

ST. JOHN'S

Committee of the Whole Agenda

May 27, 2020

9:00 a.m.

4th Floor City Hall

Pages

1. **Call to Order**
2. **Approval of the Agenda**
3. **Adoption of the Minutes**
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4. **Presentations/Delegations**
5. **Finance & Administration - Councillor Dave Lane**
6. **Public Works & Sustainability - Councillor Ian Froude**
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8. **Special Events - Councillor Hope Jamieson**
9. **Housing - Deputy Mayor Sheilagh O'Leary**
10. **Economic Development - Mayor Danny Breen**
11. **Tourism and Culture - Councillor Debbie Hanlon**
12. **Governance & Strategic Priorities - Mayor Danny Breen**
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1.	5 Church Hill – Application for a Roof Deck	40
14.	Transportation and Regulatory Services - Councillor Sandy Hickman	
15.	Other Business	
16.	Adjournment	

ST. JOHN'S

Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

March 11, 2020, 9:00 a.m.

Present: Mayor Danny Breen
Deputy Mayor Sheilagh O'Leary
Councillor Dave Lane
Councillor Sandy Hickman
Councillor Debbie Hanlon
Councillor Deanne Stapleton
Councillor Hope Jamieson
Councillor Jamie Korab
Councillor Ian Froude
Councillor Wally Collins

Regrets: Councillor Maggie Burton

Staff: Kevin Breen, City Manager
Derek Coffey, Deputy City Manager of Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Cheryl Mullett, City Solicitor
Elaine Henley, City Clerk
Ken O'Brien, Chief Municipal Planner
Shanna Fitzgerald, Legislative Assistant

Others Brian Head, Manager Parks & Open Spaces
Garrett Donaher, Manager Transportation Engineering

1. Call to Order
2. Approval of the Agenda

2.1 Adoption of Agenda**Recommendation****Moved By** Councillor Jamieson**Seconded By** Councillor Hanlon

That the agenda be adopted as presented.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)**3. Adoption of the Minutes****3.1 Adoption of Minutes - February 26, 2020****Recommendation****Moved By** Councillor Hanlon**Seconded By** Councillor Stapleton

That the minutes of February 26, 2020 be adopted as presented.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Hickman, Councillor Hanlon, Councillor Stapleton, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)**4. Presentations/Delegations****5. Finance & Administration - Councillor Dave Lane****6. Public Works & Sustainability - Councillor Ian Froude****6.1 Environment and Sustainability Expert Panel Public Membership**

Deputy Mayor O'Leary recommended that the call for members for committees be tailored specifically for gender balance.

Recommendation**Moved By** Councillor Froude**Seconded By** Councillor Lane

That Council approve the proposed composition of the Public Membership for the Environment and Sustainability Expert Panel:

Public Member and Expertise

Joel Finnis, PhD - Climate Science & Resilience

Dennis Knight, MSc, MCIP - Sustainable Urban Planning & Economic Growth

Kieran Hanley, MBA - Sustainable Economic Growth

Krista Langthorne, BA, SEBT - Resilience & Natural Resources

Pablo Navarro - Socio-cultural & Quality of Life

Joseph Daraio, PhD, PEng - Sustainable Urban Planning & Resilience

Michel Wawrzkow, PEng, PGeo - Natural Environment & Resilience

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)**6.2 Robin Hood Bay Landfill Gas Collection and Covering System Expansion 2020****Recommendation****Moved By** Councillor Froude**Seconded By** Councillor Jamieson

That Council approve proceeding with the next phase of the landfill gas collection and covering system expansion in 2020. Further, that Council approve accessing the Robin Hood Bay Operational Reserve and Closure Funds to fund this capital works project.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)**6.3 Robin Hood Bay (RHB) Equipment Reserve****Recommendation****Moved By** Councillor Froude**Seconded By** Councillor Collins

