

ST. JOHN'S

Regular Meeting - City Council Agenda

October 17, 2023

3:00 p.m.

4th Floor City Hall

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15. OTHER BUSINESS

16. ACTION ITEMS RAISED BY COUNCIL

17. ADJOURNMENT

Proclamation

International Credit Union Day October 19, 2023

WHEREAS: Credit unions are financial cooperatives, democratically owned and operated, and founded by people working together toward economic advancement; and

WHEREAS: Credit unions embrace a “people helping people” philosophy through the pooling of personal resources and leadership abilities for the good of the cooperative, empowering members to improve their financial futures and uniting to help those in need; and

WHEREAS: Credit unions empower people to improve their economic situations in 118 nations around the world at more than 87,000 credit unions that serve the financial needs of the 393 million members, including more than 20,000 NLCU members in Newfoundland and Labrador; and

WHEREAS: Credit unions are developing strong alliances that make financial democracy possible in many countries throughout the world.

THEREFORE: I, Mayor Danny Breen, do hereby proclaim October 19, 2023, as International Credit Union Day in the City of St. John's.

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

Danny Breen, Mayor

ST. JOHN'S

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

October 3, 2023, 3:00 p.m.

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

Regrets: Councillor Maggie Burton
Councillor Carl Ridgeley

Staff: Kevin Breen, City Manager
Tanya Haywood, Deputy City Manager of Community Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Ken O'Brien, Chief Municipal Planner
Karen Chafe, City Clerk
Erin Skinner, Manager of Communications (Acting)
Christine Carter, Legislative Assistant

Land Acknowledgement

The following statement was read into the record:

“We respectfully acknowledge the Province of Newfoundland & Labrador, of which the City of St. John’s is the capital City, as the ancestral homelands of the Beothuk. Today, these lands are home to a diverse population of Indigenous and other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Mi’kmaq, Innu, Inuit, and Southern Inuit of this Province.”

1. CALL TO ORDER

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

2. PROCLAMATIONS/PRESENTATIONS

2.1 Circular Economy Month

2.2 Disability Employment Awareness Month

2.3 National Breastfeeding Week

2.4 Seniors Day

2.5 International Walk and Wheel to School Month

3. APPROVAL OF THE AGENDA

3.1 Adoption of Agenda

SJMC-R-2023-10-03/426

Moved By Councillor Hanlon

Seconded By Deputy Mayor O'Leary

That the Agenda be adopted as presented.

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

MOTION CARRIED (9 to 0)

4. ADOPTION OF THE MINUTES

4.1 Adoption of Minutes - September 19th, 2023

SJMC-R-2023-10-03/427

Moved By Councillor Bruce

Seconded By Councillor Froude

That the minutes of September 19, 2023, be accepted as presented.

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

MOTION CARRIED (9 to 0)

5. BUSINESS ARISING FROM THE MINUTES

5.1 Councillor Code of Conduct (Amendment No. 1-2023) By-Law

Notice of Motion given by Councillor Ellsworth at the September 19th Regular Council Meeting

SJMC-R-2023-10-03/428

Moved By Councillor Ellsworth

Seconded By Councillor Froude

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.

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".

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

MOTION CARRIED (9 to 0)

6. DEVELOPMENT APPLICATIONS

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

Members of Council discussed the recommendation to deny parking relief at 126 Empire Avenue for an additional unit in an Apartment Building.

Councillors expressed their opposition to the recommendation, citing that there may not be a need for additional parking at this location as it is a very close and walkable distance to the university, close to grocery and other retail stores, on a bus route and it will be on a Shared Use Path once it is completed.

The City's role in this housing crisis and the need to remove barriers that may be in the way of increasing housing and rental unit accommodations was also discussed.

It was agreed that a discussion needs to be held on the process of determining parking relief and how the recommendations are determined.

SJMC-R-2023-10-03/429

Moved By Councillor Korab

Seconded By Councillor Hanlon

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.

For (1): Councillor Korab

Against (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, and Councillor Froude

MOTION LOST (1 to 8)

SJMC-R-2023-10-03/430

Moved By Councillor Froude

Seconded By Councillor Ellsworth

That Council approve the parking relief for 126 Empire Avenue.

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

Against (1): Councillor Korab

MOTION CARRIED (8 to 1)

6.2 Notices Published – 60 Margaret's Place– DEV2200096

SJMC-R-2023-10-03/431

Moved By Councillor Korab

Seconded By Deputy Mayor O'Leary

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.

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

MOTION CARRIED (9 to 0)

6.3 Notices Published - 479 Empire Avenue – DEV2300109SJMC-R-2023-10-03/432**Moved By** Councillor Korab**Seconded By** Councillor Ellsworth

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.

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

MOTION CARRIED (9 to 0)

7. RATIFICATION OF EPOLLS**7.1 Intermittent Overnight Construction – National War Memorial Project**

Councillor Ravencroft noted her opposition to this due to the effects it is having on residents and businesses in the area.

Councillor Ellsworth called a point of order , questioning why Council has to vote a second time on an e-poll already approved.

The City Clerk advised that all e-polls have to be publicly ratified by Council for the purpose of transparency. Should a member of Council subsequently vote against an e-poll already approved by majority vote, that Councillor may move to reconsider the approval at the end of the meeting. However, such a motion would be out of order if action has already been taken on the e-poll.

SJMC-R-2023-10-03/433**Moved By** Councillor Hickman**Seconded By** Councillor Bruce

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 nighttime, the contractor will be informed that nighttime construction activities will be no longer permitted.

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

Against (1): Councillor Ravencroft

MOTION CARRIED (8 to 1)

8. COMMITTEE REPORTS

9. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)

9.1 Development Permits List September 14 - 27, 2023

10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)

10.1 Building Permits List

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

11.1 Weekly Payment Vouchers for Week Ending September 20, 2023

SJMC-R-2023-10-03/434

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That the weekly payment vouchers, for the week ending, September 20, 2023, in the amount of \$7,122,839.22 be approved as presented.

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

MOTION CARRIED (9 to 0)

11.2 Weekly Payment Vouchers Week Ending September 27, 2023

SJMC-R-2023-10-03/435

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

That the weekly payment vouchers, for the week ending, September 27, 2023, in the amount of \$ 7,573,657.54 be approved as presented.

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

MOTION CARRIED (9 to 0)

12. TENDERS/RFPS

12.1 2023116 – Inspection, Maintenance and Servicing of HVAC Equipment

SJMC-R-2023-10-03/436

Moved By Councillor Hickman

Seconded By Deputy Mayor O'Leary

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.

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

MOTION CARRIED (9 to 0)

12.2 2023122 - Employee and Family Assistance Program

SJMC-R-2023-10-03/437

Moved By Councillor Ellsworth

Seconded By Councillor Froude

THAT Council approve Telus Health as the City's Employee and Family Assistance Program provider.

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

MOTION CARRIED (9 to 0)

12.3 2023138 - Supply and Delivery of Tires

SJMC-R-2023-10-03/438

Moved By Councillor Ellsworth

Seconded By Councillor Hanlon

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.

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

MOTION CARRIED (9 to 0)

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14. OTHER BUSINESS

14.1 Poet Laureate Appointment

SJMC-R-2023-10-03/439

Moved By Deputy Mayor O'Leary

Seconded By Councillor Hanlon

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

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

MOTION CARRIED (9 to 0)

14.2 SERC - Fall Events 2023 - 3

SJMC-R-2023-10-03/440

Moved By Councillor Hanlon

Seconded By Councillor Bruce

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

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

MOTION CARRIED (9 to 0)

14.3 Updated Policy and Procedures for Civil Marriage Ceremonies

SJMC-R-2023-10-03/441

Moved By Deputy Mayor O'Leary

Seconded By Councillor Hanlon

That the Mayor is not in a conflict of interest on this matter.

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

Abstain (1): Mayor Breen

MOTION CARRIED (8 to 0)

SJMC-R-2023-10-03/442

Moved By Councillor Ellsworth

Seconded By Councillor Froude

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

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

MOTION CARRIED (9 to 0)

14.4 Youth Engagement Working Group – Approval of New Member

SJMC-R-2023-10-03/443

Moved By Councillor Bruce

Seconded By Councillor Ellsworth

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

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

MOTION CARRIED (9 to 0)

14.5 Building Safer Communities Steering Committee Membership

Councillor Ellsworth reviewed the Decision Note with Council regarding the recommended organizations, individual residents, Provincial Government departments, agencies, and the provincial health authority representatives to sit on the Building Safer Communities Steering Committee.

Deputy Mayor O'Leary added that she is pleased to see the recommendations and selection for the Building Safer Communities Steering Committee as it is a great representation from community which is needed to problem solve and to build safer communities.

Deputy Mayor O'Leary also advised that in her role on the national Board of the Federation of Canadian Municipalities, she has been appointed to the Community Safety and Crime Prevention Committee and is a member of the Standing Committee on Social Economic Development. In her capacity, she advised that she would bring forward the recommendations from the Building Safer Communities Steering Committee to the national level as well.

Councillor Ellsworth offered his compliments to the Mayor and Staff on their work, the inclusion process used, and the individuals, groups and organizations selected, as this will ensure a successful process is in place to work with other levels of Government on this initiative.

SJMC-R-2023-10-03/444

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

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

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

Abstain (1): Councillor Froude

MOTION CARRIED (8 to 0)

14.6 369 Blackmarsh Road – Adoption – REZ2300001

SJMC-R-2023-10-03/445

Moved By Councillor Froude

Seconded By Councillor Bruce

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.

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

MOTION CARRIED (9 to 0)

**14.7 Text Amendment – Unserviced Accessory Building – REZ2300007
Adoption**

SJMC-R-2023-10-03/446

Moved By Councillor Froude

Seconded By Councillor Ellsworth

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

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

MOTION CARRIED (9 to 0)

14.8 7 Garrison Hill – Designated Heritage Building – REN2300433

SJMC-R-2023-10-03/447

Moved By Councillor Froude

Seconded By Deputy Mayor O'Leary

That Council approve exterior alterations, as proposed, to 7 Garrison Hill, a designated Heritage Building.

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

MOTION CARRIED (9 to 0)

15. ACTION ITEMS RAISED BY COUNCIL

16. ADJOURNMENT

There being no further business, the meeting adjourned at 4:20 pm.

MAYOR

CITY CLERK

DECISION/DIRECTION NOTE

Title: Request to Set Parking for Emergency Shelter Use – 170 Military Road – DEV2300125

Date Prepared: October 11, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 2

Decision/Direction Required:

Request to set the parking requirement for the proposed expansion of an emergency shelter at 168-170 Military Road for The Gathering Place.

