

ST. JOHN'S

Regular Meeting - City Council Agenda

October 3, 2023

3:00 p.m.

4th Floor City Hall

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The City of St. John's

hereby declares

CIRCULAR ECONOMY MONTH

October 1-31, 2023

We commit to waste reduction, resource conservation, and community education for sustainable living. We recognize that losing waste to disposal and as litter are local and global threats to the environment. We will take action to reduce our waste and support the circular economy.

Danny Breen, Mayor

Name, Title

October 3, 2023

Signed

Date



ST. JOHN'S

Proclamation

Disability Employment Awareness Month October 2023

WHEREAS: A strong workforce is one, inclusive of the skills and talents of all Newfoundlanders and Labradorians; and

WHEREAS: Newfoundlanders and Labradorians with disabilities constitute a growing population and experience issues which require positive change; including disproportionate unemployment, poverty, and labour market exclusion; and

WHEREAS: The employment inclusion of people with disabilities benefits all of our citizens; and

WHEREAS: The awareness of said benefits and the innumerable success stories of employment inclusion serve to positively promote inclusion of people with disabilities in the provincial workforce; and

WHEREAS: The City of St. John's is committed in our work to increase employment inclusion for Newfoundlanders and Labradorians through the provision of leadership, resources, and ongoing opportunities for dialogue and engagement.

THEREFORE: I, Mayor Danny Breen, do hereby proclaim October 2023 as Disability Employment Awareness Month in the City of St. John's.

Signed at City Hall, St. John's, NL on this third day of October, 2023.

Danny Breen, Mayor

Proclamation

National Breastfeeding Week October 1–7, 2023

WHEREAS: Breastfeeding is recommended for optimal nutrition and healthy growth and development in the early months and years of life, is fundamental to the well-being and prosperity of communities, and is one of the most cost-effective prevention strategies for many infections and chronic and acute diseases; and

WHEREAS: Breastfeeding has an impact on lifelong health, with exclusive breastfeeding for the first six months, and continued breastfeeding for two years and beyond, ensuring that mothers and children receive maximum health benefits; and

WHEREAS: Breastfeeding is one of the most important decisions that a new family makes—parents need the support of family, friends, Government and Health authorities, municipalities, community groups and organizations, businesses, and employers; and

WHEREAS: National Breastfeeding Week provides an opportunity for people to celebrate and to raise public awareness about the importance of breastfeeding and the role everyone can play in normalizing breastfeeding; and

WHEREAS: The theme for National Breastfeeding Week 2023 is “Enabling Breastfeeding: Making a difference for working parents”. The theme focuses on the impact of paid leave and workplace support on the duration of breastfeeding and the positive impacts for parents, children, and families.

THEREFORE: I, Mayor Danny Breen, do hereby proclaim October 1–7, 2023, as National Breastfeeding Week in the City of St. John’s.

Signed at City Hall, St. John’s, NL on this third day of October, 2023.



Danny Breen, Mayor

ST. JOHN'S

Proclamation

National Seniors' Day and United Nations International Day of Older Persons October 2, 2023

WHEREAS: Communities across Canada have joined together on October 1 to recognize National Seniors Day and the United Nations International Day of Older Persons; and

WHEREAS: National Seniors Day focuses on celebrating and honoring the fundamental role seniors play in the prosperity of our communities and our country; and

WHEREAS: Seniors in St. John's contribute in many ways to our community, and are involved in all aspects of our lives as parents, grandparents, teachers, volunteers, mentors, and neighbors; and

WHEREAS: CARP NL, a participating organization of the Seniors Advisory Committee, is an advocate to ensure fair treatment for all seniors in an age-friendly city; and

WHEREAS: For 2023, the participating community and organizational representatives and the City staff of the Seniors' Advisory Committee of the City of St. John's have partnered to develop a program of activities to enable our older citizens to engage, socialize, and reconnect; and

WHEREAS: The City of St. John's today launched the Seniors' Day celebration with a flag-raising ceremony at 10:30a.m. this morning, October 3, 2023

THEREFORE: I, Mayor Danny Breen, do hereby proclaim October 5, 2023 from noon–4p.m. at the Paul Reynolds Community Centre, as Seniors' Day in the City of St. John's. I also urge my fellow citizens to recognize the crucial role played by older Newfoundlanders and Labradorians, and all older citizens in our community and our Province throughout the year, and especially on this day.

Signed at City Hall, St. John's, NL on this third day of October, 2023.



Danny Breen, Mayor

ST. JOHN'S

Proclamation

International Walk & Wheel to School Month October 2023

WHEREAS: The City of St. John's recognizes that October is International Walk & Wheel to School Month (iWALK-iWHEEL) and Active Transportation Month. iWALK-iWHEEL gives children, parents, school teachers and community leaders an opportunity to be part of a global event as they celebrate the many benefits of active transportation; and

WHEREAS: The City of St. John's Recreation Division has celebrated iWALK-iWHEEL for 14 years, and would like to continue to bring awareness to this event in our community; and

WHEREAS: In recognition of iWALK-iWHEEL 2023, the City of St. John's is working with the Newfoundland and Labrador English School District encouraging all students in St. John's to participate by walking or wheeling to school during the month of October. The City of St. John's is supporting this initiative by encouraging schools to host school walks and providing information containing safety transportation tips that will be distributed to students and teachers to encourage walking and wheeling to school. Furthermore, City of St. John's After School Programs are participating by providing participants with the opportunity to walk and wheel after school; and

WHEREAS: By walking and wheeling to and from school, students can experience firsthand how easy it is to incorporate regular physical activity into their daily lives;

THEREFORE: I, Mayor Danny Breen, do hereby proclaim October 2023 as International Walk & Wheel to School Month in the City of St. John's.

Signed at City Hall, St. John's, NL on this third day of October 2023.

Danny Breen, Mayor

ST. JOHN'S

Minutes of Regular Meeting - City Council

Council Chamber, 4th Floor, City Hall

September 19, 2023, 3:00 p.m.

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

Regrets: Councillor Maggie Burton
Councillor Debbie Hanlon
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
Stacey Corbett, Legislative Assistant
Erin Skinner

Land Acknowledgement

The following statement was read into the record:

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

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

1. **CALL TO ORDER**

2. **PROCLAMATIONS/PRESENTATIONS**

2.1 **Childhood Cancer Awareness Month**

2.2 **Fire Prevention Week 2023**

2.3 **Energy Efficiency Week 2023**

2.4 **National Tree Day 2023**

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

SJMC-R-2023-09-19/402

Moved By Deputy Mayor O'Leary

Seconded By Councillor Bruce

That the Agenda be adopted as presented.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

4. **ADOPTION OF THE MINUTES**

4.1 **Adoption of Minutes - September 5, 2023**

SJMC-R-2023-09-19/403

Moved By Councillor Korab

Seconded By Councillor Froude

That the minutes of September 5, 2023, be accepted as presented.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

5. BUSINESS ARISING FROM THE MINUTES

6. DEVELOPMENT APPLICATIONS

6.1 Proposed Landscaping the Floodplain Buffer – Lots 48-72 (even only) Pepperwood Drive – INT2300056

SJMC-R-2023-09-19/404

Moved By Councillor Korab

Seconded By Councillor Ellsworth

That Council approve the Landscaping in the Floodplain Buffer for Lots 48-72 (even only) Pepperwood Drive.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.2 Proposed Landscaping in the Floodplain Buffer – 82 Lakeview Drive – INT2300044

SJMC-R-2023-09-19/405

Moved By Councillor Korab

Seconded By Councillor Ridgeley

That Council approve Landscaping (retaining wall) in the Floodplain Buffer at 82 Lakeview Drive.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.3 Notices Published – 318 LeMarchant Road - DEV2300098

SJMC-R-2023-09-19/406

Moved By Councillor Korab

Seconded By Deputy Mayor O'Leary

That Council approve the Discretionary Use application at 318 LeMarchant Road for a Retail Use.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.4 Notices Published - 40A Vancouver Street - DEV2300107

SJMC-R-2023-09-19/407

Moved By Councillor Korab

Seconded By Councillor Bruce

That Council approve the Discretionary Use application for 40A Vancouver Street to allow a Home Occupation for homemade rugs.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.5 Proposed Accessory Building in the Floodplain Buffer – 419 Petty Harbour Road – INT2300051

SJMC-R-2023-09-19/408

Moved By Councillor Korab

Seconded By Councillor Ridgeley

That Council approve the construction of an Accessory Building in the Floodplain Buffer at 419 Petty Harbour Road, subject to meeting the conditions of Section 6.2 “Accessory Buildings” in the Envision St. John’s Development Regulations.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.6 Variance Request for Rear Yard Setback – Rear Yards of 129 & 131 Patrick Street – SUB2200063

SJMC-R-2023-09-19/409

Moved By Councillor Korab

Seconded By Councillor Hickman

That Council approve a 3.55% Variance for a Rear Yard Setback of 4.34 metres for a Tiny Home Dwelling, located on the proposed Lot at the rear of 129 & 131 Patrick Street.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.7 Notices Published – 41 Densmore's Lane - DEV2300108

SJMC-R-2023-09-19/410

Moved By Councillor Korab

Seconded By Councillor Ridgeley

That Council approve the Discretionary Use application for an Accessory Building at 41 Densmore's Lane, which is subject to Section 6.2 "Accessory Building" requirements of the St. John's Development Regulations.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.8 Notices Published – 31 Queen’s Road - DEV2300105

SJMC-R-2023-09-19/411

Moved By Councillor Korab

Seconded By Councillor Hickman

That Council approve the Discretionary Use application at 31 Queen’s Road to allow a temporary Office Use.

For (8): Mayor Breen, Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.9 Notices Published – 100 Great Eastern Avenue - DEV2300100

Councillor Froude asked staff if they could look into changing home childcare from a Discretionary Use to a Permitted Use in certain zones. Due to the growing need for childcare in the City, this change would allow for approval to happen quicker.

SJMC-R-2023-09-19/412

Moved By Councillor Korab

Seconded By Councillor Froude

That Council approve the Discretionary Use application for 100 Great Eastern Avenue to allow a Home Occupation for family home childcare.

For (8): Mayor Breen, Deputy Mayor O’Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

6.10 Notices Published – 161, 169 & 171 Thorburn Road - DEV2300072

SJMC-R-2023-09-19/413

Moved By Councillor Korab

Seconded By Councillor Froude

That Council approve the Discretionary Use application for a Retail Use at 161, 169 and 171 Thorburn Road with the revised hours of operation from 10 a.m. to 10 p.m., seven (7) days a week from May 1st to December 31st. The applicant may be required to undertake further parking and traffic modifications should the need arise.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

7. **RATIFICATION OF EPOLLS**

8. **COMMITTEE REPORTS**

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

9.1 **Development Permits List August 31 - September 13, 2023**

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

10.1 **Building Permits List**

11. **REQUISITIONS, PAYROLLS AND ACCOUNTS**

11.1 **Weekly Payment Vouchers Ending the Week of September 6, 2023**

SJMC-R-2023-09-19/414

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That the weekly payment vouchers for the week ending September 6, 2023, in the amount of \$ 2,969,619.68 , be approved as presented

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

11.2 Weekly Payment Vouchers Ending the Week of September 13, 2023

SJMC-R-2023-09-19/415

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

That the weekly payment vouchers for the week ending September 13, 2023, in the amount of \$ 8,268,192.29 , be approved as presented

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

12. TENDERS/RFPS

12.1 2023161 - Supply of Rapid Rectangular Flashing Beacon (RRFB) and Radar Speed Feedback Sign Equipment

SJMC-R-2023-09-19/416

Moved By Councillor Froude

Seconded By Councillor Bruce

That Council approve for award this open call to the lowest bidder meeting specifications, Sojourn Enterprises, for \$48,446.63 per year (HST Incl.) as per the Public Procurement Act.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

12.2 2023148-Supply and Deliver Two (2) New Not Used Pumper Apparatus

SJMC-R-2023-09-19/417

Moved By Councillor Ridgeley

Seconded By Deputy Mayor O'Leary

THAT Council award open call 2023148 -Two (2) New Not Used Pumper Apparatus to lowest bidder meeting specification, Metalfab Ltd., as per the Public Procurement Act for \$2,227,871.10

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

12.3 Major's Path Upgrading RFP # 2023156

SJMC-R-2023-09-19/418

Moved By Councillor Hickman

Seconded By Councillor Bruce

THAT Council award to Pinnacle Engineering ULC in the amount of \$455,612.75 HST included.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

12.4 Sewer Upgrades – Royal Oak Drive, Mooney Crescent, Old Petty Harbour Road Area RFP # 2023157

SJMC-R-2023-09-19/419

Moved By Councillor Hickman

Seconded By Councillor Ellsworth

THAT Council award to Pinnacle Engineering ULC in the amount of \$652,625.00 HST included.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

12.5 Bid#2023154, Supply and Delivery of office paper and envelope supplies

SJMC-R-2023-09-19/420

Moved By Councillor Ellsworth

Seconded By Councillor Froude

That Council approve the supply and delivery of office paper and envelope supplies through Dicks and Company Limited for a four year term, at \$219,190.000 (HST included) total cost.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

13.1 Notice of Motion - Amendment to Councillor Code of Conduct By-Law

Councillor Ellsworth gave the following Notice of Motion:

NOTICE OF MOTION

TAKE NOTICE that I will at the next regular meeting of the St. John's Municipal Council move to enact an amendment to the Councillor Code of Conduct By-Law to correct the amount of the exemption in section 75. (c).

DATED at St. John's, NL this 19th day of September, 2023.

COUNCILLOR Ron Ellsworth

14. OTHER BUSINESS

14.1 Mobile Sign Approval

SJMC-R-2023-09-19/421

Moved By Councillor Froude

Seconded By Councillor Ellsworth

That Council approve the request and grant permission for the placement of the mobile sign as submitted with the option to renew for an additional six months.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

14.2 Mobile Vending - 271 Brookfield Road

Deputy Mayor O'Leary advised that she has received many concerns from residents regarding the hours of operation for the proposed food truck. Due to the hours proposed, she will be supporting the application.

SJMC-R-2023-09-19/422

Moved By Councillor Ridgeley

Seconded By Councillor Ellsworth

That Council approve the application as submitted.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

14.3 SERC – Fall Events 2023

SJMC-R-2023-09-19/423

Moved By Councillor Bruce

Seconded By Councillor Ellsworth

That Council approve the road closures associated with the Freedom of the City Parade on September 23, Gower Street Block Party on September 24, the filming of Hudson and Rex on September 26 and 27, and CIBC Run for the Cure on October 1, as well as a noise by-law extension associated with the filming of Canada's Ultimate Challenge on September 26 and 27.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

14.4 Sale of City Land at the rear of properties on Myrick Place

SJMC-R-2023-09-19/424

Moved By Councillor Ridgeley

Seconded By Councillor Ellsworth

That Council approve the sale of the City land as shown in red on the attached diagram, to the encroaching property owners.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

14.5 146 Hamilton Avenue – Designated Heritage Building – DEC2300136

SJMC-R-2023-09-19/425

Moved By Councillor Froude

Seconded By Deputy Mayor O'Leary

That Council approve exterior alterations, as proposed, to 146 Hamilton Avenue, a designated Heritage Building.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

MOTION CARRIED (8 to 0)

15. ACTION ITEMS RAISED BY COUNCIL

16. ADJOURNMENT

There being no further business, the meeting adjourned at 3:57p.m.

MAYOR

CITY CLERK

BY-LAW NO.

COUNCILLOR CODE OF CONDUCT (AMENDMENT NO. 1-2023) BY-LAW

PASSED BY COUNCIL ON

Pursuant to the authority conferred under the *City of St. John's Act*, RSNL 1990 c. C-17, and the *Municipal Conduct Act*, SNL 2021 c. M-20.01, as amended, and all other powers enabling it, the City of St. John's enacts the following By-Law.

BY-LAW

1. This By-Law may be cited as the Councillor Code of Conduct (Amendment No. 1-2023) By-Law.
2. Section 75 (c) of the Councillor Code of Conduct By-Law is amended by deleting the figure "\$500.00" and replacing it with the figure "\$50.00".

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 October 2023.

MAYOR

CITY CLERK

DECISION/DIRECTION NOTE

Title: Relieve Parking for Additional Dwelling Unit in an Apartment Building – 126 Empire Avenue – DEV2300122

Date Prepared: September 27, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 4

Decision/Direction Required: To reject parking relief of one (1) parking space for an additional Dwelling Unit in an Apartment Building at 126 Empire Avenue.

Discussion – Background and Current Status: An application was submitted to add a 4th Dwelling Unit to an existing Apartment Building at 126 Empire Avenue. The property is zoned Residential 2 (R2), where an Apartment building is a discretionary use. As per Section 8.3 of the Envision St. John's Development Regulations, one additional parking space would be required for the proposed 3-bedroom Dwelling Unit. As per Section 8.12 of the Regulations, where an applicant wishes to provide a different number of parking spaces than those required, Council shall require a Parking Report. Where in Council's opinion the requested change does not merit a Parking Report, Council may accept a staff report in lieu, which is presented as this Decision Note.

The Development Committee reviewed the proposal and is concerned with the lack of parking. Only two parking spaces are provided on-site for the existing three Dwelling Units. The addition of a 4th unit would make parking further deficient. A small section of on-street parking is available but falls under the winter parking ban, therefore no overnight parking would be available from approximately January to April. A previous application to add an additional unit to the building was rejected in 2011 due to insufficient parking.

Should Council wish to approve parking relief, a discretionary use application would be required, as an Apartment Building is a discretionary use in the R2 Zone. Any change to the number of units within the building (a change to the existing discretionary use) would require public notification and consideration by Council.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner; owners and residents nearby.

ST. JOHN'S

3. Alignment with Strategic Directions:

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

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.

5. Accessibility and Inclusion: Not applicable.

6. Legal or Policy Implications: Envision St. John's Development Regulations, Sections 8.3 "Parking Standards" and Section 8.12 "Parking Report".

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 reject parking relief for one (1) parking space to allow a 4th Dwelling Unit in an Apartment Building at 126 Empire Avenue due to limited on-site and on-street parking.

Prepared by:

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

Approved by:

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

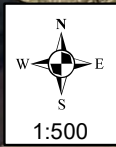
Report Approval Details

Document Title:	Development Committee - Parking for Apartment Building - 126 Empire Avenue - DEV2300122.docx
Attachments:	- DEV2300122-126 EMPIRE AVENUE.pdf
Final Approval Date:	Sep 27, 2023

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

No Signature - Task assigned to Jason Sinyard was completed by delegate Ken O'Brien

Jason Sinyard - Sep 27, 2023 - 12:15 PM



SUBJECT PROPERTY

O

R2

118

120

122

124

126

128

130

86

84

82

155

159A

159

R2

78A

78

76A

76

74A

74

72A

72

70A

70

EMPIRE AVE

NEWTOWN RD

DECISION/DIRECTION NOTE

Title: Notices Published – 60 Margaret’s Place– DEV2200096

Date Prepared: September 27, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 2

Decision/Direction Required:

A Discretionary Use application has been submitted at 60 Margaret’s Place.

Discussion – Background and Current Status:

The proposed application is for two (2) Accessory Buildings in the Open Space (O) Zone, which are a storage building and a greenhouse for the existing community garden. The proposed floor area is 12.7 square metres for the greenhouse and 6.7 square metres for the storage shed. Accessory Buildings are a discretionary use in the Open Space Zone.

Four submissions were received, all in support of the application.

Key Considerations/Implications:

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

A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.
4. Alignment with Adopted Plans: Envision St. John’s Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Envision St. John’s Development Regulations, Section 6.2 “Accessory Buildings”, Section 10.5 “Discretionary Use,” and Section 10 “Open Space (O) Zone”.

ST. JOHN’S

7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 “Public Consultation” of the Envision St. John’s Development Regulations. The City sent written notices to property owners within a minimum 150-metre radius of the application site. The application was advertised in *The Telegram* newspaper at least twice and posted on the City’s website. Written comments received by the Office of the City Clerk are included in the agenda for Council’s regular meeting.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council approve the Discretionary Use application for two (2) Accessory Buildings at 60 Margaret’s Place, to allow development of a storage building (6.7 square metres) and a greenhouse (12.7 square metres) for the existing community garden.

Prepared by:

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

Approved by:

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

Report Approval Details

Document Title:	Notices Published - 60 Margaret's Place, 65 Bonaventure Avenue.docx
Attachments:	- 60 MARGARET'S PLACE.pdf
Final Approval Date:	Sep 27, 2023

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

Lindsay Lyghtle Brushett - Sep 27, 2023 - 9:58 AM

No Signature - Task assigned to Jason Sinyard was completed by delegate Ken O'Brien

Jason Sinyard - Sep 27, 2023 - 11:57 AM

Karen Chafe

From: [REDACTED]
Sent: Thursday, September 7, 2023 11:23 PM
To: CityClerk
Subject: (EXT) Application - 60 Margaret's Place/65 Bonaventure Avenue

Total support. This is a beautiful addition to the community!

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Friday, September 8, 2023 2:54 PM
To: CityClerk
Subject: (EXT) 60 Margaret's Manor / 65 Bonaventure Ave

Good day. As residents of [REDACTED] we fully support the application for a storage building and green house for the community garden as noted. This is an important consideration for food security in our community.

Many thanks

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Thursday, September 14, 2023 11:17 AM
To: CityClerk
Subject: (EXT) 60 Margarets Place/65 Bonaventure Avenue

Good Morning!!

