

ST. JOHN'S

Regular Meeting - City Council Agenda

December 10, 2024

3:00 p.m.

4th Floor City Hall

Pages

1. CALL TO ORDER
2. PROCLAMATIONS/PRESENTATIONS
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3. APPROVAL OF THE AGENDA
 - 3.1 Adoption of Agenda
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ST. JOHN'S

Minutes of Regular Meeting - City Council

Council Chamber, 4th Floor, City Hall

November 26, 2024, 3:00 p.m.

Present: Mayor Danny Breen
Deputy Mayor Sheilagh O'Leary
Councillor Maggie Burton
Councillor Ron Ellsworth
Councillor Sandy Hickman
Councillor Jill Bruce
Councillor Greg Noseworthy
Councillor Tom Davis
Councillor Carl Ridgeley

Regrets: Councillor Debbie Hanlon
Councillor Ophelia Ravencroft

Staff: Derek Coffey, Acting City Manager
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Ken O'Brien, Chief Municipal Planner
Theresa Walsh, City Clerk
Jackie O'Brien, Manager of Corporate Communications
Jennifer Squires, Legislative Assistant

Others: Edmundo Fausto, Manager, Sustainability

Land Acknowledgement

The following statement was read into the record:

"We respectfully acknowledge the Province of Newfoundland & Labrador, of which the City of St. John's is the capital City, as the ancestral homelands of the Beothuk. Today, these lands are home to a diverse population of indigenous and

other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Mi'kmaq, Innu, Inuit, and Southern Inuit of this Province.”

1. **CALL TO ORDER**
2. **PROCLAMATIONS/PRESENTATIONS**
3. **APPROVAL OF THE AGENDA**

3.1 **Adoption of Agenda**

SJMC-R-2024-11-26/508

Moved By Councillor Davis

Seconded By Councillor Bruce

That the Agenda be adopted as presented.

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

MOTION CARRIED (9 to 0)

4. **ADOPTION OF THE MINUTES**

4.1 **Adoption of Minutes - November 12, 2024**

SJMC-R-2024-11-26/509

Moved By Deputy Mayor O'Leary

Seconded By Councillor Noseworthy

That the minutes of November 12, 2024, be adopted as presented.

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

MOTION CARRIED (9 to 0)

5. **BUSINESS ARISING FROM THE MINUTES**

6. RATIFICATION OF THE COLLECTIVE AGREEMENT BETWEEN THE CITY OF ST. JOHN'S AND IAFF LOCAL 1075

SJMC-R-2024-11-26/510

Moved By Councillor Ellsworth

Seconded By Councillor Ridgeley

That Council ratify the Collective Agreement negotiated between the City of St. John's and IAFF Local 1075.

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

MOTION CARRIED (9 to 0)

7. DEVELOPMENT APPLICATIONS

7.1 Re-establish the Building Line Setback and Side Yard Variance – 9 Anderson Avenue – DEV2400147

Councillor Davis informed Council that there were ongoing issues concerning garbage and property maintenance with the property in question. He requested that Staff inspect the property to ensure there were no further violations.

SJMC-R-2024-11-26/511

Moved By Councillor Ridgeley

Seconded By Councillor Hickman

That Council approve a Building Line Setback at 3.6 metres and a Variance of 10% for a Side Yard Setback of 5.4 metres at 9 Anderson Avenue to accommodate a Four-Plex on a Corner Lot.

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

MOTION CARRIED (9 to 0)

7.2 Crown Land Referral – George's Pond Road – CRW2400017

Councillor Hickman voiced his support for the Crown Land License to Occupy land in the vicinity of George's Pond Road. He noted that in rejecting the application, the City would be turning down the potential for an interesting project to occupy the space. If additional infrastructure is required to support development, it could be years before the tax base could expand into the area. Deputy Mayor O'Leary agreed with Councillor Hickman, noting that there was merit in the potential for a project in the area and that it would be a detriment to shut the application down at such an early stage.

Members of Council stated the importance of moving forward with development in the right way, ensuring that infrastructure was in place before making decisions. It was agreed that approval of the License to Occupy would be premature at this time.

SJMC-R-2024-11-26/512

Moved By Councillor Ridgeley

Seconded By Councillor Davis

That Council reject the Crown Land License to Occupy land in the area of George's Pond Road as the proposal is premature at this time and is located in a Comprehensive Development Area (CDA) Zone.

For (7): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Bruce, Councillor Noseworthy, Councillor Davis, and Councillor Ridgeley

Against (2): Deputy Mayor O'Leary and Councillor Hickman

MOTION CARRIED (7 to 2)

7.3 Notices Published – 5-7 Little Street – DEV2300074

Councillor Ridgeley made a motion to defer the application for two weeks to provide Staff an opportunity to speak to the proponent on the request for parking relief. Councillor Burton asked for the rationale behind the deferral, as additional information on parking and traffic would be provided at the Development Application stage. Councillor Davis responded that parking was a concern in the area, and that he would like Staff to speak to the applicant on the parking variance. Councillor Ellsworth noted that he was in support of the project but had similar concerns surrounding parking relief.

SJMC-R-2024-11-26/513

Moved By Councillor Ridgeley

Seconded By Councillor Davis

That Council defer the item to the Regular Meeting of December 10, 2024.

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

Against (1): Councillor Burton

MOTION CARRIED (8 to 1)

8. RATIFICATION OF EPOLLS

9. COMMITTEE REPORTS

10. DEVELOPMENT PERMITS LIST (FOR INFORMATION ONLY)

10.1 Development Permits List November 7 - 20, 2024

11. BUILDING PERMITS LIST (FOR INFORMATION ONLY)

11.1 Building Permits List

12. REQUISITIONS, PAYROLLS AND ACCOUNTS

12.1 Weekly Payment Vouchers for the Weeks Ending November 13 and November 20, 2024

SJMC-R-2024-11-26/514

Moved By Deputy Mayor O'Leary

Seconded By Councillor Bruce

That the weekly payment vouchers for the weeks ending November 13 and November 20, 2024, in the amount of \$8,007,143.43 be approved as presented.

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

MOTION CARRIED (9 to 0)

13. TENDERS/RFPS

14. NOTICES OF MOTION, RESOLUTIONS QUESTIONS AND PETITIONS

14.1 Petition from residents in the area of Claddagh Road concerning 725 Southlands Boulevard

Councillor Ridgeley submitted a petition on behalf of residents near Claddagh Road in the Southlands Subdivision. The residents are opposed to all revisions that would change the Galway "Stage 1" Development Plan, specifically the inclusion of a five-storey personal care home on Claddagh Road. Councillor Ridgeley advised Council and the residents that he had spoken with the developer concerning the project, and an apartment building is intended for the site and not a personal care home.

15. NEW BUSINESS

15.1 Art Procurement Recommendations 2024

SJMC-R-2024-11-26/515

Moved By Councillor Hickman

Seconded By Councillor Burton

That Council approve the 2024 Art Procurement Jury's recommendations for purchase as attached.

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

MOTION CARRIED (9 to 0)

15.2 265 LeMarchant Road – DEV220040 – Discretionary Use and Heritage Report

Councillor Ellsworth referenced an interview with the developer where it was stated that it took over a year for the City to get to the approval stage of the process. He asked Staff to clarify the timeline for the application. Staff responded that the building was designated by Council in late 2021. The terms of reference for a Heritage Report for the application were set

in May of 2022. The final version of the Heritage Report, included in the Agenda for Council's consideration, was received in October 2024.

SJMC-R-2024-11-26/516

Moved By Councillor Burton

Seconded By Deputy Mayor O'Leary

That Council approve the discretionary-use application for a Heritage Use at 265 LeMarchant Road to allow 20 dwelling units and set the parking requirement at 20 parking spaces for a Heritage Use.

Further, that Council adopt the attached Heritage Report for 265 LeMarchant Road dated October 7, 2024.

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

MOTION CARRIED (9 to 0)

15.3 725 Southlands Boulevard (Galway) – Adoption – REZ2100009

Councillor Burton drew attention to information in the Decision Note concerning the requirement of an extension of Southlands Boulevard for future development applications. The Deputy City Manager of Planning, Engineering, and Regulatory Services advised that no new development applications would be approved until there was a plan in place for the completion of Southlands Boulevard. The proponents are working on a solution, but the condition will remain in place until the connection is made or there is a plan in place for the adequate completion of the Boulevard. It was clarified that Council would not be considering Development Approval at this time, but rather rezoning. Having the land rezoned will accelerate the Development Approval process for future development.

SJMC-R-2024-11-26/517

Moved By Councillor Burton

Seconded By Councillor Ridgeley

That Council

(1) adopt the attached Envision St. John's Development Regulations Amendment Number 31, 2024, to amend the frontage requirements in the Planned Mixed Development 1 (PMD1) Zone, add Personal Care Home

as a permitted use, change the parking requirements and replace Schedules A to D; and
2) as per Section 4.9(3) of the Development Regulations, accept this staff report in lieu of a land use report (LUR).

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

MOTION CARRIED (9 to 0)

15.4 St. John's Climate Resilient Coastal Communities Partnership Project

SJMC-R-2024-11-26/518

Moved By Deputy Mayor O'Leary

Seconded By Councillor Ellsworth

That Council approves the financial contribution to the Atlantic Infrastructure Management (AIM) Network's St. John's Climate Resilient Coastal Communities Project from the sustainability budget 2024 and 2025.

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

MOTION CARRIED (9 to 0)

15.5 Shea Heights Community Centre Board – New Appointments

Councillor Ellsworth declared a conflict of interest as he is a volunteer member of the Shea Heights Community Centre Board.

Councillor Noseworthy questioned how board member appointees were vetted. The Deputy City Manager of Community Services informed Council that the positions on the Board are dictated by the terms of reference. When a vacancy arises, the Board will reach out to the community for interested applicants. Applications are sent to and reviewed by the Board, who then make their recommendations to Council for appointment.

Successful appointees are often known to the Board, and all discussions would take place at the Board level. The Board has both City Staff and Council representation.

SJMC-R-2024-11-26/519

Moved By Councillor Ridgeley

Seconded By Councillor Burton

That Council approve the appointment of Theresa Minnett to the Shea Heights Community Centre Board to fill the “at large” category, and to approve the appointment of Gail O’Neill to fill the vacancy of “NL Housing tenant” category of the Board.

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

Abstain (1): Councillor Ellsworth

MOTION CARRIED (8 to 0)

16. OTHER BUSINESS

17. ACTION ITEMS RAISED BY COUNCIL

-

17.1 Housing Cooperatives

Deputy Mayor O’Leary asked that additional consideration be given to housing cooperatives when discussing affordable housing and density.

17.2 Major's Path Update

Councillor Bruce inquired how long roadwork on Major's Path would continue. The Deputy City Manager responded that there was no firm cutoff for base asphalt and should there be no major delays the current project should clue up around the end of the month.

18. ADJOURNMENT

There being no further business, the meeting adjourned at 4:07 p.m.

MAYOR

CITY CLERK

DECISION/DIRECTION NOTE

Title: Notices Published – 5&7 Little Street – DEV2300074

Date Prepared: December 3, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 4

Decision/Direction Required: The City has received an application from Nevada Properties Inc. at 5 & 7 Little Street for a proposed Apartment Building.

Discussion – Background and Current Status: The proposed recommendation to accept a revised Land Use Report (LUR), give approve-in-principle, and approve parking relief for 51 parking spaces for a proposed Apartment Building at 5&7 Little Street was deferred at the November 26, 2024, regular meeting of Council. Additional information was requested in reference to parking relief. The applicant has now requested for Council to defer their application to the next Council meeting, while they review the proposed parking layout and number of units in the building.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners.
3. Is this a New Plan or Strategy: No
4. 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.

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

ST. JOHN'S

7. Legal or Policy Implications: **St. John's Development Regulations Section 4.9 "Land Use Report," Section 8.3 "Parking Standards" and Section 10 "Apartment 2 (A2) Zone"**.
8. Privacy Implications: Not applicable.
9. Engagement and Communications Considerations: Public advertisement in accordance with **Section 4.8 Public Consultation of the St. John's Envision Development Regulations**. The City has sent written notices to property owners within a minimum 150-metre radius of the application site. The application has been advertised in The Telegram newspaper at least twice and is posted on the City's website. Written comments received by the Office of the City Clerk are included in the agenda for the regular meeting of Council.
10. Human Resource Implications: Not applicable.
11. Procurement Implications: Not applicable.
12. Information Technology Implications: Not applicable.
13. Other Implications: Not applicable.

Recommendation:

That Council defer accepting the revised Land Use Report (LUR), approval-in-principle, and parking relief for a proposed Apartment Building at 5&7 Little Street.

Prepared by:

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

Approved by:

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

Report Approval Details

Document Title:	Development Committee - 5-7 Little Street - DEV2300074 .docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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

Jason Sinyard - Dec 4, 2024 - 3:21 PM

DECISION/DIRECTION NOTE

Title: Approval in Principle for Child Care Centre – 47 Claddagh Road – DEV2400160

Date Prepared: December 5, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 5

Decision/Direction Required: To request Approval in Principle for a Child Care Centre at 47 Claddagh Road.

Discussion – Background and Current Status: An application was submitted requesting Approval in Principle for a Child Care Centre at 47 Claddagh Road. The building is proposed to have a floor area of 2121m², provide care for 156-200 children, and have approximately 45 employees.

The proposed Child Care Centre is a Permitted Use in the Planning Mixed Development 1 (PMD-1) Zone, and it must be demonstrated that the site meets all Zone Standards in future plans. Preliminary review determined that the site can be serviced, and access is adequate for approval in principle. Until such time as the Southland Boulevard connection moves ahead, no development application can be accepted for this site.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Is this a New Plan or Strategy: No
4. 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.

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5. Alignment with Adopted Plans: **St. John's Municipal Plan and Development Regulations.**
6. Accessibility and Inclusion: Not applicable.
7. Legal or Policy Implications: **St. John's Development Regulations Section 4.5.3. "Approval in Principle" and Section 10 "Planned Mixed Development 1 (PMD-1) Zone".**
8. Privacy Implications: Not applicable.
9. Engagement and Communications Considerations: Not applicable.
10. Human Resource Implications: Not applicable.
11. Procurement Implications: Not applicable.
12. Information Technology Implications: Not applicable.
13. Other Implications: Not applicable.

Recommendation:

That Council grant Approval in Principle for the proposed Child Care Centre Use at 47 Claddagh Road, which is subject to the following conditions prior to Final Approval:

1. Meet all requirements of the St. John's Municipal Plan and Development Regulations;
2. Meet all requirements of the Development Design Manual;
3. The PMD-1 Zone requirements are to be demonstrated on a detailed site plan;
4. Detailed site and servicing plans submitted and approved;
5. Complete a Traffic Impact Study;
6. Parking requirements are to be met or a request for parking relief provided to be considered by Council; and
7. Until such time as the Southland Boulevard connection moves ahead, no development application can be accepted for this site.

Prepared by:

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

Approved by:

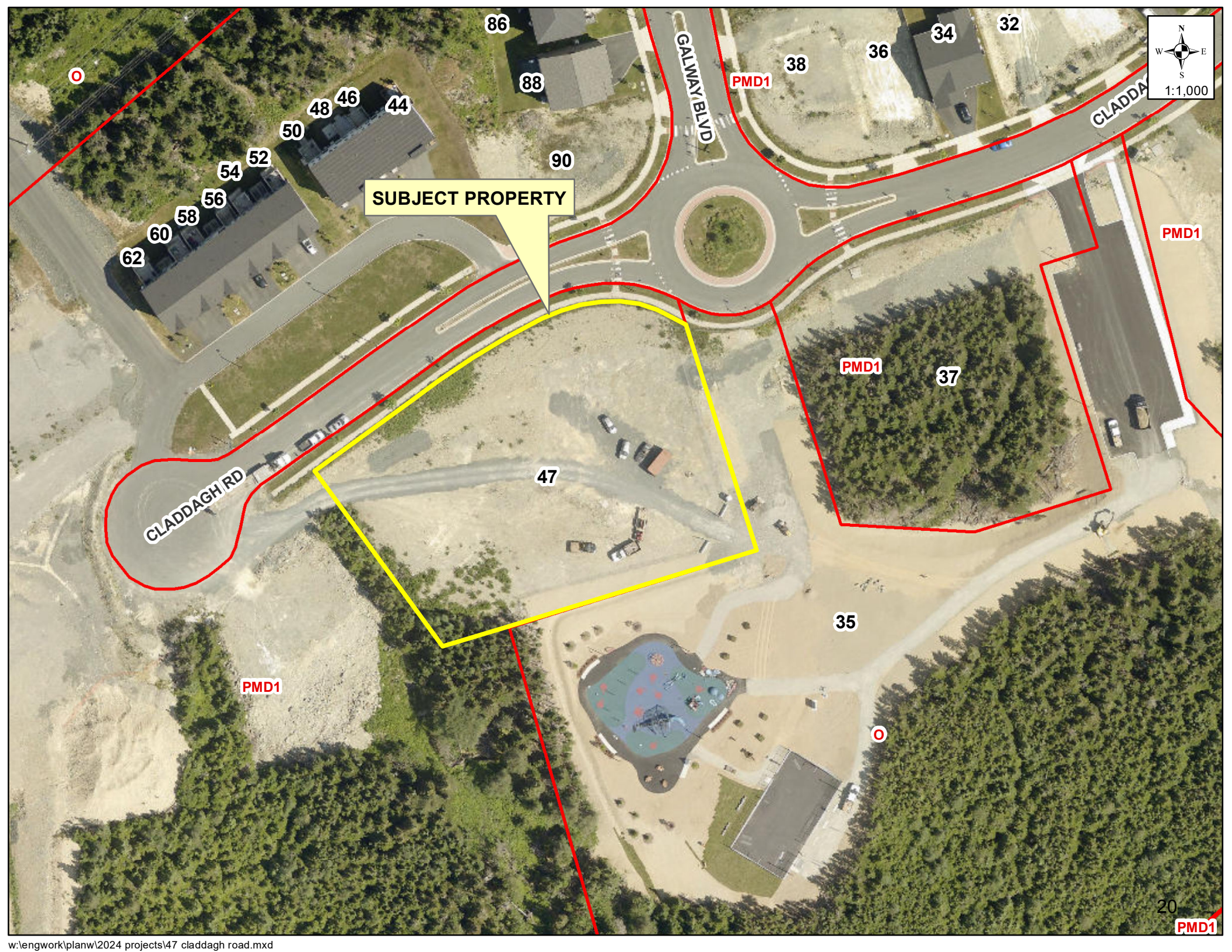
Jason Sinyard, P. Eng., MBA, Deputy City Manager
Planning, Engineering and Regulatory Services

Report Approval Details

Document Title:	Development Committee - Approval-in-Principle - 47 Claddagh Road - DEV2400160.docx
Attachments:	- 47 CLADDAGH ROAD.pdf
Final Approval Date:	Dec 5, 2024

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

Jason Sinyard - Dec 5, 2024 - 9:21 AM



SUBJECT PROPERTY

CLADDAGH RD

GALWAY BLVD

CLADDAGH RD

PMD1

PMD1

PMD1

PMD1

PMD1

DECISION/DIRECTION NOTE

Title: Crown Land Lease Referral - Fowler's Road - CRW2400019

Date Prepared: December 3, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 5

Decision/Direction Required:

To approve a Crown Land Lease for an Agriculture Use off Fowler's Road.

Discussion – Background and Current Status:

The Provincial Department of Fisheries, Forestry and Agriculture has referred an application for a Crown Land Lease off Fowler's Road for Lester's Farm Market Inc. The land is approximately 85 hectares and is zoned Agriculture (AG). The proposed use is for an Agriculture Use for growing of produce such as berries and vegetables which is a permitted use in the zone.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Is this a New Plan or Strategy: No
4. 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.

5. Alignment with Adopted Plans: **St. John's Municipal Plan and Development Regulations.**
6. Accessibility and Inclusion: Not applicable.
7. Legal or Policy Implications: Not applicable.

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8. Privacy Implications: Not applicable.
9. Engagement and Communications Considerations: Not applicable.
10. Human Resource Implications: Not applicable.
11. Procurement Implications: Not applicable.
12. Information Technology Implications: Not applicable.
13. Other Implications: Not applicable.

Recommendation:

That Council approve the Crown Land Lease off Fowler's Road for an Agriculture Use, which will be subject to a Development Application should the lease be issued. There shall be no development within any wetland, floodplain, or associated buffer.

Prepared by:

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

Approved by:

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

Report Approval Details

Document Title:	Development Committee - Crown Land Referral – Fowler's Road - CRW2400019.docx
Attachments:	- E-163336 2500 Map.pdf - E-163336 50000 Map.pdf
Final Approval Date:	Dec 4, 2024

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

Lindsay Lyghtle Brushett - Dec 4, 2024 - 9:02 AM

Jason Sinyard - Dec 4, 2024 - 3:23 PM

Department of Fisheries, Forestry and Agriculture Crown Lands Division



NOTE TO USERS

The information on this map was compiled from land surveys registered in the Crown Lands Registry.

Since the Registry does not contain information on all land ownership within the Province, the information depicted cannot be considered complete.

The boundary lines shown are intended to be used as an index to land titles issued by the Crown. The accuracy of the plot is not sufficient for measurement purposes and does not guarantee title.

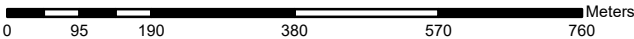
Users finding any errors or omissions on this map sheet are asked to contact the Crown Lands Inquiries Line by telephone at 1-833-891-3249 or by email at CrownLandsInfo@gov.nl.ca.

Some titles may not be plotted due to Crown Lands volumes missing from the Crown Lands registry or not plotted due to insufficient survey information.

The User hereby indemnifies and saves harmless the Minister, his officers, employees and agents from and against all claims, demands, liabilities, actions or cause of actions alleging any loss, injury, damages and matter (including claims or demands for any violation of copyright or intellectual property) arising out of any missing or incomplete Crown Land titles, and the Minister, his or her officers, employees and agents shall not be liable for any loss of profits or contracts or any other loss of any kind as a result.

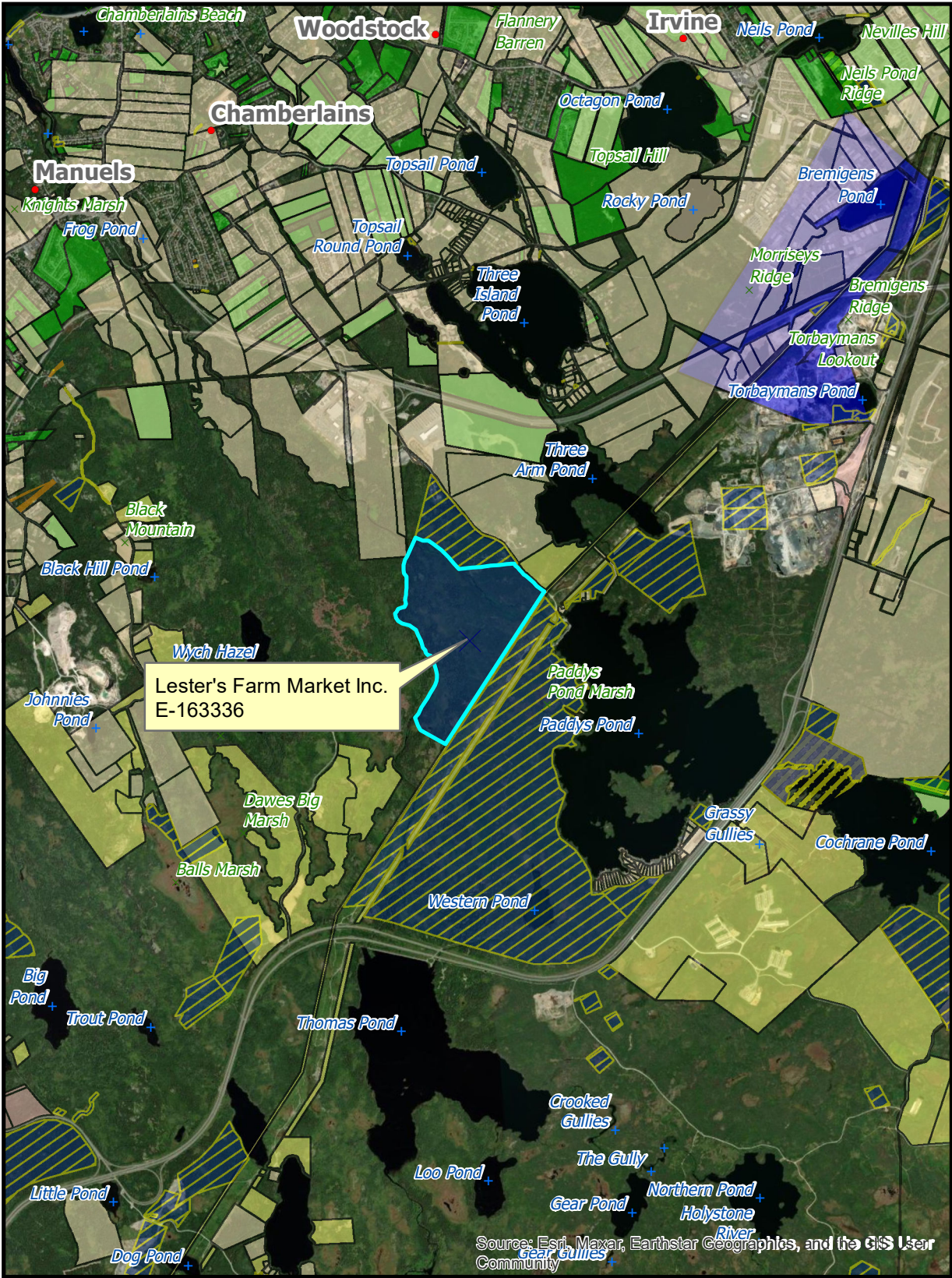
For inquiries please contact the Crown Lands Inquiries Line by telephone at 1-833-891-3249 or by email at CrownLandsInfo@gov.nl.ca. Or visit the nearest Regional Lands Office; http://www.flr.gov.nl.ca/departement/contact_land.html

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Scale 1:10,000
Compiled on November 20, 2024

Department of Fisheries, Forestry and Agriculture Crown Lands Division



NOTE TO USERS

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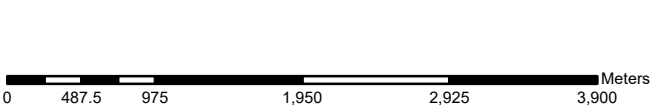
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The User hereby indemnifies and saves harmless the Minister, his officers, employees and agents from and against all claims, demands, liabilities, actions or cause of actions alleging any loss, injury, damages and matter (including claims or demands for any violation of copyright or intellectual property) arising out of any missing or incomplete Crown Land titles, and the Minister, his or her officers, employees and agents shall not be liable for any loss of profits or contracts or any other loss of any kind as a result.

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Scale 1:50,000
Compiled on November 20, 2024

DECISION/DIRECTION NOTE

Title: Notices Published – 187 Water Street – DEV2400152

Date Prepared: December 3, 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 Jack Axes Inc. at 187 Water Street.

Discussion – Background and Current Status:

The proposed application is for a Place of Amusement and will include axe throwing, archery and a paint splatter room. The floor area will be approximately 287m² and operate Monday to Sunday, 12 p.m. to 11 p.m. On-street parking is available in the area. The proposed application site is zoned Commercial Downtown Mixed (CDM) Zone.

No submissions were received.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner and neighboring property owners.
3. Is this a New Plan or Strategy: No
4. 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.

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

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

Recommendation:

That Council approve the Discretionary Use application at 187 Water Street for a Place of Amusement.

Prepared by:

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

Approved by:

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

Report Approval Details

Document Title:	Notices Published - 187 Water Street.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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

Lindsay Lyghtle Brushett - Dec 3, 2024 - 2:51 PM

Jason Sinyard - Dec 4, 2024 - 3:24 PM

DECISION/DIRECTION NOTE

Title: Variance on Accessory Building Height – 23 Chafe’s Lane – INT2400096

Date Prepared: December 3, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Carl Ridgeley, Development

Ward: Ward 5

Decision/Direction Required:

To seek approval for a Variance on Accessory Building Height at 23 Chafe’s Lane.

Discussion – Background and Current Status:

An application was submitted at 23 Chafe’s Lane to construction an Accessory Building with a proposed height of 5.5 meters. For a Residential Use, Accessory Building height shall not exceed 5 meters. **Section 7.4** of the **St. John’s Development Regulations** allows up to a 10% Variance from any applicable requirement to be considered. The increase in height will not impact any surrounding properties.

Notices were issued to all adjacent properties regarding the Variance request. No submissions were received.

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. Is this a New Plan or Strategy: No
4. 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.

5. Alignment with Adopted Plans: **St. John’s Municipal Plan and Development Regulations.**

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6. Accessibility and Inclusion: Not applicable.
7. Legal or Policy Implications: **St. John's Development Regulations Section 6.2.3 "Accessory Building Height" and Section 7.4 "Variance."**
8. Privacy Implications: Not applicable.
9. Engagement and Communications Considerations: Not applicable.
10. Human Resource Implications: Not applicable.
11. Procurement Implications: Not applicable.
12. Information Technology Implications: Not applicable.
13. Other Implications: Not applicable.

Recommendation:

That Council approve a Variance of 10% at 23 Chafe's Lane to accommodate an Accessory Building with a height of 5.5 meters.

Prepared by:

Ashley Murray, P.Tech – Senior Development Officer
Planning, Engineering and Regulatory Services

Approved by:

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

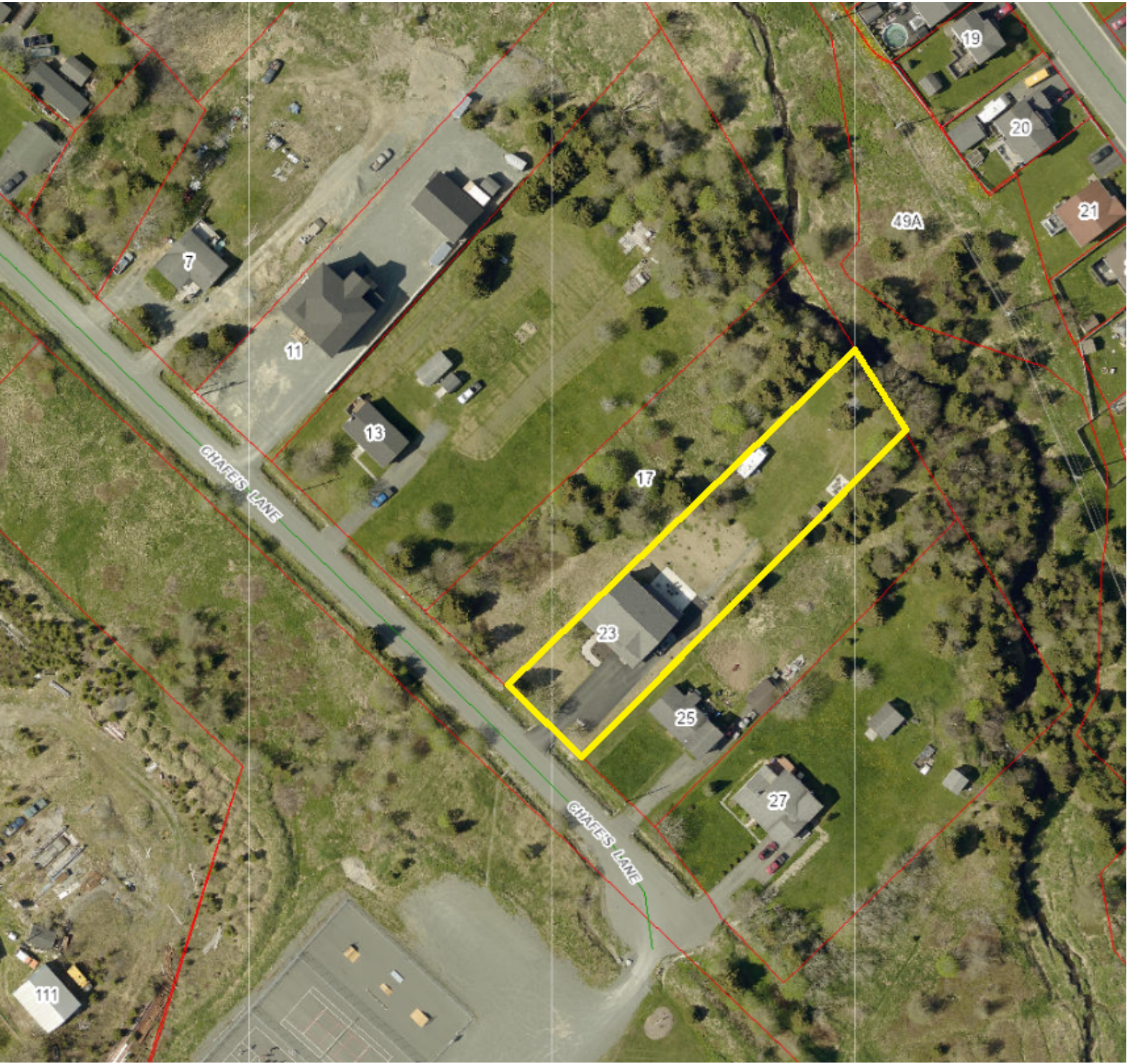
Report Approval Details

Document Title:	Request for Variance on Accessory Building Height - 23 Chafe's Lane - INT2400096.docx
Attachments:	- 23 Chafe's Lane.png
Final Approval Date:	Dec 4, 2024

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

Lindsay Lyghtle Brushett - Dec 4, 2024 - 10:21 AM

Jason Sinyard - Dec 4, 2024 - 3:22 PM



ST. JOHN'S

Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

September 24, 2024, 3:00 p.m.