Discussion – Background and Current Status:

An application was submitted to expand the emergency shelter use at 168-170 Military Road. The proposed shelter is a permitted use in the Institutional Zone; parking requirements for Institutional Uses shall be determined by Council as per Section 8.3 of the Envision St. John's Development Regulations.

Parking for the original emergency shelter conversion in 2020 was set at 6 parking spaces, which existed on site, plus a parking agreement with the Basilica for an additional 4 spaces to accommodate 12 staff. With the proposed expansion of the shelter, 16 staff are required with a maximum of 10 staff on site at any time. Based on the urgent nature of the use, available parking in the area and that it is also on a transit route, it is recommended that parking be set at 6 parking spaces. Should future parking be required that applicant may wish to consider a parking agreement with neighbouring properties.

Key Considerations/Implications:

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

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

Choose an item.

ST. JOHN'S

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 8.3 "Parking 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 set the parking requirement at 6 parking spaces for 168-170 Military Road to allow for the proposed expansion of the emergency shelter use.

Prepared by:

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

Approved by:

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

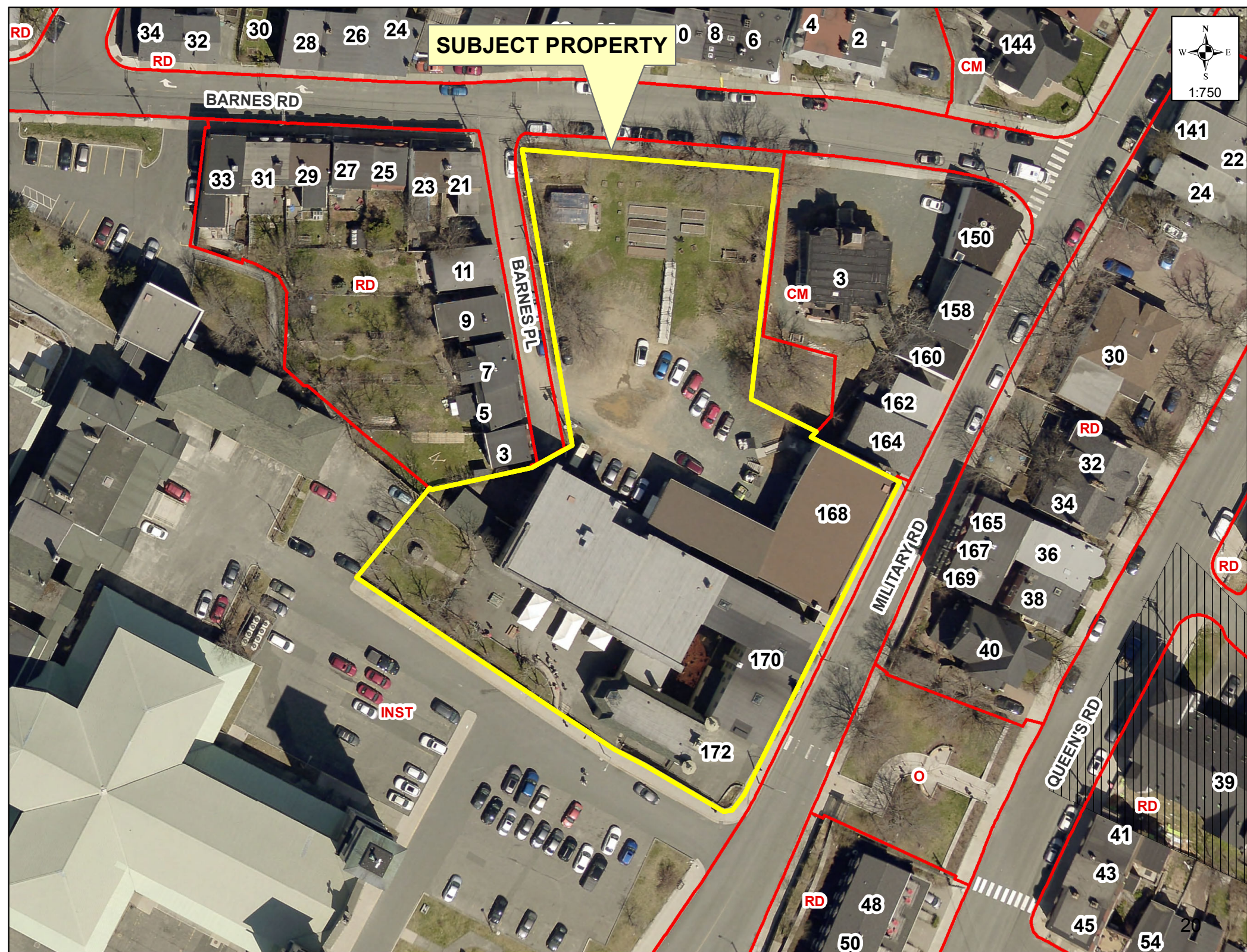
Report Approval Details

Document Title:	Development Committee - Request to Set Parking for Shelter Use – 170 Military Road – DEV2300125.docx
Attachments:	- Aerial Map.pdf
Final Approval Date:	Oct 11, 2023

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

Lindsay Lyghtle Brushett - Oct 11, 2023 - 1:00 PM

Jason Sinyard - Oct 11, 2023 - 2:54 PM



SUBJECT PROPERTY



BARNES RD

BARNES PL

MILITARY RD

QUEEN'S RD

RD

CM

CM

RD

RD

RD

RD

INST

DECISION/DIRECTION NOTE

Title: Request for Parking Relief – 20 Barnes Road – INT2300060

Date Prepared: October 11, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 2

Decision/Direction Required:

Request to relieve one (1) parking space for a Subsidiary Dwelling Unit at 20 Barnes Road.

Discussion – Background and Current Status:

An application was submitted for 20 Barnes Road to add a Subsidiary Dwelling Unit to the existing Building which contains a Dwelling Unit and an existing Non-Conforming Service Shop. As per Section 8.3 of the Envision Development Regulations, one (1) parking space is required for each residential Dwelling Unit. Parking relief for one (1) parking space is requested for the new Subsidiary Dwelling.

As per Section 8.12 of the Development Regulations, where an applicant wishes to provide a different number of parking spaces other than those required, Council shall require a Parking Report. Where in the opinion of Council that the change requested does not merit a Parking Report, Council may accept a staff report in lieu, which is presented as this Decision Note. No parking is currently available for the existing uses. The rationale for relieving the additional parking space is based on the availability of on-street parking in the area.

Key Considerations/Implications:

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

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

Choose an item.

ST. JOHN'S

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 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 approve parking relief for one (1) parking space at 20 Barnes Road to allow a Subsidiary Dwelling unit.

Prepared by:

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

Approved by:

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

Report Approval Details

Document Title:	Development Committee - Request for Parking Relief – 20 Barnes Road – INT2300060.docx
Attachments:	- Aerial Map 20 Barnes Rd.pdf
Final Approval Date:	Oct 11, 2023

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

Lindsay Lyghtle Brushett - Oct 11, 2023 - 12:40 PM

Jason Sinyard - Oct 11, 2023 - 2:55 PM

20 Barnes Road



DECISION/DIRECTION NOTE

Title: Request to Establish the Building Line Setback – 20 Janeway Place – DEV2300084

Date Prepared: October 11, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 2

Decision/Direction Required:

To seek approval to establish the minimum Building Line Setback at 4.4 metres to accommodate four (4) Apartment Buildings at 20 Janeway Place.

Discussion – Background and Current Status:

An application was submitted by Newfoundland and Labrador Housing Corporation to construct four, 8-unit Apartment Buildings at 20 Janeway Place. As part of the development review, it was determined future road widening is necessary and that a parcel of land 4 metres in width along the front of the property needs to be transferred to the City for the future work, which reduces the minimum building line. The minimum Building Line in the Apartment 1 (A1) Zone is 7 metres. As per Section 7.2.1 (a) of the Envision St. John's Development Regulations, Council shall have the power to establish or re-establish the Building Line for any Street, or for any Lot Situate thereon, at any point or place that Council deems appropriate.

The Transportation Division has noted that Janeway Place is slated for future street upgrades including a shared-use path on the east side of the street, directly in front of 20 Janeway Place. Land acquisition of 4 metres at the frontage of this lot is required, therefore the proposed Building Line setback would be reduced to 4.4 metres, at the closest point. The developer has indicated that there is not enough space to shift the buildings to meet the minimum 7 metre setback. The reduced setback would not impact snow clearing in this area.

Key Considerations/Implications:

1. Budget/Financial Implications: Not Applicable.
2. Partners or Other Stakeholders: Not Applicable.

3. Alignment with Strategic Directions:

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

Choose an item.

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 7.2.1 "Building Lines-Yards" and Section 10 "Apartment 1 (A1) Zone."

7. Privacy Implications: Not Applicable.

8. Engagement and Communications Considerations: Not Applicable.

9. Human Resource Implications: Not Applicable.

10. Procurement Implications: Not Applicable.

11. Information Technology Implications: Not Applicable.

12. Other Implications: Not Applicable.

Recommendation:

That Council approve a minimum 4.4 metre Building Line Setback at 20 Janeway Place to allow approval of the four Apartment Buildings.

Prepared by:

Andrea Roberts P.Tech – Senior Development Officer
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:	Development Committee- Request to Reestablish the Building Line - 20 Janeway Place - DEV2300084.docx
Attachments:	- Aerial Map.pdf - Minimum Setback.pdf - Site Plan.pdf
Final Approval Date:	Oct 11, 2023

