

# ST. JOHN'S

## Regular Meeting - City Council Agenda

January 9, 2024

3:00 p.m.

4th Floor City Hall

### Pages

1.	CALL TO ORDER	
2.	PROCLAMATIONS/PRESENTATIONS	
3.	APPROVAL OF THE AGENDA	
3.1	Adoption of Agenda	
4.	ADOPTION OF THE MINUTES	
4.1	Minutes of December 12, 2023	4
5.	BUSINESS ARISING FROM THE MINUTES	
6.	DEVELOPMENT APPLICATIONS	
6.1	Residential Deck in the Floodplain Buffer – 41 Leonard J Cowley Street – INT2300072	17
6.2	Proposed Accessory Building (Pool) in the Floodplain Buffer – 223 Waterford Bridge Road – INT2300074	23
6.3	Notices Published – 87 Springdale Street - DEV2300163	28
6.4	Notices Published – 342 Freshwater Road - DEV2300166	33
6.5	Notices Published – 190 Pennywell Road - DEV2300142	39
6.6	Notices Published – 439 Kenmount Road - DEV2300155	47
6.7	Parking Relief for Expansion of Recreational Use (Disc Golf) – 108 McNiven Place – DEV2200057	55
6.8	Notices Published – 65-74 Autum Drive - DEV2300156	60

<b>7.</b>	<b>RATIFICATION OF EPOLLS</b>	
<b>8.</b>	<b>COMMITTEE REPORTS</b>	
8.1	Committee of the Whole Report - December 19, 2023	79
1.	Draft Revisions to Rules of Procedure	83
2.	6 Cathedral Street – DEV2300157 – Terms of Reference	106
3.	City of St. John’s Collision Report (2018-2022)	117
<b>9.</b>	<b>DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)</b>	
9.1	Development Permits List December 7 - January 3, 2023	156
<b>10.</b>	<b>BUILDING PERMITS LIST (FOR INFORMATION ONLY)</b>	
10.1	Building Permits List	157
<b>11.</b>	<b>REQUISITIONS, PAYROLLS AND ACCOUNTS</b>	
11.1	Weekly Payment Vouchers Ending December 13, 2023	162
11.2	Weekly Payment Vouchers Ending December 20, 2023	163
11.3	Weekly Payment Vouchers Ending December 27, 2023	164
11.4	Weekly Payment Vouchers Ending the Week of January 3, 2024	165
<b>12.</b>	<b>TENDERS/RFPS</b>	
12.1	2023207 – Engineering Services for 2024 Bridge Rehabilitation Program	166
12.2	2023192 - Household Hazardous Waste Operations - Robin Hood Bay Waste Management Facility	168
12.3	2023209 – Engineering Services for 2024 Retaining Wall Rehabilitation Program	171
<b>13.</b>	<b>NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS</b>	
13.1	Notice of Motion - Amendments to Rules of Procedure	173
<b>14.</b>	<b>NEW BUSINESS</b>	



14.1	Travel Authorization - Event Atlantic/ECMA	174
<b>15.</b>	<b>OTHER BUSINESS</b>	
15.1	2024 Group Insurance Renewal	176
15.2	154 University Avenue – Adoption – REZ2300004	180
15.3	27 Nils Way – REZ2300011 – Council Adoption	219
<b>16.</b>	<b>ACTION ITEMS RAISED BY COUNCIL</b>	
<b>17.</b>	<b>ADJOURNMENT</b>	

# ST. JOHN'S

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

**December 12, 2023, 3:00 p.m.**

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

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  
Cheryl Mullett, City Solicitor  
Ken O'Brien, Chief Municipal Planner  
Karen Chafe, City Clerk  
Jackie O'Brien, Manager of Communications  
Ashley Hurley, Communications & Public Relations Officer  
Christine Carter, Legislative Assistant

### **Land Acknowledgement**

**The following statement was read into the record:**

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

### **1. CALL TO ORDER**

Mayor Breen called the meeting to order at 3:05 pm.

**2. PROCLAMATIONS/PRESENTATIONS**

**2.1 Salvation Army Week**

**3. APPROVAL OF THE AGENDA**

**3.1 Adoption of Agenda**

SJMC-R-2023-12-12/553

**Moved By** Councillor Hanlon

**Seconded By** Councillor Ravencroft

That the Agenda be adopted as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**4. ADOPTION OF THE MINUTES**

**4.1 Minutes of November 28, 2023**

SJMC-R-2023-12-12/554

**Moved By** Councillor Bruce

**Seconded By** Councillor Korab

That the minutes of November 28, 2023, be accepted as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**5. BUDGET 2024 PRESENTATION**

Councillor Ellsworth presented the City of St. John's Budget for 2024.

The 2024 Budget is available on the City's Website for more information.

SJMC-R-2023-12-12/555

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Hickman

That Council adopt the 2024 Budget in the balanced position of \$343,947,041, as presented, along with the following resolutions:

- 2024 Accommodation Tax Resolution
- 2024 Downtown St. John's Business Improvement Area Levy
- 2024 Interest Rate Resolution
- 2024 Property Tax Rate Resolution - Commercial Properties
- 2024 Property Tax Rate Resolution - Residential Properties
- 2024 25% Property Tax Reduction for Senior Citizens Resolution
- 2024 Business Tax Rate on Utilities Resolution
- 2024 Water by Meter Resolution
- 2024 Water Tax Resolution

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DEVELOPMENT APPLICATIONS**

**7.1 Establish Building Line Setback – 84 Petty Harbour Road – DEV2300091**

SJMC-R-2023-12-12/556

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Hanlon

That Council approve the Building Line Setback at 20 metres for 84 Petty Harbour Road to recognize the estate disposed of real property as proposed.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**7.2 Request for Parking Relief – 210 Kenmount Road – INT2300069**

SJMC-R-2023-12-12/557

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Froude

That Council approve parking relief for six (6) parking spaces to accommodate the Retail Use at 210 Kenmount Road.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**7.3 Variance Request for Front Yard Landscaping – 35 Shriners Road – INT2300038**

SJMC-R-2023-12-12/558

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Ellsworth

That Council approve the 4.15% Variance on Front Yard Landscaping at 35 Shriners Road, resulting in 47.9% continuous Soft Landscaping on the Front Yard.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**7.4 Notices Published - 353 Main Road - DEV2300158**

SJMC-R-2023-12-12/559

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Hickman

That Council approve the Discretionary Use application at 353 Main Road to allow a Place of Worship.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**7.5 Notices Published – 77 Blackmarsh Road - DEV2300143**

SJMC-R-2023-12-12/560

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Burton

That Council support the application for a telecommunications tower at 77 Blackmarsh Road.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, and Councillor Ridgeley

Abstain (1): Councillor Froude

**MOTION CARRIED (10 to 0)**

**7.6 Notices Published – Northern Pond Road - DEV2300106 & CRW2300009**

SJMC-R-2023-12-12/561

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Hanlon

That Council approve the Discretionary Use application for a Hydroponic Use on Northern Pond Road to allow a greenhouse and access road.

That Council also approve the Crown Land Lease for 13hectares of land for the proposed Hydroponic Use. Should the Crown Land lease be issued, a development application will be required.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**7.7 Request for Parking Relief – 38 Gear Street – SUB2000036**

SJMC-R-2023-12-12/562

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Ravencroft

That Council approve the parking relief for six (6) parking spaces at 38 Gear Street to accommodate a Subsidiary Dwelling Unit for each of the six proposed Townhouses.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

Abstain (1): Councillor Hanlon

**MOTION CARRIED (10 to 0)**

**8. RATIFICATION OF EPOLLS**

**9. COMMITTEE REPORTS**

**9.1 Committee of the Whole Report**

**1. 292 Water Street – Roof Sign**

SJMC-R-2023-12-12/563

**Moved By** Councillor Burton

**Seconded By** Councillor Bruce

That Council approve the roof sign for 292 Water Street (Lottie's Place on George Street), as proposed.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**2. 51 Hazelwood Crescent – MPA2300006**

SJMC-R-2023-12-12/564

**Moved By** Councillor Froude

**Seconded By** Councillor Ellsworth

That Council consider redesignating 51 Hazelwood Crescent from the Institutional District to the Residential District and consider rezoning 51 Hazelwood Crescent from the Institutional (INST) Zone to the Residential 2 (R2) Zone.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**3. City of St. John's 2024-2026 Accessibility Plan**

SJMC-R-2023-12-12/565

**Moved By** Councillor Ravencroft

**Seconded By** Councillor Bruce

That Council approve the 2024-2026 City of St. John's Accessibility Plan.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

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

**10.1 Development Permits List November 23 to December 6, 2023**

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

**11.1 Building Permits List**

**12. REQUISITIONS, PAYROLLS AND ACCOUNTS**

**12.1 Weekly Payment Voucher November 29, 2023**

SJMC-R-2023-12-12/566

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Ravencroft

That the weekly payment vouchers, for the week ending November 29, 2023, in the amount of \$2,585,577.07, be approved as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**



**12.2 Weekly Payment Voucher December 6, 2023**SJMC-R-2023-12-12/567**Moved By** Councillor Ellsworth**Seconded By** Councillor Korab

That the weekly payment vouchers, for the week ending December 6, 2023, in the amount of \$8,356,130.21, be approved as presented.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)****13. TENDERS/RFPS****13.1 102205002 - 14770 - National War Memorial Centennial Project, St. John's, NL**SJMC-R-2023-12-12/568**Moved By** Councillor Hickman**Seconded By** Councillor Ravencroft

That Council approve for award this open call to sole bidder meeting specifications, Can-Am Platforms & Construction Ltd., for \$906,425.00 (HST not incl.) as per the Public Procurement Act.

Note: City of St. John's delegated its Purchasing Authority for this open call to the Government of Newfoundland & Labrador.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)****13.2 2023158 – Supply and Delivery of Light Duty Vehicles**SJMC-R-2023-12-12/569**Moved By** Councillor Korab**Seconded By** Councillor Bruce

THAT Council approve Open Call 2023158 – Supply and Delivery of Light Duty Vehicles to bidders as follows:

Section 1 (one Heavy Duty Cargo Van) to Cabot Ford Ltd. For \$89,399.65 plus HST;

Section 2 (three Light Duty Cargo Vans) to Cabot Ford. For \$251,914.96 plus HST;

Section 3 (four Light Duty Pickup Trucks) to Hickman for \$272,148.65 plus HST;

Section 4 (three Heavy Duty Pickup Trucks) to Cabot Ford for \$297,518.34 plus HST.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**13.3 Lease of 2 New Waste Collection Trucks**

SJMC-R-2023-12-12/570

**Moved By** Councillor Korab

**Seconded By** Deputy Mayor O'Leary

THAT Council approve for award open call 2022193 to Big Truck Rental, for \$424,800 plus HST, the lowest bidder meeting all specifications, as per the Public Procurement Act.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**13.4 Storm Sewer Upgrades – University Avenue, Whiteway Street and Westerland Road**

SJMC-R-2023-12-12/571

**Moved By** Councillor Korab

**Seconded By** Councillor Froude

THAT Council award to Pinnacle Engineering ULC in the amount of \$463,277.50 HST Included.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**13.5 2023175 – Re-Imagine Churchill Square Detailed Design**

SJMC-R-2023-12-12/572

**Moved By** Councillor Hickman

**Seconded By** Councillor Froude

THAT Council approve for award this open call to the top ranked proponent, Pinnacle Engineering ULC for \$ 557,925.95 (HST included) as per the Public Procurement Act

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**14. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS**

**15. NEW BUSINESS**

**15.1 SERC – New Year's Eve Events 2023**

SJMC-R-2023-12-12/573

**Moved By** Councillor Bruce

**Seconded By** Councillor Hanlon

That Council approve the road closures associated with the City of St. John's New Year's Eve Fireworks, and road closure and noise by-law extension associated with the George Street Association New Year's Eve Event.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

**15.2 Canadian Capital Cities Organization - Annual Winter Meeting**SJMC-R-2023-12-12/574**Moved By** Councillor Ellsworth**Seconded By** Councillor Froude

That Council approve the travel costs for Councillor Hickman to attend the semi-annual meeting of the Canadian Capital Cities Organization in Ottawa from January 31, 2024 – February 2, 2024.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)****15.3 146 Hamilton Avenue – Designated Heritage Property – Tree Removal**

Members of Council held a brief discussion on the request, but agreed to defer a decision until more information could be presented.

SJMC-R-2023-12-12/575**Moved By** Deputy Mayor O'Leary**Seconded By** Councillor Ravencroft

That the matter be deferred.

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

Against (2): Councillor Burton, and Councillor Ellsworth

**MOTION CARRIED (8 to 2)****15.4 214 Waterford Bridge Road – Public Consultation – MPA2200006**SJMC-R-2023-12-12/576**Moved By** Councillor Froude**Seconded By** Councillor Burton

That Council, upon receiving a satisfactory Land Use Report, send out a public notice (instead of a public meeting) in accordance with Section 4.8 of the St. John's Development Regulations for public review and input.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**15.5 Expropriation of City owned/claimed land on Cook's Hill**

SJMC-R-2023-12-12/577

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Ravencroft

That Council approve the Expropriation of City owned/claimed land on Cook's Hill, as shown in red on the attached diagram and to earmark the property for non-profit housing, subject to any requirements from the City's Transportation Division.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**15.6 Lease - City Land at the front of 807 Water Street**

SJMC-R-2023-12-12/578

**Moved By** Councillor Ravencroft

**Seconded By** Councillor Ellsworth

It is recommended that Council approve the lease of City land at the front of 807 Water Street, as shown in red on the attached diagram, to allow for the construction of an accessible ramp.

For (10): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (10 to 0)**

**16. OTHER BUSINESS**

**17. ACTION ITEMS RAISED BY COUNCIL**

**18. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:50 pm.

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MAYOR

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CITY CLERK

# DECISION/DIRECTION NOTE

**Title:** Residential Deck in the Floodplain Buffer – 41 Leonard J Cowley Street – INT2300072

**Date Prepared:** December 19, 2023

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 4

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**Decision/Direction Required:** To seek approval for a residential deck in the Floodplain Buffer at 41 Leonard J Cowley Street.

**Discussion – Background and Current Status:** An application was received to construct a residential deck (10'x10') at 41 Leonard J Cowley Street, which will be located within the Floodplain Buffer at the rear of the property. As per Section 4.10(4)(a) of the Envision St. John's Development Regulations, Council may permit the development of a residential deck within the Floodplain Buffer. Such residential uses do not require referral to the City's Environmental and Sustainability Experts Panel (ESEP) prior to Council's consideration, subject to Section 4.10(6).

**Key Considerations/Implications:**

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

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

Choose an item.

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

# ST. JOHN'S

6. Legal or Policy Implications: Envision St. John's Development Regulations Section 4.10 "Waterways, Wetlands, Ponds or Lakes".
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Not applicable.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council approve the residential deck in the Floodplain Buffer at 41 Leonard J Cowley Street, subject to meeting other applicable conditions of the Envision St. John's Development Regulations.

**Prepared by:**

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

**Approved by:**

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



**Report Approval Details**

Document Title:	Development Committee - Residential Deck in the Floodplain Buffer - 41 Leonard J Cowley Street - INT2300072.docx
Attachments:	- Zoning.pdf - SitePlan - December 19 2023_.pptx - Read-Only.pdf
Final Approval Date:	Dec 20, 2023

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

**Jason Sinyard - Dec 20, 2023 - 9:23 AM**











# DECISION/DIRECTION NOTE

**Title:** Proposed Accessory Building (Pool) in the Floodplain Buffer – 223 Waterford Bridge Road – INT2300074

**Date Prepared:** January 2, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 3

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## **Decision/Direction Required:**

To seek approval for an Accessory Building (swimming pool) in the Floodplain Buffer at 223 Waterford Bridge Road.

## **Discussion – Background and Current Status:**

An application was submitted to construct a 60m<sup>2</sup> swimming pool at 223 Waterford Bridge Road. A swimming pool is defined as an Accessory Building under the Development Regulations and a portion of the pool is proposed within the Floodplain Buffer. Subject to Section 4.10(4)(a) of the St. John's Development Regulations, Council may permit the development of a residential Accessory Building within the Floodplain Buffer. Consultation with the Environmental and Sustainability Experts Panel (ESEP) is not required for an Accessory Building.

## **Key Considerations/Implications:**

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

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

Choose an item.

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

# ST. JOHN'S

6. Legal or Policy Implications: St. John's Development Regulations Section 4.10 "Waterways, Wetlands, Ponds or Lakes".
7. Privacy Implications: Not Applicable.
8. Engagement and Communications Considerations: Not Applicable.
9. Human Resource Implications: Not Applicable.
10. Procurement Implications: Not Applicable.
11. Information Technology Implications: Not Applicable.
12. Other Implications: Not Applicable.

**Recommendation:**

That Council approve an Accessory Building (swimming pool) in the Floodplain Buffer at 223 Waterford Bridge Road.

**Prepared by:**

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

**Approved by:**

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

**Report Approval Details**

Document Title:	Development Committee - Accessory Building (Pool) in the Floodplain Buffer – 223 Waterford Bridge Road – INT2300074.docx
Attachments:	- 223 Waterford Bridge Road MAP.pdf - 223 Waterford Bridge Road Pool Location.pdf
Final Approval Date:	Jan 3, 2024

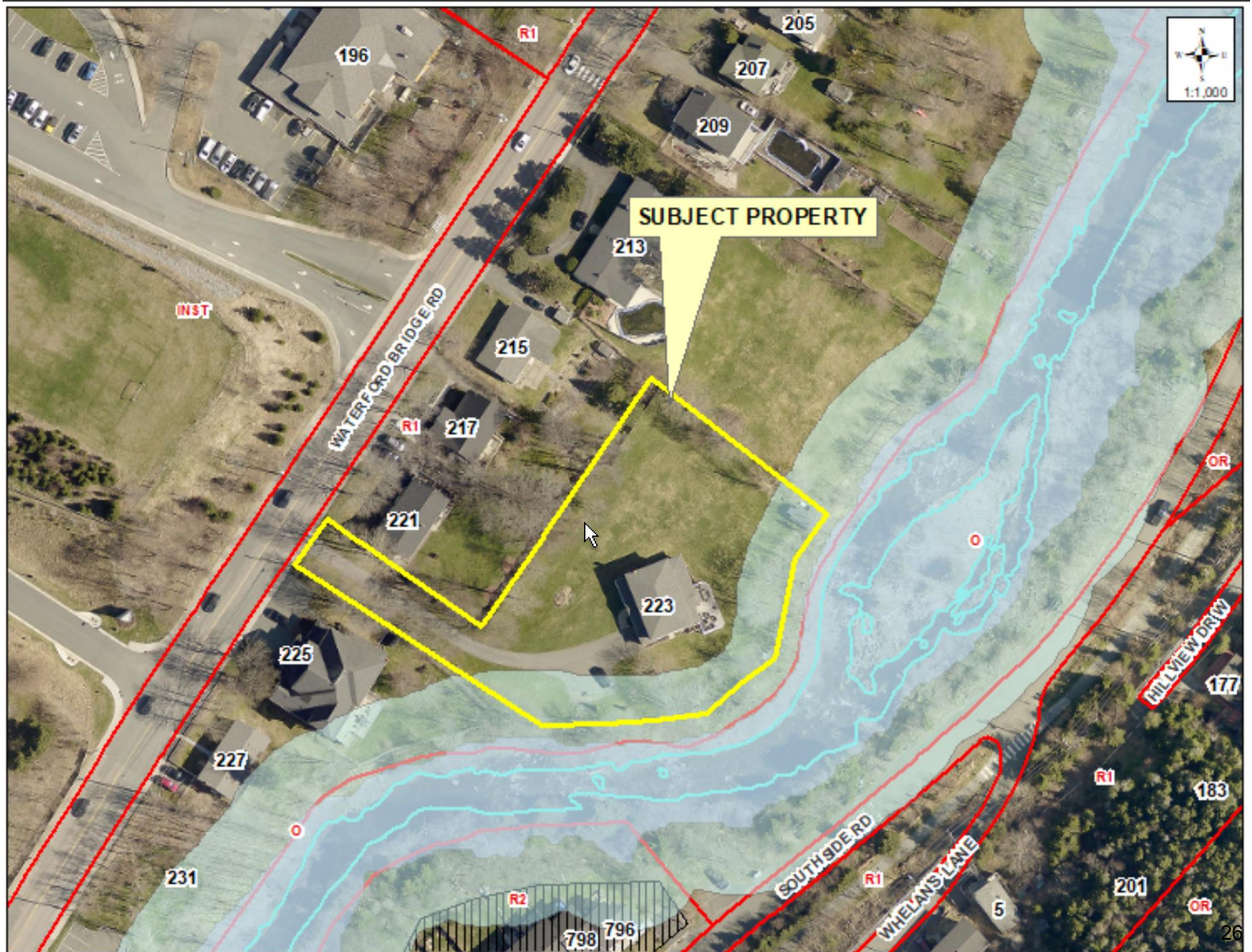
This report and all of its attachments were approved and signed as outlined below:

**Lindsay Lyghtle Brushett - Jan 2, 2024 - 3:29 PM**

**Jason Sinyard - Jan 3, 2024 - 10:40 AM**



# 223 Waterford Bridge Road





## 223 Waterford Bridge Road



# DECISION/DIRECTION NOTE

**Title:** Notices Published – 87 Springdale Street - DEV2300163

**Date Prepared:** January 2, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 2

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## Decision/Direction Required:

A Change of Non-Conforming Use application has been submitted by Barding House Cookery at 87 Springdale Street.

## Discussion – Background and Current Status:

The proposed application is a change of use from a commercial use (Merrywood Pet Boutique) to a Restaurant Use (catering). The proposed use is for a ghost kitchen, which is to support a catering business. No public will visit the site. Hours of operation will be Tuesday to Thursday, from 10 a.m. to 6 p.m. and Friday to Saturday, 10 a.m. to 4 p.m. The floor area of the business will remain at approximately 72m<sup>2</sup> and is located on the ground floor. On-street parking is provided. The proposed application site is zoned Residential Downtown (RD). Under Section 7.5, a non-conforming Use may have the existing Use varied with the approval of Council to a Use that is more compatible.

One submission was received, which supported the application.

## Key Considerations/Implications:

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

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

Choose an item.

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

# ST. JOHN'S

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

**Recommendation:**

That Council approve the change of Non-Conforming Use at 87 Springdale Street to allow a Restaurant Use (catering) for a Ghost Kitchen.

**Prepared by:**

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

**Approved by:**

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

**Report Approval Details**

Document Title:	Notices Published - 87 Springdale Street.docx
Attachments:	- DEV2300163-87 SPRINGDALE STREET.pdf
Final Approval Date:	Jan 3, 2024

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

**Lindsay Lyghtle Brushett - Jan 2, 2024 - 2:51 PM**

**Jason Sinyard - Jan 3, 2024 - 10:43 AM**





**SUBJECT PROPERTY**

SPRINGDALE ST

CHARLTON ST

SPRINGDALE PL

GILBERT ST



**Karen Chafe**

---

**From:** [REDACTED]  
**Sent:** Thursday, November 23, 2023 5:49 PM  
**To:** CityClerk  
**Subject:** 87 Springdale St. Application

Hi there,

We received a notice concerning the above noted address. We have no concerns whatsoever about the proposed application as present. Thanks and have a great day!



# DECISION/DIRECTION NOTE

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**Title:** Notices Published – 342 Freshwater Road - DEV2300166

**Date Prepared:** January 2, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 4

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## **Decision/Direction Required:**

A Discretionary Use application has been submitted by Tee Box Indoor Golf Inc. for 342 Freshwater Road for revised hours of operation.

## **Discussion – Background and Current Status:**

A Discretionary Use for Tee Box Indoor Golf Inc. was recently approved at the Regular Council meeting of July 11, 2023. The Place of Amusement was for indoor golf simulators and indoor mini golf. The location also offers food (restaurant) service and a retail shop. The floor area is 743<sup>2</sup> with parking provided on-site. The applicant is proposing revised hours of operation: Sunday to Thursday, 7 a.m. to 12 a.m. and Friday to Saturday, 7 a.m. to 1 a.m. Current permitted hours of operation are 10 a.m. to 11 p.m., seven (7) days a week. The proposed application site is zoned Commercial Highway (CH).

Two submissions were received. One submission was in favour of the application, while the other raised questions pertaining to traffic/parking congestion and noise. On-site parking for the use is provided. As the business area is not expanding, additional parking is not required. The only music provided is for ambience/background music. Loud music is a detriment to the golf simulator and golf shopping experience the applicant is providing. The proposed use would need to adhere to the City's Noise By-Law.

## **Key Considerations/Implications:**

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

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

# ST. JOHN'S

Choose an item.

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

**Recommendation:**

That Council approve the revised hours of operation for the Discretionary Use at 342 Freshwater Road, which would allow the previously approved Place of Amusement (indoor golf simulators and indoor mini golf) to operate Sunday to Thursday, 7 a.m. to 12 a.m. and Friday to Saturday, 7 a.m. to 1 a.m.

**Prepared by:**

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

**Approved by:**

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



### Report Approval Details

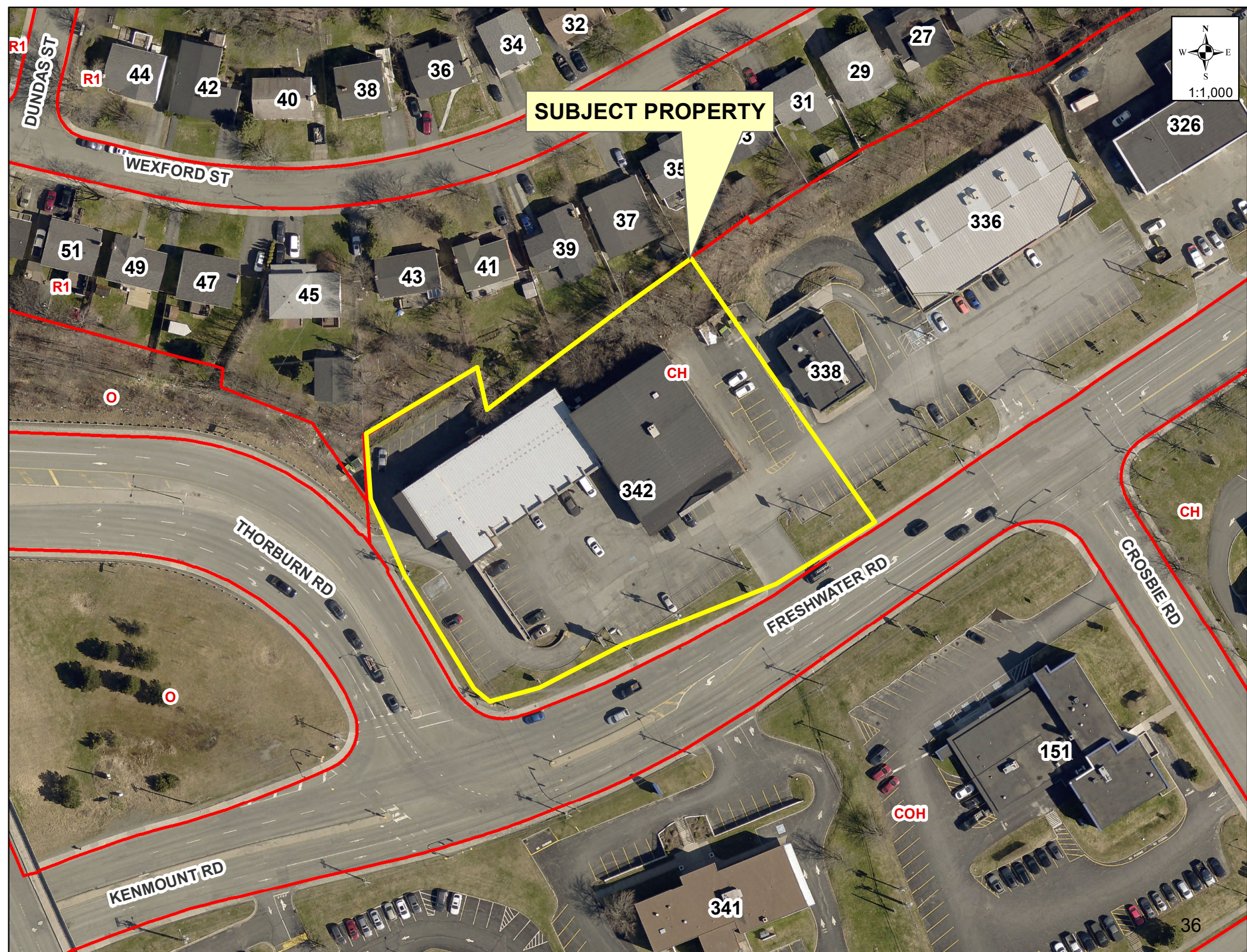
Document Title:	Notices Published - 342 Freshwater Road.docx
Attachments:	- DEV2300166-342 FRESHWATER ROAD.pdf
Final Approval Date:	Jan 3, 2024

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

**Lindsay Lyghtle Brushett - Jan 2, 2024 - 2:58 PM**

**Jason Sinyard - Jan 3, 2024 - 10:43 AM**







**Karen Chafe**

---

**From:** [REDACTED]  
**Sent:** Thursday, November 30, 2023 11:32 AM  
**To:** CityClerk  
**Subject:** Indoor golf / Freshwater rd

[REDACTED]

For what it's worth I would 100% support this, we get so little time during the year to play outside and with the loss of one of our courses it gives people more options. Thanks.

**Karen Chafe**

---

**From:** [REDACTED]  
**Sent:** Saturday, December 9, 2023 11:33 AM  
**To:** CityClerk  
**Subject:** Discretionary Use application

[REDACTED]

I have concerns regarding the revised hours of operation. Our street & property is [REDACTED] the building. There is no information as to whether there will be loud music involved, which would be very disruptive for sleeping purposes.  
Although parking is provided, there could be overflow to our street, which is often congested as it is.

[REDACTED]

# DECISION/DIRECTION NOTE

**Title:** Notices Published – 190 Pennywell Road - DEV2300142

**Date Prepared:** January 2, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 2

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## **Decision/Direction Required:**

That Council consider the application for six (6) antennas at 190 Pennywell Road.

## **Discussion – Background and Current Status:**

A referral has been received by the City of St. John's from TEP Engineering Canada on behalf of Eastlink at 190 Pennywell Road. In accordance with the obligations under the Radiocommunication Act and Innovation, Science and Economic Development Canada's Radiocommunication and Broadcasting Antenna Systems CPC-2-0-03 (Issue 6) and Siting Protocol for Wireless Facilities in the City of St. John's, the City notified residents in the vicinity of 190 Pennywell Road of Eastlink's intention to install six (6) new antennas (2m in height) on the rooftop of the existing building. The proposed application site is zoned Institutional (INST).

No submissions were received.

## **Key Considerations/Implications:**

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

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

Choose an item.

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

# ST. JOHN'S

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

**Recommendation:**

That Council support the application for six (6) antennas on the rooftop of the existing building at 190 Pennywell Road.

**Prepared by:**

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

**Approved by:**

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

**Report Approval Details**

Document Title:	Notices Published - 190 Pennywell Road.docx
Attachments:	- DEV2300142-190 PENNYWELL ROAD.pdf - NLA006 190 Pennywell Rd public notice EN-FR.pdf
Final Approval Date:	Jan 3, 2024

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

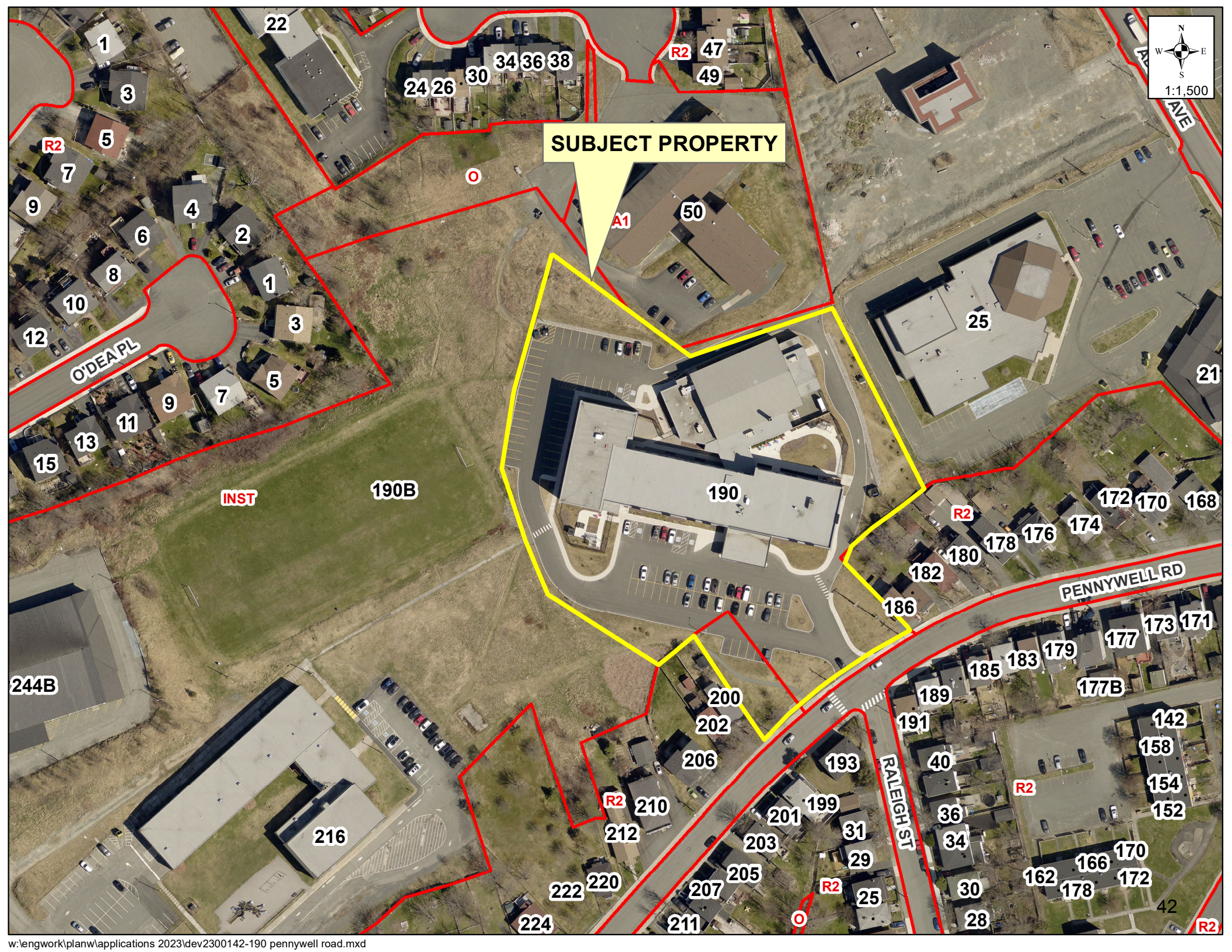
**Lindsay Lyghtle Brushett - Jan 2, 2024 - 3:20 PM**

**Jason Sinyard - Jan 3, 2024 - 10:41 AM**





SUBJECT PROPERTY





## Public notification of proposed telecommunication installation

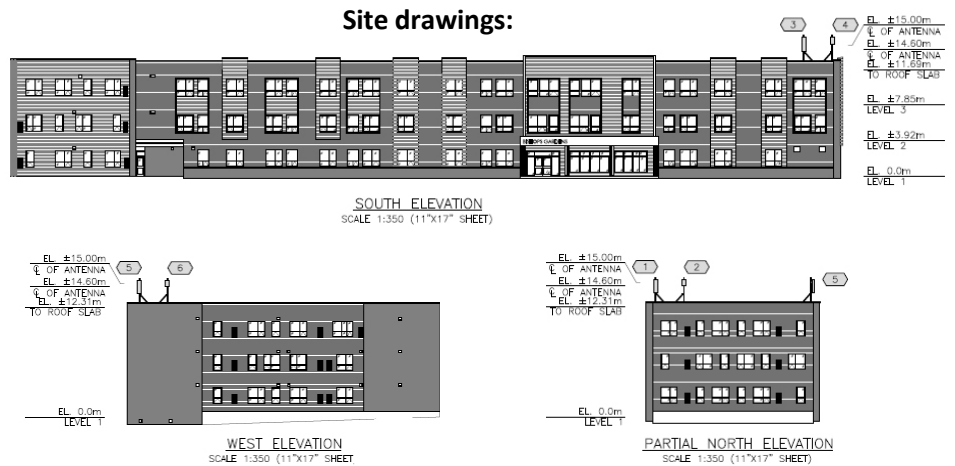
### Proposal: NLA006 – 190 Pennywell Road rooftop antenna installation

Please note you are receiving this correspondence because you own property within a prescribed notification distance of a proposed telecommunication installation.

Eastlink is proposing a rooftop antenna installation to be located on an existing rooftop at 190 Pennywell Road, St. John's. The area is currently underserved, and this installation will provide increased cellular service to the residences, businesses, and emergency services of the surrounding area.

#### Installation details:

The proposal is for an existing rooftop at 190 Pennywell Rd, St. John's. The proposed installation is made up of six (6) antenna, arranged in three sets of two. Due to sharing requirements and future expansion needs it is possible that this rooftop will have additional infrastructure installed on it in the future.



#### Colocation:

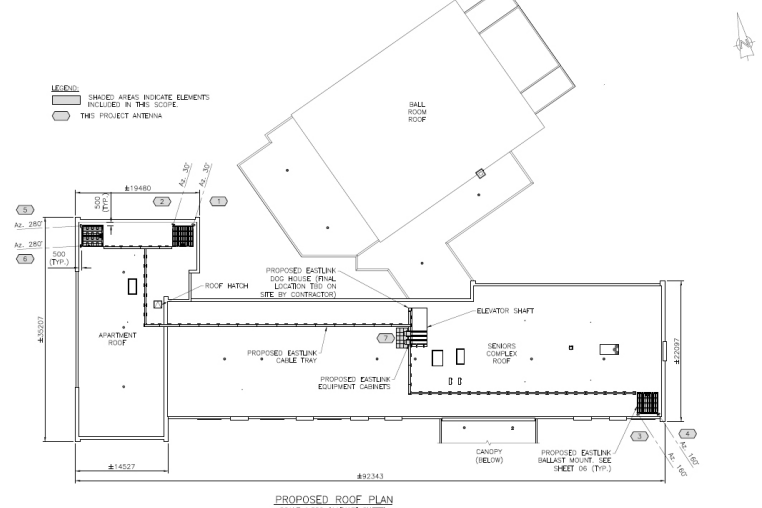
A rooftop collocation location was chosen as the area lacks existing telecommunications infrastructure that could be utilized for a colocation solution. There is existing telecommunication equipment on the building.

#### Transport Canada and Nav Canada:

This installation is exempt from requiring Transport Canada and Nav Canada evaluation.

#### Attestations:

- Eastlink attests that the radio antenna system described in this notification package is excluded from environmental assessment under the Impact Assessment Act.
- Eastlink attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.
- Eastlink attests that the radio installation described in this notification package will be installed and operated on an ongoing basis to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the public including any combined effects of nearby installations within the local radio environment.





Innovation, Science and Economic Development Canada is responsible for all radiocommunication undertakings within Canada. As part of their consultation process, tower proponents are required to follow local Land Use Authority tower siting guidelines if such guidelines have been adopted. If no such guidelines or policies have been adopted, then the proponent is required to follow the ISED Default Notification guidelines as outlined in CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems. (<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>) . In this case, the City of St. John's has a predetermined process for tower siting, this notice is being provided as per that policy.

Please forward any comments or concerns to the contacts listed below by TBD.

**TEP Engineering Canada**  
**(representative for Eastlink)**  
Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

**ISED Regional Office** (by appointment only) John  
Cabot Building  
10 Barter's Hill, 10th floor  
St. John's NL A1C 6M1  
T: 1-855-465-6307  
F 709-772-4890  
E: [ic.spectrumnld-spectredtl.ic@canada.ca](mailto:ic.spectrumnld-spectredtl.ic@canada.ca)

For further information pertaining to antenna systems, please refer to Innovation, Science, and Economic Development Canada's Spectrum Management and Telecommunications website ([www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna))

All telecommunication installations in Canada are required to meet the safety requirements outlined in Health Canada's Safety Code 6 Guidelines for Radiofrequency Exposure. More information can be found at the link below: (<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>)

## Notification publique de l'installation de télécommunication proposée

### Proposal: NLA006 – 190 Pennywell Rd, mise en place de colocation

**Veillez noter que vous recevez cette correspondance parce que vous possédez une propriété située à une distance de notification prescrite d'une installation de télécommunication proposée.**

Eastlink propose d'installer et d'équiper un abri et une antenne supplémentaire sur une tour de télécommunications existante située au 190 Pennywell Rd, à St. John's. La zone est actuellement mal desservie et cette installation fournira un service cellulaire accru aux résidences, aux entreprises et aux services d'urgence des environs.

