

ST. JOHN'S

Regular Meeting - City Council Agenda

April 30, 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 Youth Week
 - 2.3 Municipal Awareness Week
3. APPROVAL OF THE AGENDA
 - 3.1 Adoption of Agenda
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17.	ADJOURNMENT	

ST. JOHN'S

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

April 16, 2024, 3:00 p.m.

- Present: Mayor Danny Breen
Deputy Mayor Sheilagh O'Leary
Councillor Maggie Burton
Councillor Ron Ellsworth
Councillor Jill Bruce
Councillor Ophelia Ravencroft
Councillor Tom Davis
- Regrets: Councillor Sandy Hickman
Councillor Debbie Hanlon
Councillor Jamie Korab
Councillor Carl Ridgeley
- Staff: Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Karen Chafe, City Clerk
Jackie O'Brien, Manager of Communications
Christine Carter, Legislative Assistant
- Others: Tracy Goosney, Manager, Development Engineering

Land Acknowledgement

The following statement was read into the record:

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

1. **CALL TO ORDER**

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

2. **PROCLAMATIONS/PRESENTATIONS**

2.1 **National Poetry Month Reading**

2.2 **National ASL Day**

3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

SJMC-R-2024-04-16/159

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That the Agenda be adopted as presented.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

4. **ADOPTION OF THE MINUTES**

4.1 **Minutes of April 2, 2024**

SJMC-R-2024-04-16/160

Moved By Councillor Bruce

Seconded By Councillor Davis

That the Minutes of April 2, 2024 be adopted as presented.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

5. **BUSINESS ARISING FROM THE MINUTES**

6. **DEVELOPMENT APPLICATIONS**

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

SJMC-R-2024-04-16/161

Moved By Councillor Ellsworth

Seconded By Councillor Ravencroft

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

6.2 Notices Published – 83 Thorburn Road – DEV2400036

SJMC-R-2024-04-16/162

Moved By Councillor Ellsworth

Seconded By Councillor Davis

That Council approve the Discretionary Use application for a Clinic at 83 Thorburn Road

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

6.3 Fence in the Floodplain Buffer – 36 Gallipoli Street – INT2400017

SJMC-R-2024-04-16/163

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

That Council approve the residential fence in the Floodplain Buffer at 36 Gallipoli Street.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

6.4 Public Utility in the Floodplain and Buffer - Thorburn Road – DEV2300167

SJMC-R-2024-04-16/164

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That Council approve a Public Utility within the Floodplain and Floodplain Buffer on Thorburn Road to allow for infrastructure replacement.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

6.5 Public Works and Infrastructure in the Floodplain and Buffer - 157 Main Road – INT2400009

SJMC-R-2024-04-16/165

Moved By Councillor Ellsworth

Seconded By Councillor Burton

That Council consider approval of Public Works and Infrastructure within the Floodplain and Floodplain Buffer at 157 Main Road.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

7. RATIFICATION OF EPOLLS

7.1 2024056 - 2024 Infrastructure Maintenance - Manhole and Catch Basin Repairs

SJMC-R-2024-04-16/166

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

7.2 2025 Fortis Canada Games Complex

SJMC-R-2024-04-16/167

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

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

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

8. COMMITTEE REPORTS

8.1 Committee of the Whole Report - April 9, 2024

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

SJMC-R-2024-04-16/168

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

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

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

2. Healthy City Advisory Committee

Members of Council expressed their appreciation to the Mayor and Staff on this collaboration, and the partnerships formed, which will lead to a sustainable and healthy future for the City.

SJMC-R-2024-04-16/169

Moved By Deputy Mayor O'Leary

Seconded By Councillor Ravencroft

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

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

3. 31 Kilbride Avenue – REZ2400003

Councillor Burton noted the Staff's recommendation to reject the application to rezone land at 31 Kilbride Avenue from the Residential 1 (R1) to the Residential 2 Cluster (R2C) Zone, as it does not meet servicing requirements as the land is above the current limit of servicing.

Councillor Ellsworth added that Council is challenged as it is working to move development along, but the necessary infrastructure for development must be present for it to happen.

SJMC-R-2024-04-16/170

Moved By Councillor Burton

Seconded By Councillor Davis

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 (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

4. New Stormwater Management Policy

Councillor Ellsworth advised that this new Stormwater Management 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.

Deputy Mayor O'Leary thanked the Staff for their efforts and the consultations held, and asked if they could highlight some of the changes that are found in this new Stormwater policy.

The Manager of Design Engineering advised that this new policy is more comprehensive, covering stormwater detention, floodplains and wetlands.

SJMC-R-2024-04-16/171

Moved By Councillor Ellsworth

Seconded By Councillor Burton

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

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

9. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)

9.1 Permits List March 28 to April 10, 2024

10. BUILDING PERMITS LIST (FOR INFORMATION ONLY)

10.1 Building Permits List

11. REQUISITIONS, PAYROLLS AND ACCOUNTS

11.1 Weekly Payment Vouchers for the Week Ending April 3, 2024

SJMC-R-2024-04-16/172

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

That the weekly payment vouchers, for the week ending April 3, 2024, in the amount of \$4,658,794.93 be approved as presented.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

11.2 Weekly Payment Vouchers for the Week Ending April 10, 2024

SJMC-R-2024-04-16/173

Moved By Councillor Ellsworth

Seconded By Deputy Mayor O'Leary

That the weekly payment vouchers, for the week ending April 10, 2024, in the amount of \$6,131,861.17 be approved as presented.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12. TENDERS/RFPS

12.1 Service and Installation of Two (2) Service Truck Bodies

SJMC-R-2024-04-16/174

Moved By Councillor Davis

Seconded By Councillor Ravencroft

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.2 Codes Accelerator Project - Training and Materials

SJMC-R-2024-04-16/175

Moved By Deputy Mayor O'Leary

Seconded By Councillor Ellsworth

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.3 2024051 - Elizabeth Avenue Reconstruction and Shared-Use-Path - Phase 2

Members of Council expressed their pleasure with the progress being made to expanding the integrated bike network and shared use paths within the City.

Staff were asked when this section of the project is to begin, and for a high-level update as to the current status of the system throughout the City.

Deputy City Manager Sinyard advised that the work on this phase is to begin at the end of May or early June. Mr. Sinyard added that this year, in various stages of design or construction, there are fifteen separate Shared Use Path (SUPs) projects, spanning almost the entirety of the City. By 2027, when construction is expected to be finished on all of the SUPs, the City will have added another 15 kilometers to the current 24 kilometers of the existing network, adding 62% to the network over the next two years.

A high-level overview on the Shared Use Paths can be provided at a future meeting.

SJMC-R-2024-04-16/176

Moved By Councillor Davis

Seconded By Councillor Bruce

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.4 2024025 - Mulching Services - Robin Hood Bay Waste Management Facility

SJMC-R-2024-04-16/177

Moved By Councillor Davis

Seconded By Councillor Bruce

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.5 2024029 – Supply and Deliver Tandem Axle Plow Trucks

Councillor Ellsworth remarked that it is great to see this come forward for approval from the budget discussions and appreciates the great work of the Staff on the creation and implementation of the City’s fleet management plan.

This will make for improvements to service levels, and with a strong fleet management plan in place, new equipment will be in use on the streets to replace old and aging equipment.

SJMC-R-2024-04-16/178

Moved By Councillor Davis

Seconded By Councillor Ellsworth

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.6 2024053 - Maintenance & Service for Fire Extinguishers & Extinguishing Systems

SJMC-R-2024-04-16/179

Moved By Councillor Davis

Seconded By Councillor Burton

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.7 2024015 - Miscellaneous Asphalt Repairs

SJMC-R-2024-04-16/180

Moved By Councillor Davis

Seconded By Councillor Bruce

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.8 2024042 - Supply, Delivery, and Install of Roll-Off Containers

SJMC-R-2024-04-16/181

Moved By Councillor Davis

Seconded By Deputy Mayor O'Leary

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

12.9 CORRECTOR - 2024001 Crosstown Shared-Use Path from Canada Drive to T'railway

SJMC-R-2024-04-16/182

Moved By Councillor Davis

Seconded By Councillor Ellsworth

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

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

13. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14. NEW BUSINESS

14.1 St. John's Sports & Entertainment Board Membership

SJMC-R-2024-04-16/183

Moved By Councillor Ellsworth

Seconded By Councillor Bruce

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

14.2 Lease Extension – Quidi Vidi Artisan Studios

SJMC-R-2024-04-16/184

Moved By Councillor Ravencroft

Seconded By Deputy Mayor O'Leary

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

14.3 Inclusion Advisory Committee – Approval of New Member

SJMC-R-2024-04-16/185

Moved By Councillor Ravencroft

Seconded By Councillor Bruce

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

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

14.4 255 Bay Bulls Road – REZ2400001 - Adoption

SJMC-R-2024-04-16/186

Moved By Councillor Burton

Seconded By Councillor Ellsworth

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

MOTION CARRIED (7 to 0)

14.5 2024 Streets Rehabilitation Program List

Councillor Davis reviewed the Information Note for the 2024 Streets Rehabilitation Program list, noting that Staff 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.

14.6 Travel, June 20 -22, 2024 Atlantic Mayor’s Congress – Summerside, PEI

SJMC-R-2024-04-16/187

Moved By Councillor Burton

Seconded By Deputy Mayor O'Leary

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.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, and Councillor Davis

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 4:05 pm.

MAYOR

CITY CLERK

DECISION/DIRECTION NOTE

Title: Notices Published - 36 Liverpool Avenue – DEV2400039

Date Prepared: April 8, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 2

Decision/Direction Required:

A Discretionary Use application has been submitted by Smachno.UA Ukrainian Bakery at 36 Liverpool Avenue.

Discussion – Background and Current Status:

The proposed application is a Home Occupation for a bakery. The floor area will be approximately 42 square metres and hours of operation 8 a.m. to 11 p.m., seven days per week. There is no on-site retail at this location and orders will be delivered by the applicant or by a food delivery service. On-street parking is available. The proposed application site is zoned Residential 3 (R3).

Nine submissions were received. Six were in favour of the application, and three had concerns including a garbage bin outside and the potential for rats, the late hours of operation until 11 p.m., an increase in traffic from delivery services, limited on-street parking, concerns with affecting people’s enjoyment of their outside yards, and noise from fans.

There are no concerns from the Transportation Engineer with the proposed application from a transportation and parking perspective.

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.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: St. John's Development Regulations Section 6.18 "Home Occupation," Section 10.5 "Discretionary Uses" and Section 10 "Residential 3 (R3) Zone".
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public advertisement in accordance with Section 4.8 Public Consultation of the Envision St. John's Development Regulations. The City sent written notices to property owners within a minimum 150-metre radius of the application site. The application 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 Home Occupation at 36 Liverpool Avenue to allow a bakery.

Prepared by:

Andrea Roberts, Senior Development Officer
Planning, Engineering and Regulatory Services

Approved by:

Ken O'Brien, MCIP, Chief Municipal Planner
Planning, Engineering and Regulatory Services

Report Approval Details

Document Title:	Notices Published - 36 Liverpool Avenue .docx
Attachments:	- Location Map.pdf
Final Approval Date:	Apr 24, 2024

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

No Signature - Task assigned to Lindsay Lyghtle Brushett was completed by workflow administrator Karen Chafe

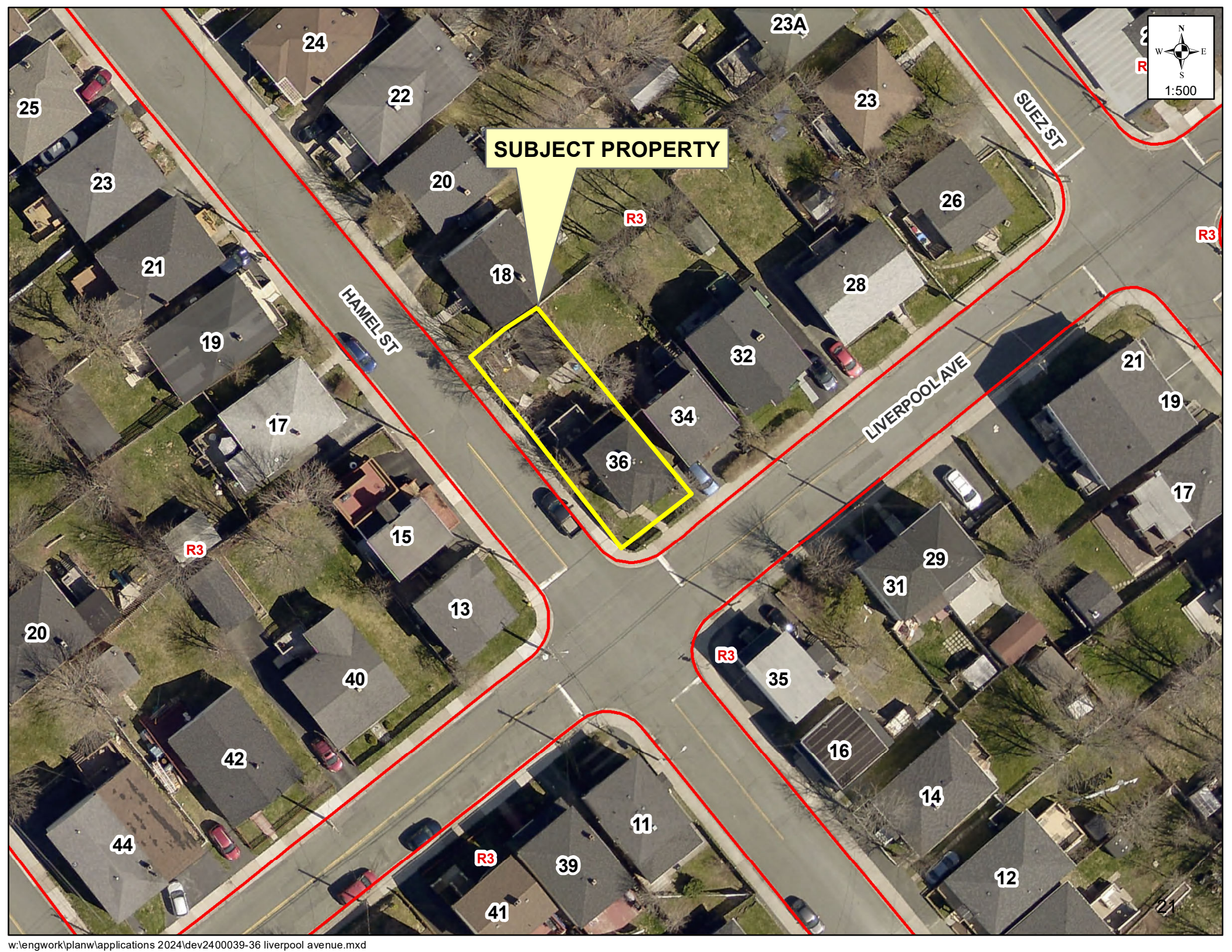
Lindsay Lyghtle Brushett - Apr 24, 2024 - 10:07 AM

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

Jason Sinyard - Apr 24, 2024 - 4:13 PM

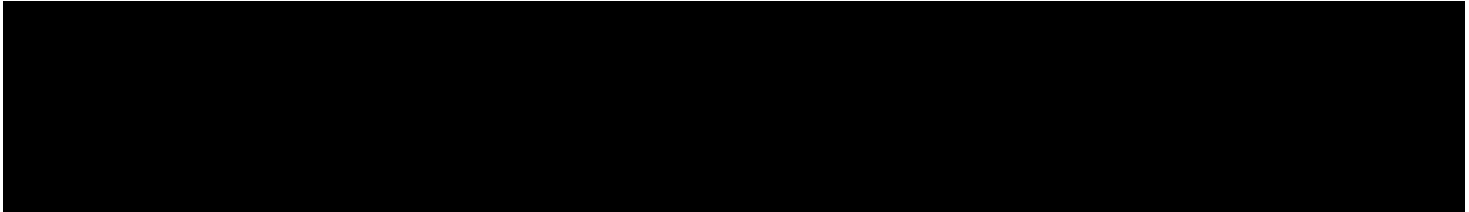


SUBJECT PROPERTY



Karen Chafe

From: [REDACTED]
Sent: Tuesday, April 23, 2024 9:54 PM
To: CityClerk
Cc: Mayor; Sheilagh O'Leary; Ophelia Ravencroft; Sandy Hickman
Subject: Response to Application for Home Operation for a bakery



We live at [REDACTED] from the proposed Bakery.

We object to this application for the following reasons;

- the number of hours from 8am to 11pm (15 hrs. per day-7 days a week)
- obviously operating 15 hrs. per day there are going to be a goodly number of employees.

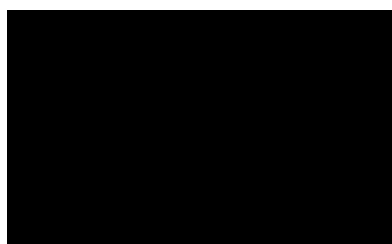
How many exactly? It would seem this is to be a fairly large commercial operation. Which should not be in a mostly family residential area.

Noise level from fans, 15 hrs. per day, odors, traffic congestion and noise.

Unable to enjoy outside deck and garden activities with family and guests. Particularly neighbors who live on Liverpool Avenue and Hamel Street, next door to this property.

Please note this area has seen an increase in undesirable development which has negatively impacted people of this neighborhood.

We are totally against this application.



Karen Chafe

From: Keith Buis <keith@finehomesbygibraltar.com>
Sent: Thursday, April 11, 2024 9:45 AM
To: CityClerk
Cc: GDL Administrator
Subject: 36 Liverpool Avenue

You don't often get email from keith@finehomesbygibraltar.com. [Learn why this is important](#)

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

Good Morning,

I am writing in support of a notice sent regarding a Ukrainian Bakery located at 36 Liverpool Avenue. We are the owners of vacant land located at 12 Suvla Street and would welcome this in the neighbourhood.

Thank you,

Keith Buis
Director
Gibraltar Fine Homes



Karen Chafe

From: [REDACTED]
Sent: Friday, April 5, 2024 3:13 AM
To: CityClerk
Subject: FW: Ukrainian Bakery

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

Date: 2024-04-05 3:01 a.m. (GMT-03:30)
To: cityclerk@st.johns.ca
Subject: Ukrainian Bakery

Hello,

I live at [REDACTED]. I am 100% for this Bakery. I look forward to enjoying this opportunity as [REDACTED]
[REDACTED] Knowing that a Bakery is [REDACTED] would be amazing.

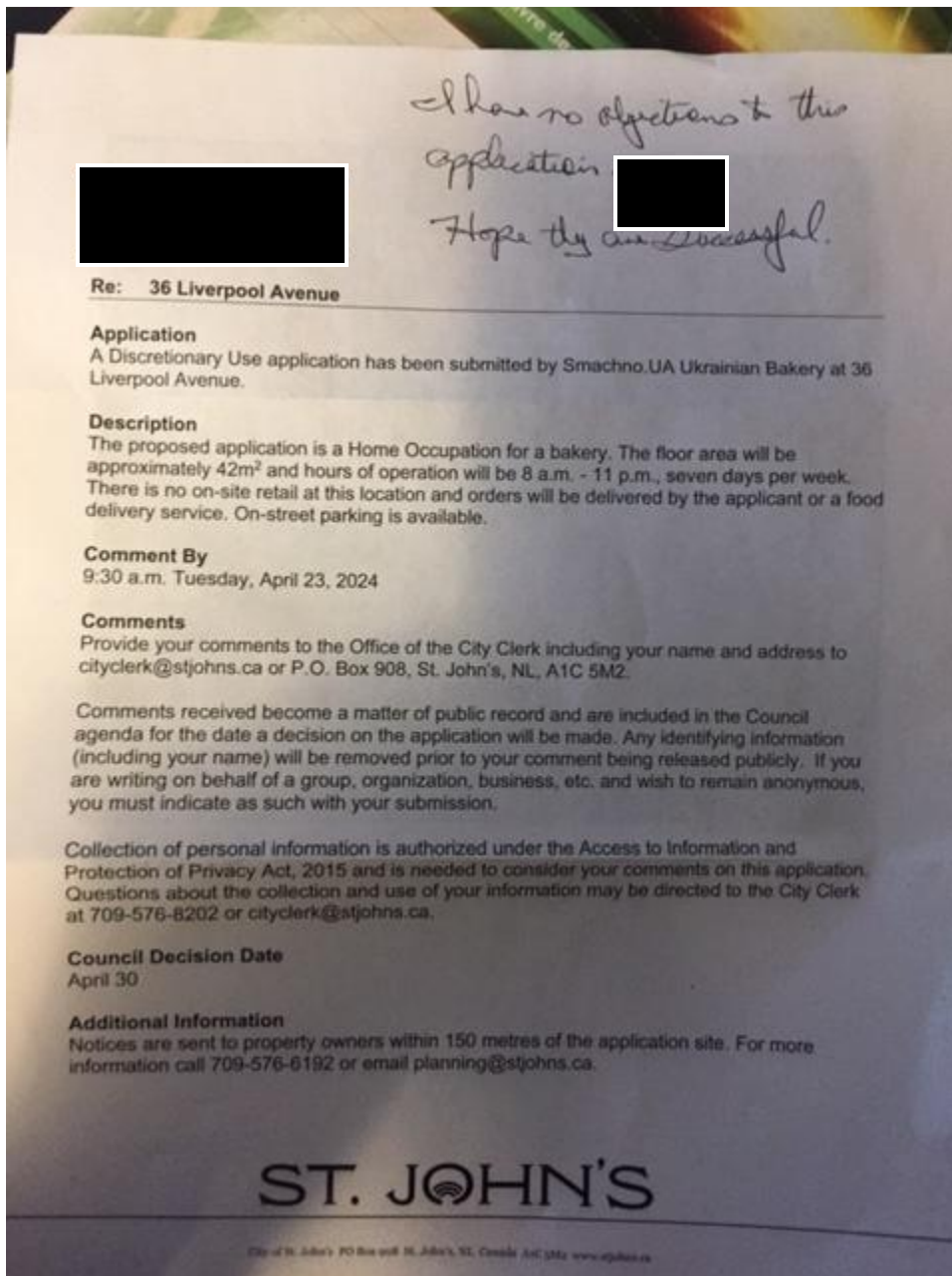
Thank you for your letter. I am definitely 100% in agreement with allowing this Bakery to go ahead. I really look forward to it.

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Saturday, April 13, 2024 7:03 AM
To: CityClerk
Subject: Discretionary Use applications

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.



Karen Chafe

From: Darren Martin <dmartin@ancnl.ca>
Sent: Wednesday, April 10, 2024 8:09 AM
To: CityClerk
Subject: Letter of Support - 36 Liverpool Avenue, Discretionary Use

You don't often get email from dmartin@ancnl.ca. [Learn why this is important](#)

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

Office of the City Clerk,

We are writing to you today to **SUPPORT** this application that has been submitted by [REDACTED] Bakery..

[REDACTED] Bakery moved to Newfoundland in June of 2022 (the second flight). Since that time [REDACTED] has operated [REDACTED] business from the St. John's Farmers Market. [REDACTED] has developed a very large following for [REDACTED] delicious baked goods (often sold out well before closing time) and this new location will allow [REDACTED] to continue to grow [REDACTED] business.

We are very proud of [REDACTED] and [REDACTED] accomplishments as a New Canadian. [REDACTED] have made St. John's their new home, [REDACTED] at 36 Liverpool Avenue (address of this discretionary use application) and [REDACTED] is looking to build an even stronger connection with this bakery.

[REDACTED] are terrific examples of new Canadians making a better life for themselves here and also significantly contributing to our community - culturally and economically.

We strongly recommend the City of St. John's approve their application.

Kind regards,

Darren Martin
Business Development Support Services
Association for New Canadians
Upper Tiffany - 75 Tiffany Court, St. John's, NL
dmartin@ancnl.ca
709-727-7856

Mailing Address:
P.O. Box 2031, Station C
St. John's, NL A1C 5R6

www.ancnl.ca



Karen Chafe

From: [REDACTED]
Sent: Friday, April 12, 2024 6:32 PM
To: CityClerk
Subject: 36 Liverpool Avenue

[REDACTED]

I am supportive of the discretionary use application for a bakery at the above-noted property. I think such a business will add to the local community.

With thanks,

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Tuesday, April 9, 2024 4:01 PM
To: CityClerk
Subject: Application for 36 Liverpool Avenue

[REDACTED]

Good Day

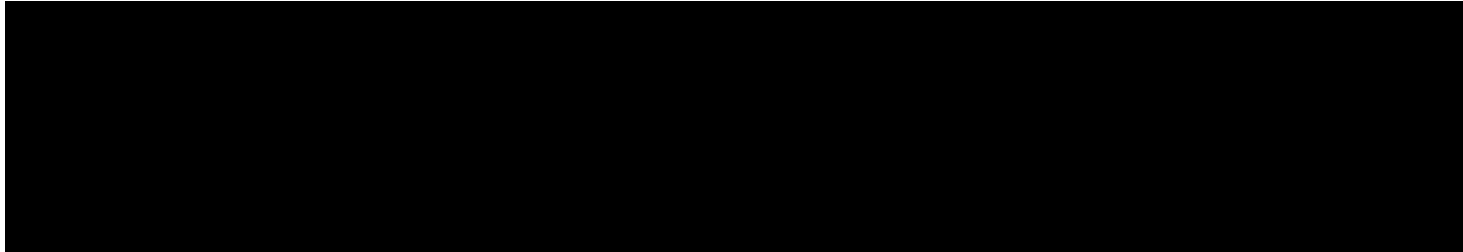
My name is [REDACTED] and I live at [REDACTED] which is very close to the applicant address. I would like to state that I support this application as it would be beneficial for the community, And I see no downside to the application being granted.

Thank you for your time

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Monday, April 8, 2024 6:30 PM
To: CityClerk
Subject: Application-36 Liverpool avenue



[REDACTED] wish to remain anonymous:

Comments on the application:

-running a commercial bakery from a house which has one garbage bin. The area has a rat issue and leaving garbage outside of the bin next to a residential area is not an option and would certainly be frowned upon. How will the owners mitigate this issue?

-why does a commercial bakery need to be open until 11pm at night?

Sent from my iPhone

Karen Chafe

From: [REDACTED]
Sent: Sunday, April 21, 2024 11:17 AM
To: CityClerk
Subject: 36 Liverpool Avenue

[REDACTED]

Good morning,

I am writing in regards to the discretionary use application by Smachno UA Ukrainian Bakery at 36 Liverpool Avenue.

The application indicates the hours of operation would be 8am - 11pm, 7 days a week and while there won't be on-site retail there will be delivery services. I am concerned that under these conditions the residential area will see an increase in traffic and noise which will disturb a relatively peaceful and quiet residential area for the families in the neighborhood. Street parking is also very limited at 36 Liverpool and I am also concerned that vehicles will be parking [REDACTED] frequently as they pick up their deliveries from the bakery and disturbing the peace and annoying the residents.

Thank you.

[REDACTED]

DECISION/DIRECTION NOTE

Title: Notices Published - 40 O’Leary Avenue - DEV2300174
Date Prepared: April 8, 2024
Report To: Regular Meeting of Council
Councillor and Role: Councillor Carl Ridgeley, Development
Ward: Ward 4

Decision/Direction Required:

A Discretionary Use application has been submitted by The Uniform Shop for 40 O’Leary Avenue.

Discussion – Background and Current Status:

The Discretionary Use application is for Retail Use of uniform sales. The floor area is 155 square metres and hours of operation will be Monday to Friday 10 a.m.- 5 p.m. and Saturday 12 p.m.- 4:30 p.m. On-site parking is available. The proposed application site is zoned Industrial Commercial (IC).

No submissions were received.

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.
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 Envision St. John’s Development Regulations. The City sent written notices to property owners within a minimum 150-metre radius of the application site. The application 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 Retail Use at 40 O’Leary Avenue.

Prepared by:

Andrea Roberts, Senior Development Officer
Planning, Engineering and Regulatory Services

Approved by:

Ken O’Brien, MCIP, Chief Municipal Planner
Planning, Engineering and Regulatory Services

Report Approval Details

Document Title:	Notices Published - 40 O'Leary Avenue .docx
Attachments:	- Location Map.pdf
Final Approval Date:	Apr 24, 2024

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

No Signature - Task assigned to Lindsay Lyghtle Brushett was completed by workflow administrator Karen Chafe

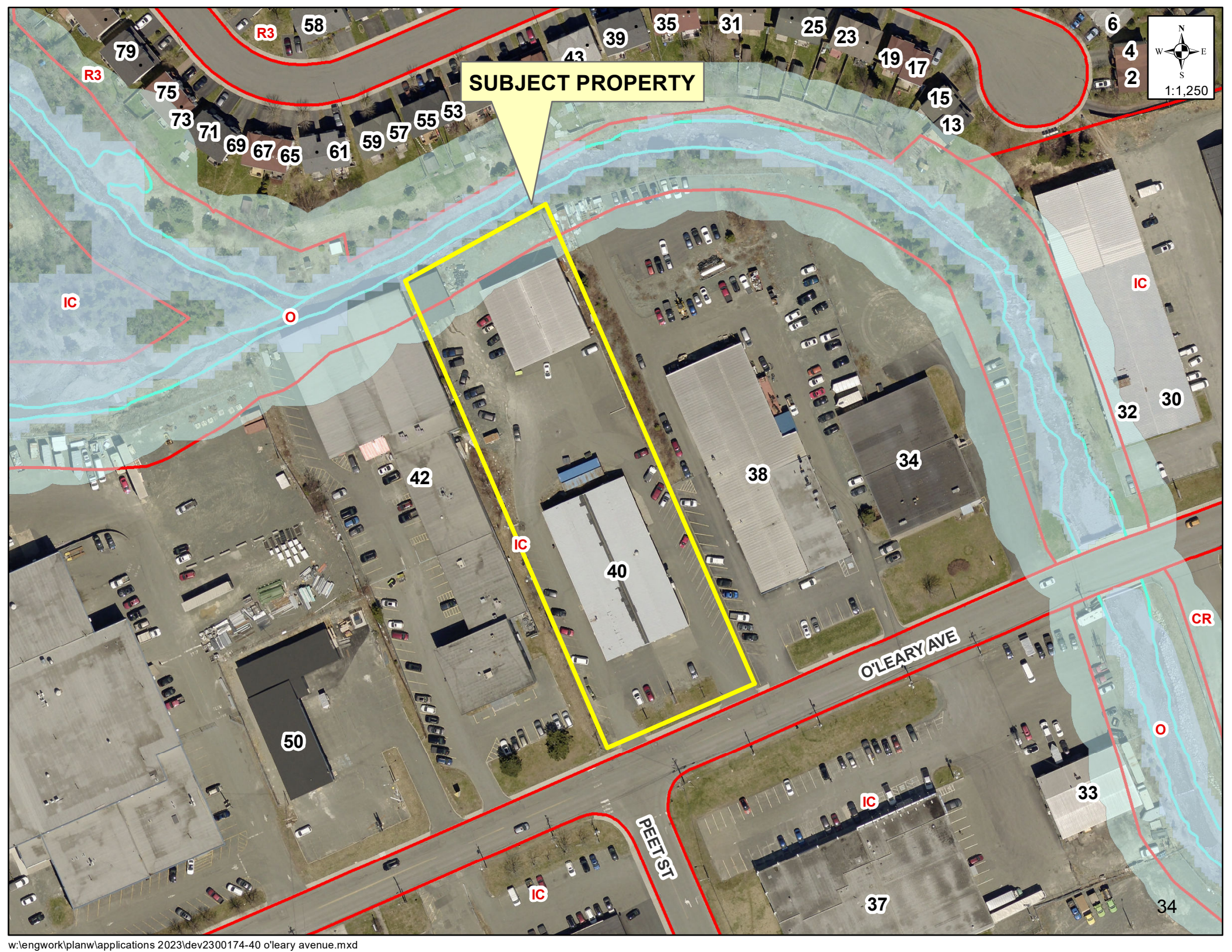
Lindsay Lyghtle Brushett - Apr 24, 2024 - 10:06 AM

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

Jason Sinyard - Apr 24, 2024 - 4:07 PM



SUBJECT PROPERTY



DECISION/DIRECTION NOTE

Title: Notices Published - 85 Bond Street - DEV2400033

Date Prepared: April 23, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 2

Decision/Direction Required:

A Change of Non-Conforming Use application has been submitted by Casablanca Bakery and Catering at 85 Bond Street.

Discussion – Background and Current Status:

The proposed application is for a change in hours of operation for the Bakery, which is an existing non-conforming use. The applicant is proposing revised hours of operation from 2 a.m. to 6 p.m. (retail hours 8 a.m. to 6 p.m.), seven days a week. This is extended from the currently approved hours of Monday to Saturday, 6 a.m. - 6 p.m. and Sunday 6 a.m. - 4 p.m. The floor area will remain approximately 74 square metres on the ground floor. On-street parking is provided. The proposed application site is in the Residential Downtown (RD) Zone.

Four written submissions were received, which are in support of the application. Some writers suggested parking changes to the local area and making Bond a one-way street. Parking Enforcement and Traffic staff reviewed local parking and traffic flow/direction in this area and would not recommend any changes at this time.

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

Recommendation:

That Council approve the Change of Non-Conforming Use application at 85 Bond Street to revise the Bakery hours of operation from 2 a.m. to 6 p.m. (retail hours 8 a.m. to 6 p.m.), seven days a week.

Prepared by:

Andrea Roberts Senior Development Officer
Planning, Engineering and Regulatory Services

Approved by:

Ken O'Brien, MCIP, Chief Municipal Planner
Planning, Engineering and Regulatory Services

Report Approval Details

Document Title:	Notices Published - 85 Bond Street.docx
Attachments:	- Location Map.pdf
Final Approval Date:	Apr 24, 2024

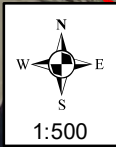
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Lindsay Lyghtle Brushett was completed by workflow administrator Karen Chafe

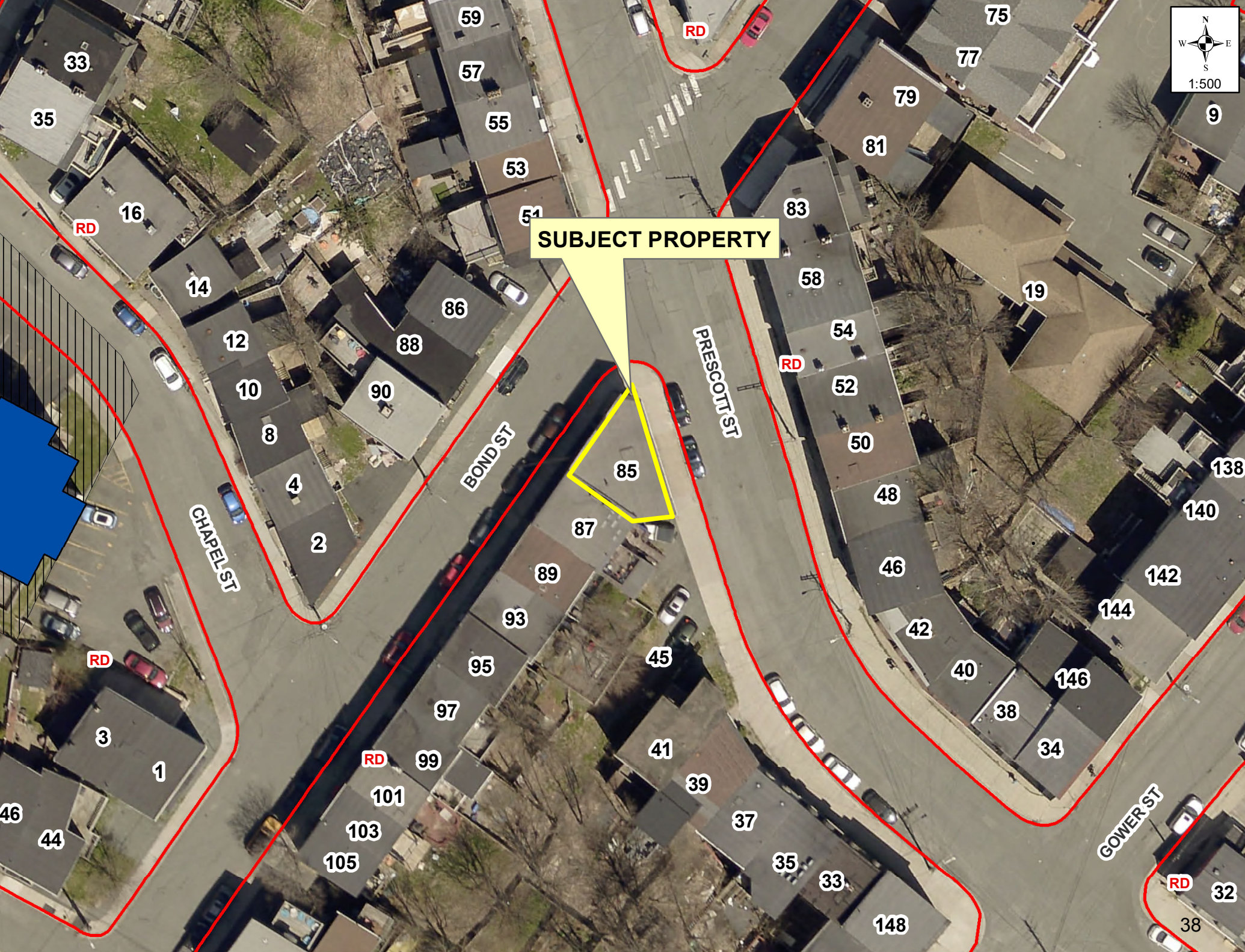
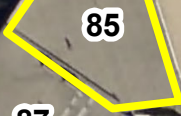
Lindsay Lyghtle Brushett - Apr 24, 2024 - 10:07 AM

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

Jason Sinyard - Apr 24, 2024 - 4:03 PM

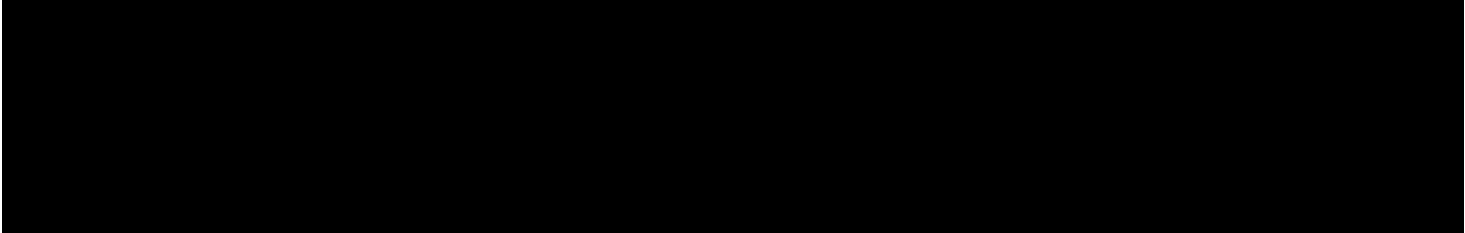


SUBJECT PROPERTY



Karen Chafe

From: [REDACTED]
Sent: Tuesday, April 16, 2024 6:53 PM
To: CityClerk
Subject: 85 Bond Street



I am a [REDACTED] property owner and resident, and I support the application for a change in hours of operation. Bakeries do not operate on typical schedules.