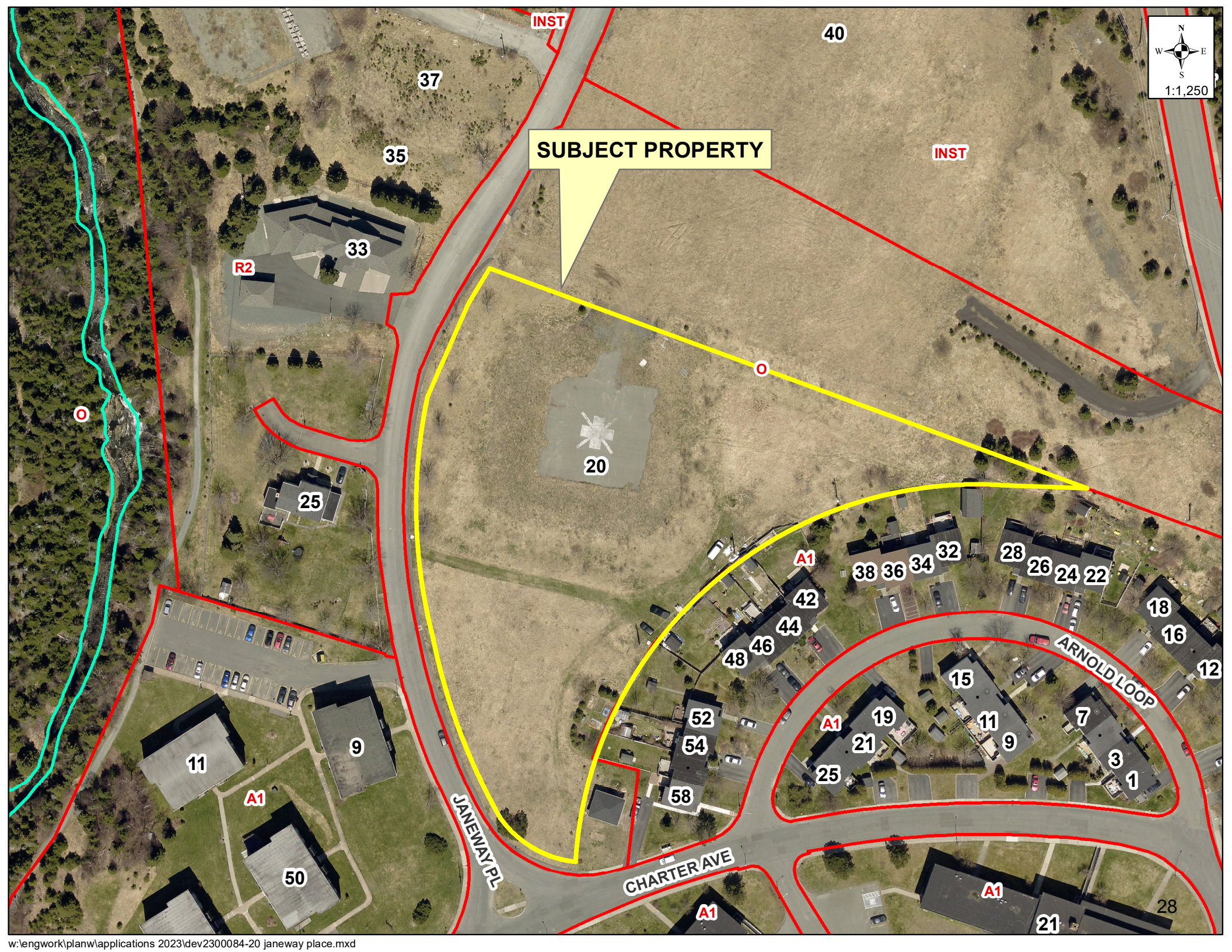
This report and all of its attachments were approved and signed as outlined below:

Lindsay Lyghtle Brushett - Oct 11, 2023 - 12:34 PM

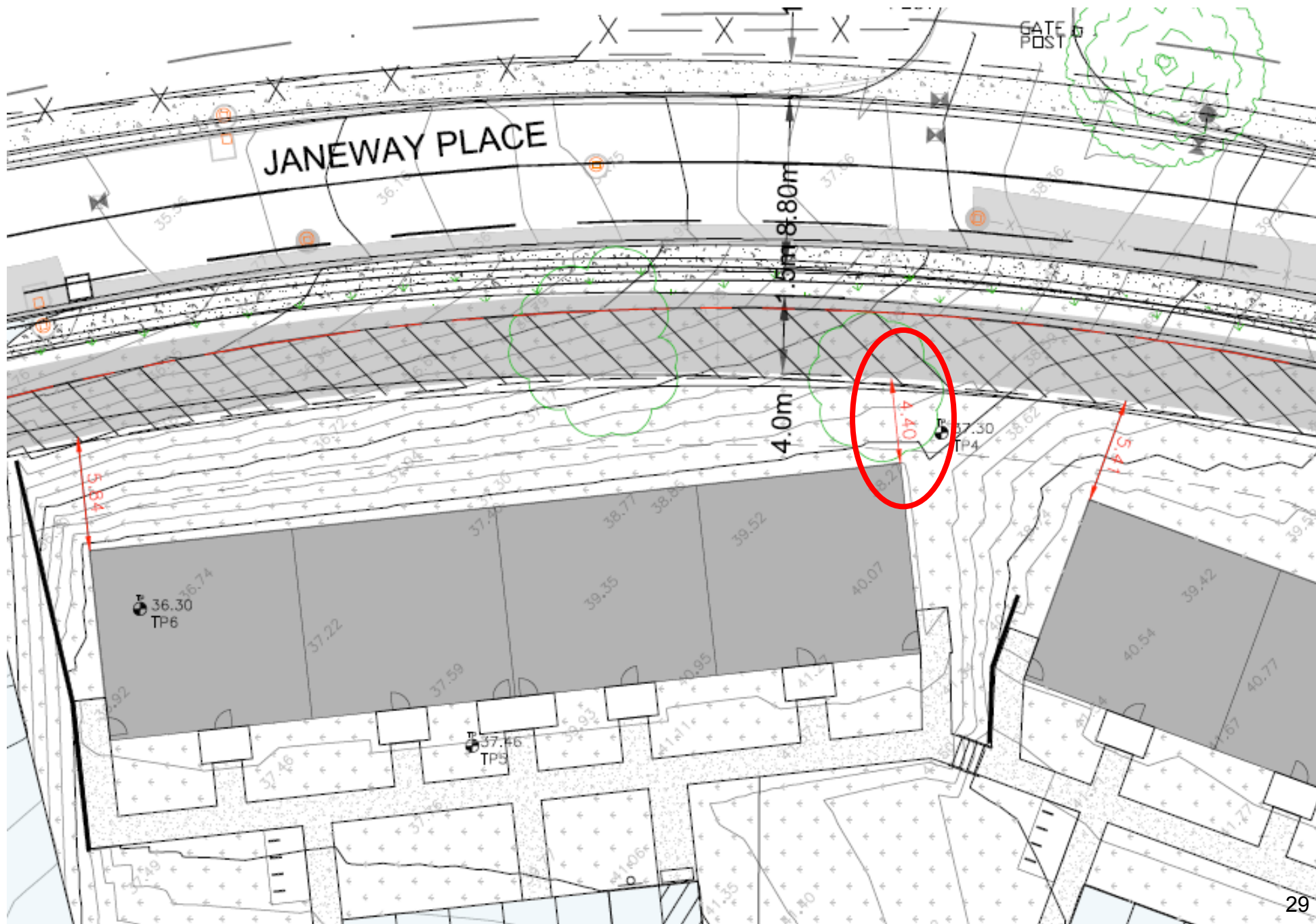
Jason Sinyard - Oct 11, 2023 - 2:57 PM



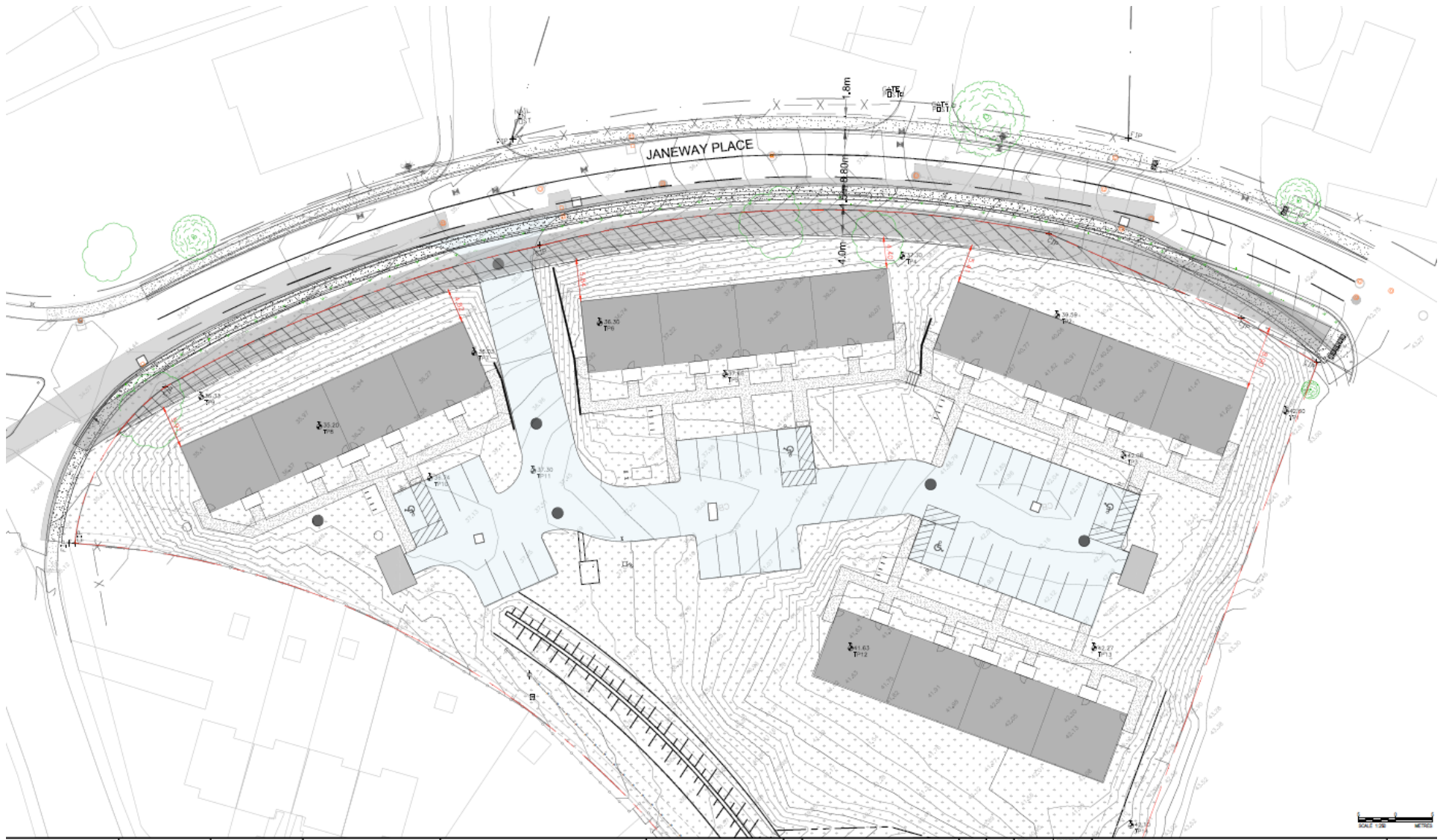
SUBJECT PROPERTY



Minimum Setback



Site Plan



DECISION/DIRECTION NOTE

Title: Notices Published – 170 St. Clare Avenue - DEV2300120

Date Prepared: October 10, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Jamie Korab, Development

Ward: Ward 2

Decision/Direction Required:

A Change of Non-Conforming Use application has been submitted by Home Spa at 170 St. Clare Avenue.