We do hope this finds you keeping well, and enjoying the late summer! We would like to offer our reflections on the Discretionary Use application for the addition of two Accessory Buildings in the Open Space Zone - a storage building and a greenhouse for the existing Community Garden at the above mentioned addresses.

We are wholly in agreement with these additions!

The Community Garden is a wonderful compliment to [REDACTED] neighbourhood! We are proud & honoured to have it located [REDACTED] sights and sounds the Garden brings! Building of Community, feeding bellies and ultimately, souls, can only be made better by allowing the tools to encourage success! Therefore, we are in full support of the construction these buildings!

Thank you, and we look forward to a thriving & fruitful outcome!

[REDACTED]

Christine R. Carter

From: [REDACTED]
Sent: Monday, September 11, 2023 7:59 AM
To: CityClerk
Subject: (EXT) 60 Margarets Place/65 Bonaventure Avenue

Hi there,

We are writing to register our support for the discretionary use application submitted in respect of the above noted property.

[REDACTED]

DECISION/DIRECTION NOTE

Title: Notices Published - 479 Empire Avenue – DEV2300109

Date Prepared: September 27, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 3

Decision/Direction Required:

A Discretionary Use application has been submitted at 479 Empire Avenue.

Discussion – Background and Current Status:

The proposed application is for a Home Occupation for a Takeout kitchen with associated Retail of food items. The hours of operation will be Tuesday to Sunday, 11 a.m. to 8 p.m. The area of the Home Occupation will be 45 square metres. The site is zoned Residential 1 (R1).

Five submissions were received. Three submissions were in support of the application. Questions were raised pertaining to the type of use; would there be a requirement for neighbourhood input if the terms of the application were changed in future; and concern about rodents and ensuring that extra waste/garbage is promptly removed from the site.

The applicant advised that the takeout kitchen will include a deep fryer, grill, stove, and oven for cooking and baking various types of Middle Eastern food. Retail of some food items and ingredients will also be available on-site. The applicant will have regular garbage removal and is employing a rodent service company. Should the use be approved, any future changes to the site or the terms of approval would require a new application, including public consultation and consideration by Council.

Key Considerations/Implications:

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

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

ST. JOHN'S

Choose an item.

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

Recommendation:

That Council approve the Discretionary Use application for a Home Occupation at 479 Empire Avenue to allow a takeout kitchen with associated retail of food items.

Prepared by:

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

Approved by:

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

Report Approval Details

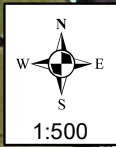
Document Title:	Notices Published - 479 Empire Avenue.docx
Attachments:	- DEV2300109-479 EMPIRE AVENUE.pdf
Final Approval Date:	Sep 27, 2023

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

Lindsay Lyghtle Brushett - Sep 27, 2023 - 11:28 AM

No Signature - Task assigned to Jason Sinyard was completed by delegate Ken O'Brien

Jason Sinyard - Sep 27, 2023 - 11:51 AM



SUBJECT PROPERTY

EMPIRE AVE

MURPHY'S LANE

ERLEY ST

474

469

476

R1

471

R1

478

24

482

22

484

479

481

29

R1

483

25

485

21

38
21A

Karen Chafe

From: [REDACTED]
Sent: Monday, September 11, 2023 4:49 PM
To: CityClerk
Subject: (EXT) 479 Empire Avenue

We received a notice about a business going into 479 Empire Avenue

You described the business as Home Occupation for a Takeout Kitchen with associated Retail of food items

Please elaborate as to exactly what this is ?

sincerely

[REDACTED]

Karen Chafe

From: Andrea Roberts
Sent: Tuesday, September 19, 2023 1:25 PM
To: [REDACTED]
Cc: Ken O'Brien; Lindsay Lyghtle Brushett; CityClerk
Subject: RE: (EXT) 479 Empire Avenue

Good Afternoon, and thank you for your comments.

We reached out to the applicant, and received the following details:

- The main part will be the takeout kitchen that will include a 1. Deep fryer, 2. grill, 3. A stove and oven for cooking and baking.
- We will be cooking few types of Middle Eastern foods and they are: FALAFEL which is a dough made of chickpeas and spices then to be shaped and fried to go in plates with humus and salad or wrapped in bread to be called a falafel sandwich, then we have the non-vegetarian dish which is SHAWARMA, and shawarma is spicy chicken that goes grilled then eaten in a plate with rice and salad or wrapped in pita bread with French fries and garlic sauce.
- Will also have some food ingredients from which we are originally using in our dishes like: Tahini (sesame butter), spices, pita bread, olive oil, pomegranate sauce, ground coffee (it comes in small paper bags and we don't make it in the shop, people buy it and boil it at home like Turkish coffee) and dry chickpeas, rice, ghee, pickles in addition to soft drinks and chips.

I hope this helps, but please feel free to reach out if you have further questions or concerns.

Regards,

Andrea Roberts, P.Tech (She/Her)
Senior Development Officer
Planning, Engineering & Regulatory Services
City of St. John's | P.O. Box 908 | St. John's, NL A1C 5M2
(709) 576-8430 | email: aroberts@stjohns.ca

ST. JOHN'S

From: Karen Chafe <kchafe@stjohns.ca> **On Behalf Of** CityClerk
Sent: Monday, September 11, 2023 4:58 PM
To: [REDACTED]; CityClerk <cityclerk@stjohns.ca>
Cc: Andrea Roberts <aroberts@stjohns.ca>; Ann-Marie Cashin <acashin@stjohns.ca>; Ashley Murray <amurray@stjohns.ca>; Tracy-Lynn Goosney <tgoosney@stjohns.ca>; Jason Sinyard <jsinyard@stjohns.ca>; Ken O'Brien <kobrien@stjohns.ca>; Lindsay Lyghtle Brushett <LLyghtleBrushett@stjohns.ca>; Lindsay Church <lchurch@stjohns.ca>; Planning <planning@stjohns.ca>; Christine R. Carter <rcarter@stjohns.ca>; Stacey Baird <sbaird@stjohns.ca>
Subject: RE: (EXT) 479 Empire Avenue

Good Afternoon:

Thank you for your email. Via this response, I'm forwarding your question to planning and development staff cc'd above. All submissions sent to the Office of the City Clerk will be redacted of all personal information prior to being referred to the Regular Council meeting of October 3rd at which time this matter will be discussed and voted upon by Council.

Regards,

Karen Chafe
City Clerk

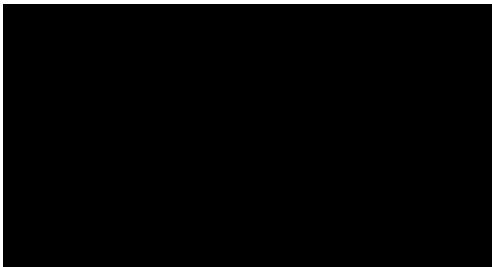
From [REDACTED]
Sent: Monday, September 11, 2023 4:49 PM
To: CityClerk <cityclerk@stjohns.ca>
Subject: (EXT) 479 Empire Avenue

We received a notice about a business going into 479 Empire Avenue

You described the business as Home Occupation for a Takeout Kitchen with associated Retail of food items

Please elaborate as to exactly what this is ?

sincerely



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

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

Karen Chafe

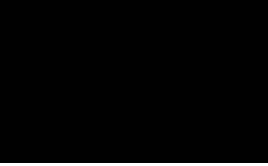
From: [REDACTED]
Sent: Monday, September 18, 2023 1:34 PM
To: CityClerk
Subject: (EXT) 479 Empire Ave

My thoughts and comments on the proposed takeout at 479 Empire Ave are as follows:

My only concern is with the increase of rodents in the area having an extra continuous food supply may become an issue.

Is there a way the city can ensure garbage and waste is contained properly until pickup.

Otherwise, no other concerns from my residence.



Karen Chafe

From: Andrea Roberts
Sent: Tuesday, September 26, 2023 11:03 AM
To: CityClerk; [REDACTED]
Cc: Ken O'Brien; Lindsay Lyghtle Brushett
Subject: RE: (EXT) 479 Empire Ave

Good Morning, and thank you for your comments.

We reached out to the applicant with your concerns, and they advised that they will have contracts with garbage and rodent service companies, to collect garbage and protect from rodents.

I hope this helps, but please feel free to contact the City Clerk again should you have further concerns or comments.

Regards,

Andrea Roberts, P.Tech (She/Her)
Senior Development Officer
Planning, Engineering & Regulatory Services
City of St. John's | P.O. Box 908 | St. John's, NL A1C 5M2
(709) 576-8430 | email: aroberts@stjohns.ca
ST. JOHN'S

From: Karen Chafe <kchafe@stjohns.ca> **On Behalf Of** CityClerk
Sent: Monday, September 18, 2023 2:34 PM
To: [REDACTED]; CityClerk <cityclerk@stjohns.ca>
Cc: Andrea Roberts <aroberts@stjohns.ca>; Ann-Marie Cashin <acashin@stjohns.ca>; Ashley Murray <amurray@stjohns.ca>; Tracy-Lynn Goosney <tgoosney@stjohns.ca>; Jason Sinyard <jsinyard@stjohns.ca>; Ken O'Brien <kobrien@stjohns.ca>; Lindsay Lyghtle Brushett <LLyghtleBrushett@stjohns.ca>; Lindsay Church <lchurch@stjohns.ca>; Planning <planning@stjohns.ca>; Christine R. Carter <crcarter@stjohns.ca>; Stacey Baird <sbaird@stjohns.ca>
Subject: RE: (EXT) 479 Empire Ave

Good Afternoon:

Thank you for your email. Via this response, I am forwarding it to our planning and regulatory staff for their review/consideration. All submissions sent to the Office of the City Clerk on this matter will be redacted of personal information prior to submission to the October 3rd Regular Council meeting wherein this matter will be discussed.

Regards,

Karen Chafe
City Clerk

From: [REDACTED]
Sent: Monday, September 18, 2023 1:34 PM
To: CityClerk <cityclerk@stjohns.ca>
Subject: (EXT) 479 Empire Ave

My thoughts and comments on the proposed takeout at 479 Empire Ave are as follows:

My only concern is with the increase of rodents in the area having an extra continuous food supply may become an issue.

Is there a way the city can ensure garbage and waste is contained properly until pickup.
Otherwise, no other concerns from my residence.



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

Karen Chafe

From: [REDACTED]
Sent: Monday, September 25, 2023 8:28 PM
To: CityClerk
Subject: (EXT) 479 Empire Ave, Discretionary Use Request

479 Empire Ave, Discretionary Use Request

Being familiar with the proponents in their operation of similar activities in other locations, I would expect the proposed use would not interfere with the activities of neighbours and their enjoyment of their own properties.

The property is designed for family retail function, and knowing the quality of their produce, we see no reason why they should not use it as intended.

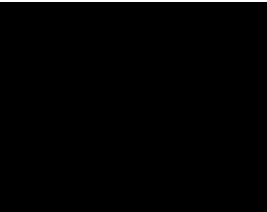


Karen Chafe

From: [REDACTED]
Sent: Thursday, September 7, 2023 12:36 PM
To: CityClerk
Subject: (EXT) Application - 479 Empire Avenue

I am writing to support this application for the listed discretionary use and hours of operation. In future should a request be made to Council to alter the terms of the application , Council will solicit neighbourhood input.

Thank-you,



Karen Chafe

From: [REDACTED]
Sent: Thursday, September 21, 2023 12:48 PM
To: CityClerk
Subject: (EXT) 479 Empire Ave

Good afternoon,

In response to the correspondence I received regarding the Home Application for a Takeout Kitchen which be located at 479 Empire Ave, I am in favour of this application.

Thank you for your time,

[REDACTED]

DECISION/DIRECTION NOTE

Title: Intermittent Overnight Construction – National War Memorial Project

Date Prepared: September 22, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Sandy Hickman, Public Works

Ward: Ward 2

Decision/Direction Required:

To allow temporary intermittent construction activities along Water Street and Duckworth Street near the National War Memorial Site during the hours of 11:00pm and 7:00am.

Discussion – Background and Current Status:

It has typically been the opinion of City Council and staff that overnight construction activities are not desirable in the City due to the noise caused by construction activities and the effect this would have on nearby residents as well as increased costs typically associated with overnight work.

For the current project, we are preemptive in seeking approval for the Contractor to conduct some intermittent portions of the work during the overnight hours, from 11:00pm to 7:00am. The work to be completed overnight generally includes pipe installation across Water Street and Duckworth Street. These activities traditionally cause traffic congestion due to the amount of equipment required to complete the work coupled with volume of traffic Water Street and Duckworth Street during the day as well as impacts to businesses when water outages are required.

The overnight work is not anticipated to take place every night but would rather involve sporadic overnight operations to facilitate the above as required. While it is not known if nighttime work will affect nearby businesses/residents, it can be monitored accordingly.

There would be no additional cost for overnight work in this instance. Permitting overnight work will help expedite the project.

City staff are seeking permission from Council to grant an exemption to the City's noise bylaw for this project, between September 22 and November 30, 2023. Specific dates for any overnight work are not known at this time and will rely on weather conditions and the Contractors schedule.

ST. JOHN'S

Key Considerations/Implications:

1. Budget/Financial Implications:

There are no budget implications associated with this decision.

2. Partners or Other Stakeholders:

Area Businesses

Area Residents

3. Alignment with Strategic Directions:

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.

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

4. Alignment with Adopted Plans:

Our City Our Future – Strategic Plan

5. Accessibility and Inclusion:

Project includes crosswalk improvements on Water Street and Duckworth Street.

6. Legal or Policy Implications:

N/A

7. Privacy Implications:

N/A

8. Engagement and Communications Considerations:

Planned overnight work will be posted on the City's website prior to any overnight work.

9. Human Resource Implications:

N/A

10. Procurement Implications:

N/A

11. Information Technology Implications:

N/A

12. Other Implications:

N/A

Recommendation:

That Council grant the Contractor permission to work outside the City's noise bylaw hours, allowing the Contractor to work between 11:00pm and 7:00am for the National War Memorial Project. This work is anticipated to be sporadic, and therefore public notifications will be provided through the City's website prior to any overnight work taking place. If it is deemed to be too disruptive to complete any activities during the night time, the contractor will be informed that night time construction activities will be no longer permitted.

Prepared by:

Approved by:

Report Approval Details

Document Title:	Intermittent Overnight Construction - National War Memorial Project .docx
Attachments:	
Final Approval Date:	Sep 28, 2023

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

Scott Winsor - Sep 22, 2023 - 9:49 AM

No Signature - Task assigned to Jason Sinyard was completed by workflow administrator Karen Chafe

Jason Sinyard - Sep 28, 2023 - 1:54 PM

Development Permits List For September 14 to September 27, 2023

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES	92807 Newfoundland and Labrador Inc.	Subdivide Only	70 Welland Street/425 Blackmarsh Road	3	Approved	09-20-23
COM	Capital Auto Group	Building Extension & Site Work	479 Kenmount Road	4	Approved	09-22-23
RES	Karwood Contracting Limited	Dwelling on Vacant Lot	146 Ladysmith Drive	4	Approved	09-22-23
RES	Donovan Homes Ltd	Subdivide & Development of New Lot	30 Halifax Street	1	Approved	09-27-23

*** Code Classification:**

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

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

Lindsay Lyghtle Brushett
Supervisor – Planning & Development

Permits List
Council's October 3, 2023, Regular Meeting

Permits Issued: 2023/09/14 to 2023/09/27

BUILDING PERMITS ISSUED

Residential

Location	Permit Type	Structure Type
1 Cape Norman St	Accessory Building	Accessory Building
11 Pepperwood Dr	Fence	Fence
110 Pearltown Rd	Site Work	Swimming Pool/Hot Tub
113 Cheeseman Dr	Renovations	Single Detached Dwelling
114 Elizabeth Ave	Accessory Building	Accessory Building
117 Diamond Marsh Dr	Fence	Fence
117 Diamond Marsh Dr	Accessory Building	Accessory Building
125 Pennywell Rd	Renovations	Semi Detached Dwelling
13 Douglas St	Accessory Building	Accessory Building
131 Hillview Dr W	Renovations	Single Detached Dwelling
132 Edison Pl	Site Work	Semi Detached Dwelling
13a O'neil Ave	New Construction	Apartment Building
13a O'neil Ave	New Construction	Apartment Building
13a O'neil Ave	New Construction	Apartment Building
146 Freshwater Rd	Renovations	Single Detached w/ apt.
190 Cheeseman Dr	Fence	Fence
2 Burry Port St	New Construction	Single Detached w/ apt.
20 Anderson Ave	Extension	Semi Detached Dwelling
20 Douglas St	Accessory Building	Accessory Building
22 Henry Larsen St	Change of Occupancy	Single Detached Dwelling
22-26 Campbell Ave	Renovations	Semi Detached Dwelling
23 Perlin St	Renovations	Single Detached w/ apt.
24 Steer St	Accessory Building	Accessory Building
25 Forde Dr	Renovations	Single Detached Dwelling
25 Forde Dr	Accessory Building	Accessory Building
25 Tupper St	Renovations	Single Detached w/ apt.
26 Holbrook Ave	Renovations	Single Detached Dwelling
27 Gleneyre St	Renovations	Single Detached Dwelling

270 Newfoundland Dr	Fence	Fence
285 Stavanger Dr	Extension	Single Detached Dwelling
29a Connors Ave	New Construction	Townhousing
29b Connors Ave	New Construction	Townhousing
29c Connors Ave	New Construction	Townhousing
3 Bally Haly Pl	Extension	Single Detached Dwelling
3 Goodridge St	Renovations	Single Detached Dwelling
3 Guy St	Renovations	Single Detached w/ apt.
3 Guy St	Site Work	Driveway
30 Foran St	Accessory Building	Accessory Building
31 Everard Ave	Fence	Fence
311 Pennywell Rd	Accessory Building	Accessory Building
33 Thomas St	Site Work	Single Detached w/ apt.
36 Jasper St	Renovations	Single Detached Dwelling
365 Southside Rd	Renovations	Semi Detached Dwelling
387 Bay Bulls Rd	Accessory Building	Accessory Building
39 Golf Ave	Fence	Fence
39-41 Freshwater Rd	Renovations	Subsidiary Apartment
4 Burry Port St	New Construction	Single Detached w/ apt.
4 Connemara Pl	Renovations	Single Detached Dwelling
4 Pearce Ave	Renovations	Single Detached Dwelling
4 Rosalind St	Accessory Building	Accessory Building
40 Wexford St	Deck	Patio Deck
409-413 Back Line	Extension	Single Detached Dwelling
41 Sugar Pine Cres	New Construction	Single Detached Dwelling
419 Petty Harbour Rd	Accessory Building	Accessory Building
44 Mackenzie St	Deck	Patio Deck
44 Tupper St	Accessory Building	Accessory Building
45 Drake Cres	Deck	Patio Deck
46 Wadland Cres	Renovations	Single Detached Dwelling
5 Beech Pl	Accessory Building	Accessory Building
5 Beech Pl	Renovations	Single Detached Dwelling
5 Ginger St	Fence	Fence
50 Cedar Hill Pl	New Construction	Duplex Dwelling
51 Canada Dr	Deck	Patio Deck
52 Cedar Hill Pl	New Construction	Duplex Dwelling
52 Henry Larsen St	Accessory Building	Accessory Building

54 Cedar Hill Pl	New Construction	Duplex Dwelling
56 Bonaventure Ave	Renovations	Single Detached Dwelling
56 Cedar Hill Pl	New Construction	Duplex Dwelling
58 Jensen Camp Rd	Fence	Fence
58 Pennywell Rd	Renovations	Single Detached Dwelling
6 Burry Port St	New Construction	Single Detached w/ apt.
6 Middle Battery Rd	Renovations	Semi Detached Dwelling
6 Valleyview Rd	Extension	Single Detached Dwelling
6 Valleyview Rd	Accessory Building	Accessory Building
61 Sugar Pine Cres	New Construction	Single Detached Dwelling
61 Tigress St	New Construction	Single Detached w/ apt.
62 Pepperwood Dr	New Construction	Single Detached Dwelling
63 Tigress St	New Construction	Single Detached w/ apt.
65 Tigress St	New Construction	Single Detached w/ apt.
665 Thorburn Rd	Site Work	Single Detached Dwelling
69 Leslie St	Accessory Building	Accessory Building
7 Wedgeport Rd	Deck	Patio Deck
72 Bonaventure Ave	Renovations	Single Detached Dwelling
78 Pepperwood Dr	New Construction	Single Detached Dwelling
8 Burry Port St	New Construction	Single Detached w/ apt.
8 Electra Dr	Accessory Building	Accessory Building
8 Halifax St	Accessory Building	Accessory Building
8 Middleton St	Renovations	Single Detached Dwelling
80 Pepperwood Dr	New Construction	Single Detached Dwelling
82 Galway Blvd	New Construction	Single Detached Dwelling
9 Fallowtree Pl	Renovations	Single Detached Dwelling
91 Ladysmith Dr	Change of Occupancy	Single Detached w/ apt.

