upgrading the communications system from analog to digital

Overall Plan Progress

Since the launch of Our City, Our Future:

- 88% of Sustainability City initiatives have been achieved
- 82% of initiatives supporting the City that Moves strategic direction have been achieved
- 93% of initiatives supporting the Connected City have been achieved, and
- 90% of the Effective City initiatives have been completed.

A [public dashboard](#) shows real time progress overall on the plan's strategic directions and goals as well as initiatives.

2022 Progress

In 2022, 24 initiatives were completed.

Status of initiatives since the last report to Council in Oct. 2022:

- 12 initiatives were completed,
- 14 initiatives are on track to be completed on time,
- 9 initiatives are behind schedule¹,
- 2 initiatives are not scheduled to start yet,
- 28 initiatives are overdue²,
- 3 Continuous Improvement projects were completed.

Detailed updates are included in the report along with % of the project that is complete as of March. 1 to provide more clarity on the status.

Key Considerations/Implications:

1. Budget/Financial Implications:
Several projects await funding confirmations. All other project budgets are addressed through existing budgets.

¹ Initiatives showing as behind may still be able to be completed within their scheduled time frames.

² Initiatives showing as overdue are now past their due date. However, over half of these items are already 80 % complete.

2. Partners or Other Stakeholders:

There are many partners and stakeholders with whom the City works to advance the strategic plan.

3. Alignment with Strategic Directions:

Our City, Our Future is the City's overarching plan. It intersects with all other City plans and strategies.

4. Alignment with Adopted Plans:

All plans are aligned to the Strategic Plan.

5. Accessibility and Inclusion:

This would be managed on a project-by-project basis.

6. Legal or Policy Implications:

This would be managed on a project-by-project basis.

7. Privacy Implications:

This would be managed on a project-by-project basis.

8. Engagement and Communications Considerations:

Staff will share the 2022 report and draft 2023 plan internally and externally and communicate key outcomes achieved to date. The updated plan will be published on the City's website and intranet.

9. Human Resource Implications:

This would be managed on a project-by-project basis.

10. Procurement Implications:

This would be managed on a project-by-project basis.

11. Information Technology Implications:

This would be managed on a project-by-project basis.

12. Other Implications:

None noted at this time.

Recommendation:

That Council approve the 2023 draft plan and table the 2022 report of progress at a future regular meeting of Council.

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

Approved by:

Report Approval Details

Document Title:	Strategic Plan 2022 Report and Draft 2023 Initiatives .docx
Attachments:	- Our City Our Future Progress Report 2023-03-01.pdf
Final Approval Date:	Mar 1, 2023

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

Derek Coffey - Mar 1, 2023 - 3:09 PM



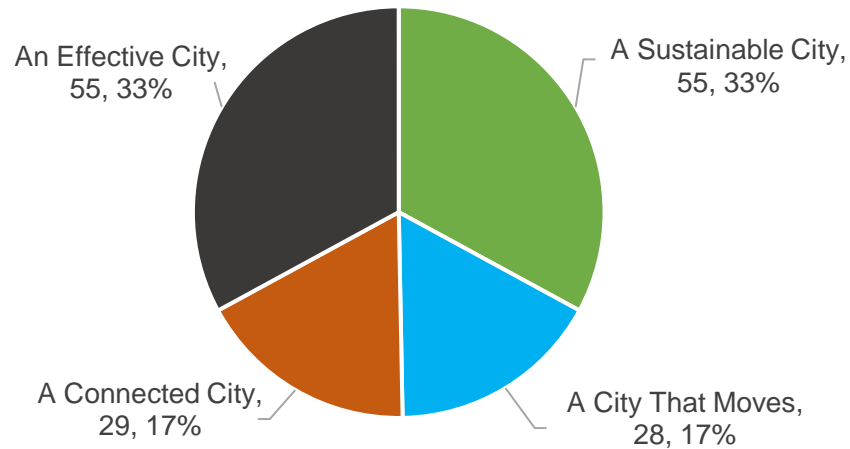
Annual Action Plan

- Progress at a Glance
- 2022 Progress Report and Q1 2023 Update
- Continuous Improvement Project Updates

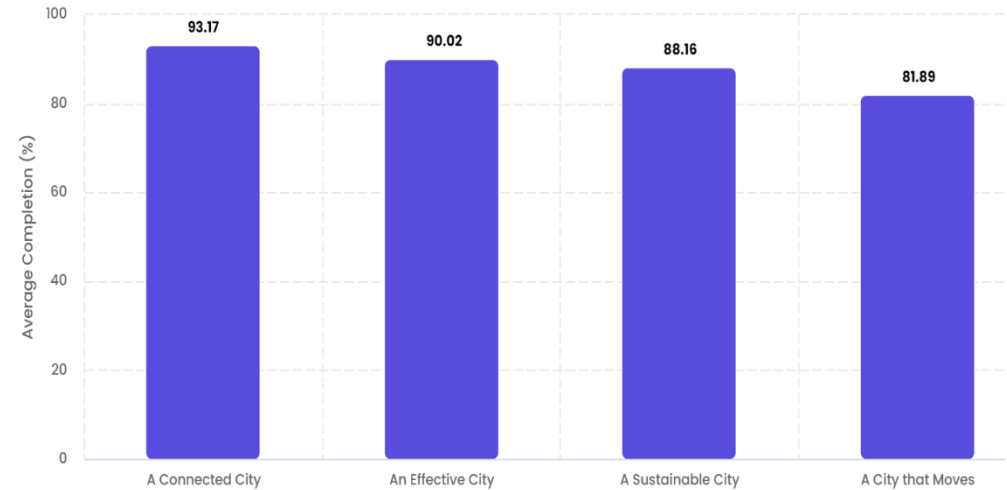
A Sustainable City | A City that Moves | A Connected City | An Effective City

Our City Our Future Strategic Plan – Progress at a Glance

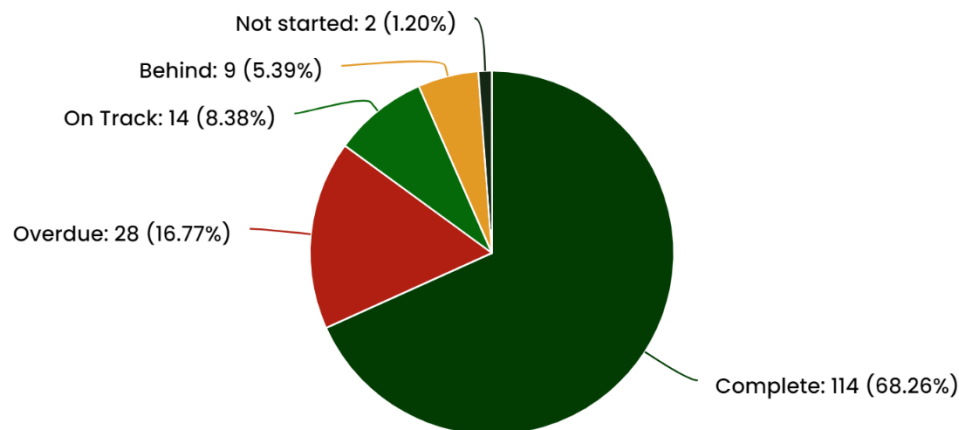
Initiatives per Strategic Direction



Average Completion of Initiatives per Strategic Direction



Status of all Initiatives Since Launch of Plan in 2019



Note: Draft initiatives are not included in counts

12 initiatives have been completed since the last update to Council

- Annual traffic calming program (5 projects)
- Annual intersection safety program
- Conceptual design for Bowring Park skating surface
- Eight standard operating procedures in Regulatory Services
- 2022 Resident Satisfaction Survey
- Divert waste from the landfill (initiatives for 2022)
- Review and update the accident review process
- New City website
- Actions to support the Economic Development Framework
- Cycling pump track at Quidi Vidi Lake
- Implementation of Corporate Climate Plan (initiatives for 2022)
- Implementation of Resilient St. John's Community Climate Plan (initiatives for 2022)

Continuous Improvement (CI) – Progress at a Glance

CI Projects Outcome Tracker

Total Lead/Process Time Saved (hours per year)	Total Staff Time Reinvested (hours per year)
108,095	6,553
Average % Change in Lead/Process Time	Sum of Dollar Value of Staff Time Reinvested ¹ (per year)
45%	\$359,679
Sum of Financial Reinvestment (per year)	
\$60,647	

CI projects aim to reduce waste in processes (activities that do not add value from a customer perspective), thereby improving lead time, turn-around time, saving hard costs, and ultimately improving employee engagement and customer experience.

To demonstrate how this is working, the City is using a data collection tool to capture annual outcomes from CI projects. The table above shows the outcomes from a variety of projects, some of which are small in scale but still yield significant results.

¹ "Sum of Dollar Value of Staff Time Reinvested" has been adjusted to reflect salary increases resulting from new collective agreements in 2022.

3

CI projects have been completed since the last update to Council

- Improve the parking permit application
- Review the process for temporary occupancies
- Standardize the archival records management process

Impacts of some of the CI projects completed in 2022

Project	Savings
Developing an application to automatically gather user information and application privileges.	Up to 1,700 hours of staff time annually
Implementing an electronic log for payroll processing for capital projects and improving record keeping.	26 hours of administration time and more than 1,800 sheets of paper annually.
Implementing a fillable online form for the annual Call for Performers program	31 hours of staff time annually, reduction in errors, helped increase number of submissions by 140%.
Introducing iPads and survey software to collect asset information and condition assessments.	Overall process time reduced by 47% and savings of 1,968 hours of staff time annually.
Creating a centrally located visual guide with standard instructions for completing a water filter change at a treatment facility.	Overall process time reduced by 70%.
Developing a tracking system for the completion of asset inventory and building condition assessments.	55% reduction in overall process time and staff time savings of 132 hours per year.
Improving the parking permit application and process.	43% reduction in process time and 1,575 hours of staff time annually.

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


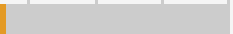






CITY OF ST. JOHN'S PLAN

A SUSTAINABLE CITY

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
Be financially responsible and accountable : 100%		2025/12/31								78%
→ Develop corporate framework for compliance with Payment Card Industry Data Security Standard (PCI DSS) : 100%	NEW Council Quarterly Achievements: Revision to the City's Cash Handling Policy to incorporate Payment Card Industry Data Security Standards (PCI DSS) was approved by Council at COTW, June 15th, 2022, thus concluding this strategic plan initiative. <i>2022/06/29</i>	2020/12/31								100%
→ Advance a corporate wide asset management program : 100%	NEW Council Quarterly Achievements: The development of an asset management (AM) program is a multi-year process. Currently: <ul style="list-style-type: none"> LIS has developed a GIS based tool for input of Building condition assessments and inventory Facility Engineering continuing to work on data collection Water & Wastewater (Infrastructure) group working on verifying data records AM Governance Document is drafted AM strategic plan draft is nearly completion Work on Asset Management Roadmap, which is needed to record and track AM targets for short and long term, is on track <i>2023/02/28</i>	2023/12/31								80%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Develop a Commercial Vacancy Allowance Policy and Align with the Commercial Vacancy Allowance by-law : 100%	NEW Council Quarterly Achievements: Development of the policy is contingent on updating of the commercial allowance by-law. Timelines have been moved out into 2023. <i>2023/03/01</i>	2023/12/31								0%
→ Develop Asset Management Plans	NEW Council Quarterly Achievements: This initiative is multi-year, data collection is ongoing to support Asset Management plans in the following areas: <ul style="list-style-type: none"> City Buildings Fleet Linear Infrastructure Roads and Sidewalks <i>2023/02/28</i>	2024/12/31								7%
→ Complete State of Infrastructure Report	NEW Council Quarterly Achievements: Slated to commence in 2023 <i>2023/01/20</i>	2026/12/31								0%
Plan for land use and preserve and enhance the natural and built environment where we live		2025/12/31								90%
→ Develop a Development Design Manual	NEW Council Quarterly Achievements: Manual is being revised to include input by new key Transportation staff. Preparing high level presentation for Council on major updates. Aiming for Council adoption by March 2023. <i>2023/02/21</i>	2020/12/31								98%
→ Replace subdivision development policy with new development policy	NEW Council Quarterly Achievements: This policy is to be incorporated into the Development Design Manual (DDM) and rescinded. Details were reviewed with Legal and Deputy City Manager. Expected to be rescinded in mid 2023 once DDM is adopted. <i>2023/02/21</i>	2021/12/31								95%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Wetland Study (Phase 2) - Functional Assessment	NEW Council Quarterly Achievements: Draft maps submitted. Awaiting final report. <i>2023/02/21</i>	2022/04/30				<div><div></div></div>				80%
→ Gleneyre Street Culvert Replacement	NEW Council Quarterly Achievements: Construction expected to start in early Spring 2023. <i>2023/02/20</i>	2022/10/28				<div><div></div></div>				75%
→ Divert waste from landfill : 100%	NEW Council Quarterly Achievements: Initiatives identified for 2022 have been completed. With clear bags and mandatory recycling, there was an increase of over 500 tonnes of recycling at the curb in 2022. Diverting waste from the landfill is an ongoing initiative and would be more effective expressed as a Key Performance Indicator (KPI) in the strategic plan going forward. Discussions are ongoing about best approach. <i>2023/02/24</i>	2022/12/30				<div><div></div></div>				100%
→ Empire Avenue Sewer Separation Study	NEW Council Quarterly Achievements: Delay in acquiring surveying and video services due to lack of quotes. Will request quotes again this Spring. Final report expected by the end of September 2023. <i>2023/02/20</i>	2023/03/31				<div><div></div></div>				55%
→ Plan for and implement Phase 2 of Goulds Servicing - Sanitary Trunk Sewer Extension. : 100%	NEW Council Quarterly Achievements: Project postponed for the Winter. Project still on schedule to be completed Mid-2023. <i>2023/02/20</i>	2023/07/28				<div><div></div></div>				93%
→ Plan for and implement Phase 3 of Goulds Servicing - Sewage Forcemain : 100%	NEW Council Quarterly Achievements: Project waiting for completion of Phase 2 work. Final connections remaining are expected to be made mid-2023. <i>2023/02/20</i>	2023/12/15				<div><div></div></div>				99%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Develop a Downtown Plan - a secondary or area plan under the Envision St. John's Municipal Plan : 100%	NEW Council Quarterly Achievements: A consulting team has been engaged and a tour of downtown was conducted with them in December 2022. Work is underway. <i>2023/02/24</i>	2023/12/31								20%
→ Develop a Heritage Plan : 100%	NEW Council Quarterly Achievements: Staff work is underway. Two public meetings (one in-person, the other virtual) have been scheduled for March 2023 and meetings are being scheduled with various other groups as well as with City advisory committees. <i>2023/02/24</i>	2023/12/31								26%
Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors : 100%		2025/12/31								94%
→ Complete a new Economic Development Plan, review and prioritize recommendations : 100%	NEW Council Quarterly Achievements: The economic development plan has been drafted as a framework to guide the directions for economic development activities. <i>2022/06/24</i>	2019/12/31								100%
→ Deliver on a regional Themed Signage Strategy as outlined in Roadmap 2021 : 100%	NEW Council Quarterly Achievements: The final stage of this project is signage fabrication and installation which is to occur in 2023. <i>2023/02/21</i>	2020/12/31								98%
→ Deliver, with partners, a report on Regional Economic Development	NEW Council Quarterly Achievements: Report completed. <i>2022/10/03</i>	2022/05/31								100%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
→ Implement actions to support the Economic Development Framework : 100%	NEW Council Quarterly Achievements: Initiatives identified for 2022 have been completed, including: <ul style="list-style-type: none"> • Hosting Innovate Canada • Undertaking My New St. John's Live event • Call for public art mural Place marketing with the Advantage St. John's branding is ongoing - workplan for 2023 in progress and the marketing strategy has transitioned to operationalization. <i>2023/02/24</i>	2022/12/31								100%
→ Refresh the Arts & Cultural plan	NEW Council Quarterly Achievements: The arts and culture plan will require more than a refresh given learnings from the pandemic, new data acquisition, and anticipated insight to result from St. John's hosting the national creative city summit in October 2023. Process is underway to identify additional research resources to support the research, outreach work for the arts and culture plan. New timeline for completion 2024 <i>2023/02/22</i>	2023/03/31								53%
→ Explore opportunities to build an innovative problem solving culture using entrepreneurial approaches. : 100%	NEW Council Quarterly Achievements: Advisory Committee in place. RFP issued/awarded to consultant to work with Committee in the exploration of potential/opportunities for creative innovation district. Timeline for consultancy completion, summer 2023. <i>2023/02/20</i>	2023/12/31								70%
Work collaboratively to create a climate-adapted and low-carbon city		2025/12/31								24%
→ 2022 Implementation of Resilient St. John's Community Climate Plan	NEW Council Quarterly Achievements: <ul style="list-style-type: none"> • Public electric vehicle charging stations are being installed across the City, three sites are online already, and three more will finish installation in early 2023. • The City partnered with takeCHARGENL to provide education in the use and benefits of EV vehicles. 	2022/12/31								100%

	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
	<ul style="list-style-type: none"> • Metrobus electrification feasibility study is ongoing with support from NRCAN and is anticipate to be completed by mid 2023. Discussions for resourcing for the implementation are ongoing. • The City partnered with Econext and other stakeholders. The partnership received FCM funds and designed a program to provide residential financing support that would accelerate uptake of residential energy efficiency programs available to residents of St. John's. Due to Muncipal Act constraints the program is best implemented in partnership with an external organization. The scope is finalized and being submitted to FCM grants and capital funding for their considerations. • Expression of Interest was issued for the re-use of landfill gas. City staff are exploring the opportunities to make beneficial use of the landfill gas. • The City will celebrate community organizations thru the Applause Awards' "Climate Change Leadership Award". • Climate Change was included in the ongoing efforts of the Water Master Plan, and terms of reference for the Downtown Plan. • The Environment and Sustainability Experts Panel s defining priorities for the implementation from the Resilient St. John's Community Climate Plan for 2023, in addition to its development review duties. • Several active transportation improvements have been acted on by improving sidewalk snow clearing and bike trails. • The City continues to work on the implementation of its Corporate initiatives in an effort to lead by example. See update of 2022 Implementation of Corporate Climate Plan for more information. <p>Work on initiatives related to the Resilient St. John's Community Climate Plan plan continues into 2023.</p> <p>2023/02/24</p>									

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	2025	Current Completion
<div> <div></div> <div>2022 Implementation of Corporate Climate Plan</div> </div>	<div>NEW</div> <p>Council Quarterly Achievements:</p> <ul style="list-style-type: none"> • Council approved the implementation of a Budget-Neutral Approach to Energy Efficiency and Corporate GHG Reduction. This Energy Performance Contract includes \$12M of City-owned facility improvements and place the City on track to achieve 70% of its 2030 Corporate GHG reduction commitment by 2025. • The installation of electric vehicle chargers available for future fleet use is ongoing at the Depot, Metrobus and second floor City Hall. This will be completed early 2023. • Electrification of maintenance equipment is ongoing on an opportunity basis including a fully electric commercial ride-on mower, which is now the principal piece of equipment at Bowring Park. Small heaters have been replaced from oil to electric at various City Buildings. • EVs pilot vehicles have been identified and are planned for procurement in 2023, once the corresponding chargers installation is complete. • Naturalization and no-mow zones continue to be monitored and developed as needed to ensure turf maintenance is efficient and to improve the resilience of the urban forest. <p>Work on initiatives related to the Corporate Climate Plan plan continues into 2023.</p> <p>2023/02/24</p>	2022/12/31								100%