Discussion – Background and Current Status:

The proposed application is a change of non-conforming use from Retail (Walsh's Store) to a Service Shop (Salon and Spa). Hours of operation will be Monday to Friday from 9 a.m. to 5 p.m. The floor area of the business will remain at approximately 87m² and is located on the ground floor. On-site parking is provided. The proposed application site is zoned Residential 2 (R2).

One submission was received, which was in favour of the application.

Key Considerations/Implications:

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

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

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

ST. JOHN'S

6. Legal or Policy Implications: St. John's Development Regulations Section 7.5 "Non-Conforming Use" and Section 10 "Residential 2 (R2) Zone".
7. Privacy Implications: Public advertisement in accordance with Section 4.8 Public Consultation of the St. John's Envision Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application site. The application has been advertised in The Telegram newspaper at least twice and is posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.
8. Engagement and Communications Considerations: Not applicable.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council approve the change of Non-Conforming Use application at 170 St. Clare Avenue to allow a Service Shop (Salon and Spa).

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 - 170 St. Clare Avenue.docx
Attachments:	- DEV2300120-170 ST. CLARE AVENUE.pdf
Final Approval Date:	Oct 11, 2023

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

Lindsay Lyghtle Brushett - Oct 10, 2023 - 3:56 PM

Jason Sinyard - Oct 11, 2023 - 3:28 PM



SUBJECT PROPERTY

MOUNT PLEASANT AVE

ST. CLARE AVE

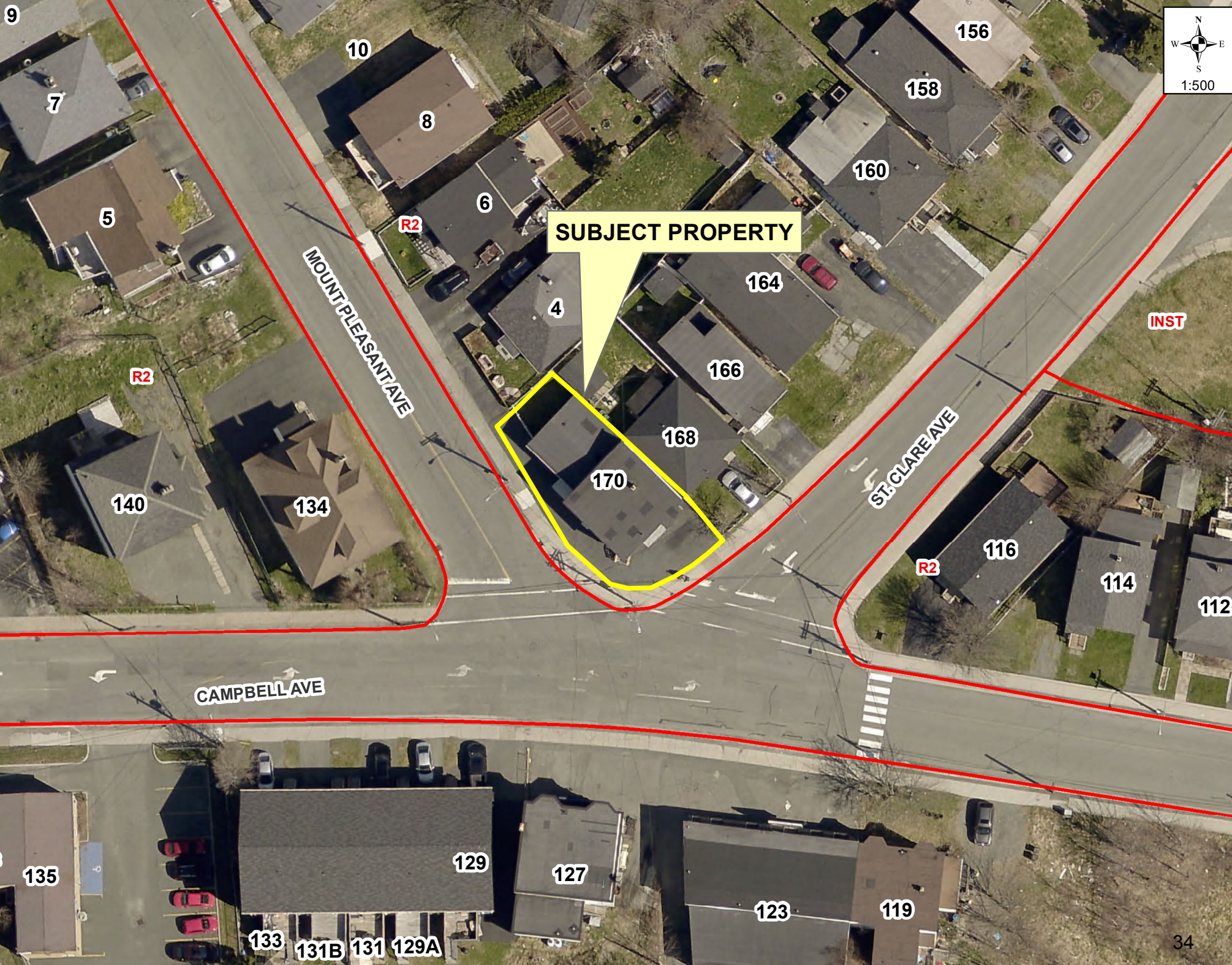
CAMPBELL AVE

INST

R2

R2

R2



Karen Chafe

From: [REDACTED]
Sent: Friday, September 22, 2023 8:17 PM
To: CityClerk
Subject: (EXT) Office of the City Clerk

Hi . Writing in regards to 170 St Clare Ave. I think it's a great spot for a salon and spa.

BID APPROVAL NOTE

Bid # and Name: 2023174 - Kelly's Brook Shared Use Path - Phase 1A
Date Prepared: Tuesday, October 10, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Ian Froude, Planning
Ward: N/A

Department: Planning Engineering & Regulatory Services
Division: Engineering
Quotes Obtained By: Sherri Higgins
Budget Code: ENG-2023-115
Source of Funding: Capital

Purpose:

To develop a shared-use-path along portion of Kelly's Brook Trail between Carpasian Road and Guy Street in accordance with Bike St. John's Master Plan."

Results: ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Modern Paving Limited	\$3,020,903.95
Pyramid Construction Limited	\$3,182,811.30
Farrell's Excavating Limited	\$3,814,785.75
Dexter Construction Company Limited	\$4,167,457.69
Weirs Construction Limited	\$4,170,866.00

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

Contract Duration: Required Substantial Completion Date: Friday, August 9, 2024.

Bid Exception: None

Recommendation:

That Council ratify the award of this open call to the lowest bidder meeting specifications, Modern Paving Limited, for \$3,020,903.95 including HST, as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2023174 - Kelly's Brook Shared Use Path - Phase 1A.docx
Attachments:	
Final Approval Date:	Oct 11, 2023

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

Rick Squires - Oct 10, 2023 - 1:57 PM

No Signature - Task assigned to Derek Coffey was completed by workflow administrator Karen Chafe

Derek Coffey - Oct 11, 2023 - 3:49 PM

ST. JOHN'S

Report of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

October 10, 2023, 3:00 p.m.

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

Regrets: Councillor Maggie Burton
Councillor Ophelia Ravencroft
Councillor Carl Ridgeley

Staff: Kevin Breen, City Manager
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
Erin Skinner, Acting Manager of Communications
Stacey Baird, Legislative Assistant
Jill Sheppard, Communications and PR Officer

1. 27 Nils Way – REZ2300011

Moved By Councillor Froude

Seconded By Councillor Ellsworth

That Council consider rezoning the property at 27 Nils Way from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone and that the application be advertised in accordance with the Envision St. John's Development Regulations.

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

MOTION CARRIED (8 to 0)

2. Heritage Financial Incentives Program - 2023

Moved By Councillor Froude

Seconded By Deputy Mayor O'Leary

That Council approve the 19 eligible applications for the 2023 Heritage Financial Incentives Program, as summarized in the attached tables, and subject to compliance with the standards of the program and the City's heritage and building requirements.

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

MOTION CARRIED (8 to 0)

3. EcoSchools - Community Based Climate Action

The Manager of Sustainability presented the Decision Note recommending Council's endorsement of the EcoSchools project. The purpose of the project is to:

- Motivate K-12 students and educators across NL to be involved or engaged in activities related to building capacity for climate action.

- Increase awareness and understanding related to reducing greenhouse gases for students.
- Produce a province-wide Regional-User-Experience (RUE) within EcoSchools Canada's online certification platform to serve as an innovative, collective impact tool to improve reporting within the province of NL.

It was also recommended that the City collaborate to plan a celebration to acknowledge and honor schools that have demonstrated leadership within the City's jurisdiction.

Moved By Councillor Froude

Seconded By Councillor Ellsworth

That Council direct staff to provide support to this project by ensuring available resources are reflected in the platform.

That Council direct staff to collaborate in the planning of a celebration for the week of June 10, 2024, to recognize school/s that have demonstrated leadership within the City's jurisdiction.

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

MOTION CARRIED (8 to 0)

Mayor

DECISION/DIRECTION NOTE

Title: 27 Nils Way – REZ2300011

Date Prepared: September 29, 2023

Report To: Committee of the Whole

Councillor and Role: Councillor Ian Froude, Planning

Ward: Ward 4

Decision/Direction Required:

To consider rezoning 27 Nils Way from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone.

Discussion – Background and Current Status:

The City has received an application to rezone 27 Nils Way from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone. This is part of the Kenmount Crossing industrial park on the north side of Kenmount Road near the municipal boundary with the Town of Paradise. The site design and building were approved by the City and the building is under construction. Parking will be reviewed at the time of occupancy to confirm compliance with the Envision St. John's Development Regulations.

The building is aimed at commercial condominium occupants. While the exact uses in the building have not been determined, the intent of rezoning is to enable more retail commercial uses in the IC Zone compared with the IG Zone. If the property is rezoned, any use in the new zone could be approved, subject to zone standards. The zone table is attached for reference.

Should Council consider rezoning, staff recommend public notification in accordance with Section 4.8 of the Envision St. John's Development Regulations. A public meeting may not be needed.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring property owners and commercial tenants.
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.

ST. JOHN'S

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: A map amendment to the Envision St. John's Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Consultation will be carried out as required under Section 4.8 of the Envision St. John's Development Regulations. Public notification alone is recommended. A project page will be created on the Engage St. John's website.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council consider rezoning the property at 27 Nils Way from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone and that the application be advertised in accordance with the Envision St. John's Development Regulations.

