

AGENDA

Committee of the Whole

Wednesday, October 16, 2019

9:00 am

**Council Chambers
4th Floor, City Hall**

ST. JOHN'S

ST. JOHN'S

Committee of the Whole Agenda

October 16, 2019

9:00 a.m.

4th Floor City Hall

Pages

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Adoption of the Minutes**
 - 3.1 Adoption of Minutes - October 2, 2019 1
- 4. Presentations/Delegations**
 - 4.1 O'Brien's Farm Presentation
Ms. Shannie Duff will be in attendance and presenting.
- 5. Finance & Administration - Councillor Dave Lane**
- 6. Public Works & Sustainability - Councillor Ian Froude**
 - 6.1 Decision Note dated October 1, 2019 re: Community Food Sharing Association Support 6
- 7. Community Services & Events - Councillor Jamie Korab**
 - 7.1 Decision Note dated October 7, 2019 re: Iceberg Alley Performance Tent - Three Year Approval 10
- 8. Housing - Deputy Mayor Sheilagh O'Leary**
- 9. Economic Development, Tourism & Culture - Mayor Breen and Councillor Hanlon**
 - 9.1 Information Note dated September 26, 2019 re: Grants to Artists and Arts Organizations Program - Update 23

10.	Governance & Strategic Priorities - Mayor Danny Breen	
10.1	Information Note dated October 10, 2019 re: Strategic Plan Update	27
11.	Planning & Development - Councillor Maggie Burton	
11.1	DN - Amendment to Rezone Land to the Commercial Downtown Mixed 2 Zone (CDM2) for a Mixed-Use Building - REZ1900009 - 96 and 100 Water Street, 205 and 209 Duckworth Street - Designated Heritage Building (former Breakwater Books and S.O.Steele Building)	39
11.2	Decision Note dated October 10, 2019 re: Request to Waive Fees for Community Gardens on City Land - 85 Messenger Drive.	70
12.	Transportation - Councillor Sandy Hickman	
13.	Other Business	
14.	Adjournment	

ST. JOHN'S

Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

October 2, 2019, 9:00 a.m.

Present:	Mayor Danny Breen Deputy Mayor Sheilagh O'Leary Councillor Maggie Burton Councillor Dave Lane Councillor Sandy Hickman Councillor Debbie Hanlon Councillor Deanne Stapleton Councillor Hope Jamieson Councillor Jamie Korab Councillor Ian Froude Councillor Wally Collins
Staff:	Kevin Breen, City Manager Derek Coffey, Deputy City Manager of Finance & Administration Tanya Haywood, Deputy City Manager of Community Services Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services Lynnann Winsor, Deputy City Manager of Public Works Cheryl Mullett, City Solicitor Ken O'Brien, Chief Municipal Planner Karen Chafe, Supervisor - Office of the City Clerk Maureen Harvey, Legislative Assistant Shanna Fitzgerald, Legislative Assistant
Others	Garrett Donaher - Manager - Transportation Engineering

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

2.1 Adoption of Agenda - October 2, 2019

Recommendation

Moved By Councillor Hanlon

Seconded By Councillor Jamieson

That the agenda of October 2, 2019 be adopted as presented.

MOTION CARRIED

3. Adoption of the Minutes

3.1 Committee of the Whole Minutes September 18, 2019

Recommendation

Moved By Councillor Froude

Seconded By Deputy Mayor O'Leary

That the Committee of the Whole minutes dated September 18, 2019 be adopted as presented.

MOTION CARRIED

4. Presentations/Delegations

5. Finance & Administration - Councillor Dave Lane

5.1 Information note dated September 26, 2019 re: Quarterly Travel Report - Second Quarter 2019

Council considered for information the above cited information note.

6. Public Works & Sustainability - Councillor Ian Froude

7. Community Services & Events - Councillor Jamie Korab

8. Housing - Councillor Hope Jamieson

9. Economic Development, Tourism & Culture - Sheilagh O'Leary

10. Governance & Strategic Priorities - Mayor Danny Breen

11. Planning & Development - Councillor Maggie Burton

11.1 Decision note dated September 23, 2019 re: Application to Rezone Land to the Residential Medium Density (R2) Zone for development of 4 Townhouses - REZ1900012 - 98 Cornwall Avenue (corner of Glenview Terrace)

Recommendation

Moved By Councillor Burton

Seconded By Deputy Mayor O'Leary

That Council consider the proposed rezoning at 98 Cornwall Avenue from the Residential Low Density (R1) Zone to the Residential Medium Density (R2) Zone. It is further recommended that the application be advertised and referred to a Public Meeting chaired by an independent facilitator. Following the public meeting, the application would be referred to a regular meeting of Council for consideration of adoption.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, and Councillor Froude

MOTION CARRIED (10 to 0)

12. Transportation - Councillor Debbie Hanlon

12.1 Decision note dated September 26, 2019 re: Rapid Rectangular Flashing Beacons – Rawlins Cross

Councillor Wally Collins joined the meeting at 9:15 am.

Recommendation

Moved By Councillor Hanlon

Seconded By Councillor Jamieson

That Rapid Rectangular Flashing Beacons equipment warranted for future crosswalk improvements be purchased early and installed at the Monkstown Road and King's Road crossings into the centre of Rawlins Cross pending the outcome of the pilot project.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (11 to 0)

12.2 Decision note dated September 26, 2019 re: Road Safety Initiatives

The following points were outlined by Council:

- Information from the Road Safety initiative to be condensed and provided to the public. Communications will be consulted in this regard.
- That follow-up is completed on the enforcement and education component of this initiative.
- That a pilot project to lower speeds in suburban areas within the city, specifically Macbeth Drive, is considered.
- That additional traffic assessments for construction projects be considered and that it is added at the tender phase.
- That staff examine the efficiency of main roads within the city.

Recommendation

Moved By Councillor Hanlon

Seconded By Councillor Jamieson

That the following approach to implementing Road Safety Initiatives is approved as recommended.

I. Enforcement

Continue to collaborate with the RNC and work with the Province to support a Provincial photo enforcement initiative.

II. Education & Programming

Coordinate a neighbourhood pace car program and explore possible opportunities to support walking school bus initiatives lead by external organizations

III. City Policy, Priorities, and Maintenance

Incorporate small improvements as part of the annual sidewalk repair program. Update and digitize the City's pavement markings master file by either funding the work through:

(b) a separate targeted capital expenditure.

IV. Engineering

Implement targeted infrastructure countermeasures at suitable crosswalk locations. Locations will be assessed and prioritized prior to a tender being issued for the work. Improve accessibility of parking through small infrastructure projects.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (11 to 0)

Recommendation

Moved By Councillor Froude

Seconded By Councillor Hanlon

That the motion be amended to remove option III (a) under City Policy, Priorities and Maintenance: *(a) the Road Safety Initiatives budget.*

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (11 to 0)

13. **Other Business**

14. **Adjournment**

There being no further business the meeting adjourned at 10:19 am.

Mayor

DECISION/DIRECTION NOTE

Title: Community Food Sharing Association Support

Date Prepared: October 1, 2019

Report To: Committee of the Whole

Ward: City Wide

Decision/Direction Required: To seek direction on changing the method of support to the Community Food Sharing Association, from a food drive to a monetary contribution.

Discussion – Background and Current Status:

Since the cessation of the Canada Post food drive in 2013, the City of St. John's has been involved in the collection of donated food items in support of the Community Food Sharing Association. Staff have collected food from residential properties, public buildings and apartment complexes. Non-perishable food items have also been accepted in lieu of admission for various City sponsored events. All collected material has been forwarded to the Community Food Sharing Association warehouse.

The food collection effort follows the garbage collection schedule in terms of collection days and routes. Ten (10) trucks with two (2) staff are deployed daily, over a period of a week in mid-November to collect donations from households. Donations deposited in bins at City owned public building and apartment complexes are collected on the final day of the program.

The cost to the Parks and Open Spaces Division in 2018 was \$31,227.

The initial effort in 2014 collected 120,000 lbs. (55,000 kgs) having a value of \$301,500. The following year the effort was extended to two weeks, collecting 151,724 lbs. (69,000 kgs) worth \$379,310. Collections dropped off significantly since 2015, with only 45,669 lbs. (22,573 kgs) having a value of \$114,248, collected in 2018. In recent years, many service groups have become involved in the collection effort. Organizers of public events have also included an opportunity to donate non-perishable food items in lieu of admission. Food donation boxes are also placed in many grocery stores with pre-packaged items available for purchase. Residents now have many opportunities to donate to the food bank. Consequently, the City of St. John's effort is less effective than it once was.



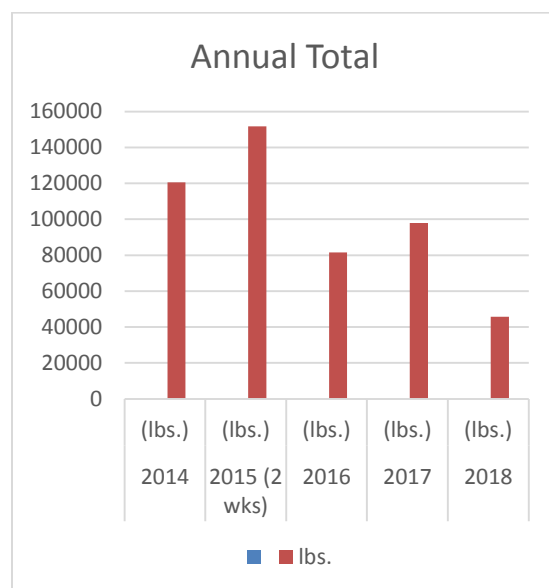
The City of St. John's through its Department of Community Services administers a Community Grant Program. This program supports non-profit groups and organizations seeking financial assistance to run programs and services that are educational, multicultural, recreational or inclusive and take place within the city. The Community Food Sharing Association appears to meet the criteria for eligibility in the program.

The Community Food Sharing Association continues to advocate for financial donations as it indicates it can leverage \$430 for every \$10 received. In this regard, redirecting the City of St. John's effort from a labour based model to a financial model may provide a greater level of assistance.

Food Drive Collection

Area	2014 (lbs.)	2015 (2 wks) (lbs.)	2016 (lbs.)	2017 (lbs.)	2018 (lbs.)
1	22,000	21,851	10,180	13,752	8,185
2	17,250	32,324	21,050	15,240	10,651
3	15,500	20,985	11,075	17,322	4,232
4	24,500	35,419	23,115	23,175	6,251
5	36,750	30,702	15,890	22,109	16,180
Other (Apts. Bus., City)	4,600	10,443	237	6,417	200
Total	120,600	151,724	81,547	98,015	45,699
Value \$2.50/lb	\$301,500	\$379,310	\$203,868	\$245,038	\$114,248

Trend



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Key Considerations/Implications:

1. Budget/Financial Implications

The annual cost to the Department of Public Works, to conduct the food drive, is approximately \$31,227. Additional costs are incurred by the Corporate and Information Services Division in marketing and promotion.

2. Partners or Other Stakeholders

Program contributors ie. residents, service groups, event organizers, partner with the City of St. John's to provide non – perishable food items for the Community Food Sharing Association.

3. Alignment with Strategic Directions/Adopted Plans

- A Sustainable City of St. John's
- A Connected City
- An Effective City

4. Engagement and Communications Considerations

The Marketing and Communications Division as well as Access 311 will be valuable assets in the marketing and notification of the City of St. John's role in efforts involving the Community Food Sharing Association.

5. Human Resource Implications

Reallocation of the City's effort will achieve substantial savings in staff demands. Staff will be re-tasked to other priorities.

6. Procurement Implications

NA

Recommendations:

1. The City of St. John's discontinue the food drive efforts in 2019 and replace the City of St. John's Food Drive with a \$10,000 - 15,000 grant from the Community Grant Program.
2. Encourage the Community Food Sharing Association to apply for a grant under the 2020 Community Grant Program.
3. The City of St. John's place food donation boxes at City owned community centres, recreational buildings and City Hall with proceeds forwarded to the Community Food Sharing Association facility.



Prepared by/Signature:

Brian Head, Manager Parks and Open Spaces Division

Approved by/Date/Signature:

Lynnann Winsor, Deputy City Manager Public Works

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DECISION/DIRECTION NOTE

Title: Iceberg Alley Performance Tent - 3 Year Approval

Date Prepared: October 7, 2019

Report To: Committee of the Whole

Councillor and Role: Councillor Hope Jamieson – Special Event Advisory Committee

Ward: N/A

Decision/Direction Required:

Council provide approval for the requested event dates, subject to adherence to conditions set out by the Special Events Advisory Committee in the months to come as we work through this application.

Discussion – Background and Current Status:

Brigus Production Company, operators of Iceberg Alley Performance Tent, is seeking three-year event approval for the years 2020 up to and including 2022.

Tent Setup

- Royal Canadian Legion parking lot in Pleasantville;
- Setup would start following Regatta Day;
- Tear down would occur immediately following the Festival and take approximately two (2) weeks to complete.

Proposed Concert Dates

2020	Wednesday, September 9 – Saturday, September 19
2021	Wednesday, September 8 – Saturday, September 18
2022	Wednesday September 14 – Saturday, September 24

This approval is for date/time/location only. Approval for the tent and accompanying structure(s) is subject to inspection and review of certifications. This will come as part of the Special Event Advisory Committee review and event permit issue.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A

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2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications:

Recommendation:

Council provide approval for the requested event dates, subject to adherence to conditions set out by the Special Events Advisory Committee in the months to come as we work through this application.

The above noted events are subject to the conditions set out by the Special Events Advisory Committee.

Prepared by/Date:

Jennifer Langmead
Special Projects Coordinator
October 7, 2019

Reviewed and Approved by/Date:

Tanya Haywood
Deputy City Manager, Community Services
October 7, 2019

Attachments:

1. Brigus Production Company Request
2. Noise Readings & Complaints 2017 to 2019



Objective

The Iceberg Alley Performance Tent is seeking a three-year approval from the city of St. Johns for the years 2020 up to and including 2022. The Brigus Production Company (organizers of IAPT) work closely with artists agents and other North American festivals in order to route artists from one festival to another. Routing your festival with others decrease the guarantee or rate that artists command as well as open up your festival to artists who would otherwise skip the market (St. John's). Music Festivals around the world book their acts 2 to 3 years in advance. This allows the festival to announce and go on sale early in the calendar year with the entire line up announced. The consumer then has much more time as well as options for buying tickets.

Here are some examples of consumer options for IAPT 2020

- 3 pack ticket options. Pick 3 shows and receive discounts
- 5 pack ticket options. Pick 5 shows and receive discounts and perks
- Full festival Pass
- Layaway option for tickets. Consumers can pay a deposit then monthly payment.

Residential concerns

The Brigus Production Company realize that our event as well as other local festivals are held in residential areas. Our event adheres to the City of St. Johns noise bylaws. All sound amplification is ceased by 11 pm each night with no applications for extension and our sound pressure measurements are below The City's maximum allowable. Please see the below table of nightly measurements from sept 11 – 21 2019

Date	Day	Time	Band	Decibel Reading
11-Sep	Wednesday	808pm	Monster Truck	91.20
11-Sep	Wednesday	942pm	Glorious Sons	87.20
12-Sep	Thursday	819pm	Weaves	86.00
12-Sep	Thursday	944pm	Metric	90.60
13-Sep	Friday	821pm	Matt Mays	85.20
13-Sep	Friday	938pm	Dawes	85.10
14-Sep	Saturday	943pm	Alan Doyle	81.40
15-Sep	Sunday	939pm	Waterboys	87.00
16-Sep	Monday	808pm	Sister Hazel	86.20
16-Sep	Monday	958pm	Everclear	85.40
17-Sep	Tuesday	752pm	Matt Anderson	88.80
17-Sep	Tuesday	948pm	Colin James	85.70
18-Sep	Wednesday	817pm	Haywire	83.50
18-Sep	Wednesday	945pm	Bret Michaels	89.30
19-Sep	Thursday	928pm	Tim Hicks	86.10
20-Sep	Friday	1010pm	Our Lady Peace	87.10
21-Sep	Saturday	653pm	David Wilcox	82.00
21-Sep	Saturday	759pm	Kim Mitchell	85.90
Sep 21	Saturday	944pm	Loverboy	86.40



Residential concerns

Since our first year in 2107 The Brigus production company has had an agreement with residents directly impacted by the festival. The condominium committee for Augusta Court have been offered two tickets per condo for each night of the festival. For this year's festival over 55% of residents availed of the offer. Please see the document on the next slide.