That Council proceed with a purchase to supply and deliver new roll off bins for the Residential Drop-Off (RDO) facility and replace three site vehicles through the RHB Equipment Reserve with funding made available through the RHB Equipment Reserve.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

7. **Community Services - Councillor Jamie Korab**
8. **Special Events - Councillor Hope Jamieson**
9. **Housing - Deputy Mayor Sheilagh O'Leary**
10. **Economic Development - Mayor Danny Breen**
11. **Tourism and Culture - Councillor Debbie Hanlon**
12. **Governance & Strategic Priorities - Mayor Danny Breen**
13. **Planning & Development - Councillor Maggie Burton**
14. **Transportation and Regulatory Services - Councillor Sandy Hickman**

14.1 2018 Traffic Pilot Projects

Councillor Hickman withdrew the motion moved by him and seconded by Councillor Hanlon, to remove the pilot curb extensions and marked crosswalk at Ladysmith Drive and Kiwanis Street and monitor Ladysmith Drive for future warranted crosswalk improvements, and moved a new motion as follows:

Recommendation**Moved By** Councillor Hickman**Seconded By** Councillor Hanlon

That Council direct staff to initiate a permanent crosswalk and curb extensions at Ladysmith Drive and Kiwanis Street.

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

MOTION CARRIED (10 to 0)**Recommendation****Moved By** Councillor Hickman**Seconded By** Councillor Hanlon

That Council direct staff to:

- proceed with design and implementation of a permanent traffic circle configuration for Rawlins Cross.
- include the closed portion of Military, the existing parking lot, and the existing green space within the centre of Rawlins Cross in the scope for the public space design.

For (4): Councillor Lane, Councillor Hickman, Councillor Hanlon, and Councillor Froude

Against (5): Mayor Breen, Deputy Mayor O'Leary, Councillor Jamieson, Councillor Korab, and Councillor Collins

MOTION LOST (4 to 5)**Recommendation****Moved By** Councillor Hickman**Seconded By** Councillor Jamieson

That Council expand the Key 2 Access pilot project to include the two crosswalks at Rawlins Cross currently equipped with Rectangular Rapid Flashing Beacons (RRFBs).

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Lane, Councillor Hickman, Councillor Hanlon, Councillor Jamieson, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

15. Other Business

16. Adjournment

There being no further business the meeting adjourned at 11:04 am.

Mayor



St. John's
Transportation
Commission

March 31

2020

QUARTER 1 FINANCIAL STATEMENTS

Issued: APRIL 24, 2020

Note to reader: The figures contained herein are unaudited and for discussion purposes and may change as a result of timing issues and other best estimates used in preparation.

Overview of Q1: January – March, 2020

1. Due to state of emergency, transit service was suspended for the period January 17th – January 24th inclusive. Free fares were offered for a two-week period January 25th – February 7th to encourage residents to use public transit to reduce vehicles and pedestrians on the road while city crews continued cleanup. Ridership for the two-week period was up approximately 38% over the same period in 2019.
2. Effective March 1st, changes to Route 6 came into effect commencing service to the Galway Commercial area.
3. Effective March 2nd, the age to ride free was increased from under 5 to under 12 years of age.
4. The route changes approved to be implemented in September 2020, including improvements to the Frequent Transit Network, are on schedule.
5. The launch of the free pass program for Income Support Recipients has been delayed due to COVID-19.
6. Response to COVID-19:

METROBUS:

- a. As schools closed and businesses reduced staff, ridership started to drop the week of March 16th.
- b. March 23rd, express routes 13, 24 and 26 were discontinued.
- c. March 24th, the General Manager and Chair had a conference call with City EMO staff and Eastern Health to discuss the role of public transit as an essential service.
- d. March 30th, a reduced service schedule was introduced to reflect the significant drop in ridership. Currently, ridership has declined 80-85%.
- e. March 31st, the first Lexan barrier was installed on a bus for testing. This barrier is installed between the farebox and the driver seating compartment to provide protection for the operators. Testing and feedback was positive and installation in buses commenced April 3rd. Installation on all buses has been completed. Based on feedback from operators, this barrier significantly reduces their stress on the road.
- f. The General Manager attends a weekly CUTA COVID-19 webinar for transit systems across Canada to discuss and share challenges and best practices in transit's response to COVID-19.
- g. In accordance with pandemic planning and public health orders, a robust employee communication campaign was initiated, and safety precautions were implemented in various areas to support efforts related to social distancing, hand washing and staying at home if ill. This included emergency hiring of additional utility wash workers to provide deep cleaning of the buses on a nightly basis.
- h. Self-isolation protocols for employees returning from international and interprovincial travel were implemented, along with working from home options, staggering of hours and schedules, implementation of redundant shifts, OH&S procedures and response kits were put in place in case of a suspected case of Covid-19 on site. With the cooperation of the Union, employees at high risk due to personal factors have been able to mitigate their risk of exposure to the virus.

GOBUS:

- a. Third party assessments in accordance with the newly implemented eligibility criteria has been suspended.
- b. The Manager, Accessible Services, Donna Power, attends a weekly COVID-19 webinar for paratransit systems across the country.
- c. Ridership down about 85%.
- d. As a result of a MVT staff member testing positive for COVID-19 on March 25th, all staff were sent to self-isolation for 14 days. All scheduled trips were delegated to Newfound Taxi as of March 26th. Phone lines were redirected to dispatch staff working from home. GoBus service was able to continue uninterrupted. GoBus returned to service on April 13th.

ST. JOHN'S TRANSPORTATION COMMISSION

QUARTERLY RESULTS SUMMARY 2020

For the Quarter Ended March 31, 2020



	JAN	FEB	MAR	Q1	YEAR TO DATE	BUDGET	VARIANCE	%
SJMC subsidy	1,278,240	1,131,890	1,096,400	3,506,530	3,506,530	3,262,720	243,810	7.5%
Passenger revenue	403,684	465,013	387,088	1,255,785	1,255,785	1,546,720	-290,935	-18.8%
Mount Pearl revenue	68,549	87,163	93,915	249,627	249,627	259,540	-9,913	-3.8%
Paradise revenue	17,517	23,026	23,967	64,510	64,510	70,200	-5,690	-8.1%
Transit advertising revenue	15,777	8,476	14,350	38,603	38,603	36,750	1,853	5.0%
The Link revenue	0	0	0	0	0	0	0	
Community Bus revenue	9,717	8,960	5,703	24,380	24,380	24,990	-610	-2.4%
Other	17,041	13,016	7,851	37,908	37,908	30,000	7,908	26.4%
Total Revenues	1,810,525	1,737,544	1,629,274	5,177,343	5,177,343	5,230,920	-53,577	-1.0%
Operators salaries	516,945	417,247	455,834	1,390,026	1,390,026	1,393,110	3,084	0.2%
Operations salaries	129,900	99,623	108,338	337,861	337,861	336,870	-991	-0.3%
Diesel fuel expense	130,305	159,966	143,849	434,120	434,120	533,970	99,850	18.7%
Advertising expense	9,891	12,223	9,326	31,440	31,440	33,690	2,250	6.7%
Transit advertising expense	8,226	6,165	7,639	22,030	22,030	23,570	1,540	6.5%
The Link expense	0	0	0	0	0	0	0	
Community Bus expense	8,278	8,462	9,147	25,887	25,887	25,290	-597	-2.4%
Other	30,625	27,346	33,812	91,783	91,783	89,870	-1,913	-2.1%
Total Operations	834,170	731,032	767,945	2,333,147	2,333,147	2,436,370	103,223	4.2%
Garage salaries	211,654	166,994	177,612	556,260	556,260	583,430	27,170	4.7%
Wash salaries	30,095	23,742	35,672	89,509	89,509	82,210	-7,299	-8.9%
Stock parts, tires & lubricants	55,448	58,713	79,807	193,968	193,968	170,290	-23,678	-13.9%
Building & yards	9,974	21,781	7,025	38,780	38,780	36,550	-2,230	-6.1%
Utilities	54,007	45,849	45,619	145,475	145,475	147,300	1,825	1.2%
Other	22,298	23,256	65,104	110,658	110,658	130,840	20,182	15.4%
Total Maintenance	383,476	340,335	410,839	1,134,650	1,134,650	1,150,620	15,970	1.4%
Administration salaries	87,860	70,999	70,759	229,618	229,618	228,280	-1,338	-0.6%
Payroll tax	19,743	16,283	16,758	52,784	52,784	52,800	16	0.0%
Benefits	152,592	138,404	142,870	433,866	433,866	440,610	6,744	1.5%
Pension expense	124,113	105,448	105,477	335,038	335,038	342,630	7,592	2.2%
Fleet insurance	26,828	26,952	26,828	80,608	80,608	86,760	6,152	7.1%
Other	32,678	36,139	52,778	121,595	121,595	125,630	4,035	3.2%
Total Finance & Admin	443,814	394,225	415,470	1,253,509	1,253,509	1,276,710	23,201	1.8%
Loan interest expense	13,418	12,147	12,123	37,688	37,688	44,720	7,032	15.7%
Bank loan payments	97,000	97,000	97,000	291,000	291,000	322,500	31,500	9.8%
Total Debt	110,418	109,147	109,123	328,688	328,688	367,220	38,532	10.5%
METROBUS Surplus/(Cost)	38,647	162,805	-74,103	127,349	127,349	0	127,349	
Ridership	228,072	293,617	200,818	722,507	722,507	811,009	-88,502	-10.9%
Kilometers	184,703	241,121	259,523	685,347	685,347	770,202	-84,855	-11.0%
Hours	8,814	11,640	12,358	32,812	32,812	36,422	-3,610	-9.9%
Diesel litres	116,676	153,352	156,611	426,639	426,639	463,234	-36,595	-7.9%