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:	27 Nils Way - REZ2300011.docx
Attachments:	- COTW Attachments.pdf
Final Approval Date:	Oct 5, 2023

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

Ken O'Brien - Oct 4, 2023 - 2:35 PM

Jason Sinyard - Oct 5, 2023 - 10:40 AM

Location - 27 Nils Way



Current Zoning – Industrial General (IG) Zone



INDUSTRIAL COMMERCIAL (IC) ZONE

IC

(1) PERMITTED USES, *except 456 Empire Avenue (PID #25041)*

Accessory Building	Light Industrial Use
Accessory Dwelling Unit	Office
Aquaculture	Park
Aquaponics	Parking Garage
Bakery	Pipe Storage Yard
Car Sales Lot	Public Use
Car Wash	Public Utility
Commercial Garage	Recreational Use
Communications Use	Recycling Depot
Convenience Store	Service Shop
Craft Brewery/Distillery	Service Station
Drive Through	Taxi Stand
Dry Cleaning Establishment	Tourism Use
Gas Station	Training School
Health and Wellness Centre	Transportation Depot
Horticulture	Transportation Terminal
Hotel	Veterinary Clinic
Hydroponics	Warehouse

(2) DISCRETIONARY USES, *except 456 Empire Avenue (PID #25041)*

Clinic	Parking Lot
Daycare Centre	Pedway (2022-10-14)
Funeral Home	Pharmacy
Heavy Equipment Storage	Place of Amusement
Heritage Use (2022-05-27)	Retail Use
Lounge	Wind Turbine – Small Scale
Restaurant	Vehicle Storage Yard

(3) USES, 456 EMPIRE AVENUE (PID #25041)

- (a) all Uses are in the discretion of Council.

DECISION/DIRECTION NOTE

Title: Heritage Financial Incentives Program - 2023

Date Prepared: September 22, 2023

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Heritage

Ward: N/A

Decision/Direction Required:

To make a recommendation to Council on the Heritage Financial Incentives Program applications, subject to compliance with the program requirements.

Discussion – Background and Current Status:

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

1. Heritage maintenance grant; and
2. Heritage conservation grant.

For the 2023 program, the City received 22 applications. Out of them, three (3) were not eligible for a grant. Therefore, there are 19 eligible applications, slightly less than the last few years when the City received between 23 and 30 applications. This is still an increase from the initial years when we averaged between 7 and 14 applications per year.

The three (3) ineligible applications applied for work that is not subject to a grant. One applied to replace clapboard on the side of the house, not on a façade abutting a public street. Several other applications included similar work not facing a public street, and that work had to be removed from the grant calculations. The second ineligible application was for foundation repairs, which cannot be considered for a heritage grant. The third application was submitted by the previous homeowner, who has since sold the house; Planning and Legal staff consulted on this and determined that it would not be eligible.

Three (3) applications are for designated Heritage Buildings: 8 Military Road (St. Thomas' Church), 7 Garrison Hill (Howard House), and 21-23 Queen's Road (Spirit of Newfoundland).

In 2019, many conservation grants were awarded, and only a few maintenance grants. Therefore, Council directed that \$10,000 of the overall budget be dedicated to maintenance grants, but this year the maintenance grants total is \$3,870.52 (this is all that applied). The conservation grants total is \$40,856.30. Both types of grants come to a grand total of \$44,090.87, which is less than the \$60,000 budget. Should Council accept the attached applications, the total would equal **\$44,090.87 plus waivers of permit application fees.**

ST. JOHN'S

Applicants awarded a grant must obtain all applicable permits and inspections before the grant is issued.

The Built Heritage Experts Panel discussed the 2023 Heritage Financial Incentives Program at its September 20, 2023 meeting and recommended Council approve all 19 applications, as attached. Staff agree with this recommendation to Council.

Key Considerations/Implications:

1. Budget/Financial Implications: The City budgeted \$60,000.00 in the 2023 budget. There are 19 eligible grant applications for a total of \$44,090.87 plus waiver of the permit fees.

Council should note that applicants have two (2) years to complete the work. There is approximately \$18,000.00 in outstanding grants issued under the 2022 Program. Outstanding payments for the 2022 Program are due by September 19, 2024.

2. Partners or Other Stakeholders: Relevant property owners; heritage advocates.

3. Alignment with Strategic Directions:

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

A Sustainable City: Be financially responsible and accountable.

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations; St. John's Heritage By-Law.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Applicants must meet the standards of the City's Heritage Financial Incentives Program.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: The Heritage Financial incentives Program was promoted via the City's website, public notice emails, and social media.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

Recommendation:

That Council approve the 19 eligible applications for the 2023 Heritage Financial Incentives Program, as summarized in the attached tables, and subject to compliance with the standards of the program and the City's heritage and building requirements.

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:	Heritage Financial Incentives Program - 2023.docx
Attachments:	- Heritage Financial Incentives Program Information Sheet.pdf - 2023 Heritage Grants Summary.pdf
Final Approval Date:	Oct 5, 2023

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

Ken O'Brien - Oct 4, 2023 - 9:55 AM

Jason Sinyard - Oct 5, 2023 - 10:42 AM

Heritage Financial Incentives Program

Heritage Financial Incentives Program

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

Revised January 2017



1. Program:

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

2. Financial Incentives:

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

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

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

3. General Conditions:

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

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

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

4. Eligible Work Projects for the Heritage Maintenance Grant:

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

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

5. Eligible Work Projects for the Heritage Conservation Grant:

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

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

6. Not Eligible for Assistance:

6.1 The following works shall not be eligible:

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

7. Application for a Heritage Grant:

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

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

7.3 Applications shall include:

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

7.4 Late or incomplete applications will not be considered.

8. Priority of Grant Applications:

8.1 Priority will be given to:

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

9. Review Process:

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

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

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

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

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

10. Applicant's Responsibilities on Approval of a Grant

10.1 Upon approval of a grant application the applicant shall:

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

11. Funding:

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

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

12. Conditions for Grant Payment

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

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

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

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

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

2023 Heritage Financial Incentives Program - Heritage Conservation Grants

Civic	Address	Designated	Heritage Area	Description of Work	Quote (HST inc)	25% of Quote	25% to a max \$5,000	Recommendation
50	Freshwater Road	No	Area 3	Replacement of rotted soffit, eaves and fascia.	\$8,510.00	\$2,127.50	\$2,127.50	\$2,127.5 plus permit waiver
21	Gower Street	No	Area 1	Re-painted the front of house, re-clad the front of house, replace window.	\$12,080.00	\$3,020.00	\$3,020.00	\$3,020.00 plus permit waiver
21-23	Queen's Road	Yes	Area 2	Replacing siding on façade facing Prescott Street.	\$30,992.79	\$7,748.19	\$5,000.00	\$5000.00 plus permit waiver
82	Cochrane Street	No	Area 1	Install single hung insert windows, paint trim, repairs to trimwork and moulding details.	\$39,882.00	\$9,970.50	\$5,000.00	\$5000.00 plus permit waiver
8	Military Road	Yes (St. Thomas Church)	Area 1	Restoration of the lower portion of the Bell Tower. Remove and replace clapboard and trim boards.	\$48,216.38	\$12,054.09	\$5,000.00	\$5000.00 plus permit waiver
7	Garrison Hill	Yes (Howard House)	Area 1	Repair window sashes, restore or replace windowsills, remove and replace sill band, and paint. Custom made wooden storm sashes will be installed to protect front facing stained glass from weather.	\$8,275.50	\$2,068.87	\$2,068.87	\$2068.87 plus permit waiver
69	Leslie Street	No	Area 3	Window and trim replacement due to rot and decay	\$18,394.25	\$4,598.56	\$4,598.56	\$4598.56 plus permit waiver
25	Dick's Square	No	Area 2	Install Capecod siding, and wood trims on all windows, doors, corners, skirt, freeze boards and soffit.	\$37,576.25	\$9,394.06	\$5,000.00	\$5000.00 plus permit waiver
156	Gower Street	No	Area 2	New clapboard, trims, door.	\$16,755.50	\$4,188.87	\$4,188.87	\$4188.87 plus permit waiver
166	Patrick Street	No	Area 2	Replace clapboard and trims.	\$43,700.00	\$10,925.00	\$5,000.00	\$5000.00 plus permit waiver
44	Cochrane Street	No	Area 1	Replacing siding, trim ect.	\$30,563.56	\$7,640.89	\$5,000.00	\$5000.00 plus permit waiver
89	Springdale Street	No	Area 3	Replacing windows, vinyl siding with clapboard, front step.	\$49,000.00	\$12,500.00	\$5,000.00	\$5000.00 plus permit waiver
125	Pennywell Road	No	Area 3	Replace/repair clapboard, fascia and soffit, gutter system, exterior door.	\$20,786.25	\$5,196.56	\$5,000.00	\$5000.00 plus permit waiver
64	King's Road	No	Area 3	New siding, windows and doors. New roof.	\$27,191.36	\$6,797.84	\$5,000.00	\$5000.00 plus permit waiver
Total Amount							\$40,856.30	plus permit waiver

50 Freshwater Road – Heritage Area 3



21 Gower Street – Heritage Area 1



21-23 Queen's Road – Heritage Area 2



2023 Heritage Financial Incentives Program – Heritage Conservation Grants



82 Cochrane Street – Heritage Area 1



2023 Heritage Financial Incentives Program – Heritage Conservation Grants



8 Military Road – Heritage Area 1



7 Garrison Hill – Heritage Area 1



69 Leslie Street – Heritage Area 3





25 Dick's Square – Heritage Area 2



156 Gower Street – Heritage Area 2



166 Patrick Street – Heritage Area 2



44 Cochrane Street – Heritage Area 1



89 Springdale Street – Heritage Area 3



125 Pennywell Road – Heritage Area 3



64 King's Road – Heritage Area 3



2023 Heritage Financial Incentives Program - Heritage Maintenance Grants

	A	B	C	D	E	F	G	H	I
1	Civic	Address	Designated	Heritage Area	Description of Work	Quote (HST inc)	25% of Quote	25% to a max \$1,000	Recommendation
2	27	Gower Street	No	Area 1	Exterior painting.	\$3,910.00	\$977.50	\$977.50	\$977.5 plus permit waiver
3	125	Gower Street	No	Area 2	Painting - siding in parts, doors and windows.	\$1,028.29	\$257.07	\$257.07	\$257.07 plus permit waiver
4	41	Plymouth Road	No	Area 3	Replace windows, repair siding, install new furring and trim to windows and door.	\$6,906.61	\$1,726.65	\$1,000.00	\$1000.00 plus permit waiver
5	120	Military Road	No	Area 1	Painting front of buidling.	\$2,543.80	\$635.95	\$635.95	\$635.95 plus permit waiver
6	33	Leslie Street	No	Area 2	Remove and replace front porch/patio and add molding around front door.	\$5,094.31	\$1,273.57	\$1,000.00	\$1000.00 plus permit waiver
7							Total Amount	\$3,870.52	plus permit waiver

27 Gower Street – Heritage Area 1



125 Gower Street – Heritage Area 2



41 Plymouth Road – Heritage Area 3



120 Military Road – Heritage Area 1



33 Leslie Street – Heritage Area 2



DECISION/DIRECTION NOTE

Title: EcoSchools - Community Based Climate Action

Date Prepared: September 26, 2023

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton & Councillor Ian Froude, Sustainability

Ward: N/A

Decision/Direction Required:

To encourage Council's endorsement of the EcoSchools project, it is proposed that the City's available resources be integrated effectively into the program being implemented for St. John's schools. Additionally, we suggest collaborating on the planning of a celebration during the week of June 10, 2024, to acknowledge and honor schools that have demonstrated leadership within the City's jurisdiction.