**ICEBERG ALLEY
PERFORMANCE
TENT**
Quidi Vidi 2019

Residential concerns

AUGUSTA COURT												
#	Name	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	Unit 1											
2	Unit 2	2						2		1	2	1
3	Unit 3	2			2						2	
4	Unit 4											
5	Unit 5											
6	Unit 6											
7	Unit 7	2	2									
8	Unit 8			1				2				
9	Unit 9	1				2						2
10	Unit 10											
11	Unit 11											
12	Unit 12											
13	Unit 13	2			2	2			1	2		
14	Unit 14											
15	Unit 15											
16	Unit 16											2
17	Unit 17	2					2					
18	Unit 18								1			
19	Unit 19			2								
20	Unit 20			2	2	2			2			2
21	Unit 21		2									
22	Unit 22							2			2	
23	Unit 23						1	2	2		2	
24	Unit 24			2	2					1		1
25	Unit 25											
26	Unit 26											
27	Unit 27			1			1	1	2		2	1
28	Unit 28											
29	Unit 29											
30	Unit 30											
31	Unit 31											
32	Unit 32								1			
33	Unit 33											
34	Unit 34											
35	Unit 35											
36	Unit 36								1			
37	Unit 37		1	2	2							
38	Unit 38		2		2		1	2		2	1	2
39	Unit 39		2									

ICEBERG ALLEY
PERFORMANCE
TENT
 Quidi Vidi 2019

Economic impact

The economic impact from The Iceberg Alley Performance tent festival is significant. The growth of the festival has realized many visitors from outside the city and outside the province. Upwards to 20 thousand attendees in 2019 and growing. Listed in the 2019 Destination St. Johns Visitors guide as one of the festivals to attend in St. Johns. This year the festival consisted of 36 bands, 28 of them from Canada, the United States and England and 8 from NL. Some entertainers have extended their stay to explore, Others have come early and brought the whole family. Hotels, airlines as well as local retail, restaurants and pubs all realize the benefits of IAPT. The direct impact to suppliers, vendors, labours and support staff of the festival are helping in a tough economy as this festival extends the tourism and festival season in the city. There are no volunteers recruited for IAPT. When you put all these pieces together, its estimated the total economic impact to be 4 to 4.5 million per year and growing.



Everything is positive

The Iceberg Alley Performance Tent has gained a reputation of being an incredibly well run, well executed festival. We work closely with city of St. Johns, NI Liquor board, fire and police to create a safe and memorable experience for the patron. This is evident in the thousands of emails, social media comments and hand written letters from patrons.



Jeanne Pritchett

Second year going and Honestly, I've never attended such a well organized and smooth set up before. Absolutely amazing!! 🍌🍌

1w Like Reply Message



3



Michelle Dooley-Wells

Thank you so much for one awesome festival 🎸🎸🎸 Can't wait for next year ❤️❤️❤️

1w Like Reply Message



1



Ted Perrin

Best live concert venue I've ever been to! Amazing feat to pull this off and attract so many great artists! We are fortunate you guys do this every year! Can't wait for next year! When the kids are a little older I'll be buying myself a full festival pass! Bring on the 2020 lineup!

1w Like Reply Message



4



Rosann-Rosie Murphy Knee

A HUGE shout out to the organizers - efficiency was totally prevalent throughout the entire venue for the couple of evenings I attended!!!! From ticket line ups to drink line ups to washroom area with hand wash stations to refrigerated trailers for the beer 🤔🤔🤔🤔!!! You guys were on your A game and it showed!! Thank you xo

1w Like Reply Message



3



Tracy Boland King

Enjoyed every minute of it , even had my mother Rock out to Bret Michaels lol. Loved it...Looking forward to next year 🙌

1w Like Reply Message



1



Staci Clancey

Is it time to start buying tickets for next year yet? Can't wait to hear the line up!...Best concert experience I've had!!



Sponsors

In just 3 years the Iceberg alley Performance tent has attracted amazing sponsors. 95% of them all purchasing the top two tiers of a 5 tier sponsorship deck . We have been featured in national, Atlantic Canadian and provincial contesting from sponsors flying in winners from across Canada to join us here in St. Johns for the festival.



**ICEBERG ALLEY
PERFORMANCE**

TENT

Quidi Vidi 2019

Sponsors



Scotiabank

Conclusion

A Three-year commitment from City council would allow us to:

- Place the event in NI Tourism print and media
- Advertise the event Nationally
- Extend the St Johns festival/tourism season
- Increase visitation to the city
- Attract new artist



**Iceberg Alley Performance Tent
Noise Complaints & Decibel Readings 2017 - 2019**

Decibel (dB) Readings

Map Key	LOCATION	September 20, 2017		September 12, 2018		September 13, 2019	
		Time	Reading - dB	Time	Reading - dB	Time	Reading - dB
A	Back of 21 Augusta Court	9:10pm	79	9:55pm	62.5	All readings taken at approximately 10pm	71
B	Veterans Road and Churchill Ave Intersection	9:15pm	70.5	9:38pm	60		53
C	Legion Entrance on Blvd	9:20pm	68.5	10:20pm	63		60
D	Back parking lot of 101 Legion Rd	9:26pm	60	10:15pm	58.5		65.5
E	80 Charter Ave	9:45pm	62	10:10pm	46		48.5
F	28 Augusta Court	9:50pm	72	9:58pm	60		70.5
G	805 Veterans Rd	10:00pm	70	9:50pm	59		55
H	819 Veteran's Road (Parking Lot)	No Reading		9:45pm	46.5		No Reading
I	1 Augusta Court	No Reading		9:52pm	63.5		No Reading
J	Charter Court (Parking Lot)	No Reading		10:05pm	58		No Reading
K	Tent/Concert Reading	No Reading		10:40pm	91		No Reading
K	At Sound Board (55 feet from the stage)	No Reading		No Reading			104
K	Behind Tent (100 feet from the stage)	No Reading		No Reading			86

Iceberg Alley Performance Tent Noise Complaints & Decibel Readings 2017 - 2019



INFORMATION NOTE

Title: Grants to Artists and Arts Organizations Program - Update

Date Prepared: September 26, 2019

Report To: Committee of the Whole

Councillor and Role: Councillor Hanlon; Tourism, Culture, & Immigration

Ward: N/A

Issue: Updating elements of the Grants to Artists and Arts Organizations Program, to be in effect for the 2020 grant cycle and beyond. Based on feedback, and reflecting the importance of continuous improvement in arts grants programming, these changes will increase clarity for applicants, improve the consistency and administration of the grants, and in some cases align the program with the guidelines of other funding agencies.

Discussion – Background and Current Status:

In 2016, a new Policy on Grants to Artists and Arts Organizations (04-04-09) was approved and adopted by Council. Subsequently, beginning with the 2019 grant cycle, an additional modification was made to improve the program and its administration, and to increase consistency with the City's other grant programs (Community, Special Events and Festivals, etc.): the assessment of arts organizations was separated from the peer-jury assessment of individual artists, and placed with the Grants Review Committee (which had already been assessing all other organizational grant applications). This shift has been a successful move toward greater consistency.

As we continue to review and assess our grant programs' effectiveness, several new changes to improve the consistency and administration of the grants program are detailed below:

- **For individual artist applications, define a maximum grant request amount/amount awarded of \$3,000.**
 - We don't currently define a maximum request amount/amount awarded, which often results in request amounts that exceed what the current grants budget is able to reasonably consider.
 - The suggested amount of \$3,000 is based on historical amounts granted to individual artists over the past several years.

- **Add the following Applicant Eligibility Criteria:**
 - An applicant may only apply for ONE project at a time.
 - An applicant who has received City funding for a previous project must have completed the project before applying again.
- **For Grants to Arts Organizations, make the following amendment to eligibility criteria:**
 - “Organizations ~~should~~ **must** be federally or provincially incorporated as a registered charity or not-for-profit corporation (see “Definitions”). Proof of the incorporation must be submitted with the Grants to Artists and Arts Organizations application. ~~In some cases an exception may be permitted; in such cases the organization must complete and submit with their application an Acceptance of Liability for Unincorporated Applicant form (CS-1010A).~~
- **For Grants to Arts Organizations, carry over from the “Policy on Requests for Grants and Subsidies” (04-04-01) the following clause to the “Policy on Grants to Artists and Arts Organizations” (04-04-09) for consistency:**
 - “An organization receiving 80% of its funding from other levels of government will not be considered for a City grant. It is assumed that such a project is adequately funded by the government sector and should be sufficiently supported by the private sector to meet the additional 20% funding needed. Exceptions may be made to this guideline where deemed acceptable.”
- **Create two sub-categories for grants to individual artists, as follows:**
 - Creation Project:
 - Examples of creation projects: writing a novel, creating new artwork, writing songs for new album, developing new dance pieces, script dramaturgy, etc.
 - Applicant’s subsistence costs considered an eligible expense, up to \$2,000 per month for full-time work on a project. If the applicant has other sources of income, this should be subtracted from the maximum subsistence cost (e.g. if an applicant’s unrelated part-time work equals \$1,000 per month, only \$1,000 per month would be considered an eligible subsistence cost). *Subsistence costs are costs that are unrelated to the project’s activities but incurred by the applicant in order to be able to take the time to work on the project.*
 - Production Project:
 - Examples of production projects: recording an album, staging a theatrical production, producing a film, etc.
 - Fee/honoraria to applicant considered eligible, but not subsistence costs. The remuneration should be accompanied by an explanation/documentation (e.g. CARFAC fee schedule).

- **Enhance clarity in list of ineligible expenses, as follows:**

Proposed Additions/Amendments (new, to be removed)
1. Civic departments, commissions, or committees (libraries, community centres, etc.).
2. Expenses incurred before the application deadline date.
3. Educational institutions (schools, colleges, etc.).
4. Work created as part of an academic program (e.g. Master's dissertation).
5. Scholarships, prizes, and awards.
6. Groups Raising funds for non-cultural causes.
7. Travel, accommodation, and tours outside St. John's.
8. Capital projects (facility construction or purchase, equipment purchase, etc.).
9. Capital expenses (including but not limited to facility construction or purchase, etc.).
10. Purchase of equipment, instruments, computers, or software.
11. Protest events, political campaigns, or political rallies.
12. Deficit reduction.
13. Recovering the cost of a project deficit or an organization's financial deficits.
14. Professional development for individual applicants (workshop fees, course tuition, etc.).

Key Considerations/Implications:

1. Budget/Financial Implications:
2. Partners or Other Stakeholders:
3. Alignment with Strategic Directions/Adopted Plans:
4. Legal or Policy Implications:
 - Amendment of Policy 04-04-09: Policy on Grants to Artists and Arts Organizations
5. Privacy Implications:
6. Engagement and Communications Considerations:
 - Notification to arts organizations and individual artists about the above changes.
7. Human Resource Implications:
8. Procurement Implications:
9. Information Technology Implications:

10. Other Implications:

Conclusion/Next Steps: The above changes will be in effect for the 2020 Grants to Artists and Arts Organizations (submission deadline November 30, 2019)

Prepared by/Date: Théa Morash; September 26, 2019

Reviewed by/Date:

Approved by/Date:

Attachments:



PROGRESS UPDATE TO COUNCIL

October 10, 2019

ST. JOHN'S







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

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

CITY OF ST. JOHN'S PLAN A SUSTAINABLE CITY

Goal	Start Date	Due Date	Current Completion	2018	2019	2020	2021	Council Report Update
Be financially responsible and accountable: 100%	2019/01/01	2022/01/01	On Track					<i>No updates recorded</i>
→ Develop a Fraud Policy: 100%	2019/01/01	2019/12/31	On Track					NEW Council Quarterly Achievements: Policy is drafted and feedback has been provided by Legal and Human Resources as part of first review. Aiming to have full review and approval by year end as planned.
→ Develop a Sponsorship Policy: 100%	2018/01/01	2019/12/31	On Track					NEW Council Quarterly Achievements: Policy drafted and currently being reviewed by the Corporate Policy Committee. On track for completion for year end.
→ Develop a City-wide Cash Handling and Petty Cash Policy: 100%	2019/01/01	2019/12/31	On Track					NEW Council Quarterly Achievements: Policy drafted and currently being reviewed by the Corporate Policy Committee. On track for completion for year end.
→ Develop a Collection of Accounts Receivable Policy: 100%	2019/01/01	2019/12/31	On Track					NEW Council Quarterly Achievements: Policy has been drafted and reviewed by internal stakeholders including the Corporate Policy Committee. Final review by Legal is now required prior to approval by senior staff and Council by year end as planned.
→ Initiate a corporate wide asset management plan: 100%	2019/01/01	2020/03/31	On Track					NEW Council Quarterly Achievements: To date, two working groups have been established. First, a Policy and Plan Development (PPD) team consisting of staff across City departments, St. John's Sports and Entertainment (SJSE) and Metrobus. Secondly, an Asset Management Process Mapping (AMPM) Continuous Improvement team, comprised of 26 staff representing various City departments, SJSE, and Metrobus. The PPD team has met 3 times and is currently working with the City's Policy Analyst to develop an Asset Management Policy. This group is also developing an inventory of the types of Asset Management information currently being kept across the various areas. The AMPM team has met twice to date. They are currently focused on gathering information around the processes currently used at the City to manage assets. Two CI projects will result from this work - one focused on facilities and one on linear assets. This initiative will proceed into 2020.

→ Formalize a long-term partnership agreement with the St. John's International Airport Authority: 100%	2019/01/01	2019/12/31	Complete	<div></div>	<div></div>	No updates recorded
Plan for land use and preserve and enhance the natural and built environment where we live: 100%	2019/01/01	2022/01/01	On Track	<div></div>	<div></div>	No updates recorded
→ Commence the development of a sustainability plan: 100%	2019/05/05	2019/12/31	On Track	<div></div>	<div></div>	NEW Council Quarterly Achievements: Initiate Phase: <ul style="list-style-type: none"> Hiring and on-boarding of Sustainability Coordinator was completed. Presentation on concepts and frameworks of sustainability for the City of St. John's was delivered to the Committee of the Whole on May 2019. An Initial look at the Sustainability of the City was completed. Review of latest sustainability planning frameworks for Canadian municipalities. A Terms of Reference for the Environment and Sustainability Expert Panel was completed and approved by Council. An inter-departmental sustainability working group is identified. Internal and external stakeholders have been identified, initial perceptions data gathering is in progress. Research Phase: <ul style="list-style-type: none"> Corporate Energy and Emissions Inventory was complete and currently undergoing technical review. Community Energy and Emissions Inventory was initiated. The Federation of Canadian Municipalities' Partners for Climate Protection framework Milestone 1 of 5 was completed. Climate Change data relevant to the City of St. John's was gathered to support vulnerability and risk assessment workshops, materials are in-development. Other: Funding applications have been submitted in a collaborative framework to support planning and future implementation of the Sustainability Plan.
→ Launch energy efficient pilot project for City-owned affordable housing: 100%	2019/08/01	2019/12/31	On Track	<div></div>	<div></div>	NEW Council Quarterly Achievements: 7 of 26 units have digital thermostats installed.