Karen Chafe

From: [REDACTED]
Sent: Wednesday, April 10, 2024 7:16 PM
To: CityClerk
Subject: 85 Bond St

Hello,

I am writing to comment on the proposed changes to the Casablanca Bakery.

I support having a bakery in the area and understand the need for additional hours to produce the bakery goods. I am writing in support of the proposed hours change (2 am to 6pm)

Thank you,

Karen Chafe

From: Darren Martin <dmartin@ancnl.ca>
Sent: Monday, April 8, 2024 10:20 AM
To: CityClerk
Subject: 85 Bond Street - Non-Conforming Use Application

You don't often get email from dmartin@ancnl.ca. [Learn why this is important](#)

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

Office of the City Clerk,

We are writing to you today to **SUPPORT** this application that has been submitted by Casablanca Bakery and Catering.

██████████ owner of Casablanca Bakery and Catering moved to Canada in 2019 and subsequently to Newfoundland in 2021. Since that time █████ has operated █████ business from the St. John's Farmers Market. █████ has developed a very large following for █████ delicious baked goods and this new location will allow █████ to continue to grow █████ business and employ more people - █████ has already hired several in anticipation of █████ start up on Bond street.

█████ application to increase the hours of operation will allow █████ to prepare fresh baked goods during the early morning hours. █████ bakery will not be open to the public during these revised hours (2am - 8am) - it will be just one or two staff members preparing █████ inventory of freshly baked goods for the day.

We are very proud of █████ and █████ accomplishments as a New Canadian. █████ Newfoundland █████ █████ have made St. John's their home and █████ is looking to build an even stronger connection to the community. █████ has acquired █████ Permanent Residency status and subsequent Canadian Citizenship.

We strongly recommend the City of St. John's approve █████ application.

Kind regards,

Darren Martin
Business Development Support Services
Association for New Canadians
Upper Tiffany - 75 Tiffany Court, St. John's, NL
dmartin@ancnl.ca
709-727-7856

Mailing Address:
P.O. Box 2031, Station C
St. John's, NL A1C 5R6

www.ancnl.ca

Karen Chafe

From: [REDACTED]
Sent: Wednesday, March 27, 2024 1:28 PM
To: CityClerk
Subject: 85 Bond Street

[REDACTED]

yes, approve this. it is a silly adjustment based on operational hours.
and it's a commercial space, I don't see how it is non-conforming.

Karen Chafe

From: [REDACTED]
Sent: Thursday, March 28, 2024 11:47 AM
To: CityClerk
Subject: A Change of Non-Conforming Use application has been submitted by Casablanca Bakery and Catering at 85 Bond Street.

[REDACTED]

I am in favor of this change in use for the corner bakery above noted.

I have two improvements to suggest that should be considered:

a) parking on Prescott, on the SW corner with Bond: This can lead to very poor sightlines to drive east bound from Bond to Prescott in either direction. Perhaps limiting the parking on the edge to 'short cars' could be considered.

b) Alternatively, Review with the citizens and consider continuing Bond as a one-way street (westbound) all the way along, in alignment with the east end of Bond. Through traffic eastbound has been mostly eliminated by the changes to the Veteran's park. And can only go as far as Prescott.

Good Day,

[REDACTED]

DECISION/DIRECTION NOTE

Title: Request to Re-Establish the Building Line Setback – 12 Doyle Street – INT2400021

Date Prepared: April 24, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 3

Decision/Direction Required:

To seek approval for a 5.37 metre Building Line setback to accommodate the construction of an extension at 12 Doyle Street.

Discussion – Background and Current Status:

An application was submitted to construct a 2 metre front extension to the existing Dwelling at 12 Doyle Street, reducing the building line to 5.37 metres. The minimum Building Line in the Residential 2 (R2) Zone is 6 metres. As per Section 7.2.1 (a) of the Envision St. John’s Development Regulations, Council shall have the power to establish or re-establish the Building Line for any Street, or for any Lot on a Street, at any point or place that Council deems appropriate. The proposed setback of 5.37 metres is consistent with the pattern of development of the other houses on the street.

Key Considerations/Implications:

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

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 10 "Residential 2 (R2) Zone (5)(c) Building Line", and Section 7.2.1 (a) "Building Lines-Yards".
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 5.37 metre Building Line to accommodate the construction of an extension to the front of 12 Doyle Street.

Prepared by:

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

Approved by:

Ken O'Brien, MCIP, Chief Municipal Planner
Planning, Engineering and Regulatory Services

Report Approval Details

Document Title:	Development Committee - Request to Re-Establish the Building Line Setback – 12 Doyle Street – INT2400021.docx
Attachments:	- Location Map.pdf
Final Approval Date:	Apr 25, 2024

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

Lindsay Lyghtle Brushett - Apr 25, 2024 - 10:37 AM

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

Jason Sinyard - Apr 25, 2024 - 12:34 PM

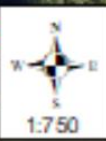


SUBJECT PROPERTY

KNOWLING ST

STEER ST

DOYLE ST



47 R2

DECISION/DIRECTION NOTE

Title: Variance Request for Lot Area and Frontage – 197A Freshwater Road– SUB2300057

Date Prepared: April 24, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 2

Decision/Direction Required:

To seek approval for a Variance on required Lot Area and Frontage at 197A Freshwater Road.

Discussion – Background and Current Status:

An application was submitted to subdivide a property to develop a Single Detached Dwelling at 197A Freshwater Road. The property is zoned Residential 2 (R2), which requires a minimum Lot Area of 350 square metres and a minimum Lot Frontage of 12 metres. The applicant has requested a variance of 1.17% which will result in a Lot Area of 345.9 square metres and a variance of 6.94% which will result in a Lot Frontage of 11.17 metres. Section 7.4 of the **Envision** St John’s Development Regulations provides that up to a combined maximum of 10% Variance from any applicable requirement may be considered.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Written notices were sent to property owners whose land abuts the Development that is subject to the Variance.
3. Alignment with Strategic Directions:

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

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



6. Legal or Policy Implications: Envision St. John's Development Regulations, Section 7.4 "Variance" and Section 10 "Residential 2 (R2) Zone".
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public notice was given as required.
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 variance of 1.17% on the Lot Area which will result in an Area of 345.9 square metres, and a variance of 6.94% on the Lot Frontage which will result in a Frontage of 11.17 metres, for a maximum variance request of 8.11%.

Prepared by:

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

Approved by:

Ken O'Brien, MCIP, Chief Municipal Planner
Planning, Engineering & Regulatory Services

Report Approval Details

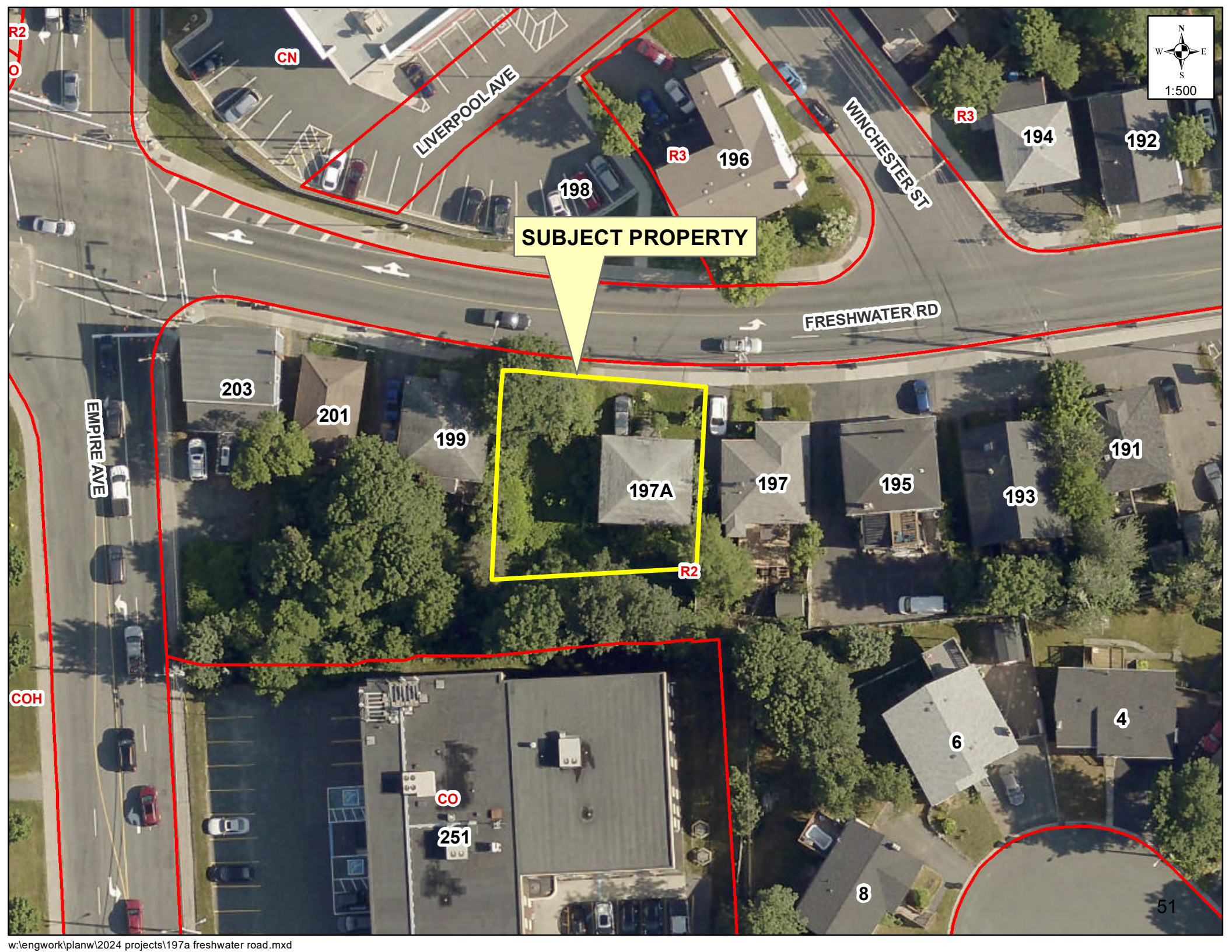
Document Title:	Development Committee - Variance Request for Lot Area and Frontage – 197A Freshwater Road– SUB2300057.docx
Attachments:	- 197A FRESHWATER ROAD.pdf
Final Approval Date:	Apr 25, 2024

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

Lindsay Lyghtle Brushett - Apr 25, 2024 - 9:56 AM

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

Jason Sinyard - Apr 25, 2024 - 12:40 PM



SUBJECT PROPERTY

LIVERPOOL AVE

WINCHESTER ST

FRESHWATER RD

EMPIRE AVE

CN

R3

R3

196

194

192

198

203

201

199

197A

197

195

193

191

R2

COH

CO

251

6

4

8

51

DECISION/DIRECTION NOTE

Title: Variance Request for Rear Yard Setback – 101 Quidi Vidi Village Road – INT2300049

Date Prepared: April 24, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 2

Decision/Direction Required:

To seek approval for a Variance on the required Rear Yard Setback at 101 Quidi Vidi Village Road.

Discussion – Background and Current Status:

An application was submitted for a Single Detached Dwelling at 101 Quidi Vidi Village Road. The property is zoned Residential Quidi Vidi (RQV), which requires a minimum Rear Yard Setback of 6 metres. The applicant has requested a variance of 10%, which will result in a Rear Yard setback of 5.4 metres. Section 7.4 of the Envision St. John’s Development Regulations allows up to a 10% Variance from any applicable requirement to be considered.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Written notices were sent to property owners whose land abuts the Development that is subject to the Variance.
3. Alignment with Strategic Directions:

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

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

6. Legal or Policy Implications: Envision St. John's Development Regulations, Section 7.4 "Variance" and Section 10 "Residential Quidi Vidi (RQV) Zone".
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public notice was given as required.
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 10% Variance on the Rear Yard Setback at 101 Quidi Vidi Village Road, resulting in a setback of 5.4 metres.

Prepared by:

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

Approved by:

Ken O'Brien, MCIP, Chief Municipal Planner
Planning, Engineering & Regulatory Services

Report Approval Details

Document Title:	Development Committee - Variance Request for Rear Yard Setback – 101 Quidi Vidi Village Road – INT2300049.docx
Attachments:	- 101 QUIDI VIDI VILLAGE ROAD.pdf
Final Approval Date:	Apr 25, 2024

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

Lindsay Lyghtle Brushett - Apr 25, 2024 - 9:39 AM

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

Jason Sinyard - Apr 25, 2024 - 12:44 PM



QUIDI VIDI VILLAGE RD

SUBJECT PROPERTY

RUR

101

RQV

99



95

RQV

55

IQV

ST. JOHN'S

Minutes of Audit and Accountability Standing Committee

April 17, 2024

12:00 p.m.

Conference Room A, 4th Floor City Hall

Present: Boyd Chislett, Citizen Representative, Chair
Ana Koren, Citizen Representative
Mayor Danny Breen
Kevin Breen, City Manager
Sean Janes, City Internal Auditor
Sean McGrath, Senior Internal Auditor
Julie Critch, Senior Internal Auditor
Lynnann Winsor, Deputy City Manager Public Works
Jennifer Squires, Legislative Assistant

Others: Councillor Tom Davis
Andrew Niblock, Director, Environmental Services

1. Cyber Security Audit – Operational Technology

The Senior Internal Auditor provided the Committee with an overview of the Cyber Security - Operational Technology (OT) Report and associated action plans.

Recommendation

Moved By Ana Koren

Seconded By Boyd Chislett

That Council approve the Cyber Security Audit – Operational Technology report and the associated action plans put forth by management.

MOTION CARRIED

2. 2024 Audit Plan

The City Internal Auditor reviewed the 2024 Audit Plan and the selection process for areas of review. Currently areas are ranked by budget number incorporating information collected via management questionnaires, jurisdictional scans, and professional judgement. Higher-risk priority areas are identified by the OCIA and then reviewed by the Senior Executive Committee (SEC). The SEC make recommendations to the OCIA for program reviews based on management priorities. The OCIA then finalizes the audit plan for review and approval by the Audit Committee. It was asked how the review areas are ranked. The City Manager explained that various types of risk, such as financial risk and reputational risk are considered, along with additional factors. Areas are then given a ranking, and those with a 1 are of highest priority. The City Internal Auditor noted that the budget number system may require additional areas of focus, as some departments, such as Construction Engineering, would require multiple audits. Reassessment of the budget number ranking will begin this year. The nine audits selected for 2024 are as follow:

- Cyber Security – Operational Technology
- Construction Engineering
- Assessment
- SJRFD – Mechanical Division
- Administration (Privacy)
- Legal Services
- Maintenance of Municipal Parks
- Metrobus – Maintenance
- SJRFD – Fire Suppression

Staff aim to complete 4 audits per year which would then be presented to the Committee. The Cyber Security - OT audit is now complete, and the next areas of focus will be Construction Engineering, Assessment, and the SJRFD - Mechanical Division. Additional audits may occur should time permit. Staff further advised that additional areas of review are included as all audits must be approved by the Committee. The importance of objectivity and the independence of the OCIA was noted, as while management do have a say in the final selection of areas for review, the ranking originates from the OCIA and is ultimately approved by the Committee.

Recommendation

Moved By Boyd Chislett

Seconded By Ana Koren

That Council approve the 2024 audit plan.

MOTION CARRIED

CHAIR, BOYD CHISLETT

DECISION/DIRECTION NOTE

Title: Cyber Security Audit – Operational Technology

Date Prepared: April 4, 2024

Report To: Audit Standing Committee

Councillor and Role: Councillor Jamie Korab, Audit Standing Committee

Ward: N/A Choose an item.

Decision/Direction Required:

To approve the Cyber Security Audit – Operational Technology report and the associated action plans put forth by management. The report is being presented in an in-camera session as it contains information that pertains to the operational technology security posture of critical City of St. John’s infrastructure and related technological systems.

Discussion – Background and Current Status:

Operational Technology and SCADA System

As outlined by the National Institute of Standards and Technology (“NIST”), operational technology (“OT”) encompasses a broad range of programmable systems and devices that interact with the physical environment. These systems and devices detect or cause a direct change to a physical process through the control and monitoring of instruments, processes, and events. Examples include industrial control systems such as supervisory control and data acquisition (“SCADA”) systems that are commonly used in industrial and infrastructure processes. The Environmental Services Division at the City of St. John’s utilizes a SCADA system to operate, monitor, and make real-time modifications during its water and wastewater treatment processes.

Cyber Security Background

Cyber Security refers to the protection of electronic information and associated technological infrastructure. It includes the body of technologies, processes, and internal controls designed to protect networks, computers, programs, and data from a cyber-attack. These attacks are carried out by individuals or groups known as threat actors.

Traditionally, security experts gave less priority to OT cyber security because OT systems were not connected to the internet and therefore not exposed to outside threats. However, as digital initiatives were undertaken, such as enabling remote access to the SCADA network, the OT attack surface increased and created new vulnerabilities.



The Canadian Centre for Cyber Security indicates that cyber events related to critical infrastructure such as water utilities can have extensive public health, environmental, and economic impacts and that these attacks are on the rise. For instance, attempted cyber-attacks against global water sector entities doubled in 2022 compared to 2021. Furthermore, several significant cyber security attacks against water utilities have taken place in recent years including attacks in North America. Such attacks highlight the need for robust cyber security programs to ensure the safety and reliability of water systems.

Audit Background

The Office of the City Internal Auditor (“OCIA”) recently completed an OT cyber security audit relating to the City’s water treatment and wastewater treatment plants. The scope of the audit included a review of select cyber security processes and associated internal controls of the water and wastewater SCADA system.

Evaluations of cyber security controls were made primarily pursuant to guidance issued by the American Water Works Association (“AWWA”). However, the NIST cyber security framework and the Centre for Internet Security's Critical Security Controls were also utilized in areas where OT and information technology converged. Best practices put forth by the Institute of Internal Auditors were also used to evaluate governance related controls.

The majority of the audit work pertained to determining if cyber security processes and controls have been implemented and if so, that they reasonably conform with best practice frameworks. Given that this was the first cyber security SCADA audit performed by the OCIA, an evaluation of the operating effectiveness of the controls was largely outside the scope of the audit.

Observations and recommendations included in the report relate to audit work performed between June and September 2023.

Audit Results

Audit procedures carried out during the review identified numerous positive outcomes. Foremost, before the start of the audit, management had already completed the AWWA’s Cyber Security Assessment Tool. This interactive tool generates a customized, prioritized list of cyber security controls that can be implemented by a water utility to minimize cyber security risks. At the time of the audit, management was in the process of developing and implementing the outstanding controls that were identified through the assessment process. Consequently, management should be commended for being proactive in improving cyber security.

Furthermore, management strategically utilizes its third-party SCADA consultant to ensure numerous cyber security best practice processes and internal controls are in place and regularly updated through on-site visits. These include regular system updates and security patches to

SCADA workstations, servers, and software. Similarly, passwords for SCADA assets including servers, routers, software, and workstations are frequently updated as well.

Management is also in regular contact with its SCADA consultant regarding emerging issues to ensure the City's SCADA operations are designed to mitigate cyber security risks. For example, management has recently undertaken projects to improve its network security including improvements to remote access. Similarly, the SCADA consultant is also completing a project relating to asset management that will allow management to better track its SCADA assets and thereby decrease related cyber security risks.

Draft contingency plans are also in place for each water and wastewater facility and all SCADA applications are regularly backed up. Such controls are critical in ensuring an effective and efficient recovery in the event of a cyber security incident.

Additionally, each facility is equipped with physical security controls and standardized forms and checklists are also in place to help employees perform recurring site security checks of facilities, watersheds, reservoirs, and pump stations.

All City employees are also required to complete annual cyber security awareness training. The training, which is provided through a third-party training platform and administered by the City's Corporate Information Services Division, includes learning modules, quizzes, and interactive simulated phishing attacks. Although the training is not OT specific, it includes training on common cyber security attacks including phishing, malware, and spear phishing that apply to all technologies.

The above processes and internal controls are indicative of a strong cyber security culture for water and wastewater operations. Management should be recognized for the extensive work it has already completed to help mitigate cyber security risks. Nevertheless, the audit identified opportunities to further improve cyber security.

Recommendations

28 recommendations are included in the Cyber Security Audit – Operational Technology report and pertain to the following areas:

Governance (6 recommendations)

There is an opportunity for management to improve cyber security governance reporting. This could be done by periodically reporting SCADA cyber security information to the City of St. John's Audit Committee to ensure members are well informed of applicable risks and mitigation activities.

Additionally, project management controls such as plans and timelines could be developed to help management with the timely implementation of the recommended controls that were

identified through the AWWA's Cyber Security Assessment Tool. Opportunities also exist to update and implement SCADA related cyber security procedure.

Access Management (5 recommendations)

There are opportunities to improve certain aspects of access management. Recommendations cover areas related to passwords, device control, and SCADA software.

Contingency Planning and Backups (6 recommendations)

There are opportunities to improve contingency planning and backup processes. The recommendations relate to finalizing contingency plans and improving and better documenting backup procedures.

Training and Awareness (3 recommendations)

Opportunities also exist to provide SCADA specific cyber security training to applicable Environmental Service Division employees. Such training would better allow employees to protect against threats applicable to operational technology and water and wastewater operations. Additionally, there are opportunities to better leverage available training data from the City's Corporate Information Services Division.

Physical Security (5 recommendations)

There are opportunities to improve certain aspects of physical security at select water and wastewater treatment plants.

Network Security and Encryption (3 recommendations)

The audit report includes recommendations relating to formally documenting important processes such as network security and encryption in internal procedure. Furthermore, there is an opportunity to periodically reevaluate an important cyber security process to ensure it continues to meet the needs of management.

The above recommendations and other observations outlined in the audit report will assist water and wastewater management in its continued efforts to protect its SCADA network and related infrastructure from cyber threats.

The Office of the City Internal Auditor would like to thank the Director of Environmental Services, the Manager of Water Treatment, and applicable Environmental Services Division staff for their invaluable help and time during the audit.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - There are budget implications as select recommendations depend on additional or continued funding in order to be implemented.
2. Partners or Other Stakeholders:
 - Environmental Services Division staff involved in managing cyber security.
 - All City employees (as cyber security is the responsibility of all staff).

3. Alignment with Strategic Directions:

An Effective City: Work with our employees to improve organizational performance through effective processes and policies.

Choose an item.

4. Alignment with Adopted Plans:
 - N/A
5. Accessibility and Inclusion:
 - N/A
6. Legal or Policy Implications:
 - Policies and/or procedures have been recommended throughout this report.
7. Privacy Implications:
 - N/A
8. Engagement and Communications Considerations:
 - There may be engagement and communications considerations depending on how management decides to mitigate the risks highlighted in the report.
9. Human Resource Implications:
 - There may be human resource implications depending on how management decides to mitigate the risks highlighted in the report.
10. Procurement Implications:
 - There may be procurement implications depending on how management decides to mitigate the risks highlighted in the report.
11. Information Technology Implications:
 - There may be information and technology implications depending on how management decides to mitigate the risks highlighted in the report.

12. Other Implications:

- There may be other implications depending on how management decides to mitigate the risks highlighted in the report.

Recommendation:

That Council approve the Cyber Security Audit – Operational Technology report and the associated action plans put forth by management.

Prepared by: Sean McGrath, Senior Internal Auditor

Approved by: Sean Janes, City Internal Auditor

Report Approval Details

Document Title:	Cyber Security Audit - Operational Technology.docx
Attachments:	
Final Approval Date:	Apr 12, 2024

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

Kevin Breen - Apr 12, 2024 - 1:14 PM

DECISION/DIRECTION NOTE

Title: 2024 Audit Plan

Date Prepared: April 3, 2024

Report To: Audit Standing Committee

Councillor and Role: Councillor Jamie Korab, Audit Standing Committee

Ward: N/A Choose an item.

Decision/Direction Required: To approve the 2024 Audit Plan.

Discussion – Background and Current Status:

Audit Objectives

In accordance with audit standards prescribed by the Institute of Internal Auditors, each full program review conducted by the Office of the City Internal Auditor will have three main objectives:

1. To ensure services are managed with due regard to significant risks that could possibly have a negative impact on the ability of the division or department to meet its objectives.
2. To ensure services are delivered in accordance with prescribed policies, procedures and Council or Board directives.
3. To ensure that processes are implemented to inform, direct, manage and monitor activities that are intended to facilitate the achievement of the City’s strategic goals.

In addition to program reviews, follow-up reviews and reporting will be conducted in accordance with generally accepted internal auditing standards on areas that were the subject of a prior program review to evaluate the effectiveness of changes made in response to the recommendations of the initial report.

Selection of Areas for Review

The 2024 Audit Plan has been developed using a risk-based process. The Plan incorporates risk information gathered from all levels of management within the City, a jurisdictional scan of audits recently performed by eight municipalities across Canada and professional judgment. It should also be noted that the proposed audit plan does not leave time for management or Council requests. Any request for audit services should be evaluated by the Audit Committee to determine if it should replace an item already included in the plan. It is anticipated that a minimum



of four program reviews will be completed and presented to the Audit Committee in 2024 with the remaining audits spanning over into 2025.

Audit Plan

2024 Audit Plan	
Program Reviews	Business Unit
Cyber Security – Operational Technology	Public Works
Construction Engineering Assessment	PERS
SJRFD – Mechanical Division	Finance & Corporate Services
Administration (Privacy)	St. John’s Regional Fire Department
Legal Services	Office of the City Clerk
Maintenance of Municipal Parks	Office of the City Solicitor
Metrobus – Maintenance	Public Works
SJRFD – Fire Suppression	St. John’s Transportation Commission
Follow-up Reviews	Business Unit
Training Division	St. John’s Regional Fire Department
Fuel Process	Finance & Corporate Services
Permit Process	PERS
Aquatic Safety	Community Services
Preventative Maintenance – Fleet	Public Works
Paratransit	St. John’s Transportation Commission
Consultations/Investigations	
Upon Request/As Required	
Administration	
Maintain Whistleblower Hotline	

Key Considerations/Implications:

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

3. Alignment with Strategic Directions:

Choose an item.

Choose an item.

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 2024 audit plan.

Prepared by: Sean Janes, City Internal Auditor

Approved by: Sean Janes, City Internal Auditor

Report Approval Details

Document Title:	2024 Audit Plan.docx
Attachments:	
Final Approval Date:	Apr 12, 2024

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

Kevin Breen - Apr 12, 2024 - 1:15 PM

ST. JOHN'S

Committee of the Whole Report - City Council

Council Chambers, 4th Floor, City Hall

April 23, 2024, 3:00 p.m.

Present: Mayor Danny Breen
 Deputy Mayor Sheilagh O'Leary
 Councillor Maggie Burton
 Councillor Ron Ellsworth
 Councillor Jill Bruce
 Councillor Ophelia Ravencroft
 Councillor Jamie Korab
 Councillor Tom Davis
 Councillor Carl Ridgeley

Regrets: Councillor Sandy Hickman
 Councillor Debbie Hanlon

Staff: Kevin Breen, City Manager
 Derek Coffey, Deputy City Manager of Finance & Administration
 Tanya Haywood, Deputy City Manager of Community Services
 Lynnann Winsor, Deputy City Manager of Public Works
 Cheryl Mullett, City Solicitor
 Ken O'Brien, Chief Municipal Planner
 Karen Chafe, City Clerk
 Jackie O'Brien, Communications & Public Relations Officer
 Jennifer Squires, Legislative Assistant

Others Kent Decker, Technical Advisor
 Krista Gladney, Manager, Healthy City & Inclusion
 Trisha Rose, Accessibility & Inclusion Facilitator
 Mark White, Manager, Construction Engineering
 Keith Barrett, Director, Corporate Information Services
 Edmundo Fausto, Manager, Sustainability
 Elmo & Cathy Russell, Applicants, 34 Monkstown Road

1. **34 Monkstown Road – New Building – Heritage Design**

Councillor Burton reviewed the application to approve the new building design at 34 Monkstown Road. The applicants, Elmo & Cathy Russell, were in attendance to respond to questions of Council on the design of the proposed dwelling. Staff are recommending approval of the design as approved in accordance with conditions concerning the cladding, garage, and the inclusion of bay windows. Approval of the 10% variance in building height is also recommended. Councillor Burton divided the staff recommendation into four separate recommendations to facilitate discussion on each condition.

Councillor Burton made her first motion that Council approve the façade design for 34 Monkstown Road, as proposed, in accordance with the St. John's Heritage Design Standards, with the condition that the applicant consider using wooden cladding instead of vinyl. Councillor Burton noted that vinyl siding could be used in the Heritage Area as per the Heritage Design Standards and the recommendation was that the applicant consider the use of wooden siding as it would incorporate the new build with the surrounding heritage homes and properties. Deputy Mayor O'Leary noted her concern with the suggestion of vinyl siding and inquired if a requirement for wooden cladding would be in order. She also asked for further clarification on the context of the design. The Chief Municipal Planner responded that the requirements for Heritage Area 2 were less stringent. Although wooden clapboard has traditionally been used in the area, vinyl siding would be permitted and to make wooden clapboard a requirement for development would go beyond the Heritage By-Law requirements. The variety of dwellings on Monkstown Road was then noted, as well as the uniqueness of the building lot, as no house had been built on the property in living memory. Deputy Mayor O'Leary noted again that wooden clapboard should be used to ensure the property is consistent with the neighbouring buildings. She then asked the applicant for the rationale behind the use of vinyl siding. Vinyl siding is low maintenance and durable. An attempt would be made to match the siding with the wooden clapboard found on the neighbouring properties. The applicant further noted that there were 18 homes on the street with vinyl siding. While Deputy Mayor O'Leary appreciated the design of the building, she wished that the cladding would be required in this context as the build would be bordering significant wooden cladded structures. Members of Council were hesitant to impose a requirement that fell outside of the current regulations and zone requirements and agreed with the consideration of the use of wooden clapboard instead of vinyl.

Councillor Burton made her second motion that approval be granted should the applicant remove the garage completely, reduce the size or relocate the garage to make it less prominent. Councillor Korab asked if garages were permitted in Heritage Area 2. The Chief Municipal Planner responded that garages were permitted in the Heritage Area. Deputy Mayor O'Leary questioned if a motion could be made to change the Heritage Area from 2 to Heritage Area 1. The Mayor notified that it would not be appropriate to make such a motion at this time. She was advised to make a motion at the next Regular Meeting for Council to consider the change. Councillor Bruce asked for additional information concerning garages in the Heritage Zone. The Chief Municipal Planner advised that while there were no specifications concerning the size of garages, the Heritage Design Standards indicate that new developments may include a garage where, in the opinion of the Inspector, they are compatible with the building's architectural style and that the garage doors should not be the prominent feature on the building's façade facing a public street and should be recessed from the building line. There are no required percentages or measurements for garages in Heritage Areas. Councillor Burton noted that information concerning the design should be read in tandem with the New Builds in a Heritage Area requirements, which indicate the façade should reflect the development patterns of the street and design of adjacent buildings. New buildings must be considered in the context of the streetscape. The Mayor felt that the size of the garage was subjective, and that encouragement should be given to developments that adhere to the standards. The applicant further noted that there were several garages in the area and that in the proposed design the garage would account for 10% of the front façade of the house. The majority of Council were not in support of the motion that the applicant remove, reduce, or relocate the garage.

The inclusion of a bay window was then discussed. Bay windows are a feature on the adjacent homes on Monkstown Road and are a stand out feature of many heritage homes. The design standards outline what new builds in heritage areas should include in order to blend in with the surrounding area. Homes are required to respond to the adjacent buildings and streetscape and not the entirety of the neighbourhood itself. Councillor Ravencroft noted the importance of consistency when it comes to the application of the standards and guidelines. Councillor Korab questioned if a bay window was required as per the Heritage Design Standards. The Heritage Design Standards state that for any façade facing a public street and/or publicly maintained space, the style and configuration of the windows shall be compatible with the period/architectural style of the streetscape and in keeping with the building's architectural style. Staff further noted that although the design does reflect heritage elements, style preferences should not

be imposed, and the review of the design should remain objective. Councillor Ridgeley noted the inconsistency in use of bay windows along the streetscape. The applicants noted that the majority of homes on Monkstown Road did not include a bay window and the inclusion of a bay window would result in a complete redesign of the home.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Korab

That Council approve the façade design for 34 Monkstown Road, as proposed, in accordance with the St. John's Heritage Design Standards, with the following condition:

- that the applicant consider using wooden cladding instead of vinyl;

For (8): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Davis, and Councillor Ridgeley

Against (1): Deputy Mayor O'Leary

MOTION CARRIED (8 to 1)

Recommendation

Moved By Councillor Burton

Seconded By Councillor Bruce

That Council approve the façade design for 34 Monkstown Road, as proposed, in accordance with the St. John's Heritage Design Standards, with the following condition:

- that the applicant remove the garage completely or reduce the size or relocate the garage to make it less prominent

For (3): Deputy Mayor O'Leary, Councillor Burton, and Councillor Ravencroft

Against (6): Mayor Breen, Councillor Ellsworth, Councillor Bruce, Councillor Korab, Councillor Davis, and Councillor Ridgeley

MOTION LOST (3 to 6)Recommendation**Moved By** Councillor Burton**Seconded By** Deputy Mayor O'Leary

That Council approve the façade design for 34 Monkstown Road, as proposed, in accordance with the St. John's Heritage Design Standards, with the following condition:

- that the design include a single or double bay window as they are a character defining feature of the adjacent buildings.

For (4): Deputy Mayor O'Leary, Councillor Burton, Councillor Bruce, and Councillor Ravencroft

Against (5): Mayor Breen, Councillor Ellsworth, Councillor Korab, Councillor Davis, and Councillor Ridgeley

MOTION LOST (4 to 5)Recommendation**Moved By** Councillor Burton**Seconded By** Councillor Ellsworth

That Council approve the request for a 10 percent variance to Building Height for a Single Detached Dwelling at 34 Monkstown Road, subject to the design for 34 Monkstown Road being approved.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Davis, and Councillor Ridgeley

MOTION CARRIED (9 to 0)**2. Security Enterprise Agreement Cisco XDR Premier**

Recommendation**Moved By** Councillor Ellsworth**Seconded By** Deputy Mayor O'Leary

That Council approve the purchase of the Cisco XDR Premier cyber security solution in the amount of \$589,048.07 (including HST) to cover a three-year term from OnX Enterprise Solutions, the current Cisco standing offer vendor of record.

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

MOTION CARRIED (8 to 0)**3. Accessible Parking Working Group**Recommendation**Moved By** Councillor Ravencroft**Seconded By** Councillor Bruce

That Council approve the development of a work plan to investigate improving accessible on-street parking within St. John's based on the recommendations of the Accessible Parking Working Group and Inclusion Advisory Committee.

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

MOTION CARRIED (8 to 0)**4. Shad Memorial 2024 – Sponsorship of Breakfast**Recommendation**Moved By** Councillor Ellsworth**Seconded By** Councillor Korab

That Council sponsor the breakfast for the Shad Memorial 2024 at an approximate cost of \$2500.

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

MOTION CARRIED (8 to 0)

5. Anti-Racism Working Group – Revisions to Terms of Reference

Councillor Ellsworth noted concern with consensus-based decision making. If items are deliberated over the course of two meetings it could result in major delays in decisions coming forward. The Manager of Healthy City and Inclusion noted that the voting and decision-making process was selected by the Anti-Racism Working Group themselves, and while it may cause delay it ensures that all members are comfortable with a decision before moving forward. Consensus based decision making also supports the decolonization of the work of the group. Councillor Davis suggested that should there be difficulty in reaching consensus on an issue, the frequency of meetings could increase. Staff responded that the Committee could meet 4 to 6 times per year and as the work plan develops items will move through the Inclusion Advisory Committee to Council on a more regular basis.

Recommendation

Moved By Councillor Ellsworth

Seconded By Councillor Davis

That Council approve the revised Terms of Reference for the Anti-Racism Working Group

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Davis, and Councillor Ridgeley

MOTION CARRIED (9 to 0)

6. 113 Blackmarsh Road – MPA2400002 – Terms of Reference

Deputy Mayor O'Leary asked that tree development be incorporated in the design of the property by the applicant.

Recommendation**Moved By** Councillor Burton**Seconded By** Councillor Davis

That Council consider redesignating 113 Blackmarsh Road from the Commercial (C) District to the Residential (R) District, and consider rezoning 113 Blackmarsh Road from the Industrial Commercial (IC) Zone to the Apartment 2 (A2) Zone.

Further, that Council approve the attached draft terms of reference for a Land Use Report for 113 Blackmarsh Road.