Discussion – Background and Current Status:

EcoSchools Canada

Since 2005, EcoSchools have supported school communities as they initiate, track, and celebrate environmental learning and action. EcoSchools reaches approximately one million students annually and work with schools representing over 130 school boards and districts across Canada.

The EcoSchool certification process is supported by an online platform that helps schools create an environmental action plan. The platform houses locally relevant educational resources that support students and teachers in getting started with environmental learning and action in their schools. Actions are divided into several themes such as waste, energy, climate change, biodiversity and more.

Some examples of actions that are currently connected to EcoSchools certification are:

- Completing energy, waste and/or water audits at school
- Implementing active and sustainable transportation programs
- Bringing waste-free lunches and snacks to school
- Planting pollinator gardens
- Improving efficiency of heating and cooling systems
- Deepening environmental literacy by providing learning in, about, and for the environment

ST. JOHN'S

All actions and campaigns connect to the UN's Sustainable Development Goals and include supporting materials for students to extend their learning beyond the school walls.

EchoSchools Canada and its local partners (Conservation Corps Newfoundland and Labrador and Fishing for Success) were funded by Environment and Climate Change Canada through the Climate Action and Awareness Fund to implement a project over the next 3 years in Newfoundland and Labrador.

The Project:

As a national charity EcoSchools Canada seeks to serve all schools across Canada. The funds provided by the federal government enable them to work on rolling out the program in Newfoundland and Labrador (NL). They are now connecting with partners who have resources and/or messaging that would be appropriate for the K-12 audience.

As part of the project, the EcoSchools certification program will be developed specifically for the province and can therefore be customized with curriculum connections, NL-themed environmental actions and campaigns and contributions from partners who are making an impact locally.

More broadly, the project will:

- Motivate K-12 students and educators across NL to be involved or engaged in activities related to building capacity for climate action.
- Increase awareness and understanding related to reducing greenhouse gases for students.
- Produce a province-wide Regional-User-Experience (RUE) within EcoSchools Canada's online certification platform to serve as an innovative, collective impact tool to improve reporting within the province of NL.

These efforts align with the City's efforts to achieve a Climate Resilient Future as well as align with efforts in the City's Healthy City Strategy. The program is ready to launch, and schools can register right away by following this link: (<https://app.ecoschools.ca/>) Over the coming weeks, the intention is to work towards the public recognition by the City of the initial group of certified schools in St. John's in June 2024. Recognizing the importance of aligning their efforts with the Province's climate initiatives, I believe it's important to involve Council as early as possible.

Key Considerations/Implications:

1. Budget/Financial Implications: The project is funded and expenses are captured in the project's budget, including celebration for schools.
2. Partners or Other Stakeholders: EcoSchools Canada, CCNL, Fishing for Success
3. Alignment with Strategic Directions:

A Sustainable City: Work collaboratively to create a climate-adapted and low-carbon city.

4. Alignment with Adopted Plans: Resilient St. John's Climate Plan, Healthy City Strategy
5. Accessibility and Inclusion: The EcoSchools online certification platform is available in both English and French allowing students and staff in the Newfoundland and Labrador English School District and Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador to participate. Private schools also can participate for free during the first year of this project. Certification activities are customizable allowing schools to tailor the activities to their school community's needs and address barriers at the school level. The City's Healthy City and Inclusion team will be engaged in the planning of the celebration event and will work with EcoSchools and participating schools to identify and address barriers to ensure an accessible and inclusive recognition event.
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: Use the City's communication channels to celebrate schools that show leadership in this project.
9. Human Resource Implications: Sustainability office to support ensuring ongoing programs in the City provide relevant information to support the resources section of each action. Communications to support the sharing of materials, and other staff departments to provide existing resources that align with actions relevant to the certification program.
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

Recommendation:

That Council direct staff to provide support to this project by ensuring available resources are reflected in the platform.

That Council direct staff to collaborate in the planning of a celebration for the week of June 10, 2024, to recognize school/s that have demonstrated leadership within the City's jurisdiction.

Prepared by:

Edmundo Fausto, Manager Sustainability

Krista Gladney, Health City Development Coordinator
Erin Skinner, Manager of Communications and Office Services

Approved by:

Report Approval Details

Document Title:	EcoSchools - Community Based Climate Action.docx
Attachments:	
Final Approval Date:	Sep 28, 2023

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

David Crowe - Sep 28, 2023 - 9:26 AM

Lynnann Winsor - Sep 28, 2023 - 9:45 AM

Development Permits List For September 28 to October 11, 2023

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES	Coleman Management Services Limited	Subdivide/Consolidation Only of Land	100 & 102 Freshwater Road, 129 Merrymeeting Road	2	Approved	09-27-23
OT		Subdivide Only of Land	51 Hazelwood Crescent	3	Approved	10-04-23
RES		Single Detached Dwelling on Vacant Parcel	99 Maunder's Lane	1	Approved	10-10-23
COM	Labatt Brewing Company	Site Upgrades	56 Leslie Street	2	Approved	10-11-23

*** 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 17, 2023 Regular Meeting

Permits Issued: 2023/09/28 to 2023/10/11

BUILDING PERMITS ISSUED

Residential		
Location	Permit Type	Structure Type
119 Groves Rd	Extension	Single Detached Dwelling
120 Waterford Bridge Rd	Fence	Fence
15 Gosling St	Deck	Patio Deck
15 Gosling St	Change of Occupancy/Renovations	Single Detached w/ apt.
16 Long Pond Rd	Site Work	Driveway
16 Morris Ave	Renovations	Single Detached Dwelling
164 Pleasant St	Renovations	Townhousing
170 Diamond Marsh Dr	Renovations	Semi Detached Dwelling
18 Hoyles Ave	Change of Occupancy	Semi Detached Dwelling
184 University Ave	Renovations	Single Detached Dwelling
2 First Ave	Renovations	Apartments Or Mixed Use
21 Leonard J. Cowley St	New Construction	Single Detached Dwelling
22 Pleasantville Ave	Renovations	Single Detached Dwelling
24 Everard Ave	New Construction	Single Detached Dwelling
25 Tupper St	Deck	Patio Deck
273 Thorburn Rd	Renovations	Single Detached Dwelling
28 Outer Battery Rd	Deck	Patio Deck
29 Fahey St	Site Work	Retaining Walls
29 Fahey St	Site Work	Driveway
29 Kieley Dr	New Construction	Single Detached Dwelling
3 Larch Pl	Accessory Building	Accessory Building
3 Lilac Cres	Renovations	Single Detached Dwelling
313 Lemarchant Rd	Renovations	Single Detached Dwelling
33 Everard Ave	Accessory Building	Accessory Building
35 Parliament St	Accessory Building	Accessory Building
39 Downing St	Site Work	Single Detached Dwelling
39 Portugal Cove Rd	Extension	Single Detached Dwelling
40 Mullock St	Deck	Patio Deck

411 Torbay Rd	Change of Occupancy	Retail Store
43 Dunkerry Cres	New Construction	Single Detached Dwelling
47 Quidi Vidi Village Rd	Renovations	Townhousing
5 Outer Battery Rd	Renovations	Single Detached Dwelling
5 Road DE Luxe	Renovations	Single Detached Dwelling
5 Stanford Pl	Accessory Building	Accessory Building
50 Parsonage Dr	Accessory Building	Accessory Building
52 Empire Ave	Renovations	Single Detached Dwelling
6 Abraham St	Site Work	Driveway
6 Carlow Pl	Deck	Patio Deck
62 Cypress St	Renovations	Single Detached Dwelling
67 Tigress St	New Construction	Single Detached w/ apt.
79b Quidi Vidi Village Rd	Deck	Patio Deck
8 Jamie Korab St	Extension	Single Detached Dwelling
8 Middleton St	Site Work	Driveway
8 Stephenville St	Deck	Patio Deck
82 Lake View Dr	Site Work	Landscaping
83 Edison Pl	Deck	Patio Deck
9 Glenlonan St	Fence	Fence
91 Brazil St	Renovations	Apartment Building
91 Brazil St	Renovations	Apartment Building
91 Brazil St	Renovations	Apartment Building
92 Glenview Terr	Accessory Building	Accessory Building
98-100 Donovan's Rd	Renovations	Single Detached Dwelling

This Week: \$2,874,115.00

Commercial

Location	Permit Type	Structure Type
10 Factory Lane	Sign	Office
10 St. Clare Ave	Site Work	Church
13 Stavanger Dr	Renovations	Restaurant
143 Forest Rd	Site Work	Patio Deck
16 Forest Rd	Change of Occupancy/Renovations	Clinic
160 Airport Rd	New Construction	Other
18-28 Mews Pl	Change of Occupancy	Mixed Use
24 Airport Rd	New Construction	Clinic
24 Stavanger Dr	Sign	Mixed Use

255 Major's Path	Change of Occupancy	Clinic
300 Torbay Rd	Change of Occupancy/Renovations	Car Sales Lot
32 George St	Change of Occupancy	Restaurant
336 Water St	Renovations	Restaurant
355 Main Rd	Change of Occupancy	Retail Store
479 Kenmount Rd	Renovations	Car Sales Lot
55 Kenmount Rd	Renovations	Office
710 Torbay Rd	Change of Occupancy/Renovations	Office
88 Kenmount Rd	Sign	Retail Store

This Week: \$20,087,222.86

Government/Institutional

Location	Permit Type	Structure Type
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This Week: \$0.00

Industrial

Location	Permit Type	Structure Type
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This Week: \$0.00

Demolition

Location	Permit Type	Structure Type
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305 Petty Harbour Rd	Demolition	Single Detached Dwelling
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This Week: \$4,000.00

This Week's Total: \$22,965,337.86

REPAIR PERMITS ISSUED:

\$225,200.00

NO REJECTIONS

YEAR TO DATE COMPARISONS			
October 17, 2023			
TYPE	2022	2023	% Variance (+/-)
Residential	\$60,993,191.65	\$72,446,944.02	19

Commercial	\$96,740,562.06	\$100,940,798.19	4
Government/Institutional	\$1,980,468.00	\$6,568,336.46	232
Industrial	\$351,000.00	\$190,000.00	-46
Repairs	\$1,438,565.92	\$1,496,610.98	4
TOTAL	\$161,503,787.63	\$181,642,689.65	12
Housing Units (1 & 2 Family Dwelling)	195	169	

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending October 4, 2023

Payroll

Public Works	\$ 464,654.96
Bi-Weekly Casual	\$ 37,330.42
Accounts Payable	\$ 5,130,191.08

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

Total: \$ 5,632,176.46

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 October 11, 2023

Payroll

Public Works	\$ 440,195.03
Bi-Weekly Administration	\$ 977,461.30
Bi-Weekly Management	\$ 954,917.25
Bi-Weekly Fire Department	\$ 1,133,401.84
Accounts Payable	\$ 3,543,751.89

(A detailed breakdown [here](#))

Total: \$ 7,049,727.31

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 #: 2023132- Lease, Supply and Deliver Five (5) Waste Collection Trucks and Seven (7) Recycling Trucks
Date Prepared: Tuesday, October 3, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Fleet
Quotes Obtained By: Annette Power
Budget Code: PWP-2023-138
Source of Funding: Capital

Purpose:
This open call was issued as part of the fleet regular replacement plan.