ST. JOHN'S TRANSPORTATION COMMISSION

QUARTERLY RESULTS SUMMARY 2020

For the Quarter Ended March 31, 2020



	JAN	FEB	MAR	Q1	YEAR TO DATE	BUDGET	VARIANCE	%
SJMC subsidy	378,190	379,220	413,550	1,170,960	1,170,960	1,160,040	10,920	0.9%
Pass sales	17,380	20,171	12,605	50,156	50,156	73,000	-22,844	-31.3%
Mount Pearl admin fee	5,740	4,650	4,850	15,240	15,240	17,180	-1,940	-11.3%
Government grant	7,875	7,875	7,875	23,625	23,625	23,700	-75	-0.3%
Total Revenue GOBUS	409,185	411,916	438,880	1,259,981	1,259,981	1,273,920	-13,939	-1.1%
MVT subsidy	266,741	358,794	222,111	847,646	847,646	1,156,800	309,154	26.7%
Administration salaries	12,637	9,962	9,693	32,292	32,292	32,820	528	1.6%
Payroll tax	254	200	195	649	649	650	1	0.2%
Benefits	1,450	1,146	1,121	3,717	3,717	3,500	-217	-6.2%
Pension expense	813	650	650	2,113	2,113	1,970	-143	-7.3%
Professional fees	1,862	621	1,700	4,183	4,183	4,760	577	12.1%
Computer expense	6,508	1,280	2,842	10,630	10,630	8,100	-2,530	-31.2%
Other	3,315	4,761	3,775	11,851	11,851	13,710	1,859	13.6%
	293,580	377,414	242,087	913,081	913,081	1,222,310	309,229	25.3%
Loan interest expense	1,276	1,138	1,119	3,533	3,533	3,610	77	2.1%
Bank loan payments	16,000	16,000	16,000	48,000	48,000	48,000	0	0.0%
Total Debt	17,276	17,138	17,119	51,533	51,533	51,610	77	0.1%
GOBUS Surplus/(Cost)	98,329	17,364	179,674	295,367	295,367	0	295,367	