Further, upon receiving a satisfactory Land Use Report, that Council refer the application to public notification, as the application will require a commissioner's public hearing later in the amendment process.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Davis, and Councillor Ridgeley

MOTION CARRIED (9 to 0)**7. 121-125 Bay Bulls Road – MPA240003**Recommendation**Moved By** Councillor Burton**Seconded By** Councillor Ridgeley

That Council:

- (1) Consider rezoning 121-125 Bay Bulls Road from the Open Space (O) Zone to the Residential 1 (R1) for a new residential cul-de-sac;
- (2) Send a request to the Minister of Municipal and Provincial Affairs to amend the St. John's Urban Region Regional Plan at 121-125 Bay Bulls Road from the Public Open Space designation to the Urban Development designation;
- (3) Upon receiving a satisfactory Land Use Report (LUR), advertise the amendment for public review and comment.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Davis, and Councillor Ridgeley

MOTION CARRIED (9 to 0)**8. Text Amendment – Housing – REZ2400013**

Councillor Ellsworth asked for additional detail on the timeframe for the zoning changes to occur. The Chief Municipal Planner responded that should public consultation be successful in May; the changes should come to Council in June or July for approval. Councillor Bruce asked for clarification on the following amendment: to

- Add Four-Plex as a Permitted Use to the R2 and Apartment 1 (A1) Zones. Add Four-Plex on a Corner Lot as a Permitted Use to the Residential 1 (R1) Zone. Add Four-Plex use standards to each zone.

The Municipal Planner noted that the addition of a four-plex would apply to anywhere people wished to build them, regardless of proximity to public transit and servicing. Councillor Ellsworth noted that the Housing Accelerator Fund (HAF) application allows four units where appropriate. He asked that "where appropriate" be added to the amendment. Staff requested additional clarification on the amendment. Staff and Council will discuss the issue in advance of the upcoming Regular Meeting to ensure the wording is correct.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Ellsworth

That Council consider an amendment to the Envision St. John's Development Regulations in accordance with CMHC's Housing Accelerator Fund, and that the amendment be advertised and referred to public meetings chaired by an independent facilitator.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, Councillor Korab, Councillor Davis, and Councillor Ridgeley

MOTION CARRIED (9 to 0)

9. Energy Performance Contract for 245 Freshwater RoadRecommendation**Moved By** Deputy Mayor O'Leary**Seconded By** Councillor Ellsworth

That Council authorize staff to pursue the fuel switch project of 245 Freshwater Road and increase its maximum capital contribution from \$6,661,630 to \$7,811,445.

For (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Ellsworth, Councillor Bruce, Councillor Ravencroft, Councillor Davis, and Councillor Ridgeley

MOTION CARRIED (7 to 0)

DECISION/DIRECTION NOTE

Title: 34 Monkstown Road – New Building – Heritage Design

Date Prepared: April 12, 2024

Report To: Committee of the Whole

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

Ward: Ward 2

Decision/Direction Required:

To approve the new building design at 34 Monkstown Road in accordance with the St. John's Heritage Design Standards, and approve a 10 percent variance to Building Height, subject to the design for 34 Monkstown Road being approved.

Discussion – Background and Current Status:

The City received an application for a new dwelling at 34 Monkstown Road. This is currently a vacant piece of land located in the Residential Land Use District, Residential 1 (R1) Zone, and Heritage Area 2. The subject property is nested among several designated Heritage Buildings; one is located directly adjacent to the property at 36 Monkstown Road, Harris Cottage is a designated Heritage Building located across the street, and Kelvin House (49 Rennie's Mill Road) borders the rear property line of 34 Monkstown Road.

A Heritage Report is required for an application for a new dwelling located adjacent to a Heritage Building in accordance with section 8(1)(d) of the St. John's Heritage By-Law. This decision note is submitted to Council in lieu of a Heritage Report as per section 8(3) of the St. John's Heritage By-Law.

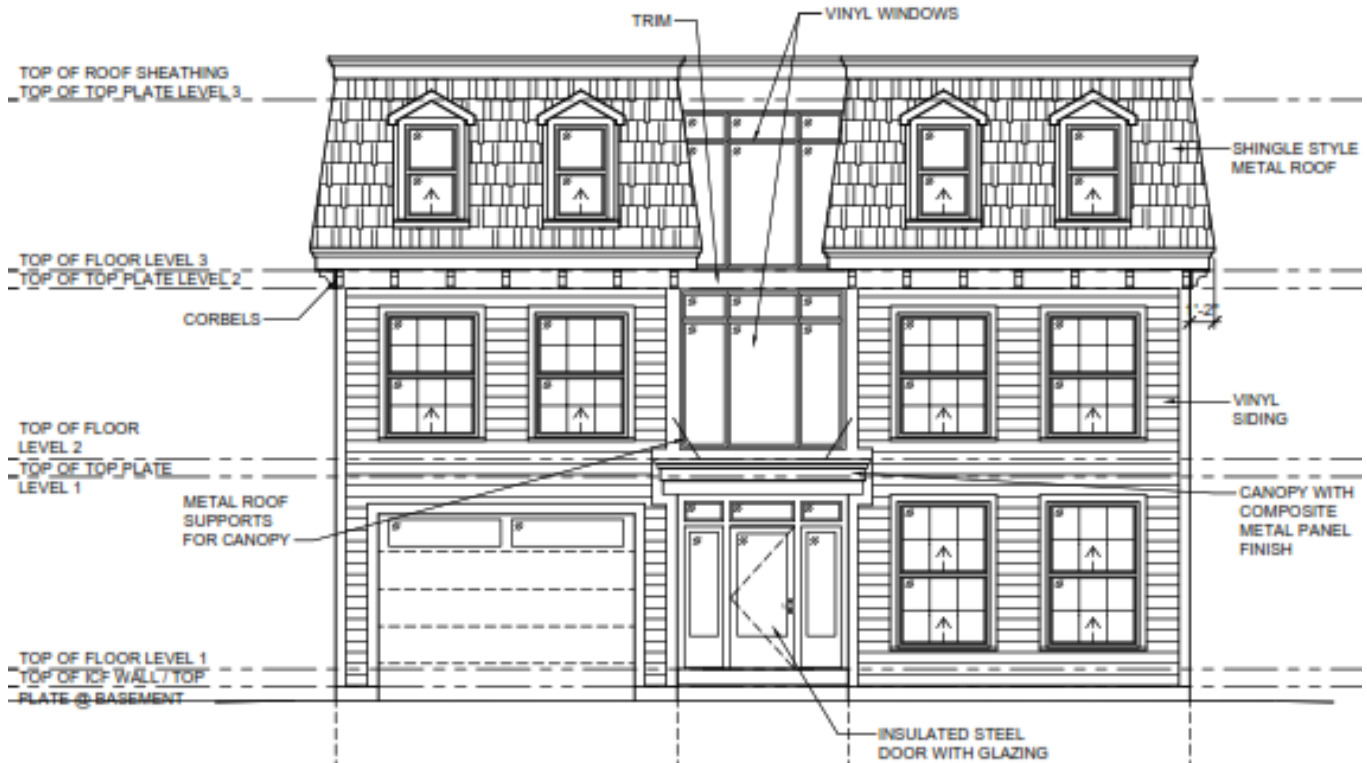
Process

The subject application was reviewed by staff for compliance with the Heritage By-Law, Schedule D - Heritage Design Standards. Specifically, the application was reviewed in accordance with the New Buildings in a Heritage Area section as well as the Residential Buildings section of the Heritage Design Standards.

The Built Heritage Experts Panel (the Panel) reviewed an earlier design at its January 31, 2024 meeting. At that time, the owners were seeking exemption from the Heritage Design Standards. The Panel did not recommend exemption and provided feedback on the design presented and recommended the owners meet the Heritage Design Standards.

Subsequently, the owners revised their design and submitted the following elevation for Council's approval in accordance with the Heritage Design Standards.

ST. JOHN'S



Public Consultation

Section 11(1)(e) of the Heritage By-Law requires public consultation for an application for a new development adjacent to a Heritage Building. As noted above, the proposed new development is located next to a designated Heritage Building.

The applicant also applied for a variance on the Building Height. The maximum Building Height in the R1 Zone for a Single Detached Dwelling is 8 metres. A 10% variance was requested resulting in a Building Height of 8.8 metres. The request for a variance was advertised at the same time as the proposed new dwelling.

Public consultation was carried out in accordance with the provisions of the Envision St. John's Development Regulations by way of a notice published in The Telegram on March 9, March 16, and March 23 with a deadline for comments on March 26, 2024. A notice was also published on the City's website.

The City received sixteen (16) submissions, including a submission from the property owners, the Georgestown Neighbourhood Association (GNA) and the NL Historic Trust. Concerns raised by residents are outlined below in italics. Staff commentary is provided for Council's consideration below.

Concern: Garage located in the front of the house

- *Houses built 100 years ago would not have a garage in the front of the house.*
- *Would be appropriate for a new build.*

- *The garage is a prominent feature, is not recessed and is contrary to the City's Heritage Design Standards.*
- *If the garage was permitted, then require the door colour match the house so that it blends more.*

Response: The Heritage Design Standards states "New developments may include a garage where, in the opinion of the Inspector, they are compatible with the building's architectural style. The Standards also note that the "Garage doors should not be the prominent feature on the building's façade facing a public street". The Standards continue to say that "where possible, the garage should be recessed from the building line." While the garage is not recessed, the proposed garage door occupies less than half of the first floor. The proposed door is also in line with a previous Council decision on garage door styles. There are three other nearby properties on Monkstown Road with garages facing the street. However, the other garages are considered less prominent than the one proposed for 34 Monkstown Road. See photos below.



11 Monkstown Road



21 Rennie's Mill Road (garage faces Monkstown Road)



38 Monkstown Road

Concern: Proposed building materials of vinyl siding, metal roof, steel entrance

- *The house should have wooden clapboard. Vinyl siding should not be allowed in this area.*
- *Wooden clapboard should be required since all adjacent buildings have clapboard on the same side and across the street, despite vinyl being permitted in Heritage Area 2.*
- *Due to the proximity to Heritage Area 1 and the cluster of designated Heritage Buildings this section of Monkstown Road, Heritage Area 1 standards should apply.*
- *Metal roof construction is not in keeping with other buildings on the street. Metal roofs should not be allowed.*
- *Steel entrance is not in keeping with other buildings*
- *The canopy over the door supported by metal rods is out of place with the neighbourhood.*

Response: The proposed materials of vinyl siding, vinyl windows and a metal shingled roof are all permitted in Heritage Area 2 provided the appearance replicates the building's period/architectural style. The vinyl siding would be the straight traditional style designed to replicate wood clapboard with a narrow exposure. Aside from the central window features, all the vinyl windows are single hung. The size of the windows shown on the elevation are not the correct proportion; the width of the windows need to be approximately half the height. The request to have the applicant install wooden clapboard was commonly expressed by residents and speaks to the overall understanding that this specific area of Monkstown Road should be located in Heritage Area 1, rather than Heritage Area 2. While Heritage Area 2 permits vinyl siding, there is nothing stopping anyone from installing wooden clapboard in Heritage Area 2.

Concern: Central window feature

- *This central window feature are not bay windows, which interrupts this shared characteristic of the adjacent houses.*
- *This diminished the heritage value of the streetscape.*

Response: This central window feature proposed is being considered under the Specialty Window section of the Heritage Design Standards, which states, "Specialty windows may be added where, in the opinion of the Inspector, they are compatible with period/architectural style of the streetscape." This window feature will be recessed three (3) feet from the front façade. This is not evident from the elevation but is shown on the floor plans for the house. Feedback provided by the Panel recommended the applicant lean into the heritage design features of the adjacent buildings on either side of the central window. If that was achieved, then the central window feature would be a nice bridge between the old and new architectural styles.

Concern: Window style and configuration

- *Style and configuration of the windows does not appear compatible with the period/architectural style of the streetscape nor are they in keeping with the building's architectural style and its attempted referred to heritage design.*
- *One of the architectural defining features for houses of this scale in this area are one and two story bay windows or bayed porches.*
- *The windows on the second floor are not the correct proportion.*

Response: As noted above, the exact size of the windows is not correct and will be reviewed at the building permit phase. Staff noted the presence of bay windows as a character defining feature of the adjacent buildings and recommended they be incorporated into the design. The intent of new buildings is that they reflect the rhythm of the street with respect to window and door openings. For reference, the buildings at 28, 30 and 36 Monkstown Road are shown below.



Buildings located at 30 and 28 Monkstown Road.



Heritage Building located at 36 Monkstown Road.

Concern: Proposed design does not meet resident expectations.

Response: The City's expectation is that new development meet the requirements outlined in the Heritage Design Standards. The New Buildings in the Heritage Area section of the Heritage Design Standards states that new buildings must be designed with a traditional form and the façade design shall respond to the development pattern of the historic street and the design of adjacent buildings.

Concern: Elevation is misleading as they do not make vinyl windows that large. The final product will not appear as shown.

Response: The elevation is not exactly to scale but does show enough detail to review. As noted above, certain features displayed, such as the single hung windows, are not the correct size and do not comply with the Heritage Design Standards. The intent of providing an elevation is to give the public and the City an idea of what the applicant is proposing and provide feedback based on what is submitted without being overly onerous on the applicant.

Concern: The loss of trees on and around this property due to this development.

Response: This is outside the scope of the heritage review. However, the applicant must follow the City's Landscape Development Policy which encourages the preservation of existing trees and shrubs wherever possible.

The Georgestown Neighbourhood Association (GNA) as well as the NL Historic Trust opposes the proposed design outlining many of the same concerns summarized above. All submissions are attached for Council's review.

One of the main themes that emerged from the public consultation is that more stringent standards should be applied to this property due to its proximity to Heritage Buildings, the historical streetscape and the nearby federally designated Rennie's Mill Road Historical District. The proposed façade design is submitted to Council for approval in accordance with the St. John's Heritage Design Standards outlined in Schedule D of the St. John's Heritage By-Law, with the following conditions:

- that the applicant consider using wooden cladding instead of vinyl;
- remove the garage completely, reduce the size or relocate the garage to make it less prominent; and
- include a single or double bay window as these are a character defining feature of the adjacent buildings.

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.

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

4. Alignment with Adopted Plans: St. John's Heritage By-Law and Envision St. John's Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Not applicable.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Consultation was completed in accordance with Envision St. John's Development Regulations.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

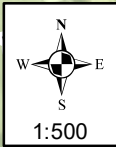
Recommendation:

That Council approve the façade design for 34 Monkstown Road, as proposed, in accordance with the St. John's Heritage Design Standards, with the following conditions:

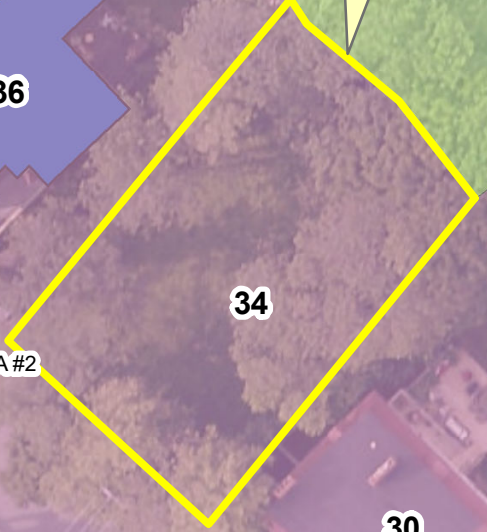
- that the applicant consider using wooden cladding instead of vinyl;
- remove the garage completely, reduce the size or relocate the garage to make it less prominent; and
- include a single or double bay window as they are a character defining feature of the adjacent buildings.

Further, that Council approve the request for a 10 percent variance to Building Height for a Single Detached Dwelling at 34 Monkstown Road, subject to the design for 34 Monkstown Road being approved.

Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage
Approved by: Jason Sinyard, P. Eng., MBA, Deputy City Manager, PERS



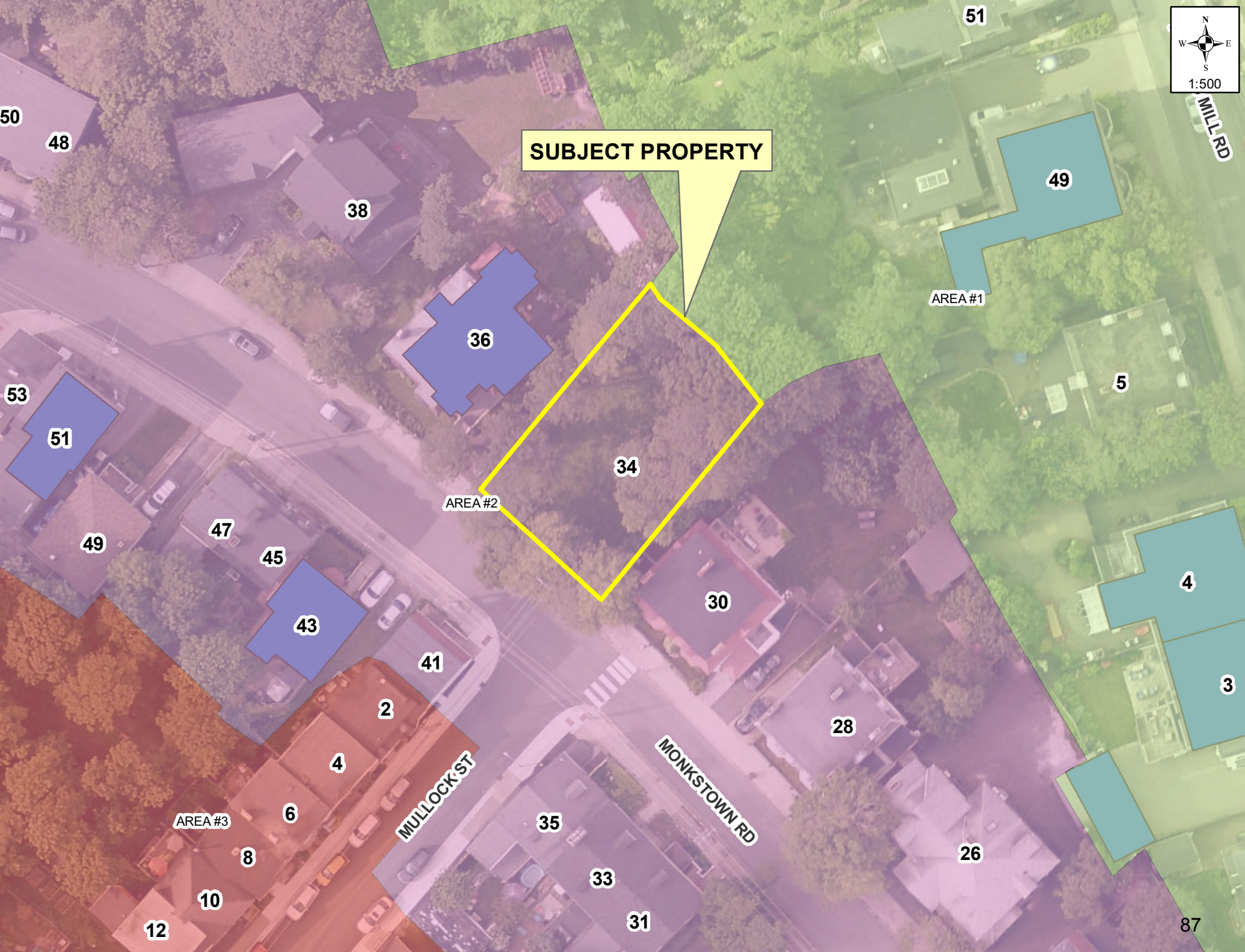
SUBJECT PROPERTY

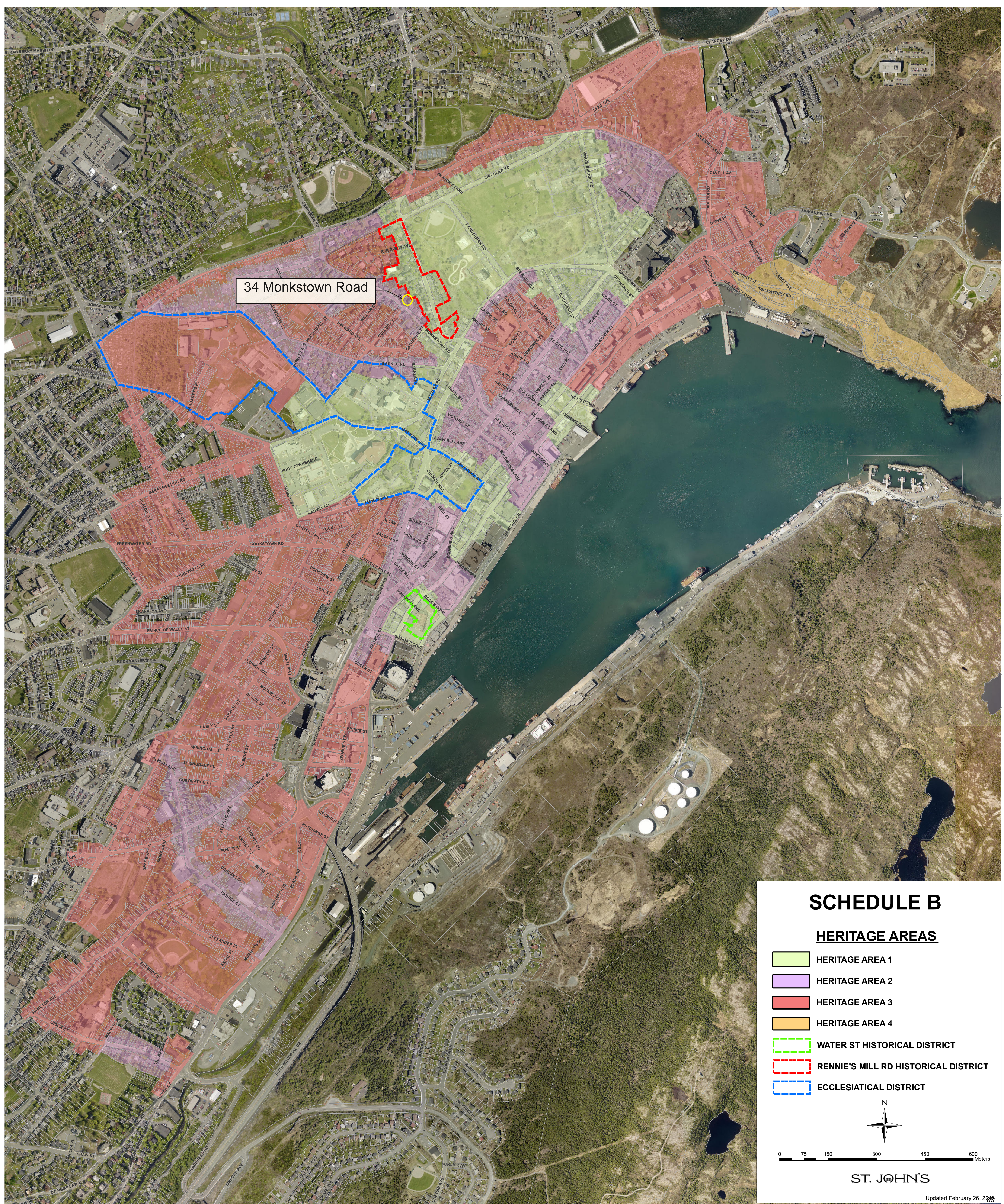


AREA #1

AREA #2

AREA #3



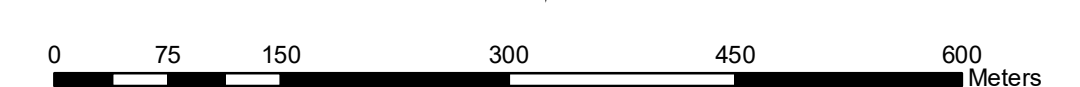
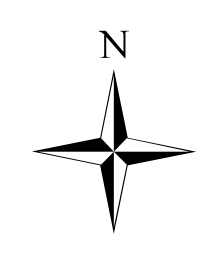


34 Monkstown Road

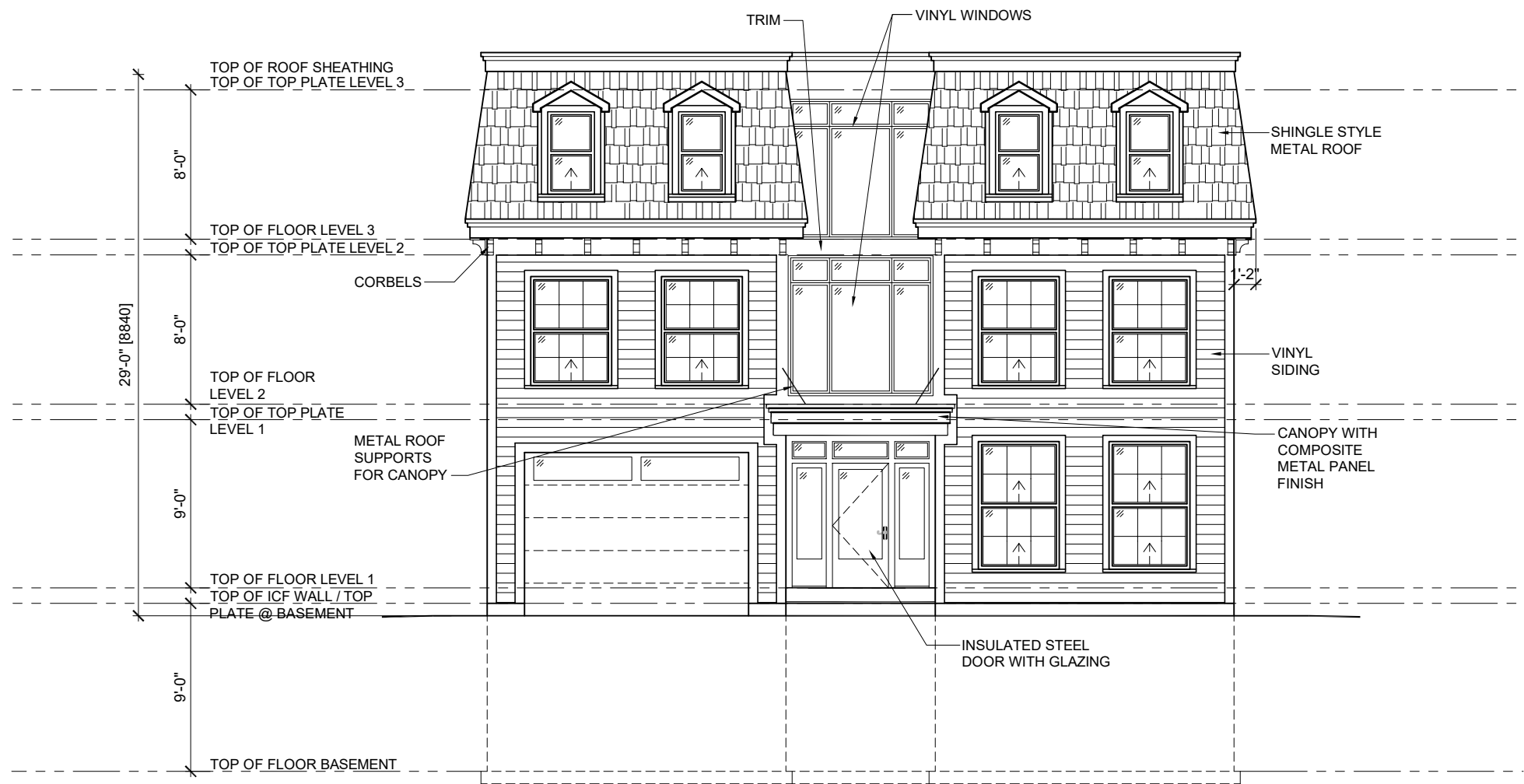
SCHEDULE B

HERITAGE AREAS

- HERITAGE AREA 1
- HERITAGE AREA 2
- HERITAGE AREA 3
- HERITAGE AREA 4
- WATER ST HISTORICAL DISTRICT
- RENNIE'S MILL RD HISTORICAL DISTRICT
- ECCLESIAICAL DISTRICT



ST. JOHN'S



NOTE:
FINISHED GRADE AND
STEPPING OF FOUNDATION
TO BE DETERMINED ON SITE
TO SUIT GRADING PLAN

- GENERAL NOTES:**
1. DO NOT SCALE DRAWINGS
 2. VERIFY WITH OWNER FOR WINDOW AND DOOR SIZE AND STYLE.
 3. EACH BEDROOM SHALL HAVE AT LEAST 1 WINDOW WITH UNOBSTRUCTED OPENING OF NOT LESS THAN 15" IN HEIGHT AND WIDTH AND 3.8ft² IN AREA IN AREA TO COMPLY WITH NBCC FOR EGRESS.
 4. PRE-MANUFACTURED ROOF TRUSS.

SHEET TITLE	FRONT ELEVATION
OWNER	[REDACTED]
DATE	Feb. 29, 2024
DRAWN BY	[REDACTED]
SCALE	1/8" = 1'-0"
SHEET NO.	SHEET 6 OF 11

ST. JOHN'S

Report of Built Heritage Experts Panel

January 31, 2024

12:00 p.m.

Virtual

Present: John Hancock, Architecture
Michelle Sullivan, Other
William Simms, Other
Brian Marler, Contractor
Megan Webb, Historian/Archival Expert

Regrets: Dawn Boutilier, Planner
Tyler Stapleton, Other

Staff: Ken O'Brien, Chief Municipal Planner
Lindsay Church, Planner III - Urban Design and Heritage
Kent Decker, Technical Advisor
Jennifer Squires, Legislative Assistant

Others: Elmo & Cathy Russell, Applicants

1. 34 Monkstown Road – New Dwelling

The Panel first reviewed an application for new construction in an infill lot on Monkstown Road. The property is adjacent to a designated heritage building and located in Heritage Area 2. The applicant has applied for an exemption to the Heritage Design Standards. Staff have met with the applicant to review designs and to recommend changes to assist with adherence to the Heritage Standards. While some concessions have been made regarding the size of trims and corner boards, other suggestions concerning the garage and windows have been ignored. The design is now coming to the BHEP for review and feedback.

Staff reminded the BHEP that the key for designing new buildings, especially those adjacent to Heritage Buildings, is to ensure the new design draws inspiration from the surrounding buildings and streetscape. In this instance, mansard roofs and hooded dormer windows are prominently featured. The applicant felt as though smaller dormer windows would impact the amount of light throughout the dwelling. Corbels, bay windows, and adjustments to the eave line were also suggested to make the proposed design adhere to the Heritage Standards.

The BHEP were then provided an opportunity to discuss the application. The garage was stated as an area of concern as it is a prominent feature of the design. The Standards indicate that should a garage door be considered; the feature should not be prominent and should be recessed from the front façade were possible. While there are several garages in the surrounding area, they are subsidiary to the main dwelling of the home or have heritage value. The proposed garage door also has a modern feel which would contrast with the heritage area.

The importance of the addition of dormer windows was then noted. The City is rapidly losing arched glass in its Heritage Districts. The addition of such windows would be worthwhile in terms of enhancing the historical look of the dwelling.

The applicants joined the meeting to discuss their design. The applicant noted the diversity of housing types found on Monkstown Road and that the design was an attempt to blend the new with the old. A variance for the height requirement of the building of 4 inches will be required once the design of the dwelling is finalized. The exemption will align the height of the dwelling with those adjacent to the property. The property owners referenced the heritage elements incorporated into the design which include the mansard roof, single hung windows, trims & corner boards. Changes had been made to the front entrance and garage to better adhere to the Heritage Standards. The modern centre window is 8 feet wide, and the Bluedrop building on Prescott Street was noted as a comparable example of the use of modern windows in a Heritage Area. The BHEP were then asked for feedback on the proposed design.

It was asked why the arched-glass dormer design on the rear elevation of the building was not replicated. The applicants did not like the appearance of the dormers on the front of the house and noted that the cost of arched windows was prohibitive. As the dormers would be smaller than the proposed windows, there were also concerns about the lighting of the

building. Changing the size of the windows would also affect the overall alignment of the windows on the front façade. The Technical Adviser noted that the recess of the mansard roof will create shadow, and a change to dormers that are flush with the façade of the building could address the issue of light in the upper floor.

Additional clarification was requested on the central windows of the dwelling. The applicant advised that the glass is inset and set back by approximately 3 feet from the façade of the home. There is also a porch roof supported by cables. The Chair advised that the drawing of the design is missing detail that would indicate the set back and shadow lines of the dwelling. The importance of incorporating the architecture of the adjacent properties and the streetscape was noted, particularly in regard to the windows in terms of scale and design. The proponent was also cautioned that the main form of the house currently felt subservient to the garage in the proposed design.

The proposed materials were then discussed. The glass panels are intended to be dark and recede into the shadow of the building. The materials selected by the proponent are intended to fit into the flow of the architectural style of the building while maintaining a modern feel. The Panel requested that additional information concerning the palette be provided should the application return for additional consideration. Overall, the Panel did not feel as though the design complied with the Heritage Standards and Staff advised that the feedback and commentary of the Panel would be provided to the applicant for consideration. At this point, the applicants left the meeting.

The Panel continued their discussion of the application. The Panel felt that the proposed roofline was too contemporary and commercial. The mansard roof has a modern design and does not look historic. Dormer windows would help unify the roofline and help with the incorporation of the dwelling into the surrounding streetscape. The prominent garage door feels like a warehouse and is not residential. The detail and design of the surrounding properties should be incorporated into the new construction. If a design should be exempt from the design standards, it should be an exceptional piece of architecture. The proposed design does not meet the threshold for design and therefore should meet the heritage requirements. There was also concern over setting a precedent for exemptions. The central window design may have been considered as an interesting modern feature if heritage characteristics had been more heavily reflected

in the proposed design. As it stands, the Panel would not recommend the proposed design for exemption.

The Panel further requested that instruction concerning the context of applications be provided to applicants going forward. Staff advised that once the design has been finalized the application will be advertised for comment in advance of any exemption requests moving forward to Council.

JOHN HANCOCK, CHAIR

To the Office of the City Clerk , City of St. John's;

We are writing to follow up on our continued efforts to seek approval for the construction of our new home at 34 Monkstown Road. Since submitting our initial plans on October 16th, 2023, we have diligently worked through multiple revisions, in efforts to align our design with the requirements and expectations of the Heritage Committee and now request that this house plan be considered for approval from the council members.

Monkstown Road boasts a diverse array of housing styles, ranging from bungalows to attached homes, with various roof designs and architectural features. Notably, only a small fraction (14%) of the residences on Monkstown Road currently adhere to the 2021 Heritage design standards, emphasizing the eclectic nature of the neighborhood.

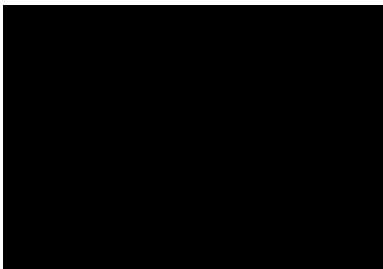
In our design, we conscientiously integrated heritage elements, including a mansard roof, heritage corner boards and trims and single hung windows. In addition, we strategically incorporated a garage into the design to mitigate street parking congestion, thereby enhancing the overall appeal and functionality of the property. This single car garage is not a prominent feature of the house and represents only 27% of the main floor area and 10.3% of the overall street frontage of the home.

The reason for the 8m variance is to be consistent in height with the adjacent homes. The homes on both sides are approximately 9.3m to 10m in height.

We firmly believe that our proposed design is harmonious with the character of the neighborhood and would serve as a complementary addition to the existing heritage houses.

Thank you for considering our request. We look forward to the opportunity to advance this exciting new addition to Monkstown Road.

Kind Regards,



Karen Chafe

From: [REDACTED]
Sent: Monday, March 25, 2024 8:20 PM
To: CityClerk
Cc: Maggie Burton; Ophelia Ravencroft
Subject: 34 Monkstown Road

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City Clerk:

Please find my recommendations on the above proposed infill project for 34 Monkstown Road.

The architectural character defining feature for houses of this scale, in this important historic neighbourhood, are one and two story bays or bayed porches. Please see the attached photos of the streetscape and the houses adjacent to the proposed new build that show this feature.

Therefore what is proposed is fine for Galway however it does not represent, as a new build, the sympathetic character defining feature of this historic street.

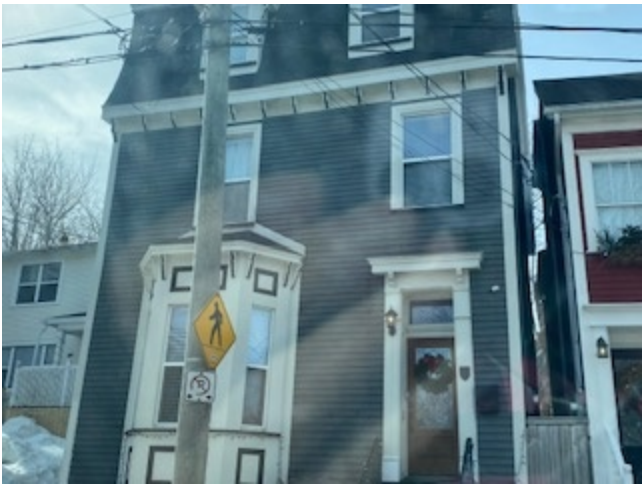
The proposed large architectural picture window that links the first and second floors of the proposed house is not sympathetic to this streetscape and diminishes its heritage values and the original architectural design of these homes.

As per your Act this proposed window feature also diminishes the representative architectural features of this street scape that you are suppose to be protecting.

Yes a modern build can be put on this lot and its materials will demonstrate it is modern but its design should not diminish the heritage value of the existing streetscape's character features.

Thank you for your consideration of this matter.

[REDACTED]



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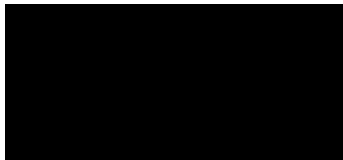
>
> Sent from my iPhone

Karen Chafe

From: [REDACTED]
Sent: Wednesday, March 13, 2024 12:37 PM
To: CityClerk
Subject: Comments on proposed design for 34 Monkstown Road

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To: Office of the City Clerk



Thank you for the opportunity to respond to this proposed development. I have several comments.

I am perplexed by the design, which seems to contain a mix of heritage and modern features. The result is strangely off-putting, perhaps not for a more suburban area, but in the context of the lovely old homes on Monkstown Road it seems sorely out-of-place. I am referring here to the front-facing garage, the vinyl siding, and the large vinyl windows in the centre of the house. There also seems to be a canopy supported by metal rods over the front door, which also seems at odds with the neighbourhood.