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

Regrets: Councillor Sandy Hickman
Councillor Debbie Hanlon
Councillor Jill Bruce

Staff: Derek Coffey, Deputy City Manager of Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Ken O'Brien, Chief Municipal Planner
Edmundo Fausto, Manager, Sustainability
Jackie O'Brien, Manager of Communications
Stacey Baird, Legislative Assistant
Theresa Walsh, City Clerk

13. Planning - Councillor Maggie Burton

13.1 18 Mount Cashel Road – REZ2400021

Councillor Burton introduced the Decision Note concerning the proposed rezoning of 18 Mount Cashel Road from the R2C Zone to the A1 Zone.

The Deputy Mayor raised concerns about the advertising process, citing changes in the publication dates for the Telegram.

It was advised that all properties within a 150-meter radius will receive a mailout, enabling residents to engage and share their comments regarding the proposed change.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Davis

That Council consider rezoning 18 Mount Cashel Road from the Residential 2 Cluster (R2C) Zone to the Apartment 1 (A1) Zone and approve the attached draft terms of reference for a Land Use Report (LUR).

Further, upon receiving a satisfactory Land Use Report, that Council refer the application to a public meeting chaired by an independent facilitator.

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

MOTION CARRIED (7 to 0)

DECISION/DIRECTION NOTE

Title: 18 Mount Cashel Road – REZ2400021

Date Prepared: September 17, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Tom Davis, Planning

Ward: Ward 4

Decision/Direction Required:

To consider a rezoning to allow a Cluster Development consisting of two Apartment Buildings at 18 Mount Cashel Road.

Discussion – Background and Current Status:

The City has received an application from KMK Capital Holdings ULC to rezone vacant land at 18 Mount Cashel Road from the Residential 2 Cluster (R2C) Zone to the Apartment 1 (A1) Zone to enable a Cluster Development comprised of two Apartment Buildings. The property is within the Residential District of the Envision St. John's Municipal Plan and therefore a Municipal Plan amendment is not required.

The applicant is proposing two Apartment Buildings on one lot. The proposed buildings are three (3) storeys in height and contain a total of 72 dwelling units. Under the Envision St. John's Development Regulations, two or more Apartment Buildings located on one lot is classified as a Cluster Development. This is a permitted use within the existing R2 Cluster Zone. The applicant has requested to rezone the property, as the A1 Zone would enable higher density and allow more dwelling units. In the A1 Zone, the maximum building height for Cluster Development is 14 metres. Based on the initial information and proposed building height, the A1 Zone would be an appropriate zone for this development.

Alignment with Envision St. John's Municipal Plan

Section 4.1 of the Municipal Plan promotes higher density in and around key transportation corridors and encourages development that uses existing infrastructure and services. Policy 4.1.2 encourages a range of housing types and tenures to create diverse neighbourhoods. Policy 8.4.9 encourages increased density in residential areas where appropriate, and Policy 8.4.11 promotes infill development projects that better utilize existing infrastructure.

The proposed development aligns with these policies as it is an infill development of vacant land that will increase density and add to the mix of housing types within the neighbourhood. The area surrounding the property is a mix of commercial, institutional, and residential uses, and the property is close to Metrobus routes that service Elizabeth Avenue and Torbay Road.

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This is an appropriate area for increased density as it is within an Intensification Area identified on Map 7 of the Development Regulations and Map P-3 of the Municipal Plan. Policy 6.2.5 encourages appropriate transition of building scale between developments in areas identified for intensification and adjacent residential neighborhoods. The proposed development meets this policy. A future secondary plan for this planning area will provide further policy direction on ways to achieve intensification.

Alignment with the City's Affordable Housing Strategy 2019-2028

Policy 4.1.1. of the Municipal Plan encourages development that supports the City's Affordable Housing Strategy. This strategy recommends a diverse and inclusive housing stock with intensification throughout the city. The Affordable Housing Strategy also speaks to housing options that reflect changing household sizes. The proposed project includes a mix of micro units and one-bedroom and two-bedroom units that cater to different household needs.

Alignment with the Envision St. John's Development Regulations

As per Section 4.9 of the Development Regulations, a Land Use Report (LUR) is required for the property rezoning. Draft LUR terms of reference are attached for Council's consideration.

Public Consultation

Should Council decide to consider this amendment, staff recommend a public meeting chaired by an independent facilitator. No commissioner's public hearing would be required later. Public consultation will be held after the applicant submits a satisfactory LUR. In addition, the applicant must consult the neighbouring residents and property owners before submitting the report. This will allow the applicant to learn about any concerns and mitigate any issues.

Site Plan

Please note that this application was temporarily placed on hold while the applicant addressed an issue with the property boundaries. This has now been resolved and the applicant has provided an updated site plan, which is attached. The site plan has been revised to reflect the current property boundaries. This new site plan shows 71 parking spaces, while the initial plan provided showed 72 parking spaces.

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; St. John's Affordable Housing Strategy 2019-2028.
5. Accessibility and Inclusion: Any accessibility requirements from the National Building Code and/or Service NL will be applied at the building permit stage.
6. Legal or Policy Implications: A map amendment (rezoning) to the Envision St. John's Development Regulations is required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public consultation, as per Section 4.8 of the Envision St. John's Development Regulations, will be required after an acceptable Land Use Report is submitted. A public meeting is recommended. A project page will also be created on the City's 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 consider rezoning 18 Mount Cashel Road from the Residential 2 Cluster (R2C) Zone to the Apartment 1 (A1) Zone and approve the attached draft terms of reference for a Land Use Report (LUR).

Further, upon receiving a satisfactory Land Use Report, that Council refer the application to a public meeting chaired by an independent facilitator.

Prepared by: Faith Ford, MCIP, Planner III

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

Report Approval Details

Document Title:	18 Mount Cashel Road – REZ2400021 .docx
Attachments:	- REZ2400021-18 MOUNT CASHEL ROAD.pdf - 2024-09-27_SitePlan-Rev2.pdf - TOR - 18 Mount Cashel Road - September 17, 2024.pdf - A1ZoneTable.pdf
Final Approval Date:	Sep 19, 2024

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

Ken O'Brien - Sep 17, 2024 - 2:15 PM

Jason Sinyard - Sep 19, 2024 - 2:39 PM

**TERMS OF REFERENCE
LAND USE REPORT
APPLICATION FOR A CLUSTER DEVELOPMENT
CONSISTING OF TWO APARTMENT BUILDINGS AT
18 MOUNT CASHEL ROAD
PROPONENT: KMK CAPITAL HOLDINGS ULC
September 17, 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.
- Should the site plan change following this consultation, additional neighbourhood consultation may be required.

B. Building Use

- Identify the size of the proposed buildings by Gross Floor Area and identify all proposed uses/occupancies within the building by their respective Gross and Net Floor Area.
- Indicate total number of each dwelling unit type (micro unit, 1 bedroom dwelling, and 2 bedroom dwelling).
- 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 buildings in relation to neighbouring buildings;
 - Proximity of the buildings to property lines and identify setbacks;
 - Illustrate any building setbacks 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 buildings from Mount Cashel Road. Include immediately adjacent building and spaces to inform scale/massing/context.

D. Elevation and Building Height

- Provide elevations of the proposed buildings.
- Identify the height of the buildings in metres, as per the definition of Building Height from the Development Regulations.

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 & Snow Clearing/Snow Storage

- 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.
- Indicate the useable green space for the Cluster Development as per Section 6.9 of the Development Regulations.
- Show the required Parking Lot buffer/screening as per Section 8.8 of the Development Regulations.
- Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.

G. Off-street Parking and Site Access

- Provide a dimensioned parking plan, including circulation details. Demonstrate feasibility of parking lot layout with turning movements for large SUV. 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 applicant is proposing a different number of parking spaces than required in the Development Regulations, a detailed Parking Report 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.

H. Municipal Services

- Provide a preliminary site servicing plan.
- Identify if the buildings 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. Stormwater detention is required for this development. Indicate the location of the proposed stormwater detention facility.

I. Public Transit

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

J. 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.

APARTMENT 1 (A1) ZONE**A1****(1) PERMITTED USES**

Accessory Building	Home Office
Apartment Building	Park
Backyard Suite (2024-07-19)	Personal Care Home
Child Care Centre (2024-03-15)	Semi-Detached Dwelling (2024-07-19)
Cluster Development (2024-07-19)	Townhouse
Community Garden	Townhouse Cluster (2024-07-19)
Family Child Care Service (2024-03-15)	Triplex (2024-07-19)
Four-Plex (2024-07-19)	

(2) DISCRETIONARY USES

Adult Day Centre	Parking Lot
Convenience Store	Pedway (2022-10-14)
Heritage Use (2022-05-27)	Public Utility
Home Occupation	Service Shop
Office	

(3) ZONE STANDARDS FOR APARTMENT BUILDING

(a)	Lot Area (minimum)	750 metres square
(b)	Lot Frontage (minimum)	20 metres
(c)	Building Line (minimum)	6 metres (2024-07-19)
(d)	Building Height (maximum)	14 metres (2024-07-19)
(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%

(4) ZONE STANDARDS FOR CLUSTER DEVELOPMENT (2024-07-19)

(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%

(5) ZONE STANDARDS FOR TOWNHOUSE

(a)	Lot Area (minimum)	180 metres square
(b)	Lot Frontage (minimum)	6 metres
(c)	Building Line (minimum)	0 metres (2024-07-19)
(d)	Building Height (maximum)	10 metres
(e)	Side Yards (minimum)	0 metres, except on a Corner Lot where the Side Yard abutting the Street shall be 6 metres and except for the end unit where the Side Yard on the unattached side shall be 1.2 metres
(f)	Rear Yard (minimum)	6 metres

(6) ZONE STANDARDS FOR TRIPLEX (2024-07-19)

(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)	30% of Front Yard

(7) STANDARDS FOR TOWNHOUSE CLUSTER (2024-07-19)

(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%

(8) ZONE STANDARDS FOR PERSONAL CARE HOME

(a) Lot Area (minimum)	750 metres square
(b) Lot Frontage (minimum)	20 metres
(c) Building Line (minimum)	6 metres (2024-07-19)
(d) Building Height (maximum)	14 metres (2024-07-19)
(e) Side Yards (minimum)	1 metre per storey, 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%

(9) ZONE STANDARDS FOR FOUR-PLEX (2024-07-19)

(a) Lot Area (minimum)	324 metres square
(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)	30% of Front Yard

(10) ZONE STANDARDS FOR A SEMI-DETACHED DWELLING

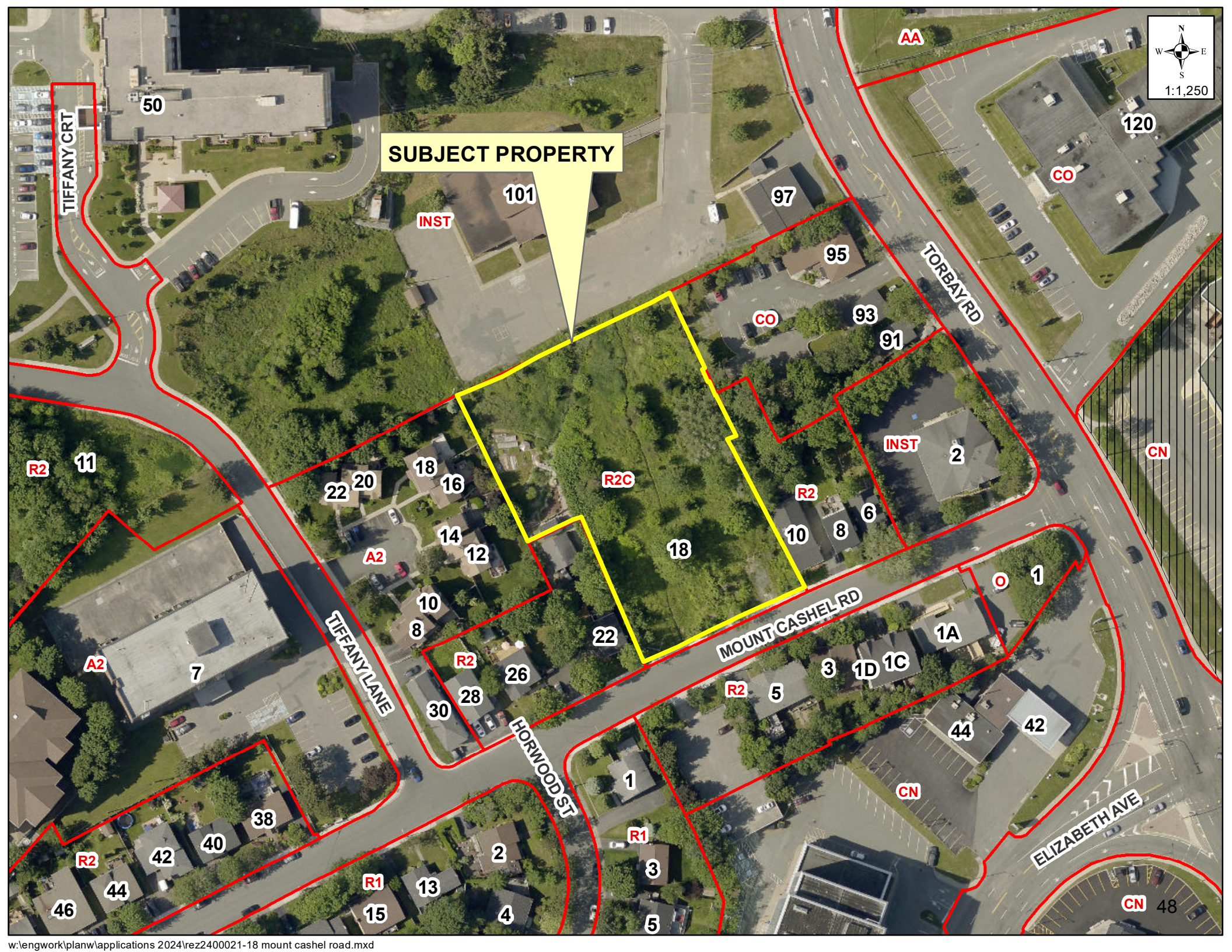
(a) Lot Area (minimum)	270 metres square per Dwelling Unit
(b) Lot Frontage (minimum)	18 metres; 9 metres per Dwelling Unit
(c) Building Line (minimum)	0 metres
(d) Building Height (maximum)	10 metres (2024-07-19)
(e) Side Yards (minimum)	Two of 1.2 metres, except on a corner Lot where the Side Yard abutting the Street shall be 6 metres
(f) Rear Yard (minimum)	6 metres

(11) ZONE STANDARDS FOR ACCESSORY BUILDING SHALL BE IN ACCORDANCE WITH SECTION 6.2. (2024-07-19)

- (12) **ZONE STANDARDS FOR BACKYARD SUITES SHALL BE IN ACCORDANCE WITH SECTION 6.7 (2024-07-19)**
- (13) **ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.**



SUBJECT PROPERTY



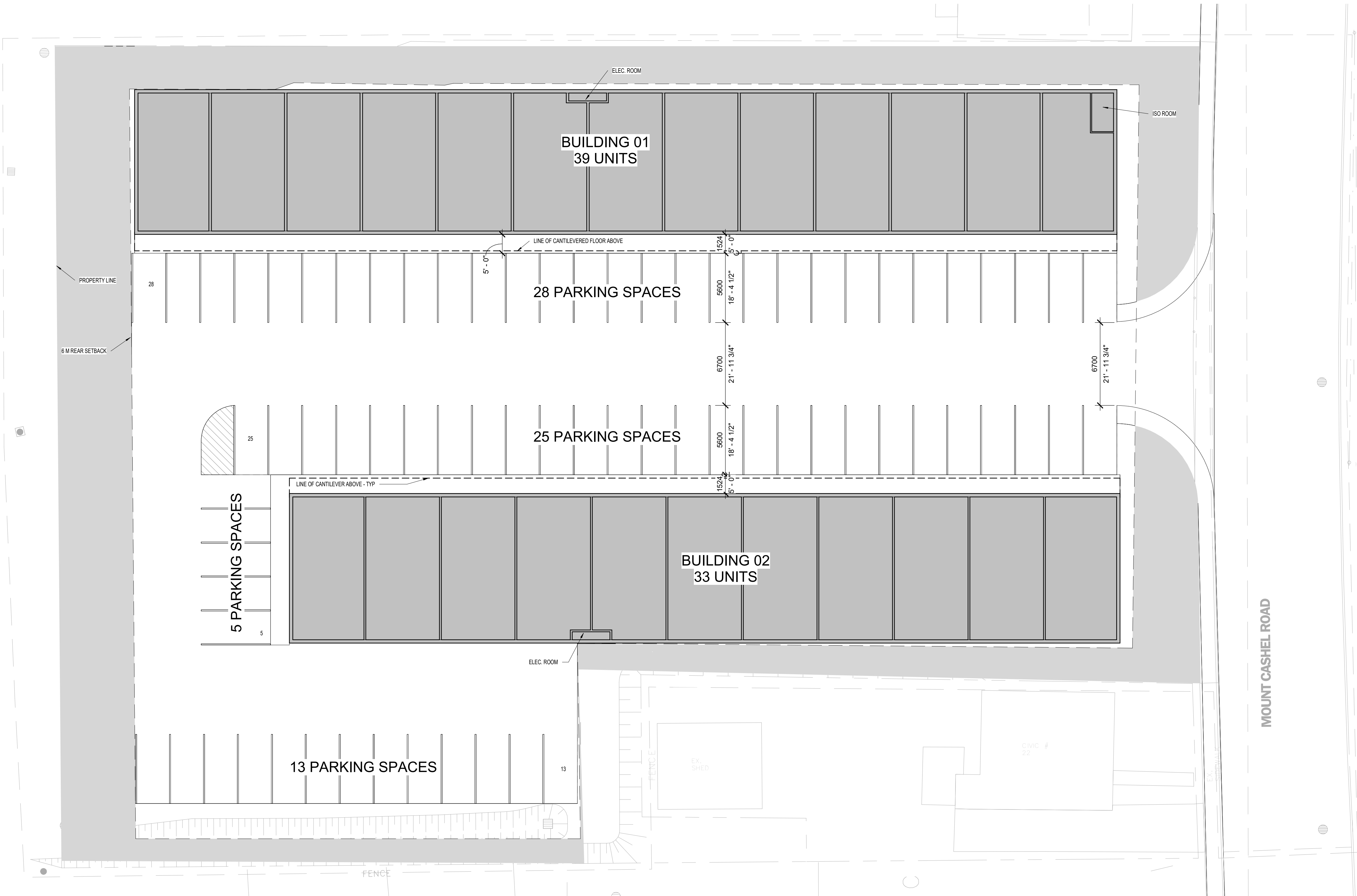
SITE PLAN - OPTION 1

MOUNT CASHEL - PROPOSED SITE PLAN - 72 UNITS

SURFACE PARKING - 71 STALLS

ZONE: A1

SCALE: 1 : 175



OVERALL SITE PLAN

SCALE: 1 : 175

*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.

ST. JOHN'S

Report of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

December 3, 2024, 3:00 p.m.

Present: Mayor Danny Breen
Councillor Maggie Burton
Councillor Ron Ellsworth
Councillor Sandy Hickman
Councillor Jill Bruce
Councillor Tom Davis
Councillor Carl Ridgeley
Councillor Greg Noseworthy

Regrets: Deputy Mayor Sheilagh O'Leary
Councillor Debbie Hanlon
Councillor Ophelia Ravencroft

Staff: Derek Coffey, Acting City Manager
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Lynnann Winsor, Deputy City Manager of Public Works
Cheryl Mullett, City Solicitor
Ken O'Brien, Chief Municipal Planner
Theresa Walsh, City Clerk
Jackie O'Brien, Manager of Corporate Communications
Jennifer Squires, Legislative Assistant

1. Employment Equity Policy Approval

Recommendation

Moved By Councillor Ellsworth

Seconded By Councillor Davis

That Council approve the revised Employment Equity Policy.

For (8): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Davis, Councillor Ridgeley, and Councillor Noseworthy

MOTION CARRIED (8 to 0)

2. Attendance Management and Support Policy approval

The Mayor drew attention to the addition of the word “Support” to the title of the policy. The intent of the policy is not only to address absenteeism, but also to provide support for employees to assist them to return to work. Councillor Burton asked if the scope of the policy could be expanded to provide similar support to Council. The Acting City Manager advised that the current policy was carried out from a Staff perspective. While Staff have no jurisdiction over Council, direction could be given to investigate a policy on attendance management and support for Council. Councillor Ellsworth voiced his support of the policy and agreed that additional support for Council to encourage attendance would be of benefit.

Recommendation

Moved By Councillor Ellsworth

Seconded By Councillor Burton

That Council approve the Attendance Management and Support Policy

For (8): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Davis, Councillor Ridgeley, and Councillor Noseworthy

MOTION CARRIED (8 to 0)

3. **Seniors Advisory Committee – Member Replacement**

Recommendation

Moved By Councillor Bruce

Seconded By Councillor Davis

That Council approve the nomination of Maureen McCarthy as NLPSPA representative on the Seniors Advisory Committee.

For (8): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Davis, Councillor Ridgeley, and Councillor Noseworthy

MOTION CARRIED (8 to 0)

4. **746 Blackmarsh Road – MPA2400011**

Councillor Burton advised Council that the proposed rezoning to allow a cluster development for three apartment buildings would add density to the north of Cowan Heights. Currently the neighbourhood is comprised of single, detached dwellings, and the housing form would create affordable and accessible housing choices in the area. Councillor Bruce observed that the apartments could allow residents to age in place, providing a much-needed housing type to the neighbourhood.

Councillor Noseworthy informed Council that he had spoken with residents of Cowan Heights, and they were in favour of the development. He encouraged residents to participate in the current engagement opportunities concerning the Cowan Heights Neighbourhood Plan. He then voiced his concerns on speeding on Blackmarsh Road and cautioned the developer to be cognizant of issues concerning the water supply and flooding around Canada Drive. Councillor Hickman agreed with Councillor Noseworthy's comments, adding that a Shared Use Path or sidewalk should be added to Blackmarsh Road near Harrington Drive. Councillor Ellsworth noted the importance of connectivity when considering new developments and thanked the provincial government for providing funding to make the affordable housing development possible. He further noted the importance of ensuring that the proper infrastructure is in place when adding density to an area.

Councillor Davis asked for additional information on the rezoning process, as if adjacent areas were also rezoned, it would encourage density. The

Chief Municipal Planner responded that additional rezoning would be considered as part of the Cowan Heights Neighbourhood Plan. As Blackmarsh Road is a higher speed road, the Access Plan for the area must also be considered.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Bruce

That Council consider rezoning 746 Blackmarsh Road from the Rural Residential (RR) Zone to the Apartment 1 (A1) Zone for a proposed Cluster Development. This will also require a Municipal Plan amendment. Further, upon receiving a satisfactory Land Use Report (LUR), that the application be advertised for public input and feedback.

For (8): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Davis, Councillor Ridgeley, and Councillor Noseworthy

MOTION CARRIED (8 to 0)

5. Sustainable and Active Mobility Advisory Committee – Member Recommendation

Recommendation

Moved By Councillor Burton

Seconded By Councillor Ellsworth

That Council approve the recommended candidate, Trevor Smith, to represent individuals who cycle on the Sustainable and Active Mobility Advisory Committee.

For (8): Mayor Breen, Councillor Burton, Councillor Ellsworth, Councillor Hickman, Councillor Bruce, Councillor Davis, Councillor Ridgeley, and Councillor Noseworthy

MOTION CARRIED (8 to 0)

DECISION/DIRECTION NOTE

Title: Employment Equity Policy Approval

Date Prepared: November 29, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: Choose an item.

Decision/Direction Required:

For Council to approve the revised and updated Employment Equity policy.

Discussion – Background and Current Status:

- The existing Employment Equity policy had not been reviewed or revised since 1994
- Modifying the policy to reflect current legislation, making the policy language more general and encompassing, requiring less frequent revisions
- The new policy language has been developed in consultation with legal partners based on supporting research

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Any current and future applicants and employees of the City.
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

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

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Choose an item.

- 5. Alignment with Adopted Plans: N/A
- 6. Accessibility and Inclusion: Consulted and contributed to the policy
- 7. Legal or Policy Implications: Yes
- 8. Privacy Implications: N/A
- 9. Engagement and Communications Considerations: N/A
- 10. Human Resource Implications: N/A
- 11. Procurement Implications: N/A
- 12. Information Technology Implications: N/A
- 13. Other Implications: N/A

Recommendation:

That Council approve the revised Employment Equity policy

Prepared by: Leanne Piccott, Manager, Advisory Services

Approved by: Sarah Hayword, Director, Human Resources

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

Policy Title: Employment Equity	Policy #: 03-01-02
Last Revision Date:	Policy Section:
Policy Sponsor: Human Resources	

1. Policy Statement

The City of St. John's is committed to employment equity principles and building a workforce representative of our community. Our goal is to create an inclusive environment where all employees are able to fully participate and succeed at work. We recognize the value of committed employees who feel they are being treated in a fair and professional manner.

The City will identify and determine ways to remove existing employment and advancement barriers; and will take positive steps to attract and assist the integration of historically disadvantaged groups. Employment policies and decisions about hiring and promotion are based on merit, qualifications, performance, and operational needs, while also considering any relevant collective agreements and promoting workplace equity.

The City will support and promote the equitable participation of all employees and potential employees, including groups who have traditionally been under-represented or disadvantaged such as:

- Racialized groups/Visible minorities;
- Women;
- Persons with disabilities; and
- Indigenous persons

The City ensures that considerations and criteria concerning employment decisions are made in a non-discriminatory manner—without regard to any characteristic protected by applicable human rights legislation or any other factor determined to be unlawful.

2. Responsibilities

The Director of Human Resources shall be responsible for administering this Policy and ensuring the policy is applied throughout departments.

3. Approval

- Policy Sponsor: Human Resources
- Date of Approval from
 - Corporate Policy Committee:
 - Senior Executive Committee:
 - Committee of the Whole:
- Date of Approval from Council:

DECISION/DIRECTION NOTE

Title: Attendance Management and Support Policy approval

Date Prepared: November 29, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: Choose an item.

Decision/Direction Required:

That Council approve the Attendance Management and Support Policy

Discussion – Background and Current Status:

In Summer 2024 HR staff started developing a policy to support employees and managers with regards to attendance at work. The City recognized the need for guidance and support in this area, as evidenced particularly by the St. John's Regional Fire Department. Human Resources, with focused effort from the Wellness Staff, conducted research and cross jurisdictional surveys of other municipalities around attendance support and management in order to develop the new policy.

Key Considerations/Implications:

1. Budget/Financial Implications: The expectations is that the policy may results in savings (Overtime, productivity)
2. Partners or Other Stakeholders: N/A
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

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

Choose an item.

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

Recommendation:

That Council approve the Attendance Management and Support Policy

Prepared by: Leanne Piccott, Manager, Advisory Services

Approved by: Sarah Hayward, Director, Humna Resources

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

Policy Title: Attendance Management and Support Policy	Policy #:
Last Revision Date:	Policy Section: Human Resources
Policy Sponsor:	

1. Policy Statement

The City of St. John's (the City) is committed to establishing a healthy workplace that is supportive of employee efforts to achieve and maintain a high standard of attendance. Where an employee's level of absenteeism becomes above average, as defined by this policy, formal attendance management and support will be implemented. The employee will be provided an opportunity to improve attendance through increased awareness, coaching, and support.

2. Purpose

- Promote and achieve high standards of attendance by reducing absenteeism.
- Reduce cost and disruption to operations.
- Establish consistency in our approach to absenteeism.
- Define the responsibilities of employees and employer for ensuring regular attendance is achieved.
- Foster an environment where employees realize that:
 - they are important to the organization.
 - the employer will provide support as required to help improve attendance.
 - they are required to be at work, on time and fit for work.
 - regular and consistent attendance is expected and required.
 - they are responsible for knowing the content of the Attendance Management and Support Policy and the related policies regarding absences.
 - they take responsibility for absences that are within their control.

3. Definitions

Above Average Absenteeism: Defined as sick hours per employee group in excess of the employee group's average absenteeism as defined in the Attendance Management and Support Procedure.

Absence: Time away from the workplace due to illness/injury including paid and unpaid sick leave. For the purposes of this policy, employees are not considered absent from work when

absent due to: WorkplaceNL, scheduled vacation, authorized leave for union business, bereavement, court leave, family leave, maternity/parental leave, education leave or other pre-approved or unpaid leave of absence.

Culpable Absenteeism: Failure to be present for work as a result of factors within the employee's control.

Non-culpable Absenteeism: Illness or injury or other legitimate factors that are not within the employee's control.

4. Policy Requirements

This policy is subject to the City's duty to accommodate, the provincial Human Rights Legislation, respective collective agreements and other relevant City policies, including:

- Sick Leave Policy
- Disability Management Policy

If a situation appears to be non-compliant or disciplinary, managers should contact their Human Resource Advisor.

5. Application

This policy applies to all employees of the City.

6. Responsibilities

Employees:

- Maintain personal health and fitness, facilitate own recovery, and make every effort to achieve a level of fitness required to perform the duties of the position.
- Adhere to all absence-reporting procedures including notifying the appropriate individuals(s) of any absence from work
- Must provide the appropriate documentation to support the absence and/or fitness to attend work, including the City's Functional Ability Form when required.
- Must participate in safe and suitable forms of accommodation.
- Work with the manager in achieving and sustaining regular attendance and cooperate in the application of the Attendance Management and Support Policy.

Departmental Management:

- Initiate, support, and encourage healthy workplaces and team dynamics.
- Assist with the implementation of attendance monitoring and the Attendance Management and Support Policy.

- Effectively communicate and educate employees about their roles and responsibilities as they relate to the Attendance Management and Support Policy.
- Maintain the confidentiality and privacy of employees' health information.
- Contact Human Resources to seek resolution and support where workplace factors influence attendance.

Human Resources:

- Provide strategic advice to departments on overall healthy workplace, engagement, and absence management trends.
- Assist managers in monitoring compliance and continuous improvement to the Attendance Management and Support Policy by monitoring trends.
- Provide coaching, advice and assistance to managers in implementing the Attendance Management and Support Policy and its respective Attendance Management and Support Procedure.

7. References

This policy is to be read in conjunction with the following policies:

- Disability Management Policy
- Sick Leave Policy
- City Collective Agreements
- City's Code of Conduct
- The Newfoundland and Labrador Human Rights Act, 2010
- The Newfoundland and Labrador Workplace Health, Safety and Compensation Act, 2022

8. Approval

- Position Title of Policy Sponsor:
- Position Title of Policy Writer:
- Date of Approval from
 - Corporate Policy Committee:
 - Senior Executive Committee:
 - Committee of the Whole:
- Date of Approval from Council:

9. Monitoring and Contravention

The monitoring of this policy shall be done as per the responsibilities outlined in Section 6 of this policy.

Any contravention of the policy may be brought to the attention of Department of Human Resources.

10. Review Date

This policy will be reviewed at minimum every three years but can be reviewed sooner when updates are required.

DECISION/DIRECTION NOTE

Title: Seniors Advisory Committee – Member Replacement

Date Prepared: November 28, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Jill Bruce, Seniors Advisory Committee

Ward: Choose an item.

Decision/Direction Required:

Seeking Council approval to replace the Newfoundland and Labrador Public Sector Pensioners' Association (NLPSPA) representative on the City's Senior Advisory Committee.