→ Divert waste from landfill: 100%	2019/01/01	2019/12/31	On Track		<p>NEW</p> <p>Council Quarterly Achievements: There are four activities under this initiative, all contributing to waste diversion. Compared to last year, there has been:</p> <ul style="list-style-type: none"> • 32% increase in yard waste tonnage • 8% increase in the number of compost bins sold • 11% increase in participation in compost information sessions <p>The second phase of the Automated Garbage program rolled out in spring 2019- the City continues to monitor recycling numbers. The Furniture Diversion program is relatively new and we continue conversations with partners to increase uptake. Awaiting outcomes from Provincial Waste Management Strategy to inform industrial, institutional and commercial waste diversion efforts.</p>
→ Review to modify the existing Litter Can Collection and clean-up programs to improve cleanliness in the Downtown	2019/01/01	2019/12/31	On Track		<p>NEW</p> <p>Council Quarterly Achievements: Completed inventory of all waste receptacles by type and location. Receptacle condition was assessed and receptacles due for repair or replacement were identified. Old style decorative receptacles have been refurbished to like-new condition. Covers for concrete style receptacles have been ordered and received. New style 2-stream receptacles have been placed around Convention Centre, Mile One and City Hall. Plastic receptacles in worst condition have been replaced with new type or refurbished decorative style. New <i>Curb It</i> decals have been ordered and received for three-stream metal receptacles to replace original decals that are faded and out of date. Extra team of litter crew deployed whenever cruise ships visit port of St John's and during special events such as George Street Festival.</p>
→ Develop alternatives to traditional snow removal: 100%	2019/01/01	2019/12/31	On Track		<p>NEW</p> <p>Council Quarterly Achievements: Review complete. Determining costs of options to be considered as part of budget discussion.</p>
→ Complete the Envision St. John's Municipal Plan and Development Regulations: 100%	2019/01/01	2020/03/31	Behind		<p>NEW</p> <p>Council Quarterly Achievements: We await provincial release - have been waiting since March 5, 2019, the day after Council adopted-in-principle the Envision plan and regulations. We are keeping in touch with Municipal Affairs but cannot move to the next step (a commissioner's hearing) until we get the release.</p>
→ Review current Stormwater Detention Policy to enable more efficient design of stormwater detention facilities: 100%	2019/01/01	2019/12/31	On Track		<p>NEW</p> <p>Council Quarterly Achievements: A new stormwater detention policy is being worked on and will be completed by the end of December 2019. The new policy will be brought forward to Council in early 2020 for consideration.</p>
→ Implement new stormwater management design criteria to account for climate change: 100%	2019/04/23	2019/12/31	Complete		No updates recorded

→ Initiate a City-wide wetland report to delineate all wetlands within municipal boundary for protection: 100%	2019/01/01	2020/02/28	On Track				NEW Council Quarterly Achievements: C-Core has been awarded the contract to delineate all wetlands within the City using remote sensing and a subsequent kick-off meeting has been held between the consultant and City staff. C-Core is presently working the wetland delineation over the next few months and plans to calibrate their models by performing numerous visits to various wetlands. It is anticipated that a final draft report will be submitted to the City in December 2019 and that the report should be finalized by the end of January 2020. Staff will then bring forward the report to Council in February 2020.
Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors: 100%	2019/01/01	2022/01/01	On Track				<i>No updates recorded</i>
→ Deliver on a regional Themed Signage Strategy as outlined in Roadmap 2021: 100%	2019/01/01	2020/06/26	On Track				NEW Council Quarterly Achievements: Tri-level funding secured, consultant hired through public RFP process, stakeholder and partner consultations have begun. Anticipate design concepts spring 2020.
→ Complete a new Economic Development Plan, review and prioritize recommendations: 100%	2019/01/01	2019/12/31	On Track				NEW Council Quarterly Achievements: Draft themes and directions identified by steering committee. Council to be briefed Oct/Nov 2019 with final plan anticipated end of year.
→ Reduce development fees in intensification areas to stimulate growth within the City core: 100%	2019/01/01	2019/12/31	Complete				NEW Council Quarterly Achievements: The intensification areas have been delineated throughout the City and are now in effect.
→ Amend Development Regulations to make minimum parking requirements discretionary in the Downtown: 100%	2019/01/01	2019/12/31	Complete				NEW Council Quarterly Achievements: This work is completed. Parking relief in the Downtown Parking Area has been restored by an amendment to the St. John's Development Regulations.
→ Develop a City marketing initiative to support branding: 100%	2019/08/01	2020/04/03	On Track				NEW Council Quarterly Achievements: Marketing Strategist has been hired and has started. Deadline for delivery has moved to March, 2020.

A CITY THAT MOVES

Goal	Start Date	Due Date	Current Completion	2019	2020	2021	Council Report Update
Create a sustainable and accessible public transportation system: 100%	2019/01/01	2022/01/01	On Track				<i>No updates recorded</i>
→ Make traffic signal modifications at select intersections to allow transit vehicles to pass with priority: 100%	2019/01/01	2019/12/31	Behind				NEW Council Quarterly Achievements: Difficulty modifying an old traffic control unit to accommodate new system.
→ Complete the Public Transit Operational Review: 100%	2019/01/01	2019/12/31	On Track				NEW Council Quarterly Achievements: Commission meeting with Dillon Consulting within the next 30 days to prioritize and review recommendations.

Improve safety for all users on a well-maintained street network: 100%	2019/01/01	2022/01/01	On Track	<div></div>		No updates recorded
→ Pilot recessed pavement markings in targeted areas: 100%	2019/01/01	2020/05/15	On Track	<div></div>		NEW Council Quarterly Achievements: Recessed pavement markings are installed in various areas and will be assessed for durability in spring 2020.
→ Complete a city-wide collision report: 100%	2019/01/01	2019/12/31	Behind	<div></div>		NEW Council Quarterly Achievements: Unexpected difficulty acquiring required collision data.
→ Implement select recommendations and actions from the Paid Parking Management Strategy: 100%	2019/01/01	2019/12/31	On Track	<div></div>		NEW Council Quarterly Achievements: Next step (installation of Pay Stations) is current priority. Working toward 20-25 units installed by December.
→ Complete Hebron Way street extension to Major's Path: 100%	2019/01/01	2020/11/27	On Track	<div></div>		NEW Council Quarterly Achievements: Tender preparation is currently ongoing. Initiative will begin in 2019 with completion in the fall of 2020. There is ongoing land acquisition tasks and coordination with the Airport Authority.
→ Report on small traffic and road improvement projects throughout the city to address concerns of residents and improve road safety: 100%	2019/04/30	2019/12/31	On Track	<div></div>		NEW Council Quarterly Achievements: Report to Committee Of The Whole on 2019.10.02
→ Implement the Transportation Master Plan: 100%	2019/01/01	2019/12/31	Behind	<div></div>		NEW Council Quarterly Achievements: Work ongoing for data collection phase.
Expand and maintain a safe and accessible active transportation network: 100%	2019/01/01	2022/01/01	On Track	<div></div>		No updates recorded
→ Complete the Bike St. John's Master Plan to support cycling in the city: 100%	2019/01/01	2019/06/10	Complete	<div></div>		No updates recorded
→ Install Accessible Pedestrian Signals (APS): 100%	2019/08/06	2019/12/31	On Track	<div></div>		NEW Council Quarterly Achievements: Difficulty modifying an old traffic control unit to accommodate new system.
→ Build an infill sidewalk program for areas currently lacking sufficient sidewalks: 100%	2019/01/01	2020/07/31	On Track	<div></div>		NEW Council Quarterly Achievements: This initiative will begin in 2019 with completion in 2020. Locations have been selected and tender preparation is currently underway.

A CONNECTED CITY












Goal	Start Date	Due Date	Current Completion	2019	2020	2021	Council Report Update
Increase and improve opportunities for residents to connect with each other and the City: 100%	2019/01/01	2022/01/01	On Track	<div></div>			No updates recorded

→ Create a Community Connections communications strategy to promote sense of belonging and pride of place: 100%	2019/01/01	2019/12/31	On Track			NEW Council Quarterly Achievements: Marketing and Communications has a draft blog platform in place for the Our City Our Story blog site. The launch date has been pushed back to November to accommodate leaves and conflicting projects. Our goal is 8 stories by December, 2019 on individuals with deep connections to the City. Other planning projects identified in the strategy are in development.
→ Advance a new City website: 100%	2019/01/01	2019/12/31	On Track			NEW Council Quarterly Achievements: The Request for Information (RFI) closed on September 25th. The City received a number of responses from both local and national vendors and is currently reviewing the responses. For those responses that we would like to explore in further detail we will be reaching out to the specific vendors over the next number of weeks. This information will be helpful in the drafting of the formalized Request for Proposals (RFP). The Public Engagement portion of the project has been completed and we will be reviewing the results in the near future.
→ Implement Phase 1 of online neighbourhood profiles initiative improving access to information to residents: 100%	2019/01/01	2020/01/31	On Track			NEW Council Quarterly Achievements: The Neighbourhood Profile Initiative is on track with a goal of launching by late January 2020. 28 neighbourhood profiles are currently being developed with associated map search features.
→ Launch Corporate Community Outdoor Program: 100%	2019/01/01	2019/12/31	On Track			NEW Council Quarterly Achievements: Launch of Corporate Outdoor Program website on track. Final edits on design and clear print guidelines are currently occurring.
→ Implement a new 311 Call Center Solution to improve client experience: 100%	2019/01/01	2019/12/31	On Track			NEW Council Quarterly Achievements: Currently doing user acceptance testing with the solution and are planning to conduct training towards the end of October for a Go Live in November.
→ Undertake a Youth Engagement Strategy to improve youth participation in City engagement efforts: 100%	2019/04/01	2019/12/31	On Track			NEW Council Quarterly Achievements: Scope of strategy outlined. Met with Youth Advisory Committee on Oct. 1. Will create a Youth Engagement Action Team; solicit membership in Oct. Currently working with Marketing and Communications on a recruitment strategy.
Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities: 100%	2019/01/01	2022/01/01	On Track			No updates recorded
→ Advance the Northeast Avalon Healthy Communities Alliance: 100%	2019/01/01	2020/01/17	On Track			NEW Council Quarterly Achievements: This goal is on target. Eastern Health has agreed to co-chair the N.E. Avalon Healthy Communities Alliance. City and Eastern Health staff have formed a working group and have developed the first draft of the Terms of Reference for the Alliance.

→ Advance the Healthy City St. John's Strategy: 100%	2019/01/01	2019/12/31	On Track					NEW Council Quarterly Achievements: This goal is on target. Workplan framework has been developed and meetings with Internal staff champions are taking place to ensure that work plan supports the City's strategic directions; draft Envision City plan and other plans and strategies (i.e.) Affordable Housing Strategy; Open Space Master Plan; CSJ Road Map 2021 etc.
→ Acquire HIGH FIVE® quality assurance accreditation for recreation programming: 100%	2019/01/01	2019/05/31	Complete					NEW Council Quarterly Achievements: Goal was completed by deadline. St. John's was successful in becoming the first HIGH Five fully accredited organization outside of Ontario. Community Celebrations took place at City Community Centres on April 28, 2019.
→ Develop a Port of St. John's risk mitigation program to improve safety and response from St. John's Regional Fire Department: 100%	2019/01/01	2019/12/31	On Track					NEW Council Quarterly Achievements: St. John's Regional Fire Department (SJRF) began an initiative in 2017 with the St. John's Port Authority and its clients to enhance the department's capacity in Shipboard Fire Fighting. SJRF worked with the Marine Institute's Offshore Safety Survival Center to develop a program for the department and as of September 30th, 24 personnel from the department have completed the training and will form SJRF's technical team for ship based incidents. From here SJRF will collaborate with the St. John's Port Authority in phase 2 of this initiative where the Port will take the lead in developing a Port Safety and Risk Management Committee. This committee will be comprised of port clients with the goal to continue to collaborate on exercise opportunities and to identify and mitigate risks unique to the port. Internally, SJRF through our training division, will continue to develop awareness training for our personnel and to ensure that the core team maintain required competences.
→ Complete site selection and initiate detailed design work for new H.G.R Mews Community Centre: 100%	2019/08/19	2019/12/31	On Track					NEW Council Quarterly Achievements: All tasks identified with Complete Site Selection and Initiate Detailed Design for New H.G.R. Mews Community Centre have been updated with a progress report. The following tasks have been completed to date: 1). Completed public engagement on site selection process; 2). Decision Note with recommendation for selection of Mundy Pond Park at the preferred site location for the new Mews Centre; 3). Request for Proposals for Professional Services for Design has been issued and will close no later than October 24, 2019. Award of the RFP is anticipated for the first week of November 2019. All tasks associated with the strategic goal will be completed prior to January 2020 as planned.

AN EFFECTIVE CITY

Goal	Start Date	Due Date	Current Completion	2018	2019	2020	2021	Council Report Update
Work with our employees to improve organizational performance through effective processes and policies: 100%	2019/01/01	2022/01/01	On Track					No updates recorded

→ Explore alternative service delivery models: 100%	2019/01/01	2019/12/31	On Track		No updates recorded
→ Develop a Procurement Policy: 100%	2018/01/31	2019/12/31	On Track		NEW Council Quarterly Achievements: Policy has been drafted and sent to Corporate Policy Committee for review. Expect to be on track for end of year.
→ Develop a Privacy Management Policy: 100%	2019/01/01	2019/12/31	Complete		No updates recorded
→ Develop a Respectful Workplace Policy: 100%	2019/01/01	2019/12/31	On Track		NEW Council Quarterly Achievements: The Respectful Workplace Policy is currently in the final review stage with Legal. We are on track to complete this by the end of October and bring the policy to Council for approval in November, 2019.
→ Develop an Employee Learning and Development Policy: 100%	2018/09/03	2019/12/31	On Track		NEW Council Quarterly Achievements: Policy drafted and reviewed internally. Expect to be able to finalize in 2019.
→ Advance an Information Management Strategy: 100%	2019/01/01	2019/12/31	On Track		NEW Council Quarterly Achievements: Request for Proposals (RFP) anticipated to be complete by October 18, 2019 after which the successful consultants with work with staff to prepare strategy. We anticipate this initiative going into 2020.
→ Undertake Continuous Improvement Projects: 100%	2018/09/03	2020/03/31	On Track		NEW Council Quarterly Achievements: Progress report on continuous improvement projects was brought to Council on August 21. A detailed report can be found here Committee of the Whole Agenda Aug. 21, 2019
→ Outreach initiatives at St. John's Regional Fire Department: 100%	2019/02/01	2019/12/31	On Track		NEW Council Quarterly Achievements: One Newsletter completed, a second Newsletter has been drafted for release by the end of October 2019.
→ Review and update by-laws: 100%	2019/01/01	2019/12/31	On Track		NEW Council Quarterly Achievements: There are four by-laws to be reviewed and updated: Heritage By-law, Commercial Maintenance By-law, Residential Property Standards By-law, and Sanitation Regulations. Legal is currently working through drafts with user departments and user groups. On track for completion by year-end.
→ Develop policies, procedures and service standards to enhance divisional processes in Regulatory Services: 100%	2019/01/01	2019/12/31	On Track		NEW Council Quarterly Achievements: To date, there have been 14 Standard Operating Procedures (SOP) developed and implemented and 2 Service Standards. Work is continuing on developing additional SOPs, etc.
→ Identify and source a tool for paperless workflows to improve efficiency: 100%	2019/01/01	2019/12/31	On Track		NEW Council Quarterly Achievements: Request For Proposals closed. Currently reviewing submissions and vendor capabilities.

→ Design a management development program to advance core management competencies: 100%	2019/01/01	2019/12/31	On Track				NEW Council Quarterly Achievements: Jurisdictional scan and interviews with other municipalities complete to scope best practice and lessons learned. Outline of needs developed. Reviewing various online learning options. On track to have program outlined before year end.
→ Advance a Service Excellence Framework: 100%	2019/06/03	2019/12/31	On Track				NEW Council Quarterly Achievements: Reviewing various types of service excellence frameworks and strategies to determine the best fit for the City.
→ Create a culture of continuous improvement (CI) through continued CI training and development: 100%	2019/01/01	2020/03/31	On Track				NEW Council Quarterly Achievements: Issued Standing Offer Request for Proposals and secured a vendor for on-going training. Ten new Green Belt candidates trained in June, 2019 and projects are underway. Certification due to be complete by March 2020. Planning a CI strategy session for November and continuing to develop and deliver training and learning to create a culture of continuous improvement to staff at all levels.
→ Pilot an employee performance management initiative: 100%	2019/01/01	2019/12/31	On Track				NEW Council Quarterly Achievements: Pilot group has been created and training provided. Human Resources and Pilot Group managers are working together to finalize objectives and have feedback conversations. Final report with recommendations will be provided in December.
Ensure accountability and good governance through transparent and open decision making: 100%	2019/01/01	2022/01/01	On Track				<i>No updates recorded</i>
→ Initiate a communications strategy to share decisions of Council from Council meetings and Committee of the Whole to improve awareness and understanding: 100%	2019/06/03	2019/12/31	On Track				NEW Council Quarterly Achievements: Awaiting the switch to webcast; developing an e-newsletter to support webcast
→ Implement vendor performance module for bids and tenders software: 100%	2019/09/02	2020/03/31	On Track				NEW Council Quarterly Achievements: Date to have implemented has been moved to end of March.
→ Upgrade Council technology to provide improved access to agendas, minutes and decisions of Council: 100%	2019/01/01	2019/12/31	On Track				NEW Council Quarterly Achievements: Will be soft launching the web streaming of the Council meetings on October 7th. Vote Manager is in the process of being rolled out and we are on schedule to roll-out the remaining portion of eScribe in October/November.
→ Implement tools and systems to track and report on organizational performance: 100%	2019/01/01	2019/12/31	On Track				NEW Council Quarterly Achievements: Cascade selected as the strategic planning and reporting tool through a public procurement process. All content populated in system with key milestones for each initiative added. All users trained and a training manual developed. Reporting features being tested with first report to Council in Mid-Oct.