ST. JOHN'S TRANSPORTATION COMMISSION
 KEY PERFORMANCE INDICATORS
 MARCH, 2020



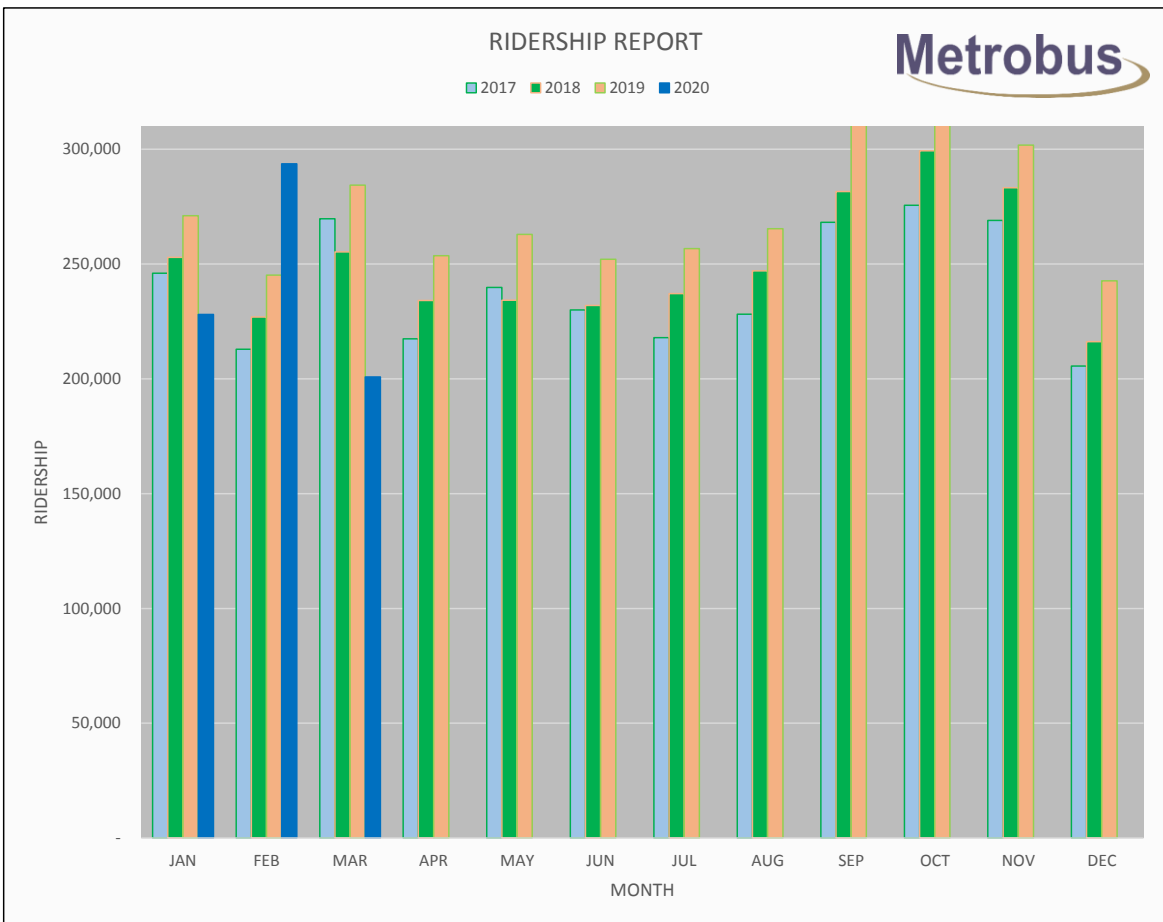
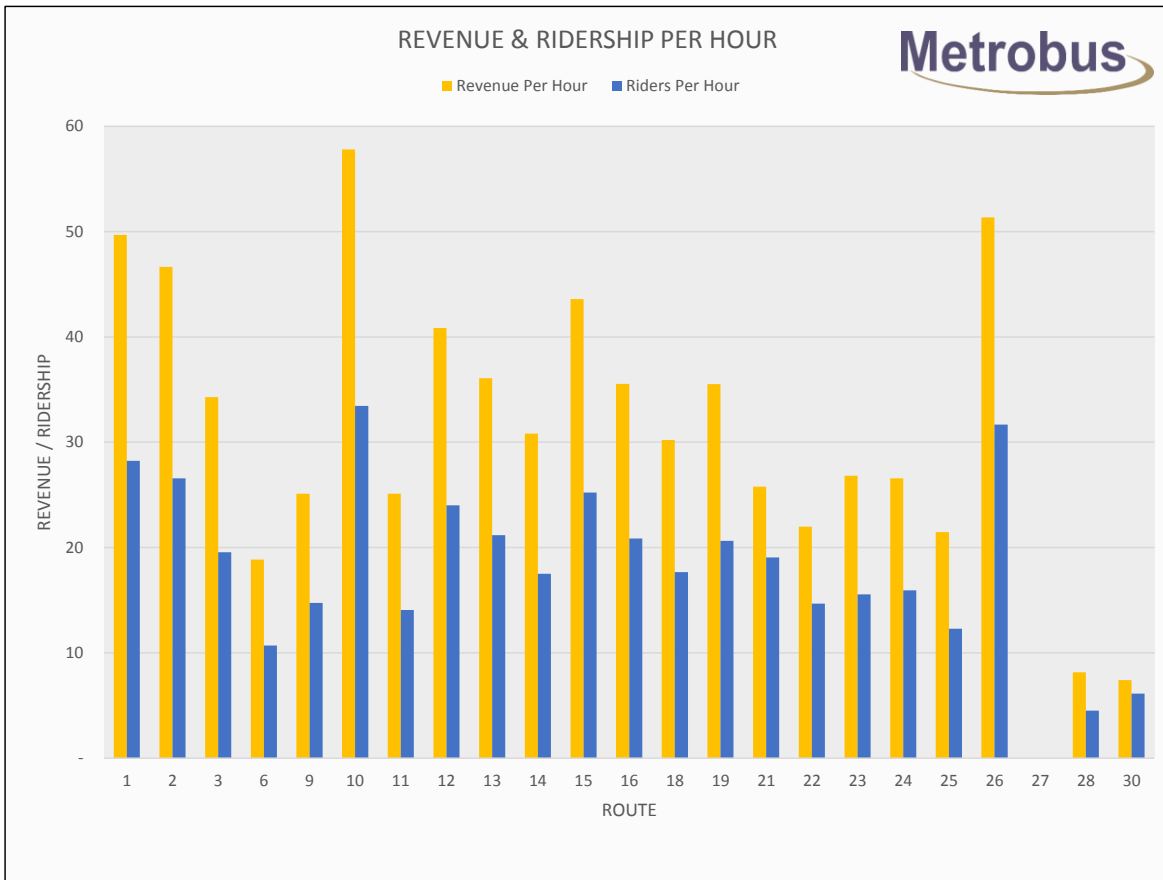
KEY PERFORMANCE INDICATORS	3 MTHS	3 MTHS	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
	2020	2019	2019	2018	2017	2016	2015
PASSENGERS PER HOUR	23.03	23.56	24.21	22.08	21.47	22.12	22.80
ENERGY EFFIC. (Diesel / Rev Hours)	13.83	14.62	14.36	14.49	12.12	11.07	12.97
FINANCIAL PERFORMANCE (Op Rev / Op Cost)	27.6%	31.9%	32.7%	31.2%	33%	30%	32%
MAINTENANCE EFFIC. (Bus Maint / Rev Hours)	28.79	26.02	26.68	25.59	25.06	25.88	24.32
AVERAGE FARE	1.75	1.92	1.87	1.92	1.95	1.76	1.79
OPERATING REVENUE / HOUR	41.57	46.09	46.40	43.80	43.47	40.87	42.92
TOTAL COST PER RIDER	6.99	6.59	6.44	6.97	6.99	6.95	6.78