This Week: \$7,587,608.32

Commercial

Location	Permit Type	Structure Type
100 Brookfield Rd	Change of Occupancy/Renovations	Mixed Use
100 Brookfield Rd	Renovations	Mixed Use
14-16 Mews Pl	Renovations	Industrial Use
145 Kelsey Dr	Renovations	Office
149 Queen's Rd	Change of Occupancy	Other
181c Brookfield Rd	New Construction	Agriculture

24 Stavanger Dr	Change of Occupancy/Renovations	Office
27 Cookstown Rd	Change of Occupancy/Renovations	Restaurant
27 Nils Way	Accessory Building	Accessory Building
280 East White Hills Rd	New Construction	Warehouse
29-31 Pippy Pl	Change of Occupancy	Clinic
338 Water St	Change of Occupancy	Tavern
39 Rowan St	Change of Occupancy/Renovations	Retail Store
430 Topsail Rd	Change of Occupancy/Renovations	Retail Store
446 Topsail Rd	Site Work	Service Station
470 Topsail Rd	Renovations	Retail Store
48 Kenmount Rd	Sign	Retail Store
48 Kenmount Rd	Renovations	Retail Store
56 Kenmount Rd	Change of Occupancy	Retail Store
56 Kenmount Rd	Sign	Retail Store
59 Harvey Rd	Sign	Other
622 Empire Ave	Change of Occupancy	Retail Store
626-628 Southside Rd	Change of Occupancy/Renovations	Retail Store
681 Topsail Rd	Renovations	Retail Store
807 Water St	Sign	Mixed Use
88 Water St	Renovations	Club

This Week: \$14,456,211.38

Government/Institutional

Location	Permit Type	Structure Type
1 Fort Townshend	Site Work	Retaining Walls

This Week: \$22,576.47

Industrial

Location	Permit Type	Structure Type
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This Week: \$0.00

Demolition

Location	Permit Type	Structure Type
3 Bally Haly Pl	Demolition	Accessory Building

This Week: \$1,000.00
This Week's Total: \$22,067,396.17

REPAIR PERMITS ISSUED:

\$63,000.00

NO REJECTIONS

YEAR TO DATE COMPARISONS			
October 3, 2023			
TYPE	2022	2023	% Variance (+/-)
Residential	\$58,266,596.11	\$69,569,429.02	19
Commercial	\$96,164,711.10	\$80,853,575.33	-16
Government/Institutional	\$1,375,188.00	\$6,568,336.46	378
Industrial	\$351,000.00	\$190,000.00	-46
Repairs	\$1,383,315.92	\$1,271,410.98	-8
TOTAL	\$157,540,811.13	\$158,452,751.79	1
Housing Units (1 & 2 Family Dwelling)	187	161	

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending September 20, 2023

Payroll

Public Works	\$ 466,194.77
Bi-Weekly Casual	\$ 31,222.18
Accounts Payable	\$ 6,625,422.27

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

Total: \$ 7,122,839.22

ST. JOHN'S

DEPARTMENT OF FINANCE

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending September 27, 2023

Payroll

Public Works	\$ 458,190.91
Bi-Weekly Administration	\$ 906,517.94
Bi-Weekly Management	\$ 962,934.83
Bi-Weekly Fire Department	\$ 977,875.48
Accounts Payable	\$ 4,268,138.38

(A detailed breakdown [here](#))

Total: \$ 7,573,657.54

ST. JOHN'S

DEPARTMENT OF FINANCE

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

DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: 2023116 – Inspection, Maintenance and Servicing of HVAC Equipment
Date Prepared: Thursday, September 28, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Public Works
Quotes Obtained By: Sherri Lee Higgins
Budget Code: 52511 & 52519
Source of Funding: Operating

Purpose:

Maintenance and Service of HVAC equipment in City Buildings. This work is required to ensure proper operation. Currently, City Buildings does not have adequate resources to complete this work with it's own staff.

Proposals Submitted By:

Vendor Name
R&R HVAC and Controls LTD
C&E GROUP LTD
Carmichael Engineering Ltd
AIRON HVAC & Control Ltd
Ainsworth Inc.

Expected Value: ☒ Value shown is an estimate only for a 1 year period. The City does not guarantee to buy specific quantities or dollar value.

Contract Duration: Three (3) Years with possibility of two (2) one(1) year extensions.

Recommendation:

THAT Council approve for award this open call to the top ranked proponent, Carmichael Engineering Ltd., for \$93,348.35 (HST not included) per year as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2023116 - Inspection, Maintenance and Servicing of HVAC Equipment.docx
Attachments:	
Final Approval Date:	Sep 28, 2023

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

No Signature - Task assigned to Leslie O'Brien was completed by delegate Shawn Varghese

Leslie O'Brien - Sep 28, 2023 - 9:45 AM

Lynnann Winsor - Sep 28, 2023 - 10:58 AM

DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: 2023122
Date Prepared: Tuesday, September 26, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Ron Ellsworth, Finance & Administration
Ward: N/A

Department: Finance and Corporate Services
Quotes Obtained By: Sherri Lee Higgins
Budget Code: 1216
Source of Funding: Operating
Purpose:
To provide Employee and Family Assistance Program (EFAP) to all City employees

Proposals Submitted By:

Vendor Name
Dialogue Health
Inkblot Technologies
Telus Health (formally Lifeworks)

Expected Value: ☒ Value shown is an estimate only for a 1 year period. The City does not guarantee to buy specific quantities or dollar value \$114,083

Contract Duration: 3 years (2, 1 yr extensions at same cost)

Recommendation:
THAT Council approve Telus Health as the City's EFAP provider

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	Employee and Family Assistance Program (EFAP).docx
Attachments:	
Final Approval Date:	Sep 27, 2023

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

Sarah Hayward - Sep 27, 2023 - 2:13 PM

Derek Coffey - Sep 27, 2023 - 2:17 PM

BID APPROVAL NOTE

Bid # and Name: 2023138 - Supply and Delivery of Tires
Date Prepared: Wednesday, September 27, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Ron Ellsworth, Finance & Administration
Ward: N/A

Department: Finance & Corporate Services
Division: Supply Chain
Quotes Obtained By: Destiny Thompson
Budget Code: 0000-15101
Source of Funding: Operating

Purpose:

The purpose of this open call is for the Supply and Delivery of Tires for the Fleet Division, St. John's Transportation Commission, and St. John's Regional Fire Department to be used on an as-required basis.

Results: ☒ As attached ☐ As noted below

Vendor Name	Bid Amount

Expected Value: ☐ As above
☒ Value shown is an estimate only for a 1 year period. The City does not guarantee to buy specific quantities or dollar value.

Contract Duration: One (1) year with a possibility of extension of two (2) one (1) year terms.

Bid Exception: None

Recommendation:

That Council approve for award this open call to all bidders as per the Public Procurement Act. The estimated value is \$496,501.11 (HST not included) per year based on the lowest bid price for each item. The Order of Calling will be given to the vendor with the lowest bid per item, subsequent vendors may be contacted in order of ranking until the commodity can be provided.

Attachments: "2023138 - Bid Submissions.pdf"

ST. JOHN'S

Report Approval Details

Document Title:	2023138 Supply and Delivery of Tires.docx
Attachments:	- 2023138 - Bid Submissions.pdf
Final Approval Date:	Sep 27, 2023

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

Rick Squires - Sep 27, 2023 - 3:31 PM

Derek Coffey - Sep 27, 2023 - 3:39 PM

City Item #	Description	Order of Calling Hierarchy	Unit Price
22	TIRE LT245/75R16 (M&S) WINTER - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE MICHELIN LATITUDE ALPIN LA2 GOODYEAR ULTRA GRIP ICE WRT NOKIAN OUTPOST AT OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$226.21
		2. OMB - Submission 1	\$231.00
		3. Kal Tire	\$236.09
1670	TIRE 385/65R22 - BRIDGESTONE M864 MICHELIN XZY3 FIRESTONE FS818 OR APPROVED EQUAL	1. Kal Tire	\$776.06
		2. OMB - Submission 1	\$830.00
		3. City Tire & Auto Centre Ltd	\$891.74
2787	TIRE 225/70R19.5 - FIRESTONE FS561 PLUS FRONT STEER TIRE MICHELIN XZE GOODYEAR G670 RVULT BF GOODRICH ST230 OR APPROVED EQUAL	1. Kal Tire	\$337.85
		2. OMB - Submission 1	\$410.00
		3. Tulk Tire & Service Ltd.	\$418.60
2814	TIRE LT265/70R17 (M&S) WINTER - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE MICHELIN LATITUDE ALPIN LA2 GOODYEAR ULTRA GRIP ICE WRT NOKIAN OUTPOST AT OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$258.44
		2. Kal Tire	\$268.02
		3. OMB - Submission 1	\$269.00
2868	TIRE LT245/70R17 (M&S) WINTER - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE MICHELIN LATITUDE ALPIN LA2 GOODYEAR ULTRA GRIP ICE WRT NOKIAN OUTPOST AT OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$236.05
		2. Kal Tire	\$246.20
		3. Tulk Tire & Service Ltd.	\$255.00
3722	TIRE LT275/65R18 10 PLY (M&S) WINTER - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE MICHELIN LATITUDE ALPIN LA2 GOODYEAR ULTRA GRIP ICE WRT NOKIAN OUTPOST AT OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$288.18
		2. OMB - Submission 1	\$289.00
		3. OMB - OK Tire	\$297.00
75044	TIRE LT235/75R15 (M&S) WINTER - STUDDED - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE NOKIAN OUTPOST AT OR APPROVED EQUAL	1. OMB - OK Tire	\$143.60
		2. OMB - Submission 1	\$169.00
		3. City Tire & Auto Centre Ltd.	\$247.85
97550	TIRE 11R22.5 - 16 PLY FRONT - FIRESTONE M853 MICHELIN X WORKS Z COOPER RM230HH FIRESTONE T819 OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$473.58
		2. Kal Tire	\$584.26
		3. OMB - OK Tire	\$630.00
107565	TIRE 31 X 13.50-15 - SUMMER TURF 12-PLY TRACKLESS MT4/MT5 CARLISLE MULTI TRAC C/S #103-219 OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$271.49
		2. Kal Tire	\$342.93
		3. Tulk Tire & Service Ltd.	\$549.00
108621	TIRE 315/80R22.5 - BRIDGESTONE M870 MICHELIN XZU S2 GOODYEAR G751 MSA DURASEAL COOPER RM230WH FIRESTONE FS860 OR APPROVED EQUAL	1. Kal Tire	\$634.83
		2. City Tire & Auto Centre Ltd.	\$643.87
		3. OMB - OK Tire	\$725.00
109314	TIRE LT225/75R16 (M&S) WINTER - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE MICHELIN LATITUDE ALPIN LA2 GOODYEAR ULTRA GRIP ICE WRT NOKIAN OUTPOST AT OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$203.92
		2. OMB - Submission 1	\$210.00
		3. Kal Tire	\$219.79
114363	TIRE 425/65R22.5 - BRIDGESTONE M864 MICHELIN XZY3 GOODYEAR G296 WHA DUASEAL FIRESTONE FS818 OR APPROVED EQUAL	1. Kal Tire	\$893.95
		2. City Tire & Auto Centre Ltd.	\$903.55
		3. OMB - OK Tire	\$1,207.00
115139	TIRE 23 X 10.50-12 SUPER TURF REAR 4-PLY TUBELESS KENDA 97894 CARLISLE TURF SAVER OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$125.00
		2. Kal Tire	\$133.00
		3. Tulk Tire & Service Ltd.	\$149.95
S00214	TIRE 11R22.5 SB STUDDED BE 19/88 MIN BRIDGESTONE W919 MICHELIN XDN2 GOODYEAR ULTRAGRIP RTD OR APPROVED EQUAL	1. OMB - Submission 1	\$700.00
		2. Kal Tire	\$724.79
		3. City Tire & Auto Centre Ltd	\$780.42
S00479	TIRE LT225/75R16 FIRESTONE TRANSFORCE HT2 GOODYEAR ENDURANCE MICHELIN RSA ULT NOKIAN OUTPOST AT OR APPROVED EQUAL	1. Kal Tire	\$207.18
		2. OMB - Submission 1	\$224.00
		3. City Tire & Auto Centre Ltd	\$227.83
S01465	TIRE TRAILER ST225/75R15 LOAD RANGE D ROADRIDER IV CARLSTAR ULTRA CRT OR APPROVED EQUAL	1. OMB - Submission 1	\$89.00
		2. OMB - OK Tire	\$93.00
		3. City Tire & Auto Centre Ltd	\$103.00
S01915	TIRE TRAILER ST235/80R16 LOAD RANGE E ROADRIVER IV CARLSTAR ULTRA CRT OR APPROVED EQUAL	1. OMB - Submission 1	\$111.00
		2. OMB - OK Tire	\$112.00
		3. City Tire & Auto Centre Ltd	\$128.00
S03232	TIRE P215/65R16 (M&S) WINTER - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE MICHELIN LATITUDE ALPIN LA2 GOODYEAR ULTRA GRIP ICE WRT NOKIAN NORDMAN 7 HANKOOK IPIKEGOODYEAR WINTER COMMAND ULTRA OR APPROVED EQUAL	1. OMB - OK Tire	\$153.00
		2. City Tire & Auto Centre Ltd.	\$154.17
		3. Tulk Tire & Service Ltd.	\$160.00
S03404	TIRE REAR RAVO P215/75R-17.5 BRIDGESTONE M729 NOKIAN NORDMAN 7 OR APPROVED EQUAL	1. Kal Tire	\$429.00
		2. City Tire & Auto Centre Ltd.	\$550.34
		3. N/A	-
S03459	TIRE 225/65R17 WINTER - MICHELIN LATITUDE X-ICE Xi2 GOODYEAR ULTRA GRIP ICE WRT BRIDGESTONE BLIZZAK DM-V1 FIRESTONE WINTERFORCE 2UV OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$170.34
		2. Kal Tire	\$180.64
		3. OMB - Submission 1	\$186.00
S03485	TIRE STEER 215/75R17.5 FIRESTONE FS561 (RAVO) OR APPROVED EQUAL	1. OMB - Submission 1	\$295.00
		2. Kal Tire	\$324.66
		3. Tulk Tire & Service Ltd.	\$410.00
S03884	TIRE 275/70R18 WINTER - STUDDED FIRESTONE WINTERFORCE NOKIAN HAKKAPELIITTA LT3 OR APPROVED EQUAL	1. OMB - Submission 1	\$289.00
		2. Provall Parts Limited	\$299.00
		3. Kal Tire	\$301.36
S04315	TIRE 315/80R-22.5 STUDDED CONTINENTAL HDW2 MICHELIN XDN2 GRIP OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$1,103.42
		2. Tulk Tire	\$1,159.00
		3. Kal Tire	\$1,295.00
N/A	TIRE 11R/22.5 - SNOW - BRIDGESTONE W919 MICHELIN XDS2 GOODYEAR ULTRA GRIP RTD OR APPROVED EQUIVALENT	1. Kal Tire	\$624.79
		2. DAC Holdings Inc.	\$641.61
		3. OMB - Submission 1	\$653.00
N/A	TIRE 31x15.50 -15 GOODYEAR SOFTRAC TERRA TIRE OR APPROVED EQUIVALENT	1. City Tire & Auto Centre Ltd.	\$683.66
		2. N/A	-
		3. N/A	-
N/A	TIRE 23.5/R25 - LOADER - MICHELIN X SNOWPLUS BRIDGESTONE V SNOW WEDGE OR APPROVED EQUAL	1. Kal Tire	\$4,081.42
		2. Tulk Tire	\$4,495.00
		3. OMB - Submission 1	\$4,923.00
		3. OMB - OK Tire	\$4,923.00
N/A	TIRE 20.5/R25 - LOADER - BRIDGESTONE V STEEL SNOW WEDGE MICHELIN X SNOWPLUS GOODYEAR AS-3A(L-3) OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$3,266.16
		2. Kal Tire	\$3,434.69
		3. Tulk Tire & Service Ltd.	\$3,495.00

City Item #	Description	Order of Calling Hierarchy	Unit Price
N/A	TIRE 14.00/R24 GRADER - MICHELIN X SNOWPLUS BRIDGESTONE V SNOW WEDGE GOODYEAR AS-3A(L-3) OR APPROVED EQUAL	1. Kal Tire	\$2,075.72
		2. Tulk Tire	\$2,195.00
		3. Provall Parts Limited	\$2,200.00
N/A	TIRE 225/70R19.5 - FIRESTONE TRANSFORCE AT2 MICHELIN XDS2 GOODYEAR G622RSD BRIDGESTONE M701 ALL POSITION TRACTION TIRE OR APPROVED EQUAL	1. Kal Tire	\$389.31
		2. OMB - Submission 1	\$396.00
		3. DAC Holdings Inc.	\$415.34
N/A	TIRE LT235/75R15 - (M&S) WINTER - STUDDED - COOPER DISCOVERER M&S FIRESTONE WINTERFORCE MICHELIN LATITUDE ALPIN LA2 GOODYEAR ULTRA GRIP ICE WRT OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$180.44
		2. OMB - Submission 1	\$196.00
		3. OMB - OK Tire	\$198.60
N/A	TIRE LT275/70-R18 - WINTER - BRIDGESTONE BLIZZAK OR APPROVED EQUAL	1. Kal Tire	\$281.36
		2. OMB - OK Tire	\$299.00
		3. City Tire & Auto Centre Ltd	\$301.61
N/A	TIRE 235/65R17 - BRIDGESTONE DUELLER NOKIAN OUTPOST AT NOKIAN HAKKAPELIITTA LT3 OR APPROVED EQUAL	1. City Tire & Auto Centre Ltd.	\$164.55
		2. Tulk Tire	\$181.70
		3. Kal Tire	\$208.89
N/A	TIRE 245/70R17 - BRIDGESTONE DUELLER NOKIAN OUTPOST AT NOKIAN HAKKAPELIITTA LT3 OR APPROVED EQUAL	1. Kal Tire	\$219.79
		2. DAC Holdings Inc.	\$228.03
		3. Tulk Tire & Service Ltd.	\$245.25
N/A	TIRE 205/55R16 - BRIDGESTONE WINTERFORCE 2 NOKIAN NORDMAN 7 OR APPROVED EQUAL	1. Kal Tire	\$149.27
		2. City Tire & Auto Centre Ltd.	\$155.71
		3. DAC Holdings Inc.	\$156.66
N/A	TIRE 255/65R18 - BRIDGESTONE WINTERFORCE 2 OR APPROVED EQUAL	1. OMB - OK Tire	\$225.00
		2. City Tire & Auto Centre Ltd.	\$228.11
		3. Kal Tire	\$233.95
N/A	TIRE 315/80R22.5 - AEOLUS DRIVE/TRACTION OR APPROVED EQUAL	1. OMB - Submission 1	\$535.00
		2. OMB - OK Tire	\$550.00
		3. City Tire & Auto Centre Ltd	\$625.17
N/A	TIRE 225/70R19.5 - FIRESTONE TRANSFORCE AT2 ALL POSITION TRACTION TIRE OR APPROVED EQUAL	1. Kal Tire	\$389.31
		2. OMB - Submission 1	\$396.00
		3. OMB - OK Tire	\$406.00
N/A	TIRE 275/70R22.5 GOODYEAR G152 METRO MILEAGE TRANSIT GOODYEAR METRO MILLER G652 FRONT TIRE OR APPROVED EQUAL	1. Kal Tire	\$529.14
		2. OMB - Submission 1	\$582.00
		3. City Tire & Auto Centre Ltd	\$604.70
N/A	TIRE 305/70R22.5 CITY CONVOY TRANSIT FRONT TIRE OR APPROVED EQUAL	1. Kal Tire	\$584.00
		2. OMB - Submission 1	\$659.00
		3. OMB - OK Tire	\$669.00
N/A	TIRE 385/55R22.5 GOODYEAR G152 METRO MILEAGE TRANSIT GOODYEAR ULTRA GRIP MAX S REAR TIRE OR APPROVED EQUAL	1. OMB - Submission 1	\$575.00
		2. OMB - OK Tire	\$587.00
		3. City Tire & Auto Centre Ltd	\$655.30
N/A	TIRE 305/70R22.5 GOODYEAR G152 METRO MILEAGE TRANSIT GOODYEAR ENDURANCE TSD REAR TIRE OR EQUIVALENT	1. Kal Tire	\$683.26
		2. City Tire & Auto Centre Ltd.	\$704.20
		3. OMB - Submission 1	\$1,318.00

DECISION NOTE

Title:	Poet Laureate Appointment
Date Prepared:	September 13, 2023
Report To:	Regular Council Meeting
Councillor and Role:	Deputy Mayor Sheilagh O'Leary, Arts & Culture
Ward:	N/A

Issue:

To advise Council of the outcome of the Poet Laureate selection process and seek their approval of the recommended appointment.

Discussion – Background and Current Status:

The position of Poet Laureate is an honour bestowed by the City as a way of acknowledging and celebrating poets, literary arts, and their value and contribution to civic life. Through the Poet Laureate the City recognizes literary arts, and all art, as a fundamental and necessary component of society. The City of St. John's Poet Laureate will act as an ambassador for literary arts and will integrate literary arts into a range of official and unofficial civic events.