Given that this is the last lot open for a new build in this area, I would much prefer that the construction add to, and not detract from the heritage homes on either side of the proposed development. I have lived in this neighbourhood for over [REDACTED], and walk or drive past this lot most days, and I sincerely hope that the new house at 34 Monkstown will meet with all the City's Heritage Area Design Standards.

In closing, I would rather the house had a good contemporary or modern design, rather than the current mix of bewildering features, and I hope this design will not be approved as is.

Sincerely,



Karen Chafe

From: [REDACTED]
Sent: Saturday, March 9, 2024 9:15 PM
To: CityClerk
Subject: 34 monkstown road

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Hello,

I'd like to give my thoughts on this property.

It is a poor substitute for a heritage home. Homes 100 years ago would not have a garage in the front of the house, especially one with a garage door that looks like it belongs on a brand new build.

Also, vinyl siding? This house is going to cost the owners >1.5 million dollars, they can certainly afford traditional wooden siding.

I think the city should be working hard to maintain the character of downtown St. John's. This house does not meet my expectations, i hope the city agrees.

kind regards,

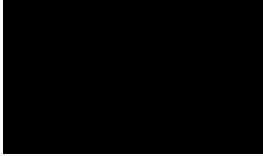
Karen Chafe

From: [REDACTED]
Sent: Thursday, March 7, 2024 9:05 PM
To: CityClerk
Subject: Application 34 Monkstown Road

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City Clerk, this new building is on a prominent piece of land in an area of Monkstown Road that has a well-maintained streetscape. I am concerned with the use of vinyl siding, metal roof and steel entrance for this new construction which is not in keeping with most of the other buildings on the street.

Thank you.



Karen Chafe

From: [REDACTED]
Sent: Friday, March 8, 2024 12:17 PM
To: CityClerk
Subject: Monkstown Road house proposal

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Hello -- For one, vinyl siding should be an absolute no-go for heritage zones. Full stop. As well, the elevations shown do not seem possible for vinyl window construction. Vinyl windows are not constructed that large and would have enormous mouldings, and therefore look nothing like what is pictured. The windows are shown as being about two inches from the floor. Compare them to the size of the door. It's impossible. Which means the final product won't look anything like is pictured, as usual. How are we to have any real influence what is actually ends up on the site? The drawings need to be better and realistic so residents can assess it properly. Metal roofs should not be permitted in a heritage zone. Other people in less strict heritage zones have not been permitted to use certain materials, such as metal shingles instead of asphalt, yet you are going to allow vinyl siding? The City has a major issue with inconsistent decision-making. How is a garage door taking up half of the ground floor keeping in line with heritage homes? And a glass infill? When it comes to infill buildings, I believe it's better to allow people to build a contemporary style house rather than ape what they -- or the City -- thinks "looks" heritage. All that results in is a gross mockery of historical design, meaning rarely aesthetically sympathetic additions to the neighbourhood. Thank you.

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Monday, March 18, 2024 10:12 PM
To: CityClerk
Subject: 34 Monkstown Road

[REDACTED]

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Two comments on the proposed build.

It would be nice to see clapboard on the exterior rather than vinyl, as that is more in keeping with heritage construction.

Secondly, [REDACTED] it would be nice to see the rear proposed elevation etc.

[REDACTED]



Mayor Danny Breen, Deputy Mayor Sheilagh O’Leary and members of the Council of the City of St. John’s

March 26, 2024

The Board of the Georgestown Neighbourhood Association (GNA) is aware of a number of concerns from area residents about the proposed structure at 34 Monkstown Road. These include matters such as the use of vinyl siding and windows, inappropriate window proportions, the prominent garage, an entry canopy more similar to a commercial design than to a residential one, and the glass interruption to the mansard roof.

The Board does not suggest this house should be an imitation heritage building. We do suggest it be designed so that it shows thoughtful consideration of neighbouring building styles and histories. At a very minimum, this would require modifications to the garage (or its elimination altogether), to the window designs and materials, to siding and trim materials, and to the glassed-in break in the roofline.

Of overwhelming concern, however, is the fact that allowing this house to be built as currently designed is harmful to the streetscape and neighbourhood in which it sits. Georgestown is an area with an abundance of heritage structures, both institutional and residential. The age of the structures ranges from mid-1800’s to very recent; their original place in the social structure of the city from the homes of the very poor to those of the very rich. The diversity of the neighborhood’s housing stock is in part responsible for, and is reflected in, the diversity of its social structure.

In other words, Georgestown’s heritage is part and parcel of what makes it such a successful neighbourhood. The Board of the GNA feels strongly that this heritage must be protected.

Unfortunately, it is protected very poorly. In this instance, we do not need to point to regulations which permit the demolition of heritage structures, but which sometimes throw up disincentives for their restoration and renewal. Rather, we point to the ways in which giving approval to significant design features which clearly conflict with heritage values weakens, by providing precedence, the protection of all other parts of the neighbourhood.

The Board urges the City to uphold the integrity of its heritage regulations by not allowing these design features.

The Board is also concerned with the fate of the many large trees on this property. Not only are these trees a part of the heritage quality of the neighbourhood, they contribute to

clinically established physical and mental health benefits and, if only in a small way, to environmental quality overall.

The Board of the GNA therefore also urges the City to require the developers to adequately protect these trees during and after construction.

Thank you for your consideration of these comments.

Submitted on behalf of the Board of the Georgestown Neighbourhood Association

Elizabeth Oliver
Vice-Chair (Advocacy)
Georgestown Neighbourhood Association

Karen Chafe

From: [REDACTED]
Sent: Wednesday, March 13, 2024 10:14 AM
To: CityClerk
Subject: Re: Application for 34 Monkstown Road Residence.

[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.

Hi Folks,

I'm writing to you concerning the information we received regarding a residence proposed for 34 Monkstown Road.

I'd like to address one of the applicant's stipulations as per the drawings submitted for approval. Although I'm aware that this residence will be in an area zoned Heritage 2 which does not stipulate that Heritage style wooden clapboard must be used thus allowing for vinyl cladding of the exterior I would like to point out that all adjacent buildings, both on its side of the road, across the street, as well as up Mullock street, have wooden clapboard on their residences. Admittedly there are a few clapboarded residences in the vicinity; however, these houses visibly differ from the traditional heritage style of the majority of the homes and the more that vinyl is allowed into this area the more this style is diminished. Also, very often, when people move into the Georgetown area and do renovations they renovate and return their home to a semblance of its original heritage feel. That practice has made Georgetown one of the most popular and attractive areas for younger families. [REDACTED] on this street that fact alone has resulted in a new vibrancy and communal feeling to the whole neighbourhood.

As an example: a new building recently approved for Maxse Street was approved with wooden clapboard which, due to its proximity to all the heritage properties on that street, does not detract from the ambience created by its adjacent properties.

I would suggest that despite the lack of a stipulation in the 'rules' for Heritage 2 properties this new building should take into account that its construction violates the unwritten code that the majority of properties adjacent to it, and in Georgetown proper, uphold. On that basis I would like to register an objection to the proposed use of vinyl on a house in an area where others take the heritage of the area as an important aesthetic and cultural given.

Please bring my concerns to the relevant authorities and to the proposed applicant. I do hope in the spirit of goodwill and respect they will consider adjusting their expectations as to how their resident will fit into the existing heritage area.

Regards,

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Sunday, March 24, 2024 9:41 PM
To: CityClerk
Subject: Comments re 34 Monkstown Road application

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.

To whom it may concern:

Please, for the love of God, do not allow vinyl siding in a core heritage area!

I am also concerned about the tree loss.

Beyond these core concerns, I support all recommendations of Heritage NL guidelines and would hope to see their enforcement.

Regards,

[REDACTED]

March 26, 2024

Re: 34 Monkstown Rd: Proposed Single Detached Dwelling

I am writing to register some concerns about this proposal.

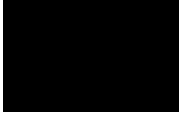
1. This dwelling is next to a Designated Heritage home; is within a cluster of designated Heritage homes on Monkstown Rd ; and is only a couple of houses distant from Heritage Area 1. Given its position I would hope that Heritage Area 1 guidelines (to which all the houses in that cluster conform) could be applied. And that indeed it would be desirable if the overall look of the new dwelling might reflect the overall look of other large homes in St John's that have mansard roofs.
2. Matters that are of particular concern, are a) the use of vinyl siding, b) windows with the faux small panes of glass, and c) the garage door.

A: There is no way that you can mistake vinyl siding for wood. It speaks of the 20th century, not of the era that the heritage area houses were built in. And, as Council cannot dictate colour the neighbourhood will be stuck with whatever colour the owner chooses for decades. That could be orange!

b) Those make-believe small panes of glass do nothing to enhance the feeling of a heritage home either. Perhaps the designer could choose from planer versions of windows seen around the neighbourhood and which would complement the ones that are proposed for the mansard roof.

c) Again, nothing speaks to the 20th/ 21st century like a big garage door. I appreciate that an owner of a house of this size is not going to want to bother with street parking; however , if Council could insist that the door colour match the house it would help.
3. I do not have a sense of how close the house is to the property line; however, if it is going to be granted a variance for height, the impact runoff from the roof might be of concern to the heritage property next door.
4. I presume the house will be set back form the sidewalk the same distance as the others on that side of the street. I don't need to tell Council what navigating those sidewalks is like in the winter with all the snow that inevitably has to be dealt with.
5. Not directly related to the house, but it would be a good thing if the positioning of the cross walk at Monkstown and Mullock could be taken into account with respect to that garage door. Right now when I stand on the sidewalk by the cross walk I cannot really be seen by the traffic coming from Rawlins Cross as I am hidden by the pole. If you add the opening door of the proposed garage with the driver likely looking in the opposite direction for oncoming traffic, it will pose more challenges.

As ever, thank-you for considering my concerns.



Karen Chafe

From: [REDACTED]
Sent: Friday, March 15, 2024 2:30 PM
To: CityClerk; Planning; Ken O'Brien; Lindsay Church; Ann-Marie Cashin
Subject: Comments and Concerns re: Application for 34 Monkstown Road.

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To: The Office of the City Clerk

RE: Application 34 Monkstown Road

To Whom it May Concern,

I am writing about the above-mentioned application for new construction at 34 Monkstown Road, in historic Georgetown. I am the owner of [REDACTED] Monkstown Road, a designated and award-winning Heritage Building, where I have lived since [REDACTED], and which [REDACTED] the long-empty lot where the proposed building would be constructed.

There has never been a residence on the land now described as #34, and while I welcome growth in the downtown and the resilience in neighbourhoods that newcomers often bring, I confess I was hopeful that new construction there would strengthen the heritage character of this neighbourhood, not weaken it. The proposed building sits between two remarkable examples of heritage architecture in the city – one a designated house which won the Southcott Award for its exterior restorations and the other, an original Southcott house. Any new construction sitting between two such buildings will have a direct impact on the streetscape and on the economic value of the heritage houses around it. It will also, I fear, set a precedent which might enhance and endorse the city's commitment to its historic character, or might render it merely token.

[REDACTED] heritage house in the row [REDACTED] at Rawlins Cross and heading towards Empire Avenue. These are "the grand old houses" of Monkstown Road and with those on Rennie's Mill Road, Circular Road and Kingsbridge Road, are some of the finest old houses in the city. [REDACTED] house would be "cut off" and separated from its heritage neighbours by #34 and I therefore have a special concern about the impact of new construction [REDACTED] property value as well as on the look and feel of this wonderful historic neighbourhood.

The proposed new construction concerns me for several reasons, the first being the central window features that run centrally up the building above the front entranceway.

These do not appear in the drawing to be traditional bay windows and interrupt the historic window treatments represented in the streetscape. If you walk Monkstown Road from Rawlin's Cross towards Circular Road, I think you will find traditional bay windows on every house on that side of the road until #38. The

proposed central window treatment interrupts this shared characteristic of the large houses of Monkstown Road, but also does not, in my opinion, aesthetically enhance the proposed design in any way. In short, the style and configuration of these windows does not appear compatible with the period/architectural style of the streetscape nor are they in keeping with the building's architectural style and its attempted references to heritage design.

This is also true of the garage door, which frankly, would fit nicely on a new home in a subdivision. There are few garages like this in this neighbourhood. Rather, what garage doors there are, are not prominent features on the building's façade facing a public street. The proposed garage door is not recessed, takes up a substantial portion of the front of the house, and is completely out of sympathy with heritage design aesthetics. This door does not belong on a house that will sit between two authentic historic homes in a part of the city that remains one of its most desirable neighbourhoods precisely because of its heritage character. Further, it is in opposition to the City's own Heritage Area Design Standards which state, "Garage doors should not be the prominent feature on the building's façade facing a public street and/or publicly maintained space. Where possible, the garage should be recessed from the building line."

[https://apps.stjohns.ca/ByLaws.nsf/995a56b8b42e4f3ea3257a7f003e3a85/18e01e2c4bc02709a32587730046882d/\\$FILE/SCEDULE%20D%20-%20Heritage%20Area%20Design%20Standards%20-%20amended%20June%202013,%202022.pdf.7](https://apps.stjohns.ca/ByLaws.nsf/995a56b8b42e4f3ea3257a7f003e3a85/18e01e2c4bc02709a32587730046882d/$FILE/SCEDULE%20D%20-%20Heritage%20Area%20Design%20Standards%20-%20amended%20June%202013,%202022.pdf.7)

Further, even though it might be "allowed" in new construction in Heritage Area 2, I object strongly to the proposed vinyl siding (and windows) in the application. Aside from the environmental impacts of all plastics in our world, I am not convinced we are fully aware of the long-term impacts of vinyl siding and other products used in building. In Georgestown we are still "suffering" from the consequences of lead paints and other toxic materials in the soil used in old houses in the area. This forces most of us to grow our edibles in above-ground raised beds. I suggest we try to think further down the road than we normally do and use materials that we know will decay and fold themselves back into the ground without harm.


It is hard to tell from the drawing, but the facing boards on the house look quite narrow, as is often the case with vinyl siding, and detracts from the heritage proportions of facing boards on the houses on either side, and indeed throughout the neighbourhood. (p.2 Heritage Design Standards- "Corner boards, frieze boards and water table trim shall have a wide trim.")

If the proposed façade incorporated traditional proportions, it would be more acceptable, although the problems with proportions are not exclusive to the facing/corner boards and extends to the second floor windows which are too short for their width. (p.3 Heritage Design Standards- "The width of windows to be approximately half the height").

Finally in the matter of proportions, I can see nothing in the drawing that justifies the requested variance to the height regulation. At 8m, the house is already tall and surely, working with siting and floor-to-floor proportions can be brought to life without a variance.


The bank or hotel-like canopy over the front door is also out of context, especially using metal rod supports rather than brackets or posts that would be in conversation with other neighbourhood architecture.

Finally, I have a safety concern about the trees that border our shared property line. The roots of these trees will undoubtedly be severely damaged by excavation next door, and I am concerned about damaged trees falling [REDACTED]. During Hurricane Ivan, [REDACTED] precisely because the neighbours there had damaged its roots while excavating for a driveway curb. [REDACTED]

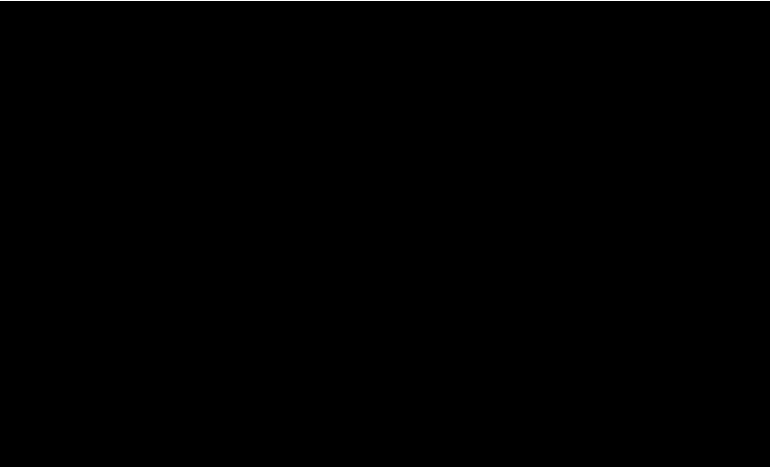


I love the trees in this neighbourhood and am not at all happy for them to become a source of anxiety in the ever-more-common high winds we experience in the city. However, experience dictates that safety and potential property damage are an issue as this new construction proceeds.

In closing, let me say that I am not at all against good contemporary design, and its ability, when sensitive to its surroundings, to step into exciting conversation with older buildings. This design, however, is neither part of a respectful engagement with the historical context, nor a contemporary design in dialogue between the old and the new. Rather it seems a sad hybrid – quoting some of the elements of heritage architecture that make this part of the city so exceptional – but missing, in its mimicry, the fundamental character of the neighbourhood.

I request that city council and the planning department ask the proponent to make material and design changes that would address these concerns and thus preserve the character of the architecture that they have asked me to steward through their designation of  Monkstown Road as a Historic Building.

Sincerely and with respect,



Karen Chafe

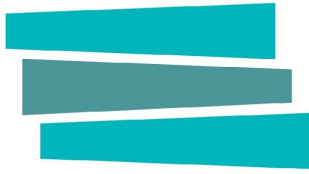
From: [REDACTED]
Sent: Friday, March 15, 2024 8:11 AM
To: CityClerk
Subject: 34 Monkstown Road

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I am writing to support the variance on the building height for this location. As the site slopes away from the road, this change will not have any negative impact on the view from the street. Congratulations to the owner/developer for building a beautiful historical-style home that will blend into the Heritage District. Also the provision for off-street parking is appreciated.

As a long time resident of the area, I thank you for the opportunity to comment.

[REDACTED]



March 26, 2024

To: Honourable Mayor Danny Breen, Deputy Mayor Sheilagh O’Leary, and members of the St. John’s City Council

This letter is in response to the proposal for an infill development at 34 Monkstown Rd, in St. John’s Heritage Area 2. The building, as proposed, would be acceptable almost anywhere else in the city, but the design as it currently stands is, unfortunately, a poor fit for our dwindling heritage areas and should not be permitted to move forward without modifications.

Some quick statements of context may be useful:

- St. John’s stock of heritage buildings is small and getting smaller.
- The allowance of vinyl siding was perhaps well-intentioned once upon a time as a way to ward off gentrification of the downtown, but is now being **exploited as a loophole by wealthy homeowners and developers** to save money or to make more money from a sale.
- Standards for restoration and new construction are *in desperate need of updating* to avoid this backwards slide.

Homeowners who purchase in a Heritage Area do so with the awareness that buildings in this historic part of the city come with certain regulations and restrictions. Indeed, whether they realise it or not, the architecture of the historic downtown is likely what leads them to move here. Anyone familiar with high quality historic districts in Quebec City, Montreal, Nova Scotia, various cities and villages in Italy or the U.K., has seen with their own eyes how effective the standards have been in preserving these unique places – while keeping them alive and vibrant.

One of our major obstacles is that Heritage Area 2 is rapidly becoming covered in vinyl, *undermining the integrity of the historic streetscape*. This, of course, costs all of us, as citizens, and business owners who depend on the standards of heritage areas to uphold a cohesive, attractive, streetscape – in other words, to keep this asset in good condition.

The Newfoundland and Labrador Historic Trust is dedicated to the preservation of the province’s buildings and landscapes and their importance to communities.

Luckily there is action that council can take to begin repairing the damage, by postponing this application for now, until modifications are made, and then working to bring our lagging Heritage Areas up to the standards of Heritage Area 1.

Ironically, today we're discussing a new build. That's because how we go about new development in a heritage district is just as important as maintaining standards for existing buildings.

Although if you were to squint at the sketch of the proposal from a distance, it appears to echo some of the details of a hundred-year-old heritage home, anyone with knowledge of what actually makes our historic buildings tick can instantly spot the difference. In brief: the second-floor windows are too wide and squat; the garage belongs in the suburbs; the "curtain wall" windows in the centre lack context; the vinyl siding and vinyl windows are **fake heritage and not the real thing**.

Council may be surprised to learn that the board of the Historic Trust would **actually prefer a contemporary design**. One that – to quote the [Jan. 31 minutes](#) of the city's Built Heritage Experts Panel– represents an "exceptional" piece of architecture. Ironically again, this site was once offered as a package deal with just such a design, one that meets exactly that criteria, by noted Newfoundland and Labrador architect Beaton Sheppard (see image attached). Why would we prefer an excellent, but contemporary design? Because accurately replicating a heritage building is rarely done well, and when a thoughtful, vernacular design emerges, based on our climate and history, it's a beautiful addition to a historic streetscape that represents our own time and place, and will live on.

The Beaton Sheppard design takes care of many of the heritage community's complaints:

- The garage is moved to the rear of the property to echo its neighbours,
- It's built with clapboard (though in a modern style with mitred corners), and
- It echoes neighbouring designs with a handsome mansard-style roof, while remaining distinctly modern.
- It does not pretend to be something it is not.

The Trust also notes that the applicant has requested a height increase. What are citizens receiving in return for this request? At the least, these minor design requests should be met. We're in the midst of a housing crisis. Let's not pretend this is a nonprofit asking for permission to design an apartment building. Every sign so far

The Newfoundland and Labrador Historic Trust is dedicated to the preservation of the province's buildings and landscapes and their importance to communities.

indicates this is a single-family mansion, with costs nearing or exceeding a million dollars. We'd be much more sympathetic if the design was a credit to this heritage district.

34 Monkstown is indeed **surrounded by some of the best heritage buildings the province has to offer**. Harris cottage across the street, one of the oldest buildings in the province; 36 Monkstown, an elaborate, beautiful residence that's long been a registered heritage property; 30 Monkstown and 28 Monkstown, both belonged to the Southcott family, the designers and builders responsible for the look and feel of the downtown core as it appears today, the people who popularized the mansard roof as the dominant feature of downtown homes. This is just a list of immediate neighbours. It's also one block away from the Rennies Mill Road National Historic District.

From the minutes of the BHEP meeting, the applicants appear reluctant to budge on these complaints. The Trust would note that the heritage community needs willing partners in this enterprise. As members of council, you are stewards of a small and fragile heritage areas. You have the power to guide their future.

We are available at your convenience to discuss this application, and the bigger issue of how we move forward to improve the current situation for design standards in the city's heritage areas, bringing them in line with Heritage Area 1.

Kind Regards,

Board of Directors
Newfoundland and Labrador Historic Trust

The Newfoundland and Labrador Historic Trust is dedicated to the preservation of the province's buildings and landscapes and their importance to communities.

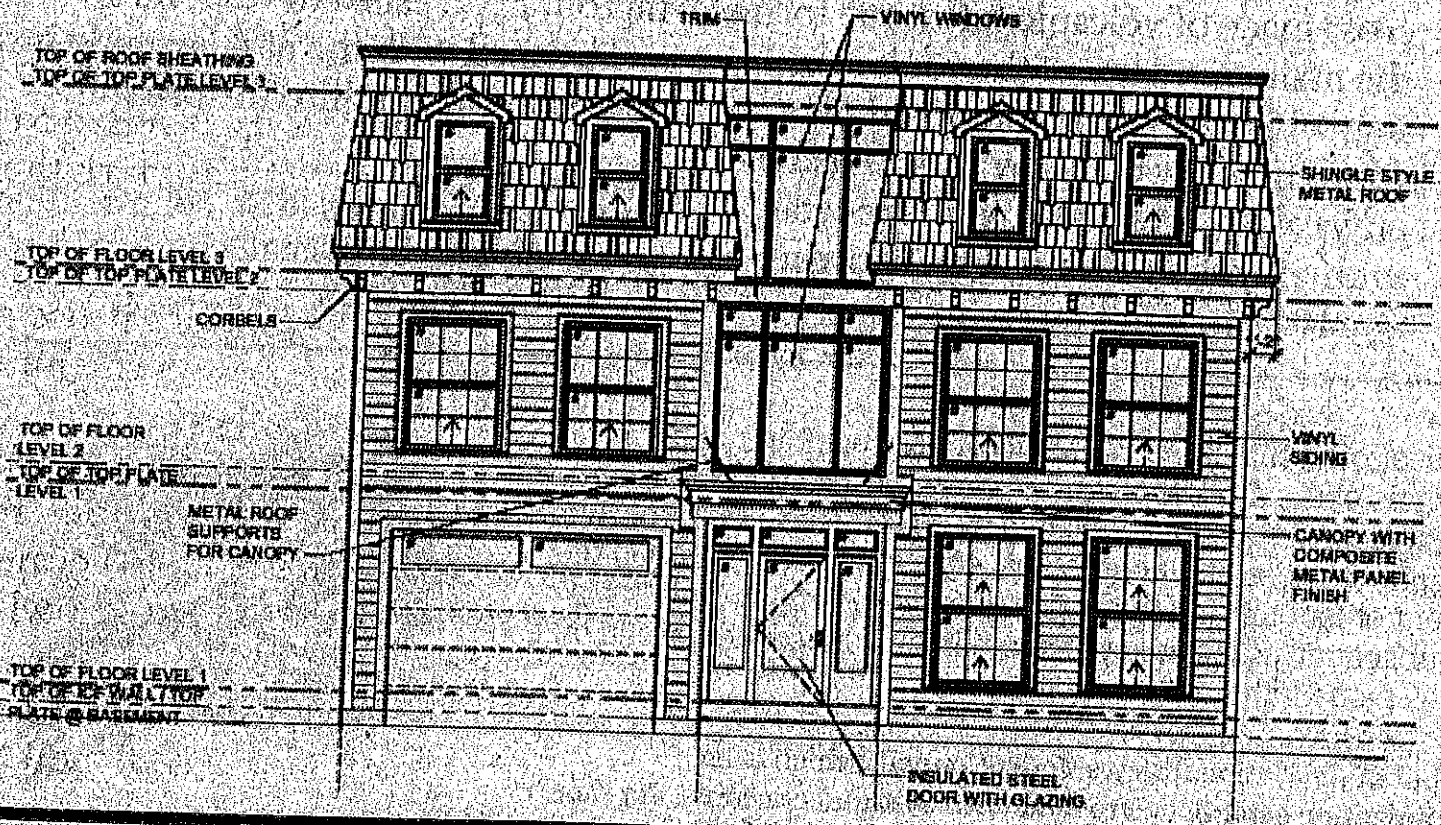




34 MONKSTOWN

Application is for a Single Detached Dwelling at 34 Monkstown Road, which is located adjacent to a designated Heritage Building in Heritage Area 2. Section 11(1)(e) of the St. John's Heritage By-Law requires public consultation for an application for a new development located next to a Heritage Building. The City is considering the proposed building design shown below in accordance with the Heritage Design Standards for new buildings in a Heritage Area. The applicant is also requesting consideration for the approval of a variance on the Building Height. The maximum height requirement in the Residential 1 (R1) Zone for a Single Detached Dwelling is 8m. A 10% variance is requested which will result in a Dwelling Building Height of 8.8m. Section 7.4 of the Envision St. John's Development Regulations can allow Council to grant a Variance from the applicable requirements to a maximum of 10%.

Comment by: 9:30 a.m. Tuesday, March 26, 2024. Council decision date: April 16, 2024.



Karen Chafe

From: [REDACTED]
Sent: Saturday, March 9, 2024 8:42 AM
To: CityClerk
Subject: 34 Monkstown Road

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Hello

Providing comment on the development proposal for 34 Monkstown Road:

Primary concern is that of the proposed use of vinyl siding in a heritage area of the city. Please note my stated request for the mandatory use wood siding in this area.

Secondary concern is the frontage of a garage, which does not appear in line with the age/ era of the majority of the houses in this neighbourhood. The use of a behind house garage, or separated garage located behind the house, such as with a carriage house, is stated.

Please note the maintenance of the building height remaining within code (restricting the additional building height variance request) is stated.

We should be acting to preserve the true heritage and building designs of our city such that we continue to attract visitors, and to remain align with our own building heritage and culture. Residents are hopeful that City Counsel will act in the best interest in the preservation and history of our city through the implementation of stricter building codes.

Any individual building in this neighbourhood, with a home of this size, has the means to place additional cost into the home to align with our heritage expectations. Otherwise, building in other neighbourhoods within our city is an option.

[REDACTED]

Karen Chafe

From: [REDACTED]
Sent: Sunday, March 17, 2024 10:38 AM
To: CityClerk
Subject: 34 Monkstown rd

[REDACTED]

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> In keeping with the neighborhood historical style should not at least the front wall siding seen from the street be clapboard?
>
> Thanks, [REDACTED]

DECISION/DIRECTION NOTE

Title: Security Enterprise Agreement Cisco XDR Premier

Date Prepared: April 23, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: N/A

Decision/Direction Required: Council approval to enter into a Security Enterprise Agreement for the Cisco XDR Premier product.

Discussion – Background and Current Status:

The City of St. John’s strives to have robust Cyber Security processes in place to ensure the confidentiality, integrity, and availability of its digital information. While Corporate Information Services has several cyber security internal controls in place, we need to continue to assess and implement new solutions to prevent and mitigate cyber threats and attacks.

Over the past couple of years there has been an increase in the number of threats and actual attacks against municipal governments. These attacks have ended up costing millions of dollars in remediation costs as well as disrupted services.

Cisco XDR (extended detection and response) collects and automatically correlates data across multiple security layers – email, endpoint, server, cloud workload, and network. This allows for faster detection of threats and improved investigation and response times through security analysis. It will also allow for 24/7/365 monitoring with automated response and recovery as well as emergency response to Cyber Incidents, which can include triage, coordination, investigation (such as analysis and forensics), containment, and guidance for remediation.

Key Considerations/Implications:

1. Budget/Financial Implications: Three-year contract for the Cisco XDR Premier service would be \$589,048.07 (including taxes) and will be funded from existing approved monies.
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions:



A Sustainable City: Be financially responsible and accountable.

Choose an item.

4. Alignment with Adopted Plans: N/A
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: Will allow the City to better protect its digital information.
7. Privacy Implications: Will allow the City to better protect its digital information.
8. Engagement and Communications Considerations: Corporate Information Services will work with Communications to advise staff of any impacts from the implementation of the Cisco XDR solution.
9. Human Resource Implications: N/A
10. Procurement Implications: Will acquire under the existing Cisco Standing offer.
11. Information Technology Implications: Will allow for a more effective cyber security program.
12. Other Implications: N/A

Recommendation:

That Council approve the purchase of the Cisco XDR Premier cyber security solution in the amount of \$589,048.07 (including HST) to cover a three-year term from OnX Enterprise Solutions, the current Cisco standing offer vendor of record.

Prepared by: Keith Barrett

Approved by: Derek Coffey

Report Approval Details

Document Title:	Security Enterprise Agreement Cisco XDR Premier.docx
Attachments:	
Final Approval Date:	Apr 10, 2024

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

Derek Coffey - Apr 10, 2024 - 10:22 AM

DECISION/DIRECTION NOTE

Title:	Accessible Parking Working Group
Date Prepared:	April 16, 2024
Report To:	Committee of the Whole
Councillor and Role:	Councillor Ophelia Ravencroft, Inclusion Advisory Committee
Ward:	N/A

Decision/Direction Required:

To create a workplan to improve accessible on street parking based on recommendations from the Accessible Parking Working Group and the Inclusion Advisory Committee.

Discussion – Background and Current Status:

The Inclusion Advisory Committee [recommended](#) the development of an Accessible Parking Working Group to address accessible parking issues raised by a member of the public. A Working Group, consisting of the following members with lived and/or professional experience and City staff was established in June of 2023. Members include:

- Nancy Reid, Coalition of Persons with Disabilities
- Kathy Hawkins, Empower NL
- Lisa Zigler, Public Representative
- Paul Walsh, Autism Society of Newfoundland and Labrador
- Jane Simmons, Public Representative
- Dan Reagan, Public Representative
- Trisha Rose, Accessibility and Inclusion Facilitator, City of St. John's
- Mary Beth Delaney, Supervisor of Parking Services, City of St. John's
- Steve Fagan, Supervisor of Traffic Analysis, City of St. John's

An initial meeting of the Working Group was held on June 20th, 2023, and an update was provided to the Inclusion Advisory Committee at its October 2023 meeting. Meeting minutes are attached and summarized below.

The Working Group identified that on-street accessible parking challenges generally include: the quantity; location in proximity to amenities; curb and sidewalk conditions; safety concern with drivers transferring into mobility devices in the street; spaces that are not on a level surface; proximity to curb cuts; safety concerns with brick pavers; signage condition and visibility; lack of public awareness about accessible parking usage; and a lack of enforcement.

The Working Group identified efforts in creating accessible parking that are appreciated, which include: the availability of accessible parking along Water Street; signage conditions; maintaining the small, narrow streets; the addition of extra, temporary accessible parking spaces during City events; the addition of new accessible parking spaces when streets are upgraded; and the accessible parking spaces directly outside City Hall.

Recommendations to improve accessible on street parking include:

1. Create a map of permanent accessible on street parking locations.
2. When adding temporary accessible parking spaces for a City event, ensure the locations are communicated with event information.
3. Improve how information about accessible parking is communicated on the City's website.
4. Allocate accessible parking spaces based on traffic volume and demand, where possible.
5. Ensure accessible parking spaces are located near curb cuts.
6. Make accessible parking spaces a snow clearing priority.
7. Improve awareness by having parking officers issue an educational pamphlet to those ticketed.
8. Add fine amounts on or near accessible parking signage.
9. Investigate a photo reporting process to report accessible parking misuse

The IAC agreed with the recommendations of the Working Group outlined above and recommended that staff also investigate the following:

10. Create accessible parking public awareness resources in collaboration with Service NL and disability advocacy organizations
11. Add additional signage near accessible parking spaces identifying that individuals with visible and invisible disabilities may have accessible parking permits and need for accessible parking spaces

Key Considerations/Implications:

1. Budget/Financial Implications: As recommendations are explored any costs falling outside of existing budgets will be brought forward to Council for approval.
2. Partners or Other Stakeholders:
 - a. Inclusion Advisory Committee and Accessible Parking Working Group
 - b. Planning, Engineering and Regulatory Services
 - c. Access St. John's
 - d. RNC
 - e. Service NL
 - f. Communications Division
 - g. Organizational Performance and Strategy
 - h. Legal Department

3. Alignment with Strategic Directions:

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

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

4. Alignment with Adopted Plans:

- a. Healthy City Strategy
- b. Accessibility Plan

5. Accessibility and Inclusion: The goals of this Working Group are developed based on recommendations from the Inclusion Advisory Committee and in collaboration with individuals who are accessible parking permit holders and/or professionals who support individuals requiring accessible parking. This group is led by the City's Accessibility and Inclusion Facilitator.

6. Legal or Policy Implications: As recommendations are explored, the Legal Department will be consulted, where necessary.

7. Privacy Implications: N/A

8. Engagement and Communications Considerations: Communications and Engagement Staff will need to be consulted for the public awareness goal.

Recommendations for engaging with the public include: ensuring any format used is accessible and inclusive; determining if awareness work can be done in collaboration with Service NL; ensuring transparency; working with advocacy groups like COD-NL, the Autism Society and Empower to receive feedback from stakeholders; offering public awareness information such as awareness sessions and information sharing through the City's website and social media.

Recommendations on what information needs to be shared with the public include: who accessible parking spaces are for; what permits are accepted; how to obtain a permit; how to use a permit; and consequences for infractions.

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 development of a work plan to investigate improving accessible on-street parking within St. John's based on the recommendations of the Accessible Parking Working Group and Inclusion Advisory Committee.

Prepared by: Trisha Rose, Accessibility and Inclusion Facilitator

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

Report Approval Details

Document Title:	Accessible Parking Working Group.docx
Attachments:	- Post-Meeting Report - Inclusion Advisory Committee_Oct05_2023 - English.docx
Final Approval Date:	Apr 18, 2024

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

Krista Gladney - Apr 17, 2024 - 11:50 AM

Tanya Haywood - Apr 18, 2024 - 10:10 AM

ST. JOHN'S

Inclusion Advisory Committee Report

October 5, 2023

9:30 a.m.

Virtual

Present:

Dr. Sulaimon Giwa, Co-Chair - Anti-racism
Councillor Debbie Hanlon, Council Representative
Duane Morgan, CNIB
Carolyn Mills, Metrobus/GoBus, Manager of Accessible Transit Service
Nancy Emberley, NLAD
Trevor Freeborn, Coalition of Persons with Disabilities
Jane Simmons, Physical and Neurological Disabilities
Ashley Bonnell, CHHA-NL
Natalie Godden, Manager of Healthy City & Inclusion
Trisha Rose, Facilitator, Accessibility & Inclusion
Stacey Baird, Legislative Assistant
Lisa Zigler, Women's Representative
Leah Farrell, Autism Society

Regrets:

Joby Fleming, Co-Chair - Empower NL
Heidi Edgar, Mental Health
TJ Jones, 2SLGBTQIA+
Paula Soper, Inclusion Coordinator

6.2 Accessible Parking Working Group Oct Update - Trisha Rose, Accessibility and Inclusion Facilitator

The City's Accessibility and Inclusion Facilitator provided an update on the Accessible Parking Working Group.

It was advised that the members consist of individuals with both visible and invisible disabilities.

The Accessible Parking Working Group minutes from their meeting are attached. The group discussed:

- Barriers that exist.
- What the City is doing well
- What the City can improve
- How to provide educational awareness to the public

It was advised that the international symbol for accessibility used on parking signs can be confusing as the symbol is a wheelchair. Members of the public who see individuals using it that are not in a wheelchair will sometimes get angry at the person using it, but the symbol includes people with other visible and invisible disabilities as well. It was suggested that signage depicting different symbols for different disabilities should be added near accessible parking spaces.

Moved By Nancy Emberley, NL Association for the Deaf
Seconded By Duane Morgan, CNIB

That Council approve the development of a work plan to investigate improving accessible on-street parking within St. John's based on the following recommendations from the Accessible Parking Working group:

- create a map of permanent accessible on street parking locations
- when adding temporary accessible parking spaces for a City event, ensure the locations are communicated with event information
- improve how information about accessible parking is communicated on the website
- allocate accessible parking spaces based on traffic volume and demand
- where possible, ensure accessible parking spaces are located near curb cuts
- make accessible parking spaces a snow clearing priority
- improve awareness by having parking officers issue an educational pamphlet to those ticketed
- add fine amounts on or near accessible parking signage

- investigate a photo reporting process to report accessible parking misuse
- create accessible parking public awareness resources in collaboration with Service NL and disability advocacy organizations
- Add additional signage near accessible parking spaces identifying that individuals with visible and invisible disabilities may have accessible parking permits and need for accessible parking spaces.