#### Détails d'installation:

La proposition concerne une tour de télécommunications existante au 190 Pennywell Rd, St. John's. L'installation proposée est composée de six (6) antennes supplémentaires, disposées en trois ensembles de deux. En raison des exigences de partage et des besoins d'expansion futurs, il est possible que cette tour soit dotée d'une infrastructure supplémentaire à l'avenir.

#### Colocation:

Une option de colocalisation de tour existante a été choisie car elle offre une solution de couverture au promoteur.

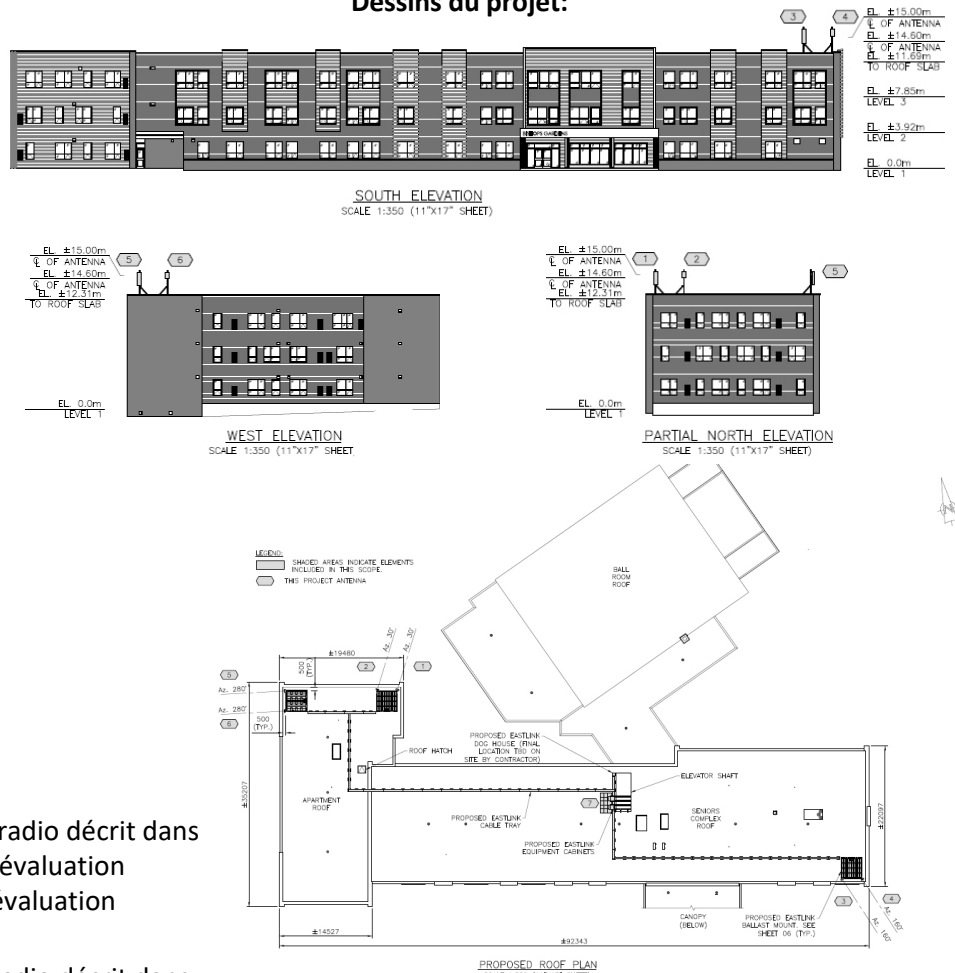
#### Transport Canada et Nav Canada:

Cette installation est exemptée de l'obligation d'évaluation de Transports Canada et de Nav Canada. Évaluations de la tour existante gérées par le propriétaire de la tour.

#### Attestations:

- Eastlink atteste que le système d'antenne radio décrit dans cette trousse de notification est exclu de l'évaluation environnementale en vertu de la Loi sur l'évaluation d'impact.
- Eastlink atteste que le système d'antenne radio décrit dans ce dossier de notification sera construit conformément au Code national du bâtiment du Canada et se conformera aux bonnes pratiques d'ingénierie, y compris l'adéquation structurelle.
- Eastlink atteste que l'installation radio décrite dans cette trousse de notification sera installée et exploitée de façon continue pour se conformer au Code de sécurité 6 de Santé Canada, tel qu'il peut être modifié de temps à autre, pour la protection du public, y compris tout effet combiné de installations à proximité dans l'environnement radio local.

#### Dessins du projet:





Innovation, Sciences et Développement économique Canada est responsable de toutes les entreprises de radiocommunication au Canada. Dans le cadre de leur processus de consultation, les promoteurs de tours sont tenus de suivre les lignes directrices locales en matière d'emplacement des tours de l'autorité d'utilisation des terres si de telles lignes directrices ont été adoptées. Si aucune ligne directrice ou politique de ce type n'a été adoptée, le promoteur est alors tenu de suivre les lignes directrices sur les notifications de défaut d'ISDE décrites dans la CPC-2-0-03 — Systèmes d'antennes de radiocommunication et de radiodiffusion. (<https://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/sf08777.html>). Dans ce cas, la Ville de St. John's a un processus prédéterminé pour l'emplacement des tours, cet avis est fourni conformément à cette politique.

Veuillez transmettre tout commentaire ou préoccupation aux contacts indiqués ci-dessous (à déterminer).

**TEP Engineering Canada**  
**(representative for Eastlink)**  
Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

**ISDE bureau régional (sur rendez-vous uniquement)**  
John Cabot Building  
10 Barter's Hill, 10th floor  
St. John's NL A1C 6M1  
T: 1-855-465-6307  
F 709-772-4890  
E: [ic.spectrumnld-spectredtl.ic@canada.ca](mailto:ic.spectrumnld-spectredtl.ic@canada.ca)

Pour plus d'informations sur les systèmes d'antennes, veuillez consulter le site Web Gestion du spectre et télécommunications d'Innovation, Sciences et Développement économique Canada.  
([www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna))

Toutes les installations de télécommunication au Canada doivent répondre aux exigences de sécurité décrites dans les lignes directrices du Code de sécurité 6 de Santé Canada concernant l'exposition aux radiofréquences. Plus d'informations peuvent être trouvées sur le lien ci-dessous:  
(<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>)

# DECISION/DIRECTION NOTE

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**Title:** Notices Published – 439 Kenmount Road - DEV2300155

**Date Prepared:** January 2, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 4

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**Decision/Direction Required:**

That Council consider the application for an antenna at 439 Kenmount Road.

**Discussion – Background and Current Status:**

A referral has been received by the City of St. John's from TEP Engineering Canada on behalf of Eastlink, requesting installation of an antenna at 439 Kenmount Road. In accordance with the obligations under the Radiocommunication Act and Innovation, Science and Economic Development Canada's Radiocommunication and Broadcasting Antenna Systems CPC-2-0-03 (Issue 6) and Siting Protocol for Wireless Facilities in the City of St. John's, the City notified residents in the vicinity of 439 Kenmount Road of Eastlink's intention to install a new antenna on the existing tower and construct an equipment shelter. The proposed application site is in the Commercial Highway (CH) Zone.

No submissions were received.

**Key Considerations/Implications:**

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

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

Choose an item.

---

# ST. JOHN'S

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Siting Protocol for Wireless Facilities in the City of St. John's.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 Public Consultation of the St. John's Envision Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application site. The application has been advertised in The Telegram newspaper at least twice and is posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council support the application to install an antenna on the existing tower at 439 Kenmount Road.

**Prepared by:**

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

**Approved by:**

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

**Report Approval Details**

Document Title:	Notices Published - 439 Kenmount Road.docx
Attachments:	- DEV2300155-439 KENMOUNT ROAD.pdf - NLA063 439 Kenmount Rd public notice EN-FR.pdf
Final Approval Date:	Jan 3, 2024

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

**Lindsay Lyghtle Brushett - Jan 2, 2024 - 3:23 PM**

**Jason Sinyard - Jan 3, 2024 - 10:41 AM**





**SUBJECT PROPERTY**

**KENMOUNT RD**

**CN**

**450**

**409**

**415**

**439**

**447**

**451**

**CH**

**465**

**CH**

**460**

**CDA9**

**50**



## Public notification of proposed telecommunication installation

### Proposal: NLA063 – 439 Kenmount Rd, colocation installation

Please note you are receiving this correspondence because you own property within a prescribed notification distance of a proposed telecommunication installation.

Eastlink is proposing to install and equipment shelter and additional antenna on an existing telecommunications tower at 439 Kenmount Rd, St. John's. The area is currently underserved, and this installation will provide increased cellular service to the residences, businesses, and emergency services of the surrounding area.

#### Installation details:

The proposal is for an existing telecommunications tower at 439 Kenmount Rd, St. John's. The proposed installation is made up of six (6) additional antenna, arranged in three sets of two. Due to sharing requirements and future expansion needs it is possible that this tower will have additional infrastructure installed on it in the future.

#### Colocation:

An existing tower colocation option was chosen as it offers a coverage solution for the proponent.

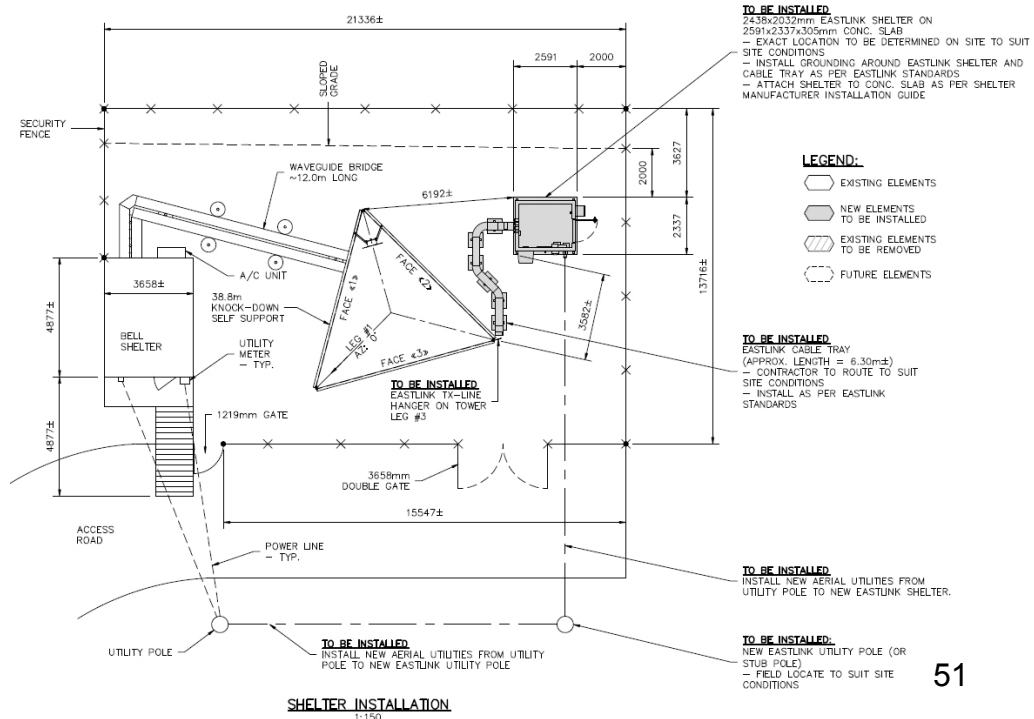
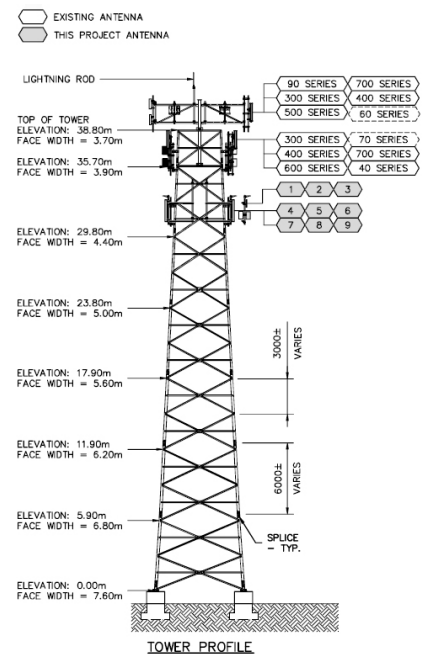
#### Transport Canada and Nav Canada:

This installation is exempt from requiring Transport Canada and Nav Canada evaluation. Evaluations for existing tower managed by tower owner.

#### Attestations:

- Eastlink attests that the radio antenna system described in this notification package is excluded from environmental assessment under the Impact Assessment Act.
- Eastlink attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.
- Eastlink attests that the radio installation described in this notification package will be installed and operated on an ongoing basis to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the public including any combined effects of nearby installations within the local radio environment.

#### Project drawings:





Innovation, Science and Economic Development Canada is responsible for all radiocommunication undertakings within Canada. As part of their consultation process, tower proponents are required to follow local Land Use Authority tower siting guidelines if such guidelines have been adopted. If no such guidelines or policies have been adopted, then the proponent is required to follow the ISED Default Notification guidelines as outlined in CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems. (<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>). In this case, the City of St. John's has a predetermined process for tower siting, this notice is being provided as per that policy.

Please forward any comments or concerns to the contacts listed below by TBD.

**TEP Engineering Canada**  
**(representative for Eastlink)**  
Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

**ISED Regional Office** (by appointment only) John  
Cabot Building  
10 Barter's Hill, 10th floor  
St. John's NL A1C 6M1  
T: 1-855-465-6307  
F 709-772-4890  
E: [ic.spectrumnld-spectredtl.ic@canada.ca](mailto:ic.spectrumnld-spectredtl.ic@canada.ca)

For further information pertaining to antenna systems, please refer to Innovation, Science, and Economic Development Canada's Spectrum Management and Telecommunications website ([www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna))

All telecommunication installations in Canada are required to meet the safety requirements outlined in Health Canada's Safety Code 6 Guidelines for Radiofrequency Exposure. More information can be found at the link below: (<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>)

## Notification publique de l'installation de télécommunication proposée

### Proposal: NLA063 – 439 Kenmount Rd, mise en place de colocation

**Veillez noter que vous recevez cette correspondance parce que vous possédez une propriété située à une distance de notification prescrite d'une installation de télécommunication proposée.**

Eastlink propose d'installer et d'équiper un abri et une antenne supplémentaire sur une tour de télécommunications existante située au 439 Kenmount Rd, à St. John's. La zone est actuellement mal desservie et cette installation fournira un service cellulaire accru aux résidences, aux entreprises et aux services d'urgence des environs.

#### Détails d'installation:

La proposition concerne une tour de télécommunications existante au 439 Kenmount Rd. John's. L'installation proposée est composée de six (6) antennes supplémentaires, disposées en trois ensembles de deux. En raison des exigences de partage et des besoins d'expansion futurs, il est possible que cette tour soit dotée d'une infrastructure supplémentaire à l'avenir.

#### Colocation:

Une option de colocalisation de tour existante a été choisie car elle offre une solution de couverture au promoteur.

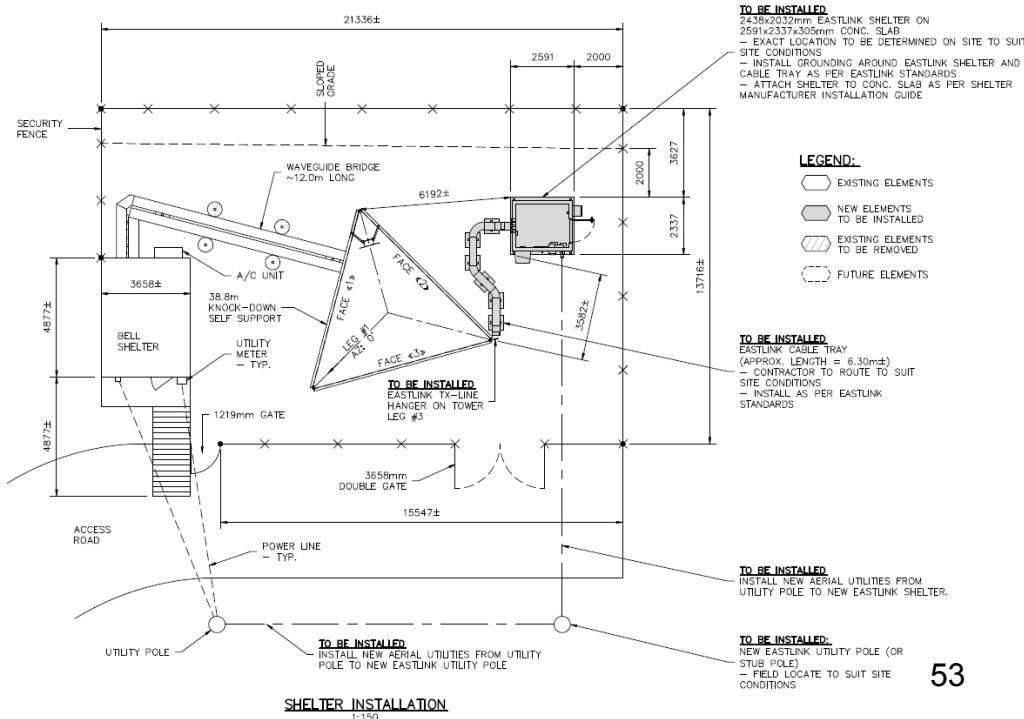
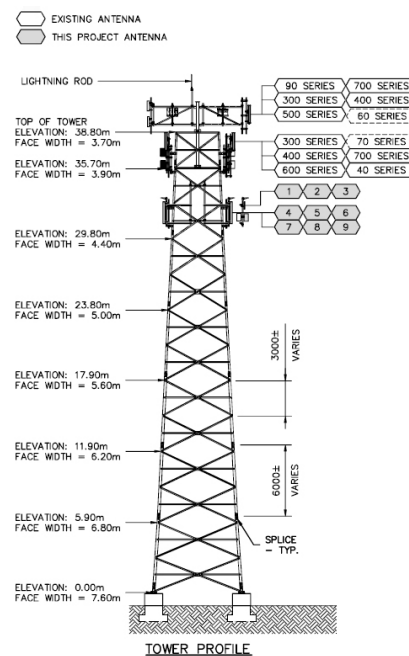
#### Transport Canada et Nav Canada:

Cette installation est exemptée de l'obligation d'évaluation de Transports Canada et de Nav Canada. Évaluations de la tour existante gérées par le propriétaire de la tour.

#### Attestations:

- Eastlink atteste que le système d'antenne radio décrit dans cette trousse de notification est exclu de l'évaluation environnementale en vertu de la Loi sur l'évaluation d'impact.
- Eastlink atteste que le système d'antenne radio décrit dans ce dossier de notification sera construit conformément au Code national du bâtiment du Canada et se conformera aux bonnes pratiques d'ingénierie, y compris l'adéquation structurelle.
- Eastlink atteste que l'installation radio décrite dans cette trousse de notification sera installée et exploitée de façon continue pour se conformer au Code de sécurité 6 de Santé Canada, tel qu'il peut être modifié de temps à autre, pour la protection du public, y compris tout effet combiné de installations à proximité dans l'environnement radio local.

#### Project drawings:





Innovation, Sciences et Développement économique Canada est responsable de toutes les entreprises de radiocommunication au Canada. Dans le cadre de leur processus de consultation, les promoteurs de tours sont tenus de suivre les lignes directrices locales en matière d'emplacement des tours de l'autorité d'utilisation des terres si de telles lignes directrices ont été adoptées. Si aucune ligne directrice ou politique de ce type n'a été adoptée, le promoteur est alors tenu de suivre les lignes directrices sur les notifications de défaut d'ISDE décrites dans la CPC-2-0-03 — Systèmes d'antennes de radiocommunication et de radiodiffusion. (<https://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/sf08777.html>). Dans ce cas, la Ville de St. John's a un processus prédéterminé pour l'emplacement des tours, cet avis est fourni conformément à cette politique.

Veuillez transmettre tout commentaire ou préoccupation aux contacts indiqués ci-dessous (à déterminer).

**TEP Engineering Canada**  
**(representative pour Eastlink)**  
Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

**ISDE bureau régional(sur rendez-vous uniquement)**  
John Cabot Building  
10 Barter's Hill, 10th floor  
St. John's NL A1C 6M1  
T: 1-855-465-6307  
F 709-772-4890  
E: [ic.spectrumnld-spectredtl.ic@canada.ca](mailto:ic.spectrumnld-spectredtl.ic@canada.ca)

Pour plus d'informations sur les systèmes d'antennes, veuillez consulter le site Web Gestion du spectre et télécommunications d'Innovation, Sciences et Développement économique Canada.  
([www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna))

Toutes les installations de télécommunication au Canada doivent répondre aux exigences de sécurité décrites dans les lignes directrices du Code de sécurité 6 de Santé Canada concernant l'exposition aux radiofréquences. Plus d'informations peuvent être trouvées sur le lien ci-dessous:  
(<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>)

# DECISION/DIRECTION NOTE

**Title:** Parking Relief for Expansion of Recreational Use (Disc Golf) – 108 McNiven Place – DEV2200057

**Date Prepared:** January 3, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 1

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## **Decision/Direction Required:**

Request to relieve parking for the expansion of a Recreational Use (Disc Golf) at 108 McNiven Place.

## **Discussion – Background and Current Status:**

An application was submitted to create a Disc Golf Course at 108 McNiven Place (Dennis Lawlor Park - Airport Heights), which is a Permitted Use (Recreational Use) in the Open Space (O) Zone. As per Section 8.3 of the Envision Development Regulations, five (5) parking spaces per acre of land for a Recreational Use is required. The total area for the park, including the proposed disc golf course is approximately 50 acres, which would require 250 parking spaces. There are approximately 75 parking spaces onsite, therefore parking relief for the remaining 175 parking spaces is requested.

The Parks and Open Spaces Division has indicated existing parking is sufficient to meet the demands of the site: the soccer pitch has limited sporadic use, which is primarily for Ultimate Frisbee and soccer practice; the baseball field is in use nightly and on weekends, and the gravel parking lot is rarely full, except during tournaments; and the basketball court and playground create a minimal need for parking. Staff also feel that current parking infrastructure is adequate to meet the needs of the disc golf course, based on information from other disc golf locations: Confederation Hill course has no issues with capacity or parking, and both the Stephenville Blanche Brook Park and second Stephenville courses also relied on existing parking, which were sufficient.

Projected usage of the course is spread throughout the day and starts are staggered. Disc Golf does not require special attire or equipment and many users tend to walk to the course. It is an individual activity and thus does not see the concentration of users that the existing park infrastructure (basketball court, soccer field, baseball field) will see all at one time. The parking calculation for recreation use is for such facilities as playgrounds, playing fields and stadiums, which attract a larger number of participants at one time in a more concentrated venue, while disc golf involves a much larger area of land, making required parking high for the projected use.

# ST. JOHN'S

Where an applicant wishes to provide a different number of parking spaces than those required under Section 8.3 and in the opinion of Council the change requested does not merit a Parking Report, a staff report can be accepted. In this case, it is recommended that the staff memo be accepted in lieu of a Parking Report.

**Key Considerations/Implications:**

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

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

Choose an item.

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: St. John's Envision Development Regulations Sections 8.3 "Parking Standards" and Section 8.12 "Parking Report".
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Not applicable.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.



**Recommendation:**

That Council approve parking relief for 175 parking spaces at 108 McNiven Place (Dennis Lawlor Park) to allow for the expansion of the Recreational Use for a disc golf course.

**Prepared by:**

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

**Approved by:**

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

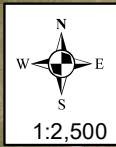
**Report Approval Details**

Document Title:	Development Committee - Parking Relief for Recreation Use - 108 McNiven Place - DEV2200057.docx
Attachments:	- MCNIVEN PARK DISC GOLF REV4.pdf
Final Approval Date:	Jan 3, 2024

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

**Jason Sinyard - Jan 3, 2024 - 3:35 PM**







# DECISION/DIRECTION NOTE

**Title:** Notices Published – 65-74 Autumn Drive - DEV2300156

**Date Prepared:** January 3, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Carl Ridgeley, Development

**Ward:** Ward 1

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## Decision/Direction Required:

That Council consider the application for an antenna at 65-74 Autumn Drive.

## Discussion – Background and Current Status:

A referral has been received by the City of St. John's from TEP Engineering Canada on behalf of Eastlink, requesting installation of an antenna at 65-74 Autumn Drive. In accordance with the obligations under the Radiocommunication Act and Innovation, Science and Economic Development Canada's Radiocommunication and Broadcasting Antenna Systems CPC-2-0-03 (Issue 6) and Siting Protocol for Wireless Facilities in the City of St. John's, the City notified residents in the vicinity of 65-74 Autumn Drive of Eastlink's intention to install a new antenna on the existing tower and construct an equipment shelter. The existing tower is identified as civic #74, which is part of a large property recognized as civic #65-74. The proposed application site is zoned Open Space (O).

Two submissions were received, requesting additional safety information reports from the consultant. The consultant noted they would work with Eastlink to prepare a safety code 6 report, which they hope to have completed in the next week.

## Key Considerations/Implications:

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

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

Choose an item.

# ST. JOHN'S

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Siting Protocol for Wireless Facilities in the City of St. John's.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 Public Consultation of the St. John's Envision Development Regulations. The City has sent written notices to property owners within a minimum 150-metre radius of the application site. The application has been advertised in The Telegram newspaper at least twice and is posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council defer the application to install an antenna on the existing tower in the vicinity of 65-74 Autumn Drive until the requested safety report has been prepared by the applicant/consultant.

**Prepared by:**

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

**Approved by:**

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

**Report Approval Details**

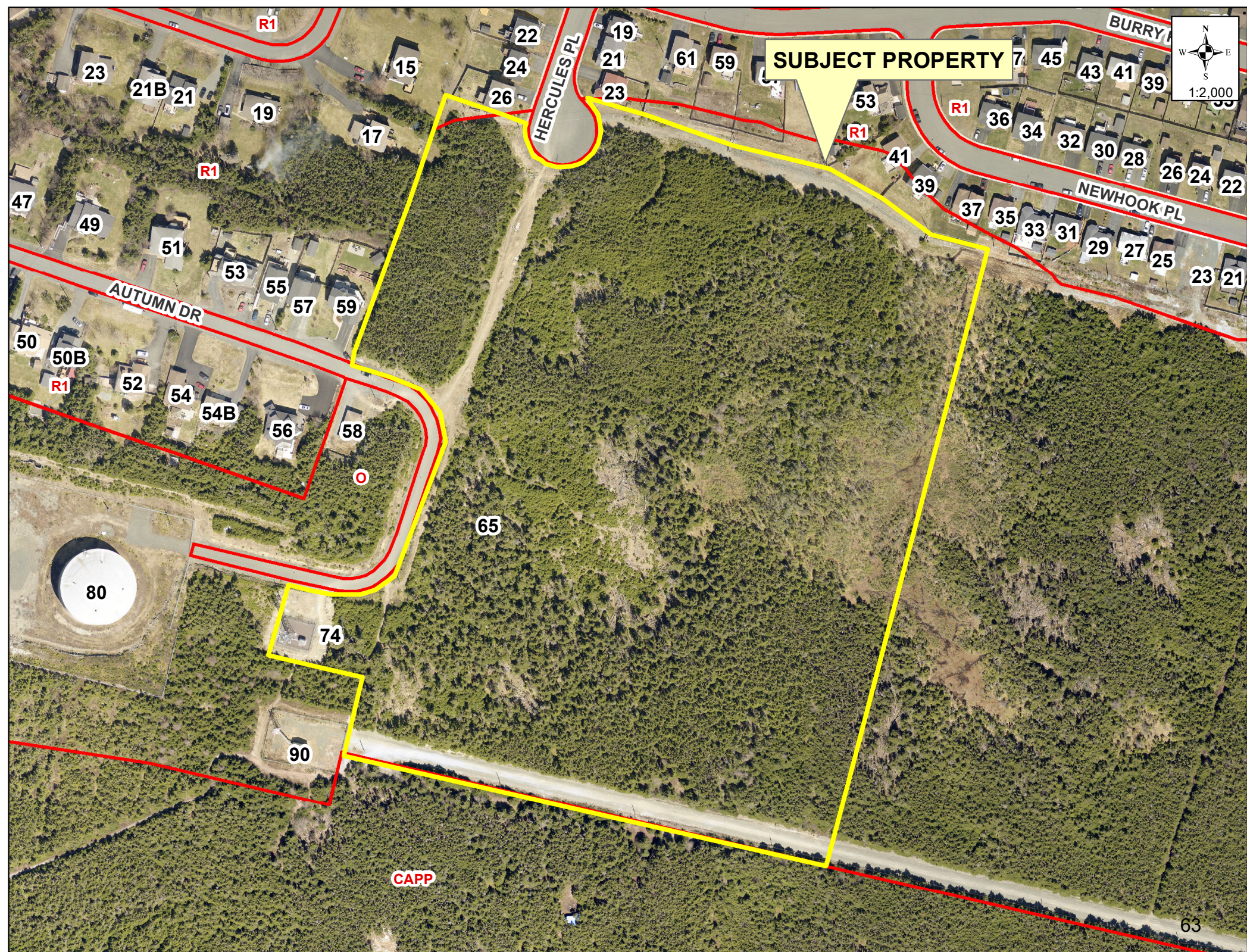
Document Title:	Notices Published - 65-74 Autum Drive.docx
Attachments:	- DEV2300156-65 AUTUMN DRIVE.pdf - NLA064 74 Autumn Dr public notice EN-FR.pdf
Final Approval Date:	Jan 4, 2024

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

**Lindsay Lyghle Brushett - Jan 3, 2024 - 12:03 PM**

**Jason Sinyard - Jan 4, 2024 - 9:32 AM**





SUBJECT PROPERTY



1:2,000

CAPP



## Public notification of proposed telecommunication installation

### Proposal: NLA064 – 74 Autumn Dr, colocation installation

Please note you are receiving this correspondence because you own property within a prescribed notification distance of a proposed telecommunication installation.

Eastlink is proposing to install and equipment shelter and additional antenna on an existing telecommunications tower at 74 Autumn Dr, St. John's. The area is currently underserved, and this installation will provide increased cellular service to the residences, businesses, and emergency services of the surrounding area.

#### Installation details:

The proposal is for an existing telecommunications tower at 74 Autumn Dr, St. John's. The proposed installation is made up of six (6) additional antenna, arranged in three sets of two. Due to sharing requirements and future expansion needs it is possible that this tower will have additional infrastructure installed on it in the future.

#### Colocation:

An existing tower colocation option was chosen as it offers a coverage solution for the proponent.

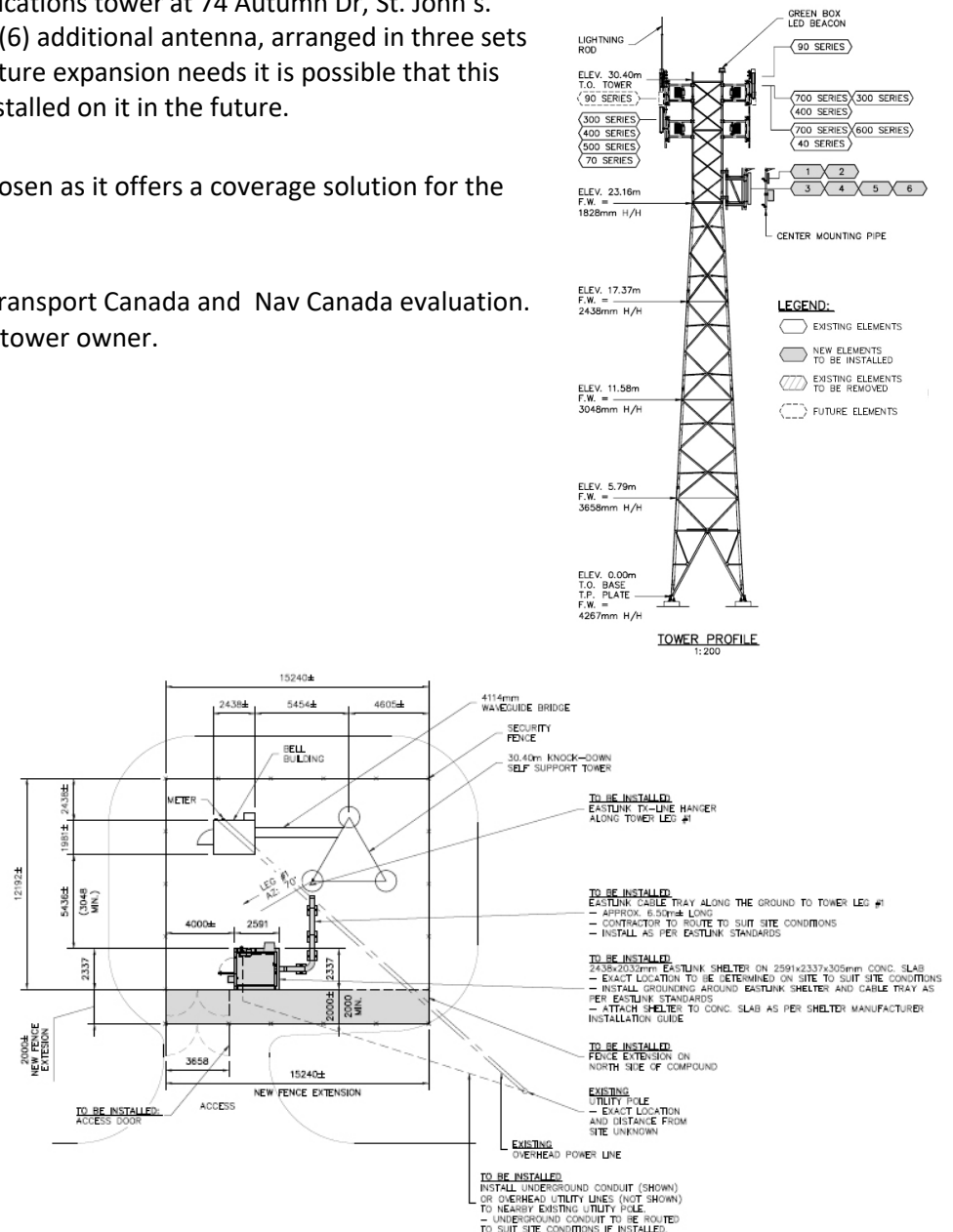
#### Transport Canada and Nav Canada:

This installation is exempt from requiring Transport Canada and Nav Canada evaluation. Evaluations for existing tower managed by tower owner.

#### Attestations:

- Eastlink attests that the radio antenna system described in this notification package is excluded from environmental assessment under the Impact Assessment Act.
- Eastlink attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.
- Eastlink attests that the radio installation described in this notification package will be installed and operated on an ongoing basis to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the public including any combined effects of nearby installations within the local radio environment.

#### Project drawings:





Innovation, Science and Economic Development Canada is responsible for all radiocommunication undertakings within Canada. As part of their consultation process, tower proponents are required to follow local Land Use Authority tower siting guidelines if such guidelines have been adopted. If no such guidelines or policies have been adopted, then the proponent is required to follow the ISED Default Notification guidelines as outlined in CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems. (<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>). In this case, the City of St. John's has a predetermined process for tower siting, this notice is being provided as per that policy.

Please forward any comments or concerns to the contacts listed below by TBD.

**TEP Engineering Canada  
(representative for Eastlink)**

Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

**ISED Regional Office (by appointment only) John**

Cabot Building  
10 Barter's Hill, 10th floor  
St. John's NL A1C 6M1  
T: 1-855-465-6307  
F 709-772-4890  
E: [ic.spectrumnld-spectredtl.ic@canada.ca](mailto:ic.spectrumnld-spectredtl.ic@canada.ca)

For further information pertaining to antenna systems, please refer to Innovation, Science, and Economic Development Canada's Spectrum Management and Telecommunications website ([www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna))

All telecommunication installations in Canada are required to meet the safety requirements outlined in Health Canada's Safety Code 6 Guidelines for Radiofrequency Exposure. More information can be found at the link below: (<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>)

## Notification publique de l'installation de télécommunication proposée

### Proposal: NLA064 – 74 Autumn Dr, mise en place de colocation

**Veuillez noter que vous recevez cette correspondance parce que vous possédez une propriété située à une distance de notification prescrite d'une installation de télécommunication proposée.**

Eastlink propose d'installer et d'équiper un abri et une antenne supplémentaire sur une tour de télécommunications existante située au 74 Autumn Dr, à St. John's. La zone est actuellement mal desservie et cette installation fournira un service cellulaire accru aux résidences, aux entreprises et aux services d'urgence des environs.

#### Détails d'installation:

La proposition concerne une tour de télécommunications existante au 74 Autumn Dr. John's. L'installation proposée est composée de six (6) antennes supplémentaires, disposées en trois ensembles de deux. En raison des exigences de partage et des besoins d'expansion futurs, il est possible que cette tour soit dotée d'une infrastructure supplémentaire à l'avenir.

#### Colocation:

Une option de colocalisation de tour existante a été choisie car elle offre une solution de couverture au promoteur.

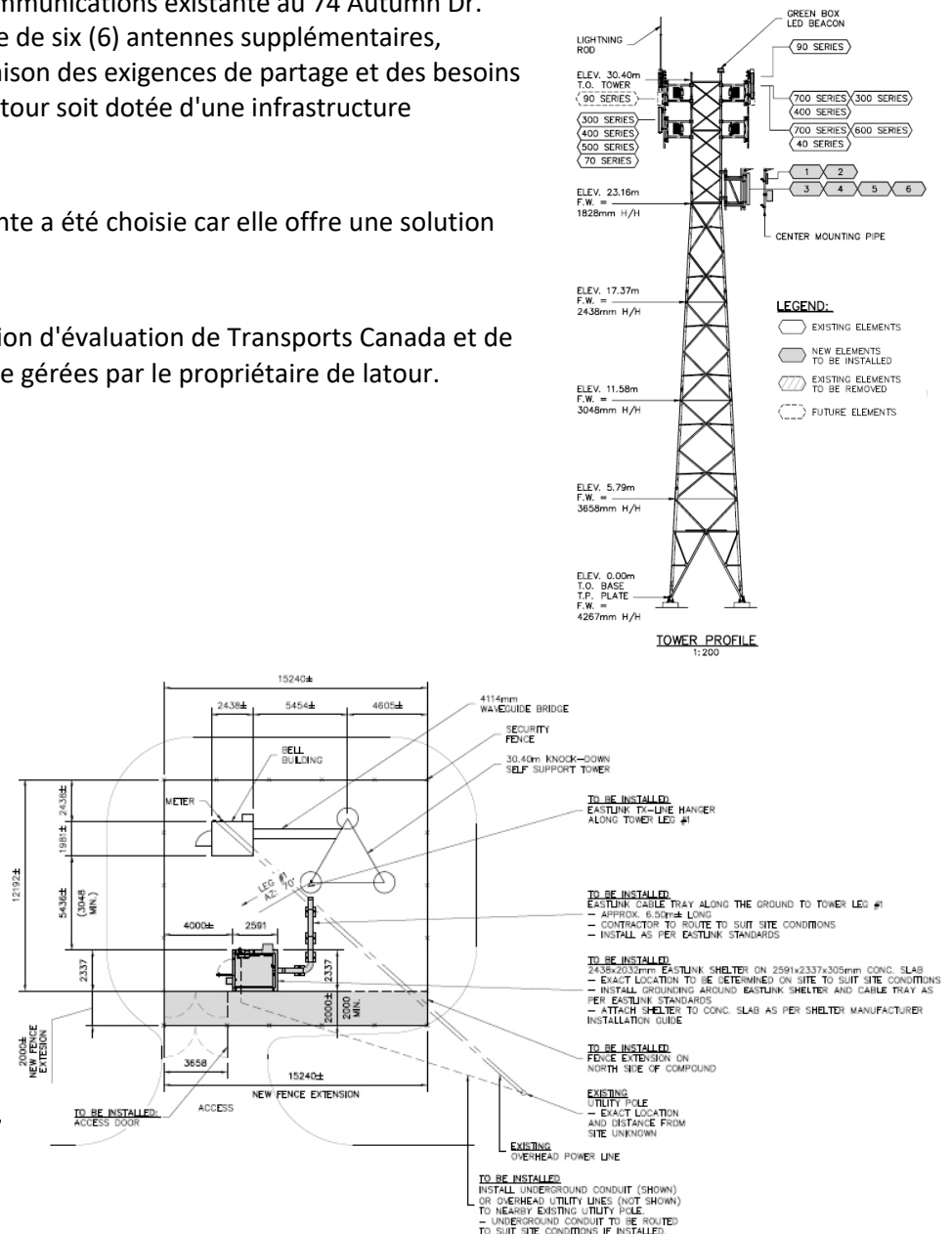
#### Transport Canada et Nav Canada:

Cette installation est exemptée de l'obligation d'évaluation de Transports Canada et de Nav Canada. Évaluations de la tour existante gérées par le propriétaire de la tour.

#### Attestations:

- Eastlink atteste que le système d'antenne radio décrit dans cette trousse de notification est exclu de l'évaluation environnementale en vertu de la Loi sur l'évaluation d'impact.
- Eastlink atteste que le système d'antenne radio décrit dans ce dossier de notification sera construit conformément au Code national du bâtiment du Canada et se conformera aux bonnes pratiques d'ingénierie, y compris l'adéquation structurelle.
- Eastlink atteste que l'installation radio décrite dans cette trousse de notification sera installée et exploitée de façon continue pour se conformer au Code de sécurité 6 de Santé Canada, tel qu'il peut être modifié de temps à autre, pour la protection du public, y compris tout effet combiné de installations à proximité dans l'environnement radio local.

#### Dessins du projet:







Innovation, Sciences et Développement économique Canada est responsable de toutes les entreprises de radiocommunication au Canada. Dans le cadre de leur processus de consultation, les promoteurs de tours sont tenus de suivre les lignes directrices locales en matière d'emplacement des tours de l'autorité d'utilisation des terres si de telles lignes directrices ont été adoptées. Si aucune ligne directrice ou politique de ce type n'a été adoptée, le promoteur est alors tenu de suivre les lignes directrices sur les notifications de défaut d'ISDE décrites dans la CPC-2-0-03 — Systèmes d'antennes de radiocommunication et de radiodiffusion. (<https://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/sf08777.html>). Dans ce cas, la Ville de St. John's a un processus prédéterminé pour l'emplacement des tours, cet avis est fourni conformément à cette politique.

**Veuillez transmettre tout commentaire ou préoccupation aux contacts indiqués ci-dessous (à déterminer).**

**TEP Engineering Canada**  
**(representative pour Eastlink)**  
Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

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Pour plus d'informations sur les systèmes d'antennes, veuillez consulter le site Web Gestion du spectre et télécommunications d'Innovation, Sciences et Développement économique Canada.  
([www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna))

Toutes les installations de télécommunication au Canada doivent répondre aux exigences de sécurité décrites dans les lignes directrices du Code de sécurité 6 de Santé Canada concernant l'exposition aux radiofréquences. Plus d'informations peuvent être trouvées sur le lien ci-dessous:  
(<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>)

## Karen Chafe

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**From:** [REDACTED]  
**Sent:** Monday, December 18, 2023 2:02 PM  
**To:** Lindsay Lyghtle Brushett  
**Cc:** CityClerk  
**Subject:** COMMENT Re: 65 - 74 Autumn drive

Hello Lindsay,

In response to a letter from the City of St. John's I received December 5, 2023, Re: 65-74 Autumn Drive, I would like to provide an initial comment prior to the deadline of 9:30 am December 19, 2023. I do this without any additional information regarding the application, despite having requested all details regarding this installation, including details of all characteristics of the signals that are to be transmitted, as well as the characteristics of any signals that are currently being transmitted. In addition to contacting [planning@stjohns.ca](mailto:planning@stjohns.ca), I requested information on December 5, 2023, from the following, as advised in the letter from the City:

TEP Engineering Canada  
(representative for Eastlink)  
Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

ISED Regional Office (by appointment only) John  
Cabot Building  
10 Barter's Hill, 10th floor  
St. John's NL A1C 6M1  
T: 1-855-465-6307  
F 709-772-4890  
E: [ic.spectrumnld-spectredtl.ic@canada.ca](mailto:ic.spectrumnld-spectredtl.ic@canada.ca)

While I did receive a reply from Mr. McDaid, he advised they were "preparing a report that goes over these details" that they would "send over as soon as it's available" – to date, I have received nothing. Since I have no information, I am forced to comment in general regarding RF exposure from 3 KHz to 300 GHz as per the Health Canada document referenced in the City letter, "Limits Of Human Exposure To Radiofrequency Electromagnetic Energy In The Frequency Range From 3 KHz To 300 GHz."

<https://www.canada.ca/en/health-canada/services/publications/health-risks-safety/limits-human-exposure-radiofrequency-electromagnetic-energy-range-3-300.html>

I would like to note that the above publication is dated 2015, and the latest reference it contains is dated 2013, or ten years ago. Given the advancements in RF transmission over the last ten years, it is likely this document is out of date with regards to its applicability to the current RF transmission environment. That is why I have requested all available current information on the nature of the proposed transmissions.

I would like to request that the proponent of the application will have to demonstrate by testing that the radiation levels are below the published limits referenced above, both in baseline measurements before any new installation, and after any

such installation. The measurements should be made at the closest residence to the installation. I would also request to receive the details of the testing protocol before it is conducted.

I would like to quote an article by James C. Lin, Departments of Electrical and Computer Engineering, Bioengineering, and Physiology and Biophysics, University of Illinois Chicago, Chicago, IL, United States:

“The simple and effective public health notion of “An ounce of prevention is better than a pound of cure” may conjure up old fashioned notions. It may arouse intense reactions, with enormous defiance especially from individuals who may be beneficiary of modern promotions. The cellphone and allied wireless communication technologies have shown their direct benefit to people in modern society. However, as for their impact on the radiation health and safety of humans who are subjected unnecessarily to various levels of RF exposure over prolonged durations or even over their lifetime, the jury is still out. Furthermore, there are consistent indications from epidemiological studies and animal investigations that RF exposure is, at least, probably carcinogenic to humans. The principle of ALARA—as low as reasonably achievable—ought to be adopted as a strategy for RF health and safety protection.”

Lin, James C. (2022). Carcinogenesis from chronic exposure to radio-frequency radiation. *Frontiers in Public Health*, 10 <https://doi.org/10.3389/fpubh.2022.1042478>

When I receive the information regarding the transmissions from the proponent, I request the opportunity to comment further regarding this proposed installation, after a reasonable period to review the information.

Thank you and best regards,

**Karen Chafe**

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**From:** [REDACTED]  
**Sent:** Tuesday, December 19, 2023 1:27 PM  
**To:** Lindsay Lyghtle Brushett; [REDACTED] Jill Bruce; Sheilagh O'Leary; CityClerk; Communications  
**Subject:** Fwd: 65-74 Autumn Drive - Information Request

[REDACTED]

Good afternoon,  
Please see correspondence below regarding the proposed additional infrastructure to the Airport Height cell tower. We have not received the information requested and therefore are not able to provide informed feedback regarding the proposed expansion.  
The deadline to provide feedback is today.  
Others in the area are also concerned about the lack of detailed information.  
We request that no decision be made regarding this infrastructure until residents in the area have been provided with additional information.  
Sincerely,

[REDACTED]

----- Forwarded message -----

**From:** Logan McDaid <[lmcdaid@tepgroup.net](mailto:lmcdaid@tepgroup.net)>  
**Date:** Tue, Dec 5, 2023 at 10:43 AM  
**Subject:** RE: 65-74 Autumn Drive - Information Request

[REDACTED] Jill Bruce [REDACTED],  
Cc: <[lyghtlebrushett@stjohns.ca](mailto:lyghtlebrushett@stjohns.ca)>

[REDACTED]

We'll have a safety code 6 report put together for you, might take a week or more.

If you have any questions in the meantime please let me know.

Regards,



Logan McDaid

Senior Planning & Permitting Specialist | TEP Canada ([www.tepgroup.net](http://www.tepgroup.net))

84 Chain Lake Drive, suite 500B, Halifax NS, B3S1A2 | Office: (902) 410-5943 | [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

[Civil](#) | [Surveying](#) | [Environmental](#) | [PM&E](#) | [Structural](#) | [Inspections](#) | [Geotechnical and Material Testing](#) | [Construction](#) | [Renewable Energy](#) | [Fiber](#) | [Site Acquisition](#)

**Sent:** Monday, December 4, 2023 4:53 PM

**To:** [REDACTED] Jill Bruce [REDACTED]; Logan McDaid <[Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)>;

**Subject:** Re: 65-74 Autumn Drive - Information Request

Hi Logan

[REDACTED] this facility are are requesting the actual modelling data.

In order for the Code 6 guidelines to be monitored and enforced the radio frequency exposure has to be measured. For Eastlink to receive approval to install equipment to increase this exposure there must be a measurement of the existing exposure and the cumulative effect of additional exposure from adding to this tower as well as any other sources. This is done through modelling.

If you, the consulting engineering firm for this installation does not have this information, please advise who can provide us with factual responses to our first three questions?

On Mon, Dec 4, 2023 at 3:28 PM Logan McDaid <[Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)> wrote:

[REDACTED]

I'll be the main contact for the project, would be happy to setup a call to discuss any additional questions you might have.

Safety Code 6 guidelines can be found here: <https://www.canada.ca/en/health-canada/services/publications/health-risks-safety/limits-human-exposure-radiofrequency-electromagnetic-energy-range-3-300.html>

Please see the responses to your inquiries below:

**What is our current radio frequency exposure level from this tower?**

- Where this is an existing Bell installation, Eastlink would not have access to specific details regarding their equipment and operations. All broadcast undertakings in Canada are required to meet Health Canada's Safety Code 6 guidelines and Bell would be operating within those parameters.

**What will be our modeled radio frequency exposure level expected with this upgrade of 6 receivers?**

- Health Canada's Safety Code 6 guidelines are cumulative, so they consider the entirety of a telecommunications installation when determining allowable limits.

**What is the modeled radio frequency exposure with any additional infrastructure?**

- Any future installations would be considered in addition to the existing equipment and would also need to conform to the prescribed limits from Health Canada.

**Is there any ambient noise identified in the modeling, including frequencies heard by both humans and animals (particularly dogs)?**

- The proposed antenna installation will not emit any noise.

**What are the current maximum radio frequency exposure levels permitted under the Code 6 guidelines?**

- Details around maximum exposure limits are provided in section 2 of the Safety Code 6 document provided above.

**When is construction expected to commence and how long will it take?**

- Construction for this project would be spring 2024 and would take approximately 1 week.

**What are the traffic and noise expectations during construction?**

- Traffic and noise will be minimal. There will be a cement truck and excavator on site for 1-2 days, the rest of the equipment would be comprised of commercial half ton trucks and a heavier flatbed for the delivery of the antenna/shelter.

Please note that as per ISED's regulations, you have a 21-day comment period from the date of this correspondence to provide additional feedback. Please provide any additional comments or questions by Dec 27th, 2023.

Regards,

Logan McDaid

Senior Planning & Permitting Specialist | TEP Canada ([www.tepgroup.net](http://www.tepgroup.net))

[84 Chain Lake Drive, suite 500B, Halifax NS, B3S1A2](#) | Office: (902) 410-5943 | [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

[Civil](#) | [Surveying](#) | [Environmental](#) | [PM&E](#) | [Structural](#) | [Inspections](#) | [Geotechnical and Material Testing](#) | [Construction](#) | [Renewable Energy](#) | [Fiber](#) | [Site Acquisition](#)

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**Sent:** Monday, December 4, 2023 1:49 PM

**To:** [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net); [ic.spectrumnld-spectrumnld.ic@canada.ca](mailto:ic.spectrumnld-spectrumnld.ic@canada.ca); [llyghtlebrushett@stjohns.ca](mailto:llyghtlebrushett@stjohns.ca); [REDACTED]

[REDACTED] [jbruce@stjohns.ca](mailto:jbruce@stjohns.ca)

**Subject:** Fwd: 65-74 Autumn Drive - Information Request

Hello,

My name is [REDACTED] and I live at [REDACTED].

We have some questions that have been listed below.

After the responses have been received, we would like to have an opportunity to speak with someone, should we require any additional clarification.

What is our current radio frequency exposure level from this tower?

What will be our modeled radio frequency exposure level expected with this upgrade of 6 receivers?

What is the modeled radio frequency exposure with any additional infrastructure?

Is there any ambient noise identified in the modeling, including frequencies heard by both humans and animals (particularly dogs)?

What are the current maximum radio frequency exposure levels permitted under the Code 6 guidelines?

We would like to have a copy of the guidelines/policy that describe acceptable levels, maximum exposure, monitoring protocol, etc.

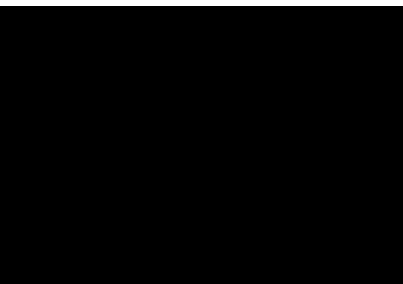
The related materials online are vague and we would like to see the actual guideline/policy documents, not just key message summary.

When is construction expected to commence and how long will it take?

What are the traffic and noise expectations during construction?

We both [REDACTED] so we would like to understand what the construction impacts will be and the duration.

Thank you for your attention to this matter,



----- Forwarded message -----

From: **Lindsay Lyghtle Brushett** <[LLyghtleBrushett@stjohns.ca](mailto:LLyghtleBrushett@stjohns.ca)>

Date: Mon, Dec 4, 2023 at 1:36 PM

Subject: RE: 65-74 Autumn Drive - Information Request

To: [REDACTED]

Cc: Justin Tucker <[jtucker@stjohns.ca](mailto:jtucker@stjohns.ca)>, Andrea Roberts <[aroberts@stjohns.ca](mailto:aroberts@stjohns.ca)>

Good afternoon

The proposed antenna is proposed for the existing tower in the area of #74; the entire property is recognized as 65-74 which is why such a large area is identified.

Here is a link to the public notice the city sent out: <https://www.stjohns.ca/en/news/application-65-74-autumn-drive.aspx>



Here is the link to the information that the applicant is required to provide as required by the Federal Government:  
<https://www.stjohns.ca/en/news/resources/Planning-and-Development-Maps/NLA064-74-Autumn-Dr-public-notice-EN-FR.pdf>

Please let me know if you have any further questions. For specific/technical questions about the antenna, the consultant's email address is included in the above attachment.

**TEP Engineering Canada**  
**(representative for Eastlink)**  
Logan McDaid  
84 Chain Lake Dr, Suite 500B  
Halifax NS B3S 1A2  
T: 902-410-5943  
E: [Lmcdaid@tepgroup.net](mailto:Lmcdaid@tepgroup.net)

**ISED Regional Office (by appointment only) John**  
Cabot Building  
10 Barter's Hill, 10th floor  
St. John's NL A1C 6M1  
T: 1-855-465-6307  
F 709-772-4890  
E: [ic.spectrumnld-spectredtl.ic@canada.ca](mailto:ic.spectrumnld-spectredtl.ic@canada.ca)

Lindsay

Lindsay Lyghtle Brushett, MCIP

Supervisor – Planning & Development  
Department of Planning, Engineering & Regulatory Services, City of St. John's  
John Murphy Building (City Hall Annex), 4th floor  
Phone: 709-576-8285 Fax: 709-576-2340  
E-mail: [llyghtlebrushett@stjohns.ca](mailto:llyghtlebrushett@stjohns.ca)  
Mail: PO Box 908, St. John's, NL, Canada A1C 5M2

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**Sent:** Friday, December 1, 2023 1:12 PM

**To:** Planning <[planning@stjohns.ca](mailto:planning@stjohns.ca)>

**Subject:** 65-74 Autumn Drive - Information Request

**CAUTION:** This is an EXTERNAL email. Do not click on any link, open any attachments, or action a QR code unless you recognize the sender and have confirmed that the content is valid. If you are suspicious of the message use the **Report a Phish** button to report it.

Hello

We live at [REDACTED]

Could you please send us the detailed documentation of what is being proposed?

Including any studies completed and/or a list of studies to be completed?

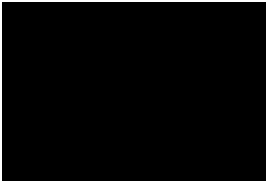
Maps, construction timelines, etc.

Could you also please provide the regulations regarding required setbacks from homes for such developments?

For clarity, I am not generally opposed to development. [REDACTED] [REDACTED].

I just want to ensure that we have fulsome information to provide meaningful feedback.

Thanks very much.



## Karen Chafe

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**From:** Logan McDaid <lmcdaid@tepgroup.net>  
**Sent:** Thursday, January 4, 2024 12:28 PM  
**To:** [REDACTED]  
**Cc:** Lindsay Lyghtle Brushett; [REDACTED]; Jill Bruce; Sheilagh O'Leary; CityClerk; Communications; ic.spectrumnld-spectredtl.ic@canada.ca  
**Subject:** RE: 65-74 Autumn Drive - Information Request

You don't often get email from lmcdaid@tepgroup.net. [Learn why this is important](#)

**CAUTION:** This is an EXTERNAL email. Do not click on any link, open any attachments, or action a QR code unless you recognize the sender and have confirmed that the content is valid. If you are suspicious of the message use the **Report a Phish** button to report it.

Hi [REDACTED]

I'll talk to Eastlink to see if they will provide any additional details RE your questions.

Regarding noise, these installations do not generate any noise whatsoever under normal operation. The only situation where there would be noise is during the construction phase and the rare occasion where generators may need to be operated on site in situations of prolonged power loss (most tower sites have at least 24hrs of battery backup). As these sites are tied into local emergency communication networks, they need to be maintained during extreme weather events and/ or local emergencies.

Regards,

Logan McDaid

Senior Planning & Permitting Specialist | TEP Canada ([www.tepgroup.net](http://www.tepgroup.net))

84 Chain Lake Drive, suite 500B, Halifax NS, B3S1A2 | Office: (902) 410-5943 | [lmcdaid@tepgroup.net](mailto:lmcdaid@tepgroup.net)

[Civil](#) | [Surveying](#) | [Environmental](#) | [PM&E](#) | [Structural](#) | [Inspections](#) | [Geotechnical and Material Testing](#) | [Construction](#) | [Renewable Energy](#) | [Fiber](#) | [Site Acquisition](#)

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**From:** [REDACTED]  
**Sent:** Thursday, January 4, 2024 11:34 AM  
**To:** Logan McDaid <[lmcdaid@tepgroup.net](mailto:lmcdaid@tepgroup.net)>  
**Cc:** [llyghtlebrushett@stjohns.ca](mailto:llyghtlebrushett@stjohns.ca); [REDACTED]; [jbruce@stjohns.ca](mailto:jbruce@stjohns.ca); Sheilagh O'Leary <[soleary@stjohns.ca](mailto:soleary@stjohns.ca)>; [cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca); [communications@stjohns.ca](mailto:communications@stjohns.ca)  
**Subject:** Re: 65-74 Autumn Drive - Information Request

Mr McDaid,

Thank you for your response, unfortunately it does not provide any data related to our questions, submitted a month ago on December 4, 2023.

At a time when technology is developing at an exponential rate, it is reasonable for the public to request detailed information regarding potential health impacts.

Indeed that is the very purpose of public consultation.

We are simply asking for the data that demonstrates the actual exposure levels [REDACTED].

Again, these are my questions:

What is our current radio frequency exposure level from this tower?

What will be our modeled radio frequency exposure level expected with this upgrade of 6 receivers?

What is the modeled radio frequency exposure with any future additional infrastructure?

Is there any ambient noise identified in the modeling, including frequencies heard by both humans and animals (dogs)?

What are the current maximum radio frequency exposure levels permitted under the Code 6 guidelines?



On Thu, Jan 4, 2024 at 10:33 AM Logan McDaid <[lmcdaid@tepgroup.net](mailto:lmcdaid@tepgroup.net)> wrote:



Please see the attached Safety Code 6 analysis from Eastlink that confirms the proposed installation is in Safety Code 6 compliance. Additional technical details will not be provided.

These calculations are performed internally prior to proposals going public (Health Canada compliance is confirmed on Eastlink's provided notification materials). Safety Code analysis documents for public consumption are provided per request only.

If you have any questions or comments, please let me know.

Regards,



# ST. JOHN'S

## **Committee of the Whole Report Council Chambers, 4th Floor, City Hall**

**December 19, 2023, 3:00 p.m.**

Present:	Mayor Danny Breen Deputy Mayor Sheilagh O'Leary Councillor Maggie Burton Councillor Ron Ellsworth Councillor Sandy Hickman Councillor Debbie Hanlon Councillor Jill Bruce Councillor Ophelia Ravencroft Councillor Jamie Korab Councillor Ian Froude Councillor Carl Ridgeley
Staff:	Kevin Breen, City Manager Derek Coffey, Deputy City Manager of Finance & Administration Tanya Haywood, Deputy City Manager of Community Services Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services Lynnann Winsor, Deputy City Manager of Public Works Cheryl Mullett, City Solicitor Ken O'Brien, Chief Municipal Planner Karen Chafe, City Clerk Jackie O'Brien, Manager of Communications Christine Carter, Legislative Assistant
Others	Amer Afridi, Manager of Transportation Engineering Samantha Howse, Transportation Engineer

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### **1.0 Draft Revisions to Rules of Procedure**

Councillor Ellsworth provided a brief overview of the changes proposed to the Rules of Procedure for City Council, the updating of sections done and new areas added.

Councillor Burton thanked the Legal Department and the City Clerk for their tremendous work on this initiative for the new sections added as it modernizes these procedures, especially around parental leave and providing clarity in this area.

**Recommendation****Moved By** Councillor Ellsworth**Seconded By** Councillor Burton

That Council adopt the revised Rules of Procedure By-Law as proposed.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)****2.0 6 Cathedral Street – DEV2300157 – Terms of Reference**

Councillor Burton presented the Decision Note regarding the application from the Masonic Temple for the addition of an elevator to the exterior of the building for greater accessibility and approval of the Terms of Reference.

It is also recommended that a Heritage report be completed.

**Recommendation****Moved By** Councillor Burton**Seconded By** Councillor Ravencroft

That Council approve the terms of reference for a Heritage Report for the extension to 6 Cathedral Street.

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)****3.0 City of St. John's Collision Report (2018-2022)**

Councillor Hickman presented the City of St. John's Collision Report (2018-2022), completed by the Transportation Engineering Department, which provides a high-level analysis of reported collisions that have occurred on City streets from January 1, 2018, to December 31, 2022, a 5-year analysis period.

The report provides an overview of high-level collision trends, such as:

- Collisions per year;
- Collisions by severity type;
- Collisions with pedestrian or cyclist involvement; and
- Collisions by location (intersection or mid-block), month/day/time of day, and environment conditions.

Following this, the report identifies intersections with the highest collision rates, mid-block segments with the highest collision frequencies (number of collisions in the study period), and locations with the highest frequencies of pedestrian or

cyclist involvement. For intersections and mid-blocks, those locations with an average of two (2) or more collisions per year (ten or more collisions in the study period) were evaluated for ranking.

Key limitations relating to the report include:

- Only those collisions reported to the police department are captured in the database
- The database must be manually filtered to identify collisions occurring on City streets (collisions within the City boundaries but occurring on provincial jurisdiction roadways or within parking lots must be filtered out of the raw data)
- This report presents a high-level overview of locations that appear to have a higher collision risk. The factors responsible for causing a collision are not always the most obvious nor are they always readily apparent. Appropriate supporting information from a detailed investigation into individual locations and collisions is required prior to diagnosing any safety issues and identifying potential mitigating measures at a given location.

While the top 25 intersection locations by collision rate, as extracted from the reported collision database, are summarized within the report, the top 10 locations were noted. Similarly, the top 20 mid-block locations by collision frequency are identified within the report, and the top 10 locations were also noted.

To identify the locations with highest pedestrian or cyclist involvement (the top active transportation locations), locations with three (3) or more collisions in the study period were considered (the top-ranking location had 5 collisions within the 5-year period). The complete list can be found in the report on the City's website.

As a next step in collision analysis, Staff will complete a detailed review of locations identified in this summary and select locations to recommend for a comprehensive safety study, which would then guide recommendations for detailed design and construction.

Staff review for site recommendations should include high level investigation into types of collisions occurring and possible mitigating measures, whether the site has been previously studied in detail, and any constraints or limitations to change that may be present at the site which may restrict what, if any, improvements could be made (such as right-of-way constraints, what potential mitigating measure exist to address the predominate crash types, etc.). The comprehensive safety study would then complete an in-depth analysis of collision types, including possible contributing factors, and provide recommendations on potential mitigating measures and their impacts (on collision rates, right-of-way, existing infrastructure, etc.). From this, Staff can then select which sites to put forward for detailed design and construction.

A recommendation is made to change the collision report update frequency to every three (3) years. This will provide better alignment with the complete timeline of preparing a collision report, selecting sites for detailed study as discussed above, and identifying those sites to bring forward to detailed design and construction. This change considers the processes and timelines involved in seeking funding for the various steps and completing the associated procurement processes.

Members of Council thanked the Staff for the great amount of work that has gone into this report and the data collected.

Mayor Breen noted that it will be interesting to see the results of the recent traffic camera pilot project which is soon to be released and the impacts that using cameras for additional enforcement will have in the future.

Staff added that a Speed Enforcement Committee is under development and should be up and running next year.

**Recommendation**

**Moved By** Councillor Hickman

**Seconded By** Deputy Mayor O'Leary

- That Council adopt the recommendations put forward in the report to:  
Change the collision report frequency to every three (3) years.
- As a next step, staff conduct a detailed assessment of the higher collision risk locations to identify candidate sites to include in a comprehensive safety study, which would then be used to guide recommendations for detailed design of improvement(s).

For (11): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Hanlon, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (11 to 0)**

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Mayor



# DECISION/DIRECTION NOTE

**Title:** Draft Revisions to Rules of Procedure

**Date Prepared:** December 6, 2023

**Report To:** Committee of the Whole

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

**Ward:** N/A

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## Decision/Direction Required:

Seeking Council's approval of the Rules of Procedure.

## Discussion – Background and Current Status:

Council last approved the Rules of Procedure on March 2, 1992. Given the evolution of technology and revised regulatory processes that have taken place since that time, the need to update the Rules of Procedure to correspond accordingly was identified. The following is a list of some of the more substantial changes proposed, preceded by a table of contents:

Section 3	Inclusion of a Definitions Section
Section 9	Table outlining Simple vs Two/Thirds Majority
Sections 11 - 13	Virtual/remote meetings
Section 14	Elimination of Remuneration for failure to attend meetings
Section 18	Updated Order of Business for Agenda
Section 21	Other Business - Time limit for speaking
Section 28	Allowance to speak more than once on any given motion
Section 58	E-Polls
Section 65	Moving motions in the Affirmative
Section 68	Motion to Rescind (notice period required for change to regulation or by-law only)
Section 74	Updated Reference to Code of Conduct

## Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Members of Council, committee members, elected officials, City staff
3. Alignment with Strategic Directions: N/A

# ST. JOHN'S

4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: Change of By-Law
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: N/A
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

**Recommendation:**

That Council adopt the revised Rules of Procedure By-Law as proposed.

**Prepared by:**

**Approved by:**

**Report Approval Details**

Document Title:	Draft Revisions to Rules of Procedure for Council Review.docx
Attachments:	
Final Approval Date:	Nov 16, 2023

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

**No Signature - Task assigned to Raman Balakrishnan was completed by workflow administrator Karen Chafe**

**Raman Balakrishnan - Nov 16, 2023 - 1:01 PM**

**BY-LAW NO.****AMENDMENT NO.****RULES OF PROCEDURE****PASSED BY COUNCIL ON**

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

**RULES OF PROCEDURE**

Title	Page 2
Application	Page 2
Definitions and Acronyms	Page 2
Meetings	Page 4
Order of Business	Page 6
Minutes	Page 7
Business Arising	Page 7
Other Business	Page 7
Order	Page 8
Decorum	Page 9
Notice of Motion	Page 10
Agenda Items	Page 10
Motions	Page 11
E-Polls	Page 12
Amendments	Page 13
Reconsideration	Page 14
Rescission	Page 15
Miscellaneous Procedures	Page 15
Voting	Page 15
Petitions and Communications	Page 16
Committees	Page 17
General Matters	Page 19
Schedule A	Page 20



## **Title**

1. This By-Law may be cited as the “Rules of Procedure for St. John’s Municipal Council”, hereinafter referred to as the “Rules”.

## **Application**

2. The Rules shall be observed and shall be the Rules of order for the business of St. John’s Municipal Council and committees thereof.

## **Definitions and Acronyms**

3. The following definitions are used throughout the Rules of Procedure:
  - a. Act – the City of St. John’s Act.
  - b. Abstain – To formally decline to vote on a motion, typically due to conflict of interest.
  - c. Advisory Committee - A group of volunteers from the general public who apply and are selected to sit on committees where they provide advice and perspective to Council on matters pertaining to the services provided by the City. They typically report to the Committee of the Whole.
  - d. Champion - Refers to a member of Council who speaks on behalf of an Advisory Committee, typically advocating for the recommendations put forth by the committee.
  - e. City Clerk - Reports to the City Manager and is responsible for legislative and administrative support to Council.
  - f. City Manager - The administrative head of the City of St. John’s, liaising between elected officials and the City’s administrative function.
  - g. City Solicitor - Provides legal advice to Council and City departments.
  - h. Code of Conduct - A set of values, rules, standards and principles for staff and elected officials working with the City of St. John’s as set out in the Councillor Code of Conduct By-Law and Municipal Official Code of Conduct By-Law.
  - i. Committee of the Whole (COTW) - A Committee comprised of all members of Council held in public, typically during the alternating weeks that the Regular Council Meeting is not held.
  - j. Conflict of Interest - As defined in section 5 of the Municipal Conduct Act SNL 2021 c. M-20.01 and section 2 of the St. John’s Councillor Code of Conduct By-Law.

- k. Council - The elected governing body of the City of St. John's comprised of the Mayor, Deputy Mayor, four Councillors-at-large and five ward Councillors.
- l. Deputy City Manager - Oversees the administrative function of a City department.
- m. E-Poll - Refers to a vote taken outside of a scheduled Council meeting, usually via e-mail, and ratified by Council during the next scheduled Regular Meeting.
- n. Experts Panel - A group of volunteers with professional expertise in specific areas. They typically report to the Committee of the Whole.
- o. Motion - A formal proposal by a member of Council to act, moved by the proposer of the motion and seconded by another Councillor.
- p. Notice of Motion - The notice period, typically one week, required before a motion is brought forth.
- q. Presiding Officer - The person who chairs a meeting, usually the Mayor, or the Deputy Mayor acting in the Mayor's absence, or other member of Council acting in the absence of both Mayor and Deputy Mayor.
- r. Previous Question - The motion used to bring the assembly to an immediate vote on one or more pending questions thereby terminating debate and foreclosing the offering of amendments - to bring Council to an immediate vote on the main question.
- s. Quorum - The number of Council members required to be present for meeting to proceed, usually 50% plus one.
- t. Reflect - In the context of these Rules, to reflect means to raise an issue during a meeting that has already been dealt with via an approved motion. To reflect on a motion is out of order.
- u. Regular Meeting - The bi-weekly public Council meeting. For the purposes of these Rules, Regular Meeting may include COTW if applicable, but the Rules for COTW or any committee meetings may be relaxed by Council (or the Chair).
- v. Rescind - To revoke or cancel a motion.
- w. Robert's Rules of Order - The standard guide for meeting rules created by General Henry M. Robert in 1876, currently in the 12th edition.
- x. Senior Executive Committee - A committee comprised of the City Manager, Deputy City Managers and City Solicitor.

- y. Sergeant at Arms - An official whose duty it is to maintain order and security during Council meetings.
- z. Special Meeting - The weekly privileged meeting held to discuss issues of a private or privileged nature as outlined by the Code of Conduct.
- aa. Terms of Reference - These are the guidelines for conducting Advisory Committees, Experts Panels and working groups, outlining the purpose, composition and rules of procedure for each committee.
- bb. Working Group - A group of volunteers from the public who apply and are selected to sit on working groups that are specific to a function or mandate. They typically report to the Committee of the Whole.
- cc. Staff Lead – staff member on a committee who coordinates the City's participation on the committee.

## Meetings

- 4. Council may from time to time by resolution prescribe the day and time for each Regular Meeting.
- 5. For the consideration of the general business of the City, Regular Meetings shall occur bi-weekly, with COTW meetings on the weeks a Regular Meeting does not occur. The weekly meetings of Council are suspended during the months of July and August.
- 6. Every meeting of Council shall be directed by a Presiding Officer who shall be:
  - a. the Mayor, or;
  - b. the Deputy Mayor, if the Mayor is absent, or;
  - c. if both the Mayor and Deputy Mayor are absent, the members of Council present shall elect a member of Council to act as Presiding Officer.
- 7. A Special Meeting may be called at such times as the Mayor may deem necessary, or on the written request of three members of Council, or the written request of the Senior Executive Committee. Special Meetings shall not be public and shall only be called for those matters addressed in s. 90 of the Councillor Code of Conduct By-Law, and as set out in Schedule A of these Rules.
- 8. Twenty-four hours' notice shall be given for every Regular Meeting and Special meeting. Council may hold additional meetings from time to time to deal with urgent City matters and formal notice is not required in these circumstances.
- 9. A majority of the members of Council constitutes a Quorum for the purpose of a meeting:

Council Present	Simple Majority	Two/Thirds Majority*
11	6	8
10	6	7
9	5	6
8	5	6
7	4	5
6	4	4

10. Five (5) minutes prior to the appointed hour of a Regular Meeting, the City Clerk shall cause the Chamber bells to be rung and the Mace shall be placed in the Council Chamber by the Sergeant at Arms upon commencement of the Regular Meeting.
11. All members of Council are expected to attend meetings in person but may attend remotely if there are extenuating circumstances such as childcare issues, sickness, travel, or as otherwise deemed acceptable by the Mayor. Councillors must provide advance notice and reason for their intention to attend remotely to the Mayor and City Clerk. The use of cameras by those attending remotely is strongly encouraged.
12. Remote attendance shall use appropriate technology that enables Council full access to meeting materials and in-person or other remote presentations. Remote attendees must have the ability to deliberate fully with all who attend in person or other remote attendees so that all in attendance can clearly hear, be heard and vote.
13. Should communication be lost with one or more remote attendees, the Mayor may call a ten minute recess to re-establish the link. If the link cannot be re-established within a reasonable period of time, the remote attendee(s) are deemed to have left the meeting. Should a Quorum be lost as a result, the meeting shall be adjourned.
14. (a) Council may by two-thirds majority vote to reduce or eliminate remuneration pursuant to the Act for any Councillor who fails to attend Regular Meetings, Special meetings or COTW for 3 successive months without an up-to-date medical note from a physician licensed with the College of Physicians and Surgeons of Newfoundland and Labrador or a medical professional such as a psychologist who is licensed in accordance with the appropriate governing body.  
 (b) Subsection (a) does not apply to a Councillor who is absent for 3 successive months due to parental leave commenced during pregnancy or within 1 month of birth or adoption. For the purposes of this Rule, "parental leave" means a leave of absence by a member of Council due to (i) the pregnancy of the Councillor; (ii) the birth of a child of a Councillor; or (iii) an adoption of a child by a Councillor.

15. If there is a Quorum present for a Regular Meeting, the Presiding Officer shall call the meeting to order.
16. If there is no Quorum present within fifteen minutes of the time appointed for the Regular Meeting, the City Clerk or Acting City Clerk shall call the roll and take down the names of Council then present, and the meeting shall stand adjourned until the next Regular Meeting if the meeting is not rescheduled.
17.
  - (1) Following the call to order, the Presiding Officer may welcome guests or delegations to the Regular Meeting and speak to and witness the signing of proclamations. Any proclamation requests to be signed during a Regular Meeting requires the prior approval of the Office of the City Clerk.
  - (2) Following the dispatch of the proclamations/presentations the Presiding Officer shall call for a motion to adopt the agenda as circulated. At this time members of Council may propose amendments to the Agenda including the Order of Business.
  - (3) Following the adoption of the agenda as circulated or as amended, the Presiding Officer shall call for a motion to adopt the Minutes of the previous meeting. Following adoption, with or without amendment, the Minutes shall be signed by the Presiding Officer and the City Clerk.

#### **Order of Business**

18.
  - (1) For each Regular Meeting, the City Clerk shall prepare the order of business as follows:
    1. Call to Order
    2. Proclamations/Presentation
    3. Approval of the Agenda
    4. Adoption of the Minutes
    5. Business Arising from Minutes
    6. Development Applications
    7. Ratification of E-Polls
    8. Committee Reports
    9. Development Permits List (For Information Only)
    10. Building Plans (For Information Only)
    11. Requisitions, Payrolls and Accounts
    12. Tenders
    13. Notices of Motion, Written Questions and Petitions
    14. Other Business
      - a. Other Items Added by Motion
      - b. Community Updates by Members of Council
    15. Adjournment



- (2) When a Special Meeting is called, the order of business provided by this section shall not apply. Council shall proceed at once to the consideration of the matter or matters for which the Special Meeting was called.

### **Minutes**

19. The Minutes of Regular and Special Meetings shall contain:

- (a) All resolutions and motions addressed;
- (b) Mentions of reports, petitions and other documents of records submitted to Council by their respective titles, or by a brief description of their purport, except accepted reports, which shall be included as an attachment in the agenda,
- (c) Corresponding Minutes of preceding meeting.

If there is any objection made to the Minutes of the preceding meeting, the member making it shall state the grounds of their objection without comment, and if Council agrees, then the Minutes shall be altered accordingly, but without debate. If all the members do not agree to the proposed alteration, then a motion must be duly made and seconded to amend the Minutes to meet the objection, which shall then be debatable.

### **Business Arising**

20. (1) Immediately after the Minutes have been passed, the Presiding Officer shall ask if there is any business arising out of the Minutes to which a member wishes to speak. A member who wishes to speak shall first specifically identify in the Minutes the matter to which they wish to speak. Where the matter raised by the member is included in another part of the agenda the Presiding Officer may defer consideration of the matter until the appropriate place in the agenda.
- (2) Discussion on items arising from the Minutes shall be limited to matters relevant to City business.

### **Other Business**

21. Matters added to the Agenda by amendment to the motion to adopt the Agenda as circulated shall be considered under Other Business. No member of Council shall speak for more than five (5) minutes on all items raised under Other Business, provided however, that this time limit may be extended by two (2) additional minutes with the consent of a two-thirds (2/3) majority of the Council present at the meeting.

## Order

22. The Presiding Officer at any meeting shall preserve order during any debate and maintain decorum of the Chamber at all times.
23.
  - (1) The decision of the Presiding Officer on all points of order is final, subject to an appeal by a Councillor. Any member of Council may raise an appeal on a point of order decided by the Presiding Officer.
  - (2) On an appeal, the Presiding Officer may explain the reason for their decision on the point of order and following that explanation shall immediately put the question that their decision be upheld;
  - (3) There is to be no debate on an appeal made under this section nor on any subsequent motion put forth by the Presiding Officer to uphold such appeal.
24. When the Presiding Officer is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment.
25. The Presiding Officer may call any member of Council to order at any time, and any member may raise a point of order.
26. If a member of Council is called to order while debate is in progress, the debate shall be suspended and the member called to order shall not speak until the point of order has been stated and determined by the Presiding Officer, unless the Presiding Officer allows the member called to order to provide an explanation.
27. If two or more members of Council attempt to speak at the same time, the Presiding Officer shall name the member who, in the opinion of the Presiding Officer has right of precedence.
28. A Councillor may speak:
  - (a) Up to 5 minutes for the first time on any motion;
  - (b) Up to 2 minutes for the second time on any motion, but only after all other Council Members present at the meeting have had an opportunity to speak;
  - (c) Up to 5 minutes on any amendment on the motion;
  - (d) For an additional 5 minutes to close debate if the Council member is the member who moved the motion; and
  - (e) For additional time to those set out in this section only if the member has the approval of 2/3 of the Council members present at the meeting.

29. Subject to section 23 herein, any member of Council may, through the Presiding Officer, request the opinion of the City Solicitor or City Clerk on any question of order under discussion at the meeting.
30. When considering Other Business, the Presiding Officer shall have precedence in bringing before Council such matters as the Presiding Officer deems expedient.

### **Decorum**

31. A member of Council or employee when speaking shall confine themselves to the question under debate and shall not refer to the Presiding Officer, nor to any member of Council or employee, except in a respectable manner.
32. When a member of Council or employee is speaking or a question is being put, no member or employee shall hold any private discourse, stand or make any noise or disturbance, or interrupt a speaker, except to raise a point of order, ask for an explanation or leave the chamber.
33. While the Presiding Officer is putting a question to Council, no one shall walk across or out of the Council Chamber or make any noise or disturbance or hold any private discourse.
34. No member of Council shall Reflect upon a motion that was carried, except for the purpose of moving that such vote be rescinded or reconsidered in accordance with these Rules.
35.
  - (1) A member of the public who is in the public gallery of the Council Chamber shall stand or sit quietly during the Council meeting and shall not display signs, demonstrate, speak or otherwise interfere with Council during the Council meeting.
  - (2) The Presiding Officer may order a person who is in breach of subsection (1) to leave the Chamber and if that person refuses to do so may order the person to be removed from the Chamber.
  - (3) A member of the public who refuses to leave Chambers upon being requested to do so or has interfered with the deliberations at a previous meeting of Council shall not be granted access to the Chamber without Council's consent.
36. The Presiding Officer may expel and exclude from a Regular Meeting or COTW any member of Council or other person who has acted inappropriately at such meeting, and in the case of the exclusion of a member of Council, an entry shall be made in the Minutes of the reason for such exclusion.
37.
  - (1) If any member of Council or other person uses insulting or improper language to the Presiding Officer or anyone and refuses to apologize

when so directed by the Presiding Officer, or willfully obstructs the conduct of business, they may be ordered by the Presiding Officer to retire from the Chamber for the remainder of that meeting.

- (2) In addition to the powers granted to the Presiding Officer under subsection (1), Council may, by a vote of two-thirds of the members present, exclude a member of Council from Council and its committees for a term of expulsion not to exceed thirty (30) days.
  - (3) A suspension of a Councillor under subsection (2) shall be without pay for the period of the suspension.
38. Where a member of Council is ordered to retire from the Chamber under section 37 and they refuse to do so, the Presiding Officer may order the member to be physically removed from the Chamber and City Hall. Alternatively, the Presiding Officer may declare for the purpose of the meeting, that the offending member is not present and shall not be recognized by the Presiding Officer nor shall they have any right to participate in any discussion, debate or vote for the remainder of that meeting.
39. Council may, by majority vote, exercise the authority of the Presiding Officer under sections 36, 37 and 38, where the Presiding Officer does not exercise their authority under these sections, or the Presiding Officer themselves commit the conduct referred to in sections 36 or 37.
40. Any member of Council removed from the Chamber or declared to be not present may be permitted to resume their duties or be recognized as present, by a majority vote of the meeting in progress upon making an apology to the Presiding Officer and to Council.

### **Notice of Motion**

41. Except for a Notice of Motion to Reconsider which is required under these Rules to be given prior to the end of the Regular Meeting or Special Meeting in which the motion was passed, for every motion which requires prior written notice, the Notice of Motion shall be delivered to the City Clerk in time for preparation of the Agenda for the meeting, and all such notices of motion for any meeting shall be placed in the Order of Business for the meeting.

### **Agenda Items**

42. The Presiding Officer, when dealing with the business of the agenda shall identify the item under consideration, may invite a member of Council or members of Council to provide background information or clarification of a question, however, no debate shall take place until such time as a motion has been properly moved and seconded.

## Motions

43. All motions must be moved and seconded before any debate is permitted. Neither the mover nor the seconder of a motion is required to vote in favour of the motion.
44. When a motion has been moved and seconded, it cannot be withdrawn except with the permission of Council and the mover and seconder, and then only before decision or amendment thereof.
45. Any motion or question which contains several distinct propositions may, by the direction of the Presiding Officer, or upon the request of any member of Council, be divided, and the vote on each proposition shall be taken separately. If a motion cannot be so divided the division shall be declared out of order by the Presiding Officer.
46. Any member of Council may have the motion under discussion read by the City Clerk at any time during the debate on the same, but not so as to interrupt another member speaking.
47. When the Presiding Officer is of the opinion that a motion which they have received and read is contrary to these Rules, the Presiding Officer shall apprise Council, and cite the Rule or authority applicable.
48. Subject to the provisions of the Act with respect to written notice of motion, and, unless otherwise decided by a majority of the members of Council present at the meeting, the Presiding Officer shall not permit debate or a vote on a substantive motion which has not been presented in writing to the City Clerk in time for preparation of the Agenda. All such motions should be accompanied by pertinent background information for members of Council to make an informed decision.
49. When a question is under debate the following non written motions shall be in order:
  - a. To refer or commit;
  - b. To lay on the table;
  - c. To postpone indefinitely or to a day certain;
  - d. To move the previous question;
  - e. To amend.
50. A motion to refer or commit a matter under discussion shall preclude all amendments of the main question until it is decided. The purpose is to send a matter to another group for consideration or further information, usually to staff or to a committee. It is debatable as to the desirability of referral or committal and not to the merits of the main question.



51. A motion to lay on the table allows Council to temporarily set aside a pending motion to deal with an urgent matter or when something needs to be addressed before consideration of the pending question can resume. It is not debatable.
52. A motion to postpone indefinitely or to a day certain is debatable but debate shall be limited to what is necessary for Council to decide whether the main motion should be postponed and to what date and shall not go into the merits of the main question.
53. The previous question is the motion used to bring Council to an immediate vote on one or more pending questions. It immediately closes debate and stops amendments of the immediately pending questions. If the motion is resolved in the affirmative, the original question shall be put forth without any amendment or debate. If such motion be resolved in the negative, the main question may then be decided and amended.
54. A motion to close debate requires a two-thirds vote of members present.
55. A motion to adjourn the Council meeting or the debate shall always be in order, except when:
  - a. a member of Council is addressing the Presiding Officer;
  - b. a vote is being taken; or
  - c. it has been decided that the previous question shall be taken.
56. A motion to adjourn the Regular Meeting or to adjourn the debate, cannot be amended and is not debatable, but a motion to adjourn the Council meeting or the debate to a given day, may be amended and is open to debate.
57. No second motion to adjourn the Regular Meeting or the debate shall be made until some intermediate proceedings have been had.

### **E-Polls**

58. The conditions under which an E-Poll is conducted must be restricted to the following parameters:
  - a. To deal with matters of an urgent nature as deemed and authorized by the Mayor, the City Manager and/or their designate;
  - b. A decision note comprehensively outlining the background and proposed recommendation (motion) must be circulated to all members of Council before an E-Poll is conducted;
  - c. Only one matter at a time shall be considered and should be simple in nature;

- d. A Quorum of Council (at least six councillors) is required for passing of any E-Poll; and time restrictions may be imposed given the urgency of such e-poll;
- e. If unanimous consent of the Quorum (at least six votes within the timeframe outlined) is not achieved, the matter shall be referred to the next regularly scheduled council meeting or an emergency meeting may be scheduled to discuss the proposed motion;
- f. All votes conducted via E-Poll must be validated by public ratification at the next scheduled Regular Meeting;
- g. Public ratification does not preclude prior action from being taken on the motion as authorized by the results of the E-Poll;
- h. Should a member of council who has not voted during the E-Poll phase or who wishes to change their vote during public ratification, must at the end of the same meeting put forth a motion to reconsider as outlined in Section 66 of the Rules. The motion for reconsideration may be out of order if the direction from the E-Poll has resulted in irreversible action already being taken.

### **Amendments**

- 59. Except as provided herein, an amendment to the motion shall always be in order. Only one sub-amendment shall be allowed to an amendment.
- 60. An amendment to a motion can take the form of an addition, a partial deletion, or a substitution of selected words, but not the entire motion. An amendment must be relevant to the substance of the motion, but may be contrary to its purpose, however, it must not convert the motion into its direct negative, or to make it identical to another previously decided motion.
- 61. The following procedures apply to all amendments:
  - a. an amendment must be properly moved and seconded;
  - b. an amendment can only be moved when the motion to be modified is under active consideration;
  - c. an amendment must not introduce a new substantive issue which is properly the subject of a separate substantive motion;
  - d. an amendment cannot be applied to a sub-amendment;
  - e. there is no limit to the number of successive amendments or sub-amendments that can be applied to a motion, provided only one of these is under active consideration at any one time.

62. Every amendment shall be decided or withdrawn before the main question is voted on.
63. Amendments and sub-amendments shall be put in the reverse order to that in which they are moved (i.e. the last amendment is dealt with first and the main motion is dealt with last).
64. The Presiding Officer when putting an amendment shall first read the question as it appears in the main motion, then the proposed amendment, and finally the question as it would be if the amendment is carried.
65. All recommendations contained in the Council agenda, either directly from City staff or via committee reports, must be dispersed via motion moved and seconded in the affirmative, exactly as the recommendation appears in the agenda and without amendment. Council then has the option to either vote against the main motion or move and second an amendment to the main motion.

### **Reconsideration**

66. Subject to condition set forth in this section, any question whether made in the affirmative or negative, except one of indefinite postponement, may be reconsidered, if the minority vote on such question is not less than two of the members of Council present and voting on the original motion. The purpose of reconsideration is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since taking the vote. A count of votes cast for or against shall determine the minority vote:
  - a. A motion of reconsideration must be given prior to the adjournment of the meeting at which the question was decided;
  - b. The motion to reconsider must be taken up at the meeting at which the question was decided or at the next Regular Meeting thereafter by the member of Council who made the motion, or in their absence by any other member of Council on their behalf and with their consent;
  - c. If the motion is seconded, it shall be debatable only if the original motion that is being reconsidered is debatable, but regardless, the member of Council moving for reconsideration may have the privilege of stating their reasons for the reconsideration;
  - d. If the motion to reconsider is carried by a majority, the main question shall then be read and will be open to debate the same as an original motion and disposed of by a majority vote;
  - e. No question shall be reconsidered more than once within six (6) months without the unanimous consent of the Council present, nor shall a vote to reconsider be reconsidered;

- f. A motion to reconsider is not amendable;
- g. Every motion of reconsideration shall be declared defeated unless the majority of members of Council present vote for it;
- h. No action shall be taken to carry into effect the main motion until after the motion to reconsider has been disposed of.

### **Rescission**

- 67. To rescind is to nullify a decision or action that cannot be changed by a motion to reconsider. Its purpose is to cancel, or make void, the results of a motion previously passed. However, motions may not be rescinded if irreversible actions have already been taken based on passing of the motion previously. A motion to rescind is not retroactive. Any actions emanating from the original motion remain valid.
- 68. No motion to rescind a regulation or by-law shall be allowed unless notice of the intention to rescind has been given previously in writing at a meeting of Council. The notice period cannot be waived.
- 69. A motion to rescind is a substantive motion and is in order only when there is no other main motion pending. It is debatable and may be amended, but only as to the portion of the decision to be rescinded.

### **Miscellaneous Procedures**

- 70. To expunge from the records the proceedings of a meeting, or any part thereof, requires a unanimous vote.
- 71. A motion to suspend Rules requires a two-thirds vote of Council.
- 72. When a blank in a motion is to be filled in, or where different sums or times are proposed, the question shall be taken first on the largest sum or the longest time.
- 73. Whenever any matter of privilege arises it shall be taken into consideration immediately by Council.

### **Voting**

- 74. No member of Council shall be permitted to vote or speak upon any question before Council, or before any Committee, where they are in a conflict of interest in accordance with the Code of Conduct.
- 75. Before putting any question to a vote, the Presiding Officer shall state the question clearly and ask the Council if it is ready for the question. If there is no discussion on any question, the vote will be electronically cast.

76. Subject to these Rules any member may at any time move that the order of business be suspended to permit them to introduce a motion, and Council by a majority vote may grant such permission.
77.
  - (1) A motion or resolution before Council shall be decided by a majority vote of Council in attendance at the meeting except where a two- thirds vote of the members of Council is required.
  - (2) A member of Council shall not abstain from voting on a motion or resolution before Council unless they are required to abstain due to a conflict of interest under the Code of Conduct or they have been permitted to abstain by a majority vote of the other members of Council in attendance at the meeting.
  - (3) Where a member of Council abstains from voting on a motion or resolution, a decision shall not be made on that motion or resolution unless the number of the members of Council in favour of the motion or resolution is a majority.
  - (4) The minutes of a Council meeting shall indicate the names of the members of Council who vote for and against and who abstain from voting on a motion or resolution.

### **Petitions and Communications**

78. Every petition or motion for consideration by Council shall be presented by a member of Council who shall examine, present, and endorse the petition with their name, and be answerable that it does not contain any impertinent or improper matter.
79. Petitions must be plainly written, typed or printed and signed by at least one person.
80. It is unnecessary to read anything other than the title, by-law, regulation, resolution, petition, and/or any report or other document of which a copy has been furnished to Council unless the Presiding Officer directs or the majority of Council present request, that such document shall be read.
81. No member of Council shall speak upon, except to briefly explain, the purpose of a petition, nor shall a debate be allowed upon the tabling of a petition.
82. Petitions or other papers connected with public departments shall be referred to the appropriate department or to a committee appointed by Council without motion.



## Committees

83. The Council may from time to time appoint committees.
84. The Mayor shall be an *ex-officio* voting member of all committees, except the Senior Executive Committee.
85. A majority of the members of any committee shall constitute a Quorum.
86.
  - a. Unless otherwise required by law, when Council appoints a committee or a variation thereof such as a standing committee, Advisory Committee, Experts Panel or working group, it shall, as the applicable Terms of Reference permit, appoint at least one of the members of Council to act as Champion on behalf of the committee. Where applicable, the role of Champion is clearly specified within the Terms of Reference for each committee. Members of Council do not partake in committee discussions. When Council appoints a committee, it shall also approve the recommended appointment of Chair as elected by the committee. When a by-law, petition, notice or report is to be presented to Council upon recommendation of a committee it shall be presented by the Champion or member of Council who is responsible for the portfolio under which such committee falls.
  - b. Except as may be otherwise provided, committee appointments shall be for a term of two (2) years with an optional two-year renewal;
  - c. Unless Council determines that special circumstances exist, no member of Council shall be appointed for more than four (4) consecutive years on a committee;
  - d. Wherever possible, committee appointments shall be made or staggered in such a manner as to provide for continuity;
  - e. Except as may be otherwise provided for by law, the appointment provisions shall apply to appointments made by Council to all committees, commissions, boards or other such groups.
87. When the subject matter of a committee report is presented to Council, but the form in which it is introduced is considered defective or the subject matter inadequately dealt with, Council may, on a majority vote without debate, recommit the report with or without instructions.
88. The City Clerk shall provide a legislative assistant for each committee who will record the minutes of each meeting, and these minutes shall be read or confirmed at each meeting and disposed of in same manner as the minutes of Regular Meetings.

89. Following every committee meeting, the legislative assistant shall prepare for the Chair, a report on all matters arising therefrom which require Council action. Prior to the next meeting of the committee, the legislative assistant shall prepare complete minutes of the previous meeting for submission to, and confirmation by, the committee. These minutes shall then be signed by the Chair.
90. The following rules and regulations shall apply to the proceedings in committee:
  - a. The Chair shall preside at every meeting and sign all documents and orders.
  - b. The Chair may vote on all questions submitted and in case of an equality of votes on any division the question shall be negative.
  - c. In the absence of the Chair one of the members shall be elected to preside and discharge all duties competent for the Chair to discharge, during the Chair's absence.
  - d. All motions will be required to be seconded before a vote.
  - e. The number of times a member may speak shall be limited to once per item but may be expanded by majority vote of Committee.
  - f. No member of a committee shall be permitted to vote or speak upon any question before the committee, where they are in a Conflict of Interest as set out in the Code of Conduct or the Municipal Official Code of Conduct.
91. When a committee motion is passed but not unanimously, the votes of the members shall be recorded, if requested by any member.
92. Members of a committee dissenting from a matter which has been adopted by the majority of such committee may make and present to Council a minority report, which must be presented at the same meeting of the Council to which the majority report is submitted and signed by the dissenting member or members.
93. The report or recommendations of a standing committee of Council may be presented in total without the necessity of reading the entire report, provided however, that any member of Council may question any or all portions of the report or recommendations.
94. A special committee shall be considered discharged on acceptance of a final report therefrom.

## **General Matters**

95. Nothing herein shall prevent the Mayor or Presiding Officer from addressing Council on any matter nor from exercising any of the powers and duties of the Mayor under the Act or where any rule, regulation, by-law or resolution made pursuant to the Act.
96. In all cases where these Rules and regulations do not make provision or adequate provision, then and then only shall Roberts Rules of Order apply.
97. The Rules and Regulations Governing Procedure of meetings of the St. John's Municipal Council and of Committees thereof passed by Council on March 2, 1992 and all amendments thereto and all other rules and regulations respecting procedure at Council meetings are hereby repealed.

Schedule A

NOTE - Actual to be PDF'd and attached once finalized by Council

<https://www.stjohns.ca/en/news/resources/Blog/Code-of-Conduct-for-Councillors-Feb-9-2023---final.pdf>

DRAFT

# DECISION/DIRECTION NOTE

**Title:** 6 Cathedral Street – DEV2300157 – Terms of Reference

**Date Prepared:** December 8, 2023

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Maggie Burton, Built Heritage Experts Panel

**Ward:** Ward 2

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## **Decision/Direction Required:**

Whether to recommend Council approve the terms of reference for a Heritage Report for the proposed extension to the Masonic Temple at 6 Cathedral Street.

## **Discussion – Background and Current Status:**

The City received an application from Succeed Property Services to construct an extension to the Masonic Temple at 6 Cathedral Street. The subject property is located within the Residential Land Use District, the Residential Downtown (RD) Zone, Heritage Area 1, and is designated by the City and the Province as a Heritage Building.

The proposed extension includes an elevator for accessibility located on the northwest side of the building and an atrium for a restaurant extension on the southeast side. The preliminary proposal was discussed at the May 17, 2023 Built Heritage Experts Panel meeting. The Panel provided comments on the design and recommended a Heritage Report as part of the application to the City.

In accordance with section 8(2) of the Heritage By-Law, an application for an extension to an existing building in a Heritage Area does not require a Heritage Report. However, as per section 8(2)(e), Council shall require a Heritage Report where the Inspector has recommended a Heritage Report be prepared. The terms of reference shall be approved by Council.

On December 13, 2023, the Panel recommended Council approve the terms of reference for a Heritage Report for the proposed building extension to the Masonic Temple at 6 Cathedral Street. Staff agree with this recommendation. The terms of reference for the proposed extension at 6 Cathedral Street are attached.

Section 8(5) of the Heritage By-Law states:

*A Heritage Report shall at a minimum evaluate and identify heritage values and resources located on the site, neighbourhood or streetscape and address the anticipated impacts that the proposed work may have on the heritage value of a building, neighbourhood or streetscape.*

# ST. JOHN'S



**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Built Heritage Experts Panel.
3. Alignment with Strategic Directions:  
  
A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.  
  
A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.
4. Alignment with Adopted Plans: Envision St. John's Development Regulations; St. John's Heritage By-Law.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: In line with the St. John's Heritage By-Law and its Heritage Design Standards.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Not applicable.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council approve the terms of reference for a Heritage Report for the extension to 6 Cathedral Street.

**Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage**  
**Approved by: Ken O'Brien, MCIP, Chief Municipal Planner**

**Report Approval Details**

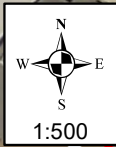
Document Title:	6 Cathedral Street - DEV2300157 - Terms of Reference.docx
Attachments:	<ul style="list-style-type: none"><li>- Location Map.pdf</li><li>- 6 Cathedral Street - Statement of Significance.pdf</li><li>- 6 Cathedral Street - Heritage Report TOR - December 2023.pdf</li></ul>
Final Approval Date:	Dec 13, 2023

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

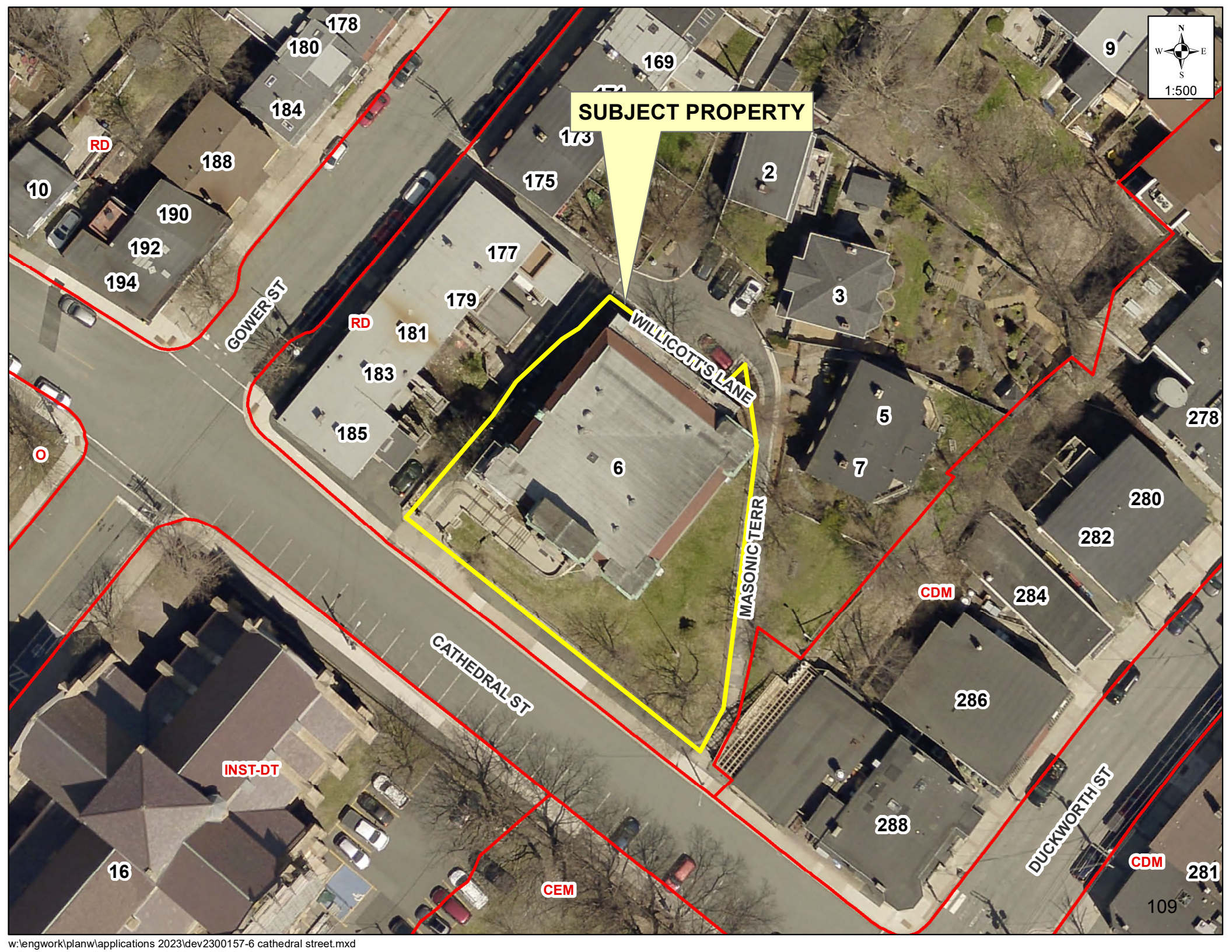
**Ken O'Brien - Dec 13, 2023 - 3:37 PM**

**Jason Sinyard - Dec 13, 2023 - 4:37 PM**





SUBJECT PROPERTY





## Statement of Significance



### **6 Cathedral Street - Masonic Temple**

#### **Formal Recognition Type**

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

#### **Description of Historic Place**

The Masonic Temple is a three storey brick building located at 6 Cathedral Street, St. John's, NL. Built between 1894-1896 and inspired by Classic Revival design, the Masonic Temple is the largest brick fraternal meeting hall in the province. The designation is confined to the footprint of the building.

#### **Heritage Value**

The Masonic Temple has been designated as a municipal heritage building because of its aesthetic, historical and cultural value.

The Masonic Temple has aesthetic value as it is the most architecturally impressive fraternal lodge in Newfoundland and Labrador, utilizing many Classical Revival motifs, including pilasters, free-standing columns and multiple pediments. It also has the distinction of being the largest brick fraternal meeting hall in the province and as such is a fine example of brick and lime mortar construction. It holds a unique place in the architectural history of the province and stands as an important example of Victorian lodge construction. The interior is as impressive as the exterior, with detailed woodwork, decorative plaster and ornate ceiling details.

The Masonic Temple has historical value due to its association with the Freemasons, an internationally known fraternal organization. Masons in Newfoundland received their first warrant in 1746. In St. John's, their first permanent home was located at Long's Hill. When this structure was destroyed by fire, plans were quickly drawn to construct a new building, the

present Masonic Temple. Sir William Whiteway, longest serving Prime Minister of the colony of Newfoundland, laid the cornerstone of the new building on August 23, 1894. Masons who met at this location included many notable citizens, such as politicians and businessmen, who played significant roles in the political and economic growth of the developing colony.

The Masonic Temple has cultural value as it is a physical reminder of a time when fraternal organizations played a significant role in the city of St. John's. Membership in such organizations was sought after by men of certain standing. Their pride in their affiliation with the Masons is reflected in the use of Masonic symbolism on both the interior and exterior of the Masonic Temple. From its commanding position, such symbolism speaks directly to Masons and indirectly to other citizens who may not know the exact meaning of the symbols but realize the associations with Freemasonry.

### **Character Defining Elements**

All those design features reflective of the Classical Revival style, including:

- three towers on front facade;
- pediments on towers;
- pilasters on towers;
- transom windows on side towers;
- columns and rounded arch on upper central tower;
- pilasters and rounded arch on upper central tower; and,
- heavy cornice belt course.

All those features reflective of the age and construction of the building, including:

- original roof type;
- number of storeys;
- brick exterior;
- stone foundation;
- sandstone detailing;
- eaves brackets on centre tower
- window size, style, trim and placement;
- size, style, trim and placement of exterior doors;
- use of decorative bronze;
- entrance on centre front facade; and,
- dimension, location and orientation of building;

All those features reflective of Victorian-era Masonic Lodge construction, including:

- one storey Corinthian columns and capitals with globes on main entrance;
- original interior woodwork, trim, detailing and plasterwork;
- original main staircase;
- Masonic symbols on centre tower;
- wording "Masonic Temple" on centre tower;



- plaque on left tower;
- interior Masonic decoration and insignia;
- repeated use of arch motif throughout the interior;
- layout of the upper floor lodge rooms; and
- original cornerstone.

### Notes of Interest

Roofing material is pitch and gravel on felt; roof is designed with three slopes, meeting in valleys to a point on the northern wall; many Masonic symbols used on front facade; stone wall and iron fence surrounding property predate the Temple.

### Location and History

Community	St. John's
Municipality	City of St. John's
Civic Address	006 Cathedral Street
Construction	1894 - 1896
Style	Classical Revival
Building Plan	Square
Website Link	<a href="http://en.wikipedia.org/wiki/Masonic_Temple_(St._John's,_Newfoundland_and_Labrador)">http://en.wikipedia.org/wiki/Masonic_Temple_(St._John's,_Newfoundland_and_Labrador)</a>

### Additional Photos





**TERMS OF REFERENCE  
HERITAGE REPORT  
APPLICATION FOR AN EXTENSION  
6 CATHEDRAL STREET  
PROPONENT: SUCCEED PROPERTY SERVICES  
DECEMBER 2023**

---

A Heritage Report shall at a minimum evaluate and identify heritage values and resources located in the neighbourhood and on the streetscape. A Heritage Report shall address the anticipated impacts the proposed building may have on the heritage value of the neighbourhood and/or streetscape. 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 Heritage Report shall be provided as part of the report.

A Heritage Report will be prepared at the proponent's expense and should contain, but is not limited to:

**1. Introduction to Development Site**

- a. A location and current site plan of the property;
- b. A brief description of the property and its location, identifying significant features of the streetscape, buildings, landscapes and vistas;
- c. A brief description of the context of the property, including adjacent properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any unidentified or unrecognized potential heritage resources.

**2. Background Research and Analysis**

- a. A comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records;
- b. A description of the structure, including mention of original construction, and any additions, alterations, removals, conversions, etc.
- c. An evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the City, and the situation of the site in local context;
- d. Reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.
- e. Include a copy of the City's Statement of Significance for 6 Cathedral Street.

**3. Assessment of Existing Condition**

- a. A description of the physical condition of the structures on the site, including their exterior and interior;
- b. Current photographs of the property including:
  - i. views of the area surrounding the property to show it in context with adjacent properties;

- ii. exterior views of each elevation of the building;
- iii. close-up views of all significant heritage features.

#### **4. Description of the Proposed Development**

- a. A description of the proposed development or site alternation.
- b. A conceptual site plan and conceptual drawings of all building elevations:
  - i. The description and conceptual drawings should note which heritage feature(s) are considered for retention and which are considered for removal or alteration.
  - ii. Site plan to:
    - 1. include location of the proposed building in relation to neighbouring buildings;
    - 2. include proximity of the building to property lines and identify setbacks;
    - 3. identify any stepbacks of higher storeys from lower storeys; and
    - 4. identify any encroachment over property lines (if applicable);
- iii. Building elevations to include current and proposed elevations and:
  - 1. identify the height of the building;
  - 2. identify the finish and colour of exterior building materials and why those colour(s) and materials were chosen;
  - 3. provide information on the proposed construction of patios/balconies (if applicable);
  - 4. identify any rooftop structures;
  - 5. include immediately adjacent buildings and spaces to inform scale/massing/context.
- c. A description of how the proposed development aligns with the Heritage Design Standards of the St. John's Heritage By-Law.
- d. Provide a rendering of the proposed building extension from the following locations:
  - i. on Cathedral Street looking at the front of the building with both extensions visible;
  - ii. on Cathedral Street looking at the front of the building with both extensions visible and showing neighbouring buildings for context; and
  - iii. on Willicott's Lane with extensions visible and with neighbouring buildings visible for context.

#### **5. Impact of Development on Heritage Features**

- a. A discussion identifying any impact the proposed development or site alteration may have on the heritage features of the site and character-defining elements of the building.
  - i. Negative impacts on heritage resources may include, but are not limited to:
    - 1. the destruction of any, or part of any, significant heritage feature;
    - 2. alteration that is not sympathetic to the heritage feature;
    - 3. isolation of a heritage feature from its surrounding environment, context, or significant relationship;
    - 4. direct or indirect obstruction of significant views or vistas;
    - 5. a change in land use which negates the property's cultural heritage value;

6. land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

## **6. Recommendation**

- a. Provide clear recommendations for the most appropriate course of action for the subject property and any heritage resources within it. This may include, but not limited to:
  - i. a mitigation strategy;
  - ii. a conservation scope of work;
  - iii. lighting, landscaping and signage;
  - iv. interpretation and commemoration.



# DECISION/DIRECTION NOTE

<b>Title:</b>	City of St. John's Collision Report (2018-2022)
<b>Date Prepared:</b>	December 14, 2023
<b>Report To:</b>	Committee of the Whole
<b>Councillor and Role:</b>	Councillor Sandy Hickman, Transportation and Regulatory Services
<b>Ward:</b>	N/A

---

**Decision/Direction Required:** Direction is required on the next steps to take with the City wide collision analysis, as outlined in the recommendations.

## **Discussion – Background and Current Status:**

The attached City of St. John's Collision Report (2018-2022) provide a high-level analysis of reported collisions that have occurred on City streets from January 1, 2018, to December 31, 2022, a 5-year analysis period.

The report provides an overview of high-level collision trends, such as:

- Collisions per year;
- Collisions by severity type;
- Collisions with pedestrian or cyclist involvement; and
- Collisions by location (intersection or mid-block), month/day/time of day, and environment conditions.

Following this, the report identifies intersections with the highest collision rates, mid-block segments with the highest collision frequencies (number of collisions in the study period), and locations with the highest frequencies of pedestrian or cyclist involvement. For intersections and mid-blocks, those locations with an average of two (2) or more collisions per year (ten or more collisions in the study period) were evaluated for ranking.

Key limitations relating to the report include:

- Only those collisions reported to the police department are captured in the database
- The database must be manually filtered to identify collisions occurring on City streets (collisions within the City boundaries but occurring on provincial jurisdiction roadways or within parking lots must be filtered out of the raw data)
- This report presents a high-level overview of locations that appear to have a higher collision risk. The factors responsible for causing a collision are not always the most obvious nor are they always readily apparent. Appropriate supporting information from a detailed investigation into individual locations and collisions is required prior to diagnosing any safety issues and identifying potential mitigating measures at a given location.

# ST. JOHN'S

While the top 25 intersection locations by collision rate, as extracted from the reported collision database, are summarized within the report, the top 10 locations are as follows:

Rank	Intersection	FAT	INJ	PDO	Total collisions	% Resulting in Inj/Fat	AADT	Collision rate
1	Goldstone Street @ Thorburn Road / Seaborn Street	0	15	28	43	35%	18507	1.37
2	Higgins Line / Portugal Cove Road @ Newfoundland Drive	0	31	45	76	41%	30372	1.36
3	Rawlins Cross	0	23	33	56	41%	23806	1.31
4	Torbay Road @ Elizabeth Ave	0	22	19	41	54%	19758	1.12
5	Prince Philip Drive @ Thorburn Road	0	18	42	60	30%	29595	1.09
6*	Allandale Road @ Prince Philip Drive	0	28	54	82	34%	48531	0.97
6*	Macdonald Drive @ Portugal Cove Road	0	26	43	69	38%	41258	0.97
7	Kelsey Drive @ Kiwanis Street	0	12	20	32	38%	18309	0.95
8*	Portugal Cove Road @ Majors Path / Airport Heights Drive	0	25	27	52	48%	31300	0.90
8*	Empire Avenue @ Newtown Road	0	6	7	13	46%	7770	0.90
8*	Torbay Road @ Macdonald Drive	0	16	31	47	34%	27993	0.90
9*	Blackmarsh Road @ Columbus Drive	0	21	23	44	48%	27246	0.89
9*	Cowan Avenue @ Topsail Road	0	16	21	37	43%	23023	0.89
10	Empire Avenue @ Stamp's Lane (17238)	0	9	13	22	41%	19763	0.84

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in calculated collision rate

Similarly, the top 20 mid-block locations by collision frequency are identified within the report, with the top 10 locations provided here:

Rank	Mid-block Segment	FAT	INJ	PDO	Total Collisions	Length (m)
1	Kelsey Drive btwn Kiwanis Street & Messenger Drive	0	19	39	58	1019
2	Kenmount Road btwn Avalon Mall Parking Lot & Peet Street	0	15	27	42	619
3	Torbay Road btwn Trans Canada Highway & Stavanger Drive	0	11	25	36	214
4	Kenmount Road btwn Peet Street & Pippy Place	0	14	19	33	605
5	Topsail Road btwn Burgeo Street & Dunn's Road	0	13	15	28	696
6	Topsail Road btwn Cowan Avenue & Holbrook Avenue	0	9	17	26	190
7	Hamlyn Road btwn Barachois Street & Topsail Road	0	12	13	25	366
8	Kenmount Road btwn Pippy Place & Team Gushue Highway Northeast	0	6	18	24	258
9	Prince Philip Drive btwn Clinch Cres & Clinch Cres / Westerland Road	0	7	15	22	560
10*	Torbay Road btwn Slattery Road & Macdonald Drive	0	4	17	21	378
10*	Southern Shore Hwy btwn Regional Water Road & Access Road/Beyond City Limits	1	5	15	21	9817 (Beyond City Limit)

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)

To identify the locations with highest pedestrian or cyclist involvement (the top active transportation locations), locations with three (3) or more collisions in the study period were considered (the top ranking location had 5 collisions within the 5-year period). The complete list can be found in the attached report, with the top 5 locations listed below:

Rank	Location	FAT	INJ	PDO	Total collisions
1	Highland Drive @ Penney Crescent / Torbay Road	-	5	-	5
2*	Freshwater Road btwn Elizabeth Avenue & Freshwater Road / Stamp's Lane	-	4	-	4
2*	Hamlyn Road btwn Barachois Street & Topsail Road	-	3	1	4
2*	Larkhall Street @ Thorburn Road	-	2	2	4
2*	Water Street @ Waldegrave Street/ Harbour Drive	-	3	1	4

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)

As a next step in collision analysis, staff will complete a detailed review of locations identified in this summary and select locations to recommend for a comprehensive safety study, which would then guide recommendations for detailed design and construction. Staff review for site recommendations should include high level investigation into types of collisions occurring and possible mitigating measures, whether the site has been previously studied in detail, and any constraints or limitations to change that may be present at the site which may restrict what, if any, improvements could be made (such as right-of-way constraints, what potential mitigating measure exist to address the predominate crash types, etc.). The comprehensive safety study would then complete an in-depth analysis of collision types, including possible contributing factors, and provide recommendations on potential mitigating measures and their impacts (on collision rates, right-of-way, existing infrastructure, etc.). From this, staff can then select which sites to put forward for detailed design and construction.

A recommendation is made to change the collision report update frequency to every three (3) years. This will provide better alignment with the complete timeline of preparing a collision report, selecting sites for detailed study as discussed above, and identifying those sites to bring forward to detailed design and construction. This change considers the processes and timelines involved in seeking funding for the various steps and completing the associated procurement processes.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not Applicable

2. Partners or Other Stakeholders:

The City works with both the Province and the RNC on collisions/collision data.

3. Alignment with Strategic Directions:

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

This report will help guide staff in identifying locations for detailed safety studies and potential improvements.

This report also fulfills the goal to "Complete Annual Collision Report" contained within the Strategic Plan.

4. Alignment with Adopted Plans:

This project aligns with the Envision St. John's Municipal Plan, which has a strategic objective to "Facilitate the creation of transportation networks that support and connect neighbourhoods, provide quality options for active transportation, integrate transit, and prioritize user safety." As discussed above, this report will be used to aid in identification of areas for potential safety improvements.

5. Accessibility and Inclusion: Not Applicable

6. Legal or Policy Implications: Not Applicable

7. Privacy Implications: Not Applicable

8. Engagement and Communications Considerations:

Support may be required from communications and the Access Centre to respond to inquiries from the media or citizens.

9. Human Resource Implications: Not Applicable

10. Procurement Implications: Not Applicable

11. Information Technology Implications: Not Applicable

12. Other Implications: Not Applicable



**Recommendation:**

That Council adopt the recommendations put forward in the report to:

- Change the collision report frequency to every three (3) years.
- As a next step, staff conduct a detailed assessment of the higher collision risk locations to identify candidate sites to include in a comprehensive safety study, which would then be used to guide recommendations for detailed design of improvement(s).

**Prepared by: Samantha Howse, P. Eng., Transportation System Engineer**

**Reviewed by: Amer Afridi, P. Eng., Manager Transportation Engineering**

**Approved by: Scott Winsor, P. Eng., Director of Engineering**

**Attachments:**

City of St. John's Collision Report (2018-2022)

**Report Approval Details**

Document Title:	City of St. John's Collision Report (2018-2022).docx
Attachments:	- City of St. John's Collision Report (2018-2022).pdf
Final Approval Date:	Dec 14, 2023

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

**Amer Afridi - Dec 14, 2023 - 12:47 PM**

**Scott Winsor - Dec 14, 2023 - 2:03 PM**

**Jason Sinyard - Dec 14, 2023 - 2:38 PM**

# City of St. John's Collision Report (2018 - 2022)



## ***DISCLAIMER:***

The City of St. John's provides this information in good faith but gives no warranties or representations that the information is correct, accurate, or free from error.

Prepared by: Samantha Howse  
Reviewed by: Amer Afridi  
Checked by: Scott Windsor

Transportation Division  
Engineering Department  
City of St. John's  
Dec 2023

## Table of Contents

1. Introduction	3
2. Data Sources	4
2.1 Collision Database	4
2.2 Collision Data Adjustment	5
3. Collisions within City's Limits	6
4. Collisions Related to City Streets	8
4.1 Collision Summary by Severity Type	8
4.2 Collision Summary by Person/Vehicle Involvement	9
4.3 Collision Summary by Month/Day/Time of Occurrence	10
4.4 Collision Summary by Pedestrian Involvement	11
4.5 Collision Summary by Cyclist Involvement	12
4.6 Collision Summary by Location Type	12
4.7 Collision Summary by Environment Condition	14
5. Network Screening	16
5.1 Intersection Collision Ranking	16
5.2 Mid-block Collision Ranking	22
5.3 Pedestrian/Cyclist Collision Ranking	28
6. On-going Improvements	30
7. Summary and Recommendations	30
7.1 Summary	30
7.2 Recommendations	31

## List of Tables

<b>Table 1:</b> Summary of Reported Collisions on City Streets .....	9
<b>Table 2:</b> Number of Persons and Vehicles Involved in Collisions .....	9
<b>Table 3:</b> Ranking for Intersections (top 25 locations) by Collision Rate .....	18
<b>Table 4:</b> Ranking for Collector Road Intersections (top 5 locations) by Collision Frequency .....	21
<b>Table 5:</b> Ranking for Local Road Intersections (top 5 locations) by Collision Frequency .....	22
<b>Table 6:</b> Ranking for Mid-Blocks (top 20) by Collision Frequency .....	23

<b>Table 7:</b> Ranking for Collector Road Mid-blocks (top 5 locations) by Collision Frequency .....	27
<b>Table 8:</b> Ranking for Local Road Mid-blocks (top 5 locations) by Collision Frequency .	27
<b>Table 9:</b> Ranking of Sites for Pedestrian/Cyclist Collisions (Locations with three (3) or more collisions*) .....	28

## List of Figures

<b>Figure 1:</b> City of St. John's Road Network.....	6
<b>Figure 2:</b> Reported Collisions on City Streets.....	7
<b>Figure 3:</b> Collision Trend Compared to Northeast Avalon Region .....	7
<b>Figure 4:</b> Collision Trend by Severity Type.....	8
<b>Figure 5:</b> Collision Proportion by Month/Day/Time of Occurrence (2018-2022) .....	11
<b>Figure 6:</b> Reported Collisions Involving Pedestrians (2018-2022).....	11
<b>Figure 7:</b> Reported Collisions Involving Cyclists (2018-2022) .....	12
<b>Figure 8:</b> Collision Proportion by Location Types (2018- 2022).....	13
<b>Figure 9:</b> Collision Proportion at Intersections by Control Type (2018-2022) .....	13
<b>Figure 10:</b> Collision Proportion by Recorded Light Condition (2018-2022).....	15
<b>Figure 11:</b> Collision Proportion by Recorded Weather Condition (2018-2022) .....	15
<b>Figure 12:</b> Locations of Top 25 Intersections with High Collision Risk .....	20
<b>Figure 13:</b> Locations of Top 5 Collector Road Intersections with High Collision Risk...	21
<b>Figure 14:</b> Locations of Top 5 Local Road Intersections with High Collision Risk .....	22
<b>Figure 15:</b> Top Locations for Pedestrian/Cyclist Collisions.....	29

## List of Abbreviations

PDO	Property Damage Only Collision
INJ	Injury Collision
FAT	Fatal Collision
AADT	Annual Average Daily Traffic
NLSA	Newfoundland and Labrador Statistics Agency

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## 1. Introduction

The City of St. John's Collision Report is a summary of reported collision statistics and trends associated with traffic collisions that were reported in the City of St. John's and occurred on City Streets. The raw collision data is obtained from the Newfoundland and Labrador Statistics Agency (NLSA), Department of Finance, and includes all reported collisions occurring within City limits – including those occurring on provincial jurisdiction roadways and those occurring within parking lots. The data is filtered and summarized to identify those collisions occurring on City jurisdiction streets. While every effort has been made to ensure the accuracy of the required data filtering and aggregation, the City of St. John's gives no warranties or representations that the information is correct, accurate, or free from error. From the collision database, a total of 6566 reported collisions occurred on City Streets. This report will focus on those collisions. The report will provide guidelines to identify high collision locations and potential areas of concern to conduct detail safety analysis and identify possible mitigating measures at later stage.

This report will provide summary statistics of reported collisions and will highlight locations that seem to have a higher collision risk. At this stage, the ranking of sites coming from the high-level collision analysis does not identify root cause of safety issues for individual locations. When examining this data, caution must be used to ensure that specific conclusions or calls to action are not made before a more thorough examination of the individual location(s) is completed. The factors responsible for causing a collision are not always the most obvious nor are they always readily apparent due to collisions involving complex interactions between human behaviour, vehicle characteristics, and environmental conditions. Appropriate supporting information from a detailed investigation into individual locations and collisions is required prior to diagnosing any safety issues and identifying potential mitigating measures. Considerations should be made for locations that have undergone recent or ongoing changes, as the effects of those changes may not be fully captured. It is noted that during 2020 there were various lockdowns and work from home directives in place because of the Covid-19 pandemic, which reduced daily commutes and traffic volumes. As a result, there was a drop in the number of collisions observed.

Finally, this report has a list of recommendations for future action.

## 2. Data Sources

### 2.1 Collision Database

The collision database for this report was obtained from the Newfoundland and Labrador Statistics Agency (NLSA), Department of Finance, the provincial agency that maintains the collision database reported by the police department. Therefore, only collisions that were reported to the police are included in the analysis presented in this report. Reference to collisions within this report shall be taken to mean reported collisions unless explicitly stated otherwise. According to the Royal Newfoundland Constabulary website<sup>1</sup> a police report is required in a vehicle collision where:

- There is a personal injury or fatality,
- There is property damage exceeding \$2,000, or
- The accident is a hit and run.

This report will analyze the most recent five full years of reported collisions, from January 1, 2018 to December 31, 2022. Note that there was a slight difference in the total number of collision records for each year compared to the numbers used in the previous Collision Report<sup>2</sup>. It is assumed that the latest version of the collision database would have more complete and verified records.

The collision database defines a collision as an incident involving one or more motor vehicles resulting in either personal injury, fatality or aggregate property damage of more than \$1,000 (the previous threshold for reporting a non-injury/fatal collision). There are three categories of collision severity: fatal, injury, and property damage only (PDO).

1. Fatal Collision - a collision that results in at least one death, either at the scene or because of injuries sustained in the collision.
2. Injury Collision - a collision that results in at least one readily apparent injury, or vehicle damages that would support the claim of an injury from an involved individual.
3. PDO Collision – a collision in which there is property damage to the vehicle(s) involved and/or other property, and no apparent personal injury.

The collision database has a record of each reported collision related to date, time of occurrence, location (location ID, street names), collision type (severity, impact type, etc.), environment conditions (weather, light, etc.), and some details on the driver/pedestrian/cyclist actions.

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<sup>1</sup> [RNC Report an Accident](#)

<sup>2</sup> [St. John's Collision Report \(2012 – 2019\)](#)

## **2.2 Collision Data Adjustment**

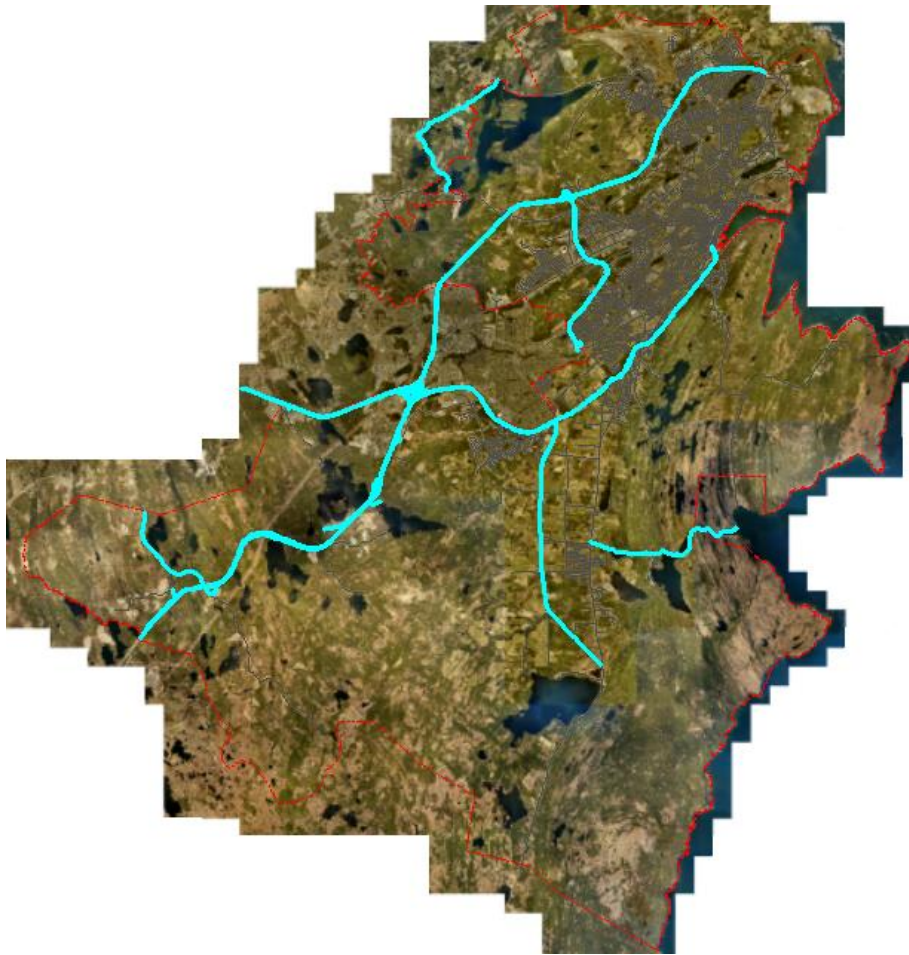
As with any large database, there is always the possibility of keying errors in any given entry field. When reviewing the data at a high-level such as for this report, any such errors, if present, may not necessarily be evident. As the database is used, the City, Province, and RNC continue to work towards reducing the possibility for error.

To present a high-level overview of collisions occurring on City streets only, it was important to separate out the collisions related to provincial jurisdiction roadways and those occurring inside parking lots (typically private property). The remaining collision records were then identified as collisions occurring on City streets.

Data grouping was also required for select locations based on the way information is provided to the collision database.

### 3. Collisions within City's Limits

**Figure 1** shows the complete road network within the City's limits, including City streets and provincial jurisdiction roadways. The City contains approximately 1780 lane-km of roads. Collisions within the City limits includes those that occurred on City streets, provincial jurisdiction roadways<sup>3</sup> and parking lots.



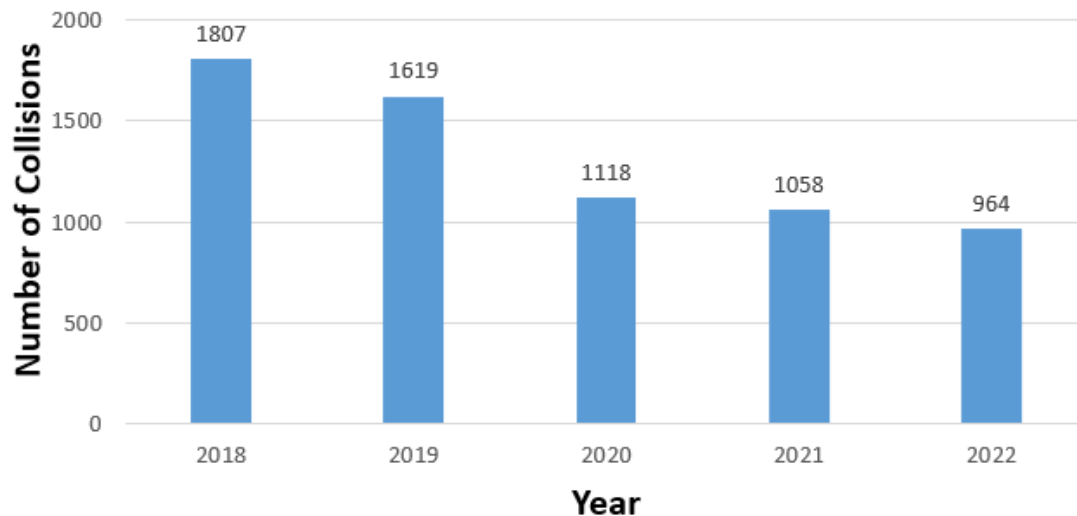
**Figure 1: City of St. John's Road Network (blue is provincial jurisdiction roads)**

**Figure 2** shows historical trends of motor vehicle collisions that occurred on City streets for the past 5 years. In this five-year analysis period, a total of 6566 reported collisions occurred, with an average of 1313 collisions per year. The significant drop in collision counts in 2020 would be attributed to the reduced commute affected by the Covid-19 pandemic, which included various lockdowns and work from home directions. To benchmark overall road safety of the City, it was compared with the collision trend from

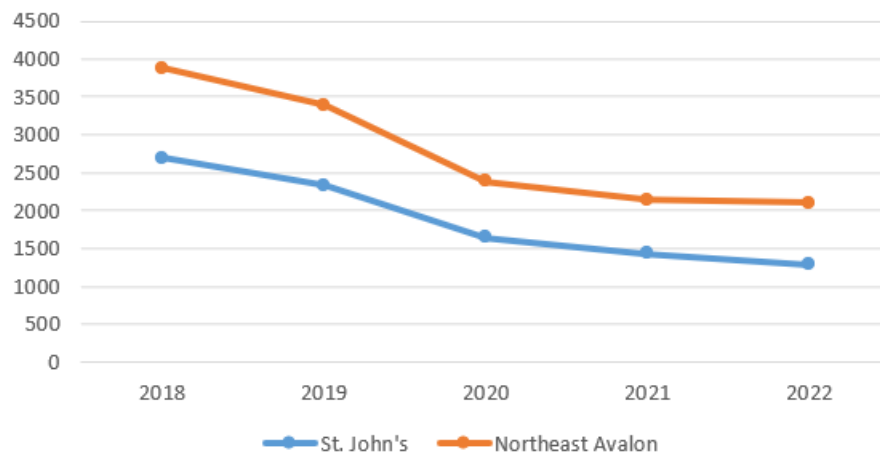
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<sup>3</sup> Trans Canada Highway, Paddy's Pond Service Road, Cochrane Pond Service Road, Petty Harbour/Maddox Cove Road, Pitts Memorial/CBS Bypass, Pitts Memorial Service Road, Robert E Howlett Memorial Drive, Marine Drive – Outer Cove Road, Team Gushue Highway, Old Broad Cove Road, Bennett's Road, Conception Bay Highway, Foxtrap Access Road, and Foxtrap Weigh Scales Access Road

Northeast Avalon Region<sup>4</sup> as illustrated in **Figure 3**. The region has a continuous decreasing collision trend over the past five-year period.



**Figure 2: Reported Collisions on City Streets**



**Figure 3: Collision Trend Compared to Northeast Avalon Region**

<sup>4</sup> [2022 Annual Juristat Report](#); Northeast Avalon Region includes St. John's, Mt Pearl, Conception Bay South, Paradise, Portugal Cove - St. Philips, Torbay, Pouch Cove, Logy Bay - Middle Cove- Outer Cove, Flatrock, Petty Harbour-Maddox Cove and Bauline.

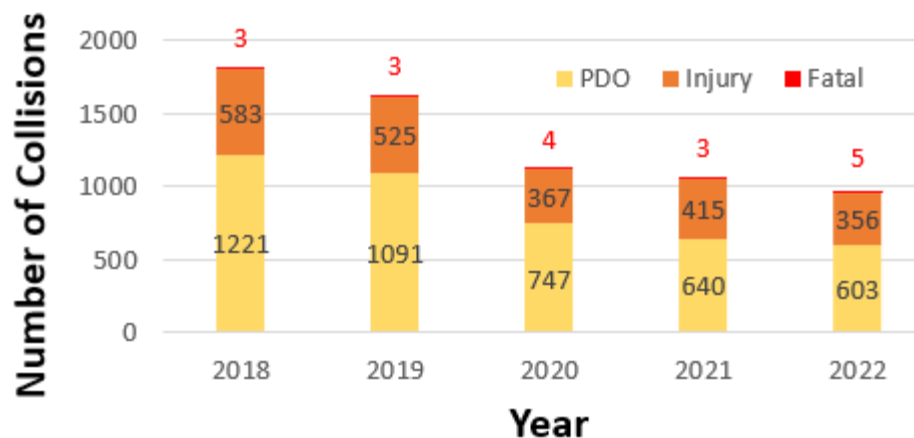
## 4. Collisions Related to City Streets

For the remainder of this report, analysis and discussions are based only on reported collisions that occurred on City streets. Between 2018 and 2022, there were a total of 6566 collisions on City streets with an average of 1313 collisions per year.

### 4.1 Collision Summary by Severity Type

The severity of a collision is an important indicator that can be used to target safety interventions. In the collision database, collisions are identified as fatal (FAT), injury (INJ) and property damage only (PDO). Fatal and injury collisions are serious incidents where individuals and families are directly hurt by the collisions. Thus, these collisions carry significantly higher direct and societal costs compared to PDO collisions. It should be noted that the collision database does not distinguish the severity of injury. Any non-fatal injury related to a collision, whether minor or major in nature, will result in classification as an injury collision.

**Figure 4** shows collision counts by severity type across the analysis period, with a summary provided in **Table 1**. Overall, there is a decreasing trend for injury and PDO collisions for the city streets. Fatal collisions have remained between three (3) to five (5) per year, despite the pandemic effect.



**Figure 4: Collision Trend by Severity Type**



**Table 1: Summary of Reported Collisions on City Streets**

Factors	Year				
	2018	2019	2020	2021	2022
Total Collisions	1807	1619	1118	1058	964
Fatal Collisions	3	3	4	3	5
Injury Collisions	583	525	367	415	356
Property Damage Only collisions	1221	1091	747	640	603
Population, City of St. John's (2021 census)	110,525				
Average annual collisions	1313.2				
Collisions per 100,000 population per year	1188.1				
Average annual fatal collisions	3.6				
Average Fatal collisions per 100,000 population per year	3.3				
Average annual injury collisions	449.2				
Average injury collisions per 100,000 population per year	406.4				

#### 4.2 Collision Summary by Person/Vehicle Involvement

**Table 2** shows the number of persons involved in fatal and injury collisions, and the number of vehicles involved in collisions. There was a total of 19 fatalities in the 18 fatal collisions, of which eight (8, 42%) were pedestrians or cyclists. Of the remaining eleven (11, 58%) fatalities, the victims were either drivers or passengers of a motor vehicle (including motorcycle). In terms of collision locations, 26% of these fatal cases occurred at intersections and the remaining 74% at mid-block sections. There is a decreasing trend in terms of number of vehicles involved in collisions over the past 5 years.

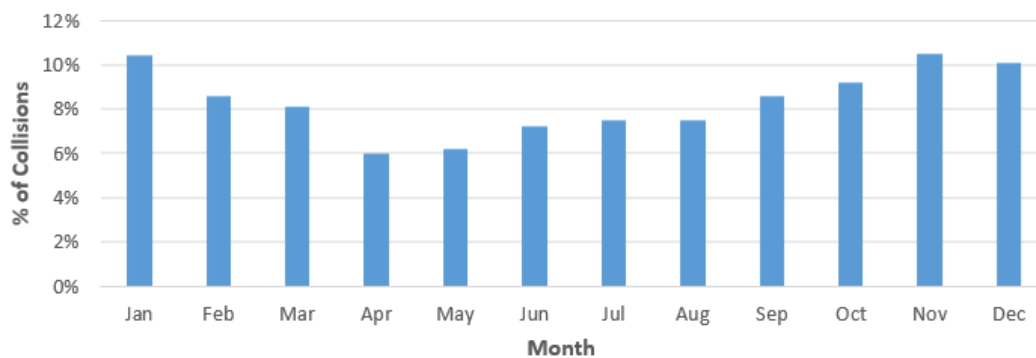
**Table 2: Number of Persons and Vehicles Involved in Collisions**

Year	Total Collisions	Total fatal persons	Total injured persons	Total vehicles involved
2018	1807	3	795	3515
2019	1619	3	708	3081
2020	1118	5	490	2167
2021	1058	3	554	2038
2022	964	5	527	1832
<b>Total</b>	<b>6566</b>	<b>19</b>	<b>3074</b>	<b>12633</b>
<b>Average per year</b>	<b>1313.2</b>	<b>3.8</b>	<b>614.8</b>	<b>2526.6</b>

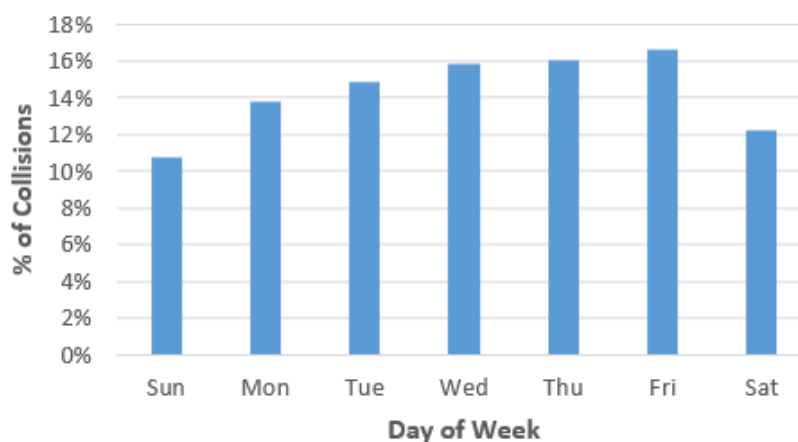
### 4.3 Collision Summary by Month/Day/Time of Occurrence

Collision patterns are explored by month of the year, day of the week and time of the day. **Figure 5 (a)** shows total collisions by month of the year over the analysis period. Relatively, winter months have a high number of collisions, which would partly be related to the adverse driving condition caused by snowstorms, iced/slippery roads, and shorter hours of daylight.

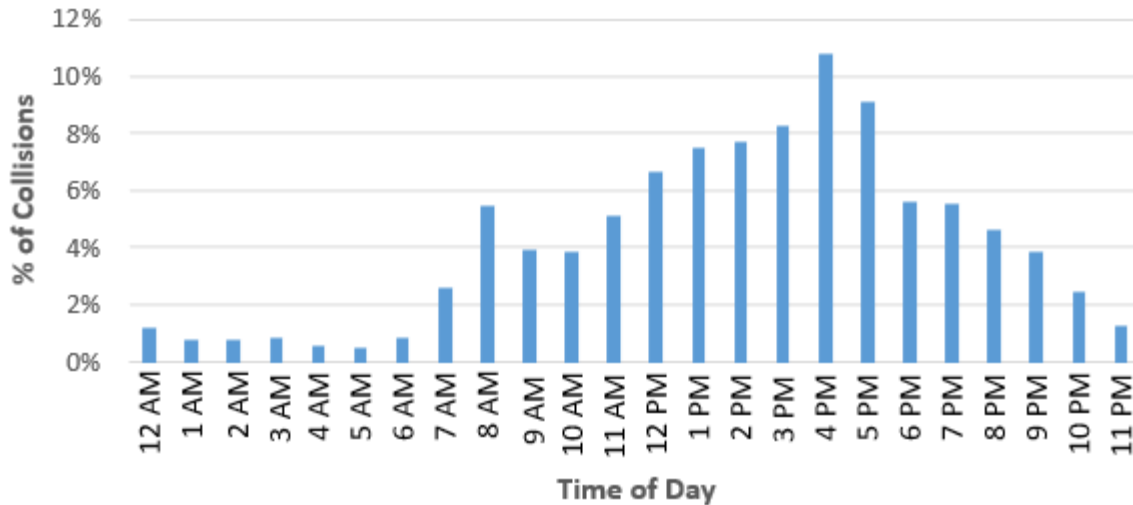
The proportion of collisions occurring on weekdays is relatively more than on weekends. However, collision counts on each weekday are similar, as are collision counts on Saturday and Sunday. **Figure 5 (b)** shows total collisions by day of the week. For the time of the day, afternoon hour 4 PM experiences the highest number of collisions followed by the 5 PM and 3PM hours. In the morning, the 8 AM hour has more collisions. A higher number of collisions occurring during the peak hour time is expected due to higher traffic volumes during these times. **Figure 5 (c)** shows total collisions by hour of the day.



(a)



(b)



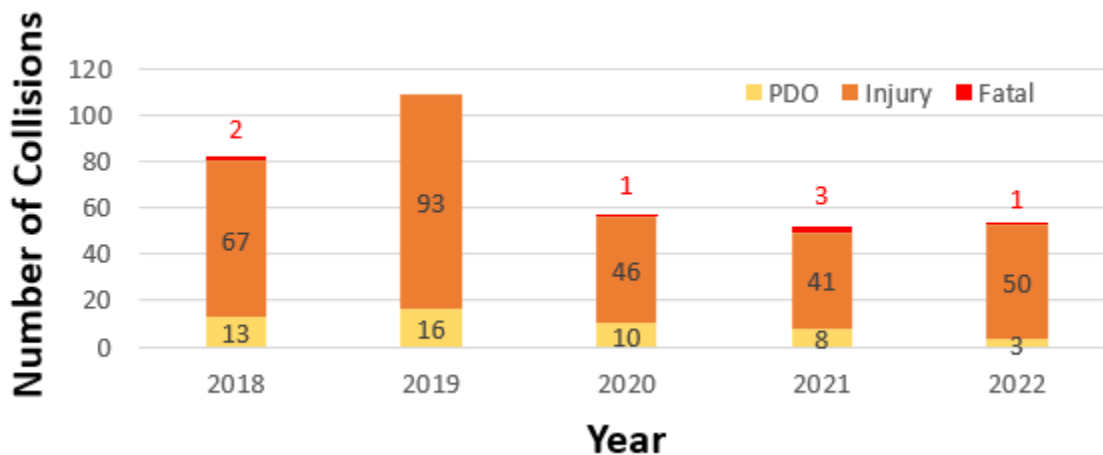
(c)

\*Note that 6% of collisions are excluded, as their records did not include time of day

**Figure 5: Collision Proportion by Month/Day/Time of Occurrence (2018-2022)**

#### 4.4 Collision Summary by Pedestrian Involvement

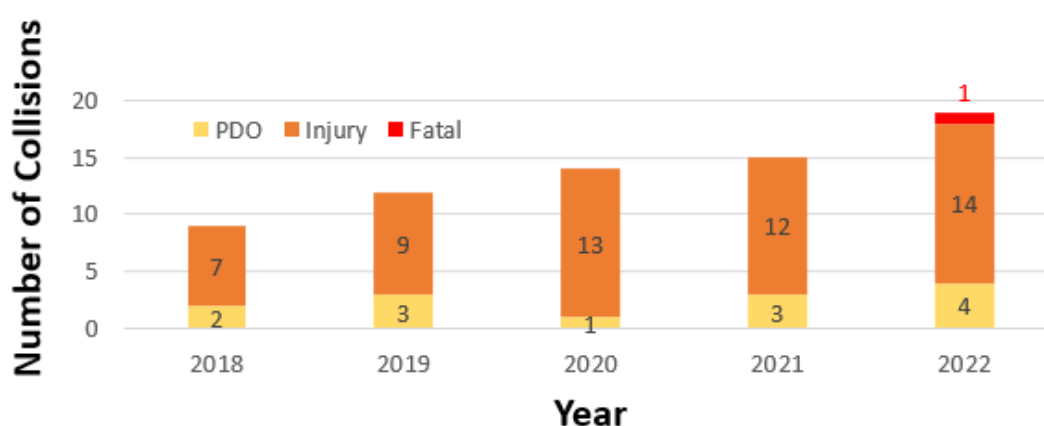
For the five-year period between 2018 and 2022, a total of 354 pedestrian related collisions occurred on City streets. Of these, seven (7) were fatal, as shown in **Figure 6**, and 52 collisions involved a pedestrian that was not struck (e.g. a vehicle stopped for a pedestrian and was then rear ended). This is an average of 71 pedestrian collisions per year. In terms of severity, 86% of pedestrian collisions resulted in injury or fatality.



**Figure 6: Reported Collisions Involving Pedestrians (2018-2022)**

## 4.5 Collision Summary by Cyclist Involvement

For the five-year period between, a total of 69 cyclist related collisions occurred on City streets with an average of 14 collisions per year, as shown in **Figure 7**. In terms of severity, approximately 81% of cyclist collisions resulted in injury or fatality. At present, there is no field within the collision database dedicated to detailed information for cyclist's action. It should also be noted that not all collisions involving a cyclist are coded as "Hit Pedestrian or Cyclist", as there are cases where the cyclist was not hit (e.g. a cyclist peddled into a vehicle, thus they were not hit by the vehicle). Collisions such as these would be given different configuration codes depending on the details of each such collision.



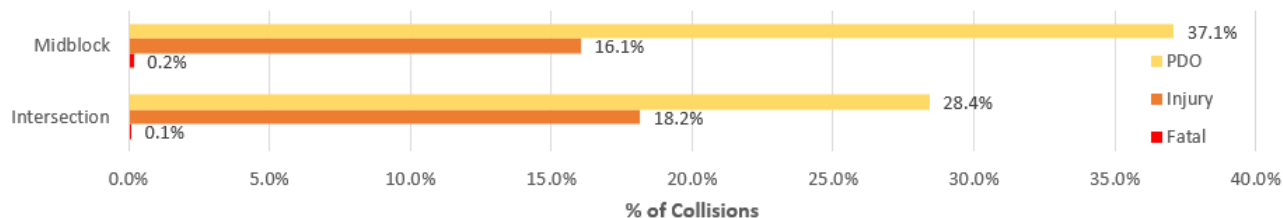
**Figure 7: Reported Collisions Involving Cyclists (2018-2022)**

## 4.6 Collision Summary by Location Type

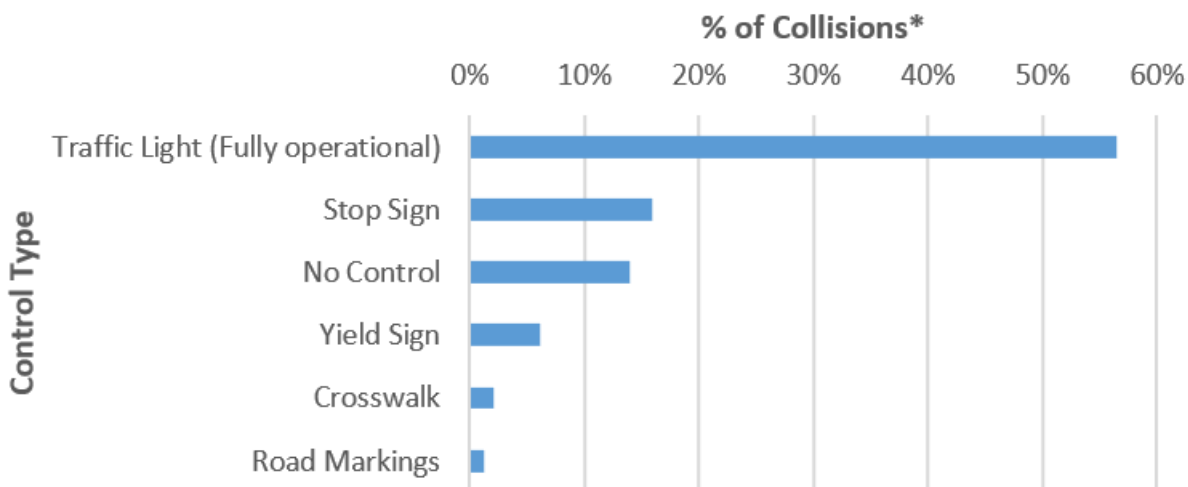
Mid-block collisions are classified as collisions on a road segment between two intersections that is not related to the nearby intersections. There is some room for interpretation with how collisions are reported in these cases. One individual may report a rear-end collision as occurring on a mid-block while another individual may identify a queue of traffic to a nearby intersection as being an underlying factor and therefore classify the collision as occurring at that intersection. This interpretation in reporting means that when detailed collision assessments are completed it is important to look at collisions identified as occurring at the intersection, and collisions occurring on the segments adjacent to the intersection.

An intersection is any point where two or more road segments meet and conflicts between vehicles can occur. An intersection may be a roundabout, signalized, unsignalized (e.g., yield or stop controlled) or uncontrolled (e.g., acceleration/deceleration lanes for on/off ramps at an over/underpass). The collisions at these two broad location types are shown in **Figure 8**.

Of the 6566 collisions occurring on City streets from 2018-2022, 47% occurred at intersections. Total fatal and injury collisions are similar across both location types; however intersections see a higher proportion of fatal and injury collisions than mid-block segments. PDO collisions are higher in mid-block segments. Intersections could have different traffic controls, for example, traffic light, stop sign, yield sign, etc. Within the collision database, there are fields to identify the type of traffic control. As a collision at an intersection involves two (2) or more roads, the control type for the reported collision road 1 was used to evaluate collisions by control type, with collision road 2 checked for stop control and grouped with those identified as stop control in collision road 1. This aided in capturing locations with stop control on either of the roads involved. For all other configurations, the traffic control at collision road 1 was used (e.g. a collision occurring where road 1 has no control and road 2 is yield controlled would appear as no control). This data shows that collisions at signalized intersections is the highest among the intersection types followed by stop control (**Figure 9**).



**Figure 8: Collision Proportion by Location Types (2018- 2022)**

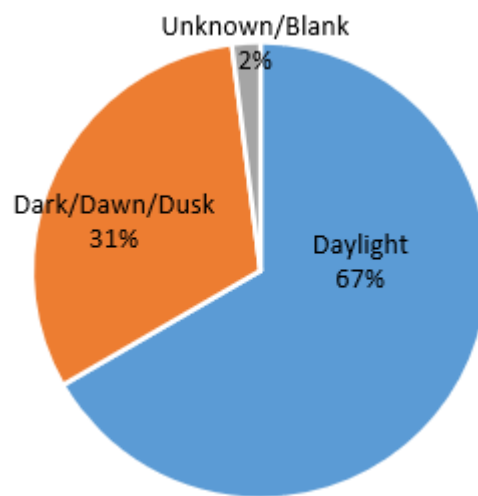


**Figure 9: Collision Proportion at Intersections by Control Type (2018-2022)**

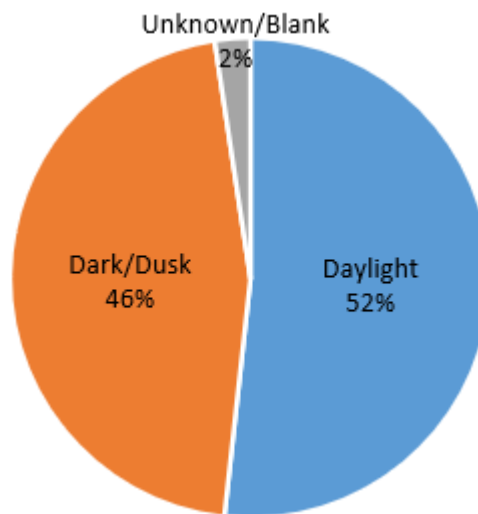
\*Excludes those collisions with traffic control coded as “NN – N/A or Pedestrian” as well as those with <0.5% of collisions occurring at the given control type

## 4.7 Collision Summary by Environment Condition

Within the collision database, there is a field to choose light condition at time of the collision. **Figure 10 (a)** shows the proportion of collisions by recorded light condition for all users (vehicles, pedestrians, and cyclists). **Figure 10 (b) & (c)** shows the proportion of collisions by recorded light condition for pedestrians and cyclists. Approximately two-thirds of all collisions occurred during daylight and the remaining one-third during darkness (including collisions occurring during dawn and dusk). For pedestrians, 52% of collisions occur in the daylight, and 46% in the dark/dusk. Cyclist collisions over the five-year period studied have occurred primarily during daylight, with 74% of reported collisions occurring in daylight conditions.

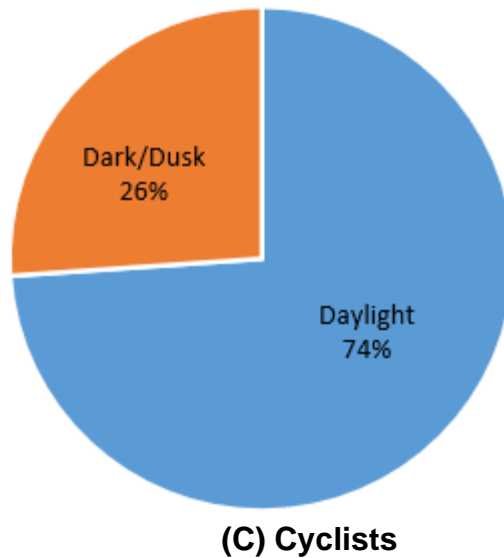


(a) All Users



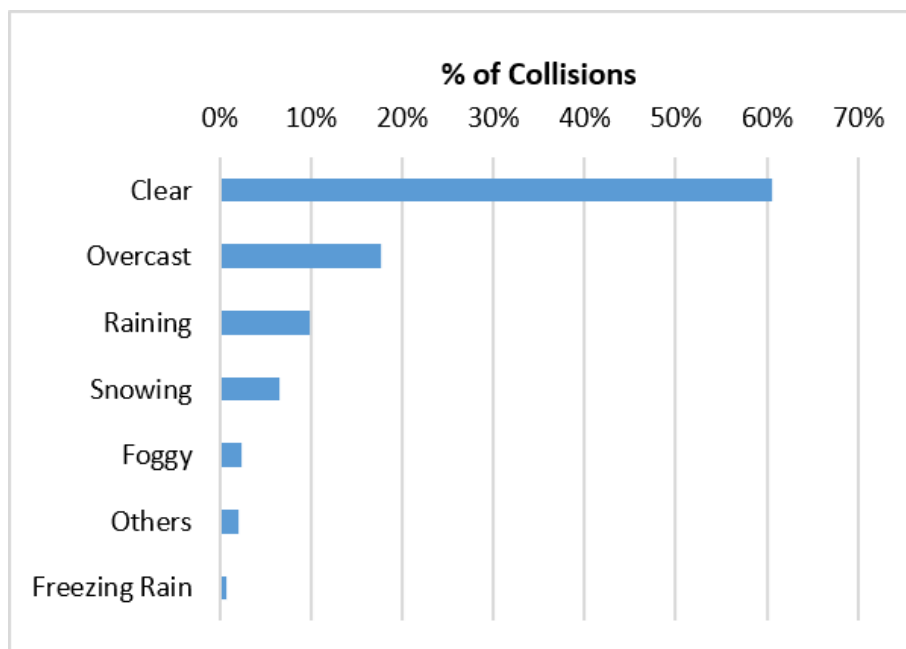
(b) Pedestrians





**Figure 10: Collision Proportion by Recorded Light Condition (2018-2022)**

**Figure 11** shows proportion of collisions by recorded weather condition. 61% of the collisions occurred during clear weather conditions, 18% during overcast, 10% during rain, and 7% during snow conditions. The “Others” weather condition in the chart below (2% of collisions) includes the recorded conditions dusty, windy, other, unknown, and field left blank.



**Figure 11: Collision Proportion by Recorded Weather Condition (2018-2022)**

## 5. Network Screening

Network screening involves ranking sites across the road network based on a safety performance indicator. It is the first step undertaken in a systematic road safety management process. The sites that appear at the higher rank are considered first for potential safety improvement opportunities, with exceptions made for sites that have had recent or ongoing changes that may impact rating, and those sites that have been part of previous detailed study. The safety performance indicators used for this report are collision rate, which is calculated as total collisions divided by traffic exposure for the study period, and collision frequency, which is the number of collisions reported for the study period.

As noted in sections above, mid-block segments see the highest number of collisions, while intersections see the highest proportion of fatal and injury collisions. Additionally, the collision impact type with the highest severity (fatality/injury) is Hit Pedestrian or Cyclist. Therefore, it is important that sites are ranked among their peer groups, which can be identified based on their site characteristics. Based on information available, sites are ranked for the following basic groups:

- Intersections
- Mid-block sections
- Locations involving pedestrian/cyclist collisions

Another important consideration is that, as discussed in Section 2.2, Collisions Data Adjustment, regrouping of several locations was required based on the way data is collected within the collision database. Although every attempt has been made to ensure that complete intersections are captured and any legacy mid-block codes are grouped with current codes, this was a manual process applied to the raw data.

### 5.1 Intersection Collision Ranking

Collision rate for intersection ranking is the number of collisions expected for every million vehicles that enter an intersection and it is calculated using Eq. 1 and Eq. 2

$$CR^{Int} = \frac{C}{MEV} \quad (\text{Eq. 1})$$

$$MEV = \frac{AADT \times 365 \times y}{1,000,000} \quad (\text{Eq. 2})$$

Where:

- $CR^{Int}$  is collision rate for an intersection

- C is total collisions for study period (5-years for this report)
- MEV is million entering vehicles
- AADT is annual average daily traffic volume entering the intersection
- y is number of years (e.g., 5)

AADT for an intersection represents the total traffic entering the intersection and was estimated using AM and PM peak hour volumes. While traffic data was counted during different years, and in the past has been normalized to represent counts for a single year, this step was not completed for this report. As this report spans 2018-2022, it captures most, if not all, of the Covid-19 pandemic. During that period, there were several restrictions in place that would have influenced traffic patterns. While some legacy counts have been used, most traffic counts for this report are from 2017 and later, with no counts completed during 2020 (the year with the greatest covid lockdowns). These counts capture pre- and post-pandemic traffic volumes, and as the true effects of permanent changes to traffic patterns are not completely understood yet it was determined that applying a growth factor to normalize traffic volumes could potentially skew the data in undetermined ways. It appears that there have also been recent changes in traffic patterns throughout the City as new routes have opened, and some major construction projects have been undertaken on main arterial roads. Given these considerations, a decision was made that estimated AADT (as opposed to normalized AADT) would be the best representation of trends at this time.

Traffic volumes for intersections experiencing an average of two (2) or more collisions per year, or ten (10) collisions within the 5-year study period, were used to calculate collision rates. Note that there were select intersections for which traffic data was not available at the time of preparing this report (7 locations). The intersections with traffic data available (57 locations) were then ranked based on their collision rate to find the top 25 intersections by collision rate. Accounting for ties, there are 33 intersections that make up the top 25 intersections by collision rate.

**Table 3** shows the top 25 intersections with their locations indicated in **Figure 12**. It is noted that all but one of the intersections identified in **Table 3** are signalized intersections. The one unsignalized intersection making the list is Empire Avenue @ Newtown Road. To identify any potential safety issues or root causes of collisions, each intersection would need to be studied in detail with a comprehensive collision analysis, site visits, and traffic analysis.

**Table 3:** Ranking for Intersections (top 25 locations) by Collision Rate

Rank	Intersection	FAT	INJ	PDO	Total collisions	% Resulting in Inj/Fat	AADT	Collision rate
1	Goldstone Street @ Thorburn Road / Seaborn Street	0	15	28	43	35%	18507	1.37
2	Higgins Line / Portugal Cove Road @ Newfoundland Drive	0	31	45	76	41%	30372	1.36
3	Rawlins Cross	0	23	33	56	41%	23806	1.31
4	Torbay Road @ Elizabeth Ave	0	22	19	41	54%	19758	1.12
5	Prince Philip Drive @ Thorburn Road	0	18	42	60	30%	29595	1.09
6*	Allandale Road @ Prince Philip Drive	0	28	54	82	34%	48531	0.97
6*	Macdonald Drive @ Portugal Cove Road	0	26	43	69	38%	41258	0.97
7	Kelsey Drive @ Kiwanis Street	0	12	20	32	38%	18309	0.95
8*	Portugal Cove Road @ Majors Path / Airport Heights Drive	0	25	27	52	48%	31300	0.90
8*	Empire Avenue @ Newtown Road	0	6	7	13	46%	7770	0.90
8*	Torbay Road @ Macdonald Drive	0	16	31	47	34%	27993	0.90
9*	Blackmarsh Road @ Columbus Drive	0	21	23	44	48%	27246	0.89
9*	Cowan Avenue @ Topsail Road	0	16	21	37	43%	23023	0.89
10	Empire Avenue @ Stamp's Lane	0	9	13	22	41%	17039	0.84
11	Larkhall Street @ Thorburn Road	0	14	15	29	48%	19763	0.79
12	Aberdeen Avenue @ Stavanger Drive / Clovelly Golf Course Road	0	12	13	25	48%	18284	0.77
13	Torbay Road @ Stavanger Drive	0	18	18	36	50%	26205	0.75
14	Columbus Drive @ Old Pennywell Road	0	16	21	37	43%	27985	0.71
15	Newfoundland Drive @ Torbay Road	0	13	23	36	36%	27882	0.70

16	Torbay Road @ White Rose Drive	0	11	24	35	31%	27639	0.69
17	Campbell Avenue @ Cashin Avenue / Cashin Avenue Extension	1	7	12	20	40%	17392	0.66
18	Columbus Drive @ Topsail Road	0	19	20	39	49%	34983	0.65
19	Canada Drive @ Hamlyn Road	0	8	5	13	62%	10925	0.64
20*	Columbus Drive @ Hogan Street / Captain Whelan Drive	0	4	16	20	20%	17952	0.60
20*	Empire Avenue @ Freshwater Road	0	4	15	19	21%	17184	0.60
20*	Allandale Road @ Mount Scio Road	0	11	16	27	41%	25639	0.60
21	King's Bridge Road @ New Cove Road / The Boulevard	0	6	14	20	30%	18193	0.59
22*	Southlands Boulevard @ Ruby Line	0	6	12	18	33%	17459	0.57
22*	Elizabeth Avenue @ New Cove Road	0	6	16	22	27%	21723	0.57
23*	Kenmount Road @ Polina Road (Avalon Mall Entrance)	0	7	17	24	29%	24121	0.55
23*	Lemarchant Road @ Prince Of Wales Street / Barter's Hill	0	10	7	17	59%	17273	0.55
24	Crosbie Road @ Freshwater Road	0	9	14	23	39%	23946	0.54
25	Prince Philip Drive @ Clinch Cres/ Westerland Road	0	11	23	34	32%	37125	0.52

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in calculated collision rate



**Figure 12: Locations of Top 25 Intersections with High Collision Risk**

As all but one of the top 25 intersections by collision rate include at least one (1) arterial road, the top 5 collector and top 5 local road intersections were also ranked. Traffic volume data was not available to calculate collision rate for all locations, therefore these rankings were completed by number of collisions (also known as collision frequency). Note that based on lower collision frequencies for collector and local roads, the average



two (2) collisions or more per year, ten (10) collisions within the study period, had to be discarded to produce these lists.

**Table 4:** Ranking for Collector Road Intersections (top 5 locations) by Collision Frequency

Rank	Intersection	FAT	INJ	PDO	Total collisions	% Resulting in Inj/Fat
1	Canada Drive @ Hamlyn Road	0	8	5	13	62%
2	Mayor Avenue @ Merrymeeting Road	0	4	7	11	36%
3	Mundy Pond Road / Campbell Avenue @ Pearce Avenue	0	4	4	8	50%
4	Newtown Road @ Parade Street / Merrymeeting Road	0	1	6	7	14%
5*	Pennywell Road @ Ropewalk Lane	0	5	1	6	83%
5*	Stamp's Lane @ Terra Nova Road	0	4	2	6	67%

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)



**Figure 13: Locations of Top 5 Collector Road Intersections with High Collision Risk**

**Table 5:** Ranking for Local Road Intersections (top 5 locations) by Collision Frequency

Rank	Intersection	FAT	INJ	PDO	Total collisions	% Resulting in Inj/Fat
1	Carter's Hill @ Livingstone Street	0	1	7	8	13%
2*	Clinch Crescent @ Mosdell Road / Janeway Parking Lot Entrance	0	1	3	4	25%
2*	Lions Road @ New Pennywell Road	0	1	3	4	25%
3*	Aldershot Street @ Calver Avenue	0	2	1	3	67%
3*	Aldershot Street @ Goodridge Street	0	1	2	3	33%
3*	Brazil Street @ Monroe Street	0	1	2	3	33%

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)



**Figure 14:** Locations of Top 5 Local Road Intersections with High Collision Risk

## 5.2 Mid-block Collision Ranking

Mid-blocks (road segments) are ranked based on collision frequency (the number of collisions that have occurred within the 5-year analysis period). Like intersections, locations with an average of two (2) collisions or more per year, ten (10) collisions or more within the study period, were ranked. The top 20 locations by collision frequency (or those

locations with 10 or more collisions within the past 5-years) are presented in **Table 6**. Accounting for ties, there are 48 locations that make up the top 20 mid-block segments.

**Table 6:** Ranking for Mid-Blocks (top 20) by Collision Frequency

Rank	Mid-block Segment	FAT	INJ	PDO	Total Collisions	Length (m)
1	Kelsey Drive btwn Kiwanis Street & Messenger Drive	0	19	39	58	1019
2	Kenmount Road btwn Avalon Mall Parking Lot & Peet Street	0	15	27	42	619
3	Torbay Road btwn Trans Canada Highway & Stavanger Drive	0	11	25	36	214
4	Kenmount Road btwn Peet Street & Pippy Place	0	14	19	33	605
5	Topsail Road btwn Burgeo Street & Dunn's Road	0	13	15	28	696
6	Topsail Road btwn Cowan Avenue & Holbrook Avenue	0	9	17	26	190
7	Hamlyn Road btwn Barachois Street & Topsail Road	0	12	13	25	366
8	Kenmount Road btwn Pippy Place & Team Gushue Highway Northeast	0	6	18	24	258
9	Prince Philip Drive btwn Clinch Cres & Clinch Cres / Westerland Road	0	7	15	22	560
10*	Torbay Road btwn Slattery Road & Macdonald Drive	0	4	17	21	378
10*	Southern Shore Hwy btwn Regional Water Road & Access Road/Beyond City Limits	1	5	15	21	9817 (Beyond City Limit)

<b>Rank</b>	<b>Mid-block Segment</b>	<b>FAT</b>	<b>INJ</b>	<b>PDO</b>	<b>Total Collisions</b>	<b>Length (m)</b>
11	Elizabeth Avenue btwn New Cove Road & Torbay Road	0	3	17	20	369
12*	Torbay Road btwn Stavanger Drive & White Rose Drive	0	6	13	19	276
12*	Stavanger Drive btwn Torbay Road & Aberdeen Avenue	0	3	16	19	657
12*	Topsail Road btwn Hamlyn Road & Holbrook Avenue	0	7	12	19	341
12*	Aberdeen Avenue btwn Stavanger Drive & Stavanger Drive	0	7	12	19	436
13*	Prince Philip Drive btwn Clinch Cres / Westerland Road & Livyer's Loop / Morrissey Road	0	7	11	18	461
13*	Prince Philip Drive btwn Confederation Parking Lot & Portugal Cove Road	0	5	13	18	526
14*	Prince Philip Drive btwn Allandale Road & Confederation Parking Lot	0	11	6	17	992
14*	Kenmount Road btwn Kelsey Drive & Team Gushue Highway	0	8	9	17	295
15*	Torbay Road btwn Airport Access & White Rose Drive	0	2	14	16	980
15*	Duckworth Street btwn Bates Hill & McBride's Hill	0	1	15	16	203
16*	Thorburn Road btwn Moss Heather Drive & Wigmore Court	1	6	7	14	236
16*	Freshwater Road btwn Elizabeth Avenue & Freshwater Road / Stamp's Lane	0	8	6	14	218
17*	Torbay Road btwn Newfoundland Drive & Pearson Street	0	9	4	13	434

<b>Rank</b>	<b>Mid-block Segment</b>	<b>FAT</b>	<b>INJ</b>	<b>PDO</b>	<b>Total Collisions</b>	<b>Length (m)</b>
17*	Newfoundland Drive btwn Oderin Place & Torbay Road	0	2	11	13	230
17*	Prince Philip Drive btwn Allandale Road & Morrissey Road	0	4	9	13	487
17*	King's Bridge Road btwn Lake Avenue & Winter Avenue	0	3	10	13	155
17*	Kenmount Road btwn Great Eastern Avenue & Wyatt Boulevard	0	6	7	13	442
17*	Kenmount Road btwn Team Gushue Highway & Team Gushue Highway	0	8	5	13	93
17*	Columbus Drive btwn Old Pennywell Road & Mundy Pond Road	0	5	8	13	916
18*	Torbay Road btwn Trans Canada Highway & Trans Canada Highway	0	6	6	12	185
18*	Topsail Road btwn Hamlyn Road & Columbus Drive	0	4	8	12	345
18*	New Gower Street btwn Adelaide Street & Duckworth Street	0	2	10	12	67
18*	Kenmount Road btwn Trans Canada Highway & Mount Carson Avenue	0	6	6	12	1316
18*	Kenmount Road btwn Ladysmith Drive & Ryan's Lane	0	4	8	12	675
18*	Freshwater Road btwn Crosbie Road & Freshwater Road / Stamp's Lane	0	6	6	12	255
19*	Topsail Road btwn Brookfield Road & Outerbridge Street	0	1	10	11	547

Rank	Mid-block Segment	FAT	INJ	PDO	Total Collisions	Length (m)
19*	Torbay Road btwn Pearson Street & Southern Shore Highway	0	5	6	11	279
19*	Thorburn Road btwn Bennett's Road & Thorburn Road / Trans Canada Highway	0	3	8	11	2306 (Beyond City Limit)
19*	Prince Philip Drive btwn Clinch Cres & Thorburn Road	0	1	10	11	772
19*	Elizabeth Avenue btwn New Cove Road & Portugal Cove Road	0	3	8	11	292
19*	Columbus Drive btwn Blackmarsh Road & Hogan Street / Captain Whelan Drive	0	4	7	11	653
20*	Torbay Road btwn Penney Crescent & Penney Crescent / Torbay Road	0	3	7	10	241
20*	Military Road btwn Barnes Road & Military Road / Garrison Hill	0	6	4	10	236
20*	Kenmount Road btwn Kelsey Drive & Ryan's Lane	0	3	7	10	169
20*	Aberdeen Ave btwn Stavanger Drive & White Rose Drive	0	1	9	10	290
20*	Barter's Hill btwn Casey Street & New Gower Street	0	2	8	10	87

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)

As many of these locations are arterial roads, the top 5 collector and top 5 local road mid-block segments were also ranked. Note that based on lower collision frequencies for collector and local roads, the average two (2) collisions or more per year, ten (10) collisions within the study period, had to be discarded to produce these lists.



**Table 7:** Ranking for Collector Road Mid-blocks (top 5 locations) by Collision Frequency

Rank	Mid-block Segment	FAT	INJ	PDO	Total collisions	% Resulting in Inj/Fat	Length (m)
1	Hamlyn Road btwn Barachois Street & Topsail Road	0	12	13	25	48%	366
2	Kiwanis Street btwn Kelsey Drive & Nautilus Street	0	3	6	9	33%	261
3*	Ladysmith Drive btwn Great Eastern Avenue & Kiwanis Street	0	1	7	8	13%	278
3*	Mundy Pond Road btwn Mundy Pond Road / Campbell Avenue & St. Teresa's Court	0	4	4	8	50%	265
4	Blackhead Road btwn Maddox Cove Road & Blackhead Crescent	0	0	7	7	0%	2572

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)

**Table 8:** Ranking for Local Road Mid-blocks (top 5 locations) by Collision Frequency

Rank	Mid-block Segment	FAT	INJ	PDO	Total collisions	% Resulting in Inj/Fat	Length (m)
1	Southside Road btwn Blackhead Road & Fort Amherst Road	0	1	6	7	14%	2746
2*	Leslie Street btwn Thompson Place & Warbury Street	0	1	5	6	17%	174
2*	Craigmillar Avenue btwn Ryan Street & Topsail Road	0	0	6	6	0%	602
3*	World Parkway btwn Airport Terminal Access Road & Navigator Avenue	0	2	3	5	40%	240
3*	New Pennywell Road btwn Barkham Street & Eagle Court	0	0	5	5	0%	271
3*	Quidi Vidi Village Road btwn Barrows Road & Regiment Road	0	1	4	5	20%	270
3*	Clinch Crescent btwn Artic Avenue & Mosdell Road / Janeway Parking Lot Entrance	0	4	1	5	80%	590
3*	Edgecombe Drive btwn Alice Drive & Fergus Place	0	1	4	5	20%	278

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)

### 5.3 Pedestrian/Cyclist Collision Ranking

**Table 9** and **Figure 15** show the top 15 locations with high number of collisions involving pedestrians and cyclists – those with 3 or more collisions within the five-year study period. The sites were ranked based on total collisions. Traffic volume data was not sufficient to calculate their collision rates. Of the 15 sites, nine (9) sites are intersections (60%) and remaining six (6) sites are mid-blocks (40%).

**Table 9:** Ranking of Sites for Pedestrian/Cyclist Collisions (Locations with three (3) or more collisions\*)

Rank	Location	FAT	INJ	PDO	Total collisions
1	Highland Drive @ Penney Crescent / Torbay Road	-	5	-	5
2*	Freshwater Road btwn Elizabeth Avenue & Freshwater Road / Stamp's Lane	-	4	-	4
2*	Hamlyn Road btwn Barachois Street & Topsail Road	-	3	1	4
2*	Larkhall Street @ Thorburn Road	-	2	2	4
2*	Water Street @ Waldegrave Street/ Harbour Drive	-	3	1	4
3*	Allandale Road / Bonaventure Avenue @ Elizabeth Avenue	-	3	-	3
3*	Bonaventure Avenue btwn Barnes Road & Howley Avenue	-	3	-	3
3*	Campbell Avenue @ Cashin Avenue / Cashin Avenue Extension	-	3	-	3
3*	Cashin Avenue @ Pennywell Road	-	2	1	3
3*	Clinch Crescent btwn Artic Avenue & Mosdell Road / Janeway Parking Lot Entrance	-	3	-	3
3*	Cowan Avenue @ Topsail Road	-	2	1	3
3*	Elizabeth Avenue @ Freshwater Road	-	2	1	3
3*	Elizabeth Avenue btwn Gambier Street & Paton Street	-	3	-	3
3*	Empire Avenue @ King's Bridge Road	-	3	-	3
3*	Harvey Road btwn Parade Street & Fort Townshend	-	3	-	3
3*	Military Road btwn Carew Street & College Square	-	2	1	3
3*	Mundy Pond Road / Campbell Avenue @ Pearce Avenue	-	3	-	3

Rank	Location	FAT	INJ	PDO	Total collisions
3*	Pennywell Road @ Ropewalk Lane	-	3	-	3
3*	Prince Of Wales Street btwn Fitzpatrick Avenue & Ricketts Road	-	3	-	3

FAT: Fatal collision, INJ: Injury collision, PDO: Property damage only collision

\*Denotes locations receiving the same numerical ranking based on ties in number of collisions (collision frequency)



**Figure 15: Top Locations for Pedestrian/Cyclist Collisions**

## 6. On-going Improvements

Based on findings of the previous City of St. John's Collision Report<sup>5</sup>, it is noted that detailed design for safety improvement(s) is currently on-going for the following locations as part of City of St. John's RFP 2023185:

- Goldstone Street @ Thorburn Road/Seaborn Street
- Hamlyn Road between Topsail Road & Barachois Street
- Kelsey Drive between Kiwanis Street & Messenger Drive

Additionally, the intersection of Portugal Cove Road with Major's Path/Airport Heights Drive is also currently undergoing detailed design to convert it to a roundabout under City of St. John's RFP 2023183, based on its alignment with other projects and its ranking in the previous collision report. This change will address identified safety concerns at the intersection and provide connections for active transportation routes. The intersection of Canada Drive and Columbus Drive has been reconstructed this year as part of the Canada Drive shared-use path construction.

## 7. Summary and Recommendations

### 7.1 Summary

This report presents an overview of road safety conditions for the City of St. John's road network based on reported collisions occurring over the past five-year period (2018-2022). The collision database for this report was obtained from the Newfoundland and Labrador Statistics Agency (NLSA), Department of Finance, the provincial agency that maintains the collision database reported by the police department. Preparation of this report required data filtering and aggregation. The City of St. John's gives no warranties or representations that the information is correct, accurate, or free from error. On average, 1313 collisions occurred annually on the City's road network. The most common types of collisions for intersections are rear-end and left turning collisions. For mid-block, the most common collision type is the rear-end collisions, followed by hit parked car. Network screening was conducted to identify the top 25 locations with high collision risk for intersections and the top 20 locations with high collision risk for mid-blocks. For intersections and mid-blocks, those sites with an average of two (2) or more collisions per year, ten (10) or more collisions within the study period, were analyzed. Similarly, the top 15 locations with high pedestrian/cyclist collisions are also identified. As the frequency of collisions involving pedestrians or cyclists is much lower, the frequency threshold applied for analysis was three (3) or more collisions within the study period.

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<sup>5</sup> [St. John's Collision Report \(2012 – 2019\)](#)

## 7.2 Recommendations

The following are the recommendations for future works and reporting:

- It is recommended to change the collision report update frequency to every three (3) years. This will provide better alignment with the complete timeline of preparing a collision report, selecting sites for detailed study as discussed above, and identifying those sites to bring forward to detailed design and construction. This change considers the processes and timelines involved in seeking funding for the various steps and completing the associated procurement processes.
- Staff should complete a detailed review of locations identified in this summary report and select locations to recommend for a comprehensive safety study, which would then guide recommendations for detailed design and construction. Staff review for site recommendations should include high level investigation into types of collisions occurring and possible mitigating measures, whether there have been any recent or ongoing work in the area that may not be reflected in the collision database for this period, whether the site has been previously studied in detail, and any constraints or limitations to change that may be present at the site which may restrict what, if any, improvements could be made (such as right-of-way constraints, what potential mitigating measure(s) exist to address the predominate crash types, etc.). Sites that have already been considered for safety improvement are to be excluded from the list. This includes sites studied based on the previous collision report, and those sites that have had pilot projects or detailed designs completed in the past.

The comprehensive safety study will include a full study of site-specific collision data, investigation of on-site situations, identification of potential cause(s) of safety issues at those locations, and selection of the most appropriate countermeasures based on their cost-benefit impacts.

From this, staff can then select which sites to put forward in a recommendation for detailed design and construction.



## Development Permits List For December 7 to January 3, 2023

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
OT	Rennie's River Development Foundation	Site Work for Pavilion	5 Nagle's Place	4	Approved	2023-12-07
RES		Rebuild of Single Detached Dwelling	6-8 Hennessey's Line	5	Approved	2023-12-12
RES	GDL Homes Ltd.	6 Lot Subdivision	17, 19, 21, 23, 25, 27 & 29 Janeway Place	2	Approved	2023-12-14
IND	10718 NFLD Ltd	Subdivide Only of Land	218 & 223 Danny Drive	5	Approved	2023-12-15
OT	Newfoundland Power	Partial Approval for Distribution Line Rebuild	Thorburn Road/Critches Path to the Outer Ring Road	4	Approved	2023-12-21
RES		Revised approval for Subdivision/ Consolidation Only of Land (Revised Survey)	5 Long Street, 26-28 Livingstone Street & 30 Livingstone Street	2	Approved	2023-12-21
COM	KMK Capital Holdings ULC	Servicing Upgrades	710 Torbay Road	1	Approved	2023-01-02

**\* Code Classification:**

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

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

**Lindsay Lyghtle Brushett**  
**Supervisor – Planning & Development**

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## Permits List

### Council's January 9, 2024, Regular Meeting

Permits Issued: 2023/12/07 to 2023/12/31

#### **BUILDING PERMITS ISSUED**

<b>Residential</b>		
<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
10 Penney Cres	Accessory Building	Accessory Building
10 Winter Pl	Renovations	Single Detached Dwelling
112 Moss Heather Dr	Renovations	Single Detached Dwelling
123 Waterford Bridge Rd	Change of Occupancy	Single Detached Dwelling
13 Devine Pl	Renovations	Townhousing
13 Halley Dr	Deck	Patio Deck
14 Gillingham Pl	Change of Occupancy	Single Detached Dwelling
147 Prowse Ave Exten	Change of Occupancy	Single Detached Dwelling
15 Sinnott Pl	Change of Occupancy	Single Detached Dwelling
17 Firdale Dr	Change of Occupancy	Single Detached Dwelling
17 Penney Cres	Change of Occupancy	Single Detached Dwelling
195 Old Petty Harbour Rd	Change of Occupancy	Single Detached Dwelling
2 Grenfell Ave	Change of Occupancy	Single Detached Dwelling
2 Tigress St	Site Work	Driveway
203 Gower St	Renovations	Townhousing
22 Everard Ave	Renovations	Single Detached Dwelling
23 Birmingham St	Change of Occupancy	Single Detached Dwelling
24 Carpasian Rd	Change of Occupancy	Single Detached Dwelling
24 Lemarchant Rd	Change of Occupancy/Renovations	Lodging House

26 Duntara Cres	Change of Occupancy	Single Detached Dwelling
27 Tunis Crt	Renovations	Single Detached Dwelling
273 Thorburn Rd	Fence	Fence
29 Griffin's Lane	Change of Occupancy	Single Detached Dwelling
3 Bally Haly Pl	Renovations	Single Detached Dwelling
3 Boland St	Change of Occupancy	Single Detached w/ apt.
3 Tanner St	Change of Occupancy	Single Detached Dwelling
304 Frecker Dr	Change of Occupancy	Single Detached Dwelling
31 Dillon Cres	Accessory Building	Accessory Building
32 Wexford St	Change of Occupancy	Single Detached Dwelling
33 Leonard J. Cowley St	New Construction	Single Detached Dwelling
33 Ridgemount St	Change of Occupancy	Single Detached Dwelling
33 Shriners Rd	New Construction	Single Detached w/ apt.
33 Thomas St	Change of Occupancy	Single Detached Dwelling
332 Groves Rd	Change of Occupancy	Single Detached Dwelling
35 Ladysmith Dr	Change of Occupancy	Home Office
35 Leonard J. Cowley St	New Construction	Single Detached Dwelling
354 Newfoundland Dr	Change of Occupancy	Single Detached Dwelling
37 Leonard J. Cowley St	New Construction	Single Detached Dwelling
38 Victoria St	Renovations	Apartment Building
42 Leonard J. Cowley St	New Construction	Single Detached Dwelling
44 Cypress St	Extension	Single Detached Dwelling
44 Leonard J. Cowley St	New Construction	Single Detached Dwelling
45 Bennett Ave	Site Work	Driveway
46 Leonard J. Cowley St	New Construction	Single Detached Dwelling

47 Howley Ave Exten	Change of Occupancy/Renovations	Single Detached Dwelling
47 Tigress St	New Construction	Single Detached w/ apt.
5 Bowring Pl	Renovations	Single Detached Dwelling
5 Keith Dr	Change of Occupancy	Single Detached Dwelling
50 Glenview Terr	Change of Occupancy	Single Detached Dwelling
53 Leonard J. Cowley St	New Construction	Single Detached Dwelling
55 Cedar Hill Pl	New Construction	Semi Detached Dwelling
56 Firdale Dr	Fence	Fence
56 Harrington Dr	Change of Occupancy	Single Detached Dwelling
57 Springdale St	Renovations	Duplex Dwelling
6 Prestwick Pl	Site Work	Single Detached w/ apt.
6 Roddickton Pl	Renovations	Single Detached Dwelling
60 Boyle St	Change of Occupancy	Single Detached Dwelling
63 Waterford Bridge Rd	Change of Occupancy	Single Detached Dwelling
7 Ryan St	Change of Occupancy	Single Detached Dwelling
70 Virginia Pl	Change of Occupancy	Single Detached Dwelling
8 Knowling St	Change of Occupancy	Single Detached Dwelling
80 Canada Dr	Change of Occupancy	Single Detached Dwelling
80 Winslow St	Deck	Patio Deck
87 Barter's Hill	Renovations	Semi Detached Dwelling
88 Pepperwood Dr	Accessory Building	Accessory Building
		This Week: \$3,979,148.00

### Commercial

Location	Permit Type	Structure Type
11 Major's Path	Change of Occupancy	Accessory Building
113-117 Long's Hill	Sign	Restaurant
113-117 Long's Hill	Change of Occupancy	Restaurant
131 Duckworth St	Renovations	Hotel

131 Duckworth St	Change of Occupancy	Restaurant
16 Stavanger Dr	Change of Occupancy/Renovations	Bakery
16 Stavanger Dr	Sign	Bakery
170 St. Clare Ave	Change of Occupancy/Renovations	Home Occupation
210 Kenmount Rd	Change of Occupancy	Retail Store
255 Bay Bulls Rd	Change of Occupancy	Commercial Garage
281 Duckworth St	Change of Occupancy	Restaurant
292 Water St	Sign	Tavern
33 Pippy Pl	Change of Occupancy/Renovations	Office
341 Water St	Change of Occupancy/Renovations	Office
40 Aberdeen Ave	Change of Occupancy/Renovations	Office
40 O'leary Ave	Renovations	Mixed Use
411 Stavanger Dr	Renovations	Hotel
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Renovations	Retail Store
56 Leslie St	Renovations	Light Industrial Use
6 Robin Hood Bay Rd	Renovations	Mixed Use
655 Topsail Rd	Change of Occupancy/Renovations	Service Shop
8-10 Bates Hill	Change of Occupancy	Restaurant

This Week: \$1,994,383.49

#### Government/Institutional

Location	Permit Type	Structure Type
168 Macdonald Dr	Accessory Building	Accessory Building

This Week: \$3,350.00

#### Industrial

Location	Permit Type	Structure Type
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This Week: \$0.00

**Demolition**

**Location**

**Permit Type**

**Structure Type**

This Week: \$0.00

**This Week's Total: \$5,976,881.49**

**REPAIR PERMITS ISSUED:**

**\$6,500.00**

**NO REJECTIONS**

YEAR TO DATE COMPARISONS			
January 9, 2024			
TYPE	2022	2023	% Variance (+/-)
Residential	\$74,647,239.35	\$95,899,893.41	28
Commercial	\$135,045,206.06	\$107,898,121.32	-20
Government/Institutional	\$2,785,468.00	\$7,565,686.46	172
Industrial	\$351,000.00	\$190,000.00	-46
Repairs	\$1,752,408.92	\$1,694,010.98	-3
<b>TOTAL</b>	<b>\$214,581,322.33</b>	<b>\$213,247,712.17</b>	<b>-1</b>
Housing Units (1 & 2 Family Dwelling)	235	230	

Respectfully Submitted,

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

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending December 13, 2023**

### **Payroll**

<b>Public Works</b>	<b>\$ 540,885.41</b>
<b>Bi-Weekly Casual</b>	<b>\$ 37,245.37</b>
<b>Accounts Payable</b>	<b>\$ 5,578,868.32</b>

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

**Total: \$ 6,156,999.10**

# ST. JOHN'S

DEPARTMENT OF FINANCE

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



# MEMORANDUM

## Weekly Payment Vouchers For The Week Ending December 20, 2023

### Payroll

Public Works	\$ 546,344.20
Bi-Weekly Administration	\$ 854,377.58
Bi-Weekly Management	\$ 983,250.69
Bi-Weekly Fire Department	\$ 953,339.63
Accounts Payable	\$24,430,444.88

(A detailed breakdown [here](#))

**Total: \$ 27,767,756.98**

# ST. JOHN'S

DEPARTMENT OF FINANCE

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

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending December 27, 2023**

### **Payroll**

<b>Public Works</b>	<b>\$ 524,069.45</b>
<b>Bi-Weekly Casual</b>	<b>\$ 27,660.56</b>
<b>Accounts Payable</b>	<b>\$ 3,277,175.49</b>

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

**Total: \$ 3,828,905.50**

# **ST. JOHN'S**

DEPARTMENT OF FINANCE

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

# MEMORANDUM

## Weekly Payment Vouchers For The Week Ending January 3, 2024

### Payroll

Public Works	\$ 610,638.98
Bi-Weekly Administration	\$ 834,990.28
Bi-Weekly Management	\$ 977,792.64
Bi-Weekly Fire Department	\$ 1,083,557.58
Accounts Payable	\$ 5,360,570.36

(A detailed breakdown [here](#))

**Total: \$ 8,867,549.84**

# ST. JOHN'S

DEPARTMENT OF FINANCE

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

# DEPARTMENTAL APPROVAL REQUEST/RFP

**Commodity/Bid #:** 2023207 – Engineering Services for 2024 Bridge Rehabilitation Program  
**Date Prepared:** Wednesday, December 13, 2023  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** PERS  
**Quotes Obtained By:** Sherri Lee Higgins  
**Budget Code:** ENG-2024-173  
**Source of Funding:** Multiyear Capital

**Purpose:**

To award the contract for Engineering Services for 2024 Bridge Rehabilitation Program to Harbourside Engineering Consultants Limited. The proposal was reviewed, evaluated, and rated by an evaluation committee. The proposal submitted by Harbourside Engineering Consultants Limited was in the amount of \$290,777.50 (HST included).

**Proposals Submitted By:**

Vendor Name
Harbourside Engineering Consultants Ltd.

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

**Contract Duration:** December 2023 to December 2025

**Recommendation:**

THAT Council direct that the contract for Engineering Services for 2024 Bridge Rehabilitation Program be awarded to Harbourside Engineering Consultants Limited in the amount of \$290,777.50 (HST included).

**Attachments:** N/A

# ST. JOHN'S

### Report Approval Details

Document Title:	Engineering Services for 2024 Bridge Rehabilitation Program.docx
Attachments:	
Final Approval Date:	Dec 14, 2023

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

**Scott Winsor - Dec 14, 2023 - 2:56 PM**

**Jason Sinyard - Dec 14, 2023 - 2:56 PM**

# BID APPROVAL NOTE

**Bid # and Name:** 2023192 - Household Hazardous Waste Operations - Robin Hood Bay Waste Management Facility  
**Date Prepared:** Wednesday, January 3, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** Public Works  
**Division:** Waste & Recycling  
**Quotes Obtained By:** Sherry Kieley  
**Budget Code:** 4334-52100  
**Source of Funding:** Operating

**Purpose:**

This open call was issued for the collection, sorting, and storing of household hazardous waste (HHW) at Robin Hood Bay Waste Management Facility and transportation off-site for proper disposal.

**Results:** ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
GFL Environmental Services Inc.	\$1,138,249.59

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

**Contract Duration:** two (2) years, plus the possibility of three (3) one (1) year extensions

**Bid Exception:** None

**Recommendation:**

That Council approve for award open call 2023192 – Household Hazardous Waste Operations – Robin Hood Bay Waste Management Facility to the lowest, and only bidder, meeting specifications, GFL Environmental Services Inc. for \$1,138,249.59 (HST included), as per the Public Procurement Act.

# ST. JOHN'S



**Attachments:**

### Report Approval Details

Document Title:	2023192 - Household Hazardous Waste Operations - Robin Hood Bay Waste Management Facility.docx
Attachments:	
Final Approval Date:	Jan 3, 2024

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

**Rick Squires - Jan 3, 2024 - 10:31 AM**

**Derek Coffey - Jan 3, 2024 - 11:26 AM**

# DEPARTMENTAL APPROVAL REQUEST/RFP

**Commodity/Bid #:** 2023209 – Engineering Services for 2024 Retaining Wall Rehabilitation Program

**Date Prepared:** Wednesday, January 3, 2024

**Report To:** Regular Meeting

**Councillor and Role:** Councillor Jamie Korab, Public Works

**Ward:** N/A

**Department:** PERS

**Quotes Obtained By:** Sherri Lee Higgins

**Budget Code:** ENG-2024-174

**Source of Funding:** Multiyear Capital

**Purpose:**

To award the contract for Engineering Services for 2024 Retaining Wall Rehabilitation Program to Harbourside Engineering Consultants Limited. The proposal was reviewed, evaluated, and rated by an evaluation committee. The proposal submitted by Harbourside Engineering Consultants Limited was in the amount of \$364,624.75 (HST included).

**Proposals Submitted By:**

Vendor Name
Harbourside Engineering Consultants Ltd.
Tiller Engineering Inc.
CBCL
AllNorth Consultants Ltd.

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

**Contract Duration:** January 2024 – December 2024

**Recommendation:**

THAT Council direct that the contract for Engineering Services for 2024 Retaining Wall Rehabilitation Program be awarded to Harbourside Engineering Consultants Limited in the amount of \$364,624.75 (HST included).

**Attachments:** N/A

# ST. JOHN'S

### Report Approval Details

Document Title:	Engineering Services for 2024 Retaining Wall Rehabilitation Program.docx
Attachments:	
Final Approval Date:	Jan 4, 2024

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

**Scott Winsor - Jan 3, 2024 - 3:44 PM**

**Jason Sinyard - Jan 4, 2024 - 9:36 AM**

## **NOTICE OF MOTION**

**TAKE NOTICE** that I will at a future Regular Meeting of Council, move a motion to have City Council approve the amendments to the Rules of Procedure By-Law as proposed.

DATED at St. John's, NL, this 9<sup>th</sup> day of January, 2024.

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Councillor

# DECISION/DIRECTION NOTE

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**Title:** Travel Authorization – Event Atlantic/ ECMA

**Date Prepared:** November 29, 2023

**Report To:** Regular Meeting of Council

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

**Ward:** N/A

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## Decision/Direction Required:

Council's approval is required for Mayor Breen to attend the Event Atlantic Summit/ East Coast Music Awards from May 1 – 3, 2024 in Charlottetown, PE.

## Discussion – Background and Current Status:

The Event Atlantic Summit will bring together event tourism leaders from across Atlantic Canada for key learnings and valuable networking. A link to further information about the event is [here](#).

The East Coast Music Awards Festival and Conference is a five-day, non-stop musical celebration showcasing and recognizing the best of East Coast artists and music. The ECMA's have become the premiere event of its kind in Atlantic Canada, attracting millions of dollars in economic spin offs. St. John's is in the rotation to host in the near future.

## Key Considerations/Implications:

1. Budget/Financial Implications: This travel is a pre-budgeted expense.
2. Partners or Other Stakeholders: Event Atlantic
3. Alignment with Strategic Directions: N/A
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: N/A

# ST. JOHN'S



9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

**Recommendation:**

That Council approve the costs associated with Mayor Danny Breen's travel to Charlottetown, PE for the 2024 Event Atlantic Summit/ ECMA's.

**Prepared by:**

**Approved by:**

# DECISION/DIRECTION NOTE

**Title:** 2024 Group Insurance Renewal

**Date Prepared:** December 28, 2023

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Ron Ellsworth, Finance & Administration

**Ward:** N/A

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## Decision/Direction Required:

Approval of the City's Group Insurance renewal rates for 2024.

## Discussion – Background and Current Status:

The City's Group Insurance program with Desjardins Insurance and SSQ Insurance expired December 31, 2023.

City staff met with the City's Group Insurance Consultant to review the upcoming renewal. Based on claims experience and other factors (ie. cost trends/inflation), the negotiated rate changes below have been recommended:

<b><u>Benefit</u></b>	<b><u>Premium Rate Change</u></b>
Basic Life	Increase 6.9%
Dependent Life	Increase 6.9%
Basic Accidental Death and Dismemberment	No Change
Long Term Disability	Increase 4.5%
Health Insurance	Increase 5.5%
Dental Insurance	Increase 15%

City staff agree with these recommendations which will result in an overall increase to group rates of 6.54% or roughly \$629,449 per year.

# ST. JOHN'S

**Key Considerations/Implications:**

1. Budget/Financial Implications:  
Increased cost resulting from newly negotiated contribution rates as per above.
2. Partners or Other Stakeholders:  
N/A
3. Alignment with Strategic Directions:  
  
N/A  
  
Choose an item.
4. Alignment with Adopted Plans:  
This aligns with being an Effective Organization and Fiscally Responsible
5. Accessibility and Inclusion:  
N/A
6. Legal or Policy Implications:  
N/A
7. Privacy Implications:
8. N/A
9. Engagement and Communications Considerations:  
Rate changes must be communication to employees.
10. Human Resource Implications:  
Employer and employee contribution amounts will need to be adjusted.
11. Procurement Implications:  
N/A
12. Information Technology Implications:  
Rate changes will take effect January 1, 2024 and must be processed accordingly.
13. Other Implications:  
N/A

**Recommendation:**

That Council accept the recommended Group Insurance rate changes and proceed with the 2024 renewal.

**Prepared by: Sarah Hayward, Director – Human Resources**

**Approved by: Derek Coffey, DCM – Finance and Corporate Services**

**Report Approval Details**

Document Title:	2024 Group Insurance Renewal .docx
Attachments:	
Final Approval Date:	Jan 2, 2024

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

**Derek Coffey - Jan 2, 2024 - 9:12 AM**

# DECISION/DIRECTION NOTE

**Title:** 154 University Avenue – Adoption – REZ2300004

**Date Prepared:** January 2, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** N/A

**Ward:** Ward 4

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## Decision/Direction Required:

That Council adopt Envision St. John's Development Regulations Amendment Number 30, 2024, to rezone land at 154 University Avenue from the Residential 1 (R1) to the Residential 2 (R2) Zone to allow a Four-Plex (a building with four dwelling units).