The Poet Laureate Selection Committee includes individuals who have achieved excellence in the field of poetry, literary arts, and/or spoken word arts; individuals with an interest in promoting the literary arts in St. John's; and representation from City staff. The Poet Laureate Selection Committee met on September 12, 2023, to review submissions to the position, and assess applications based on the established criteria of:

- community/professional standing
- excellence in craft
- citizen engagement
- goals & objectives

The Poet Laureate Selection Committee has selected Mark Callanan to be appointed to the position of City of St. John's Poet Laureate and pending Council's approval will be invited to attend an upcoming meeting of Council:

Mark Callanan is the author of three full-length collections of poetry, *Romantic* (Biblioasis, 2021), *Gift Horse* (Véhicule Press, 2011) and *Scarecrow* (Killick Press, 2003), and two poetry chapbooks, *Skylarking* (Anstruther Press, 2020) and *Sea Legend* (Frog Hollow Press, 2010). His poetry has appeared in several anthologies, including *The Next Wave: An Anthology of 21st Century Canadian Poetry* and *Breathing Fire 2: Canada's New Poets*. *Romantic*, his most recent collection, was selected for the CBC's "best Canadian poetry of 2021" list and was one

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of twelve books shortlisted for the 2021 Derek Walcott Prize for Poetry, which is awarded yearly to a full-length book of poems in English published anywhere in the world by a living poet who is not a U.S. citizen. He co-edited *The Breakwater Book of Contemporary Newfoundland Poetry* and was one of the founding editors of the St. John's-based literary journal *Riddle Fence*.

Key Considerations/Implications:

1. Budget/Financial Implications: The Poet Laureate receives an honorarium of \$5,000 per year.
2. Partners or Other Stakeholders: City staff worked with an external selection committee to assess submissions and select an appointee to the position.
3. Alignment with Strategic Directions:

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

A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.
4. Alignment with Adopted Plans: The position of Poet Laureate reflects the directions in "Planning for a Creative Future: The City of St. John's Municipal Arts Plan."
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: The Call for Submissions was promoted through City channels, and Tourism, Culture and Events staff will work with Communications staff to share an announcement concerning the selected individual.
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

Recommendation: That Council approve the recommendation of the Poet Laureate Selection Committee to appoint Mark Callanan to the position of City of St. John's Poet Laureate. The new Poet Laureate will be invited to attend an upcoming meeting of Council.

DECISION/DIRECTION NOTE

Title: SERC - Fall Events 2023 - 3

Date Prepared: September 26, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Debbie Hanlon

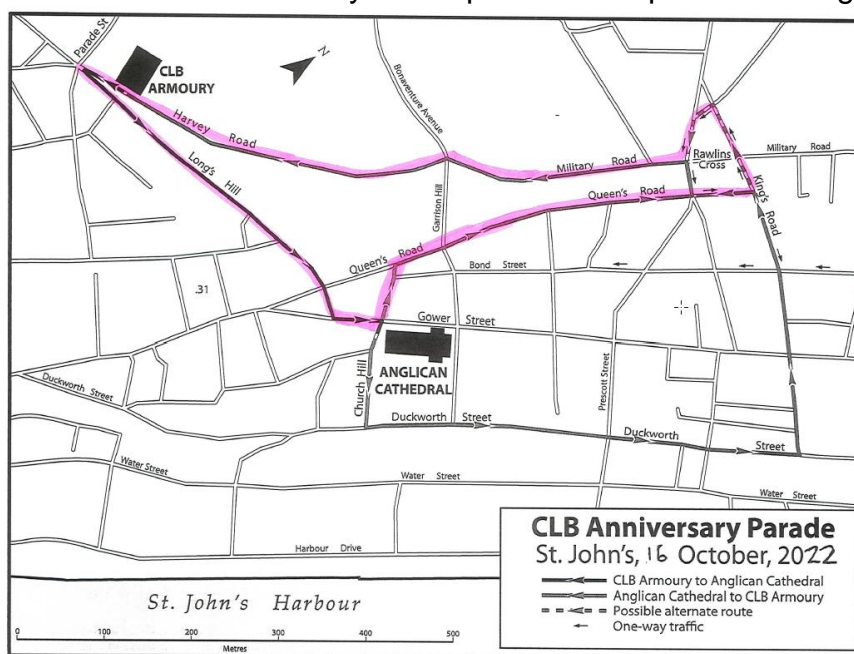
Ward: N/A

Decision/Direction Required: Seeking Council approval of road closures associated with the CLB Anniversary Parade and the Cape to Cabot road race, both on October 15.

Discussion – Background and Current Status:

CLB Anniversary Parade:

- Scheduled to take place on Sunday October 15.
- The Parade will leave the CLB Armory on Harvey Rd at 1:30pm, proceed down Long's Hill, turn left onto Queen's Rd, right onto Church Hill to enter the Anglican Cathedral.
- Following the Church Service, the parade will reform in Veteran's Sq (Queen's Rd at Church Hill) proceed north on Church Hill to Queen's Rd, east on Queen's Rd to Rawlins Cross.
- The unit will turn left onto Military Rd, to Harvey Rd returning to the CLB Armory.
- The Royal Newfoundland Constabulary will be present to implement rolling road closures.



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Cape to Cabot Road Race:

- Scheduled to take place on October 15 from 8:00am to 11:00am.
- The Royal Newfoundland Constabulary for has been secured for this event, in addition to volunteer road marshals.
- The full route, along with road closures, is listed below.

Blackhead Road – Warford Road to Cape Spear

Closed Both Directions

7:45am – 10:00am

Blackhead Road – Warford Road to Linegar Avenue (lower intersection)

Northbound Lane (downhill) Closed

8:30am – 10:00am

Southside Road – Leslie Street to 245 Southside Rd

Single Lane Traffic

Running Lanes on both sides marked with cones

Traffic controlled by marshals at both ends, with radios

8:45am – 10:15am

Water Street West – Leslie Street to Harbour Drive

Curb Lane Eastbound Closed

Marked with Cones

8:45am – 10:30am

Exit Ramp – Pitts Memorial to Water Street West

Closed

8:45am – 10:30am

Harbour Drive – Water Street to Prescott Street

Eastbound Lane Closed

9:00am – 10:45am

Water Street East – Prescott Street to Hill o'Chips

Eastbound Lane Closed

9:00am – 10:45am

Water Street East – Hill o'Chips to Temperance Street

Eastbound Lane Closed

9:00am – 11:00am

Duckworth Street – Plymouth Road to Temperance Street

Eastbound Lane Closed (except to local residents of Duckworth St)

9:00am – 11:00am

Temperance Street

Both Directions Closed

9:00am – 11:00am

Signal Hill Road – Battery Road to Cabot Avenue

Eastbound Lane (Uphill) Closed

Westbound Lane (Downhill) Closed from St. Joseph's Ln to Battery Rd

9:00am – 11:00am

Access to Battery and Signal Hill Area

Local residents may access/leave Battery Rd via Quidi Vidi Rd

Resident below St. Joseph's Lane on Signal Hill Rd may access Quidi Vidi Rd by descending Signal Hill Rd, all other descending traffic to exit via St. Joseph's Lane.

Local resident access to area controlled at Plymouth Rd and Quidi Vidi Rd.

9:00am – 11:00am

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: C.L.B., Athletics Northeast Running Club, Royal Newfoundland Constabulary.
3. Alignment with Strategic Directions:

A Connected City: Increase and improve opportunities for residents to connect with each other and the City.
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: Road closure notifications will occur in advance of the events.

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

Recommendation:

That Council approve the road closures associated with the CLB Anniversary Parade and Cape to Cabot Road Race on October 15.

Prepared by: Christa Norman, Special Projects Coordinator

Approved by: Erin Skinner, Manager of Tourism, Culture, and Events.

Report Approval Details

Document Title:	SERC - Fall Events 2023 - 3.docx
Attachments:	
Final Approval Date:	Sep 26, 2023

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

Erin Skinner - Sep 26, 2023 - 10:05 AM

Tanya Haywood - Sep 26, 2023 - 10:09 AM

DECISION/DIRECTION NOTE

Title: Updated Policy and Procedures for Civil Marriage Ceremonies

Date Prepared: September 26, 2023

Report To: Regular Meeting of Council

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

Ward: N/A

Decision/Direction Required:

Council's approval is required to adopt the attached updated policy and procedures for civil marriage ceremonies.

Discussion – Background and Current Status:

The policy for civil marriage ceremonies was first adopted by Council on March 21, 2017. It is now timely to review this policy to ensure it does not conflict with current regulatory requirements and that application is equitable, consistent and transparent. The City's Policy Analyst has drafted the attached new policy and procedures for Council's review, both of which have been vetted by the Legal Dept. and the Senior Executive Committee.

Other than some reformatting of various sections, the following are the major revisions to the Civil Marriage Ceremonies Policy and Procedures outlined below:

- Inclusion of a Procedures document which was not included with the original version.
- Inclusion of "Definitions" section to both policy and procedures documents.
- Applicants may now opt to select a location for a civil marriage ceremony outside of City Hall, subject to the Mayor's availability. An additional ceremony fee of \$100 would be applied in such cases to offset the time, mileage, and any other travel expenses incurred by the Mayor and made payable to the Mayor on a quarterly basis. For ceremonies taking place on city-owned property, the fee remains the same, at \$200 plus applicable taxes.
- Inclusion of an indemnification section to protect the City of St. John's from any damages that may be incurred as a result of civil marriage ceremonies.

Pending Council's approval of the proposed revisions, the City's website will have to be updated with a new form, procedures and payment options.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A with the exception of Mayor recovering costs incurred for travel to locations outside City Hall or other City-owned facilities.
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions: N/A
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: Enables the Mayor to meet Applicants where they are or at a location of their choosing.
6. Legal or Policy Implications: Reviewed by Legal Dept.
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: Public Service Announcement to be circulated and updating of City website with new policy and procedures.
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

Recommendation:

That Council approve the attached revised Policy and Procedures for Civil Marriage Ceremonies.

Prepared by:

Approved by:

DRAFT – For Discussion Only

Last updated 2023-09-20

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

Policy Title: Civil Marriage Ceremonies	Policy #: 09-13-02
Last Revision Date: 2017-03-21	Policy Section: TBD
Policy Sponsor: City Clerk	

1. Policy Statement

This policy establishes consistent and transparent processes for the conduct of marriage ceremonies conducted by the Mayor at City Hall, City-owned property, or at another location including the roles and responsibilities of the Mayor, Employees, and financial requirements.

2. Definitions

“Applicants” means persons seeking to be married by the Mayor.

“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.

“Marriage Commissioner” means a person authorized under the Marriage Act to perform a marriage.

“Marriage Licence” means a marriage licence issued under the Marriage Act.

3. Policy Requirements

- a) Any power or actions undertaken pursuant to the *Marriage Act* shall be carried out in compliance with the Act.
- b) All Marriage Ceremonies conducted by the Mayor shall be booked through Employees, with all applicable fees being paid by the Applicant to the City.

3.1 Role of the Mayor

- a) The Mayor is a Marriage Commissioner, by virtue of their office, pursuant to section 11 of the *Marriage Act*.
- b) The Mayor may choose to perform marriage ceremonies at City Hall, City-owned property, or at another location, but has no obligation to do so.
- c) If the Mayor performs a Marriage Ceremony at a location other than City property, they shall be eligible for a stipend as detailed in the **Civil Marriage Ceremonies Procedures**.
- d) In the event the Mayor has scheduled a marriage ceremony and is unexpectedly unavailable and another Councillor has been personally appointed as a permanent Marriage Commissioner under the *Marriage Act*, they may carry out the marriage ceremony, but shall be subject to this policy as if they were the Mayor.
- e) If neither the Mayor nor a Councillor personally appointed as a permanent Marriage Commissioner under the *Marriage Act* is available, the City shall issue a refund, reschedule the ceremony date, and/or refer inquiries to the Government of Newfoundland and Labrador's [List of Marriage Commissioners](#).
- f) The Mayor may use City Employees, resources, and facilities for the planning and conducting of Marriage Ceremonies booked pursuant to this Policy.
- g) The Mayor shall derive no financial benefit from a Marriage Ceremony conducted by them, except the stipend set forth in Section 3.2(f) of the **Civil Marriage Ceremonies Procedures**.

3.2 Appointments, Payment, and Form of Ceremony

- a) **Applicants** shall follow the appointment requirements detailed in the **Civil Marriage Ceremonies Procedures**.
- b) Payment shall be made to the City as detailed in the **Civil Marriage Ceremony Procedures**.
- c) The form of the ceremony shall be as detailed in the **Civil Marriage Ceremony Procedures**.

3.3 Ineligibility

- a) The Mayor shall not perform a civil marriage ceremony for any Applicant they know or have reasonable grounds to believe to be ineligible as detailed in Section 13 of the *Marriage Act* or any other provision therein.

4. Application

- a) This policy applies to the following: the Mayor; Council; Applicants; guests of Applicants, and Employees.
- b) This policy applies to marriage ceremonies conducted by the Mayor.
- c) No member of Council or Employee shall benefit, financially or otherwise, directly or indirectly, from their role in the conduct of marriage ceremonies covered by this policy other than as detailed in Section 3.1(c).

5. Responsibilities

5.1 Applicants

- a) The Applicants shall indemnify the City and Mayor, for any claims or damages arising from or relating to the Marriage Ceremony, including any claims or damages brought by any of their guests as detailed in the **Civil Marriage Ceremony Procedures**.

- b) The Applicants shall be required to sign a Code of Conduct as detailed in the **Civil Marriage Ceremony Procedures**.
- c) All participants shall comply with, and all activities shall be in accordance with all applicable legislation, policies, and/or procedures.

5.2 Employees

- a) Employees shall support the Mayor in the planning and administration of ceremonies conducted by the Mayor as outlined in the Procedures.

5.3 Council

- a) In the event that a Councillor is personally appointed as a permanent Marriage Commissioner pursuant to the Marriage Act, they may not use City Employees, resources, or facilities for the carrying out of any ceremonies pursuant to their appointment, excepting those set out in section 3.1(d).

6. References

- Civil Marriage Ceremonies Procedures
- [Marriage Act](#)

7. Approval

- Policy Sponsor: City Manager
- Policy Writer: Policy Analyst; City Clerk
- Date of Approval from
 - Corporate Policy Committee:
 - Senior Executive Committee:
 - Committee of the Whole:
- Date of Original Approval from Council: March 21, 2017
- Date of Amended Policy Approval from Council:

8. Monitoring and Contravention

- a) The Office of the City Clerk shall monitor the application of this policy.
- b) Any contravention of this policy and/or associated procedures shall be reported to the Office of the City Clerk, Department of Finance and Corporate Services (including the Human Resources Division), the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action.
- c) Employees who contravene the policy may be subject to appropriate action, which may include, but is not limited to, legal action and discipline, up to and including dismissal.

9. Review Date

Every five years

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

Procedure Title: Civil Marriage Ceremonies	
Authorizing Policy: Civil Marriage Ceremonies	
Last Revision Date: 2017-03-21 (policy) (procedures are new)	Procedure #: 09-13-02-01
Procedure Sponsor: City Clerk	

1. Procedure Statement

These procedures, along with the policy, establish consistent and transparent processes for the conduct of civil marriage ceremonies conducted by the Mayor at City Hall, City-owned property, or at another location including the roles and responsibilities of the Mayor, Employees and financial requirements.

2. Definitions

“Applicants” means persons seeking to be married by the Mayor.

“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.

“Marriage Commissioner” means a person authorized under the Marriage Act to perform a marriage.

“Marriage Licence” means a marriage licence issued under the Marriage Act.

3. Procedure Requirements

3.1 Appointments and Payment for Civil Marriage Ceremony

As noted in Section 3.2 of the policy:

- a) Applicants shall complete the Request for Marriage Services form to request the date for their ceremony. Appointment times shall be submitted at least 14 days in advance of the requested date.
- b) The completed Request for Marriage Services form shall be either:
 - i. hand-delivered to the Office of the City Clerk (Fourth Floor, City Hall) between 9:00a.m. to 4:30p.m. Monday to Friday, or
 - ii. sent via regular mail to Office of the City Clerk, P.O. Box 908, St. John's, A1C 5M2.
- c) A requested date shall not be considered confirmed until the Office of the Mayor sends a confirmation to the email provided on the form.
- d) Ceremony times shall be subject to the schedule and availability of the Mayor.
- e) Applicants may select one of the following locations for a civil marriage ceremony at City Hall:
 - i. Mayor's Lounge (4th Floor, City Hall)
 - ii. Council Chambers (4th Floor, City Hall)
 - iii. Outside in City Hall Courtyard (weather depending)
 - iv. Other City-owned property, or
 - v. Other location, subject to the sole discretion of the Mayor.
- f) The above locations may not be available at the requested date and time and/or availability may change without notice.
- g) If the Applicants choose to have the ceremony at a City-owned property other than City Hall, a booking/rental fee may apply. Applicants shall be responsible for arranging of the booking/rental for the property.
- h) All applications for the Mayor to conduct Marriage Ceremonies shall be submitted to Employees at City Hall.

3.2 Ceremony Fee

- a) Ceremonies taking place at a location outside of City property shall be subject to an additional fee, as detailed below in 3.2(c).
- b) For ceremonies taking place on City-owned property, Applicants shall pay a fee of \$200 plus applicable taxes at least four days in advance of the date of the ceremony and it shall be non-refundable.
- c) For ceremonies taking place at a location other than City-owned property, Applicants shall pay a fee of \$300 plus applicable taxes at least four days in advance of the date of the ceremony and it shall be non-refundable.
- d) The fee shall be paid in person at the Access Centre, 1st Floor, City Hall via cash, debit, or credit card (Visa or Mastercard).
- e) Applicants shall provide a copy of the fee payment receipt, the marriage licence, keepsake marriage certificate, and registration of marriage to the Office of the Mayor at least four days in advance of the date of the ceremony.
- f) The City shall pay the Mayor a stipend of \$100 for each ceremony performed at a location other than City-owned property to cover their time, mileage, and any other travel expenses, payable to the Mayor on a quarterly basis.

3.3 Form of the Ceremony

- a) Civil marriage ceremonies shall only be performed in a language spoken by the Mayor that all parties understand without the need for interpreters and shall be non-religious in nature.

3.3.1 Ceremonies Performed on City Property

- a) For City Hall bookings, the booking for the selected space shall be for up to 45 minutes. However, the ceremony shall not be more than 15 minutes.
- b) If Applicants choose to book another City-owned property, they shall book for not less than 45 minutes (and subject to any requirements of the property).

- c) Applicants may choose to personalize or add to certain parts of the ceremony but shall not remove anything. All requested customizations shall be submitted in writing to the Office of the Mayor at least 4 days prior to the ceremony.
- d) Personalized music is permitted and may be played off an appropriate device provided by the Applicants.
- e) A photographer is permitted. Any photographs or video shall be the responsibility of the Applicants.
- f) As the ceremony is held in a public space, the area is a scent-free environment.
- g) The following items shall not be permitted at the ceremony:
 - i. candles and incense; or
 - ii. confetti, rice, bubbles, or similar items.
- h) Applicants shall not have more than 20 guests in attendance.
- i) Alcohol, tobacco, or cannabis shall not be consumed while on City property.

3.3.2 Ceremonies Performed at a Location Other Than City Property

- a) Applicants shall advise the Mayor of the venue and expected time commitment in advance.

3.4 Indemnification

- a) As noted in Section 5.1 of the policy, by signing the application, the Applicants shall agree to save harmless and indemnify the City of St. John's and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the marriage ceremony or the City's administration of the ceremony requirements.

- b) By signing the application, the Applicants shall release, waive, and forever discharge the City and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the City may be responsible in respect of the conduct of the marriage ceremony.
- c) By signing the application, the Applicants shall agree that they and their guests shall comply with the Code of Conduct.
- d) In addition to complying with this policy and its procedures, the Applicants shall ensure they comply with all applicable legislation.

4. Application

- a) The policy and procedures apply to the following: the Mayor; Council; Applicants; guests of Applicants, and Employees.
- b) The policy and procedures apply to civil marriage ceremonies conducted by the Mayor.

5. Responsibilities

5.1 The Office of the Mayor shall be responsible for:

- a) all necessary requirements associated with the Mayor's role as Marriage Commissioner under this policy.
- b) retaining a copy of the receipt provided by Access St. John's.

5.2 Access St. John's shall be responsible for:

- a) collecting the administrative fee payable to the "City of St. John's" and issuing a receipt.

5.3 Applicants shall be responsible for:

- a) paying the applicable administrative fee to Access St. John's;
- b) agree to all conditions detailed in the procedures and application form;
- c) prior to the civil marriage ceremony, providing a copy of the receipt issued by Access St. John's for such payment;
- d) booking and payment at a City-owned location, if the ceremony is not performed at City Hall; and
- e) providing all other documentation required by the Office of the Mayor within the time prescribed.

6. References

- Civil Marriage Ceremonies Policy
- [Marriage Act](#)
- Request for Marriage Services Form

7. Approval

- Procedure Sponsor: City Clerk
- Procedure Writer: Policy Analyst; City Clerk
- Date of Approval from:
 - Corporate Policy Committee
 - Senior Executive Committee

8. Monitoring and Contravention

- a) The Office of the City Clerk shall monitor the application of this policy.
- b) Any contravention of this policy and/or associated procedures shall be reported to the Office of the City Clerk, Department of Finance and Corporate Services (including the Human Resources Division), the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action.
- c) Employees who contravene the policy may be subject to appropriate action, which may include, but is not limited to, legal action and discipline, up to and including dismissal.

9. Review Date

Every five years

DRAFT

DECISION/DIRECTION NOTE

Title: Youth Engagement Working Group – Approval of New Member

Date Prepared: September 26, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jill Bruce

Ward: N/A

Decision/Direction Required:

Seeking Council's approval of the recommended candidate for the current vacancy on the Youth Engagement Working Group.