MOTION CARRIED

DECISION/DIRECTION NOTE

Title: Shad Memorial 2024 – Sponsorship of Breakfast
Date Prepared: April 5, 2024
Report To: Committee of the Whole
Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities
Ward: N/A

Decision/Direction Required:

Seeking Council's approval to host a breakfast for the staff and students of Shad Memorial 2024.

Discussion – Background and Current Status:

The City has received a request from the Director of Shad Memorial requesting that the City sponsor a breakfast at City Hall with the Mayor and/or councillors. The event consists of about 80 people in total. The preferred date is Tuesday, July 23rd. This event has traditionally been sponsored by Council over the past number of years.

Memorial University is one of 18 university campuses in Canada offering the Shad program (www.shad.ca), a nation-wide program designed to offer high-potential high school students the opportunity to be surrounded by other talented youth from across the country. The program strives to hone the skills of tomorrow's potential leaders and provide first-hand access to industry and career options to assist the students in choosing educational and career paths. This year's program runs from June 30th to July 26th, 2024.

Shad is a not-for-profit organization and relies on the support of public and private sector organizations to provide an expansive and high-quality program.

Key Considerations/Implications:

1. Budget/Financial Implications: Cost of breakfast for 80 people (\$2500) estimated.
2. Partners or Other Stakeholders: Memorial University of NL
3. Alignment with Strategic Directions:

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

Choose an item.

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 sponsor the breakfast for the Shad Memorial 2024 at an approximate cost of \$2500.

Prepared by:

Approved by:



Office of the Vice-President (Administration, Finance and Advancement)

Memorial University of Newfoundland
St. John's, NL

Ms. Karen Chafe
City of St. John's
10 New Gower Street
P.O. Box 908
St. John's, NL, Canada
A1C 5M2
kchafe@stjohns.ca

April 3rd, 2024

Dear Ms. Chafe:

Re: Sponsorship from the City of St. John's - Shad Memorial 2024

I am writing to you on behalf of the staff and students of Shad Memorial 2024 to request sponsorship from the City of St. John's. The city has generously supported our program for a number of years, including last year, and we are hopeful this can again be the case this year.

Memorial University is one of 21 university campuses in Canada offering the Shad program (www.shad.ca), a nation-wide program designed to offer high-potential high school students the opportunity to be surrounded by other talented youth from across the country. The program strives to hone the skills of tomorrow's potential leaders and provide first-hand access to industry and career options to assist the students in choosing educational and career paths. This year's program runs from June 30th to July 26th, 2024.

As a not-for-profit organization, Shad relies on the support of public and private sector organizations to provide an expansive and high-quality program. Funding and in-kind contributions come from banks and companies, federal government agencies, provincial governments from all across Canada, and on a local level, municipal governments. In terms of sponsorship, we are wondering if you could arrange for the Shad students and staff to visit City Hall for a breakfast and meet & greet, including touring the council chambers with the mayor and/or councilors. This would be for about 80 people in total. The preferred date is Tuesday, July 23rd, 2024 for the breakfast, but we can explore other dates as convenient for you, our last in-person group from 2023 enjoyed the breakfast very much. We hope that the city will again be able to showcase to these students from all over Canada what are fabulous city we live in.

Thank you for your consideration of this request and we look forward to hearing from you soon. Should you have any further questions, please do not hesitate to contact me or at your convenience.

A handwritten signature in black ink that reads "Jordan Wright".

Jordan Wright BA, MBA, PMP
Lead, 2025 Canada Games at Memorial University &
Director, Shad Memorial

DECISION/DIRECTION NOTE

Title:	Anti-Racism Working Group – Revisions to Terms of Reference
Date Prepared:	April 18, 2024
Report To:	Committee of the Whole
Councillor and Role:	N/A
Ward:	N/A

Decision/Direction Required:

Seeking Council approval of the revised Terms of Reference for the Anti-Racism Working Group.

Discussion – Background and Current Status:

The City's Anti-Racism Working Group (ARWG) is led by chair, Dr. Sulaimon Giwa, and is responsible for (1) developing and implementing a work plan that fosters anti-racism while promoting diversity and inclusion in the City of St. John's, and (2) providing solution-based recommendations to Council and City Staff.

[On April 18, 2022](#) Council approved the [Terms of Reference](#) and Selection Process for the City's ARWG. [On September 06, 2022](#) Council approved the membership of ARWG and requested that the members of the ARWG meet to review the Terms of Reference to make the changes necessary to address the concerns brought forward by two of the organizational representatives as well as any others brought forward by ARWG members.

In November 2023, the Anti-Racism Working Group approved the following changes to the Terms of Reference by consensus.

1. Minimum number of annual meetings changed from 3 to 4
2. Replaced the RNC with the more general term law enforcement in the list of areas noted on page 3.
3. Law enforcement agency representatives are now ex-officio (non-voting). The status of law enforcement agencies will be re-evaluated periodically to determine if they are eligible for full membership status with voting rights.
4. Decision-making changed from a majority rule to the following:

Wherever possible decision making will be based on a deliberate process of consensus building, where members of the group actively participate in finding a decision that all members can feel comfortable with. The process will also allow for members to formally note: expressions of concern; reservations and non-support. The detailed framework for this process is outlined in the Tamarak Institute's [Practical Guide for Consensus-Based Decision Making](#). Where consensus cannot be reached, the Chair shall proceed with deliberations for a minimum of two meetings before decisions will be made using a majority rule.

Other minor changes made for clarity are highlighted in yellow, which include updating the Staff Lead's title and directing readers to relevant sections in the Terms of Reference as needed.

Key Considerations/Implications:

1. Budget/Financial Implications:

N/A

2. Partners or Other Stakeholders:

As outlined in the Terms of Reference and the Inclusion Advisory Committee

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

5. Accessibility and Inclusion:

The ARWG is a working group of the Inclusion Advisory Committee. 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:

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 ARWG.

8. Engagement and Communications Considerations:
Communications will be engaged to update the Terms of Reference on the City of St. John's website.
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 Terms of Reference for the Anti-Racism Working Group

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

Approved by: Tanya Haywood, Deputy City Manager Community Services

Report Approval Details

Document Title:	Revisions to the Anti-Racism Working Group Terms of Reference.docx
Attachments:	- 2024.04.17 ARWG ToR.pdf
Final Approval Date:	Apr 18, 2024

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

Tanya Haywood - Apr 18, 2024 - 9:35 AM

1. GENERAL INFORMATION	
Working group name:	Anti-Racism Working Group (ARWG)
Reporting to:	Inclusion Advisory Committee (IAC)
Date of formation:	TBD
Meeting frequency:	4-6 times per year or as deemed necessary by the Chair
Staff lead:	Manager of Healthy City and Inclusion
Staff liaison:	As determined by staff lead as per Section 4.2.1
2. PURPOSE	
<p>The Anti-Racism Working Group (ARWG) is primarily responsible for (1) developing and implementing a work plan that fosters anti-racism while promoting diversity and inclusion in the City of St. John’s, and (2) providing solution-based recommendations to Council and City Staff.</p> <p>The recommendations put forward by the ARWG to Committees will occur in the manner defined by these terms of reference to best support City Policy. Both the Working Group and Committees have no decision-making authority and are advisory only.</p> <p>Working Group 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.</p> <p>Applicable Legislation/City Bylaws: City of St. John’s Act</p> <p>Other City Plans, Guides or Strategies: Healthy City Strategy, 2021</p> <p>Other Distinct Deliverables and Considerations:</p> <ol style="list-style-type: none"> 1. The Working Group will be consulted on any city public engagement process where obtaining the perspective of persons with lived experience of racism is identified. 2. The Working Group, working cooperatively with city staff and departments, will identify distinct opportunities to engage persons with diverse cultural backgrounds and lived experiences, and those facing other barriers in civic matters. 3. The Working Group will work cooperatively with relevant City groups and committees on issues of mutual interest. 	

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Anti-Racism Working Group will be comprised of a minimum of 11 and maximum of 15 total volunteer members from the following stakeholder groups:

3.1.1 Public Members

Chair

One member of the ARWG will serve as the Chair. Before selecting the first Chair, the City of St. John's issued a Call for Members for the Inclusion Advisory Committee, seeking applications from members of the public "with an in-depth knowledge, understanding and lived experience of racism as well as expertise in building a culture of anti-racism that fosters inclusion and meaningful participation in the community". Following an extensive search and selection process, the IAC selected one individual who best met these criteria to serve as their anti-racism representative and Chair the ARWG. City Council approved this decision. **As per section 4.2.2, the working groups shall elect, from among their voting members, a Chair at the end of the prior chair's term.**

Vice Chair

The Chair of the ARWG will choose one member to serve as Vice Chair. Similar to the other public members, the Vice Chair is expected to have relevant lived experiences, connections to diverse communities, and an ability to understand racism and anti-racism through multiple perspectives. The Vice Chair will substitute for the Chair when necessary.

Organizations

The Working Group will be comprised of a minimum of 11 persons (staff and/or board members with decision making authority) representing agencies with expertise in building a culture of anti-racism and inclusion. Each organization may appoint an alternate representative to attend Working Group meetings in the event that the primary member is unable to attend. Organizational representatives include:

Up to six (6) persons (staff or volunteer board members with decision making authority) representing organizations that have expertise and/or experience working with individuals who have experienced racism and discrimination:

- Anti-Racism Coalition of Newfoundland (ARC-NL)
- Human Rights Commission
- First Light/First Voice
- Fédération des francophones de Terre-Neuve et du Labrador (FFTNL)
- Association for New Canadians
- **Royal Newfoundland Constabulary (RNC; see Section 4.1 Voting and Decision-Making)**

WORKING GROUP TERMS OF REFERENCE

A minimum of five (5) to a maximum of nine (9) individuals (staff or volunteer board members with decision making authority) representing organizations that have expertise in racism and/or fostering anti-racism in one or more of the following areas:

- BIPOC (Black, Indigenous, People of Colour)
- Women
- Youth
- Newcomers
- 2SLGBTQIA+
- Ethnicity/Religion
- Law Enforcement Agencies
- Academia/Research
- Employment
- Arts and culture

Residents with Lived Experience

The Working Group will be comprised of no more than four residents with relevant lived experience and connections to diverse communities. At least one community member between the ages of 18-29 at the time of their application will be appointed to the Working Group for youth representation and must be a resident of St. John's.

Sub Working Group

When deemed necessary, the Working Group may strike a sub working group to deal with specific issues or deliverables. Sub working groups must have at least one member from the larger Working Group. Composition may also include other members of the public and organizational representatives. Sub working groups shall meet as an independent group, reporting to the Working Group on specified meeting dates, or as deemed necessary by the Chair or Lead Staff.

3.1.2 Staff and Council Members (Ex-Officio Members)

Lead Staff

A Lead Staff will be appointed to the Working Group by the appropriate City executive or senior management.

Staff Liaison

The Lead Staff may request staff support from other divisions and programs/services when required, including but not exclusive to: Human Resources; Economic Development; Healthy City and Inclusion, Communication, Engagement, and Culture.

City Clerk

The City Clerk will have representation on the Working Group.

3.2 LENGTH OF TERM

Public Members

Unless otherwise indicated, the Working Group term of appointment for all public members 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. Where appropriate, organizations will be required to alternate appointed representatives following the completion of two two-year terms.

Lead Staff

A review of Lead Staff role will occur every four years as part of the Working Group review.

Cooling-off Period (Former City Staff and Council)

There will be a cooling-off period of two years for Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff.

Additional Considerations:

- Working group membership is of a voluntary/unpaid nature.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill 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 Working Group for the appointee.

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 Working Group would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Working Group’s purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

Working Group roles include:

- Advising and making recommendations to Council through the Inclusion Advisory Committee, in a manner that will support City policy matters relevant to the Working Group’s defined purpose.
- Providing resident and organizational based expertise.
- Developing and implementing a work plan to foster anti-racism in the City of St. John’s.
- Working within given resources.

Shared Member Responsibilities

Conduct

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

Agendas

- Agendas and accompanying materials will be circulated electronically one week before meetings; members are expected to review all distributed materials prior to meeting. Alternate material distribution methods will be made available upon request.
- Agendas to require focus with clear parameters for content and alignment with the terms of reference/purpose.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Working Group Chair and Lead Staff person at least one week before meetings.

Attendance and Participation

Active participation in Working Group meetings is expected of all public members. "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 three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the Working Group at the discretion of the City Clerk.

Working Group members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

Voting and Decision Making

Individuals from City Staff and law enforcement agencies (RNC/RCMP) are ex-officio and therefore non-voting. The status of law enforcement agencies, which is ex-officio/non-voting, will be re-evaluated periodically to determine if they are eligible for full membership status with voting rights.

Wherever possible decision making will be based on a deliberate process of consensus building, where members of the group actively participate in finding a decision that all members can feel comfortable with. The process will also allow for members to formally note: expressions of concern; reservations and non-support. The detailed framework for this process is outlined in the Tamarak Institute's [Practical Guide for Consensus-Based Decision Making](#). Where consensus cannot be reached, the Chair shall proceed with deliberations for a minimum of two meetings before decisions will be made using a majority rule.

4.2 MEMBER ROLES AND RESPONSIBILITIES

4.2.1 City Staff

Lead Staff

- To act as a liaison between the Working Group and the City; linking across departments on issues relevant to the group’s work.
- Ensure the Working Group 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 Working Group where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk’s Office for distribution.
- Incorporate input from the Working Group into ongoing City work where appropriate (e.g. projects, staff updates, publications).

Staff Liaison

- The work of Other Staff Liaisons intersects with the purpose of the Working Group and therefore they may be required to participate.

City Clerk

- To be responsible for legislative functions related to Working Group operation, establishment, review, and term amendments. This includes leading or supporting day-to-day Working Group activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of Working Group 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 Lead Staff will oversee Working Group selection with input from the Chair and relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure that new members receive orientation.

4.2.2 Public Members

Chair

- The presiding officer of a Working Group will be referred to as "Chair." Working groups shall elect, from among their voting members, a Chair at the end of the prior chair’s term.
- Uphold Working Group processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring Working Group members’ conduct themselves in a professional manner.
- With support from the City Clerk and Staff Lead, the Chair will help build and coordinate an anti-racism work plan for the Working Group.

WORKING GROUP TERMS OF REFERENCE

- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling Working Group requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review Working Group Terms of Reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

Vice Chair

- The Vice Chair is to carry out the responsibilities of the Chair when deemed necessary by the Chair, Lead Staff, and City Clerk (e.g. when the Chair is unable to attend a Working Group meeting).
- Support the Chair in upholding Working Group processes and functions in accordance with all terms presented.
- Uphold the responsibilities identified for all public members.

Organizations

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such, they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the Working Group.

Residents with Lived Experience

Residents with lived experience are to provide advice and recommendations to relevant committees; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the Anti-Racism Working Group. Roles to include: active participation in Working Group meetings; electing a Chair; representing select Working Group interests in the community, and engaging with residents and experts when appropriate.

4.3 REPORTING

The Anti-Racism Working Group shall report to the Inclusion Advisory Committee, which will bring matters forward to the Committee of the Whole - City Council. However, depending on the issue, reports may be directed to another committee.

Standardized Reporting Process:

- The Working Group Chair will report progress and recommendations to the Inclusion Advisory Committee at all Committee meetings.
- The Working Group will produce a work plan outlining specific objectives to foster anti-racism and inclusion.
- Council will be kept informed of Working Group's activities through regular progress reporting through the Inclusion Advisory Committee.

WORKING GROUP TERMS OF REFERENCE

- Organizational representatives will be required to report (i.e. maintain open communication) with their respective organizations regarding the Working Group’s activities.

5. WORKING GROUP RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

When new members are required, the City Clerk will prepare a “Notice of Vacancy” and distribute it through City communication channels. This document will include information regarding the Working Groups’ purpose, the Terms of Reference and an Application Form. Additional communications opportunities may be identified by relevant departments and Working Group members.

A vacancy on a Working Group may occur on the date that a member resigns, ceases to be qualified, vacates a position, or the Chair requests the member’s resignation due to lack of attendance or incapacitation.

All applicants must complete a Working Group Application Form, which may be downloaded from the City website or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk’s Office.

5.2 ELIGIBILITY AND SELECTION

Eligibility

Appointments to the ARWG will be made providing adherence to the following eligibility requirements:

1. Preference will be given to residents of St. John’s with relevant lived experience and connections to diverse communities. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John’s.
3. Organizational representatives are not required to be residents of St. John’s.

Commitment to Equity and Inclusiveness

The City of St. John’s is strongly committed to equity and inclusiveness. In selecting Working Group members, the City and Chair of the ARWG will aim to design processes that are transparent, accessible, and free of discrimination, to identify and remove barriers.

Selection Criteria

In addition to eligibility requirements, an applicant’s specific skills and experience will be important factors in Working Group selection. While all who meet the eligibility requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to the Working Group’s purpose will be preferred. Some other considerations

pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on the Anti-Racism Working Group will be notified by email.

6 PUBLIC ENGAGEMENT

In accordance with the City of St. John’s [Engage! Policy](#), the role of the ARWG in the spectrum of engagement will fall within the realm of “consultation”. This means that City Working Groups will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision-making. As such City of St. John’s Working Groups will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Where applicable, the City will consider the use of other tools to gather community feedback. To learn more about public engagement and find out how to get involved, check out the City’s [Engage! St. John’s](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

7 OTHER GOVERNANCE

7.1 REVIEW OF TERMS

Taking into account recommendations from the Working Group Chair, the City Clerk and Lead Staff will review the Terms of Reference every two years. The purpose of this review will be to ensure that the operations and function of the Working Group are still aligned with its defined purpose.

7.2 MEETING AND SCHEDULES

Working groups are to formally meet at least **four** times per year. The exact frequency of meetings will be determined by the Chair, Lead Staff, and City Clerk.

To meet the Working Group meeting quorum, 50% + 1 voting members must be present.

Unless otherwise specified (generally one week prior to a meeting) Working Group meetings shall be held virtually or at a designated City **facility** 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 Working Group activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Working Group member participates in discussion or decision-making about a matter

that may financially benefit them, a member of their family, or someone with whom they have a close personal relationship, directly or indirectly, regardless of the size of the benefit.

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

Confidentiality

All Working Group members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Anti-Racism Working Group.

7.4 DATA SHARING

Where appropriate, the ARWG and relevant partners will formalize a data sharing agreement and work to share non-personal data that supports the defined purpose of the ARWG. Any data collection or data sharing that takes place will be to inform decision makers on matters of anti-racism at the local level. The ARWG 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: _____

City Clerk Name:

Signature: _____

Date: _____

DECISION/DIRECTION NOTE

Title: 113 Blackmarsh Road – MPA2400002 – Terms of Reference

Date Prepared: April 16, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Planning

Ward: Ward 3

Decision/Direction Required:

To consider changing the land use district and zone at 113 Blackmarsh road to enable the development of an Apartment Building.

Discussion – Background and Current Status:

The City received an application for 113 Blackmarsh Road from 89272 NL Inc. for a 4 level Apartment Building with a total of 24 units, six (6) units per floor. Each unit will range from 522 square feet to 650 square feet with one bedroom.

The application requests the subject property be rezoned from the Industrial Commercial (IC) Zone to the Apartment 2 (A2) Zone to enable the Apartment Building. To rezone the property, the Commercial (C) Land Use District would need to be redesignated to the Residential (R) Land Use District.

In accordance with section 4.9(2)(a) of the Envision St. John’s Development Regulations, Council requires a Land Use Report (LUR) for all applications to amend the Municipal Plan and Development Regulations. The terms of reference for the LUR must be approved by Council. The draft terms of reference for 113 Blackmarsh Road are attached. Please note, as part of the terms of reference, the applicant must consult the neighbouring residents and property owners before submitting the LUR. This allows the applicant to learn of any concerns and mitigate any issues.

Should Council decide to consider the amendment, public consultation will be held after the applicant submits a satisfactory LUR. Knowing a commissioner’s public hearing will be required later, staff recommend public notification rather than a public meeting.

Key Considerations/Implications:

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



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

A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.

4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Any accessibility requirements from the National Building Code or Service NL will be applied at the building permit stage.
6. Legal or Policy Implications: Map amendments to the Envision St. John's Municipal Plan and Development Regulations are required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public consultation, as per the Envision St. John's Development Regulations, will be required after an acceptable Land Use Report is submitted. Staff recommend public notification.
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 redesignating 113 Blackmarsh Road from the Commercial (C) District to the Residential (R) District, and consider rezoning 113 Blackmarsh Road from the Industrial Commercial (IC) Zone to the Apartment 2 (A2) Zone.

Further, that Council approve the attached draft terms of reference for a Land Use Report for 113 Blackmarsh Road.

Further, upon receiving a satisfactory Land Use Report, that Council refer the application to public notification, as the application will require a commissioner's public hearing later in the amendment process.

Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage
Approved by: Jason Sinyard, P. Eng., MBA, Deputy City Manager, PERS

**TERMS OF REFERENCE
LAND USE REPORT
APPLICATION FOR AN APARTMENT BUILDING AT
113 BLACKMARSH ROAD
PROPONENT: 89272 NL Inc.
April 16, 2024**

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

A. Public Consultation

- Prior to submitting a draft of the Land Use Report to the City for review, the applicant must consult with neighbouring property owners. The Land Use Report must include a section which discusses feedback and/or concerns from the neighbourhood and how the proposed development/design addresses the concerns.

B. Building Use

- Identify the size of the proposed building by Gross Floor Area and identify all proposed uses/occupancies within the building by their respective Gross and Net Floor Area.
- If there are any proposed commercial uses within the Apartment Building, the days and hours of operation of each proposed use, number of employees on site at one time, and a description of the activities in the space (if applicable).

C. Building Location

- Identify graphically the exact location with a dimensioned civil site plan:
 - Lot area, lot coverage and frontage;
 - Location of the proposed building in relation to neighbouring buildings;
 - Proximity of the building to property lines and identify setbacks;
 - Illustrate any building setback of higher storeys from lower storeys or building overhangs (if applicable);
 - Identify any encroachment over property lines (if applicable);
 - Identify building entrances and if applicable, door swing over pedestrian connections;
 - Information on the proposed construction of patios/balconies (if applicable); and
 - Identify any rooftop structures.
- Provide a Legal Survey of the property.
- Provide streetscape views/renderings of the proposed building from:
 - Blackmarsh Road looking at the building. Include immediately adjacent building and spaces to inform scale/massing/context.
 - Albany Street looking at the building. Include immediately adjacent buildings to inform scale/massing/context.

D. Elevation and Building Height

- Provide elevations of the proposed building.
- Identify the height of the building in metres, as per the definition of Building Height from the Development Regulations.
- Identify potential shadowing/loss of sunlight on adjacent public and private properties, including sidewalks.

E. Exterior Equipment and Lighting

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

F. Landscaping & Buffering

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

G. Snow Clearing/Snow Storage

- Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.

H. Off-street Parking and Site Access

- Provide a dimensioned parking plan, including circulation details. Identify the number and location of off-street parking spaces to be provided, including accessible parking spaces.
 - The Envision St. John's Development Regulations sets out the number of required parking spaces. If the number of parking spaces is deficient, then a detailed rationale for parking relief is required.
- Identify the number and location of bicycle parking spaces to be provided.
- Identify the location of all access and egress points, including pedestrian access.
- A direct pedestrian connection must be provided between the sidewalk and building entrances.
- Indicate how garbage will be handled onsite. The location of any exterior bins must be indicated and access to the bins must be provided.

I. Municipal Services

- Provide a preliminary site servicing plan.
- Identify if the building will be sprinklered or not, and location of the nearest hydrant and siamese connections.

- Identify points of connection to existing sanitary sewer, storm sewer and water system.
- The proposed development will be required to comply with the City's stormwater detention policy.

J. Public Transit

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

K. Construction Timeframe

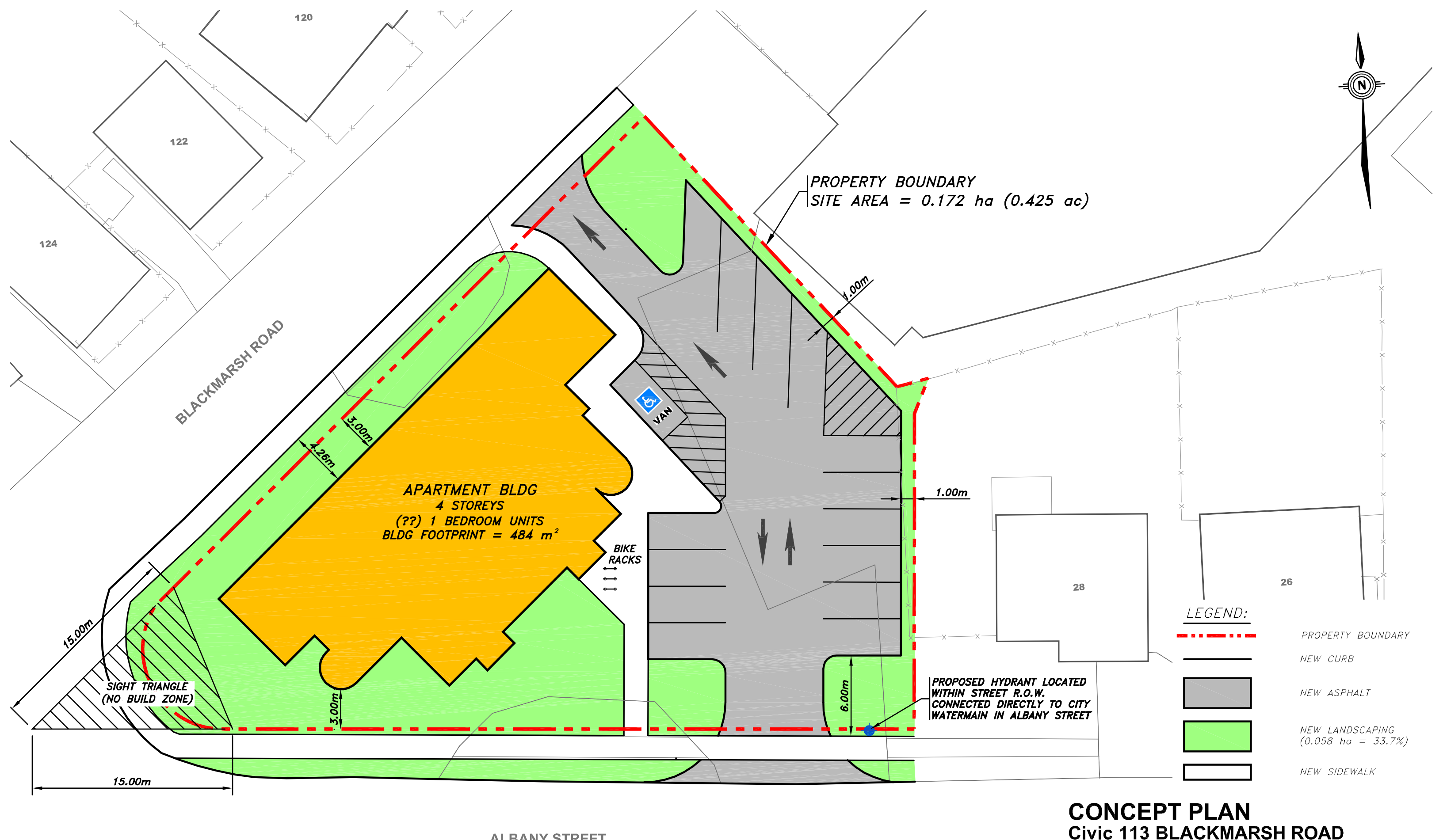
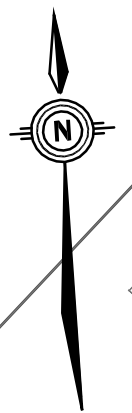
- Indicate any phasing of the project and approximate timelines for beginning and completion of each phase or overall project.
- Indicate on a site plan any designated areas for equipment and materials during the construction period.



SUBJECT PROPERTY



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ALBANY ST
BLACKMARSH RD
MELVILLE PL



CONCEPT PLAN
Civic 113 BLACKMARSH ROAD
St. John's, NL

Date: 12 JANUARY 2024

Scale: 1:250

FIGURE 1 Rev.3

RENDERINGS 01

SCALE:



*PRELIMINARY NOT FOR CONSTRUCTION, PERMIT, OR REGULATORY APPROVAL. *RENDERING IS REPRESENTATIVE OF DESIGN INTENT ONLY. IT IS NOT A PHOTOREALISTIC REPRESENTATION OF ACTUAL MATERIALS PROPOSED AND SHOULD BE CONSIDERED PRELIMINARY AT ALL STAGES.

*ALL BUILDING AREAS ARE APPROXIMATE UNTIL BUILDING FOOTPRINT / ENTRY DESIGNS ARE FINALIZED.

BLACKMARSH APARTMENTS

A PROJECT FOR

powers
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ecture

DECISION/DIRECTION NOTE

Title: 121-125 Bay Bulls Road – MPA240003
Date Prepared: April 16, 2024
Report To: Committee of the Whole
Councillor and Role: Councillor Maggie Burton
Ward: Ward 5

Decision/Direction Required:

To consider rezoning 121-125 Bay Bulls Road from the Open Space (O) Zone to the Residential 1 (R1) Zone for ten (10) Single Detached Dwellings.

Discussion – Background and Current Status:

The City has received an application to rezone land at 121-125 Bay Bulls Road from the Open Space (O) Zone to the Residential 1 (R1) Zoned to accommodate a new cul-de-sac with ten (10) Single Detached Dwellings. Currently, the three properties each have an existing Single Detached Dwelling. The applicant is proposing to demolish the building at 123 Bay Bulls Road and reconfigure the lots to develop the land at the rear as a cul-de sac. The rear of the subject properties is designated and zoned Open Space in the St. John's Municipal Plan and are also designated Public Open Space under the St. John's Urban Region Regional Plan. A Regional Plan and Municipal Plan amendment is required to consider the proposed development.

Alignment with Municipal Plan Policies

Section 4.1 of the Envision Municipal Plan enables a range of housing to create diverse neighbourhoods. Section 8.4.11 promotes the development of infill, rehabilitation, and redevelopment projects, thereby better utilizing existing infrastructure. Rezoning this land will allow additional housing on land that is currently underutilized private land.

While the land is zoned Open Space, it is not public land. It is privately owned land at the rear of existing dwellings. The land does not contain any recognized floodplains or wetlands. The land does increase in elevation toward Silverton Street, and the grading will be further evaluated at the development approval stage, should the rezoning proceed.

From the St. John's Urban Region Regional Plan, the Public Open Space designation is applied to certain key areas in the region that should be preserved solely for public use. Such areas include existing provincial or national parks, proposed new ones or extensions to existing parks. These areas include Signal Hill Park, C.A. Pippy Park and its control area, Butterpot and Cochrane Pond Provincial Parks, Cape Spear and the proposed provincial park south of Petty Harbour. As the subject property does not form part of the listed areas, it is recommended that the City send a request to the Minister of Municipal and Provincial Affairs to amend the St. John's Urban Region Regional Plan at 121-123 Bay Bulls Road from the Public

ST. JOHN'S

Open Space designation to the Urban Development designation. Should the Minister agree, the amendment will be carried out alongside the City's Municipal Plan amendment.

Section 4.9(2)(a) of the Envision Development Regulations requires a Land Use Report (LUR) for rezonings. The applicant has provided some information in the attached proposal, however additional information is required before staff can fully evaluate the proposal. Draft terms of reference for an LUR are attached for Council's consideration.

Public Consultation

Should Council consider this amendment and approve the terms of reference for a LUR, the applicant will be required to consult with the neighbourhood prior to submitting the LUR. Upon receiving an acceptable LUR, the rezoning will be advertised for public review. As a Municipal Plan amendment is required, a public hearing will be held at a later stage should the rezoning proceed.

Key Considerations/Implications:

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

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

A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.
4. Alignment with Adopted Plans: St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: A St. John's Municipal Plan and Development Regulations map amendment (rezoning) is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public notification will be carried out in accordance with Section 4.8 of the St. John's Development Regulations. The application will also have a project page on the Planning Engage Page.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.

11. Information Technology Implications: Not applicable.

12. Other Implications: Not applicable.

Recommendation:

That Council:

- (1) Consider rezoning 121-125 Bay Bulls Road from the Open Space (O) Zone to the Residential 1 (R1) for a new residential cul-de-sac;
- (2) Send a request to the Minister of Municipal and Provincial Affairs to amend the St. John's Urban Region Regional Plan at 121-125 Bay Bulls Road from the Public Open Space designation to the Urban Development designation;
- (3) Upon receiving a satisfactory Land Use Report (LUR), advertise the amendment for public review and comment.

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

Approved by: Jason Sinyard, P. Eng., MBA, Deputy City Manager, PERS

**TERMS OF REFERENCE
LAND USE REPORT (LUR)
APPLICATION FOR SINGLE DETACHED DWELLINGS AT
121-125 BAY BULLS ROAD
APRIL 16, 2024**

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

A. Public Consultation

- Prior to submitting a first draft of the Land Use Report to the City for review, the applicant must consult with neighbouring property owners. The Land Use Report must include a section which discusses feedback and/or concerns from the neighbourhood and how the proposal addresses the concerns.

B. Site Location and Lot Layout

- Identify the location of the proposed development in relation to adjoining properties and identify the use of each lot (i.e. dwelling type).
- Include all zone requirements on a subdivision plan, such as lot area, frontage, building line, all setbacks and building height.
- Indicate driveway locations and dimensions.
- Indicate front yard landscaping percentage for each lot.
- Identify any existing or proposed easements.
- Provide a Legal Survey of the properties.

C. Municipal Services

- Provide a preliminary site servicing plan.
- Identify points of connection to existing sanitary sewer, storm sewer and water system. The location of all existing sewers must be shown along with any existing or proposed easements.
- The proposed development will be required to comply with the City's Stormwater Detention Policy. Stormwater detention is required for this development. Indicate the location of the proposed stormwater detention facility.
- Provide the storm and sanitary drainage area plans along with proposed generation rates for each. Sanitary calculations provided in an Excel spreadsheet with formulas are required.
- If the proposed development requires a cut into the hill side, provide a plan to demonstrate how surface water and any exposed groundwater will be dealt with.

D. Transportation System

- Indicate the proposed right-of-way in accordance with the City's Development Design Manual.
 - The angle of intersection shall be 90 degrees. If this is not possible, include rationale for a reduce angle.

E. Public Transit

- Consult with St. John's Metrobus (St. John's Transportation Commission) regarding public transit infrastructure requirements and include their response and any recommendations in the report.

F. Construction Timeframe

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

OPEN SPACE (O) ZONE



(1) PERMITTED USES

Community Garden Park	Recreational Use
--------------------------	------------------

(2) DISCRETIONARY USES

Accessory Building (2022-10-07)	Public Use
Place of Assembly	Wind Turbine – Small Scale
Public Utility	

(3) ZONE STANDARDS SHALL BE IN THE DISCRETION OF COUNCIL.

RESIDENTIAL 1 (R1) ZONE

R1

(1) PERMITTED USES

Accessory Building	Park
Community Garden	Single Detached Dwelling
Family Child Care Service (2024-03-15)	Subsidiary Dwelling Unit
Home Office	

(2) DISCRETIONARY USES

Adult Day Centre	Home Occupation
Bed and Breakfast	Parking Lot
Child Care Centre (2024-03-15)	Public Utility
Heritage Use	

(3) ZONE STANDARDS FOR SINGLE DETACHED DWELLINGS

- (a) Lot Area (minimum) 450 metres square
- (b) Lot Frontage (minimum) 15 metres
- (c) Building Line (minimum) 6 metres
- (d) Building Height (maximum) 8 metres
- (e) Side Yards (minimum) Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
- (f) Rear Yard (minimum) 6 metres

(4) ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.