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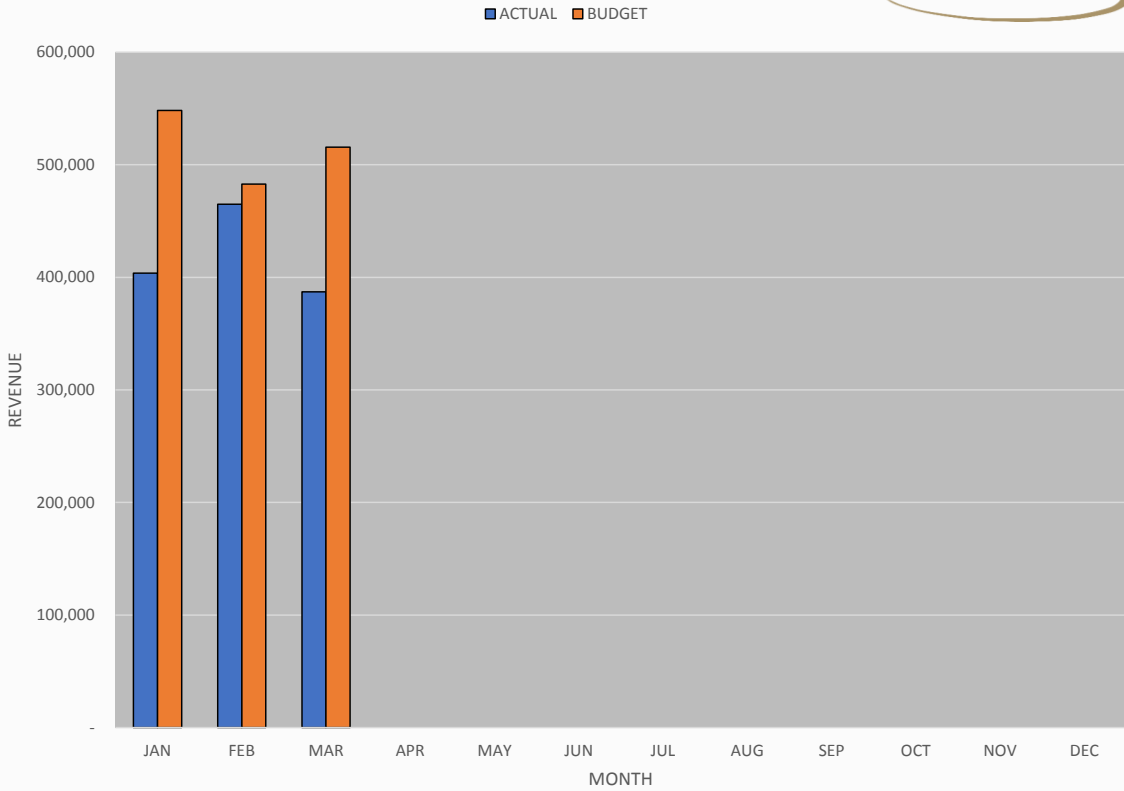
ST. JOHN'S TRANSPORTATION COMMISSION
 KEY PERFORMANCE INDICATORS
 MARCH, 2020