Discussion – Background and Current Status:

The Youth Engagement Working Group is seeking to fill a vacant position for one individual representative as there has been a resignation of a member who is relocating.

A call for membership was publicly circulated back in June of this year. As the selection process was recently held, it was decided to go back to the list of applicants and offer the position to the next suitable candidate.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions:

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

N/A

4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: The Youth Engagement Working Group is always cognizant of accessibility and inclusion in all aspects of their deliberations.
6. Legal or Policy Implications: N/A

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- 7. Privacy Implications: N/A
- 8. Engagement and Communications Considerations: N/A
- 9. Human Resource Implications: N/A
- 10. Procurement Implications: N/A
- 11. Information Technology Implications: N/A
- 12. Other Implications: N/A

Recommendation:

That Council approve the recommended individual representative, Katharine Mckenney, to serve on the Youth Engagement Working Group

Prepared by:

Stacey Baird
Legislative Assistant
Office of the City Clerk

Approved by:

Karen Chafe
City Clerk

Report Approval Details

Document Title:	Youth Engagement Working Group - Approval of New Member.docx
Attachments:	
Final Approval Date:	Sep 18, 2023

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

Karen Chafe - Sep 18, 2023 - 4:18 PM

DECISION/DIRECTION NOTE

Title: Building Safer Communities Steering Committee Membership

Date Prepared: September 20, 2023

Report To: Special Meeting of Council

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

Ward: N/A

Decision/Direction Required:

Council is requested to approve the recommended Steering Committee membership for the Building Safer Communities (BSC) Steering Committee.

Discussion – Background and Current Status:

Council recently approved the [Terms of Reference and Selection Process for the City's Building Safer Communities \(BSC\) Steering Committee](#). The Steering Committee will be solution-oriented and provide information and recommendations to the City of St. John's in the development of the BSC strategy and public engagement processes.

In keeping with best practices and feedback from the [Building Safer Communities Round Table Report](#), efforts were made to include the following perspectives/expertise within the Steering Committee membership to the greatest extent possible:

- People with lived experience
- Women and girls
- Children and families
- Youth and young adults
- Newcomers
- BIPOC (Black, Indigenous, People of Colour)
- 2SLGBTQIA+
- Persons with disabilities
- Mental health and addictions
- Harm reduction
- Poverty and low income
- Social isolation
- Housing and homelessness
- Involvement with the justice system
- Employment

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- Education
- Academia / research

Organizational Representation:

As per the selection criteria laid out in the Terms of Reference, representatives of the following nine community-based organizations are recommended for membership on the Steering Committee:

Organization	Representative	Position
Multicultural Women's Organization of Newfoundland and Labrador	Kaberi Sarma-Debnath	Executive Director
John Howard Society of Newfoundland and Labrador	Val Flynn	Manager of Adult Residential Services
End Homelessness St. John's	Doug Pawson	Executive Director
Newfoundland and Labrador Public Sector Pensioners Association	Sharron Callahan	Executive Director
Thrive	Angela Crockwell	Executive Director
Community Sector Council Newfoundland and Labrador	Lindsey Hynes	Manager, Vibrant Communities
The Gathering Place	Kim Grant	Associate Executive Director
Stella's Circle	Laura Winters	Chief Executive Officer
St. John's Women's Centre	Bridget Clarke	Advocacy Coordinator

Individual Representation:

In addition to the community organizational representation outlined above, three individual residents possessing expertise/experience in one or more of the perspectives listed above are recommended for Steering Committee membership.

Provincial Government Representation – Ex-Officio Members:

In addition to community organizations and individual residents, and in consideration of jurisdictional responsibilities, the participation of key Provincial Government departments and agencies is important to the work of the Steering Committee. It is recommended that representatives from the following six areas be provided with seats on the BSC Steering Committee in an ex-officio, non-voting capacity, similar to City staff.

- Department of Children, Seniors and Social Development
- Department of Education

- Department of Justice and Public Safety
- Newfoundland Labrador Housing
- Newfoundland and Labrador Health Services
- Royal Newfoundland Constabulary

Other Considerations:

Applications were selected on the basis of expertise/experience possessed in one or more of the required perspectives (outlined above) and were also ranked on the scope of their diversity, passion and the intersectionality value they bring to the Committee.

In keeping with best practices and feedback from the Building Safer Communities Round Table Report, two additional perspectives were identified during the selection process that are relevant to the work of the Steering Committee:

- Seniors / older persons
- Preventing recidivism / offer rehabilitation

The Terms of Reference state that the City of St. John's will ensure a broad perspective of ages and diverse perspectives will be included on the Steering Committee during the membership selection process. Inclusion of the two above perspectives helps meet this commitment.

Process:

A call for members was publicly issued by the City and a total of 21 completed applications were received. An internal selection committee of staff from the Office of the City Clerk and Department of Community Services reviewed the applications and made recommendations for membership.

Applications were selected on the basis of expertise/experience possessed in one or more of the required perspectives (outlined above) and were also ranked on the scope of their diversity, passion and intersectionality value they brought to the committee. Additional weighting was given to the scores of applicants who: (1) are involved in the youth sector; and/or (2) have lived experience or work directly with individuals with lived experience.

All areas, perspectives and age demographics outlined above were successfully represented by the recommended members.

Key Considerations/Implications:

1. Budget/Financial Implications:

N/A

2. Partners or Other Stakeholders:

As outlined in the Terms of Reference and Selection Process.

3. Alignment with Strategic Directions:

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

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

4. Alignment with Adopted Plans:

- Healthy City Strategy
- 10-Year Affordable Housing Strategy, 2019 to 2028
- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, Amended 2022

5. Accessibility and Inclusion:

- In person engagement locations will be physically accessible.
- Virtual meetings will be conducted on accessible platforms.
- ASL interpreters, closed captioning services and other accessibility accommodations may be required.
- City of St. John's Inclusion, Seniors Advisory Committees and Youth Engagement Working Group will be consulted

6. Legal or Policy Implications:

7. Privacy Implications:

As per Section 7.3 of the Terms of Reference, all Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the BSC Steering Committee.

8. Engagement and Communications Considerations:

All applicants will be advised of Council's decision to appoint new members.

The Building Safer Communities Steering Committee will require support from both the Divisions of Operational Performance and Strategy and Communications and Office Services.

9. Human Resource Implications:

n/a

10. Procurement Implications:

n/a

11. Information Technology Implications:

n/a

12. Other Implications:

n/a

Recommendation:

That Council approve the recommended organizations, individual residents, and Provincial Government departments, agencies, and provincial health authority and to sit on the BSC Steering Committee:

Individual Residents:

Dr. Sulaimon Giwa

Katie Hayward

Jordan Lawrence

Community-Based Organizations:

Multicultural Women's Organization of Newfoundland and Labrador

John Howard Society of Newfoundland and Labrador

End Homelessness St. John's

Newfoundland and Labrador Public Sector Pensioners Association

Thrive

Community Sector Council Newfoundland and Labrador

The Gathering Place

Stella's Circle

St. John's Women's Centre

Provincial Government Departments (Ex-Officio):

Department of Children, Seniors and Social Development

Department of Education

Department of Justice and Public Safety

Newfoundland Labrador Housing

Newfoundland and Labrador Health Services

Royal Newfoundland Constabulary

Prepared by:

Approved by:

Report Approval Details

Document Title:	Steering Committee Membership, Building Safer Communities.docx
Attachments:	
Final Approval Date:	Sep 20, 2023

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

Natalie Godden - Sep 20, 2023 - 2:41 PM

Tanya Haywood - Sep 20, 2023 - 2:56 PM

DECISION/DIRECTION NOTE

Title: 369 Blackmarsh Road – Adoption – REZ2300001

Date Prepared: September 27, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Ian Froude, Planning

Ward: Ward 3

Decision/Direction Required:

That Council adopt Envision St. John's Development Regulations Amendment Number 22, 2023, to rezone a portion of land at 369 Blackmarsh Road from the Residential 2 (R2) Zone to the Residential 3 (R3) Zone.

Discussion – Background and Current Status:

The City has received an application from 91619 NL Corp. to rezone land at 369 Blackmarsh Road from the Residential 2 (R2) Zone to the Residential 3 (R3) Zone to accommodate two (2) Semi-detached Dwellings. The subject property is within the Residential District of the Envision St. John's Municipal Plan and is zoned R2. The R2 Zone permits Semi-detached Dwellings, however the rezoning is being requested to accommodate lots with a smaller frontage. A Municipal Plan amendment is not needed.

Note that the current lot is longer (deeper) than the proposed new lots. Only the portion shown on the attached site plan and amendment is proposed to be rezoned to R3. The rear of the current lot will remain in the R2 Zone and be part of a separate ongoing application for subdivision and development.

As per Section 4.9(2)(a) of the Envision St. John's Development Regulations, a Land Use Report (LUR) is required for rezonings. In Section 4.9(3), where the scale or circumstances of a proposed development does not merit a full report, Council may accept a staff report instead. Given that this development is proposing Semi-detached Dwellings which are already permitted in the existing zone, staff recommend accepting this staff report in lieu of an LUR.

Public Consultation

The proposed rezoning was advertised three times in *The Telegram*, mailed to properties within 150 metres of the site and posted on the City's website. There is also a project page for this application on the City's Planning Engage page. A public meeting was held on September 6, 2023, at City Hall. Submissions received and minutes from the public meeting are attached. Analysis of the submissions is provided in the attached amendment.

Many people at the public meeting raised concerns about the potential development of a nearby large parcel of vacant land. Residents were advised that the City has not received any

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other rezoning applications nearby and the development of that site was outside the scope of this application.

Some residents felt that rezoning 369 Blackmarsh Road could set a precedent for future rezonings, however each rezoning is reviewed on its own merit. The proposed development is in keeping with the surrounding neighbourhood and the policies of the Municipal Plan, therefore staff recommend adoption.

Next Steps

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

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: 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: Not applicable.
6. Legal or Policy Implications: A map amendment (rezoning) is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Not applicable.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council adopt Envision St. John's Development Regulations Amendment Number 22, 2023, to rezone land at 369 Blackmarsh Road from the Residential 2 (R2) Zone to the Residential 3 (R3) Zone.

Prepared by: Ann-Marie Cashin, MCIP, Planner III

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

Report Approval Details

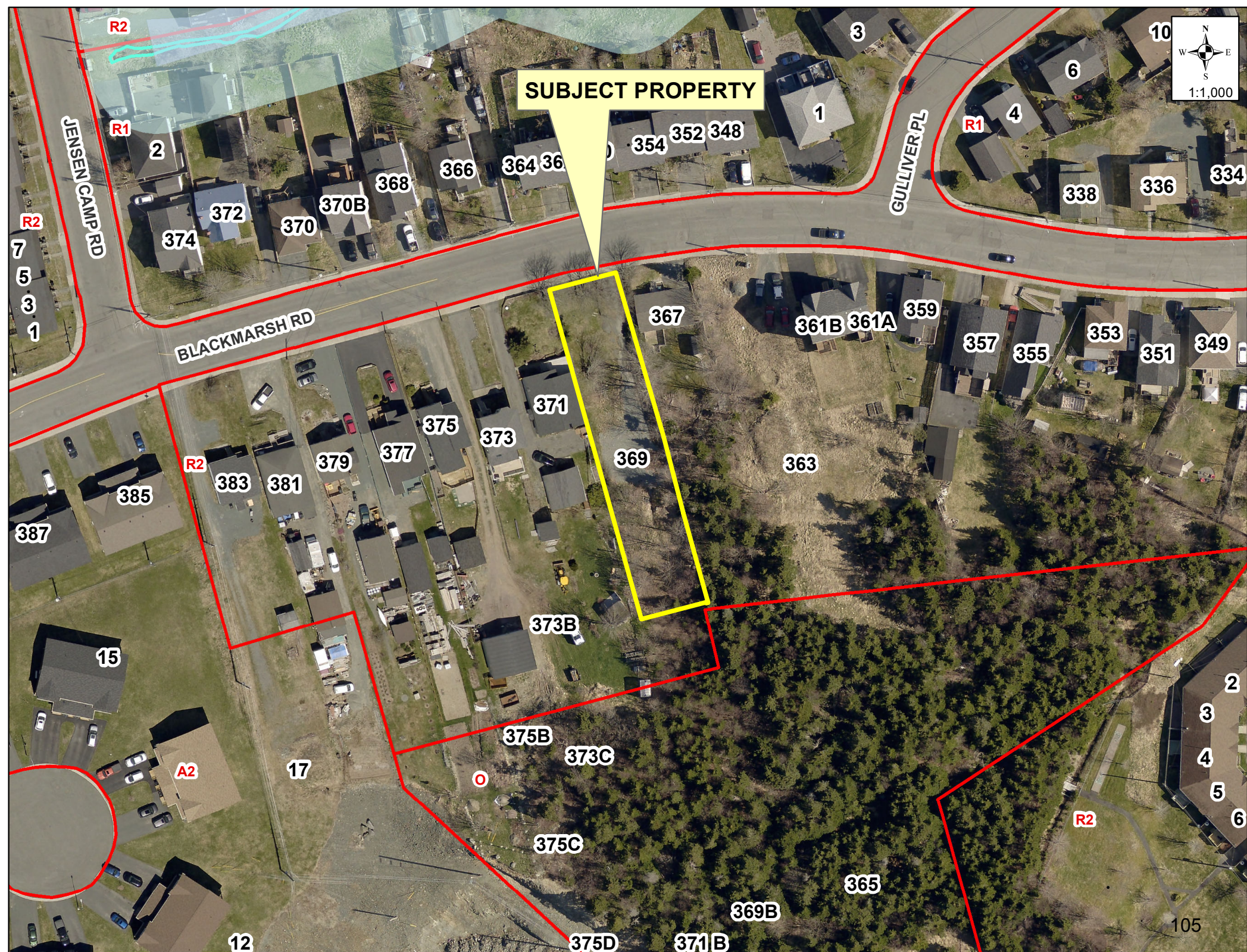
Document Title:	369 Blackmarsh Road - Adoption - REZ2300001.docx
Attachments:	- 369 Blackmarsh Road - Adoption Attachments.pdf
Final Approval Date:	Sep 27, 2023

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

Ken O'Brien - Sep 27, 2023 - 2:58 PM

No Signature - Task assigned to Jason Sinyard was completed by delegate Kevin Breen

Jason Sinyard - Sep 27, 2023 - 4:59 PM



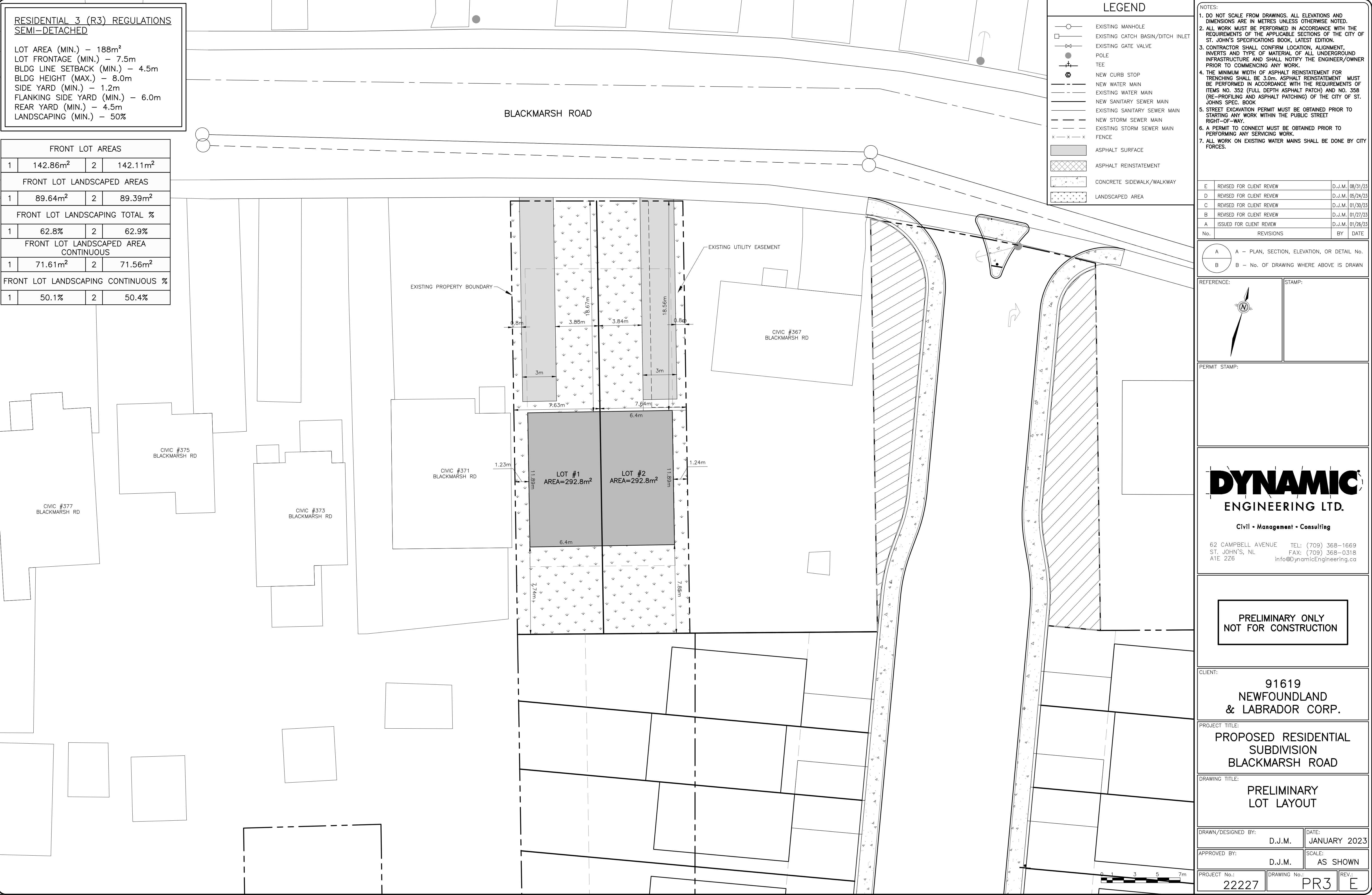
SUBJECT PROPERTY

JENSEN CAMP RD

GULLIVER PL

BLACKMARSH RD

Map labels include lot numbers: 1, 2, 3, 4, 6, 10, 334, 336, 338, 349, 351, 353, 355, 357, 359, 361A, 361B, 363, 365, 369, 371, 373, 375, 377, 379, 381, 383, 385, 387, 391, 393, 395, 397, 399, 401, 403, 405, 407, 409, 411, 413, 415, 417, 419, 421, 423, 425, 427, 429, 431, 433, 435, 437, 439, 441, 443, 445, 447, 449, 451, 453, 455, 457, 459, 461, 463, 465, 467, 469, 471, 473, 475, 477, 479, 481, 483, 485, 487, 489, 491, 493, 495, 497, 499, 501, 503, 505, 507, 509, 511, 513, 515, 517, 519, 521, 523, 525, 527, 529, 531, 533, 535, 537, 539, 541, 543, 545, 547, 549, 551, 553, 555, 557, 559, 561, 563, 565, 567, 569, 571, 573, 575, 577, 579, 581, 583, 585, 587, 589, 591, 593, 595, 597, 599, 601, 603, 605, 607, 609, 611, 613, 615, 617, 619, 621, 623, 625, 627, 629, 631, 633, 635, 637, 639, 641, 643, 645, 647, 649, 651, 653, 655, 657, 659, 661, 663, 665, 667, 669, 671, 673, 675, 677, 679, 681, 683, 685, 687, 689, 691, 693, 695, 697, 699, 701, 703, 705, 707, 709, 711, 713, 715, 717, 719, 721, 723, 725, 727, 729, 731, 733, 735, 737, 739, 741, 743, 745, 747, 749, 751, 753, 755, 757, 759, 761, 763, 765, 767, 769, 771, 773, 775, 777, 779, 781, 783, 785, 787, 789, 791, 793, 795, 797, 799, 801, 803, 805, 807, 809, 811, 813, 815, 817, 819, 821, 823, 825, 827, 829, 831, 833, 835, 837, 839, 841, 843, 845, 847, 849, 851, 853, 855, 857, 859, 861, 863, 865, 867, 869, 871, 873, 875, 877, 879, 881, 883, 885, 887, 889, 891, 893, 895, 897, 899, 901, 903, 905, 907, 909, 911, 913, 915, 917, 919, 921, 923, 925, 927, 929, 931, 933, 935, 937, 939, 941, 943, 945, 947, 949, 951, 953, 955, 957, 959, 961, 963, 965, 967, 969, 971, 973, 975, 977, 979, 981, 983, 985, 987, 989, 991, 993, 995, 997, 999. Street names: JENSEN CAMP RD, GULLIVER PL, BLACKMARSH RD. Zoning codes: R1, R2, A2, O. Other labels: 15, 12, 17, 105, 370, 370B, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998.