Appendix A

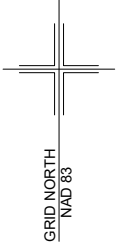
Aerial Photo

Combined Building Lots for Development

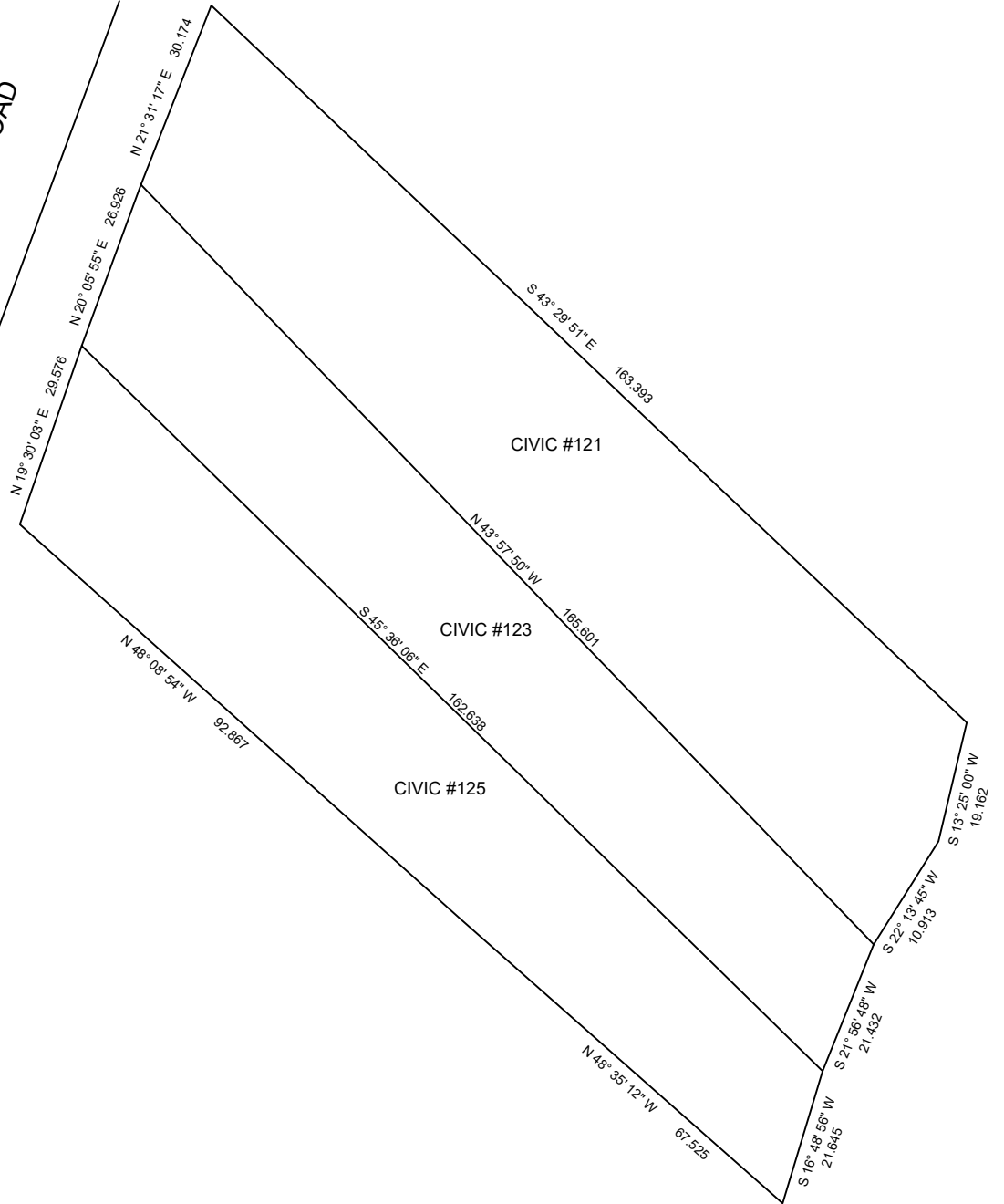


Appendix B

AutoCAD Sketch
Combined Building Lots



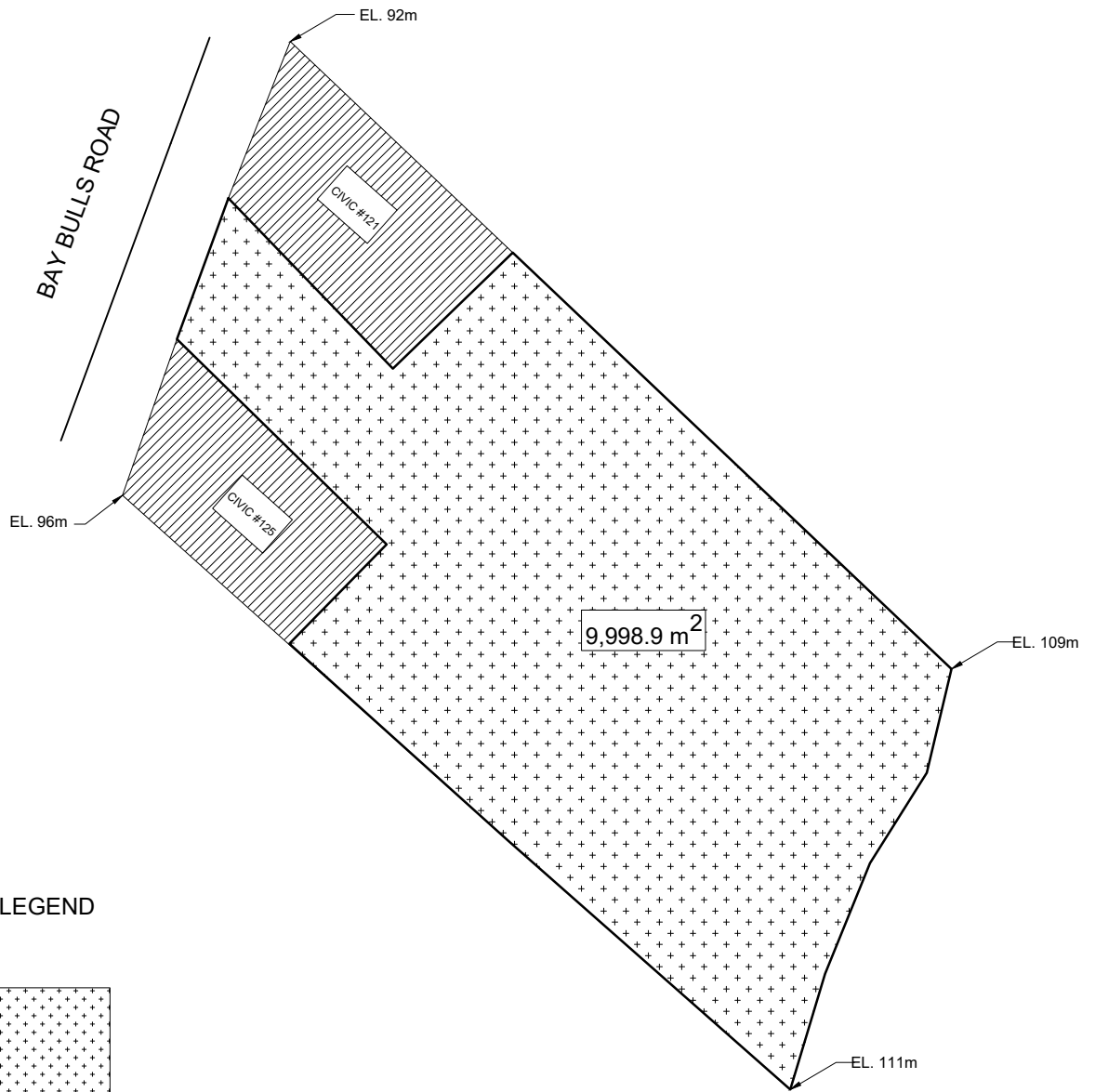
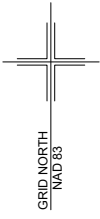
BAY BULLS ROAD



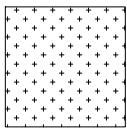
Appendix C

AutoCAD Sketch

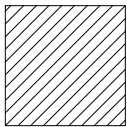
Proposed Development Area Size & Elevations



LEGEND



AREA TO DEVELOP



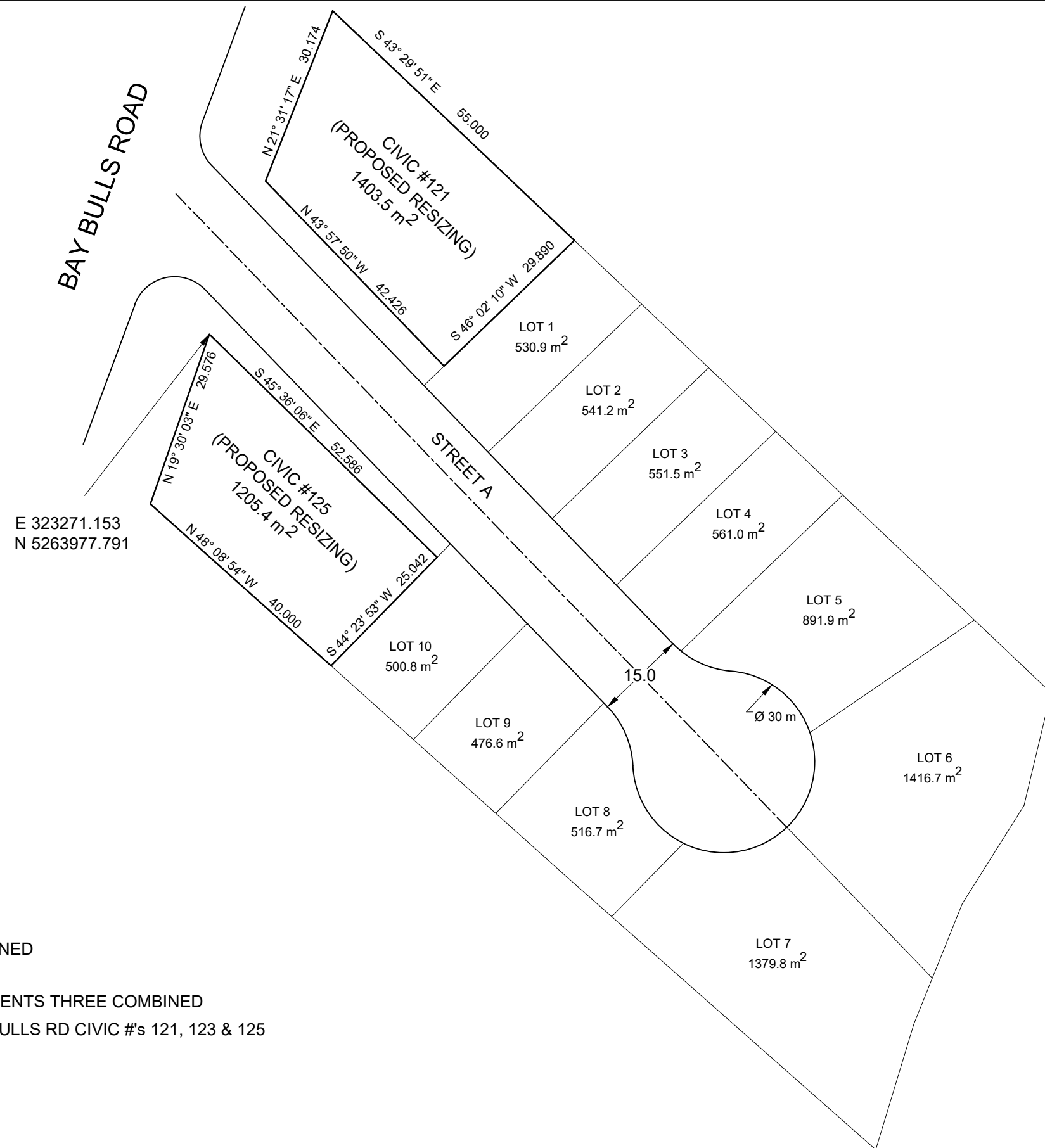
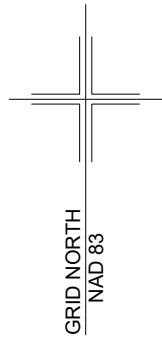
EXISTING LOTS

NOTES:

ELEVATIONS ARE WITH RESPECT TO
CURRENT GROUND TERRAIN

Appendix D

Concept Plan



- NOTES:
- ALL LOTS AND STREET HAVE BEEN DESIGNED USING CITY OF ST. JOHN'S REGULATIONS
 - PROPOSED DEVELOPMENT AREA REPRESENTS THREE COMBINED RESIDENTIAL LOTS CONSISTING OF BAY BULLS RD CIVIC #'s 121, 123 & 125



KEY PLAN

CONCEPT PLAN

KILBRIDE, NL



DATE OF ISSUE: 23 MAY 2023	DRAWN BY: R. Whitten	UNITS: METERS	SCALE: 1 : 1.11
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4:29

◀ Search



map.stjohns.ca



I. JOHNS



DECISION/DIRECTION NOTE

Title: Text Amendment – Housing – REZ2400013

Date Prepared: April 11, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton

Ward: N/A

Decision/Direction Required:

To consider a text amendment to the Envision St. John’s Development Regulations that will enable a greater variety of housing types in residential zones.

Discussion – Background and Current Status:

With increases in the cost of housing, a rise in interest rates, a shortage of construction workers, and other changes in the economy, the City recognizes that housing affordability has slipped, especially for lower income households. The federal government created the \$4 billion Housing Accelerator Fund to spur municipalities to help foster more housing. On March 14, 2024, Canada Mortgage and Housing Corporation (CMHC) announced that the City has been allocated over \$10.4 million in federal funding through the Housing Accelerator Fund to stimulate housing growth.

The CMHC’s Housing Accelerator Fund (HAF) helps increase housing supply by removing barriers. The purpose of the funding is to contribute to housing solutions such as capacity-building, update the City’s Development Regulations to promote densification and improve internal processes and policies that accelerate the development of diverse housing types throughout St. John’s.

The attached St. John’s Development Regulations text amendment is proposed to help achieve the City’s goal to remove barriers and allow for increased density where appropriate. Generally, the amendment moves housing types from a Discretionary Use to a Permitted Use in many Residential Zones and introduces mid-density housing types, such as Triplexes, Four-Plexes and small Apartment Buildings to new Zones. The proposed changes meet the policies in the St. John’s Municipal Plan, as further described in the attached amendment. The amendment includes, but not limited to:

- Remove the Pocket Neighbourhood (PN) Zone. Rather than require rezonings for Pocket Neighbourhoods, add Pocket Neighbourhood as a Discretionary Use to the Residential 2 (R2), Residential 3 (R3), Residential Downtown (RD), and Residential Mixed (RM) Zones. Set use standards for Pocket Neighbourhoods in each zone.
- Add Four-Plex as a Permitted Use to the R2 and Apartment 1 (A1) Zones. Add Four-Plex on a Corner Lot as a Permitted Use to the Residential 1 (R1) Zone. Add Four-Plex use standards to each zone.



- Add Tiny Home Dwelling to R2 Zone and Residential Mixed (RM) Zone and set standards for them.
- Create a new Cluster Development use. The City has had a number of requests to develop Apartment Buildings on the same lot as Townhouses or Four-Plexes. The new Cluster Development use will allow for multiple buildings on one lot and set use standards in each zone. It is proposed to be permitted in any zones that permit Apartment Building.
- Remove reference to Micro Unit. Currently a Micro Unit is defined as a dwelling unit that is less than 42 metres square (450 square feet) and does not require parking. Rather than defining it as a separate use, the size of the dwelling will be considered in the parking regulations. Similar to how studio, 1-bedroom, 2-bedroom and 3 or greater bedroom dwellings units have different parking requirements, the parking standards will be amended to include a minimum of 0 parking spaces and a maximum of 1 parking space per micro unit.
- Move Apartment Building, maximum 6 dwelling units, from a Discretionary Use to a Permitted Use in the R2, R3, RD and RM Zones.
- Increase the maximum building height for Apartment Buildings from 12 metres to 14 metres in the A1 Zone, and from 40 metres to 52 metres in the Apartment 3 (A3) Zone.
- Allow Backyard Suites (a dwelling unit in the backyard of a residential lot) in various residential zones. A Backyard Suite will have the same setback and size requirements as an Accessory Building, but will be required to meet Building, and Fire and Life safety requirements for a dwelling unit. Existing Accessory Buildings will likely need major renovations to meet these requirements, but it will provide an additional option to increase density while maintaining the character of established neighbourhoods. A Backyard Suite will require a minimum of one parking space.
- Allow two Subsidiary Dwelling Units in Single Detached Dwellings, and one Subsidiary Dwelling Unit in Semi-Detached Dwellings or Townhouses.

In addition to the above changes, the City will undertake developing four neighbourhood plans over the next three years to further analyze individual neighbourhoods and opportunities for density in each neighbourhood.

Public Consultation

Public consultation will be carried out in accordance with Section 4.8 of the St. John's Development Regulations. Staff are proposing to hold:

- an in-person public meeting on Wednesday, May 22, 2024;
- a virtual public meeting on Thursday, May 23, 2024; and
- a development focus group virtual meeting the week of May 21-24, 2024. The time and date to be confirmed. This meeting will include members from professional organizations, such as the Canadian Home Builders' Association – NL (CHBA-NL), Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL), Newfoundland and Labrador Association of Architects (NLAA) and Newfoundland and Labrador Association of Professional Planners (NLAPP). This meeting will be more technical in discussion than the public meeting.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Federal government; CMHC; residents of St. John's.
3. Alignment with Strategic Directions:

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

A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.
4. Alignment with Adopted Plans: Envision St. John's Municipal Plan and Development Regulations.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: A text amendment to the St. John's Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public consultation will be required as per Section 4.8 of the Development Regulations. This will include an in-person, virtual and focus group meeting. The amendment will also have a project page on the Engage St. John's Planning page.
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 an amendment to the Envision St. John's Development Regulations in accordance with CMHC's Housing Accelerator Fund, and that the amendment be advertised and referred to public meetings chaired by an independent facilitator.

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

Approved by: Jason Sinyard, P. Eng., MBA, Deputy City Manager, PERS

City of St. John's Development Regulations, 2021

St. John's Development Regulations Amendment Number 37, 2024

Housing Text Amendment

April 2024



URBAN AND RURAL PLANNING ACT, 2000

RESOLUTION TO ADOPT

CITY OF ST. JOHN'S Development Regulations, 2021

Amendment Number 37, 2024

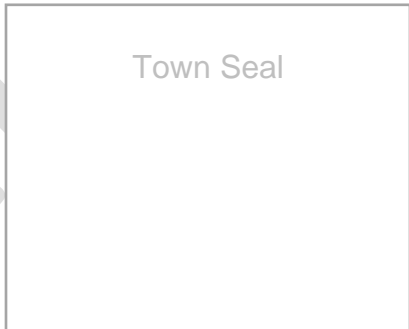
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 37, 2024.

Adopted by the City Council of St. John's on the ____ day of [Click or tap to enter a date..](#)

Signed and sealed this ____ day of _____.

Mayor: _____

Clerk: _____



Canadian Institute of Planners Certification

I certify that the attached City of St. John's Development Regulations Amendment Number 37, 2024 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

MCIP/FCIP: _____



Development Regulations/Amendment	
REGISTERED	
Number	_____
Date	_____
Signature	_____

CITY OF ST. JOHN'S

Development Regulations Amendment Number 37, 2024

BACKGROUND

With increases in the cost of housing, a rise in interest rates, a shortage of construction workers, and other changes in the economy, the City recognizes that housing affordability has slipped, especially for lower income households. The federal government created the \$4 billion Housing Accelerator Fund to spur municipalities to help foster more housing. On March 14, 2024, Canada Mortgage and Housing Corporation (CMHC) announced that the City has been allocated over \$10.4 million in federal funding through the Housing Accelerator Fund to stimulate housing growth.

CMHC's Housing Accelerator Fund (HAF) helps increase housing supply by removing barriers. The purpose of the funding is to contribute to housing solutions such as capacity-building, update the City's Development Regulations to promote densification and improve internal processes and policies that accelerate the development of diverse housing types throughout St. John's. The proposed changes will help achieve the City's goal to remove barriers and allow for increased density where appropriate. Generally, the amendment moves many housing types from a Discretionary Use to a Permitted Use in Residential Zones and introduces mid-density housing types, such as Triplexes, Four-Plexes and small Apartment Buildings to new Zones.

ANALYSIS

This amendment proposes the following changes:

- Create a new Cluster Development use. The City has had a number of requests to develop Apartment Buildings on the same lot as Townhouses or Four-Plexes. The new Cluster Development use will allow for multiple buildings on one lot and set use standards in each zone. It is proposed to be permitted in any zones that permit Apartment Building.
- Allow Backyard Suites (a dwelling unit in the backyard of a residential lot) in various residential zones. A Backyard Suite will have the same setback and size requirements as an Accessory Building, but would be required to meet Building, and Fire and Life safety requirements for a dwelling unit. The maximum lot coverage for Accessory Buildings and Backyard Suites will be cumulative. Existing Accessory Buildings will likely need major renovations to meet Fire and Life Safety requirements, but it will provide an additional option to increase density while maintaining the character of established neighbourhoods.
- Allow two Subsidiary Dwelling Units in Single Detached Dwellings, and one Subsidiary Dwelling Unit in Semi-Detached Dwellings or Townhouses.
- Add Triplex as a new use to residential zones and set standards in each zone.

- Remove the Pocket Neighbourhood (PN) Zone. Rather than require rezonings for Pocket Neighbourhoods, add Pocket Neighbourhood as a Discretionary Use to the Residential 2 (R2), Residential 3 (R3), Residential Downtown (RD), and Residential Mixed (RM) Zones. Set use standards for Pocket Neighbourhoods in each zone.
- Add Four-Plex as a Permitted Use to the R2 and Apartment 1 (A1) Zones. Add Four-Plex on a Corner Lot as a Permitted Use to the Residential 1 (R1) Zone. Add Four-Plex use standards where applicable. Reduce the minimum Lot Area in the A1 and A2 Zones.
- Add Tiny Home Dwelling to R2 Zone and RM Zone and set standards for them.
- Remove reference to Micro Unit. Currently a Micro Unit is defined as a dwelling unit that is less than 42 metres square (450 square feet) and does not require parking. Rather than defining it as a separate use, the size of the dwelling will be considered in the parking regulations. Similar to how studio, 1-bedroom, 2-bedroom and 3 or greater bedroom dwellings units have different parking requirements, the parking standards will be amended to include a minimum of 0 parking spaces and a maximum of 1 parking space per micro unit.
- Move Apartment Building, maximum 6 dwelling units, from a Discretionary Use to a Permitted Use in the R2, R3, RD and RM Zones.
- Adjust minimum setback requirements for various uses so that setbacks are consistent throughout the zone.
- Increase the maximum building height for:
 - Single Detached Dwellings from 8 metres to 9 metres
 - Semi-detached Dwellings and Four-Plexes from 8 metres to 10 metres;
 - Apartment Buildings from 12 metres to 14 metres in the A1 Zone and from 40 metres to 52 metres in the Apartment 3 (A3) Zone.

Envision St. John's Municipal Plan sets out a number of policies that enable the proposed changes. Access to adequate and affordable housing is a fundamental component of quality of life in a city. Many factors impact access to housing including price, supply location and access. The housing market and various levels of government play a role in influencing what housing choice exists for people with varying needs and income levels. Section 4.1 of the Municipal Plan sets out the following policies:

1. Support the implementation of the City of St. John's Affordable Housing Strategy, 2019 - 2028, and its strategies.
2. Enable a range of housing to create diverse neighbourhoods that include a mix of housing forms and tenures, including single, semi-detached, townhousing, medium and higher density and mixed-use residential developments.
3. Promote a broad range of housing choice for all ages, income groups, and family types by supporting the development of housing that is appropriate, accessible and affordable for low-income and moderate-income households.

This amendment will make medium and higher density housing more permissible in various zones. By adding housing forms to more zones and making such uses Permitted, rather than Discretionary, the City is promoting a broader range of housing choices.

Further, within the Residential Land Use District, Policy 8.4.1 enables that Council shall establish low, medium and high density residential land use zones that consider a variety of residential forms. All housing forms can be considered under this policy.

Policy 8.4 also states:

2. Recognize and protect established residential areas. Support the retention of existing housing stock, with provision for moderate intensification, in a form that respects the scale and character of the neighbourhood.
3. Support neighbourhood revitalization, redevelopment and residential infill that contributes to the livability and adaptability of established neighbourhoods, is sensitive to existing development and is economically viable for a range of socio-economic groups.
5. New development should be complementary to existing adjacent neighbourhoods in scale, form, massing, style and materials, and will incorporate design elements that create a transition between the new and existing development.
8. Support a variety of residential forms in all medium and high-density zones that is reflective of existing demographics and provides housing options for various socio-economic groups.
9. Encourage increased density in residential areas where appropriate, along with an increase in public open space, services and amenities, reflective of increased density levels.

The City aims to create complementary new developments by setting building line and height standards of various housing types in line with existing neighbourhoods and zones. By allowing more housing forms in more zones, the City will support the need for housing for various socio-economic groups.

Policy 6.4 regulates building height. Within low-density residential neighbourhoods the heights of buildings are representative of existing dwellings within a particular area. New development shall be assessed to ensure that new dwellings are compatible with the neighbourhood in terms of form, height and setback. The proposed increase from 8 metres to either 9 metres or 10 metres, depending on the housing form, is to address current demand. Many developers are proposing more narrow housing types with a garage at grade and two levels of housing above. The small increase in height is to accommodate such housing types. For other areas within the City, the Municipal Plan states that in considering increasing to building height, Council shall take into account whether the building and the proposed use advances the goals and objectives of this Plan and contributes positively to the surroundings. Within the Apartment Zones, the

increases to building height are proposed to better meet the demands for density, which advances the goals and objectives of the Municipal Plan.

With respect to Backyard Suites within the non-Residential Districts, such as the Rural and Urban Expansion District, a Backyard Suite is a subordinate dwelling unit and can be considered wherever residential dwellings are permitted. Policy 8.10.1 states Council shall establish rural land use zones that will accommodate uses in the form of agriculture, quarrying, forestry, natural heritage and tourism, limited rural residential uses, and other complementary uses as outlined in the permitted and discretionary uses of the zones identified in the Development Regulations. Within the Urban Expansion District, a Backyard Suite can be considered subordinate to an existing use.

PUBLIC CONSULTATION

To be completed following public consultation.

ST. JOHN'S URBAN REGION REGIONAL PLAN

The proposed amendment is in line with the St. John's Urban Region Regional Plan and an amendment to the Regional Plan is not required.

ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 37, 2024

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

- 1) Repealing Section 2 – Definitions for Apartment Building which states:
“APARTMENT BUILDING means a Building which contains multiple Dwelling Units but does not include a Building with an Accessory Dwelling Unit, Subsidiary Dwelling Unit, a Four-Plex, or Townhouse Cluster.”
and substituting the following:
“APARTMENT BUILDING means a Building which contains five or more Dwelling Units with the entire Building being on one Lot, but does not include Townhouse Cluster.”
- 2) Adding the following to Section 2 – Definitions for Backyard Suite which states:
“BACKYARD SUITE means a self-contained subordinate Dwelling Unit that is located on the same Lot as the main Dwelling Unit and is not an Accessory Building.”
- 3) Adding the following to Section 2 – Definitions for Cluster Development which states:
“CLUSTER DEVELOPMENT means two or more Buildings, each of which is comprised of a Townhouse Cluster, Triplex, Four-Plex, or Apartment Building, or any combination thereof, on one Lot, as a condominium or common ownership.”

- 4) Repealing Section 2 – Definitions for Duplex Dwelling which states:

“DUPLEX DWELLING means a Building containing two Dwelling Units, constructed one above the other, each having an individual entrance, provided that no Dwelling Unit shall be wholly in the basement of the Building.”

and substituting the following:

“DUPLEX means a Building containing two Dwelling Units, constructed one above the other, each having an individual entrance, provided that no Dwelling Unit shall be wholly in the basement of the Building, as a condominium or common ownership.”

- 5) Repealing Section 2 – Definitions for Four-Plex which states:

“FOUR-PLEX means a Building that has four Dwelling Units having at least one Dwelling Unit entirely or partially above another with the entire Building being on one Lot. It is not a Semi-Detached Dwelling or Townhouse with multiple Dwelling Units.”

and substituting the following:

“FOUR-PLEX means a Building that has four Dwelling Units having at least one Dwelling Unit entirely or partially above another with the entire Building being on one Lot, as a condominium or common ownership.”

- 6) Repealing Section 2 – Definitions for Micro Unit which states:

“MICRO UNIT means a Dwelling Unit which shall not exceed 42 metres square (450 square feet).”

- 7) Repealing Section 2 – Definitions for Pocket Neighbourhood which states:

“POCKET NEIGHBOURHOOD – means between 4 and 8 Tiny Homes on a Lot, which are orientated around a common open space area and common ancillary Building(s) for the condominium use.”

and substituting the following:

“POCKET NEIGHBOURHOOD – means between 4 and 8 Tiny Homes on a Lot, which are orientated around a common open space area and common ancillary Building(s), as a condominium or common ownership.”

- 8) Repealing Section 2 – Definitions for Townhouse which states:

“TOWNHOUSE means a Building containing at least one Dwelling Unit and which Building is attached on both sides to a Building containing at least one dwelling unit, unless it is the end unit in a row as a row of three such

Buildings or more, where each Building is on its own Lot.”

and substituting the following:

“TOWNHOUSE means a Building containing at least one Dwelling Unit and which Building is attached on both sides to another Townhouse, unless it is the end unit, in a row of three such Buildings or more, where each Building is on its own Lot.”

- 9) Repealing Section 2 – Definitions for Townhouse Cluster which states:

“TOWNHOUSE CLUSTER means a group of three or more Townhouses on one Lot, with one Driveway, as a condominium.”

and substituting the following:

“TOWNHOUSE CLUSTER means a group of three or more Townhouses in one Building, on one Lot, as a condominium or common ownership.”

- 10) Adding the following to Section 2 – Definitions for Triplex:

“TRIPLEX means a Building that has three Dwelling Units having at least one Dwelling Unit entirely or partially above another with the entire Building being on one Lot, as a condominium or common ownership.”

- 11) Repealing Sections 6.2.1, 6.2.2, and 6.2.3 related to Accessory Buildings which state:

“6.2.1 General For the purposes of this section, an Accessory Building shall not include a Deck or Swimming Pool or a Carriage House.

6.2.2 Accessory Building Area

(1) For a Residential Use, the Accessory Building(s) Area shall not exceed the lesser of 10% of the Lot Area or 75% of the Residential Building footprint.

(2) For all other Uses, the Accessory Building(s) Area shall not exceed 35% of the Rear Yard.

6.2.3 Accessory Building Height

(1) For a Residential Use, the Accessory Building height shall not exceed the lesser of 5 metres or the height of the other Building on the Lot.

(2) For all other Uses, the Accessory Building height shall not exceed 5 metres.”

and substituting the following:

“6.2.1 General For the purposes of this section, an Accessory Building shall not include a Deck or Swimming Pool, a Backyard Suite or a Carriage House.

6.2.2 Accessory Building Area

(1) For a Residential Use, the Accessory Building(s) Area, together with a Backyard Suite Area, shall not exceed the lesser of 10% of the Lot Area or 75% of the Residential Building footprint.

(2) For all other Uses, the Accessory Building(s) Area shall not exceed 35% of the Rear Yard.

6.2.3 Accessory Building Height

(1) For a Residential Use, the Accessory Building height shall not exceed the lesser of 5 metres or the height of the main residential Building on the Lot.

(2) For all other Uses, the Accessory Building height shall not exceed 5 metres.”

- 12) Adding the following the Section 6 – Specific Developments regarding Backyard Suite:

“6.7 Backyard Suite

6.7.1 Backyard Suite General

(1) No more than one (1) Backyard Suite shall be permitted on a residential Lot.

(2) Backyard Suite shall contain no more than one (1) Dwelling Unit.

(3) Backyard Suite shall have a minimum 1.2 metre wide access to a Street.

(4) Notwithstanding Subsection 6.7.1(1), a Backyard Suite shall not be permitted on the same lot as an Apartment Building, Cluster Development, Lodging House, Mini Home Park, Pocket Neighbourhood or Townhouse Cluster.

6.7.2 Backyard Suite Area

The Backyard Suite Area, together with an Accessory Building(s) Area, shall not exceed the lesser of 10% of the Lot Area or 75% of the Residential Building footprint.

6.7.3 Backyard Suite Height

The Backyard Suite height shall not exceed the lesser of 5 metres or the height of the main residential Building on the Lot.

6.7.4 Backyard Suite Location

Backyard Suites shall be:

(a) located in Rear and Side Yards and shall be located behind the Building Line;

(b) located a minimum of 1.2 metres from any Lot Line;

(c) located a minimum of 2.4 metres from any other Building on the Lot; and

(d) located a minimum of 3.0 metres from a Street, subject to Section 7.2.3

(Corner Lots and Yards Abutting a Street)."
and renumbering the remaining sections.

- 13) Adding the following to Section 6 – Specific Developments regarding Cluster Development:

"6.9 Cluster Development

- (1) A Cluster Development shall contain no more than one (1) Driveway, but may require a secondary access as determined by a City engineer or St. John's Regional Fire Department.**
(2) All parking as required under Section 8.3 shall be provided on a Parking Lot."

and renumbering the remaining sections.

- 14) Adding the following to Section 6 – Specific Developments regarding Subsidiary Dwelling Unit:

"6.35 Subsidiary Dwelling Unit

- (1) Single Detached Dwelling shall have a maximum of two (2) Subsidiary Dwelling Units with the total Gross Floor Area of such units being subordinate to the main Dwelling Unit.**
(2) Semi-detached Dwelling or Townhouse shall have a maximum of one (1) Subsidiary Dwelling Unit.
(3) Duplex, Triplex and Four-Plex shall not permit a Subsidiary Dwelling Unit."

and renumbering the remaining sections.

- 15) Adding the following to Section 6 – Specific Developments regarding Townhouse Cluster:

"3.36 Townhouse Cluster

- (1) A Townhouse Cluster shall contain no more than one (1) Driveway, but may require a secondary access as determine by a City engineer or St. Jonh's Regional Fire Department.**
(2) All parking as required under Section 8.3 shall be provided on a Parking Lot."

and renumbering the remaining sections.

- 16) Repealing Section 7.6.1 regarding Landscaping and Screening in Residential Developments which states:

"7.6.1 Residential Development

- (1) The Front, Side, and Rear Yards of a residential Lot shall be covered with Landscaping.**
(2) With the exception of Lots with a zero metre Building Line, Lots on a cul-de-sac bulb, and Apartment Buildings, at least 50% of the front Yard shall be covered with Soft Landscaping and all Landscaping shall be

continuous on the Lot.

- (3) At least 40% of the front Yard of a Lot on a cul-de-sac bulb shall be covered with Soft Landscaping and all Landscaping shall be continuous on the Lot.
- (4) In addition to zone requirements, Apartment Buildings shall be Landscaped in accordance with the Commercial Development Policy.
- (5) The Driveway, excepting Apartment Buildings, shall be completed with a hard surface acceptable to the Manager of Regulatory Services, shall not exceed 50% of the front Yard, and each entry to a Driveway shall not be wider than 6 metres at the front Lot Line.
- (6) Excepting Apartment Buildings, Hard Landscaping shall comply with the approved site drainage plan for the Lot”

and substituting the following:

“7.6.1 Residential Development

- (1) The Front, Side, and Rear Yards of a residential Lot shall be covered with Landscaping.
- (2) With the exception of Lots with a zero metre Building Line, Lots on a cul-de-sac bulb, Apartment Building, Cluster Development, Four-Plex, Townhouse Cluster, and Triplex at least 50% of the front Yard shall be covered with Soft Landscaping and all Landscaping shall be continuous on the Lot.
- (3) Notwithstanding Subsection 7.6.1(2), at least 45% of the front Yard of a Townhouse Lot within the Residential 3 (R3) Zone shall be covered with Soft Landscaping and all Landscaping shall be continuous on the Lot, with the exception of Townhouse Lots within the Downtown Snow Removal Area (Map 8).
- (4) At least 40% of the front Yard of a Lot on a cul-de-sac bulb shall be covered with Soft Landscaping and all Landscaping shall be continuous on the Lot.
- (5) In addition to zone requirements, Apartment Building, Cluster Development and Townhouse Cluster shall be Landscaped in accordance with the Development Design Manual.
- (6) The Driveway, excepting Apartment Building, Cluster Development and Townhouse Cluster, shall be completed with a hard surface acceptable to the Manager of Regulatory Services, shall not exceed 50% of the front Yard, and each entry to a Driveway shall not be wider than 6 metres at the front Lot Line in accordance with the Development Design Manual.
- (7) Excepting Apartment Building, Cluster Development or Townhouse Cluster, Hard Landscaping shall comply with the approved site drainage plan for the Lot.”.