A CITY THAT MOVES

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
Create a sustainable and accessible, low-carbon public transportation system : 100%		2025/12/31							78%
→ Improve the customer experience through the introduction of new smart card features (mCard and Go-Card) including automatic reloads and customer communications designed to make the system user friendly	NEW Council Quarterly Achievements: This work is proceeding and several new smart card features have been introduced including real-time card reloads, and the ability to temporarily suspend lost cards. Working on some technical issues but anticipate completion by end of June 2023. <i>2023/02/28</i>	2022/05/31							75%
→ Completion and adoption of a zero emission fleet plan for public transit	NEW Council Quarterly Achievements: Data collection has been completed. Feasibility and optimization assessment is now being completed. Anticipate completion of plan by end of July 2023. <i>2023/02/28</i>	2022/10/31							60%
→ Completion and adoption of an accessibility plan for transit	NEW Council Quarterly Achievements: The terms of reference has been completed and approved by the Commision. Draft plan is in development. Expected completion - end of June 2023. <i>2023/02/28</i>	2022/11/30							50%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Implement select recommendations from the Public Transit Review	NEW Council Quarterly Achievements: Several initiatives are being undertaken as part of the recommendations from the Public Transit Review: <ul style="list-style-type: none"> Identify opportunities for a pilot of on-demand service on Metrobus – discussions are ongoing. Anticipated completion date is end of September 2023. Improve transit accessibility by installing shelters at ten new locations – all ten shelters have been received from the supplier. Two shelters were installed prior to the winter season and the remaining eight will be installed by end of July 2023. Implementation of automated onboard stop announcement system to improve accessibility on all routes – awaiting funding approval. Anticipated completion date is end of December 2023. 2023/02/28	2022/12/31							81%
→ Improve safety for all users on a well-maintained street network : 100%		2025/12/31							88%
→ Implement the Transportation Master Plan : 100%	NEW Council Quarterly Achievements: Will reconnect with Province regarding travel patterns and aim to action the household survey in 2023. 2023/02/20	2020/04/30							80%
→ Goldstone St. @ Team Gushue Highway Ramps Intersection Improvements - Roundabouts : 100%	NEW Council Quarterly Achievements: Reviewing pre-tender package. Final package addressing comments expected a few weeks after providing. No construction funding to date. 2023/02/20	2021/12/31							99%
→ Initiate Annual Intersection Safety Program	NEW Council Quarterly Achievements: Detailed safety study report received for 2022. 2023/02/24	2021/12/31							100%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Digitize City Pavement Markings	NEW Council Quarterly Achievements: Will issue Request for Information in 2023 and make recommendations on strategy moving forward based on information received. Timelines will need to be adjusted. <i>2023/02/20</i>	2021/12/31							0%
→ Integrate Paid Parking Management System	NEW Council Quarterly Achievements: Integration and testing is complete. Go live started on September 14, 2022 <i>2022/09/13</i>	2022/09/30							100%
→ Update Traffic Calming Policy	NEW Council Quarterly Achievements: Recommendations approved by Council in January 2023. Next step is to finalize the policy working with the City Clerk's office. Expect to have draft to Council in second quarter 2023. <i>2023/02/20</i>	2022/12/31							99%
→ Implement annual traffic calming program	NEW Council Quarterly Achievements: Five projects implemented for 2023. Temporary cushions were placed at the following locations: <ul style="list-style-type: none"> • Ennis Avenue • Quidi Vidi Road • University Avenue • Criagmillar Avenue Feedback sign placed on Warford Road. <i>2023/02/20</i>	2022/12/31							100%
→ Implement select recommendations and actions from the Paid Parking Management Strategy : 100%	NEW Council Quarterly Achievements: All pay stations have been installed. Work continues on developing a permit system for Churchill Sq. Two additional initiatives have been added for 2023: <ul style="list-style-type: none"> • explore ePurse option for paid parking payment • explore diversifying paid parking outside the downtown core <i>2023/02/28</i>	2023/12/31							50%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
Expand and maintain a safe and accessible active transportation network : 100%		2025/12/31							71%
→ Conduct Kelly's Brook Trail design process (shared use path recommended by Bike St. John's Master Plan) : 100%	NEW Council Quarterly Achievements: Design for Columbus Drive to Carpasian Road, phase 1, is mostly complete. Carpasian Road to King's Bridge Road, phase 2 design is ongoing and consultant submitted a preliminary design for review. A separate RFP is required for the contract administration and inspection of the work. This is required prior to proceeding to tender. Tender for this this work is expected late Spring. <i>2023/02/28</i>	2021/06/30							98%
→ Annual Infill Sidewalk Program	NEW Council Quarterly Achievements: The 2022 sidewalk infill program started in October 2022 and the Mundy Pond Road section was completed. Remaining sections will carry over into Spring/Summer 2023. The 2021 sidewalk infill program is mostly complete with the exception of a section of Southside Road. Work cannot be completed there until a contractor doing work for the Province on the Viaduct Structure is finished. This work is expected to be completed in Spring/early Summer. <i>2023/02/20</i>	2022/12/31							97%
→ Construct Kelly's Brook Shared Use Path : 100%	NEW Council Quarterly Achievements: Construction expected to start Spring/early Summer of 2023. <i>2023/01/23</i>	2024/11/30							0%
→ Canada Drive active transportation improvements	NEW Council Quarterly Achievements: Request for Proposals for detailed design will be issued in Q1. Project on schedule for construction of Phase 1 in 2023. <i>2023/02/20</i>	2024/12/31							46%
→ Elizabeth Avenue active transportation and roadway improvements	NEW Council Quarterly Achievements: Detailed design being finalized. Expecting tender late Winter/early Spring 2023. <i>2023/02/20</i>	2024/12/31							58%








A CONNECTED CITY

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
Increase and improve opportunities for residents to connect with each other and the City : 100%		2025/12/31							98%
→ Increase number of youth engaged in City matters through a Youth Panel : 200 People(s)	NEW Council Quarterly Achievements: Target not met for 2022. Working with Communications, OPS staff and members of the Youth Engagement Working Group used a variety of means to increase participation including promotion on social media, posters on campus at Memorial, and promotion at various events at Memorial including orientation. A survey of those involved in the panel show they are positive about their experience. Eleven surveys were issued through the Panel in 2022 on topics ranging from affordable housing, metrobus, waste and recycling, and social media usage. Work will continue in 2023 to grow the panel membership and continue to share surveys on topics of interest to this demographic. <i>2023/02/24</i>	2022/12/31							84%
Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities : 100%		2025/12/31							90%
→ Roll out social marketing strategy to address Not in My Backyard (NIMBY)	NEW Council Quarterly Achievements: This project will continue to be on hold pending appropriate market conditions. <i>2023/02/24</i>	2021/12/31							31%
→ Galway Village Green (Phase 1)	NEW Council Quarterly Achievements: Galway Village Green Phase 1 has been temporarily suspended until the Spring 2023. All the civil works and electrical works are completed and 80% of the landscaping. Unfortunately, supply chain issues have caused delays with the delivery of the playground equipment. It is anticipated that the equipment will arrive late February or early March. Substantial completion is now estimated to be June 30th, 2023. <i>2023/02/27</i>	2022/11/30							95%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Develop Conceptual Design for Bowring Park Skating Surface	NEW Council Quarterly Achievements: Two concepts were proposed for the Bowring Park Skating Ice Surface: a 250m loop and a 400m loop. Class D estimates for both options were provided. A stakeholder meeting was held to review the concepts and costs and direction was given to Mills & Wright to revise the 400m loop concept and submit a new cost estimate for review and approval to the City and Bowring Park Foundation. Approval of the revised concept was given and the team is now working on the conceptual renderings for fundraising and starting the detailed design. 2023/02/28	2022/12/30				<div></div>			100%
→ Reduce vacancies in lower end of market (LEM) rental housing units by 10% by Dec 2022 : 26 Vacancy Rate (%) to 16 Vacancy Rate (%)	NEW Council Quarterly Achievements: This goal has been exceeded. As of September 2022, the vacancy rate was 12%, a reduction of 14 points (the initial goal was a reduction to 16%). 2022/10/03	2022/12/31				<div></div>			140%
→ Cycling Pump Track at Quidi Vidi	NEW Council Quarterly Achievements: Pump track opened to public on October 18th, 2022. 2023/01/23	2022/12/31				<div></div>			100%
→ Construction of the H.G.R. Mews Centre Replacement	NEW Council Quarterly Achievements: Building works currently tracking behind schedule. Steel fabrication has been a problem requiring the contractor to sign a contract with a new vendor. Outstanding steel for the pool area is expected to be on site in March. There have also been challenges with the roofing contract which required a new contractor. In addition, the consultant and contractor are working with the flooring vendor to address cost challenges. As of now, the estimated substantial completion date is now December 2023. Site civil works is currently on budget and on schedule. Completion time is estimated to be ahead of October 30, 2023. 2023/02/27	2023/11/30				<div></div>			84%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Upgrade Downtown Lighting to LED	<div>NEW</div> <p>Council Quarterly Achievements: Contract awarded. Installation planned for summer/Fall 2023.</p> <p>2023/02/20</p>	2023/12/01					<div><div></div></div>		67%
→ Create a new Recreation Master Plan	<div>NEW</div> <p>Council Quarterly Achievements: A draft of the Request for Proposals (RFP) is undergoing revisions and is expected to be finalized by mid-March 2023.</p> <p>2023/02/27</p>	2023/12/06					<div><div></div></div>		6%
→ Advance Healthy City St. John's Strategy	<div>NEW</div> <p>Council Quarterly Achievements: The Healthy City Strategy Joint Mobilization Team (City and Eastern Health) have been meeting regularly to formalize the planning and reporting process and identify priorities. Safety has been identified as a key priority. City staff in collaboration with community partners planned and executed a Building Safer Communities Round Table Event (Feb 1st). Event findings will inform strategies focused on prevention and addressing the root causes of crime. The City applied for and received Building Safer Community Funding from Public Safety Canada which will be used to support these efforts. Formation of the City's Anti-Racism Working Group also falls under this goal and is taking longer than initially anticipated. Members are currently reviewing the Terms of Reference for this group to ensure that concerns expressed by some members are addressed.</p> <p>2023/02/22</p>	2023/12/31				<div><div></div></div>			95%

AN EFFECTIVE CITY

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
Work with our employees to improve organizational performance through effective processes and policies : 100%		2025/12/31							91%
→ Evaluate the Special Events application process and associated fees and make recommendations for modifications : 100%	NEW Council Quarterly Achievements: The updated special events policy, procedures and application have been approved by Council. <i>2022/10/04</i>	2021/01/31							100%
→ Review and update accident review process : 100%	NEW Council Quarterly Achievements: Final report has been completed. <i>2023/02/24</i>	2021/11/30							100%
→ Implement bid evaluation software : 100%	NEW Council Quarterly Achievements: The vendor performance module, which is due to be implemented in the third quarter of 2023, will need to be implemented prior to this product. <i>2023/02/28</i>	2021/12/31							37%
→ Develop action plan and build capacity to support the Employee Success Program : 100%	NEW Council Quarterly Achievements: Pilot group feedback deadline set for March 10. Changes as needed will be made to form and process. Roll out to management group set to begin April 2023. <i>2023/02/28</i>	2021/12/31							95%
→ Develop staff training modules to enhance understanding and ensure legislative compliance	NEW Council Quarterly Achievements: Training modules have been completed for Mechanics' Liens, Development Securities, and Land Easements. Scheduling of sessions is forthcoming. <i>2022/06/29</i>	2021/12/31							100%
→ Enhance awareness and understanding within the organization of the role of Legal Services	NEW Council Quarterly Achievements: Waiting to complete some training with other departments. <i>2023/02/24</i>	2021/12/31							76%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Occupational Health and Safety Program Policy Development	NEW Council Quarterly Achievements: Policy note was submitted to the Corporate Policy Committee on January 17, 2023 and was approved. Work continues on the development of the Policy document. <i>2023/02/27</i>	2021/12/31			<div><div></div></div>				38%
→ Implement a new FDM Training Module	NEW Council Quarterly Achievements: Module is in final phase for testing before being implemented. This was pushed due to server upgrades, and should now occur in the next couple of weeks. At that time the project will be complete. <i>2023/02/27</i>	2022/02/01			<div><div></div></div>				75%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Complete a continuous improvement maturity assessment	NEW <p>Council Quarterly Achievements: This maturity assessment is complete and the City received a bronze status result, a typical result for an organization of this size at this stage of its Lean journey. It is important to note that this result has been achieved using existing human resources and budget over the past four and half years. The report notes: "Overall, the City of St. John's has a well established foundation for continuous improvement. It has developed a strong stance in lean as the way of work. The municipality has developed a strategy, a method of linking projects to strategy and a St. John's steering committee, commitment to training and development, as well as opportunities to improve which are abundant and supported. Standard work has been developed and leveraged from many parts of the organization."</p> <p>Recommendations for the future include: Leverage Hoshin (Lean) planning for strategy , formalize a link with performance and delivery of strategic goals, identify core value streams across the organization and determine key process health metrics to drive operational excellence, continue to drive engagement and excitement through forms of communication. The Organizational Performance and Strategy Team has worked with senior staff and CI steering committee to develop an action plan for 2023 that aligns with other strategies such as service excellence, employee engagement, etc. to further advance the City's CI efforts.</p> <p>2022/06/29</p>	2022/06/30				<div></div>			100%
→ Review and Update Residential Parking Guide	NEW <p>Council Quarterly Achievements: The updated residential parking guide is complete.</p> <p>2022/10/06</p>	2022/12/30				<div></div>			100%
→ Expand the Application of Electronic Field Notices in Regulatory Services	NEW <p>Council Quarterly Achievements: Field testing has started. Aiming for implementation in March 2023.</p> <p>2023/02/28</p>	2022/12/30				<div></div>			75%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Review and update by-laws	NEW Council Quarterly Achievements: <ul style="list-style-type: none"> Residential Property Standards By-law - Regulatory Services is drafting the required sections and when completed, the Legal Department will complete its analysis and edits. Code of Ethics By-law - Code was approved by Council at its regular meeting on February 8, 2023. Commercial Property Tax By-law - Consultations continue between the Legal Department and the Department of Finance and Corporate Services, and Internal Audit to finalize the draft. 2023/02/24	2022/12/30							71%
→ Improve processes, policy, and procedures related to emergency and safety services : 100%	NEW Council Quarterly Achievements: This initiative has reached completion. Final item is the first meeting of the Emergency and Continuity Advisory Committee which is booked for July 5, the Terms of Reference will be tabled for approval at this meeting. 2022/06/21	2022/12/31							100%
→ Develop a Support for Affordable Housing Development Policy	NEW Council Quarterly Achievements: Draft policy and procedures are under final review by the Legal Department. 2023/02/24	2022/12/31							78%
→ Identify and undertake initiatives to support employee engagement	NEW Council Quarterly Achievements: Meeting with department heads completed. 2 focus areas identified per department and a strategy to improve results for each area has been discussed. Next Employee Engagement Survey planned for October 2023. 2023/02/28	2023/12/31							61%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Undertake Continuous Improvement Projects	NEW Council Quarterly Achievements: Three continuous improvement projects have been completed since the last update. See CI report for details on each project including those in progress. As staff receive yellow belt certification training in March, new projects will be added. <i>2023/02/24</i>	2023/12/31							74%
→ Develop policies, procedures & service standards to enhance Regulatory Services processes : 100%	NEW Council Quarterly Achievements: All Standard Operating Procedures (SOPs) completed for 2022. 10 new SOPs planned for 2023. <i>2022/12/20</i>	2023/12/31							100%
→ Create a continuous improvement (CI) culture through ongoing training & development : 100%	NEW Council Quarterly Achievements: Work continues to build capacity and support the City's continuous improvement strategy. Staff continued to offer CI 101 and CI for managers as well as yellow belt certification training in 2022. To date, 63 employees have achieved a belt level. 5S training was also delivered to staff in Public Works and a demonstration project carried out. A CI maturity assessment completed in 2022 shows the City has made good progress over the past five years and efforts for 2023 will focus on: <ul style="list-style-type: none"> • CI leadership training • CI micro-learning • Yellow belt certifications • Advancing a regional community of practice • Completing an inventory of processes <i>2023/02/24</i>	2023/12/31							94%
→ Deliver employee conflict management training : 400 People(s)	NEW Council Quarterly Achievements: This is not a mandatory training session. More sessions will be offered in 2023 based on demand. <i>2023/02/28</i>	2024/03/31							30%
Ensure accountability and good governance through transparent and open decision making : 100%		2025/12/31							97%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Initiate communications strategy to share decisions from Council & Committee of the Whole meetings : 100%	NEW Council Quarterly Achievements: After a delay due to the pandemic, the plan to communicate decisions of Council has been initiated. We are developing a podcast with the Mayor to pilot late this fall. This will coincide with the implementation of the new website which includes a new blog, the ability for individuals to "subscribe" to Council news and a plan to implement regular fast facts/ key messages about complex decisions from Council. <i>2022/10/03</i>	2019/12/31	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	100%
→ Implement vendor performance module for bids and tenders software : 100%	NEW Council Quarterly Achievements: Intend to have implementation in third quarter 2023. <i>2023/02/27</i>	2021/05/28	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	80%
Achieve service excellence through collaboration, innovation and modernization grounded in client needs		2025/12/31	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	78%
→ Advance a Service Excellence Framework : 100%	NEW Council Quarterly Achievements: This framework has been approved by senior staff and the Deputy City Manager for Community Services is senior champion. The framework will also include innovation and focus on six pillars: Continuous Improvements, Voice of Customer, Service Standards, Tools and Training, E-services, Web and Apps. Action items to advance the pillars will be captured on an annual basis under the new goal approved in 2022 - Achieve service excellence through collaboration, innovation, and modernization grounded in customer needs. <i>2022/06/24</i>	2019/12/31	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	100%
→ Implement solutions software, Yardi Voyager, to improve management of applications, tenants, units, rent payments	NEW Council Quarterly Achievements: Staff are still working with the vendor to roll out Yardi. The expected go live date is now May 2023. <i>2023/02/24</i>	2021/12/31	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	63%

Goal	Council Update	Due Date	2019	2020	2021	2022	2023	2024	Current Completion
→ Plan for and implement the 2022 Citizen Satisfaction Survey : 100%	NEW Council Quarterly Achievements: The report was finalized and shared with Council at Committee of the Whole Nov. 30. It is available on the City's Website . It has also been shared within the city organization as part of the planning process for 2023. <i>2022/12/06</i>	2022/12/31							100%
→ Advance a new City website : 100%	NEW Council Quarterly Achievements: New website is fully operational. <i>2023/01/23</i>	2022/12/31							100%
→ Pilot the use of EngageStJohns.ca for planning applications requiring rezoning	NEW Council Quarterly Achievements: Pilot is in implementation mode. Staff in Organizational Performance and Strategy are working with Planning and Communications to ensure projects are accurate and timely and continue to monitor participation and usage of the project page . To date, 12 projects have been profiled on the site and 3300 individual users have visited at least one project page. An evaluation of the pilot project is planned for spring. <i>2023/02/24</i>	2023/06/30							54%
→ Source & Implement Citizen Request Management (CRM) System for 311	NEW Council Quarterly Achievements: The Design sessions have been completed with the vendor and the various City departments. The vendor is currently configuring the software and we are anticipating a Go Live in Q2 of 2023. <i>2023/02/27</i>	2023/12/31							50%

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

GOAL

Goal	Progress Update	Current Completion
Undertake Continuous Improvement Projects	<p>Progress: Three continuous improvement projects have been completed since the last update. See CI report for details on each project including those in progress. As staff receive yellow belt certification training in March, new projects will be added.</p> <p>Next Steps: <i>No value</i> 2023/03/01</p>	74%
→ Collection of Accommodation Tax : 100%	<p>Progress: Testing of the proposed solution using miscellaneous accounts has been completed however it did not produce the desired results. Discussions are ongoing regarding the feasibility of a modified solution. If the modified solution is feasible, the project will move to implementation.</p> <p>Next Steps: <i>No value</i> 2023/02/23</p>	70%
→ Improve the process used to obtain fleet shop supplies in Public Works : 100%	<p>Progress: The vending unit that was to be implemented as part of this project had to be manufactured. Delivery has been delayed by weather but is anticipated by end of February/early March after which time installation and piloting will take place.</p> <p>Next Steps: <i>No value</i> 2023/02/23</p>	90%

Goal	Progress Update	Current Completion
→ Standardize the records management process to increase quality at source : 100%	<p>Progress: Quality issues are often a problem with paper records. The project team mapped the records management process for paper records and identified the main issue in the process to be quality at source. Poor quality records received at Records Management and Archives creates rework for staff and reduces the City's ability to search, retrieve and/or interpret records.</p> <p>The goal of this project was to reduce the defects and resulting rework with the intent of creating a quality record at the source. A set of standards for the creation, management and transfer of records was developed, along with communications materials and an employee training session. A pilot of the training session and associated guides was conducted with the Legal Department. The combination of the training session, the standardized check list and visual aid/poster, resulted in no issues with quality within the records. The pilot therefore achieved a 100% reduction in rework.</p> <p>Next Steps: Implement training. 2023/02/28</p>	100%
→ Restructure the Intranet by piloting an improvement to the purchasing pages	<p>Progress: No progress on this initiative has been made since the last update.</p> <p>Next Steps: No value 2023/02/21</p>	95%
→ Map and streamline the OHS training process	<p>Progress: Emergency & Safety Services (ESS) staff received a demonstration on Workplace NL's central records registry and are now in the process of being trained on the system. The registry will be used as the City's central database for regulated training and a plan is being developed for roll out to Public Works staff. ESS is also moving forward with using external vendors for OHS regulated training. This past January 30 Public Works staff were trained onsite by a 3rd party training vendor. This approach worked very well and has freed up the OHS Advisors to focus on other priorities.</p> <p>Next Steps: No value 2023/02/24</p>	70%
→ Standardize the process for class of City Buildings service requests	<p>Progress: This project is substantially complete. A map documenting the steps in the current process has been completed. To help standardize the process, a request form was created to ensure adequate information is received with each service request. This form allows for better documentation, file management, and information sharing.</p> <p>Next Steps: Complete A3 final report for project. 2023/02/23</p>	95%

Goal	Progress Update	Current Completion
<p>→ Improve process for development securities intake and tracking</p>	<p>Progress: Current state mapping is complete. High level future state mapping needs to be completed. While a new solution has been identified for securities administration – an add-on service from the City's banking institution, the new process and key decisions around accountabilities must first be made and a new process agreed to before any technology can be utilized.</p> <p>Next Steps: Finalize the current state and implement any necessary technology improvements.</p> <p>2023/02/24</p>	<p>40%</p>
<p>→ Improve parking permit application</p>	<p>Progress: The parking permit application for the downtown residential parking program and commercial permit areas was unclear and users often provided incorrect information, resulting in processing errors and delays in permit processing. The issue was highlighted due to new/rotation of staff and the move to online applications with COVID-19.</p> <p>Improvements to the application reduced the document from 3 pages to 1.5 and included:</p> <ul style="list-style-type: none"> • Removing unnecessary permit application options • Re-ordering information to highlight the importance • Highlighting the required documentation section • Removing the requirement for multiple applications to allow applicants to add multiple vehicles per permit. • Updating and streamlining the Terms and Conditions <p>Other improvements to the permit process included removing the review of permit applications by Parking Services and removing the requirement to re-submit applications for permit renewal, if all other information is the same.</p> <p>Overall, the improvements resulted in a 43% improvement in processing time, enhanced the customer experience, and saved 1,575 hours of staff time annually; time that can be reinvested in other work.</p> <p>Next Steps: Continue to monitor and sustain the improvements.</p> <p>2023/01/18</p>	<p>100%</p>

Goal	Progress Update	Current Completion
→ Review the process for temporary occupancies	<p>Progress: This project created a standard operating procedure (SOP) for dealing with temporary occupancy permits. The improvement removed unnecessary rework of sending multiple notices to owners and resulted in a decrease in the number of files remaining open, fewer last-minute inspections, and fewer notices sent and follow ups required. Overall processing time was reduced by 59% resulting in annual staff time savings of 341 hours.</p> <p>Next Steps: Continue to monitor and sustain the improvement 2023/01/18</p>	100%
→ Creation of information technology standards for procurement	<p>Progress: Initial meeting held with project team in November 2022. Working to develop a proposed workflow and seek additional input from the team.</p> <p>Next Steps: No value 2023/03/01</p>	10%
→ Improve the process for traffic sign maintenance work orders	<p>Progress: This project is nearing completion. The current traffic sign maintenance work order process requires considerable manual data entry and printing of paperwork. A current state process map was created to identify all the steps in the process as well as the various stakeholder roles. Steps were analyzed to determine where there was nonvalue added activity or waste. In the last 5 years, the average quantity of traffic sign maintenance work orders created was 1202 per year with an average process time of up to 42 minutes.</p> <p>Improvements to the process included the piloting of software to eliminate manual data entry and printing. The project team is currently working out some technical bugs and developing smaller enhancements to the application that were not included in the initial pilot Including adding features such as visual boundaries for inspection areas. Once this work is completed, the improvements will be implemented and trialed.</p> <p>Projected savings from this project include a 43% reduction in the overall process time, a 100% reduction in paper consumption, and a savings of more than 300 hours of staff time.</p> <p>Next Steps: Finalize technical work, trial and assess/measure outcomes and effectiveness. Complete A3 final report. 2023/02/27</p>	90%
→ Streamlining the tracking of non-profit housing accounts receivables	<p>Progress: This project has been delayed due to other work commitments. Anticipate completion by end of second quarter 2023.</p> <p>Next Steps: No value 2023/02/23</p>	10%