City of St. John's Development Regulations, 2021

St. John's Development Regulations Amendment Number 22, 2023

Residential 2 (R2) Land Use Zone to Residential 3 (R3) Land Use Zone for Semi-detached Dwellings

October 2023



URBAN AND RURAL PLANNING ACT, 2000

RESOLUTION TO ADOPT

CITY OF ST. JOHN'S Development Regulations, 2021

Amendment Number 22, 2023

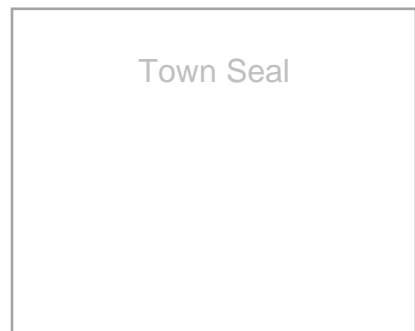
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 22, 2023.

Adopted by the City Council of St. John's on the 3rd day of October, 2023.

Signed and sealed this ____ day of _____.

Mayor: _____

Clerk: _____

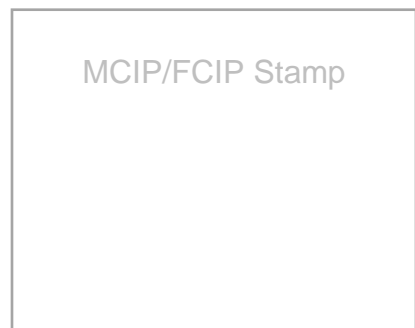


Canadian Institute of Planners Certification

I certify that the attached City of St. John's Development Regulations Amendment Number 22, 2023 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

MCIP/FCIP: _____

Development Regulations/Amendment	
REGISTERED	
Number	_____
Date	_____
Signature	_____



CITY OF ST. JOHN'S

Development Regulations Amendment Number 22, 2023

BACKGROUND AND PURPOSE

The City of St. John's wishes to allow Semi-detached Dwellings at 369 Blackmarsh Road. The total parcel of land is approximately 1172 metres squared and contains land within the Residential District, therefore a Municipal Plan amendment is not required. The applicant is requesting to rezone the front portion of the lot (approximately 585.6 metres squared). The rear of the lot is proposed to be subdivided and combined with an adjacent lot. Should the development proceed, the land will be subdivided at the development application stage.

Semi-detached Dwellings are a Permitted Use within the existing R2 Zone, however the lot does not have enough frontage to meet the R2 standards, therefore the applicant is requesting a rezoning to R3 in order to achieve a smaller lot frontage.

ANALYSIS

Section 4.1 of the Envision Municipal Plan encourages the City to enable a range of housing to create diverse neighbourhoods with a mix of housing forms and tenures. Further, it promotes higher density development along key transportation corridors to support increased access to housing and transportation options and to reduce service and infrastructure costs. The proposed development meets these policies. The adjacent properties are primarily Single-detached Dwellings and Townhouses. The proposed Semi-detached Dwellings will add another housing form to the neighbourhood and is located along or near Metrobus transit routes.

As per Policy 8.4.1 of the St. John's Municipal Plan, within the Residential Land Use District Council shall establish low, medium, and high-density residential land use zones that consider a variety of residential forms. Further, Policy 8.4.8 states that the City will support a variety of residential forms in all medium and high-density zones that is reflective of the existing demographic and provides housing options for various socio-economic groups. In addition, Policy 8.4.11 promotes the development of infill, rehabilitation, and redevelopment projects, thereby better utilizing existing infrastructure. The proposed development will take advantage of existing municipal services while increasing the density and providing a different type of housing in this neighbourhood.

PUBLIC CONSULTATION

A public meeting was held on September 6, 2023, at 7pm at St. John's City Hall. The proposed amendment and public meeting were advertised on three occasions in The Telegram newspaper on August 19, August 26 and September 2, 2023. A notice of the amendment was also mailed to property owners within 150 metres of the application site and posted on the City's website. Background information on the amendment was

available at engagestjohns.ca on the project page. Minutes from the public meetings and submissions received can be found in the October 3, 2023, Regular Council Meeting agenda package.

From the written submissions, some residents were supportive of the rezoning and additional housing, while others felt it could set a precedent for future rezonings. During the public meeting, many questions were asked about the difference between the R2 and the R3 Zone, but few concerns were raised. Majority of the concerns were regarding the potential for future development in an adjacent Open Space Zoned area, which was outside the scope of the meeting. Similar to the written submission, some attendees did raise concerns that this application would set a precedent. Staff advised that the City did not currently have any other rezoning applications for this area and each request for a rezoning is evaluated on its own merit.

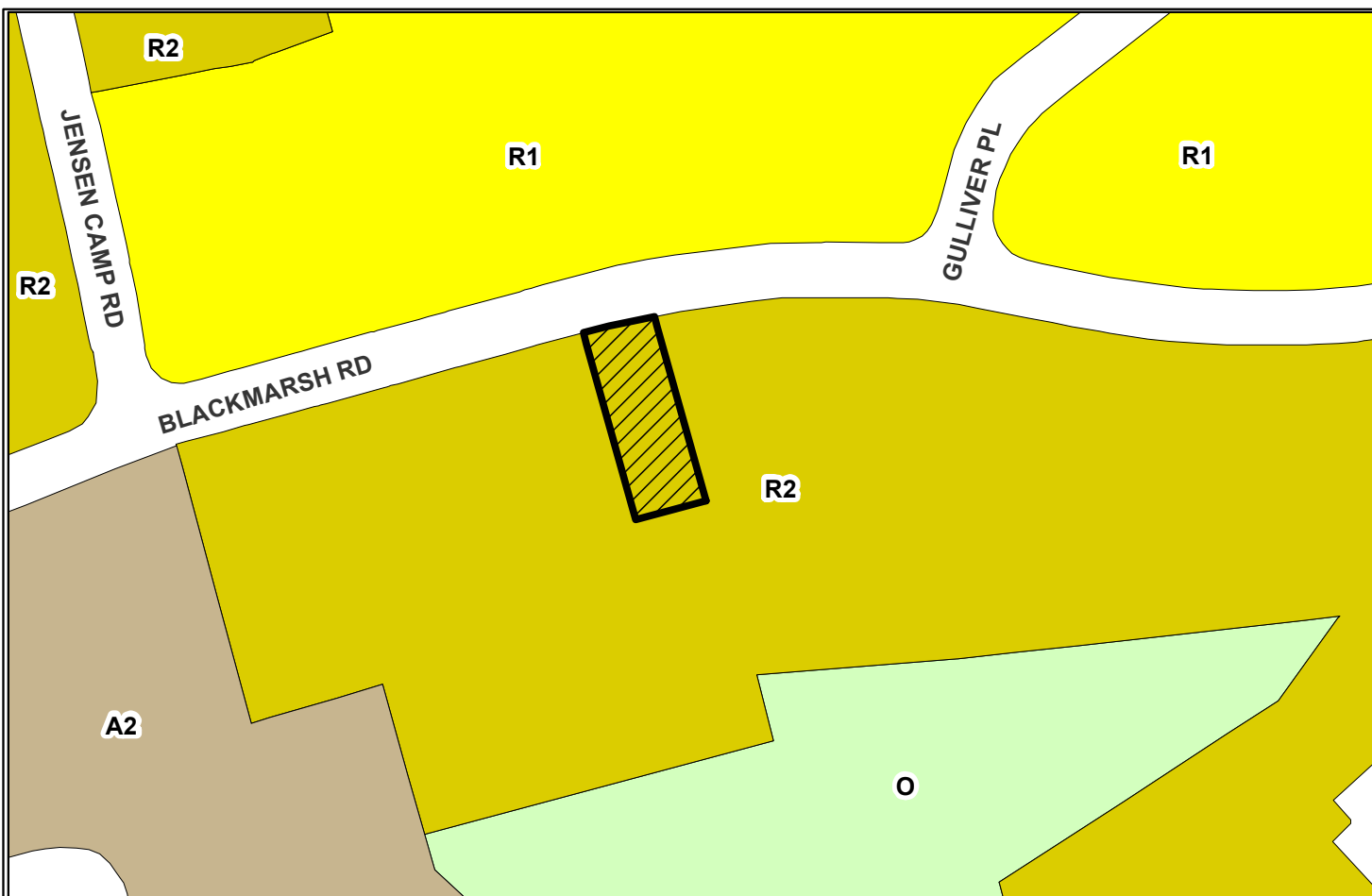
ST. JOHN'S URBAN REGION REGIONAL PLAN

The proposed amendment is in line with the St. John's Urban Region Regional Plan. The portion of the property being rezoned is within the Urban Development designation of the Regional Plan. An amendment to the St. John's Urban Region Regional Plan is not required to rezone this property to the Residential 3 (R3).

ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 22, 2023

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

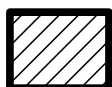
Rezoning land at 369 Blackmarsh Road [Parcel ID# 20384] from the Residential 2 (R2) Zone to the Residential 3 (R3) Zone as shown on City of St. John's Zoning Map attached.



**CITY OF ST. JOHN'S
DEVELOPMENT REGULATIONS
Amendment No.22, 2023**
[City of St. John's Zoning Map]

2023 09 18 Scale: 1:1500
City of St. John's
Department of Planning, Development
& Regulatory Services

I hereby certify that this amendment
has been prepared in accordance with the
Urban and Rural Planning Act.



AREA PROPOSED TO BE REZONED FROM
RESIDENTIAL 2 (R2) LAND USE ZONE TO
RESIDENTIAL 3 (R3) LAND USE ZONE

369 BLACKMARSH ROAD
Parcel ID 20384

M.C.I.P. signature and seal

Mayor

City Clerk

Council Adoption

Development Regulations/Amendment
REGISTERED

Number _____

Date _____

Signature _____

Provincial Registration

Hybrid Public Meeting - 369 Blackmarsh Road
Zoom & Foran Greene Room – St. John's City Hall
Wednesday, September 6 – 7:00 pm

Present: **Facilitator**
Clift Johnston

City of St. John's
Ken O'Brien, Chief Municipal Planner
Ann Marie Cashin, Planner III

Proponents
Bill Clarke, Developer

There were 8 participants in attendance, in addition to the proponent.

CALL TO ORDER AND BACKGROUND PRESENTATIONS

Mr. Clift Johnston, Independent Facilitator, called the meeting to order at 7:00 pm and outlined some housekeeping items.

Mr. Johnston noted he is an independent facilitator and is not responsible to write the report from this meeting or make any recommendations, but to facilitate and Chair this meeting.

The purpose of this meeting is to provide members of the public the opportunity to ask questions and provide comments on the proposed rezoning application for 369 Blackmarsh Road. The City staff will present on the application and then if the proponent wishes to present and answer questions he will at that time.

Mr. Johnston also noted that this meeting is being recorded for assistance in preparing the final report. The report will be presented to City Council at a future meeting.

The report will not include the names or addresses of people in attendance.

PURPOSE OF MEETING

The Land Acknowledgement was read aloud.

Background and Current Status

Ms. Ann Marie Cashin, Planner III, outlined that the purpose of this Public Meeting is for a rezoning from the Residential 2 (R2) Zone to the Residential 3 (R3) zone to accommodate two Semi-detached Dwellings. Although Semi-detached Dwellings are permitted in the R2 Zone, a rezoning to R3 would allow for the requested smaller frontage, which would have the dwellings set back approximately the same distance as the neighbouring property at 371 Blackmarsh Road.

Participants were informed that a Municipal Plan amendment would not be required. It was also advised that the minutes of this meeting and any submitted comments would go back to Council for consideration. Comments are being accepted until Friday, September 8 at 4:30 p.m.

COMMENTS & QUESTIONS FROM PARTICIPANTS

Members attending in person and online were offered the opportunity to ask questions to the proponent or City Staff on this proposal.

There were several areas of concern raised, and they included:

Questions

- It was asked what the frontage is for both R2 and R3 Zones.

Response from staff: The minimum lot frontage for Semi- detached Dwellings in the R2 Zone is 9 metres and the minimum lot frontage for the same in the R3 Zone is 7.5 metres.

- What is the difference between the R2 Zone and the R3 Zone?

Response from staff: The biggest difference is that R3 allows a slightly higher density.

- Are there going to be patios allowed?

Response from staff: Staff advised that if a proposed patio meets regulations, then the property owner would be permitted to add one.

Response from proponent: Mr. Clarke advised the participants that if the rezoning proceeds they do plan to build patios coming off the second level of the structure.

- It was asked if these units would be rental units, or will they be sold?

Response from proponent: It was advised that these units will be sold.

- Is there going to be one or two entrances?

Response from proponent: There will be one driveway which will be located on Blackmarsh Road.

- How high of a fence could potential homeowners put up?

Response from staff: Six-foot fences are permitted. Anything above that, going up to eight feet can be considered at the discretion of city staff.

- Will environmental testing be done?

Response from staff: There are separate provincial policies which may require environmental testing to do be done, but staff does not believe this development would prompt testing.

- Who will these units be sold to?

Response from staff: The City has no control over who the units will be sold to.

- What is the current distance required to a fire hydrant for this zone?

Response from staff: The City does not look at different distances per zone. But it would be within the required distance. It was advised that the Fire Department did review this application.

Many participants had questions and comments about another development in the area and the potential for future development, but these were outside of the scope for this meeting.

CONCLUDING REMARKS

Mr. Johnston thanked all for participating in the public meeting to discuss this potential development.

Mr. Johnston encouraged any feedback and questions to be sent to the City Clerk's office so that they are presented to Council.

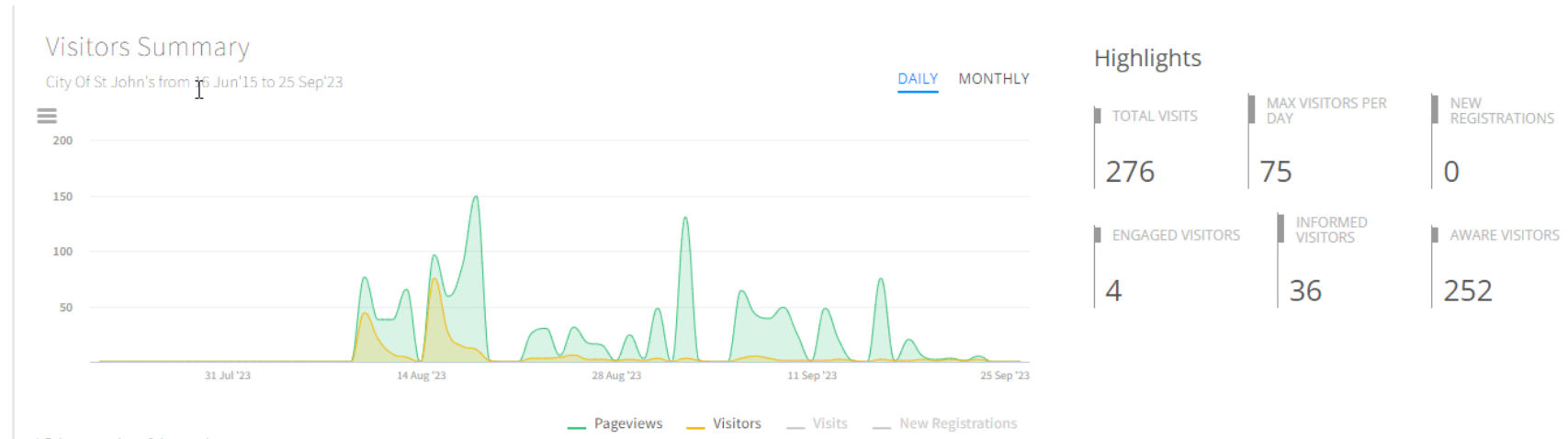
ADJOURNMENT

The meeting adjourned at 7:46 pm.

Planning St. John's: 369 Blackmarsh Rd

Engage!
St. John's

(insert visual of visitors)



Types of Visitors:

- Pageviews – the total number of times a page is loaded
- Visits – the number of unique visits by an individual
- Aware – visited at least one page
- Informed – has taken the “next step” from being aware and clicked on something
- Engaged – has contributed to a tool (e.g. survey, comment, question)

Comments

Survey Response	
Your comments(deleted)	What is your overall feedback of this application?(deleted)
I'm in favour of increasing housing density, and this project will do that.	Support
let 'em build	Support
Rezoning this land is a great idea. I'm fully in support of more dense housing being built. Concentrating city services such as sewage and waste collection within a smaller area per person saves all residents money and hassle.	Support
It appears to be adjacent to residential area and so will fit in with existing zoning.	Support

Stacey Baird

From: Christine R. Carter
Sent: Tuesday, September 5, 2023 4:00 PM
To: Stacey Baird; Karen Chafe
Subject: FW: (EXT) 369 Blackmarsh Road

-----Original Message-----

From: Planning <planning@stjohns.ca>
Sent: Tuesday, September 5, 2023 3:12 PM
To: City Clerk <cityclerkdept@stjohns.ca>
Subject: FW: (EXT) 369 Blackmarsh Road

-----Original Message-----

From: [REDACTED]
Sent: Tuesday, September 5, 2023 3:07 PM
To: Planning <planning@stjohns.ca>
Subject: (EXT) 369 Blackmarsh Road

I live close by and am objecting to the rezoning of 369 Blackmarsh Rd to R3 since it will set a precedent for crowding of buildings on lot 363, which is nearby and on which there is a proposal for development.

I wish to remain anonymous. Thank you.

Karen Chafe

From: Ann-Marie Cashin
Sent: Thursday, September 7, 2023 12:30 PM
To: CityClerk
Subject: FW: (EXT) Re: 369 Blackmarsh Road [REZ2300001] Proposed Development Concerns/ Suggestions

From: [REDACTED]
Sent: Thursday, September 7, 2023 12:04 PM
To: Ann-Marie Cashin <acashin@stjohns.ca>
Cc: Planning <planning@stjohns.ca>; Jamie Korab <jkorab@stjohns.ca>; Sheilagh O'Leary <soleary@stjohns.ca>; Mayor <mayor@stjohns.ca>; Ryan Clarke <rclarke@remaxavalon.ca>
Subject: (EXT) Re: 369 Blackmarsh Road [REZ2300001] Proposed Development Concerns/ Suggestions

To Whom It May Concern:

There are concerns to the proposed development on 369 Blackmarsh Road relating to pending approval for rezoning of this area for a two semi-detached dwelling build, and the separate ongoing application for subdivision development related (behind the remainder of the 369 Blackmarsh Road property). Blackmarsh Road is considered an arterial road due to high traffic volume, and a primary route for Emergency/ Essential services (RNC, Ambulance, Fire Department, etc.) and Metrobus Transit. Based on the current proposed public plan (**Figure 3**) the new access road for the Gulliver Subdivision that will be developed in the remaining area of the 369 Blackmarsh Road property will pose a traffic hazard, disrupt flow of traffic, and snow clearing issues among some of the disadvantages to the residents and those visiting the area.

Please see attached documents (Figures 1, 2, and 3).

Figure 1: Re-zoning proposal added to the Expanded future plans from the Builder

Figure 2: Proposed Alternative Plan

Figure 3: Re-zoning proposal provided to the Public.

It is important to ensure the public, and the city are aware of the future building plans of the builder, as their plans affect this *small* zoning change request quite significantly. Please refer to (**Figure 1**) for a detailed description on potential hazards and disadvantages should the two semi-detached dwelling build proceed.

Points of consideration:

- Southern Metrobus stop would need to be relocated. This Metrobus stop is the most used compared to the ones before and after on this route.
- Limited street parking available on Blackmarsh Road. This section is the only side of the street that has permitted street parking.
- Entrance and Exit design with the median would poses many issues for the new residents (*New resident car estimate: 39 houses and an 18 unit complex - expected number of cars/drivers from this area is estimated at 95 cars using the average number of cars/household in North America of 1.7*):
 - **Snow clearing and resident access during the Winter season:** As a primary route for Emergency/ Essential services and Metrobus Transit, Blackmarsh Road is frequently plowed. The side streets not as often. With this being phase 1 of the subdivision, residents would have no alternative route to enter or exit the street. Gulliver Place is an example where snow clearing is not as frequent and often later in the evening. Residents are often stuck getting access to their street. A few residents on that street have plow attachments for their trucks and will

plow a path for their fellow residents/ neighbours to access their street. A median controlled entrance/exit will limit exit/entrance options from east and west.

- **Median Controlled Entrance/Exit:** While the median control of the entrance/exit of the proposed subdivision is likely intended to increase the safety of drivers due to the blind corners to the east and west on Blackmarsh Rd, there is already a noticeable number of cars performing 3-point and U-Turns on near Gulliver Place. This design would encourage an increase of the occurrence of same as people would want to take the shortest route home instead of going around Captain Whelan Drive to follow flow of traffic. Captain Whelan Drive is under utilized and majority of traffic from Hamlyn Road, Blackmarsh Road Extension and Columbus Drive funnel into this particular section of Blackmarsh Road. Residents approaching the new subdivision from the east would be unable to turn left into the subdivision, likely increasing the incidences of U-turns and 3-point turns.
- **Blindspots:** The drafted location of the new access road next to Civic# 361 B & A is close to the intersection of Gulliver Place & Blackmarsh Road on the opposite side of the street. There are blindspots to the east and west in this area for both vehicles and pedestrians with high traffic flow on this section of Blackmarsh Road.

Please refer to **Figure 2** for a detailed description for a proposed **alternative** to the development on 369 Blackmarsh Road and the ongoing separate application for subdivision development on this property.

Proposed modifications to the Public Proposal and Points of Consideration:

- **Build a detached or semi-detached dwelling between to Civic # 361 B and Civic # 367 Blackmarsh Road** (instead of re-zoning Civic #369). It is already zoned as R2 and a similar build would blend well and enhance the esthetics of the current home designs along this section of Blackmarsh Road. The frontage and lot size would not need to be amended as it is greater than Civic #369.