INFORMATION NOTE

Title:	Strategic Plan, 2019 Action Plan Progress Update
Date Prepared:	Oct. 10, 2019
Report To:	Committee of the Whole
Councillor and Role:	Mayor Danny Breen, Governance and Strategic Priorities
Ward:	N/A

Issue: Provide Council with an update on progress against the [2019 Action Plan](#) supporting the [Our City, Our Future Strategic Plan](#) which was launched in early 2019.

Discussion – Background and Current Status:

The Strategic Plan is the City's overarching strategy document created to shape and direct our long-term strategic decisions. The vision and the strategic directions are the drivers for change, developed through a year-long process and they provide the foundation for the plan. The four directions - **A Sustainable City, A City that Moves, A Connected City and An Effective City** - are pillars, each one including goals that translate into specific strategic actions annually. While the directions are long-term, the goals are designed for the life of Council with each new Council reviewing and adjusting them to reflect emerging and changing priorities. Annually, the City identifies strategic activities through a departmental planning process which result in an annual list of initiatives that turn the intention of the plan into a reality. The City published the 2019 Action Plan in March 2019 and committed to reporting on achievements. The October 2019 Progress Report attached shows overall progress on each of the initiatives including written commentary.

There are 61 initiatives outlined in the 2019 Action Plan. Progress is categorized as follows:

- 50 initiatives are on track for completion by end of year or sometime in 2020 (end dates are noted in the report).
 - Of the 50 initiatives on track, 37 have completion dates in 2019 with 13 scheduled to require some work into 2020.
- Seven initiatives are completed
- Four initiatives are showing as behind

Since the Strategic Plan and Action Plan were launched, the City has sourced a new strategic planning and reporting tool which is now being used for monitoring and reporting.

Key Considerations/Implications:

1. Budget/Financial Implications:
Initiatives are outlined year over year and considered within the budget planning process.

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2. Partners or Other Stakeholders:

The City has set a guiding principle in the plan recognizing that we need to work with our partners and municipal neighbours to advance our directions. Many initiatives in the plan note these partnerships.

3. Alignment with Strategic Directions/Adopted Plans:

The Strategic Plan is the overarching plan for the City. All other plans and strategies align with the vision, directions and goals outlined here.

4. Legal or Policy Implications:

N/A

5. Privacy Implications:

N/A

6. Engagement and Communications Considerations:

A significant year-long engagement process was carried out in the development of the Strategic Plan which included both internal and external stakeholders. Progress Reports will be shared on the [City's Website](#).

7. Human Resource Implications:

Strategic planning is the responsibility of the Division of Organizational Performance and Strategy, Department of Finance and Administration. Departments are responsible for setting their annual Action Plans which support the Strategic Plan.

8. Procurement Implications:

Initiatives that have procurement needs follow procurement legislation and process.

9. Information Technology Implications:

The new strategic planning monitoring and reporting software was implemented between June and September 2019. Employees have been trained in the use of the system.

10. Other Implications:

N/A

Conclusion/Next Steps:

Planning has begun for the development of the 2020 Action Plan. Items from the 2019 Action plan with completion dates into 2020 will be incorporated into that plan.

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

Reviewed by: Derek Coffey, Deputy City Manager, Finance and Administration

Approved by: Kevin Breen, City Manager

Attachments: Strategic Plan Council Progress Report, Oct. 2019

DECISION/DIRECTION NOTE

Title: Amendment to Rezone Land to the Commercial Downtown Mixed 2 Zone (CDM2) for a Mixed-Use Building
REZ1900009
96 and 100 Water Street, 205 and 209 Duckworth Street
Designated Heritage Building (former Breakwater Books and S.O. Steele Building)

Date Prepared: October 8, 2019

Report To: Committee of the Whole

Councillor & Role: Councillor Maggie Burton, Planning and Development Lead

Ward: 2

Decision/Direction Required:

To consider a rezoning application for 96 and 100 Water Street, 205 and 209 Duckworth Street to the Commercial Downtown Mixed 2 (CDM2) Zone for the purpose of a mixed-use building. The uses include retail, office, residential and museum. An amendment to the St. John's Municipal Plan would not be required.

Discussion – Background and Current Status:

Roebethan McKay Marshall Accident and Injury Law has applied for a text amendment to the Commercial Central Mixed Use (CCM) Zone to accommodate a proposed 6-storey mixed-use building. The property is currently zoned CCM and is within the Commercial Downtown District of the St. John's Municipal Plan. The CCM Zone allows for a maximum building height of 15 metres and therefore an amendment is required. Further, the property is located within Heritage Area 1 and the former Breakwater Books and S. O. Steele Building at 100 Water Street is designated by Council as a Heritage Building and the Province as a Registered Heritage Structure.

During public consultation for Envision St. John's, the interest and need for additional building height in appropriate locations within the downtown was identified. Envision has an objective for the east end of downtown (east of Adelaide Street) to retain the existing urban form and scale along the commercial corridors of Duckworth and Water Streets, while allowing some additional height. Higher buildings may be considered subject to building orientation, setbacks, public space and parking standards. The existing scale of buildings, along with the downtown's cultural and architectural significance and heritage requirements, will guide building design and will help determine the appropriate scale and scope of new buildings and redevelopment.

Mixed-use, pedestrian-friendly commercial centres are also a key goal throughout Envision. Although the new Municipal Plan has yet to come into legal effect, it has been adopted-in principle by Council, and its policies endorsed by the public.

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In response to the request for additional height, the Envision Development Regulations look at new zones and zone requirements for considering additional height with the intent of facilitating commercial and mixed-use development while maintaining appropriate heritage standards. Although the applicants have requested a text amendment to the CCM Zone, based on the work completed for Envision, it is proposed that a new Commercial Downtown Mixed 2 (CDM2) Zone be used for this application. The intent of the CDM2 Zone is to allow the same uses as the Commercial Downtown Mixed (CDM) Zone with a slightly higher maximum building height and Floor Area Ratio (FAR). The permitted and discretionary uses in both the CDM and CDM2 Zones are a combination of those from the current downtown zones.

The applicant is proposing a 6-storey building with a height of 27 metres and a Floor Area Ratio (FAR) of 5.64. The development would include the exterior façade of the former Breakwater Books store if feasible. It is proposed that this portion of the designated building will be used as a War Memorial Museum. The remainder of the building would have three levels of parking, retail on the first level of Duckworth Street, with two levels of office and the top three levels for residential units. Given the slope of the property, the development would be 6-stories on Duckworth Street and 8-stories on Water Street.

Heritage Designation

The Breakwater Books Building is designated as a Heritage Building by Council and the designation is confined to the footprint of the building. Architecturally, this building is significant because it is an excellent example of Victorian Second Empire style commercial architecture. Virtually unaltered since its erection in 1894, this building features the original picture windows, recessed entranceways and transom lights, all typical of this type of architecture. Since the original occupants both worked and lived in this building it was designed to serve this dual purpose, having the shop located on the ground level and residential space on the upper levels. Therefore, historically this site has always been a mixed-use site and the CDM2 would be an appropriate zone to continue these uses.

From the Statement of Significance, the character defining elements of this building include all the original features which relate to the age and construction of the building in a commercial Second Empire style, such as original storefront layout, mansard roof with bonneted dormers, brick exterior, original windows and door openings, size and appearance of transoms above doorways, base panels, pilasters along storefront, all decorative brickwork, all other decorative features including mouldings and trim, belt course (horizontal band separating the levels), and the overall dimensions, height and location of structure.

If this proposal proceeds, the applicant is requesting to demolish majority of the building and maintain the exterior façade along Water Street, if feasible. The City recognizes the importance of creating ways in which historic buildings can be maintained and enjoyed by the public and acknowledges the need allow development surrounding historic buildings, however there should be no question to whether the façade will be maintained or not. Should the development proceed, it is recommended that the applicant ensure that the façade will be protected. This may include additional engineering studies to ensure that all measures are taken to protect the building. At this stage, not enough information is provided to evaluate how the façade would be maintained in the new development, and therefore it is recommended that

more information be provided in a Land Use Assessment Report (LUAR) on how the applicants intend to protect the building.

Floor Area Ratio (FAR)

In the current draft of the Envision Development Regulations, the maximum building height in the CDM2 Zone is 27 metres and the FAR is 3.5. There is also a building façade setback requirement of 4 metres at the 18-metre level. If the façade faces more than one street, such as in the case of the subject property, the setback shall be applied to a minimum of 2 streets and the streets are determined by the Chief Municipal Planner.

Since the draft Development Regulations were made public, staff have met with design professionals and recognize that for a height of 27 metres, the FAR could be increased to 4.0. It was noted that in order to avoid large bulky building such as Atlantic Place, the FAR should not be any more than 4.0. The proposed design has a FAR of 5.64, which is too large for this site. It is important to recognize that maximum height and FAR should not be treated as mutually exclusive standards. Both standards need to be met in order to create a building appropriate in size and scale for the site. Should the development proceed, it is recommended that the building be redesigned to meet the standards set out in the CDM2 Zone of the Envision Development Regulations.

Design of the Building

As the proposed development is one of the first in the City that proposes a building surrounding a historic building, it is important that the design is reviewed from a heritage perspective to ensure that the new development is complementary to the historic building. Staff have met with the architect and have raised some concerns. Given that the overall dimensions, and height of the building are character defining elements, and that the storey levels are displayed with the belt course, it is recommended that the additions along Water Street should compliment the historic façade with respect to rhythm and orientation of façade openings/fenestrations along the same elevation. If this proposal proceeds, it is recommended that the application be referred to a Built Heritage Experts Panel (BHEP) meeting prior to development of a LUAR. This would ensure that any concerns raised by the BHEP could be addressed in the LUAR.

Requirement for a LUAR

The property is within the Commercial Downtown District of the Municipal Plan and therefore does not require a Municipal Plan amendment to rezone the property to CDM2. However, from Section 5.6.2 of the St. John's Development Regulations, a Land Use Impact Assessment shall consider the concept of "Downtown Balance" as described in the Municipal Plan where it is required for the allowance of additional bulk and height for Buildings in the Downtown area outlined on Map F. Therefore, it is recommended that a LUAR be prepared prior for the proposed development.

Development and Engineering staff have conducted an initial review of the application. There are a number of requirements prior to consideration of the amendment, such as submission of a civil site plan, sanitary rates and stormwater rates, that have been included in the LUAR Terms of Reference.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:
3. Property owner and neighbouring property owners; Heritage NL (as it is provincially designated) heritage groups.
4. Alignment with Strategic Directions/Adopted Plans:
A Sustainable City - Plan for land use and preserve and enhance the natural and built environment where we live.
5. Legal or Policy Implications:
St. John's Development Regulation text and map amendments are required. Creation of a Designated Heritage Building Bylaw for 100 Water Street may also be required.
6. Privacy Policy Implications: Not applicable.
7. Engagement and Communications Considerations:
Public notice of the proposed amendment and a Public Meeting chaired by an independent facilitator.
8. Human Resource Implications: Not applicable.
9. Procurement Implications: Not applicable.
10. Information Technology Implications: Not applicable.
11. Other Implications: Not applicable.

Recommendation:

It is recommended that the application to rezone 96, 100 Water Street and 205 and 209 Duckworth Street from the Commercial Central Mixed Use (CCM) Zone to the new Commercial Downtown Mixed 2 (CDM2) Zone be considered and the attached draft Terms of Reference for the Land Use Assessment Report be approved.

Prior to submission of an LUAR, it is recommended that the applicant meet with the Built Heritage Experts Panel regarding heritage designation options and the design of the proposed building.

Upon submission of a satisfactory LUAR that meets the requirements of the CDM2 Zone, it is recommended that the application be referred to a Public Meeting chaired by an independent facilitator. Following the public meeting, the application would be referred to a regular meeting of Council for consideration of adoption.

Prepared by/Signature:

Ann-Marie Cashin, MCIP – Planner III, Urban Design and Heritage

Signature: _____

Approved by/Date/Signature:

Ken O'Brien, MCIP – Chief Municipal Planner

Signature: _____

AMC/dlm

Attachments:

Zoning Map

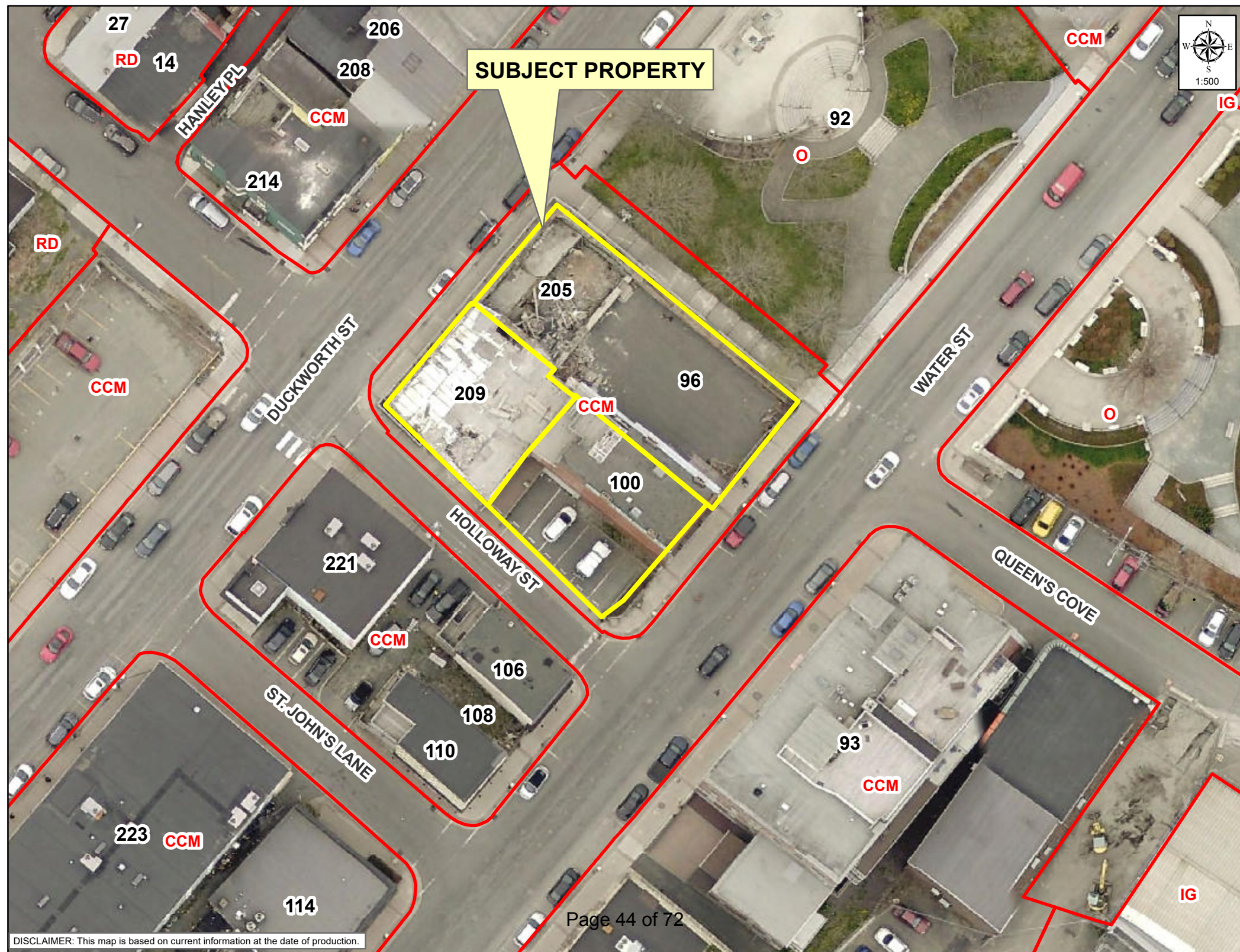
Land Use Assessment Report (LUAR) Terms of Reference (TOR)

Applicant's Submission

100 Water Street Statement of Significance

Section of the CDM2 Zone from Draft St. John's Envision Development Regulations

G:\Planning and Development\Planning\2019\COTW\COTW - 100 Water Street Oct 9 2019 (amc).docx



SUBJECT PROPERTY



**TERMS OF REFERENCE
LAND USE ASSESSMENT REPORT (LUAR)
APPLICATION FOR A MIXED-USE DEVELOPMENT AT
96 AND 100 WATER STREET, 205 AND 209 DUCKWORTH STREET
(BREAKWATER BOOKS BUILDING)
PROPONENT: ROEBOTHAN MCKAY MARSHALL ACCIDENT AND INJURY LAW**

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

A. Building Use

- Identify the size of the proposed building by:
 - Gross Floor Area, and
 - Floor Area Ratio (FAR).
- Identify all proposed uses/occupancies within the building by their respective floor area.
- Identify which portions of the Designated Heritage Building are proposed to be demolished.
- Identify how the remaining Designated Heritage Buildings will be stabilized and protected during renovations and incorporated into the new design.