Proposals Submitted By:

Vendor Name
Big Truck Rental
Amtruck Limited

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

Contract Duration: Delivery date by December 31st, 2023, for a lease term of 18 calendar months.

Recommendation:

THAT Council approve for award open call 2023132 – Lease, Supply and Deliver Five (5) Waste Collection Trucks and Seven (7) Recycling Trucks to the highest scorer as determined by the City's evaluation team, Big Truck Rental, for \$2,138,400 + HST, as per the Public Procurement Act.

Attachments:

ST. JOHN'S

BID APPROVAL NOTE

Bid # and Name: 2023139 - 2023 Retaining Wall Rehabilitation Contract 1
Date Prepared: Thursday, October 12, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

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

Purpose:
Rehabilitation of aging deteriorated retaining wall infrastructure

Results: ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Talon Energy Services Ltd.	\$101,231.47

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

Contract Duration: Work must be substantially completed by November 30, 2023.

Bid Exception: None

Recommendation:

That Council approve for award provisional work to the successful bidder of this tender, Talon Energy Services Ltd. for \$101,231.47 (HST not incl.) as per the Public Procurement Act. See resolution SJMC-R-2023-07-24/333 for initial approval for project.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2023139 - 2023 Retaining Wall Rehabilitation Contract 1.docx
Attachments:	
Final Approval Date:	Oct 12, 2023

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

Rick Squires - Oct 12, 2023 - 3:11 PM

No Signature - Task assigned to Derek Coffey was completed by delegate Kris Connors

Derek Coffey - Oct 12, 2023 - 3:43 PM

DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: 2023149 Insurance Brokerage and Risk Management Service
Including Insurer Quotations
Date Prepared: Tuesday, October 10, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Ron Ellsworth, Finance & Administration
Ward: N/A

Department: Legal
Quotes Obtained By: Sherri Higgins
Budget Code: 52324
Source of Funding: Operating

Purpose:

The City of St. John's requires Insurance Brokerage services including insurance terms and coverage from qualified Insurers.

Proposals Submitted By:

Vendor Name
AON

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 the possibility of Two (2), one (1) year extensions

Recommendation:

THAT Council approve for award this open call to the sole proponent, AON, for \$2,635,340.60 per year (HST included) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	Insurance Brokerage and Risk Management Services Including Insurer Quatations.docx
Attachments:	
Final Approval Date:	Oct 10, 2023

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

Cheryl Mullett - Oct 10, 2023 - 4:29 PM

BID APPROVAL NOTE

Bid # and Name: 2023155 - Mat Rentals for Various City Properties
Date Prepared: Thursday, October 12, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Public Works
Division: City Buildings
Quotes Obtained By: Sherri Higgins
Budget Code: 52524
Source of Funding: Operating

Purpose:

The supply/replacement of mats in City buildings is an important component of maintaining safety as well as cleanliness. This new contract replaces an existing contract that the City already had in place. Currently, the City does not have resources and/or staff to complete this work as required.

Results: ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Canadian Linen and Uniform Services	\$54,952.75
Deluxe Dry Cleaners Ltd	\$55,609.89

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: Three (3) years with the possibility of a two (2) year extension

Bid Exception: None

Recommendation:

That Council approve for award this open call to the lowest bidder meeting specifications, Canadian Linen and Uniform Services, for \$54,952.75 per year (HST Incl.) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2023155 - Mat Rentals for Various City Properties.docx
Attachments:	
Final Approval Date:	Oct 12, 2023

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

Rick Squires - Oct 12, 2023 - 2:37 PM

No Signature - Task assigned to Derek Coffey was completed by delegate Kris Connors

Derek Coffey - Oct 12, 2023 - 3:42 PM

DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: 2023159 - Supply and Delivery of Two (2) New, Not Used, Cab & Chassis Trucks with Dump Body
Date Prepared: Tuesday, October 3, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Public Works, Fleet

Quotes Obtained By: Annette Power

Budget Code: PWP-2023-138

Source of Funding: Capital

Purpose:

The open call was issued as part of the fleet regular replacement plan.

Proposals Submitted By:

Vendor Name
Cabot Ford Lincoln Sales Limited

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

Contract Duration: Delivery of at least one unit within fourteen (14) calendar days of receipt of purchase order and the other unit within three (3) calendar months

Recommendation:

THAT Council approve for award open call 2023159 – Supply and Delivery of Two (2) New, Not Used, Cab & Chassis Trucks with Dump Body to the highest scorer as determined by the City's evaluation team, Cabot Ford Lincoln Sales Limited, for \$266,454 + HST, as per the Public Procurement Act.

Attachments:

ST. JOHN'S

BID APPROVAL NOTE

Bid # and Name: 2023165 - Instrumentation and Electrical Services for Water & Wastewater Division
Date Prepared: Wednesday, October 11, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Public Works
Division: Water & Wastewater
Quotes Obtained By: Sherry Kieley
Budget Code: Multiple budget codes, one for each plant and one for Infrastructure group: 4225-52334, 4123-52467, 4122-52334, 4121-52334, 4131-52334
Source of Funding: Operating

Purpose:

This open call was issued for instrumentation and electrical services from qualified companies for infrastructure located throughout the water distribution system, wastewater collection system and the water and wastewater treatment facilities.

Results: ☒ As attached ☐ As noted below

Vendor Name	Bid Amount

Expected Value: ☐ As above
☒ Value shown is an estimate only for a 2 year period. The City does not guarantee to buy specific quantities or dollar value.

Contract Duration: Two (2) years, plus the possibility of two (2) one (1) year extensions

Bid Exception: None

Recommendation:

That Council approve for award open call 2023165 – Instrumentation and Electrical Services for Water and Wastewater Division to the lowest bidder meeting specification, Pennecon Energy Technical Services, for \$174,754.40 (HST excluded), as per Public Procurement Act.

ST. JOHN'S

Attachments:

Report Approval Details

Document Title:	2023165 - Instrumentation and Electrical Services for Water and Wastewater Division.docx
Attachments:	- 2023165 - Bid Approval Note Attachment.pdf
Final Approval Date:	Oct 12, 2023

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

Rick Squires - Oct 12, 2023 - 1:39 PM

No Signature - Task assigned to Derek Coffey was completed by delegate Kris Connors

Derek Coffey - Oct 12, 2023 - 1:50 PM

2023165 - Instrumentation and Electrical Services for Water & Wastewater Division - Results

(HST EXCLUSIVE)	2024	2025	TOTAL	2026 Optional	2027 Optional
Pennecon Energy Technical Services	\$86,087.20	\$88,667.20	\$174,754.40	\$91,330.60	\$94,065.60
Cahill Instrumentation & Technical Services (2011) Ltd.	\$97,900.00	\$100,840.60	\$198,740.60	\$103,863.40	\$106,980.00

BID APPROVAL NOTE

Bid # and Name: 2023172 – Supply and Delivery of Oils and Lubricants
Date Prepared: Wednesday, October 11, 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 oils and lubricants for various City departments 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 two (2) possible one (1) year extensions.

Bid Exception: None

Recommendation:

That Council approve for award this open call, that was evaluated on a section-by-section basis; Section 1 evaluated in whole and Section 2 evaluated on an item-by-item basis, to the lowest bidder meeting specifications as per the Public Procurement Act.

- Section 1: Oils and Lubricants to Harvey's Oil Limited for \$142,322.13 per year (HST not included).
- Section 2: Special Hydraulic Fluid
 - Item 1 to Source Atlantic Ltd. for \$32,132.28 per year (HST not included);
 - Item 2 to Harvey's Oil Limited for \$32,828.00 per year (HST not included).

Attachments: "2023172-Bid Submissions.pdf"

ST. JOHN'S

Report Approval Details

Document Title:	2023172 - Supply and Delivery of Oils and Lubricants.docx
Attachments:	- 2023172 - Bid Submissions.pdf
Final Approval Date:	Oct 11, 2023

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

Rick Squires - Oct 11, 2023 - 11:39 AM

No Signature - Task assigned to Derek Coffey was completed by workflow administrator Karen Chafe

Derek Coffey - Oct 11, 2023 - 4:00 PM

2023172 - Supply and Delivery of Oils and Lubricants

Vendor	Bid Submissions - Section 1	Bid Submissions - Section 2	
		Item 1	Item 2
Source Atlantic Ltd	Disqualified	\$32,132.28	No Bid
Parkland Fuel Corporation	Disqualified	\$39,960.00	No Bid
Parts for Trucks	\$143,476.01	\$64,158.00	\$36,250.00
Rock Safety Industrial Ltd.	\$186,286.07	No Bid	No Bid
Harvey & Company Ltd	\$205,449.82	\$133,200.00	\$64,525.00
Petroleum Measurements Integrators Ltd	Disqualified	\$38,117.40	No Bid
Harvey's Oil Limited	\$142,322.13	\$41,292.00	\$32,828.00
Nemco Lubricants & Chemicals	Disqualified	No Bid	No Bid
OMB Parts & Industrial Ltd.	Disqualified	\$40,626.00	No Bid
Shoreline Lubricants and Industrial Supply	Disqualified	\$61,394.10	\$49,533.45

BID APPROVAL NOTE

Bid # and Name: 2023173 – Food Service Provider for Adult and Senior Programs
Date Prepared: Wednesday, October 11, 2023
Report To: Regular Meeting
Councillor and Role: Deputy Mayor Sheilagh O'Leary, Community Services
Ward: N/A

Department: Community Services Department
Division: Recreation Division
Quotes Obtained By: Annette Power
Budget Code: 7333-55114
Source of Funding: Operating

Purpose:

This limited call was issued to establish a standing offer agreement for the supply and delivery of a food service provider for adult and senior programs.