- **Creating a new access road on Civic # 369 Blackmarsh Road.**

- **Increased Safety for Drivers and Pedestrians:** This will provide drivers and pedestrians unobstructed view of oncoming traffic from Jensen Camp Road and Gulliver Place, as well as vehicles coming upon the apex (slight turns on street/ blindspots). It would be well spaced between the 2 intersections (Jensen Camp Road and Blackmarsh Road/ Gulliver Place and Blackmarsh Road).
- **Median Controlled Entrance/Exit from the Subdivision not required:** The reduction in blind corners is reduced. Left turning traffic could be permitted when approaching from the east on Blackmarsh Rd and creating new traffic hazards could be avoided. This would also improve access for emergency vehicles to the subdivision as they would not be limited on approach direction on Blackmarsh Rd.
- Improved privacy and traffic flow for surrounding residents: Civic # 371 Blackmarsh Road would maintain privacy in their backyard and bedroom window. Civic # 367 Blackmarsh Road has a front yard that will be extended with the new access road/ street. With the addition of a sidewalk and side yard, the resident and city will have more space for snow clearing.
- **Traffic Calming:** creating a new access road on Civic # 369 would help to calm traffic entering and exiting the new street with the L-shape configuration.

- **Parking:** This alternative will also preserve what little street parking is available on Blackmarsh Road.

- **Existing Infrastructure:** Potential use of existing city infrastructure easements (utility, sewer, storm drainage, fire hydrants, etc.) where they are located without having to relocate too much around existing properties.

City Council of St. John's, I appreciate the public notice and voting to hold a public meeting for the residents of the area. It gave us, the city and developers more information and an opportunity to voice our concerns and propose suggestions that would best benefit our community. **Ward Councillor Jamie Korab, Ken O'Brien and Ann-Marie Cashin, can you**

please forward this to other city infrastructure and development departments involved in the planning and oversight of development regulations/ safety.

I look forward to hearing any feedback for this plan and any future proceedings regarding this neighbourhood.

Regards,

[Redacted signature block]

Figure 3:

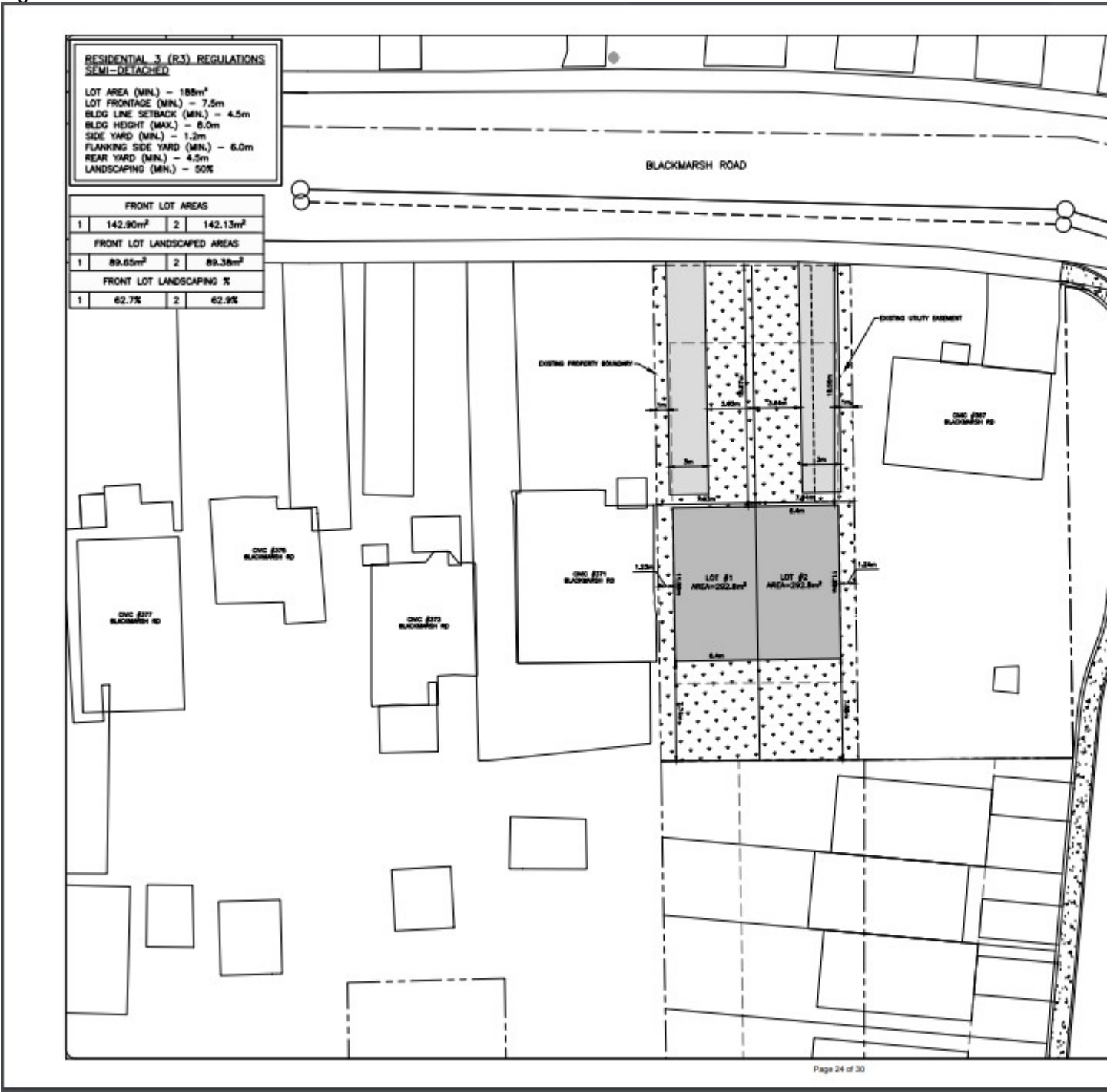
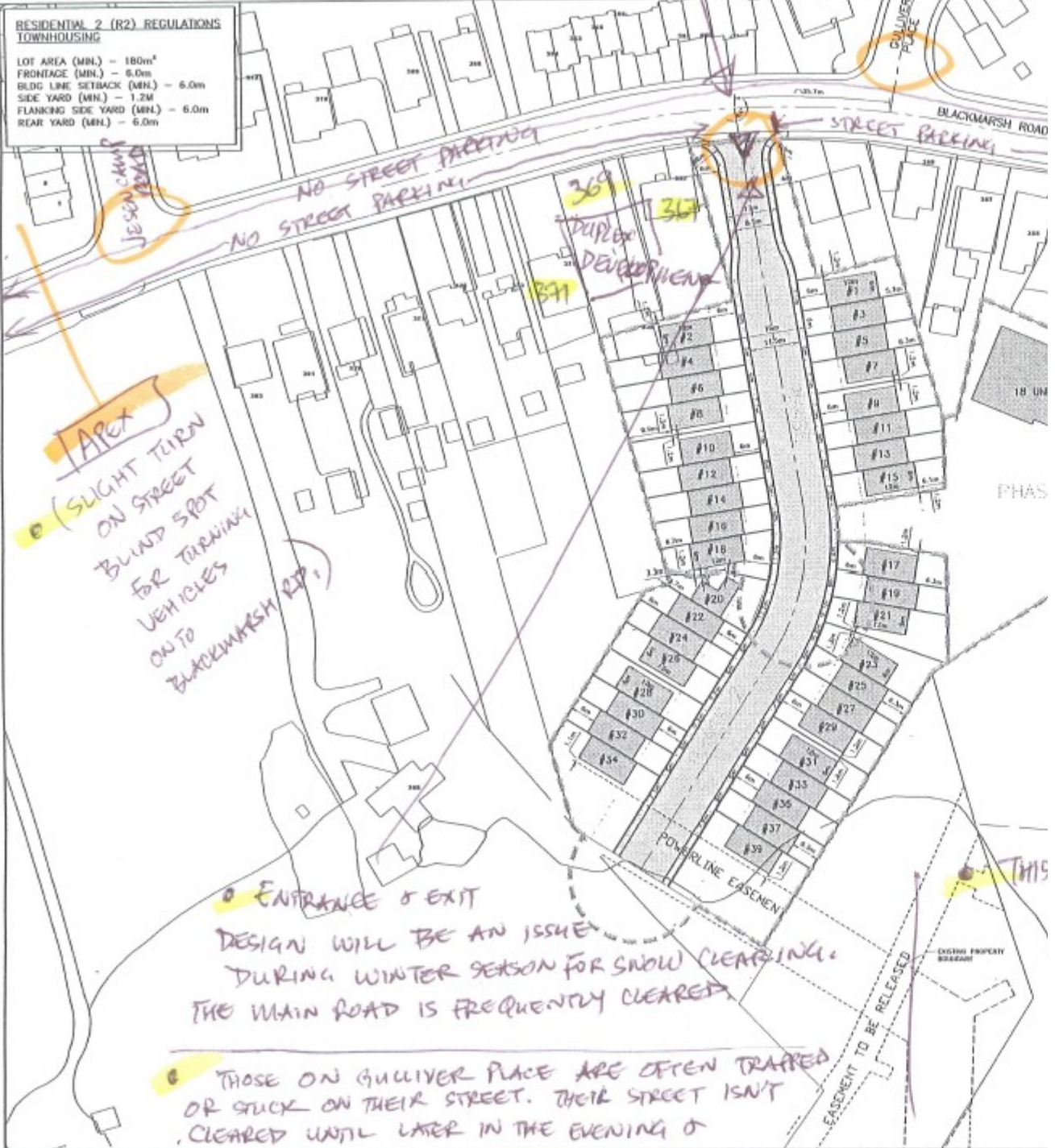


Figure 1:

FIG. 1

CURRENT PROPOSED PLAN

RESIDENTIAL 2 (R2) REGULATIONS TOWNHOUSING	
LOT AREA (MIN.)	- 180m ²
FRONTAGE (MIN.)	- 6.0m
BUILDING SETBACK (MIN.)	- 6.0m
SIDE YARD (MIN.)	- 1.2M
FRONTING SIDE YARD (MIN.)	- 6.0m
REAR YARD (MIN.)	- 6.0m



• THIS ACCESS ROAD IS TOO CLOSE TO GULLIVER & HAS TOO MANY BLIND SPOTS TURN 1 IT IS A TRAFFIC HAZARD WITH HIS ARTERIAL ROAD. EMERGEN AREA. PLACING AN ACC

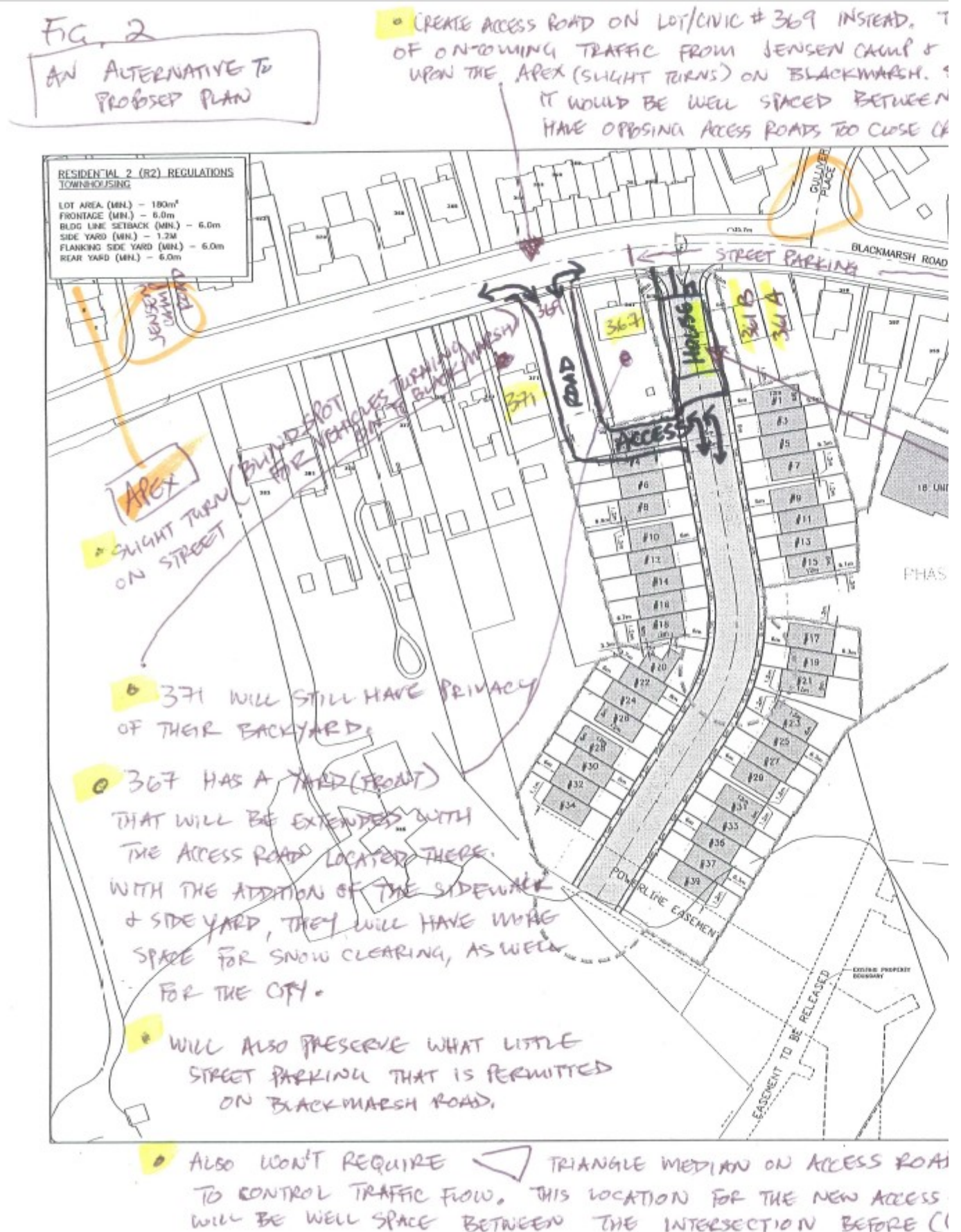
• Apex (SLIGHT TURN ON STREET BLIND SPOT FOR TURNING VEHICLES ONTO BLACKMARSH RD.)

• ENTRANCE & EXIT DESIGN WILL BE AN ISSUE DURING WINTER SEASON FOR SNOW CLEARING. THE MAIN ROAD IS FREQUENTLY CLEARED.

• THOSE ON GULLIVER PLACE ARE OFTEN TRAPPED OR STUCK ON THEIR STREET. THEIR STREET ISN'T CLEARED UNTIL LATER IN THE EVENING &

A FEW RESIDENTS ON THAT STREET CLEAR A PATH ON THE ROAD FOR PEOPLE/OTHER RESIDENTS TO GET IN & OUT OF THEIR STREET.

Figure 2:



DECISION/DIRECTION NOTE

Title: Text Amendment – Unserviced Accessory Building – REZ2300007 Adoption

Date Prepared: September 27, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Ian Froude, Planning

Ward: N/A

Decision/Direction Required:

That Council adopt Envision St. John's Development Regulations Amendment No. 25, 2023, that will remove the 6-metre setback requirement for accessory buildings in unserviced areas of St. John's.

Discussion – Background and Current Status:

Section 6.2.4(2) of the Envision St. John's Development Regulations requires accessory buildings located in unserviced areas (areas without municipal water services) to be located a minimum of 6 metres from any lot line. This requirement used to exist for both houses and accessory buildings. However, during the review of the Envision St. John's Municipal Plan and Development Regulations, the requirement was removed for houses. It is now proposed to remove this requirement for accessory buildings. Both the Fire Department and the Inspection Services Division agree with this change. Since this standard was put in place, the Fire Department has acquired tanker trucks that help with fire fighting in unserviced areas.

It is proposed to amend section 6.2.4 of the Development Regulations as follows:

6.2.4 Accessory Building Location

~~(1)~~ Accessory Buildings shall be:

- (a) located in Rear and Side Yards and shall be located behind the Building Line;
- (b) located a minimum of 1.2 metres from any Lot Line;
- (c) located a minimum of 2.4 metres from any other Building on the Lot; and
- (d) located a minimum of 3.0 metres from a street right of way, subject to Section 7.2.3 (Corner Lots and Yards Abutting a Street). (2022-05-27)

~~(2) Notwithstanding Subsection (1), where an Accessory Building is located in an area without municipal water services, it shall be located a minimum of 6 metres from any Lot Line.~~

ST. JOHN'S

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Residents and property owners in unserved areas; the St. John's Regional Fire Department; City's Inspection Services Division; and the NL Home Builders Association.
3. Alignment with Strategic Directions:

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

An Effective City: Ensure accountability and good governance through transparent and open decision making.
4. Alignment with Adopted Plans: Envision St. John's Municipal Plan.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: An amendment to the Envision St. John's Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Publicly advertised as per the Envision St. John's Development Regulations. One submission in support was received.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council adopt Envision St. John's Development Regulations Amendment Number 25, 2023, to remove the 6-metre setback requirement for accessory buildings in unserved areas.

Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage

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

Report Approval Details

Document Title:	Text Amendment - Unserviced Accessory Building - REZ2300007 - Adoption.docx
Attachments:	- DR Amend No. 25, 2023 - Unserviced Accessory Buildings - TEXT (LJR).pdf
Final Approval Date:	Sep 27, 2023

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

Ken O'Brien - Sep 27, 2023 - 4:02 PM

No Signature - Task assigned to Jason Sinyard was completed by delegate Kevin Breen

Jason Sinyard - Sep 27, 2023 - 5:08 PM

City of St. John's Development Regulations, 2021

St. John's Development Regulations Amendment Number 25, 2023

**Text amendment to remove 6 metre setback for accessory buildings
in unserviced areas.**

September 2023



URBAN AND RURAL PLANNING ACT, 2000

RESOLUTION TO ADOPT

CITY OF ST. JOHN'S Development Regulations, 2021

Amendment Number 25, 2023

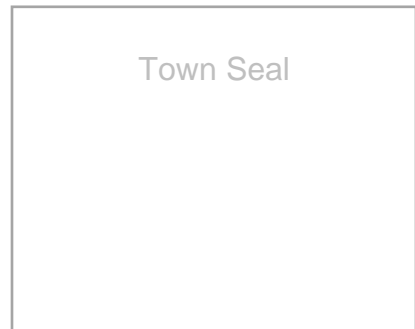
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 25, 2023.

Adopted by the City Council of St. John's on the 3rd day of October, 2023.

Signed and sealed this ____ day of _____.

Mayor: _____

Clerk: _____



Canadian Institute of Planners Certification

I certify that the attached City of St. John's Development Regulations Amendment Number 25, 2023 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

MCIP/FCIP: _____



Development Regulations/Amendment	
REGISTERED	
Number	_____
Date	_____
Signature	_____

CITY OF ST. JOHN'S

Development Regulations Amendment Number 25, 2023

BACKGROUND AND ANALYSIS

Section 6.2.4(2) of the Envision St. John's Development Regulations requires accessory buildings located in unserviced areas (areas without municipal water services) to be located a minimum of 6 metres from any lot line. This standard was put in place to ensure adequate building separation for fire safety reasons.

This requirement used to exist for both houses and accessory buildings. However, during the review of the Envision St. John's Municipal Plan and Development Regulations, the requirement was removed for houses. It is now proposed to remove this requirement for accessory buildings. Both the Fire Department and the Inspection Services Division agree with this change.

Removing the 6 metre setback requirement is also meant to bring the Envision St. John's Development Regulations in line with the practical application of the standard.

This change is reflective of the Envision St. John's Municipal Plan policy 7.10.1 Emergency Services, which states:

Encourage that new development and redevelopment in St. John's be done in a manner that provides access to emergency services, including the provision of adequate water for fire suppression.

PUBLIC CONSULTATION

The proposed amendment was advertised on three occasions in The Telegram newspaper on September 9, September 16, and September 23, 2023. A notice of the amendment was also posted on the City's website and the Planning Engage Page. One submission in support of the proposed amendment was received by the City Clerk's Office.

ST. JOHN'S URBAN REGION REGIONAL PLAN

The proposed amendment is in line with the St. John's Urban Region Regional Plan. An amendment to the St. John's Urban Region Regional Plan would not be required to change the location of accessory buildings in unserviced areas of St. John's.

ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 25, 2023

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

- 1) Repealing section 6.2.4 (2) regarding unserviced accessory buildings which states:**

"6.2.4 Accessory Building Location

(2) Notwithstanding Subsection (1), where an Accessory Building is located in an area without municipal water services, it shall be located a minimum of 6 metres from any Lot Line."

and renumbering the remaining section.

Karen Chafe

From: [REDACTED]
Sent: Thursday, September 7, 2023 2:16 PM
To: CityClerk
Subject: (EXT) 6 meter setback for accessory buildings

I think it is a good idea to get rid of the 6 meters bylaw.

DECISION/DIRECTION NOTE

Title: 7 Garrison Hill – Designated Heritage Building – REN2300433

Date Prepared: September 25, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: Ward 2

Decision/Direction Required:

To approve exterior renovations to 7 Garrison Hill (Howard House), a designated Heritage Building.