B. Elevation & Building Materials

- Provide elevations of the proposed building.
- Identify the finish and colour of exterior building materials.

C. Building Height & Location

- Identify graphically the exact location with a dimensioned civil site plan:
 - Location of the proposed building in relation to neighbouring buildings;
 - Proximity of the building to property lines and identify setbacks;
 - Identify any stepbacks of higher storeys from lower storeys;
 - Identify any encroachment over property lines;
 - Identify the height of the building;
 - Information on the proposed construction of patios/balconies (if applicable);
 - Potential shadowing/loss of sunlight on adjacent public and private properties, including sidewalks;
 - Identify any rooftop structures; and
 - Identify if the building will be sprinklered or not, and location of the nearest hydrant.
- Provide street scape views/renderings of the proposed building from the following locations:
 - The intersection of Gill's Cove and Water Street;
 - The intersection of Queen's Cove and Water Street;

- Along Holloway Street at street level;
- The intersection of Holloway Street and the north side of Duckworth Street;
- Duckworth Street near the centre of the War Memorial.
- Provide a Legal Survey of the property showing the consolidated lots.

D. Exterior Equipment and Lighting

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

E. Landscaping & Buffering

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

F. Building Wind Generation

- Identify if the development will alter the wind conditions on adjacent streets, sidewalks and entrances to the building, and identify measures to minimize impacts at the pedestrian level.

G. Snow Clearing/Snow Storage

- Provide information on any snow clearing/snow removal operations.

H. Off-street Parking and Site Access

- Identify the number and location of off-street parking spaces to be provided, including accessible parking spaces.
- Identify the number and location of bicycle parking to be provided.
- Provide a dimensioned and scaled plan of all parking structure and lot layouts, including circulation details.
- Identify the location of all access and egress points, including pedestrian access.
- Please provide information on the parking spaces along Holloway Street: it this is private or public parking, if there are any parking agreements related to these spaces and if there is any impact to the parking calculations based on this removal.

I. Municipal Services

- Provide a preliminary site servicing plan.
- Identify points of connection to the City's sanitary sewer, storm sewer and water system.
- Provide the sanitary rate generated by the proposed development.
- The proposed development will be required to comply with the City's stormwater detention policy. Provide stormwater rate generated by the proposed development for the maximum 10-year climate change rainfall and information on how onsite stormwater detention will be managed.

J. Public Transit

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

K. Construction Timeframe

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

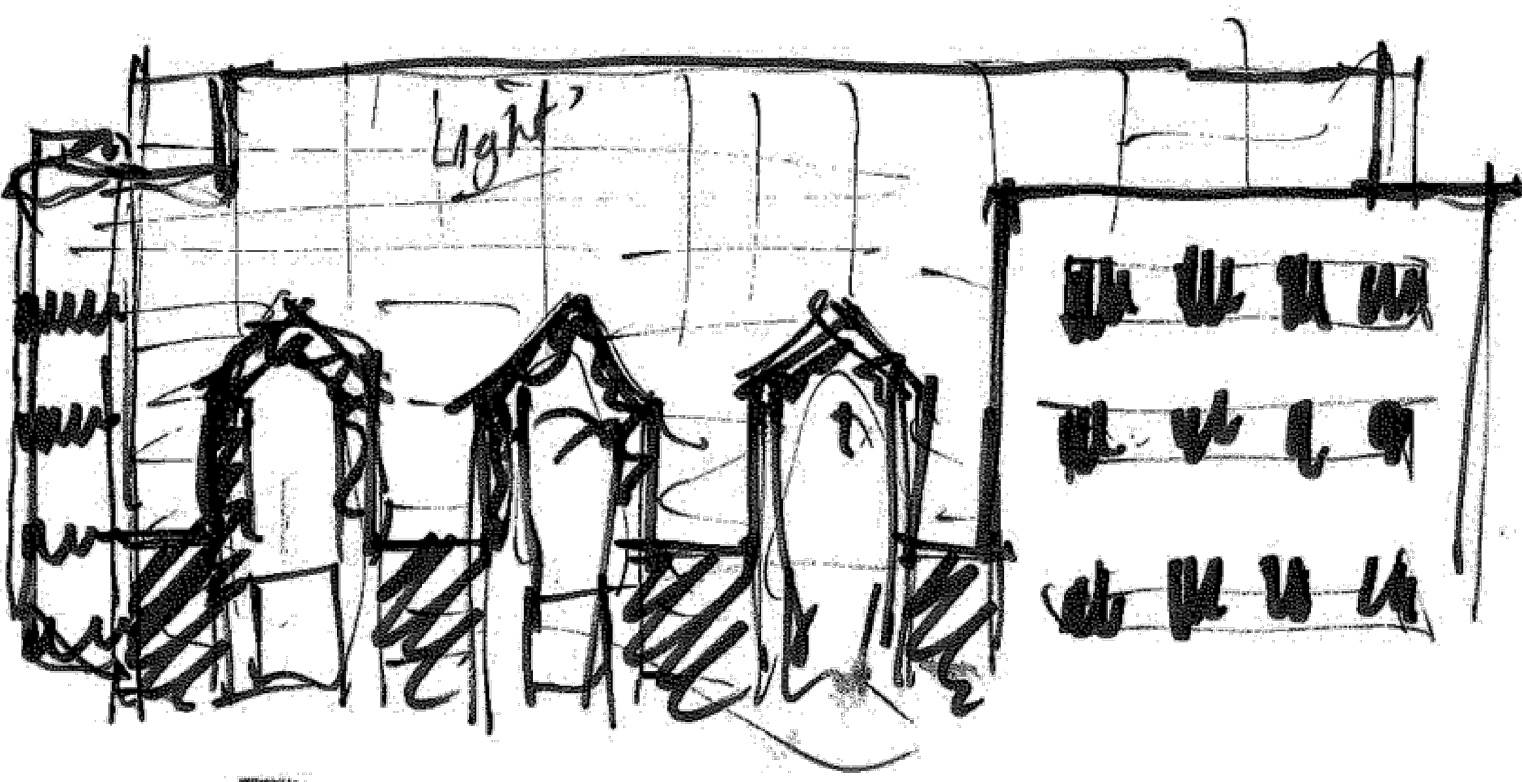


209 Duckworth

209 Duckworth St., St. John's, NL
 FMA Proj. No: 3790-05

**FOUGERE
 MENCHENTON
 ARCHITECTURE**

172 Logy Bay Road | P.O. Box 21039 | St. John's, NL, Canada | A1A 5B2
 T: (709) 739-8202 | F: (709) 722-8202 | E: info@fougeremenchenton.ca





209 DUCKWORTH ST.
PROPOSED BUILDING RENDERING

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MENCHENTON
ARCHITECTURE

PAGE 1



BUILDING CIRCA 1894

The design concept at its lower floors is a modern translation of the historic forms that once bordered the War Memorial site at its west edge. The Water St. and Duckworth St. corners of the building forms, that once flanked this Significant Historic site are also reflected in this design concept. The “turret” which once turned the corner of the War Memorial site at Water St. is shown in a modern form in the same location. The elevations of Water St. and Duckworth St. are as well, reflective of typical St. John's Street front architecture offering inviting glass shop-type windows at the sidewalk level and stylized brick and punch window fenestration patterns above. These features are typical to the Water St. and the Duckworth St. existing and historical fabric.

This somewhat modern approach to a traditional texture and scale of the lower floors, at present, considers the inclusion of the former Breakwater Book Store, Water Street building Facade. The feasibility of this building's exterior facade is under consideration, at present, to be retained if feasible.

- At the Water Street main level, there is an entry through the former Breakwater Book Store front facade. We envision, at this location, a War Memorial Museum as proposed in the plans.
- The design facilitates direct access to both levels of the War Memorial Museum directly from 2 street levels (Duckworth and Water Streets) with interior elevator access connecting the lower and upper levels, thus offering accessible connection of the upper and lower levels of the War Memorial Park itself, through the building.
- Level one off Duckworth Street offers retail / shop space directly off the street. This space could also be used as part of the War Memorial Museum. The back of this floor facing the harbour is planned for the War Memorial Museum. At this level it would be possible to have over 30 consecutive linear metres of whether protected views of the War Memorial beyond and below, at the East wall.

- Level two, and the floor above, are planned for Roebathan McKay Marshall (RMM) who have historically operated a law firm at this site and is planning a return.
- Level four to six are stepped back from the street as shown on the attached plans, and are planned for condominium / apartments.

The area break downs envisioned for this total complex are summarized as follows:

- Museum space - 871 m² (9,375ft²)
- Museum / Retail Space - 212 m² (2,282 ft²)
- Office space - 1,918 m² (20,645ft²)
- Condominiums - 18 Condos ranging in area (total condo area 2,017 m² (21,711ft²)
- Average condo size +/- 1200ft²

To achieve the above, we envision a six storey building from Water St. with a total height of 27.0 m. The FAR proposed is 5.64.

The building area is:

- Parking - 2209 m² (23,781ft²)
- Total Building Area less Parking - 5,823 m² (62,679ft²)
- Total Developed Area - 8,388 m² (89,900ft²)

The above and enclosed concept reflects the goals of the Envision St. John's Municipal Plan in that it offers, and will enable, a true downtown integrated experience of commercial, retail, office and living functions, all in one complex.



CIRCA 1924 PHOTO



CIRCA 1924 PHOTO

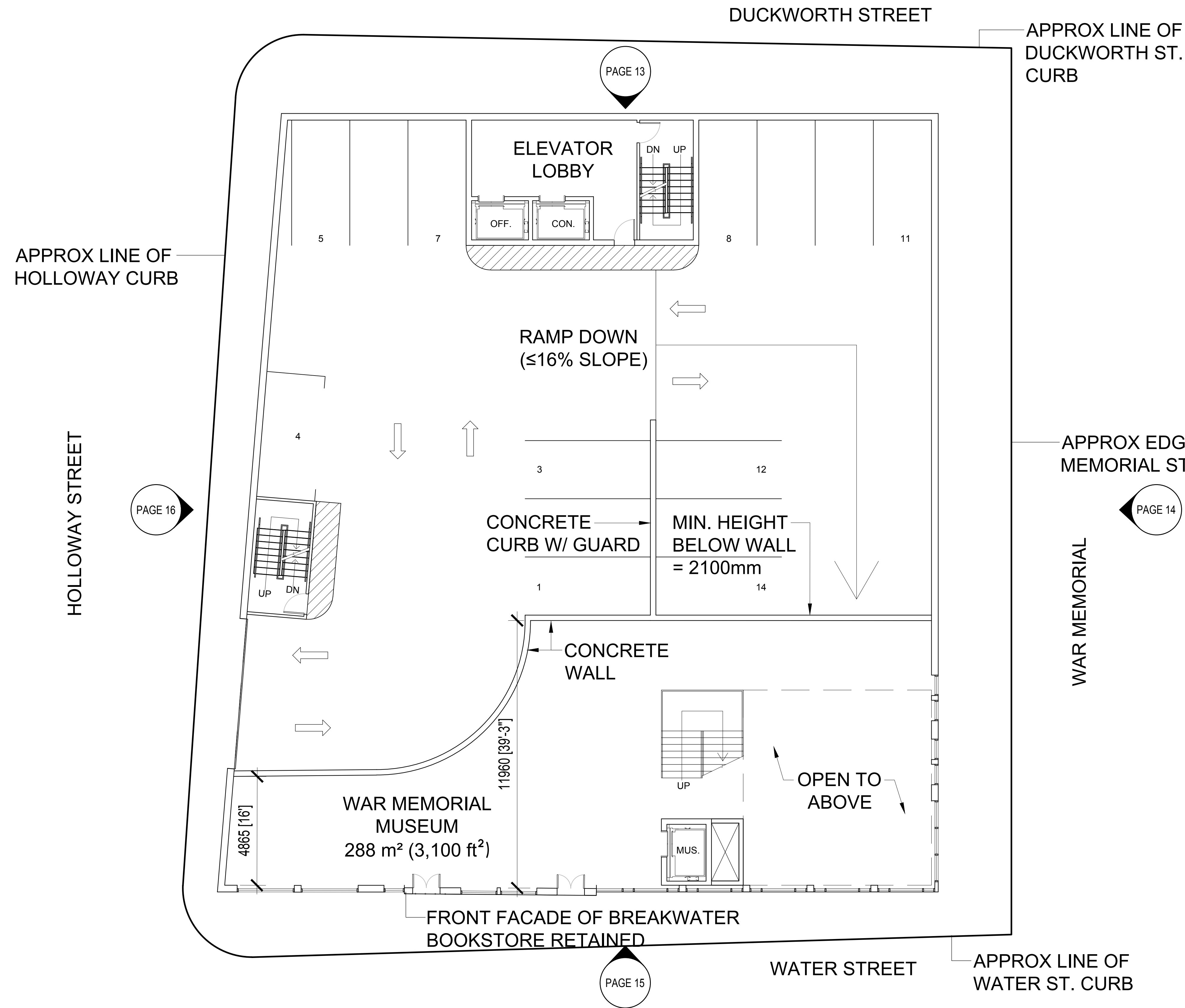


NEW PROPOSED RENDERING

209 DUCKWORTH ST.
CONCEPT GENERATING IDEAS

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PAGE 3



PARKING LEVEL -2

PARKING = 14 SPACES

TOTAL PARKING = 57 SPACES

PARKING AREA = 666 m² (7,170 ft²)

MUSEUM AREA = 259 m² (2790 ft²)