17) Repealing Section 8.3 Parking Standards for Apartment Building which states:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Apartment Building	<u>Dwelling Size</u> Studio 0.8 1 Bedroom Dwelling 0.9 2 Bedroom Dwelling 1.0 3 Bedroom Dwelling 1.2 or Greater Visitor parking: 0 visitor parking spaces for the first 7 Dwellings; 1 visitor parking space per 7 Dwellings thereafter	<u>Dwelling Size</u> Studio 1.2 1 Bedroom Dwelling 1.2 2 Bedroom Dwelling 1.5 3 Bedroom Dwelling 2.0 or Greater Maximums are cumulative for building and inclusive of visitor parking

and substituting the following:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Apartment Building	<u>Dwelling Size</u> Micro Unit (not exceeding 42 metres square (450 square feet)): 0 Studio: 0.8 1 Bedroom Dwelling: 0.9 2 Bedroom Dwelling: 1.0 3 Bedroom Dwelling or greater: 1.2 Visitor parking: 0 visitor parking spaces for the first 7 Dwellings; 1 visitor parking space per 7 Dwellings thereafter	<u>Dwelling Size</u> Micro Unit (not exceeding 42 metres square (450 square feet)): 1 parking space for every 4 units Studio: 1.2 1 Bedroom Dwelling: 1.2 2 Bedroom Dwelling: 1.5 3 Bedroom Dwelling or greater: 2.0 Maximums are cumulative for building and inclusive of visitor parking

18) Adding Backyard Suite to Section 8.3 Parking Standards as follows:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Backyard Suite	1 parking space for every Dwelling Unit	Not applicable

19) Adding Cluster Development to Section 8.3 Parking Standards as follows:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Cluster Development	<u>Dwelling Size</u> Micro Unit (not exceeding 42 metres square (450 square feet)): 0 Studio: 0.8 1 Bedroom Dwelling: 0.9 2 Bedroom Dwelling: 1.0 3 Bedroom Dwelling or greater: 1.2 Visitor parking: 0 visitor parking spaces for the first 7 Dwellings; 1 visitor parking space per 7 Dwellings thereafter	<u>Dwelling Size</u> Micro Unit (not exceeding 42 metres square (450 square feet)): 1 parking space for every 4 units Studio: 1.2 1 Bedroom Dwelling: 1.2 2 Bedroom Dwelling: 1.5 3 Bedroom Dwelling or greater: 2.0 Maximums are cumulative for building and inclusive of visitor parking

20) Repealing Section 8.3 Parking Standards for Dwelling Units in a Commercial or Institutional Zone which states:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Dwelling Units in a Commercial or Institutional Zone	<u>Dwelling Size</u> Studio 0.8 1 Bedroom Dwelling 0.9 2 Bedroom Dwelling 1.0 3 Bedroom Dwelling 1.2 or Greater Visitor parking: 0 visitor parking spaces for the first 7 Dwellings; 1 visitor parking space per 7 Dwellings thereafter	<u>Dwelling Size</u> Studio 1.2 1 Bedroom Dwelling 1.2 2 Bedroom Dwelling 1.5 3 Bedroom Dwelling 2.0 or Greater Maximums are cumulative for building and inclusive of visitor parking

and substituting the following:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Dwelling Units in a Commercial or Institutional Zone	<u>Dwelling Size</u> Micro Unit (not exceeding 42 metres square (450 square feet)): 0 Studio: 0.8 1 Bedroom Dwelling: 0.9 2 Bedroom Dwelling: 1.0 3 Bedroom Dwelling or greater: 1.2 Visitor parking: 0 visitor parking spaces for the first 7 Dwellings; 1 visitor parking space per 7 Dwellings thereafter	<u>Dwelling Size</u> Micro Unit (not exceeding 42 metres square (450 square feet)): 1 parking space for every 4 units Studio: 1.2 1 Bedroom Dwelling: 1.2 2 Bedroom Dwelling: 1.5 3 Bedroom Dwelling or greater: 2.0 Maximums are cumulative for building and inclusive of visitor parking

21) Repealing Section 8.3 Parking Standards for Micro Unit Dwelling which states:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Micro Unit Dwelling	No parking required	1 parking space for every 4 units

22) Repealing Section 8.3 Parking Standards for Residential Use, except Apartment Building, Dwelling Units in a Commercial or Institutional Zone, Micro Unit Dwelling and Tiny Home Dwelling, which states:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Residential Use, except Apartment Building, Dwelling Units in a Commercial or Institutional Zone, Micro Unit Dwelling and Tiny Home Dwelling	1 parking space for every Dwelling Unit	Not applicable

and substituting the following:

Type or Nature of Building	Range of Parking Spaces	
	Minimum	Maximum
Residential Use, except Apartment Building, Backyard Suite, Cluster Development, Dwelling Units in a Commercial or Institutional Zone, Townhouse Cluster and Tiny Home Dwelling	1 parking space for every Dwelling Unit	Not applicable

23) Repealing Section 8.14 Bicycle Parking, which states:

“Developments containing an Apartment Building, Office Use and/or Retail Use shall providing parking space for bicycles as follows:

Type or Nature of Building	Parking Requirements
Apartment Building	1 bicycle parking space for every 2 residential units
Office Use with 500 m ² to 3200 m ² of Net Floor Area	2 bicycle parking spaces
Office Use greater than 3200 m ² of Net Floor Area	4 bicycle parking spaces for every 3200 m ²
Retail Use with 500 m ² to 3200 m ² of Net Floor Area	2 bicycle parking spaces
Retail Use greater than 3200 m ² of Net Floor Area	4 bicycle parking spaces for every 3200 m ² ”

and substituting the following:

“(1) Developments containing an Apartment Building, Cluster Development, Dwelling Units in a Commercial or Institutional Use, Office Use and/or Retail Use shall provide parking space for bicycles as follows:

Type or Nature of Building	Parking Requirements
Apartment Building, Cluster Development, Dwelling Units in a Commercial or Institutional Use	1 bicycle parking space for every 2 residential units
Office Use with 500 m ² to 3200 m ² of Net Floor Area	2 bicycle parking spaces

Office Use greater than 3200 m ² of Net Floor Area	4 bicycle parking spaces for every 3200 m ²
Retail Use with 500 m ² to 3200 m ² of Net Floor Area	2 bicycle parking spaces
Retail Use greater than 3200 m ² of Net Floor Area	4 bicycle parking spaces for every 3200 m ² "

and renumbering the remaining sections.

- 24) Repealing Section 10 Pocket Neighbourhood (PN) Zone, including Section (1) Permitted Uses, Section (2) Discretionary Uses and Section (3) Zone Standards.
- 25) Repealing Residential 2 (R2) Zone Section (1) title, which states:
“(1) PERMITTED USES, except Shea Heights (Planning Area 14) and 591-609 Southside Road (PID #s 44135, 47622, 44136, 15246)”
and substituting the following:
“(1) PERMITTED USES, except 591-609 Southside Road (PID #s 44135, 47622, 44136, 15246)”.
- 26) Repealing Residential 2 (R2) Zone Section (2) title, which states:
“(2) DISCRETIONARY USES, except Shea Heights (Planning Area 14) and 591-609 Southside Road (PID #s 44135, 47622, 44136, 15246)”
and substituting the following:
“(2) DISCRETIONARY USES, except 591-609 Southside Road (PID #s 44135, 47622, 44136, 15246)”
- 27) Repealing Residential 2 (R2) Zone Section (3), which states:
“(3) PERMITTED USES SHEA HEIGHTS (PLANNING AREA 14) Townhouse is not permitted”
and renumbering the remaining sections.
- 28) Adding **“ZONE STANDARDS FOR ACCESSORY BUILDING SHALL BE IN ACCORDANCE WITH SECTION 6.2”** to the following Zones:
- Mini Home Park (MHP) Zone Section (5), and renumbering remaining sections;
 - Residential 1 (R1) Zone Section (5), and renumbering remaining sections;
 - Residential 2 (R2) Zone Section (16), and renumbering remaining sections;
 - Residential 2 Cluster (R2C) Zone Section (4), and renumbering remaining sections;

- Residential 3 (R3) Zone Section (15), and renumbering remaining sections;
- Residential Battery (RB) Zone Section (4), and renumbering remaining sections;
- Residential Downtown (RD) Zone Section (15), and renumbering remaining sections;
- Residential Mixed (RM) Zone Section (14), and renumbering remaining sections;
- Residential Quidi Vidi (RQV) Zone Section (6), and renumbering remaining sections;
- Residential Reduced Lot (RRL) Zone Section (3), and renumbering remaining sections;
- Residential Special (RA) Zone Section (4), and renumbering remaining sections;
- Residential Special 1 (RA1) Zone Section (4), and renumbering remaining sections;
- Apartment 1 (A1) Zone Section (11), and renumbering remaining sections;
- Apartment 2 (A2) Zone Section (10), and renumbering remaining sections;
- Apartment 3 (A3) Zone Section (6), and renumbering remaining sections;
- Apartment Downtown (AD) Zone Section (6), and renumbering remaining sections;
- Apartment Special (AA) Zone Section (8), and renumbering remaining sections;
- Rural Residential (RR) Zone Section (5), and renumbering remaining sections;
- Rural Residential Infill (RRI) Zone Section (5), and renumbering remaining sections;
- Rural Village (RV) Zone Section (4), and renumbering remaining sections;
- Planned Mixed Development 1 (PMD1) Zone Section (10), and renumbering remaining sections; and
- Planned Mixed Development 2 Zone (PMD2) Section (9), and renumbering remaining sections.

29) Repealing “Apartment Building, maximum of 6 dwelling units” as a Discretionary Use from the following Zones:

- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Downtown (RD) Zone; and
- Residential Mixed (RM) Zone.

And adding “Apartment Building, maximum of 6 Dwelling Units” as a Permitted Use to the following Zones:

- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Downtown (RD) Zone; and
- Residential Mixed (RM) Zone.

30) Repealing Residential 3 (R3) Zone Section (7)(c) Apartment Building minimum Building Line, which states:

“(7)(c) Building Line (minimum) 1.5 metres”

and substituting the following:

“(7)(c) Building Line (minimum) 4.5 metres”.

31) Repealing Residential Mixed (RM) Zone Section (7)(c) Apartment Building and Personal Care Home minimum Building Line, which states:

“(7)(c) Building Line (minimum) 1.5 metres”

and substituting the following:

“(7)(c) Building Line (minimum) 4.5 metres”.

32) Repealing Apartment 1 (A1) Zone Section (3)(c) Apartment Building minimum Building Line, which states:

“(3)(c) Building Line (minimum) 7 metres”

and substituting the following:

“(3)(c) Building Line (minimum) 6 metres”.

33) Repealing Apartment 1 (A1) Zone Section (3)(d) Apartment Building maximum Building Height, which states:

“(3)(d) Building Height (maximum) 12 metres”

and substituting the following:

“(3)(d) Building Height (maximum) 14 metres”.

34) Repealing Apartment 3 (A3) Zone Section (3)(d) Apartment Building maximum Building Height, which states:

**“(3)(d) Building Height (maximum) 40 metres
Except 346-360 Empire Avenue (PID #11915, 23995,
23994)
40-58 Shortall Street (PID #24617, 352341, 52340)**

**145 Stavanger Drive (PID #155330)
485 Topsail Road (PID #46960)”**

and substituting the following:

**“(3)(d) Building Height (maximum) 52 metres
Except 346-360 Empire Avenue (PID #11915, 23995,
23994)**

**40-58 Shortall Street (PID #24617, 352341, 52340)
145 Stavanger Drive (PID #155330)
485 Topsail Road (PID #46960)”.**

- 35) Repealing Apartment Special (AA) Zone Section (3)(c) Apartment Building minimum Building Line, which states:

“(3)(c) Building Line (minimum) 7 metres”

and substituting the following:

“(3)(c) Building Line (minimum) 6 metres”.

- 36) Adding **“Backyard Suite”** as a Permitted Use to the following Zones:

- Residential 1 (R1) Zone;
- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Battery (RB) Zone;
- Residential Downtown (RD) Zone;
- Residential Mixed (RM) Zone;
- Residential Quidi Vidi (RQV) Zone;
- Residential Reduced Lot (RRL) Zone;
- Residential Special (RA) Zone;
- Residential Special 1 (RA1) Zone;
- Apartment 1 (A1) Zone;
- Apartment 2 (A2) Zone;
- Apartment Special (AA) Zone;
- Rural Residential (RR) Zone;
- Rural Residential Infill (RRI) Zone;
- Rural Village (RV) Zone;
- Planned Mixed Development 1 (PMD1) Zone; and
- Planned Mixed Development 2 Zone (PMD2).

- 37) Adding **“ZONE STANDARDS FOR BACKYARD SUITES SHALL BE IN ACCORDANCE WITH SECTION 6.7”** to the following Zones:

- Residential 1 (R1) Zone Section (6), and renumbering remaining sections;

- Residential 2 (R2) Zone Section (17), and renumbering remaining sections;
- Residential 3 (R3) Zone Section (16), and renumbering remaining sections;
- Residential Battery (RB) Zone Section (5), and renumbering remaining sections;
- Residential Downtown (RD) Zone Section (16), and renumbering remaining sections;
- Residential Mixed (RM) Zone Section (15), and renumbering remaining sections;
- Residential Quidi Vidi (RQV) Zone Section (7), and renumbering remaining sections;
- Residential Reduced Lot (RRL) Zone Section (4), and renumbering remaining sections;
- Residential Special (RA) Zone Section (5), and renumbering remaining sections;
- Residential Special 1 (RA1) Zone Section (5), and renumbering remaining sections;
- Apartment 1 (A1) Zone Section (12), and renumbering remaining sections;
- Apartment 2 (A2) Zone Section (11), and renumbering remaining sections;
- Apartment Special (AA) Zone Section (9), and renumbering remaining sections;
- Rural Residential (RR) Zone Section (6), and renumbering remaining sections;
- Rural Residential Infill (RRI) Zone Section (6), and renumbering remaining sections;
- Rural Village (RV) Zone Section (5), and renumbering remaining sections;
- Planned Mixed Development 1 (PMD1) Zone Section (11), and renumbering remaining sections; and
- Planned Mixed Development 2 Zone (PMD2) Section (10), and renumbering remaining sections.

38) Adding “**Cluster Development, maximum of 6 Dwelling Units**” as a Permitted Use to the following Zones:

- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Downtown (RD) Zone; and
- Residential Mixed (RM) Zone.

39) Adding “**Cluster Development, maximum 24 Dwelling Units**” as a Permitted Use to the Apartment Downtown (AD) Zone.

40) Adding “**Cluster Development**” as a Permitted Use to the following Zones:

- Residential 2 Cluster (R2C) Zone;
- Apartment 1 (A1) Zone;
- Apartment 2 (A2) Zone;
- Apartment 3 (A3) Zone;
- Apartment Special (AA) Zone;
- Planned Mixed Development 1 (PMD1) Zone; and
- Planned Mixed Development 2 Zone (PMD2).

41) Adding the following standards for Cluster Development to the Residential 2 (R2) Zone Section (13):

“(13) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

- | | |
|--------------------------------------|--|
| (a) Lot Area | Council discretion |
| (b) Lot Frontage (minimum) | 18 metres |
| (c) Building Line (minimum) | 6 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yards (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) Rear Yard (minimum) | 6 metres |
| (g) Landscaping (minimum) | 40%” |

and renumbering the remaining sections.

42) Repealing Residential 2 Cluster (R2C) Zone Section (3), which states:

“(3) ZONE STANDARDS FOR TOWNHOUSE CLUSTER”

and substituting the following:

“(3) ZONE STANDARDS FOR TOWNHOUSE CLUSTER AND CLUSTER DEVELOPMENT”.

43) Adding the following standards for Cluster Development to the Residential 3 (R3) Zone Section (12):

“(12) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

- | | |
|--------------------------------------|---|
| (a) Lot Area | Council discretion |
| (b) Lot Frontage (minimum) | 14 metres |
| (c) Building Line (minimum) | 4.5 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yards (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the |

(f) Rear Yard (minimum) **Street shall be 6 metres
4.5 metres”**
and renumbering the remaining sections.

- 44) Adding the following standards for Cluster Development to the Residential Downtown (RD) Zone Section (12):

“(12) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

(a) Lot Area **Council discretion**
(b) Lot Frontage (minimum) **12 metres**
(c) Building Line (minimum) **0 metres**
(d) Building Height (maximum) **10 metres, as measured from all property boundaries, such that the height is adjusted to follow the grade of Streets or property boundaries provided Height does not exceed 10 metres as measured from the grade of the property over the site.**
(e) Side Yards (minimum) **Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 1.8 metre**
(f) Rear Yard (minimum) **3.5 metres”**
and renumbering the remaining sections.

- 45) Adding the following standards for Cluster Development to the Residential Mixed (RM) Zone Section (12):

“(12) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

(a) Lot Area **Council discretion**
(b) Lot Frontage (minimum) **14 metres**
(c) Building Line (minimum) **4.5 metres**
(d) Building Height (maximum) **10 metres**
(e) Side Yards (minimum) **Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres**
(f) Rear Yard (minimum) **6 metres”**
and renumbering the remaining sections.

- 46) Adding the following standards for Cluster Development to the Apartment 1 (A1) Zone Section (4):

“(4) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

(a) Lot Area **Council discretion**
(b) Lot Frontage (minimum) **20 metres**
(c) Building Line (minimum) **6 metres**
(d) Building Height (maximum) **14 metres**

- (e) Side Yards (minimum) Two, each equal to 1 metre for every 4 metres of Building Height, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
 - (f) Rear Yard (minimum) 6 metres
 - (g) Lot Coverage (maximum) 35%
 - (h) Landscaping (minimum) 35%”
- and renumbering the remaining sections.

47) Adding the following standards for Cluster Development to the Apartment 2 (A2) Zone Section (4):

“(4) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

- (a) Lot Area Council discretion
 - (b) Lot Frontage (minimum) 20 metres
 - (c) Building Line (minimum) 6 metres
 - (d) Building Height (maximum) 24 metres
 - (e) Side Yards (minimum) Two, each equal to 1 metre for every 4 metres of Building Height, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
 - (f) Rear Yard (minimum) 6 metres
 - (g) Lot Coverage (maximum) 40%
 - (h) Landscaping (minimum) 30%”
- and renumbering the remaining sections.

48) Adding the following standards for Cluster Development to the Apartment 3 (A3) Zone Section (4):

“(4) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

- (a) Lot Area Council discretion
 - (b) Lot Frontage (minimum) 20 metres
 - (c) Building Line (minimum) 6 metres
 - (d) Building Height (maximum) 52 metres
 - (e) Side Yards (minimum) Two, each equal to 1 metre for every 4 metres of Building Height to a maximum of 6 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
 - (f) Rear Yard (minimum) 6 metres
 - (g) Lot Coverage (maximum) 50%
 - (h) Landscaping (minimum) 30%”
- and renumbering the remaining sections.

49) Repealing Apartment Downtown (AD) Zone Section (3) which states:

“(3) ZONE STANDARDS FOR APARTMENT BUILDING

- | | |
|--------------------------------------|--|
| (a) Lot Frontage (minimum) | 20 metres |
| (b) Building Line | Council discretion |
| (d) Building Height (maximum) | 16 metres, as measured from all property boundaries, such that the height is adjusted to follow the grade of Streets or property boundaries provided Height does not exceed 16 metres as measured from the grade of the property over the site. |
| (e) Side Yards | Council discretion |
| (f) Rear Yard | Council discretion |
| (g) Landscaping | Council discretion” |

and substituting the following:

“(3) ZONE STANDARDS FOR APARTMENT BUILDING AND CLUSTER DEVELOPMENT

- | | |
|--------------------------------------|--|
| (a) Lot Area | Council discretion |
| (a) Lot Frontage (minimum) | 20 metres |
| (b) Building Line | Council discretion |
| (d) Building Height (maximum) | 16 metres, as measured from all property boundaries, such that the height is adjusted to follow the grade of Streets or property boundaries provided Height does not exceed 16 metres as measured from the grade of the property over the site. |
| (e) Side Yards | Council discretion |
| (f) Rear Yard | Council discretion |
| (g) Landscaping | Council discretion”. |

50) Adding the following standards for Cluster Development to the Apartment Special (AA) Zone Section (5):

“(5) ZONE STANDARDS FOR CLUSTER DEVELOPMENT

- | | |
|--------------------------------------|---|
| (a) Lot Area | Council discretion |
| (b) Lot Frontage (minimum) | 20 metres |
| (c) Building Line (minimum) | 6 metres |
| (d) Building Height (maximum) | 12 metres |
| (e) Side Yards (minimum) | Two, each equal to 1 metre for every 4 metres of Building Height, except on a corner Lot where the Side Yard |

- | | |
|-----------------------------------|--|
| | abutting the Street shall be 6 metres |
| (f) Rear Yard (minimum) | 6 metres |
| (g) Lot Coverage (maximum) | 30% |
| (h) Landscaping (minimum) | 40% |
- and renumbering the remaining sections.

51) Repealing Planned Mixed Development 1 (PMD1) Zone Section (8) title, which states:

“(8) ZONE STANDARDS (SUBJECT TO SECTION 7.3 – SNOW STORAGE) FOR APARTMENT BUILDING”

and substituting the following:

“(8) ZONE STANDARDS (SUBJECT TO SECTION 7.3 – SNOW STORAGE) FOR APARTMENT BUILDING AND CLUSTER DEVELOPMENT”.

52) Repealing Planned Mixed Development 2 Zone (PMD2) Section (7) title, which states:

“(7) ZONE STANDARDS (SUBJECT TO SECTION 7.3 – SNOW STORAGE) FOR APARTMENT BUILDING”

and r substituting the following:

“(7) ZONE STANDARDS (SUBJECT TO SECTION 7.3 – SNOW STORAGE) FOR APARTMENT BUILDING AND CLUSTER DEVELOPMENT”.

53) Repealing references to **“Duplex Dwelling”** in the Residential 2 (R2) Zone, Residential 3 (R3) Zone, Residential Downtown (RD) Zone, Residential Mixed (RM) Zone, and Residential Quidi Vidi (RQV) Zone, and substituting it with **“Duplex”**.

54) Repealing **“Four-Plex”** as a Discretionary Use from the following Zones:

- Residential 2 (R2) Zone; and
- Apartment 1 (A1) Zone.

55) Adding **“Four-Plex”** as a Permitted Use to the following Zones:

- Residential 2 (R2) Zone;
- Residential Downtown (RD) Zone;
- Residential Mixed (RM) Zone; and
- Apartment 1 (A1) Zone.

56) Adding **“Four-Plex on a Corner Lot”** as a Permitted Use in the Residential 1 (R1) Zone.

57) Adding the following standards for Four-Plex to the Residential 1 (R1) Zone Section (4):

“(4) ZONE STANDARDS FOR FOUR-PLEX

- | | |
|-------------------------------|--|
| (a) Lot Area (minimum) | 360 metres square |
| (b) Lot Frontage (minimum) | 20 metres |
| (c) Building Line (minimum) | 6 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yard (minimum) | 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 meters |
| (f) Rear Yard (minimum) | 6 meters |
| (g) Landscaping (minimum) | 40% of Lot, 30% of Front Yard” |

and renumbering the remaining sections.

58) Increasing the maximum Building Height for Four-Plex from “8 metres” to “10 metres” in the following Zones:

- Residential 2 (R2) Zone;
- Apartment 1 (A1) Zone; and
- Apartment 2 (A2) Zone.

59) Repealing Residential 3 (R3) Zone Section 9 Zone Standards for Four-Plex, which states:

“(9) ZONE STANDARDS FOR FOUR-PLEX

- | | |
|-------------------------------|---|
| (a) Lot Area (minimum) | 320 metres square |
| (b) Lot Frontage (minimum) | 20 metres |
| (c) Building Line (minimum) | 6 metres |
| (d) Building Height (maximum) | 8 metres |
| (e) Side Yards (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) Rear Yard (minimum) | 6 metres |
| (g) Landscaping (minimum) | 40% of Lot, 30% of Front Yard” |

and substituting the following:

“(9) ZONE STANDARDS FOR FOUR-PLEX

- | | |
|-------------------------------|---|
| (a) Lot Area (minimum) | 290 metres square |
| (b) Lot Frontage (minimum) | 20 metres |
| (c) Building Line (minimum) | 4.5 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yards (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) Rear Yard (minimum) | 4.5 metres |
| (g) Landscaping (minimum) | 40% of Lot, 30% of Front Yard”. |

- 60) Adding the following standards for Four-Plex to the Residential Downtown (RD) Zone Section (10):

“(10) ZONE STANDARDS FOR FOUR-PLEX

- | | |
|--------------------------------------|--|
| (a) Lot Area (minimum) | 180 metres square |
| (b) Lot Frontage (minimum) | 20 metres |
| (c) Building Line (minimum) | 0 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yard (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 1.8 meters |
| (f) Rear Yard (minimum) | 3.5 meters” |

and renumbering the remaining sections.

- 61) Adding the following standards for Four-Plex to the Residential Mixed (RM) Zone Section (10):

“(10) ZONE STANDARDS FOR FOUR-PLEX

- | | |
|--------------------------------------|--|
| (a) Lot Area (minimum) | 320 metres square |
| (b) Lot Frontage (minimum) | 20 metres |
| (c) Building Line (minimum) | 4.5 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yard (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 4.5 meters |
| (f) Rear Yard (minimum) | 6 metres |
| (g) Landscaping (minimum) | 40% of Lot, 30% of Front Yard” |

and renumbering the remaining sections.

- 62) Repealing Apartment 1 (A1) Zone Four-Plex minimum Lot Area, which states:

“(a) Lot Area (minimum) 750 metres square”

and substituting the following:

“(a) Lot Area (minimum) 360 metres square”

- 63) Repealing Apartment 2 (A2) Zone Four-Plex minimum Lot Area, which states:

“(a) Lot Area (minimum) 750 metres square”

and substituting the following:

“(a) Lot Area (minimum) 360 metres square”

- 64) Repealing references to **“Micro Unit”** from Section 10 as follows:

- Residential Downtown (RD) Zone Section (2) - **“Micro Unit (maximum 6 per Building)”**;
- Residential Downtown (RD) Zone Section (7)(a) - **“or 80 metres square per 2 Micro Units”**;

- Apartment Downtown (AD) Zone Section (2) - **“Micro Unit (maximum of 12 per building)”**;
- Commercial Downtown Mixed (CDM) Zone Section (2) - **“Micro Unit (maximum number of micro units is equal to half of the total number of residential units)”**; and
- Commercial Downtown Mixed 2 (CDM2) Zone Section (2) - **“Micro Unit (maximum number of micro units is equal to half of the total number of residential units)”**.

65) Repealing Residential 3 (R3) Zone Personal Care Home minimum Building Line, which states:

“(c) Building Line (minimum) 1.5 metres”

and substituting the following:

“(c) Building Line (minimum) 4.5 metres”.

66) Adding **“Personal Care Home”** as a Discretionary Use to the Residential Downtown (RD) Zone.

67) Adding the following standards for Personal Care Home to the Residential Downtown (RD) Zone Section (14):

“(14) ZONE STANDARDS FOR PERSONAL CARE HOME

- (a) Lot Area** Council Discretion
- (b) Lot Frontage (minimum)** 12 metres
- (c) Building Line (minimum)** 0 metres
- (d) Building Height (maximum)** 10 metres, as measured from all property boundaries, such that the height is adjusted to follow the grade of Streets or property boundaries provided Height does not exceed 10 metres as measured from the grade of the property over the site.
- (e) Side Yards (minimum)** Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 1.8 metres
- (f) Rear Yard (minimum)** 3.5 metres”.

68) Repealing Apartment 1 (A1) Zone Personal Care Home minimum Building Line, which states:

“(c) Building Line (minimum) 7 metres”

and substituting the following:

“(c) Building Line (minimum) 6 metres”.

69) Repealing Apartment 1 (A1) Zone Personal Care Home maximum Building Height, which states:

“(d) Building Height (maximum) 12 metres”

and substituting the following:

“(d) Building Height (maximum) 14 metres”.

70) Repealing Apartment 3 (A3) Zone Personal Care Home maximum Building Height, which states:

“(d) Building Height (maximum) 40 metres”

and r substituting the following:

“(d) Building Height (maximum) 52 metres”.

71) Repealing Apartment Special (AA) Zone Personal Care Home minimum Building Line, which states:

“(c) Building Line (minimum) 7 metres”

and substituting the following:

“(c) Building Line (minimum) 6 metres”.

72) Adding **“Pocket Neighbourhood”** as a Discretionary Use to the following Zones:

- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Downtown (RD) Zone; and
- Residential Mixed (RM) Zone.

73) Adding the following standards for Pocket Neighbourhood to the Residential 2 (R2) Zone Section (14):

“(14) ZONE STANDARDS FOR POCKET NEIGHBOURHOOD

(a) Lot Area (minimum) 246 metres square per Dwelling Unit

(b) Lot Frontage (minimum) 20 metres

(c) Building Line (minimum) 6 metres

(d) Building Height (maximum) 8 metres

(e) Side Yards (minimum) 3 metres

(f) Rear Yard (minimum) 3 metres

(g) Landscaping (minimum) 70%

(h) Walkway Width (minimum) 1 metre”

and renumbering the remaining sections.

- 74) Adding the following standards for Pocket Neighbourhood to the Residential 3 (R3) Zone Section (13):

“(13) ZONE STANDARDS FOR POCKET NEIGHBOURHOOD

(a) Lot Area (minimum)	246 metres square per Dwelling Unit
(b) Lot Frontage (minimum)	20 metres
(c) Building Line (minimum)	4.5 metres
(d) Building Height (maximum)	8 metres
(e) Side Yards (minimum)	3 metres
(f) Rear Yard (minimum)	3 metres
(g) Landscaping (minimum)	70%
(h) Walkway Width (minimum)	1 metre”

and renumbering the remaining sections.

- 75) Adding the following standards for Pocket Neighbourhood to the Residential Downtown (RD) Zone Section (13):

“(13) ZONE STANDARDS FOR POCKET NEIGHBOURHOOD

(a) Lot Area (minimum)	246 metres square per Dwelling Unit
(b) Lot Frontage (minimum)	20 metres
(c) Building Line (minimum)	0 metres
(d) Building Height (maximum)	8 metres
(e) Side Yards (minimum)	3 metres
(f) Rear Yard (minimum)	3 metres
(g) Landscaping (minimum)	70%
(h) Walkway Width (minimum)	1 metre”

and renumbering the remaining sections.

- 76) Adding the following standards for Pocket Neighbourhood to the Residential Mixed (RM) Zone Section (13):

“(13) ZONE STANDARDS FOR POCKET NEIGHBOURHOOD

(a) Lot Area (minimum)	246 metres square per Dwelling Unit
(b) Lot Frontage (minimum)	20 metres
(c) Building Line (minimum)	4.5 metres
(d) Building Height (maximum)	8 metres
(e) Side Yards (minimum)	3 metres
(f) Rear Yard (minimum)	3 metres
(g) Landscaping (minimum)	70%
(h) Walkway Width (minimum)	1 metre”

and renumbering the remaining sections.

77) Increasing the maximum Building Height for Single Detached Dwellings from “8 metres” to “9 metres” in the following Zones:

- Residential 1 (R1) Zone;
- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Downtown (RD) Zone;
- Residential Mixed (RM) Zone;
- Residential Quidi Vidi (RQV) Zone;
- Residential Reduced Lot (RRL) Zone;
- Residential Special (RA) Zone;
- Residential Special 1 (RA1) Zone;
- Rural Residential (RR) Zone;
- Rural Residential Infill (RRI);
- Rural Village (RV).

78) Increasing the maximum Building Height for Semi-detached Dwelling and Duplex from “8 metres” to “10 metres” in the following Zones:

- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Downtown (RD) Zone;
- Residential Mixed (RM) Zone;
- Residential Quidi Vidi (RQV); and
- Apartment 1 (A1) Zone.

79) Repealing “Semi-detached Dwelling” as a Discretionary Use in the Apartment 1 (A1) Zone and adding “Semi-detached Dwelling” as a Permitted Use in the Apartment 1 (A1) Zone.

80) Adding “Subsidiary Dwelling Unit” as a Permitted Use to the Residential 2 Cluster (R2C) Zone.

81) Adding “Tiny Home Dwelling” as a Permitted Use to the following Zones:

- Residential 2 (R2) Zone; and
- Residential Mixed (RM) Zone.

82) Adding the following standards for Tiny Home Dwelling to the Residential 2 (R2) Zone Section (10):

“(10) ZONE STANDARDS FOR TINY HOME DWELLING

- | | |
|--------------------------------------|--|
| (a) Lot Area (minimum) | 124 metres square |
| (b) Lot Frontage (minimum) | 5.5 metres |
| (c) Building Line (minimum) | 6 metres |
| (d) Building Height (maximum) | 8 metres |
| (e) Side Yards (minimum) | Two of 1.2 metres, except on a Corn |

(f) Rear Yard (minimum) Lot where the Side Yard abutting the Street shall be 6 metres
and renumbering the remaining sections. **4.5 metres”**

83) Repealing Residential 3 (R3) Zone Section (8) regarding Tiny Home Dwelling, which states:

“(8) ZONE STANDARDS FOR TINY HOME DWELLING
(a) Lot Area (minimum) 91 metres square
(b) Lot Frontage (minimum) 5.5 metres
(c) Building Line (minimum) 0 metres
(d) Building Height (maximum) 8 metres
(e) Side Yards (minimum) Two of 1.2 metres
(f) Rear Yard (minimum) 4.5 metres”

and substituting the following:

“(8) ZONE STANDARDS FOR TINY HOME DWELLING
(a) Lot Area (minimum) 116 metres square
(b) Lot Frontage (minimum) 5.5 metres
(c) Building Line (minimum) 4.5 metres
(d) Building Height (maximum) 8 metres
(a) (e) Side Yards (minimum) Two of 1.2 metres, except on a Corn Lot where the Side Yard abutting the Street shall be 6 metres
(f) Rear Yard (minimum) 4.5 metres”.

84) Repealing Residential Downtown (RD) Zone Section (8)(e) regarding Tiny Home Dwelling minimum Side Yard standards, which states:

“(8)(e) Side Yards (minimum) Two of 1.2 metres”

and substituting the following:

“(8)(e) Side Yards (minimum) Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 1.8 metres”.

85) Adding the following standards for Tiny Home Dwelling to the Residential Mixed (RM) Zone Section (9):

“(9) ZONE STANDARDS FOR TINY HOME DWELLING

- | | |
|--------------------------------------|--|
| (a) Lot Area (minimum) | 124 metres square |
| (b) Lot Frontage (minimum) | 5.5 metres |
| (c) Building Line (minimum) | 4.5 metres |
| (d) Building Height (maximum) | 8 metres |
| (b) Side Yards (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 4.5 metres |
| (e) Rear Yard (minimum) | 4.5 metres”. |

and renumbering the remaining sections.

86) Repealing Apartment 1 (A1) Zone Townhouse minimum Building Line, which states:

“(c) Building Line (minimum) 1.5 metres”

and substituting the following:

“(3) Building Line (minimum) 0 metres”.

87) Repealing Apartment 2 (A2) Zone Townhouse minimum Building Line, which states:

“(c) Building Line (minimum) 1.5 metres”

and substituting the following:

“(d) Building Line (minimum) 0 metres”.

88) Adding **“Townhouse Cluster, maximum of 6 Dwelling Units”** as a Permitted Use to the following Zones:

- Residential 2 (R2) Zone;
- Residential 3 (R3) Zone;
- Residential Downtown (RD) Zone; and
- Residential Mixed (RM) Zone.

89) Adding **“Townhouse Cluster”** as a Permitted Use to the following Zones:

- Apartment 1 (A1) Zone;
- Apartment 2 (A2) Zone;
- Apartment Downtown (AD); and
- Apartment Special (AA) Zone.

- 90) Adding the following standards for Townhouse Cluster to the Residential 2 (R2) Zone Section (12):

“(12) STANDARDS FOR TOWNHOUSE CLUSTER

(a) Lot Area (minimum)	180 metres square per Dwelling Unit	
(b) Lot Frontage (minimum)	20 metres	
(c) Building Line (minimum)	6 metres	
(d) Minimum Distance Between Townhouse Clusters		1.2 metres
(e) Side Yard (minimum)	6 metres	
(f) Rear Yard (minimum)	6 metres	
(g) Building Height (maximum)	10 metres	
(h) Landscaping (minimum)	30%”	

and renumbering the remaining sections.

- 91) Adding the following standards for Townhouse Cluster to the Residential 3 (R3) Zone Section (11):

“(11) STANDARDS FOR TOWNHOUSE CLUSTER

(a) Lot Area (minimum)	90 metres square per Dwelling Unit	
(b) Lot Frontage (minimum)	14 metres	
(c) Building Line (minimum)	4.5 metres	
(d) Minimum Distance Between Townhouse Clusters		1.2 metres
(e) Side Yard (minimum)	4.5 metres	
(f) Rear Yard (minimum)	4.5 metres	
(g) Building Height (maximum)	10 metres	
(h) Landscaping (minimum)	30%”	

and renumbering the remaining sections.

- 92) Adding the following standards for Townhouse Cluster to the Residential Downtown (RD) Zone Section (11):

“(11) STANDARDS FOR TOWNHOUSE CLUSTER

(a) Lot Area (minimum)	50 metres square per Dwelling Unit	
(b) Lot Frontage (minimum)	12 metres	
(c) Building Line (minimum)	0 metres	
(d) Minimum Distance Between Townhouse Clusters		1.2 metres
(e) Side Yard (minimum)	3.5 metres	
(f) Rear Yard (minimum)	3.5 metres	
(g) Building Height (maximum)	10 metres	
(h) Landscaping (minimum)	30%”	

and renumbering the remaining sections.

- 93) Adding the following standards for Townhouse Cluster to the Residential Mixed (RM) Zone Section (11):

“(11) STANDARDS FOR TOWNHOUSE CLUSTER

- | | | |
|---|-------------------------------------|------------|
| (a) Lot Area (minimum) | 140 metres square per Dwelling Unit | |
| (b) Lot Frontage (minimum) | 14 metres | |
| (c) Building Line (minimum) | 4.5 metres | |
| (d) Minimum Distance Between Townhouse Clusters | | 1.2 metres |
| (e) Side Yard (minimum) | 6 metres | |
| (f) Rear Yard (minimum) | 6 metres | |
| (g) Building Height (maximum) | 10 metres | |
| (h) Landscaping (minimum) | 30%” | |

and renumbering the remaining sections.

- 94) Adding the following standards for Townhouse Cluster to the Apartment 1 (A1) Zone Section (7):

“(7) STANDARDS FOR TOWNHOUSE CLUSTER

- | | | |
|---|-------------------------------------|------------|
| (a) Lot Area (minimum) | 180 metres square per Dwelling Unit | |
| (b) Lot Frontage (minimum) | 20 metres | |
| (c) Building Line (minimum) | 6 metres | |
| (d) Minimum Distance Between Townhouse Clusters | | 1.2 metres |
| (e) Side Yard (minimum) | 6 metres | |
| (f) Rear Yard (minimum) | 6 metres | |
| (g) Building Height (maximum) | 10 metres | |
| (h) Landscaping (minimum) | 35%” | |

and renumbering the remaining sections.

- 95) Adding the following standards for Townhouse Cluster to the Apartment 2 (A2) Zone Section (7):

“(7) STANDARDS FOR TOWNHOUSE CLUSTER

- | | | |
|---|-------------------------------------|------------|
| (a) Lot Area (minimum) | 140 metres square per Dwelling Unit | |
| (b) Lot Frontage (minimum) | 20 metres | |
| (c) Building Line (minimum) | 6 metres | |
| (d) Minimum Distance Between Townhouse Clusters | | 1.2 metres |
| (e) Side Yard (minimum) | 6 metres | |
| (f) Rear Yard (minimum) | 6 metres | |
| (g) Building Height (maximum) | 10 metres | |
| (h) Landscaping (minimum) | 30%” | |

and renumbering the remaining sections.

96) Adding the following standards for Townhouse Cluster to the Apartment Downtown (AD) Zone Section (4):

“(4) STANDARDS FOR TOWNHOUSE CLUSTER

- | | | |
|---|------------------------------------|------------|
| (a) Lot Area (minimum) | 50 metres square per Dwelling Unit | |
| (b) Lot Frontage (minimum) | 12 metres | |
| (c) Building Line (minimum) | 0 metres | |
| (d) Minimum Distance Between Townhouse Clusters | | 1.2 metres |
| (e) Side Yard | Council discretion | |
| (f) Rear Yard | Council discretion | |
| (g) Building Height (maximum) | 10 metres | |
| (h) Landscaping | Council discretion” | |

and renumbering the remaining sections.

97) Adding the following standards for Townhouse Cluster to the Apartment Special (AA) Zone Section (6):

“(6) STANDARDS FOR TOWNHOUSE CLUSTER

- | | | |
|---|-------------------------------------|------------|
| (a) Lot Area (minimum) | 180 metres square per Dwelling Unit | |
| (b) Lot Frontage (minimum) | 20 metres | |
| (c) Building Line (minimum) | 6 metres | |
| (d) Minimum Distance Between Townhouse Clusters | | 1.2 metres |
| (e) Side Yard (minimum) | 6 metres | |
| (f) Rear Yard (minimum) | 6 metres | |
| (g) Building Height (maximum) | 10 metres | |
| (h) Landscaping (minimum) | 30%” | |

and renumbering the remaining sections.