Discussion – Background and Current Status:

The subject property is located within the Institutional District of the Envision St. John's Municipal Plan, is zoned Institutional Downtown (INST-DT), is located within Heritage Area 1, and is a designated Heritage Building. The building is also designated by the Province as a Registered Heritage Structure. Heritage NL has no concerns with the proposal. A location map and the City's heritage statement of significance are attached.

Any exterior alterations to a designated Heritage Building require Council approval. At its May 13, 2019 regular meeting, Council directed that minor maintenance applications for designated Heritage Buildings can be sent directly to Council for approval, without referral to the City's Built Heritage Experts Panel.

In general, the application proposes the following exterior alterations:

1. Repair/replace window sashes on window 1F2 and 1F5.
2. Repair/replace windowsills on window 1F2 and 1F5.
3. Repair/replace the sill band.
4. Paint the repaired or replaced areas to match the existing colour scheme.

The detailed application is attached for approval.

From the City's Heritage Design Standards:

Building Trims Style and Materials – Original trims to be maintained. Trims shall be compatible with the building's architectural characteristics.

Window Replacements – All window replacements shall be restored/returned in keeping with the window style and window configuration of the building's architectural characteristics.

ST. JOHN'S

Window Trim Style and Materials – Window trims shall be compatible with the building's architectural characteristics. Materials may include wood, stone brick, the building's original material, or material otherwise approved by Council

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner; 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.

An Effective City: Ensure accountability and good governance through transparent and open decision making.

4. Alignment with Adopted Plans: St. John's Heritage By-Law.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: In line with the City's Heritage Design Standards.
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 exterior alterations, as proposed, to 7 Garrison Hill, a designated Heritage Building.

Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage

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

Report Approval Details

Document Title:	7 Garrison Hill - Designated Heritage Building - REN2300433.docx
Attachments:	- 7 Garrison Hill - Howard House - Proposed Exterior Work.pdf - Howard House - Statement of Significance.pdf - Location Map.pdf
Final Approval Date:	Sep 28, 2023

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

Ken O'Brien - Sep 27, 2023 - 4:09 PM

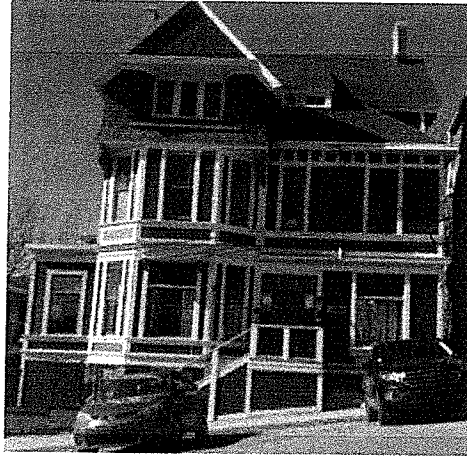
No Signature - Task assigned to Jason Sinyard was completed by workflow administrator Karen Chafe

Jason Sinyard - Sep 28, 2023 - 1:50 PM

Hammond Woodwork

(709) 690-5520

Based on site visits and conversations with Executive Director, Cindy Murphy, we are offering this evaluation of and proposal for the restoration of certain areas of the exterior of Howard House, located at 7 Garrison Hill, St. John's, Newfoundland and Labrador.



The areas covered by this proposal are two first floor windows, one to the left of the door and one to the right. In the designation of the window locations used below (1F2 and 1F5) refers to the floor on which the window is located (1 = first floor), the façade of the building (F=front, L=left, B=back and R=right) and the order of the window from left to right. Thus, 1F5 is the fifth window from the left on the first-floor front of the building.

Condition in the Work Area

Window 1F2



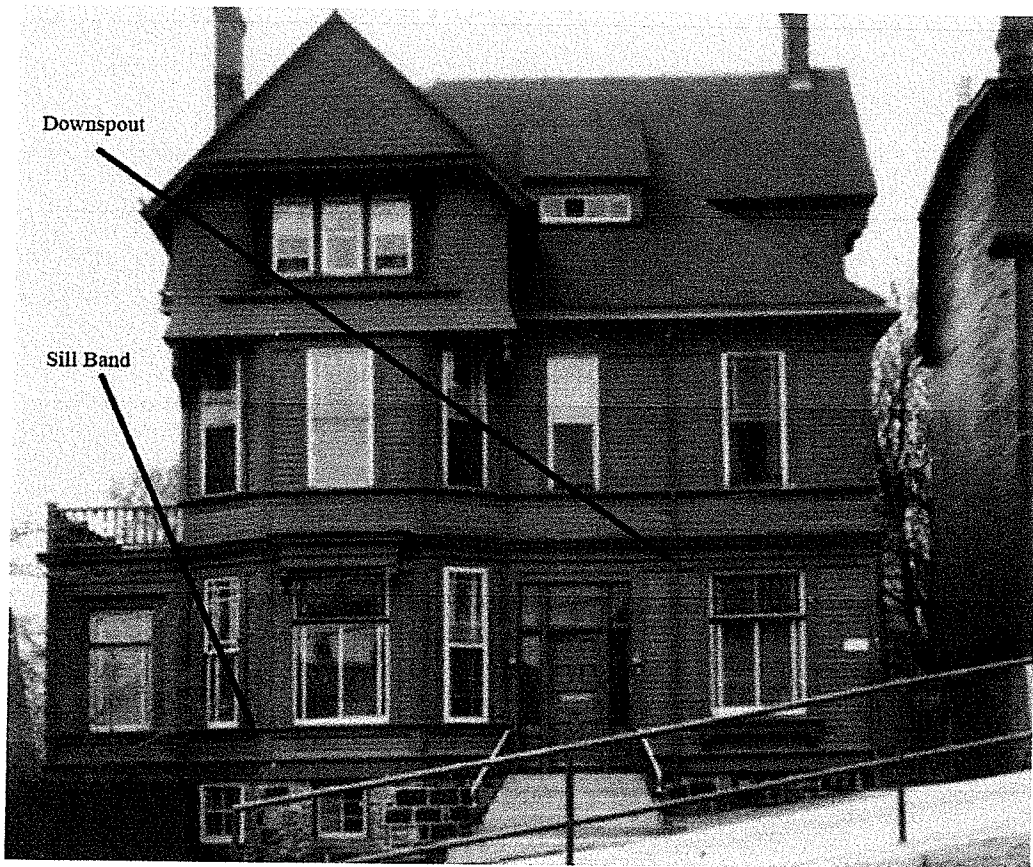
The two sashes: the 13-lite upper and the single light lower, need re-glazing and exterior painting. There is no apparent damage to the sash that will need repair. The interior finish is clear and has a fine patina that may be original to the sash. Care will be taken to preserve this finish.

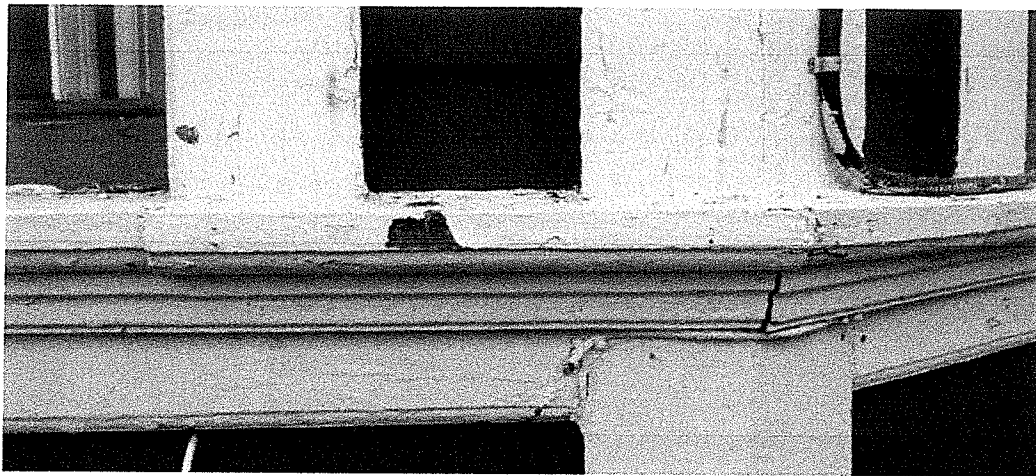
The windowsill is covered with sheet aluminum and its condition is unknown. The metal is not sealed to the sill and appears to be of relatively recent installation.

One of the features of the Queen Anne style of houses is a continuation of the windowsills and the moldings beneath around the building as a sill band. See the photo of the house in 1971 to see the continuous sill band.

In the case of 1F2 and 1F3, the sill band has been removed and improperly reinstalled allowing moisture to enter the band causing misalignment, paint failure and other damage. The condition of the sill beneath the sheet metal and the structure behind the sill band is not known. Unforeseen conditions will be repaired using the least invasive techniques possible.

The exterior window jambs, sill, stops and vertical trim need proper preparation and painting.





Note the misalignment of the sill band between windows 1F2 and 1F3, and the open gap in the miter at the corner allowing water to enter.

Window 1F5



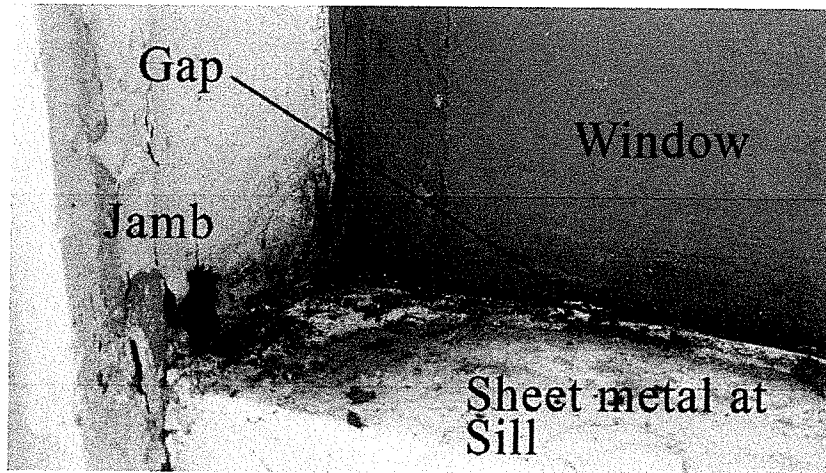
The plate glass below and stained glass above are in one fixed sash and need re-glazing and exterior painting. The glazing of the lower sash is a combination of tiny wooden stops and typical glazing compound. There is no apparent damage to the sash that will need repair. The interior finish is clear and has a fine patina that may be original to the sash. Care will be taken to preserve this finish. I believe it is best to reglaze the sash in situ as removal would be dangerous and costly.

The exterior window jambs, sill, stops and vertical trim need proper preparation and painting. There is a mid-rail decorated with egg and dart carving that shows no sign of peeling paint. I did not see the condition of the top of this mid-rail. There was a dense growth of moss where the sash sits on the sill; that moss has been removed. The sash sits on a windowsill that is covered with a layer of galvanized sheet metal. There is no indication that there is extensive rot on the windowsill. There is a gap of less than $\frac{1}{4}$ inch between the bottom rail of the sash and the start of the metal on the windowsill. I probed this area with a knife and found good resistance indicating no deep rot in this gap. The metal covering the windowsill is tight against the jamb. I probed the jamb next to the metal and found some slight softness in this area.

There is a shelf feature below the windowsill supported by two corbels which sit on the water table. The top of the shelf is covered with sheet metal similar to that of the windowsill. The metal is nailed to the shelf on the front and sides. There is a quarter round molding between the front face of the windowsill and the top of the shelf that covers the joint between the two sheet metal coverings. The condition of the shelf structure below the window is poor upon first glance. The side pieces of the large bed molding are loose and rotted, but the front appears sound. The corbels supporting the shelf are loose.



Moss on window sill.



Shelf feature below 1F5

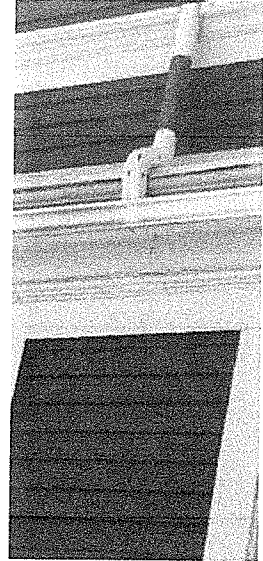
Ceiling Leak Issue

We were shown a leak in the ceiling of the front right office (the room of window 1F5). The leak was inactive and has been for some time. It was assumed that the water came from the window above (2F5)

After closely examining the exterior, I concluded that rather than the window, the ceiling leak came from a leaking downspout at the level of the first-floor ceiling. The location of the ceiling damage is exactly at the level where the downspout was re-routed into a new aluminum gutter at the first-floor level. I believe that the addition of the gutter at the first-floor level eliminated the leak that caused the damage to the ceiling.

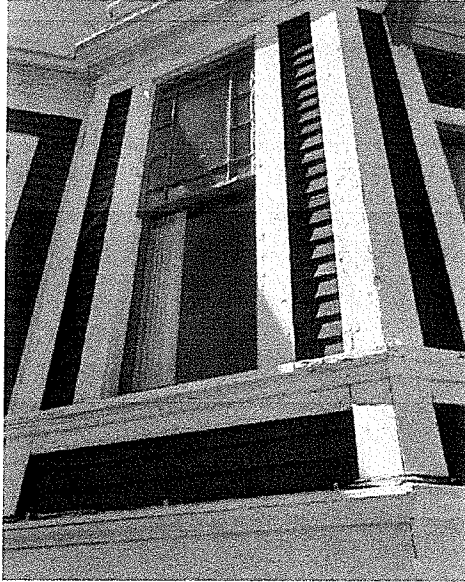
Before the aluminum gutters were added at both the roof and first-floor levels, wooden gutters at the roof level drained to the ground via a straight downspout as shown in this photo of the house taken in 1971 shown above. I believe that a leak developed in the downspout at the level of the first floor causing damage to the ceiling and the aluminum gutters solved the leaking problem when they were installed.

There is currently a small hole in this aluminum gutter which is dripping where the downspout from the roof empties into it.



Proposed Work

Window 1F2



We will:

Window Sashes

Remove upper and lower sash from window at the 1F2 location and install temporary plywood panel in the open window and transport the sashes to the shop.

Remove the glazing in upper and lower sashes

Remove all the glass panes and prepare the woodwork for reinstallation of same

Reinstall the glass panes on new beds of glazing compound and glaze the outer surface with new glazing compound

Prepare the exterior wood surfaces of the sashes, prime and finish paint them with paint color to match the existing

Remove the temporary plywood panels and reinstall the sashes.

Windowsill

Remove sheet metal covering windowsill and evaluate condition of sill at 1F2, then choose an appropriate plan of action to restore this windowsill.

This bid allows for epoxy consolidation, epoxy patching or small wood replacement using a "dutch"-patch for windowsills at windows 1F2, 1F3 and 1F4. Replacement of the sill, if it is required, will require a signed change order and will result in an extra charge.

Sill Band

We will carefully remove all the sill band moldings from the inside corner to the left of 1F2 to the left casing at the entry door (approx 12 feet) and prepare area behind sill band for installation of new or existing moldings.

The sill band consists of a square portion with a top bevel connecting the various windowsills, a continuous quarter round or ovolo molding below the continuous windowsill and a profiled molding below the quarter round.

We will reuse those portions of the sill band that are usable and replace the other parts with new moldings with identical profiles to the extent described above

Painting

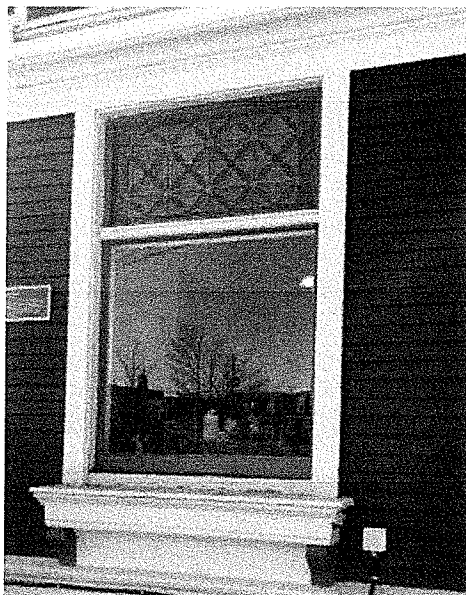
Prepare and prime sill band, windowsill, window jambs and vertical window casing for finish painting. Paint above with colors to match existing.

Miscellaneous

All set up, clean up, and breakdown of tools and materials is included in this price.

Small, additional tasks to create a complete job according to the scope of the work are included.

Window 1F5



We will:

Fixed Window Sash

Restore the plate glass lower and stained glass upper portion of the sash with the window and glass in place.

Remove the existing wooden stops and glazing compound on the plate glass lower and stained-glass upper portion of the sash and replaced with new, linseed-oil based, traditional glazing materials.

Sheet Metal Covering the Windowsill and Shelf

It is our plan not to remove the sheet metal covering the sill or the shelf at this time.

Inject a penetrating epoxy in the small gap between the sash bottom rail and the sheet metal to harden and rot-proof the wood and treat the portion of the jamb adjacent to the metal with the same epoxy.

Caulk the gap between the window sash and the sheet metal with latex caulking in preparation for painting.

Painting

Prepare and prime sheet metal covering windowsill and shelf, window jambs and vertical window casing for finish painting.

Paint above with colors to match existing.

Shelf Feature

It is not our plan to rebuild the shelf feature below the 1F5 window at this time.

Ceiling Leak Issue

No work involving the ceiling leak issue in the room behind 1F5 or any work to the gutters or downspouts is included in this proposal.

Cost of the Work

The cost of the work as described above will be \$6,700.00 (six thousand, seven hundred dollars). including HST.

Statement of Significance



7 Garrison Hill - Howard House

Formal Recognition Type

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

Description of Historic Place

Howard House is a large, wooden, four-storey Queen Anne Revival style house. Located in the middle of the St. John's Ecclesiastical District, this house is surrounded by imposing and historic buildings of all kinds and on all sides. Number seven can be found at the base of a narrow, steep one-way street known as Garrison Hill, and the property extends southward to a large green area with mature trees, surrounded by a wrought iron fence. The designation includes the building, the garden, fence and mature trees on the lot.

Heritage Value

Howard House has been designated a Municipal Heritage Building because of its historic, architectural and environmental values.

Historically, Howard House is significant because of its associations with both the Parker Family and the Roman Catholic Episcopal Corporation. Built in the years immediately following the Great Fire of 1892, the building now called Howard House originally served as a private home for the wealthy Parker family. James Parker, who was the senior partner in the shoe company called Parker and Monroe, built the house in 1892. The company's factory on Alexander Street made 100,000 pairs of boots and shoes a year at that time, most of which were sold to Newfoundlanders. After the passing of James Parker, the house became the property of his daughter Margaret, who promptly sold it to the Roman Catholic Episcopal Corporation. In 1954, the house became the first Newfoundland convent for the Sisters of Service who also operated it as a hostel for young women who came to St. John's to work. Its role as a youth hostel for young women is reflective of a time when the young women in Newfoundland's outports were expected to leave home and live independently in larger urban centers in efforts to earn money in aid of their families.

Architecturally, Howard House is significant because it is one of the last original, single-

dwelling mansions still remaining in historic downtown St. John's. Built in the Queen Anne Revival style, this house boasts an ornate roofline and a number of decorative stained-glass windows. Also in keeping with the Queen Anne Revival style is the multi-textured finish on the house of narrow clapboard on the bottom with scalloped cedar shingles in the pediments. A pair of sidelights flank either side of the main doorway while a large transom window sits above it, creating a clean, yet elegant, entranceway. Thick moulding surrounds each of the doors and windows and, at various points on the house, there are original oversized eaves brackets, all adding to the grand nature of the structure. At the time of its construction, the considerable dimensions of this house, in addition to its detailing, signaled to the residents of St. John's that the owner was of high status both socially and financially.

Environmentally, the Howard house is significant because of both the land on which it sits and the iron fencing surrounding the property. Unlike many of the downtown properties, the Howard House still retains its large lot, complete with mature trees and plants. Located on the corner of Queen's Road and Garrison Hill, the house is highly visible and a recognizable downtown landmark within the historic ecclesiastical district. Located along the edge of the property is a stone retaining wall and iron fencing. This feature of the house is possibly its most significant because it is the only house in downtown St. John's with this particular style of fencing.

Source: City of St. John's Meeting held 2005/02/14

Character Defining Elements

All elements of the building's Queen Anne style of architecture, including:

- the ornate multi-gabled roof;
- pediments with scalloped shingles,
- two-storey bay;
- all original windows and doors;
- original stained-glass windows;
- eaves detailing including oversized eaves brackets;
- moulded trim along windows and doors;
- location and size of shed dormer;
- location of window and door openings;
- base panelling on front facade; and,
- location, orientation and dimensions of house.

All elements that contribute to the building's environmental value, including:

- garden and mature trees;
- original stone retaining wall on the property; and
- original iron fencing surrounding the property.

Notes of Interest

There are stained-glass windows throughout the house. Fencing surrounding property is unique, found nowhere else downtown.

Location and History

Community	St. John's
Municipality	City of St. John's
Civic Address	7 Garrison Hill
Construction	1892 - 1892
Style	Queen Anne
Building Plan	Rectangular Short Façade
Website Link	http://www.johnhowardnl.ca/hh/hh.HTM

Additional Photos:



7 Garrison Hill (Howard House)
Heritage Area 1