Discussion – Background and Current Status:

The NLPSPA is nominating Maureen McCarthy to replace Al Skehen as their representative on the Seniors Advisory Committee. Mr. Skehen has completed his term with the Association's Board of Directors and is no longer eligible to represent the NLPSPA.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Newfoundland and Labrador Public Sector Pensioners' Association; Seniors Advisory Committee
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

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

Choose an item.

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

Recommendation:

That Council approve the nomination of Maureen McCarthy as NLPSPA representative on the Seniors Advisory Committee.

Prepared by: Theresa Walsh, City Clerk

Approved by: Theresa Walsh, City Clerk

DECISION/DIRECTION NOTE

Title: 746 Blackmarsh Road – MPA2400011

Date Prepared: November 25, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Planning

Ward: Ward 3

Decision/Direction Required:

To consider rezoning 746 Blackmarsh Road from the Rural Residential (RR) Zone to the Apartment 1 (A1) Zone for a Cluster Development with three Apartment Buildings.

Discussion – Background and Current Status:

The City has received an application from the NL Department of Transportation and Infrastructure on behalf of Tucker Group Inc., to rezone land at 746 Blackmarsh Road from the Rural Residential (RR) Zone to the Apartment 1 (A1) Zone for a Cluster Development. The applicant is proposing to develop three Apartment Buildings with a total of approximately 45 units and a building height of 12 metres. A Municipal Plan amendment is required to re-designate the property to the Residential District. A preliminary site plan is attached, however more information is required before staff can fully review the application.

This will be an affordable housing project. The applicant is the recipient of Newfoundland and Labrador Housing Corporation's Affordable Rental Housing Program. The parcel contains land that extends over 550 metres from Blackmarsh Road



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toward George's Pond. The province is considering divesting some of the land between Blackmarsh Road and the Team Gushue Highway for this proposed development. Should the application proceed, the land will be subdivided and only the portion to be developed would be rezoned.

Alignment with Envision St. John's Municipal Plan

The parcel is within the Urban Expansion District of the Municipal Plan. For this district, a comprehensive development plan approved by Council is required prior to development. The comprehensive plan will be prepared within the Cowan Heights Neighbourhood Plan process now underway. As there is a need for affordable housing, this application is brought forward for consideration with the neighbourhood plan is still being prepared.

Adequate and affordable housing is fundamental to quality of life; the Municipal Plan enables a range of housing to create diverse neighbourhoods and increase density in existing neighbourhoods. Section 4.1 has the following policies:

1. Support the City's Affordable Housing Strategy, 2019- 2028.
2. Enable a range of housing to create diverse neighbourhoods that include a mix of housing forms and tenures.
3. Promote housing choice by supporting residential development that is appropriate, accessible and affordable for low-income and moderate-income households.

The proposed development meets these policies.

Municipal services will need to be extended across the front of the property. Should the development proceed, it may be a catalyst for more development in this Urban Expansion District. The area is immediately north of the Cowan Heights neighbourhood of mostly single detached dwellings. This development will add density and an alternate form of housing to this neighbourhood.

Land Use Report

Section 4.9(2)(a) of the Envision Development Regulations requires a land use report (LUR) for rezonings. The applicant has provided an initial site plan, but 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 the LUR, the applicant will have to consult with the neighbourhood before submitting the report. Upon receiving an acceptable report, the City will carry out public notification.

Key Considerations/Implications:

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

3. Is this a New Plan or Strategy: No

4. 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.

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

6. Accessibility and Inclusion: Not applicable.

7. Legal or Policy Implications: Map amendments to the Municipal Plan and Development Regulations are required for the proposed development.

8. Privacy Implications: Not applicable.

9. Engagement and Communications Considerations: Engagement will be carried out in accordance with Section 4.8 of the Development Regulations.

10. Human Resource Implications: Not applicable.

11. Procurement Implications: Not applicable.

12. Information Technology Implications:

13. Other Implications: Not applicable.

Recommendation:

That Council consider rezoning 746 Blackmarsh Road from the Rural Residential (RR) Zone to the Apartment 1 (A1) Zone for a proposed Cluster Development. This will also require a Municipal Plan amendment. Further, upon receiving a satisfactory Land Use Report (LUR), that the application be advertised for public input and feedback.

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

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

Report Approval Details

Document Title:	746 Blackmarsh Road - MPA2400011.docx
Attachments:	- 746 Blackmarsh Road - Preliminary Site Plan.pdf - TOR - 746 Blackmarsh Road - November 27, 2024.pdf
Final Approval Date:	Nov 28, 2024

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

Ken O'Brien - Nov 28, 2024 - 8:49 AM

No Signature - Task assigned to Jason Sinyard was completed by workflow administrator Theresa Walsh

Jason Sinyard - Nov 28, 2024 - 1:25 PM

RE-ZONING OF PORTION OF BLACKMARSH ROAD FOR APARTMENT BUILDING



**TERMS OF REFERENCE
LAND USE REPORT (LUR)
APPLICATION FOR CLUSTER DEVELOPMENT AT
746 BLACKMARSH ROAD
NOVEMBER 27, 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.
- Should the site plan change following this consultation, additional neighbourhood consultation may be required.

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 (if applicable for parking calculations) Net Floor Area.
- For Cluster Development, indicate the number of bedrooms in each unit (micro, studio, 1-bedroom, etc.).
 - If Micro Units are proposed (unit with floor area less than 42m²), indicate the floor area of each unit.
- If there are any proposed commercial uses within the Apartment Building or on the property, indicate 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. Site Location and Lot Layout

- 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 stepback 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.
- Identify any existing or proposed easements.

- Provide streetscape views/renderings of the proposed buildings from Blackmarsh Road.

D. Elevation and Building Height

- Provide elevations of the proposed buildings.
- Identify the height of the building in metres, as per the definition of Building Height from the Development Regulations.

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. Municipal Services

- Provide a preliminary site servicing plan.
- Identify points of connection to the City's sanitary sewer, storm sewer and water system. The location of all existing sewers must be shown along with any existing or proposed easements.
- Provide the sanitary and storm drainage area plan along with the sewer generation rate for each.
- The proposed development will be required to comply with the City's Stormwater Detention Policy. Stormwater detention will be required for this development. Provide information on how onsite stormwater detention will be managed.
- Identify if the buildings will be sprinklered or not. Indicate the location of all existing and proposed hydrants and the location of siamese connections (if sprinklered).

G. Landscaping, Buffering & Snow Clearing/Snow Storage

- Identify with a landscaping plan, details of site landscaping (hard and soft) that illustrates:
 - Proposed placement of trees or other plant material;
 - Show areas of hard and soft landscaping;
 - A calculation of the total landscaped area;
 - Proposed snow storage;
 - Buffering and screening.
- Indicate through a tree plan/inventory which trees will be preserved.
- Indicate the required resident green space for the Cluster Development.
- Show required parking lot buffering/screening as per Section 8.8 of the Development Regulations on the site plan.
- Identify the location and proposed methods of screening of any electrical transformers and refuse containers to be used at the site.
- Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.

H. Transportation. Off-Street Parking and Site Access

- Provide a dimensioned parking plan, including circulation details and parking lot buffers.
 - Provide design vehicle turning movements for garbage truck and firetrucks demonstrating feasibility of site circulation. Design vehicle profiles must be shown for each design vehicle.
- Identify the number, location, and dimensions in metres of off-street parking spaces to be provided, including accessible parking spaces.
 - Where an applicant wishes to provide a different number of parking spaces than required in the Development Regulations, a Parking Report is required as per Section 8.12 of the Development Regulations.
 - If parking relief is being requested, then a detailed rationale, as acceptable by staff, must be included. Additional information may be requested upon review of the parking proposal.
- Identify the number and location of bicycle parking to be provided.
- Identify the location and width of all access and egress points, and aisle widths, including pedestrian access.
- Indicate how garbage will be handled onsite. The location of any exterior bins must be indicated and access to the bins must be demonstrated. Outside waste containers shall be located a minimum of 7.6 meters from structures.
- Include the required left-turn lanes and crosswalk on the civil site plan.

I. Public Transit

- Consult with St. John's Metrobus (St. John's Transportation Commission) regarding public transit infrastructure requirements.
- Identify nearby transit stops and routes.

J. 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.

DECISION/DIRECTION NOTE

Title: Sustainable and Active Mobility Advisory Committee – Member Recommendation

Date Prepared: November 28, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Sustainable and Active Mobility Advisory Committee

Ward: N/A

Decision/Direction Required:

Seeking Council's approval of the recommended candidate to fill the current vacancy of an individual who cycles (beginner or avid), on the Sustainable and Active Mobility Advisory Committee.

Discussion – Background and Current Status:

There has been a resignation from the Sustainable and Active Mobility Advisory Committee resulting in a vacant position for a member who is a beginner to avid cyclists and users of other forms of active mobility transportation (as required by Section 3.1.1 of the Terms of Reference). Staff reviewed the applications received for the August 2024 call for members, and selected Trevor Smith to represent individuals who cycle on the Sustainable and Active Mobility Advisory Committee.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

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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.

5. Alignment with Adopted Plans: N/A
6. Accessibility and Inclusion: The Sustainable and Active Mobility Advisory Committee is always cognizant of accessibility and inclusion in all aspects of their deliberations.
7. Legal or Policy Implications: N/A
8. Privacy Implications: N/A
9. Engagement and Communications Considerations: N/A
10. Human Resource Implications: N/A
11. Procurement Implications: N/A
12. Information Technology Implications: N/A
13. Other Implications: N/A

Recommendation:

That Council approve the recommended candidate, Trevor Smith, to represent individuals who cycle on the Sustainable and Active Mobility Advisory Committee.

Prepared by:

Stacey Baird, Legislative Assistant, Office of the City Clerk

Approved by:

Theresa Walsh, City Clerk

ST. JOHN'S

Report of Audit and Accountability Standing Committee

November 27, 2024

12:00 p.m.

Conference Room A, 4th Floor City Hall

Present: Boyd Chislett, Citizen Representative, Chair
Councillor Tom Davis, Acting Chair
Councillor Greg Noseworthy
Derek Coffey, Acting City Manager
Sean Janes, City Internal Auditor
Sean McGrath, Senior Internal Auditor
Danielle Parrell, Senior Internal Auditor
Jennifer Squires, Legislative Assistant

Others: Sherry Colford, Fire Chief/Director, St. John's Regional Fire Department

1. SJRFD Mechanical Division Internal Audit

Senior Internal Auditor Sean McGrath provided the Committee with background information and the recommendations for the St. John's Regional Fire Department (SJRFD) Mechanical Division Internal Audit. The Mechanical Division, located at Kent's Pond Fire Station, is responsible for the repair, maintenance, and testing of all fire apparatus and support equipment within the SJRFD. The division must also ensure all vehicles are in compliance with the Newfoundland and Labrador Highway Traffic Act and corresponding Regulations. The results of the audit show that Mechanical Division has a variety of effective and efficient processes in place to maintain its fleet of heavy-duty vehicles, but there are certain processes that are inefficient and inefficient. The Internal Audit division made recommendations to improve operations, and management have agreed with all proposed recommendations, providing action plans, and expected implementation dates for the enhancements to the division.

The focus of the audit was to ensure that SJRFD's heavy-duty vehicles weighing over 4,500 kg were obtaining valid inspection certificates by passing their regulated annual vehicle inspections at an Official Inspection Station as required. Other areas within the scope of the audit include the preventive maintenance program, the request for service process, staffing requirements, inventory storage and procedures, and an evaluation of governance related internal controls. Additional information on the recommendations, management response, and intended course of action may be found in the Audit Report as included in the agenda.

It was noted that the City had been cautioned by the Province to have all trucks certified. An update was requested on the status of the inspections. While all vehicles are inspected internally on a regular basis, there were 15 trucks lacking certification in April of 2024. Valid vehicle inspection certificates must be provided by an Official Inspection Station, and because Mechanical Division is not an Official Inspection Station the work must be outsourced to a third-party garage. At this point, only one vehicle remains to be certified. All vehicles should be certified by the end of 2024. It was asked if the City Depot could be used to certify the trucks, as it is an Official Inspection Station. While it is easier to coordinate the process with outside garages, coordination with the Depot could be considered moving forward.

Additional information was requested on the age of the fleet. The average age of the fleet is 11 years in active service. Once vehicles are retired, they may remain as part of the fleet as a spare for an additional period of time. Vehicles are generally retired from the SJRFD fleet around age 15. It was then asked who was responsible for the inspection of the equipment used by the fire department. The fire equipment maintenance technician is responsible for equipment inspection, and all testing of equipment is based on the National Fire Protection Association (NFPA) standards.

Issue 1.3 - Annual Maintenance Hours and Required Resources was then discussed. Human resources are currently inefficient to fully maintain the fleet. Staff are currently running on a deficit of 1,428 hours, or the equivalent of 1.28 full time fire apparatus technician positions. Staff advised that the addition of an employee may not provide the expected benefits and work capacity due to workspace constraints at the facility. It was asked if an extension of the maintenance day had been considered, as it would alleviate workplace constraints. The addition of administrative staff may create further efficiencies in the division.

It was questioned if it would be cost-effective to invest in a new fleet at this point in time, rather than focus on preventative maintenance. Staff advised that there is a five-year fleet strategy, updated on an annual basis, which is followed to determine when vehicles should be removed from active duty based on the NFPA standards and the age of the vehicle. It was asked if measures were considered to reduce carbon usage. Newer trucks are equipped with a system that minimizes diesel particulates and a Nederman system is used to collect and remove diesel fumes from the station. Idling of vehicles is not permitted. When vehicles are required for non-emergency purposes, often the smallest truck is utilized to minimize diesel usage. Electric Vehicles may also be considered as things progress.

Councillor Noseworthy left the meeting following the approval of the Audit Report and associated action plans.

Recommendation

Moved By Councillor Davis

Seconded By Councillor Noseworthy

That Council approve the SJRFD Mechanical Division audit report and the associated action plans put forth by management.

MOTION CARRIED

CHAIR, BOYD CHISLETT

DECISION/DIRECTION NOTE

Title: SJRFD Mechanical Division Internal Audit

Date Prepared: November 19, 2024

Report To: Audit Standing Committee

Councillor and Role: N/A

Ward: N/A Choose an item.

Decision/Direction Required:

To approve the SJRFD Mechanical Division audit report and the associated action plans put forth by management.

Discussion – Background and Current Status:

Through the office of the Fire Chief, the St. John's Regional Fire Department ("SJRFD") is responsible for providing St. John's and surrounding regions with a high standard of fire and emergency service in an efficient and economic manner. Services provided to the public include fire suppression, fire prevention, road traffic accident response, medical response, hazardous material and special teams' response, and 911 communication services.

The SJRFD's Mechanical Division plays an essential role in facilitating many of these frontline services. The division is responsible for the repair, maintenance, and testing of all fire apparatus and support equipment within the SJRFD. The division is also responsible for fire apparatus procurement and disposal and ensuring all vehicles are in compliance with the Newfoundland and Labrador Highway Traffic Act and corresponding Regulations.

The Office of the City Internal Auditor recently completed an audit of Mechanical Division. The audit concluded that Mechanical Division has a variety of effective and efficient processes in place to maintain its fleet of heavy-duty vehicles. These include a standardized request for service process, the use of an electronic fleet information management system to facilitate repairs and maintenance, standard supporting documentation that is mainly accurate and complete, skilled and knowledgeable management and staff, and documented safe work practices.

However, certain processes in place at Mechanical Division are ineffective and inefficient. As a result, potential legislative requirements and best practices relating to annual vehicle inspections and preventive maintenance are not being achieved. Management should therefore take action to ensure its heavy-duty vehicles undergo an annual motor vehicle inspection at an Official Inspection Station. Similarly, management can also improve its preventive maintenance process

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by making updates to its corresponding procedure, which is in draft format, and formally implementing the program. The potential addition of another human resource to Mechanical Division would make these recommended improvements more feasible and improve the overall operations of Mechanical Division.

Enhancements can also be made in other areas related to governance, inventory control, occupational health and safety, and information management systems. Both senior management and Mechanical Division management have been proactive in making improvements in these areas and continue to work to ensure Mechanical Division meets the needs of both internal stakeholders and the general public.

Details on the issues and related recommendations can be found in the attached audit report. Management has agreed with all the proposed recommendations and has also provided action plans and expected implementation dates for the recommendations.

The Office of the City Internal Auditor would like to thank the Mechanical Services Manager and the Fire Chief for their invaluable help and time during this review.

Key Considerations/Implications:

1. Budget/Financial Implications:

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

2. Partners or Other Stakeholders:

- Mechanical Division staff.
- SJRFD firefighters and support staff.
- The general public who rely on the SJRFD for fire and emergency response services.

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:

- There may be accessibility and inclusion implications depending on how management decides to mitigate the risk highlighted in the report.

6. Legal or Policy Implications:

- Policies and/or procedures have been recommended throughout this report.

7. Privacy Implications:

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

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 SJRFD Mechanical Division audit 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:	SJRFD Mechanical Division Internal Audit.docx
Attachments:	- SJRFD Mechanical Division Audit Report.pdf
Final Approval Date:	Nov 21, 2024

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

No Signature - Task assigned to Kevin Breen was completed by workflow administrator Theresa Walsh

Kevin Breen - Nov 21, 2024 - 2:26 PM

INTERNAL AUDIT REPORT

St. John's Regional Fire Department **Mechanical Division Audit**

Assignment # 24-01

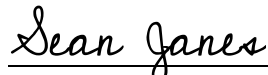
INTERNAL AUDIT REPORT

St. John's Regional Fire Department **Mechanical Division Audit**

Assignment # 24-01



Sean McGrath, CPA,
CA, CIA, CFE
Senior Internal Auditor
Date: October 25, 2024



Sean P. Janes, CPA,
CMA, CIA, CFE
City Internal Auditor
Date: October 25, 2024

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To: Chair & Committee Members, City of St. John's Audit Committee

Area Responsible: Sherry Colford – Fire Chief, SJRFD

Copy to: Kevin Breen, City Manager

INTRODUCTION

OBJECTIVE

In accordance with the City of St. John's ("City") 2024 approved audit plan (SJMC-R-2024-04-30/197), the objective of the audit was to determine if the St. John's Regional Fire Department's Mechanical Division has efficient and effective processes in place to maintain its fleet of heavy-duty fire apparatus.

BACKGROUND

Mechanical Division

Through the office of the Fire Chief, the St. John's Regional Fire Department ("SJRFD") is responsible for providing St. John's and surrounding regions with a high standard of fire and emergency service in an efficient and economic manner. Services provided to the public include fire suppression, fire prevention, road traffic accident response, medical response, hazardous material and special teams response, and 911 communication services.

The SJRFD's Mechanical Division plays an essential role in facilitating many of these frontline services. The division is responsible for the repair, maintenance, and testing of all fire apparatus and support equipment within the SJRFD. The division is also responsible for fire apparatus procurement and disposal and ensuring all vehicles are in compliance with the Newfoundland and Labrador Highway Traffic Act.

Roles and Responsibilities

Mechanical Division, which is located at Kent's Pond Fire Station, is staffed with three members including the Manager of Mechanical Services ("MS Manager") and two fire apparatus technicians.

The MS Manager, who at the time of the audit reported directly to the Fire Chief¹, is responsible for the development, implementation, and monitoring of all programs relating to the mechanical operations of the SJRFD. Associated duties include the supervision of the fire apparatus technicians, providing technical assistance on mechanical problems, making recommendations on the purchase and disposal of SJRFD vehicles, developing policies and operational guidelines, and various other management tasks.

The two fire apparatus technicians are responsible for diagnosing vehicle malfunctions and making the associated repairs either at Mechanical Division's facility or in the field. The technicians also perform preventive maintenance work and are involved in various other Mechanical Division tasks. There were three fire apparatus technicians prior to 2017, however, a position was eliminated during the City of St. John's comprehensive program review in 2016.

Budget

Mechanical Division had a total budget of \$649,755 in 2023 with approximately \$390,000 being salaries and benefits. The budget also included \$65,000 to cover work that is outsourced to third-party auto repair garages. Although the majority of Mechanical Division work is performed in-house, some outsourcing is required to meet divisional work demands.

¹ Subsequent to the completion of audit field work, the SJRFD reporting structure was changed to have the MS Manager report to the Deputy Chief of Support Services rather than the Fire Chief.

Fleet Composition and NFPA Standards

The SJRFD fleet is comprised of over 50 vehicles including 24 heavy-duty fire apparatus such as pumpers, rescues, aerials, and special purpose vehicles. These heavy-duty vehicles are complex pieces of machinery with many components that are highly integrated and specialized. Given this, the National Fire Protection Association (“NFPA”), which is a global nonprofit organization that is considered the world’s leading resource on fire hazards, has developed various guidance documents to assist fire departments in ensuring the safety of their fleets.

NFPA Standard 1911 - Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles outlines the minimum requirements for establishing an inspection, maintenance, and testing program for in-service emergency vehicles. The standard notes that a complete inspection and diagnostic check of an emergency vehicle shall be conducted at least as frequently as recommended by the emergency vehicle manufacturer or once per year, whichever comes first. These inspections are an integral aspect of a fire departments preventive maintenance program, which aim to keep all fire apparatus in safe and reliable working condition. The standard also notes that all emergency vehicles are required to meet applicable federal and provincial laws regarding motor vehicle inspections and maintenance work.

Similarly, NFPA Standard 1071 - Emergency Vehicle Technician Professional Qualifications outlines the recommended minimum skills and knowledge a person should have to competently inspect, diagnose, and perform repairs on emergency vehicles. The standard notes that while certain mechanical tasks are generic to all motor vehicles, there are a number of diagnostic tests and repairs that are unique to emergency vehicles. As such, those qualified to work on emergency vehicles require specialized knowledge and skills that generally go beyond those of a regular mechanic.

Inventory

To facilitate the repair and maintenance process, Mechanical Division keeps an inventory of mechanical parts and consumables in an inventory storage cage at Kent's Pond Fire Station. The fire apparatus technicians and MS Manager have access to the cage as required to complete necessary repairs and maintenance on the fire apparatus. If a part is not carried in inventory, the MS Manager is responsible for sourcing and ordering the required part.

Mechanical Division personnel also obtain inventory from the City of St. John's internal inventory storage area at the City Depot. However, inventory at the City Depot is general automotive inventory and not fire apparatus specific.

Repair and Maintenance Process

Mechanical Division utilizes a standardized service work order process to complete repairs and maintenance on the vehicles. An electronic fleet management information system, Wennsoft, is utilized to help streamline the repair process. Wennsoft is integrated with the City's enterprise resource planning system Microsoft Dynamics GP.

The majority of mechanical work performed by Mechanical Division is initiated through a Request for Service Form. This form is completed by an on-duty Platoon Chief and outlines a potential mechanical issue with a SJRFD vehicle that needs to be addressed. The completed form is forwarded to the MS Manager who reviews the request for service and determines the appropriate course of action.

If service is required, the MS Manager creates a service work order in Wennsoft that includes a description of the issue. The MS manager subsequently prints the work order and physically passes it to a fire apparatus technician who road tests the vehicle to confirm or diagnose the issue. The technician then executes the required service.

Once the service is complete, the technician signs and dates the work order and returns it to the MS Manager who scans the work order into Wennsoft and attaches it to the electronic work order. The physical work order is also saved in a file at the MS Manager's office at Central Fire Station.

Preventive Maintenance Program and Annual Inspections

Mechanical Division has draft procedure in place outlining the preventive maintenance program and accompanying annual inspection process. The procedure includes reference to the standardized work order process and an example of a yearly preventive maintenance program for its fleet of heavy-duty vehicles.

As noted in the draft procedure, Mechanical Division endeavors to have each of its heavy-duty vehicles that weigh in excess of 4,500 kilograms obtain a valid inspection certificate by passing a regulated annual vehicle inspection at an Official Inspection Station pursuant to the Newfoundland and Labrador Official Inspection Station Regulations ("Regulations"). This work must be contracted out to a third party as Mechanical Division is not recognized as an Official Inspection Station under the Regulations.

As part of this process, Mechanical Division personnel performs a more comprehensive Type A Heavy-Duty vehicle inspection in-house prior to sending the vehicle to an Official Inspection Station. This process helps ensure the vehicle will pass the inspection at the Official Inspection Station without any issues or delays. Furthermore, it also provides an additional quality assurance measure as fire apparatus technicians are trained to examine unique parts of a fire apparatus that are not necessarily included in a standard vehicle inspection performed at an Official Inspection Station.

In addition to yearly Type A Heavy-Duty inspections, the draft procedure also outlines an annual Type B Heavy-Duty inspection, which, per management,

includes additional preventive maintenance work such as oil and filter changes. All preventive maintenance work is tracked through the standardized work order process.

Benefits and Importance of In-House Mechanical Division

Leading organizations including the NFPA and the Fire Underwriters Survey note that having an in-house repair and maintenance program is preferred over outsourcing all mechanical work to third-party garages.

For instance, NFPA highlights the importance of technicians having knowledge of fire department operations, the mission of the fire service, and various NFPA guidance documents. Such knowledge can only be gained through working within a fire department.

Likewise, the Fire Underwriters Survey, which is a national organization that provides data on public fire protection for insurance statistical work and underwriting purposes, awards higher credit to fire departments with in-house maintenance programs and mechanics as opposed to fire departments that outsource all work to private garages.

Internally, SJRFD management recognizes the benefits of in-house mechanical expertise and notes that the ability to immediately respond to potential frontline vehicle and equipment malfunctions is critical, especially during emergency situations. Furthermore, having an in-house repair and maintenance program facilitates better planning as repair work can be prioritized based on changing organizational conditions and demands. Given this, it is critical that Mechanical Division operates in an efficient, effective, and safe manner in order to serve internal SJRFD stakeholders and those that require emergency fire response services.

METHODOLOGY & SCOPE

The scope of the audit included a review of various repair and maintenance processes and related internal controls in place at the SJRFD's Mechanical Division.

Foremost, the audit reviewed if SJRFD's heavy-duty vehicles were obtaining valid inspection certificates by passing their regulated annual vehicle inspections at an Official Inspection Station as required by the Regulations. This involved the testing of source documentation, including an examination of vehicle inspection certificates and related service work orders generated from the Wennsoft system. The accuracy and completeness of the supporting documentation was also reviewed during this testing.

The audit also reviewed other mechanical processes in place for SJRFD heavy-duty vehicles, including both the preventive maintenance program and the request for service process, to identify potential opportunities for improvement. As part of this review, a quantitative analysis was performed to estimate the annual hours required to maintain the SJRFD fleet and an estimate of the current resource hours available. The Wennsoft system was also examined during the audit to understand its capabilities and how it is integrated into the repair and maintenance processes.

Furthermore, processes related to Mechanical Division inventory were included in the scope of the audit. Audit work included a physical inspection of the inventory area and an examination of related inventory procedures to ensure they are reflective of best practices.

Select occupational health and safety processes were also reviewed during the audit. However, the scope of OHS issues included in the audit were limited to those that were brought forward by management during the initial planning stages of the engagement.

The audit also included an evaluation of governance related internal controls. This involved assessing whether processes and structures are implemented by senior management to inform, direct, manage, and monitor Mechanical Division activities toward the achievement of its objectives.

Audit procedures included discussions with management, observation, and an inspection of relevant source documentation such as official inspection certificates and service work orders. Only documentation from the 2022, 2023, and 2024 years was reviewed during the audit to ensure the relevancy of audit observations.

Unless otherwise noted, only processes related to heavy-duty vehicles weighing in excess of 4,500 kilograms were scoped into the audit. Therefore, processes and related repair and maintenance documentation related to light-duty vehicles, boats, generators, breathing apparatus, and other firefighting equipment was outside the scope of the audit. Likewise, the audit did not confirm if specialized parts of a fire apparatus such as hoses, aerial devices, pumps, etc. undergo appropriate inspections. Such parts are not included on the standard commercial vehicle inspection form and therefore were scoped out of the audit.

CONCLUSION

The SJRFD Mechanical Division has a variety of effective and efficient processes in place to maintain its fleet of heavy-duty vehicles. These include a standardized request for service process, the use of an electronic fleet information management system to facilitate repairs and maintenance, standard supporting documentation that is mainly accurate and complete, skilled and knowledgeable management and staff, and documented safe work practices.

However, certain processes in place at Mechanical Division are ineffective and inefficient. As a result, potential legislative requirements and best practices

relating to annual vehicle inspections and preventive maintenance are not being achieved. Management should therefore take action to ensure its heavy-duty vehicles undergo an annual motor vehicle inspection at an Official Inspection Station. Similarly, management can also improve its preventive maintenance process by making updates to its corresponding procedure, which is in draft format, and formally implementing the program. The potential addition of another human resource to Mechanical Division would make these recommended improvements more feasible and improve the overall operations of Mechanical Division.

Enhancements can also be made in other areas related to governance, inventory control, occupational health and safety, and information management systems. Both senior management and Mechanical Division management have been proactive in making improvements in these areas and continue to work to ensure Mechanical Division meets the needs of both internal stakeholders and the general public.

EXECUTIVE SUMMARY

The Office of the City Internal Auditor's ("OCIA") review of the St. John's Regional Fire Department's ("SJRFD") Mechanical Division focused on whether there are efficient and effective processes in place to maintain its fleet of heavy-duty fire apparatus.

Audit testing and procedures utilized during the review identified several positive outcomes. Foremost, Mechanical Division has implemented an electronic service work order system to execute and document vehicle repairs and maintenance. These systems help streamline the repair and maintenance process and provide a standardized method for documenting mechanical work performed on the vehicles. Related audit testing indicated that supporting documentation is mainly accurate and complete as management was able to provide supporting physical documentation to substantiate the completed repairs and maintenance.

Mechanical Division also has an extensive listing of safe work practices in place outlining how to safely perform various work tasks. These practices are essential in maintaining the wellbeing of employees and greatly contribute to the overall safety of Mechanical Division.

Discussions with Mechanical Division management also indicated that management has a strong understanding of National Fire Protection Association standards relating to the repair and maintenance of fire apparatus and related best practices. Multiple individuals within Mechanical Division have also achieved the Emergency Vehicle Technician designation under the Emergency Vehicle Technician Certification Commission. This designation is the leading certification for emergency vehicle technicians and demonstrates proven knowledge and competence in diagnosing and repairing emergency vehicle mechanical problems. Consequently, Mechanical Division personnel have the necessary

education and training to execute repairs and maintenance in a competent and efficient manner.

Management also use other internal controls such as standardized forms, management review, and physical controls as part of the repair and maintenance process. The use of these controls increase the consistency and accuracy of the process and contribute to the overall effectiveness and efficiency of Mechanical Division's operations.

Nevertheless, the audit identified opportunities for management to improve its internal processes in a number of areas. Foremost, management can take immediate action to ensure compliance with the Official Inspection Station Regulations ("Regulations") by having all heavy-duty fire apparatus pass an annual vehicle inspection at an Official Inspection Station. This will help ensure the safety of the fire apparatus and reduce potential non-compliance risks as outlined in the legislation. Likewise, management can take steps to formally implement its preventive maintenance procedure to help ensure its preventive maintenance program is carried out as scheduled each year.

Furthermore, a quantitative analysis of annual repair and maintenance hours performed during the audit suggests that adding an additional human resource, potentially to help with inventory management, systems support, and/or administration tasks, would create efficiencies within Mechanical Division and better allow Mechanical Division to meet its vehicle inspection and preventive maintenance obligations. Similarly, management should undertake a cost/benefit analysis to determine if a new mechanical facility, which could potentially help Mechanical Division qualify as an Official Inspection Station under the Regulations, is required to meet the current and long-term goals of the fire department.

There is also an opportunity to improve Mechanical Division's governance processes. This includes establishing goals and objectives for the division, developing annual work plans, and improving management communication protocols. Additionally, developing a leave coverage plan will help ensure the continuity of operations when the Mechanical Division manager is on leave.

Opportunities also exist to implement a Fire Apparatus Committee. These internal committees are generally comprised of individuals from various levels of the organization and provide a formalized mechanism to discuss and address any fleet related risks that are brought forward. They also improve operations and create "buy-in" across the fire department as various stakeholders have an opportunity for input.

Improvements are also recommended regarding various occupational health and safety processes. These include undertaking a hazard risk assessment to help identify working alone situations, mitigating related risks, and developing working alone procedures. Additionally, completing a hazard risk assessment for the entire division will help ensure that all current hazards are identified, and the appropriate risk mitigation measures are taken.

Moreover, it is recommended that management engage a qualified party to inspect the welding bay in Mechanical Division's facility to ensure the fan is providing sufficient ventilation pursuant to the Occupational Health and Safety Regulations. Similarly, management should contact City Buildings Division to reexamine the issue of the spiralling on the concrete walls of the inspection pit and consider making the necessary repairs to prevent further damage.

It is also recommended that management continue investigating if Microsoft Dynamics GP can be used as Mechanical Division's electronic inventory solution. However, if this solution is unsuitable, another inventory system should be

explored with the end goal of implementing an electronic inventory system that includes appropriate inventory controls.

Likewise, it would be prudent for management to further explore the capabilities of its fleet management information system, Wennsoft, prior to potentially acquiring a new system. As Wennsoft is also extensively used by the City of St. John's Fleet Division, it would also benefit Mechanical Division to consult with Fleet Division to ensure all aspects of the system are being utilized to streamline work and create efficiencies.

These recommendations and other observations outlined in the report will assist the SJRFD Mechanical Division in its continued effort in developing an effective and efficient repair and maintenance process.

DETAILED ANALYSIS

Section 1 – Inspections and Compliance

Issue 1.1 - Vehicle Inspection Certificates

Newfoundland and Labrador's Official Inspection Station Regulations ("Regulations") require all commercial vehicles to obtain a valid vehicle inspection certificate by passing an annual vehicle inspection at an Official Inspection Station. Per the Regulations, a commercial vehicle shall not be registered, operated, or permitted to be operated by the vehicle owner without a valid vehicle inspection certificate.

The Regulations define a commercial vehicle to include a truck, tractor, or trailer or a combination thereto exceeding a registered gross vehicle mass of 4,500 kilograms. Management indicated that the SJRFD has 24 heavy-duty fire apparatus that weigh in excess of 4,500 kilograms. Therefore, these vehicles could potentially be considered commercial vehicles under the Regulations due to their weight and would consequently be required to comply with the annual vehicle inspection requirement. In addition, management indicated that having these annual vehicle inspections completed on a yearly basis is a component of their draft preventive maintenance program.

During preliminary planning for the audit, Mechanical Division management indicated that several of its heavy-duty fire apparatus did not have up-to-date vehicle inspection certificates. The OCIA subsequently performed detailed audit testing that confirmed that as of April 28, 2024, 15 of the 24 heavy-duty fire apparatus did not have up-to-date vehicle inspection certificates. This could potentially lead to operational continuity issues for the SJRFD as the Regulations state that commercial vehicles cannot be operated without a valid inspection certificate. Additionally, safety risks are also increased when vehicles do not undergo an annual vehicle inspection.

During ensuing discussions management indicated that this issue can be attributed to a lack of divisional resources in Mechanical Division. Throughout the audit the OCIA also noted a number of factors that may have contributed to this issue. These factors, which are discussed throughout this audit report, include possible human resource constraints (see Issue 1.3), facility constraints (see Issue 1.4), a lack of certain governance processes (see Section 2), and underutilized electronic management systems (see Section 4).

The OCIA conducted additional audit testing on each of the 15 heavy-duty fire apparatus that did not have up-to-date vehicle inspection certificates. Testing showed that within the prior two years, Mechanical Division personnel performed a complete Type A Heavy-Duty inspection on seven of these vehicles and another three vehicles were road tested during servicing. Furthermore, two of the vehicles had extremely low utilization (e.g., only hundreds of KM driven each year), one was a spare truck, and two were trailers. Although these additional details somewhat reduce safety risks for those vehicles without up-to-date vehicle inspection certificates, potential non-compliance risks, as outlined in the Regulations, remain.

It should be noted that senior management took immediate action during the audit when it was notified of the 15 vehicles without an up-to-date vehicle inspection certificate. Management indicated this immediate action included working with Mechanical Division to ensure all outstanding vehicle inspections are completed as quickly as possible at an Official Inspection Station. Subsequent discussions with Mechanical Division management indicated that it expects to have up-to-date vehicle inspection certificates for all heavy-duty vehicles by the end of the year.

Recommendation 1.1

To mitigate potential safety and compliance risks, Mechanical Division, in consultation with SJRFD senior management, should continue to take steps to

ensure that all heavy-duty fire apparatus have up-to-date vehicle inspection certificates. This could include:

- Prioritizing Mechanical Division resources to focus on preparing applicable fire apparatus to pass their annual vehicle inspection at an Official Inspection Station (e.g., performing known repairs or maintenance that would be required to pass the inspection).
- Engaging third-party Official Inspection Stations to complete the vehicle inspections as quickly as possible.
- Leveraging City of St. John's resources to complete the vehicle inspections at the City Depot (an Official Inspection Station) with assistance from SJRFD Mechanical Division personnel.
- A combination of the above options.
- Another option, chosen by management, that will ensure all fire apparatus obtain up-to-date vehicle inspection certificates in compliance with legislation.

Management Response and Intended Course of Action 1.1

Management agrees with this recommendation. Currently there are five trucks left to be inspected (one currently at Harvey's) for 2024 and this will be part of the preventive maintenance scheduling process for 2025 onward.

Conclusion 1.1

The recommendation will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** December 2024

Information Only: Fire Chief

Issue 1.2 - Preventive Maintenance Program and Procedure

Preventive maintenance and unscheduled/reactive maintenance are generally the two main types of services performed on fire apparatus at Mechanical Division. Preventive maintenance can be described as regularly and routinely performed maintenance (e.g., oil and filter changes, cleaning and lubrication of parts, replacement of parts nearing the end of their useful life before failure, etc.) that is performed on fire apparatus to help reduce the chances of equipment failure and unplanned downtime. Most vehicle and equipment manufacturers will provide a listing of preventive maintenance that should be performed on their vehicles/equipment along with an interval (e.g., kilometers driven, hours in use, etc.) of when the maintenance should be performed. Conversely, unscheduled/reactive maintenance includes mechanical work that is performed on the fire apparatus after a failure has already occurred. This can lead to unexpected downtime and the temporary loss of use of the apparatus.

Preventive maintenance is important because it keeps equipment and assets running efficiently, maintains a high safety level for employees and the general public, and helps SJRFD potentially avoid large and unexpected costly repairs in the future. Overall, a properly functioning preventive maintenance program ensures operational disruptions are kept to a minimum².

NFPA Standard 1911 - Standard for the Inspections, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles notes that it is important for fire departments to develop and implement a preventive maintenance program appropriate for its specific vehicles and circumstances. This involves significant planning and identifying adequate resources to ensure the program can be completed throughout the year.

² *What is Preventive Maintenance.* (n.d.) Fiix. <https://www.fiixsoftware.com/maintenance-strategies/preventative-maintenance/>

This guidance is in-line with general fleet management best practices³ which recommend utilizing schedules and forecasts to plan and perform mechanical work each year. Furthermore, once a preventive maintenance program has been developed, it is best practice to formally document it in approved procedure to help ensure it can be consistently carried out by applicable employees.

Discussions with management indicated that SJRFD Policy and Operational Guidelines document 05-01-02, Equipment Standards, has been developed for Mechanical Division. This draft standard outlines the SJRFD preventive maintenance program and accompanying regulated annual vehicle inspection process and includes a draft preventive maintenance schedule for the SJRFD fleet. Further discussions with management indicated that this standard is in draft format and has not been formally approved or implemented.

The OCIA reviewed this draft standard during the audit and noted that all heavy-duty vehicles are scheduled to receive yearly Type A and Type B mechanical inspections and repairs. These Type A and Type B inspections and repairs are performed internally at Mechanical Division by Mechanical Division personnel. The standard also states that an independent third-party vendor (an Official Inspection Station) is contracted to complete a yearly inspection for any vehicle above 4,500 kgs, in compliance with legislation, once the SJRFD Type A inspection/repairs are completed.

It should be noted that the OCIA did not review this draft standard to determine if the preventive maintenance outlined therein is adequate to maintain the fire apparatus to an acceptable level as this is outside of the OCIA's area of expertise. Rather, the standard was reviewed to determine if Mechanical Division has a formally documented preventive maintenance program in place and if it is being adhered to.

³ Bartole, Patrick (2023, June 18). *How to Implement A Fleet Preventive Maintenance Program*. Government Fleet. <https://www.government-fleet.com/145442/how-to-implement-a-fleet-preventive-maintenance-program>

Related discussions with management indicated that similar to the regulated annual vehicle inspections, the Type A and Type B preventive maintenance work is not consistently carried out annually due to resource constraints. Management further explained that the majority of its mechanical work relates to unscheduled/reactive maintenance such as completing the necessary unscheduled repairs that have been identified by frontline operators through the request for service process. Management indicated such repairs are critical to ensuring fire apparatus can safely respond to emergencies and for maintaining operational continuity. However, management further noted that completing the unscheduled repairs greatly takes away from the time available to execute the preventive maintenance program.

Ensuing discussions with management indicated that the draft standard and incorporated preventive maintenance schedule was not developed using adequate resource forecasting techniques such as determining the number of hours each vehicle inspection is expected to take and the total labour hours available to complete the inspections. As such, the number of resources required to complete the preventive maintenance work each year, including potential outsourcing resources, has not been identified. Other pertinent details, including how inspections and preventive maintenance work is monitored and tracked, related documentation requirements, oversight activities, and reference to applicable NFPA standards and legislation, are also not outlined in the procedure.

The OCIA notes that the aforementioned issues increase the risk of having an inefficient and ineffective preventive maintenance program and were contributing factors in Mechanical Division not maintaining up-to-date vehicle inspection certificates as noted in Issue 1.1.

Recommendation 1.2

To help ensure an efficient and effective preventive maintenance process, management should:

- i. Update draft SJRFD Policy and Operational Guidelines document 05-01-02, Equipment Standards, to outline the SJRFD preventive maintenance program and annual inspection process. The updated procedure should include:
 - An overview of the preventive maintenance and regulated annual vehicle inspection process with reference to NFPA best practices and any applicable legislation.
 - Reference to a preventive maintenance schedule that must be prepared annually by Mechanical Division outlining when each heavy-duty vehicle will undergo its Type A and Type B mechanical inspections and regulated annual vehicle inspection at an Official Inspection Station during the year. The schedule should be supported by adequate forecasting techniques such as ensuring a sufficient number of labour hours and other necessary resources are available to complete the inspections as planned. If resources are unavailable internally, the projected preventive maintenance schedule should reference what work will be outsourced to ensure the schedule can be achieved while giving proper consideration to the approved budget and legislative requirements.
 - Information detailing how preventive maintenance work and regulated annual vehicle inspections are tracked and monitored and related roles and responsibilities for Mechanical Division personnel.

- Further guidance on where the regulated annual vehicle inspection documentation, including the official vehicle inspection certificate, is stored and how it is retained (e.g., hard copies, electronic copies, etc.)
 - Reference to any oversight and governance activities to help ensure the regulated annual vehicle inspections, Type A Heavy-Duty and Type B Heavy-Duty inspections, and other preventive maintenance work is completed as scheduled.
- ii. Provide the updated procedure to senior management for formal review and approval.
- iii. Implement the procedure subsequent to senior management approval.

Management Response and Intended Course of Action 1.2

Management agrees with these recommendations and will have a “working document” completed by the action date, with plans to make adjustments throughout 2025 as the preventive maintenance plan is implemented. The plan will then be a formalized document moving into 2026.

Conclusion 1.2

The recommendations will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** March 2025

Information Only: Fire Chief

Issue 1.3 - Annual Maintenance Hours and Required Resources

It is critical that fleet functions have sufficient resources to ensure that preventive and unscheduled maintenance can be performed in an efficient and effective manner. Without adequate resources, preventive and unscheduled maintenance may be delayed which can have an adverse impact on operations and potentially increase safety risks for employees and the public.

SJRFD senior management indicated at the start of the audit that Mechanical Division would benefit from an additional human resource. Furthermore, senior management stated that prior to COVID-19, the fire department had approval to add a new position to Mechanical Division. However, a position was not added as other priorities arose during the pandemic that took priority. Likewise, Mechanical Division management noted repeatedly throughout the audit that insufficient divisional resources was a major factor in the division not meeting the regulated annual vehicle inspection requirement for commercial vehicles and other preventive maintenance requirements listed in the division's draft SJRFD Policy and Operational Guidelines document 05-01-02, Equipment Standards.

Given these statements by management, the OCIA performed a vehicle equivalency unit ("VEU") analysis to better understand and quantify potential resource requirements at Mechanical Division. The VEU analysis is a recognized measurement tool⁴ within the fleet industry that allows managers to evaluate the workload requirements of maintaining a dissimilar fleet and justify staffing requirements through a quantitative process. The analysis involves assigning a value to an automobile class to equate the effort required to maintain dissimilar types of vehicles to a standard passenger car.

The standard car is assigned a baseline VEU of 1.0 and industry averages show that it takes approximately 10 hours of preventive and unscheduled maintenance

⁴ Power, M. (2023, October 23). *The ABC's of a VEU analysis*. Supply Professional. <https://www.supplypro.ca/features/the-abcs-of-a-veu-analysis/>

per year to keep it properly maintained. However, several efficiency factors unique to each organization can influence the baseline VEU hours. For the SJRFD Mechanical Division, the baseline VEU was calculated at 13.5 hours. See table 1.0 for further reference.

Table 1.0 – Adjusted Baseline Hours per VEU for Mechanical Division		
Efficiency Factor	Value	Explanation
Baseline hours per VEU	10	Standard starting point based on industry average.
Fleet age	+0.5	The average age of the SJRFD fleet is 11 years which exceeds the industry standard. More effort is required to maintain an older fleet which increases the baseline VEU hours.
Operating Environment	+1	The SJRFD fleet operates all year long including in periods of heavy snow, ice, and rain. Vehicles that are operated in harsher climates require more effort to maintain and increases the baseline VEU hours.
Facility	+1.5	The Mechanical Division facility has been noted in external reports (e.g., The Fire Underwriters Survey report) as a limiting factor for the amount of work that can be completed at one time. Facilities with a smaller number of bays and smaller physical space that are responsible for maintaining a large fleet increases the baseline VEU hours.
Parts Support, Inventory, and Administrative Support	+1	Mechanical Division does not have a dedicated position to help with parts support, fleet system support, inventory, or administrative tasks such as record keeping. The lack of overall support for these fleet functions increases the baseline VEU hours.

Skills and Training	-0.5	One of the two technicians holds a certification as an emergency vehicle technician (“EVT”) while the other is currently enrolled in the certification program. The MS Manager is also EVT certified with over a decade of experience managing the Mechanical Division. As such, the division is comprised of highly trained and experienced personnel which should lead to efficient repair work. This decreases the baseline VEU hours.
Total Adjusted Hours per VEU	13.5	

Assuming 1.0 VEU equals 13.5 maintenance hours, all other types of vehicles can be allocated a VEU value based on their relationship to a passenger car. For example, industry standards suggest both pumper fire trucks and aerial fire trucks have a VEU unit of 15⁵. This means it takes 15 times the amount of effort, or 202.5⁶ hours of preventive and unscheduled maintenance, to maintain one of these trucks compared to a standard car. Using this methodology, it was determined that maintaining the entire SJRFD fleet of vehicles, including all light-duty and heavy-duty vehicles, requires approximately 4,927 hours⁷.

The SJRFD’s two fire apparatus technicians, working at an industry standard of 70 percent mechanic productivity, have approximately 3,058⁸ available hours annually to complete repairs and maintenance. As such, the OCIA calculated a deficit of approximately 1,428 work hours, or 1.28 full time equivalent fire apparatus technician positions. Although some of this deficit is made up by outsourcing work, the VEU calculation indicates that Mechanical Division would benefit from additional resources.

⁵ MCG Consulting Solutions. (2021). *Fleet Review. Vaughn Fire and Rescue Services*. <https://pub-vaughan.escribemeetings.com/filestream.ashx?DocumentId=90199>

⁶ 15 VEU x 13.5 hours per VEU = 202.5 hours.

⁷ The calculated hours pertains solely to maintaining the vehicle fleet and does include the time it takes for Mechanical Division to maintain other firefighting equipment such as saws, pumps, and breathing apparatus.

⁸ As calculated by the OCIA. Includes 145 hours of annual coverage from the Manager of Mechanical Division who will complete repairs if necessary.

Related discussions with Mechanical Division management indicated that adding another fire apparatus technician position may not provide the expected benefits and work capacity due to workspace constraints at the facility. Alternatively, rather than attempting to add mechanic hours to meet the estimated maintenance requirements, Mechanical Division could aim to lower its total adjusted hours per VEU by making its repair and maintenance process more efficient.

As outlined in Table 1.0, the efficiency factors which negatively impact the total adjusted hours per VEU are the operating environment, fleet age, facility, and lack of support services. However, the operating environment factor is unchangeable and improving other factors, such as the fleet age and the facility, are longer term projects that would require large capital investments (e.g., adding space to the facility, procuring newer fire trucks, etc.). As such, a practical way to increase Mechanical Division efficiencies in the shorter term would be by making improvements to support services such as inventory management, systems support, parts support, and administration. This could be done by potentially adding an additional human resource to assist in these and/or other required areas. However, prior to adding an additional human resource, it would be logical to first liaison with City Depot management who are involved in fleet operations and support services for advice and to determine if any of their staff can provide assistance.

Recommendation 1.3

To help improve Mechanical Division's overall operations, including achieving compliance with the regulated annual vehicle inspection provision for commercial vehicles and other preventive maintenance requirements listed in SJRFD's draft Policy and Operational Guidelines document 05-01-02, Equipment Standards, management should determine if an additional human resource should be considered for the division. The resource could be involved in operational support tasks including inventory support, information system support (e.g., Wennsoft),

parts support, and other administrative work. In making this determination, management should:

- i. Conduct a cost-benefit analysis, that incorporates both quantitative and qualitative factors, regarding adding a human resource to Mechanical Division.
- ii. Liaison with management at the Depot to see if any efficiencies can be gained through potential collaboration with Depot staff.
- iii. Consider the other recommendations made throughout this report, including any potential efficiencies that could be gained through greater utilization of computerized systems as recommended in Section 4, when determining if an additional human resource is required.

Management Response and Intended Course of Action 1.3

Management agrees with these recommendations.

Conclusion 1.3

The recommendations will be implemented as stated by management.

Action By: Fire Chief
Deputy Chief, Support Services

Action Date: June 2025

Information Only: N/A

Issue 1.4 - Mechanical Division Facility

A facility that allows technicians to service all fire apparatus in an effective and efficient manner greatly contributes to the overall success of an in-house preventive and unscheduled maintenance program. As such, it is important to ensure facility components such as the number of automotive service bays, the size of the workspace, the quality and availability of support equipment and tools, and the overall condition of the facility are sufficient to perform the required mechanical work⁹.

Mechanical Division management stated during discussions that a larger facility would allow for more efficient work processes and greater work capacity. Furthermore, a larger workspace could potentially reduce the amount of work that is outsourced which could lead to savings for the division. Management also stated that a larger facility would increase the likelihood that Mechanical Division would meet the requirements to become an Official Inspection Station which would potentially allow the vehicle inspection requirements of the Official Inspection Station Regulations to be met in-house. It was further noted by management that it considered pursuing Official Inspection Station status in 2013, however, Mechanical Division management determined its current facility did not meet the necessary size requirements.¹⁰

Management also provided a copy of the 2012 Fire Service Review report from the Fire Underwriters Survey to further substantiate issues with the current facility. This report, which outlined the results of a comprehensive review of SJRFD operations that occurred in 2012, stated that the number of bays and mechanics is a limiting factor for the amount of service that can be performed by Mechanical Division. The OCIA also reviewed internal memos and documentation prepared by Mechanical Division management that outlined

⁹ Thomas, A. (2019, December 31). *Improving efficiency through better bay management*. Fender Bender. <https://www.fenderbender.com/running-a-shop/operations/article/33027017/improving-efficiency-through-better-bay-management>

¹⁰ The OCIA did not verify the accuracy of this statement as determining Official Inspection Station status was outside the scope of the audit.

possible deficiencies with the current facility and possible locations for a new facility.

It should be noted that the OCIA are not experts in the area of facility requirements. However, information gathered internally from management and externally from the 2012 Fire Service Review report from the Fire Underwriters Survey indicates that the current facility is potentially a significant factor contributing to Mechanical Division not meeting the regulated annual vehicle inspection requirement for commercial vehicles and other preventive maintenance work outlined in the division's draft equipment standards procedure.

Potentially building or procuring a new facility would be a large project that would require extensive capital funding and planning. Nevertheless, as the SJRFD's operations expand and its fleet continues to grow, it would be prudent for senior management to consult with Mechanical Division management and examine if, and when, a larger facility is required to meet the current and long-term goals of the SJRFD. Likewise, the examination should also include the potential benefits and drawbacks of building or procuring a larger facility with the intention of having it designated as an Official Inspection Station.

Recommendation 1.4

- i. Management should conduct a cost-benefit analysis to determine if a larger Mechanical Division facility is required to meet the current and future needs of the SJRFD. The analysis should incorporate both quantitative and qualitative factors and also consider the potential efficiencies gained if other recommendations made in this report are implemented.
- ii. If management concludes that a larger facility is required, they should determine if it would be beneficial to pursue Official Inspection Station status for that facility.

Management Response and Intended Course of Action 1.4

Management agrees with these recommendations, and the action date below is reflective of (i) with (ii) being determined out of the recommendation of (i).

Conclusion 1.4

The recommendations will be implemented as stated by management.

Action By: Fire Chief
Deputy Chief, Support Services

Action Date: May 2025

Information Only: N/A

Issue 1.5 - Outsourcing Decisions

NFPA Standard 1911 - Standard for the Inspections, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles states that inspections, maintenance, and testing on fire apparatus shall be performed by qualified personnel who meet the qualifications of NFPA 1071 - Standard for Emergency Vehicle Technician Professional Qualification. Such qualifications include minimum skills and knowledge that is generally acquired through professional training and experience working in a fire department's in-house mechanical garage.

NFPA refers to individuals qualified to work on emergency vehicles as Emergency Vehicle Technicians and notes that such individuals are uniquely qualified to repair emergency vehicles, especially repairs that are unique to fire apparatus and integrated with other parts of the vehicle. However, the standard also notes that there are certain components on emergency response vehicles that are not considered unique and therefore a competent mechanic, who is not an Emergency Vehicle Technician, would be able to complete repairs on such components.

Discussions with Mechanical Division management indicated that it attempts to outsource mechanical work that is general in nature when making outsourcing decisions. However, management noted there is an opportunity to better align outsourcing work with the NFPA 1071 standard. For example, management noted that light bars are installed on light-duty vehicles in-house, but this is work that could be outsourced given NFPA guidance. Performing this type of work in-house, considering current resource constraints, takes time away from Mechanical Division personnel that could be better spent performing preventive maintenance and repair work that they are uniquely trained to perform.

Recommendation 1.5

When determining what mechanical work to outsource and what work to perform in-house, management should, to the extent possible, outsource work that is generic to all motor vehicles and complete work that is unique to fire apparatus in-house.

Management Response and Intended Course of Action 1.5

Management agrees with this recommendation and while outsourcing is common in the Division, a formalized document for new staff or staff covering for leave will be beneficial. It will also better streamline in-house work for future yearly planning.

Conclusion 1.5

The recommendation will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** December 2024

Information Only: Fire Chief

Section 2 – Governance

Issue 2.1 - Goals and Objectives

Divisional goal and objective setting is an important governance tool as it sets the overall direction of a division. Goals are generally defined as desired outcomes to be accomplished over a number of years, while objectives provide specific, actionable targets that are to be achieved in the short-term to reach the goals. While divisional goals and objectives should relate to the operations of the applicable division, it is important that they are also aligned with the overall organizational strategy and are approved by senior management. This helps ensure that divisional accomplishments contribute to the overall success of the organization.

Discussions with management and an inspection of documentation indicated that the SJRFD has documented organizational goals in place to help ensure a high standard of firefighting service to the community. However, Mechanical Division management noted there are no divisional goals and objectives in place to guide the operations of Mechanical Division. This lack of formal goals and objectives was likely a contributing factor in the division not meeting the regulated annual vehicle inspection requirement for commercial vehicles and other preventive maintenance requirements listed in the division's draft Policy and Operational Guidelines document 05-01-02, Equipment Standards.

Recommendation 2.1

To improve the overall operations of Mechanical Division, management should:

- i. Develop, document, and implement divisional goals and objectives that are aligned with the strategic direction of the SJRFD and approved by senior management.

- ii. Consider developing certain goals and objectives that require the division to meet the regulated annual vehicle inspection requirement for commercial vehicles and other preventive maintenance requirements listed in the draft equipment standards procedure.
- iii. Meet with senior management periodically throughout the year to discuss progress towards the achievement of the divisional goals and objectives.

Management Response and Intended Course of Action 2.1

Management agrees with these recommendations and plans to implement the audit recommendations as a footprint for the goals and objectives to be developed in 2025. For budget reasons, we actioned the date for the end of January 2025.

Conclusion 2.1

The recommendations will be implemented as stated by management.

Action By: Deputy Chief, Support Services **Action Date:** January 2025

Information Only: Fire Chief

Issue 2.2 - Annual Divisional Report

Organizations use annual divisional reports for planning and governance purposes. The reports generally include work plans that outline critical divisional activities to be completed for the upcoming year and applicable timelines for the planned work. The reports are provided to senior management for review and approval which allows senior management to understand and monitor divisional operations during the year. Divisional reports also contribute to process

improvement as they can be reviewed at year-end to help identify any lessons learned over the course of the year.

Discussions with management during the audit indicated that it does not prepare divisional reports for Mechanical Division. As such, there is a risk that critical Mechanical Division operations are not planned and/or performed during the year. The OCIA notes that an absence of divisional reports contributed to senior management not taking corrective action sooner regarding the incomplete regulated annual vehicle inspections for commercial vehicles and other preventive maintenance requirements listed in the division's draft Policy and Operational Guidelines document 05-01-02, Equipment Standards not being met.

Recommendation 2.2

To improve senior management oversight, promote accountability, and allow divisional management to better plan Mechanical Division work, management should develop an annual divisional report to be sent to SJRFD senior management for approval each year. The report, at a minimum, should include:

- A work plan for the upcoming year that is congruent with Mechanical Division's documented goals and objectives. The work plan should include:
 - Significant projects and required tasks (e.g., regulated annual vehicle inspections, preventive maintenance, etc.) that are to be performed and related roles and responsibilities of Mechanical Division personnel.
 - Applicable timelines and deadlines for the planned work to be completed.
- Any other activities (e.g., staff training) scheduled for Mechanical Division staff in the upcoming year.

- A summary of results/activities for the past year including:
 - Reference to last year's work plan detailing if it was achieved or reasons why it was not achieved.
 - Confirmation that all preventive maintenance, regulated annual vehicle inspections and any other applicable legislative requirements were met.
 - Significant projects completed during the year or other accomplishments.
 - Challenges faced during the year.
 - Areas for improvement and lessons learned that can be incorporated into future annual plans.
- Other information that would be of benefit to senior management and allow for improved oversight such as:
 - The status of the fleet and any significant changes in apparatus condition.
 - Changes in personnel or work processes.
 - Resource deficiencies.
 - Any new or emerging risks facing the division.
 - Other information requested by senior management.

Management Response and Intended Course of Action 2.2

Management agrees with this recommendation and will develop a work plan from recommendation 2.1.

Conclusion 2.2

The recommendation will be implemented as stated by management.

Action By: Deputy Chief, Support Services **Action Date:** January 2025

Information Only: Fire Chief

Issue 2.3 - Fire Apparatus Committee

Various trade publications including Fire Apparatus and Emergency Equipment Magazine and Firehouse Magazine note that many fire departments establish apparatus committees to discuss inspections and maintenance, apparatus related issues and concerns, specifications for new vehicles, and develop vehicle replacement schedules. These apparatus committees are generally composed of individuals from various levels of the organization and can therefore create buy-in across the fire department as different roles have an opportunity for input.

Management noted during discussions that it receives feedback regarding the operation of the fire apparatus from frontline firefighters through informal discussions and Platoon Chiefs during the request for service process. Additionally, management indicated that the MS Manager and the Deputy Chief of Operations, who oversees the Suppression Division, meet as required to discuss fleet matters related to frontline operations. Nonetheless, implementing a formalized apparatus committee would better allow Mechanical Division management to gather valuable insights from various stakeholders across the organization which could be used to improve fire apparatus performance. Additionally, the apparatus committee would provide a standardized forum to discuss and address any fleet related risks, such as incomplete vehicle inspections, which are brought forward to the committee thereby further improving Mechanical Division operations.

Recommendation 2.3

To improve oversight and allow for better planning, information sharing, and decision making, management should consider:

- i. Forming an Apparatus Committee with representation from SJRFD senior management, Mechanical Division management, operations management, and frontline personnel.
- ii. Holding periodic committee meetings throughout the year to discuss pertinent fleet topics such as:
 - Apparatus safety and regulated annual vehicle inspections.
 - Preventive maintenance and related programs.
 - Operational concerns.
 - Repairs and outsourcing.
 - Apparatus lifecycle and replacement strategies.
 - Apparatus procurement and design.
 - Maintenance facilities and other related capital asset planning decisions.
 - Other applicable fleet matters.

Management Response and Intended Course of Action 2.3

Management agrees with these recommendations.

Conclusion 2.3

The recommendations will be implemented as stated by management.

Action By: Deputy Chief, Support Services **Action Date:** April 2025

Information Only: Fire Chief

Issue 2.4 - Leave Coverage Plan

A leave coverage plan is a formalized plan that helps ensure operational continuity when a person goes on leave (e.g., vacation, sickness, etc.). These plans outline the applicable employee(s) who will cover the duties of the incumbent during the leave period and the associated responsibilities and duties that must be performed.

Discussions with management indicated that there is an opportunity to improve coverage gaps when the MS Manager is on leave. Although management indicated senior management provides general oversight of operations when the MS Manager is scheduled to be away, further discussions indicated that no one is directly supervising the work of the fire apparatus technicians or ensuring the service work order process (e.g., generating service work orders) is performed during the leave period. As such, the development and implementation of a leave coverage plan would help ensure key processes continue to be completed and reduce operational risks while the MS manager is on leave.

Recommendation 2.4

To ensure operational continuity, senior management should work with Mechanical Division management to develop a coverage plan that can be utilized when the MS Manager is on leave. The plan, at a minimum, should outline applicable SJRFD employees who will be responsible for providing coverage during the leave period and their assigned responsibilities.

Management Response and Intended Course of Action 2.4

Management agrees with this recommendation and plans to implement it before the holidays.

Conclusion 2.4

The recommendation will be implemented as stated by management.

Action By: Deputy Chief, Support Services **Action Date:** November 2024

Information Only: Fire Chief

Issue 2.5 - Service Work Order Procedure

It is best practice that critical recurring activities, such as generating, completing, and reviewing service work orders, are detailed in procedural documents to ensure they are conducted accurately and consistently. Without adequate procedure, employees may lack proper guidance on how to perform tasks correctly, which can lead to process deficiencies.

Discussions with management, an inspection of source documentation, and observation indicated a standardized work order process is in place to facilitate fire apparatus repairs and maintenance. Although the MS Manager is knowledgeable regarding the process, there is an opportunity to develop procedure to fully document the service work order process. This will help ensure the process can be conducted by another designated individual when the MS manager is out of the office thereby enhancing operational continuity. The procedure will also help better standardize the work order process, provide consistency to operations, and reduce the amount of process errors.

Recommendation 2.5

To provide consistency to operations management should develop a detailed procedure capturing the service work order process. The procedure should outline:

- How to create service work orders in Wennsoft and the associated fields that must be completed.
- How to assign service work orders to the fire apparatus technicians and print the physical work order.

- Pertinent information that must be recorded on the physical work order by the fire apparatus technician carrying out the work.
- Management review and signoff of the physical work order.
- How to electronically attach supporting documentation to the service work order in Wennsoft.
- Electronically closing the service work order.

Management Response and Intended Course of Action 2.5

Management agrees with this recommendation and a process will be implemented by June 2025 with plans to evaluate efficiency for the remainder of the year.

Conclusion 2.5

The recommendation will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** June 2025

Information Only: Fire Chief

Section 3 - Occupational Health and Safety**Issue 3.1 - Working Alone Risk Assessment**

City Policy 03-07-15, Employees Working Alone, requires all departments to identify situations where employees are required to work alone or in isolation and develop procedures to be followed in such situations. This helps ensure the safety of employees and reduce Occupational Health and Safety (“OHS”) related risks.

Discussions with management noted that although Mechanical Division employees are not scheduled to work alone, circumstances such as sick leave or vacation may result in a Mechanical Division employee being alone at the facility. Ensuing discussions indicated that the MS Manager recently consulted with a City of St. John’s Safety Advisor regarding potential working alone risks. The Safety Advisor recommended completing a hazard risk assessment to help identify working alone situations and subsequently take steps to mitigate the hazards. Undertaking this assessment will further protect the safety of Mechanical Division employees and ensure compliance with City policy.

Recommendation 3.1

To help identify and mitigate working alone risks and ensure compliance with policy, management, in consultation with the City’s Occupational Health and Safety manager, should:

- i. Continue to identify working alone situations through the hazard assessment process.
- ii. Implement safe work practices including controls to either eliminate or mitigate the identified hazards.

Management Response and Intended Course of Action 3.1

Management agrees with these recommendations and while it will continue to use its informal process, it will have a formalized process implemented in its entirety by January 31, 2025.

Conclusion 3.1

The recommendations will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** January 2025

Information Only: Fire Chief
Deputy Chief, Support Services
Manager, Occupational Health and Safety

Issue 3.2 - Working Alone Procedures

Section 15 of the provincial Occupational Health and Safety Regulations outlines provisions relating to working alone. Subsection 15(4) states that an employer shall develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation. Similarly, City Policy 03-07-15, Employees Working Alone, includes guidance relating to checking on the wellbeing of employees who work alone and outlines select tasks that are prohibited in these circumstances.

Discussions with management noted that there are informal procedures in place internally at Mechanical Division for checking on the wellbeing of employees when working alone. Additionally, Mechanical Division management prohibits the undertaking of certain work tasks, such as work in the inspection pit, unless at least two people are present at the facility. However, neither the process of checking on employees nor prohibiting certain work tasks when working alone is formally documented at Mechanical Division. Consequently, there is an opportunity for management to develop written procedure in these areas to

mitigate non-compliance risks and further protect the safety of employees when working alone.

Recommendation 3.2

To further protect the safety of Mechanical Division employees when working alone and ensure compliance with the Occupational Health and Safety Regulations and City of St. John's Policy 03-07-15, Employees Working Alone, management should:

- i. Develop and implement a written procedure for checking the well-being of Mechanical Division employees when they are working alone.
- ii. Develop a listing of Mechanical Division job tasks that are prohibited when working alone.
- iii. Document the prohibited jobs in written procedure.
- iv. Communicate the listing of prohibited job tasks and associated standard operating procedure to Mechanical Division staff.
- v. Review the procedure at least annually or when new job tasks are introduced.

Management Response and Intended Course of Action 3.2

Management agrees with these recommendations and while it will continue to use its informal process, it will have a formalized process implemented in its entirety by January 31, 2025.

Conclusion 3.2

The recommendations will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** January 2025

Information Only: Fire Chief
Deputy Chief, Support Services
Manager, Occupational Health and Safety

Issue 3.3 - Divisional Risk Assessment

City Policy 03-07-29, Hazard Assessment Policy, states that managers shall ensure a hazard assessment is completed for their division and safe work practices are developed and reviewed every two years. This assessment is critical in ensuring a safe workplace for employees as it involves identifying workplace hazards and either eliminating the hazards or implementing controls to mitigate corresponding risks.

Inspection procedures performed during the audit noted that Mechanical Division has an extensive list of safe work practices in place. These safe work practices are written procedural documents that provide information on how to safely perform a given work task or use a piece of equipment. Related discussions with management indicated that the procedures were developed approximately 10 years ago through an informal risk assessment. Management further noted that it would be prudent to revisit the hazard assessment process as numerous tasks and equipment have been added to Mechanical Division operations over the past decade. The OCIA agrees and notes that completing an updated hazard risk assessment for Mechanical Division will likely help identify new risks and allow management to mitigate them.

Recommendation 3.3

To identify and mitigate safety risks and ensure compliance with City Policy 03-07-29, Hazard Assessment Policy, management should:

- i. Perform a formal divisional hazard risk assessment for Mechanical Division.
- ii. Develop safe work practices for any new identified risks as applicable.
- iii. Review all safe work practices every two years and update, as necessary.

Management Response and Intended Course of Action 3.3

Management agrees with these recommendations, and while management intends to complete them earlier, the action date is set based on potential staff availability with Occupational Health and Safety Division.

Conclusion 3.3

The recommendations will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** August 2025

Information Only: Fire Chief
Deputy Chief, Support Services
Manager, Occupational Health and Safety

Issue 3.4 - Dating of Safe Work Procedures

It is a standard records management practice to include the date of issuance as well as any revision dates on all pertinent documents, such as policies and procedures, to help ensure the relevancy of the document to current business operations. Undated records increase the risk of inconsistencies and confusion as employees may be relying on an old document that has been replaced with a newer version. Additionally, it is difficult to verify when a given procedure was

implemented and reviewed if relevant dates are missing which inhibits the audit trail.

An inspection of Mechanical Division's Safe Operating Procedures noted they do not include the date of issuance and date of review. Adding these dates to the documents will help ensure they remain valid and will also provide a reference point to review the safe work practices every two years as required by the City's Hazard Assessment Policy 03-07-29.

Recommendation 3.4

To improve occupational health and safety oversight and the completeness of related documentation, management should ensure all Mechanical Division Standard Operating Procedures include pertinent dates such as the date of issuance, date of review, date of revision, etc.

Management Response and Intended Course of Action 3.4

Management agrees with this recommendation, will review all SWPs for updates and will properly date at that time.

Conclusion 3.4

The recommendation will be implemented as stated by management.

Action By: Manager of Mechanical Services **Action Date:** January 2025

Information Only: Fire Chief
Deputy Chief of Support Services
Manager, Occupational Health and Safety

Issue 3.5 - Welding Bay

Mechanical Division employees utilize a fixed welding station at the facility to fabricate necessary parts when making repairs to emergency vehicles. The welding station includes an exhaust fan to minimize air pollutants that are generated during the welding process. This is a requirement under Section 454 of the OHS Regulations which states that effective local exhaust ventilation shall be used at a fixed workstation to minimize worker exposure to harmful air contaminants produced by welding, burning, or soldering.

Mechanical Division management indicated during discussions that it has concerns about the effectiveness of the ventilation during the welding process. Although the effectiveness of the ventilation is not known at this time, this increases the risk of non-compliance with the OHS Regulations as ineffective ventilation could increase workers potential exposure to harmful air contaminants.

Recommendation 3.5

Management should engage a qualified individual to inspect the welding workstation to ensure it has adequate ventilation as required by the Occupational Health and Safety Regulations.

Management Response and Intended Course of Action 3.5

Management agrees with this recommendation, and in conjunction with City Buildings, will arrange for inspection (along with Recommendation # 3.6)

Conclusion 3.5

The recommendation will be implemented as stated by management.

Action By: Deputy Chief, Support Services **Action Date:** December 2024

Information Only: Fire Chief
Manager, Occupational Health and Safety

Issue 3.6 - Concrete Walls of Inspection Pit

Discussions with management and physical inspection procedures noted that there is deterioration of a concrete wall in one of the inspection pits at the Mechanical Division facility. Management noted that City Buildings Division, which is responsible for the maintenance of City owned buildings, was notified of this issue in 2020. City Buildings Division subsequently engaged an engineering firm to investigate the issue and prepare a corresponding report. The OCIA reviewed a copy of the report during the audit which indicated that the service pit had no immediate structural concerns but that the deterioration would continue until the cause is corrected. Consequently, the report recommended a closer review and the walls to be repaired to prevent further damage. Management indicated that the recommended repairs were never carried out.

The OCIA followed up with City Buildings Division management who noted that the repairs were not prioritized because there were no structural concerns with the pit. City Buildings Division management also noted that it was during this time discussions were occurring about moving Mechanical Division to the new Goulds Fire Station. Therefore, a decision was made to hold off on any non-critical work pertaining to Mechanical Division's facility. City Buildings Division management also stated it has not been notified of any further deterioration to the inspection pit from Mechanical Division.

The OCIA notes the potential move of Mechanical Division did not happen and there are also no immediate plans to move Mechanical Division from its current facility. Given this, and that it has been over three years since this issue was initially examined, there is a risk that the deterioration has since worsened and potentially created additional issues.

Recommendation 3.6

Management should contact City Buildings Division and request that they reexamine the deteriorating concrete in the inspection pit to determine if the recommended repairs should now be completed.

Management Response and Intended Course of Action 3.6

Management agrees with this recommendation, and in conjunction with City Buildings, will arrange for re-examination (along with Recommendation # 3.5)

Conclusion 3.6

The recommendation will be implemented as stated by management.

Action By: Deputy Chief, Support Services **Action Date:** December 2024

Information Only: Fire Chief
DCM, Public Works
Manager, City Buildings

Issue 3.7 - Reverse Driving Safe Work Practices

City Policy 03-10-14, City Reversing Policy, states that a driver shall at no time back a City vehicle into an intersection or over a crosswalk except in a non-public work area, construction area, or when guided by a spotter. The layout of Mechanical Division's automotive bays requires heavy-duty fire apparatus to be backed out of the facility onto Portugal Cove Road which is a four-lane roadway. Consequently, extreme caution must be taken when backing fire apparatus out of Mechanical Division's facility.

Management noted the potential dangers of backing fire apparatus out of the bays and indicated it takes precautions, such as the use of spotters, to do so. Although management indicated that spotters are used in compliance with the City's Reversing Policy, subsequent discussions with management noted that

there is an opportunity to perform a formal risk assessment in relation to this task to ensure all risks are identified, appropriately mitigated, and applicable precautions are formally documented in a safe work practice. This will help ensure that fire apparatus are consistently backed out of the facility in the safest manner possible and reduce the likelihood of an accident.

Recommendation 3.7

To help ensure the safety of Mechanical Division personnel, management should:

- i. Complete a hazard risk assessment to identify and mitigate risks when staff are required to drive fire apparatus in reverse at Mechanical Division.
- ii. Develop a corresponding safe work practice to document the identified hazards and mitigating steps that must be taken when driving fire apparatus in reverse at Mechanical Division.

Management Response and Intended Course of Action 3.7

Management agrees with these recommendations, and while management intends to complete them earlier, the action date is set based on potential staff availability with Occupational Health and Safety Division.

Conclusion 3.7

The recommendations will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** March 2025

Information Only: Fire Chief
Deputy Chief, Support Services
Manager, Occupational Health and Safety

Section 4 – Electronic Management Systems

Issue 4.1 - Inventory System

Electronic inventory management systems create efficiencies by streamlining all aspects of the inventory process such as ordering, receiving, storing, and using inventory. When implemented and used correctly, these systems also help prevent and detect inventory theft and fraud by helping ensure the accuracy and completeness of inventory levels.

To help facilitate the repair and maintenance process, Mechanical Division keeps an inventory of mechanical parts and consumables in an inventory storage cage in the back room of the facility. At the beginning of the audit, senior management informed the OCIA that there is no electronic inventory system in place to control this inventory. Management understood that not having an electronic inventory system creates a myriad of risks and therefore are looking to implement such a system.

The OCIA notes that a key consideration when implementing a new inventory system is its ability to be fully integrated with the current fleet management system in order to accurately capture costing information (e.g., parts expense for each apparatus). Therefore, any potential new inventory system should be integrated with the City's financial system (Microsoft GP) and the SJRFD's fleet management system (Wennsoft).

Mechanical Division management indicated that there is an inventory functionality included in Microsoft GP that is currently used to manage inventory for the City's main stockroom at the Depot. Management further indicated that multiple inventory "sites" can be configured in Microsoft GP and therefore it may be possible to setup Mechanical Division inventory as a separate warehouse in the system. The OCIA reviewed the Microsoft GP manual to validate management's assertion and confirmed that multiple inventory sites can indeed be created in Microsoft GP.

There are advantages in attempting to utilize the inventory functionality already present in Microsoft GP including:

- The software is already used at the City and installed on the MS Manager's computer.
- Cost savings when compared with purchasing a new inventory system. However, it is likely additional hardware (e.g., barcode scanners) would still need to be purchased if leveraging Microsoft GP.
- Wennsoft is integrated with Microsoft GP meaning that inventory costs could be allocated to applicable fire apparatus which is congruent with best practice.
- Other City divisions such as Supply Chain Division are already successfully using the inventory functionality in Microsoft GP, albeit with more resources. Such divisions could potentially offer implementation guidance.
- Management is already familiar and trained on Microsoft GP.

SJRFD management indicated that they previously met with Supply Chain Division management from the Depot regarding leveraging Microsoft GP's inventory functionality. Supply Chain Division management noted Mechanical Division does not have sufficient resources to have the same inventory setup as is currently implemented at the Depot. However, assuming that a new resource will be considered for Mechanical Division (as recommended in Issue 1.3), and that Wennsoft is already integrated within Microsoft GP, it would be prudent for management to further investigate the feasibility of using GP for its inventory system.

If it is determined that it is not feasible for Mechanical Division to utilize the inventory functionality in Microsoft GP, other electronic inventory systems ought to be considered by management. However, no matter what inventory system is selected for implementation, certain internal controls should be in place when

implementing and managing the inventory system. These include controls related to policy and procedures, segregation of duties, reporting and documentation, training and awareness, inventory monitoring, and continuous improvement. For the benefit of management, further details on these controls are included in Appendix A.

Recommendation 4.1

To better manage Mechanical Division inventory and improve internal controls, management should work towards implementing an electronic inventory system. This work should include:

- i. Further investigating the feasibility of using Microsoft GP as Mechanical Division's inventory solution.
- ii. Evaluating other inventory system options if it is determined that Microsoft GP is not a suitable option.
- iii. Ensuring inventory internal controls, including those related to policy and procedure, segregation of duties, monitoring, reporting and documentation, training, and continuous improvement are in place for the new inventory system.

Management Response and Intended Course of Action 4.1

Management agrees with these recommendations.

Conclusion 4.1

The recommendations will be implemented as stated by management.

Action By: Manager of Mechanical Services **Action Date:** March 2025
Deputy Chief of Support Services

Information Only: Fire Chief

Issue 4.2 - Fleet Management System

Fleet management information systems (“FMIS”) are a critical part of fleet operations as they enable all aspects of fleet operations to be managed through a single interface. This allows for effective operational management and timely decision making as pertinent fleet information can be readily accessed.

Mechanical Division management utilizes Wennsoft as its fleet management information system. Wennsoft, which is used by other divisions at the City such as Fleet Division, is integrated with the City’s enterprise resource planning system Microsoft Dynamics GP.

At the start of the audit, senior management expressed concern that Wennsoft may not meet the needs of Mechanical Division and wondered if a different fleet management system, potentially one customized specifically for fire department apparatus, would improve operations. Mechanical Division management also noted concerns with some aspects of the system, including character limits, search functionality, and costing reports.

To better understand fleet management information systems, the OCIA performed research regarding what capabilities these systems should offer. The research indicated that generally, a conventional FMIS should have the following capabilities¹¹:

- Complete vehicle equipment life-cycle management including:
 - Budgeting and forecasting.
 - Acquisition and upfitting capital costs.
 - Capital improvements.
 - Disposal management.

¹¹ MCG Consulting Solutions. (2021, October 29). *Fleet Review – Vaughan Fire and Rescue Services*. <https://pub-vaughan.escrimetings.com/filestream.ashx?DocumentId=90199>

-
- Comprehensive work order functionality including:
 - Repair status.
 - Repair type.
 - Repair labor hours & costs by asset.
 - Repair parts expense by asset.

 - Shop repair scheduling and workflow assessments.
 - Preventive maintenance scheduling.
 - Regulatory safety inspection scheduling.
 - Labor tracking and management.
 - Productivity monitoring (KPIs).
 - Inventory control and parts room management.
 - Cost reporting and billing.
 - Warranty and claims tracking.

Various audit procedures, including an inspection of the Wennsoft system, observations, discussions with management, and a review of pertinent Wennsoft documentation, indicated that the majority of the above capabilities are present in Wennsoft and integrated with Microsoft GP. These include core functionalities related to work orders, costing, preventive maintenance, warranty and claims, labour tracking, and scheduling. Wennsoft therefore has many of the capabilities one would expect to find in a conventional fleet management information system.

Related discussions with management noted that while it does its best to maximize the use of the software, there are additional aspects of Wennsoft, including the preventive maintenance functionality, which could be further explored. However, management noted that it would be difficult to do this without additional support and resources. The OCIA notes that assuming a new resource is being considered for Mechanical Division (as recommended in Issue 1.3), the MS Manager may have the additional resources required, in the future, to further investigate and potentially leverage the capabilities of Wennsoft.

While a new, fully customized fleet system developed specifically for the SJRFD may have advantages over Wennsoft, such advantages would have to be weighed against the financial cost of purchasing a new system, implementation and training time, and most significantly, its ability to be integrated with Microsoft GP. As such, an understanding of the full functionality of Wennsoft should be obtained prior to considering other options.

Furthermore, as Wennsoft is also extensively used by the City's Fleet Division, it would benefit Mechanical Division to consult with Fleet Division to ensure all aspects of the system are being utilized to streamline work and create efficiencies.

Recommendation 4.2

To potentially improve the efficiency and effectiveness of Mechanical Division's repair and maintenance processes, management should:

- i. Investigate the capabilities of Wennsoft to ensure all aspects of the system, such as scheduled maintenance, warranty claims, labour tracking, and other functionalities, are being leveraged to create an efficient and effective repair and maintenance process.
- ii. Contact the City of St. John's Fleet Division to discuss how Wennsoft's functionalities are integrated into various Fleet Division processes and use that information for possible process improvement within Mechanical Division.

Management Response and Intended Course of Action 4.2

Management agrees with these recommendations.

Conclusion 4.2

The recommendations will be implemented as stated by management.

Action By: Manager, Mechanical Services **Action Date:** March 2025
Deputy Chief, Support Services

Information Only: Fire Chief

Appendix A – Internal Controls for Inventory

Internal Control Best Practices for Inventory¹²	
Electronic Inventory System	The use of an electronic inventory system helps streamline inventory operations and generally includes capabilities such as audit trails, transactional searches, and summary reports that can improve the control environment.
Inventory Management Policy	Inventory management policies provide consistency to operations and helps ensure efficient, accurate, and secure management of inventory.
Segregation of Duties	<p><u>Ordering</u> Only authorized personnel should have the ability to place orders, and a separate individual should approve purchase orders.</p> <p><u>Receiving</u> The individual receiving the order should not have the ability to authorize payments or manipulate inventory records.</p> <p>Personnel independent of the ordering process should inspect the order when it is received.</p> <p><u>Inventory Storage</u> Only authorized personnel should have access to inventory and related storage areas.</p> <p>It is critical to segregate the duties of maintaining inventory records and physical storage/access to the inventory.</p> <p><u>Disposal and Inventory Write-offs</u> Procedures should be in place to segregate duties related to inventory disposal and write-offs.</p>

¹² Developed by the OCIA with reference to Ali, Z. (2024, January 24). *Robust Inventory Internal Controls*. LinkedIn. <https://www.linkedin.com/pulse/robust-inventory-internal-controls-zulfiqar-mushtaq-ali-aca-cia-uuwmf/>

	<p>Senior management approval should be required for significant disposals.</p>
Monitoring	<p><u>Physical Inventory Counts</u> Regular and surprise inventory counts should occur to reconcile the physical inventory on-hand with the inventory records. Any variances should be investigated.</p> <p>The person performing the inventory count should not have direct access to manipulate the inventory records. Best practice also notes having someone from outside Mechanical Division to periodically witness the count.</p> <p><u>Inventory Reconciliation</u> Periodic reconciliation between the inventory management system and financial records. Variances should be investigated and resolved in a timely manner.</p> <p><u>Audit Trails</u> An electronic audit trail should be in place to capture all inventory transactions in the system.</p> <p>Periodically review audit trails for variances or irregularities.</p> <p><u>Key Indicators</u> Establish key performance indicators (KPIs) for inventory such as stockouts, excess inventory, write-offs, etc.</p> <p>Regularly review KPIs to assess the effectiveness of inventory management controls.</p>
Reporting and Documentation	<p><u>Inventory Reports</u> Generate and regularly review inventory reports detailing stock levels, usage, and irregularities.</p> <p><u>Documentation</u> Maintain comprehensive documentation of inventory policies, procedures, and controls.</p> <p><u>Accuracy and Completeness</u> Ensure all inventory-related transactions and adjustments are entered into the system.</p>

Training and Awareness	<p><u>Training Programs</u> Ensure staff involved in inventory control are trained on the inventory system, related policies and procedures, and their related roles and responsibilities.</p> <p><u>Awareness</u> Ensure awareness activities are undertaken to periodically remind staff of policies, procedures, and their roles and responsibilities in inventory policy, procedures, and best practices.</p>
Continuous Improvement	<p><u>Review and Update Policies</u> Periodically review and update inventory management policies and procedures to address changing needs and risks.</p> <p>Incorporate lessons learned from internal audits, reviews, and feedback.</p> <p><u>Feedback Mechanisms and Communication Protocols</u> Establish mechanisms for collecting feedback from staff, suppliers, and other stakeholders and use the feedback to identify areas for improvement and implement corrective actions.</p> <p>Establish open and transparent communication protocols where staff responsible for inventory control can express their concerns or potential improvement ideas to management.</p>

Development Permits List For November 21 to December 4, 2024

Code	Applicant	Application	Location	Ward	Development Officer's Decision	Date
RES		Backyard Suite (HAF)	292 Main Road	5	Approved	2024-11-22
COM		Change in Non-Conforming Use – Light Industrial	180 Hamilton Avenue	2	Approved	2024-11-27
RES		Lot Approval for Single Detached Dwelling	60 Pitcher's Path	4	Approved	2024-11-28
RES		Subdivision of Land and Development of two Semi-Detached Dwellings	28 Barrows Road	2	Approved	2024-11-29
RES		Consolidation of Land Only	111 Doyle's Road	5	Approved	2024-12-02
IND	GFL Environmental Services Inc.	Subdivision/ Consolidation of Land Only	402 Logy Bay Road	2	Approved	2024-12-04
IND	GFL Environmental Services Inc.	Site Work – Oil Waste Containment Dyke System	315 Incinerator Road	5	Approved	2024-12-04

*** 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, MCIP
Supervisor – Planning & Development**

Permits List

Council's December 10, 2024 Regular Meeting

Permits Issued: 2024/11/21 to 2024/12/04

BUILDING PERMITS ISSUED

Residential

Location	Permit Type	Structure Type
1 Mcneily St	Renovations	Semi Detached Dwelling
10 Huntsman Pl	New Construction	Single Detached w/ apt.
100 Great Eastern Ave	Extension	Single Detached w/ apt.
105 Groves Rd	Deck	Patio Deck
12 Allan Sq	Renovations	Townhousing
159 Freshwater Rd	Fence	Fence
159 Freshwater Rd	Accessory Building	Accessory Building
17 Thomas St	Renovations	Single Detached Dwelling
171 Lemarchant Rd	Site Work	Semi Detached Dwelling
179 Pennywell Rd	Renovations	Single Detached Dwelling
180 Gower St	Renovations	Lodging House
183-185 Petty Harbour Rd	New Construction	Single Detached Dwelling
19 Leonard J. Cowley St	Change of Occupancy	Single Detached Dwelling
2 Chester Pl	Accessory Building	Accessory Building
2 Prestwick Pl	Renovations	Single Detached w/ apt.
22 Bristol St	Renovations	Single Detached Dwelling
27 Kitchener Ave	Renovations	Single Detached w/ apt.
280 Stavanger Dr	Renovations	Single Detached Dwelling
29 Maxwell Pl	Site Work	Driveway
29 Russell St	Change of Occupancy/Renovations	Single Detached Dwelling
292 Main Rd	Change of Occupancy/Renovations	Single Detached Dwelling
30 Rosalind St	Change of Occupancy	Home Office
30 Willenhall Pl	Site Work	Single Detached w/ apt.
35 Winter Ave	Renovations	Single Detached Dwelling
36 Queen's Rd	Renovations	Lodging House
36 Temperance St	New Construction	Condominium
36 Temperance St	New Construction	Condominium

36 Temperance St	New Construction	Condominium
36 Temperance St	New Construction	Condominium
36 Temperance St	New Construction	Condominium
36 Temperance St	New Construction	Condominium
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36 Temperance St	New Construction	Condominium
36 Temperance St	New Construction	Condominium
36 Temperance St	New Construction	Condominium
369 Blackhead Rd	Deck	Patio Deck
4 Bambrick St	Accessory Building	Accessory Building
4 Bambrick St	Deck	Patio Deck
4 Bambrick St	Fence	Fence
49 Guzzwell Dr	Change of Occupancy/Renovations	Single Detached w/ apt.
5 O'lynn Pl	New Construction	Single Detached Dwelling
51 Leonard J. Cowley St	Deck	Patio Deck
51 Leonard J. Cowley St	Extension	Single Detached Dwelling
58 Toronto St	Fence	Fence
6 O'lynn Pl	New Construction	Single Detached Dwelling
61 Larkhall St	Change of Occupancy	Home Office
61 Seaborn St	Accessory Building	Accessory Building
64 Colonial St	Renovations	Townhousing
65 Cornwall Cres	Change of Occupancy/Renovations	Single Detached w/ apt.
66 Blackmarsh Rd	Site Work	Single Detached Dwelling
68 Mayor Ave	Renovations	Single Detached Dwelling
7 Abbott Ave	Renovations	Single Detached Dwelling
76c Old Bay Bulls Rd	Accessory Building	Accessory Building
8 Huntsman Pl	New Construction	Single Detached w/ apt.
8 O'lynn Pl	New Construction	Single Detached Dwelling
8 Victoria St	Renovations	Townhousing

This Week: \$3,369,998.58

Commercial

Location	Permit Type	Structure Type
154 Major's Path	Sign	Office
187 Water St	Change of Occupancy/Renovations	Place Of Amusement
20 Crosbie Pl	Change of Occupancy/Renovations	Office
20 Crosbie Pl	Change of Occupancy/Renovations	Office
20 Hallett Cres	Change of Occupancy	Office
210 Kenmount Rd	Change of Occupancy/Renovations	Retail Store
235 Water St	Sign	Office
277-281 Water St	Renovations	Retail Store
30-44 Ropewalk Lane	Change of Occupancy	Service Shop
320 Torbay Rd	Site Work	Shopping Centre
36 Temperance St	New Construction	Apartment Building
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Change of Occupancy/Renovations	Retail Store
48 Kenmount Rd	Change of Occupancy	Retail Store
48 Kenmount Rd	Change of Occupancy/Renovations	Retail Store
497 Kenmount Rd	Accessory Building	Accessory Building
50 Pippy Pl	Change of Occupancy/Renovations	Office
520 Topsail Rd	Sign	Eating Establishment
565 Kenmount Rd	Renovations	Church
75 Kiwanis St	Sign	Church

This Week: \$10,302,124.45

Government/Institutional

Location	Permit Type	Structure Type
53-55 Military Rd	Change of Occupancy/Renovations	Mixed Use

This Week: \$4,100,000.00

Industrial

Location	Permit Type	Structure Type
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This Week: \$0.00

Demolition

Location Permit Type Structure Type

This Week: \$0.00

This Week's Total: \$17,772,123.03

REPAIR PERMITS ISSUED:

\$35,000.00

NO REJECTIONS

YEAR TO DATE COMPARISONS			
December 10, 2024			
TYPE	2023	2024	% Variance (+/-)
Residential	\$89,203,745.41	\$115,305,701.31	29
Commercial	\$105,898,137.83	\$118,347,491.07	12
Government/Institutional	\$7,562,336.46	\$44,214,071.00	485
Industrial	\$190,000.00	\$5,114,500.00	2592
Repairs	\$1,687,510.98	\$1,040,819.11	-38
TOTAL	\$204,541,730.68	\$284,022,582.49	39
Housing Units (1 & 2 Family Dwelling)	213	212	

Respectfully Submitted,

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

MEMORANDUM

Weekly Payment Vouchers For The Weeks Ending November 27 and December 4, 2024

Payroll

Public Works (Week 1)	\$ 472,416.78
Bi-Weekly Casual (Week 1)	\$ 39,778.84
Public Works (Week 2)	\$ 634,381.63
Bi-Weekly Administration (Week 2)	\$ 946,333.05
Bi-Weekly Management	\$ 1,027,895.35
Bi-Weekly Fire Department	\$ 960,509.89
Accounts Payable	\$ 8,190,045.26

(A detailed breakdown [here](#))

Total: **\$12,271,360.80**

ST. JOHN'S

DEPARTMENT OF FINANCE

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

INFORMATION NOTE

Title:	Contract Awards November 6, 2024 – December 6, 2024
Date Prepared:	December 4, 2024
Report To:	Regular Council Meeting
Councillor and Role:	Councillor Ron Ellsworth, Finance
Ward:	N/A

Issue: Contracts awarded between November 6, 2024 and December 4, 2024.

Discussion – Background and Current Status: All contracts awarded with a total value of \$100,000.00 and above will be reported to Council on a monthly basis as per SJMC-R-2024-08-06/392.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions:

A Sustainable City: Be financially responsible and accountable.

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

4. Alignment with Adopted Plans: 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

ST. JOHN'S

10. Procurement Implications: N/A

11. Information Technology Implications: N/A

12. Other Implications: N/A

Conclusion/Next Steps:

Report Approval Details

Document Title:	Contract Awards November 6, 2024 - December 4, 2024.docx
Attachments:	- Contracts Awarded November 6, 2024 - December 4, 2024.pdf
Final Approval Date:	Dec 4, 2024

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

Derek Coffey - Dec 4, 2024 - 1:54 PM

Monthly Purchasing Awards Greater than \$100,000.00 Report

Project Name	Project Number	Award Total Project Value	Source Awarded	Awarded Supplier(s)	Completed Submissions List	Contract Term	Department	Procurement Type
Janitorial Services for Paul Reynolds Community Centre	2024172	\$ 560,114.40	November 19, 2024	Royal Cleaning Services Inc.	Bursey Cleaners(2010) Limited Royal Cleaning Services Inc. Penney's Holdings Ltd. SqueeKleen GDI Services Canada LP FUTURE CLEAN LTD IMPULSE SYSTEMS INC PHILROBBEN JANITORIAL LIMITED Scandinavian Building Services Ltd. NORTH CROWN BUILDING MAINTENANCE LTD	3 Year + 2	PUBLIC WORKS	RFP
Supply & Delivery of Uniform Clothing and Footwear	2024181	\$ 100,098.00	November 18, 2024	Wm. L. Chafe & Son Ltd. - Martin & Levesque Inc.	5 Star Services and Products Inc. - Wm. L. Chafe & Son Ltd. - Martin & Levesque Inc.	2 Year + 1	Planning, Engineering & Regulatory Services	NRFP
Decarbonization of 245 Freshwater Road Heating System - Energy Performance Contract	2024116	\$ 2,206,268.00	November 06, 2024	Trane Canada ULC	Trane Canada ULC	2 Year + 1 + 1	PUBLIC WORKS	RFP
Waste Collection Services	2024157	\$ 573,014.00	November 22, 2024	GFL Environmental	GFL Environmental; Heave Away Waste Management Ltd.	3 Year + 2	PUBLIC WORKS	RFP

DECISION/DIRECTION NOTE

Title: Proposed Naming of Lion's Club Driveway

Date Prepared: November 20, 2024

Report To: Regular Meeting of Council

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

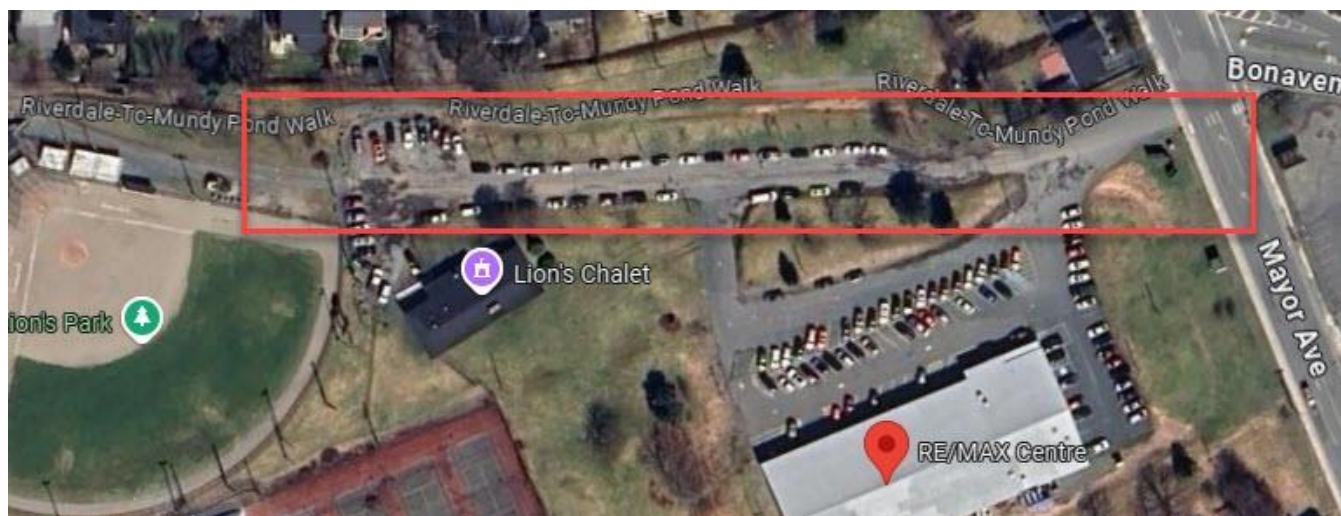
Ward: Choose an item.

Decision/Direction Required:

Seeking Council approval to name the driveway leading to the St. John's Lions Club Chalet and Ballfield "Lions Club Way."

Discussion – Background and Current Status:

The St. John's Lions Club has requested that the driveway leading to the Lions Club Chalet and Softball Field be assigned a name. The Lions Club originally suggested "Lions Way" but there is already a "Lion's Road," and the similarity could create confusion for emergency responders. The name "Lions Club Way" is being recommended as an alternative.



As this is not a city street, the naming does not fall under the City's Street Naming and Civic Addressing Policy. The name has, however, been reviewed and approved by the Inclusion Advisory Committee, as per street naming protocol, to ensure it meets the necessary accessibility and inclusion criteria.

The St. John's Regional Fire Department has been consulted and has reserved the proposed name for this purpose. As this is a driveway and not a city street, the civic address for the property will remain 139-141 Mayor Avenue.

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Key Considerations/Implications:

1. Budget/Financial Implications: Cost of post and sign is approximately \$300.
2. Partners or Other Stakeholders: The St. John's Lions Club
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

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

5. Alignment with Adopted Plans: N/A
6. Accessibility and Inclusion: N/A
7. Legal or Policy Implications: N/A
8. Privacy Implications: N/A
9. Engagement and Communications Considerations: PSA; unveiling
10. Human Resource Implications: N/A
11. Procurement Implications: N/A
12. Information Technology Implications: N/A
13. Other Implications: N/A

Recommendation:

That Council approve naming the driveway leading to the St. John's Lions Club Chalet and Softball Field "Lions Club Way."

Prepared by: Theresa Walsh, City Clerk

Approved by: Theresa Walsh, City Clerk

DECISION/DIRECTION NOTE

Title: Residential Energy Coach and Efficiency Program

Date Prepared: November 27, 2024

Report To: Regular Meeting of Council

Councillor and Role: Deputy Mayor Sheilagh O'Leary, Community Services

Ward: N/A

Decision/Direction Required:

For Council to approve the partnership between Newfoundland and Labrador Environmental Industry Association (Econext), the Federation of Canadian Municipalities (FCM) and the City. This partnership will support the implementation of a residential energy efficiency retrofit concierge and financing program for the residents of St. John's.

Discussion – Background and Current Status:

Energy poverty is a significant issue in Newfoundland and Labrador, with over one-third of households spending more than 6% of their after-tax income on energy. In St. John's, 34% of households experience energy poverty. This situation could worsen without interventions, as energy costs rise over time.

The City's Resilient St. John's Climate Plan aims to address this by promoting energy efficiency and reducing reliance on fossil fuels. This combined approach is crucial for avoiding an increase in energy poverty rates. The residential sector in St. John's is key for net-zero efforts, it accounts for 6% of the energy used and 18% of the community's greenhouse gas emissions.

In August 2020, the City of St. John's partnered with Econext (formerly the Newfoundland and Labrador Environmental Industry Association) to design a Community Efficiency Concierge and Financing Program, thru funding from the Federation of Canadian Municipalities (FCM). The process was performed with participation from Newfoundland Power, the Provincial Government, and industry stakeholders.

ST. JOHN'S

Across Canada, at least 27 energy efficiency and clean energy implementation and financing programs have been implemented through various municipal partnerships, involving cities such as Charlottetown, Halifax, Colchester, Wolfville, Stratford, Toronto, Guelph, Whitby, and the Durham Region. The partnership between Econext and the City of St. John's is the first of its kind in the country as an industry-led (non-utility) partnership aimed at enhancing the energy efficiency of existing residential buildings.

The program design study identified two main gaps in our province: a financial gap, where middle-income, fixed-income, and aging residents struggle to utilize existing programs, and an implementation gap, where homeowners need assistance with the application, decision-making, and implementation process.

About the Program:

This Residential Energy Efficiency Concierge and Financing Program aims to address these gaps by providing coordination and financial support to residents of St. John's pursuing home energy upgrades. The program would begin by targeting single family dwellings that are owner-occupied.

The program's implementation would include:

- Energy concierge services available to residents at no cost during the 4-year implementation to help homeowners with questions about energy efficiency upgrades (made possible through the FCM grant of up to \$5,000,000);
- Financial Institutions would be able to access a loan loss reserve of up to \$2,000,000 from FCM (administered by the City), to facilitate Financial Institutions to issue at least \$10,000,000 in low-interest loans and bridge financing with favorable terms for eligible projects to residents in St. John's;
- Over \$200,000 in direct grant incentives for homeowners targeting retrofits greater than 50% reduction in energy use;
- Over \$430,000 towards residential contractors net-zero and clean technology capacity building and training programs.

The program encourages a bottom-up approach to local program design and delivery, ensuring it meets the needs of residents. This collaborative effort could serve as a model for others in the region facing similar challenges, to promote energy efficiency and bring a comprehensive approach to managing energy poverty across the province.

Roles:

This implementation plan outlines a collaborative effort involving three key partners:

1. Econext: The lead organization, responsible for:
 - Delivering the Energy Coach Services.
 - Collaborating with the City to define eligible energy efficiency projects aligned with the City's plan.
 - Developing communication and marketing materials.
 - Delivering industry capacity building and training.
 - Reporting to FCM on project implementation progress.
2. City of St. John's: Supporting partner, tasked with:
 - Participating in the Steering Committee.
 - Procuring financial institutions to require them to mobilize their capital to deliver low-interest loans with favorable terms to residents for eligible energy efficiency projects. In exchange, the City will provide access to the loan loss reserve funded by FCM.
 - Supporting communication efforts.
 - Reviewing claims from the Financial Institutions for loan loss reserve payments from FCM.
 - Reporting to FCM on progress.
3. Financial Institution: Contracted through the City, responsible for:
 - Capitalizing low-interest loans with favorable terms to residents for eligible energy efficiency.
 - Administering and processing applications.
 - Supporting communication efforts.
 - When relevant, submitting claims to the City for review for loan loss reserve payments from FCM.
 - Reporting on progress and if any, on loan losses.

Proposed Minimum Low-Interest Loans Terms:

The City would require that Financial Institution partnering would meet the following terms at a minimum:

Loan Product Details	Structure/Minimum Standards										
Loan Type	Unsecured										
Eligible Improvements	<p>Eligible improvements will be defined through an EnerGuide Home Energy audit conducted by an NRCan certified home energy advisor. Typical Residential Energy Efficiency and Renewable Energy Measures include, but are not limited to:</p> <ul style="list-style-type: none"> • Air sealing; • Insulation; • Window replacement; • Heating and cooling equipment replacement; • Water heating upgrades; • Renewable energy systems (e.g. rooftop solar photovoltaic (PV),); and • Electric vehicle (EV) charging infrastructure. <p>While the Lending Institution's loan agreement may define the purpose of each loan is to complete Eligible Improvements, the Lending Institution will not be responsible to ensure funds approved through this loan are spent in the manner intended.</p>										
Additional Improvements	<p>30% of the loan amount may be used for directly related residential construction and home improvements.</p> <p>For example,</p> <p>(1) roof replacement/repair is eligible to the extent that such replacement/repair is necessary to support the energy efficiency or renewable measure, or</p> <p>(2) asbestos must be addressed in order to complete an energy efficiency upgrade to meet code requirements, and the energy efficiency upgrade must be the primary use of loan funds.</p>										
Loan Amounts	\$5,000 to \$40,000										
Loan Term	<p>For loan amounts \$5000 to \$15,000, lengths up to 84 months.</p> <p>For loan amounts greater than \$15,000, lengths up to 120 months.</p> <p>Participating homeowners can select shorter terms.</p>										
Loan Rates	<p>The Lending Institution may offer rates below those shown. Rates shall not exceed the rates shown below. Variable rate with no prepayment penalty.</p> <table data-bbox="659 1646 1214 1822"> <tr> <th>Term Length</th><th>Variable Rate</th></tr> <tr> <td>3 Year</td><td>Prime + 0.25%</td></tr> <tr> <td>5 Year</td><td>Prime + 0.50%</td></tr> <tr> <td>7 Year</td><td>Prime + 1.25%</td></tr> <tr> <td>10 Year</td><td>Prime + 1.50%</td></tr> </table>	Term Length	Variable Rate	3 Year	Prime + 0.25%	5 Year	Prime + 0.50%	7 Year	Prime + 1.25%	10 Year	Prime + 1.50%
Term Length	Variable Rate										
3 Year	Prime + 0.25%										
5 Year	Prime + 0.50%										
7 Year	Prime + 1.25%										
10 Year	Prime + 1.50%										

Eligible Properties	Single-family (1-4 unit) owner-occupied homes.
Minimum Beacon Score (Credit Score)	FICO: 680 and Above FICO below 680 may be considered on an exception basis BNI: N/A
Bankruptcy, Foreclosure, Repossession	None in last 7 years.
Unpaid Collection Accounts	Must be confirmed paid prior to advance.
Judgments and Tax Liens	Must be confirmed paid prior to advance.
Income Verification Requirements	Subject to Lending Institution's usual underwriting requirements. Required for all loan requests.
Salaried Employment Income	Most recent year Notice of Assessment (NOA) confirming no taxes owing and one of the following: <ul style="list-style-type: none"> (a) Pay stub with YTD earnings; (b) Direct deposit with Lending Institution (copy of bank statement to be retained on file confirming direct deposit); or (c) Letter of employment from employer (letter must include Participating Homeowner names and be dated within 30 days of the application and supported by Lending Institution standard release form allowing the Lending Institution to contact employer).
Retirement Income	3 months bank statements showing direct deposit or recent pension stub/pension statement along with the most recent Notice of Assessment (NOA) confirming no taxes owing.
Self-Employment Income	2 most recent NOA's and personal income tax returns including all relevant schedules along with most recent month's bank statement. For the purpose of calculating gross income, the Capital Cost Allowance and Use-of-Home Allowance as stated on the homeowner's tax returns may be added back to the homeowner's NOA income. If the homeowner's business is Limited or Incorporated, 2 most recent year's accountant prepared financial statements are also required.
Other Income (if applicable)	When income other than primary income is being used to qualify for the loan, such as rental, non-employment, pension or investment income, verification is required subject to lender requirements.
Total Debt Service Ratio	
Total Monthly Obligations to Total Monthly Income	<ul style="list-style-type: none"> • Max TDS = 40.00% • TDS is not waived under any circumstance
Total Monthly Obligations	<ul style="list-style-type: none"> • Any loan that has a remaining term of less than 3 months may be excluded from the calculation. • When revolving accounts do not show a minimum payment, use 3% per month. • Real estate taxes and homeowner's insurance (if not included in the mortgage payment) must be included in ratio.

	<ul style="list-style-type: none"> A minimum of \$150 for heat and hydro must be included in the ratio
Application Processing and Loan Closing	
Application	<ul style="list-style-type: none"> The Lending Institution shall establish and implement a loan application intake system. The Lending Institution shall provide homeowners the option to apply for the loans using an application form, via the Lending Institution's website (if available), in-person or by telephone. The Lending Institution shall confirm that the project meets eligibility criteria, then enable participating homeowner application to be completed, and either approve or deny the application within 5 business days. If the Program Loan is approved and accepted by the homeowner, the Lending Institution shall make available a closing date for the Program Loan within 5 business days.

Key Considerations/Implications:

1. Budget/Financial Implications: No cash contribution is being requested from the City, in-kind contribution of up to \$60,000 (Staff time for the administration of the loan loss reserve fund thru the Sustainability Manager and Coordinator, and support to share content thru our communication channels at the City's discretion) over the 4-year implementation to support communication, awareness, and program review.
2. Partners or Other Stakeholders: Econext, Newfoundland Power, Government of Newfoundland and Labrador, MNL, FCM, Financial Partner to be determined thru RFP.
3. Alignment with Strategic Directions:
 - A Sustainable City: Work collaboratively to create a climate-adapted and low-carbon city.
 - 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: Resilient St. John's Community Climate Plan
5. Accessibility and Inclusion: N/A
6. Legal or Policy Implications: N/A
7. Privacy Implications: N/A

8. Engagement and Communications Considerations: Implementation would be led by Econext. The City would administer the Loan Loss Reserve and support in steering the program, as well as with communications. There could be opportunities to engage with the public to gather and provide feedback to the program.
9. Human Resource Implications: In-kind support from the Sustainability Manager as part of the steering committee, communications efforts to share items designed by the lead applicant, and some administration to review claims, and pay the Financial Partner if/when a loan loss claim is submitted and eligible (up to twice per year) over the next 14 years.
10. Procurement Implications: The City would RFP for financial institutions to access to the FCM funded loan loss reserve for the 4 years of program implementation and up to 10 additional years for loans repayment period to the financial institution(s).
11. Information Technology Implications: N/A
12. Other Implications: N/A

Recommendation:

That Council approve the implementation of the proposed Residential Energy Efficiency Concierge and Financing Program, and its in-kind contribution of up to \$60,000 over the implementation and administration of the loan loss reserve provided by FCM.

Prepared by:

Edmundo Fausto
Manager, Sustainability

DECISION/DIRECTION NOTE

Title: 54 Circular Road – SGN2400125

Date Prepared: December 3, 2024

Report To: Regular Meeting of Council

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

Ward: Ward 2

Decision/Direction Required:

To approve a Wall Sign at 54 Circular Road.

Discussion – Background and Current Status:

The City received an application for a Wall Sign on a retaining wall at 54 Circular Road (Bannerman House), a designated Heritage Building located in Heritage Area 1. The Wall Sign was painted on a retaining wall of the property and the City received a complaint about it. In response, the property owner applied for a permit. The Wall Sign is above the sidewalk along Rennie's Mill Road (corner of Circular Road). Please see attached photos.

A Wall Sign is defined in section 2(x) of the St. John's Sign By-Law as follows:

“(x) “wall sign” means a sign which is painted on or which is affixed parallel to a wall of a building, but excludes a fascia sign, a mural and a billboard”.

Section 57(2) states that a Wall Sign shall not exceed 3 square metres in area. The subject Sign is 45 feet long, 2 feet tall on one end and 3.5 feet tall on the other end; this yields a metric size of 11.5 square metres. In accordance with section 59 of the Sign By-Law, the Built Heritage Experts Panel may recommend to Council the acceptance of non-conforming signs whose design or situation merits it. Council may accept or reject the recommendation.

The Heritage Panel reviewed this application at its November 27, 2024 meeting and recommended Council approve the Wall Sign as proposed. Staff agree with this recommendation.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner and neighbouring properties.
3. Is this a New Plan or Strategy: No
4. Alignment with Strategic Directions:

ST. JOHN'S

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

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

5. Alignment with Adopted Plans: St. John's Sign By-Law.
6. Accessibility and Inclusion: Not applicable.
7. Legal or Policy Implications: In accordance with the Sign By-Law.
8. Privacy Implications: Not applicable.
9. Engagement and Communications Considerations: Not applicable.
10. Human Resource Implications: Not applicable.
11. Procurement Implications: Not applicable.
12. Information Technology Implications: Not applicable.
13. Other Implications: Not applicable.

Recommendation:

That Council approve the Wall Sign at 54 Circular Road, which exceeds the maximum size of 3 square metres.

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

Report Approval Details

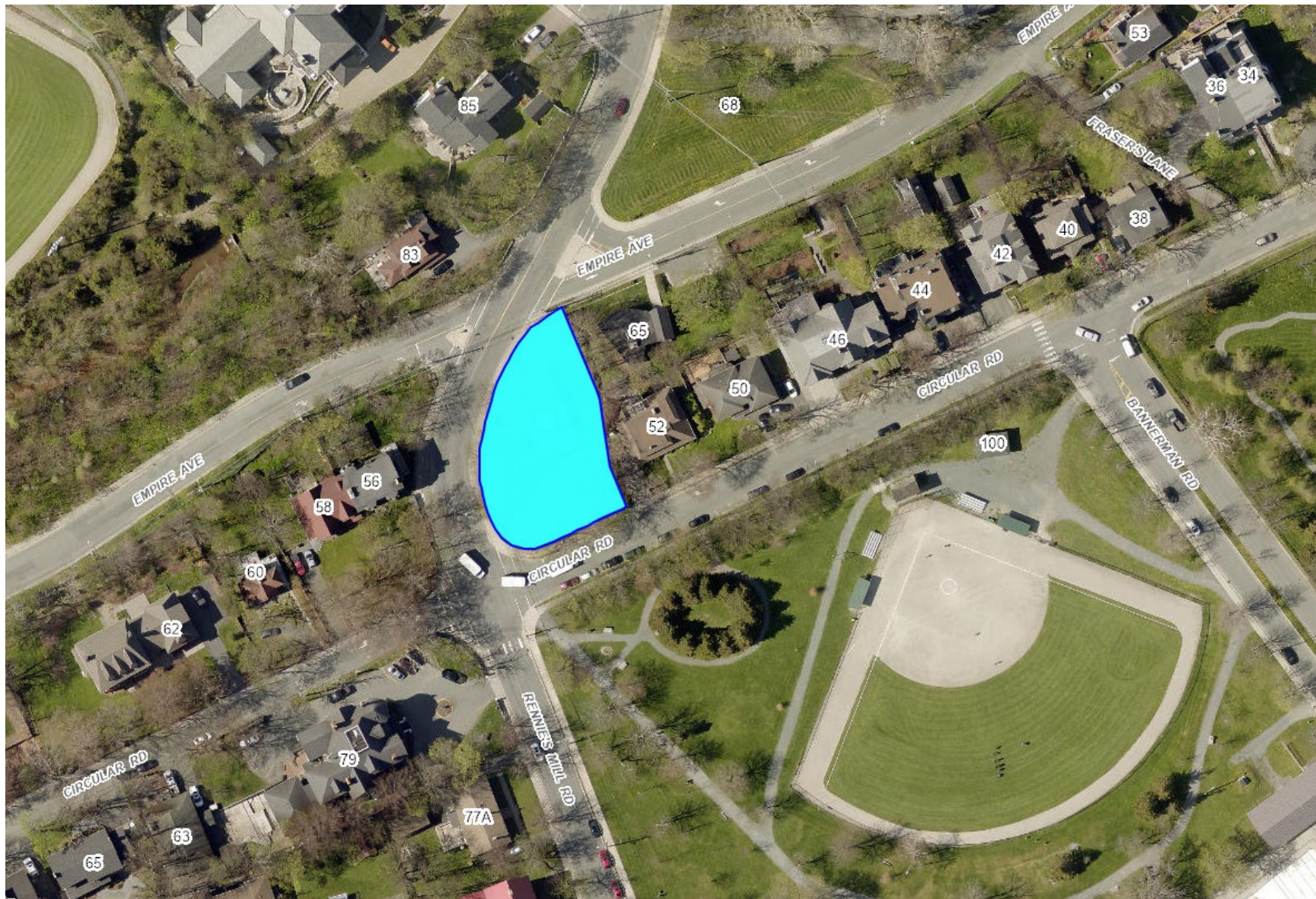
Document Title:	54 Circular Road - SGN2400125.docx
Attachments:	<ul style="list-style-type: none">- Location_Maps.pdf- Circular Road_54 CMP2402523 (Oct. 22, 2024) (1).JPG- Circular Road_54 CMP2402523 (Oct. 22, 2024) (2).JPG- Circular Road_54 CMP2402523 (Oct. 22 2024) size.JPG- 54 Circular Road - Statement of Significance.pdf
Final Approval Date:	Dec 4, 2024

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

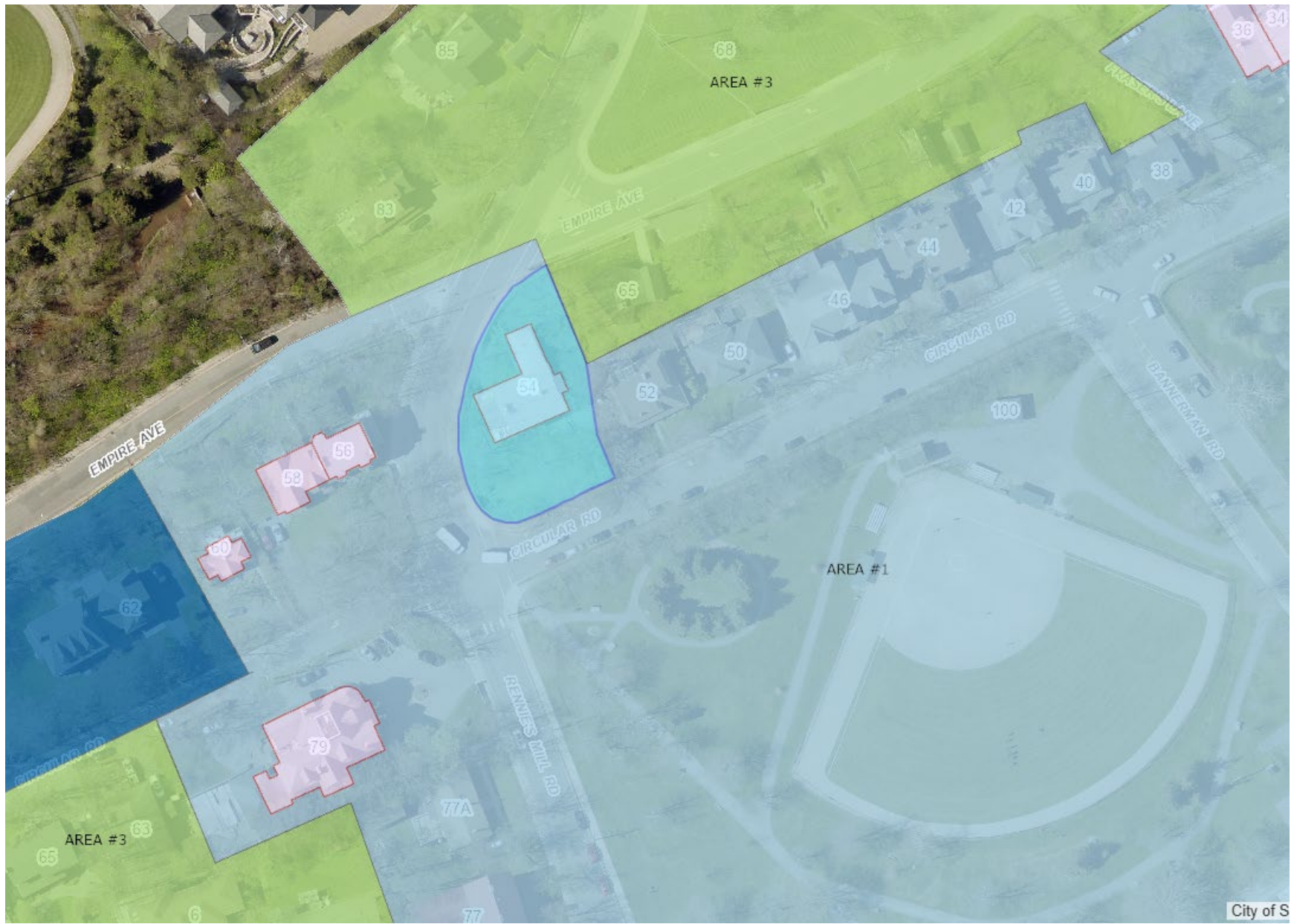
Ken O'Brien - Dec 4, 2024 - 12:58 PM

Jason Sinyard - Dec 4, 2024 - 3:20 PM

54 Circular Road – Designated Heritage Building – Heritage Area #1



54 Circular Road – Designated Heritage Building – Heritage Area #1



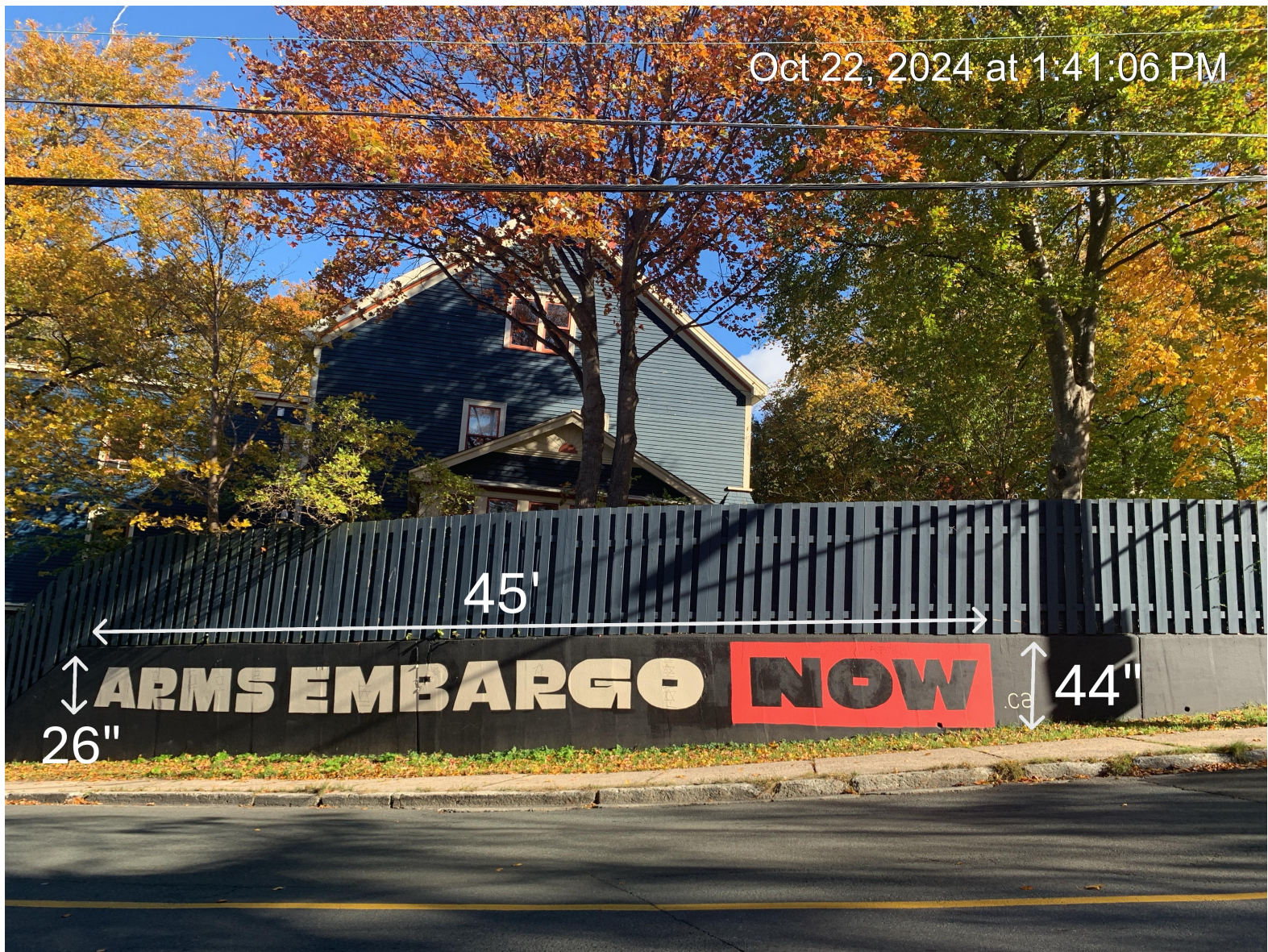
Oct 22, 2024 at 1:41:06 PM



Oct 22, 2024 at 1:38:54 PM



Oct 22, 2024 at 1:41:06 PM



Statement of Significance



54 Circular Road - Bannerman House

Formal Recognition Type

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

Description of Historic Place

Bannerman House is a large, two-and-one-half storey, wooden house located at 54 Circular Road, St. John's. The designation is confined to the footprint of the building.

Heritage Value

Bannerman House was designated a Municipal Heritage Building because it has aesthetic, environmental, historic and cultural values.

Bannerman House has aesthetic value because it is an excellent example of 19th century vernacular architecture in Old St. John's. This very large wooden house boasts two-and-one-half storeys with an additional two-storey wing at the rear. A chimney has a date of 1849, though it is believed to have been added sometime after the building's original construction. The steeply pitched gable roof, single hung windows and narrow wooden clapboard attest to early Newfoundland architecture.

Bannerman House has environmental value because the house sits on land that once stretched a sizeable distance, taking in the full extent of Circular Road, where farming and cattle grazing took place. The house was once the original farmhouse, though many renovations have taken place since its pre-1843 construction. Its early vernacular style provides a striking contrast to the ornate Second Empire merchant houses which were built later in the neighbourhood, making Bannerman House a vital contribution to the architecture and streetscape of the surrounding area.

Bannerman House has historic value because of the number, variety and historical significance of individuals who have occupied or been associated with the property. The original owner was John Mitchell, an immigrant apprentice butcher from Dorset England. He became a well-established name in the city for his excellence in providing produce for various sea vessels. By 1836 his reputation for quality goods allowed him to lease land from the government for the

grazing of his animals and to grow vegetables and flowers. Mitchell was also responsible for shooting and injuring the son of then Governor, Sir Richard Goodwin Keats, when young Keats attempted to steal vegetables one night in 1843. Mitchell took aim and shot the unknown intruder. From this event the land was known as Mitchell's Garden, and the account provides the earliest record of habitation in a Mitchell house on the site.

The next owner was a relative of Mrs. Mitchell, who divided the house into two residences, and where Sir Marmaduke Winter came to live until the completion of his home, Winterholme, directly across the street. Subsequent to Winter's occupation, the house was sold in 1927 to William A. Reid, secretary-treasurer and director of the Reid Newfoundland Company. This company was responsible for the Newfoundland railway, its construction, maintenance and business.

The next owner, in 1930, was Dorothy Crawford who was wife to James Crawford, director of Browning Harvey, a well-established business that has continued for more than 200 years. In 1969 Donald Snowden, educator and advisor for Labrador studies, purchased the house. Snowden was instrumental in developing key programs for Labrador students, formed the Fogo Island Co-Op and was chair of a Royal Commission on Labrador. The Donald Snowden Centre for Development Support Communications at Memorial University was named for him. All subsequent owners have made significant impacts on Bannerman House with regard to preservation and promotion of its rich history.

Bannerman House has cultural value because, as an early 19th century home in a neighbourhood built during the Victorian Period, it provides a fixed point from which Circular Road east emerged. It thus defines the neighbourhood's history. Since architectural practices and examples mirror the society and values by which they are spawned, Bannerman House and the other homes in the neighbourhood provide a concrete example of Newfoundland social, cultural and political transition from an outpost colony to the status of a self-governing independent dominion in the British Empire.

Source: City of St. John's, designated at a meeting held 1991-01-27

Character Defining Elements

All those elements that contribute to the building's 19th century vernacular design, including:

- steeply pitched gable roof;
- original chimney;
- style and size of original openings and fenestration of windows;
- two-and-one-half storey wooden construction;
- rear two-storey wing;
- narrow wooden clapboard;
- orientation, dimensions and size; and
- location as the cornerstone of the Circular Road neighbourhood.

Location and History

Community	St. John's
Municipality	City of St. John's
Civic Address	54 Circular Road
Construction	1840 - 1849
Style	19th Century Vernacular
Building Plan	L - Shape
Website Link	http://www.historictrust.com/bannerman_house.shtml

Additional Photos



DECISION/DIRECTION NOTE

Title: 26 Alexander Street – REZ2400002 - Adoption

Date Prepared: December 2, 2024

Report To: Regular Meeting of Council

Councillor and Role: Councillor Maggie Burton, Planning

Ward: Ward 2

Decision/Direction Required:

That Council adopt Envision St. John's Development Regulations Amendment Number 47, 2024, to rezone the property at 26 Alexander Street from the Commercial Local (CL) Zone to the Apartment 2 (A2) Zone.

Discussion – Background and Current Status:

The City has received an application from Power Brothers Inc. to rezone 26 Alexander Street from the Commercial Local (CL) Zone to the Apartment 2 (A2) Zone to accommodate an Apartment Building. The commercial building on site has been there for many decades, formerly Power's Salvage and before that, Mammy's Bakery. Connections for Seniors proposes to redevelop the building into affordable seniors' housing with 60 rental units. The Apartment Building use is permitted in the A2 Zone.

Background information and details about the proposed development are provided in the attached amendment.

Public Consultation

At its regular meeting on July 9, 2024, Council voted to consider the amendment and hold a public meeting. The proposed rezoning was advertised three (3) times in *The Telegram*, mailed to property owners within 150 metres of the site, posted on the City's website, and a project page was created on the City's Planning Engage page. The meeting was held on November 20, 2024 at 7pm at City Hall, with 16 people in-person and 6 people online for a total of 22 attendees. Submissions received and minutes from the meeting are attached.

While most residents supported the proposed changes, many were concerned about lack of parking proposed. Their concerns, and staff commentary, are provided for Council's review.

1. Public Comment: Parking Concerns

The main concern at the public meeting was parking. Under City regulations, the applicant requires 55 parking spaces for the proposed Apartment Building. They propose five (5) spaces on the site and request parking relief for the remaining 50 spaces. Staff have reviewed alternative arrangements with the applicant in an effort to meet the parking requirement or support the request for relief. The applicant did propose a Parking Lot at 25 Patrick Street,

ST. JOHN'S

which is located behind 26 Alexander Street. However, the Parking Lot could not meet section 5.8.2 of our Development Design Manual (DDM) for vehicle turning movements and could not be approved. The applicant is still considering buying 25 Patrick Street to make a direct pedestrian connection from their nearby facility at 6 Patrick Street to 26 Alexander Street.

The applicant's reasons to request parking relief are as follows:

1. The residents who will live in the proposed building will not own vehicles.
2. Connections for Seniors have their own transportation program for residents using two vans (one is wheelchair-accessible) and a truck. The program supports four key areas: health, financial support, housing, and food security. Other transportation needs (such as shopping, recreation, and visiting family) can be met, with the four key areas prioritized in case of scheduling conflicts or full bookings. Residents are entitled to 24 free rides per year for any purpose. After that, they can buy additional rides at a discounted rate. The program operates daily from 9:00 a.m. to 5:00 p.m. There are plans to expand by adding another van and extending the hours of operation.
3. Most of the seniors receiving income support automatically qualify for a Metrobus pass, and many of their clients use Metrobus. There are two Metrobus stops within 200 metres of the subject property. Additionally, any client over the age of 65 receiving the Guaranteed Income Supplement (GIS) is eligible for a free GoBus pass.

Staff have concerns since there are known parking problems in the area, and limited on-street parking along Alexander Street. Additionally, while Metrobus stops are nearby, bus users must cross Water Street, a five-lane arterial road, to use the bus route travelling east. The installation of a crosswalk across Water Street at either Alexander Street or Patrick Street would be beneficial and has been discussed. Safety and convenience are important and will be further reviewed at the detailed design stage, should Council approve the rezoning.

Since the proposed development is an affordable, accessible apartment building for low-income seniors, the project aligns with several Envision St. John's Municipal Plan policies. Therefore, the Planning recommendation is for Council to approve parking relief based on the alignment with the following Plan policies:

- Section 4.1 of the Municipal Plan encourages the City to enable a range of housing for diverse neighbourhoods with a mix of housing forms and tenures. Further, it promotes higher density development along key transportation corridors to support increased access to housing and transportation options and to reduce service and infrastructure costs. The proposed accessible Apartment Building will add another housing form to the neighbourhood and is near Metrobus routes.
- Municipal Plan policy 4.1.3 promotes a "range of housing choices 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." The proposed project is a good fit.
- Plan policy 8.4.11 promotes infill, rehabilitation, and redevelopment projects, thereby using existing infrastructure fully. The proposed development will use an existing building and municipal services while increasing population density.

Additionally, Connections for Seniors have indicated that tenants will not be promised a parking spot in their rental agreements, and the limited parking on site will be reserved for visitors and enforced. Connections for Seniors already has its transportation program which will serve the future residents here. There is a potential parking problem with the development if it does not proceed as per the applicants' claims. However, this unique apartment building is governed by a 30-year agreement with Canada Mortgage and Housing Corp. (CMHC) and NL Housing, and serves a population that is less likely to have vehicles, so long as the development unfolds as proposed by Connections for Seniors, parking should not pose a problem.

2. Public Comment: Number of Residential Shelters in the Neighbourhood

The concentration of residential shelters in the area was a concern for several people. Long-time residents have noticed an increase in drug use and crime. While Connections for Seniors does run a supportive housing program, the proposal at 26 Alexander Street is not an emergency shelter. It is an apartment building for low-income seniors.

Land Use and Parking Reports

This type of rezoning application triggers a land use report (LUR) and a parking report. However, these can be waived in favour of staff reports, should the circumstances of the application be suitable. Given this is an adaptive reuse of an existing building, and a project for affordable housing, staff recommend that Council accept this memo as a staff report in lieu of a land use report and a parking report.

Next Steps

It is recommended that Council adopt the attached amendment and forward it to the NL Department of Municipal and Provincial Affairs for registration, accept this staff report in lieu of a land use report and a parking report, and approve parking relief of 50 parking spaces.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners.
3. Is this a New Plan or Strategy: No
4. 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.

5. Alignment with Adopted Plans: Envision St. John's Municipal Plan policies; St. John's Affordable Housing Strategy, 2019-2028.
6. Accessibility and Inclusion: Universal and barrier-free accessible design is proposed throughout the building. The accessibility requirements from the National Building Code of Canada and/or Service NL will be applied at the building permit stage.
7. Legal or Policy Implications: A map amendment to the Envision St. John's Development Regulations is required.
8. Privacy Implications: Not applicable.
9. Engagement and Communications Considerations: Engagement was carried out in accordance with the Development Regulations.
10. Human Resource Implications: Not applicable.
11. Procurement Implications: Not applicable.
12. Information Technology Implications: Not applicable.
13. Other Implications: Not applicable.

Recommendation:

That Council:

1. Adopt the Envision St. John's Development Regulations Amendment 47, 2024, regarding an Apartment Building at 26 Alexander Street;
2. As per Section 4.9.3 of the Development Regulations, accept this staff report in lieu of a land use report (LUR);
3. As per Section 8.12.5 of the Development Regulations, accept this staff report in lieu of a parking report; and
4. Approve parking relief of 50 parking spaces.

Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage

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

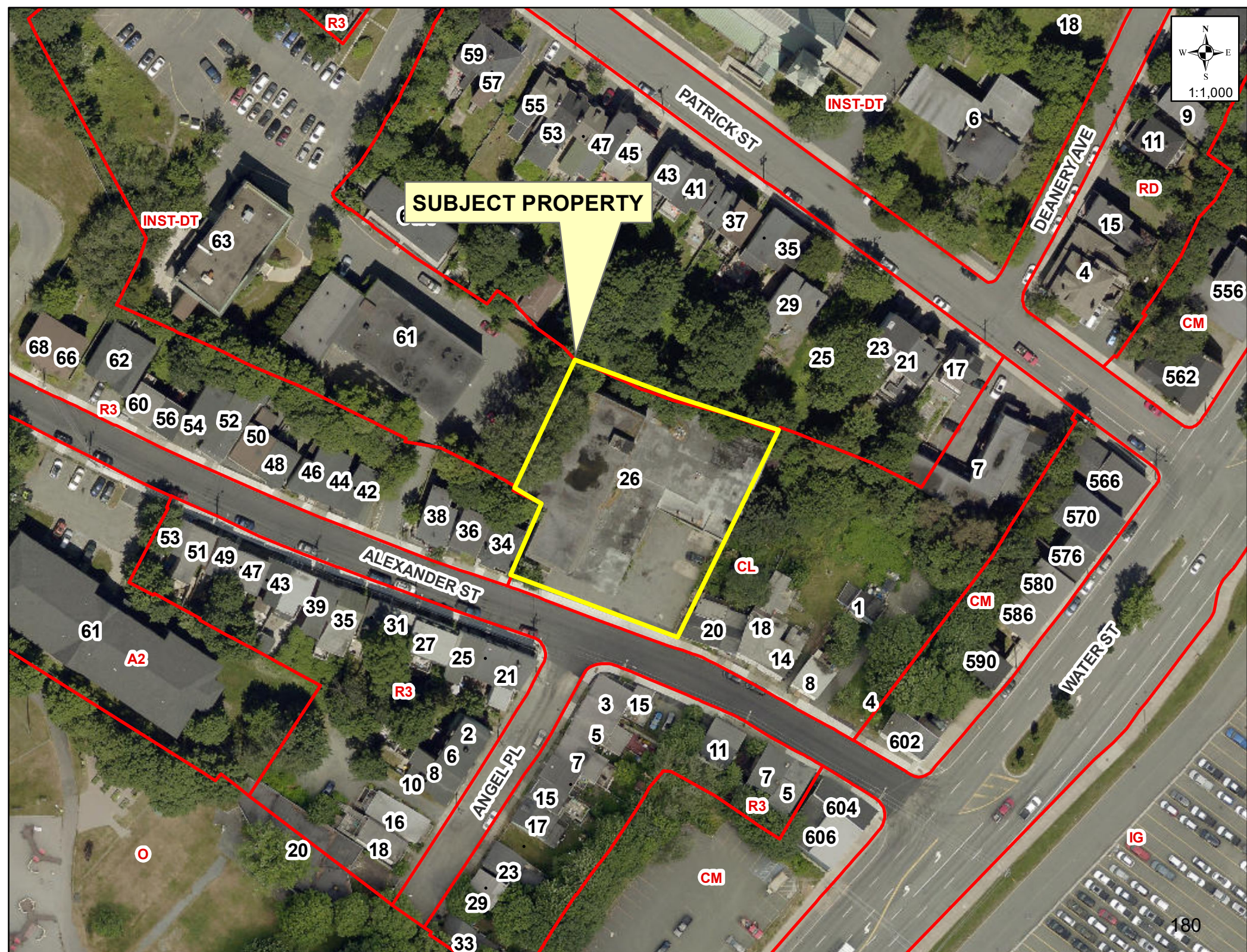
Report Approval Details

Document Title:	26 Alexander Street - REZ2400002 - Adoption.docx
Attachments:	<ul style="list-style-type: none">- 26 ALEXANDER STREET_Location Map.pdf- DR Amend No. 47, 2024 - 26 Alexander Street - MAP (LJR).pdf- Redacted Engage Report - 26 Alexander Street.pdf- 26 Alexander Street- Redacted Submissions.pdf- Public Meeting Report - 26 Alexander Street.pdf- 26 ALEXANDER ST - Proposal - 20241204.pdf
Final Approval Date:	Dec 6, 2024

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

Ken O'Brien - Dec 5, 2024 - 3:37 PM

Jason Sinyard - Dec 6, 2024 - 10:41 AM



City of St. John's Development Regulations, 2021

St. John's Development Regulations Amendment Number 47, 2024

Commercial Local (CL) Land Use Zone to Apartment 2 (A2) Land Use Zone for an Apartment Building

December 2024



URBAN AND RURAL PLANNING ACT, 2000

RESOLUTION TO ADOPT

CITY OF ST. JOHN'S Development Regulations, 2021

Amendment Number 47, 2024

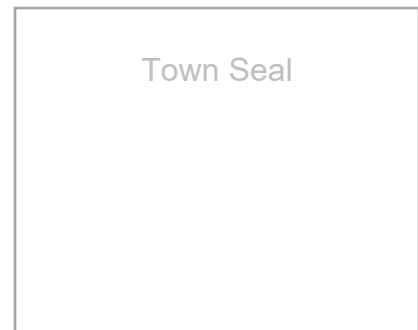
Under the authority of section 16 of the *Urban and Rural Planning Act, 2000*, the City Council of St. John's adopts the City of St. John's Development Regulations Amendment Number 47, 2024.

Adopted by the City Council of St. John's on the 10th day of December, 2024.

Signed and sealed this ____ day of _____.

Mayor: _____

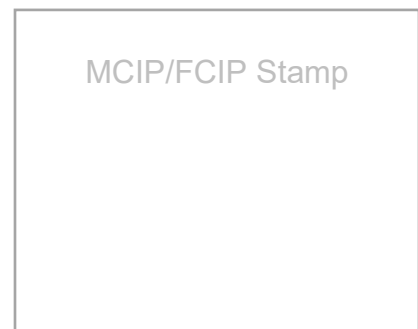
Clerk: _____



Canadian Institute of Planners Certification

I certify that the attached City of St. John's Development Regulations Amendment Number 47, 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 47, 2024

BACKGROUND AND PURPOSE

The City of St. John's wishes to allow an Apartment Building at 26 Alexander Street. The property is within the Residential District, therefore a Municipal Plan amendment is not required. The subject property currently contains a commercial building on site, formerly Power's Salvage and before that, Mammy's Bakery. Connections for Seniors is proposing to redevelop the building into affordable seniors' housing. A total of 60 rental units are planned. The Apartment Building Use is Permitted in the A2 Zone.

ANALYSIS

The vision of the Municipal Plan is to create and foster healthy neighbourhoods by increasing the supply of affordable housing.

Section 4.1 of the Envision Municipal Plan encourages the City to enable a range of housing to create diverse neighbourhoods with a mix of housing forms and tenures. Further, it promotes higher density development along key transportation corridors to support increased access to housing and transportation options and to reduce service and infrastructure costs. The proposed development meets these policies. The adjacent properties are primarily Single Detached Dwellings with St. Andrew's Elementary School nearby. The development is proposed near the corner of Alexander Street and Water Street. The proposed accessible Apartment Building will add another housing form to the neighbourhood and is located along or near Metrobus transit routes.

Policy 4.1.3 promotes a "range of housing choices 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." The proposed project is in line with this policy as an accessible building for low-income seniors.

As per Policy 8.4.1 of the St. John's Municipal Plan, within the Residential Land Use District Council shall establish low, medium, and high-density residential land use zones that consider a variety of residential forms. Further, Policy 8.4.11 promotes the development of infill, rehabilitation, and redevelopment projects, thereby better utilizing existing infrastructure. The proposed development will take advantage of existing municipal services while increasing the density and providing a different type of housing in this neighbourhood.

PUBLIC CONSULTATION

A public meeting was held on November 20, 2024, at 7pm at St. John's City Hall. The proposed amendment and public meeting were advertised on three occasions in The Telegram newspaper on November 1, November 8, and November 15, 2024. A notice of the amendment was also mailed to property owners within 150 metres of the

application site and posted on the City's website. Background information on the amendment was available at the Engage St. John's project page. Minutes from the public meeting and submissions received can be found in the December 10, 2024, Regular Council Meeting agenda package.

Generally, the surrounding neighbourhood is in favour of the proposed rezoning. However, many voiced their concern for parking in the area as a result of the proposed Apartment Building. A few concerns were also raised about the number of shelters in the neighbourhood and the rise in crime and drug use. It was clarified that the proposed Apartment Building is not a shelter but independent seniors' living.

While staff acknowledge the neighbourhood's concerns, the proposed development does meet the policies in the St. John's Municipal Plan to increase density and allow for a variety of housing types in neighbourhoods.

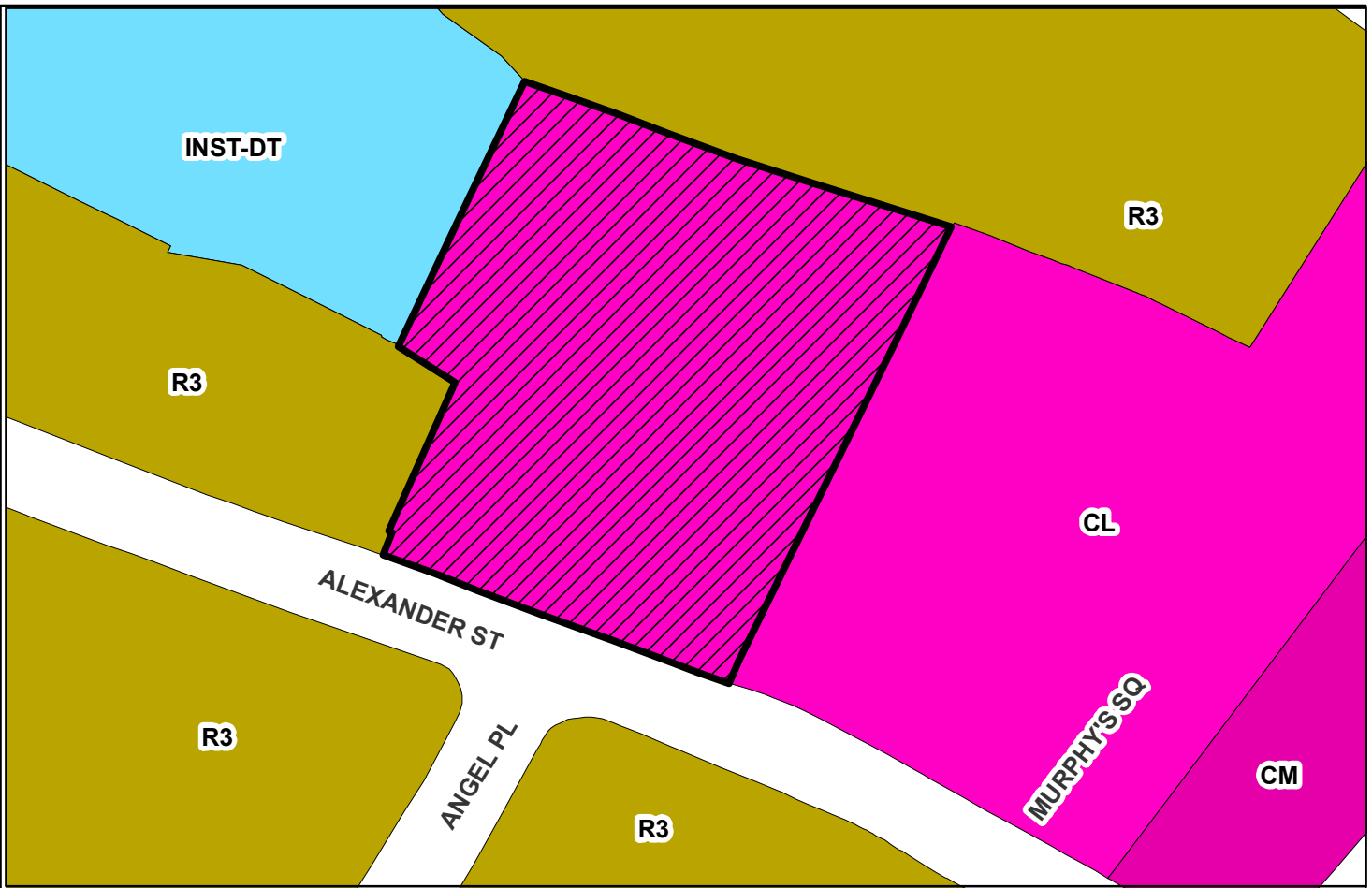
ST. JOHN'S URBAN REGION REGIONAL PLAN

The proposed amendment is in line with the St. John's Urban Region Regional Plan. The subject property is within the Urban Development designation of the Regional Plan. An amendment to the St. John's Urban Region Regional Plan is not required to rezone this property.

ST. JOHN'S DEVELOPMENT REGULATIONS AMENDMENT NUMBER 47, 2024

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

Rezoning land at 26 Alexander Street [Parcel ID 22836] from the Commercial Local (CL) Zone to the Apartment 2 (A2) Zone as shown on City of St. John's Zoning Map attached.

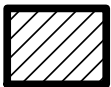


**CITY OF ST. JOHN'S
DEVELOPMENT REGULATIONS
Amendment No. 47, 2024**

[City of St. John's Zoning Map]

2024 12 04 Scale: 1:750
City of St. John's
Department of Planning, Development
& Regulatory Services

I hereby certify that this amendment
has been prepared in accordance with the
Urban and Rural Planning Act.



AREA PROPOSED TO BE REZONED FROM
COMMERCIAL LOCAL (CL) LAND USE ZONE
TO APARTMENT 2 (A2) LAND USE ZONE

**26 ALEXANDER STREET
Parcel ID 22836**

M.C.I.P. signature and seal

Mayor

City Clerk

Council Adoption

Development Regulations/Amendment
REGISTERED

Number _____

Date _____

Signature _____

Provincial Registration



Planning St. John's
[EngageStJohns.ca](https://engagestjohns.ca) Report
26 Alexander Street

Visitors Summary

City of St. John's from 01 Jun '24 to 24 Nov '24

DAILY MONTHLY



Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
746	110	2
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
14	122	596

Types of visitors:

- Total visits: unique sessions (may be the same person visiting multiple times)
- Aware: visited at least one page
- Informed: has taken the "next step" from being aware and clicked on something
- Engaged: has contributed to a tool (comment or question)

Comments (verbatim)	What is your overall feedback of this application?
Excellent use of this real estate by an organization that advocates for marginalized individuals	Support
This is a perfect project and way to increase density in the downtown region. We need more infill projects like this to stop increasing the costs of infrastructure. The fact that it is catered towards seniors is also a great point - however I would approve of any apartment dwelling that increases infill and puts more rental units in the city.	Support
I believe that the city needs more good quality rental units, especially for Seniors. While the parking issue might be a concern, St. John's needs places for people to live, more than places to store cars.	Support

This is a great location for this project!	Support
I think this is a great idea! We need more affordable housing in the city, especially for seniors.	Support
<p>First- sincere thanks for your staff's great efforts to efficiently allow citizens to provide feedback online (this engage.com site is fantastic), in person and ZOOM feedback on this and other projects. Have read your concise clear background documents and 26 Alexander Street seems like a perfect location for a senior's apartment building as long as the parking as outlined on Patrick Street is possible. Fully agree with our City's Affordable Housing Strategy 2019-202 and this project addresses the dire need for affordable single/duo housing for seniors in our city.</p> <p>Suggestion: - be much more assertive/creative in your marketing of the Engage.com.</p> <p>Use some humor, perhaps? Remind citizens to get involved "stop talking at Tim's" and share their opinions... get the message out!!!</p>	Support
all of these are great developments but what I do notice is that it is all about cars. As a senior I see there is no clinic nearby, no grocery store for example.	Support
I am generally in favour of this project. Densifying the City will help to reduce sprawl, and affordable rental spaces will help seniors.	Support

<p>The strategy of add parking on Patrick Street seems reasonable - I expect the parking needs would be lighter than they might for other apartments, as not all residents will have vehicles. Plus, Water street is on decent bus routes.</p> <p>That being said, if the project proceeds, consideration might be given to how safer access might be provided to the nearest bus stop on the south side of Water Street. As it currently stands, pedestrians must either jaywalk, or trek down to the crosswalk at Job Street (which would put them at the bus stop next to the Railway Coastal Museum - not the closest stop).</p>	
<p>I think this is a great use of this derelict space, provided there is adequte parking for all proposed units and due care is given to ensure all parts of the building are built with accessibility in mind for tenants.</p>	Support
<p>my issue is not so much the apartment building since the existing building looks so neglected as it stands now but the parking lot does not sound great. It would be so bad for the poor people living at numbers 29, [REDACTED] [REDACTED] looking at a parking lot day and night, not to mention the noise and pollution they would have to put up with. Also, the fact that the access to the parking lot would be on patrick street would definitely increase the traffic and noise for all of us in that section of the street. I understand that a parking</p>	Mixed

lot is needed but that location is not something that would improve the quality life in our area, that's for sure.	
<p>A few years ago the same location was also going to be used for apartments. Our main concerns now are the same as before.</p> <p>1)That there is actually enough parking for every car, 2)That the building stay the same height, and 3) that there will be no balconies built.</p> <p>████████████████████ and it remains one of the quietest areas in St. John's... We would like to keep it that way.</p>	Mixed
Agree with the proposed apartment building, but parking should not be at the Patrick St. lot. This is for seniors, so parking should be underground or directly adjacent to the apt. bldg.. as close as possible. Carrying groceries or other supplies from ones car to an apt. should be as easy as possible, without walking, or trekking through snow, rain, wind etc.	Mixed
Morning my concern is if it's a 60 unit build where will people park as it stands now if you have company over parking is an issue as in the summer time Alexander Street is used by Victoria Park which is fine but if you have a 60 unit build and 5 parking spaces where will these residents park??	Mixed

I'm in favour of the Senior complex at 26 Alexander Street , but opposed to the parking lot at 25 Patrick Street.	Mixed
---	-------

To: CityClerk

Subject: Fwd: Re: New Planning Application Open for Feedback; Other Feedback Reminder

Date: Monday, November 4, 2024 11:28:25 AM

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read on please.

----- Original Message -----

Subject: Re: New Planning Application Open for Feedback; Other Feedback
Reminder

Date: 2024-11-04 11:20 AM

To: engage@stjohns.ca

Protocols for answering messages make it difficult for this dinosaur to
properly get online and officially opine

That said, and being an "old fart" myself, I see a taller building as
(1) a visual eyesore in this city and (2) incompatible with old farts
having to climb or descend stairs in an emergency. A broader footprint,
with underground parking may allow a developer to generate a lower
elevation building which may, in an emergency, save a few lives.

Common sense.

Theresa K. Walsh

From: [REDACTED]
Sent: Wednesday, November 6, 2024 7:28 PM
To: CityClerk
Subject: proposal on 26 Alexander

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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hello,

I have left a feedback when I first received it in the mail and then amended my comment because the graphic online and the one received in the mail differed (regarding the parking lot) so I was a bit confused... The first proposal received in the mail was showing the parking lot in the area where the house (number 29 patrick) is located (which implied that the house would have to be demolished) but the one I received today shows the parking lot in the vacant area next to the house (number 25...which makes more sense). Which one is right? If the use of the vacant lot is right, then my first feedback would be the correct one.

thank you,

[REDACTED]

Theresa K. Walsh

From: [REDACTED]
Sent: Monday, November 18, 2024 1:41 PM
To: CityClerk
Subject: Comments: 26 Alexander St

You don't often get email from [REDACTED] [learn why this is important](#)

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[REDACTED]

The Office of the Municipal Clerk,

I support the diverse housing needs and requirements of the residents of this city.

Accessible housing is important.

My only concern with this project, which the city highlights as well, is the lack of available parking spaces for a proposed 60 single-unit apartment building for seniors.

Accessibility should not only be interpreted economically but also in the literal sense. This building is being proposed for those who are likely to have real accessibility challenges.

Although the proposed building seems reasonable should the area be rezoned and the project built without a reasonable amount of space for those looking to access its premises.

Theresa K. Walsh

From: [REDACTED]
Sent: Thursday, October 31, 2024 9:17 PM
To: Engage
Subject: Re: Thank you for completing Comments

You don't often get email from [REDACTED] [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.

Just a modification to my comment...when I first read the proposal, I thought that the parking lot would be on the lot adjacent to the house (# 29 Patrick) but I now realize that it would be the entire lot i.e. that the beautiful old house would have to be demolished and all the mature trees and bushes removed...and the view from [REDACTED] would now be a parking lot ([REDACTED]). I still really do not like the increase of traffic and car noises that would come with that change but I really do not like the idea of the entire property being used and the house demolished...

On Oct 31, 2024, at 5:43 PM, Engage St John's <notifications@engagementhq.com> wrote:

Hi,

Thanks for completing the survey.

Your responses are listed below.

Your comments

my issue is not so much the apartment building since the existing building looks so neglected as it stands now but the parking lot does not sound great. It would be so bad for the poor people living at numbers 29, [REDACTED] g [REDACTED] at a parking lot day and night, not to mention the noise and pollution they would have to put up with. Also, the fact that the access to the parking lot would be on patrick street would definitely increase the traffic and noise for all of us in that section of the street. I understand that a parking lot is needed but that location is not something that would improve the quality life in our area, that's for sure.

What is your overall feedback of this application?

Mixed

Thanks again

City Of St John's

**Hybrid Public Meeting
Foran Green Room/Zoom
Public Meeting – 26 Alexander Street
Wednesday, November 20, 2024**

Present: **Facilitator**
Marie Ryan

City of St. John's
Councillor Ron Ellsworth
Councillor Sandy Hickman
Lindsay Church, Planner III, Urban Design & Heritage
Ken O'Brien, Chief Municipal Planner
Jennifer Squires, Legislative Assistant

Proponents
Mohamed Abdallah, Executive Director, Connections for Seniors
Nick Herder, Architect

There were approximately 16 people in attendance and 6 people online, for a total of 22 attendees.

CALL TO ORDER

Marie Ryan, Chairperson and Facilitator, called the meeting to order at 7:01 p.m. She advised attendees of her role as facilitator and outlined the rules for decorum to ensure everyone who wished to speak had equal opportunity to do so.

She asked that those that were attending in person to come to the mic at the centre of the room should they wish to speak, and they would be provided a three-minute window to provide feedback or ask questions on the proposed rezoning at 26 Alexander Street. Once all attendees have been given an opportunity to speak, attendees may approach the mic for an additional three-minutes to ensure that an equitable amount of time is provided to all attendees. Online participants would be provided the same opportunities to speak on the issue.

The agenda for the meeting was then provided:

- Overview of the application to rezone 26 Alexander Street by City Staff
- Presentation by the Proponent
- Questions and Feedback from Participants

Lindsay Church, Planner III, Urban Design & Heritage informed online participants on how to use the reaction buttons should they wish to speak on the rezoning, noting that accommodations could be made to assist participants if required. A land acknowledgement was then given, recognizing of the history of the land and those that came before us.

PURPOSE OF MEETING

The purpose of the meeting was to provide an opportunity for residents to discuss their concerns and ask questions on an application to rezone property at 26 Alexander Street from the Commercial Local (CL) Zone to the Apartment 2 (A2) Zone to accommodate a sixty (60) unit Apartment Building. Should it be rezoned to the A2 Zone, then any of the permitted uses for the property could then be considered by the City. As the subject property is in the Residential District of the Envision St. John's Municipal Plan, a Municipal Plan amendment is not required.

Background and Current Status

There is an existing commercial building on the site, formerly Power's Salvage, and Connections for Seniors are proposing to redevelop the building into affordable seniors housing. Existing in Heritage Area 3, the building has been defined as an Out of Character building for the area. The 60 units will be a mix of studio and one-bedroom apartments and will require 55 parking spaces. Connections for Seniors are requesting parking relief of 50 of those spaces. An adjacent lot has been acquired by the applicant at 25 Patrick Street, but it does not meet the required standards of the Development Design Manual and cannot be approved for parking. This was originally advertised in error as 29 Patrick Street. The existing footprint of the building will remain the same, and the renovation work would include interior work, redevelopment of the exterior façade of the building, landscaping, parking, pedestrian pathways, and bike racks. The existing building does not conform to the side and rear yard standards, and the proposed renovations would improve conformity.

Participants were advised that they had until Friday to submit their comments or questions on the application. All comments will be provided to Council for consideration in advance of making a decision on the rezoning. Should the application be approved, it will be sent to the Province for registration. The amendment will come into legal effect once it is published in the Newfoundland and Labrador Gazette.

PRESENTATION BY THE DEVELOPER

Mohamed Abdallah, the Executive Director, and Founder of Connections for Seniors then provided an overview of the project to the group. Connections for Seniors have a mandate to serve seniors across the province, with a current focus on supplying safe and adequate housing. They are currently housing 37 seniors in emergency shelters and further provide transportation services, a food security program, and provide services to assist seniors with their financial concerns and banking issues. Connections for Seniors also run a not-for-profit personal care home and a supportive housing program in partnership with the City of St. John's. The organization works with residents living in their facilities to ensure they are not socially isolated and are having their needs met.

The project at Alexander Street is their largest affordable housing project to date and will be a partnership between Connections for Seniors, Newfoundland and Labrador Housing Corporation, and Canada Mortgage and Housing Corporation (CMHC). The 60 units will be fully accessible. The renovations will improve upon the current industrial feel of the building and the building will be energy efficient to help reduce heating costs.

The proponent acknowledged the lack of parking in the area. They informed attendees that they had acquired 25 Patrick Street and hoped to buy the adjacent lot at 29 Patrick Street to create a larger parking area. While parking is a concern, none of the seniors currently living in the Connections for Seniors housing facilities own a car. Most transportation is provided by the organization, and there is additional parking available at the Patrick Street location for Staff if required. Food and transportation costs would be factored in to the rent for the units. There will also be a common area in the building for socialization to prevent isolation. In accordance with an agreement between the organization and their provincial and federal partners, rent will not exceed \$650.00 for the next 30 years. A commitment has been made for the units to remain affordable for seniors and residents will be selected based on need as opposed to income.

COMMENTS FROM PARTICIPANTS

COMMENTS	
Speaker #	Commentary
1.	The speaker voiced their concerns about parking in the area, noting it is already an issue impacting residents. Residents work to accommodate their neighbours, and the additional units will further exacerbate the issue.
2.	Concern was again raised about parking . The street is always full and there is nowhere for visitors to park. Even if the residents do not require spaces, it was questioned where workers would park, and additional

	<p>information was requested on the residents of the apartment building, the estimated duration of construction for the project, and how the area could accommodate the equipment required for construction.</p> <p>The proponent responded that the building would be for seniors only. The connection between the property and the Patrick Street facility was again noted as having additional parking for staff and construction workers if needed. The five spaces at the apartment would be required to comply with the requirements for emergency services. The apartments are not a personal care home and are intended for independent living. Should there be visitors or care workers on site, they will be reminded not to park in the five spaces, and additional parking can be found on Water Street. The build should take 18 months to complete and there will be additional space to park on-site while construction is ongoing.</p> <p>It was then asked if the municipal sewer system would be able to handle the additional demand on the system. Staff advised that no concerns have been raised by the City at this point, and additional detail would be provided and consideration given to the issue at the development stage.</p>
3.	<p>The concentration of shelters in the area was then noted, and frustration was raised at the lack of communication between Councillors, the proponent, and residents. There are over 100 shelter beds in the area, and there are no standards in place for the running of such facilities. Parking was again noted as concern for the area. The City cannot control who moves into a building, and the proponent advised that the apartments would not be an emergency shelter, but affordable housing.</p>
4.	<p>The speaker was supportive of housing for seniors, but had concerns about parking in the area, as well as concerns about crime and drug use stemming from the high number of shelters in the area. They further noted the negative impacts on the value of their home. They asked that the City be more communicative when considering approval of shelters.</p> <p>The proponent advised that their shelter would have wraparound supports, and that their emergency shelter on Patrick Street is not yet operational. Connections for Seniors will be in contact with residents of the area in advance of the opening the building to provide contact information and respond to concerns.</p>
5.	<p>Frustration was voiced concerning the lack of consultation between residents and the City on the approval of shelter spaces in the area.</p>

6.	It was recommended that the proponent consider underground parking for the project. A crosswalk at the bottom of Alexander Street crossing Water Street was further noted as a necessity for the area to address safety concerns.
7.	<p>Clarification was requested on the accessibility of the building. Universal Design concepts and best practices will be incorporated into the units. All residents should be able to live independently in their unit. It was asked that additional consideration be given to the design of the ramps for the building, as the length and slope of ramps make many buildings inaccessible for those without an electric wheelchair.</p> <p>The project architect responded that the design calls for regrading of the area, and it will be at street grading with a slight ramp that will comply with existing accessibility standards. An existing elevator in the building will also be reinstated.</p> <p>It was further asked what parcel of land outside of the downtown area existed for affordable housing. It was recommended that the participant contact the Chief Municipal Planner to discuss the issue. It was then asked how many buildings in the City were fully accessible for seniors that need affordable housing. Staff will investigate the issue and can provide a response at a later date.</p>
8.	The Resident Satisfaction Survey Results were referenced, and the speaker informed participants that Ward 2 ranked last for quality of life. The main priorities of residents were affordable housing and safety. The lack of communication from the City was again noted, and the importance of communication, collaboration, and consultation when building up a community was stated. Parking was again noted as a concern.
9.	Recommendations were made for designing accessible shower and washroom spaces as cleanliness is a major concern for those with mobility issues. Steps are a major barrier for access, as well as door width for those with wheelchairs. These considerations will have a major impact on the quality of life for residents of the building.
10.	The following comment was made online: I agree that communication and a clear, transparent strategy are key for residents, but I want to highlight that since the pandemic, all communities have been changing, with equity-deserving, marginalized groups struggling to survive. The Canadian Mental Health Agency released a report yesterday on the state of mental health and addictions in Canada, and it is dire, with

	<p>outcomes worsening in the last two years. We cannot forget, as outlined in the Health Accord NL, that our population is aging. Within the Health Accord, the province acknowledges that housing security is a social determinant of health and that innovative approaches, as well as community-based care, are required to meet the demands of our aging population and improve health outcomes in this province. I fully support this project and think that creativity is required to meet any of the challenges or logistics identified thus far.</p> <p>https://www.healthaccordnl.ca/wp-content/uploads/2022/02/HANL_Report_Document_Web_modFeb28-2022.pdf</p>
11.	<p>Clarification was requested on the application. Staff responded that Council's approval would be required on two issues: rezoning and parking. When the amendment for rezoning moves forward to Council, parking will also be considered as a separate piece of the motion. The parking requirements are based on building use, and for apartment buildings, a calculation based on the size of units is used to determine the number of spaces required. Council could approve the rezoning, but not approve of parking relief, and the feedback collected on the application will help to inform their decision.</p> <p>It was then asked what would happen should ownership of the building change. While the current residents may not have vehicles, future residents may. Could restrictions be placed on the approval to prevent this from happening? Staff responded that once the A2 Zone is adopted, any use permitted the zone could be allowed. Parking requirements would be reviewed with each new development. The applicant further added that the building could not be sold for 30 years as per their agreements with the provincial and federal government. CMHC will hold a lien against the property for 30 years to ensure it is used for its intended purpose as affordable housing.</p>
12.	<p>Concerns about privacy were raised, as the windows could look directly into adjacent properties. There are restrictions in place to protect privacy which will be followed, and as the project moves forward additional consideration will be given to the design of the space to limit direct lines of sight. The speaker will follow up with Planning Staff with any additional concerns.</p>
13.	<p>It was recommended that a grid be added to ramps before pouring cement to assist with snow and ice clearing.</p>

14.	The enforcement of parking restrictions was noted as a concern, as the City have not responded to parking violations in the past. The proponent advised that they would continue to work towards a parking solution to ensure that parking is not a long-term issue for the development.
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Herein ended the discussion portion of the meeting.

CONCLUDING REMARKS

The Chair thanks those in attendance for their participation and advised them to contact City Staff should they have any additional questions or feedback on the proposed development.

ADJOURNMENT

The meeting adjourned at 8:07 p.m.

Marie Ryan
Chairperson/Facilitator

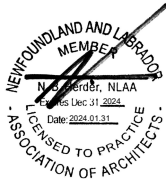
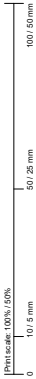
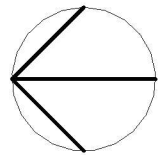


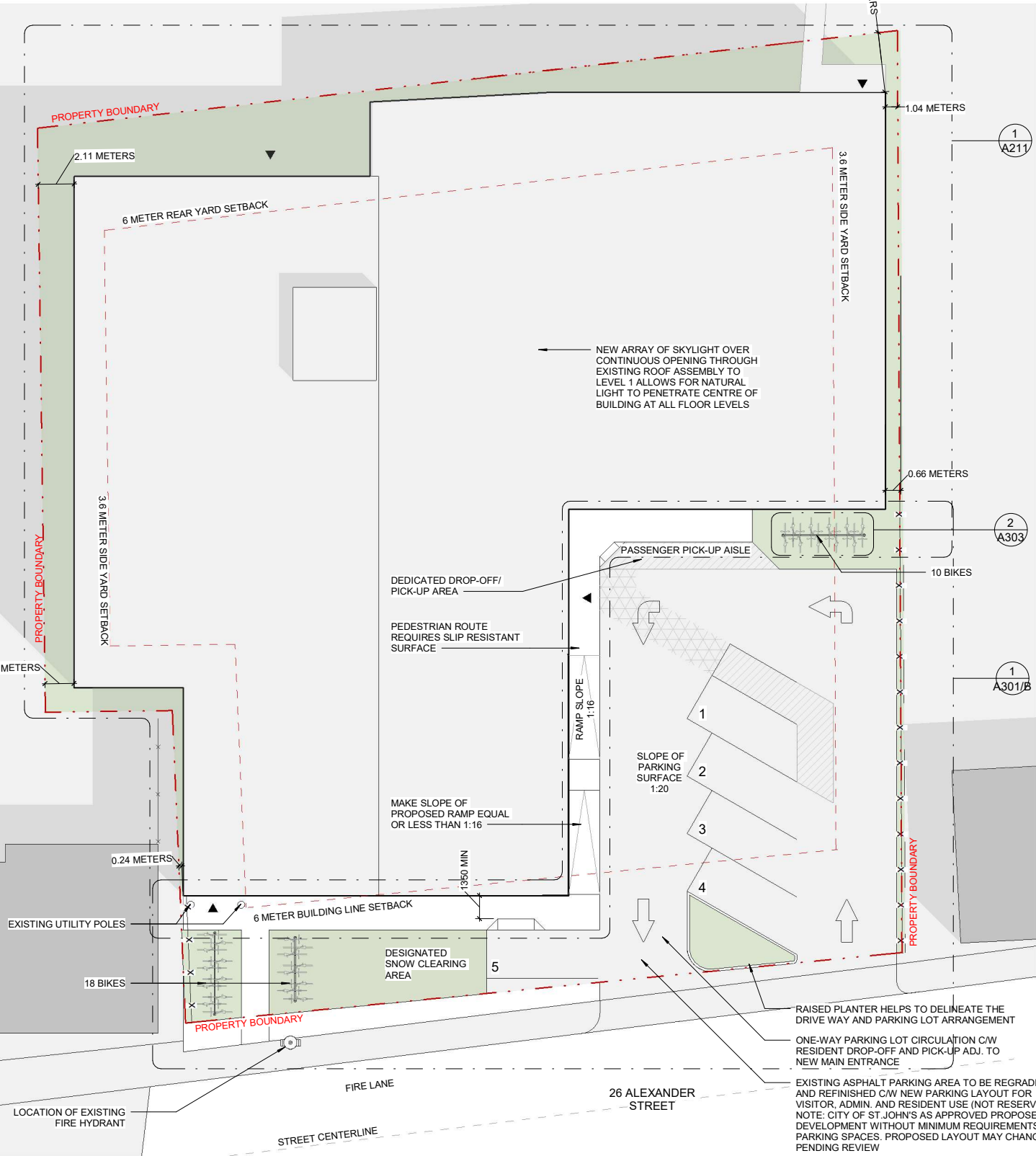
TABLE OF CONTENTS	
Sheet Number	Sheet Name
A001	TYPICAL BUILDING ASSEMBLIES
A102	BUILDING SITE PLAN
A201	LEVEL 1 FLOOR PLAN - DEMOLITION
A202	LEVEL 2 FLOOR PLAN - DEMOLITION
A203	LEVEL 3 FLOOR PLAN - DEMOLITION
A204	ROOF LEVEL PLAN - DEMOLITION
A211	LEVEL 1 FLOOR PLAN - PROPOSED
A212	LEVEL 2 FLOOR PLAN - PROPOSED
A213	LEVEL 3 FLOOR PLAN - PROPOSED
A214	ROOF LEVEL PLAN - PROPOSED
A301/B	ENLARGED PLANS + ELEVATIONS
A302	ENLARGED PLANS + ELEVATIONS
A303	ENLARGED PLANS + ELEVATIONS
A304	ENLARGED PLANS + ELEVATIONS
A305	ENLARGED PLANS + ELEVATIONS
A306	ENLARGED PLANS + ELEVATIONS
A307	ENLARGED PLANS + ELEVATIONS
A308	ENLARGED PLANS + ELEVATIONS
A309	ENLARGED PLANS + ELEVATIONS
A310	ENLARGED PLANS + ELEVATIONS
A311	ENLARGED PLANS ACCESSABLE KITCHEN
A501	EXTERIOR ELEVATIONS
A502	EXTERIOR ELEVATIONS
A701	WALL SECTIONS
A801	STAIR + REMP DETAILS
A901	WINDOW SCHEDULES
A902	WINDOW SCHEDULES
A903	DOOR SCHEDULES
A904	DOOR SCHEDULES

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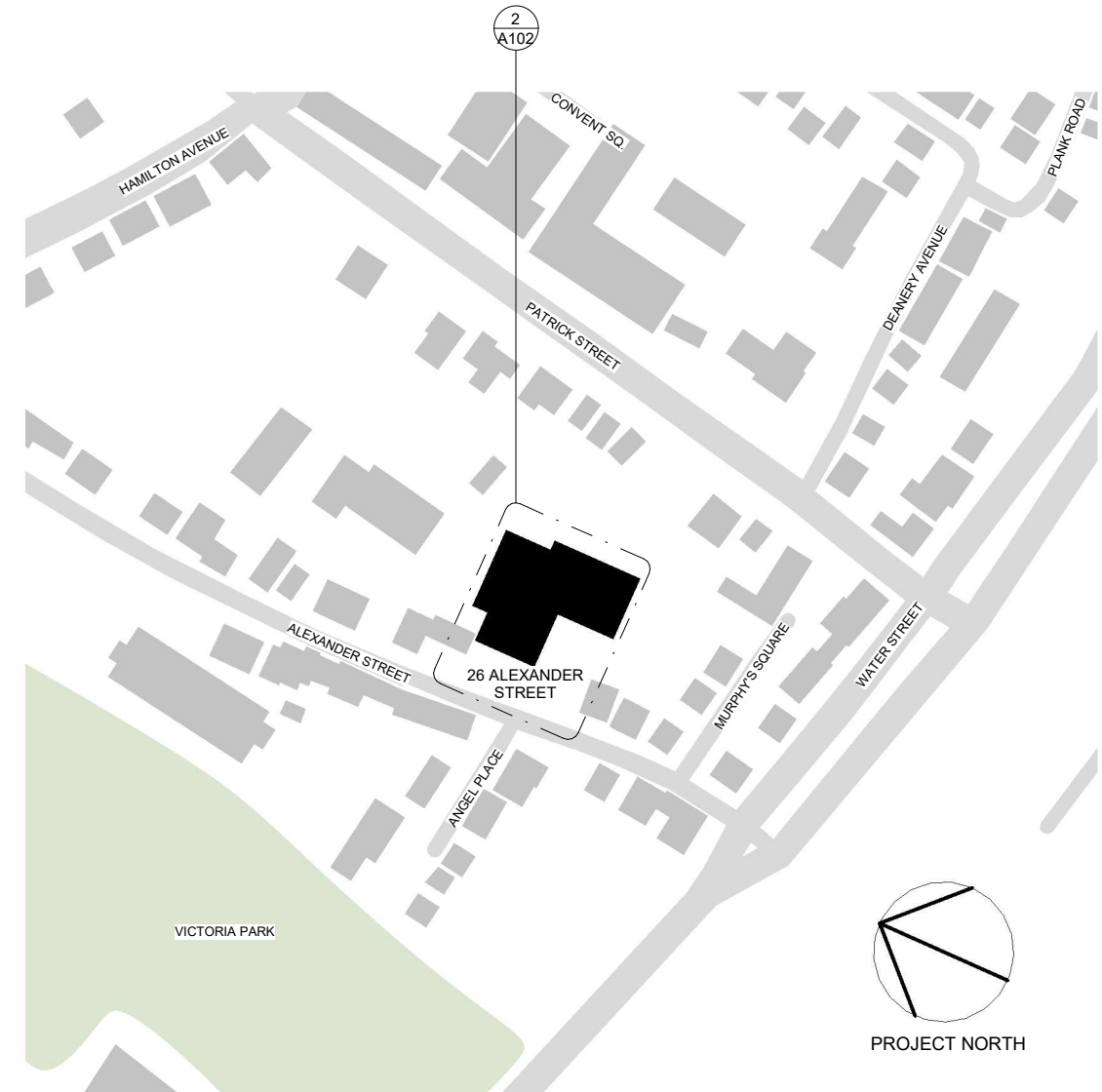
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P	ISSUED FOR REVIEW	241101
O	ISSUED FOR REVIEW	241030
No.		YYMMDD



PROJECT NORTH



2 SITE PLAN ALEXANDER ST. LOT - PROPOSED
1: 150 / 1: 300



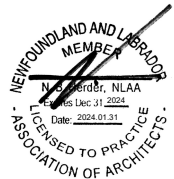
1 LOCATION - REF. PLAN
NTS

NOTE
REQUIRED PARKING EXEMPTION :
REQUIRED PARKING SPACES:
STUDIO: 46 UNITS x 0.8 = 36
1 BEDROOM: 12 UNITS x 0.9 = 10
VISITOR PARKING: 58 UNITS / 7 = 8
TOTAL: 55 SPACES

PROPOSED PARKING SPACES: 5 PARKING SPACES
JUSTIFICATION FOR REDUCED PARKING:
GIVEN THE INTENDED PROGRAM OF THE BUILDING AS AN AFFORDABLE SENIOR'S HOUSING COMPLEX, THE RESIDENTS ARE NOT EXPECTED TO OWN THEIR OWN VEHICLES. THE PARKING LOT DESIGN PRIORITIZES ALTERNATIVE AND PUBLIC MEANS OF TRANSPORTATION BASED ON THE INTENDED USER GROUP'S NEEDS. IN ADDITION TO THE BUILDINGS CLOSE PROXIMITY TO PUBLIC BUS ROUTES, THE DROP-OFF/PICK-UP AISLE ALLOWS FAMILY, FRIENDS AND LOCAL SHUTTLE SERVICES TO PARK DIRECTLY OUTSIDE THE FRONT ENTRANCE. THE AISLE OFFERS SAFE AND DIRECT ACCESS TO SUCH SERVICES FOR TENANTS WITH LIMITED MOBILITY, AND ALLOWS THE CONTINUOUS AND UNOBSTRUCTED MOVEMENT OF TRAFFIC THROUGH THE PARKING LOT. IN ADDITION TO BOTH PROVIDED AND STREET PARKING, BIKE RACKS HAVE BEEN INCLUDED FOR VISITOR AND TENANT USE.

ZONING INFORMATION
NOTE: EXISTING PROPERTY LINE, FOOTPRINT AND HEIGHT OF BUILDING TO REMAIN UNCHANGED

TOTAL PROJECT LOT AREA : 2245m²
TOTAL LOT COVERAGE: 1428m² - 64%
TOTAL PARKING: 375m² - 16%
TOTAL LANDSCAPING: 320m² - 14%
LOT FRONTAGE: 39.6m
BUILDING LINE: 4.89m
BUILDING HEIGHT: 14.5m (SEE 2/A501)
SIDE YARD:
NORTH: 1.42m
SOUTH: 0.66m
REAR YARD: 2.62m



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Q	ISSUED FOR REVIEW	241204
P	ISSUED FOR REVIEW	241101
O	ISSUED FOR REVIEW	241030
No.		YYMMDD

26 Alexander Street, St. John's,
Newfoundland & Labrador

26 ALEXANDER STREET AFFORDABLE SENIORS HOUSING

BUILDING SITE PLAN

SCALE (ANSI-D / TABLOID) PROJECT NUMBER
As indicated 2111
DRAWING NUMBER

A1002



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Q ISSUED FOR REVIEW 241204

P ISSUED FOR REVIEW 241101

O ISSUED FOR REVIEW 241030

No.		YYMMDD
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26 Alexander Street, St. John's,
Newfoundland & Labrador

26 ALEXANDER STREET
AFFORDABLE SENIORS
HOUSING

ENLARGED PLANS + ELEVATIONS

SCALE (ANSI-D / TABLOID)	PROJECT NUMBER
1:75 / 1:150	2111

DRAWING NUMBER

A302/B6

PROPOSED PARKING LOT - PLAN (OPTION B)

$$1 : 75 / 1 : 150$$



1 SOUTH ELEVATION - PROPOSED
1 : 100 / 1 : 200



2 WEST ELEVATION - PROPOSED
1 : 100 / 1 : 200



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O	ISSUED FOR REVIEW	241030

No. YYMMDD

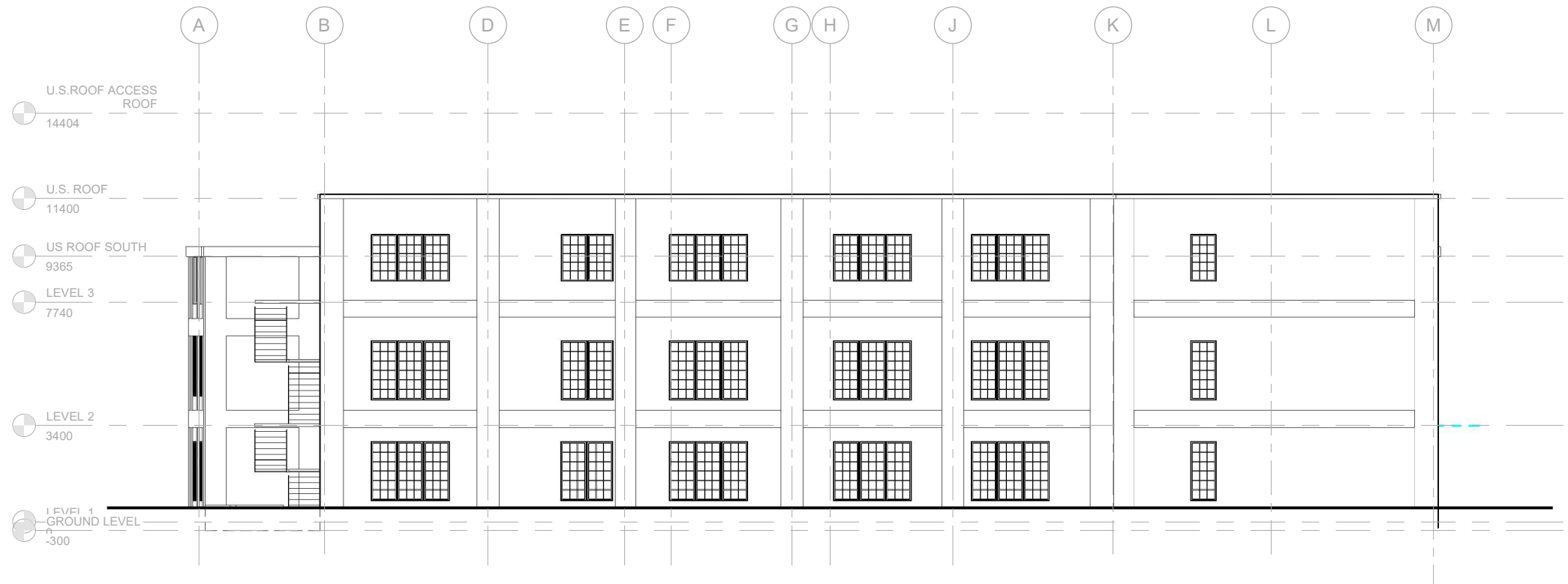
26 Alexander Street, St. John's,
Newfoundland & Labrador

**26 ALEXANDER STREET
AFFORDABLE SENIORS
HOUSING**

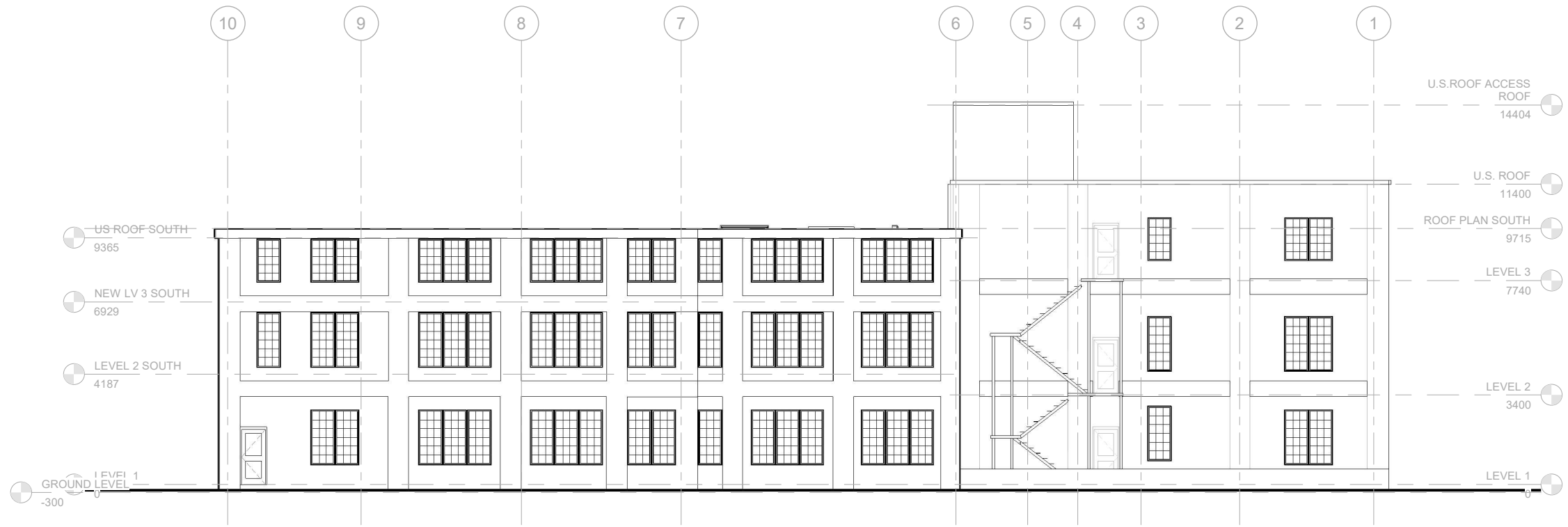
**EXTERIOR
ELEVATIONS**

SCALE (ANSI-D / TABLOID) PROJECT NUMBER
1 : 100 / 1 : 200 2111
DRAWING NUMBER

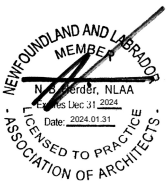
A501



2 NORTH ELEVATION - PROPOSED
1 : 100 / 1 : 200



1 EAST ELEVATION - PROPOSED
1 : 100 / 1 : 200



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P	ISSUED FOR REVIEW	241101
O	ISSUED FOR REVIEW	241030
No.	YYMMDD	

26 Alexander Street, St. John's,
Newfoundland & Labrador

**26 ALEXANDER STREET
AFFORDABLE SENIORS
HOUSING**

**EXTERIOR
ELEVATIONS**

SCALE (ANSI-D / TABLOID) 1 : 100 / 1 : 200	PROJECT NUMBER 2111
DRAWING NUMBER	A502



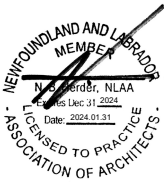
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PERSPECTIVE VIEW FROM ALEXANDER STREET



NOT FOR CONSTRUCTION DRAFT FOR REVIEW ONLY.
CONTRACTOR TO VERIFY ALL DIMENSIONS IN THE
FIELD. ALL DIMENSIONS PROVIDED IN
MILLIMETRES(mm) UNLESS NOTED OTHERWISE.

Q	ISSUED FOR REVIEW	241204
P	ISSUED FOR REVIEW	241101
O	ISSUED FOR REVIEW	241030

No.	YYMMDD
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26 Alexander Street, St. John's,
Newfoundland & Labrador

26 ALEXANDER STREET
AFFORDABLE SENIORS
HOUSING

PERSPECTIVE
VIEWS - ALEXANDER
STREET

SCALE (ANSI-D / TABLOID)	PROJECT NUMBER 2111
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DRAWING NUMBER

A5101

DECISION/DIRECTION NOTE

Title: SERC – New Year’s Eve Events 2024

Date Prepared: December 4, 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 City of St. John’s New Year’s Eve Fireworks, and road closure and noise by-law extension associated with the George Street Association’s New Year’s Eve Event.

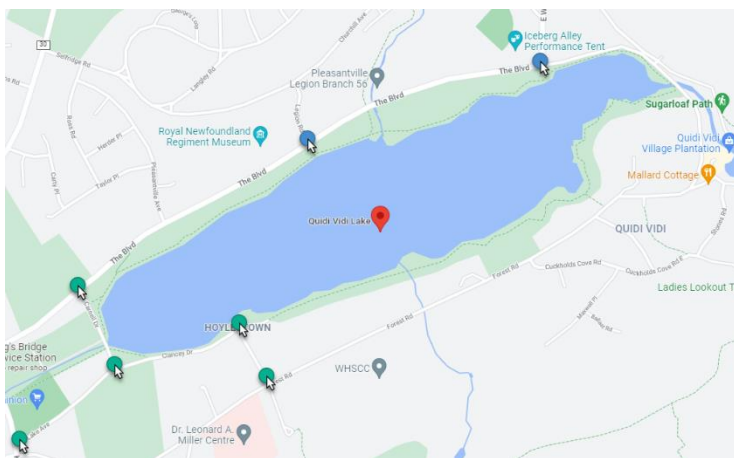
Discussion – Background and Current Status:

City of St. John’s Fireworks: Will take place at Quidi Vidi Lake on Tuesday December 31 at 8:00pm (inclement weather date of January 1). The requested road closures are recommended by Traffic and Parking Services Division for the safety of participants. Parking Enforcement Officers and hired security will be in place to implement the road closures.

The following road closures will come into effect at 6:30pm with the exception of The Boulevard between Legion Road and East White Hills which will be closed at 7:30pm.

Road closures associated with the fireworks are as follows:

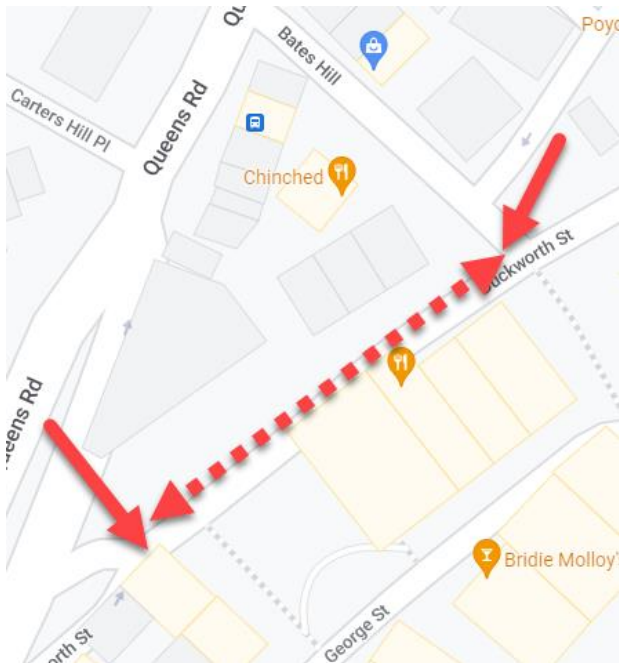
- The Boulevard, closed 7:30pm - 8:30pm from Legion Road to East White Hills Road
- Lake Avenue, closed at 6:30pm – 8:30pm
- Carnell Drive, closed at 6:30pm – 8:30pm
- Clancey Drive, closed at 6:30pm – 8:30pm
- Lakeview Avenue, closed at 6:30pm – 8:30pm



ST. JOHN'S

George Street Association: This is an all-ages New Year's Eve event on George Street on Tuesday December 31.

- This is a free event, there will be no extensive set up, no fencing, no ticket booths.
- There will be a DJ on the George Street stage from 10:30pm – 12:00am.
- There will be a pyrotechnics show at midnight at the top of Prince Edward Plaza.
- St. John's Regional Fire Department have approved the preliminary plan and will work with the organizers as needed.
- A noise by-law extension is requested until 12:30am.
- A road closure is requested on Duckworth Street, between New Gower Street and Bates Hill. The road closure will be from 11:00pm – 12:30am. The approval of this road closure by Traffic Division is pending the submission of an acceptable traffic plan.
- Road closure to be implemented by City of St. John's Parking Enforcement.



Key Considerations/Implications:

1. Budget/Financial Implications: Special Events budget will be used to cover costs associated with Parking Enforcement Officer's implementation of the road closure on Duckworth Street.
2. Partners or Other Stakeholders: George Street Association
3. Is this a New Plan or Strategy: No

4. Alignment with Strategic Directions:

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

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

5. Alignment with Adopted Plans: N/A

6. Accessibility and Inclusion: N/A

7. Legal or Policy Implications: N/A

8. Privacy Implications: N/A

9. Engagement and Communications Considerations: Residents will be notified of road closures through a public advisory.

10. Human Resource Implications: N/A

11. Procurement Implications: N/A

12. Information Technology Implications: N/A

13. Other Implications: N/A

Recommendation:

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

Prepared by: Christa Norman, Special Projects Coordinator

Approved by: Erin Skinner, Manager of Tourism, Culture, and Business Growth

Report Approval Details

Document Title:	SERC - New Year's Eve Events 2024.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

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

Erin Skinner - Dec 4, 2024 - 12:22 PM

Tanya Haywood - Dec 4, 2024 - 12:40 PM