Results: ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Focenco Limited o/a Belbin's Grocery	\$65,228.00
A Taste of Class Catering	\$66,412.50

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

Contract Duration: Two (2) years, with an option to extend three (3) one-year terms.

Bid Exception: None

Recommendation:

That Council approve for award this limited call 2023173 – Food Service Provider for Adult and Senior Programs to the lowest bidder meeting specifications, Forcenco Limited o/a Belbin's Grocery, for \$65,228.00 (HST included) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2023173 - Food Service Provider for Adult and Senior Programs.docx
Attachments:	
Final Approval Date:	Oct 11, 2023

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

Rick Squires - Oct 11, 2023 - 3:23 PM

No Signature - Task assigned to Derek Coffey was completed by workflow administrator Karen Chafe

Derek Coffey - Oct 11, 2023 - 3:54 PM

BID APPROVAL NOTE

Bid # and Name: 2023179 - Caribou Field Complex - Sport Field Lighting
Date Prepared: Tuesday, October 10, 2023
Report To: Regular Meeting
Councillor and Role: Councillor Sandy Hickman, Public Works
Ward: N/A

Department: Public Works
Division: City Buildings
Quotes Obtained By: Sherri Higgins
Budget Code: 0000-17601
Source of Funding: Capital

Purpose:

The purpose of this open call is for Sport Field Lighting for Caribou Field Complex for the Canada Games

Results: ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Top Notch Electrical Ltd	\$631,893.95
HJ Bartlett Electric Inc	\$659,382.40
JMJ Holdings Limited	\$672,441.80
G.J. Cahill & Company (1979) Limited	\$679,305.00

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

Contract Duration: Substantial Completion is required by March 31st, 2024.

Bid Exception: None

Recommendation:

That Council approve for award this open call to the lowest bidder meeting specifications, Top Notch Electrical Ltd., for \$631,893.95 (HST Incl.) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2023179 - Caribou Field Complex - Sport Field Lighting.docx
Attachments:	
Final Approval Date:	Oct 11, 2023

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

Rick Squires - Oct 10, 2023 - 2:27 PM

No Signature - Task assigned to Derek Coffey was completed by workflow administrator Karen Chafe

Derek Coffey - Oct 11, 2023 - 4:01 PM

DECISION/DIRECTION NOTE

Title: Sale of City Land at the front of 38 Scott Street

Date Prepared: October 5, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Ophelia Ravencroft

Ward: Ward 2

Decision/Direction Required:

Recommendation that Council approve the sale of a small portion of City land at the front of 38 Scott Street, as indicated by the red arrow on the attached diagram.

Discussion – Background and Current Status:

The owner of 38 Scott Street has requested to purchase a small parcel of city land at the front of their property, upon which a small sliver of their foundation encroaches. This request was circulated amongst the required City departments with no objections noted.

The purchase price has been established at \$10.00 plus HST and administrative fees. This takes into account that the property is zoned R3 and is approximately 7 square feet. The purchaser will be required to provide a survey. The property owner will also be required to consolidate this land with their existing property once the purchase is completed.

Key Considerations/Implications:

1. Budget/Financial Implications: City to receive \$10 for the sale of this property plus administrative and condolidation fees.
2. Partners or Other Stakeholders: Owner of 38 Scott Street
3. Alignment with Strategic Directions:

A Sustainable City: Be financially responsible and accountable.

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

4. Alignment with Adopted Plans: An Effective City
5. Accessibility and Inclusion: N/A

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6. Legal or Policy Implications: A Deed of Conveyance will be prepared.
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 sale of a small portion of City land at the front of 38 Scott Street, as indicated by the red arrow on the attached diagram.

Prepared by: Linda S. Bishop, K.C. – Senior Legal Counsel
Approved by: Cheryl Mullett – City Solicitor



Report Approval Details

Document Title:	Sale of City Land - 38 Scott Street.docx
Attachments:	
Final Approval Date:	Oct 10, 2023

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

Cheryl Mullett - Oct 10, 2023 - 4:24 PM

DECISION/DIRECTION NOTE

Title: Expropriation of a Service Easement on Bay Bulls Road

Date Prepared: October 11, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley

Ward: Ward 5

Decision/Direction Required:

That Council approve the Expropriation of a Service Easement for a ditch on Bay Bulls Road as shown in the attached plot plan.

Discussion – Background and Current Status:

The City is in the final stage of the Goulds Servicing Project - Phase 2 and Engineering has determined that an easement for the ditch shown on the attached plot plan is required. The Legal Department has reached out to the Estate of the late property owner, however, to date, they have not responded. Engineering has advised that they need this as soon as possible in order to finalize the project and avoid delays.

The easement acquisition price has been set at \$0.50 per square foot, which has been the standard for other easement acquisitions related to this project. This takes into account that the property is zoned R1 and Open Space, and that the majority of the easement required is located within the floodplain or buffer. The City will also pay reasonable legal fees associated with the acquisition of this easement.

Key Considerations/Implications:

1. Budget/Financial Implications: City to pay approximately \$4,526.23, plus reasonable legal fees.
2. Partners or Other Stakeholders: Property owner on Bay Bulls Road
3. Alignment with Strategic Directions:

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

A Sustainable City: Be financially responsible and accountable.

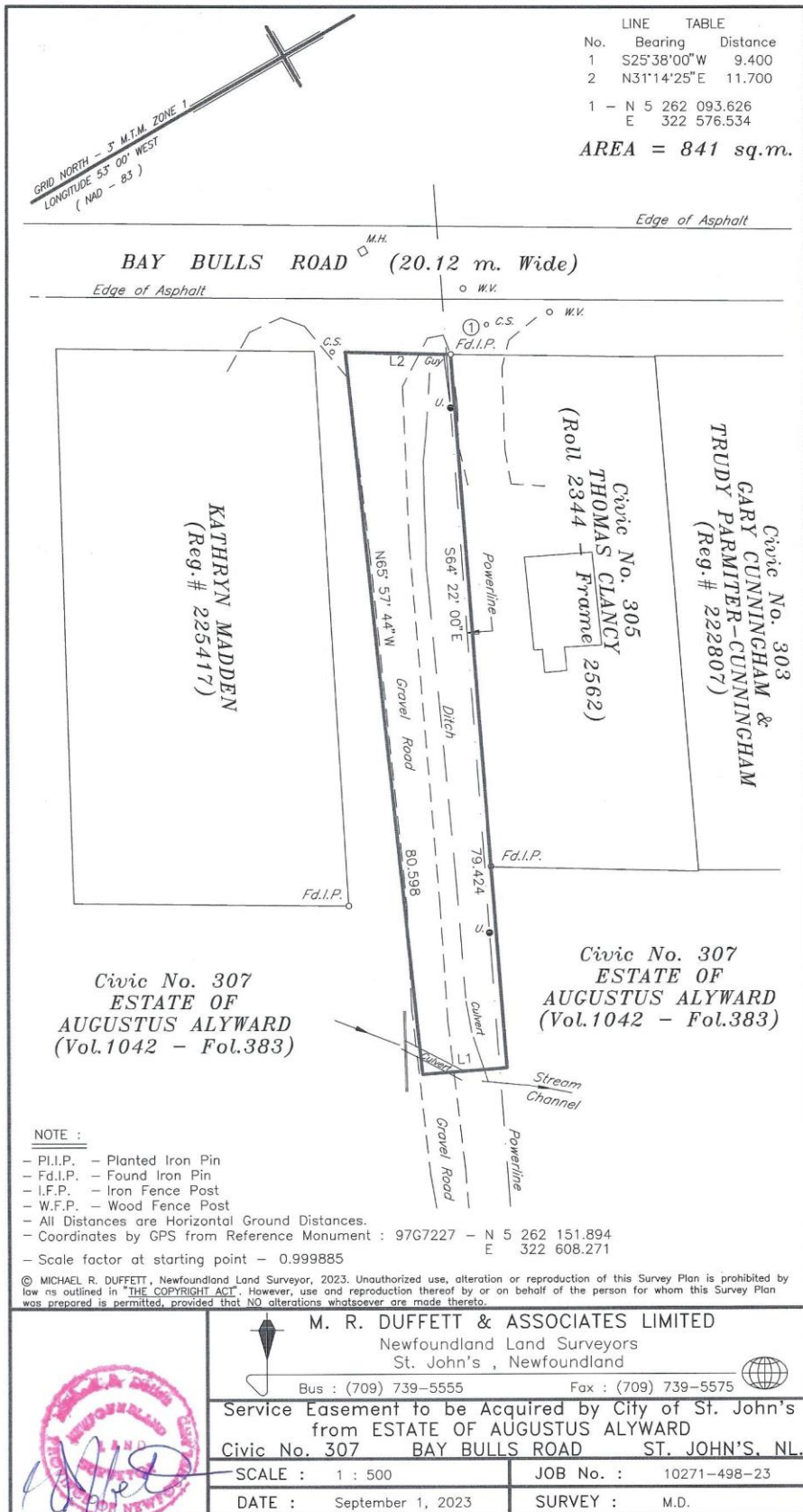
ST. JOHN'S

4. Alignment with Adopted Plans: An Effective City
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: A Notice of Expropriation and associated Release will be prepared and finalized.
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 Expropriation of an easement for a ditch on Bay Bulls Road as shown on the attached plot plan.

Prepared by: Andrew Woodland, Legal Counsel
Approved by: Cheryl Mullet, City Solicitor



Report Approval Details

Document Title:	Expropriation of a Service Easement on Bay Bulls Road.docx
Attachments:	
Final Approval Date:	Oct 11, 2023

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

Cheryl Mullett - Oct 11, 2023 - 2:49 PM

DECISION/DIRECTION NOTE

Title: Travel Authorization – Deputy Mayor to Attend SAM 2023 Fall Business Meeting Hosted by Town of Bay Roberts

Date Prepared: October 13, 2023

Report To: Regular Meeting of Council

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: N/A

Decision/Direction Required:

Council's approval is required for Deputy Mayor O'Leary to attend the Stewardship Association of Municipalities 2023 Fall Business Meeting hosted by the Town of Bay Roberts on Saturday, October 21, 2023.

Discussion – Background and Current Status:

The SAM 2023 Fall Business Meeting is a bi-annual event and is an opportunity to share conservation and stewardship success stories and challenges. The meetings are also a chance to network and partner with other SAM members on environmental stewardship projects.

Key Considerations/Implications:

1. Budget/Financial Implications: travel and registration costs
2. Partners or Other Stakeholders: Stewardship Association of Municipalities
3. Alignment with Strategic Directions: N/A
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: N/A



9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

Recommendation:

That Council approve travel authorization for Deputy Mayor O’Leary to attend the Saturday morning session of the SAM 2023 Fall Business Meeting on October 21, 2023.

Prepared by:

Approved by: