

# ST. JOHN'S

## Regular Meeting - City Council Agenda

April 16, 2024

3:00 p.m.

4th Floor City Hall

Pages

1. CALL TO ORDER
2. PROCLAMATIONS/PRESENTATIONS
  - 2.1 National Poetry Month Reading
  - 2.2 National ASL Day
3. APPROVAL OF THE AGENDA
  - 3.1 Adoption of Agenda
4. ADOPTION OF THE MINUTES
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6. DEVELOPMENT APPLICATIONS
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  - 6.4 Public Utility in the Floodplain and Buffer - Thorburn Road – DEV2300167 35
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# **ST. JOHN'S**

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## **Minutes of Regular Meeting - City Council**

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

**April 2, 2024, 3:00 p.m.**

**Present:** Deputy Mayor Sheilagh O'Leary  
Councillor Maggie Burton  
Councillor Ron Ellsworth  
Councillor Sandy Hickman  
Councillor Jill Bruce  
Councillor Jamie Korab  
Councillor Tom Davis  
Councillor Carl Ridgeley

**Regrets:** Mayor Danny Breen  
Councillor Debbie Hanlon  
Councillor Ophelia Ravencroft

**Staff:** Kevin Breen, City Manager  
Derek Coffey, Deputy City Manager of Finance & Administration  
Tanya Haywood, Deputy City Manager of Community Services  
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services  
Lynnann Winsor, Deputy City Manager of Public Works  
Cheryl Mullett, City Solicitor  
Ken O'Brien, Chief Municipal Planner  
Karen Chafe, City Clerk  
Jackie O'Brien, Manager of Communications  
Stacey Corbett, 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**

2. **PROCLAMATIONS/PRESENTATIONS**

2.1 **Volunteer Week Proclamation**

2.2 **World Autism Day Proclamation**

2.3 **National Poetry Month Reading**

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

SJMC-R-2024-04-02/140

**Moved By** Councillor Bruce

**Seconded By** Councillor Ridgeley

That the Agenda be adopted as presented.

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

**MOTION CARRIED (8 to 0)**

4. **ADOPTION OF THE MINUTES**

4.1 **Adoption of Minutes - March 19, 2024**

SJMC-R-2024-04-02/141

**Moved By** Councillor Davis

**Seconded By** Councillor Korab

That the minutes of March 19, 2024, be adopted as presented.

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

**MOTION CARRIED (8 to 0)**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DEVELOPMENT APPLICATIONS**

**6.1 Notices Published – 86 O’Leary Avenue – DEV2400027**

SJMC-R-2024-04-02/142

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Bruce

That Council approve the Discretionary Use application for a Place of Amusement at 86 O’Leary Avenue, for an arts-based children’s center for painting, crafts, and music.

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

**MOTION CARRIED (8 to 0)**

**6.2 Crown Land Grant – Area of Ladysmith Drive - CRW2400005**

SJMC-R-2024-04-02/143

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Hickman

That Council approve the Crown Land Grant for 0.69 acres (0.28 hectares) of land in the area of Ladysmith Drive. No development is currently permitted within the future Kenmount Concept Plan area due to servicing constraints.

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

**MOTION CARRIED (8 to 0)**

**6.3 Crown Land Lease – 2680 Trans-Canada Highway - CRW2400004**

SJMC-R-2024-04-02/144

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Bruce

That Council approve the Crown Land Lease for 4.8 acres (1.96 hectares) at 2680 Trans-Canada Highway, which will be subject to a Development Application should the Crown Land Lease be approved by the Provincial Department of Fisheries and Land Resources.

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

**MOTION CARRIED (8 to 0)**

**6.4 Request for Parking Relief – 42 Cedar Hill Place – INT2400015**

SJMC-R-2024-04-02/145

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Davis

That Council approve the parking relief for one (1) parking space to accommodate the Subsidiary Dwelling Unit at 42 Cedar Hill Place.

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

**MOTION CARRIED (8 to 0)**

**6.5 Zone Requirements for Proposed Subdivide of Agriculture Land – 121 Cochrane Pond Road – SUB2400006**

Councilor Davis sought clarification regarding the proposed construction plans and voiced apprehensions about the potential loss of agricultural land. In response, the Deputy City Manager of Planning, Engineering, and Regulatory Services clarified that the intended development is for a barn, rather than a residential unit.

SJMC-R-2024-04-02/146

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Burton

That Council approve the following Zone Standards to allow the subdivide of 121 Cochrane Pond Road to create a new parcel as follows:

New Lot:

- Lot Area - 1.10 Ha/11,000m<sup>2</sup>

- Frontage – 55m

Remainder Lot:

- Lot Area - 2.863 Ha/28,630m<sup>2</sup>

- Frontage - 39.561m

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

**MOTION CARRIED (8 to 0)**

**6.6 Variance Request for Side Yard Setback – 34 Sugar Pine Crescent – INT2400010**

SJMC-R-2024-04-02/147

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Hickman

That Council approve a 7.33% Variance on the Side Yard Setback from the abutting Street at 34 Sugar Pine Crescent, resulting in a setback of 5.56 metres.

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

**MOTION CARRIED (8 to 0)**

**6.7 Notices Published – 75-81 Harvey Road – DEV2400011**

Councillor Ellsworth indicated his intention to oppose the staff recommendation. He acknowledged the community's apprehensions

regarding the loss of commercial space but referenced the ongoing challenges in maintaining a tenant for the specific property, which has remained vacant for a considerable period.

In his capacity as the housing lead, he advocates for the development of all viable options for residential units. With the scarcity of available residential units contributing to escalating prices in the market, he emphasized the importance of increasing housing inventory.

Considering the property's favorable walkability and its convenient access to bus routes, Councilor Ellsworth expressed confidence that the requested parking relief would not pose a significant concern.

SJMC-R-2024-04-02/148

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Burton

That Council reject the Discretionary Use application for a Dwelling Unit on the 1st Storey at 75-81 Harvey Road and associated parking relief of one parking space, as the proposed residential Use is not compatible with surrounding commercial uses and it would prevent use of the space for a commercial purpose as outlined in the Municipal Plan and

That Council approve parking relief for two parking spaces to allow the residential Dwelling Units on the 2nd floor.

For (6): Deputy Mayor O'Leary, Councillor Burton, Councillor Hickman, Councillor Bruce, Councillor Korab, and Councillor Ridgeley

Against (2): Councillor Ellsworth, and Councillor Davis

**MOTION CARRIED (6 to 2)**

7. **RATIFICATION OF EPOLLS**

8. **COMMITTEE REPORTS**

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

9.1 **Development Permits List March 14 - 27, 2024**

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

10.1 **Building Permits List**

**11. REQUISITIONS, PAYROLLS AND ACCOUNTS**

**11.1 Weekly Payment Vouchers for Week Ending March 20, 2024**

SJMC-R-2024-04-02/149

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Bruce

That the weekly payment vouchers for the week ending March 20, 2024, in the amount of \$ 3,271,794.59, be approved as presented.

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

**MOTION CARRIED (8 to 0)**

**11.2 Weekly Payment Vouchers for Week Ending March 27, 2024**

SJMC-R-2024-04-02/150

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Ridgeley

That the weekly payment vouchers for the week ending March 27, 2024, in the amount of \$8,506,024.54, be approved as presented.

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

**MOTION CARRIED (8 to 0)**

**12. TENDERS/RFPS**

**12.1 2024008 - Housing Division Tub and Surround Resurfacing**

SJMC-R-2024-04-02/151

**Moved By** Councillor Korab

**Seconded By** Councillor Bruce

That Council approve for award this open call to the lowest bidder meeting specifications, Surface Experts Ltd., for \$108,387.50 (HST Incl.) as per the Public Procurement Act.

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

**MOTION CARRIED (8 to 0)**

**12.2 2024037 - Elevator Maintenance**

SJMC-R-2024-04-02/152

**Moved By** Councillor Korab

**Seconded By** Councillor Hickman

That Council approve for award this open call to lowest and sole bidder, Thyssenkrupp Elevator (Canada) Ltd., for \$135,579.25 a year (HST Incl.) as per the Public Procurement Act.

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

**MOTION CARRIED (8 to 0)**

**12.3 2024019 Supply and Delivery of Holder Parts**

Councillor Davis raised a question regarding the definition of a "holder part," to which the Deputy City Manager of Public Works clarified that it pertains to parts utilized in the city's sidewalk snow clearing equipment.

SJMC-R-2024-04-02/153

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Davis

That Council approve for award this limited call to the sole source bidder meeting specification, S & S Supply Ltd., for \$84,723.46 per year (HST not included) as per the Public Procurement Act.

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

**MOTION CARRIED (8 to 0)**

**12.4 2024021 - Materials Quality Control**

SJMC-R-2024-04-02/154

**Moved By** Councillor Hickman

**Seconded By** Councillor Davis

That Council approve for award this open call to five lowest compliant bidders, WSP Canada Limited ranked #1, Allnorth Consultants Limited ranked #2, AllRock Consulting Ltd. ranked #3, GeoMaterials NL Consultants Inc. ranked #4, and

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

**MOTION CARRIED (8 to 0)**

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

**14. NEW BUSINESS**

**14.1 Environment & Sustainability Experts Panel – Approval of New Members**

SJMC-R-2024-04-02/155

**Moved By** Councillor Davis

**Seconded By** Councillor Hickman

That Council approve of the appointment of the following individuals to the Environment & Sustainability Experts Panel:

- Angela C. Antle - Socio-cultural & Energy Poverty
- Mark White - Sustainable Buildings



- Sara Jafari – Sustainable Economic Growth
- Myles Russell - Urban Planning

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

**MOTION CARRIED (8 to 0)**

#### **14.2 Membership – St. John's Transportation Commission**

SJMC-R-2024-04-02/156

**Moved By** Councillor Ellsworth

**Seconded By** Councillor Bruce

That Council appoint the following to the St. John's Transportation Commission:

- Derrick Hutchens until September, 2025
- Joshua Smee until December, 2025

and that Council agree to extend Councillor Burton's term until the end of her current term as Councillor.

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

**MOTION CARRIED (8 to 0)**

#### **14.3 SERC – Road Race**

SJMC-R-2024-04-02/157

**Moved By** Councillor Bruce

**Seconded By** Councillor Ridgeley

That Council approve the road closures and lane reductions associated with the 2024 Boston Pizza Flat Out 5k Road Race on April 21.

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

**MOTION CARRIED (8 to 0)**

**14.4 Text Amendment – Institutional (INST) Zone – REZ2400004 - Adoption**

Councillor Ellsworth declared a conflict of interest and abstained from voting.

SJMC-R-2024-04-02/158

**Moved By** Councillor Burton

**Seconded By** Councillor Ridgeley

That Council adopt St. John's Development Regulations Amendment Number 34, 2024, that will change the standards of the Institutional (INST) Zone.

For (7): Deputy Mayor O'Leary, Councillor Burton, Councillor Hickman, Councillor Bruce, Councillor Korab, Councillor Davis, and Councillor Ridgeley

Abstain (1): Councillor Ellsworth

**MOTION CARRIED (7 to 0)**

**15. OTHER BUSINESS**

**16. ACTION ITEMS RAISED BY COUNCIL**

**17. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:09 pm.

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MAYOR

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CITY CLERK

# DECISION/DIRECTION NOTE

**Title:** Public Works and Infrastructure in the Floodplain and Buffer - Southlands Stage 1A, Area 11 – SUB2300024

**Date Prepared:** April 9, 2024

**Report To:** Regular Meeting of Council

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

**Ward:** Ward 5

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**Decision/Direction Required:** To consider approval of Public Works and Infrastructure within the Floodplain and Floodplain Buffer for Southlands Stage 1A, Area 11.

**Discussion – Background and Current Status:** An application was received for Southlands Development, Stage 1A, Area 11. The developer is proposing to install an outfall from the stormwater detention pond in the Floodplain. Additionally, they are proposing to install a sanitary sewer main across South Brook within the Floodplain and Floodplain Buffer. This is required to service this phase of development and will be done in accordance with the City's Construction Specifications.

Subject to Section 4.10(4) and (5) of the Development Regulations, Council may permit Public Works and Infrastructure within the Floodplain and Floodplain Buffer. Subject to Section 4.10(6), prior to Council's consideration the application was referred to the Environment and Sustainability Experts Panel for their consideration. The panel has no concerns with the proposed application.

**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: 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 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 a storm outfall and sanitary sewer main (Public Works and Infrastructure) within the Floodplain and Floodplain Buffer for Southlands Stage 1A, Area 11.

**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 - Public Works in the Floodplain and Buffer - Southlands Stage 1A, Area 11 – SUB2300024.docx
Attachments:	- southlands area 11 stage 1Asiteplan.pdf - southlands area 11 stage 1A.pdf
Final Approval Date:	Apr 11, 2024

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

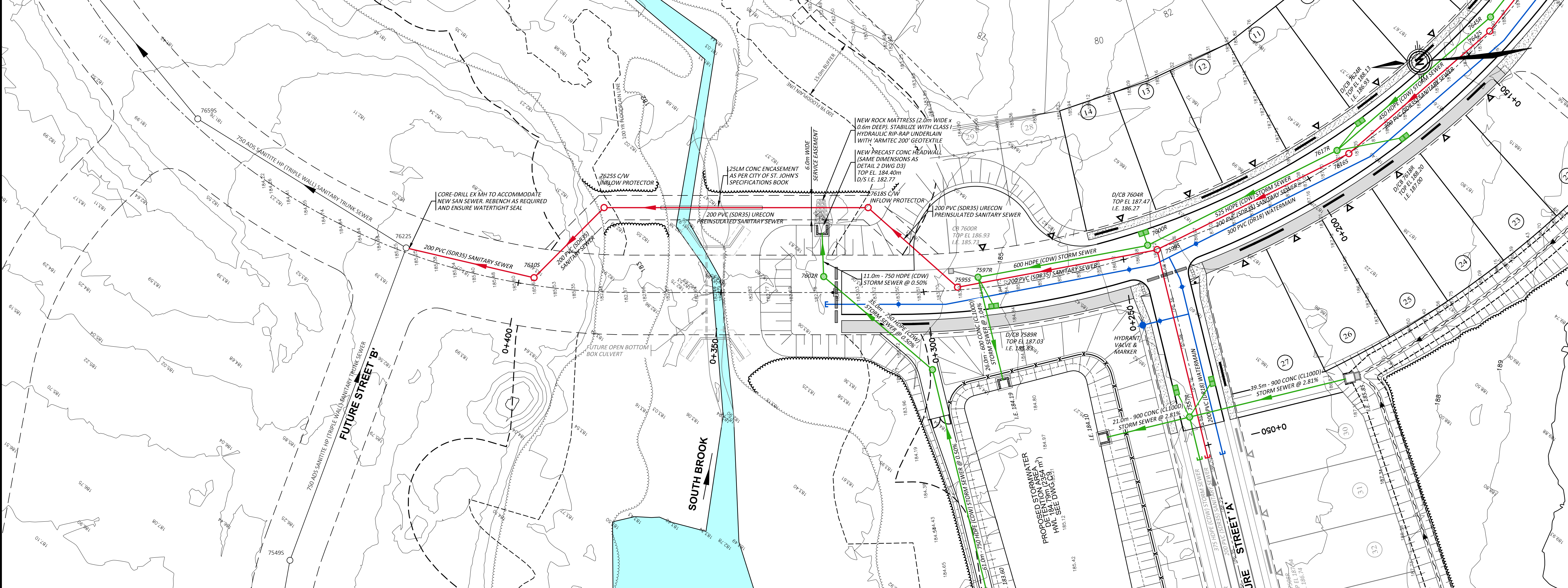
**Jason Sinyard - Apr 11, 2024 - 9:28 AM**



# Southlands Stage 1A

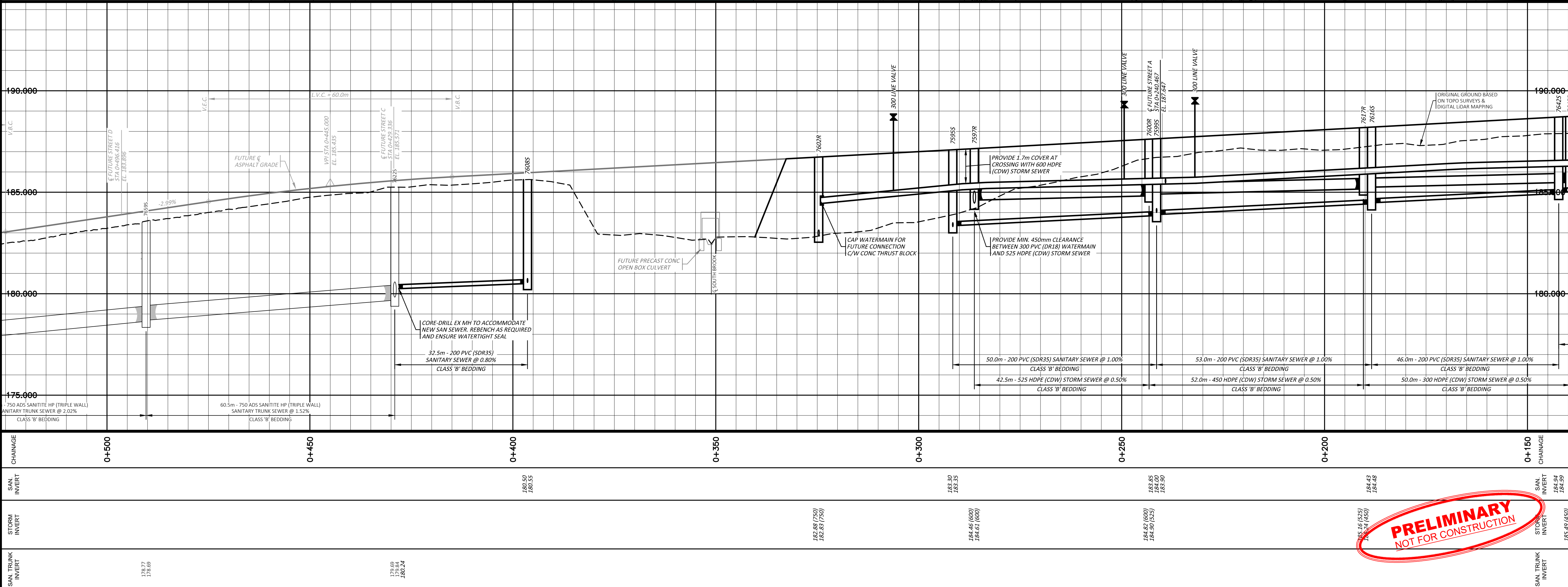






LEGEND:	
---	PROPERTY BOUNDARY
00000	EXISTING GROUND SPOT ELEVATIONS (BASED ON TOPOGRAPHIC SURVEY)
-X-	EXISTING FENCELINE
-D-	EXISTING DITCH CENTRELINE
HP	EXISTING UTILITY POLE
-	EXISTING OVERHEAD WIRE
-	EXISTING SANITARY SEWER
-	EXISTING STORM SEWER
-	EXISTING WATERMAIN
○	EXISTING HYDRANT & MARKER POLE
○	EXISTING LINE VALVE
○	EXISTING SANITARY MANHOLE
○	EXISTING STORM MANHOLE
■	EXISTING CATCHBASIN
○	LOT NUMBER
▽	LOCATION FOR SINGLE WATER (38mm Ø) SANITARY & STORM SEWER SERVICES (100mm Ø) (SEE NOTE 68 DWG C1)
→	NEW SANITARY SEWER
→	NEW STORM SEWER
→	NEW WATERMAIN
◆	NEW HYDRANT & MARKER POLE
◆	NEW LINE VALVE
○	NEW SANITARY MANHOLE
○	NEW STORM MANHOLE
■	NEW DOUBLE CATCHBASIN
-	FUTURE WATERMAIN / SANITARY / STORM SEWER
◆	FUTURE HYDRANT & MARKER POLE
◆	FUTURE LINE VALVE
○	FUTURE SANITARY MANHOLE
○	FUTURE STORM MANHOLE

C	REVISIONS BASED ON MUNICIPAL COMMENTS	12/02/24
B	REVISIONS BASED ON MUNICIPAL COMMENTS	21/12/23
A	ISSUED FOR REVIEW	20/10/23
NO.	REVISIONS	DD/MM/YY



PROFESSIONAL STAMP

REGISTERED PROFESSIONAL ENGINEER  
pegri  
PROFESSIONAL ENGINEERING AND GEOSCIENCES  
REGULATED BY THE  
TRISTAR G. MOORE  
SIGNATURE  
12 FEBRUARY 2024  
DATE  
PROVINCE OF NEWFOUNDLAND

PROVINCE OF NEWFOUNDLAND  
PERMIT HOLDER  
CLASS "A"  
This Permit Allows  
PINNACLE ENGINEERING ULC  
M.P.C.  
To practice Professional Engineering in  
Newfoundland and Labrador.  
Permit No. as issued by PEGNLI L0331  
which is valid for the year 2024.

CLIENT

FAIRVIEW  
INVESTMENTS  
LIMITED

PROJECT TITLE

SOUTHLANDS DEVELOPMENT  
AREA 11 - STAGE 1A

SHEET TITLE

PLAN & PROFILE  
CHEESEMAN DRIVE - 02

PROJECT NO.		23024
DRAWN BY	MEWC	CHECKED BY TGM
DATE	OCTOBER 2023	DRAWING NO. C6
SCALE	1 : 500 (H) 1 : 100 (V)	

PRELIMINARY  
NOT FOR CONSTRUCTION



# DECISION/DIRECTION NOTE

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**Title:** Notices Published – 83 Thorburn Road – DEV2400036

**Date Prepared:** April 8, 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 Rockwater Medical Inc. for 83 Thorburn Road.

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

The Discretionary Use application is for a Clinic, which will offer cosmetics, wellness, and anti-aging treatments. The floor area is 111m<sup>2</sup> and hours of operation will be Monday to Friday, 9a.m. to 9 p.m., and Saturday and Sunday, 9 a.m. to 6 p.m. On-site parking is available. The application site is zoned Industrial Commercial (IC).

Two submissions were received. One submission was in favour of the application, while another was concerned about parking and on-site snow storage. The building and parking lot are existing and sufficient parking is provided for the uses within the building. Should excess snow impact on-site parking, the owner would be required to remove the snow.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner and neighbouring 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 10.5 "Discretionary Uses" and Section 10 "Industrial Commercial (IC) 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 Discretionary Use application for a Clinic at 83 Thorburn 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 - 83 Thorburn Road.docx
Attachments:	- DEV2400036-83 THORBURN ROAD.pdf
Final Approval Date:	Apr 11, 2024

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

**Lindsay Lyghtle Brushett - Apr 9, 2024 - 11:59 AM**

**Jason Sinyard - Apr 11, 2024 - 9:28 AM**





**SUBJECT PROPERTY**

THORBURN RD

MOSS HEATHER DR

86  
CN

84

A2

85

IC

83

81  
COH

AA

1

3

5

7

9

15

R3

121

123

125

127

129

131

133

135

118

116

114

112

24

117

115A

115

113A

R3

R3

R3

CH

R2

1



**Karen Chafe**

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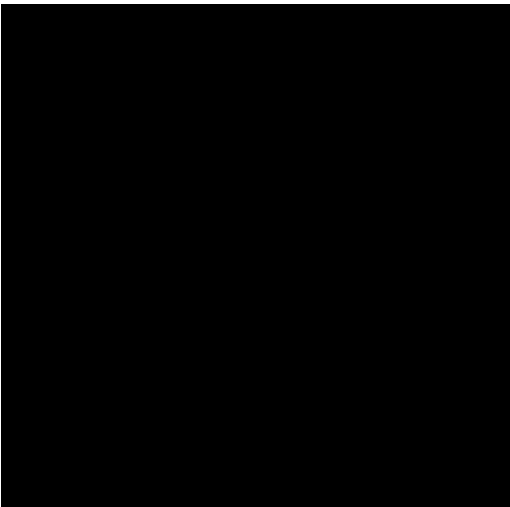
**From:** [REDACTED]  
**Sent:** Wednesday, March 20, 2024 6:21 PM  
**To:** CityClerk  
**Subject:** RE: Application - 83 Thorburn Road

**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.

Good evening,

Just wanted to send a note in support of this application and to add this seems the type of thing that really should just be allowed, without the need for a discretionary use application. It's a business, in a business area and I'd support any amendments to our zoning rules that could let things like this proceed without this consultation step. It's reasonable, and I imagine you'll only hear from people who are BANANA (Build Absolutely Nothing Anywhere Near Anyone).

Cheers!



**Re: 83 Thorburn Road**

Property Owner of [REDACTED].

Parking is limited on property of 83 Thorburn Road. Snow clearing and storing is an issue; as there is not enough place to pile up snow in winter months. This Discretionary use application will add more traffic and parking requirement for this business (assuming existing clinic will be there). There was an incident in March 5<sup>th</sup>, 2021 regarding to snow pileup/cleaning that caused Electric Pole Damage causing power outage, neighbor's fence and tree damage.

Newfoundland Power & OHS Officer from Service NL were involved and provided directives to the property owner. 83 Thorburn road building location and required easement (not enough space for easement) was not followed during building construction. Adding more service in this property will increase traffic and reduce place for snow storing/clearing in winter months. End of that lot is very narrow for heavy equipment for snow clearing and removal. Vehicular barrier was installed end of 2021 as per Service NL directives. That mitigates some of the safety related issues/incident that occurred in the past.

Weekend operation of the new business is concern for privacy of adjacent houses as there is no Privacy Fence on 83 Thorburn Road of the Property. Increased traffic and noise on weekend and after hours is concern for residential area (houses near to this property).

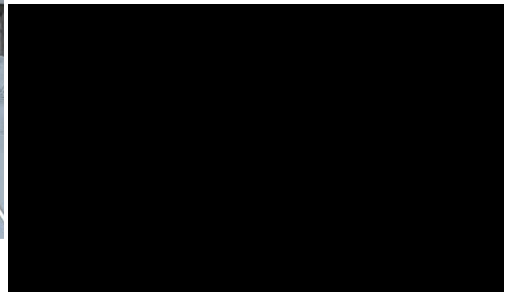
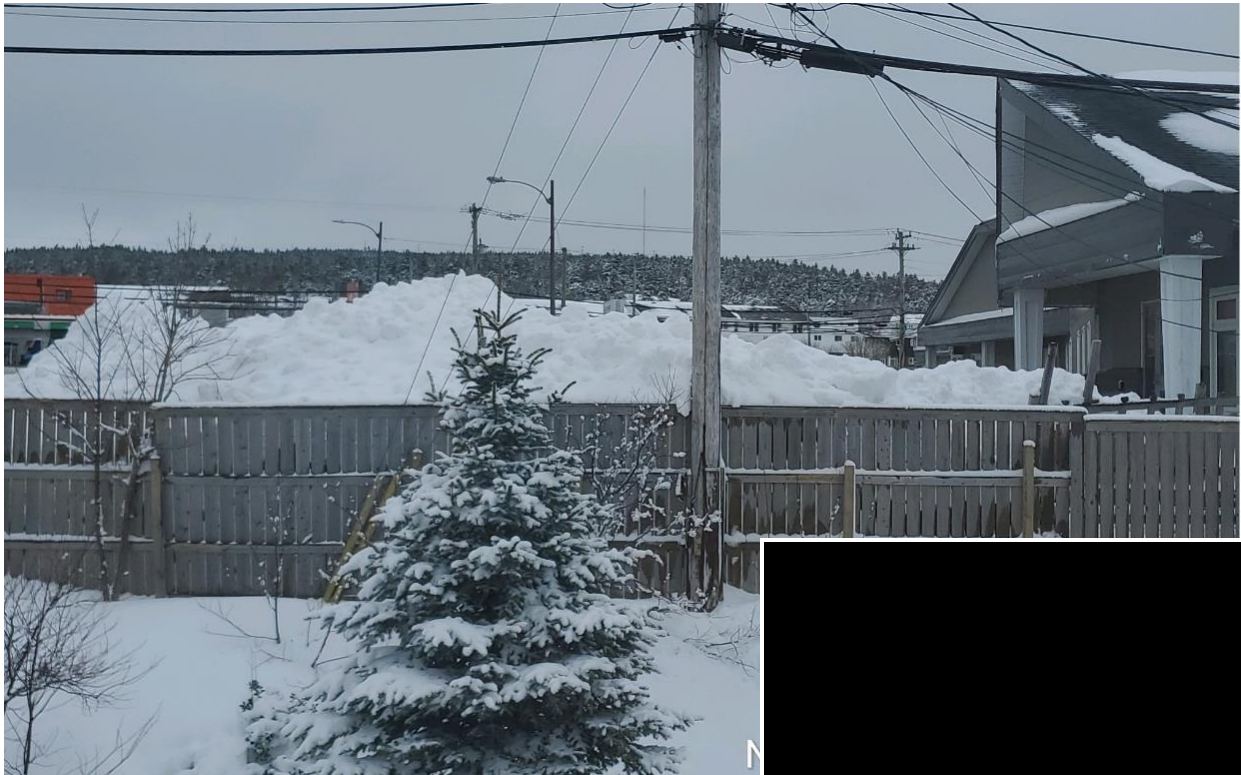
Hope City of St. John's will consider Safety and Privacy of Resident/Residential Area. Some of the mitigating factor can also be considered such as; reduced operation in after hours; relocating entrance from rear end of the building to the middle or front (next to Thorburn Road). Installing Privacy fence next to Vehicular barrier to contain snow in the Property; not pushing into easement and neighboring property.

[REDACTED]

Thanks,

[REDACTED]









# DECISION/DIRECTION NOTE

**Title:** Fence in the Floodplain Buffer – 36 Gallipoli Street – INT2400017

**Date Prepared:** April 9, 2024

**Report To:** Regular Meeting of Council

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

**Ward:** Ward 1

---

**Decision/Direction Required:** To seek approval for a fence in the Floodplain Buffer at 36 Gallipoli Street.

**Discussion – Background and Current Status:** An application was received to construct a fence at 36 Gallipoli Street, which will be located within the Floodplain Buffer. The Floodplain also extends into a small area of the rear yard and the fence must be located outside this area. As per Section 4.10(4)(a) of the Envision St. John's Development Regulations, Council may permit the development of a residential Fence within the Floodplain Buffer, and 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 4.20(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.
6. Legal or Policy Implications: Envision St. John's Development Regulations Section 4.10 "Waterways, Wetlands, Ponds or Lakes."
7. Privacy Implications: Not applicable.

# ST. JOHN'S

- 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 fence in the Floodplain Buffer at 36 Gallipoli Street.

**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

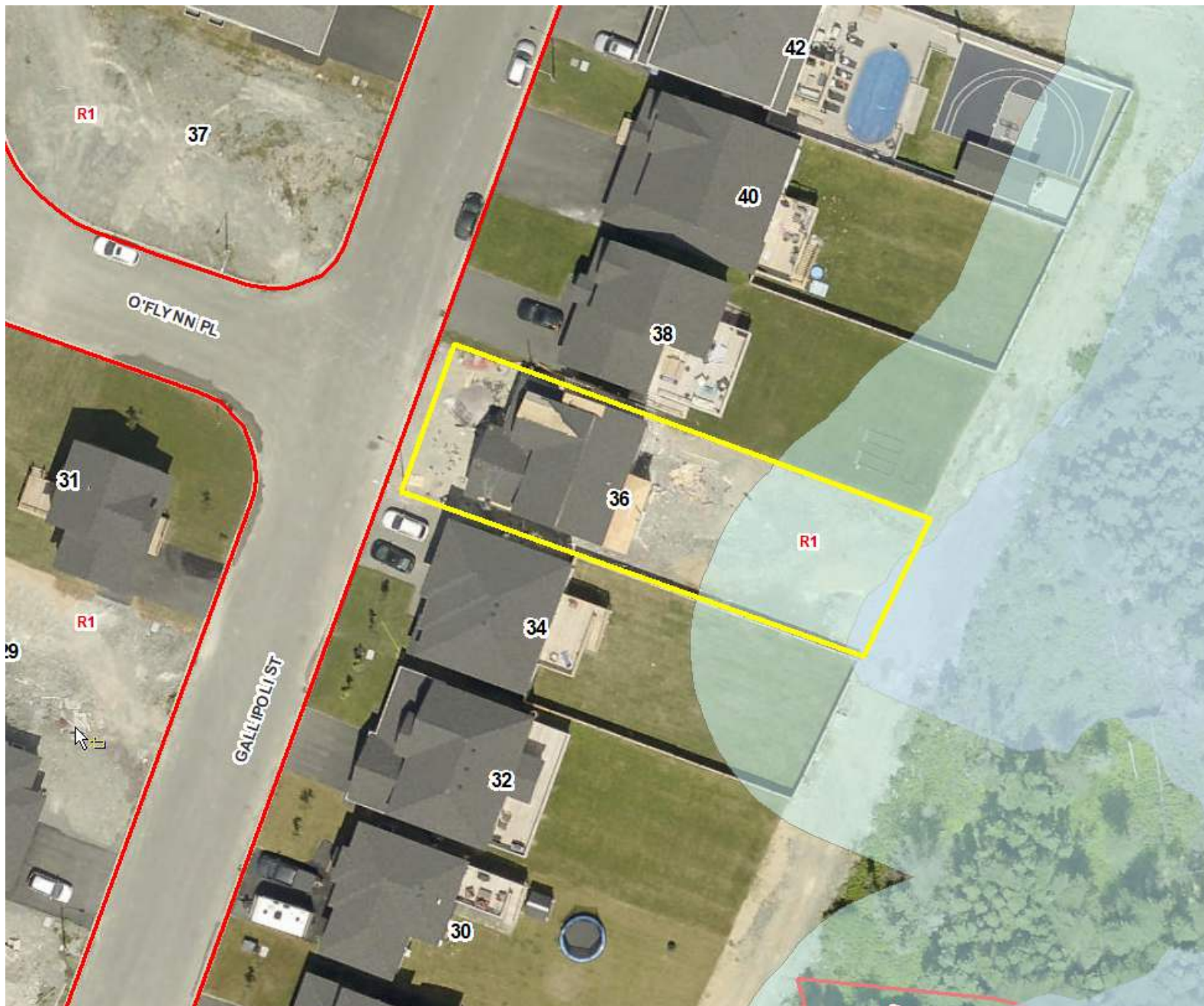
### Report Approval Details

Document Title:	Development Committee - Fence in the Floodplain Buffer - 36 Gallipoli Street - INT2400017.docx
Attachments:	- 36Gallipoli.pdf - 36 Gallipoli - Revised Fence Proposal.pdf
Final Approval Date:	Apr 11, 2024

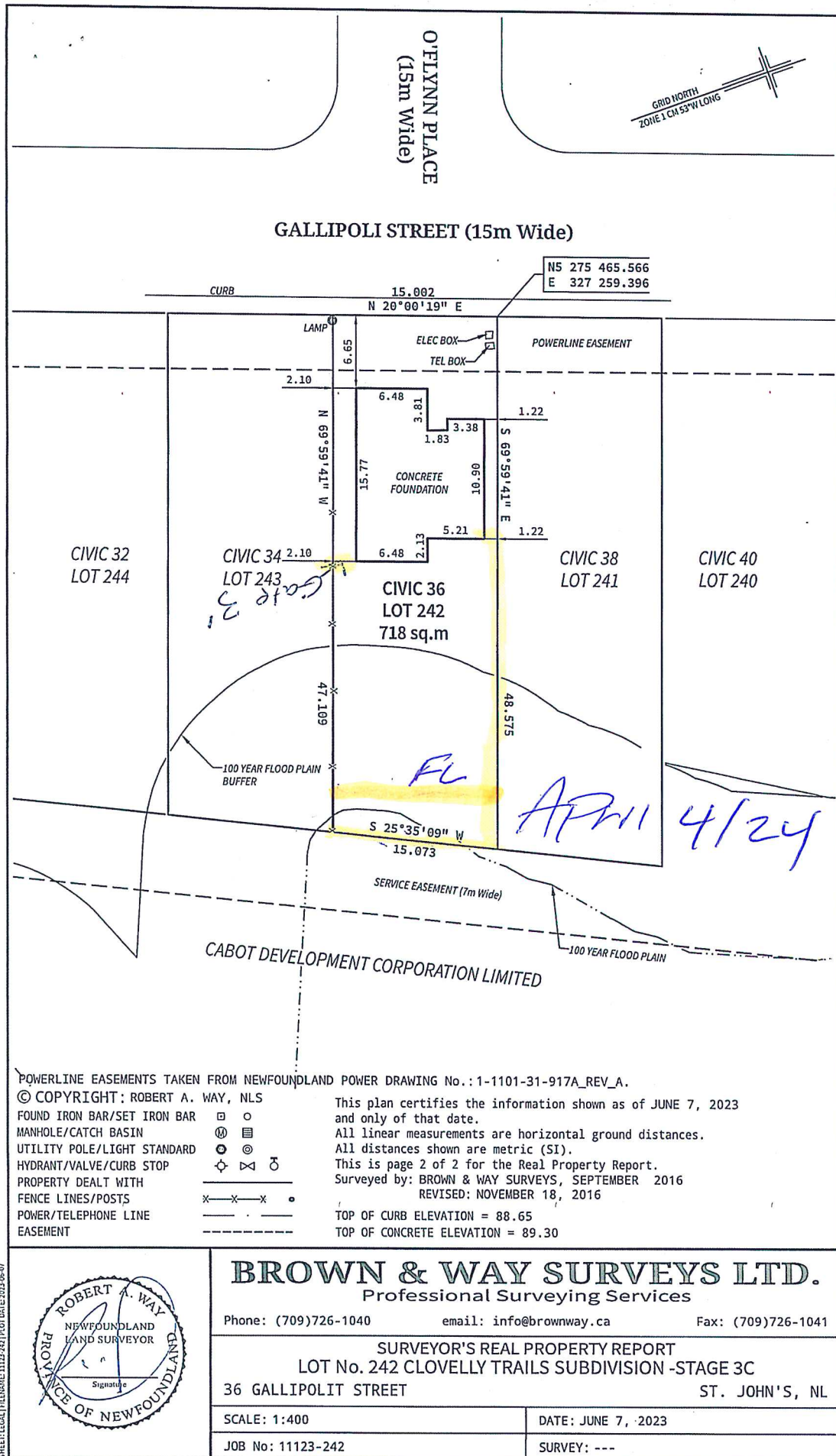
This report and all of its attachments were approved and signed as outlined below:

**Jason Sinyard - Apr 11, 2024 - 10:31 AM**

# 36 Gallipoli Street







# DECISION/DIRECTION NOTE

**Title:** Public Utility in the Floodplain and Buffer - Thorburn Road – DEV2300167

**Date Prepared:** April 8, 2024

**Report To:** Regular Meeting of Council

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

**Ward:** Ward 4

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**Decision/Direction Required:** To consider approval of a Public Utility within the Floodplain and Floodplain Buffer on Thorburn Road.

**Discussion – Background and Current Status:** An application was received from Newfoundland Power for a new distribution line and street lighting infrastructure along Thorburn Road. The new infrastructure is proposed to be located behind the sidewalk, which will place two utility poles within the Floodplain and Floodplain Buffer.

Subject to Section 4.10(4) and (5) of the Development Regulations, Council may permit a Public Utility within the Floodplain and Floodplain Buffer. Subject to Section 4.10(6), prior to Council's consideration the application was referred to the Environment and Sustainability Experts Panel for their consideration. The panel has no concerns with the proposed application but did suggest following up with Newfoundland Power about the type and treatment of utility poles due to their location in the waterway.

## **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: 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 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 a Public Utility within the Floodplain and Floodplain Buffer on Thorburn Road to allow for infrastructure replacement.

**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 - Public Utility in the Floodplain and Buffer - Thorburn Road - DEV2300167.docx
Attachments:	- ThorburnRoadsite.pdf - ThorburnRd.buffer.pdf
Final Approval Date:	Apr 11, 2024

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

**Jason Sinyard - Apr 11, 2024 - 10:35 AM**









# DECISION/DIRECTION NOTE

**Title:** Public Works and Infrastructure in the Floodplain and Buffer - 157 Main Road – INT2400009

**Date Prepared:** April 8, 2024

**Report To:** Regular Meeting of Council

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

**Ward:** Ward 5

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**Decision/Direction Required:** To consider approval of Public Works and Infrastructure within the Floodplain and Floodplain Buffer at 157 Main Road.

**Discussion – Background and Current Status:** The City is currently designing a stormwater system in the area of Viguer's Road and Main Road to resolve flooding issues. The new system will collect stormwater from Main Road and discharge to Fourth Pond. To avoid discharge onto private property, it is proposed that new stormwater infrastructure will be constructed within the Floodplain and Floodplain Buffer along 157 Main Road.

Subject to Section 4.10(4) and (5) of the Development Regulations, Council may permit Public Works and Infrastructure within the Floodplain and Floodplain Buffer. Subject to Section 4.10(6), prior to Council's consideration the application was referred to the Environment and Sustainability Experts Panel for their consideration. The panel has no concerns with the proposed application.

**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: 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 consider approval of Public Works and Infrastructure within the Floodplain and Floodplain Buffer at 157 Main 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

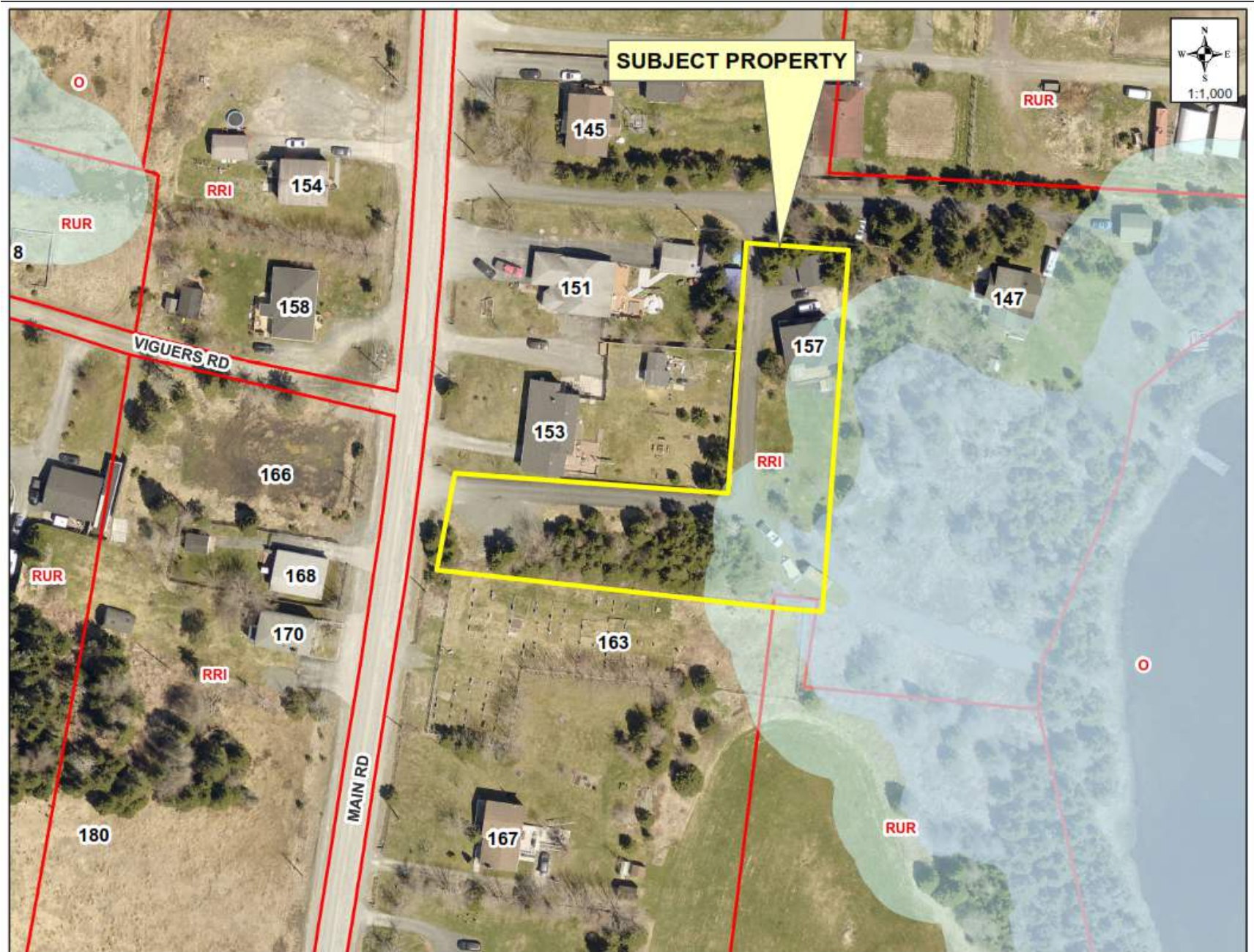
**Report Approval Details**

Document Title:	Development Committee - Public Works and Infrastructure in the Floodplain and Buffer - 157 Main Road - INT2400009.docx
Attachments:	- 157 Main Roadsite.pdf - 157 main roadplans.pdf
Final Approval Date:	Apr 11, 2024

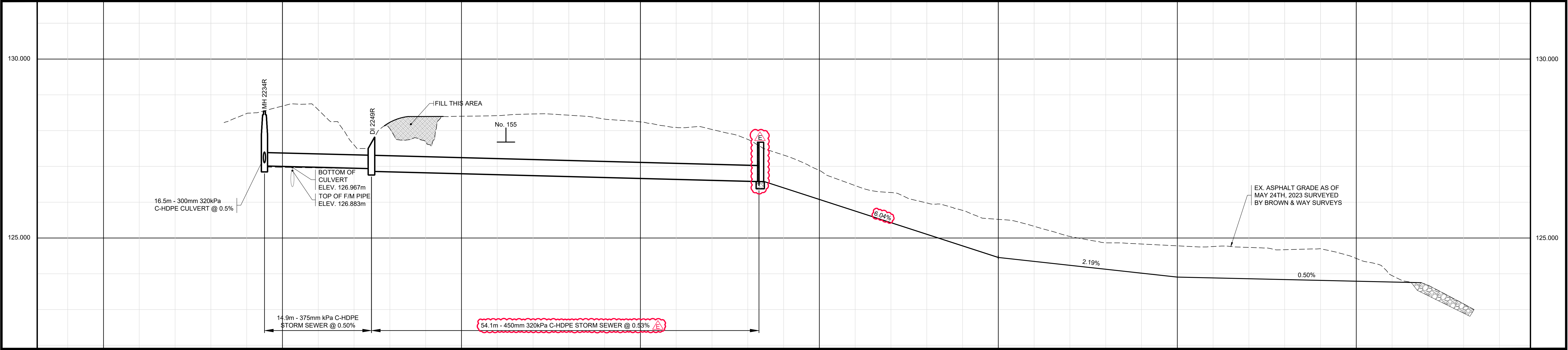
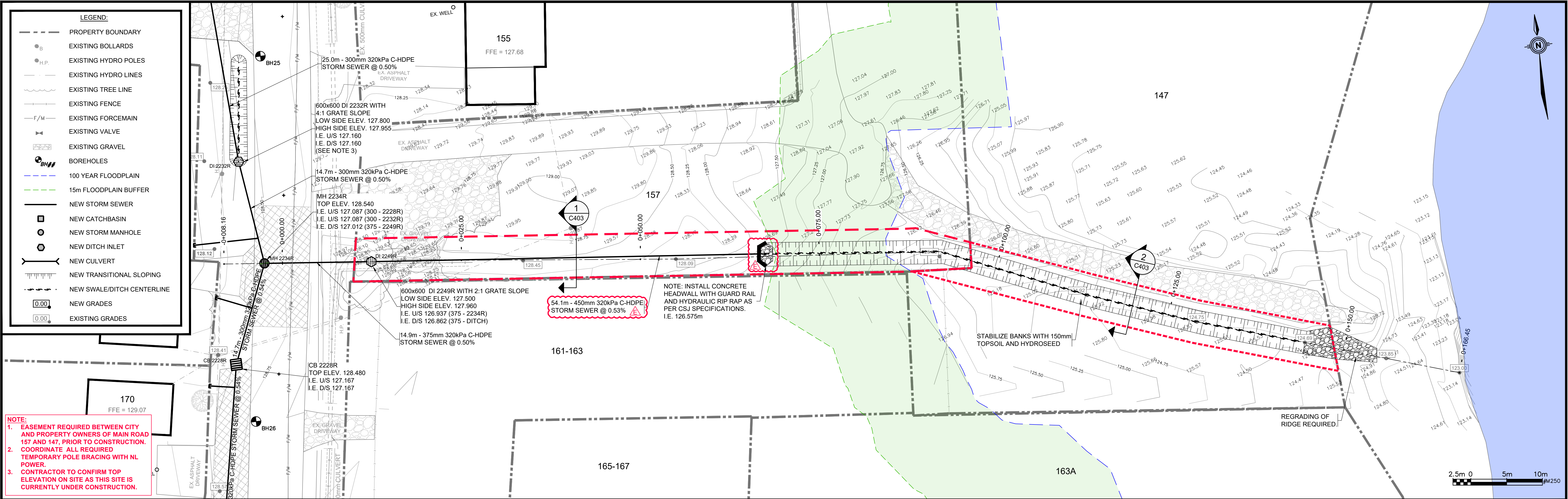
This report and all of its attachments were approved and signed as outlined below:

**Jason Sinyard - Apr 11, 2024 - 10:30 AM**

# 157 Main Road







<div>NOTES: 1. NOTES ON THIS DRAWING APPLIES TO ALL DRAWINGS WITHIN THIS SET. 2. No. 00 BASEMENT FLOOR ELEVATION No. 00 BASEMENT FLOOR ELEVATION No. 00 FIRST FLOOR ELEVATION No. 00 FIRST FLOOR ELEVATION ┌ NORTH/EAST OF CHAINAGE ┐ SOUTH/WEST OF CHAINAGE ┐ SOUTH/WEST OF CHAINAGE ┐ NORTH/EAST OF CHAINAGE 3. ALL CROSSINGS OR FILL UNDER AND AROUND EXISTING INFRASTRUCTURE REQUIRES NON-SHRINK BACKFILL. 4. LOCATION OF ALL ON SITE PRIVATE SERVICES ARE NOT SHOWN. CONTRACTOR MUST LOCATE AND PROTECT ALL PRIVATE SERVICES PRIOR TO START OF CONSTRUCTION OF FORCEMAIN.</div>				<div><div><div>HEADWALL RE-LOCATION</div><div>2023.11.07</div><div>HRB</div></div><div><div>D</div><div>ADDED DITCH INLET AND NOTE FOR BANK STABILIZATION</div><div>2023.11.02</div><div>HRB</div></div><div><div>C</div><div>ISSUED FOR PRICING</div><div>2023.10.27</div><div>HRB</div></div><div><div>B</div><div>ISSUED FOR APPROVAL</div><div>2023.08.28</div><div>HRB</div></div><div><div>A</div><div>ISSUED FOR CLIENT REVIEW</div><div>2023.07.13</div><div>HRB</div></div><div><div>NO.</div><div>REVISION</div><div>DATE</div><div>INITIAL</div></div></div>				<div><div>BOREHOLE LEGEND</div><div><div><div>ASPHALT</div><div>WATER LEVEL DEC 11 2020</div><div>SEDIMENTARY BEDROCK</div></div><div>REFER TO BH RECORD OF GEOTECHNICAL INVESTIGATION REPORT FOR COMPLETE SOILS CLASSIFICATION AND ELEVATIONS</div></div></div>				<div>APPROVED</div>								<div><div>ST. JOHN'S</div><div>DEPARTMENT OF PLANNING, ENGINEERING AND REGULATORY SERVICES</div><div>GOULD'S SERVICING - PHASE 3 (SEWAGE FORCEMAIN)</div><div>MAIN ROAD - VIGUERS ROAD STORM SEWER</div></div>				<div><div><div>RVA</div><div>PEOPLE. PROJECTS. PLANET.</div><div>Innovative solutions for complete challenges</div></div></div>			
								<div><div>PLAN AND PROFILE</div><div>MAIN ROAD TO FOURTH POND STA. 0+00 - 0+150</div></div>								<div><div>Scale</div><div>1 : 250 HORIZ.</div><div>1 : 50 VERT.</div></div>				<div><div>Drawn by H.BLANCHARD</div><div>Date NOVEMBER 2023</div><div>Ckd. by S.BATT</div><div>Dwg. No. A1 - 205442 - C402</div><div>Rev. E</div></div>							



# BID APPROVAL NOTE

**Bid # and Name:** 2024056 - 2024 Infrastructure Maintenance - Manhole and Catch Basin Repairs  
**Date Prepared:** Friday, April 5, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** Public Works  
**Division:** Water & Wastewater  
**Quotes Obtained By:** Sherri Higgins  
**Budget Code:** 4131-52359  
**Source of Funding:** Operating

**Purpose:**  
Repair and replacement of damaged manholes and catch basins.

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

Vendor Name	Bid Amount
Modern Paving Limited	\$838,281.00
Mercers Paving Incorporated	\$947,554.00
Black Diamond Construction Limited	\$956,725.25
Dexter Construction Company Limited	\$1,206,640.38

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

**Contract Duration:** Work must be substantially completed by October 31, 2024.

**Bid Exception:** None

**Recommendation:**  
That Council ratify the award to the lowest bidder meeting specifications, Modern Paving Limited, for \$838,281.00 (HST included) as per the Public Procurement Act.

# ST. JOHN'S

**Attachments:**

### Report Approval Details

Document Title:	2024056 - 2024 Infrastructure Maintenance - Manhole and Catch Basin Repairs.docx
Attachments:	
Final Approval Date:	Apr 8, 2024

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

**Rick Squires - Apr 8, 2024 - 8:11 AM**

**Derek Coffey - Apr 8, 2024 - 8:58 AM**

# DECISION/DIRECTION NOTE

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**Title:** 2025 Fortis Canada Games Complex

**Date Prepared:** April 11, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** N/A

**Ward:** Ward 4

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## Decision/Direction Required:

To approve ratification of the E-Poll conducted on April 10, 2024 for the Fortis Canada Games Complex.

## Discussion – Background and Current Status:

The Fortis Canada Games Complex project is cost-shared by the Federal, Provincial and Municipal governments for the 2025 Canada Games. While the City of St. John's is managing the Design Build of the new facility, the facility will be owned and operated by Memorial University. This change order is required to ensure connectivity between the new facility and MUN's existing systems, details are in the attachment.

## Key Considerations/Implications:

### 1. Budget/Financial Implications

The change order, valued at \$339,782.53, will be funded from the existing approved project budget of \$43M.

### 2. Partners or Other Stakeholders

The stakeholders for this project include the following:

- Memorial University of Newfoundland & Labrador
- Canada Games Host Society
- Newfoundland & Labrador English School District
- Province of Newfoundland & Labrador
- Federal Government of Canada
- Athletics Canada – National Sport Organization
- Soccer Canada – National Sport Organization
- City of St. John's

# ST. JOHN'S

3. Alignment with Strategic Directions:

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

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

The Fortis Canada Games Complex is a LEED Silver project, and it is the first LEED project that the City of St. John's has undertaken.

4. Alignment with Adopted Plans:

- a. Envision St. John's

5. Accessibility and Inclusion:

- a. The facility has been designed to account for inclusion, diversity, equality, and accessibility for all.

6. Legal or Policy Implications:

N/A

7. Privacy Implications:

N/A

8. Engagement and Communications Considerations:

There is an Engage Page for the Fortis Canada Games Complex.

9. Human Resource Implications:

N/A

10. Procurement Implications:

There are no current procurement implications. The project is compliant with the Public Procurement Act and reporting requirements are completed as required.

11. Information Technology Implications:

N/A

12. Other Implications:

N/A

**Recommendation:**

That Council approve the ratification of the E-Poll conducted on April 10, 2024 for the Fortis Canada Games Complex.

**Prepared by:**

**Tonya Knopp, P.Eng., M.Sc., CAMP  
Manager Facility Engineering**

**Approved by:**

**Jason Sinyard, P.Eng, MBA  
Deputy City Manager - PERS**

**Report Approval Details**

Document Title:	2025 Fortis Canada Games Complex - Change Order Approval - E-Poll Ratification.docx
Attachments:	- CCO036R1.pdf
Final Approval Date:	Apr 12, 2024

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

**Scott Winsor - Apr 12, 2024 - 9:31 AM**

**Jason Sinyard - Apr 12, 2024 - 10:12 AM**



<b>FCS – Contemplated Change Order (CCO)</b>	<b>Finance and Corporate Services</b>
<b>Project Details</b>	<b>SECTION 1</b>
<div style="display: flex; justify-content: space-between;"> <span>CCO No <u>036</u></span> <span>Date Submitted <u>2024-03-06</u></span> <span style="border: 1px solid black; padding: 2px 5px;"><b>Reset Form</b></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>To <u>City of St. John's</u></span> <span>From <u>Lindsay Construction</u></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Project Title <u>2025 Canada Games</u></span> <span>Project Number <u>5714</u></span> </div> <p>The following modification to the Contract has been identified. Pursuant to the General Conditions, please provide a quotation for the alteration as described in Section 2, number 1, Scope of Work. The quotation should include an itemized breakdown of contractor and subcontractor costs, including labor, materials, rentals, approved services, overhead, and profit.</p>	
<b>Scope of Work (Completed by Contractor)</b>	<b>SECTION 2</b>
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>1. Scope of Work</span> <span style="background-color: #666; color: white; padding: 2px 10px; border-radius: 3px;">Click here to attach files</span> </div> <p>The scope of work includes the following:</p> <ol style="list-style-type: none"> <li>1) Supply and install a mass notification fire alarm system to the MUN network at the Aquarena.</li> <li>2) Supply and install conduit and fiber from the Fortis Canada Games Complex to the Aquarena.</li> <li>3) Supply and install conduit only to Lambe's Lane for future MUN connection to Print Services Building.</li> </ol> <div style="margin-top: 10px;"> 2. Who Initiated Change/Modification?   <input checked="" type="checkbox"/> Owner   <input type="checkbox"/> Consultant   <input type="checkbox"/> Contractor </div>	
<b>Estimated Cost (Completed by Contractor)</b>	<b>SECTION 3</b>
<div style="margin-top: 10px;"> 3. Estimated Cost Total (HST Excluded) \$ <u>339,782.5</u> </div> <div style="background-color: #666; color: white; padding: 5px; text-align: center; margin: 10px 0;"> Click here to attach detailed breakdown </div> <div style="margin-top: 10px;"> 4. Submitted by:  Contractor Name <u>Lindsay Constructon</u>   Contractor Signature _____   Date <u>2024-03-06</u> </div>	
<b>Recommendation</b>	<b>SECTION 4</b>
<div style="margin-top: 10px;"> 6. Recommendation   Based on the information provided, the recommendation is as follows: </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Request Approved   <input type="checkbox"/> Request Denied   <div style="border: 1px solid black; padding: 2px; display: inline-block;">Select the reason the request was denied</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Consultant Name _____</div> <div>Consultant Signature _____</div> <div>Date _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Owner Name _____</div> <div>Owner Signature _____</div> <div>Date _____</div> </div> <div style="text-align: center; margin-top: 20px;"> <b>Please attach this form to the Workplace Requisition.</b> </div>	

# ST. JOHN'S

## Committee of the Report - City Council

Council Chambers, 4th Floor, City Hall

April 9, 2024, 3:00 p.m.

Present:	<p>Mayor Danny Breen  Deputy Mayor Sheilagh O'Leary  Councillor Maggie Burton  Councillor Ron Ellsworth  Councillor Tom Davis  Councillor Carl Ridgeley</p>
Regrets:	<p>Councillor Sandy Hickman  Councillor Debbie Hanlon  Councillor Jill Bruce  Councillor Ophelia Ravencroft  Councillor Jamie Korab</p>
Staff:	<p>Kevin Breen, City Manager  Derek Coffey, Deputy City Manager of Finance &amp; Administration  Tanya Haywood, Deputy City Manager of Community Services  Jason Sinyard, Deputy City Manager of Planning, Engineering &amp; Regulatory Services  Cheryl Mullett, City Solicitor  Karen Chafe, City Clerk  Jackie O'Brien, Communications &amp; Public Relations Officer  Jennifer Squires, Legislative Assistant</p>
Others	<p>Krista Gladney, Manager, Healthy City &amp; Inclusion  Mark Finch, Healthy City Development Coordinator  Michelle Smith, Building Safer Communities Project Coordinator  Tracy-Lynn Goosney, Manager, Development Engineering</p>

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**1. Approval of Revisions to the Building Safer Communities Steering Committee Terms of Reference**

The Building Safer Communities Project Coordinator provided Council with an overview of the proposed changes to the Building Safer Communities Steering Committee Terms of Reference. Deputy Mayor O'Leary asked if poverty reduction would be component of the discussions arising from the Steering Committee. Staff responded that socioeconomic status would be a consideration of the work undertaken. People living in low-income situations would be a key population and sought after perspective for the initiative. Councillor Davis questioned if an effort had been made to include small business owners in the engagement process. Opportunities for engagement were publicized everywhere, including the business community and the downtown business community. Staff will return with an update for Council on the engagement sessions in the upcoming weeks.

Recommendation

**Moved By** Deputy Mayor O'Leary

**Seconded By** Councillor Ridgeley

That Council approve the revised Building Safer Communities Terms of Reference.

For (6): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Davis, and Councillor Ridgeley

**MOTION CARRIED (6 to 0)**

**2. Healthy City Advisory Committee**

Healthy City & Inclusion Staff reviewed the proposed Terms of Reference and Selection Process for the Healthy City Advisory Committee. The formation of the Committee results from a Memorandum of Understanding between the City of St. John's and NL Health Services. The Committee will focus on community health and quality of life issues, promote collective action, and provide leadership and support for the Healthy City Strategy. The Advisory Committee will also provide oversight and high-level facilitation of Healthy City St. John's and focus on policy development and decision-making, advocacy, knowledge mobilization and the acquisition of funding. The Committee will be comprised of those who hold positions in a

decision-making role within an organization representing one of the following disciplines:

- Housing
- Urban Design
- Transportation
- Environment
- Healthy Neighbourhoods and People
- Inclusion

The Co-Chairs for the Advisory will be City of St. John's Mayor Danny Breen and NL Health Services Medical Officer of Health Dr. Nazlee Ogunyemi. Deputy Mayor O'Leary asked if the Co-Chairs would have voting privileges. Staff responded that the Co-Chairs would have a vote in the decision-making process. The Deputy Mayor further requested that she be kept apprised on the work of the Committee in order to facilitate collaboration and conversation with other municipalities on a national level in her role as a Board Member of the Federation of Canadian Municipalities.

#### Recommendation

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Burton

That Council approve the Healthy City Advisory Committee Terms of Reference and Selection Process for Members

For (6): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Davis, and Councillor Ridgeley

**MOTION CARRIED (6 to 0)**

### **3. 31 Kilbride Avenue – REZ2400003**

Councillor Burton informed Council on an application to rezone 31 Kilbride Avenue from the Residential 1 (R1) Zone to the Residential 2 Cluster (R2C) Zone to allow a Townhouse Cluster development. Staff have recommended rejection of the application as it is located above the 130-metre contour. As per the Municipal Plan, unless infrastructure

improvements are carried out, development is limited to lands below the 130-metre elevation in Kilbride. Unserviced residential development is also not permitted in this area. Councillor Burton further noted that the Municipal Plan will be updated to amend the 130-meter contour to the 126-metre contour to improve accuracy of the servicing limit.

The applicant was a recipient of the provincial Affordable Rental Housing Program funding for community housing projects. While members of Council spoke of their support of the creation of Affordable Housing and development, they could not support development on unserviceable land. Councillor Ridgeley advised that the rejection of the application was evidence of the importance of the development of water systems. He stated that water towers are needed in the City to maintain development, and that several proposals had been rejected due to servicing issues. He further requested that the use of mechanical water pumps to address servicing issues be investigated. Councillor Ellsworth noted that there are developers making proposals for work outside of the service area and recommended that they instead consider locations inside the service area to reduce sprawl and ensure the development is cost effective when it comes to servicing. He then noted that the Province had approved funding for a number of Affordable Housing developments in areas that cannot be serviced. This is an impetus for failure and disingenuous to both successful applicants and the City. He then explained that using mechanical pumps to address servicing would be a challenge as should the pump fail, firefighting services would lose water access. Additional infrastructure is required to support development, and Councillor Ellsworth was hopeful that Canada Housing Infrastructure Fund would provide opportunities for developers to help projects move forward. Deputy Mayor O'Leary asked the City Manager for an update on the funding. The City Manager replied that no details on the parameters of the funding had been provided as of yet, and an update will be provided to Council when additional announcements are made.

Councillor Davis questioned if the location of Petty Harbour and Long Pond factored into calculations for the servicing requirements and if they received their water from the same treatment facility as Kilbride. The Deputy City Manager of Planning, Engineering, & Regulatory Services advised that generally ponds feed the tank systems. The tanks provide water on a gravity basis to residents and have the capacity to provide backup services and fire flows in the case of an outage. While he could not provide specific detail on where exactly the water to fill the tanks came

from, all sources would have been factored in for the analysis of the system in question.

The Mayor agreed that the City should be involved in discussions concerning land use in advance of funding approvals by the Provincial Government, and informed Council that recently the Province had been consulting with the City earlier in the process. He also noted concern with the Provincial Conservative's position on limiting infrastructure funding based on the number of houses built. He asked that they reconsider their proposed method for allocating funding as many municipalities and provinces cannot support the financial implications of infrastructure development on their own and the funding restrictions would be counterintuitive to housing development.

Recommendation

**Moved By** Councillor Burton

**Seconded By** Councillor Ellsworth

That Council reject the application to rezone land at 31 Kilbride Avenue from the Residential 1 (R1) Zone to the Residential 2 Cluster (R2C) Zone for a Townhouse Cluster development because the land is above the current limit of servicing.

For (6): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Davis, and Councillor Ridgeley

**MOTION CARRIED (6 to 0)**

**4. New Stormwater Management Policy**

Councillor Ridgeley requested clarification on the new Stormwater Management Policy. The Manager of Development Engineering advised that the Policy went hand in hand with the new Development Design Manual and would replace the previous Stormwater Detention Policy which was last updated in 2015. The new Policy is comprehensive, providing guidance on stormwater detention, retention, wetlands, and floodplains. The Policy incorporates Provincial regulations and will formalize the City's current processes when it comes to work in waterways.

Recommendation

**Moved By** Councillor Ridgeley

**Seconded By** Councillor Davis

That Council approve the Stormwater Management Policy and rescind the current related policy (08-04-19 Stormwater Detention Policy).

For (6): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Davis, and Councillor Ridgeley

**MOTION CARRIED (6 to 0)**

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Mayor



# DECISION/DIRECTION NOTE

**Title:** Approval of Revisions to the Building Safer Communities Steering Committee Terms of Reference

**Date Prepared:** March 20, 2024

**Report To:** Committee of the Whole

**Councillor and Role:** N/A

**Ward:** N/A

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## Decision/Direction Required:

Approval of revisions to the Building Safer Communities Steering Committee Terms of Reference.

## Discussion – Background and Current Status:

The Building Safer Communities Steering Committee Terms of Reference (TOR) and membership selection process were [approved by Council](#) on August 21, 2023.

[Steering Committee membership](#) was approved by Council on October 3, 2023.

Building Safer Communities Steering Committee members have carefully reviewed the TOR and are requesting that the following revisions / additions be approved by Council:

1. Addition of the Royal Canadian Mounted Police (RCMP) and Department of Health and Community Services (HCS) to Steering Committee membership as ex-officio members.

Staff have reached out to both the RCMP and HCS to gauge their potential participation. Both have confirmed interest.

2. Addition of the City of St. John's *Declaration in Support of the Rights of Indigenous Peoples* to "Other City Plans, Guides or Strategies."

3. Addition of Annex A: Social Determinants of Violence and Crime

Committee members requested that the definitions of the social determinants of crime and violence be included in the Terms of Reference to ensure collective understanding.

4. Addition of Annex B: Building Safer Communities Anti-Oppression Framework

# ST. JOHN'S

The Anti-Oppression Framework was developed to guide and inform the work of the City of St. John's Building Safer Communities project. The framework is a set of principles, practices, and strategies designed to identify, challenge, and address oppression and systemic injustices in various contexts, such as social, political, and organizational settings. It seeks to create more equitable, inclusive, and just systems by addressing power imbalances, discrimination, and various forms of oppression.

### **Key Considerations/Implications:**

#### **1. Budget/Financial Implications:**

N/A

#### **2. Partners or Other Stakeholders:**

- City Council
- Public / residents
- Community-based organizations and advocates
- Provincial Government departments, agencies, and entities
- Newfoundland and Labrador Health Services
- Royal Newfoundland Constabulary
- Education / school representatives
- Persons with lived experience
- Vulnerable populations
- City of St. John's Advisory Committees and Working Groups

#### **3. Alignment with Strategic Directions:**

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

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

#### **4. Alignment with Adopted Plans:**

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

5. Accessibility and Inclusion:

- In person engagement locations will be physically accessible.
- Virtual meetings will be conducted on accessible platforms.
- ASL interpreters, closed captioning services and other accessibility accommodations may be required.
- Every effort is made to include the following perspectives within the Steering Committee membership to the greatest extent possible:
  - Women and girls
  - Children and families
  - Youth and young adults
  - Newcomers
  - Indigenous people
  - Racialized people
  - 2SLGBTQIA+
  - Persons with disabilities
  - Mental health and addictions
  - Harm reduction
  - Poverty and low income
  - Social isolation
  - Housing and homelessness
  - Involvement with the justice system
  - Employment
  - Education
  - Academia / research
  - People with lived experience
  - Seniors / older persons
  - Recidivism prevention

6. Legal or Policy Implications:

The Building Safer Communities Steering Committee will help to inform City policies and procedures relating to preventing violence and crime and addressing the root causes within the community.

The City's legal department has reviewed the revised TOR including the two Annexes and noted no concerns.

7. Privacy Implications:

N/A

8. Engagement and Communications Considerations:

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

9. Human Resource Implications:

N/A

10. Procurement Implications:

N/A

11. Information Technology Implications:

N/A

12. Other Implications:

N/A

**Recommendation:**

That Council approve the revised Building Safer Communities Terms of Reference.

**Prepared by:** Michelle Smith, Building Safer Communities Coordinator

**Approved by:** Krista Gladney, Manager – Healthy City and Inclusion

### Report Approval Details

Document Title:	Revisions to Building Safer Communities Steering Committee Terms of Reference.docx
Attachments:	- March 2024 Revised BSC TOR for Council approval.pdf
Final Approval Date:	Mar 21, 2024

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

**Krista Gladney - Mar 21, 2024 - 8:26 AM**

**Tanya Haywood - Mar 21, 2024 - 9:00 AM**

## 1.0 General Information

Committee Name:	Building Safer Communities Steering Committee
Reporting to:	Manager, Healthy City and Inclusion
Date of Formation:	August 2023
Meeting Frequency:	Monthly
Staff Lead:	Building Safer Communities Coordinator
Other Staff Liaison:	Building Safer Communities Research Data Analyst Others as deemed necessary by staff lead as per Section 4.2.1

## 2.0 Purpose

The City of St. John's will receive up to \$1.83 million through the Building Safer Communities Fund (BSCF) to facilitate a crime and violence prevention strategy in collaboration with community partners and stakeholders. The purpose of the project is to help prevent crime and violence in the municipality by addressing root causes (i.e., social determinants).

The Building Safer Communities Steering Committee will be solution oriented and provide information and recommendations to the City of St. John's on the best ways of addressing the social determinants of crime and violence. Areas of focus include:

- Advancing knowledge and evidence of what works in other jurisdictions in Canada as well as locally.
- Developing a data collection strategy and evaluation framework.
- Developing local and community-based strategies and key objectives for the prevention of violence and crime for local organizations that focus on:
  - Children, youth, young adults, and their families.
  - Vulnerable populations
  - Addressing the social determinants of violence and crime.
- Enhancing evidence-based and targeted prevention and intervention activities.
- Developing a public awareness campaign.

- Developing a sustainability plan for the Building Safer Communities strategy.

Specifically, the Committee will:

- Provide the perspective of persons with lived experience and populations most vulnerable to violence and/or crime.
- Provide advice and perspective to the City on its violence and crime prevention and intervention policies, plans, programs, and services and how these meet the needs of the community.
- Identify gaps and barriers and suggest solutions that allow for the full participation of vulnerable populations and individuals facing barriers to improve safety and inclusion.
- Liaise with external groups and organizations with an interest in the prevention of violence and crime to share information, research, best practices, and other resources.
- Disseminate information on civic matters that affect children, youth, young adults, their families, and other populations most vulnerable to violence and/or crime.
- Provide a forum for dialogue between persons with lived experience, vulnerable populations, relevant external organizations, and the City of St. John's.
- Support and promote an increased consciousness of safety and inclusion within the City of St. John's and among the public.

Steering Committee recommendations to the City of St. John's will occur in the manner defined by these Terms of Reference to best support City Policy. The purpose of the Building Safer Communities Steering Committee in relation to specific City policies, plans and strategies is as follows:

Steering Committee Relationship to Strategic Plan:

- A Connected City – A city where people feel connected, have a sense of belonging, and are actively engaged in community life.
- A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.

Applicable Legislation/City Bylaws:

- City of St. John's Act

**Other City Plans, Guides or Strategies:**

- Healthy City Strategy
- 10-Year Affordable Housing Strategy, 2019 to 2028
- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, Amended 2022
- City of St. John's Declaration in Support of the Rights of Indigenous Peoples

**Other Distinct Deliverables and Considerations:**

1. The Committee will be consulted on the City's Building Safer Communities public engagement processes where persons with lived experience and populations most vulnerable to violence and/or crime are identified.
2. The Committee, working cooperatively with City staff and departments, will identify distinct opportunities to include the perspectives of persons with lived experience and populations vulnerable to violence and/or crime.
3. The Committee will work cooperatively with other relevant City committees on issues of mutual interest.

## **3.0 Membership and Composition**

### **3.1 Composition**

#### **3.1.1 Committee Chair**

This Steering Committee will be chaired by the Manager, Healthy City and Inclusion or a designated staff liaison. The staff member chairing this committee will have the responsibility of ensuring the committee carries out its work as per the Terms of Reference.

The Chair will ensure that matters requiring Council input and approval are brought forward for consideration, when required.

#### **3.1.2 Public Members**

The Steering Committee membership will be comprised of up to 12 total members from the following stakeholder groups:



- Individuals representing agencies relevant to children, youth, young adults, their families, and other populations vulnerable to violence and/or crime.
- Persons with lived experience and/or who represent diverse voices within the community.

Efforts will be made to include the following perspectives within the Steering Committee membership to the greatest extent possible:

- Women and girls
- Children and families
- Youth and young adults
- Newcomers
- Indigenous people
- Racialized people
- 2SLGBTQIA+
- Persons with disabilities
- Mental health and addictions
- Harm reduction
- Poverty and low income
- Social isolation
- Housing and homelessness
- Involvement with the justice system
- Employment
- Education
- Academia / research
- People with lived experience
- Seniors / older persons
- Recidivism prevention

Each organization may also appoint an alternate representative to attend Committee meetings if the primary member is unable to attend.

### **Youth Engagement Working Group**

From time to time, the Steering Committee will benefit from the additional insight of the youth perspective. To this end, the Youth Engagement Working Group (YEWG) is available for consultation with the Steering Committee. The YEWG oversees implementation of the Youth Engagement Strategy and

provides ongoing advice and guidance on how to best engage youth on City matters.

### **Inclusion Advisory Committee**

The Steering Committee will also benefit from the additional insight of an inclusion perspective. The Inclusion Advisory Committee provides information and advice to the Council on matters of inclusion and accessibility as they relate to City programs, policies, and services. City projects and initiatives related to public service can be vetted through this experienced and knowledgeable committee to ensure access for all residents and visitors.

### **Subcommittees**

When deemed necessary, the Steering Committee may strike up a working committee or subcommittee to deal with specific issues or deliverables (e.g., public engagement, evaluation). Subcommittees must have at least one Steering Committee member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the Steering Committee on specified meeting dates, or as deemed necessary by the Chair.

### **3.1.3 Staff and Council Members (Ex-Officio Members)**

#### **Staff Lead**

The Building Safer Communities Coordinator will act as Lead Staff for the Steering Committee. Other staff support/attendance may be requested by the Lead Staff where required.

## **3.2 Length of Term**

### **Public Members**

Unless otherwise indicated, the Steering Committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases,

members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

### **Additional Considerations**

- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e., to fill a vacancy) the partial term (i.e., less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in these Terms of Reference, the limit on the length of Steering Committee membership for any member of the public is two two-year consecutive terms.

Exceptions to the above terms are as follows: where there is an insufficient number new members able to participate; if a particular area of expertise is indispensable and there are no other suitable replacements; if the Steering Committee would suffer from a lack of continuity (i.e., more than half of all members are replaced at once); or if directly related to the Steering Committee's purpose as defined in its Terms of Reference.

## **4.0 Roles, Responsibilities and Reporting**

### **4.1 Roles and Responsibilities**

As a municipal advisory body, Steering Committee roles include:

- Advising and making recommendations to the City/Council in a manner that will support City policy matters relevant to the Committee's defined purpose.
- Providing resident and organizational-based expertise.
- Working within given resources.
- Knowledge sharing and evidence of what works in other jurisdictions in Canada as well as locally.
- Informing a data collection strategy and evaluation framework.
- Informing local and community-based strategies and initiatives.
- Informing evidence-based and targeted prevention and intervention activities.
- Contributing to a public awareness campaign.

## **Shared Member Responsibilities**

### **Conduct**

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Steering Committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other Committee members.

### **Preparation**

Meeting agendas and accompanying materials will be circulated electronically one week prior to all meetings. Members are expected to review all distributed materials prior to meetings. Alternate material distribution methods will be made available upon request.

### **Agendas**

- Agendas require focus with clear parameters for content and alignment with the Steering Committee Terms of Reference and purpose.
- Agendas will be finalized one week before Steering Committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be reviewed and added to the existing or next meeting's agenda, as determined on a case-by-case basis.
- All Committee members are to submit potential agenda items and related material to the Committee Chair for consideration.

### **Attendance and Participation**

Active participation in Steering Committee meetings is expected of all members of the public. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines two consecutive attempts to schedule a meeting or is unable to attend two consecutive scheduled meetings without justified absence, that member may be retired from the Committee at the discretion of the Chair.

Committee members who wish to request a leave of absence for an extended period (3+ months) may submit such a request to the Chair.

## **Voting**

Wherever possible, decision making will be achieved by group consensus. When consensus cannot be achieved a vote will be used. City and government department, agency and entity staff representatives are ex-officio and therefore non-voting members.

Government members include the Department of Children, Seniors and Social Development, Department of Education, Department of Justice and Public Safety, Newfoundland and Labrador Housing Corporation, Newfoundland and Labrador Health Services, the Royal Newfoundland Constabulary, Department of Health and Community Services, and the Royal Canadian Mounted Police.

## **4.2 Member Roles and Responsibilities**

### **4.2.1 City Staff**

#### **Chair**

The presiding officer of the Steering Committee will be referred to as "Chair". The Chair will:

- Uphold Steering Committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring Committee members conduct themselves in a professional manner.
- Build and coordinate a work plan for the Steering Committee.
- Prepare and submit agenda items and accompanying materials to the assigned Legislative Services Staff
- Work with the Lead Staff in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQs etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review the Steering Committee Terms of Reference at the end of each term and be prepared to propose amendments as needed.

**Lead Staff**

- The Building Safer Communities Coordinator will act as the Lead Staff for this committee.
- Act as a liaison between the Committee and the City, linking across departments on issues relevant to Committee work.
- Ensure the Committee is informed about City policy, procedure, and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist the Committee where appropriate.
- Request additional staff support/attendance as needed.
- Develop agendas in cooperation with the Committee Chair.
- Incorporate input from the Steering Committee into ongoing City work where appropriate (e.g., projects, staff updates, publications).

**Other Staff Liaison**

- The work of other staff liaisons intersects the purpose of the Steering Committee and may be required to participate.

**4.2.2 Public Members****Public Members**

Public members are expected to inform City decision making, applying personal skills, knowledge, and experience in carrying out functions commensurate with the defined purpose of the Committee. Roles will include active participation in Committee meetings, representing select Committee interests in the community, and engaging with residents and experts when appropriate.

**4.2.3 Council**

In cases where an item of Committee business (as detailed in each meeting agenda) requires Council input or approval, it will be the responsibility of the Chair to bring it forward to Council.

#### **4.2.4 Government Department, Agency, and Entity Members**

In addition to community organizations and individual residents, and in consideration of jurisdictional responsibilities, the participation of key government departments, agencies, and entities is important to the work of the Steering Committee.

Representatives of the following government departments, agencies and entities are invited to participate in the Steering Committee as ex-officio, non-voting members, similar to City of St. John's staff:

- Department of Children, Seniors and Social Development
- Department of Justice and Public Safety
- Department of Education
- Newfoundland Labrador Housing Corporation
- Newfoundland and Labrador Health Services
- Royal Newfoundland Constabulary
- Royal Canadian Mounted Police
- Department of Health and Community Services

### **4.3 Reporting**

The final Building Safer Communities strategy will be presented to the Council for input and approval.

**Note:**

- Organizational representatives will be required to report to (i.e., maintain open communication with) their respective organizations regarding Committee work.

## **5.0 Committee Recruitment and Selection**

### **5.1 Recruitment, Vacancies and Applications**

When new public members are required, the Chair shall invite the participation of one or more additional members as appropriate and defined in Section 3.1.1: Public Members.

A vacancy on the Steering Committee may occur when a member resigns, vacates a position or when their resignation is requested by the Chair. Vacancies may occur at the date of resignation, the date the member ceases to be qualified (i.e., vacates their position with their respective organization), or the date Chair declares the position vacant due to lack of attendance or incapacitation.

### **5.2 Eligibility and Selection**

#### **Eligibility**

Appointments to Steering Committee will be made providing adherence with the following eligibility requirements:

1. Individuals and/or organizations represented by Committee members must be based in or serve/do business within the City of St. John's.
2. Organizational representatives are not required to be residents of St. John's.
3. Organizational representatives must have decision-making authority with the agency that they represent.
4. The City of St. John's will ensure a broad perspective of ages and diverse perspectives will be included on the Steering Committee during the membership selection process.

#### **Commitment to Equity and Inclusiveness**

The City of St. John's is strongly committed to equity and inclusiveness. In selecting Steering Committee members, the City will aim to design processes that are transparent, accessible, respectful and free of discrimination, as well as seek to remove barriers to participation.



## Selection Criteria

In addition to eligibility requirements, an individual's specific skills and experience will be important factors in Committee selection. While all who meet the eligibility requirements outlined above may be considered, individuals with demonstrated participation in groups or initiatives with goals relevant to the Steering Committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include past professional and volunteer experience, the ability to perform required tasks, complementary skills, and/or competencies possessed. Those who are selected to serve on the Steering Committee will be invited by email.

## 6.0 Public Engagement

The City of St. John's recognizes that engagement between the City and its residents is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time on subject areas of mutual interest.

In accordance with the City of St. John's Engage! Policy, the role of the Steering Committee in the spectrum of engagement will fall within the realm of "consultation". This means that the Committee will provide a forum for the public and additional partners and stakeholders to provide specific feedback on relevant City matters and to help inform Council decision making. As such, the Steering Committee will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

The Steering Committee is only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what is coming up, check out the engagement page on the City's website. You can also check out the City's Engage! St. John's online engagement platform and connect with us on Twitter and Facebook.

## **7.0 Other Governance**

### **7.1 Review of Terms**

Considering recommendations from the Committee Chair, the Lead Staff will review the Steering Committee Terms of Reference documents annually. The purpose of this review will be to ensure that the operations and function of the Committee are still aligned with its defined purpose.

### **7.2 Meetings and Schedules**

The Steering Committee will formally meet monthly. The exact timings of Steering Committee meetings will be determined by the Chair.

To meet the Committee meeting quorum, 50% + 1 voting member must be present. Unless otherwise specified (generally one week prior to a meeting) Steering Committee meetings shall be held at City facilities or via accessible video/virtual meeting platforms and shall be closed to the public. Meetings may be recorded.

### **7.3 Conflicts of Interest and Confidentiality**

#### **Conflicts of Interest**

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of Interest may occur when a Steering Committee member participates in discussions or decision making about a matter which may financially benefit that Member, an organization in which they are employed or represent (e.g., serve on the Board of Directors), a member of their family, or someone with whom the member has a close personal relationship directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove themselves from the meeting room until the agenda item has been dealt with by the Committee.

### **Confidentiality**

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving on the Building Safer Communities Steering Committee.

The City of St. John's is subject to the Access to Information and Protection of Privacy Act, 2015.

## **7.4 Data Sharing**

Where appropriate, the Steering Committee and relevant partners will formalize a data sharing agreement and work to share non-personal data that supports the defined purpose of the Committee. Any data collection or data sharing that takes place will be to inform decision makers on matters of Building a Safer Community. The Committee and partners will agree to share measurable outcomes, indicators, and regular reports to ensure that there is clear and consistent communication on impacts at the community level.

Staff Liaison Name:

Signature:

Date:

Chair Name:

Signature:

Date:

Manager Name:

Signature:

Date:

## Annex A

### Social Determinants of Violence and Crime

The social determinants of violence and crime refer to the societal, cultural, economic, and environmental factors that influence or contribute to the likelihood or prevalence of criminal behavior and violent acts within a community or society. These determinants stem from various systemic issues, inequalities, and social structures that influence individuals' circumstances, opportunities, and behavior. Understanding these factors is crucial for addressing and preventing violence and crime effectively.

The complex interplay among these various factors not only influences individuals' propensity to engage in criminal activities but also significantly shapes their vulnerability to becoming victims of violence and/or crime. These determinants encompass a wide array of social, economic, and cultural aspects that impact individuals' lives, influencing their decisions, behaviors, and overall well-being.

Understanding these factors goes beyond identifying why individuals might turn to violent and/or criminal behavior; it also sheds light on the circumstances that render them susceptible to victimization within their communities. Examples of the social determinants include:

**Income and Social Status:** Lower income levels and social status often correlate with increased exposure to stressors, limited opportunities, and economic disparities. These conditions can lead individuals to resort to violence and/or crime for survival or improvement of their circumstances. Simultaneously, individuals with lower income or social standing might be more vulnerable to becoming victims of violence and/or crime due to their increased susceptibility in certain environments such as high-crime neighborhoods or due to inability to afford protective measures.

**Employment and Working Conditions:** Unemployment, underemployment, or poor working conditions can contribute to economic instability and stress, potentially increasing the likelihood of individuals engaging in violent and/or criminal activities to meet their needs or due to frustration and lack of opportunities. Simultaneously, individuals in unstable work environments might face increased risks of victimization.

**Education and Literacy:** Limited access to education and low literacy rates can result in diminished opportunities for employment and social mobility. Lack of education may lead to individuals' involvement in the informal or underground economy which involves labor-intensive jobs with minimal pay. Insufficient incomes that fail to meet basic needs may make some individuals inclined to turn to violent and/or criminal activities as a means of survival. Conversely, these jobs often lack legal protections, fair wages, or safe working conditions and pose risks of exploitation, underpayment, and abuse for individuals.

**Childhood Experiences:** Negative experiences during childhood, such as abuse, neglect, or exposure to violence, can significantly impact a person's mental health and behavior. Such exposure may potentially lead to aggressive or criminal tendencies later in life. Additionally, those who have experienced childhood trauma may be more vulnerable to becoming victims of violence due to their increased susceptibility and potential revictimization.

**Physical Environments:** Living in areas with high crime rates, inadequate infrastructure, lack of recreational spaces, or exposure to environmental hazards can contribute to a sense of insecurity and normalization of violent and/or criminal behavior, increasing the risk of involvement in crime. Similarly, residing in such neighborhoods can elevate the risk of victimization due to the prevalence of crime and violence in those environments.

**Social Supports and Coping Skills:** While typically seen as protective factors, lack of social support and coping skills can contribute to criminal behavior and victimization under certain circumstances. Lack of adequate social supports or healthy coping mechanisms may lead individuals to seek alternative means of support by turning to illicit groups or illegal behaviors to fulfill their needs for belonging or resources. Moreover, this lack of support renders individuals more vulnerable to victimization, making them easy targets for exploitation or harm due to their isolation and absence of protective networks within their communities.

**Healthy Behaviors:** Engaging in unhealthy behaviors such as substance abuse or risky activities due to limited access to resources or stressful environments can increase the likelihood of involvement in violent and /or criminal activities. Individuals might resort to criminal activities to sustain their habits or fulfill their needs. This compromised judgment and vulnerability often

make them targets for exploitation or victimization by others seeking to take advantage of their impaired state. Moreover, these individuals, due to their impaired decision-making, may inadvertently place themselves in risky situations, increasing their susceptibility to becoming victims due to reduced awareness or ability to protect themselves effectively.

**Access to Health Services:** Health problems, when left untreated, can lead to financial strain through lost income from being unable to work. This economic strain might push individuals towards criminal activities as a means of meeting their basic needs. Without proper healthcare support for addictions or substance abuse problems, individuals might turn to illegal activities to support their addictions or engage in criminal behavior under the influence. In some cases, individuals facing chronic health issues with no access to care might feel they have limited options for survival. This can lead to desperation, potentially resulting in violent and/or criminal acts to obtain necessities like medications or treatment. Access to healthcare services is also very important for victims of violence. Violence and abuse can have wide-reaching, damaging effects on the health and well-being of individuals including physical, emotional, psychological, sexual, and psychiatric impacts.

**Biology and Genetic Endowment:** While biological factors might predispose some individuals to certain behaviors (e.g. antisocial), social determinants can exacerbate these tendencies, impacting both their involvement in violent and/or criminal activities and their susceptibility to victimization.

**Gender:** Societal gender roles and inequalities can affect violence and/or crime. For instance, men are statistically more likely to engage in certain types of violent crimes, while women may face different types of violence due to gender-based discrimination. Moreover, gender-based discrimination and stereotypes might result in different forms of victimization, such as intimate partner violence or sexual assault, based on gender.

**Culture:** Cultural norms, values, and traditions can impact attitudes toward violence and influence behavior within a community or society. Additionally, specific cultural practices might expose individuals to unique forms of victimization based on traditions or societal expectations.

**Race/Racism:** Systemic racism, discrimination, and social inequalities based on race can lead to marginalization, exclusion, and reduced opportunities, contributing to their involvement in violent and/or criminal activities. Furthermore, racial or ethnic minorities might be more vulnerable to certain types of victimization due to societal biases and prejudices.

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## Annex B

### Building Safer Communities Anti-Oppression Framework

This anti-oppression framework is designed to guide and inform the work of the City of St. John's Building Safer Communities project. The framework is a set of principles, practices, and strategies designed to identify, challenge, and address oppression and systemic injustices in various contexts, such as social, political, and organizational settings. It seeks to create more equitable, inclusive, and just systems by addressing power imbalances, discrimination, and various forms of oppression.

An anti-oppression framework is the method and process by which we understand how systems of oppression such as colonialism, racism, sexism, homophobia, transphobia, classism, and ableism result in individual discriminatory actions and structural and systemic inequalities for certain groups in society. Anti-oppressive practices and goals seek to recognize and address such discriminatory actions and power imbalances.

This framework's main purpose is to analyze and address systemic structures rather than focusing solely on individual actions. Research has consistently shown that when efforts are channeled into addressing structural and systemic changes, the resulting impact is not only more significant but also more deeply ingrained. We aspire for this resource to complement the ongoing initiatives within the project and associated engagement processes. Addressing issues of power and privilege contributes to our collective progress towards a fairer and more equitable world.

Anti-oppressive practices and this framework should guide the work with an aim to identify strategies and solutions to address power and privilege to mitigate and address the systemic inequalities that often operate simultaneously and unconsciously at the individual, group, and institutional levels.

## The Lens of Systemic Oppression

The lens of systemic oppression assumes that:

- Prejudice and bias, in their negative forms, are acquired behaviors and can therefore be unlearned.
- Oppression and injustice are products of human actions and can therefore be rectified.
- Systemic oppression operates within institutions through harmful policies and practices, cutting across interconnected structures like education, healthcare, transportation, and the economy, creating a reinforcing cycle over time.
- Oppression and systematic mistreatment, such as racism, classism, sexism, or homophobia, extend beyond individual prejudices; they result from larger systemic issues.
- Systemic oppression is systematic, rooted in history, and involves the deliberate disadvantaging of specific identity groups, while favoring members of dominant groups in areas such as gender, race, class, sexual orientation, and language.
- Systemic oppression is evident in economic, social, political, and cultural systems.
- Recognizing inequitable patterns and taking deliberate action to interrupt inequity can undo systemic oppression, fostering more democratic processes and systems supported by diverse multi-ethnic, multi-cultural, and multi-lingual alliances and partnerships.
- Conversations about oppression and bias often elicit strong emotions.

## Guiding Principles

The guiding principles of our anti-oppression framework are as follows:

- **Anti-Oppression:** Recognizing the oppression that exists in our society and attempting to equalize the power imbalance in our communities. Oppression operates at different levels (from individual to institutional to cultural) and so anti-oppression must as well.

- **Anti-Colonialism:** Recognizing and rectifying the historical and ongoing impacts of colonization. It emphasizes acknowledging historical injustices, centering Indigenous knowledge, and challenging Eurocentric ideologies. An anti-colonialism approach emphasizes the centrality of Indigenous voices, perspectives, and self-determination in engagement as well as other processes. Additionally, it promotes educational initiatives, collaborative partnerships, and solidarity to foster understanding and support for Indigenous communities' struggles for justice and self-determination within the broader efforts of addressing systemic oppression and fostering inclusive, equitable spaces.
- **Intersectionality:** Recognizing that individuals and communities often experience multiple forms of oppression simultaneously. Intersectionality acknowledges that social identities, such as race, gender, sexual orientation, class, and ability, intersect and compound to create unique experiences of discrimination and privilege.
- **Centering Marginalized Voices:** Prioritizing the voices and perspectives of marginalized and oppressed groups in decision-making processes and problem-solving. This means actively seeking out and valuing their lived experiences and insights.
- **Trauma-Informed Approaches:** Recognizing the impact of trauma resulting from oppression and integrating trauma-informed approaches into services and supports for affected individuals and communities.
- **Equity and Inclusion:** Striving for equity by addressing historical and systemic disparities and providing necessary support to individuals and groups who have been marginalized. Inclusion involves creating environments where all individuals feel welcomed, valued, and respected.
- **Accountability and Responsibility:** Holding individuals, organizations, and systems accountable for their role in perpetuating oppression. This includes acknowledging and addressing past injustices in order to make amends.

- **Allyship:** Encouraging individuals who do not directly experience oppression to support those who do, including advocating for change, listening, and learning about the experiences of marginalized groups.
- **Empowerment:** Promoting the empowerment of marginalized groups through education, advocacy, and support so that they can advocate for themselves and participate in decisions that affect their lives.
- **Cultural Competence:** Developing cultural competence and sensitivity to understand and respect the cultural differences and nuances that may contribute to oppression.
- **Critical Awareness:** Promoting critical thinking and awareness of the ways in which oppressive systems and biases operate. This involves understanding and questioning systemic structures, stereotypes, and biases that perpetuate oppression.
- **Continuous Learning and Improvement:** Committing to ongoing education, self-reflection, and adaptation of practices to better address oppression as understanding evolves.
- **Policy and Structural Change:** Advocating for and implementing policy changes and structural reforms at the systemic level to address oppressive practices and create more equitable systems.

The adoption of this anti-oppression framework helps support our vision of creating more just, inclusive, and equitable safer communities. By following these principles and strategies, we aim to address structures that perpetuate inequality and harm, ensuring that everyone is treated with dignity and respect.

A safer community translates into an enhanced quality of life, expanded economic opportunities, and an increased overall sense of security. It is a collaborative endeavor involving various levels of government, community partners and individuals with far-reaching, positive consequences, highlighting the tangible impact of active engagement in community advancement.

## **Guidelines for Engaging with Vulnerable Populations**

Before conducting engagement with vulnerable populations, it is crucial to establish a framework that ensures respect, sensitivity, and ethical considerations. Vulnerable populations may include individuals who face discrimination, marginalization, or are at a higher risk due to individual or societal factors. The following guidelines outline how to engage with vulnerable populations and protocols to follow during these discussions.

### **1. Establish a Safe and Trusting Environment**

- Choose a secure and comfortable location for the discussion.
- Ensure privacy and confidentiality to encourage open and honest participation.
- Communicate the purpose of the discussion and the principles of confidentiality and anonymity.

### **2. Sensitivity to Power Imbalances**

- Recognize and address any power imbalances between the facilitator and participants.
- Foster a non-hierarchical environment where all voices are heard and respected.

### **3. Trained Facilitation**

- Ensure that facilitators are trained in cultural competence, trauma-informed care, and ethics.
- Encourage facilitators to actively listen, empathize, and respond to participants' needs.

### **4. Language and Communication**

- Use plain and inclusive language that is accessible to all participants.
- Provide interpreters or translators if needed.
- Encourage participants to express themselves in their preferred language.

### **5. Trauma-Informed Approach**

- Be aware of the potential trauma that some participants may have experienced.

- Create a supportive atmosphere that does not retraumatize individuals.
- Use trigger warnings when discussing sensitive topics.

## **6. Questioning and Discussion**

- Frame questions in a non-judgmental and non-leading manner.
- Encourage participants to share their experiences, perspectives, and concerns.
- As discussion of violence and crime may be triggering, ensure that a support worker is available to provide support to participants.

## **7. Supportive Resources**

- Have information on support services available in case participants need additional assistance, counselling, or referrals.
- Provide contact information for relevant support organizations.

## **8. Record Keeping and Consent for Recording**

- Keep records securely and confidentially, following legal, organizational, and ethical guidelines. As a public body governed by the *Access to Information and Protection of Privacy Act, 2015 (ATIPP Act)*, the City of St. John's is committed to protecting personal information that will be collected, used, and disclosed in accordance with the Act.
- If recording discussions, obtain explicit consent from participants and inform them of how the recordings will be used.

## **9. Debriefing**

- Offer a debriefing session after the discussion to address any emotional or psychological impact on participants.
- Share the results of the public engagement.

## **10. Analysis and Reporting**

- Analyze and report findings while ensuring that individual participants remain anonymous.
- Use the information to advocate for changes that benefit the vulnerable population.

Engaging with vulnerable populations requires a sensitive and ethical approach. These guidelines aim to foster a safe and inclusive environment where the voices of marginalized individuals are valued and respected. By adhering to these protocols, we can gather valuable insights while minimizing harm and upholding the dignity of the participants.

City staff fully recognize and respect the diversity of approaches within our network of community-based service providers. Some organizations have developed their own research or engagement frameworks such as *First Light Research Policy Framework* and the *Canadian Alliance for Sex Work Law Reform Guidelines*. We encourage and support organizations in using their respective frameworks.

Participants are experts in their respective fields and/or experiences and possess invaluable insights, and their involvement is pivotal. Their feedback and expertise provide us with a deeper understanding of the nuances and complexities surrounding violence and crime.

Our collective goal is to foster a collaborative and adaptable environment that best serves the interests and needs of our community, and we remain committed to this collaborative spirit. In the long run, a successful violence and crime prevention strategy serves the broader interests of the entire community.

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# DECISION/DIRECTION NOTE

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**Title:** Healthy City Advisory Committee

**Date Prepared:** April 2, 2024

**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 approval of the Healthy City Advisory Committee Terms of Reference and Selection Process for Members

## Discussion – Background and Current Status:

In August 2021, Council approved the [Healthy City Strategy](#). The Healthy City Strategy is about making changes in our systems and neighbourhoods that promote mental and physical health, strengthen capacity, and create a healthy future for all. As part of the development of the strategy, a key partnership emerged with the Regional Health Authority at that time, Eastern Health. In 2023, the Regional Health Authorities amalgamated under one provincial health authority, NL Health Services. The partnership to advance the Healthy City Strategy has continued with this new entity.

A commitment of the Memorandum of Understanding between the City of St. John's and NL Health Services, and outlined in the Healthy City Strategy, is the development of a Healthy City Advisory Committee. The Advisory Committee will be co-chaired by City of St. John's Mayor Danny Breen and NL Health Services Medical Officer of Health Dr. Nazlee Ogunyemi. The role of the Advisory Committee is to discuss community health and quality of life issues; promote collective action across sectors and disciplines; and provide leadership, guidance, and support for evidence-based decision-making on the actions of the Healthy City Strategy. The Advisory Committee will provide oversight and high-level facilitation of Healthy City St. John's and focus on policy development and decision-making, advocacy, knowledge mobilization and the acquisition of funding.

A call for expressions of interest will be issued to identify potential Advisory Committee members. Interested organizations will complete an application form and provide supporting documentation for consideration by the selection committee. The selection committee will consist of City of St. John's staff in the Department of Community Services and NL Health Services staff in Population and Public Health. Potential members must hold positions in a decision-making role within their own organizations, representing any one of the disciplines from the identified 'Healthy City Assets':

# ST. JOHN'S

- Housing: Affordable and Accessible Housing
- Urban Design: Mixed-use; Getting Around and Accessibility
- Transportation: Active Transportation; Accessible Public Transportation
- Environment: Environmental Benefits; Parks and Open Space; Interaction & Connectivity
- Healthy Neighbourhoods and People: Neighbourhood Services, Identity and Place-Making; Safety; Access to Food; Mental and Physical Health; Early Childhood Development and Lifelong Learning; Poverty Reduction and Economic Wellness; Arts and Culture
- Inclusion: Social and Community Connections; Diversity

The selection committee will make recommendations for membership for NL Health Services and City of St. John's Council approval.

### **Key Considerations/Implications:**

1. Budget/Financial Implications: The City of St. John's and Newfoundland and Labrador Health Services agree to cover the costs of hosting a minimum of two annual meetings, as well as open public meetings or other public engagement events to showcase the work and accomplishments of the City of St. John's Healthy City Strategy.
2. Partners or Other Stakeholders: NL Health Services, Government of Newfoundland and Labrador, community-based organizations and advocates.
3. Alignment with Strategic Directions:

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

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

4. Alignment with Adopted Plans:
  - Healthy City Strategy
  - Affordable Housing Strategy
  - Resilient St. John's
  - Envision St. John's Municipal Plan
  - Parks and Open Spaces Master Plan
  - Roadmap 2021
  - Accessibility Plan
5. Accessibility and Inclusion: Accessibility and inclusion are key components of the Healthy City Strategy. The Advisory Committee will work together and with partners to ensure that a broad range of perspectives are considered in decision-making. In-

person, virtual, and/or hybrid meetings will be held in physically accessible locations and/or on accessible virtual platforms. Accessibility accommodations may be required.

6. Legal or Policy Implications: The Terms of Reference were reviewed by City of St. John's NL Health Services Legal teams. No concerns were noted. Development of the Healthy City Advisory Committee is a commitment of the Memorandum of Understanding between the City of St. John's and NL Health Services. It is anticipated that the Advisory Committee will make recommendations to City Council (and other partners) to improve policies that impact community health and quality of life.
7. Privacy Implications: As per Section 16 of the Committee's Terms of Reference, all committee members are required to refrain from the use or transmission of any confidential or privileged information while serving on the Advisory Committee.
8. Engagement and Communications Considerations: Organizational Performance and Strategy and Communications have been consulted. The City will coordinate with NL Health Services to support recruitment of members.
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 Healthy City Advisory Committee Terms of Reference and Selection Process for Members

**Prepared by:** Krista Gladney, Manager – Healthy City and Inclusion

**Approved by:** Tanya Haywood, Deputy City Manager, Community Services

**Report Approval Details**

Document Title:	Healthy City Advisory Committee.docx
Attachments:	- 2024.04.03 Terms of Reference Healthy City Advisory Committee.pdf
Final Approval Date:	Apr 4, 2024

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

**Tanya Haywood - Apr 4, 2024 - 8:53 AM**

<b>1. General Information</b>	
Advisory Committee name:	Healthy City Advisory Committee
Date of formation:	TBD
Meeting frequency:	Minimum of 2 times per year; maximum 4 times per year
Co-Chairs:	<ul style="list-style-type: none"> <li>• City of St. John's Mayor Danny Breen</li> <li>• NL Health Services Medical Officer of Health Dr. Nazlee Ogunyemi</li> </ul>
Logistical Leads (Mobilization Team):	<ul style="list-style-type: none"> <li>• City of St. John's Healthy City Development Coordinator</li> <li>• City of St. John's Manager – Healthy City and Inclusion</li> <li>• Newfoundland and Labrador Health Services Healthy Communities Consultant</li> <li>• Newfoundland and Labrador Health Services Regional Manager Health Promotion</li> </ul>
<b>2. Vision</b>	
<p>St. John's is a progressive, inclusive, and connected city with active, healthy citizens, living in affordable, accessible, complete neighbourhoods where citizens can move about freely, connect with our natural environment and feel a sense a belonging. St. John's is a city where healthy citizens want to live. A city where people thrive!</p>	
<b>3. Mission</b>	
<p>Healthy City St. Johns is about making changes in our systems and neighbourhoods that promote mental and physical health, strengthen capacity, and create a sustainable healthy future for all.</p>	
<b>4. Partnership Principles</b>	
<p>This Advisory Committee takes a 'Collective Impact' approach involving leaders from various disciplines, sectors and levels of Government working together to use evidence-based decision-making, research, and evaluations to improve the social, economic, and environmental conditions that affect health and quality of life.</p> <p>The principles of 'Collective Impact' are:</p> <ul style="list-style-type: none"> <li>• A Common Agenda</li> <li>• Reinforcing Activities</li> <li>• Continuous Communication</li> <li>• Shared Measurement Outcomes</li> <li>• Backbone Organization(s)</li> </ul>	

## 5. Purpose of Advisory Committee

The role of the Advisory Committee is to discuss community health and quality of life issues; promote collective action across sectors and disciplines; and provide leadership, guidance, and support for evidence-based decision-making on the actions of the [Healthy City Strategy](#). The purpose of the Advisory Committee is to provide oversight and high-level facilitation of Healthy City St. John's and focus on policy development and decision-making, advocacy, knowledge mobilization and the acquisition of funding.

## 6. Focus Areas for the Healthy City Strategy

Through the process of this agreement, the Advisory Committee members agree to focus on taking collaborative efforts on the identified focus areas (Healthy City Pillars & Assets) listed below, while acknowledging the systemic interconnection of these priority areas as 'determinants of health'.

- Housing: Affordable and Accessible Housing
- Urban Design: Mixed-use; Getting Around and Accessibility
- Transportation: Active Transportation; Accessible Public Transportation
- Environment: Environmental Benefits; Parks and Open Space; Interaction & Connectivity
- Healthy Neighbourhoods and People: Neighbourhood Services, Identity and Place-Making; Safety; Access to Food; Mental and Physical Health; Early Childhood Development and Lifelong Learning; Poverty Reduction and Economic Wellness; Arts and Culture
- Inclusion: Social and Community Connections; Diversity

The Advisory Committee members acknowledge that these focus areas will continue to evolve based on the unique socio-economic needs of neighbourhoods.

## 7. The Implementation Strategy

The City of St. John's, Healthy City and Inclusion, and Newfoundland and Labrador Health Services, Population and Public Health, will act as logistical leads (hereby known as, The Mobilization Team) to facilitate the 'Implementation Strategy'. The Mobilization Team will focus on knowledge translation and mobilization with the Advisory Committee and will develop a Healthy City Strategy Workplan. Each member of the Advisory Committee will be responsible for furthering workplan actions and initiatives for which they are best suited to lead. The Mobilization Team will work with the Advisory Committee to collectively engage local organizations and experts to establish working groups, expert panels, or task forces, as required. The working groups, expert panels, or task forces will work toward the respective implementation

strategies and related action items that support the focus areas and larger goals of the larger Healthy City Strategy.

## 8. Membership and Composition

The Healthy City Advisory Committee will be governed by a group of volunteers comprised of a minimum of 10 and a maximum of 15 members who hold positions in a decision-making role within their own organizations representing any one of the disciplines from the identified 'Healthy City Assets'. The Committee will be comprised of no more than 3 members from the same discipline. They will receive no compensation for participation.

The Advisory Committee will be Co-Chaired by the City of St. John's and Newfoundland and Labrador Health Services – Eastern Urban Zone 1.

Committee Co-Chair(s): City of St. John's Mayor Danny Breen & Newfoundland and Labrador Health Services Eastern Urban Zone 1 Medical Officer of Health, Dr. Nazlee Ogunyemi

Logistical facilitation: City of St. John's, Healthy City and Inclusion, and Newfoundland and Labrador Health Services, Population and Public Health (the Mobilization Team) and City Clerk will work with the Advisory Committee to plan meetings, circulate meeting agendas and accompanying materials electronically one month prior to all meetings/Assisting the Co-Chair(s) as required.

## 9. Roles and Responsibilities

### Shared Member Responsibilities:

- The Advisory Committee focuses on the process of supporting healthy city initiatives as outlined in the Healthy City Strategy workplan, particularly with regards to policy change; informing localized policy and evidence-based decision making; and resource/funding allocation.
- Uphold work processes through the Mobilization Team and the Implementation Strategy, which includes striking working groups/expert panels/task forces for each of the respective focus areas of the Healthy City Strategy. The Advisory Committee will work with the Mobilization Team to aid in the maintenance of working group/expert panel/task force productivity, focus, and overcoming obstacles/barriers related to the implementation strategies and action items of their respective workplans.
- Assist in the development of content for Notice of Vacancy documents (see Section 11).
- Review Terms of Reference for the Advisory Committee with the Mobilization Team at the end of each year and be prepared to make needed amendments.



- Build capacity to launch the Healthy Communities Northeast Avalon Alliance to build healthy communities across the region and through a public domain.
- Submit agenda items and accompanying materials where appropriate. Agendas will be finalized one month prior to the meeting date to allow members to confer with their organizations on what they may be able to contribute to a particular initiative.
- Members are to be conduits to/from their respective organizations. As such, they are expected to provide insight on behalf of organizational stakeholders and update their members on the committee's work.

#### Role of the Mobilization Team:

The City of St. John's, Healthy City and Inclusion, and Newfoundland and Labrador Health Services, Population and Public Health will act as 'the Mobilization Team' by:

- Providing dedicated staff capacity and expertise to guide vision, mission, and Healthy City Strategy Workplan.
- Facilitate dialogue between the Advisory Committee and the stakeholders participating on working groups/expert panels/task forces as part of the Healthy City Strategy.
- Support action and mobilize the work of partners through one collective Healthy City Strategy workplan.

#### City Clerk

- To be responsible for legislative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the Terms of Reference, the Office of City Clerk and Mobilization Team will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with the Mobilization Team to ensure new members receive orientation.

#### Voting

The Mobilization Team and City Clerk are ex-officio and therefore non-voting.

### **10. Length of Term**

Term of Appointment: Unless otherwise indicated, the term of appointment is three years. Recognizing the value of experience and the need for continuity, membership during the founding year will be split into two- and three-year terms. Incumbents who

are willing to seek reappointment may signify their intent to serve an additional year, for a total of four years. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

**Midterm Appointments:** When an appointment is made which does not coincide with the beginning of a term (i.e. to fill a vacancy), the partial term (i.e. less than one year) shall not count towards the maximum length of service or number of terms on the committee for the appointee.

**Note:** Exceptions to the above terms are as follows:

- When an insufficient number of applications have been received.
- If a particular area of expertise is indispensable and there are no other suitable replacements.
- If the Advisory Committee would suffer from lack of continuity (i.e. more than half of all members are replaced at once).
- Advisory Committee members that miss 3 consecutive meetings without sending regrets are considered to have forfeited their membership.

Quorum for meetings is 50% of the current membership of the Advisory Committee plus one.

## **11. Recruitment, Vacancies, and Applications**

When new members are required, a "Notice of Vacancy" will be prepared by the Advisory Committee (with support from the Mobilization Team and City Clerk) and distributed through appropriate channels by the Mobilization Team. The "Notice of Vacancy" will include general information regarding committee purpose, the terms of reference and include an invitation for interested persons to write a letter of interest to the Advisory Committee.

A vacancy on the Committee occurs when a member resigns, vacates a position or when their resignation is requested by the Co-Chairs. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the committee Co-Chairs declare the position vacant due to lack of attendance or incapacitation.

## **12. Meetings**

The signing members commit to two to four meetings annually of the 'Healthy City Advisory Committee'. At the meetings, the partnering members of the 'Healthy City Advisory Committee' agree to:

- Use the principles of Collective Impact to guide collaboration.
- Identify additional areas of focus and priorities based on the needs of neighbourhoods.

- Identify measurable outcomes and indicators for ongoing evaluation.
- Identify the reporting process for outcomes at the neighbourhood level.

Meeting agendas will be distributed one month prior to the meeting date to allow members to confer with their organizations on what they may be able to contribute to a particular initiative.

The Mobilization Team will organize yearly public meetings which include all stakeholders associated with the work of the Healthy City Strategy, as well as members of the general public to highlight the ongoing Healthy City framework, indicators of success, and share collaborative initiatives arising from the Healthy City Strategy.

### **13. Decision-Making**

The Advisory Committee will offer expert guidance, support and oversight to the Healthy City Strategy. For the purposes of governance, the Advisory Committee will hold authority over the decision-making process which will take place at the minimum two meetings per year – which includes providing participating stakeholders with the opportunity to provide feedback prior to any decisions relating to the Healthy City Strategy as a whole.

Decisions will be tabled at Advisory Committee meetings and voted on by Advisory Committee Members. When a decision is not unanimous the Committee will operate using a consensus decision making model and in the case of matters requiring a vote, a 50% plus one voting system will be used.

### **14. Reporting**

Advisory Committee members commit to the sharing of non-personal aggregate data in support of priority collaborative initiatives and the formalization of a data sharing agreements. Members also agree to sharing measurable outcomes, indicators for evaluation, and regular reports to create clear and consistent lines of communication between all partners on health impacts at the community level. Sharing data will help the Advisory Committee inform decision-makers of the socio-economic, environmental and health impacts that result from the work of the Healthy City Strategy.

### **15. Resource Commitment and Compensation**

Each of the signing members/organizations on this Terms of Reference agree to assign staff to participate and contribute to the work of the Healthy City Strategy and the focus areas as previously identified. The City of St. John's and Newfoundland and Labrador Health Services, as the Mobilization Team, agree to cover the costs of hosting two annual meetings, as well as the open public meetings or other public

engagement events to showcase the work and accomplishments of the City of St. John's Healthy City Strategy.

Advisory Committee members are volunteers and will not receive any monetary compensation for their work on the Healthy City Strategy.

## **16. Conflicts of Interest and Confidentiality**

### **Conflict of Interest**

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of interest may occur when a Committee member participates in discussion or decision-making about a matter which may benefit the private interests, financial or otherwise, of that Member or a member of their family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of size of benefit.

In some cases where the Committee agenda or committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove themselves from the meeting room until the agenda item has been dealt with by the committee.

### **Confidentiality**

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Healthy City Advisory Committee.

# DECISION/DIRECTION NOTE

**Title:** 31 Kilbride Avenue – REZ2400003

**Date Prepared:** April 2, 2024

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Maggie Burton

**Ward:** Ward 5

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## **Decision/Direction Required:**

To consider rezoning 31 Kilbride Avenue from the Residential 1 (R1) Zone to the Residential 2 Cluster (R2C) Zone to allow a Townhouse Cluster development.

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

The City has received an application from Family Homes and Construction Limited to rezone land at 31 Kilbride Avenue from the Residential 1 (R1) Zone to the Residential 2 Cluster (R2C) Zone for a 17-unit Townhouse Cluster development. The subject property is within the Residential District of the Envision St. John's Municipal Plan, so a Municipal Plan amendment would not be required.

The proposed development would extend Kilbride Avenue to provide a new connection to Old Petty Harbour Road, and include Single Detached Dwellings along the north side of the road and a Townhouse Cluster along the south side. While the subject property is adjacent to residential development, the land is above the 130-metre contour. From Policy 7.6.1 of the Municipal Plan, unless infrastructure improvements are carried out, development is limited to lands below the 130-metre elevation in Kilbride. Therefore, it is premature to consider development above 130 metres at this time (Note: Public Works confirms that 126 metres is a more accurate number. The Municipal Plan will be updated in future to reflect this.)

The applicant has asked if the City would consider unserviced development in this location, but policies in the Municipal Plan prohibit that. Policy 7.7.1 states that unserviced residential development is allowed only on existing properties that are already zoned Rural Residential Infill (RRI) or Rural Residential (RR), and no additional lands will be rezoned for unserviced residential infill development. Policy 7.7.3. states “No new roads will be permitted for unserviced development ... .”

The applicant is a recipient of the provincial Affordable Rental Housing Program funding for community housing projects and the proposal has merit. It would increase residential density in this area and provide an alternate form of housing, but the land is beyond the current limit of servicing. Therefore, staff must recommend rejecting the application to rezone 31 Kilbride Avenue.

# ST. JOHN'S

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Government of NL; Newfoundland and Labrador Housing Corporation; nearby 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.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Municipal Plan policies on serviced residential development above the service limit in Kilbride and restricting new unserved residential development.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Not applicable.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council reject the application to rezone land at 31 Kilbride Avenue from the Residential 1 (R1) Zone to the Residential 2 Cluster (R2C) Zone for a Townhouse Cluster development because the land is above the current limit of servicing.

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

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

**Report Approval Details**

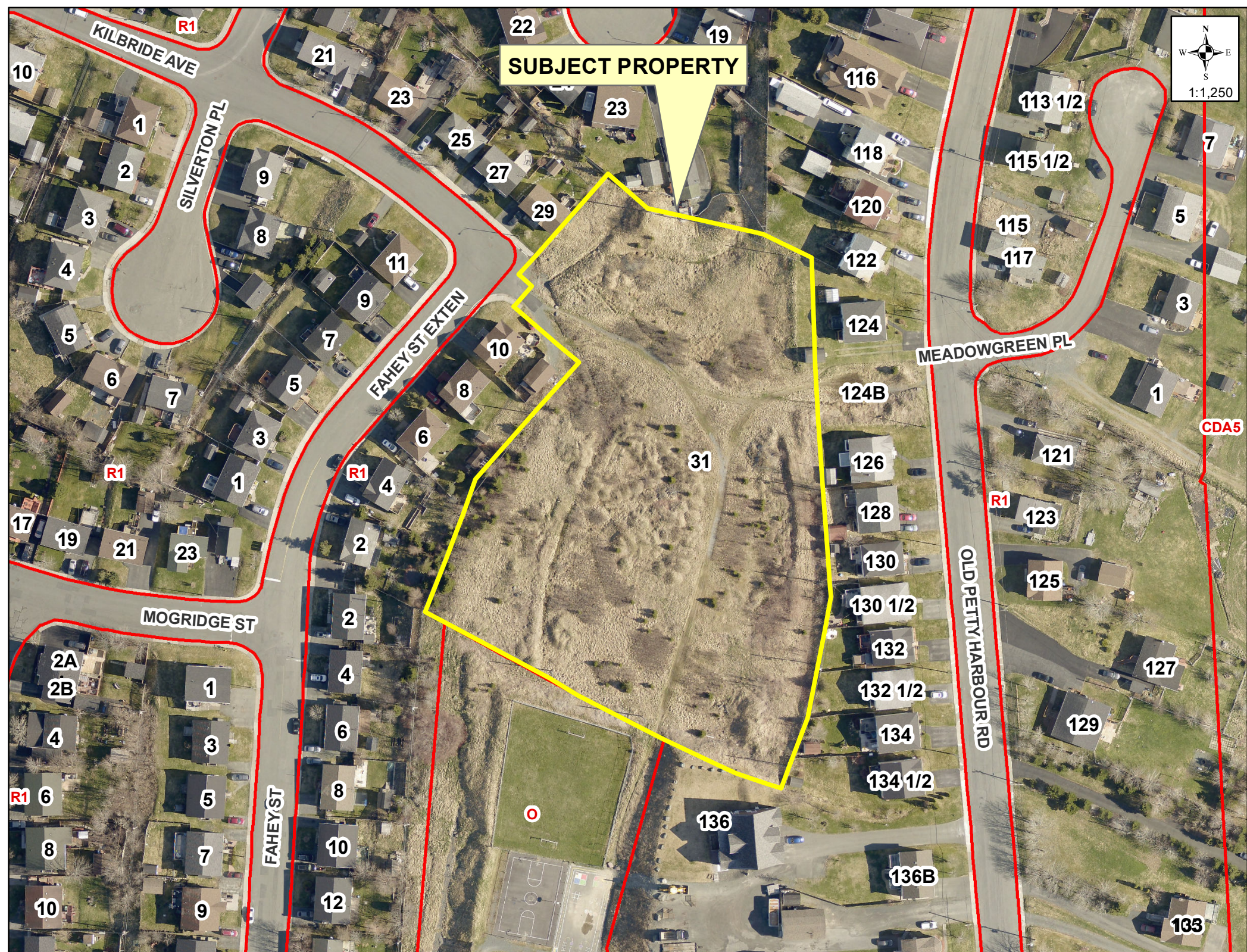
Document Title:	31 Kilbride Avenue - REZ2400003.docx
Attachments:	- 31 Kilbride Avenue - Aerial.pdf - 31 Kilbride Avenue - Site Plan.pdf
Final Approval Date:	Apr 3, 2024

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

**Ken O'Brien - Apr 2, 2024 - 4:31 PM**

**Jason Sinyard - Apr 3, 2024 - 10:13 AM**









NOTES		
1.	ISSUED FOR APPROVAL	08/01/24
No.	DESCRIPTION	dd/mm/yy
PERMIT		
PROVINCE OF NEWFOUNDLAND AND LABRADOR		
ENGINEERING PERMIT F0249		
MAE DESIGN LIMITED		
MIRC NO: 02778		
Signature or Member Number (Member-In-Responsible Charge)		
STAMP		
REGISTERED PROFESSIONAL ENGINEER		
ROBIN SUMMERS		
SIGNATURE		
JAN. 08, 2024		
DATE		
PROVINCE OF NEWFOUNDLAND		
PRIME CONSULTANT		
MAE Design Limited		
CONSULTING ENGINEERS		
TEL (709) 834-1554		FAX (709) 834-1558
DRAWN BY: M. DINN		DATE: JAN. 05, 2024
CHECKED BY: R. SUMMERS		DATE: JAN. 05, 2024
APPROVED BY: R. SUMMERS		DATE: JAN. 05, 2024
SCALE: 1:750		
A B C		DETAIL NO. WHERE DETAILED
PROJECT		
PROPOSED CONCEPT PLAN		
RESIDENTIAL BUILDING		
KILBRIDE AVENUE		
ST. JOHN'S		NEWFOUNDLAND
DRAWING TITLE		
OVERALL SITE PLAN		
PROJECT No.		DRAWING No.
2024.001		C-1
		SHEET 1 OF 1



# DECISION/DIRECTION NOTE

**Title:** New Stormwater Management Policy

**Date Prepared:** March 26, 2024

**Report To:** Committee of the Whole

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

**Ward:** N/A

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**Decision/Direction Required:** Approval of a Stormwater Management Policy and rescission of a current related policy.

**Discussion – Background and Current Status:**

This policy provides a comprehensive stormwater management approach for all development within the City of St. John's. Following presentation of the policy to the Committee of the Whole, Council directed that the department consult the Environmental and Sustainability Expert Panel and local property developers. The department has since completed these consultations and is returning to seek Council approval of a revised policy. The new policy will be supported by a detailed Development Design Manual, which provides further technical details related to development requirements.

A previous related policy ([08-04-19 Stormwater Detention Policy](#)) related only to stormwater detention systems for new developments. It will be rescinded if the Stormwater Management Policy is approved.

**Key Considerations/Implications:**

1. Budget/Financial Implications: There is no net financial or budget impact expected
1. Partners or Other Stakeholders: This policy will affect developers, property owners, and employees who have responsibility for stormwater management activities.
2. Alignment with Strategic Directions: This policy aligns with the “A Sustainable City” strategic direction and was included as an initiative in the related goal (S2 - Plan for land use and preserve and enhance the natural and built environment where we live).
3. Alignment with Adopted Plans: Not Applicable
4. Accessibility and Inclusion: Not Applicable



5. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy.
6. Privacy Implications: Any personal information will be managed in accordance with the City's Privacy Management Policy and the provincial Access to Information and Protection of Privacy Act, 2015.
7. Engagement and Communications Considerations: The department consulted with both the Environmental and Sustainability Expert Panel and select local property developers.
8. Human Resource Implications: The new policy will be implemented with existing human resources.
9. Procurement Implications: Not Applicable
10. Information Technology Implications: Not Applicable
11. Other Implications: Not Applicable

**Recommendation:**

That Council approve the Stormwater Management Policy and rescind the current related policy (08-04-19 Stormwater Detention Policy).

**Prepared by:**

**Approved by:**

**Report Approval Details**

Document Title:	New Stormwater Management Policy.docx
Attachments:	- Draft Stormwater Management Policy - 2024 - For COTW (1).docx
Final Approval Date:	Apr 4, 2024

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

**Tracy-Lynn Goosney - Mar 28, 2024 - 10:32 AM**

**Jason Sinyard - Apr 4, 2024 - 3:11 PM**

## DRAFT – For Discussion Only

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

<b>Policy Title:</b> Stormwater Management Policy	<b>Policy #:</b> 06-01-07 (to be assigned) (replaces 08-04-19 Stormwater Detention Policy)
<b>Last Revision Date:</b> Not applicable	<b>Policy Section:</b> Development > Development
<b>Policy Sponsor:</b> Deputy City Manager (DCM), Planning, Engineering, and Regulatory Services	

#### 1. Policy Statement

The purpose of this policy is to provide a comprehensive Stormwater management approach for any Development within the City of St. John's in accordance with the City of St. John's Act and the Urban and Rural Planning Act, 2000.

#### 2. Definitions

**“Attenuation”** means the storage of excess Stormwater during a runoff event followed by the controlled release of the stored Stormwater, usually to a specified pre-Development release rate.

**“Best Management Practices” or “BMPs”** mean methods that have been determined to be the most effective and practical for preventing and/or reducing non-point source pollution mitigation.

**“Building”** means:

- i. A structure, erection, alteration or improvement placed on, over or under land attached, anchored or moored to land;
- ii. Mobile structures, vehicles and marine vessels adapted or constructed for residential, commercial, industrial or other similar uses;
- iii. A part of and fixtures on Buildings referred to in subparagraphs (i) and (ii); and
- iv. An excavation of land whether or not that excavation is associated with the intended or actual construction of a Building or thing referred to in

subparagraphs (i) to (iii); but does not include for the purposes of this policy:

- A fence
- A utility enclosure.

**“Catchment Area”** means the total area of land which drains naturally or unnaturally to a low point.

**“Developer”** means a any individual, agent, corporation or legal entity engaged in the development of land.

**“Development”** means the carrying out of building, engineering, mining, or other operations in, on, over, or under land; or the making of a material change in the use, or the intensity of use of land, Buildings, or premises and the:

- (i) making of an access onto a highway, road, or way;
- (ii) erection of an advertisement or sign;
- (iii) construction of a Building; and
- (iv) the parking of a trailer, or vehicle used for the sale of refreshments or merchandise, or as an office, or for living accommodation;

and also includes:

- (v) excavation, filling, clearing, grubbing, and the subdividing or consolidating of parcels of land;

and excludes:

- (vi) carrying out of works for the maintenance, improvement or other alteration of any Building, being works which affect only the interior of the Building or which do not materially affect the external appearance or use of the Building;
- (vii) carrying out by a highway authority of any works required for the maintenance or improvement of a road, being works carried out on land within the boundaries of the road reservation;
- (viii) carrying out by a local authority or statutory undertakers of works for the purpose of inspecting, repairing or renewing any sewers, mains, pipes, cables or other apparatus, including the breaking open of a street or other land for that purpose; and
- (ix) the use of a Building or land within the courtyard of a Dwelling house for a purpose incidental to the enjoyment of the Dwelling house as a Dwelling.

**“Development Area”** means the area of land being proposed to be developed as defined in the definition of Development, including all future phases of Development.

**“Dwelling”** shall have the same meaning as defined by the City of St. John’s Act, that is “a house or Building, or portion of a house or Building, which is occupied in whole or in part, as the home, residence, or sleeping place of one or more persons.”

**“Floodplain”** means the area of land adjacent to a Watercourse or a water body that will be inundated by the one percent annual chance flood.

**“Foul”** means to directly or indirectly deposit, discharge, spill, dump, or wash a Prohibited Substance into a Watercourse or storm sewer system.

**“Green Street”** means a Stormwater management approach that incorporates vegetation (e.g., perennials, shrubs, trees), soil, and engineered systems (e.g., permeable pavements) to slow, filter, and cleanse Stormwater runoff from impervious surfaces (e.g., streets, sidewalks).

**“Low Impact Development”** means a Stormwater management strategy applied at the lot or subdivision scale that emphasizes conservation and use of on-site natural features integrated with engineered, small-scale, hydrologic controls to replicate the pre-Development hydrologic condition.

**“Major Stormwater Systems”** means all drainage pathways that convey, detain, divert, and/or intercept the major design (100-year Return Periods) Stormwater runoffs. For example, urban streets in combination with storm sewers, rivers, detention facilities, bridges, culverts, etc.

**“Minor Stormwater Systems”** means all drainage pathways that convey, detain, divert, and/or intercept the minor design (10-year and 25-year Return Periods) Stormwater runoffs. For example, local storm sewer pipes, manholes, catch basins, and outfall structures.

**“Non-residential Development”** means Development in accordance with the Development Regulations that is not for residential use.

**“Prohibited Substance”** means

- (i) pesticide, herbicide or fertilizer; soap or detergent; household and/or commercial grade cleaning compound; paint or solvent; chlorinated water, water boiler water (blowdown), or non-contact cooling water; oil, waste oil, fuel, or grease; combustible liquid; sewage or leachate; chemical; or debris;
- (ii) any material or substance which is a hazardous product, contaminant, toxic substance, deleterious substance, special waste, dangerous good, or reportable substance that is identified or described in or defined by any applicable statute, regulation, or law, including any substance whose discharge to a Watercourse would violate Federal or Provincial Acts or Regulations; and/or
- (iii) any sediment, rock, gravel, sand, clay, silt, earth, construction or excavation wastes, cement, concrete, exposed aggregate wash water, or other substance which, when introduced into a Watercourse, will at the point of deposition constitute an excessive suspended solids discharge, a temperature increase of 2 degrees Celsius or more, or cause the pH of receiving waters to be outside the range 3.0 above or below background levels.

**“Residential Development”** means Development for residential use in accordance with the Development Regulations.

**“Return Period”** means the average recurrence time interval that an extreme event will be equaled or exceeded.

**“Stormwater”** means runoff generated by rainwater, snowmelt, or any other form of precipitation.

**“Stormwater Detention”** means the temporary storage of Stormwater in above-ground or below-ground facilities with release of Stormwater through a control structure which limits post-Development flows to the pre-Development condition.

**“Stormwater Retention”** means the capture and infiltration of Stormwater flow into the ground through a Stormwater Retention facility.

**“Watercourse”** means a creek, pond, lake, river, stream, or brook, whether usually containing water or not, and any spring or Wetland that is integral to a Watercourse.



**“Watercourse Corridor”** means the area of land occupied by a creek, pond, lake, river, stream, or brook; its Floodplain; and Floodplain buffer during an extreme runoff event.

**“Wetland”** means land, with or without visible banks, which is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and under normal conditions, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, and similar areas.

### **3. Policy Requirements**

#### **3.1 General**

- a) All Stormwater infrastructure within the City shall be designed in accordance with the current version of the Development Design Manual. Developers shall make application to the City and receive approval for all Stormwater management infrastructure providing all required information in accordance with the Development Design Manual.
- b) Notwithstanding (a), the City may exempt Development that falls within certain areas from Stormwater Attenuation requirements as identified in the Development Design Manual.
- c) Developers shall endeavor to reduce flow velocities, promote natural storage, and provide infiltration and recharge areas.
- d) Developers shall be responsible for Stormwater management designs related to their Development and for preventing and/or mitigating impacts on any downstream Stormwater drainage facilities and Watercourses, as directed by the City.
- e) All Stormwater management systems shall be planned and designed in accordance with the Development Design Manual, including, but not limited to:
  - i. managing quality of Stormwater runoff during construction;
  - ii. controlling quantity and rate of Stormwater runoff; and
  - iii. encouraging natural groundwater recharge.
- f) When required by the City, a Stormwater management plan shall be submitted by a Developer to the City.

- g) Developers may be required to design and install Stormwater infrastructure that will become City Stormwater infrastructure at the request of the City.
- h) City Stormwater infrastructure built by Developers shall be located within existing or proposed City rights-of-way or City-owned land.
- i) Notwithstanding (h), locating City Stormwater infrastructure on or through private land shall be considered only if technically necessary, and at the sole discretion of the City.
- j) Developers shall be responsible for establishing appropriate easements for any City infrastructure that will be constructed through private lands as part of an approved Development.
- k) Developers shall comply with minimum and maximum design criteria for Stormwater management infrastructure to protect the environment and to minimize operational and maintenance procedures, in accordance with the Development Design Manual.
- l) Attenuation of Stormwater runoff using rooftop storage shall not satisfy any Attenuation requirements in the Development Design Manual.
- m) The City shall set the sizing requirements of the City Stormwater infrastructure that shall be constructed solely at the Developer's expense.
- n) Any person, corporation, or entity requiring a connection to the City storm sewer system shall, upon connection to the City's storm sewer system, maintain, in good working order, the private service lateral or storm sewer system on their property.
- o) Site redevelopments may require, at the sole discretion of the City, upgrades to Stormwater infrastructure to the current standards in the Development Design Manual.
- p) All required activities, including Development, contemplated in this Policy are subject to applicable federal, provincial, and/or municipal legislation.

### **3.2 Storm Sewer Systems**

- a) Storm sewer systems shall be designed as separate systems from the sanitary sewer system and shall have sufficient capacity, as determined by the City, to convey Stormwater runoff from the ultimate Development scenario for which the Catchment Area is zoned.

- b) Major Stormwater Systems and Minor Stormwater Systems shall convey Stormwater runoff from snowmelt and rainfall events in accordance with the Development Design Manual.
- c) The City shall direct the size, location, and extent of City storm sewer system extensions.
- d) For Residential Development or Non-residential Development, Storm sewer service laterals for new or redeveloped lots shall connect to the City storm sewer system; with such installation being at a time directed by the City.
- e) There shall be no cross-connections between sanitary sewer systems and storm sewer systems.
- f) Effluent from sanitary sewer systems shall not be discharged to storm sewer systems. Any drainage from Non-residential Development that may be contaminated shall not be discharged to storm sewer systems without appropriate treatment.
- g) No person shall discharge anything into any City or private storm sewer system which may:
  - i. interfere with the operation of a storm sewer system;
  - ii. obstruct or impede the flow within a storm sewer system;
  - iii. cause damage to any City or private storm sewer system;
  - iv. be a hazard to persons, animals, property, or vegetation;
  - v. negatively impact the water quality in any body of water; or
  - vi. contravene legislation.
- h) Without limiting the foregoing, no person shall Foul any City or private storm sewer system.
- i) Downspouts conveying runoff from rooftops to the ground for Residential Development, except apartment buildings, shall not be connected to the storm sewer system.

### **3.3 Streets**

Where appropriate, in the sole opinion of the City, streets built as a result of new Development shall incorporate Green Street BMPs in accordance with the Development Design Manual.

### **3.4 Parking Lots**

- a) Parking lots shall be designed to capture all surface drainage and convey all Stormwater into a City storm sewer system or approved

Watercourse. Infiltration of some or all Stormwater into the ground may, however, be acceptable where it can be demonstrated to the City's satisfaction through a geotechnical report that the ground can accommodate the surface drainage without any negative impacts.

- b) The City encourages parking lot design that promotes groundwater recharge and erosion reduction.
- c) As directed by the City, parking lot design shall incorporate methods for Stormwater management utilizing Low Impact Development technology.

### **3.5 Stormwater Detention**

- a) Stormwater Detention facilities shall be designed to accommodate runoff from specific Return Periods and durations in the Development Design Manual.
- b) Where Stormwater Detention is required, release rates from a proposed Development shall not exceed pre-Development rates. Pre-Development rates shall be approved by the City and calculated in accordance with the methodology in the Development Design Manual.
- c) Stormwater Detention shall not adversely affect fish, fish habitat, or other natural resources.
- d) Where feasible, in the sole discretion of the City, Stormwater Detention facilities shall be designed as wet ponds or engineered Wetlands.
- e) Stormwater Detention facilities shall be privately built, owned, operated, and maintained, unless otherwise approved by Council. Any Stormwater Detention facilities conveyed to the City shall be in addition to any lands required by the Development Regulations to be dedicated for open space or public purposes.
- f) Notwithstanding (e), Stormwater Detention facilities designed as multi-use facilities that address recreational, environmental, and aesthetic elements, together with flow control, may be considered, at the sole discretion of the City, as fulfilling open space or public purpose requirements, or a portion thereof, of the Development Regulations.
- g) Where directed by the City, Developers of surface Stormwater Detention facilities shall be required to submit a dam safety analysis report in accordance with the Development Design Manual.
- h) Every owner and/or operator of a Stormwater Detention facility shall be required to monitor, inspect, and maintain the facility.

### **3.6 Stormwater Retention**

- a) Stormwater Retention facilities shall be designed to accommodate runoff from specific Return Periods and durations in the Development Design Manual.
- b) All Stormwater Retention facilities shall be privately built, owned, operated, and maintained.
- c) Every owner and/or operator of a Stormwater Retention facility shall be required to monitor, inspect, and maintain the facility.

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### **3.7 Watercourses**

- a) No person shall obstruct, impede, or Foul a Watercourse.
- b) Open Watercourses shall remain above ground unless otherwise approved by Council. The culverting of Watercourses, other than bridges and driveway culverts, shall be avoided. Watercourses that have been previously piped shall be opened, where possible.
- c) Crossings of open Watercourses shall accommodate fish passage.
- d) Prior to commencing Development, sediment and erosion control measures shall be in place and shall remain so until the City determines that they may be removed.
- e) No changes shall be made in or about a Watercourse without the appropriate legislative approvals.
- f) No filling or soil removal activities shall occur in proximity to Watercourses without appropriate legislative approvals.
- g) Developers may be required, as determined by the City, to ensure that there is an adequate baseflow in receiving rivers and streams for post-Development conditions and that fish habitat is protected.
- h) Watercourse Corridors may be on private property and the City may acquire an easement over a Watercourse Corridor.
- i) The remediation of the erosion of a Watercourse riverbank on private property shall be the responsibility of the property owner.

### **3.8 Floodplains**

- a) The City shall endeavor to protect its Watercourses and Floodplains.
- b) Where a Watercourse passes through or abuts a Development Area, the City shall approve the limits of the Floodplain in accordance with the Development Design Manual.
- c) The City may require a Developer to assess the cumulative impact on downstream Floodplains and infrastructure resulting from Development, in accordance with the Development Design Manual, and where required in the sole opinion of the City, take remedial action inside and/or outside the Development Area.
- d) The City may approve public infrastructure along Watercourses and Floodplains.
- e) Existing Dwellings within a Floodplain may be replaced provided the new Dwelling is constructed within the existing footprint and the lowest

floor elevation is at least 0.3m above the 100-year high water elevation.

- f) All new Dwellings and structures that the City determines to be hydraulically impacted by a Floodplain shall have their lowest floor elevation at least 0.3m above the 100-year high water elevation.
- g) Floodplains shall be delineated in accordance with the Development Design Manual.

### **3.9 Wetlands**

- a) The City shall endeavor to protect its Wetlands.
- b) Wetlands shall be classified in accordance with the Development Design Manual.
- c) The functional assessment of Wetlands shall be done in accordance with the Development Design Manual.
- d) The City encourages the use of natural and engineered Wetlands in Stormwater management.
- e) The lowest floor elevation of all new Dwellings and Buildings that the City determines to be hydraulically impacted by a Wetland shall be at least 0.3m above the elevation of the Wetland, as determined by the City.

### **3.10 Stream Crossings**

- a) The City shall use its best efforts to ensure that all stream crossings do not negatively impact riparian zones and fish habitat.
- b) The City, in its sole discretion, may refuse to permit a stream crossing.
- c) Stream crossings shall be designed in accordance with the Development Design Manual.
- d) Stream crossing type, sizing, location, installation plans, and bridge and culvert locations shall be approved by the City.
- e) Bridges and culverts shall be bottomless (i.e., the natural river channel shall remain in place as part of the bridge or culvert installation).

### **3.11 Erosion and Sediment Control**

- a) All Developments shall implement erosion and sediment control measures, in accordance with the Development Design Manual.

- b) At the City's sole discretion, Developers may be required to protect and stabilize rivers and streams to control erosion and downstream sedimentation, in accordance with the Development Design Manual.

### **3.12 Watersheds**

- a) The City shall continue to protect its drinking water supply watersheds through Best Management Practices.
- b) The City shall follow its Salt Management Plan in the application of road salt within watersheds.

### **3.13 Climate Change**

- a) The City shall adapt its municipal Stormwater management to climate change and incorporate any changes in the Development Design Manual.
- b) The City shall encourage adoption of innovative Stormwater management practices that take into account climate change.

## **4. Application**

This policy applies to all Development activity in the City, with the exception of City operations and/or actions.

## **5. Responsibilities**

### **5.1 The Department of PERS is responsible for:**

- a) implementing this policy;
- b) communicating this policy to Developers; and
- c) taking appropriate action for any potential contravention.

### **5.2 The Department of Public Works (PW) is responsible for:**

- a) working with PERS with respect to implementing relevant sections of the policy.



### **5.3 The DCMs of PW and PERS are responsible for:**

- a) ensuring that this policy is communicated to all applicable individuals in their departments; and
- b) ensuring their departments comply with this policy.

## **6. References**

Development Design Manual  
Development Regulations  
[Water Pollution By-Law](#)

## **7. Approval**

- Policy Sponsor: DCM, PERS
- Policy Writer: Manager, Development Engineering / Policy Analyst
- Date of Approval from
  - Corporate Policy Committee: December 9, 2019
  - Senior Executive Committee:
  - Committee of the Whole:
- Date of Approval from Council:

## **8. Monitoring and Contravention**

The Planning and Development Division, PERS shall monitor the application of the policy.

Any contravention of the policy shall be reported to PERS and/or PW; and may be reported to the Office of the City Solicitor and/or the City Manager, for further investigation and appropriate action.

## **9. Review Date**

Every 5 years

## Development Permits List For March 28 to April 10, 2024

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES	92305 NL Inc.	Proposed Subdivide & Development of 2 - Semi Detached Dwellings, Subdivision/Consolidation of Encroachment of 371 & Subdivide/Consolidation of Remainder Back Land	369A, 369B & 371 Blackmarsh Road	3	Approved	2024-04-02

**\* 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**

# Permits List

## Council's April 16, 2024, Regular Meeting

Permits Issued: 2024/03/28 to 2024/04/10

### **BUILDING PERMITS ISSUED**

<b>Residential</b>		
<b>Location</b>	<b>Permit Type</b>	<b>Structure Type</b>
106 Queen's Rd	Renovations	Townhousing
11 Cahill Dr	Change of Occupancy	Home Office
110 Higgins Line	Change of Occupancy	Home Occupation
15 Forest Rd	Renovations	Townhousing
17 Great Southern Dr	Renovations	Duplex Dwelling
18 Vinnicombe St	Renovations	Single Detached w/ apt.
182 University Ave	Renovations	Single Detached w/ apt.
19 Thomas St	Renovations	Single Detached Dwelling
204 Elizabeth Ave	Change of Occupancy	Single Detached w/ apt.
21 Cairo St	Accessory Building	Accessory Building
21 Spitfire Dr	New Construction	Single Detached w/ apt.
23 Horwood St	Change of Occupancy	Single Detached w/ apt.
23 Petite Forte Dr	Deck	Patio Deck
25 McKay St	Renovations	Townhousing
284 Bay Bulls Rd	Change of Occupancy	Home Office
30 Halifax St	Renovations	Single Detached Dwelling
305 Petty Harbour Rd	New Construction	Single Detached Dwelling
36 Gallipoli St	Renovations	Single Detached Dwelling
36 Tigress St	New Construction	Single Detached w/ apt.
369 Blackmarsh Rd	New Construction	Semi Detached Dwelling
369 Blackmarsh Rd	New Construction	Semi Detached Dwelling
377 Southside Rd	Renovations	Single Detached Dwelling
41 Leonard J. Cowley St	New Construction	Single Detached Dwelling
41 Malka Dr	Renovations	Single Detached Dwelling
42 Cedar Hill Pl	Change of Occupancy/Renovations	Single Detached Dwelling
43 Wicklow St	Renovations	Single Detached w/ apt.
5 Huntsman Pl	New Construction	Single Detached w/ apt.
59 Great Southern Dr	New Construction	Single Detached Dwelling
6 Dragonfly Pl	Renovations	Accessory Building
6 Labrador Pl	Change of Occupancy	Single Detached w/ apt.

61 Great Southern Dr	New Construction	Duplex Dwelling
63 Great Southern Dr	New Construction	Duplex Dwelling
631 Southside Rd	Extension	Single Detached Dwelling
69 Great Southern Dr	New Construction	Duplex Dwelling
7 Templeman St	Site Work	Driveway
71 Great Southern Dr	New Construction	Duplex Dwelling
73 Galway Blvd	Renovations	Single Detached Dwelling
88 Faulkner St	Fence	Fence
88 Great Eastern Ave	Renovations	Single Detached Dwelling
9 Fallowtree Pl	Accessory Building	Accessory Building

This Week: \$3,538,532.75

### Commercial

Location	Permit Type	Structure Type
110 Hebron Way	Renovations	Office
131 Duckworth St	Renovations	Hotel
174 Water St	Sign	Eating Establishment
284 Kenmount Rd	Change of Occupancy/Renovations	Mixed Use
310 Water St	Sign	Eating Establishment
33 Pippy Pl	Change of Occupancy/Renovations	Office
331 Water St	Change of Occupancy/Renovations	Office
345-349 Main Rd	Change of Occupancy/Renovations	Convenience Store
430 Topsail Rd	Change of Occupancy	Retail Store
430 Topsail Rd	Sign	Retail Store
48 Kenmount Rd	Sign	Take Out Food Service
55-57 Harvey Rd	Renovations	Mixed Use
59 Harvey Rd	Renovations	Mixed Use
681 Topsail Rd	Change of Occupancy/Renovations	Retail Store
8-10 Rowan St	Renovations	Retail Store
86 O'leary Ave	Renovations	Mixed Use
86 O'leary Ave	Sign	Mixed Use

This Week: \$5,273,062.00

### Government/Institutional

Location	Permit Type	Structure Type
180 Military Rd	Renovations	Church

This Week: \$9,270,000.00

Location	Permit Type	Structure Type
----------	-------------	----------------

This Week: \$0.00

## Demolition

Location	Permit Type	Structure Type
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This Week: \$0.00

**This Week's Total:    \$18,081,594.75**

**REPAIR PERMITS ISSUED:**

**\$101,000.00**

**NO REJECTIONS**

YEAR TO DATE COMPARISONS			
April 16, 2024			
TYPE	2023	2024	% Variance (+/-)
Residential	\$13,277,319.43	\$23,105,704.48	74
Commercial	\$35,646,332.01	\$11,633,533.60	-67
Government/Institutional	\$37,477.00	\$38,995,500.00	103952
Industrial	\$0.00	\$0.00	0
Repairs	\$79,915.00	\$338,614.00	324
TOTAL	\$49,041,043.44	\$74,073,352.08	51
Housing Units (1 & 2 Family Dwelling)	20	29	

Respectfully Submitted,

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

# MEMORANDUM

## **Weekly Payment Vouchers For The Week Ending April 3, 2024**

### **Payroll**

<b>Public Works</b>	<b>\$ 620,960.06</b>
<b>Bi-Weekly Casual</b>	<b>\$ 37,956.84</b>
<b>Accounts Payable</b>	<b>\$3,999,878.03</b>

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

**Total: \$ 4,658,794.93**

# **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 April 10, 2024

### Payroll

Public Works	\$ 361,690.18
Bi-Weekly Administration	\$ 930,892.39
Bi-Weekly Management	\$ 575,209.44
Bi-Weekly Fire Department	\$ 974,883.68
Accounts Payable	\$ 3,289,185.48

(A detailed breakdown [here](#))

**Total: \$6,131,861.17**

# ST. JOHN'S

DEPARTMENT OF FINANCE

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

# BID APPROVAL NOTE

**Bid # and Name:** Service and Installation of Two (2) Service Truck Bodies  
**Date Prepared:** Monday, April 8, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** Public Works  
**Division:** Water & Wastewater  
**Quotes Obtained By:** Sherri Higgins  
**Budget Code:** 4131-52629  
**Source of Funding:** Operating

**Purpose:**  
Service bodies for existing trucks for water and sewer maintenance.

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

Vendor Name	Bid Amount
Action Car & Truck	\$101,080.97

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

**Contract Duration:** Delivery is required 32 weeks from Purchase Order Date.

**Bid Exception:** None

**Recommendation:**  
That Council approve for award this limited call to the lowest bidder meeting specifications, Action Car & Truck, for \$101,080.97 (HST not incl.) as per the Public Procurement Act.

Note this limited call was also sent to NL Lightbars & Offroad Accessories and Drive Products, but they did not respond by submission deadline.

**Attachments:**

# ST. JOHN'S



### Report Approval Details

Document Title:	Supply and Installation of Two (2) Service Bodies.docx
Attachments:	
Final Approval Date:	Apr 8, 2024

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

**Rick Squires - Apr 8, 2024 - 3:21 PM**

**Derek Coffey - Apr 8, 2024 - 3:52 PM**

# BID APPROVAL NOTE

**Bid # and Name:** Codes Accelerator Project - Training and Materials  
**Date Prepared:** Tuesday, April 9, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Deputy Mayor Sheilagh O'Leary, Sustainability  
**Ward:** N/A

**Department:** Public Works  
**Division:** Administration  
**Quotes Obtained By:** Sherri Higgins  
**Budget Code:** PWP-2024-186  
**Source of Funding:** Capital

**Purpose:**  
The City received a grant from NRCAN under the Building Codes Accelerator fund. In the proposal the City proposed specific partners that would support the City in implementing the proposed scope. The Canadian Institute of Energy Training (CIET) was identified for the scope proposed to be contracted, and the grant was approved through a competitive grant application process by NRCAN.

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

Vendor Name	Bid Amount
7956363 Canada In. (Operating as CIET)	\$250,000.00

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

**Contract Duration:** Three (3) years with the possibility to renew for one (1) year

**Bid Exception:** Contract Award Without Open Call

**Recommendation:**  
That Council approve for award this contract through a grant with NRCAN, to 7956363 Canada In. (Operating as CIET), for \$250,000.00 (HST not incl.) as per the Public Procurement Act.

**Attachments:**



### Report Approval Details

Document Title:	Codes Accelerator Project - Training and Materials.docx
Attachments:	
Final Approval Date:	Apr 9, 2024

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

**Rick Squires - Apr 9, 2024 - 12:54 PM**

**Derek Coffey - Apr 9, 2024 - 1:03 PM**

# BID APPROVAL NOTE

**Bid # and Name:** 2024051 - Elizabeth Avenue Reconstruction and Shared-Use-Path  
- Phase 2  
**Date Prepared:** Thursday, April 11, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** Planning, Engineering and Regulatory Services  
**Division:** Engineering  
**Quotes Obtained By:** Sherri Higgins  
**Budget Code:** ENG-2024-175  
**Source of Funding:** Capital

**Purpose:**

To address aging infrastructure, a portion of Elizabeth Avenue will be reconstructed between the Westerland Road and Freshwater Road intersections. While also developing a segment of shared-use-path in the area of Elizabeth Avenue between the Westerland Road and Paton Street intersections, in accordance with Bike St. John's Master Plan.

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

Vendor Name	Bid Amount
Pyramid Construction Limited	\$2,756,791.50
Modern Paving Limited	\$2,818,017.50
Weirs Construction Limited	\$3,542,310.50
Eric Taylor LTD	\$4,035,991.70

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

**Contract Duration:** Required Substantial Completion Date (excluding surface course asphalt): November 30, 2024.

**Bid Exception:** None

# ST. JOHN'S

**Recommendation:**

That Council approve for award this open call to the lowest bidder meeting specifications, Pyramid Construction Limited, for \$2,756,791.50 (HST Incl.) as per the Public Procurement Act.

**Attachments:**

### Report Approval Details

Document Title:	2024051 - Elizabeth Avenue Reconstruction and Shared-Use-Path - Phase 2.docx
Attachments:	
Final Approval Date:	Apr 11, 2024

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

**Rick Squires - Apr 11, 2024 - 8:52 AM**

**Derek Coffey - Apr 11, 2024 - 8:56 AM**

# DEPARTMENTAL APPROVAL REQUEST/RFP

**Commodity/Bid #:** 2024025 - Mulching Services - Robin Hood Bay Waste Management Facility

**Date Prepared:** Thursday, April 11, 2024

**Report To:** Regular Meeting

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

**Ward:** N/A

**Department:** Finance and Corporate Services

**Quotes Obtained By:** Sherry Kieley

**Budget Code:** 4331-52100

**Source of Funding:** Operating

**Purpose:**

This open call was issued for the processing of branches and tree waste at Robin Hood Bay Waste Management Facility.

**Proposals Submitted By:**

Vendor Name
86790 Newfoundland & Labrador Limited
Arbotech Management Inc.
Cutting Edge Inc.
Old Earth Arborists
Utility ROW Clearing Inc

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

**Contract Duration:** Two (2) years, plus the possibility of one - one (1) year extension

**Recommendation:**

THAT Council approve for award open call 2024025 – Mulching Services – Robin Hood Bay Waste Management Facility to the top ranked proponent, as determined by the City's evaluation team, 86790 Newfoundland & Labrador Limited for \$169,900.00 plus HST, as per the Public Procurement Act.

**Attachments:**

# ST. JOHN'S

### Report Approval Details

Document Title:	2024025 - Mulching Services - Robin Hood Bay Waste Management Facility .docx
Attachments:	
Final Approval Date:	Apr 11, 2024

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

**Rick Squires - Apr 11, 2024 - 1:29 PM**

**Derek Coffey - Apr 11, 2024 - 1:31 PM**



# DEPARTMENTAL APPROVAL REQUEST/RFP

**Commodity/Bid #:** 2024029 – Supply and Deliver Tandem Axle Plow Trucks  
**Date Prepared:** Thursday, April 11, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** Public Works  
**Quotes Obtained By:** Ryan Crewe  
**Budget Code:** PWP-2024-189  
**Source of Funding:** Capital

**Purpose:**

The purpose of this open call is for the replacement of eleven (11) tandem axle plow trucks as part of the fleet asset management plan. The replacement trucks should be delivered prior to the 2025-26 winter season.

**Proposals Submitted By:**

Vendor Name
Hickman Truck Centre
Harvey & Company Ltd.

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

**Contract Duration:** N/A

**Recommendation:**

THAT Council approve for award this open call to the highest-ranked proponent, Hickman Truck Centre, in the amount of \$5,178,055.77 plus HST, as per the Public Procurement Act. In addition to the minimum bid price, there exists potential for an additional payment to the successful proponent of up to \$110,000 if specific contractual requirements are satisfied.

**Attachments:**

# ST. JOHN'S

# BID APPROVAL NOTE

**Bid # and Name:** 2024053 - Maintenance & Service for Fire Extinguishers & Extinguishing Systems  
**Date Prepared:** Thursday, April 11, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** Public Works  
**Division:** Supply Chain  
**Quotes Obtained By:** Sherri Higgins  
**Budget Code:** As attached  
**Source of Funding:** Operating

**Purpose:**

The City has various fire extinguishers and systems installed in all properties. This equipment requires an annual inspection as well as maintenance. This is a code requirement for occupancy. The City currently does not have qualified staff to perform this scope of work.

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

Vendor Name	Bid Amount
K&D Pratt	\$68,564.94
Martin's Fire Safety Ltd.	\$71,494.35
Troy Life & Fire Safety Ltd.	\$277,614.05

**Expected Value:** ☐ As above  
☒ Value shown is an estimate only for a 3 year period. The City does not guarantee to buy specific quantities or dollar value.

**Contract Duration:** Three (3) years with the possibility to extend for an additional term of up to two (2) years.

**Bid Exception:** None

**Recommendation:**

That Council approve for award this open call to the lowest bidder meeting specifications, K&D Pratt, for \$68,564.94 for a three (3) year period (HST Incl.) as per the Public Procurement Act.

# ST. JOHN'S

**Attachments: Budget Codes**

### Report Approval Details

Document Title:	2024053 - Maintenance and Service for Fire Extinguishers and Extinguishing Systems.docx
Attachments:	- Budget Codes.docx
Final Approval Date:	Apr 11, 2024

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

**Rick Squires - Apr 11, 2024 - 2:54 PM**

**Derek Coffey - Apr 11, 2024 - 2:57 PM**

## Budget Codes

1252	52514	1252	Maintenance of City Hall - MTCE. OF FIRE EQUIPMENT
1254	52514	1254	Maintenance City Hall Annex - MTCE. OF FIRE EQUIPMENT
3241	52514	3241	Works Depot Maintenance - MTCE. OF FIRE EQUIPMENT
4332	52514	4332	Bldg. Mtce. Robin Hood Bay - MTCE. OF FIRE EQUIPMENT
7125	52514	7125	Mtce. of Buckmasters Rec. Centre - MTCE. OF FIRE EQUIPMENT
7130	52514	7130	Maintenance of H.G.R. Mews Centre - MTCE. OF FIRE EQUIPMENT
7131	52514	7131	Aquatic Maintenance - Parks - MTCE. OF FIRE EQUIPMENT
7133	52514	7133	Mtce. Rotay Park Chalet - MTCE. OF FIRE EQUIPMENT
7134	52514	7134	Mtce. Sports Buildings - MTCE. OF FIRE EQUIPMENT
7138	52514	7138	Mtce. Kilbride Community Center - MTCE. OF FIRE EQUIPMENT
7139	52514	7139	Mtce. Southlands Community Center - MTCE. OF FIRE EQUIPMENT
7140	52514	7140	Mtce. Paul Reynolds Community Centre - MTCE. OF FIRE EQUIPMENT
7142	52514	7142	Mtce. Kenmount Terrace Community Centre - MTCE. OF FIRE EQUIPMENT
7225	52514	7225	Bowring Park Bldg. Maintenance - MTCE. OF FIRE EQUIPMENT
6361	52516	6361	Hamilton Ave/Riverhead Towers - MTCE. OF ALARM SYSTEMS
6364	52516	6364	Rawlins Cross Project - MTCE. OF ALARM SYSTEMS
6372	52516	6372	Sebastian Court - MTCE. OF ALARM SYSTEMS
6377	52516	6377	Cochrane St. - MTCE. OF ALARM SYSTEMS
6378	52516	6378	Cambell Avenue - MTCE. OF ALARM SYSTEMS
6380	52516	6380	Pleasantville Affordable Housing - MTCE. OF ALARM SYSTEMS
6381	52516	6381	Andrews Place - MTCE. OF ALARM SYSTEMS
6382	52516	6382	Convent Square - MTCE. OF ALARM SYSTEMS

# BID APPROVAL NOTE

**Bid # and Name:** 2024015 - Miscellaneous Asphalt Repairs  
**Date Prepared:** Thursday, April 11, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Jamie Korab, Public Works  
**Ward:** N/A

**Department:** Public Works  
**Division:** Administration  
**Quotes Obtained By:** Sherri Higgins  
**Budget Code:** 3231-52479  
**Source of Funding:** Operating

**Purpose:**  
To provide paving/patching services throughout the City.

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

Vendor Name	Bid Amount
Parsons Paving Ltd.	\$825,067.50
English's Paving Corporation	\$925,979.43
Mercers Paving Incorporated	\$1,133,325.00
Pyramid Construction Limited	\$1,192,607.50
Modern Paving Limited	\$1,279,087.50

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

**Contract Duration:** One (1) year with the possibility of a one (1) year extension.

**Bid Exception:** None

**Recommendation:**  
That Council approve for award this open call to the lowest bidder meeting specifications, Parsons Paving Ltd., for \$825,067.50 per year (HST Incl. As per the Public Procurement Act.

**Attachments:**

# ST. JOHN'S



### Report Approval Details

Document Title:	2024015 - Miscellaneous Asphalt Repairs.docx
Attachments:	
Final Approval Date:	Apr 12, 2024

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

**No Signature - Task assigned to Rick Squires was completed by assistant Chris Davis**

**Rick Squires - Apr 12, 2024 - 7:37 AM**

**Derek Coffey - Apr 12, 2024 - 8:52 AM**

# BID APPROVAL NOTE

**Bid # and Name:** 2024042 - Supply, Delivery, and Install of Roll-Off Containers  
**Date Prepared:** Friday, April 12, 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:** 4331-56160  
**Source of Funding:** Capital

**Purpose:**

This open call was issued to replace some of the existing waste and recycling bins at the Robin Hood Bay Residential Drop-off, which are in poor condition due to age.

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

Vendor Name	Bid Amount
Heave Away Waste Management	\$180,302.25
Protek Industries Ltd.	\$188,776.80

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

**Contract Duration:** 6 months

**Bid Exception:** None

**Recommendation:**

That Council approve for award open call 2024042 - Supply, Delivery and Install of Roll-Off Containers to the lowest bidder meeting specification, Heave Away Waste Management, for \$180,302.25 plus HST, as per the Public Procurement Act.

**Attachments:**

# ST. JOHN'S

### Report Approval Details

Document Title:	2024042 - Supply, Delivery and Install of Roll-Off Containers.docx
Attachments:	
Final Approval Date:	Apr 15, 2024

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

**Rick Squires - Apr 12, 2024 - 3:52 PM**

**Derek Coffey - Apr 15, 2024 - 1:17 PM**

# DEPARTMENTAL APPROVAL REQUEST/RFP

**Commodity/Bid #:** CORRECTOR - 2024001 Crosstown Shared-Use Path from Canada Drive to T'railway  
**Date Prepared:** Monday, April 15, 2024  
**Report To:** Regular Meeting  
**Councillor and Role:** Councillor Sandy Hickman, Transportation  
**Ward:** Ward 3

**Department:** PERS Transportation Engineering  
**Quotes Obtained By:** Sherri Lee Higgins  
**Budget Code:** ENG-2024-184  
**Source of Funding:** Capital

**Purpose:**

Council during its Regular Meeting of February 20, 2024 approved the recommendation outlined below:

- THAT Council approve for award this open call to the top ranked proponent CBCL Limited for \$357,762.13 (HST included) as per the Public Procurement Act.

Subsequently, it was discovered that an additional \$40,000 of allowances was not included in the original Departmental Approval Request. Council is hereby requested to approve that additional amount.

The City of St John's is seeking design, contract administration and construction inspection services for the detailed design of the Crosstown shared-use path (SUP) from Canada Drive to the T'railway.

**Proposals Submitted By:**

Vendor Name
CBCL Limited
Dillon Consulting Limited
9028161 Canada Ltd. (Harbourside Transportation Consultants)

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

**Contract Duration:** The detailed design for the projects should be completed by August 31, 2024, so that a construction tender could be called in September 2024.

# ST. JOHN'S

**Recommendation:**

THAT Council approve \$40,000 of allowances in addition to the previously approved amount outlined above.

**Attachments:**

### Report Approval Details

Document Title:	2024001 Crosstown Shared-Use Path from Canada Drive to T'railway.docx
Attachments:	
Final Approval Date:	Feb 13, 2024

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

**Amer Afridi - Feb 12, 2024 - 4:28 PM**

**Scott Winsor - Feb 13, 2024 - 9:08 AM**

**Jason Sinyard - Feb 13, 2024 - 4:32 PM**

# DECISION/DIRECTION NOTE

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**Title:** St. John's Sports & Entertainment Board Membership

**Date Prepared:** March 27, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Ron Ellsworth

**Ward:** N/A

---

## **Decision/Direction Required:**

Council's approval is requested to re-appoint members to the St. John's Sports and Entertainment Ltd. (SJSEL) Board

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

As per the Bylaws of SJSEL, Directors may be appointed for a term of three years to a maximum of two consecutive terms. There are presently three positions that will have terms expiring in 2024:

- Stephen Dinn, appointed on April 5, 2021, with an expiry of April 5, 2024. Mr. Dinn is currently the Chair of SJSEL.
- Robert Hayward, appointed on September 16, 2021, with an expiry of September 16, 2024. Mr. Hayward is Vice-Chair of SJSEL.
- Heather MacLean, appointed on September 16, 2021, with an expiry of September 16, 2024. Ms. MacLean is a Board Director

All three members have expressed interest in extending their terms for additional three years. This extension will ensure continuity of the Board of Directors.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: St. John's Sports and Entertainment Ltd.
3. Alignment with Strategic Directions:

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

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

# ST. JOHN'S



4. Alignment with Adopted Plans:

- St. John's Sports and Entertainment Ltd. – General Operating By-Law

5. Accessibility and Inclusion: N/A

6. Legal or Policy Implications: N/A

7. Privacy Implications: N/A

8. Engagement and Communications Considerations: N/A

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

**Recommendation:**

That Council reappoint Stephen Dinn, Robert Hayward, and Heather MacLean to the St. John's Sports and Entertainment Ltd. Board of Directors for an additional term of three years.

**Prepared by: Jennifer Squires, Legislative Assistant**

**Approved by:**

**Report Approval Details**

Document Title:	Membership - St. John's Sports and Entertainment Board 2024.docx
Attachments:	
Final Approval Date:	Mar 27, 2024

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

**Karen Chafe - Mar 27, 2024 - 1:57 PM**

# DECISION/DIRECTION NOTE

---

**Title:** Lease Extension – Quidi Vidi Artisan Studios

**Date Prepared:** December 6, 2023

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Ophelia Ravencroft

**Ward:** Ward 2

---

## Decision/Direction Required:

That Council approve the extension to the lease of 10 Maple View Place for an additional three years to November 17, 2026 and to amend the name of the building from the Quidi Vidi Plantation to the Quidi Vidi Artisan Studios.

## Discussion – Background and Current Status:

The City entered into a lease with The Anna Templeton Centre for Craft, Art and Design, Inc. (“the Centre”) in 2017 for the purpose of supporting the craft industry in Newfoundland and Labrador. The City renewed that lease in 2020 for three years. The Centre is now looking to extend for a further three year term to November 17, 2026. The Centre has also requested that the City amend the lease to remove Quidi Vidi Plantation as the name of the building and replace same with 10 Maple View Place, operating as the Quidi Vidi Artisan Studios.

## Key Considerations/Implications:

1. Budget/Financial Implications: City to receive \$1.00 per year for the lease.
2. Partners or Other Stakeholders: The Anna Templeton Centre for Craft, Art and Design, Inc.
3. Alignment with Strategic Directions:

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

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

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

# ST. JOHN'S

6. Legal or Policy Implications: A lease extension will be prepared.

7. Privacy Implications: N/A

8. Engagement and Communications Considerations: N/A

9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

**Recommendation:**

That Council approve the extension to the lease of 10 Maple View Place for an additional three years to November 17, 2026 and to amend the name of the building from the Quidi Vidi Plantation to the Quidi Vidi Artisan Studios.

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

**Report Approval Details**

Document Title:	Lease renewal - Quidi Vidi Artisan Studios.docx
Attachments:	- Quidi Vidi Plantation Lease Extension with- Anna Templeton Centre - Nov 10, 2023.doc
Final Approval Date:	Dec 6, 2023

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

**Cheryl Mullett - Dec 6, 2023 - 2:21 PM**

**THIS AMENDING AGREEMENT TO AN INDENTURE OF LEASE** made at St. John's, in the Province of Newfoundland and Labrador, this 17<sup>th</sup> day of November, 2017.

**BETWEEN:**

**CITY OF ST. JOHN'S**, a statutory corporation pursuant to the provisions of the City of St. John's Act, RSNL 1990, c.C-17, as amended (hereinafter called the "City")

OF THE ONE PART

**AND:**

**THE ANNA TEMPLETON CENTRE FOR CRAFT, ART AND DESIGN, INC.** a body corporate without share capital duly registered to carry on business in the Province of Newfoundland and Labrador (hereinafter called the "Centre")

OF THE OTHER PART

**WHEREAS** the City is the owner of lands and buildings known as the Quidi Vidi Village Plantation situate in the City of St. John's, more particularly described in Schedule "A" attached hereto (hereinafter called "the Demised Premises").

**AND WHEREAS** the Centre has undertaken to operate and maintain the Demised Premises, except for the wharf/skiff areas which shall remain under the ownership and control of the City and do not form part of the Demised Premises, for the purposes of developing the craft industry in Newfoundland and Labrador including the operation of an Artisan Craft Incubator at the Demised Premises.

**AND WHEREAS** the City and the Centre have executed and Indenture of Lease for the Demised Premises subject to the terms, covenants and conditions therein contained on \_\_\_\_\_ 2017 (the Lease).

**AND WHEREAS** Article 30 of the Lease states that no terms of the Lease "...shall be.....modified except by an express agreement in writing signed by each party by a person authorized by said party".

**AND WHEREAS** the Parties wish to amend the Lease as set out herein.

**NOW THEREFORE THIS AMENDING AGREEMENT WITNESSETH** that for and in consideration of One (\$1.00) dollar and for other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both Parties), the Parties agree as follows:

1. Article 4.(1) of the Lease shall be deleted and replaced with the following:

The Centre shall be permitted to allow other organizations, groups, individuals or patrons thereof to use the Demised Premises for purposes related to the development of the craft industry and local artisans in Newfoundland and Labrador. The Centre acknowledges and agrees that any organization, group, individual or patron must have valid insurance in place acceptable to the City for use of the Demised Premises. The Centre acknowledges and agrees that the City shall have the sole right to determine and select the artisans who are to be participants in the Artisan Craft Incubator program. The Centre further acknowledges and agrees that the City shall have the exclusive right to determine the insurance requirements for any participants in the Artisan Craft Incubator program at the Demised Premises and that the City shall insure that all participants have acceptable insurance coverage.

2. Article 14.(h) of the Lease which states that "the Centre shall be responsible for insuring that all tenants/artisans of the Demised Premises have adequate insurance in place as required by the City" is deleted.



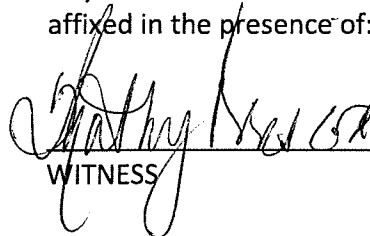
3. Article 17.(2) of the Lease is deleted and replaced with the following:

(2) Notwithstanding the foregoing the Centre may in its discretion rent out the Demised Premises or portions thereof for purposes related or incidental to the promotion and advancement of the crafts industry in Newfoundland and Labrador. The Centre acknowledges and agrees that any other organizations, groups, individuals or patrons renting the Demised Premises must have valid insurance in place acceptable to the City.

4. Except as set out herein, the Parties agree that all other terms of the Lease shall remain in full force and effect.

**IN WITNESS WHEREOF** the parties hereto have hereunto their hands and seals subscribed and set the day and year first before written.

**THE CORPORATE SEAL** of the  
City of St. John's was hereunto  
affixed in the presence of:


  
WITNESS

**KATHY DRISCOLL**

A Commissioner for Oaths in and for

the Province of Newfoundland and Labrador.  
My commission expires on December 31, 2019.

**THE CORPORATE SEAL** of the  
Anna Templeton Centre for  
Craft, Art and Design, Inc. was hereunto  
affixed in the presence of:

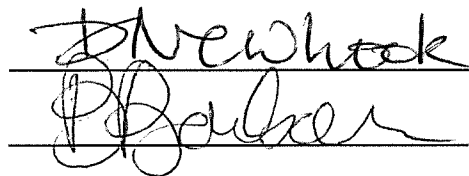
  
WITNESS

**CITY OF ST. JOHN'S**

  
MAYOR

  
CITY CLERK

**THE ANNA TEMPLETON CENTRE FOR  
CRAFT, ART AND DESIGN, INC.**



**SCHEDULE "B"**

**THIS INDENTURE OF LEASE** made at St. John's, in the Province of Newfoundland and Labrador, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**BETWEEN:**

**CITY OF ST. JOHN'S**, a statutory corporation pursuant to the provisions of the City of St. John's Act, RSNL 1990, c.C-17, as amended (hereinafter called the "City")

OF THE ONE PART

**AND:**

**THE ANNA TEMPLETON CENTRE FOR CRAFT, ART AND DESIGN, INC.** a body corporate without share capital duly registered to carry on business in the Province of Newfoundland and Labrador (hereinafter called the "Centre")

OF THE OTHER PART

**WHEREAS** the City is the owner of lands and buildings known as the Quidi Vidi Village Plantation situate in the City of St. John's, more particularly described in Schedule "A" attached hereto (hereinafter called "the Demised Premises").

**AND WHEREAS** the Centre has undertaken to operate and maintain the Demised Premises, except for the wharf/skiff areas which shall remain under the ownership and control of the City and do not form part of the Demised Premises, for the purposes of developing the craft industry in Newfoundland and Labrador including the operation of an Artisan Craft Incubator at the Demised Premises.

**AND WHEREAS** the City has resolved to grant a lease of the Demised Premises subject to the terms, covenants and conditions herein contained.

**NOW THEREFORE THIS LEASE AGREEMENT WITNESSETH** that for and in consideration of the Demised Premises and the agreements and covenants herein contained, the City, as beneficial

owner, hereby leases and demises the said Demised Premises except for the wharf/skiff areas to the Centre on the following terms:

1. The term of the Lease shall be three (3) years commencing from \_\_\_\_\_, 2017, and to be concluded on \_\_\_\_\_20, with the Centre having an option to renew on such terms and conditions as may be mutually agreed.
2. The Centre shall pay to the City, if demanded, annual rent of One Dollar (\$1.00) on or before the 31<sup>st</sup> day of December in each year of the term.
- 3.(1) The Centre covenants with the City that the Demised Premises will be used during the term of this Lease for the purposes of developing the craft industry in Newfoundland and Labrador including support of local artisans and for such other activities or purposes related to the development of the craft industry and local artisans in Newfoundland and Labrador.
- (2) The Centre agrees that the Demised Premises will be open for public access at times to be determined with the City.
- (3) Notwithstanding the foregoing Article 3(1) and anything else in this Lease the City may, with forty five (45) day notice in writing to the Centre, direct that the Centre permit the City or any other party named by the City to use all or part of the Demised Premises for any such purpose as the City deems fit and for and at such times as the City may direct and the Centre shall be obliged to act in accordance with the direction of the City except for those areas on the second floor of the Demised Premises designated for artist studio rooms (the "Studio Rooms") which shall only be used by the City where there is mutual agreement of both the Centre and the City.

- (4) In addition to Article 3(3), the City may reserve rental space at no cost at the Demised Premises as may be mutually agreed. The City agrees that it will not displace a pre-booked client and/or event when reserving space under this section.
  - (5) The Centre acknowledges and agrees that the Quidi Vidi Village Foundation will have access to a space in the Demised Premises for meetings and occasional events at no cost on those dates and times as the Quidi Vidi Village Foundation and the Centre mutually agree that will not interfere with a pre-booked client and/or event.
- 4.(1) The Centre shall be permitted to allow other organizations, groups, individuals or patrons thereof to use the Demised Premises for purposes related to the development of the craft industry and local artisans in Newfoundland and Labrador, including but not limited to participants of the Artisan Craft Incubator program. The Centre shall be permitted to set rental rates for such use.
- (2) Notwithstanding the foregoing Article 4(1) and anything else in this Lease the City may, at any time by direction in writing to the Centre, without acting unreasonably, direct that the Centre refuse to rent or otherwise permit any third party to use the whole of or any part of the Demised Premises and the Centre shall be obliged to act in accordance with the direction of the City.
  - (3) If the Centre wishes to provide concession services at the Demised Premises it must first provide to the City a detailed plan outlining the nature and scope of the concession services to be provided. The City, at its sole discretion, may choose to accept or reject the said plan. If the City accepts the plan the Centre must enter into a Concession Services Agreement with the City in a form approved by the City prior to any concession services being provided at the Demised Premises and the Centre agrees that it and any concessionaire shall comply with all applicable public health requirements for the sale of

food and beverages and will fully indemnify and hold the City harmless from any failures or breaches of any public health requirements.

5. In addition to the Demised Premises, the City hereby leases to the Centre the chattels described in Schedule "B" attached hereto (hereinafter called the "Chattels").
- 6.(1) Both the City and the Centre reserve the right to terminate this Lease at any time during the term or any extension or renewal thereof upon giving ninety (90) days written notice to the other party.
- (2) Upon termination of this Lease in accordance with the provisions of Article 6(1) the Centre shall vacate and release control of the Demised Premises to the City.
- 7.(1) The Centre shall not be permitted to construct or erect any structures, erections or buildings on the Demised Premises, make any alterations, renovations or improvements, excepting routine maintenance, to the Demised Premises or any part thereof or to the Chattels without first obtaining the written permission of the City, which permission may be arbitrarily withheld.
- (2) Any alterations, renovations or improvements carried out in accordance with the provisions of Article 7(1) shall be carried out by fully qualified tradespeople. Furthermore any and all maintenance carried out by or on behalf of the Centre shall be carried out by fully qualified tradespeople.
- (3) Any and all construction, replacement, renovation, leasehold improvements and repairs of whatever kind at or to the Demised Premises or the Chattels that may be approved in writing by the City shall be carried out solely at the expense of the Centre.

- (4) All said construction, replacement, renovation, leasehold improvements and repairs undertaken at the Demised Premises and to the Chattels by the Centre shall be for the benefit of the City and shall remain at the Demised Premises at the end of the term, at no charge to the City.
  - (5) All fixtures and equipment added, installed or placed at the Demised Premises by the Centre shall be for the benefit of the City and shall remain as installed at no charge to the City at the end of the term excepting only such fixtures and equipment that may be attached to any part of the Demised Premises by no more than its own weight which fixtures and equipment may be removed by the Centre at the end of the term.
  - (6) The Centre shall immediately repair any damage resulting from the installation or removal or use of any fixtures or equipment added, installed or placed at the Demised Premises. If the Centre does not repair the said damage within ten (10) days of receipt of written notice from the City requiring the same then the City, in addition to any other remedies that it may have, may undertake the said repairs on the account of and at the cost of the Centre.
- 8.(1) The Centre shall be responsible for all regular maintenance and general day to day maintenance at or to the Demised Premises and the Chattels and all structures or services therein including, but not limited to:
- (i) keeping the Demised Premises free from litter and all cleaning services for the Demised Premises;
  - (ii) maintenance and repair necessitated by acts of vandalism, including, but not limited to, graffiti;
  - (iii) maintenance and repair of all windows and glass at the Demised Premises;



- (iv) causing garbage to be placed and stored as directed from time to time by the City;
  - (v) all regular interior painting at the Demised Premises;
  - (vi) care, maintenance and management of the kiln situated on the Demised Premises.
- (2) For greater certainty the Centre shall not be responsible for the following:
- (i) structural maintenance and repair of the building and structures on the Demised Premises except as aforesaid;
  - (ii) maintenance and repair of plumbing, electrical and mechanical systems except as aforesaid;
  - (iii) maintenance of green space except as aforesaid;
  - (iv) all garbage collection and removal;
  - (v) snow clearing; and
  - (vi) all exterior painting and exterior building maintenance except as aforesaid in relation to graffiti and vandalism of the Demised Premises.
- (3) The Centre hereby acknowledges that nothing contained herein creates any obligation on the City to perform any maintenance, repair or replacement work of any nature whatsoever at that portion of the Demised Premises or to the Chattels. The City, at its

discretion, may choose to perform or cause to be performed any of the said work but shall not be obliged to do so either by virtue of this Lease, or by performance of any or all of the said work, or by course of dealings.

- (4) The Centre shall be responsible at the end of the term or other termination of this Lease to surrender the Demised Premises, including any Chattels of the City, to the City in good condition. Should the condition of the interior of the Demised Premises or the City's Chattels deteriorate during the period of the Centre's occupancy, reasonable wear and tear excepted, the City may undertake all work and repair that it deems necessary, including replacement of its Chattels, and all costs of so doing shall be for the account of the Centre. For greater certainty, the Centre shall not be required to do or be responsible for any work or repairs required in relation to any deterioration of the exterior of the Demised Premises. The parties hereto agree that this provision shall survive termination of the Lease.

- 9.(1) The Centre shall be responsible for the cost of all utilities at the Demised Premises including, but not limited to heat, light, phone, fax, cable and internet.
- (2) The Centre shall be responsible for any staffing required at the Demised Premises with the exception of any summer seasonal staff for which the City may, at its sole discretion, provide orientation and support for those seasonal staff.
- 10 The Centre shall, at all times during the currency of the Lease, keep the Chattels and the Demised Premises and all structures and services thereon in good order, reasonable wear and tear excepted and the Centre shall not permit a nuisance to occur at the Demised Premises.

11. The Centre shall abide by and comply with all lawful rules, regulations and by-laws of the City and all laws of the Province of Newfoundland and Labrador or the Dominion of Canada that may affect the Demised Premises and the Chattels or the Centre's use thereof, including, but not limited to the Occupational Health and Safety Act and Regulations thereunder, the Smoke Free Environment Act, 2005 and Regulations thereunder, the Workplace Health, Safety and Compensation Act and Regulations thereunder, and the Liquor Control Act and Regulations thereunder.
12. The City, its servants, employees or agents, shall have full and free access to the first floor and common areas of the Demised Premises for inspection purposes at any time without prior notice. For access to the Studio Rooms, the City shall provide the Centre with a minimum of 24 hours' notice.
13. If, for any reason, the City decides to close or suspend or reduce operations to the public either permanently or for any other period of time at the Demised Premises or portion thereof the City shall not, under any circumstances, be liable to the Centre for any claims, damages, expenses, lost revenues or profits or otherwise that may arise, either directly or indirectly from the said closure or suspension or reduction of operations.
14. The Centre shall, prior to the execution of this Agreement, deliver to the City a copy of a policy of commercial general liability including bodily injury, and property damage insurance, together with coverage for tenant's legal liability, tenant's property & improvements or certificate of insurance, acceptable to the City (copy of Declarations Page and Endorsement showing the City as additional insured shall be provided on request), which policy complies with the following requirements:
  - (a) \$2,000,000.00 bodily injury each occurrence;
  - (b) \$2,000,000.00 property damage;

- (c) deductible amount maximum of \$5,000.00;
- (d) providing coverage for all operations, including Products and Completed Operations, and all fixed and movable equipment and premises used by the Centre pursuant to this Lease;
- (e) a cancellation provision providing as follows:  
*"It is agreed that this policy shall not be cancelled nor the amounts of the coverage provided herein reduced until thirty (30) days after the Manager of Corporate Risk and Recovery shall have received written notice of such cancellation or reduction as evidenced by the return receipt of certified mail".*
- (f) Fire Insurance – Copy of a Tenant's Legal Liability policy naming the City as an additional insured, which includes coverage for fire, extended coverage, vandalism and malicious mischief, and sprinkler leakage coverage for all buildings, facilities, equipment, fixtures, furnishings, decorations, improvements and stock equal to the full replacement cost of the items covered for any damage to property as the result of the liability or negligence of the Centre. The City shall be subrogated to all the Centre's rights of settlement of loss and rights to the proceeds of settlement of loss. The Centre shall co-operate and assist the City in expediting the settlement of the loss by providing all related information and records immediately upon the request of the City.
- (g) the City named as additional insured and the policy shall include Cross Liability.
- (h) the Centre shall be responsible for insuring that all tenants/artisans of the Demised Premises have adequate insurance in place as required by the City.

15. The Centre shall indemnify and save harmless the City and its servants, employees or agents or any of them against all actions, suits, claims and demands which may be brought against or made upon the City, its servants, employees or agents or any of them by any person and from and against all losses, costs, charges, damages and expenses which may be incurred, sustained or paid by the City, its servants, employees or agents

or any of them arising, in any way or manner, from the activities of the Centre, its employees, agents and assigns.

16. The City shall not be liable or responsible in any way for any loss or damage or injury to any property belonging to the Centre or to the Demised Premises, or to employees of the Centre or to any person while such person or property is on the Demised Premises and in no event will the City be liable for any consequential or indirect damage suffered by the Centre however caused even if such damage or injury is directly due to the negligence of any officer, servant, employee or agent of the City while acting within the scope of his or her duties or employment or agency.
17. (1) The Centre shall not assign this Lease or sublet the Demised Premises without the prior written consent of the City which consent may not be unreasonably withheld. Any assignee approved by the City must accept and assume all the relevant terms and conditions of this Indenture in addition to any and all such other additional terms and conditions as the City may impose and such assignment shall not in any manner discharge or release the Centre from any of its obligations under this Lease. The City may transfer, convey or assign this Lease or any right or interest thereunder without the prior written consent of the Centre. The terms and provisions of this Lease shall bind and inure to the benefit of the City's successors and assignees.
- (2) Notwithstanding the foregoing the Centre may in its discretion rent out the Demised Premises or portions thereof for purposes related or incidental to the promotion and advancement of the crafts industry in Newfoundland and Labrador, including but not limited to participants of the Artisan Craft Incubator program.
18. Notwithstanding anything else herein contained the Centre shall immediately repair any damage of whatever nature to the Demised Premises or any part thereof or to the Chattels that the Centre, its agents, members, employees, assigns or invitees caused,

either directly or indirectly. If the Centre does not repair the said damage within twenty (20) days of receipt of written notice from the City requiring the same then the City, in addition to any other remedies that it may have, may undertake the said repairs on the account of and at the cost of the Centre.

19. The Centre shall use the utmost vigilance in monitoring for signs of vermin, insects, and pests throughout the Demised Premises and shall take immediate action to address same by engaging the services of a qualified professional exterminator to control said vermin, insects, and other pests. This service shall be provided at the sole cost of the Centre. The Centre further agrees to notify the City in advance if a professional exterminator is on site and what activities are being undertaken.
20. The Centre shall procure the prompt discharge of any and all liens registered against the Demised Premises or any part thereof. The City shall have the option of taking whatever steps it, in its sole and absolute discretion, considers expedient to ensure the discharge of liens registered against the Demised Premises including paying lien claims. Any such payments and/or costs incurred by the City (including legal costs) in securing the discharge of liens shall be for the account of the Centre. If the Centre refuses or fails to secure the discharge of any lien against the Demised Premises within thirty (30) days of any demand to do so by the City then the City may, in addition to all other rights available to it, terminate this Lease forthwith.
21. The Centre shall permit the City or any person, body or corporation authorized by the City, the right of passage and the right of running of water and sewer, in and under any part of the land hereby demised and for that purpose, the right to enter upon the said land (with or without workmen, vehicles, machinery and equipment) dig, break, excavate and trench any part of the Demised Premises described in Schedule "A" and construct, place, lay, inspect, repair, maintain, cleanse, renew and enlarge such water and/or sewer pipes and mains, manholes, valves and surface boxes as may be necessary

for that purpose and the right of passage and running of electricity and telephone communications across, over or under any part of the said land, and for that purpose, the right to enter upon the said land (with or without workmen, vehicles, machinery and equipment) dig, break, excavate and trench any part of the said land herein described and erect, place, lay, inspect, repair, maintain and renew such poles, cables and other equipment as may be necessary for that purpose AND the right of planting, protecting and maintaining any trees, shrubs, hedges, grass or their vegetation upon any part of the said land and for that purpose and the purpose of renewing any such planting the right to enter upon, dig, break, excavate and trench any part of the said land AND the City may, but shall not be obliged to, restore the lands to a clean and tidy condition and in a similar state of landscaping as existed prior to the entry and work thereon by the City on completion of the aforesaid works AND the City shall not be liable to the Centre for any damages, claims, losses, costs or otherwise that may result from or be occasioned by the said work or any decision of the City not to restore the lands AND the Centre agrees not to impair access along the line of any easement by permitting any erections to go thereon or otherwise.

22. All goods and chattels and fixtures of the Centre situate at the Demises Premises from time to time are subject to distress for rents or any other charges which may arise under the Lease.
23. The Centre shall pay all taxes and assessments of any nature whatsoever charged against it pursuant to or in any way arising out of any and all of its operations. Without limiting the generality of the foregoing, the Centre shall be responsible for collecting and paying all HST and sales tax (or any such other tax or taxes that may replace or supplement these taxes) on all sales and services resulting from, or arising out of, in any way its business or operations.



24. The Centre shall collect all rent and City taxes paid by artisans or occupants of the Demised Premises. All such rent and City taxes paid by artisans or occupants shall be remitted by Centre to the City.
25. The Centre acknowledges that all City owned or occupied properties are smoke-free. The Centre therefore acknowledges and agrees that the Demised Premises are to be smoke-free at all times.
26. The Centre acknowledges and agrees that the City participates in all available recycling programs. The Centre therefore agrees to participate in all locally accessible recycling programs.
27. The Centre acknowledges and agrees that alcohol may only be served at the Demised Premises with the express permission of the City. The Centre further acknowledges and agrees that in addition to abiding by and complying with the provisions of the Liquor Control Act that it shall comply with any policies the City has in place including, but not limited to seeking a Special Event Permit as required. The Centre further acknowledges and agrees that it shall comply with all applicable public health requirements for the sale of food and beverages and will fully indemnify and hold the City harmless from any failures or breaches of any public health requirements.
28. The Centre acknowledges that all City owned or occupied properties are to be equipped with automated external defibrillators (AEDs). The Centre therefore agrees to ensure that said AED remains in good working order.
29. This Lease contains all the undertakings and agreements whether oral or in writing, if any, previously entered into by the parties with respect to the subject matter hereof.

30. None of the terms of this Lease shall be deemed waived or modified except by an express agreement in writing signed by each party by a person authorized by said party.
31. If any of the provisions of this Lease are held invalid or unenforceable in any judicial or any other proceeding, such invalidity or unenforceability shall not affect in any way the validity or enforceability of any other provision of this Lease.
32. Failure of either party to insist on the strict performance of any term or condition of this Lease or to exercise any right or remedy shall not be deemed a waiver of any right or remedy or of any existing or subsequent breach or default, and the election by either party of any particular remedy on default shall not be exclusive of any other.
33. Except where otherwise expressly stated whenever:
  - (a) the Centre defaults in the payment of any instalment of rent, or of any other sum payable hereunder, and the default continues for ten (10) days;
  - (b) the Centre fails to perform or observe any of the covenants, agreements or provisions, conditions or provisos contained in this Lease on the part of the Centre (other than the payment of rent or other sums of money) and the failure continues for, or is not remedied within, ten (10) days next after the giving of notice by the City of the nature of the failure, or if the term hereby granted is taken in execution or attachment, it is lawful for the City to enter upon the Demised Premises or any part thereof in the name of the whole, and this Lease shall at the option of the City and with or without entry, terminate and all the rights of the Centre with respect to the Demised Premises shall be absolutely forfeited.
34. The bankruptcy, insolvency or reorganization of the Centre under any laws then applicable, or the appointment of a trustee for the benefit of creditors or a receiver,

shall be deemed a breach of this Lease and the City may, at its sole discretion, terminate the Lease immediately on being notified of the bankruptcy, insolvency or reorganization of the Centre.

35. In the event that either party hereto is delayed or hindered in the performance of any act required herein by reason of strike, lock-outs, labour troubles, inability to procure materials, failure of power, riots, insurrection, war or other reasons of a like nature not the fault of such party, then performance of such act shall be excused for the period of the delay and the period of performance of any such act shall be extended for a period equivalent to the period of such delay at no cost to the City.

36. All notices to be given pursuant to this Lease shall be delivered:

- (a) to the City  
c/o City Manager  
P. O. Box 908  
St. John's, NL A1C 5M2
- (b) to the Centre  
278 Duckworth Street  
St. John's, NL  
A1C 1H3

and shall be deemed to have been received on the date of acknowledgment of receipt where delivered by courier or by certified mail. Either party may advise the other in writing of any change of address for the giving of notices.

37. Words importing the singular number shall include the plural and vice versa.

38. This Lease shall be in all respects governed by and interpreted under and in accordance with the laws of the Province of Newfoundland and Labrador.

**IN WITNESS WHEREOF** the parties hereto have hereunto their hands and seals subscribed and set the day and year first before written.

**THE CORPORATE SEAL** of the  
City of St. John's was hereunto  
affixed in the presence of:

**CITY OF ST. JOHN'S**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
CITY CLERK

**THE CORPORATE SEAL** of The  
Anna Templeton Centre for  
Craft, Art and Design, Inc. was hereunto  
affixed in the presence of:

**THE ANNA TEMPLETON CENTRE FOR  
CRAFT, ART AND DESIGN, INC.**

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE "A"**

(see attached)

## **SCHEDULE "B"**

## SCHEDULE "A"

September 7, 2004.

Prepared for: Estate of Late Eli Tucker.

**ALL THAT** piece or parcel of land situate and being on the northeastern side of a Public Road, at Quidi Vidi Village, in the City of St. John's, in the Province of Newfoundland and Labrador, Canada, abutted and bounded as follows, that is to say:

**BEGINNING** at a point which, which said point having NAD-83 co-ordinates of North 5 271 506.806 metres and East 329 006.338 metres:

**THENCE** running by land of the Estate of Dorothy Barnes, on a bearing of North 24 degrees 49 minutes 05 seconds East for a distance of 4.003 metres;

**THENCE** turning and running by the same, on a bearing of North 14 degrees 53 minutes 19 seconds East for a distance of 7.374 metres;

**THENCE** turning and running by the same, on a bearing of North 07 degrees 30 minutes 00 seconds East for a distance of 8.110 metres;

**THENCE** turning and running by the same, on a bearing of North 03 degrees 35 minutes 00 seconds West for a distance of 13.68 metres;

**THENCE** turning and running by the same, on a bearing of North 12 degrees 30 minutes 00 seconds East for a distance of 4.11 metres;

**THENCE** turning and running by the same, on a bearing of North 54 degrees 50 minutes 00 seconds East for a distance of 4.31 metres;

**THENCE** turning and running along the southern side of Quidi Vidi River, on a bearing of South 52 degrees 22 minutes 18 seconds East for a distance of 43.134 metres;

**THENCE** turning and running by the said southern side of Quidi Vidi River and by the Waters of Quidi Vidi Harbour, on a bearing of South 58 degrees 46 minutes 06 seconds East for a distance of 25.609 metres;

**THENCE** turning and running by the Waters of Quidi Vidi Harbour, aforesaid, on a bearing of South 39 degrees 22 minutes 54 seconds West for a distance of 20.721 metres;

**THENCE** turning and running by the same, on a bearing of South 56 degrees 58 minutes 58 seconds West for a distance of 11.143 metres;

**THENCE** turning and running by the same, on a bearing of North 65 degrees 09 minutes 40 seconds West for a distance of 15.25 metres;

**THENCE** turning and running by the same, and by land of Government of Newfoundland and Labrador, on a bearing of North 68 degrees 15 minutes 57 seconds West for a distance of 24.601 metres;

**THENCE** turning and running by the northeastern side of a Public Road, aforementioned, on a bearing of North 35 degrees 00 minutes 25 seconds West for a distance of 8.835 metres, more or less, to the point of beginning.

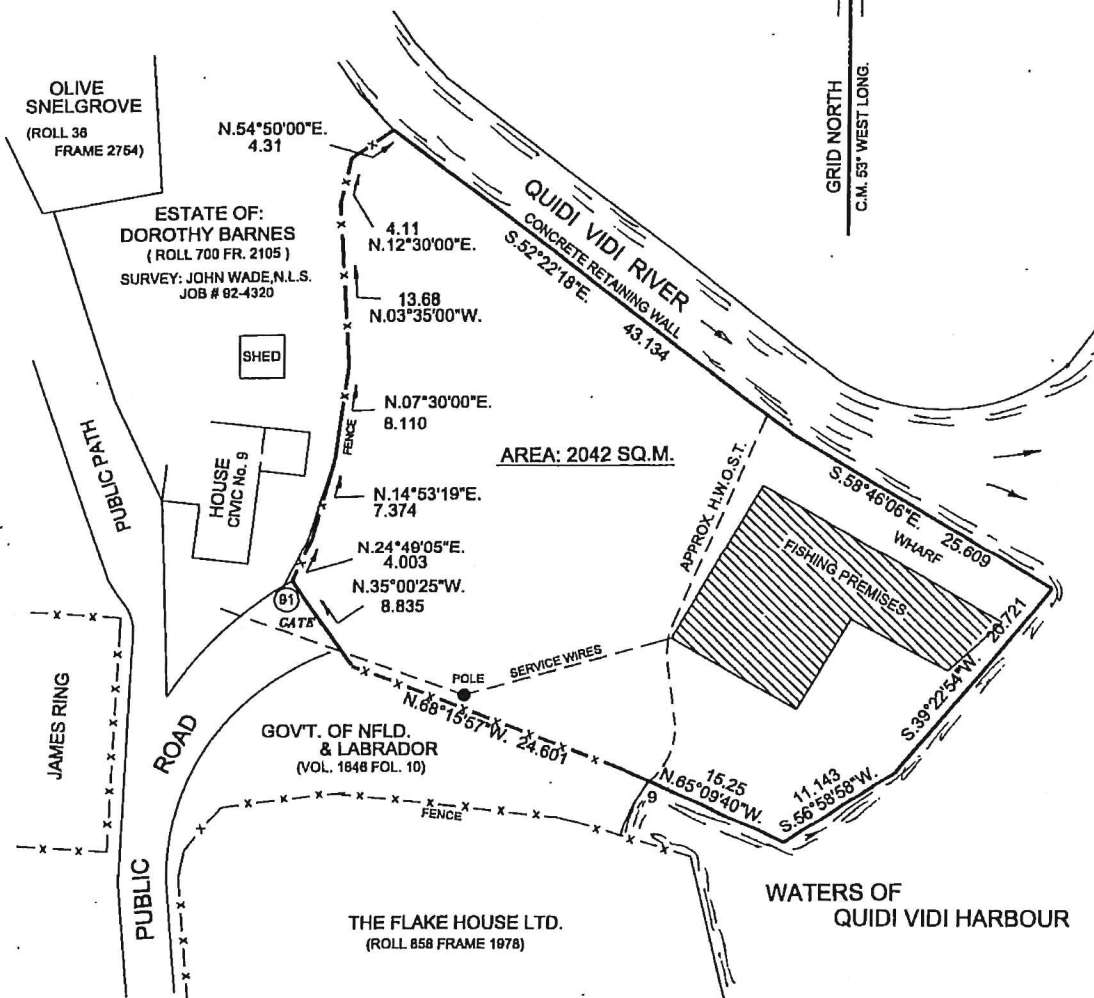
**AND** being more particularly described and delineated on Plan # 20287-1, hereonto annexed, and containing an area of 2042 square metres, more or less.

**ALL** bearings are referred to the meridian of 53 degrees West Longitude, Zone 1, of the modified Three Degree Transverse Mercator Projection. North American Datum NAD-83.

BROWN & WAY SURVEYS



POINT No.	CO-ORDINATE
91	N.5 271 506.808 E. 329 006.338



#### REFERENCE DEEDS:

1. VOL. 548 FOLIO 390
2. VOL. 595 FOLIO 458

HIGH WATER LINE POSITION IS APPROXIMATE.  
AND AS AGREED TO BY A NEIGHBOURING RESIDENT.

#### REFERENCE MONUMENTS, ZONE 1.

80G2252: N.5 271 566.606 E.328 849.553  
80G2253: N.5 271 227.279 E.328 486.352  
SCALE FACTOR: 0.899902  
CO-ORDS. ARE NAD/83

#### SURVEY OF LAND - QUIDI VIDI

FOUND IRON PIN .....  
PLACED IRON PIN .....  
PROPERTY DEALT WITH .....  
FENCE LINES .....  
FENCE POST .....

☐ F.I.P.  
☐ P.I.P.  
☒ X-X-X  
☐ F.P.

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THIS DOCUMENT WAS PREPARED FOR THE PERSON(S) NAMED BELOW. ANY USE WHICH A THIRD PARTY MAKES OF THIS REPORT, OR ANY RELIANCE OR DECISIONS TO BE MADE BASED ON IT, ARE THE RESPONSIBILITY OF SUCH THIRD PARTIES. BROWN & WAY SURVEYORS AND ROBERT WAY ACCEPTS NO RESPONSIBILITY WHATSOEVER FOR DAMAGES, IF ANY, SUFFERED BY ANY THIRD PARTY AS A RESULT OF DECISIONS MADE OR ACTIONS MADE BASED ON THIS DOCUMENT.



PREPARED FOR:

ESTATE OF LATE ELI TUCKER  
QUIDI VIDI VILLAGE, ST. JOHN'S.

SCALE:

1:500

PLAN No.

20287-1

(709) 747-3947

**BROWN & WAY SURVEYS**  
314 HAMILTON AVE., ST. JOHN'S.

DATE:

SEPT. 07, 2004

(709) 726-1040

**THIS EXTENSION AGREEMENT TO AN INDENTURE OF LEASE** made at St. John's, in the Province of Newfoundland and Labrador, this 14<sup>th</sup> day of December, 2020.

**BETWEEN:**

**CITY OF ST. JOHN'S**, a statutory corporation pursuant to the provisions of the City of St. John's Act, RSNL 1990, c.C-17, as amended

(hereinafter called the "City")  
OF THE ONE PART

**AND:**

**THE ANNA TEMPLETON CENTRE FOR CRAFT, ART AND DESIGN, INC.**, a body corporate without share capital duly registered to carry on business in the Province of Newfoundland and Labrador

(hereinafter called the "Centre")  
OF THE OTHER PART

**WHEREAS** the City is the owner of lands and buildings known as the Quidi Vidi Village Plantation situate in the City of St. John's (hereinafter called "the Demised Premises");

**AND WHEREAS** the Centre has undertaken to operate and maintain the Demised Premises, except for the wharf/skiff areas which shall remain under the ownership and control of the City and do not form part of the Demised Premises, for the purposes of developing the craft industry in Newfoundland and Labrador including the operation of an Artisan Craft Incubator at the Demised Premises;

**AND WHEREAS** the City and the Centre have executed an Indenture of Lease for the Demised Premises subject to the terms, covenants and conditions therein contained on November 17, 2017 (the Lease) for three (3) years;

**AND WHEREAS** the City and the Centre have executed an Amending Agreement to the Lease on November 17, 2017 (Amending Agreement);

**AND WHEREAS** Article 1 of the Lease states that the Centre has an option to renew the Lease on such terms and conditions as may be mutually agreed;

**AND WHEREAS** the Centre wishes to renew the Lease and the City agrees to the renewal;

**NOW THEREFORE THIS AMENDING AGREEMENT WITNESSETH** that for and in consideration of One (\$1.00) dollar and for other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both Parties), the Parties agree as follows:

1. The Lease shall be renewed for a period of three (3) years from November 17, 2020 and concluding on November 17, 2023 with the Centre having an option for a further renewal on such terms and conditions as may be mutually agreed between the parties.
2. Except as set out herein, the Parties agree that all other terms of the Lease and the Amending Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF** the parties hereto have hereunto their hands and seals subscribed and set the day and year first before written.

**THE CORPORATE SEAL** of the City of St. John's was hereunto affixed in the presence of:

CITY OF ST. JOHN'S

MAYOR

CITY CLERK

WITNESS

**SHANNA FITZGERALD**

A Commissioner for Oaths in and for  
the Province of Newfoundland and Labrador.  
My commission expires on December 31, 2023.

**THE CORPORATE SEAL** of The  
 Anna Templeton Centre for  
 Craft, Art and Design, Inc. was hereunto  
 affixed in the presence of:

**THE ANNA TEMPLETON CENTRE FOR  
 CRAFT, ART AND DESIGN, INC.**

Kelly Butler  
 WITNESS  
 (Must be a Commissioner for Oaths or  
 a Notary Public)

**KELLY A. BUTLER**  
 A Commissioner for Oaths in and for  
 the Province of Newfoundland and Labrador.  
 My commission expires on December 31, 2022

D Mewhook  
 Name:  
 Title: Chair

Rowena Joun  
 Name: Rowena House.  
 Title: Treasurer

**THIS EXTENSION AGREEMENT TO AN INDENTURE OF LEASE** made at St. John's, in the Province of Newfoundland and Labrador, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**BETWEEN:**

**CITY OF ST. JOHN'S**, a statutory corporation  
pursuant to the provisions of the City of St. John's  
Act, RSNL 1990, c.C-17, as amended

(hereinafter called the "City")  
OF THE ONE PART

**AND:**

**THE ANNA TEMPLETON CENTRE FOR CRAFT, ART  
AND DESIGN, INC.**, a body corporate without share  
capital duly registered to carry on business in the  
Province of Newfoundland and Labrador

(hereinafter called the "Centre")  
OF THE OTHER PART

**WHEREAS** the City is the owner of lands and buildings known as 10 Maple View Place, operating as the Quidi Vidi Village Artisan Studios situate in the City of St. John's (hereinafter called "the Demised Premises");

**AND WHEREAS** the Centre has undertaken to operate and maintain the Demised Premises, except for the wharf/skiff areas which shall remain under the ownership and control of the City and do not form part of the Demised Premises, for the purposes of developing the craft industry in Newfoundland and Labrador including the operation of an Artisan Craft Incubator at the Demised Premises;

**AND WHEREAS** the City and the Centre have executed an Indenture of Lease for the Demised Premises subject to the terms, covenants and conditions therein contained on November 17, 2017 (the Lease) for three (3) years;

**AND WHEREAS** the City and the Centre have executed an Amending Agreement to the Lease on November 17, 2017 (Amending Agreement);

**AND WHEREAS** the City and the Centre have executed an Extension Agreement to the Lease on December 14<sup>th</sup>, 2020 (Extension Agreement);

**AND WHEREAS** Article 1 of the Lease states that the Centre has an option to renew the Lease on such terms and conditions as may be mutually agreed;

**AND WHEREAS** the Centre wishes to renew the Lease and the City agrees to the renewal;

**NOW THEREFORE THIS AMENDING AGREEMENT WITNESSETH** that for and in consideration of One (\$1.00) dollar and for other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both Parties), the Parties agree as follows:

1. The Lease shall be renewed for a period of three (3) years from November 17, 2023 and concluding on November 17, 2026 with the Centre having an option for a further renewal on such terms and conditions as may be mutually agreed between the parties.
2. Except as set out herein, the Parties agree that all other terms of the Lease and the Amending Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF** the parties hereto have hereunto their hands and seals subscribed and set the day and year first before written.

**THE CORPORATE SEAL** of the  
City of St. John's was hereunto  
affixed in the presence of:

**CITY OF ST. JOHN'S**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
CITY CLERK

**THE CORPORATE SEAL** of The  
Anna Templeton Centre for  
Craft, Art and Design, Inc. was hereunto  
affixed in the presence of:

**THE ANNA TEMPLETON CENTRE FOR  
CRAFT, ART AND DESIGN, INC.**

---

Name:  
Title:

---

WITNESS  
(Must be a Commissioner for Oaths or  
a Notary Public)

---

Name:  
Title:

# DECISION/DIRECTION NOTE

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**Title:** Inclusion Advisory Committee – Approval of New Member

**Date Prepared:** March 25, 2024

**Report To:** Special Meeting of Council

**Councillor and Role:** Councillor Ophelia Ravencroft, Inclusion Advisory Committee

**Ward:** N/A

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## Decision/Direction Required:

Seeking Council's approval of the recommended candidate for the Mental Health Representative on the Inclusion Advisory Committee (IAC) as per the [IAC Terms of Reference](#).

## Discussion – Background and Current Status:

The Inclusion Advisory Committee provides information and advice to Council on matters of Accessibility and Inclusion as they relate to City programs, policies, and services, as referred to it by committees of Council, or as initiated by the Advisory Committee itself.

The Inclusion Advisory Committee is seeking to fill a vacancy that exists for individuals representing the Mental Health sector. A call for membership was circulated publicly and a total of 9 complete applications were received for the vacant position. The selection committee reviewed all applications using a matrix which ranked candidate's expertise/experience in the following areas:

- Professional Experience
- Lived Experience
- Academic/Research Knowledge
- Committee/Community Leadership
- Experience acting in an advisory capacity
- Knowledge of diverse/intersectional perspectives
- Experience in social justice/advocacy

Katie Hopkins of Choices for Youth has been recommended by the selection committee for the position.

## Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Inclusion Advisory Committee

# ST. JOHN'S



3. Alignment with Strategic Directions:

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

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

4. Alignment with Adopted Plans:

- Healthy City Strategy
- Accessibility Plan 2024-2026

5. Accessibility and Inclusion: A Mental Health Representative is required as outlined in the Inclusion Advisory Committee Terms of Reference. The Call was circulated through the City's Inclusion Network and the application was made available in a variety of formats if requested.

6. Legal or Policy Implications: N/A

7. Privacy Implications: As per Section 7.3 of the Committee's Terms of Reference, all committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the IAC.

8. Engagement and Communications Considerations: Call for new members was advertised and promoted by Communications Division. All applicants will be advised of Council's decision to appoint new members.

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 Katie Hopkins as the Mental Health Representative on the Inclusion Advisory Committee.

**Prepared by: Jennifer Squires, Legislative Assistant**

**Approved by:**

**Report Approval Details**

Document Title:	Inclusion Advisory Committee - Approval of New Member .docx
Attachments:	
Final Approval Date:	Apr 3, 2024

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

**Karen Chafe - Apr 3, 2024 - 11:07 AM**

# DECISION/DIRECTION NOTE

**Title:** 255 Bay Bulls Road – REZ2400001 - Adoption

**Date Prepared:** April 9, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Maggie Burton, Planning

**Ward:** Ward 5

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## **Decision/Direction Required:**

That Council adopt Envision St. John's Development Regulations Amendment Number 38, 2024, to rezone 255 Bay Bulls Road from the Commercial Neighbourhood (CN) Zone to the Commercial Mixed Use (CM) Zone.

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

The City has received an application to rezone 255 Bay Bulls Road from the Commercial Neighbourhood (CN) Zone to the Commercial Mixed Use (CM) Zone. The property is in the Commercial District of the Envision St. John's Municipal Plan, so a Plan amendment is not required.

The subject property is primarily zoned CN with a small portion in the Residential 1 (R1) Zone. In accordance with section 10.3 "Interpretation of Zone Boundaries" of the Envision St. John's Development Regulations, since the boundary of the CN and R1 Zones substantially follows lot lines, the lot lines of 255 Bay Bulls Road can be considered the new boundary of the CN Zone, thus removing R1 from the property.

The site was developed decades ago with one commercial building hosting a Commercial Garage and Car Sales Lot as legal non-conforming uses (they do not conform to the zoning but were there before the zoning was in place). The Commercial Garage and Car Sales Lot occupies about half of the building. The other half was a hair salon in the past. The applicant wishes to rent that area for events such as wedding receptions or birthday parties. These are a Place of Assembly use, which is not included in the CN Zone but is a discretionary use in the CM Zone. In case Council does rezone to CM, the applicant has also submitted a discretionary-use application.

## Public Consultation

At its regular meeting on March 19, 2024, Council voted to consider the amendment and advertise it and the discretionary-use application for public consultation. The proposed rezoning and discretionary use was advertised in *The Telegram* on three occasions, mailed to property owners within 150 metres of the site, and posted on the City's website and on a Planning Engage web page.

# ST. JOHN'S

The City received four submissions, mostly seeking more information about the proposed use. The concerns are outlined below in italics and staff commentary are provide for Council's consideration.

- *Some residents are concerned about the hours of operation of are 8:00 a.m. to 10:00 p.m. daily, and noise related to the proposed Place of Assembly use.*  
The applicant applied for hours of operation from 8:00 a.m. to 10:00 p.m. to create a flexible event space. The applicant lists birthday parties and weddings as examples of how the space may be used. The proposed hours of operation comply with the City's required quiet hours of 11:00 p.m. to 7:00 a.m. in the St. John's Noise By-Law. If the applicant wished to change the hours of operation, they would have to apply for approval, and surrounding properties would be notified before a decision by Council.
- *Some residents are concerned about a possible liquor license.*  
The applicant has informed us that they are not intending to apply for a liquor license at this time. However, there is nothing to prevent them applying to the NL Liquor Corporation in future for a liquor license.
- *One resident questioned whether there will be an outdoor patio.*  
The applicant has not applied for an outdoor patio at this time.

Staff recommend rezoning 255 Bay Bulls Road to the CM Zone as it is an appropriate zone for this site and meets the policies of the Municipal Plan. Should Council decide to adopt the attached amendment, it will be forwarded to the Province for registration.

### **Key Considerations/Implications:**

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

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

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

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: A map amendment to the Envision St. John's Development Regulations is required.

7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Consultation was carried out as per Section 4.8 of the Envision Development Regulations. A project page was also created on the Engage St. John's website.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council adopt Envision St. John's Development Regulations Amendment Number 38, 2024, to rezone property at 255 Bay Bulls Road from the Commercial Neighbourhood (CN) Zone to the Commercial Mixed Use (CM) Zone.

Further, that Council approve the Discretionary Use application for a Place of Assembly use at 255 Bay Bulls Road operating from 8:00 a.m. to 10:00 p.m. Monday to Sunday each week, subject to Development Regulations Amendment Number 38, 2024 coming into legal effect.