98) Adding “Triplex” as a Permitted Use to the following Zones:

- Residential 2 (R2) Zone;
- Residential 3 (R2) Zone;
- Residential Downtown (RD) Zone;
- Residential Mixed (RM) Zone;
- Apartment 1 (A1) Zone; and
- Apartment 2 (A2) Zone.

99) Adding the following standards for Triplex to the Residential 2 (R2) Zone Section (8):

“(8) ZONE STANDARDS FOR TRIPLEX

- | | | |
|-------------------------------|--|--|
| (a) Lot Area (minimum) | 252 metres square | |
| (b) Lot Frontage (minimum) | 14 metres | |
| (c) Building Line (minimum) | 6 metres | |
| (d) Building Height (maximum) | 10 metres | |
| (e) Side Yard (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the | |

- | | |
|----------------------------------|---------------------------------------|
| | Street shall be 6 metres |
| (f) Rear Yard (minimum) | 4.5 metres |
| (g) Landscaping (minimum) | 40% of Lot, 30% of Front Yard” |
- and renumbering the remaining sections.

100) Adding the following standards for Triplex to the Residential 3 (R3) Zone Section (7):

“(7) ZONE STANDARDS FOR TRIPLEX

- | | |
|--------------------------------------|--|
| (a) Lot Area (minimum) | 203 metres square |
| (b) Lot Frontage (minimum) | 14 metres |
| (c) Building Line (minimum) | 4.5 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yard (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres |
| (f) Rear Yard (minimum) | 6 metres |
| (g) Landscaping (minimum) | 40% of Lot, 30% of Front Yard” |
- and renumbering the remaining sections.

101) Adding the following standards for Triplex to the Residential Downtown (RD) Zone Section (7):

“(7) ZONE STANDARDS FOR TRIPLEX

- | | |
|--------------------------------------|--|
| (a) Lot Area (minimum) | 126 metres square |
| (b) Lot Frontage (minimum) | 14 metres |
| (c) Building Line (minimum) | 0 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yard (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 1.8 metres |
| (f) Rear Yard (minimum) | 3.5 metres |
| (g) Landscaping (minimum) | 40% of Lot, 30% of Front Yard” |
- and renumbering the remaining sections.

102) Adding the following standards for Triplex to the Residential Mixed (RM) Zone Section (7):

“(7) ZONE STANDARDS FOR TRIPLEX

- | | |
|--------------------------------------|--|
| (a) Lot Area (minimum) | 224 metres square |
| (b) Lot Frontage (minimum) | 14 metres |
| (c) Building Line (minimum) | 4.5 metres |
| (d) Building Height (maximum) | 10 metres |
| (e) Side Yard (minimum) | Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres |

- (f) Rear Yard (minimum) 6 metres
 - (g) Landscaping (minimum) 40% of Lot, 30% of Front Yard”
- and renumbering the remaining sections.

103) Adding the following standards for Triplex to the Apartment 1 (A1) Zone Section (6):

“(6) ZONE STANDARDS FOR TRIPLEX

- (a) Lot Area (minimum) 252 metres square
 - (b) Lot Frontage (minimum) 14 metres
 - (c) Building Line (minimum) 6 metres
 - (d) Building Height (maximum) 10 metres
 - (e) Side Yard (minimum) Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
 - (f) Rear Yard (minimum) 6 metres
 - (g) Landscaping (minimum) 40% of Lot, 30% of Front Yard”
- and renumbering the remaining sections.

104) Adding the following standards for Triplex to the Apartment 2 (A2) Zone Section (6):

“(6) ZONE STANDARDS FOR TRIPLEX

- (a) Lot Area (minimum) 252 metres square
 - (b) Lot Frontage (minimum) 14 metres
 - (c) Building Line (minimum) 6 metres
 - (d) Building Height (maximum) 10 metres
 - (e) Side Yard (minimum) Two of 1.2 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres
 - (f) Rear Yard (minimum) 6 metres
 - (g) Landscaping (minimum) 40% of Lot, 30% of Front Yard”
- and renumbering the remaining sections.

DECISION/DIRECTION NOTE

Title: Energy Performance Contract for 245 Freshwater Road
Date Prepared: April 10, 2024
Report To: Committee of the Whole
Councillor and Role: Deputy Mayor Sheilagh O'Leary, Sustainability
Ward: N/A

Decision/Direction Required:

For Council to consider proceeding with a revised approach for the decarbonization of the heating system at 245 Freshwater Road.

Discussion – Background and Current Status:

St. John's is committed to the following targets in their Corporate Climate Plan:

- 40% reduction by 2030 and stretch target of 50% by 2030 from 2018 emissions.
- Net-zero by 2050 at the latest.

Buildings and facilities represent one of the most significant capital and operating costs of a municipality. These utility costs were particularly impacted by rising fuel costs. In addition, the City needs to invest in the operation and maintenance of these assets and has a long list of near term and long-term capital investments requirements. An aging building portfolio is more expensive to operate, is less energy efficient, encompasses more risk of failure at a sudden cost, and emits more greenhouse gases.

The building at 245 Freshwater Road has an oil fired boiler that is past end of life and could catastrophically fail when under its heaviest load, during the middle of winter. It consumes over 70,400L of oil and generates over 154 tonnes of CO₂e (equivalent to 37 passenger vehicles driven for one year).

Emergency replacement is very difficult and expensive, and challenging for people living and working in the City. Failure to modernize can lead to high operating costs, high unexpected costs, and a premature need to replace a facility as overall condition worsens.



Figure 1 boilers at 245 Freshwater.

The Energy Performance Contract 2022 Decision Summary

In 2022, Council unanimously approved moving forward with an Energy Performance Contract (EPC), incorporating the financials detailed in Table 1, and sought FCM Net-Zero Pathways funding to facilitate the City's pursuit of Table 2, which includes transitioning the heating fuel at 245 Freshwater Rd away from heating oil. The implementation of the Table 1 project is currently underway and progressing smoothly.

In 2022, it was anticipated that the City's maximum capital responsibility would amount to \$6,661,630 if the sought-after grant was approved, with a projected payback period of 15 years or less. As part of the project, the transition away from oil heating at 245 Freshwater Rd would be fully funded by the pending grant. The initial estimate for this transition, as of 2021/2022, was \$2,220,544. In 2024, the City successfully secured the FCM Pathway to Net-Zero grant outlined in Table 2, and staff are now moving forward with the fuel switching project at 245 Freshwater Rd.

Table 1: Energy Performance Contract project without 245 Freshwater fuel switch away from heating oil.

Source	Type	Amount
Climate Change Challenge Fund Grant (CCCF)	Grant	\$3,110,577 (awarded)
City Hall Energy Audit 2021 Capital	Previously Allocated Capital	\$100,000 (approved)
TakeCHARGE Audit and Feasibility Grants	Grant	\$144,000 (awarded)
FCM Feasibility Study Grant	Grant	\$200,000 (submitted)
TakeCHARGE retrofit rebates Grants	Grant	\$116,000 (TBC)
Sub-total Grants:		\$3,670,428
Total Project Cost: (not including 245 Freshwater Fuel Switching)		\$9,990,664
St. John's Capital:		\$6,320,236

Table 2: Energy Performance Contract project with 245 Freshwater fuel switch away from heating oil.

Source	Type	Amount
Climate Change Challenge Fund Grant (CCCF)	Grant	\$3,110,577 (awarded)
City Hall Energy Audit 2021 Capital	Previously Allocated Capital	\$100,000 (approved)
TakeCHARGE Audit and Feasibility Grants	Grant	\$144,000 (awarded)
FCM Feasibility Study Grant	Grant	\$200,000 (submitted)
TakeCHARGE retrofit rebates Grants	Grant	\$116,000 (TBC)
FCM Pathway to Net-Zero	Grant	\$2,220,544 (TBC)
Sub-total Grants:		\$5,890,971
Total Project Cost: (including 245 Freshwater Fuel Switching)		\$12,552,601
St. John's Capital (through FCM Pathway to Net-Zero Capital program):		\$6,661,630

245-Freshwater Fuel Switching + Deferred maintenance:

Preliminary design assumed hot water heater pipes would be re-used to reduce upfront cost. It has been determined that the pipes are original (1982), and they will need a major investment repairs/replacement (cost estimated at \$900K-\$1.2M). This was not included as part of the retrofit as it has no energy savings. A revised approach is possible, which does not use these pipes, improves energy efficiency and avoids the significant cost identified.

Next steps:

- The revised design uses air source heat pumps as primary heating source, and electric heating coils in ductwork as extreme cold backup.
- This improves energy efficiency and does not need the use of the existing heater pipes, which avoids the deferred maintenance cost identified.
- It is expected that the revised design's implementation will require additional City capital estimated between (\$900,000 and \$1,200,000). Pending confirmation thru a Request for Proposal (RFP).
- This increase would mean the City would capitalize up to 34% of the 245 Freshwater Rd fuel switch project.
- The overall total Energy Performance Contract would have a City cost-share of 46%-48.6% with the rest of the funding coming from grants and incentives currently secured.
- Payback for 245 Freshwater fuel switch and the project overall would remain below 15 yrs.

Key Considerations/Implications:

1. Budget/Financial Implications: for Council to revise their maximum contribution from \$6,661,630 to \$7,811,445. Financing costs will be off set in their entirety by energy savings in the energy operating budgets on an annual basis.

2. Partners or Other Stakeholders: Corporate Energy Team, Utilities.

3. Alignment with Strategic Directions:

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

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

4. Alignment with Adopted Plans: An Effective City, A Sustainable City. Climate Emergency Declaration. Climate Change Corporate GHG Reduction Targets (30% and stretch target of 40% by 2030 from 2018).

5. Accessibility and Inclusion: N/A

6. Legal or Policy Implications: Legal departments and procurement have been involved in the review of the energy performance contract to date and will be in next steps.

7. Privacy Implications: N/A
8. Engagement and Communications Considerations: N/A
9. Human Resource Implications: The Sustainability Manager will lead the implementation process and engage the Corporate Energy Team, relevant facility occupants, as well as legal, and finance and administration services as implementation proceeds.
10. Procurement Implications: Procurement for this portion of work will be conducted in accordance with City policy and the implementation of the project will be captured within a Energy Performance Contract competitive RFP process.
11. Information Technology Implications: Information systems will be engaged to ensure specifications meet technology requirements within the City's operations.
12. Other Implications: During the construction period coordination will be ongoing with relevant departments to minimize disruption to operations.

Recommendation:

That Council authorize staff to pursue the fuel switch project of 245 Freshwater Road and increase its maximum capital contribution from \$6,661,630 to \$7,811,445.

Prepared by: Edmundo Fausto, Manager Sustainability

Approved by:

Report Approval Details

Document Title:	Energy Performance Contract for 245 Freshwater Road.docx
Attachments:	
Final Approval Date:	Apr 18, 2024

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

David Crowe - Apr 15, 2024 - 1:36 PM

Lynnann Winsor - Apr 18, 2024 - 1:38 PM

**Development Permits List
For April 11 to April 24, 2024**

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES	.	Installation of new sanitary services	59 Harvey Road	2	Approved	2024-04-15
RES		Subdivision/ Consolidation & Development of Dwelling	62 & 72 Cuckhold's Cove Road	2	Approved	2024-04-19
OT	Newfoundland Power	East Ridge Phase 3 Lighting Distribution	Spitfire Drive	1	Approved	2024-04-19
RES		Development of 3 Apartment Building	6 Lambe's Lane	4	Approved	2024-04-24

*** 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 30, 2024, Regular Meeting

Permits Issued: 2024/04/11 to 2024/04/24

BUILDING PERMITS ISSUED

Residential

Location	Permit Type	Structure Type
1 Colville St	Accessory Building	Accessory Building
1 Harrington Dr	Renovations	Single Detached w/ apt.
10 Pepperwood Dr	Fence	Fence
103 Rennie's Mill Rd	Fence	Fence
103 Shoal Bay Rd	Extension	Accessory Building
11 Beech Pl	Fence	Fence
12 Maurice Putt Cres	New Construction	Single Detached w/ apt.
15 Charter Crt	Deck	Patio Deck
16 Mayor Ave	Fence	Fence
168 Patrick St	Renovations	Townhousing
17 Electra Dr	Fence	Fence
17 Electra Dr	Site Work	Driveway
17 Monkstown Rd	Fence	Fence
18 Balsam St	Renovations	Townhousing
20 Sir Wilfred Grenfell Pl	New Construction	Single Detached w/ apt.
21 Browne Cres	Accessory Building	Accessory Building
22 Sir Wilfred Grenfell Pl	New Construction	Single Detached w/ apt.
225 Mundy Pond Rd	Site Work	Single Detached Dwelling
225 Mundy Pond Rd	Renovations	Single Detached Dwelling
23 Thomas St	Change of Occupancy	Single Detached w/ apt.
24 Cabot St	Accessory Building	Accessory Building
25 Ballylee Cres	Fence	Fence
25 Bond St	Site Work	Duplex Dwelling
26 Sir Wilfred Grenfell Pl	New Construction	Single Detached w/ apt.
272 Newfoundland Dr	Renovations	Single Detached w/ apt.
293 Groves Rd	Accessory Building	Accessory Building
30 Leonard J. Cowley St	New Construction	Single Detached Dwelling
30 Spitfire Dr	New Construction	Single Detached Dwelling
33 Queen's Rd	Change of Occupancy/Renovations	Duplex Dwelling
34 Sugar Pine Cres	New Construction	Single Detached Dwelling
35 Shriners Rd	Accessory Building	Accessory Building
36 Shaw St	Renovations	Single Detached Dwelling
38 Spruce Grove Ave	Accessory Building	Accessory Building

39 Cowan Ave	Site Work	Retaining Walls
49 Bay Bulls Rd	New Construction	Single Detached Dwelling
50 Pepperwood Dr	New Construction	Single Detached w/ apt.
52 Mullock St	Extension	Townhousing
53 Virginia Pl	Renovations	Single Detached Dwelling
58 Dunkerry Cres	Change of Occupancy	Single Detached Dwelling
58 Willenhall Pl	New Construction	Single Detached w/ apt.
582 Empire Ave	Site Work	Driveway
598 Southside Rd	Deck	Patio Deck
60 Golf Ave	Accessory Building	Accessory Building
63 Savannah Park Dr	Change of Occupancy/Renovations	Single Detached Dwelling
73 Great Southern Dr	New Construction	Duplex Dwelling
75 Great Southern Dr	New Construction	Duplex Dwelling
77 Main Rd	Site Work	Swimming Pool/Hot Tub
78 Barnes Rd	Deck	Patio Deck
79 Casey St	Renovations	Townhousing
81 Old Petty Harbour Rd	Fence	Fence
819 Veteran's Rd	Deck	Patio Deck
9 Electra Dr	New Construction	Single Detached w/ apt.
9 Foran St	Change of Occupancy	Single Detached Dwelling
9 Spitfire Dr	New Construction	Single Detached w/ apt.
92 Mayor Ave	Renovations	Single Detached Dwelling
94 Tigress St	New Construction	Single Detached w/ apt.
		This Week: \$5,148,773.10

Commercial

Location	Permit Type	Structure Type
101 Torbay Rd	Accessory Building	Accessory Building
121 Kelsey Dr	Sign	Office
140 Water St	Change of Occupancy	Bank
25-39 Hallett Cres	Renovations	Mixed Use
42 Danny Dr	Extension	Retail Store
43 Major's Path	Sign	Office
5 Springdale St	Change of Occupancy/Renovations	Office
558 Thorburn Rd	Change of Occupancy	Other
558 Thorburn Rd	Change of Occupancy	Accessory Building
74 O'leary Ave	Change of Occupancy	Office
		This Week: \$2,953,480.10

Government/Institutional

Location	Permit Type	Structure Type	
			This Week: \$0.00

Industrial

Location	Permit Type	Structure Type	
218 Danny Dr	New Construction	Petroleum Use	
			This Week: \$2,500,000.00

Demolition

Location	Permit Type	Structure Type	
16 Kensington Dr	Demolition	Single Detached Dwelling	
			This Week: \$35,000.00

This Week's Total: \$10,637,253.20

REPAIR PERMITS ISSUED: \$60,000.00

NO REJECTIONS

YEAR TO DATE COMPARISONS			
April 30, 2024			
TYPE	2023	2024	% Variance (+/-)
Residential	\$17,281,219.43	\$28,289,477.58	64
Commercial	\$36,134,424.01	\$14,587,013.70	-60
Government/Institutional	\$4,070,341.29	\$38,995,500.00	858
Industrial	\$40,000.00	\$2,500,000.00	6150
Repairs	\$93,915.00	\$398,614.00	324
TOTAL	\$57,619,899.73	\$84,770,605.28	47
Housing Units (1 & 2 Family Dwelling)	30	43	

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Week Ending April 17, 2024

Payroll

Public Works	\$ 415,872.90
Bi-Weekly Casual	\$ 41,695.74
Accounts Payable	\$5,583,074.76

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

Total: \$ 6,040,643.40

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 24, 2024

Payroll

Public Works	\$ 404,019.88
Bi-Weekly Administration	\$ 861,225.07
Bi-Weekly Management	\$ 973,585.10
Bi-Weekly Fire Department	\$ 952,240.87
Accounts Payable	\$7,861,426.38

(A detailed breakdown [here](#))

Total: \$11,052,497.30

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: 2024068 - Infrastructure Maintenance Contract #2 - Concrete, Curb & Sidewalk
Date Prepared: Tuesday, April 16, 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: Operational Budget 3221- 54444; Capital Funds 2024-PWP-163
Source of Funding: Capital

Purpose:
To provide concrete services to repair sidewalk trip hazards throughout the City.

Results: As attached As noted below

Vendor Name	Bid Amount
Black Diamond Construction Limited	\$955,908.75
Modern Paving Limited	\$1,166,715.25

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, Black Diamond Construction Limited, for \$955,908.75 per year (HST Incl.) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2024068 - Infrastructure Maintenance Contract 2 - Concrete, Curb and Sidewalk.docx
Attachments:	
Final Approval Date:	Apr 16, 2024

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

Rick Squires - Apr 16, 2024 - 2:08 PM

Derek Coffey - Apr 16, 2024 - 2:19 PM

BID APPROVAL NOTE

Bid # and Name: 2024074 - Infrastructure Maintenance Contract #1 - Concrete Sidewalk Repairs - Waste & Wastewater
Date Prepared: Tuesday, April 16, 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: 3221- 54444
Source of Funding: Operating

Purpose:
To provide concrete services to reinstate Waste & Wastewater repairs throughout the City.

Results: As attached As noted below

Vendor Name	Bid Amount
Eric Taylor LTD	\$832,628.75
Black Diamond Construction Limited	\$877,220.00
Modern Paving Limited	\$889,622.75

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: 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, Eric Taylor LTD for \$832,628.75 for a one-year period (HST Incl.) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2024074 - Infrastructure Maintenance Contract 1 - Concrete Sidewalk Repairs - Waste and Waste Water .docx
Attachments:	
Final Approval Date:	Apr 16, 2024

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

Rick Squires - Apr 16, 2024 - 12:53 PM

Derek Coffey - Apr 16, 2024 - 2:18 PM

DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: RFP #2024033 - Engineering Services for Upgrading Fuel System at the Bay Bulls Big Pond Water Treatment Facility

Date Prepared: Tuesday, April 16, 2024

Report To: Regular Meeting

Councillor and Role: Councillor Jamie Korab, Public Works

Ward: N/A

Department: Public Works

Quotes Obtained By: Daniel Martin – Manager, Regional Facilities

Budget Code: 4123-56160

Source of Funding: Operating

Purpose:
Design and engineering construction services to upgrade the fuel system at the Bay Bulls Big Pond Water Treatment Facility.

Proposals Submitted By:

Vendor Name
Stantec Consulting Ltd.
CBCL Limited
CIMA PLUS INC

Expected Value: See below

Contract Duration: 15 months

Recommendation:

THAT Council award this RFP to Stantec Consulting Ltd. in the amount of \$158,527.50 (HST included) based on the evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.

Attachments:



Report Approval Details

Document Title:	RFP 2024033 - Engineering Services for Upgrading Fuel System at the Bay Bulls Big Pond Water Treatment Facility.docx
Attachments:	
Final Approval Date:	Apr 18, 2024

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

Andrew Niblock - Apr 17, 2024 - 2:46 PM

Lynnann Winsor - Apr 18, 2024 - 1:36 PM

BID APPROVAL NOTE

Bid # and Name: 2024076 - Ready Mix Asphalt
Date Prepared: Wednesday, April 24, 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: 3221-55440
Source of Funding: Operating

Purpose:

The purpose of this open call is for asphalt that will be used to complete road work, street cuts and pothole repair during the period when this product is available.

Results: As attached As noted below

Vendor Name	Bid Amount
Farrell's Excavating Limited	\$283,935.00
Municipal Construction Limited	\$307,510.00
Pyramid Construction Limited	\$340,400.00
Weirs Construction Limited	\$345,000.00
Modern Paving Limited	\$388,700.00

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 three lowest compliant bidders, Farrell's Excavating Limited – ranked #1, Municipal Construction Limited - ranked #2, and Pyramid Construction Limited – ranked #3 as per the Public Procurement Act.



Work for this contract is allocated based on ranking starting with the lowest bidder. However, due to operational reasons as outlined in the bid documents, the City may bypass the order of ranking and contact the next ranked supplier to supply asphalt.

Attachments:

Report Approval Details

Document Title:	2024076 - Ready Mix Asphalt .docx
Attachments:	
Final Approval Date:	Apr 24, 2024

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

Rick Squires - Apr 24, 2024 - 11:07 AM

Derek Coffey - Apr 24, 2024 - 11:15 AM

BID APPROVAL NOTE

Bid # and Name: 2024014 - Guide Rail Repairs
Date Prepared: Thursday, April 25, 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: 3221-55281
Source of Funding: Operating

Purpose:
To repair damaged guide rail within the City.

Results: As attached As noted below

Vendor Name	Bid Amount
Coast to Coast Construction and Property Maintenance Ltd.	\$155,623.75
Cutting Edge Inc.	\$268,985.00
Talon Energy Services Inc.	\$296,440.72
Farrell's Excavating Limited	\$432,906.00
Weirs Construction Limited	\$497,684.35
Parsons Paving Ltd.	\$582,015.00

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, Coast to Coast Construction and Property Maintenance Ltd., for \$155,623.75 per year (HST Incl.) as per the Public Procurement Act.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2024014 - Guide Rail Repairs.docx
Attachments:	
Final Approval Date:	Apr 25, 2024

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

Rick Squires - Apr 25, 2024 - 9:12 AM

Derek Coffey - Apr 25, 2024 - 9:16 AM

BID APPROVAL NOTE

Bid # and Name: 2024044 - Supply and Delivery of Sodium Hypochlorite (Windsor Lake WTP and Swimming Pools)
Date Prepared: Wednesday, April 24, 2024
Report To: Regular Meeting
Councillor and Role: Councillor Jamie Korab, Public Works
Ward: N/A

Department: Public Works
Division: Water & Wastewater, City Buildings
Quotes Obtained By: Sherry Kieley
Budget Code: Windsor Lake 4122-55410,
Swimming Pools 7130-55405 7131-55405 7140-55405 7142-55405

Source of Funding: Operating

Purpose:

This open call was issued for the supply and delivery of Sodium Hypochlorite 12% to the Windsor Lake Water Treatment Plant and indoor and outdoor pools and splash pads, on an as and when required basis.

Results: As attached As noted below

Vendor Name	Bid Amount

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

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

Bid Exception: None

Recommendation:

That Council approve for award open call 2024044 - Supply and Delivery of Sodium Hypochlorite (Windsor Lake WTP and Swimming Pools) to the lowest qualified bidder meeting



specifications for each section, as per the Public Procurement Act. All bid prices are attached, and the lowest qualified bid is bolded and underlined.

Attachments:

Report Approval Details

Document Title:	2024044 - Supply and Delivery of Sodium Hypochlorite (Windsor Lake WTP and Swimming Pools) .docx
Attachments:	- Bid Approval Note Attachment.pdf
Final Approval Date:	Apr 25, 2024

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

Rick Squires - Apr 25, 2024 - 1:43 PM

Derek Coffey - Apr 25, 2024 - 2:02 PM

2024044 - Supply and Delivery of Sodium Hypochlorite (Windsor Lake WTP and Swimming Pools)

	Rockwater Professional Products	Eastchem (NL) Inc.	Brenntag Canada Inc.	WAC Enterprises Limited
	<u>Submission 1</u>	<u>Submission 1</u>	<u>Submission 1</u>	<u>Submission 1</u>
Schedule/Specifications	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
Pricing Table - Section 1	<u>\$58,354.62</u>	\$82,123.23	\$62,719.91	\$60,515.76
Pricing Table - Section 2	<u>\$49,662.53</u>	\$64,501.20	Not Submitting	\$50,582.52
HST included				

BID APPROVAL NOTE

Bid # and Name: 2024048 - Supply & Delivery of Glass Beads
Date Prepared: Thursday, April 25, 2024
Report To: Regular Meeting
Councillor and Role: Councillor Jamie Korab, Public Works
Ward: N/A

Department: Public Works
Division: Roads
Quotes Obtained By: Sherry Kieley
Budget Code: 3252-55426
Source of Funding: Operating

Purpose:

This open call was issued for the supply and delivery of glass beads used for road markings.

Results: As attached As noted below

Vendor Name	Bid Amount
Qontrac Services Ltd.	Disqualified
Construction Signs Ltd	\$92,517.50

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 year plus the possibility of two (2) one (1) year extensions

Bid Exception: None

Recommendation:

That Council approve for award open call 2024048 - Supply & Delivery of Glass Beads to the lowest bidder meeting specifications, Construction Signs Ltd, for \$92,517.50 HST included, as per the Public Procurement Act.

Attachments:



Report Approval Details

Document Title:	2024048 - Supply and Delivery of Glass Beads.docx
Attachments:	
Final Approval Date:	Apr 25, 2024

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

Rick Squires - Apr 25, 2024 - 1:42 PM

Derek Coffey - Apr 25, 2024 - 2:03 PM

BID APPROVAL NOTE

Bid # and Name: 2024049 - Traffic Paint & Road Marking Products
Date Prepared: Thursday, April 25, 2024
Report To: Regular Meeting
Councillor and Role: Councillor Jamie Korab, Public Works
Ward: N/A

Department: Public Works
Division: Roads
Quotes Obtained By: Sherry Kieley
Budget Code: 3252-55428
Source of Funding: Operating

Purpose:

This open call was issued for the supply and delivery of Low-VOC solvent-based traffic paint and pre-formed thermoplastic road markings.

Results: As attached As noted below

Vendor Name	Bid Amount
Sherwin Williams	\$269,884.79
Ennis Paint Canada ULC	\$323,056.77
13232816 Canada Inc.	\$22,361,445.25

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: Date of issue to December 31 2024

Bid Exception: None

Recommendation:

That Council approve for award open call 2024049 – Traffic Paint & Road Marking Products to the lowest bidder meeting specification, Sherwin Williams, for \$269,884.79 (HST included), as per the Public Procurement Act.

Attachments:



Report Approval Details

Document Title:	2024049 - Traffic Paint and Road Marking Products.docx
Attachments:	
Final Approval Date:	Apr 25, 2024

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

Rick Squires - Apr 25, 2024 - 1:41 PM

Derek Coffey - Apr 25, 2024 - 2:00 PM

DEPARTMENTAL APPROVAL REQUEST/RFP

Commodity/Bid #: 2024067 – Engineering Services for Carrick Drive Virginia River Culvert Replacement Project
Date Prepared: Wednesday, April 24, 2024
Report To: Regular Meeting
Councillor and Role: Councillor Jamie Korab, Public Works
Ward: **Ward 1**

Department: PERS
Quotes Obtained By: Sherri Lee Higgins
Budget Code: ENG-2024-197
Source of Funding: Capital

Purpose:

To award the contract for Engineering Services for Carrick Drive Virginia River Culvert Replacement project to Pinnacle Engineering ULC. The proposal was reviewed, evaluated, and rated by an evaluation committee. The proposal submitted by Pinnacle Engineering ULC was in the amount of \$419,002.50 (HST included).

Proposals Submitted By:

Vendor Name
Pinnacle Engineering ULC
CBCL Limited

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

Contract Duration: May 2024 – December 2025

Recommendation:

THAT Council direct that the contract for Engineering Services for Carrick Drive Virginia River Culvert Replacement project be awarded to Pinnacle Engineering ULC in the amount of \$419,002.50 (HST included).

Attachments: N/A



Report Approval Details

Document Title:	Engineering Services for Carrick Drive Culvert Replacement.docx
Attachments:	
Final Approval Date:	Apr 25, 2024

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

Scott Winsor - Apr 24, 2024 - 4:21 PM

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

Jason Sinyard - Apr 25, 2024 - 1:13 PM

DECISION/DIRECTION NOTE

Title: Goulds Recreation Association Operational Grant

Date Prepared: October 24, 2019

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley

Ward: Ward 5

Decision/Direction Required: The Goulds Recreation Association is seeking approval for an increase to their operational grant, as well as funding to offset budgetary shortfalls.

Discussion – Background and Current Status:

The City of St. John's has been providing operational funding to the Goulds Recreation Association (GRA) for well over 20 years. The operational grant of \$166,250 provided by the City of St. John's has been the same since 2018. The GRA approached the City, to request an increase of \$25,000 in their operational funding.

This requested increase represents 15% over the 6 years since their previous increase, or approximately 2.5% annually. Historically, the operational grant from the City of St. John's has been about 45% of total revenues, in 2023 it was 37%. This request would bring that percentage to 41%. This request was not made during the City's normal budget process time being the fall of 2023 as the GRA awaited completion of their 2023 fiscal year. Staff have conducted a thorough review of the financial statements, budgets, and operations of the GRA. This review included their cash resources as well as program delivery and pricing in comparison to other City programs.

The Goulds Recreation Association is requesting the following:

- 2024 payment to cover their 2023 shortfall - \$29,000.
- 2024 increase to the operational grant by \$25,000
- 2025+ increase to the operational grant by \$25,000

Key Considerations/Implications:

1. Budget/Financial Implications:

With the 2024 budget already approved, staff will work with Finance to determine budget line(s) where \$25,000 can be found. Additionally, the increased funding for 2025 and onward will need to be considered in the next budget process.

2. Partners or Other Stakeholders:

Goulds Recreation Association.

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: 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 a \$25,000 increase in 2024 to fund the Goulds Recreation Association budgeted shortfall and refer the request for a \$25,000 increase to their 2025 budget process for consideration.

Prepared by:

Approved by:

Report Approval Details

Document Title:	Goulds Recreation Association Operational Grant.docx
Attachments:	
Final Approval Date:	Apr 25, 2024

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

Tanya Haywood - Apr 25, 2024 - 2:09 PM

DECISION/DIRECTION NOTE

Title: St. John's Port Authority – City Representative

Date Prepared: April 25, 2024

Report To: Regular Meeting of Council

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

Ward: N/A

Decision/Direction Required:

Council is requested to approve the appointment of a new Board representative to the St. John's Port Authority (SJPA) Board of Directors.

Discussion – Background and Current Status:

A call for expressions of interest was advertised during the months of February and March seeking one individual with experience in business management and leadership to serve on the SJPA Board of Directors. A total of eleven applicants applied.

The recommended candidate is Jill Brewer. Ms. Brewer has a strong background as an executive. She has displayed excellent leadership and management skills over her career and has a vast knowledge of the municipal sector and the City of St. John's. She has been a member of many Boards, understands governance and will bring all these skills and experience to the St. John's Port Authority Board.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: St. John's Port Authority
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: As per the *Canada Marine Act (CMA)* and Letters Patent of the St. John's Port Authority
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 appoint Jill Brewer to sit on the St. John's Port Authority Board as the City's representative.

Prepared by: Karen Chafe

Approved by: Kevin Breen

DECISION/DIRECTION NOTE

Title: SERC - 2024 Road Closures 1
Date Prepared: April 24, 2024
Report To: Regular Meeting of Council
Councillor and Role: Councillor Jill Bruce, Cruise and Special Events
Ward: N/A

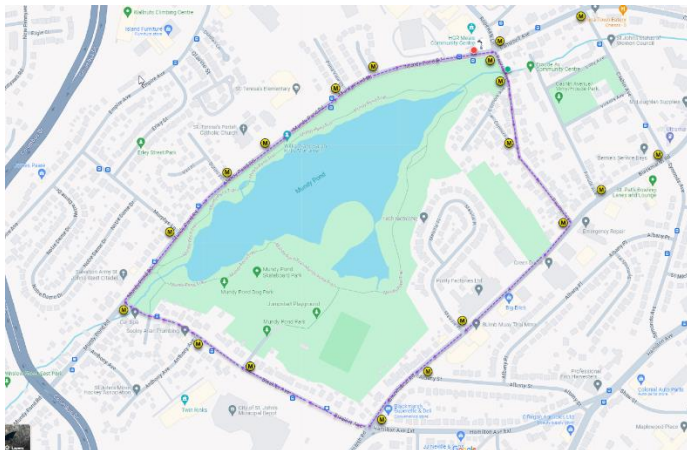
Decision/Direction Required: Seeking Council approval of road closures associated with the Mundy Pond 5K on May 5, the ANE Mile on May 25, and RCMP Parade on May 28.

Discussion – Background and Current Status:

Mundy Pond 5K Road Race – May 5. NLAA sanctioned event. approximately 100 - 200 runners. RNC will be present to escort and race marshals will be stationed on all barricades.

Road closures and lane reductions:

- Mundy Pond Road - Eastbound Lane (Partial Closure), Blackler Avenue to Ropewalk Lane.
- Pearce Avenue – full closure.
- Blackmarsh Road – Westbound Lane, Cashin Avenue to Blackler Avenue.
- Blackler Avenue – Northbound Lane (Partial Closure), Blackmarsh Road to Mundy Pond Road.
- 7:50 AM – 9:00 AM

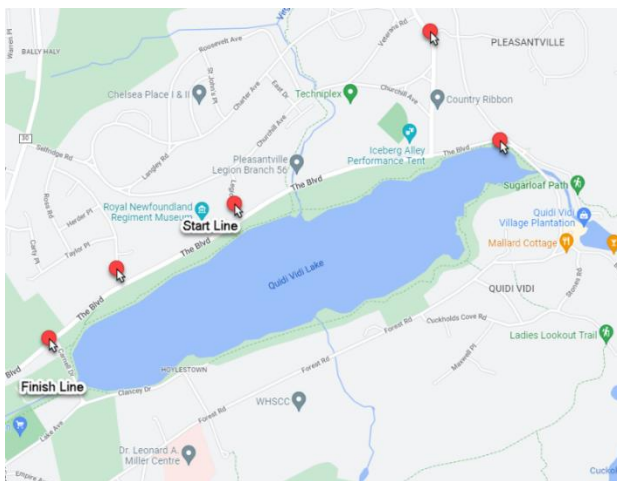


ST. JOHN'S

ANE Mile – May 25, approximately 100 - 200 runners. NLAA sanctioned event. RNC will be present to escort and race marshals will be stationed on all barricades.

Road closures and lane reductions:

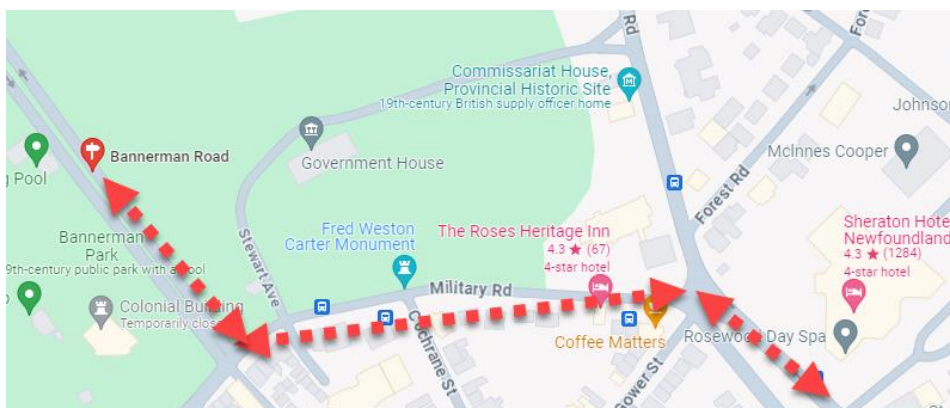
- The Boulevard from Carnell Drive to Quidi Vidi Village Road (both directions)
- Local access between Carnell Drive and the Start Line (Bandstand).
- Local access between Quidi Vidi Village Road and the Finish Line (Bridge on Carnell Drive).
- Legion Road, East White Hills Road, Pleasantville Ave
- Lead barriers placed in advance of barrier at intersection with The Boulevard so that drivers can be redirected or turn around in more convenient locations.
- 7:45 AM – 8:45 AM



RCMP Parade – The RCMP are having a parade/procession on May 28 in celebration of 50 years of women in the RCMP. This brief closure should last approximately 15 minutes and will be implemented by RCMP. The parade will begin at the Sheraton parking lot and end at Government House.

Road closures:

- Cavendish Square
- Military Road from Cavendish Square to Bannerman Road
- Bannerman Road northbound lane.
- Officers will implement a rolling closure that will allow vehicles access once the procession has passed.
- 1:30pm – 2:00pm (15 minutes within that time frame).



Key Considerations/Implications:

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

A Connected City: Increase and improve opportunities for residents to connect with each other and the City.
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: Residents will be notified of road closures through a public advisory.
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

Recommendation:

That Council approve the road closures associated with the Mundy Pond 5K on May 5, the ANE Mile on May 25, and RCMP Parade on May 28.

Prepared by: Christa Norman, Special Projects Coordinator

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

Report Approval Details

Document Title:	SERC - 2024 Road Closures 1.docx
Attachments:	
Final Approval Date:	Apr 24, 2024

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

Erin Skinner - Apr 24, 2024 - 1:22 PM

Tanya Haywood - Apr 24, 2024 - 1:25 PM