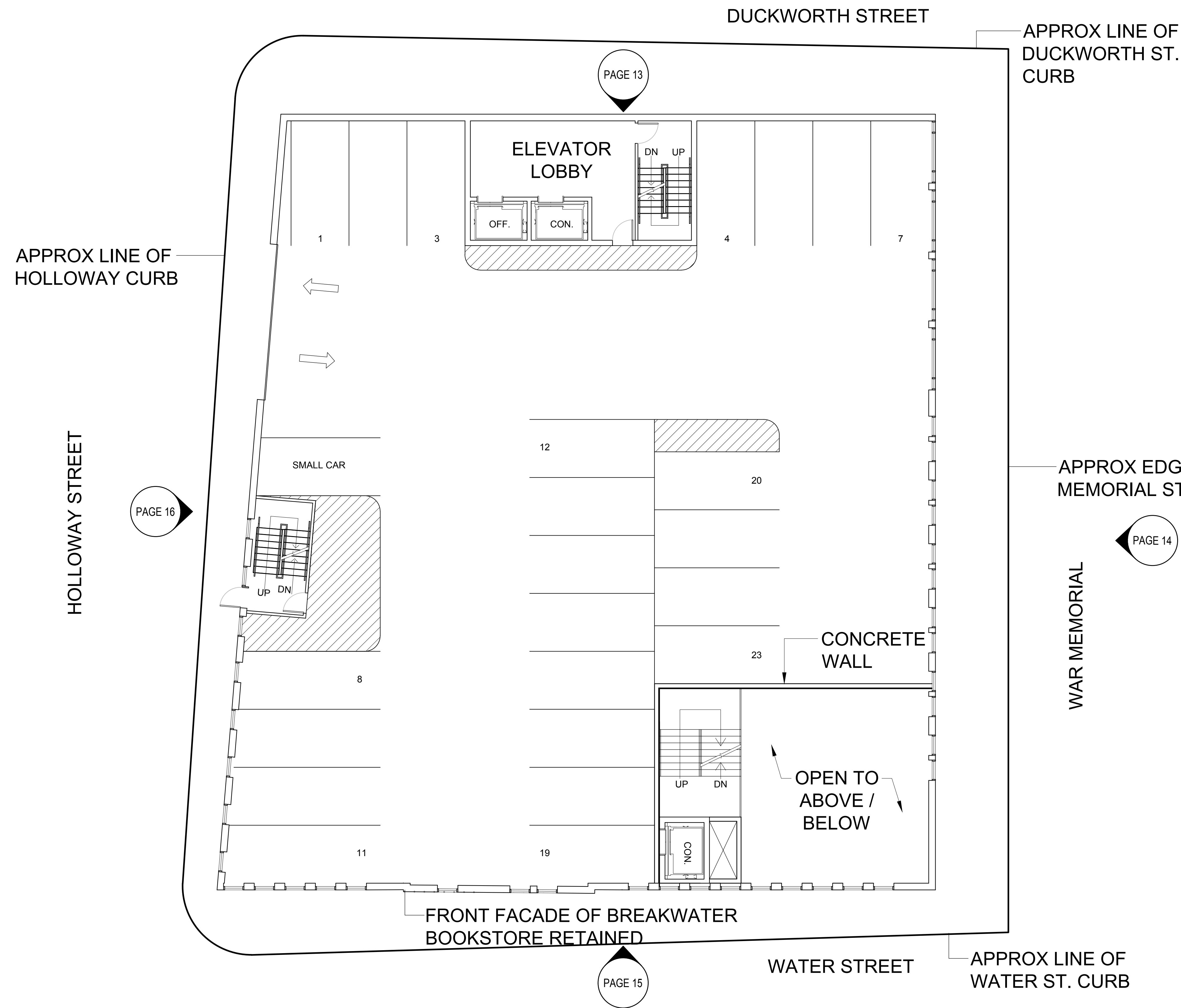
CIRCULATION/COMMUNAL AREA = 107 m² (1,154 ft²)

TOTAL GROSS FLOOR AREA = 1067 m² (11,486 ft²)

209 DUCKWORTH ST.
PROPOSED LEVEL -2 - PARKING

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PAGE 5



PARKING LEVEL -1

PARKING = 23 SPACES

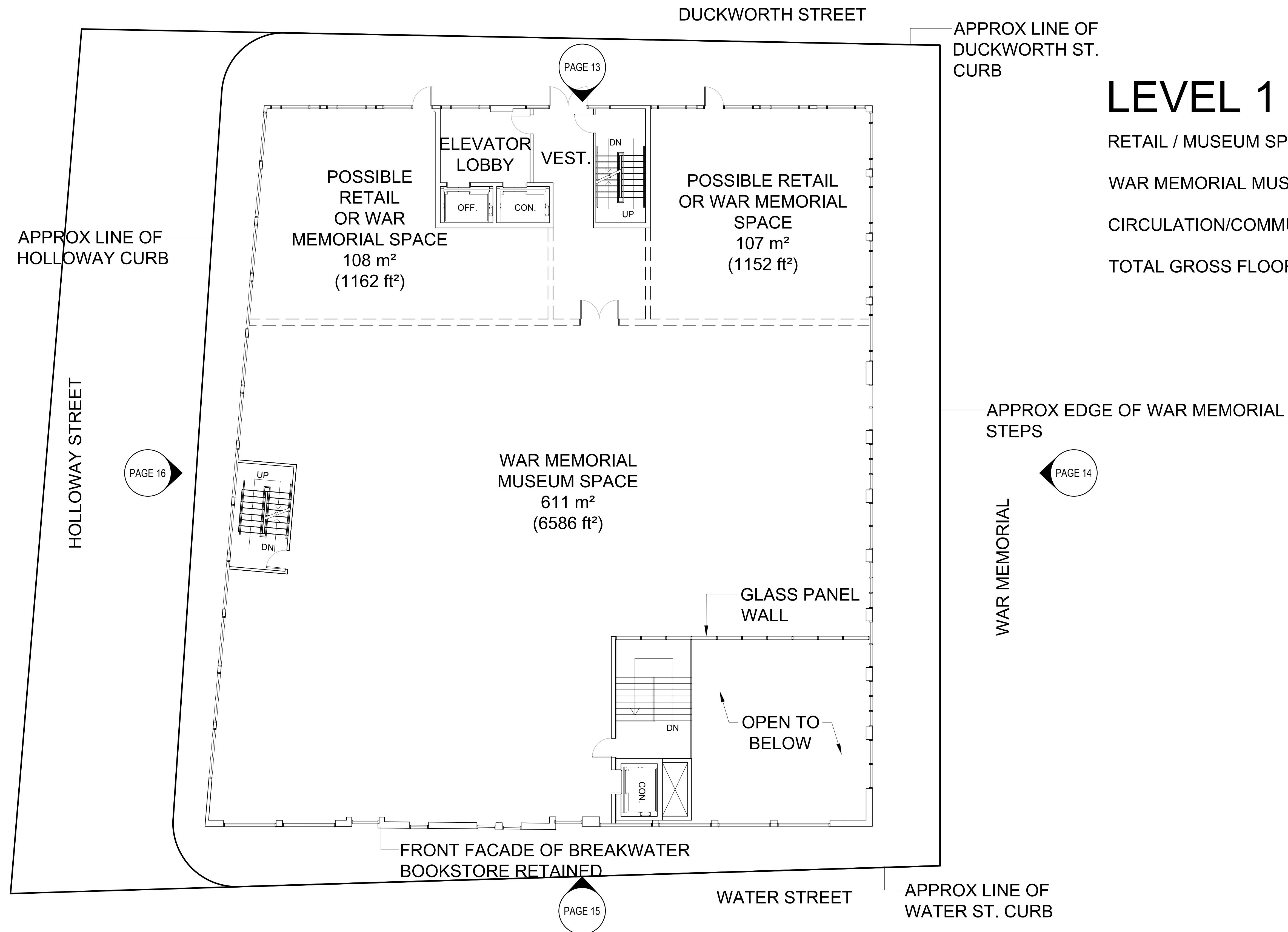
TOTAL PARKING = 57 SPACES

PARKING AREA = 854 m² (9,187ft²)

CIRCULATION/COMMUNAL AREA = 107 m² (1,154 ft²)

TOTAL GROSS FLOOR AREA = 994 m² (10,696 ft²)

209 DUCKWORTH ST.
PROPOSED LEVEL -1 - PARKING



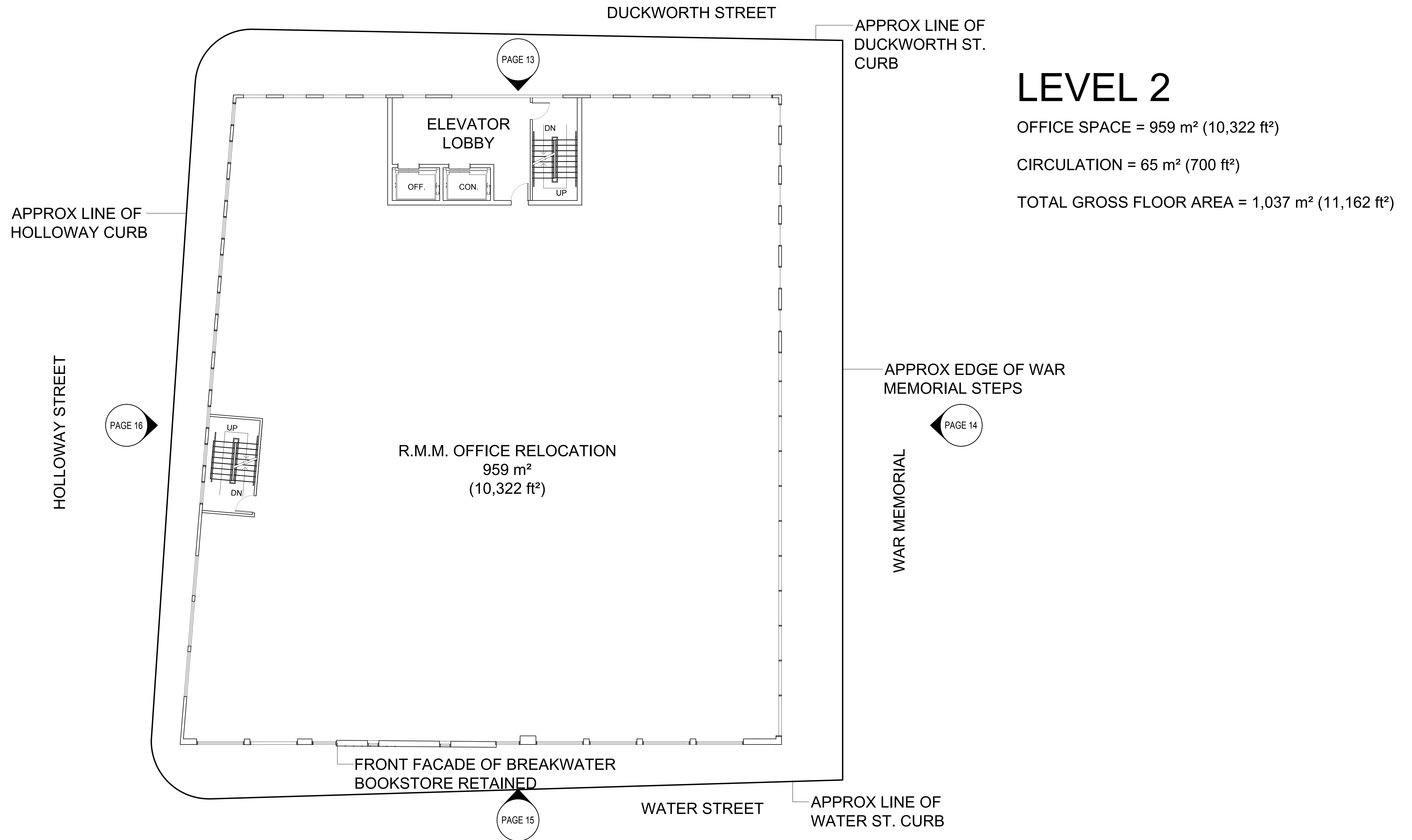
LEVEL 1

RETAIL / MUSEUM SPACE = 212 m² (2282 ft²)

WAR MEMORIAL MUSEUM SPACE = 614m² (6615 ft²)

CIRCULATION/COMMUNAL SPACE = 112 m² (1200 ft²)

TOTAL GROSS FLOOR AREA = 993 m² (10,684 ft²)



LEVEL 2

OFFICE SPACE = 959 m² (10,322 ft²)

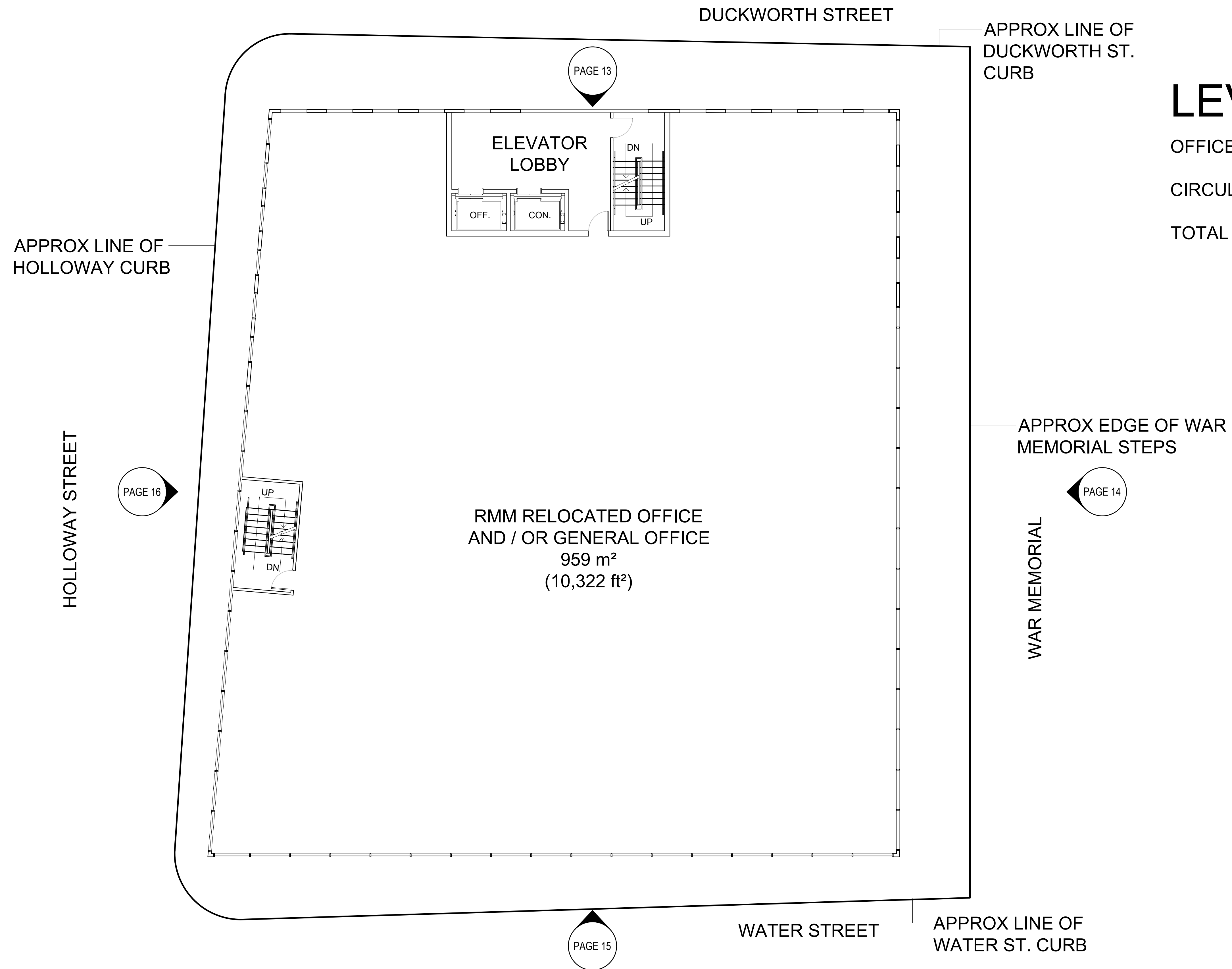
CIRCULATION = 65 m² (700 ft²)

TOTAL GROSS FLOOR AREA = 1,037 m² (11,162 ft²)