Goal	Progress Update	Current Completion
→ Develop standard workflows/checklists for processes in the Infrastructure Division of Public Works	<p>Progress: This project has been delayed due to work commitments and staff changes.</p> <p>Next Steps: <i>No value</i></p> <p>2023/01/20</p>	0%
→ Streamline site transportation of walk behind asphalt saw	<p>Progress: This project has been delayed due to work commitments and staff changes.</p> <p>Next Steps: <i>No value</i></p> <p>2023/01/20</p>	0%
→ Streamline the administrative process for firefighter medicals	<p>Progress: Due to workload, few gains have been made with this project in 2022. Staff working on this project will be on maternity leave soon so the project will resume upon return.</p> <p>Next Steps: <i>No value</i></p> <p>2023/01/23</p>	15%

CITY OF ST. JOHN'S PLAN

A SUSTAINABLE CITY

Goal	Due Date
Be financially responsible and accountable : 100%	2025/12/31
↳ Establish a preventative maintenance program for SJRFD fleet	2023/11/30
Plan for land use and preserve and enhance the natural and built environment where we live	2025/12/31
↳ Plan for and implement Phase 5 of Water Street Infrastructure Improvements : 100%	2023/06/30
↳ Royal Drive, Mooney Crescent, Old Petty Harbour Road - Sewer Replacement - DESIGN ONLY	2024/04/26
↳ Complete flood hazard mapping for six streams (contingent on funding)	2024/04/30
↳ Develop Roadmap and Key Performance Indicators (KPIs) for Waste & Recycling	2023/12/30
Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors : 100%	2025/12/31
↳ Host Creative City Summit 2023	2023/12/31
↳ Complete Letter of Intent, deliver associated proposals, documents for regional economic development agency	2023/02/28
Work collaboratively to create a climate-adapted and low-carbon city	2025/12/31
↳ 2023 Implementation of Corporate Climate Plan	2023/12/31
↳ 2023 Implementation of Resilient St. John's Community Climate Plan	2023/12/31

A CITY THAT MOVES

Goal	Due Date
Create a sustainable and accessible, low-carbon public transportation system : 100%	2025/12/31
↳ Development of a service growth strategy for public transit to respond to increased demand and help attract new customers	2023/10/31
↳ Improve reliability of the public transit service by upgrading the communications system from analog to digital	2023/12/31
Improve safety for all users on a well-maintained street network : 100%	2025/12/31
↳ Annual implementation of traffic calming projects : 8 Project(s)	2023/12/31
↳ Implement annual pedestrian crossing safety program : 3 Location(s)	2023/12/31
↳ Complete annual collision report : 1 unit	2023/12/31
↳ Major's Path Street Upgrading with Shared Use Path (Hebron Way to Portugal Cove Road) DESIGN ONLY	2024/02/29
↳ Implement Accessible Pedestrian signals for 2023 : 2 Location(s)	2023/12/31
↳ Complete detailed design for high crash locations to improve intersection safety : 3 Location(s)	2023/12/31
Expand and maintain a safe and accessible active transportation network : 100%	2025/12/31
↳ Back Line Sidewalk Extension (Ridgemount Street to Sunset Street)	2023/11/15
↳ Conduct public engagement on future Shared Used Paths	2023/10/31
↳ Extend Shared Use Path from Wishingwell Rd to Wexford St.	2023/12/31

A CONNECTED CITY

Goal	Due Date
Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities : 100%	2025/12/31
→ Raise awareness and educate on the impact housing needs have on our community's health, sustainable growth, and economic security	2023/03/08
→ Complete detailed design for Re-imagine Churchill Square Project	2023/12/31
→ Canada Games Track & Field & Legacy Facility	2025/04/30

AN EFFECTIVE CITY

Goal	Due Date
Work with our employees to improve organizational performance through effective processes and policies : 100%	2025/12/31
→ Establish Information Management (IM) Governance Framework	2024/12/31
→ Implement an inventory system for SJRFD mechanical services	2023/09/30
→ Design and implement training for staff and Councillors on the Code(s) of Conduct	2023/06/30
→ Design and implement orientation for Council	2023/09/30
→ Investigate partnership with Canada Games and STEP for purchase of volunteer management database system	2023/11/30
→ Create an internal volunteer committee	2023/09/30
→ Establish an Enterprise Risk Management (ERM) Framework	2027/12/31
→ Develop an interactive internal paystation map	2023/12/29
→ Implement a new temporary permit system for City Hall Parking Garage and other permit enforced city lots	2023/12/29
→ 2023 Employee engagement survey : 100	2023/12/31
Ensure accountability and good governance through transparent and open decision making : 100%	2025/12/31
→ Develop processes to improve reporting on all City plans and strategies	2023/11/30
Achieve service excellence through collaboration, innovation and modernization grounded in client needs	2025/12/31
→ Using results from 2022 Resident Survey, undertake a review of public engagement platform and tools	2023/11/30
→ Plan for and launch the employee e-learning system	2023/06/30
→ Augment the City Archives Online Presence	2024/09/30
→ Advance a Digital Strategy for Online Services	2023/12/31
→ Improve access to permit application information and status for stakeholders	2023/12/29

DECISION/DIRECTION NOTE

Title: 180 Military Road, Revised Heritage Building Renovations – REN2200195

Date Prepared: March 1, 2023

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: Ward 2

Decision/Direction Required:

To approve proposed renovations and building materials at 180 Military Road, Presentation Convent, a designated Heritage Building.

Discussion – Background and Current Status:

The City has received a renovation application from Fougere Menchenton Architecture Inc., on behalf of the Presentation Sisters, to renovate the building at 180 Military Road for the purpose of an Institutional Use (dwelling units).

The application was previously brought to the Built Heritage Experts Panel for a recommendation; at that time, the discussion was focused on the building materials of the rear extension. Since then, Council has removed the municipal Heritage Building designation from the rear extension of the building, so only Heritage Area 1 standards apply to that portion now. Renovations to the rear extension will be reviewed by staff for compliance with the Heritage By-Law and no longer require Council's approval.

The Heritage Building standards still apply to the designated area shown in blue.

The subject property is adjacent to the Basilica of St. John the Baptist; within the Institutional District of the Envision St. John's Municipal Plan, zoned Institutional (INST), within Heritage Area 1, and designated by Council as a Heritage Building. Presentation Convent is also a provincial Landmark Registered Heritage Structure. The provincial designation is limited to the original building. The provincial statement



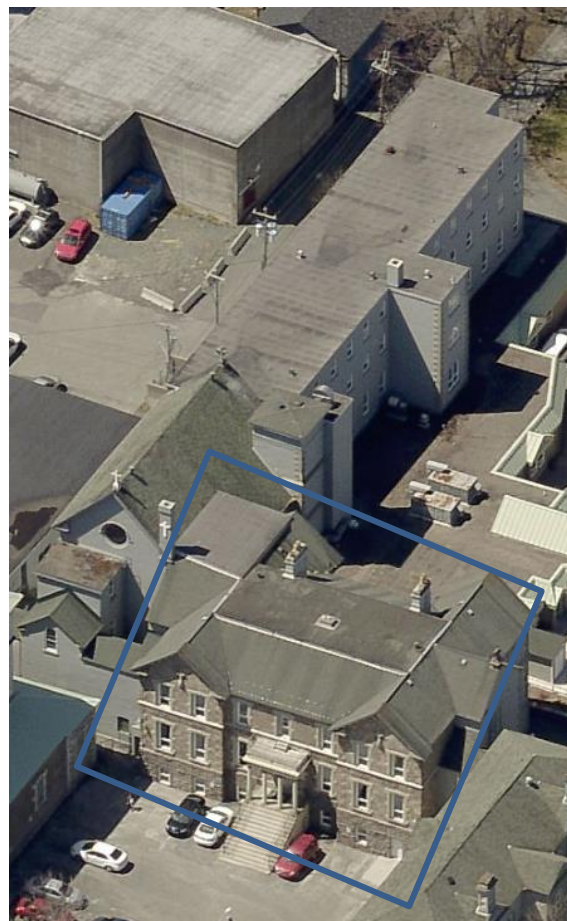
ST. JOHN'S

of significance is attached for reference. The property is within the St. John's Ecclesiastical District National Historic Site of Canada.

The application was brought to the BHEP to make recommendations to Council on the proposed renovations to the designated portion of the building, including the proposed glass stairwell extension.

The Sisters are converting the building from a convent into individual dwelling units. Their aim is to make the building as efficient and cost-effective as possible, so they want to better insulate the building. The applicants propose to insulate the front of the original building from the inside in order to maintain the original exterior stone, but want to insulate the remainder of the building on the exterior. The applicant has proposed an exterior insulation and finish system (EIFS) on the side and back of the Heritage Building “Motherhouse” (the original convent).

As this is a designated Heritage Building, exterior renovations must be approved by Council. The building elevations are attached for review. The applicant has some added information about where the glass stairwell will be connected to the building, as requested by the Panel. Applicable sections of the Heritage By-Law are attached for review.



The Motherhouse

The applicant attended BHEP meetings to discuss the proposal and the BHEP made the following recommendations via e-poll:

That the panel recommend approval of the EIFS on the side and rear of the designated heritage building at 180 Military Road.	
YES	NO
3	3

That the panel recommend approval of the glass enclosed stairwell of the designated heritage building at 180 Military Road	
YES	NO
6	0

The BHEP were split on the decision to allow approval of EIFS as a building material. Some panel members felt that only original materials should be used. Along the gable peak at the rear of the building, the EIFS will be about 4 inches thicker than the original materials, creating

a small bump out. In the image to the right, the brown portion will be EIFS, and the white portion near the point of the roof will be the original material, creating a small bump out from the white portion. The applicant has proposed this protect/retain the original corbels along the roofline. Some panel members felt this would create a difference and a shadow line in the gable that doesn't currently exist and shouldn't be approved. Others thought that this could be a workable solution to retain some of the original materials. While EIFS is not a traditional material, its appearance does replicate a parged surface, similar to the current exterior. For non-residential designated buildings, building and cladding/siding materials shall be consistent with the existing or historic materials of the building. In this case, EIFS could be considered consistent with the existing materials. Staff recommend approval of the exterior renovations as proposed.



The BHEP unanimously voted in favour of allowing the glass stairwell extension. Staff agree with this recommendation, subject to meeting all City regulations regarding siting on the lot.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners; Heritage NL
3. Alignment with Strategic Directions:
 - A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.
 - A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.
4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations
5. Accessibility and Inclusion: Accessibility requirements will be reviewed at the building permit stage.
6. Legal or Policy Implications: Not applicable.

7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Not applicable.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council approve the exterior renovations at 180 Military 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

Document Title:	180 Military Road, Revised Heritage Building Renovations - REN2200495.docx
Attachments:	- 0400-09 PSC RENO Plan Details.pdf - 180 Military Road - Council Attachments.pdf - SCHEDULE D - Heritage Area Design Standards(applicable sections).pdf
Final Approval Date:	Mar 2, 2023

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

Ken O'Brien - Mar 1, 2023 - 2:47 PM

Jason Sinyard - Mar 2, 2023 - 12:07 PM

MATERIAL LEGEND: (REFER TO PRODUCT FINISH SCHEDULE)

NEW EIF'S WALL ASSEMBLY TYPE 1
COLOUR TYPE 'P1'

NEW EIF'S WALL ASSEMBLY TYPE 2
COLOUR TYPE 'P2'

NEW EIF'S WALL ASSEMBLY TYPE 3
COLOUR TYPE 'P3'

VERTICAL METAL SIDING ASSEMBLY
TYPE 1. COLOUR TYPE 'P5'

VERTICAL METAL SIDING ASSEMBLY
TYPE 2. COLOUR TYPE 'P4'

COLOUR TYPE 'P4'

**EXISTING FACADE FINISH SCHEDULE:
(REFER TO PRODUCT FINISH SCHEDULE)**

A

COLOUR TYPE 'P1'.

B

COLOUR TYPE 'P2'.

C

COLOUR TYPE 'P3'.

LEGEND: (REFER TO PRODUCT FINISH SCHEDULE)

1

EXISTING WINDOWS REINSTATED. PAINT
WINDOWS PRIOR TO REINSTALLING.
COLOUR TYPE 'P1'.

2

NEW CAP FLASHING ON EXISTING/NEW
PARAPET FRAMING. REFER TO MATERIAL
LEGEND.

3

NEW VINYL WINDOW. SIZE TO MATCH
EXISTING WINDOWS. COLOUR TYPE 'P1'.

4

NEW VERTICAL METAL SIDING WALL
ASSEMBLY. METAL SIDING TYPE 1.
REFER TO MATERIAL LEGEND.

5

NEW METAL VERTICAL SIDING WALL
ASSEMBLY. METAL SIDING TYPE 2.
REFER TO MATERIAL LEGEND.

6

NEW HORIZONTAL METAL ACCENT
BAND. REFER TO MATERIAL LEGEND.

7

NEW EIFS WALL ASSEMBLY. REFER TO
MATERIAL LEGEND.

8

NEW EIFS DECORATIVE WINDOW TRIMS,
REVEALS, ACCENT BANDING, QUOINS,
ETC. COLOUR TYPE 'P3'

9

NEW SHINGLE ROOF ASSEMBLY. REFER
TO ROOF PLAN/ASSEMBLY SCHEDULE
FOR COLOUR AND TYPE.

10

NEW METAL FASCIA. COLOUR TYPE 'P3'

11

METAL ROOF GUTTERS & DOWNSPOUTS.
DOWNSPOUTS TO EXTEND 1500 MIN.
FROM FACE OF EXTERIOR WALL.
COLOUR TYPE 'P3'.

12

REINSTATED KITCHEN EXHAUST, DRYER
EXHAUST, EXISTING VENTS & LOUVERS.
REFER TO MECHANICAL DRAWINGS.

13

CURTAIN WALL ASSEMBLY. REFER TO
PRODUCT FINISH SCHEDULE

14

EXISTING FACADE TO REMAIN. THE
GENERAL CONTRACTOR IS
RESPONSIBLE TO PROTECT THE
EXISTING FACADE FOR THE DURATION
OF CONSTRUCTION.

15

EXISTING LTC UNITS. THE CONTRACTOR
TO PROTECT THE EXISTING LTC UNIT
FOR THE DURATION OF CONSTRUCTION.

16

EXISTING DOOR TO REMAIN.

17

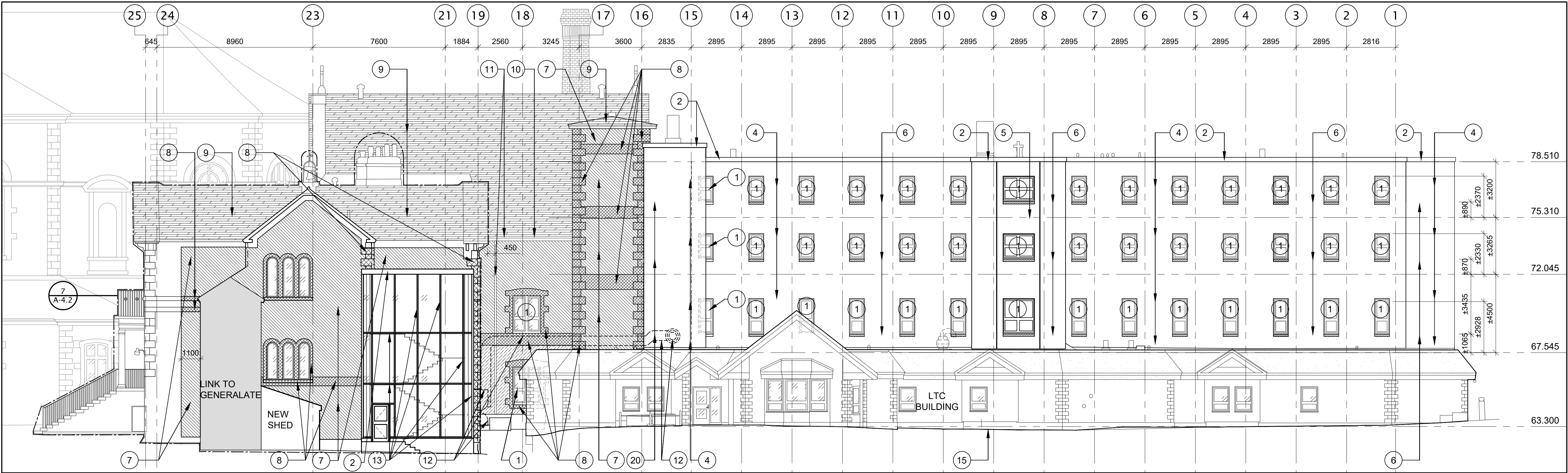
EXISTING WINDOW TO BE PAINTED.
COLOUR TYPE 'P1'.

18

NEW MECHANICAL EXHAUST VENTS.
COLOUR TYPE 'P4'.

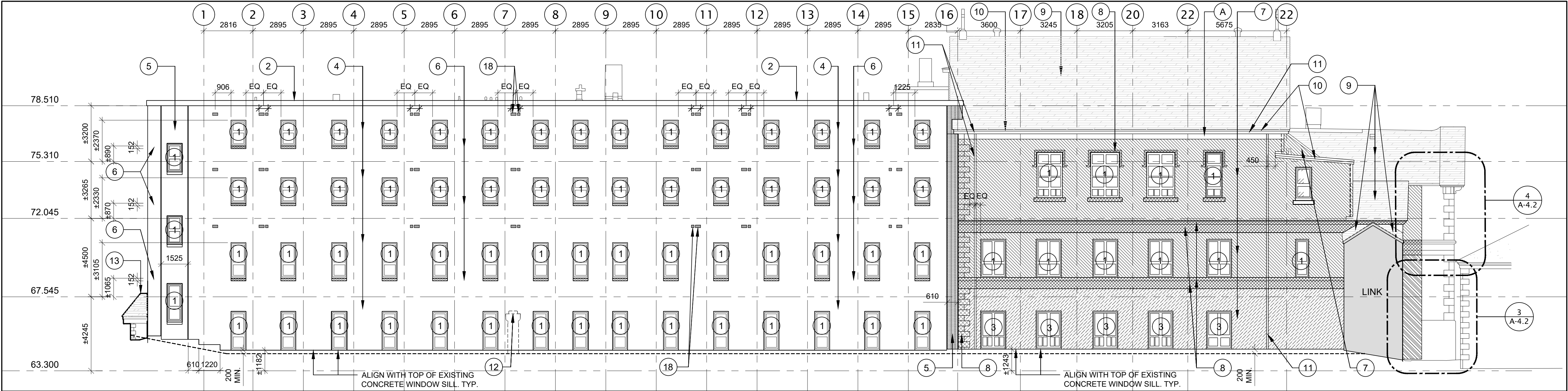
19

THE EXISTING FACADE TO REMAIN. THE
CONTRACTOR TO PROTECT THE
EXISTING FACADE FOR THE DURATION
OF CONSTRUCTION.



PROPOSED NORTH ELEVATION - MOTHER HOUSE & RESIDENCE
SCALE 1:125 (1:250 when printed on 11 x 17 size sheets)

1
A-4.2



PROPOSED SOUTH ELEVATION - RESIDENCE & CHAPEL
SCALE 1:125 (1:250 when printed on 11 x 17 size sheets)

1
A-4.1

Architect:

**FOUGERE
MENCHENTON
ARCHITECTURE**

Discipline
ARCHITECTURAL

Sub-Consultant : Structural

DBA

**CONSULTING
ENGINEERS LTD.**
Structural and Civil Engineers TEL (709) 739-5500 FAX (709) 739-5500

Sub-Consultant : Mechanical & Electrical

R|A|N

**ROWSELL APPELBY NEWTON
ENGINEERING INC**

Sub-Consultant : Civil

MAE

Design Limited
CONSULTING ENGINEERS

TEL (709) 834-1554 FAX (709) 834-1558

Sub-Consultant :

Client:

Drawn T.R. / B.S.	Checked R.F.
Designed R.F.	Approved R.F.

Consultant's Project No.
0400-09

Professional Stamp & Permit

Notes:

- DO NOT SCALE FROM THIS DRAWING
- UNLESS OTHERWISE NOTED, ALL
DIMENSIONS ARE IN MILLIMETRES.
- CONTRACTOR SHALL VERIFY ALL EXISTING
CONDITIONS ON SITE PRIOR TO
PROCEEDING WITH ANY PORTION OF THIS
WORK.
- CONTRACTOR SHALL DO ALL WORK IN
ACCORDANCE WITH THE APPLICABLE
STANDARDS AND CODES INCLUDING, BUT
NOT LIMITED TO, THE NATIONAL BUILDING
CODE OF CANADA, CURRENT EDITION.

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1	Issued for Internal Demo-Residence Bldg	11/18/2022

No. Revisions MM/DD/YY

Drawing Nomenclature

Detail/Section No. **3** Dwg. No. where detailed **A-1**

Project Title
**PSC RENOVATION
180 MILITARY RD.
ST. JOHN'S, NL**

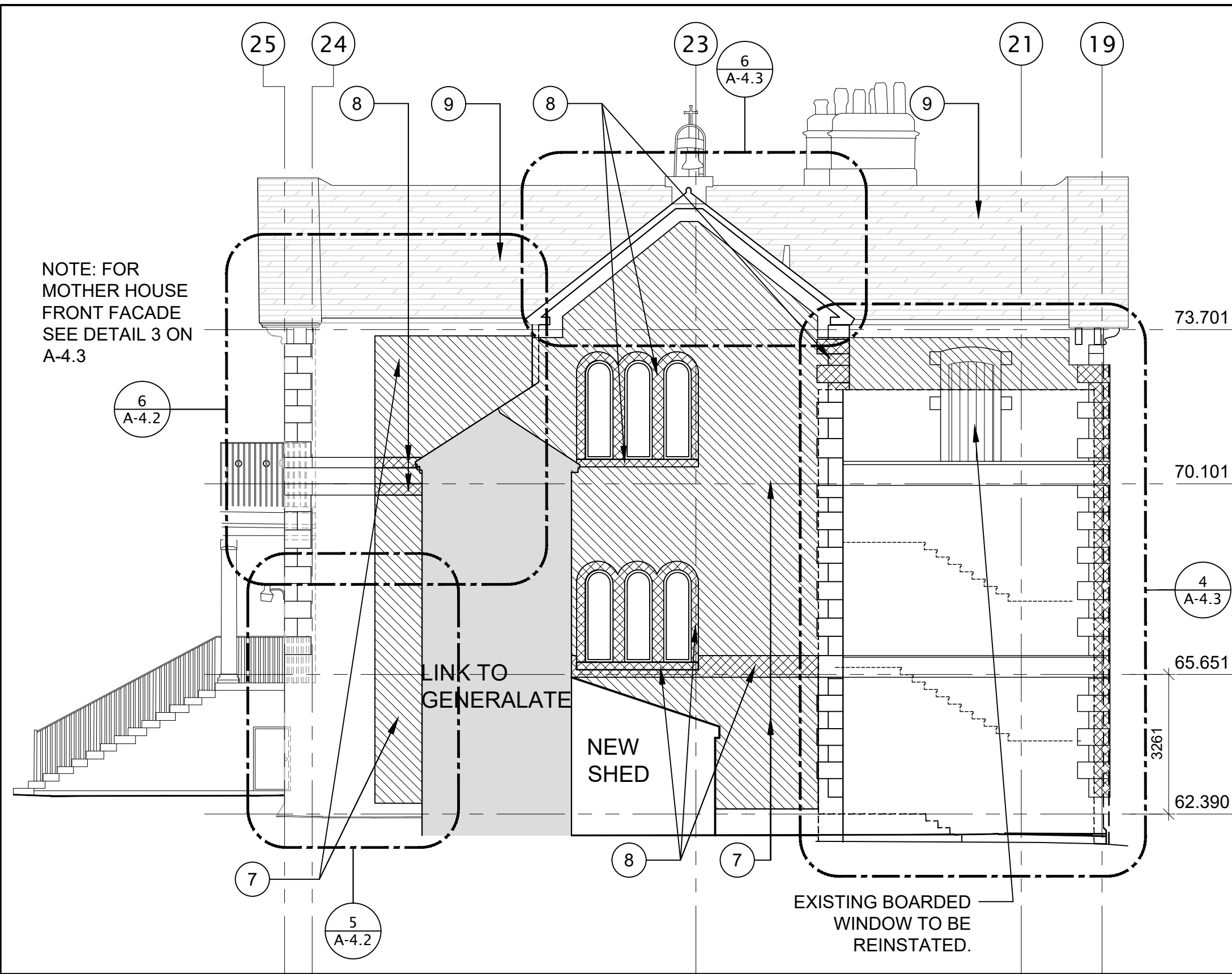
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ELEVATIONS**

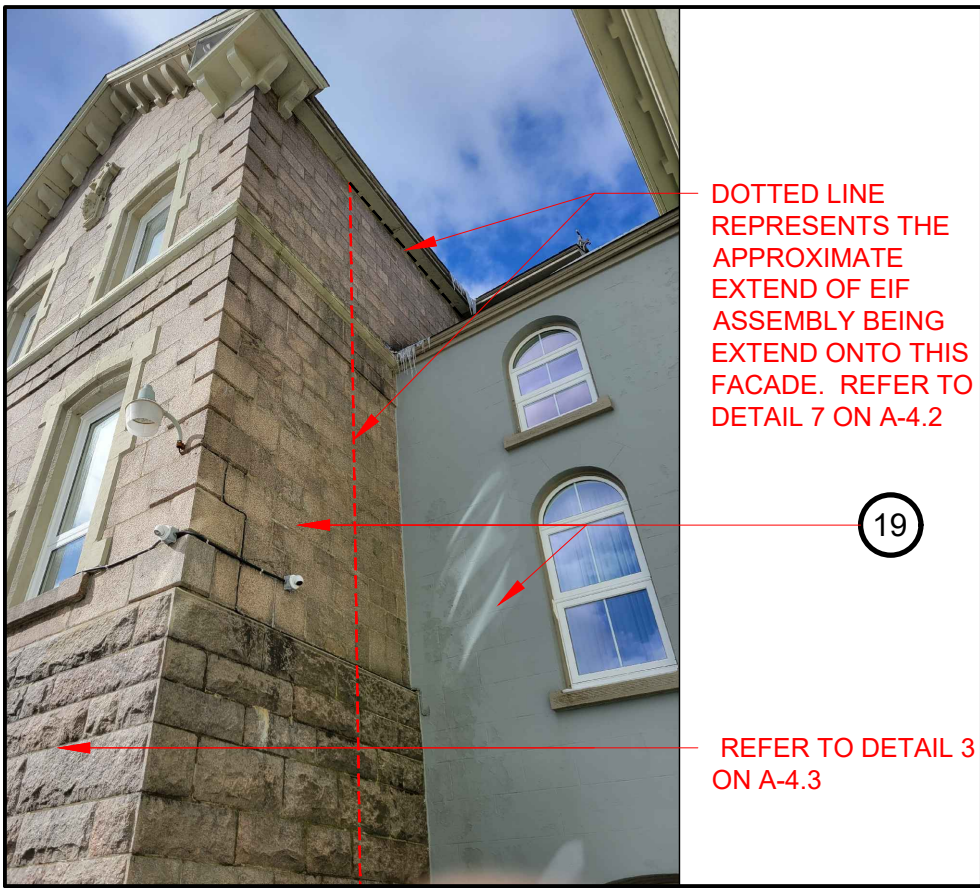
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DATE 22-12-21	A-4.1
REVISION NO. 2	



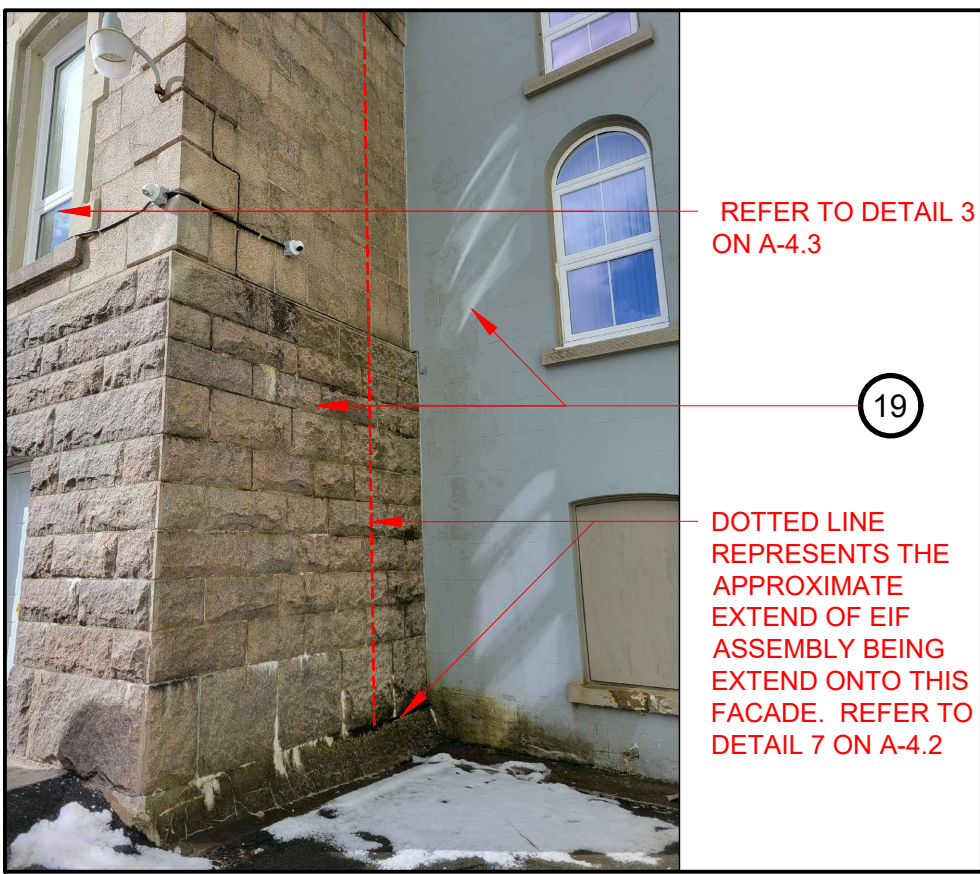
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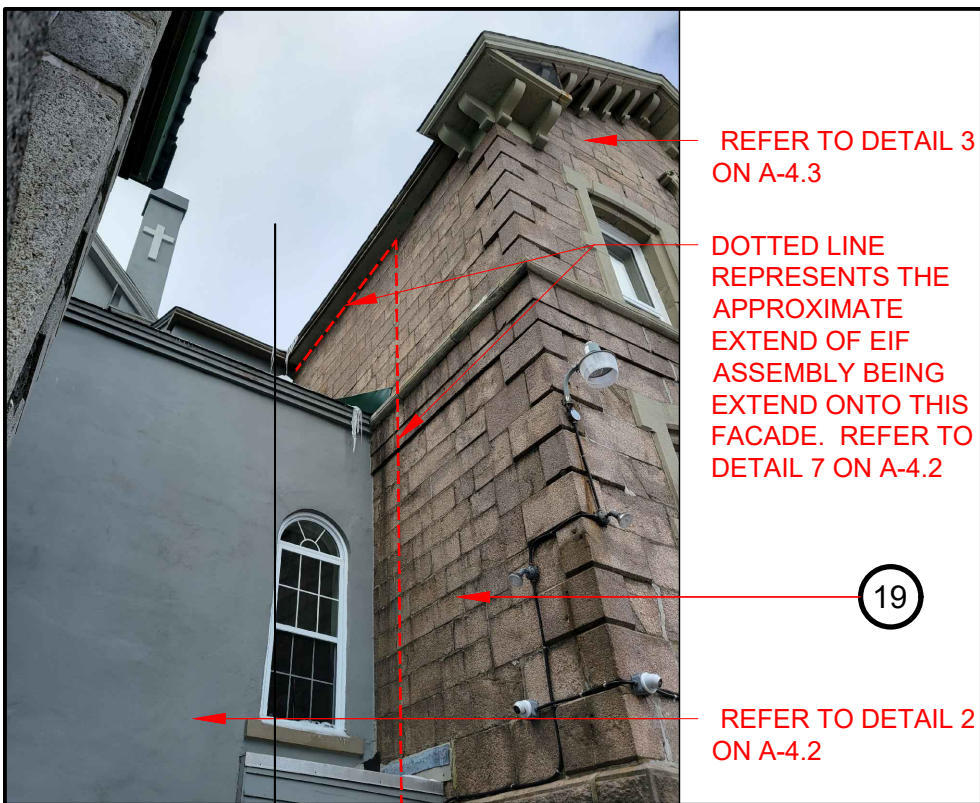
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PROPOSED EAST ELEVATION - MOTHER HOUSE
SCALE NTS (NTS when printed on 11 x 17 size sheets)



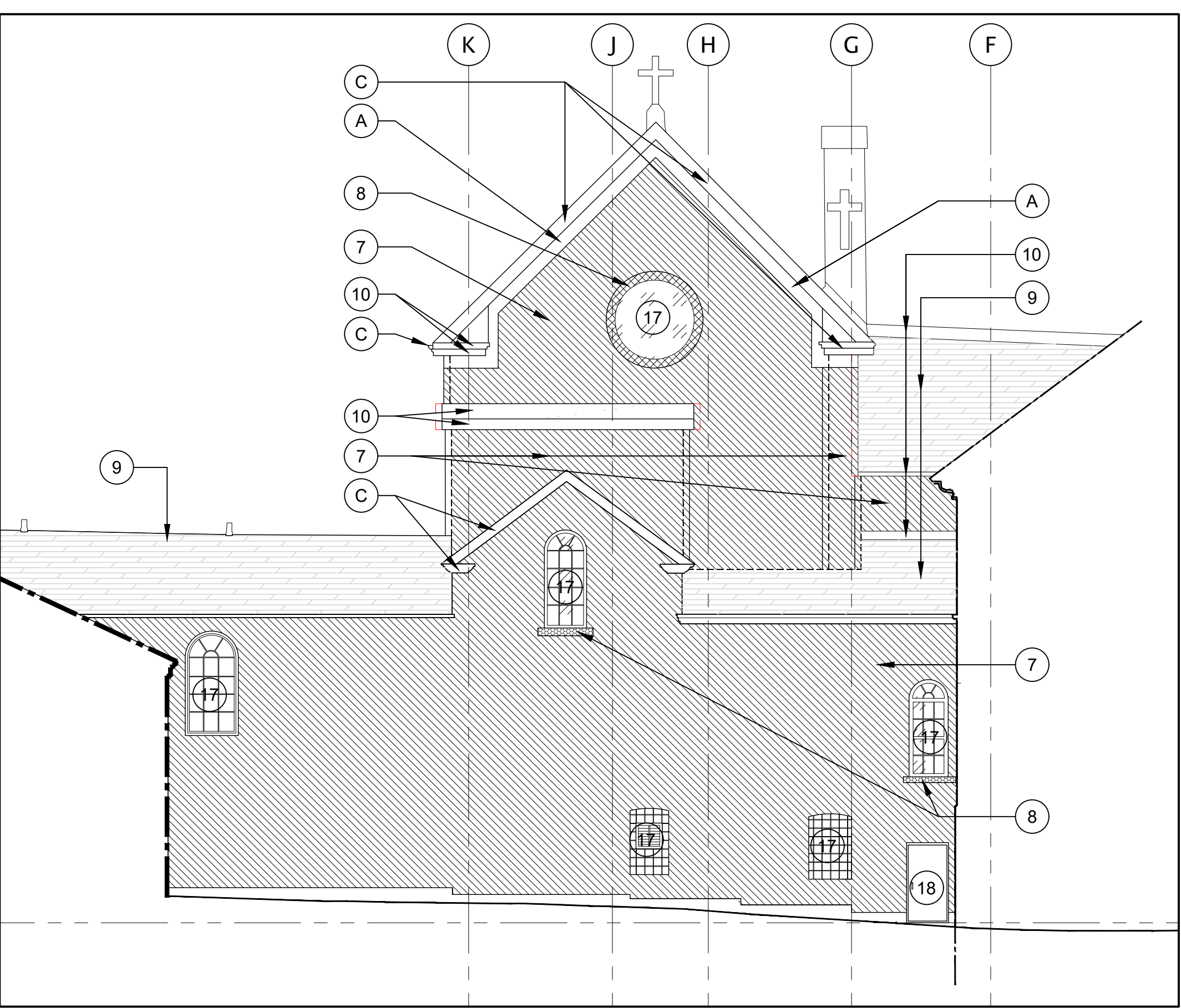
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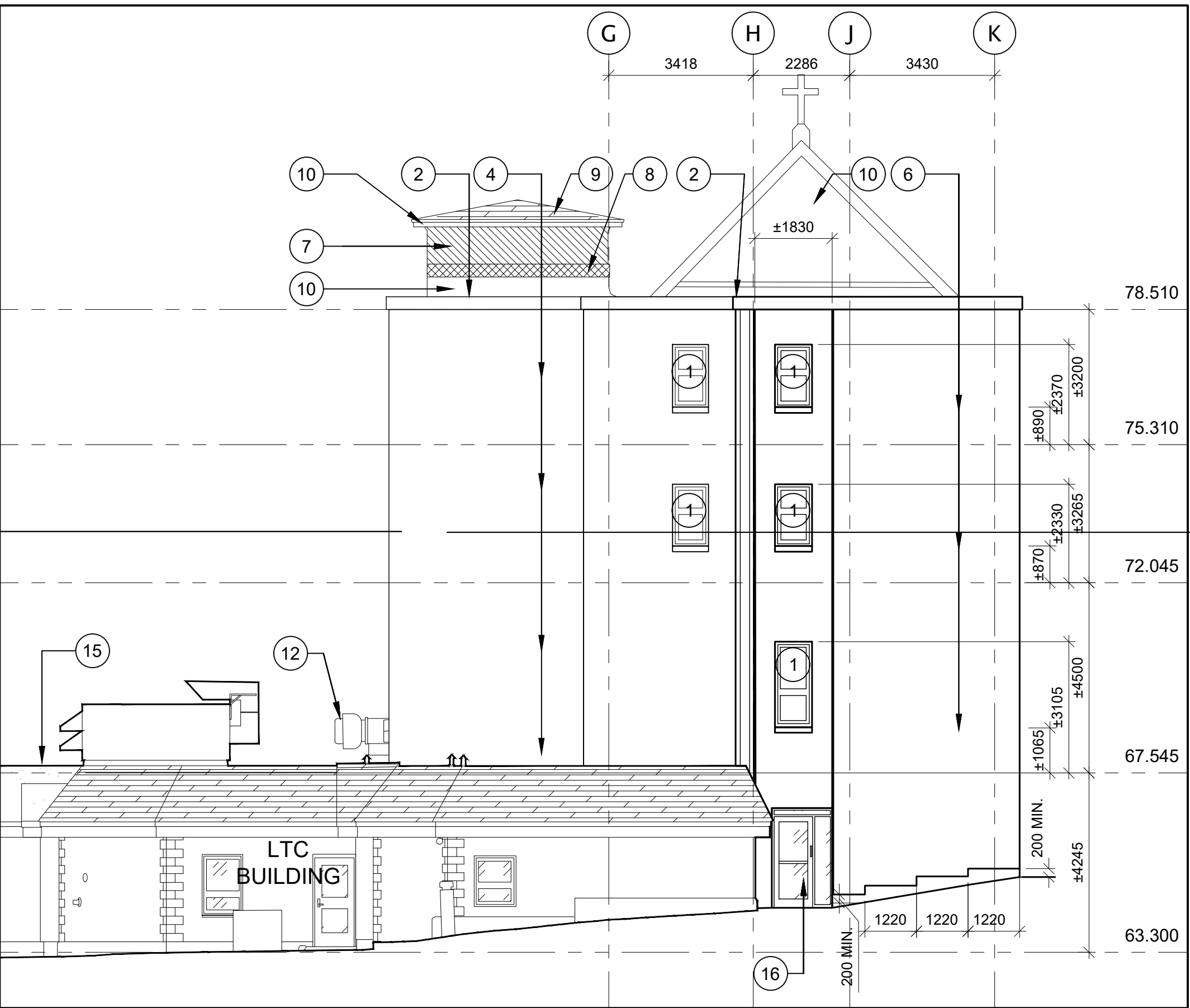
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PROPOSED EAST ELEVATION - MOTHER HOUSE
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PROPOSED EAST ELEVATION - CHAPEL
SCALE 1:100 (1:200 when printed on 11 x 17 size sheets)



PROPOSED WEST ELEVATION - RESIDENCE
SCALE 1:100 (1:200 when printed on 11 x 17 size sheets)

Architect:

FOUGERE MENCHENTON ARCHITECTURE

Discipline: ARCHITECTURAL

Sub-Consultant : Structural

DBA CONSULTING ENGINEERS LTD.
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Sub-Consultant : Mechanical & Electrical

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Sub-Consultant : Civil

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Sub-Consultant :

Client:

Drawn: T.R. / B.S. Checked: R.F.
Designed: R.F. Approved: R.F.

Consultant's Project No. 0400-09

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No.	Revisions	MM/DD/YY
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Project Title

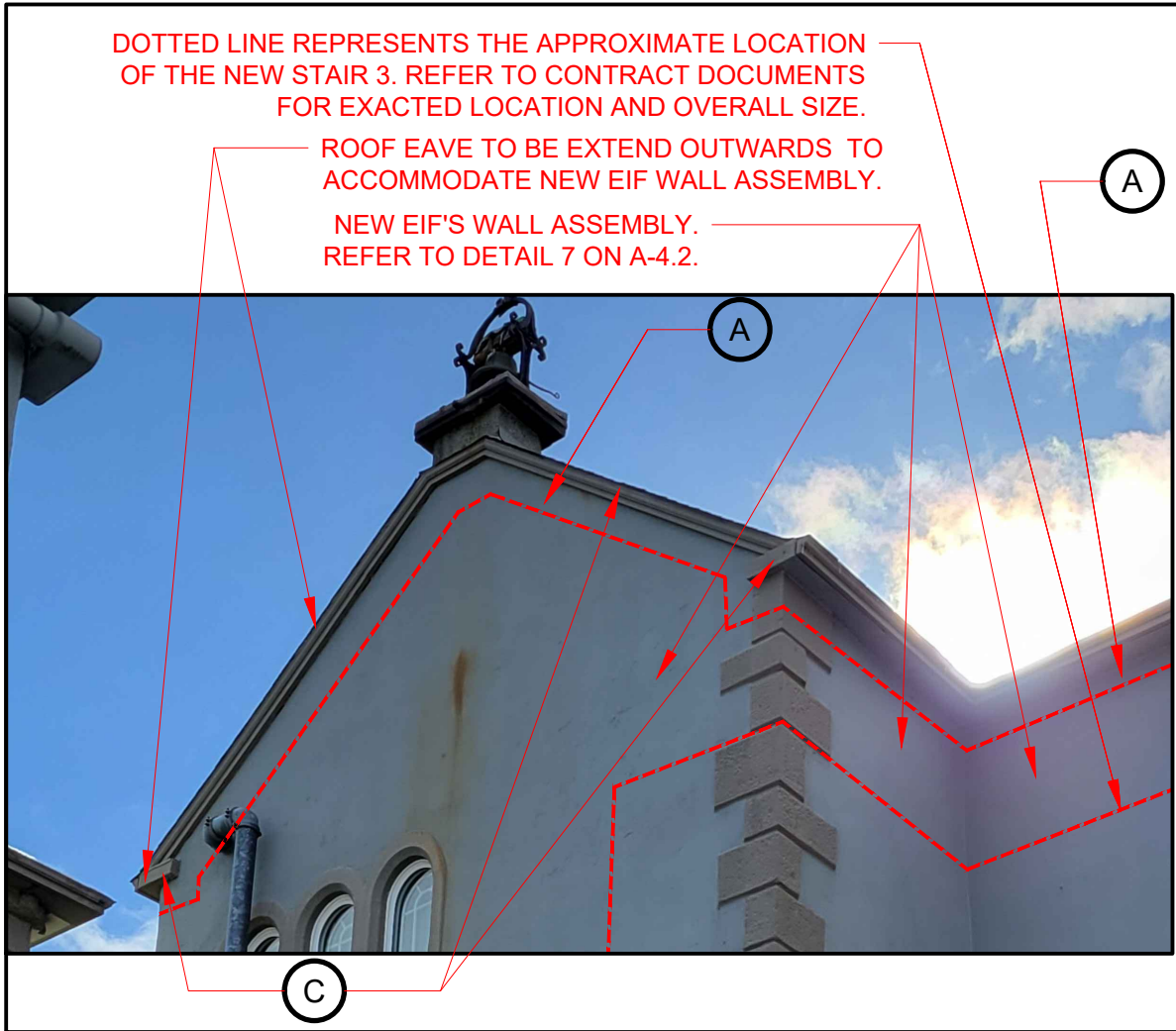
**PSC RENOVATION
180 MILITARY RD.
ST. JOHN'S, NL**

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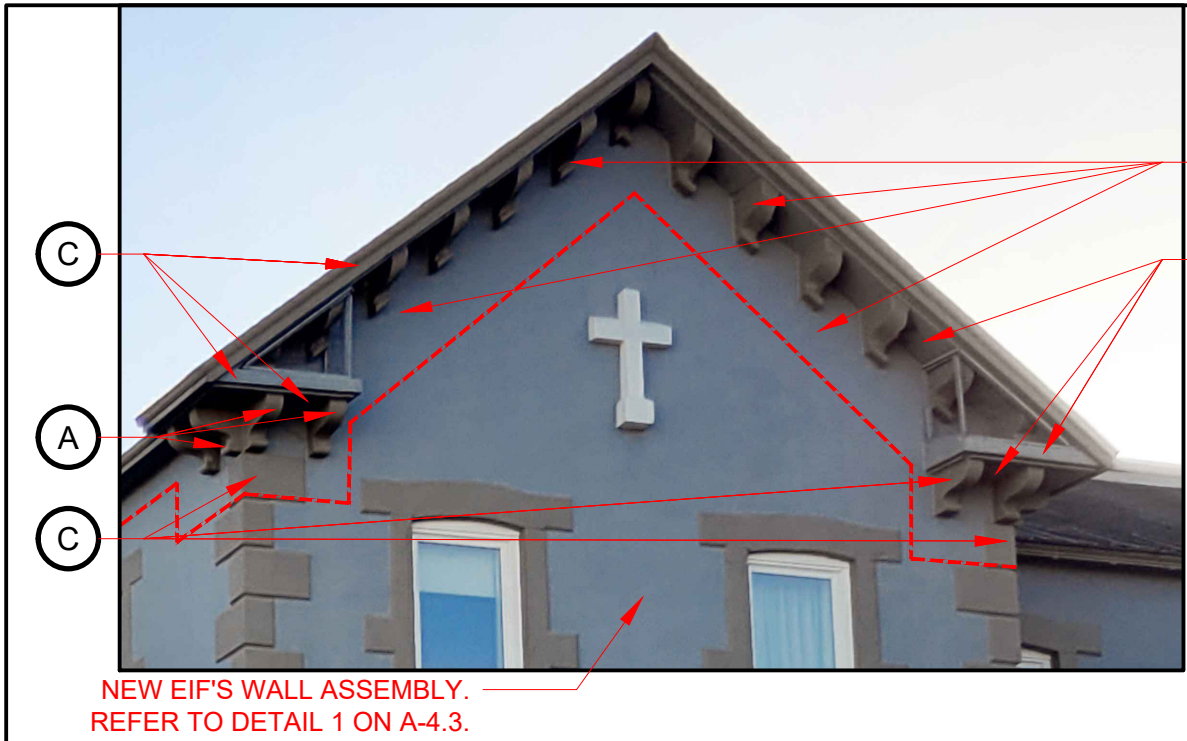
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PROPOSED ELEVATIONS

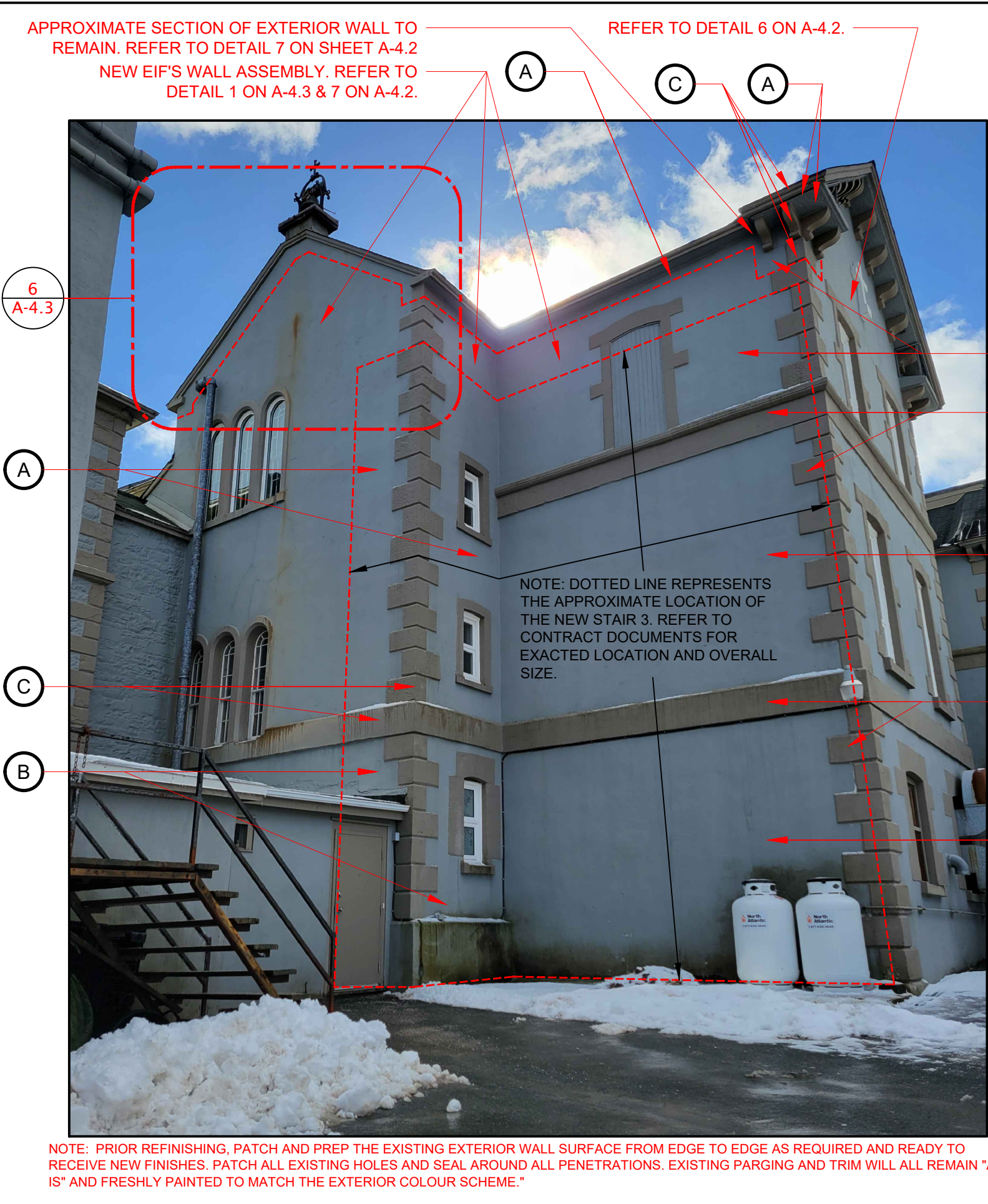
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DATE 22-12-21	A-4.2
REVISION NO. 2	



PROPOSED EAST ELEVATION - MOTHER HOUSE
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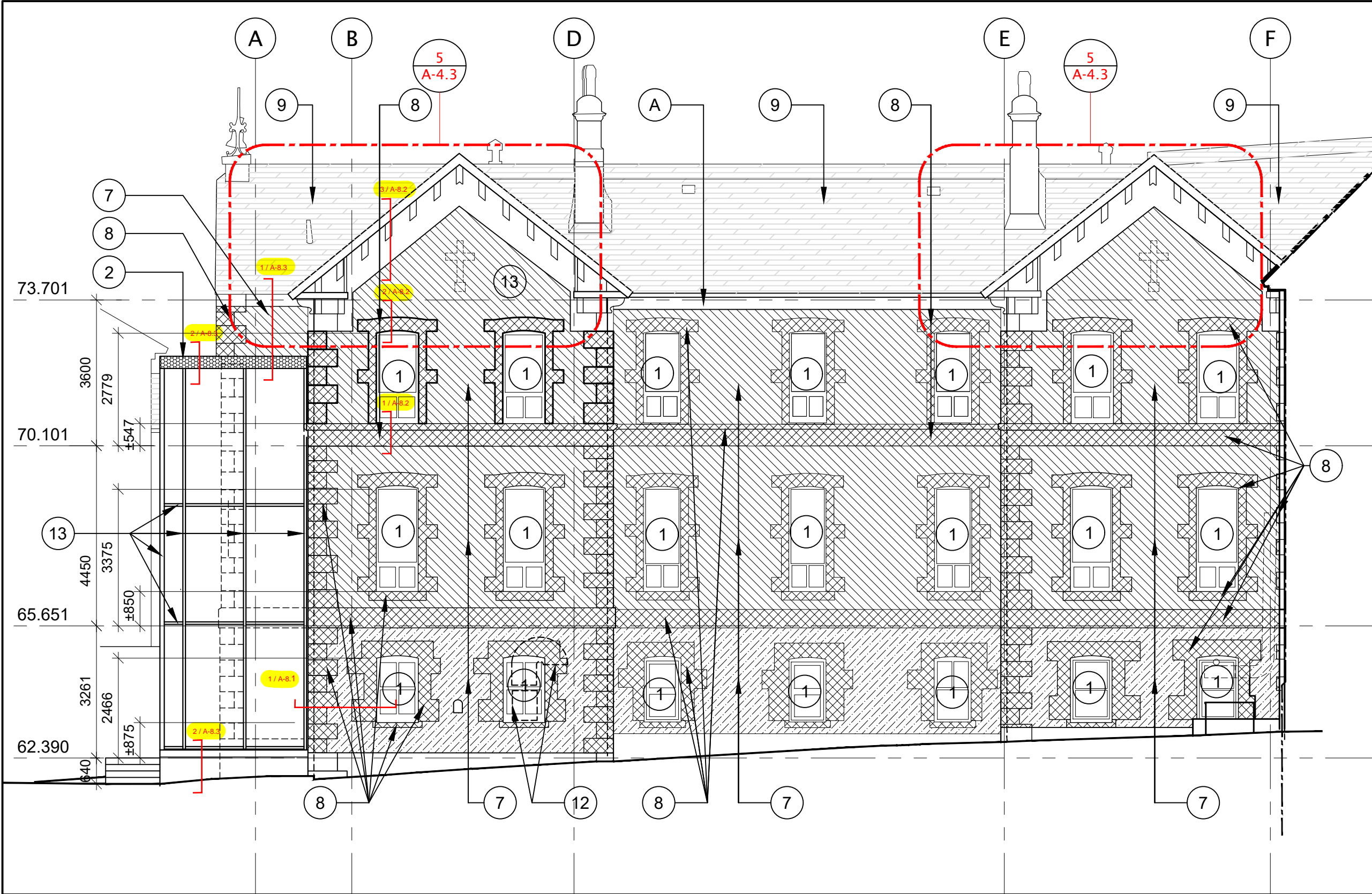
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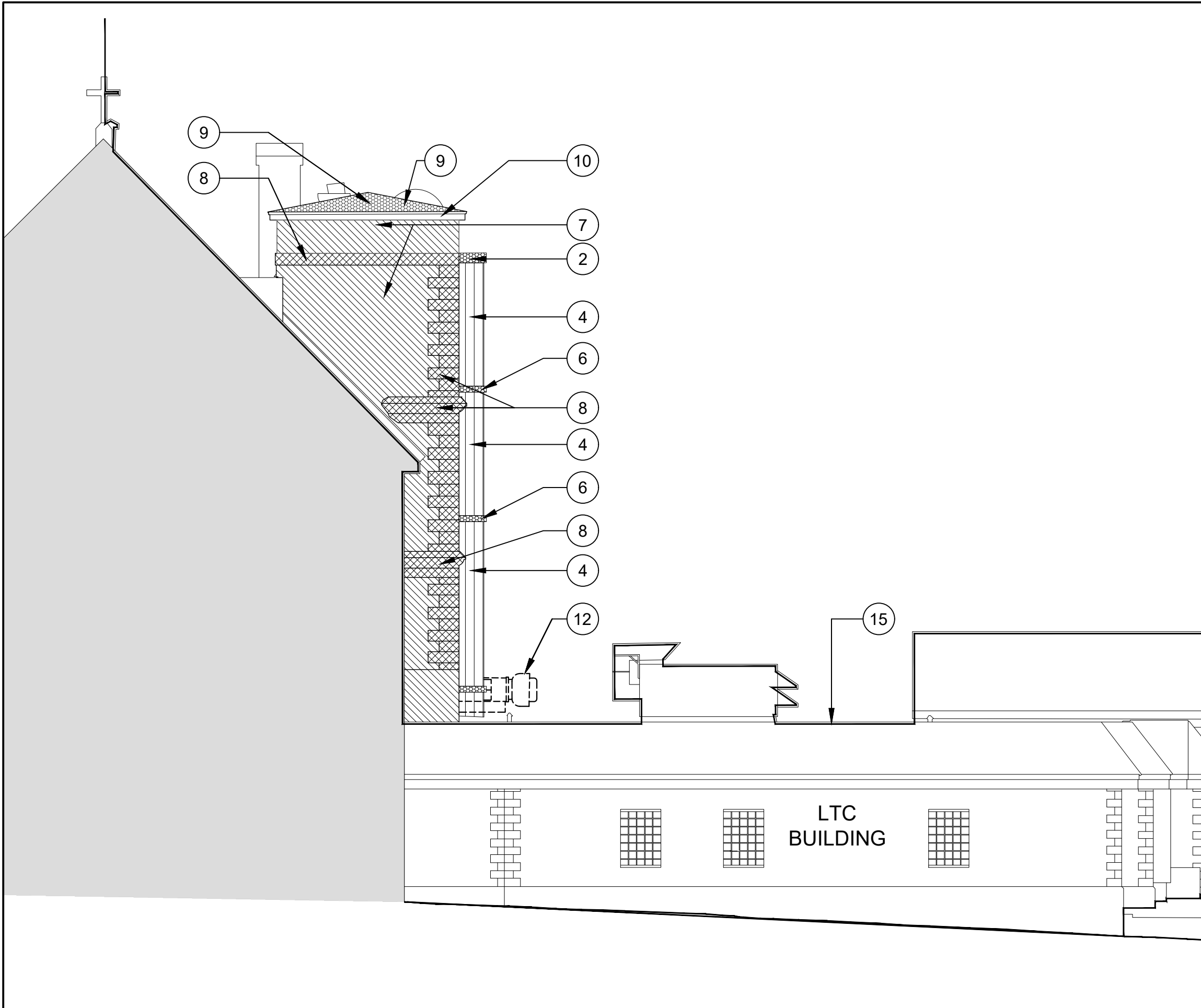
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PROPOSED EAST ELEVATION - MOTHER HOUSE
SCALE NTS (NTS when printed on 11 x 17 size sheets)



PROPOSED WEST ELEVATION - MOTHER HOUSE
SCALE 1:100 (1:200 when printed on 11 x 17 size sheets)



PROPOSED EAST ELEVATION - RESIDENCE
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Architect:

FOUGERE MENCHENTON ARCHITECTURE

Discipline: ARCHITECTURAL

Sub-Consultant: Structural

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Drawing Nomenclature

Detail/Section No. 3 A-1 Dwg. No. where detailed

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ST. JOHN'S, NL**

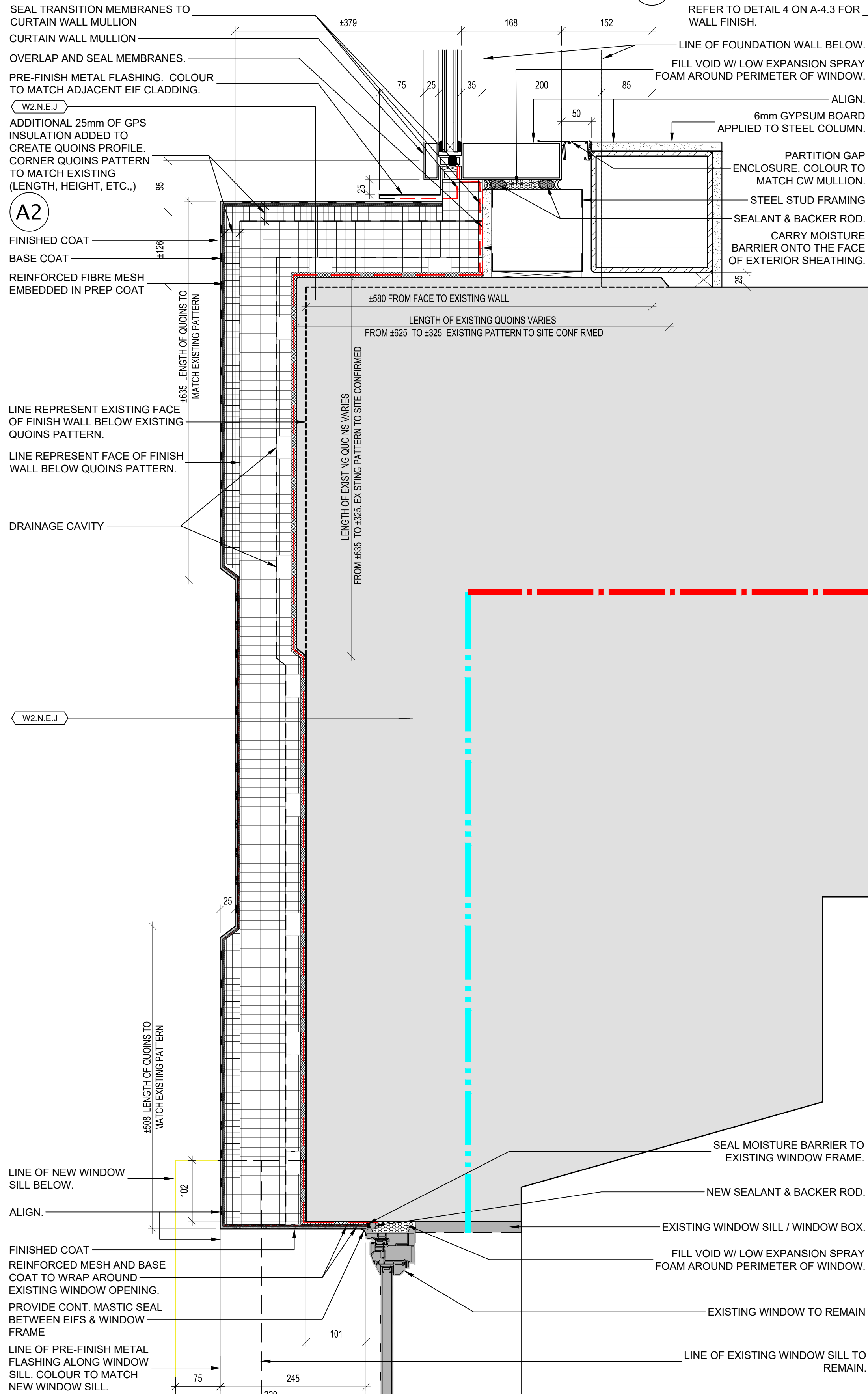
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DRAWING TITLE

**PROPOSED
ELEVATIONS**

SCALE	DRAWING NO.
AS SHOWN	
DATE	22-12-21
REVISION NO.	2

A-4.3



MH - PLAN DETAIL AT STAIR 3 (CW AT EIF)
SCALE 1:5 (1:10 when printed on 11 x 17 size sheets)

Architect:

**FOUGERE
MENCHENTON
ARCHITECTURE**

Discipline
ARCHITECTURAL

Sub-Consultant : Structural

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Sub-Consultant :Civil

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Sub-Consultant :

Client:

Drawn
T.R. / B.S.

Checked
R.F.

Designed
R.F.

Approved
R.F.

Consultant's Project No.
0400-09

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Drawing Nomenclature

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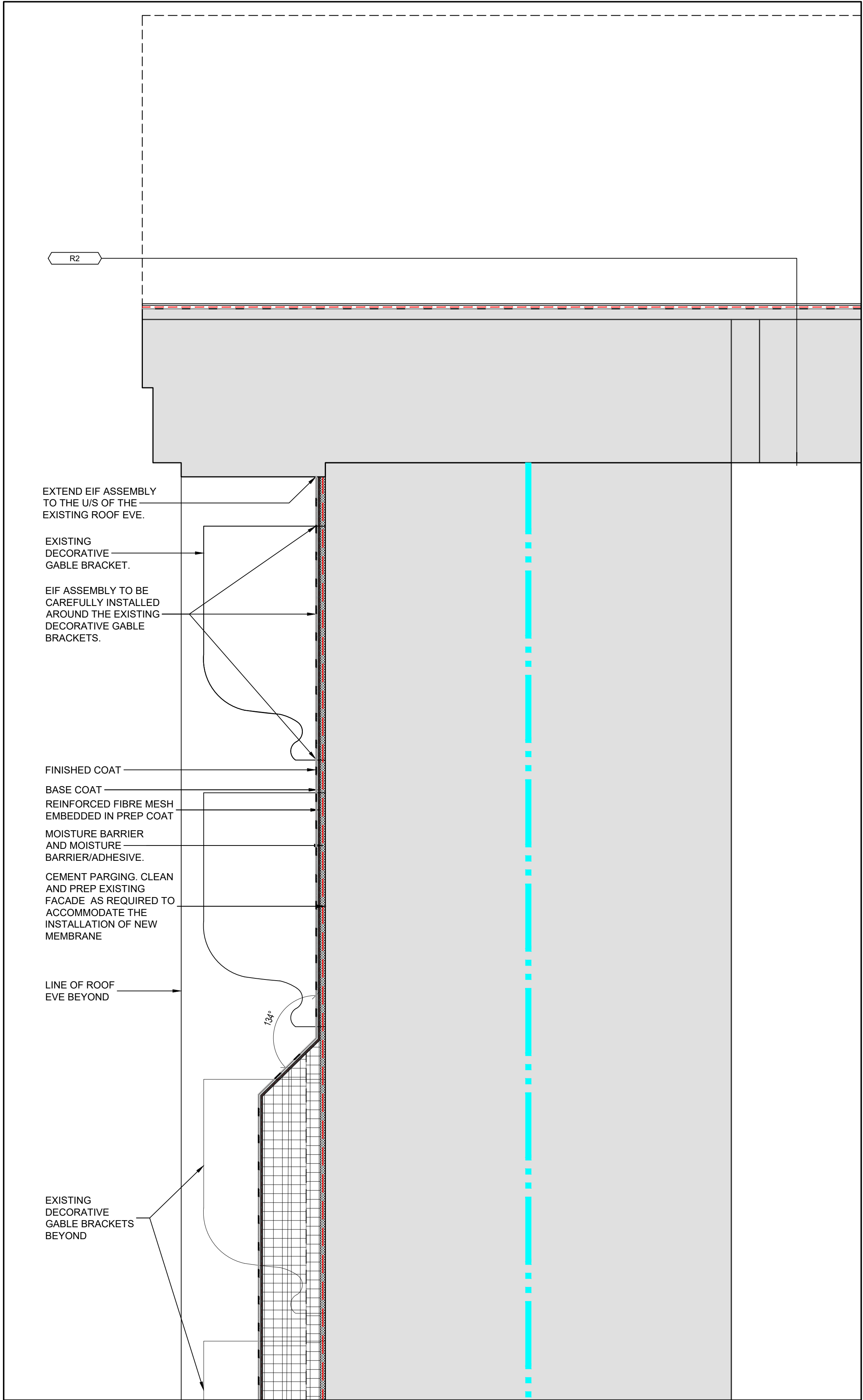
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180 MILITARY RD.
ST. JOHN'S, NL**

Client's Project No.:

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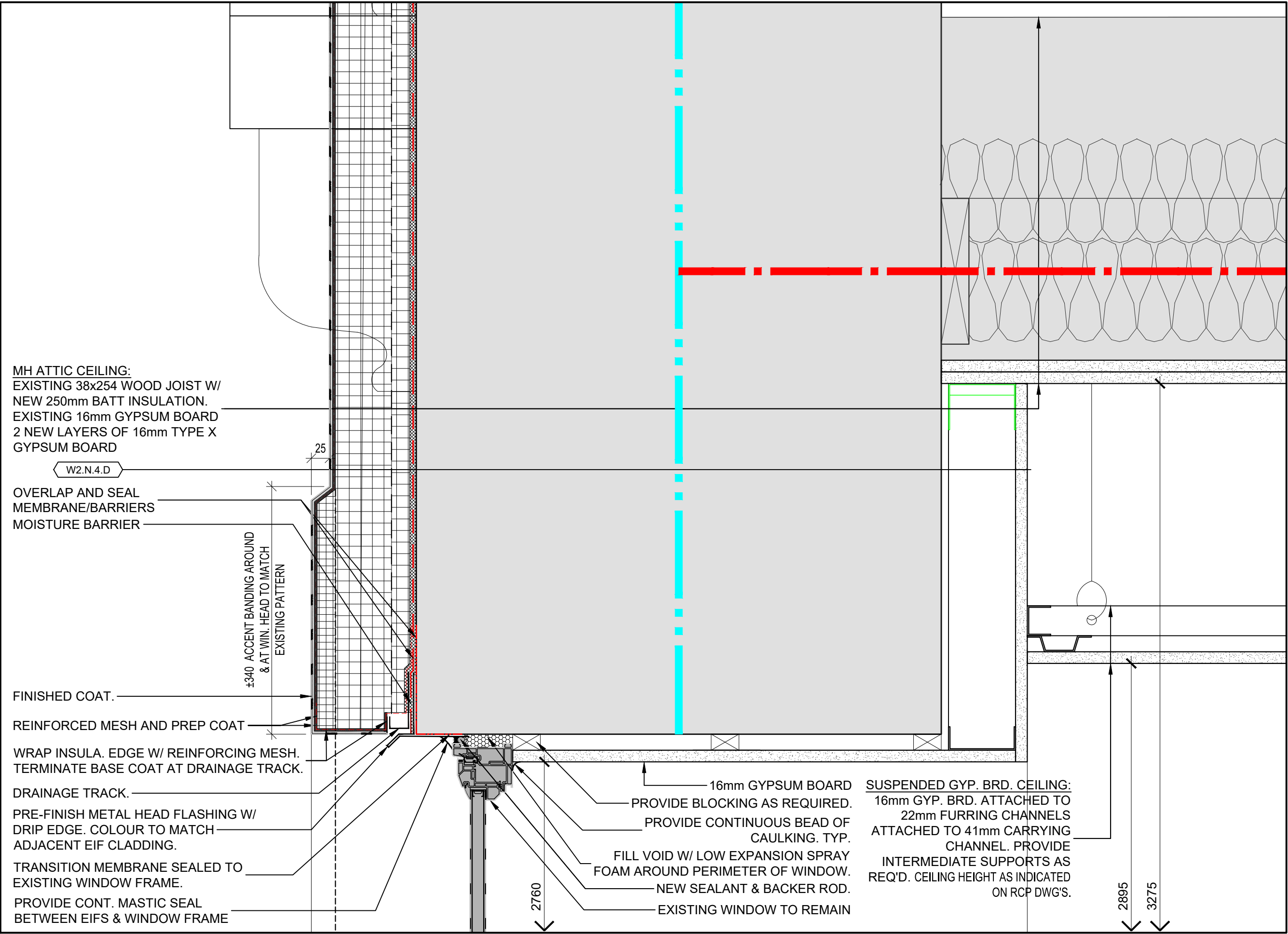
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DATE 22-12-21	A-8.1
REVISION NO. 2	



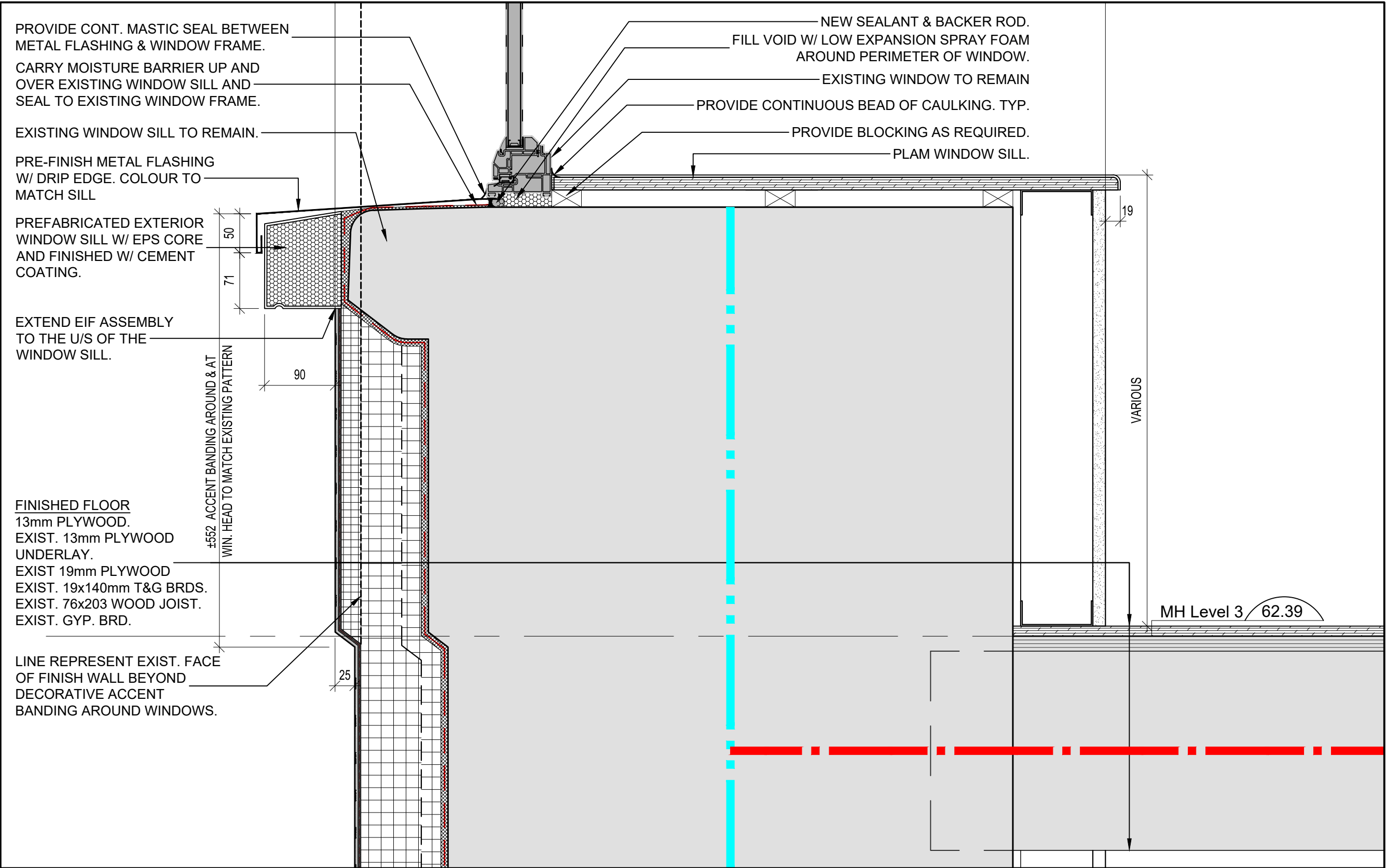
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3
A-8.2



MH WINDOW HEAD DETAIL @ L3
SCALE 1:5 (1:10 when printed on 11 x 17 size sheets)

2
A-8.2



MH WINDOW HEAD DETAIL @ L3
SCALE 1:5 (1:10 when printed on 11 x 17 size sheets)

1
A-8.2

Architect:

**FOUGERE
MENCHENTON
ARCHITECTURE**

Discipline
ARCHITECTURAL

Sub-Consultant : Structural

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ENGINEERS LTD.**
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Sub-Consultant :

Client:

Drawn
T.R. / B.S.

Checked
R.F.

Designed
R.F.

Approved
R.F.

Consultant's Project No.
0400-09

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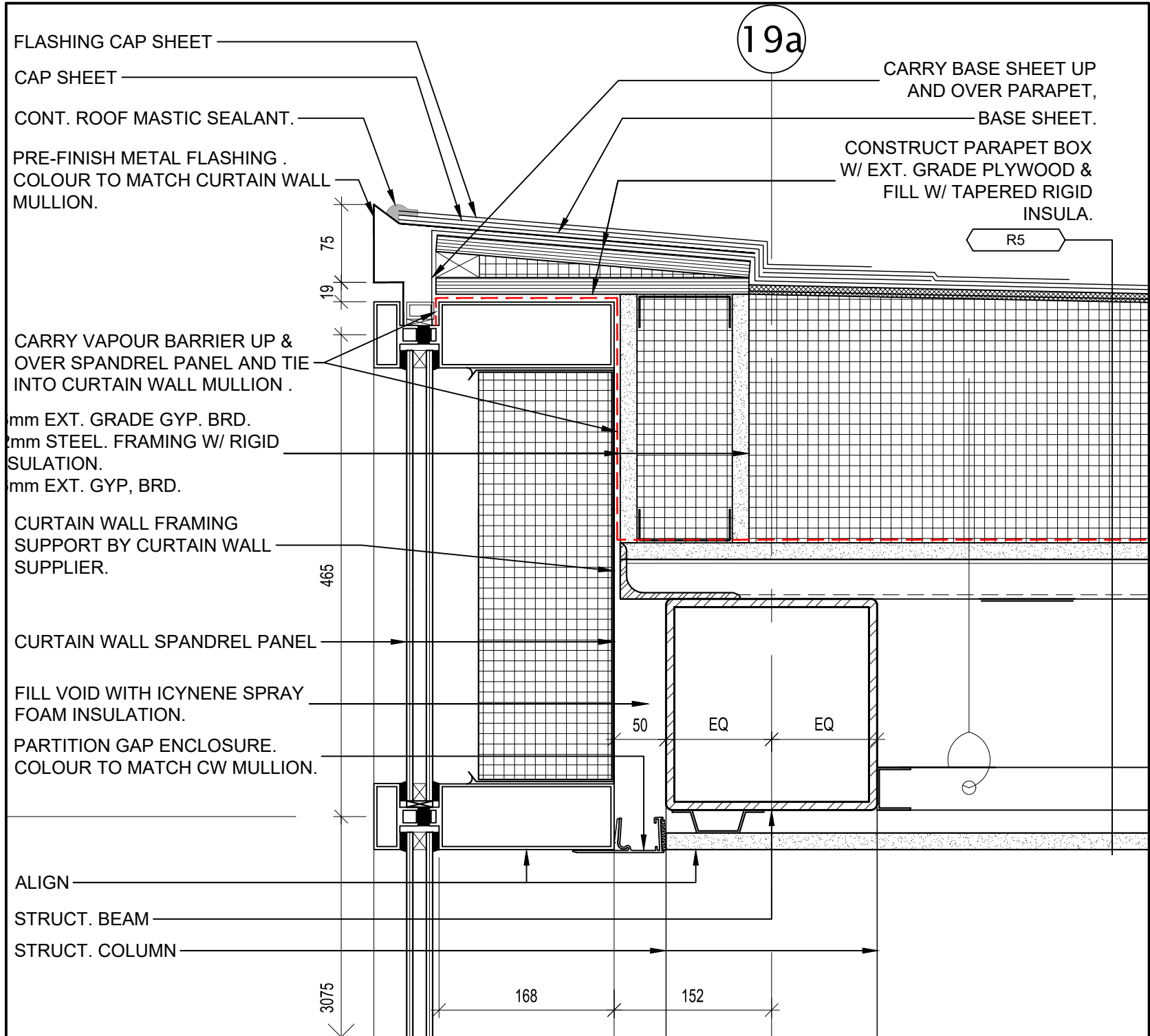
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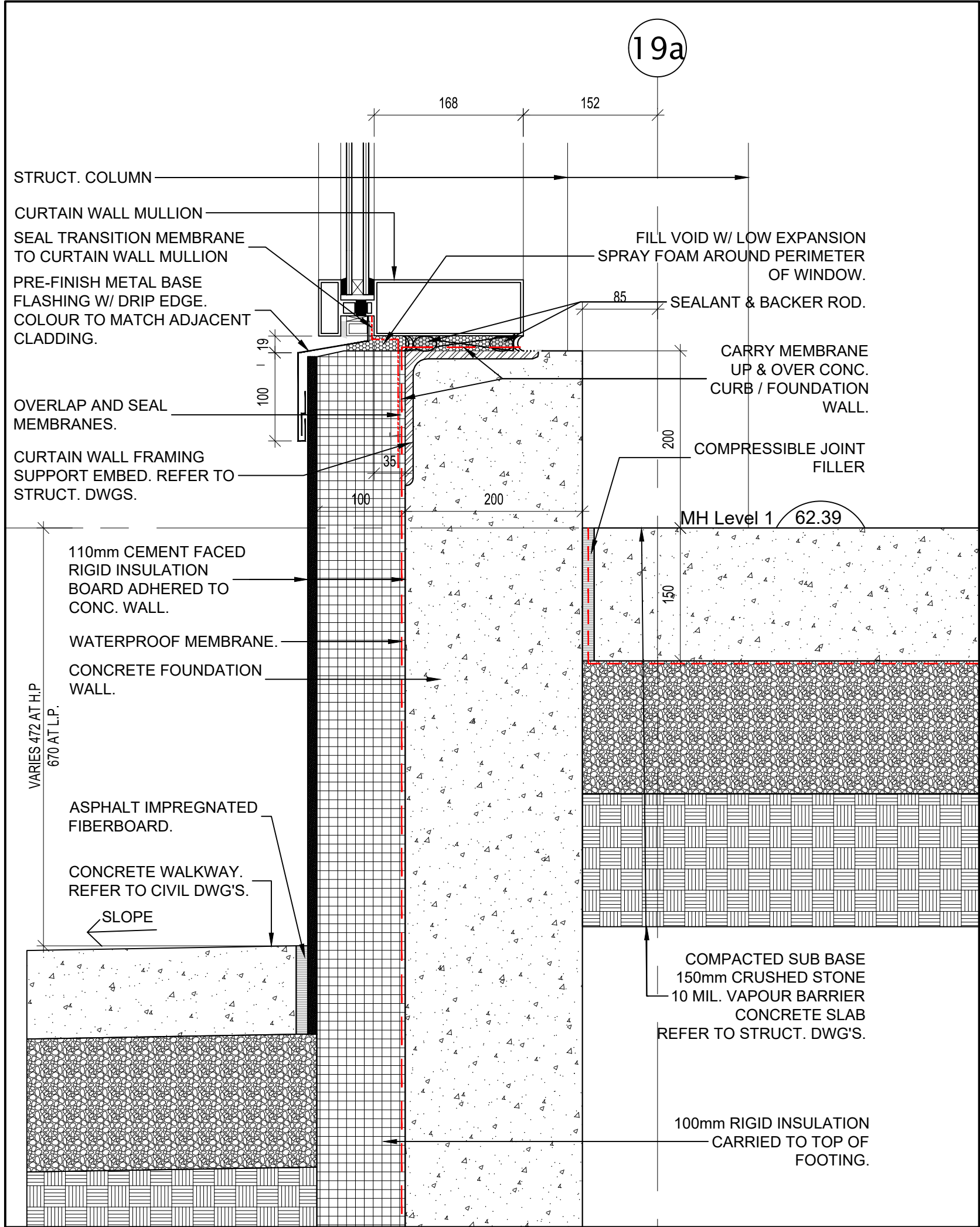
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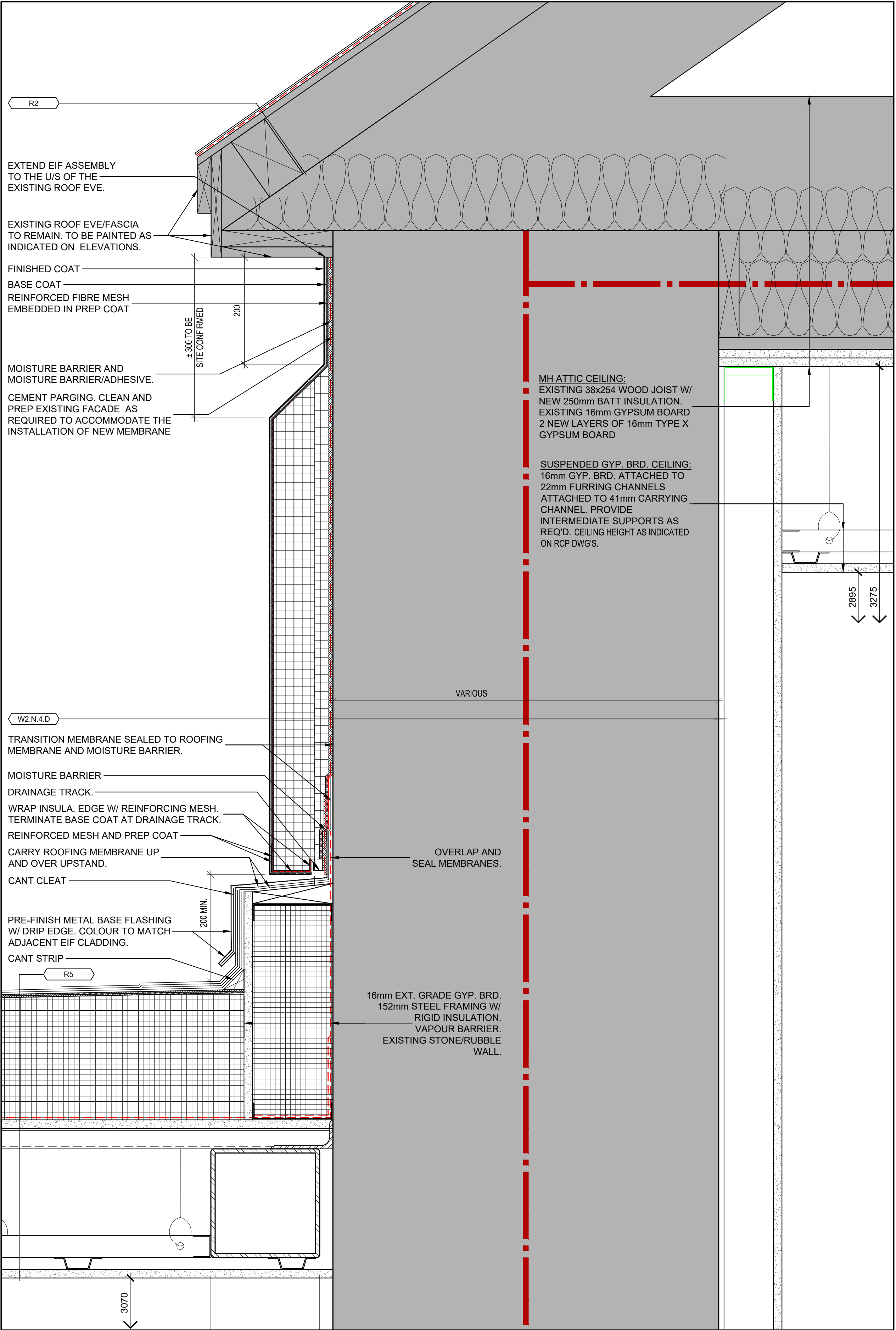
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A-8.3



MH - STAIR 3 CW SILL DETAIL
SCALE 1:5 (1:10 when printed on 11 x 17 size sheets)

2
A-8.3



MH DETAIL @ ROOF EVE / ROOF CURB
SCALE 1:5 (1:10 when printed on 11 x 17 size sheets)

1
A-8.3

Architect:

FOUGERE MENCHENTON ARCHITECTURE

Discipline: **ARCHITECTURAL**

Sub-Consultant : Structural

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Sub-Consultant :

Client:

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Designed: R.F. Approved: R.F.