## Discussion – Background and Current Status:

The City has received an application to rezone property at 154 University Avenue from the Residential 1 (R1) Zone to the Residential 2 (R2) Zone to accommodate a Four-Plex. This is a mature lot on the corner of University Avenue and Hatcher Street, close to St. Andrew's School, Prince of Wales Collegiate, and Memorial University.

The subject property is within the Residential District of the Envision St. John's Municipal Plan and is zoned R1. A Four-Plex is not a listed use in the zone and therefore rezoning is required. The existing house has two units (a Single Detached Dwelling with a Subsidiary Apartment). The applicant is seeking to expand the building to add two more units for a total of four. A Four-Plex is a discretionary use in the R2 Zone. A Municipal Plan amendment is not needed.

## Public Consultation

At its Regular Meeting on October 31, 2023, Council voted to consider the amendment and hold a public meeting. The proposed rezoning was advertised four times in *The Telegram*, mailed to property owners within 150 metres of the site, and posted on the City's website. There is a project page for the application on the City's Planning Engage page. The meeting was held on November 28, 2023, at City Hall, with approximately 15 attendees between in-person and online. Submissions received and minutes from the meeting are attached.

Generally, people who attended the meeting and who made submissions were against the proposed development. Many residents felt that this would set a precedent for multi-unit developments in the future. Others were concerned that the applicant would request more units once the property was rezoned. Staff can only evaluate an application as proposed, however did note in the meeting that the R2 Zone allows an Apartment Building up to 6 units as a discretionary use. If the applicant were to alter the site plan for additional units, public notification would be required, and approval would be at the discretion of Council. It would not be an automatic approval.

# ST. JOHN'S



Two residents said at the meeting that they were previously informed that there is a sewer capacity issue in this area. During the application review, the site plan was reviewed by Development and Engineering staff and no concerns were raised. Following the public meeting, staff confirmed that there are no servicing concerns with the proposed development. Some house renovations in this area may require upgrades to their service laterals, but that is related to those individual properties and not a problem with the pipes in the street.

Residents noted previous flooding in this neighbourhood. The rear of University Avenue near Prince Philip Drive is within the Leary's Brook 100-year floodplain and buffer. Some properties have had sewer issues during rainfall events that staff believe was related to the trunk sewer in the area. Staff have raised no concerns with the proposed development in relation to the Leary's Brook floodplain.



Residents stated that the proposed development would increase traffic and parking concerns. The development meets the minimum parking standard set in the Development Regulations and staff do not have traffic concerns with two more residential units. The proposed driveways will have to meet the requirements of the Development Regulations, including maintaining clear sight triangles. A detailed drawing will be required at the development approval stage.

The site plan is attached. Newfoundland Power advised there will be conditions regarding their easement on the lot, should rezoning and development proceed. The subject property is a corner lot which can have two driveways – a driveway for two cars along University Avenue and another for two cars along Hatcher Street, while maintaining the required 50% front yard landscaping. The applicant has requested a 10% variance on the minimum 6.0-metre rear yard requirement, proposing a 5.4 metre rear yard. This has also been advertised.

The proposed rezoning is in line with policies of the Envision Municipal Plan, described in the attached amendment, and therefore is recommended for approval. Further, staff recommend the approval of the discretionary use of a Four-Plex at 154 University Avenue and a 10% variance to the minimum rear yard required.

### **Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.

2. Partners or Other Stakeholders: Neighbouring residents and property owners.

3. Alignment with Strategic Directions:

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

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

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

5. Accessibility and Inclusion: No applicable.

6. Legal or Policy Implications: A map amendment to the St. John's Development Regulations is required.

7. Privacy Implications: Not applicable.

8. Engagement and Communications Considerations: Engagement was carried out in accordance with the St. John's Development Regulations.

9. Human Resource Implications: Not applicable.

10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

**Recommendation:**

That Council:

- 1- Adopt Envision St. John's Development Regulations Amendment Number 30, 2024, to rezone property at 154 University Avenue from the Residential 1 (R1) to the Residential 2 (R2) Zone for the development of a Four-Plex.
- 2- Approve the Discretionary Use of a Four-Plex at 154 University Avenue.
- 3- Approve a Rear Yard Variance of 10% resulting in a Rear Yard of 5.4 metres.

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

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

**Report Approval Details**

Document Title:	154 University Avenue - Adoption - REZ2300004.docx
Attachments:	- 154 University Avenue - Aerial.pdf - Submittal to City of St Johns 03-Oct-2023.pdf - 154 University Avenue - Front Elevation.pdf - DR Amend No. 30, 2024 - 154 University Avenue - MAP (amc).pdf
Final Approval Date:	Jan 3, 2024

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

**Ken O'Brien - Jan 2, 2024 - 4:35 PM**

**Jason Sinyard - Jan 3, 2024 - 10:38 AM**





**SUBJECT PROPERTY**

**CAPP**

**INST**

**355**

**152**

**PATON ST**

**R1**

**154**

**4**

**6**

**8**

**151**

**39**

**10**

**HATCHER ST**

**UNIVERSITY AVE**

**R1**

**153**

**3**

**156**

**155**

**184**



Available Building Envelope - 88m2  
Front/ Rear Setback - 6m  
Note: additional will not be this exact shape, and only serves as what is available to be built with all easements / setbacks considered.

Square Footage of front yard - 221 m2  
Square Footage of front yard landscaping 174m2 or 79%  
Total Area Lot - 688.8m2  
Total Area Lanscaped - 369m2 or 54%

Proposed Variance to decrease setback from 6m to 5.4 m from West boundary in Pink

Existing Dwelling 110m2

Driveway 3 x 6 m - 18.5m2

Driveway 3 x 7 m - 21m2

16m driveway sight line University/Hatcher

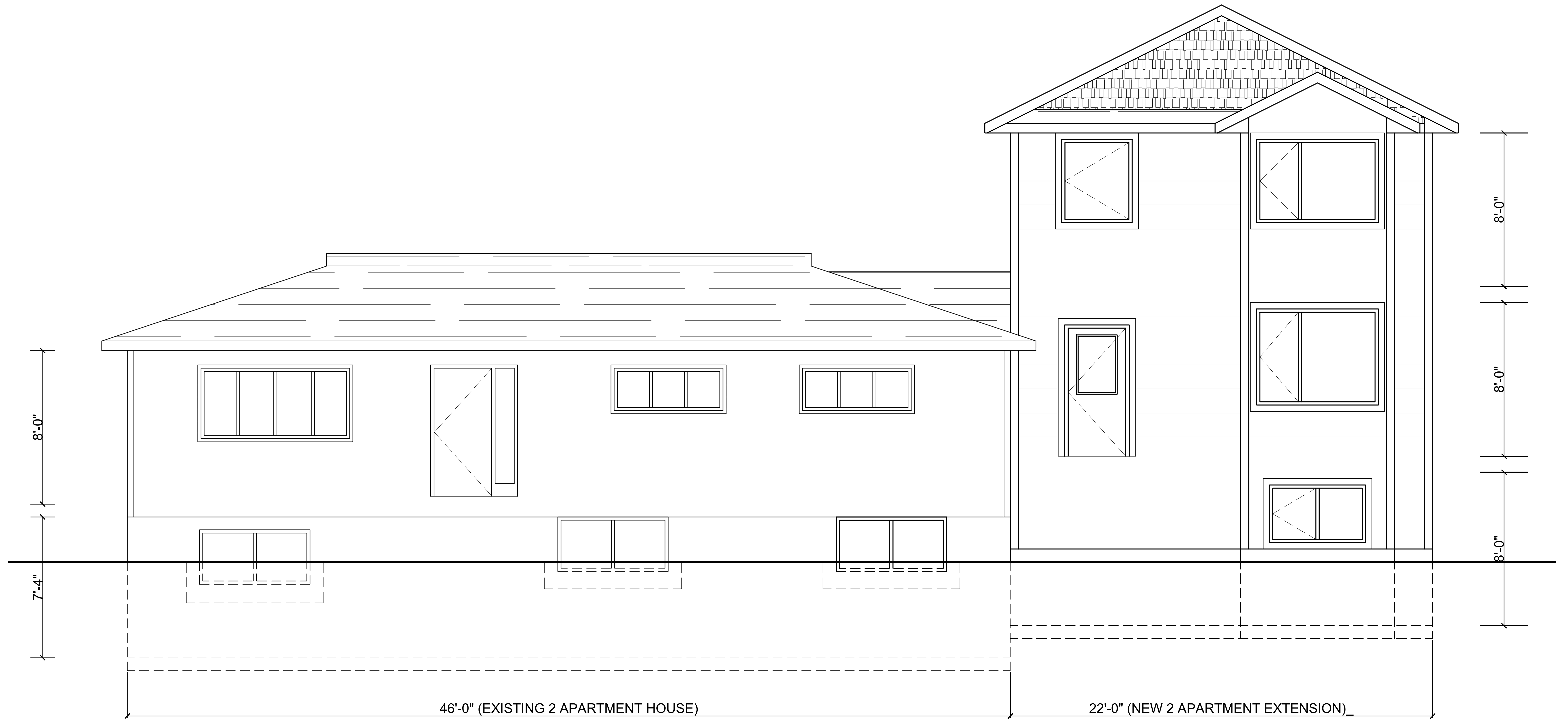
14m driveway - Sight line University/Hatcher

Driveway for 2 Units: 6m x 6m - 36m2

CURVE	DELTA	ARC	RADIUS	BEARING	DISTANCE
C2	20°59'11"	21.977m	60.000m	S10°46'30"W	21.854m
C3	91°59'53"	12.043m	7.500m	S47°44'54"W	10.790m

All Power line easements shown are more particularly described in Registration No.707304 in the Provincial Registry of Deeds.

Grass			<u>MONUMENTS USED: (NAD83)</u>		
			N/A		
Concrete / Pavement					
<u>LEGEND:</u> A. = anchor o.h.w. = overhead wire ● = pole □ = found iron pin ○ = placed iron pin					
Property: 154 University Avenue					



# **City of St. John's Development Regulations, 2021**

## **St. John's Development Regulations Amendment Number 30, 2024**

### **Residential 1 (R1) Land Use Zone to Residential 2 (R2) Land Use Zone for a Four-Plex**

**January 2024**





**URBAN AND RURAL PLANNING ACT, 2000**

**RESOLUTION TO ADOPT**

**CITY OF ST. JOHN'S Development Regulations, 2021**

**Amendment Number 30, 2024**

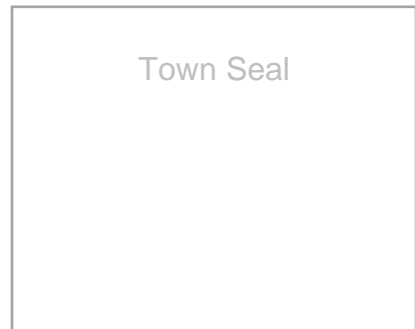
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 30, 2024.

Adopted by the City Council of St. John's on the 9th day of January, 2024.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_.

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_



**Canadian Institute of Planners Certification**

I certify that the attached City of St. John's Development Regulations Amendment Number 30, 2024 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

MCIP/FCIP: \_\_\_\_\_

Development Regulations/Amendment	
<b>REGISTERED</b>	
Number	_____
Date	_____
Signature	_____



## **CITY OF ST. JOHN'S**

### **Development Regulations Amendment Number 30, 2024**

#### **BACKGROUND AND PURPOSE**

The City of St. John's wishes to allow a Four-Plex at 154 University Avenue. The property is within the Residential District, therefore a Municipal Plan amendment is not required. The subject property currently contains a Single Detached Dwelling with a Subsidiary Apartment, and the applicant is requesting to add two Dwelling Units to make the building a Four-Plex. Four-Plex is a Discretionary Use in the R2 Zone and will require Council's approval should the rezoning proceed.

#### **ANALYSIS**

Section 4.1 of the Envision Municipal Plan encourages the City to enable a range of housing to create diverse neighbourhoods with a mix of housing forms and tenures. Further, it promotes higher density development along key transportation corridors to support increased access to housing and transportation options and to reduce service and infrastructure costs. The proposed development meets these policies. The adjacent properties are primarily Single Detached Dwellings with St. Andrew's Elementary School nearby. The development is proposed on a corner lot which allows driveway access for the four units while maintaining landscaping requirements. The proposed Four-Plex will add another housing form to the neighbourhood and is located along or near Metrobus transit routes.

As per Policy 8.4.1 of the St. John's Municipal Plan, within the Residential Land Use District Council shall establish low, medium, and high-density residential land use zones that consider a variety of residential forms. Further, Policy 8.4.11 promotes the development of infill, rehabilitation, and redevelopment projects, thereby better utilizing existing infrastructure. The proposed development will take advantage of existing municipal services while increasing the density and providing a different type of housing in this neighbourhood. The proposed development has been reviewed by Development and Engineering staff and no concerns have been raised at this stage. Some concerns were raised from neighbouring property owners that the street infrastructure was not sufficient for the proposed development, however staff have confirmed that there are no concerns at this stage regarding the development. Detailed plans and possibly upgrades to the subject property's infrastructure (laterals) may be required at a later stage.

#### **PUBLIC CONSULTATION**

A public meeting was held on November 28, 2023, at 7pm at St. John's City Hall. The proposed amendment and public meeting were advertised on four occasions in The Telegram newspaper on November 4, November 11, November 18, and November 25, 2023. A notice of the amendment was also mailed to property owners within 150 metres of the application site and posted on the City's website. Adjacent property owners were

mailed a notice on the request for a 10% Rear Yard variance. Background information on the amendment was available at the Engage St. John's project page. Minutes from the public meeting and submissions received can be found in the January 9, 2024, Regular Council Meeting agenda package.

Generally, the surrounding neighbourhood is not in favour of the proposed rezoning. Many felt that the rezoning would set a precedent for higher density in the neighbourhood. Many recognized that while there is currently a housing shortage, they did not feel that the proposed development would be the solution. They felt that it is a means for property owners to increase the number of units in the dwelling to obtain additional rental income. Concerns were also raised that the street infrastructure could not support the additional units.

While staff acknowledge the neighbourhood's concerns, the proposed development does meet the policies in the St. John's Municipal Plan to increase density and allow for a variety of housing types in neighbourhoods. Based on concerns raised about street infrastructure capacity, planning staff followed up with relevant city departments and no concerns have been raised at this stage.

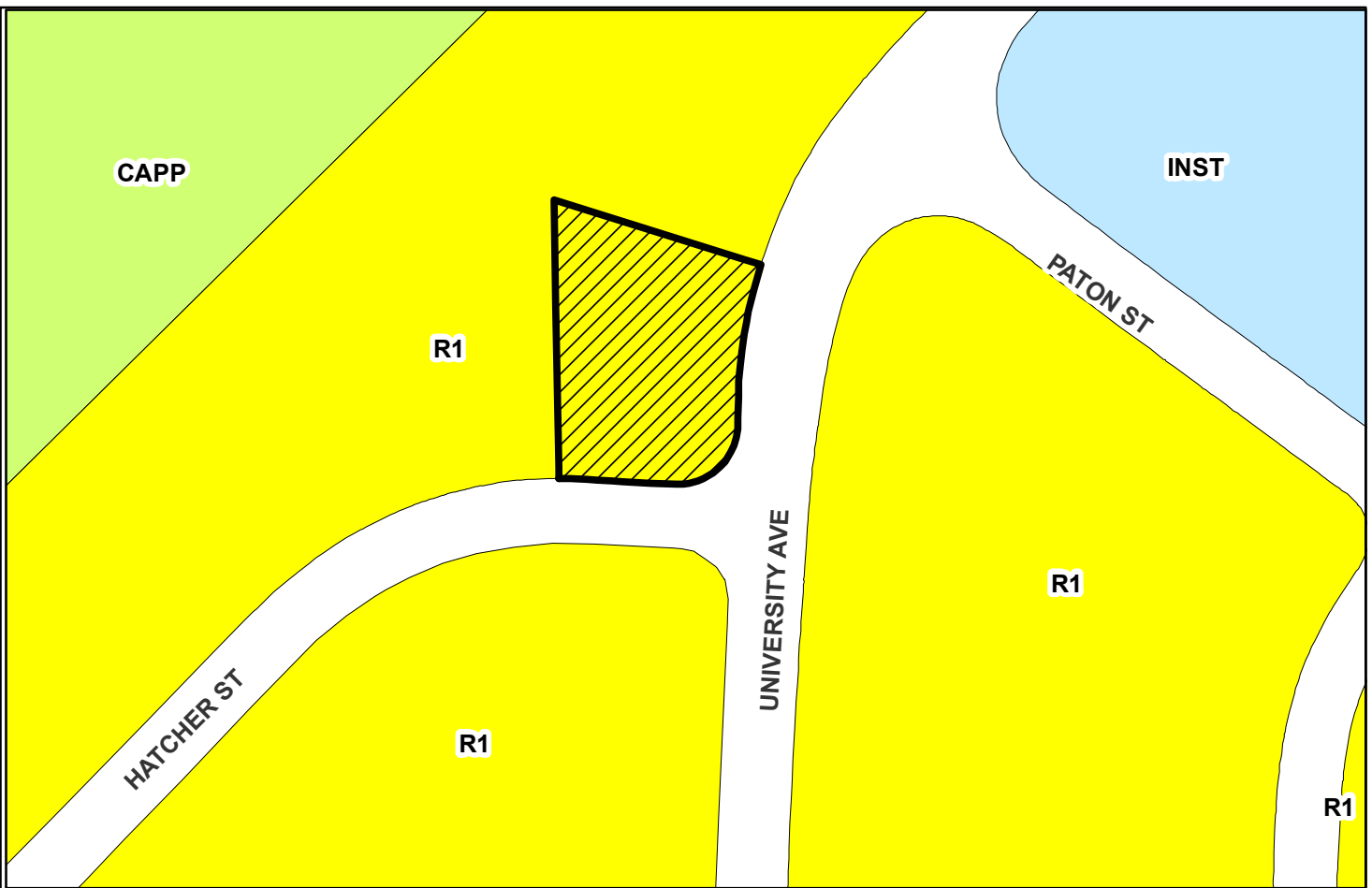
#### **ST. JOHN'S URBAN REGION REGIONAL PLAN**

The proposed amendment is in line with the St. John's Urban Region Regional Plan. The subject property is within the Urban Development designation of the Regional Plan. An amendment to the St. John's Urban Region Regional Plan is not required to rezone this property to the Residential 2 (R2) Zone.

#### **ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 30, 2024**

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

**Rezoning land at 154 University Avenue [Parcel ID# 674] from the Residential 1 (R1) Zone to the Residential 2 (R2) Zone as shown on City of St. John's Zoning Map attached.**

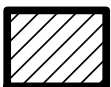


# **CITY OF ST. JOHN'S DEVELOPMENT REGULATIONS Amendment No. 30, 2024**

[City of St. John's Zoning Map]

2023 12 21 Scale: 1:1000  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

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



AREA PROPOSED TO BE REZONED FROM  
RESIDENTIAL 1 (R1) LAND USE ZONE TO  
RESIDENTIAL 2 (R2) LAND USE ZONE

**154 UNIVERSITY AVE  
Parcel ID 674**

\_\_\_\_\_  
M.C.I.P. signature and seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Adoption

Development Regulations/Amendment  
**REGISTERED**

Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Provincial Registration

Nov. 28 / 23

City of St. John's  
Zoning Dept Mgr.

Dear Sir;

I would like to express my displeasure at the planning of changing the zoning on [redacted] from R1 to R2. Most houses [redacted] were built in 1957 and most owners are in their [redacted]. This change would allow all developers to start building multi unit buildings completely changing [redacted] area. [redacted] already have enough trouble with some owners renting "by the room".

I'm all for increasing the density of our city, but only in areas suitable for proper apartment buildings.

Yours truly,

P.S. I can't imagine what "Party Nights" would look like if this change goes ahead...

To the City,

I am writing this letter in regard to the proposed rezoning at 154 University Avenue. I think to approve this proposal would be a mistake that will negatively impact the general area. This development is incongruent with the existing neighbourhood and will only add to the increasingly unaffordable supply of inaccessible private housing.

To be frank, part of the reason why I bought a house in this particular neighbourhood was that it was mature, where I thought this level of senseless and obtrusive oversized development would be out of the question. But now I see the proposed design that will double the size of the [REDACTED] house and tower [REDACTED]. Looking at the provided documents, I can see that the proposed structure will likely block a large amount of sunlight [REDACTED] roof, deck and gardens during much of the day. I spend a lot of time enjoying the peace [REDACTED]; it's largely the reason why I bought this house in particular, it has a beautiful yard, like many of the homes in this area. I've been building and working my gardens with the hopes of being able to grow my own vegetables, though all my efforts will be for naught if there is no sun for the plants to grow. I don't believe it's fair to ruin the peaceful enjoyment of [REDACTED] solely to benefit one landlord who doesn't even live on the property. If I had wanted [REDACTED] I would have bought a property in a new build development. There are ways to allow people to build onto their homes, and even add rental units, that do not destroy everyone else's peaceful enjoyment. How [REDACTED] any semblance of privacy when multiple units will be [REDACTED]

I have been through this before. I lived across the street from [REDACTED]. I watched them tear down a 130-year-old home that should have been a heritage structure to make way for a tasteless mansion that has completely taken over the street. They took down the mature trees and all. It served no purpose but to please one family while the rest of us have to watch and suffer. The city council did not have our back then. And here I am again, fighting for council to recognize that not everyone is okay with one wealthy individual completely dwarfing [REDACTED] Truly, who amongst you would be okay with this?

While those complaints are largely personal, there are many community-related reasons why I believe you should reject this proposal. Ultimately, many of them come down to the issue of safety. This proposed rezoning would happen at the intersection of Hatcher Street and University Avenue, and also only a couple hundred feet away from the intersection with Paton Street, where St. Andrew's Elementary School sits. This is an incredibly busy stretch of road already, and I've seen countless near-misses between vehicles and pedestrians, but little has been done to address these issues. Currently, there's one speedbump at the bottom of the street, past the school, but that will only slow those leaving the Parkway. As it is, people are free to speed down University Avenue towards the elementary school and crosswalk, and they do without a second thought. I believe adding more units, and thus more cars to this area will only exacerbate this problem. Already cars seem to be sharing driveway space between the house in question and the rental house across the street. I have seen as many as 10 vehicles parked between the two houses, both in the driveways and on the lawns. At times, the swapping of vehicles between properties has caused near-misses with traffic.



I understood when I moved into this neighbourhood that many of the houses were rentals and that could have an effect on how much people chose to care for their properties. But what I did not expect was that absolutely nothing would be done by city officials to try to make the landlords maintain their properties on any level or even advise their tenants on simple matters such as removing their trash bins from the sidewalks after garbage day. It's common for the tenants leave their bins and recycling bags out by the curb for an entire week, sometimes longer, and it results in a lot of garbage getting blown around. It's also become an accessibility issue at times, as I've seen people struggling to navigate around the bins, especially during the winter.

And frankly, access is a huge issue in this neighbourhood. In the winter only one side of the sidewalk is cleared, and it's not typically the side that most pedestrians prefer, which means a lot of people choose to walk in the street instead, creating more potential for accidents. And this is a neighbourhood with an elementary school, a high school, and a university, so there is a high volume of foot traffic throughout the day, even in the winter.

Further, there are police, ambulance and fire responses to a neighbouring boarding house on an almost weekly basis, and a little further down the street, another boarding house always has old equipment and junk strewn about the yard. ■■■ cars have been keyed and broken into several times in our own driveway. ■■■ neighbours have told us they've had many items, including entire toolkits, stolen from their vehicles here. The police have come to our door several times to ask for camera footage in relation to such incidents but have told us there's nothing they can really do about it. We have had plants and decorations stolen in broad daylight from right off our front step. This neighbourhood, like many throughout the city, is being destroyed by rampant poverty and greed. It is not the fault of the tenants. It's the fault of the absentee landlords who charge exorbitant rent and pack in as many bodies to turn a profit. It's the fault of every last person in charge who gives the go-ahead for development without thinking of anything but the profit to be made.

I found an ad online from 2019 for a 1-bedroom basement unit in 154 University Avenue and at that time they were asking \$900. In another ad from 2017, the 3-bedroom main floor apartment was being rented out for \$1,200. So, at least \$2,100 of rent coming in for this small bungalow pre-pandemic. I bought my house in ■■■ and between my mortgage, property tax and home insurance, I pay about ■■■ a month. How much above and beyond the owner's mortgage payment have the tenants been paying all this time? How is it okay to profit off of a basic human right like housing? ■■■ and thought I left behind those sorts of rental prices, but instead I ■■■ see rent skyrocketing in our city. I want to see an increase in housing supply as much as the next person, but it has to be affordable, otherwise it's truly pointless. I spoke to some of the recent tenants of this property and they said that their rent wasn't affordable in the least, but they had no other options, that was the only housing available to them at the time. If you, our city council, continue to approve these types of rentals, with no plan to increase affordability otherwise, you are directly adding to the problem.

Overall, I can't understand packing more rental units into this neighbourhood without first assessing and attending to all of the aforementioned issues. This neighbourhood was not designed with this level of traffic in mind, and until you make the necessary changes to either mitigate it or accommodate it safely and properly, rezoning to increase tenancy for the sake of private profit is just irresponsible and completely against the community. This proposal is ill-conceived and will cause even more issues within

the neighbourhood. And again, all of this misery for one person's profit? Where is the sense in that? I beg of you to see this through the eyes of the existing residents. We have a right to peace in our own homes. We have a right to safety in our own neighbourhoods. We need thoughtful, well-planned development going forward.

Thank you for your time and consideration,



## Christine R. Carter

---

**From:** Ann-Marie Cashin  
**Sent:** Tuesday, December 19, 2023 3:07 PM  
**To:** CityClerk; Christine R. Carter  
**Subject:** FW: 154 University Avenue  
**Attachments:** 154 University Avenue Rezoning.pdf

Good afternoon,

Please include this with the submissions for 154 University Avenue.

Thank you,  
Ann-Marie

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

[REDACTED]  
Sent: Tuesday, December 19, 2023 3:02 PM  
To: Ann-Marie Cashin <acashin@stjohns.ca>  
Subject: 154 University Avenue

Hi Anne-Marie,

I'm writing to you in regard to the rezoning and variance request for 154 University Avenue. I live [REDACTED] University Avenue, and I'm really hoping that you will deny this request. I've attached a letter that I wrote for council earlier this month regarding this proposal so that you can better understand my concerns with this development.

As it is, I feel that if they have to put in this request for a minimum yard requirement variance, this serves to highlight how inappropriate this proposed development is for the specific lot and area. The structure they want to build (but not live in, just rent out for profit) will [REDACTED] taking away a large part of the sunlight [REDACTED] throughout the day and rely on [REDACTED] It's just not a thoughtful proposal and I really hope it will not be approved.

Thank you for your time and consideration on this matter,

[REDACTED]

Disclaimer: This email may contain confidential and/or privileged information intended only for the individual(s) addressed in the message. If you are not the intended recipient, any other distribution, copying, or disclosure is strictly

Dear Deputy Mayor O'Leary and Councillor Burton,

I'm writing to you both today in hopes that you will support myself and my neighbours regarding a proposed development at 154 University Avenue. Apologies for reaching out so late in the process, but I had originally been in contact with Cllr. Froude, though he was largely unresponsive, and I understand now that he will no longer be our ward councillor after tomorrow.

I'm attaching my original letter regarding this proposal here so that you can better understand my concerns. I did submit this letter for the public meeting, but more recently I received a letter advising me that they are now asking for a minimum rear yard variance, which makes me think this proposal is heading towards approval. I feel that if this property owner has to request such a variance for their plan, it only highlights how inappropriate the proposed design is. I really do not want the peace and enjoyment [REDACTED] completely ruined by an unnecessarily large, imposing, rental unit. Our neighborhood is struggling as it is and this will do nothing but fill the pockets of someone who doesn't even live at that property while exacerbating existing issues.

Thank you both for your time and consideration. I and my neighbours really appreciate any and all support in this matter!

Hope you have a lovely holiday season and happy New Year!

[REDACTED]

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

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

## Karen Chafe

---

**From:** [REDACTED]  
**Sent:** Sunday, November 26, 2023 3:46 PM  
**To:** CityClerk  
**Cc:** Ian Froude  
**Subject:** Rezoning Application - 154 University Avenue

[REDACTED]

November 26, 2023

Office of the City Clerk  
City of St. John's

To Whom it May Concern:

I write in response to the notification received regarding the rezoning application for land at 154 University Avenue.

To be clear from the start, I am making it known that I am absolutely opposed to this rezoning proposal.

While I acknowledge that there are many rental properties in the area, this (to my knowledge) would be the first time such an application has been made for a property in the subdivision. If this application is approved and the applicant is permitted to convert the existing dwelling to a four-plex building, the City is going to be opening a big can of worms, so to speak. I would anticipate that many other property owners who use their properties solely as rentals would quickly follow suit and apply for rezoning of their properties in order to maximize their rental incomes. In short order, our now quiet neighbourhood will become an extension of the MUN campus housing and that scenario comes with a whole host of issues.

In recent years, there have been incidents where police have had to be called to break up parties and deal with noise issues. If the area becomes concentrated with four-plex units, the population density increases and then so does the likelihood of these unwanted and unnecessary incidents. This would be a safety concern for all residents.

Increased population density also means an increase in traffic. Again, something no one wants in their area. We are already on a bus route (which is a positive thing), and University Avenue is also a main connection to Prince Philip Drive, which results in more traffic. Not to mention that we have two schools in the area, which again means increased traffic flow in the area. Many students park in the area and walk to MUN as it is. The number of vehicles parked on the street sometimes makes it difficult to find a place to put your garbage bin and recycling out on pickup day. Especially in the winter months. The more four-plex units, the more vehicles. Not only from renters, but from any guests that they may have visiting their units. Again, a negative impact.

Speaking of schools, the property in question is pretty much directly across the street from an elementary school. Do we really want all of this extra traffic and increased population in close proximity to [REDACTED] school? I think not. Again, another safety concern.

While I am assuming that the renters of most of these four-plex properties would be students, there is also the possibility that many of them may not be students. There is no way to put this nicely, but I'll just say it would be a shame to see the neighbourhood turn into a slum area.

Then there is the issue of infrastructure. The water and sewer lines in the area are aging and many residents have had issues with crumbling pipes in recent years. Increased population means increased strain on this already aging system. Which in turn affects the homeowners as we are the ones who end up paying for costly repairs and issues with sewer backups and pipes needing to be replaced.

Increased traffic also means increased wear and tear on our roads, which, like most of our city, already resemble large patchwork quilts from all of the patching done instead of complete re-paving.

Increasing the number of units per property also means more garbage. And unfortunately, I have noticed a significant number of instances where renters have not been as careful in handling their garbage and recycling as the homeowners are. I'm sure I don't have to go into all of the implications of that issue. There's certainly nothing positive about the situation.

At the beginning of my letter, I acknowledged that there are many rental properties in the area. But, there are also many family homes, including my own.

[REDACTED] has owned this property on University Avenue for close to [REDACTED]. I was only a [REDACTED] old when my [REDACTED] bought this house in what was called Summerville Subdivision. Over the years, it has always been a quiet family area and the properties have been well kept. [REDACTED]

[REDACTED]. I can look around [REDACTED] street and other streets in the area and identify many other homes that the owners and their families have been living in for many, many years. Some people have been here even longer than I have been. I expect some of the residents are the original owners of their properties. To see our neighbourhood turned into a high density area would be very sad indeed and would not be fair to these longtime residents.

Increasing the population density in the area is also quite likely going to have a negative impact on property values for these homeowners. It would be a shame to do this to all of us who have spent years tending to our homes and trying to make the area as nice as possible.

While some would think that my thoughts are a bit extreme, I prefer to think they are very realistic. Approving this application for rezoning would be a big mistake. And for what purpose? To allow one person to increase their income from their rental property at the expense of a whole neighbourhood? Approving this application would truly be the start of something very damaging to our area. Once the first application is approved, there will never be any reason to turn down any future applications. And as the saying goes, there goes the neighbourhood!

I am pleading with the powers that be at City Hall - please do not approve this rezoning application!

Thank you for the opportunity to voice my concerns regarding this matter in a confidential manner. While I would appreciate my name and identifying information to be kept confidential, I am more than willing to discuss this further with City officials if necessary.

Yours truly,

[REDACTED]



## 154 University Avenue

Public Meeting, City Hall Nov 28, 2023

We object to the change in zoning from R1 To R2 of 154 University Ave for the following reasons:

**Density** – Realizing the City's need for more housing, there is pressure on Council to say 'Yes' to this application. But consider the existing density in our neighbourhood. It is a neighbourhood of a mixed owner-occupied and landlord owned residences, probably 50/50. A very high percentage of properties (from my observations of [REDACTED] walking this neighbourhood) have basement apartments, some legal, others not. Our neighbourhood was not designed with R2 density in mind, and originally subsidiary apartments were not even the norm. But because we are so close to the university and hospitals, etc the demand for more housing units has brought us to where we are. The neighbourhood has changed over the years to accommodate subsidiary apartments. In recent years we have welcomed many foreign students and immigrant families into our neighbourhood. There is also a new development of apartment buildings planned for the old Westerland Farm property behind the Aquarena, another major density project with new housing opportunities in our neighbourhood. Are we not doing our part for density? New neighbourhoods like Airport Hgts and Kenmount Terrace were designed for greater density with additional parking in mind and wider streets to accommodate more traffic. This neighbourhood was not.

**Parking** will undoubtedly be inadequate for the potential number of tenants who may occupy these units, even with the proposed additional parking space in the application. If rooms are rented by students or working singles (which is the current norm) there will be need for more car parking spaces than the city currently requires for residential development. A 4-flex could easily have at least 2 cars per unit. Case in point is the property directly across from [REDACTED] It is technically only a 2 unit home (bungalow with a basement apartment) but there are at least 5-6 cars using the limited parking space. Consequently the front lawn is destroyed with deep mud tracks because there's no room to park on the asphalt driveway. A 4-plex across the street on a very busy corner will potentially have 8 cars or more on a single residential lot.

Parking in general is a challenge in this neighbourhood as students driving in to attend university or patients and visitors to the many Health facilities, use our streets to park their vehicles during the day.

**Traffic** – Our neighbourhood was not designed for heavy traffic, yet we are on a busy route (University Avenue) through the neighbourhood. University Ave is a “thoroughfare” for drivers to shortcut from the Parkway to Freshwater Rd and vice versa. Fast cars on our street has been a concern for a very long time, a street with a primary school. Adding another 2 units, their cars, disposal bins, etc on a very busy corner of University Ave promotes congestion. In wintertime this congestion is exacerbated. The streets get narrow, snowbanks get higher, sidewalk clearing is slow, families and students going to school are forced into the street. Adding more units on a busy intersection is too much pressure.

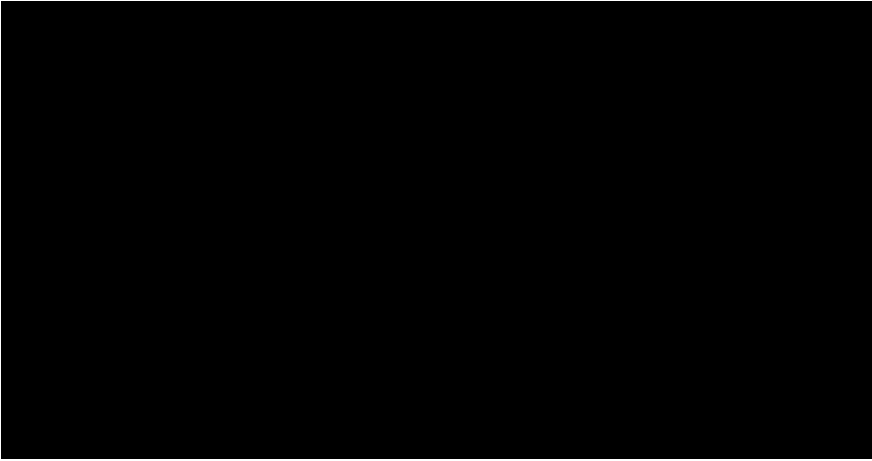
**Rezoning** - The applicant states they want **rezoning to R2** that will allow for an addition of 2 units, added to the current 2 units to create a 4-plex. But from the limited drawing provided with the application it looks more like 3 units being added (to the existing bungalow with a basement apartment), making the property a 5-plex. The addition looks like a basement unit is intended – the first floor entry is raised above the current bungalow entry, which gives the basement unit more “above ground” window size. It looks very much like a 3<sup>rd</sup> unit is planned, if not immediately. Depending on the numbers of bedrooms in total and mix of tenants (family vs single room rentals), there is potential for extreme density in one property. We believe that allowing R2 density for this property will lead to more adhoc development in our neighbourhood.

**Design** presented does not fit the context of the current structure, nor the overall design of the neighbourhood. It is out of step with its surroundings, overbearing on the lot. Another proof of the overbearing is they need a variance to the setback regulations. Is design a consideration from the City’s perspective? Do the current regulations cover this concept? We believe Design should be a major consideration to maintain the architectural integrity of the neighbourhood. Poor design and crowded rentals in any neighbourhood will reduce the value of existing homes.

Incidentally, there are many design initiatives taking place in other jurisdictions to tackle the need for increased housing units in urban areas, designs that fit the context of the existing neighbourhood. Is the City actively incorporating these concepts in their planning? Not in this case it appears. Design must be an integral part of any plan to create more dense neighbourhoods.

Is **City Planning** equipped to deal with patchwork rezoning for density building? Without a concrete plan to deal with such an apparently major shift in city regulations and zoning, neighbourhoods like ours will become a patchwork of adhoc development. The existing regulations as they stand now do not go far enough to avoid creating a mess of poor design and poorly anticipated density.

The application before you is one to consider carefully, not accept hastily. The pressure to create density needs careful planning in mature, stable neighbourhoods, mature neighbourhoods that should be able to count on their representative and other councillors to protect the integrity of the neighbourhood. Postpone this application and others like it to take a sober second thought while embarking on these new concepts. Given recent news regarding the City's funding from the federal government, the City is only in the beginning planning stages of determining how to make neighbourhoods more dense. We appeal to our representative Ian Froude and other councillors to **reject, defer, or postpone** a decision for 154 University Ave until further planning has taken place.



November 30, 2023

Councillors/City Clerk  
City of St. John's  
10 New Gower Street  
P.O. Box 908  
St. John's, NL A1C 5M2

**Reference:** Public Meeting/Reaction to proposal for input on 154 University Avenue

The meeting was called to 1) rezone the property from R1 to R2; and 2) Seek a variance as the lot size was insufficient to construct and convert the home to a quad plex. Since our Ward Councillor was not in attendance, and Council was represented only by Councillor Bruce (which was much appreciated), I feel it incumbent to submit the attached. By doing this the concerns of the long term residents of this area may have Council's ear.

I fully support and endorse the comments made by the speakers who braved inclement weather to attend in person and those on line. **Not one** person spoke in favor of the proposal. I was surprised that it was left to City staff to put forward the proposal on behalf of the property owner who was could not communicate or answer questions electronically, and had not sent a representative.

[REDACTED] constructed suitable apartments in compliance with City regulations for rental purposes.

Our concerns, and those of our neighbours, are as follows:

- 1) ***Density, Structural and Infrastructure Inadequacies*** – Recent decisions made in this area have increased the population density in this area without improvements to current infrastructure designed and constructed in the mid 1950's with no planning for the massive construction that would follow:
  - a. The construction of St. Andrew's Elementary and Prince of Wales Collegiate;
  - b. Extensions to Memorial University (Science building), and indeed the construction of Memorial University itself;
  - c. The construction of the Health Science Center, the Janeway, the Mental Health Facility, and the parking garage (on existing flood plains);
  - d. The construction of Summerville apartment complex – Paton Street;
  - e. The 600 person apartment complex (originally considered with no allowance for parking and approved despite insufficient land, only 58 parking spots, and exceeding height restrictions);
  - f. The construction of the Canada Games facilities, with two structures set to accommodate 1,000 and 500 spectators respectively, and which, in addition, has eliminated current parking for Prince of Wales students.

While the berm constructed around the Health Science complex was designed to address the hospital issue, as you can see from Appendix A and documented in my correspondence to Ian Froude on [REDACTED] following some heavy rain, the measure needs far more work as the road to the Health Science Center came very close to being washed out, and water pooled across the parkway, at the approximate location of the unit requesting expansion.

- 2) **Traffic safety, flow and parking** – The unit is on the intersection of Paton Street, University Avenue, and Hatcher Street, with the community mailbox situated on adjacent to the property. Traffic from MUN, St. Andrew’s School, and Prince of Wales Collegiate as well as (1) above need no further explanation.
- 3) **Size of Structure** - The extension is in fact **larger** than the original structure. The extension is a three storey extension, each eight meters plus a roof peak. In essence – a second two unit home, larger than the first two unit home, is being constructed on a single building lot on a high density traffic intersection with allowance for FOUR single parking spaces for a unit that could accommodate well over 30 people.
- 4) **Accommodations** - Staff indicated that there was no requirement for seeing the internal plan of what would be constructed (i.e. if the unit were only bedrooms, how many bathrooms, laundry facilities, or kitchens). The actual number of people a building of that size would hold if rented by room, and the resulting impact on infrastructure, was questioned. There appears to be no guidelines or enforcement on the number of occupants a home can safely accommodate.
- 5) **Precedents** – If one building lot is rezoned, the stage is set for similar requests from every rental property owner in the area, and indeed the City in general. The City’s own reasoning for constructing the three apartment complexes adjacent to the Aqua Arena was so that the students would not have to have to rent sub-standard apartments in the area. If this is the case, this problem will be increased exponentially.
- 6) **Piecemeal rezoning/exemptions** – Exemptions are being granted from the City’s own regulations and variance requirements on a property by property basis. If people can be exempt from zoning, variances, and lot size, then the regulations should not exist in the first place.
- 7) **Inconsistencies** – There appears to be discrimination on regulations for long term residents and new additions/construction. A resident had indicated at the hearing that they were not permitted to construct an additional washroom in their home, while another had renovations done resulting in damage not covered by the City due to infrastructure age. Both incurred substantial cost and inconvenience. They were surprised when advised that no such infrastructure concerns or restrictions were

identified for 154 University Avenue. The City's liability in this area was questioned, and staff agreed to refer it back to planning.

From the above, you can see approval of this application will be a cause of grave concern for the Council now and in the future.

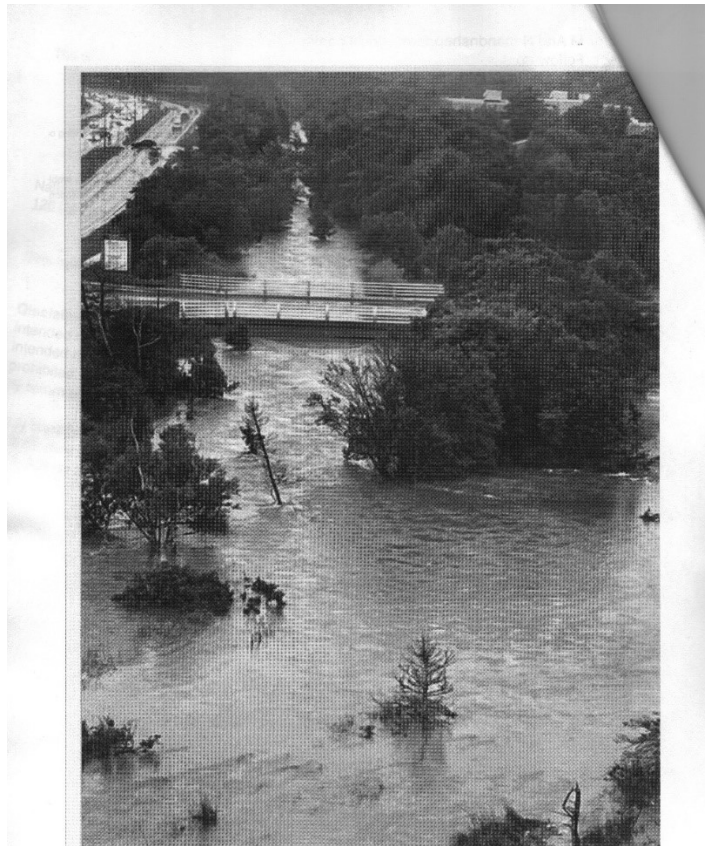
We, as residents of the area, ask that you consider the implications of this move, the precedent you are setting, and reject this proposal at this time. Before any changes are made in this area that would add to the density burden which we are currently struggling with, it is our sincere hope that improvements be made to the current infrastructure to accommodate what we are now facing, and plan for the additional onslaught of issues which will obviously be forthcoming with the above construction. City officials have been made aware of these concerns, and failure to act or indeed to exacerbate the issue by adding to our burden will pose unnecessary liability issues on the Council and City taxpayers.

Thank you for your consideration.

Sincerely,



## Appendix A





## Karen Chafe

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**From:** [REDACTED]  
**Sent:** Friday, December 1, 2023 12:31 AM  
**To:** CityClerk  
**Subject:** 154 University Ave

Hello,

My name is [REDACTED] and I am the property owner of [REDACTED]. I was unable to attend the public meeting due to an emergency that came up at my work place which required me to travel on an airline the same time as the meeting was held.

However, I would like to take the time to present to you why this is a good project for the community and the City.

1. Increased Density – The entire metro area is in a situation wrt housing that I don't think anyone could have predicted, and the University area is no exception. Provincial immigration is at an all time high, as well as international student attendance at the University/Colleges and will only be strained once the mental health building is completed at the Health Sciences Centre. The University area is what most would consider a mature neighbourhood with most houses being constructed in the 50's, 60's, and 70's, and the area has mostly remained the same since then. However, the amount of housing relative to the growth of the area has not kept up. [REDACTED] advertise a unit [REDACTED] 100 interested parties wishing to rent the unit, which was not the case even 5 years ago, where a dozen parties was the norm. I understand that 2 apartments will not fix the housing crisis overnight, it is probably the easiest and fastest way to add dwellings from a City standpoint considering existing infrastructure (water, sewer, garbage, and roads) can handle the additional two Units..
2. Correct Built Housing – This proposed development is being done in the right way inline with City rules and regulations (including green space, setbacks and easements) and will follow the permit process and all appropriate inspections. There was a concern from the public meeting that this could be a 5 plex in the future, but this is against City rules, and is unsubstantiated.
3. Parking – This proposed development has sufficient parking and is in line with the current city requirements for a 4-plex.
4. Demand – The demand is there that would deem this development needed for the area.
5. Traffic – University Ave is considered a collector road and this development would not introduce any concern for traffic by adding two additional units.
6. Aesthetic Improvement – This development, including the existing home, will be done the same as any other new home in the City. New siding, landscaping, walkways, pavement, etc will be all replaced / improved. This would add value to the area.
7. Tax Revenue – additional revenue for the City without any costs.

Thank you,

## Hybrid Public Meeting – 154 University Avenue Zoom & Foran Greene Room – St. John's City Hall Tuesday, November 28, 2023 – 7:00 pm

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**Present:** Cliff Johnston, Facilitator  
Ann Marie Cashin, Planner III, City of St. John's  
Lindsay Church, Planner III, Urban Design & Heritage, City of St. John's  
Christine Carter, Legislative Assistant, City of St. John's

There were approximately 15 participants in person and online.

The Proponent was unable to attend the meeting due to travel but offered to answer questions during the meeting if they could be sent to him by email via the Planner.

### **CALL TO ORDER AND BACKGROUND PRESENTATIONS**

Mr. Cliff Johnston Independent Facilitator, called the meeting to order at 7:00 pm and outlined some housekeeping items. Mr. Johnston noted he is an independent facilitator and is not responsible to write the report from this meeting or make any recommendations, but to facilitate and Chair the meeting.

The purpose of this meeting is to provide members of the public the opportunity to ask questions and provide comments on the proposal for 154 University Avenue. The City staff will present on the application and then if the proponents will be present and answer questions at that time.

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

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

### **PURPOSE OF MEETING**

The process for the hybrid meeting was outlined with the following points highlighted:

- To ask a question, those participating by Zoom were asked to use the raise hand feature, and, when called upon unmute yourself and then ask your question.
- Prefer participants on Zoom to indicate if they have a question versus using the chat room for questions.

The Land Acknowledgement was read aloud.

## **Background and Current Status**

Ms. Ann-Marie Cashin, Planner III, outlined that the purpose of this Public Meeting is for a rezoning application for 154 University Avenue.

The City has received an application to rezone land at 154 University Avenue from the Residential 1 Zone to the Residential 2 Zone to accommodate a Four-Plex (four units).

The area is primarily R1 with some institutional zoning for the schools nearby. This will be a change from R1 to an R2 to accommodate a Four-Plex. In the R2 Zone a Four-Plex is a discretionary use, within each zone there are permitted and discretionary uses, but discretionary uses require Council approval. Both the rezoning and discretionary use require Council approval,

There will be 4 units, and 4 parking spaces are required. The applicant is proposing 4 parking spaces. The City requires 6 meters long by 3-meter-wide area for each parking space, to accommodate one vehicle. The Applicant has proposed 2 parking spaces on one street and 2 on the other.

There is a Newfoundland Power easement on the property as well, and the Applicant has been required to contact Newfoundland Power to discuss the development and to receive any concerns from them on this.

There is a variance requested at the rear of the property, meaning that the Applicant is requesting to go slightly closer to the property boundary that is currently set in the R2 zone and will also require Council approval.

Currently the dwelling has 2 units, the Applicant is proposing to build an extension to the north of the property that will hold 2 units, for a total of 4 units. The drawing showing the proposed elevation of the addition was presented and it was noted that it does meet the standards of the R2 zone. The application has been reviewed by City staff and there have been no concerns from Staff from an engineering and development point of view with the proposal.

The purpose of the meeting tonight is to hear the comments and concerns from the neighbourhood to bring those comments back to Council before they decide on the rezoning.

Comments and submissions must be received by December 1<sup>st</sup>. All submissions will be redacted and will form part of the package that will go to Council.

Current status of the application process was reviewed for those in attendance.

### **PRESENTATION BY THE PROPONENT**

No presentation was given by the proponent.

## COMMENTS & QUESTIONS FROM PARTICIPANTS

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

- What is proposed height of the new building? The floors?

**Staff Response:** The plan shows that each floor to ceiling height is 8 feet.

- the plan includes a basement in the new build, will that be an apartment?
- the plan shows the proposed building will be three times the footprint of the existing building
- The house is in R1, now applicant is R2 with a variance to R2?

**Staff Response:** Yes, that is correct, normally a 6-meter rear yard but asking for a 5.4-meter rear yard variance is being requested, a 10% variance. Any property owner can request this to a maximum of 10%.

- How many bedrooms are going into the buildings?

**Staff Response:** Floor plans are not required at this initial stage, should Council rezone it, the floor plans would be provided after.

- Why does the addition have a basement that protrudes higher, more than the existing building, giving the basement more exposure (light), doesn't this look like a 3-plex, although asking for a 4 plex?

**Staff Response:** Building height and number of units are two separate things, in each zone there is a max building height, generally is 8 meters, it is not a 3 plex, it is 3 floors.

- Are there 2 parking spaces for each dwelling?

**Staff Response:** Every residential dwelling in the City, requires a minimum of one parking space, so for 4 units, 4 parking spaces are required.

- Floor plans, as a planner, do you know how many would be in comparable builds?

**Staff Response:** It varies from unit to unit, the only dwelling we usually require the floor plans for are apartment buildings, because the parking regulations are based on the number of bedrooms, but for other residential uses it is based on the number of units within the dwelling.

- Given the height of the basement and the size of it, can this turn into a 5 plex? In this neighbourhood, we are not aware of any other 3 or Four-Plex buildings in the area.

**Staff Response:** 5 units would not be permitted in a Four-Plex, each type of dwelling has a separate definition in the development regulations. A 5-unit building would be considered an apartment building. If the building was to be rezoned and the applicant later wanted to

propose 5 units it would be considered a discretionary use in the R2 zone and a public process would be required and area residents would be notified in the same manner as notified for this rezoning.

Staff noted they are not aware of any 3 or Four-Plex existing in this neighbourhood as it is primarily R1 and Four-Plex are not currently a permitted use in the R1 Zone. There could be non-conforming uses, meaning that a building existed prior to regulations, but they are currently not permitted.

- A written submission was read aloud for the record. A redacted copy of the submission will be included with other submissions received and go before Council.
- Have a family home on University Avenue, and do not have a rental unit, but they are throughout the street. If the City is going to do this rezoning to R2, why not have every single place and house go to rentals and drive out the people that want the neighborhood to be their home.
- Parking is always a problem. Can't park in front of our own house, busses, parents dropping off children, every morning, and afternoon, there are university students parking there. Creating this place with 4 or 5 units is going to create more parking issues. There will be 3 or 4 parking spaces, on Hatcher Street now, the parking spot is a shared driveway with the next house, the same on University Avenue. Will have to take the walkway and move it out. Bring it all out to the corner of Paton Street, Hatcher Street and University Avenue & St. Andrews. Parking is a problem, people visiting, and cars are ticketed if the tail of the car is over the sidewalk. I [REDACTED] to the other development in the University Avenue area, the developer said that they will not need parking spots there, but they will.
- Increasing density like this, and other area developments, will drive families out of the neighbourhood.
- Great concerns about this application, own a home in the area, currently renting it, but will live in it in the future. My property is well taken care of, that is important to me, and I also see other properties, that the maintenance is not being done and no pride of ownership. They are income properties only for their owners, room to have rentals, but once adding higher density buildings it will change the neighbourhood and drive families out. When you rent to somebody, they can illegally sublet the property for more people in the house. It will happen. I hate to see the neighbourhood change for the worse, it is a shame to see the lack of maintenance with some properties.
- It appears that the building in question is doubling the footprint, which means more people will be occupying that space. Paton and Hatcher Streets are in close proximity to each other, there will be more cars backing up and parking in that corner, particularly in the winter. Surprised, that there aren't more families living in the area, but thinking it is how real estate agents promote the area (for rentals) with the schools and the university and the Aquarena. Feels the neighbourhood should be supported and promoted as a family neighbourhood, instead of people renting out rooms, and the cars then that go with it. Half the houses have 4-5 cars for a single dwelling, this is causing more traffic. The Canada Games will also add more traffic too, do not see this as a good fit.

- Parking is a big issue, the students from the university or those attending appointments, visitors to houses who do not have parking available, especially in the winter. It is an issue to put a garbage bin out as cars are parked in the way and can't place the bin in the right location on garbage/recycling day.

Have been in the neighborhood for many years, [REDACTED]

[REDACTED] this neighbourhood. To see the neighbourhood turned into rentals and multiunit dwellings, and if this gets approved, it is just opening a can of worms, with many other rentals in the area, everyone is going to want to increase their rental incomes, and once one is approved there is no going back. There is a school in the area, just recently put in traffic calming to slow the traffic as there is so much traffic there. The school is a 30km zone, approving this will increase the traffic in that area and that is counterproductive to the traffic calming measures put in place.

- House has been there since 1966, Council just received 19.8 million to densify the neighbourhoods, counter the urban sprawl. There are areas to do this, but this is not one of them. Know the importance of housing, had previously worked [REDACTED]

[REDACTED] know the housing crisis. On August 10, 2023, the City had 823 vacant Airbnb units and 143 vacant units. This is not a housing crisis it is what we are doing with our houses.

There was an RFP issued by the Province on housing developments purposely to give crown land to developers to put up units. This is not the area to do this, agree there is a need for housing. [REDACTED] 154 University Avenue [REDACTED] and the traffic configuration is very poor. Burke Place, Hatcher Street, and Paton Street, there is a lot of traffic there. Putting 3 separate driveways in this development, with 3 different areas to park, all within 10 meters, where there are students, and new drivers. With the new Canada Games complex going in, it took away the student parking from Prince of Wales Collegiate. It is scary to see the traffic, and adding these lots, and additional driveways, and people may pull into those new driveways really quickly. There is an elementary school there and it can be a hazard for those students.

Aging infrastructure in the area, patching pavement in the area, water and sewer issues, adding more units like this will have a greater impact and sets a precedent, and will be tougher to turn down others. There is aging infrastructure and the City will have to pay to replace the water and sewer. This is a perfect storm of issues for this house, so much land available now that is where the focus of council needs to be on now, 50% family homes here, this should not be the area, opening up a can of worms. Hope that Council will vote against this, height does matter in our neighbourhood, this development will tower over other houses in the neighbourhood, and will be an invasion of privacy for them, and will cause many logistical, traffic and infrastructure issues if this goes through.

- Attest that there is not one single family that is on University Avenue that rents or on surrounding nearby streets that supports this proposal. The plan for the house is ugly, doesn't mesh with the neighbourhood. Traffic issues, and on University Avenue there is the elementary school close by. It is also not a flat straight road, cars come off the top of the hill of University Avenue and they accelerate and they cannot see when they approach the school, it is the beginning of a braking zone. Lived on Paton Street for [REDACTED], came back

and have been living on University Avenue for many years, sad to see this happen. Like to see more families in the area. Thanks Councillor Bruce and ask that she tell Council what they need to hear from residents.

- Renovated/renovating a home in the area, rebuilt it. Spent a lot of money, ran into problems from the City and had to change plans to suit the City's requirements. One issue was that the water and sewer in the neighbourhood [REDACTED] [REDACTED] Had to change plans. Now proposing to add this quadplex, which adds more demand. [REDACTED] [REDACTED]. If increasing density that is fine, but the area doesn't have the infrastructure to support greater density if the infrastructure isn't there to support it. This is a non-starter, if the infrastructure is not there, this isn't going to work. Would like to say that perhaps other ways to deal with it, nothing there that you can put in to change this. Does it meet the requirements, if the infrastructure is not there, need to reject this immediately.
- [REDACTED] relied on the City's opinion and made changes to the plans for the renovation, it opens the door to liability and litigation.
- Was the rezoning reviewed by the City's Engineering Staff?

**Response from Staff:** Yes, it was and no concerns were raised by Engineering, but will consult with Staff again regarding the issues and concerns raised. [Following the public meeting, planning staff consulted with development engineering, public works and inspection services staff and confirmed there are no concerns with the proposed development at this rezoning stage.]

- Further to that last comment, put a new bathroom in the house [REDACTED] [REDACTED] the basement flooded as the pipe to the street had bubbled, the street infrastructure couldn't barely hold the load that is on the street and were told the same thing.
- Went to school close by, spent the last [REDACTED] years on the street, raised children there, children went to school in the area, it is an old neighbourhood now, from the 1950's. [REDACTED] from land leased from the Churchill Park development. When the subdivision was put together, Memorial was a gleam in someone's eye, no one thought there would be 25,000 people there a day. Prince of Wales Collegiate would wind up at times with 800 students, visitors, etc., and St. Andrew's school with 400 students attending daily.

With that comes busses, Metrobuses, and 100's of cars. University Avenue is the thoroughfare of the whole area, never conceived that it would be at the density it is today. Look at how deeply the houses were built in the ground. There are now three hospitals across the Parkway, all the things that comes with that. It is a dense neighbourhood now, 2 apartment buildings going up, that greenspace is being taken, there hasn't been any improvements to any of the area since 1955. There has to be problems due to the age of the neighbourhood. Adding to it in the worst possible means, spot rezoning is the bane of existence, taking one lot only and rezone it to allow 4 units there, maybe 5, because of proximity to all the spots mentioned, and the Avalon Mall, narrowest streets, no restrictions on who can use it, dump trucks use it, and now want a spot rezoned, take some of the money and make a plan, this is not good planning.



- What is the process for this application going before Council at a public meeting.

**Staff Response:** This is the public meeting; next step is that this will go to a Regular Meeting of Council.

- When will that meeting be held?

**Staff Response:** The date that this will be brought before Council has not been set, but the Council agendas are available on the City's website on Friday afternoons, the public can check the agenda or email staff and they can advise of the date when it will be decided.

- Confused about the design, there are no floor plans, City is being told it is a 4 plex, but it looks like a five plex, plan is for it to be a four plex, told only 2 units going in there, but the basement is there, if it is a 5 plex it doesn't meet the requirements.

- **Staff Response:** What is being proposed is a Four-plex, four units. If the property is rezoned, anything within the R2 Zone could be considered. This could include home office, semidetached dwelling, single detached dwelling, townhouse, within the discretionary uses there are other uses as well. With respect to the building, if Council approves the rezoning and approves the discretionary use of a Four-plex, building code requirements would also apply for separations between the four units. It cannot be converted to add additional units without the proper approvals and would need to go through the public process again before more than four units could be considered. Four-Plex, 3 plex or a 5 plex, that is not reflective of how many people will be living in the homes. I have been asked to have 12 people in a house, but you don't know how many people will be added to the neighbourhood in this type of development.

- How stale these public meetings have become, no representatives from Council present. Public meetings should not happen without Council representation in attendance.

- What further notices will we get as neighbours and what will trigger them?

**Staff Response:** Going forward, if Council adopts the amendment and approves the proposed Four-Plex, there will be no further notices, the next step is to bring the minutes from this public meeting forward to Council for their decision to proceed or not. The minutes become public record and will be available on the City's website if you'd like to see how Council votes. There is also the Engage St. John's Page where updates are maintained on the application.

If it doesn't get rezoned, if there is ever a discretionary use proposed within the R1 zone that will prompt a public process, and public notification. To date the Four-plex is what is being proposed currently.

There is only one Regular Council meeting in December, December 12, so this will likely go before Council in January.

Submissions received and the report from this meeting will be presented to Council, with all names and personal information redacted.

- Do all submissions and comments appear on the Engage St. John's page?

**Staff Response:** The Council Agenda will contain a Staff recommendation on the proposal, this public meeting report and all submissions received.

Submissions on the Engage St. John's page are not made publicly available but will be compiled and included when all submissions are brought to Council.

- Has Staff made a recommendation?

**Staff Response:** No recommendation prepared yet, as this is a part of the decision-making process. Having this public meeting and then take the feedback received and consider the recommendation.

- So, Staff have only reviewed it so far to see this is possible?

**Staff Response:** Staff review the application to see if the building proposed meets the standards with respect to setbacks, etc., and if it can align with the City's policies in the Municipal Plan, then a public meeting is held if Council directs so, which they have for this application, and then Staff prepare a recommendation.

There were two submissions handed in at the meeting.

#### **CONCLUDING REMARKS & ADJOURNMENT**

Mr. Johnston thanked the residents who came to the meeting in person as well as those joining virtually and reminded attendees that submission are being accepted until midnight on December 1, 2023.

The meeting adjourned at 8:20 pm.



Planning St. John's

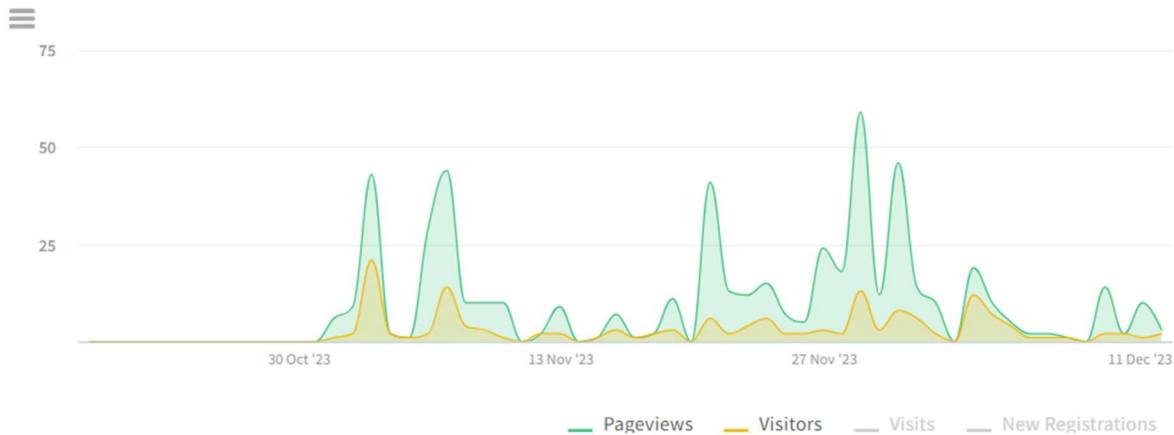
[EngageStJohns.ca](https://engagestjohns.ca) Report

154 University Avenue

## Visitors Summary

City Of St John's from 16 Jun'15 to 14 Dec'23

DAILY MONTHLY



## Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
178	21	3
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
4	46	124

December 2023

Types of visitors:

- Total visits: unique sessions (may be the same person visiting multiple times)
- Aware: visited at least one page
- Informed: has taken the "next step" from being aware and clicked on something
- Engaged: has contributed to a tool (comment or question)

Comments (verbatim)	What is your overall feedback of this application?
I will present my concerns at the public meeting.	Oppose
<p>My main concern with this application is parking. The driveway on Hatcher Street is a shared driveway and I question the measurements provided in the site plan as it does not appear to be 6m x 6m for the property in question but rather this is the shared space with the adjoining property. There is barely enough space for two vehicles on the Hatcher Street driveway for the property in question without parking across the sidewalk.</p> <p>As rents increase it is common for rental units to have many tenants. We see this all the time in this neighbourhood as a two unit rental can sometimes have 5-6 vehicles. It is not uncommon to see vehicles parked on lawns - you need only look across University Ave. from this property and see the state of the lawn there as it is often used as a parking space. We have experienced this often and sometimes tenants park on other peoples lawns. If we continue to build multiple units without consideration of the 'real' parking needs this neighbourhood and its properties will suffer the consequences. I</p>	Oppose

<p>am not sure how many parking spaces the City's planning regulations require per housing unit, but experience suggests it is not enough.</p> <p>In addition, our neighbourhood including Hatcher Street, University Avenue, and Burke Place is regularly used for on-street parking by university students. This creates congestion in the area and adding multi-unit housing will only exacerbate this problem.</p> <p>For these reasons I cannot support the proposal for a four-plex.</p>	
<p>I feel like this will project will help alot of the university students and also students who don't have cars and looking for a place near the university. In my opinion St. John's should try these kind of projects where there will be more projects like this to create more housing beside the university area which is a step to create affordable housing in the city.</p>	Support
<p>I am a firm believer in development and I believe in the fact that this will be a good start to develop the city's housing. Right now there is a housing crisis because there are no houses near the university, and all the students are suffering because of this. This should be a priority to city of st. John's to start helping this kind of projects.</p>	Support

# DECISION/DIRECTION NOTE

**Title:** 27 Nils Way – REZ2300011 – Council Adoption

**Date Prepared:** December 27, 2023

**Report To:** Regular Meeting of Council

**Councillor and Role:** N/A

**Ward:** Ward 4

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## Decision/Direction Required:

That Council adopt Envision St. John's Development Regulations Amendment No. 28, 2023, to rezone 27 Nils Way from the Industrial General (IG) to the Industrial Commercial (IC) Zone.

## Discussion – Background and Current Status:

The City received an application to rezone 27 Nils Way from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone. This is part of the Kenmount Crossing Industrial Park on the north side of Kenmount Road near the municipal boundary with the Town of Paradise. The site design and existing building were previously approved by the City.

The applicant wishes to have commercial condominium occupants in the building. While the exact uses have not been determined, the intent of this rezoning is to enable more retail commercial uses that are listed as permitted and discretionary in the IC Zone. If the property is rezoned to the IC Zone, then any use in the new zone could be approved, subject to zone standards. Parking will be reviewed at the time of occupancy to confirm compliance with the Envision St. John's Development Regulations.

At its October 17, 2023, Regular Meeting, Council voted to consider the amendment and advertise it for public review. The amendment was advertised in *The Telegram* on three occasions, on the City's website, on the Planning Engage page, and mailed to property owners within 150 metres of the subject property. No submissions were received by the City's Clerk's Office. Council can now adopt the attached map amendment. Should Council adopt the amendment, the documents will be forwarded to the NL Department of Municipal and Provincial Affairs for registration.

## Key Considerations/Implications:

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

# ST. JOHN'S

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

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

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: A map amendment to the Envision St. John's Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: The proposed amendment was advertised in *The Telegram* on November 25 and December 2 and 9, 2023. A notice of the amendment was mailed to property owners within 150 metres of the application site and posted on the City's website. Additionally, a Planning Engage page was created for the amendment application. No submissions were received.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council adopt Envision St. John's Development Regulations Amendment Number 28, 2023, to rezone the property at 27 Nils Way from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone.

**Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage**  
**Approved by: Ken O'Brien, MCIP, Chief Municipal Planner**



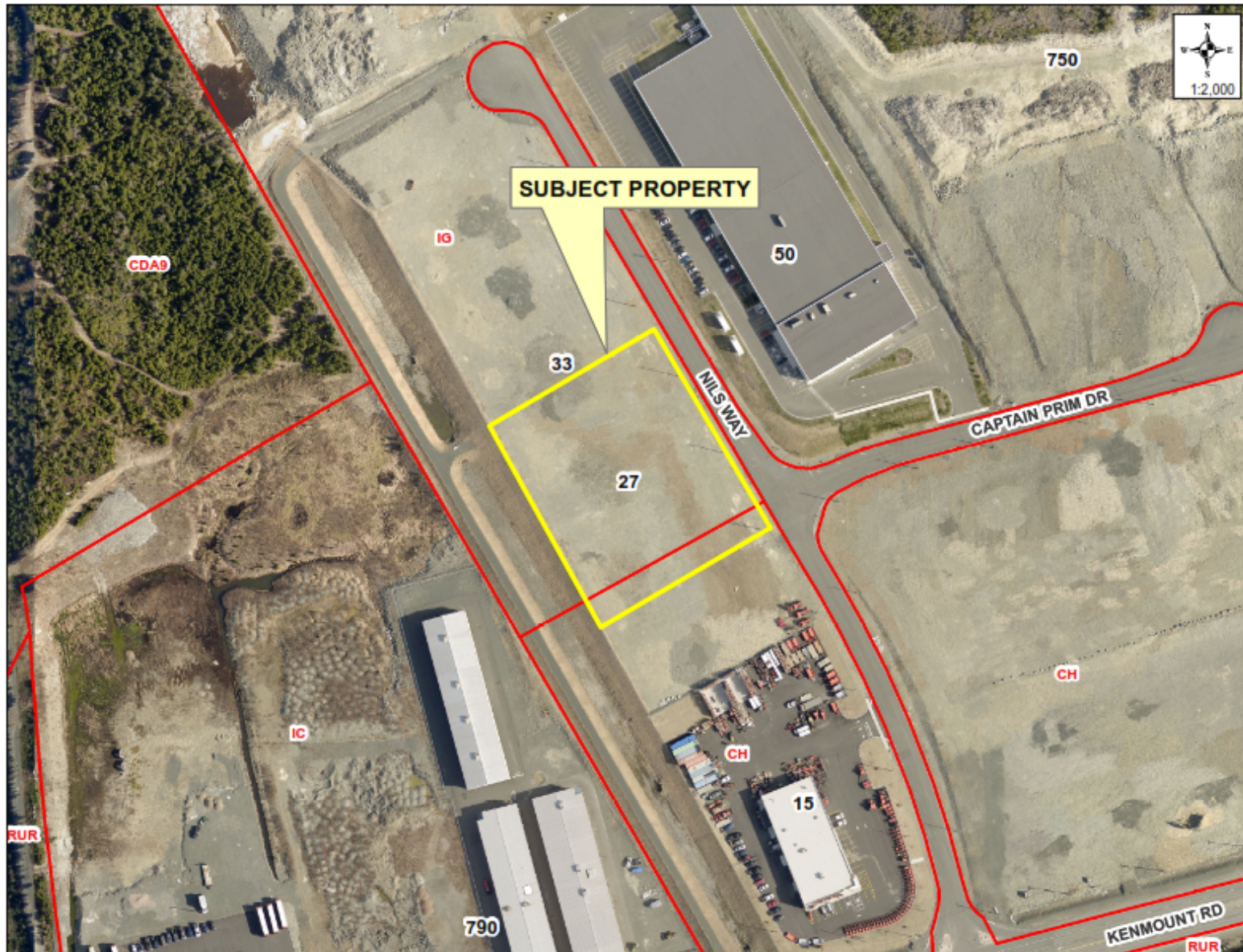
**Report Approval Details**

Document Title:	27 Nils Way - REZ2300011 - Council Adoption.docx
Attachments:	- 27 NILS WAY Location Map_001.png - DR Amend No. 28, 2023 - 27 Nils Way - MAP (LJR).pdf
Final Approval Date:	Jan 3, 2024

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

**Ken O'Brien - Jan 2, 2024 - 3:47 PM**

**Jason Sinyard - Jan 3, 2024 - 10:39 AM**



w:\engwork\planw\2023 projects\27 nls way.mxd

# **City of St. John's Development Regulations, 2021**

## **St. John's Development Regulations Amendment Number 28, 2023**

**Industrial General (IG) Land Use Zone to Industrial Commercial (IC)  
Land Use Zone  
for retail commercial uses**

**November 2023**



**URBAN AND RURAL PLANNING ACT, 2000**

**RESOLUTION TO ADOPT**

**CITY OF ST. JOHN'S Development Regulations, 2021**

**Amendment Number 28, 2023**

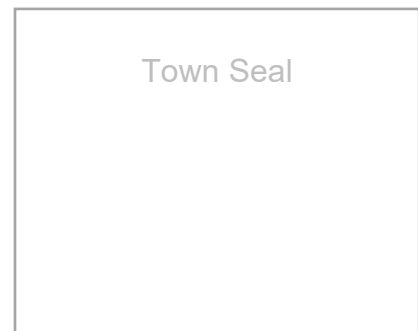
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 28, 2023.

Adopted by the City Council of St. John's on the 9th day of January, 2024.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_.

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

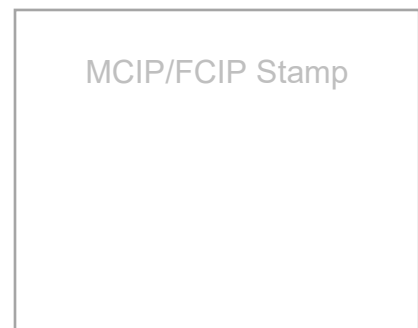


**Canadian Institute of Planners Certification**

I certify that the attached City of St. John's Development Regulations Amendment Number 28, 2023 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

MCIP/FCIP: \_\_\_\_\_

Development Regulations/Amendment	
<b>REGISTERED</b>	
Number	_____
Date	_____
Signature	_____



## **CITY OF ST. JOHN'S**

### **Development Regulations Amendment Number 28, 2023**

#### **BACKGROUND AND PURPOSE**

The City of St. John's received an application from 91287 Newfoundland and Labrador Inc. to rezone 27 Nils Way from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone. This property is part of the Kenmount Crossing Industrial Park located on the north side of Kenmount Road.

The site design and existing building were previously approved by the City. Parking will be reviewed at the time of occupancy to confirm compliance with the Envision St. John's Development Regulations.

The subject site is located in the Industrial Land Use District. Section 8.6 of the Envision Municipal Plan states that the Industrial District allows for Industrial Commercial activities that are not particularly intrusive and free of hazards and nuisances. The intent of the proposed rezoning is to allow more retail commercial uses at the subject location. The Industrial Commercial (IC) Zone enables a wider range of retail commercial uses than the Industrial General (IG) Zone.

#### **ST. JOHN'S URBAN REGION REGIONAL PLAN**

The proposed amendment is in line with the St. John's Urban Region Regional Plan. An amendment to the St. John's Urban Region Regional Plan is not required to rezone this property.

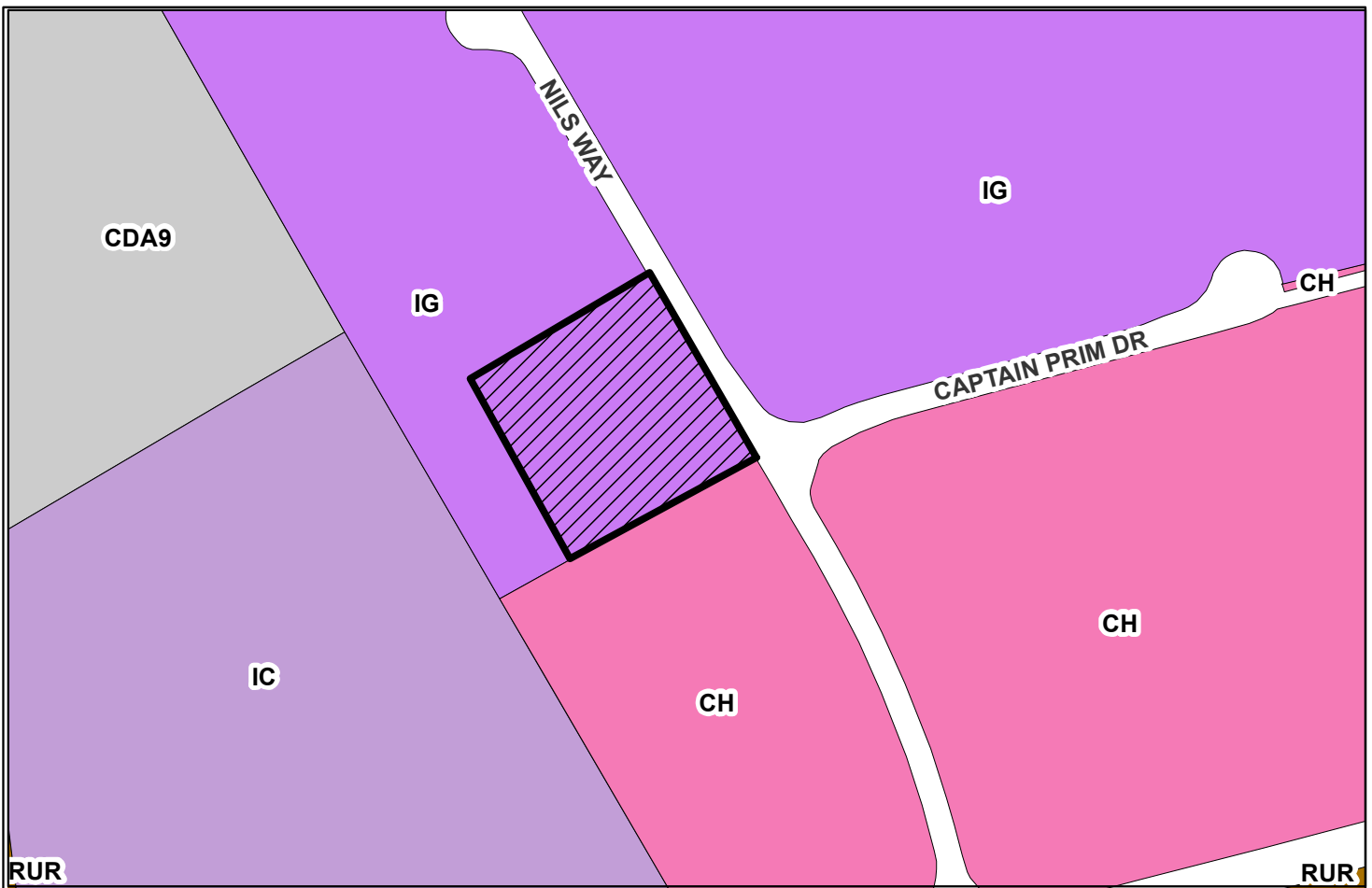
#### **PUBLIC CONSULTATION**

The amendment was advertised in The Telegram newspaper on November 25, 2023, December 2, 2023 and December 9, 2023. A notice of the amendment was also mailed to property owners within 150 metres of the application site and posted on the City's website. No submissions were received.

#### **ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 28, 2023**

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

**Rezoning land at 27 Nils Way [Parcel ID# 405871] from the Industrial General (IG) Zone to the Industrial Commercial (IC) Zone as shown on City of St. John's Zoning Map attached.**

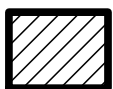


# **CITY OF ST. JOHN'S DEVELOPMENT REGULATIONS Amendment No. 28, 2023**

[City of St. John's Zoning Map]

2023 11 22 Scale: 1:3000  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

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



AREA PROPOSED TO BE REZONED FROM  
INDUSTRIAL GENERAL (IG) LAND USE ZONE TO  
INDUSTRIAL COMMERCIAL (IC) LAND USE ZONE

**27 NILS WAY  
Parcel ID 405871**

\_\_\_\_\_  
**M.C.I.P. signature and seal**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**City Clerk**

\_\_\_\_\_  
**Council Adoption**

Development Regulations/Amendment

**REGISTERED**

Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Provincial Registration**