209 DUCKWORTH ST.
PROPOSED LEVEL 2 - OFFICE

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PAGE 8



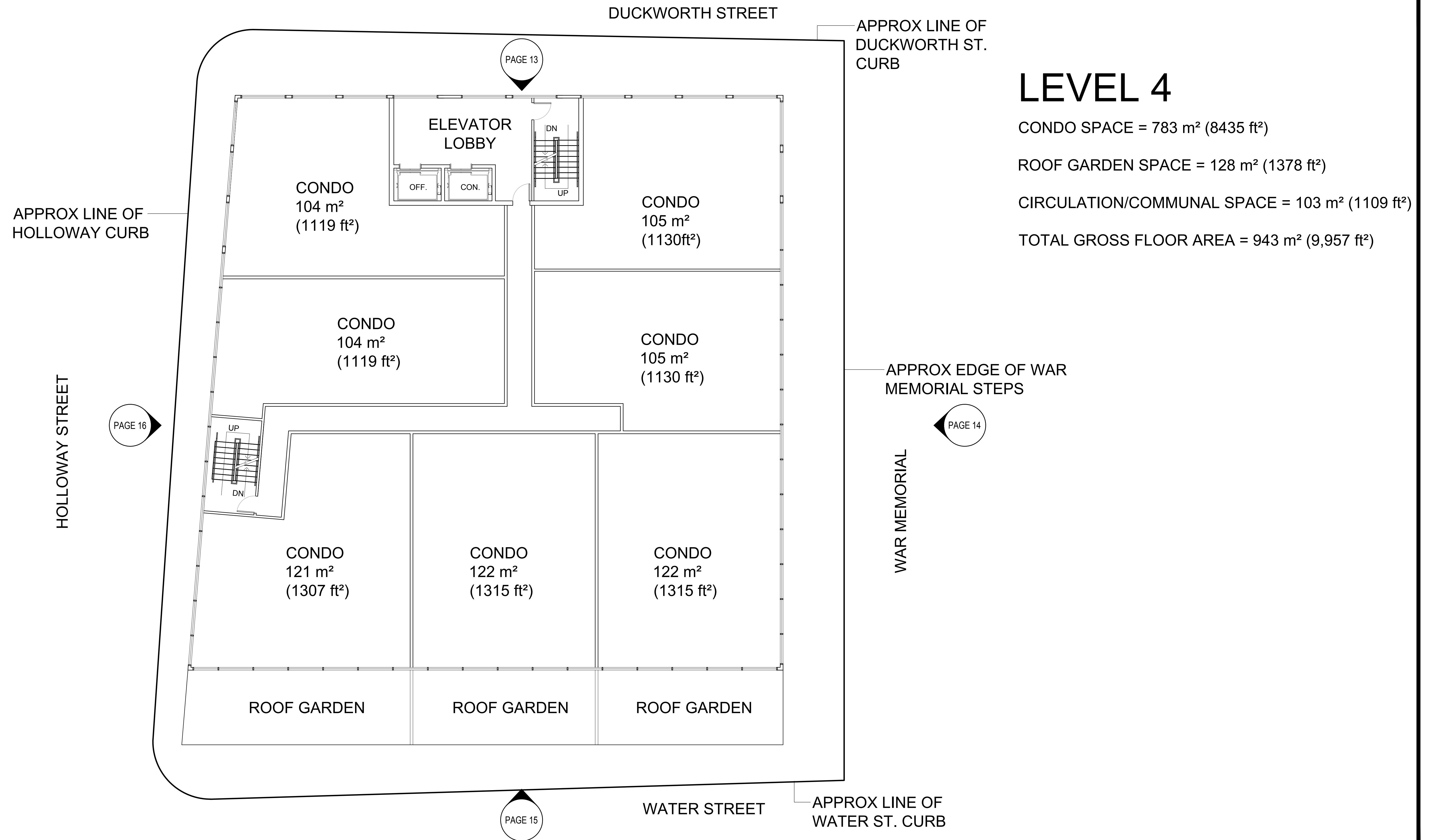
LEVEL 3

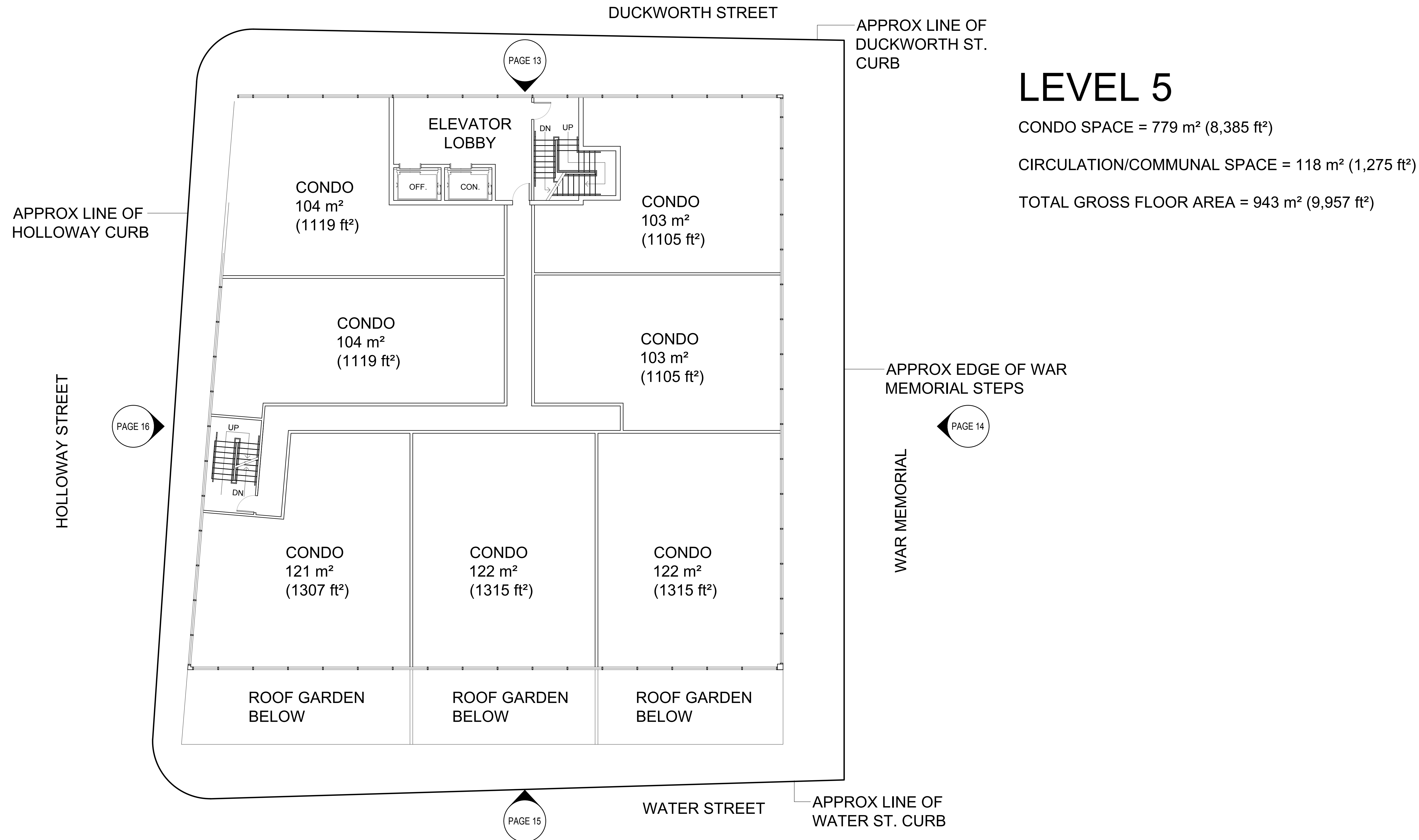
OFFICE SPACE = 959 m² (10,322 ft²)

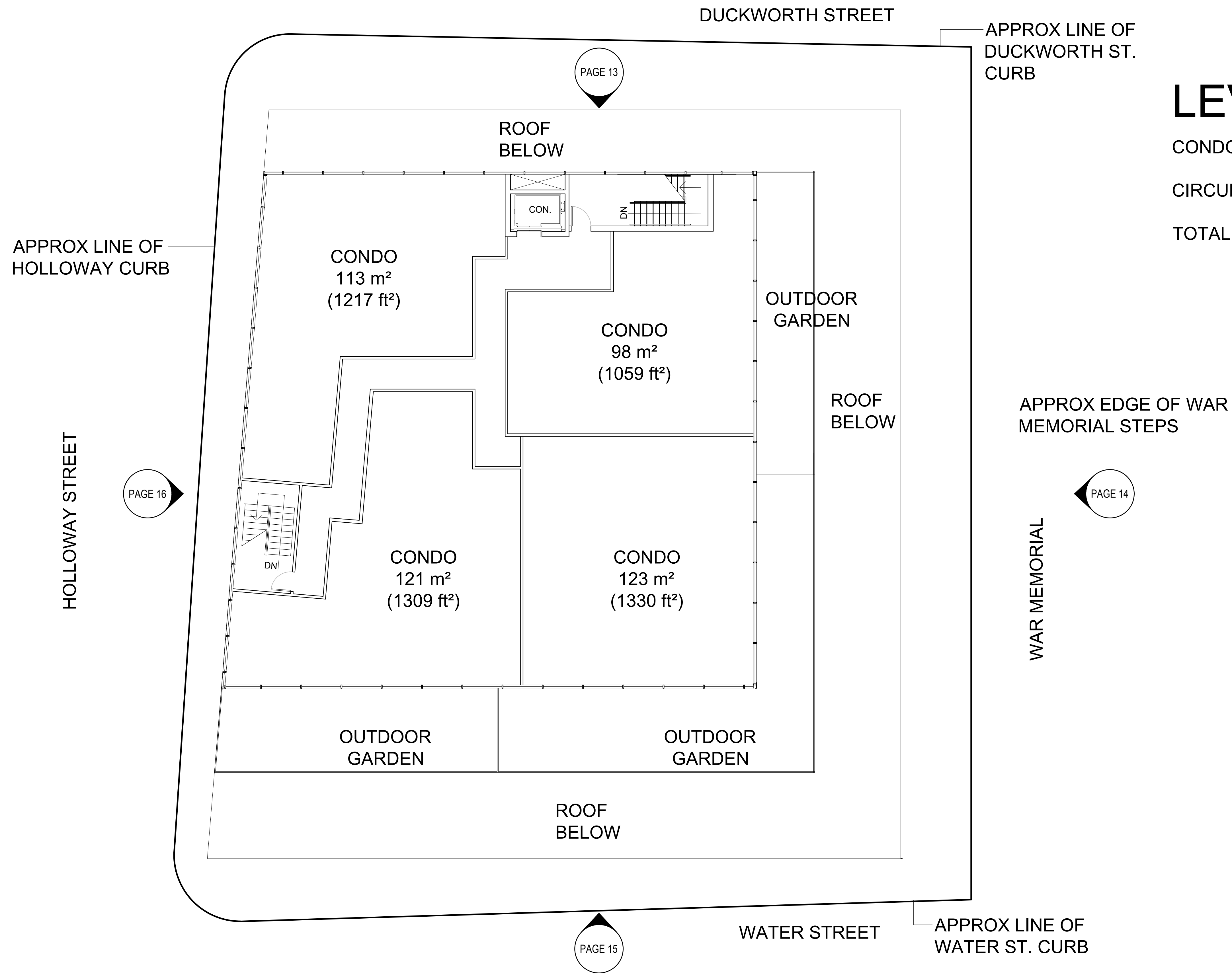
CIRCULATION = 65 m² (700 ft²)

TOTAL GROSS FLOOR AREA = 1,037 m² (11,162 ft²)

209 DUCKWORTH ST.
PROPOSED LEVEL 3 - OFFICE/CONDOS







LEVEL 6

CONDO SPACE = 455 m² (4,915 ft²)

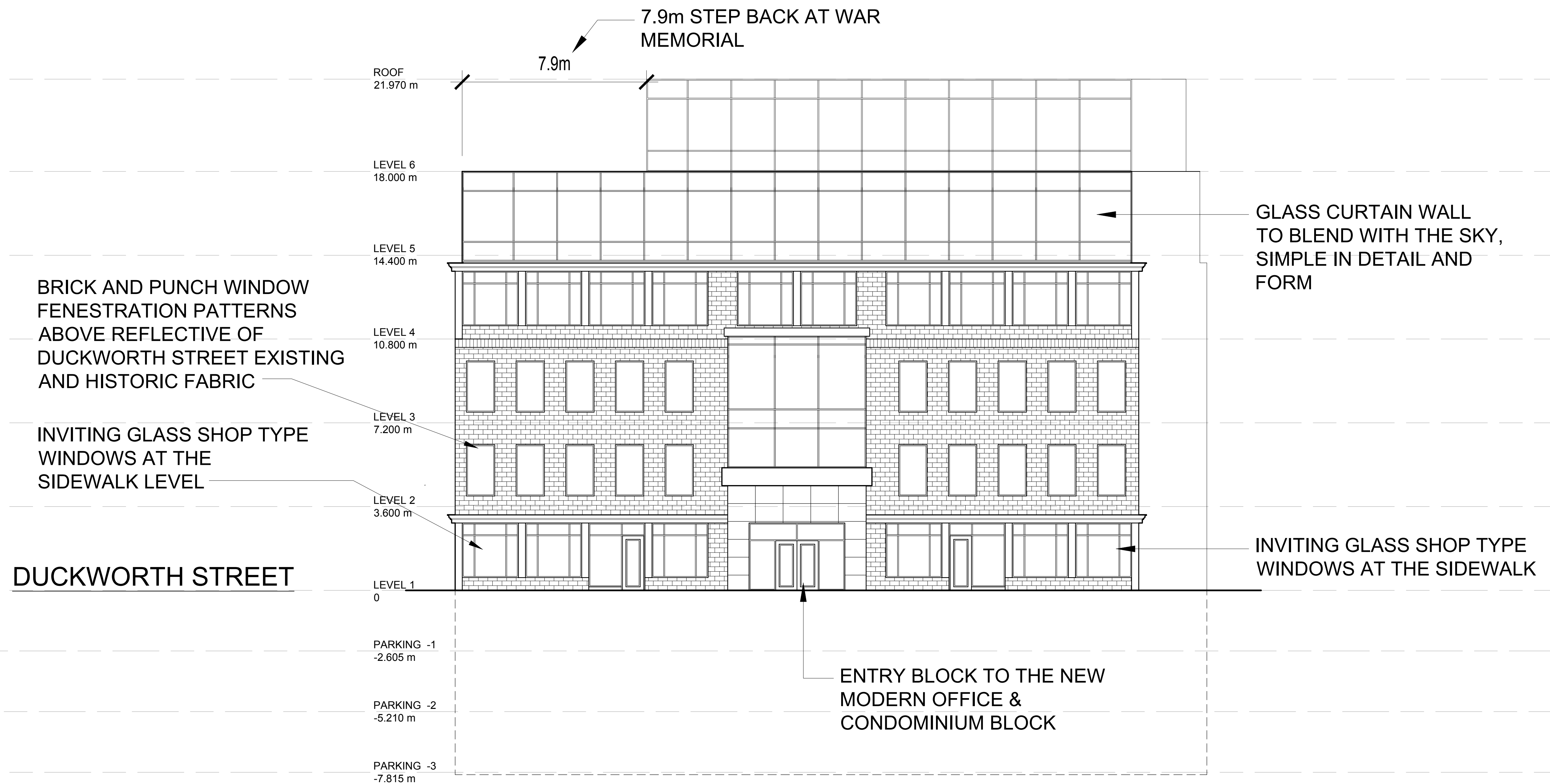
CIRCULATION/COMMUNAL SPACE = 88.4 m² (952 ft²)

TOTAL GROSS FLOOR AREA = 573 m² (6173 ft²)

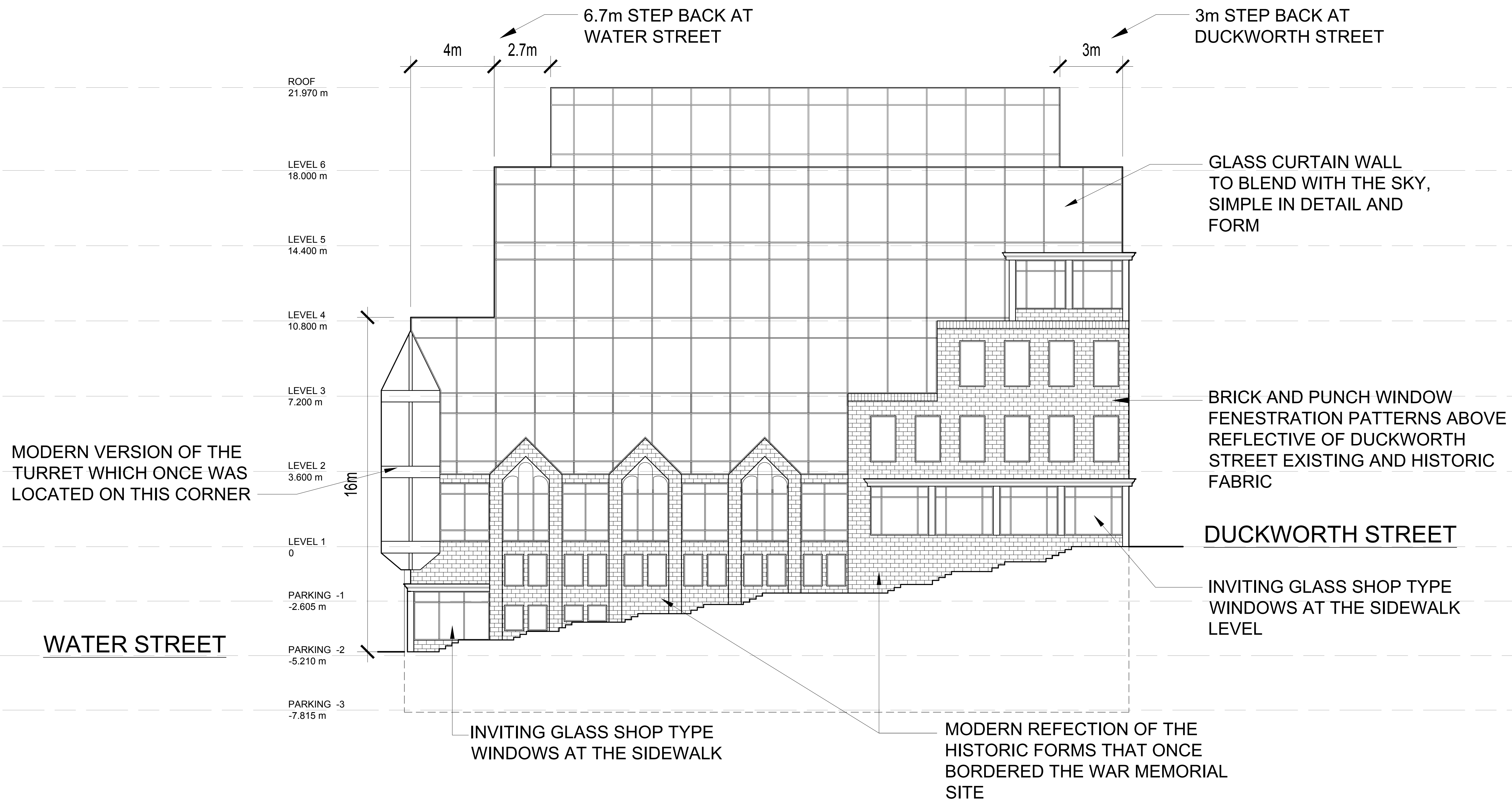
209 DUCKWORTH ST.
PROPOSED LEVEL 6 - OFFICE

**FOUGERE
MENCHENTON
ARCHITECTURE**

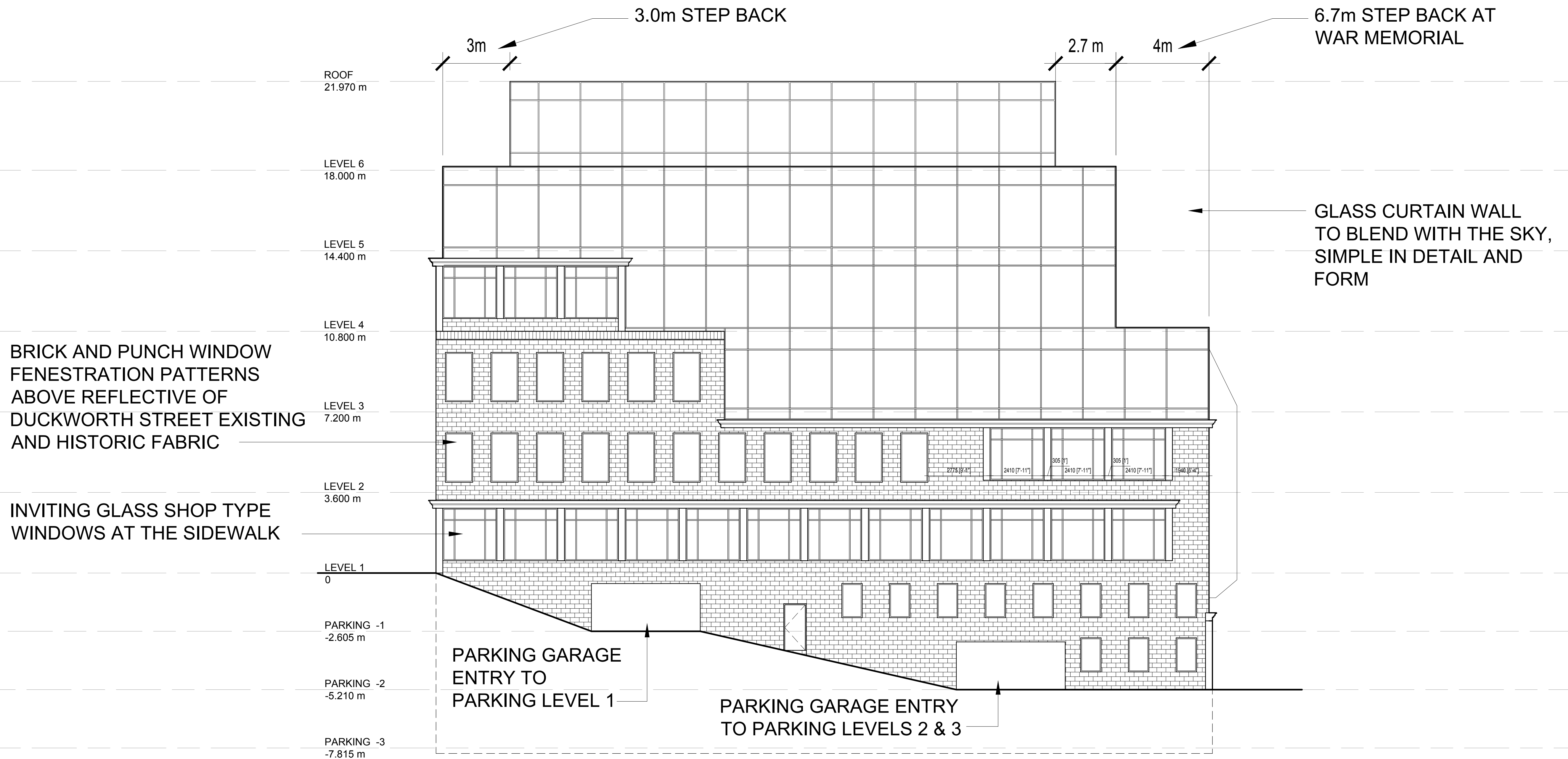
PAGE 12



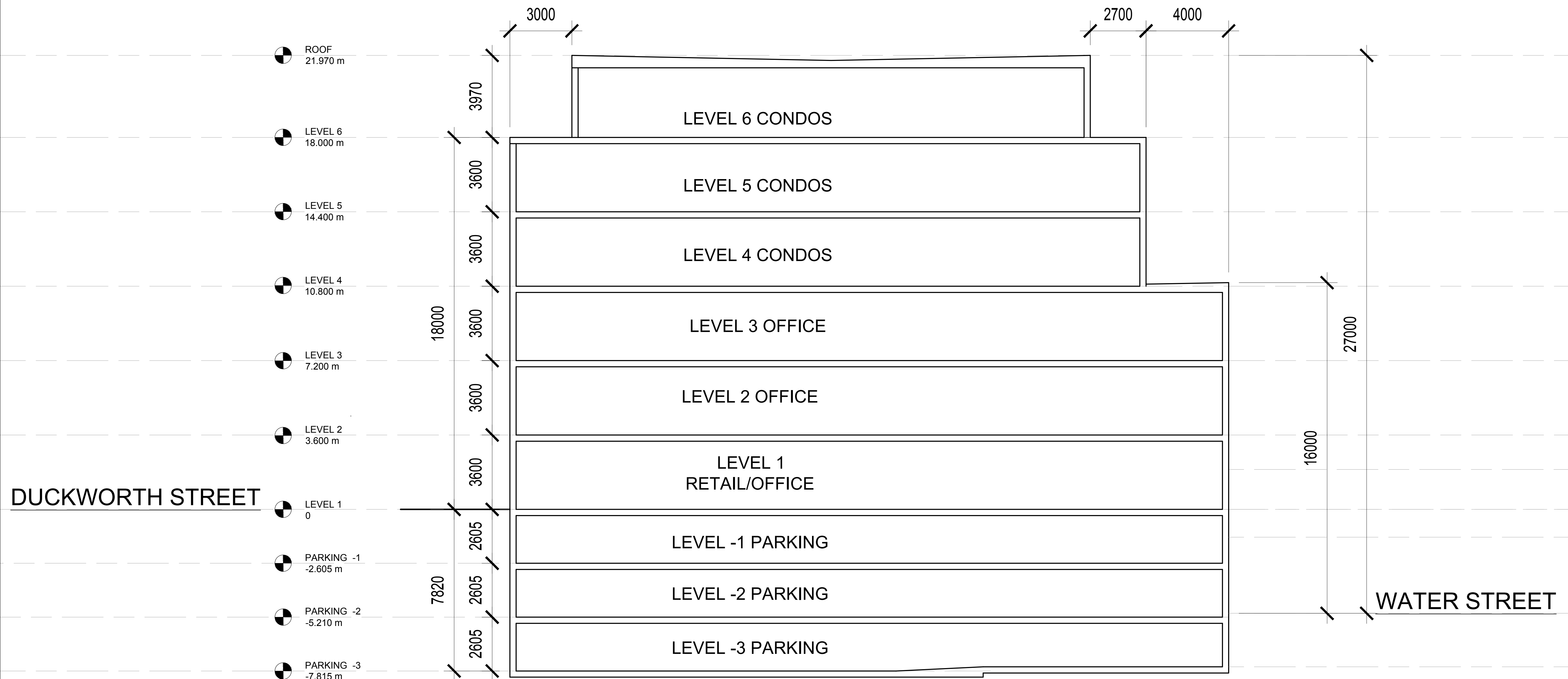
209 DUCKWORTH ST.
PROPOSED FRONT ELEVATION - DUCKWORTH ST.



209 DUCKWORTH ST.
PROPOSED LEFT ELEVATION - WAR MEMORIAL



209 DUCKWORTH ST.
PROPOSED RIGHT ELEVATION - HOLLOWAY STREET



209 DUCKWORTH ST.
BUILDING SECTION

Statement of Significance



100 Water Street - Breakwater Books Building, (former S.O. Steele Building)

Formal Recognition Type

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

Description of Historic Place

Breakwater Books (former S.O. Steele Building) is a three-and-a-half storey brick building located at 100 Water Street, St. John's. The designation is confined to the footprint of the building.

Heritage Value

Architecturally, Breakwater Books (former S.O. Steele Building) is significant because it is an excellent example of Victorian Second Empire style commercial architecture. Virtually unaltered since its erection in 1894, this building features the original picture windows, recessed entranceways and transom lights, all typical of this type of architecture. Since the original occupants both worked and lived in this building it was designed to serve this dual purpose, having the shop located on the ground level and residential space on the upper levels. The structure's fourth storey concave mansard roof with hooded dormers is characteristic of the Second Empire style made popular by builders J. and J. T. Southcott in the years after the 1892 fire. The exterior decoration on this building is typical of early 20th century commercial buildings, having a rather ornate store front and a number of less decorative upper levels. Though there is a belt course separating each of the upper levels and arched brickwork surrounding the third storey windows, these features are rather simplistic, resulting in the storefront receiving increased attention.

Historically, Breakwater Books (former S.O. Steele Building) is significant because of the persons associated with it. Samuel Owen Steele, who inherited this house from Hannah Martin, was well known within the region for being both a dry goods merchant and an importer of china. It was in this building that he established the china shop, importing in dinnerware from as far away as Japan. Samuel's two sons, Owen and James, were also well known for their involvement in the First World War. Owen, who was killed at the Somme on July 8, 1916, by a German shell,

kept a detailed diary of his service during the war, providing an excellent account of the exploits of Newfoundlanders who fought in the First World War. James survived the war, including the attack at Beaumont Hamel that killed or wounded 710 of his fellow Newfoundland soldiers.

Source: City of St. John's, Meeting held 1989/07/21

Character Defining Elements

All original features which relate to the age and construction of the building in a commercial Second Empire style, including:

- original storefront layout, mansard roof with bonneted dormers, brick exterior;
- original window and door openings;
- all original windows including the storefront picture windows;
- original doors;
- size and appearance of transoms above doorways;
- base panels;
- signage typical of early 20th century storefronts;
- pilasters along storefront;
- all decorative brickwork;
- all other decorative features including mouldings and trim;
- belt course;
- overall dimensions, height and location of structure; and,
- all interior features of house reflective of age, design and usage of original building.

Location and History

Community	St. John's
Municipality	City of St. John's
Civic Address	100 Water Street
Construction	1894 - 1894
Style	Second Empire
Building Plan	Rectangular Short Façade
Website Link	http://www.breakwater.nf.net/index.php

Additional Photos



COMMERCIAL DOWNTOWN MIXED 2 (CDM2) ZONE

CDM2

(1) PERMITTED USES, except 40 Henry Street (PID #45762)

Bakery	Massage Parlour
Bank	Office
Clinic	Park
Communications Use	Place of Worship
Convenience Store	Public Use
Dwelling Unit – 2 nd storey or higher	Public Utility
Health and Wellness Centre	Restaurant
Hotel	Retail Use
Laundromat	Service Shop
Library	Training School
Lounge	Transportation Terminal

(2) DISCRETIONARY USES, except 40 Henry Street (PID #45672)

Adult Day Centre	Parking Garage
Bed and Breakfast	Parking Lot
Craft Brewery/Distillery	Place of Amusement
Daycare Centre	Place of Assembly
Dwelling Unit - 1 st storey (except Water Street & Duckworth Street)	Taxi Stand
Lodging House	

(3) PERMITTED USES – 40 Henry Street (PID #45762)

Apartment Building

(4) ZONE STANDARDS EXCEPT PLACE OF WORSHIP, PARK, PUBLIC USE, PUBLIC UTILITY AND PARK-
ING LOT

- (a)

Building Height (maximum)

27 metres, except for 132 Duckworth Street (PID #12371), where the maximum height shall be 20 metres
- (b)

Building Line

0 metres
- (c)

Floor Area Ratio (maximum)

3.5
- (d)

Building Façade Setback on Street (minimum)

0 metres for first 18 metres of Building Height, 4 metres for greater than 18 metres in Building Height. Where Building Façade abuts more than one Street, setback shall be applied to a minimum of 2 Streets, such Streets being determined by the Chief Municipal Planner
- (e)

All other Zone Standards are in the discretion of Council

(5) ZONE STANDARDS FOR PLACE OF WORSHIP, PARK, PUBLIC USE, PUBLIC UTILITY AND PARKING
LOT SHALL BE IN THE DISCRETION OF COUNCIL.

DECISION/DIRECTION NOTE

Title: Request to Waive Fees for Community Gardens on City Land
85 Messenger Drive

Date Prepared: October 10, 2019

Report To: His Worship the Mayor and Members of Council

Councillor and Role: Councillor Maggie Burton, Planning & Development Lead

Ward: 4

Decision/Direction Required:

To waive the fees (Application, Development & Building Permit fees) associated with an application to develop a Community Garden at 85 Messenger Drive.

Discussion – Background and Current Status:

An application is proposed to create a Community Garden at 85 Messenger Drive, which is located on City Land. A Community Garden toolkit has recently been proposed by the Department of Community Services with input from the Departments of Planning, Engineering & Regulatory Services, as well as the Legal Department. The goal is to promote community gardening, and the toolkit provides guidance and advice on how community groups can develop gardens on City owned land.

Council has the authority to waive application fees. It is requested that the fees for community gardens on city land be waived as these applications will be predominantly submitted by community groups.

Council has already conferred the authority to the Deputy City Manager to waive permit/development fees for registered charities and non-profits.

Key Considerations/Implications:

1. Budget/Financial Implications: Waive all applicable fees
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Strategic Plan - A Sustainable City
4. Legal or Policy Implications: Not applicable
5. Privacy Implications: Not applicable
6. Engagement and Communications Considerations: Not applicable.



- 7. Human Resource Implications: Not applicable.
- 8. Procurement Implications: Not applicable.
- 9. Information Technology Implications: Not applicable.
- 10. Other Implications: Not applicable.

Recommendation:

It is recommended that Council confer to the Deputy City Manager of Planning, Engineering and Regulatory Services the authority to wave the fees for community gardens.

Prepared by/Signature:

Andrea Roberts – Development Officer

Signature: _____

Approved by/Date/Signature:

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

Signature: _____

AAR/dlm

Attachments: Location Map