Consultant's Project No. **0400-09**

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DETAILS

SCALE AS SHOWN	DRAWING NO.
DATE 22-12-21	A-8.3
REVISION NO. 2	

Presentation Convent and School Registered Heritage Structure

St. John's, NL

Landmark Registered Heritage Structure

Explore

 Google map

Links

 Website



DESCRIPTION

with basement levels, influenced by the Classical Revival style of architecture. The buildings are located in Cathedral Square, within the complex of the Roman Catholic Basilica-Cathedral of St. John the Baptist, and in the heart of the ecclesiastical district of St. John's, NL. The designation is confined to the footprint of the buildings.

STATEMENT OF SIGNIFICANCE

Formal Recognition Type

Registered Heritage Structure

Heritage Value

Presentation Convent and School was designated a Registered Heritage Structure by the Heritage Foundation of Newfoundland and Labrador in 1999 due to their historic and aesthetic value.

Presentation Convent and School were built for the use of the Sisters of the Presentation of the Blessed Virgin Mary, a religious order founded in Cork, Ireland in 1775. In 1833, Bishop Fleming, seeking to build the Catholic education system in St. John's, visited Ireland to recruit suitable teachers. After Fleming's meeting with the Presentation Sisters in Galway, Ireland, four Sisters volunteered to cross the Atlantic and take on the education of girls in Newfoundland. During their first years, the Presentation Sisters moved several times in order to accommodate the growing number of students. A convent and school were eventually built on Long's Hill in 1844. Both were destroyed in the Great Fire of 1846, possibly by embers carried in on the belongings of people seeking shelter from the flames.

In 1850, Bishop John Thomas Mullock laid the cornerstone for a new convent. The Presentation Motherhouse was officially opened in 1853 and remains the central convent of the congregation in

Newfoundland and Labrador. In the following decades, the Presentation Sisters (along with the Sisters of Mercy) were instrumental in the operation of girls' Catholic schools on the Avalon and across the island. The visual prominence of the Presentation Convent and School speaks to the Presentation

Sisters' contributions to Newfoundland education, and to the defining role that Catholicism played in the social, educational and religious lives of many Newfoundlanders during this period.

Presentation Convent is constructed of both local and Irish granite. Its styling is typical of a Classical Revival building, with its symmetrical façade and large tetrastyle portico framed by ionic columns. Similar Classical elements including a pediment, quoining and rounded arch windows can be found on the adjoining Presentation School. The convent and school were constructed by locally-renowned architect James Purcell and his partner, builder Patrick Kough. Purcell and Kough worked together on several significant buildings in St. John's, including the nearby St. Bonaventure's College and the Colonial Building. The ceiling of the chapel and drawing room were painted in the early 1880s by Polish convict Alexander Pindikowsky, who also painted the decorative work on the ceilings of Government House and the Colonial Building.

As the Presentation Convent continued to gain new members, an additional wing with more living quarters and a larger chapel was added to the convent in 1916; otherwise the building has remained largely unchanged since its construction. The convent and school were historically connected by footpaths and interior passages to the other buildings that make up the ecclesiastical complex of the Basilica Cathedral of St. John the Baptist. The central location

within the ecclesiastical district of St. John's reflects the growing

importance and influence of Catholicism in Irish St. John's during the mid-1800s.

Source: Heritage Foundation of Newfoundland and Labrador property file "St. John's – Presentation Convent and School – FPT 1707"

Character Defining Elements

All elements that define the buildings' Classical Revival design, including:

- number of stories;
- mid pitch gable roof with two front peaks;
- returned eaves on gable ends of convent;
- eaves brackets;
- decorative quoining;
- stone construction;
- stone foundation;
- symmetrical facade of ashlar stone;
- portico on main facade;
- size, style, trim and placement of large, rectangular windows, and;
- massing, dimensions, orientation and location.

Elements of interior design including:

- decorative ceiling work by Pindikowsky.

All those elements that relate to the environmental value of the convent, including:

- location within the Ecclesiastical District in central St. John's;
- location of the convent in relation to the Presentation School;
- connection of the convent, via interior passages and exterior footpaths, to other buildings that form a Roman Catholic complex centred on the Basilica;

-prominent hilltop location, and;

prominent hilltop location, and,
-visibility from the road.

Notes

In 1862 Bishop Mullock gave the convent the famous statue “The Veiled Virgin” by Giovanni Strazza.

LOCATION AND HISTORY

Community

St. John's

Municipality

City of St. John's

Civic Address

180 Military Road

Construction (circa)

1853 - 1853

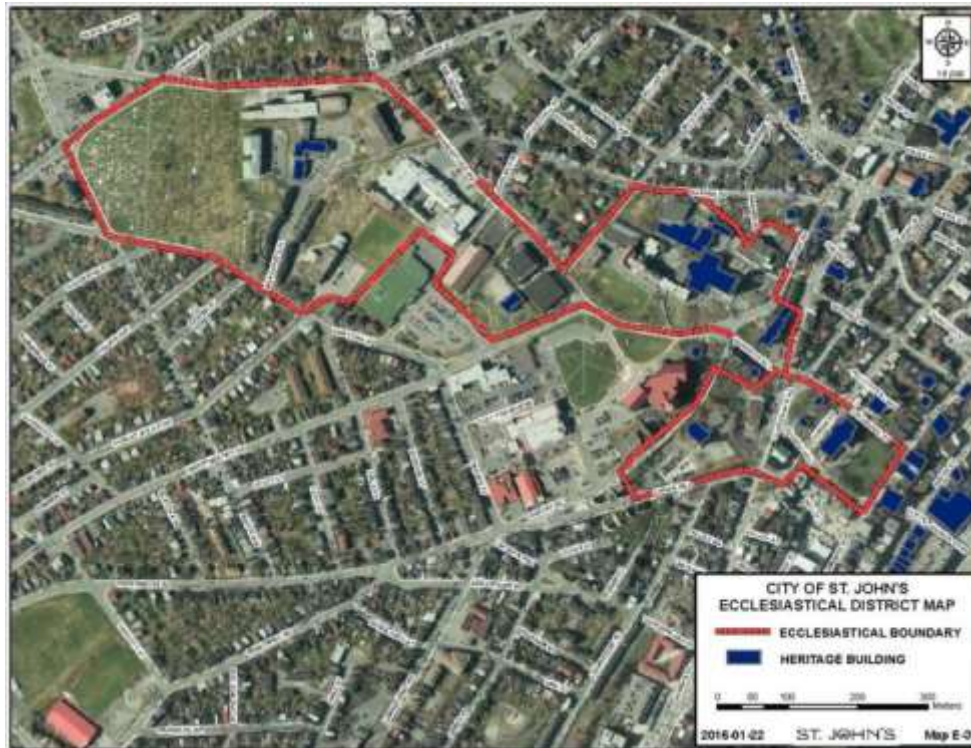
Builder

James Purcell, Patrick Keough

Style

Irregular

Statement of Significance



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

St. John's Ecclesiastical District

Formal Recognition Type

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

Description of Historic Place

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

Heritage Value

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

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

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

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

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

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

Character Defining Elements

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

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

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

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

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

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

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

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

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

- religious, educational and community uses for cultural purposes.

Location and History

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

Additional Photos





PRELIMINARY DRAFT



Presentation Sisters Convent
Renovation Project



PRELIMINARY DRAFT



Presentation Sisters Convent
Renovation Project

The Motherhouse Courtyard
Proposed Renovation



PRELIMINARY DRAFT



Presentation Sisters Convent
Renovation Project

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
BUILDING FACADES					
Building Façades	<p>Renovations to the building's façade shall be compatible with the building's architectural characteristics.</p> <p>Note: Typical 19th century storefronts include centrally located recessed doors with display windows on either side.</p>	Building's façades shall be, in the opinion of the Inspector, compatible with the period/architectural style of the streetscape unless the building's architectural style is determined by the Inspector to be unique.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Recessed Entries	Recessed entries shall be retained. Recessed entries may be added where they are in keeping with the building's architectural characteristics.	Recessed entries shall be retained. Where possible, recessed entries shall be incorporated into renovations where a they are in keeping with the period/architectural style of the streetscape.	Same as Heritage Area 1	Same as Heritage Are 1	Same as Heritage Area 1

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
CLADDING/SIDING					
Building and Cladding/Siding Materials	Building and cladding/siding materials shall be consistent with the existing or historic materials of the building.	<p>Original materials of the building to be maintained.</p> <p>Materials used for the front façade shall be carried around the building where side or rear facades are exposed to the public street and/or publicly maintained space, unless otherwise approved by the Inspector</p> <p>Where replacement is required, modern materials may be permitted, where, in the opinion of the Inspector, the appearance replicates the building's period/architectural style. However, veneer man-made products and similar products are not permitted. Accent materials may be permitted at the discretion of the Inspector.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Building Trim Style and Materials (including decoration and moulding)	Original trims to be maintained. Trims shall be compatible with the building's architectural characteristics.	<p>Building trims shall be compatible with the period/architectural style of the streetscape. Existing trims, including style and material, to be maintained for a façade facing a public street and/or publicly maintained space.</p> <p>New developments may require the addition of decorative trims as determined by the Inspector.</p>	Same as Heritage Area 1, except modern material may be permitted at the discretion of the Inspector.	Same as Heritage Area 2	Same as Heritage Area 2
WINDOWS					
Windows Style	The style and configuration of the windows shall be in keeping with the building's architectural characteristics.	For any façade facing public street and/or publicly maintained space, the style and configuration of the windows shall be compatible with the period/architectural style of the streetscape and in keeping with the building's architectural style.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Window Replacements	<p>All window replacements shall be restored/returned in keeping with the window style and window configuration of the building's architectural characteristics.</p> <p>Where appropriate, in the opinion of Council, additional facades, or parts thereof, may be required to comply with the foregoing.</p> <p>Where appropriate, in the opinion of Council, additional facades, or parts thereof, may be required to comply with the foregoing.</p>	<p>Where more than one window on a façade facing a public street and/or publicly maintained space are being replaced within a period of 24 consecutive months, all windows on such façade shall be restored/returned in keeping with the window style and window configuration of the building's architectural style.</p> <p>Note: Where appropriate, in the opinion of the Inspector, additional facades, or parts thereof, may be required to comply with the foregoing.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Specialty Windows	<p>Existing specialty windows to be maintained.</p> <p>Specialty windows may be added where, in the opinion of Council, they are compatible with the building's architectural characteristics.</p>	<p>Existing speciality windows to be maintained, unless otherwise approved by the Inspector.</p> <p>Specialty windows may be added where, in the opinion of the Inspector, they are compatible with the period/architectural style of the streetscape.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Window Trim Style and Material (including decoration and moulding)	<p>Window trims shall be compatible with the building's architectural characteristics. Materials may include wood, stone, brick, the building's original material, or materials otherwise approved by Council.</p> <p>Note: The width and style of window trims shall be consistent throughout the building's facades, unless otherwise approved by Council.</p>	<p>Period/architectural style of the building to be maintained. Materials may include wood, stone, brick, the building's original material, or materials otherwise approved by the Inspector.</p> <p>Note: The width and style of window trims shall be consistent throughout any building's façade visible from a public street and/or publicly maintained space, unless otherwise approved by the Inspector.</p>	<p>Period/architectural style of the building to be maintained.</p> <p>Modern materials, including PVC trim, are permitted provided, in the opinion of the Inspector, the appearance replicates the building's period/architectural style.</p> <p>Note: The width and style of window trims shall be consistent throughout any building's façade visible from a public street and/or publicly maintained space, unless otherwise approved by the Inspector.</p>	Same as Heritage Area 2	Same as Heritage Area 2

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Window Materials	Modern window materials may be permitted provided, in the opinion of Council, the appearance replicates the building's period/architectural characteristics.	Modern windows materials are permitted provided, in the opinion of the Inspector, the appearance replicates the building's period/architectural style.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Dormers	Original dormer shape, size and proportion to be maintained.	<p>Original dormer shape, size and proportion to be maintained, unless otherwise approved by the Inspector.</p> <p>Dormers shall be placed in a visually balanced arrangement with respect to the width of the roof and the arrangement of the windows and door opening in the façade, unless otherwise approved by the Inspector.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Roofing Materials	Modern roofing materials are permitted provided the appearance replicates the building's period/architectural characteristics.	Modern roofing materials, including metal roofing materials, are permitted provided the appearance replicates the building's period/architectural style.	Modern roofing materials are permitted. Metal roofing materials must replicate the existing roofing material.	Same as Heritage Area 2	Same as Heritage Area 2
Solar Panels and Green Roofs	Solar panels and/or green roofs are not permitted on facades visible from a public street and/or publicly maintained space.	Solar panels and/or green roofs are not permitted on facades visible from a public street.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
FENCES, RAILINGS, RETAINING WALLS, DECKS AND BALCONIES					
Fence, Railing, Retaining Wall, Deck and Balcony Materials	<p>Modern materials are permitted provided the appearance replicates the building's period/architectural characteristics.</p> <p>Note: Unfinished pressure treated wood at front of the building or visible from a public street and/or publicly maintained space is not permitted. Painted or solid-colour stained pressure treated wood is permitted.</p>	<p>Modern materials are permitted provided the appearance replicates the building's period/architectural style. Glass panels may be permitted on decks and balconies that have upper floor access, at the discretion of the Inspector.</p> <p>Note: Unfinished pressure treated wood at front of the building or visible from a public street is not permitted. Painted or solid-colour stained pressure treated wood is permitted.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

ADDITIONS TO EXISTING BUILDINGS AND NEW DEVELOPMENTS (RESIDENTIAL AND NON-RESIDENTIAL)					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Additions to Existing Buildings	<p>Additions shall be the same architectural style, or similar and compatible with the building's architectural characteristics.</p> <p>Modern façade designs may be approved by Council provided the addition is physically and visually compatible with, subordinate to and distinguishable from the designated building; enhances the visual prominence of the designated building; and does not detract from the character defining elements of the designated building.</p>	<p>Additions must be compatible with the period/architectural style of the streetscape in their design, massing and location without adversely affecting the character defining elements of the existing building.</p> <p>Additions shall respect the rhythm and orientation of façade openings/fenestrations along the same elevation.</p> <p>Additions shall meet the Heritage Area Design Standards above. Notwithstanding, modern façade designs may be approved by Council provided the addition is physically and visually compatible with, subordinate to and distinguishable from the building; enhances the visual prominence of the building; and does not detract from the architectural details of the building.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
New Buildings on the Same Lot as a Designated Heritage Building	New buildings on the same lot as a Designated Heritage Building shall be designed in a manner that respects the designated site.	N/A	N/A	N/A	N/A

DECISION/DIRECTION NOTE

Title: 214 Waterford Bridge Road, MPA2200006

Date Prepared: February 28, 2023

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude, Planning

Ward: Ward 3

Decision/Direction Required:

To consider a rezoning to allow an Apartment Building at 214 Waterford Bridge Road.

Discussion – Background and Current Status:

The City has received an application from Jendore Ltd. for a four-storey Apartment Building at 214 Waterford Bridge Road, with a total of eighty-five (85) dwelling units. The subject property is within the Institutional District and Zone. The applicant is requesting to rezone the land to Apartment 2 (A2) to accommodate the development. Within the A2 Zone, Apartment Building is a permitted use. A Municipal Plan amendment would also be required to designate the property as Residential District.

The applicant proposes to subdivide the subject land from the overall parcel. In the initial application, the new development and lot would use the existing access from Columbus Drive. If the parcels are to be subdivided, an access agreement would be required as the City would not permit a parcel to be land locked with no access to the street.

As per Section 4.9(2)(a) of the Envision St. John's Development Regulations, a Land Use Report (LUR) is required for applications for amendments or rezonings. Should Council wish to consider this amendment, draft LUR terms of reference are attached for approval. While the applicant has provided detailed information in their first submission, additional information is required to fully evaluate the proposal. Elements such as a traffic impact assessment, landscape plan, servicing plan and parking plan are required in the LUR.

The proposed development meets a number of policies in the Envision St. John's Municipal Plan. Policy 4.1.2 enables a range of housing to create diverse neighbourhoods that include a mix of housing forms and tenures, including single, semi-detached, townhousing, medium and higher density and mixed-use residential developments. Further, Policy 4.1.4 recommends partnering with developers, other levels of government and non-governmental agencies to achieve construction of affordable, "age-friendly" housing. The applicant advises that their target tenant is 55 plus or retirement lifestyle, looking to downsize from a single-family home. As well, Policy 8.4.8 supports a variety of residential forms in all medium and high-density zones that is reflective of existing demographics and provides housing options for various socioeconomic groups.

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Where infill development is proposed, Policy 4.4.1 ensures that the review of development proposals considers how new development may affect abutting properties and uses. In this instance, the LUR will evaluate any impacts on neighboring properties and how the impacts will be minimized prior to Council making a decision on the rezoning. The applicant will also be required to consult with adjacent property owners prior to submitting the LUR. This ensures that the neighbours concerns are considered while the applicant drafts the LUR.

Given that the proposed redevelopment at 214 Waterford Bridge Road meets policies in the Envision Municipal Plan, it is recommended that Council consider the amendment and set the terms of reference for a LUR. Once the report meets Council's terms of reference, staff recommend referring the application to a public meeting chaired by an independent facilitator. The LUR will provide additional information for public review before the public meeting.

Key Considerations/Implications:

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

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

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

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Should the application process, accessibility will be evaluated at the building permit stage.
6. Legal or Policy Implications: A map amendment to the St. John's Municipal Plan and Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public consultation, as required by the St. John's Development Regulations, will be required after a Land Use Report acceptable to staff is submitted. A project page will also be created on the City's Engage Page.
9. Human Resource Implications: Not applicable.

10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

Recommendation:

That Council consider rezoning land at 214 Waterford Bridge Road from the Institutional (INST) Zone to the Apartment 2 (A2) Zone and approve the attached draft terms of reference for a Land Use Report (LUR).

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

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

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

Report Approval Details

Document Title:	214 Waterford Bridge Road, MPA2200006.docx
Attachments:	- 214 Waterford Bridge Road - COTW Attachments.pdf - TOR - 214 Waterford Bridge Road February 28, 2023.pdf
Final Approval Date:	Mar 2, 2023

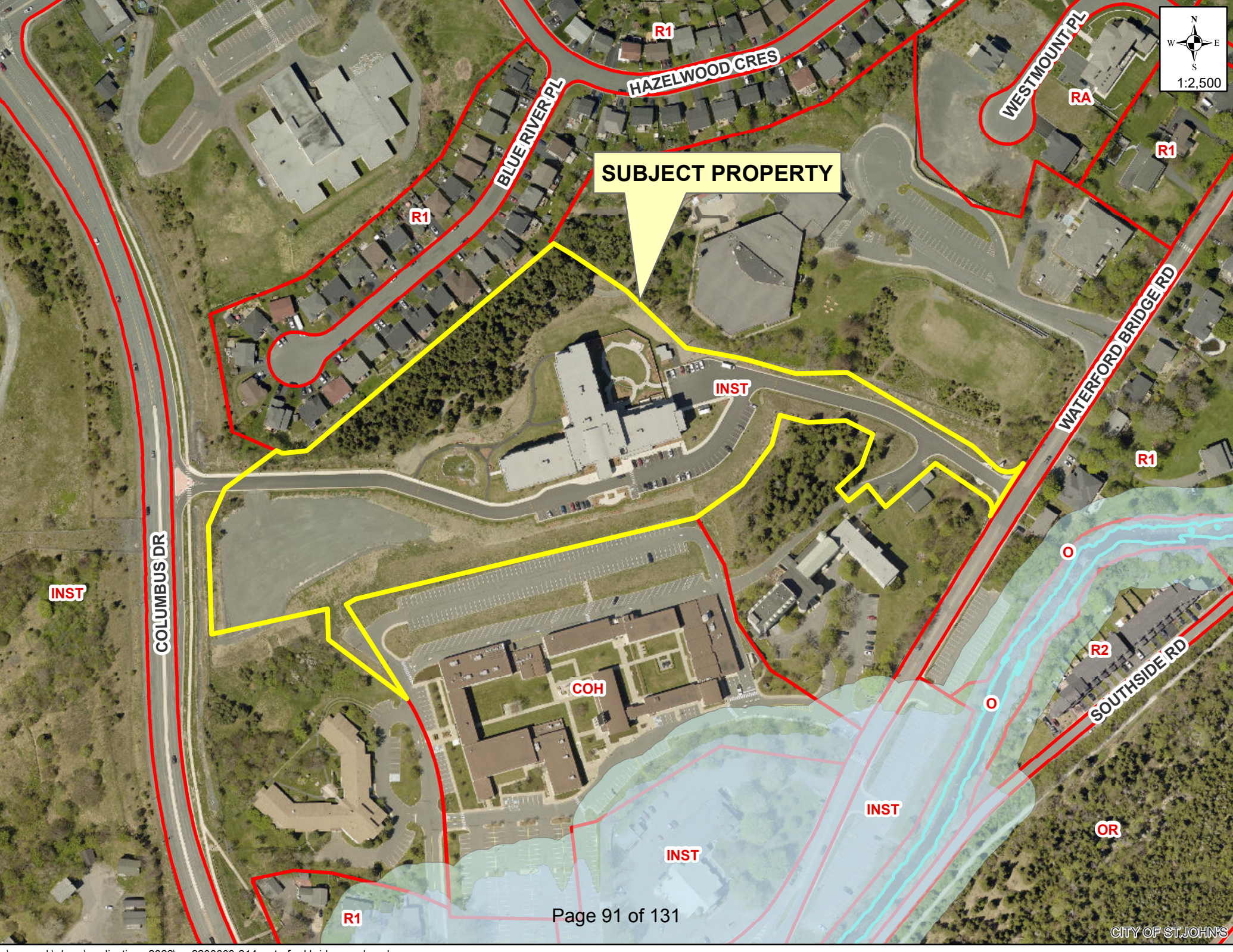
This report and all of its attachments were approved and signed as outlined below:

Ken O'Brien - Mar 1, 2023 - 12:15 PM

Jason Sinyard - Mar 2, 2023 - 12:18 PM



SUBJECT PROPERTY







**TERMS OF REFERENCE
LAND USE REPORT
APPLICATION FOR AN APARTMENT BUILDING AT
214 WATERFORD BRIDGE ROAD
PROPONENT: JENDORE LTD.
FEBRUARY 28, 2023**

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

A. Public Consultation

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

B. Building Use

- Identify the size of the proposed building by Gross Floor Area and identify all proposed uses/occupancies within the building by their respective Gross and Net Floor Area.
- If there are any proposed commercial uses within the Apartment Building, the days and hours of operation of each proposed use, number of employees on site at one time, and a description of the activities in the space (if applicable).