**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:	255 Bay Bulls Road - REZ2400001 - Adoption.docx
Attachments:	- DR Amend No. 38, 2024 - 255 Bay Bulls Road - MAP (LJR).pdf - Engage Report - 255 Bay Bulls Road.docx
Final Approval Date:	Apr 11, 2024

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

**Ken O'Brien - Apr 10, 2024 - 12:33 PM**

**Jason Sinyard - Apr 11, 2024 - 3:32 PM**

# **City of St. John's Development Regulations, 2021**

## **St. John's Development Regulations Amendment Number 38, 2024**

### **Commercial Neighbourhood (CN) Zone to Commercial Mixed Use (CM) Zone for Assembly Uses**

**April 2024**



**URBAN AND RURAL PLANNING ACT, 2000**

**RESOLUTION TO ADOPT**

**CITY OF ST. JOHN'S Development Regulations, 2021**

**Amendment Number 38, 2024**

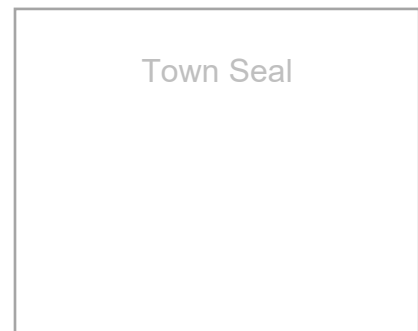
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 38, 2024.

Adopted by the City Council of St. John's on the 16th day of April, 2024.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_.

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

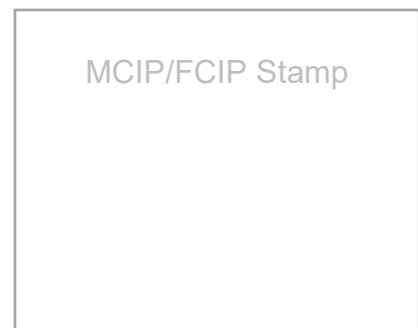


**Canadian Institute of Planners Certification**

I certify that the attached City of St. John's Development Regulations Amendment 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 38, 2024**

#### **BACKGROUND AND PURPOSE**

The City received an application to rezone 255 Bay Bulls Road from the Commercial Neighbourhood (CN) Zone to the Commercial Mixed Use (CM) Zone. The property is in the Commercial District of the Envision St. John's Municipal Plan; therefore, a Municipal Plan amendment is not required.

The site was developed decades ago with one commercial building hosting a Commercial Garage and Car Sales Lot as legal non-conforming uses. The Commercial Garage and Car Sales Lot occupies about half of the building. The applicant wishes to rent the other half for various events, such as wedding receptions or birthday parties. These fall under Place of Assembly Use, which is not included in the CN Zone but is a discretionary use in the CM Zone. In the event that Council ultimately rezones the property to CM, the applicant has also submitted a discretionary use application for consideration.

#### **ANALYSIS**

Section 8.5.4 of the Envision Municipal Plan directs commercial uses along main roadways to accommodate a range of commercial activity and support commerce. Bay Bulls Road is considered a main road in the Killbride neighbourhood.

Policy 8.5.6 encourages the reorganization and redevelopment of older businesses. As noted above, this site was developed long ago with one commercial building. This amendment will provide the owner more flexibility with the CM Zone.

#### **PUBLIC CONSULTATION**

The proposed rezoning was advertised on three occasions in The Telegram newspaper on March 23, March 30, and April 6, 2024. A notice of the amendment was also mailed to property owners within 150 metres of the application site and posted on the City's website. Background information on the amendment was available at the Engage St. John's project page. Minutes from the public meeting and submissions received can be found in the April 16, 2024, Regular Council Meeting agenda package.

The City received four (4) submissions primarily seeking more information about the proposed Place of Assembly Use. There were concerns about the hours of operation advertised, which are 8:00 AM to 10:00PM and whether that would be followed. There were inquiries about whether the event space would spill out to a patio or deck and whether there would be alcohol served on site.

While staff acknowledge the neighbourhood's concerns, the amendment is in line with the policies of the Envision St. John's Municipal Plan to foster the redevelopment of older businesses in appropriate locations along main roadways.

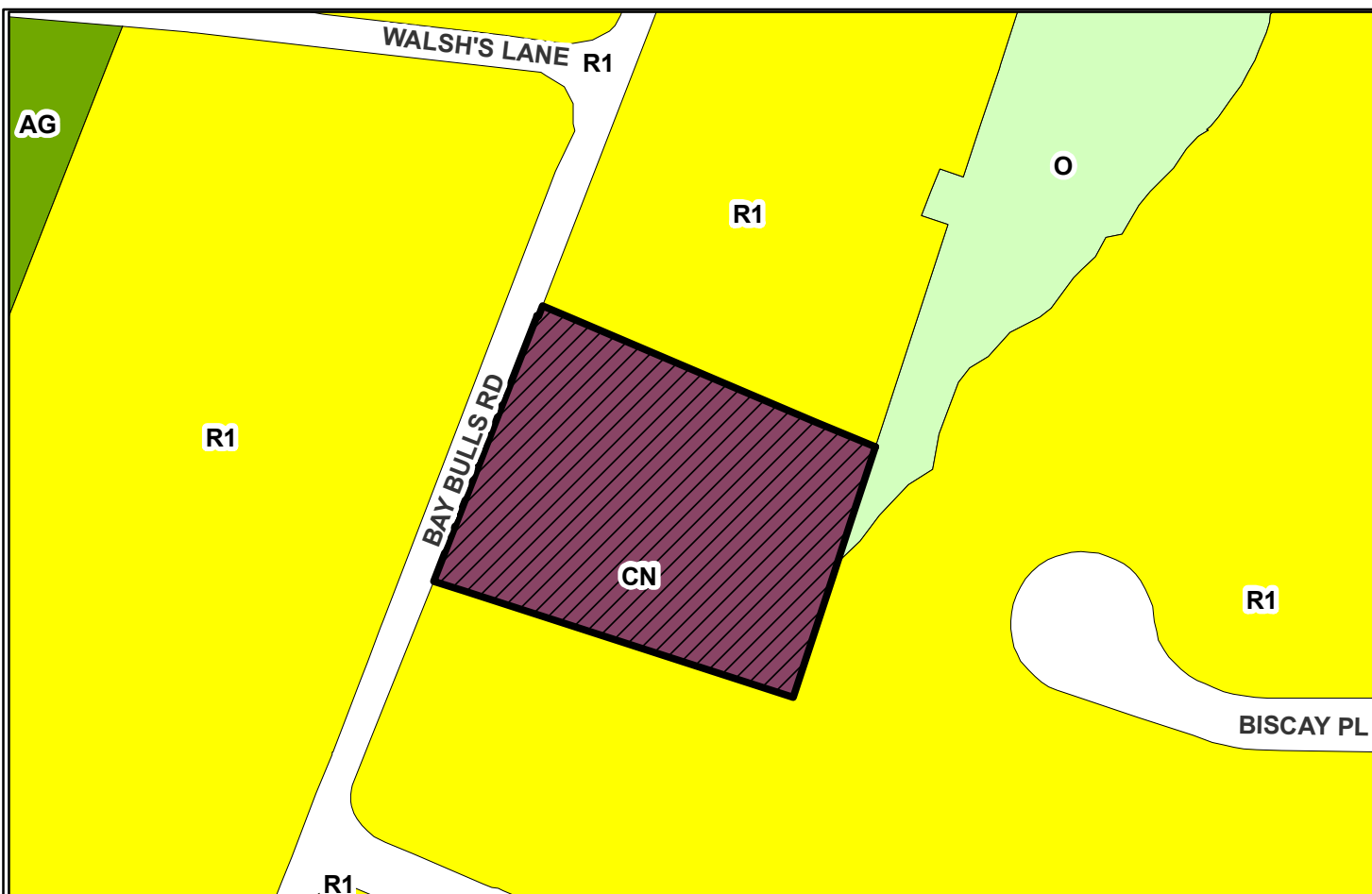
#### **ST. JOHN'S URBAN REGION REGIONAL PLAN**

An amendment to the St. John's Urban Region Regional Plan is not required as the subject property is located within the Urban Development Designation.

#### **ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 38, 2024**

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

**Rezoning land at 255 Bay Bulls Road [Parcel ID 9531] from the Commercial Neighbourhood (CN) Zone to the Commercial Mixed Use (CM) Zone as shown on City of St. John's Zoning Map attached.**

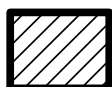


# **CITY OF ST. JOHN'S DEVELOPMENT REGULATIONS Amendment No. 38, 2024**

[City of St. John's Zoning Map]

2024 04 10 Scale: 1:1500  
City of St. John's  
Department of Planning, Development  
& Regulatory Services

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



AREA PROPOSED TO BE REZONED FROM  
COMMERCIAL NEIGHBOURHOOD (CN) LAND USE ZONE  
TO COMMERCIAL MIXED USE (CM) LAND USE ZONE

**255 BAY BULLS ROAD**  
**Parcel ID 9531**

\_\_\_\_\_  
M.C.I.P. signature and seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council Adoption

Development Regulations/Amendment  
**REGISTERED**

Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Provincial Registration

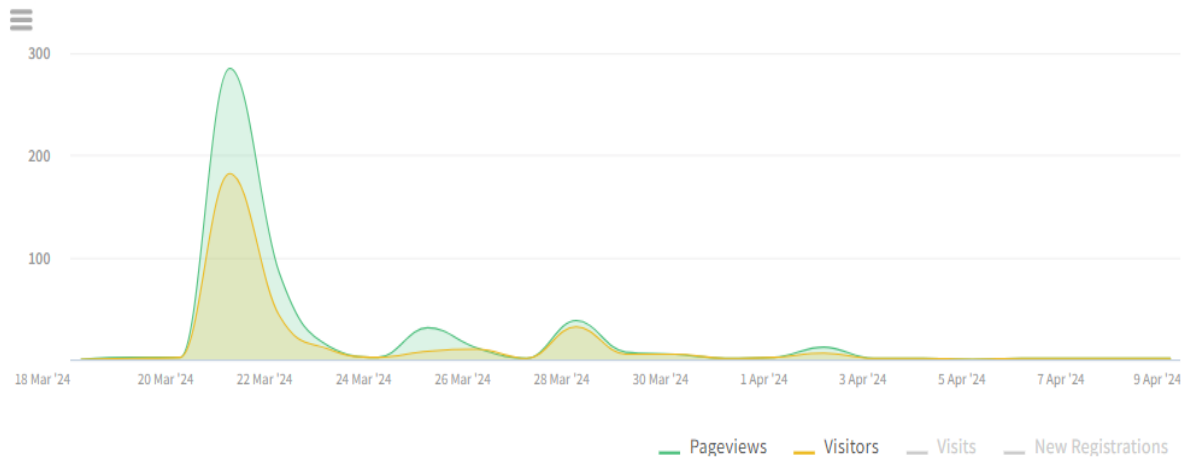


Planning St. John's  
[EngageStJohns.ca](https://EngageStJohns.ca) Report  
255 Bay Bulls Road

### Visitors Summary

City Of St John's from 18 Mar'24 to 09 Apr'24

DAILY MONTHLY



### Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
337	182	1
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
2	21	303

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)

No feedback received through the Engage survey regarding this application.

**Karen Chafe**

---

**From:** [REDACTED]  
**Sent:** Friday, March 22, 2024 8:19 AM  
**To:** CityClerk  
**Cc:** [REDACTED]  
**Subject:** 255 Bay Bulls Road

[REDACTED]

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.

Good morning,

I'm inquiring on the proposed rezoning of 255 Bay Bulls Road. [REDACTED]  
[REDACTED] To be clear I am in support of community spaces, which I believe is the future intention of 255 Bay Bulls Road. My main concern is the hours of operations and noise levels. As you can appreciate [REDACTED] is a very dense residential neighborhood. Moreover our lot at [REDACTED] already has noise travelling across Kilbride Brook from the garage. I see it is the intention of the owner to close at 10 p.m. If these hours were to change would application have to be made to the city to change the operating hours? If parties and weddings are the intention, this is a slippery slope into the wee hours of the morning. Also, would the property have to abide by any noise restrictions (quiet hours) as the directly adjacent residential properties do? This is a major concern not only for us as owners but also on the future resale of the property.

Many thanks for taking the time to read my email. I look forward to your reply.

[REDACTED]

## Karen Chafe

---

**From:** Ken O'Brien  
**Sent:** Friday, March 22, 2024 1:58 PM  
**To:** CityClerk; [REDACTED]  
**Cc:** [REDACTED] Andrea Roberts; Ann-Marie Cashin; Jason Sinyard; Jennifer Squires; Justin Tucker; Lindsay Church; Lindsay Lyghtle Brushett; Planning; Stacey Baird; Tracy-Lynn Goosney  
**Subject:** RE: 255 Bay Bulls Road app;lication

[REDACTED] Thanks for writing in.

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.stjohns.ca%2Fen%2Fnews%2Fapplication-255-bay-bulls-road-march-2024.aspx&data=05%7C02%7Ccityclerk%40stjohns.ca%7C3f66e51e33d946f6ed6808dc4a8d04da%7C77d442ceddc64c9ba7edf2fb67444bdb%7C0%7C0%7C638467216727971654%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=mo8P1k%2BB8eeuShwkVkDNHrqYODxUu2JlbsNVR2tmp5U%3D&reserved=0>

The proposed hours of operation are 8 a.m.to 10 p.m., Monday to Sunday. If the hours are approved by Council, the applicant will sign a development agreement with the City that specifies the hours. To change it in future, the applicant would have to apply and the City would readvertise the application.

The City's noise by-law requires quiet hours everywhere from 11 p.m. to 7 a.m. unless otherwise approved by Council.

I hope this helps.

Ken O'Brien


Ken O'Brien, MCIP - Chief Municipal Planner City of St. John's – Planning, Engineering and Regulatory Services John J. Murphy Building (City Hall Annex), 4th floor – enter via City Hall main entrance

Mail: PO Box 908, St. John's, NL Canada A1C 5M2

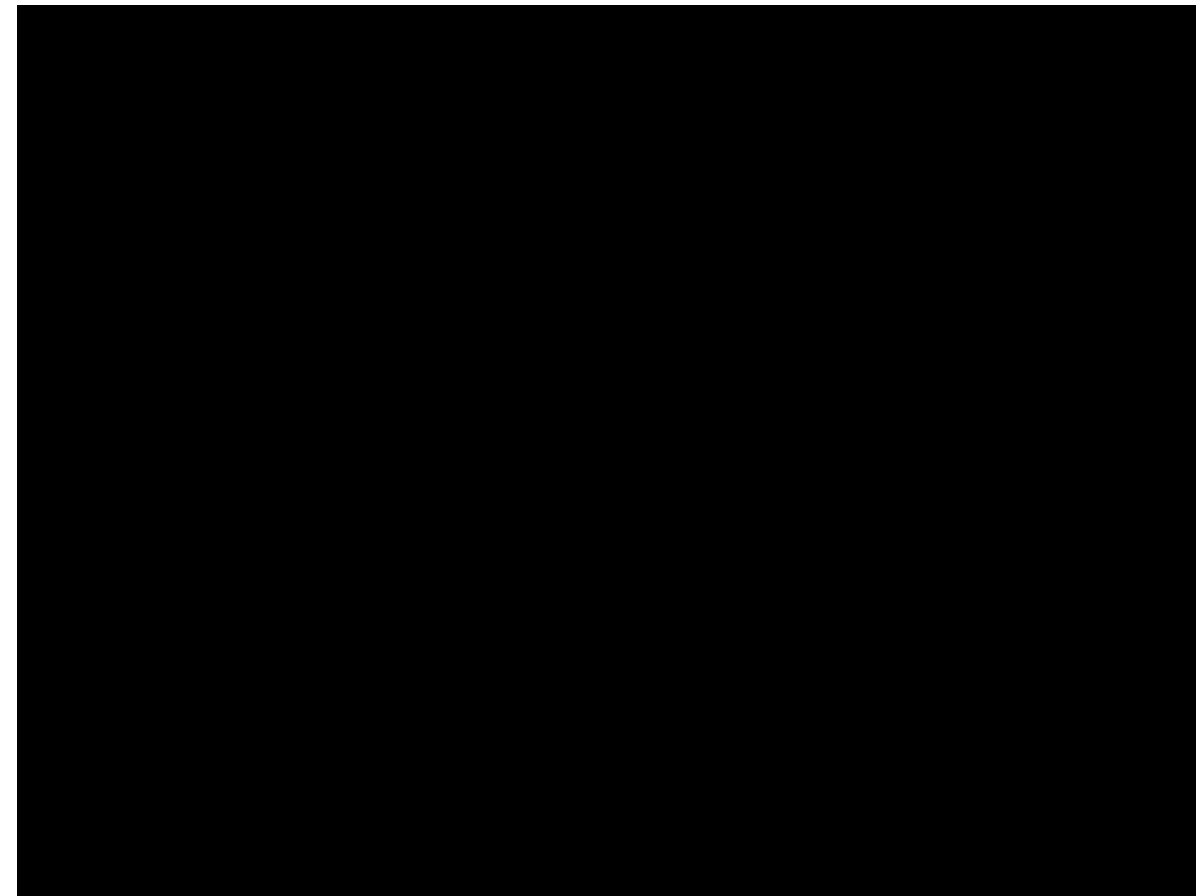
Phone 709-576-6121 Email kobrien@stjohns.ca

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.stjohns.ca%2F&data=05%7C02%7Ccityclerk%40stjohns.ca%7C3f66e51e33d946f6ed6808dc4a8d04da%7C77d442ceddc64c9ba7edf2fb67444bdb%7C0%7C0%7C638467216727980710%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=DnntTG2pJ1swAhGECB%2B2h9vWBHTI%2FMxjucaYJH1mlA%3D&reserved=0>

Thank you for your reply Ken. I have read the information available through the link you provided in your email as well as documents publicly available on the Engage St. John's website. The intended future use of this property is vague. At this time are you able to tell me if a liquor licence has been acquired or intends to be acquired for this proposed operation?

Many thanks,  


Sent from my iPhone



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## Karen Chafe

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**From:** [REDACTED]  
**Sent:** Friday, March 22, 2024 4:36 PM  
**To:** Ken O'Brien  
**Cc:** CityClerk; [REDACTED] Andrea Roberts; Jason Sinyard; Justin Tucker; Lindsay Lyghtle Brushett  
**Subject:** Re: 255 Bay Bulls Road app;lication

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Appreciated. Thank you Ken. Look forward to their response. [REDACTED]

Sent from my iPhone

On Mar 22, 2024, at 4:26 PM, Ken O'Brien <kobrien@stjohns.ca> wrote:

I will defer to my colleagues in Development who are dealing with the application. They can answer that.

Ken O'Brien

Ken O'Brien, MCIP - Chief Municipal Planner  
City of St. John's – Planning, Engineering and Regulatory Services  
John J. Murphy Building (City Hall Annex), 4<sup>th</sup> floor – enter via City Hall main entrance  
Mail: PO Box 908, St. John's, NL Canada A1C 5M2  
Phone 709-576-6121 Email [kobrien@stjohns.ca](mailto:kobrien@stjohns.ca) [www.stjohns.ca](http://www.stjohns.ca)

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**From:** [REDACTED]  
**Sent:** Friday, March 22, 2024 4:23 PM  
**To:** Ken O'Brien <kobrien@stjohns.ca>  
**Cc:** CityClerk <cityclerk@stjohns.ca>; [REDACTED]; Andrea Roberts <aroberts@stjohns.ca>; Ann-Marie Cashin <acashin@stjohns.ca>; Jason Sinyard <jsinyard@stjohns.ca>; Jennifer Squires <jsquires@stjohns.ca>; Justin Tucker <jtucker@stjohns.ca>; Lindsay Church <lchurch@stjohns.ca>; Lindsay Lyghtle Brushett <LLyghtleBrushett@stjohns.ca>; Planning <planning@stjohns.ca>; Stacey Baird <sbaird@stjohns.ca>; Tracy-Lynn Goosney <tgoosney@stjohns.ca>  
**Subject:** Re: 255 Bay Bulls Road app;lication

## Karen Chafe

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**From:** Lindsay Lyghtle Brushett  
**Sent:** Monday, March 25, 2024 1:14 PM  
**To:** [REDACTED] Ken O'Brien  
**Cc:** CityClerk; [REDACTED]; Andrea Roberts; Jason Sinyard; Justin Tucker  
**Subject:** RE: 255 Bay Bulls Road app;lication

Good afternoon

At this time the applicant has not decided if they want a liquor license for the venue. Following rezoning, should they apply for a liquor license for the place of assembly, an application to NLC would be required. There are various types of commercial licenses which are supplementary to the main use, and NLC requires the applicant to advertise the intended license before it would be approved/issued. Liquor licenses are not something the city is involved with, other than confirming what use has been approved on-site.

Should the applicant change their intended use and want to apply for a Lounge, this would be a change of use under the Development Regulations and a new discretionary use application would be required. As Ken noted previously, any new discretionary use or change in days/hours of operation or floor area requires the city to advertise.

Please let me know if you have further questions.  
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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**Karen Chafe**

---

**From:** [REDACTED]  
**Sent:** Friday, March 22, 2024 5:00 PM  
**To:** CityClerk  
**Subject:** Proposed development at 255 Bay Bulls Road

**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.

Pursuant to the proposed development of the property located at 255 Bay Bulls Road, I have several questions primarily due to the vagueness and ambiguity of the application itself.

Based on the information made available, it appears that the development may be used for weddings and birthday parties. As the city by-laws require adherence to reduced noise levels between the hours of 10:00pm and 7:00am, I have concerns that the availability a wedding/birthday venue will ultimately also suggest that an application will be (or has been) made for a liquor license as well. I know it need not be stated that weddings do not end at 10:00pm. As such, I also know that the sale and availability of liquor further complicates adherence to these by-laws.

As I am a resident of [REDACTED] which is located [REDACTED] the proposed development, I have serious concerns with the use of this property as a wedding or birthday venue due to the noise levels, the use of alcohol, and the potential for unruly or disruptive behaviour after the 10:00pm city by-law.

Again, given the vagueness of the proposed application it is difficult to saw exactly how residents may be impacted by this development but, rest assured, once this development has been approved it will be virtually impossible to evict.

I trust you will raise my concerns with the suitable department(s) and that my opposition to the development is justified given the potential for disruption to nearby residents in the immediate area .

[REDACTED]



SUBJECT PROPERTY

BAY BULLS RD



251

253

R1

255

CN

R1

15

12

10

14

1A

13

11

9

206

261

288

286

284

282

280

290

292

294

# INFORMATION NOTE

**Title:** 2024 Streets Rehabilitation Program List

**Date Prepared:** April 8, 2024

**Report To:** Regular Council Meeting

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

**Ward:** N/A

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## **Issue:**

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

Attached for the information of Council is the 2024 Streets Rehabilitation and Grind and Patch list.

### **Key Considerations/Implications:**

1. Budget/Financial Implications:  
Monies for the program have already been allocated under the 2023 – 2026 Multi-Year Capital Works Program with the Province and the 2024 COOR for the grind and patch portion.
2. Partners or Other Stakeholders:  
All City of St. John's Residents  
Government of NL
3. Alignment with Strategic Directions:  
  
A City that Moves: Improve safety for all users on a well-maintained street network.  
  
A Sustainable City: Be financially responsible and accountable.
4. Alignment with Adopted Plans:  
Our City Our Future – Corporate Strategic Plan  
Bike St. John's Master Plan
5. Accessibility and Inclusion:  
Accessibility and Inclusion is considered during the construction and final street/intersection improvements.



## 6. Legal or Policy Implications:

N/A

## 7. Privacy Implications:

N/A

## 8. Engagement and Communications Considerations:

While the work is ongoing, the City's Engineering staff will release weekly updates on the City's website, in consultation with the Communications Division. The updates will list worksite locations for the upcoming week.

## 9. Human Resource Implications:

Hiring of temporary Construction Inspectors will be required. Associated costs will be charged to the project budget.

## 10. Procurement Implications:

Project to be tendered through the Supply Chain Management Division as per the Public Procurement Act.

## 11. Information Technology Implications:

N/A

## 12. Other Implications:

N/A

**Conclusion/Next Steps:**

We are advising Council that we will proceed with public tender(s) for the 2024 Streets Rehabilitation Program based on the list provided. The program will be broken into two tenders like past programs.

### Report Approval Details

Document Title:	2024 Streets Rehabilitation Program List.docx
Attachments:	- 2024 Streets Rehab Program List.pdf
Final Approval Date:	Apr 11, 2024

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

**Scott Winsor - Apr 11, 2024 - 9:06 AM**

**Jason Sinyard - Apr 11, 2024 - 9:21 AM**

## 2024 Streets Rehabilitation Program List of Streets

Street	Street Section	Class
DOWNING STREET	Emerson to Darling	RES
FRESHWATER ROAD	Kenmount to Crosbie	ART-MI
GLOUCESTER STREET	Edgecombe to Kildare	RES
LINDEN PLACE	Pine Bud to End	RES
MONTAGUE STREET	Middleton to Drake	RES
HALLEY DRIVE	Newfoundland Dr to Lawton Cres	RES
KENSINGTON DRIVE	Regent St to Paddington Pl	RES
MALTA STREET	Calver Ave to Goodridge St	RES
NEPTUNE ROAD	Baccalieu to Diana Rd	RES
CAVENDISH SQUARE	Duckworth to King's Bridge Rd	ART-MI
ORDNANCE STREET	Duckworth to Gower St	ART-MI
LARKINS SQUARE	Carnell St to Hamilton Ave	RES
CANADA DRIVE	Hamlyn Rd to Cowan Heights Elementary	COLL
RUBY PLACE	Heavy Tree Road to End	RES
CONRAN STREET	Frecker to Creedon	RES
MEADOWBROOK PARK PLACE	Meadowbrook Park Road to End	RES
SKANES AVENUE	Purcell to End	RES
SUNSET STREET	Keith to Della	RES
CORNWALL AVENUE	18TH to Glenview Terrace	ART-MI
CORNWALL HEIGHTS	Civic 25 to 41	RES

## Provisional Streets (Should time and funding permit)

Street	Street Section	Class
COLUMBUS DRIVE (NB)	Wishingwell Ramp to Thorburn	ART-MA
KINGS'S BRIDGE ROAD	Empire Ave to The Boulevard	ART-MI
FLOWER HILL	Cabot St to Barbers Hill	RES
HUTCHINGS ST	Job St to Water St	RES
LEEDS PL	Regent St to End	RES
CLIFFORD STREET	Flower St to End	RES
BACK LINE	Civc 260 to Civic 324	RES
CHERRINGTON STREET	Frecker to Bancroft	RES
DAVIES PLACE	Cormack Street to End	RES
EDEN STREET	Meadowbrook Dr to End	RES
CORNWALL AVENUE	O'Reilly to Craigmillar	ART-MI

Extra Work
Greenbelt Parking Lot
Quidi Vidi Boat House Parking Lot
Military Road Crosswalks
Kenmount Road Patch



Grind and Patch		
Aberdeen Avenue	Gleneyre Street	Paddy Dobbin Drive
Adams Avenue	Gold Medal Drive	Patrick Street
Airport Heights Drive	Goldstone Street	Pearltown Road
Allandale Road	Gower Street	Pennywell Road
Anderson Avenue	Great Eastern Avenue	Pine Bud Avenue
Austin Street	Hamilton Avenue	Pippy Place
Barter's Hill	Hamilton Avenue Extension	Pleasant Street
Bay Bull's Road	Hamlyn Road	Plymouth Road
Bennett Avenue	Harbour Drive	Portugal Cove Road
Blackhead Road	Harrington Drive	Prescott Street
Blackler Avenue	Harvey Road	Prince Phillip Drive
Blackmarsh Road	Heavy Tree Road	Queen's Road
Bonaventure Avenue	Higgins Line	Rennie's Mill Road
Brookfield Road	Job's Cove	Rickett's Road
Burgeo Street	Kenmount Road	Ridge Road
Campbell Avenue	King's Bridge Road	Road De Luxe
Canada Drive	Ladysmith Drive	Ropewalk Lane
Captain Whelan Drive	Larkhall Street	Ruby Line
Carpasian Road	Lemarchant Road	Selfridge Drive
Carrick Drive	Linegar Avenue	Shaw Street
Casey Street	Logy Bay Road	Southlands Boulevard
Cashin Avenue	Long Pond Road	Southside Road
Cavendish Square	MacDonald Drive	St. Clare Avenue
Charter Avenue	Maddox Cove Road	Stamp's Lane
Churchill Avenue	Major's Path	Stavanger Drive
Circular Road	Mayor Avenue	Strawberry Marsh Road
Columbus Drive	Merrymeeting Road	Symonds Avenue
Cookstown Road	Military Road	Tammarack Street
Cornwall Avenue	Monkstown Road	Teakwood Drive
Cowan Avenue	Mount Scio Road	The Boulevard
Crosbie Road	Mundy Pond Road	Thorburn Road
Duckworth Street	New Cove Road	Topsail Road
East White Hills Road	New Gower Street	Torbay Road
Elizabeth Avenue	Newfoundland Drive	Tree Top Drive
Empire Avenue	Newtown Road	University Avenue
Ennis Avenue	Old Broad Cove Road	Viscount Street
Forest Road	Old Pennywell Road	Water Street
Foxtrap Access Road	Old Petty Harbour Road	Waterford Bridge Road
Frecker Drive	O'Leary Avenue	Westerland Road
Freshwater Road	Ordnance Street	Wicklow Street

# DECISION/DIRECTION NOTE

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**Title:** Travel, June 20 -22, 2024 Atlantic Mayor's Congress – Summerside, PEI

**Date Prepared:** April 15, 2024

**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:**

Seeking Council Approval for costs associated to Mayor Danny Breen attending the Atlantic Mayor's Congress in Summerside, PEI

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

Three days of engaging facilitated sessions designed to inform, motivate, and support you as you work on behalf of your residents.

Colleagues from across the region gather as we share municipal best practices you need to address critical, urgent topics like housing, healthcare, sustainability and more.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: \$22,654 budget remaining of the \$29,000 travel budget .
2. Partners or Other Stakeholders: Mayor's of the Atlantic Provinces
3. Alignment with Strategic Directions: N/A
4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A
8. Engagement and Communications Considerations: N/A



9. Human Resource Implications: N/A

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

**Recommendation:**

That Council approve the travel costs associated to Mayor Breen participating in the Atlantic Mayors Congress in Summerside, PEI June 20 - 22, 2024 with a cost estimate of \$3500.

**Prepared by: Stacey Fallon, Executive Assistant - Office of the Mayor/City Manager**

**Approved by: Karen Chafe, City Clerk**