C. Building Location

- Identify graphically the exact location with a dimensioned civil site plan:
 - Lot area, lot coverage and frontage;
 - Location of the proposed building in relation to neighbouring buildings;
 - Proximity of the building to property lines and identify setbacks;
 - Identify any stepbacks of higher storeys from lower storeys or building overhangs (if applicable);
 - Identify any encroachment over property lines (if applicable);
 - Identify building entrances and if applicable, door swing over pedestrian connections;
 - Information on the proposed construction of patios/balconies (if applicable); and
 - Identify any rooftop structures.
- Provide a Legal Survey of the property and a survey of the proposed subdivided lot.
- Provide street scape views/renderings of the proposed building from Columbus Drive (along the frontage of the property) and if possible, show how much of the building will be visible from Blue River Place. Include immediately adjacent buildings and spaces to inform scale/massing/context.

D. Elevation, Building Height and Materials

- Provide elevations of the proposed building.
- Identify the finish and colour of exterior building materials.
- Identify the height of the building in metres, as per the definition of Building Height from the Development Regulations.
- Confirm that the building does not project above a 45-degree angle as measured from the Rear Yard Lot Line and/or Side Yard Lot Line at a height of 12 metres, as per section 7.1.4 of the Development Regulations.
- Identify potential shadowing/loss of sunlight on adjacent public and private properties, including sidewalks.

E. Exterior Equipment and Lighting

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

F. Landscaping & Buffering

- Identify with a landscaping plan, details of site landscaping (hard and soft).
 - Indicate through a tree plan/inventory which trees will be preserved.
- Identify the location and proposed methods of screening of any electrical transformers and refuse containers to be used at the site.
- Identify any additional street-level elements, such as weather protection measures at entrances, street furniture, etc.

G. Snow Clearing/Snow Storage

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

H. Off-street Parking and Site Access

- A Traffic Impact Memo that meets the City's standard terms of reference and is prepared by a qualified engineer is required.
- Provide a dimensioned parking plan, including circulation details. Identify the number and location of off-street parking spaces to be provided, including accessible parking spaces.
- Identify the number and location of bicycle parking spaces to be provided.
- Identify the location of all access and egress points, including pedestrian access.
- Indicate how garbage will be handled onsite. The location of any exterior bins must be indicated and access to the bins must be provided.

I. Municipal Services

- Provide a preliminary site servicing plan.
- Identify if the building will be sprinklered or not, and location of the nearest

- hydrant and siamese connections.
- Identify points of connection to existing sanitary sewer, storm sewer and water system.
- The proposed development will be required to comply with the City's stormwater detention policy.

J. Public Transit

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

K. Construction Timeframe

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

INFORMATION NOTE

Title: 80-90 Empire Avenue Pre-Development Work

Date Prepared: February 27, 2023

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude, Planning

Ward: Ward 4

Issue:

Conducting pre-development work at 80-90 Empire Avenue.

Discussion – Background and Current Status:

The vacant land site at 80-90 Empire Avenue was identified for potential affordable housing development during a prior City-owned land inventory. Public engagement regarding its potential use for this purpose was conducted during Summer 2021 (WWH attached).

To prepare this land for future affordable housing development, staff from Planning, Engineering, and Regulatory Services and Public Works will need to examine existing infrastructure, infrastructure needs, and coordinate a geotechnical assessment of the land to determine next steps. The geotechnical assessment will utilize excavators to collect land samples for analysis. Staff anticipate this work will take place between March-April of 2023 and neighbouring residents will be notified of any onsite presence. After initial pre-development work, next steps will be brought to Council.

Key Considerations/Implications:

1. Budget/Financial Implications: Costs associated with a geotechnical assessment of this land are estimated at approximately \$10,000-\$15,000. Costs for predevelopment work is included in the Affordable Housing Strategy budget.
2. Partners or Other Stakeholders: Planning, Engineering, and Regulatory Services, and Public Works will be involved throughout predevelopment work. Neighbouring residents will be notified of any onsite presence.
3. Alignment with Strategic Directions:

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

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Choose an item.

4. Alignment with Adopted Plans: This initiative aligns with 10-Year Affordable Housing Strategy action item 1.3: Continue to create a list of City-owned vacant land and buildings and evaluate the inventory for potential redevelopment as affordable housing.
5. Accessibility and Inclusion: The City's Affordable Housing Strategy emphasizes fostering an inclusive housing sector with options available along the entire housing continuum. This includes investing in, advocating for, and building knowledge around accessible and universally designed housing (i.e., strategic directions 2.3.2, 6.2, 6.2.1, 6.2.2).
6. Legal or Policy Implications: The City's Legal Department will be consulted throughout this initiative.
7. Privacy Implications: None anticipated at this time.
8. Engagement and Communications Considerations: Public Engagement around this parcel of land's potential use for affordable housing was conducted in Summer 2021. The City's What We Heard report is attached.
9. Human Resource Implications: None anticipated at this time.
10. Procurement Implications: Staff will issue an RFP to conduct the geotechnical study.
11. Information Technology Implications: None anticipated at this time.
12. Other Implications: None anticipated at this time.

Conclusion/Next Steps: To develop a project plan for pre-development work that will determine next steps for potential affordable housing development at 80-90 Empire Avenue.

Attachments: WWH City-Owned Vacant Land.pdf

Report Approval Details

Document Title:	IN 80-90 Empire Predevelopment.docx
Attachments:	- WWH City-Owned Vacant Land.pdf
Final Approval Date:	Feb 27, 2023

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

Judy Tobin - Feb 27, 2023 - 11:20 AM

Tanya Haywood - Feb 27, 2023 - 12:24 PM

OUR CITY. OUR FUTURE.



City-Owned Vacant Land Identified for Potential Redevelopment as Affordable Housing

375 Waterford Bridge, 245 Forest Road, & 80-90 Empire Avenue

What We Heard from Public Engagement
November 2021

Disclaimer

- This document provides a summary of what was heard from participants during this engagement process. It is not meant to reflect the specific details of each submission word-for-word
- The City produces a What We Heard document for every city-led public engagement project. This collected commentary is shared with the community to ensure we heard you correctly.
- The City protects the privacy of those who provide feedback as per Access to Information and Privacy Legislation.
- The full scope of commentary is used by city staff and Council to help inform recommendations and decisions.

Context

- Affordable Housing Strategy 2019-2028 approved by Council in November 2018
- **Affordable Housing:** Costs less than 30 percent of a household's pre-tax income including housing and related costs
- Approximately 1 in 4 households in St. John's live in unaffordable housing



Affordable Housing Strategy 2019-2028

Mission

- The City of St. John's will leverage its unique capacities and build strong partnerships to produce, protect, and promote affordable housing for the people of St. John's.

Vision

- St. John's will be a vibrant, inclusive, and thriving city with a wide range of affordable housing options that contribute directly to community health, sustainable growth, and economic security.

Strategic Directions



Unlocking Resources

- This strategic direction and the following implementation action is the focus for the project.
- Continue to create a list of city-owned vacant land and buildings and evaluate the inventory for potential redevelopment as affordable housing
 - 375 Waterford Bridge Road
 - 245 Forest Road
 - 80-90 Empire Avenue
 - 28 Eric Street
- There is a planned project on 28 Eric Street.
- Following public concerns about the project on Eric Street, engagement was planned for the other 3 sites. There are no planned projects on these sites.

375 Waterford Bridge Road



245 Forest Road



80-90 Empire Avenue



Public Engagement Plan

Purpose

- To notify residents, businesses, and other stakeholders in the areas surrounding the parcels of land about engagement opportunities.
- To gather information from stakeholders about their ideas for potential projects and concerns with developing a site in their neighbourhood.

Approach

- Conduct engagement in a phased approach, with separate sessions for each parcel of land to enable staff to focus on the concerns and preferences of each neighbourhood immediately surrounding each parcel, which vary based on the location.
- Provide a variety of ways for the public to participate in engagement and keep all stakeholders informed regarding the development and engagement processes.

Promotion of Engagement

Addressed mail – sent out to residents, businesses and stakeholders in and around the subject properties (1331 for Waterford Bridge Rd, 472 for Forest Rd and 1592 for Empire Ave)

Public Service Announcements

Two newsletters to over 3100 registered users of engagestjohns.ca

City of St. John's social media channels: Facebook, Instagram and Twitter

Who Engaged



TOOLS	375 WATERFORD BRIDGE RD	245 FOREST RD	80-90 EMPIRE AVE
Engagestjohns.ca	356 visitors. 25 actively engaged.	242 visitors. 9 actively engaged.	710 visitors. 51 actively engaged.
Virtual public meetings	July 28, 2021 21 Attendees	August 3, 2021 11 Attendees	October 13, 2021 25 Attendees
Email submissions (unique individuals)	40	12	21
Outdoor pop-up	July 29, 2021 at Bowring Park West Gate Approx. 35 visitors.	N/A	N/A
Mailed submissions	1	1	0
Phone calls	0	0	3

What We Heard

How stakeholders use this land:

375 Waterford Bridge Road

- Use T'Railway in this area
- Access nearby amenities – Bowring Park, dog park,
- Enjoy nature here
- Forage
- Use bus stop near this site

245 Forest Road

- Connect to the Quidi Vidi lake via trail on this parcel
- Use as a viewpoint (fireworks, Regatta, sunsets, etc.)
- Use for recreation and leisure activities (picnics, sliding)
- Enjoy nature here

80-90 Empire Avenue

- Parking
- Access to Kelly's Brook trail
- Access to playground

Key concerns about potential redevelopment of 375 Waterford Bridge Road

- Loss of greenspace, destruction of mature forest & ecosystems
- Parking and traffic are already issues in the area and more development will make both worse
- Impact on water retention/flooding
- Affordable housing will decrease property values
- Impact on T'Railway



Key concerns about potential redevelopment of 245 Forest Road

- Loss of the last remaining greenspace on Forest Road
 - Associated decrease in property values due to loss of view/greenspace
- Traffic is already an issue in the area and more development will make it worse
- Already enough affordable housing and/or development in general in this area
- Concerns over City ability to potentially rezone open spaces for development



Key concerns about potential redevelopment of 80-90 Empire Avenue

- Loss of parking
 - Associated increase of on-street parking and impact on traffic flow in area
- Affordable housing will decrease property values in area
- Impact on crime in area (such as blocking sight lines, some attributed crime in area to Affordable Housing)
- Environmental impacts of development – water issues, loss of trees
- Impact on trail system
- Stability of the site



Stakeholder
ideas for design
and incorporated
features if the site
was developed
as affordable
housing

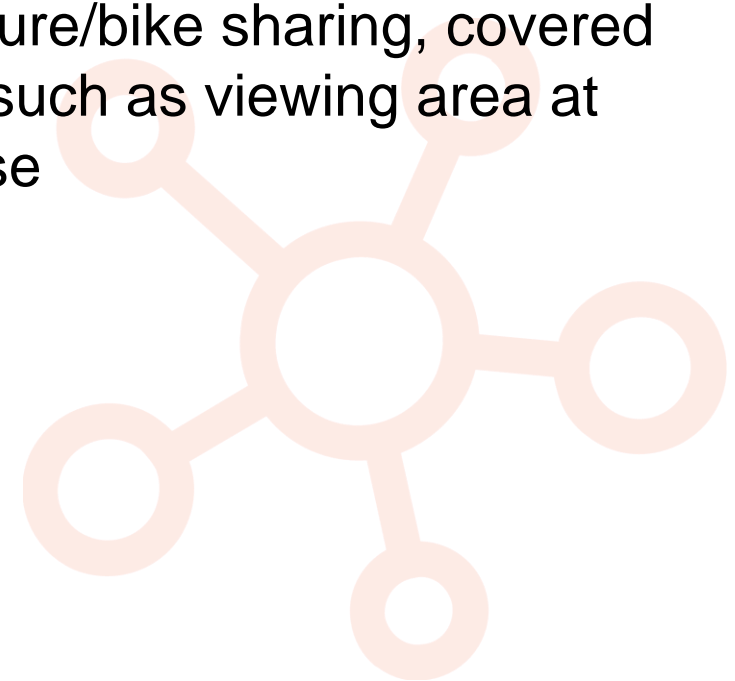
375 Waterford Bridge Road

- Housing for seniors, families or multigenerational housing
- Mixed ideas: small apartment complex, higher density housing, small cottages or single-family homes
- Thoughtfully designed housing that incorporates & preserves trees and nature as much as possible including maintaining a buffer of trees along T'Railway and Waterford Bridge Road
- Access to T'Railway from site
- One to two-bedroom units
- Accessible housing
- Incorporate community spaces, retail, social enterprise, bicycle infrastructure, covered bus stop
- Improve bus access to site
- Improve road safety – crossing lights at Waterford Bridge Road where it meets Park Road

Stakeholder
ideas for design
and incorporated
features if the site
was developed
as affordable
housing

245 Forest Road

- Ensure trail access from Forest Road to Quidi Vidi
- One to two-bedroom units
- Intentional design to allow aging in place and to avoid stigmatization of affordable housing in the area
- Traffic calming
- Incorporate bicycle infrastructure/bike sharing, covered bus stop, community spaces such as viewing area at back, retail, or social enterprise
- Improve bus access to site



Stakeholder
ideas for design
and incorporated
features if the site
was developed
as affordable
housing

80-90 Empire Avenue

- Maintain & upgrade trail access from Empire Avenue
- Improve pedestrian safety in area – improved lighting near trail, crosswalk lights, traffic calming measures, and include sidewalks & active transportation in design
- Seniors housing
- Accessible housing
- Mix of ideas: Single-family homes, town housing with apartments, small apartments, modular or container designs, tiny homes
- One to two-bedroom units
- Thoughtfully designed housing that incorporates & preserves trees and nature as much as possible
- Attractive and adds visually to the landscape

What We Heard: Other ideas & Comments

- Many residents identified other areas with vacant land or buildings they'd like the City to explore for affordable housing. With the exception of the Mews, none of these sites are City-owned.
 - The Old Mews Centre when the new facility is built
 - Grace Hospital Site
 - Land in Pleasantville (Janeway Pl, Charter Ave, Churchill Ave and Langley Rd)
 - Waterford Hospital Site when the new facility opens
 - Hoyles-Escasoni buildings
 - Vacant retail buildings on Stavanger Drive
 - Vacant land further west on Empire Avenue
- For 375 Waterford Bridge Road – other potential uses suggested included additional parking or recreational space (i.e. move dog park here, beach volleyball, etc.)
- It was noted in the public meeting for 245 Forest Road that there is significant distrust in City Council for past decisions about developments in Quidi Vidi

What We Heard

- Although staff did not conduct a statistically valid survey to quantify those in favour, against or neutral for a potential development, based on the submissions received:
 - Empire Avenue received more feedback that was supportive than opposed for this site to be developed as affordable housing.
 - Waterford Bridge Road received a mix of opinions, many opposed, fewer in favour, and several submissions that were in between.
 - Forest Road received the fewest submissions overall. The majority were opposed to any development of this site. Very few were in favour of developing the site and very few offered suggestions for what they'd like to see if the site were developed as affordable housing.

Next Steps



Release What We Heard



Council to review



Present a final report
with recommendations
to Council

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This online public engagement space allows you to contribute your ideas and feedback on City projects and initiatives that matter to you!

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INFORMATION NOTE

Title:	Amendment to Sign By-Law
Date Prepared:	February 23, 2023
Report To:	Committee of the Whole
Councillor and Role:	Councillor Maggie Burton, Transportation & Regulatory Services
Ward:	N/A

Issue:

Proposed amendment to the Sign By-Law

Discussion – Background and Current Status:

The Sign By-Law is being amended to update its consideration of mobile signs. More specifically, it allows mobile signs to be affixed at and in relation to businesses at a greater distance than currently allowed. This change will allow businesses in more rural areas to advertise, by way of a sign, placed within 500 metres of the business. This will be especially valuable in rural areas, so that businesses can post a sign advertising their business in such a way that members of the public can see it.

Currently, a sign advertising a business ‘off-site’ is not allowed under the bylaw; this is problematic for businesses, especially in more rural areas, where a sign located on the premises of the business makes it difficult for potential customers to see the sign and therefore to be aware of the business and to find it.

The amendment will define ‘Home Occupation’ and ‘Home Office’ pursuant to the City of St. John’s Development Regulations, as follows:

‘Home Occupation’: a secondary use of a Dwelling Unit and/or Accessory Building by at least one of the residents of such Dwelling Unit to conduct a gainful occupation or business activity.

‘Home Office’: a secondary use of a Dwelling Unit by at least one of the residents of such Dwelling Unit to conduct a gainful occupation or business activity with such occupation or business activity being restricted to office uses which do not involve visitation of clients to the site and employment of non-residents.

The amendment will set out the size of signs in different types of zones wherein Home Occupations are located and will state that signs are not allowed for Home Offices. Currently, the by-law does not specify a size limit for Home Occupations and does not expressly prohibit signs for Home Offices.

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Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: All City Divisions/Departments
3. Alignment with Strategic Directions:
 - A City That Moves – the posting of mobile signs will allow motorists to have an easier time locating businesses.
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: A Notice of Motion will be required to be given at a future Regular Meeting of Council.
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: The by-law amendment will need to be advertised and gazette.
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

Conclusion/Next Steps:

Discussion by Council as to the proposed amendments to the Sign By-Law.

Report Approval Details

Document Title:	Information Note - Proposed Amendments to Sign By-Law.docx
Attachments:	- Sign By-Law Amendment No. 1-2023.docx
Final Approval Date:	Feb 27, 2023

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

Cheryl Mullett - Feb 27, 2023 - 2:38 PM

BY-LAW NO.

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

PASSED BY COUNCIL ON _____, 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 relating to signage in the City of St. John's.

BY-LAW

1. This By-Law may be cited as the St. John's Sign (Amendment No. 1 – 2023) By-Law.
2. Section 2 of the St. John's Sign By-Law is amended by adding the following as subsections I(i) and I(ii):
 - 2I(i): Home Occupation shall have the same meaning as in the City of St. John's Development Regulations.
 - 2I(ii): Home Office shall have the same meaning as in the City of St. John's Development Regulations.
3. The St. John's Sign By-Law is amended to add the following, as Section 38.1:

“Notwithstanding section 38, a mobile sign may be placed on a vacant lot, which is located within 500 meters of the property boundary of the property in which the business advertised is located; provided, however, that the mobile sign shall not be placed on a residentially zoned property.”
4. The St. John's Sign By-Law is amended to add the following, as Section 59.1:
 - (1) A Home Occupation in either of the named zones in the City of St. John's Development Regulations (Rural (R) Zone, Rural Residential (RR) Zone, Rural Residential Infill (RRI Zone), Agricultural (AG) Zone, and Forestry (F) Zone) and in all other zones may have a non-illuminated sign not exceeding 0.37 m² which sign shall be placed on the dwelling or in the front yard.
 - (2) A Home Occupation in all other zones (as established in the City of St. John's Development Regulations, save and except the zones referred to in subsection 1) may have a non-illuminated sign not exceeding 0.2 m² which sign shall be placed on the dwelling.

- (3) A Home Office shall not have a sign.

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 _____, 2023.

MAYOR

CITY CLERK

INFORMATION NOTE

Title: Amendments to Pool By-Law

Date Prepared: February 23, 2023

Report To: Committee of the Whole

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

Ward: N/A

Issue:

Amendments to the Pool By-Law

Discussion – Background and Current Status:

The Pool By-Law is being updated to add a broader definition of ‘pool’; more specifically, the amendment is being proposed to add outdoor hot tubs, outdoor whirlpools and swimspas to the definition. The inclusion of outdoor hot tubs, outdoor whirlpools, and swimspas is sought as these devices have grown in popularity since this definition was previously drafted.

The Pool By-Law is also being amended to ensure that pools are in compliance with the Canadian Electrical Code and do not interfere with overhead power and communication cables.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: All City Divisions/Departments, General Public
3. Alignment with Strategic Directions:
 - Connected City – the inclusion of a more expansive definition of ‘pool’ will ensure that outdoor hot tubs, outdoor whirlpools, and swimspas are being installed in compliance with safety considerations put forward in the bylaw.
 - Effective City – enforcement of the bylaw with respect to outdoor hot tubs, outdoor whirlpools, and swimspas can be more effectively undertaken upon the amendment of the bylaw.

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4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: A Notice of Motion will be required to be given at a future Regular Meeting of Council.
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: The by-law amendments will need to be advertised and gazette.
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

Conclusion/Next Steps:

Discussion by Council as to the proposed amendments to the Pool By-Law

Report Approval Details

Document Title:	Information Note - Proposed Amendments to the Pool By-Law.docx
Attachments:	- Pool By-Law Amendment No. 1-2023.docx
Final Approval Date:	Feb 27, 2023

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

Cheryl Mullett - Feb 27, 2023 - 2:36 PM

BY-LAW NO.

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

PASSED BY COUNCIL ON _____, 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 relating to pools in the City of St. John's.

BY-LAW

1. This By-Law may be cited as the St. John's Pool (Amendment No. 1 – 2023) By-Law.
2. Section 2(a) of the St. John's Pool By-Law is repealed and the following substituted:

 "2(a) "pool" means a swimming pool, whether in-ground or above-ground, a landscape water feature, fountain or decorative fish pond, outdoor hot tub, outdoor whirlpool or swimspa"
3. Section 4 of the St. John's Pool By-Law is amended by adding the following as subsection 4(c):

 "4(c) in compliance with the Canadian Electrical Code with respect to overhead power and communication cables."

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 _____, 2023.

MAYOR

CITY CLERK