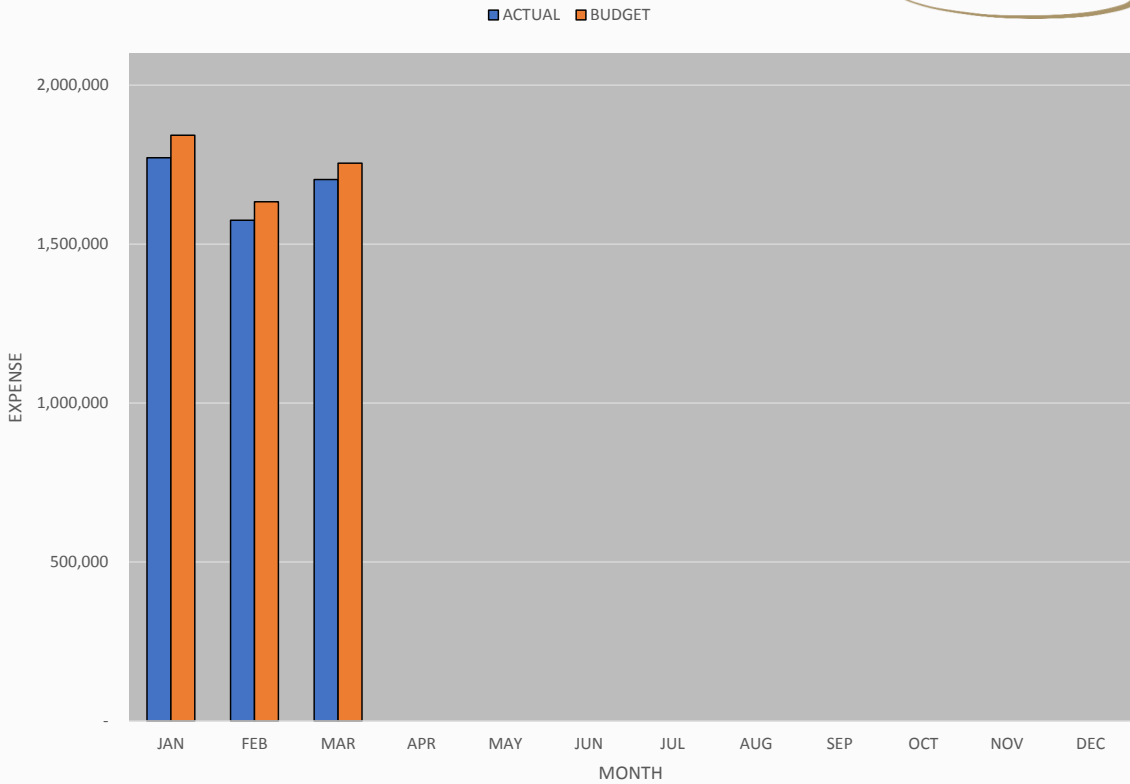
KEY PERFORMANCE INDICATORS	3 MTHS	% of	3 MTHS	% of	TOTAL	% of	TOTAL	% of	TOTAL	% of	TOTAL	% of	TOTAL	% of
	2020	Paid Trips	2019	Paid Trips	2018	Paid Trips	2018	Paid Trips	2017	Paid Trips	2016	Paid Trips	2015	Paid Trips
BUS TRIPS	17,963	60.7%	23,722	58.4%	98,012	60.5%	89,970	60.5%	72,581	56.1%	78,520	67.2%	78,711	74.7%
TAXI TRIPS	10,127	34.2%	15,030	37.0%	58,085	35.8%	51,870	34.9%	49,297	38.1%	29,891	25.6%	19,571	18.6%
TOTAL TRIPS	28,090		38,752		156,097		141,840		121,878		108,411		98,282	
NO SHOWS	1,522	5.1%	1,862	4.6%	5,985	3.7%	6,832	4.6%	7,474	5.8%	8,405	7.2%	7,058	6.7%
TOTAL PAID TRIPS	29,612		40,614		162,082		148,672		129,352		116,816		105,340	
CANCELLATIONS	25,722	86.9%	16,461	40.5%	70,239	43.3%	57,627	38.8%	24,825	19.2%	12,935	11.1%	12,730	12.1%
GOBUS rides on METROBUS	3,230	10.9%	4,282	10.5%	23,976	14.8%	19,346	13.0%	14,264	11.0%	8,741	7.5%	4,807	4.6%



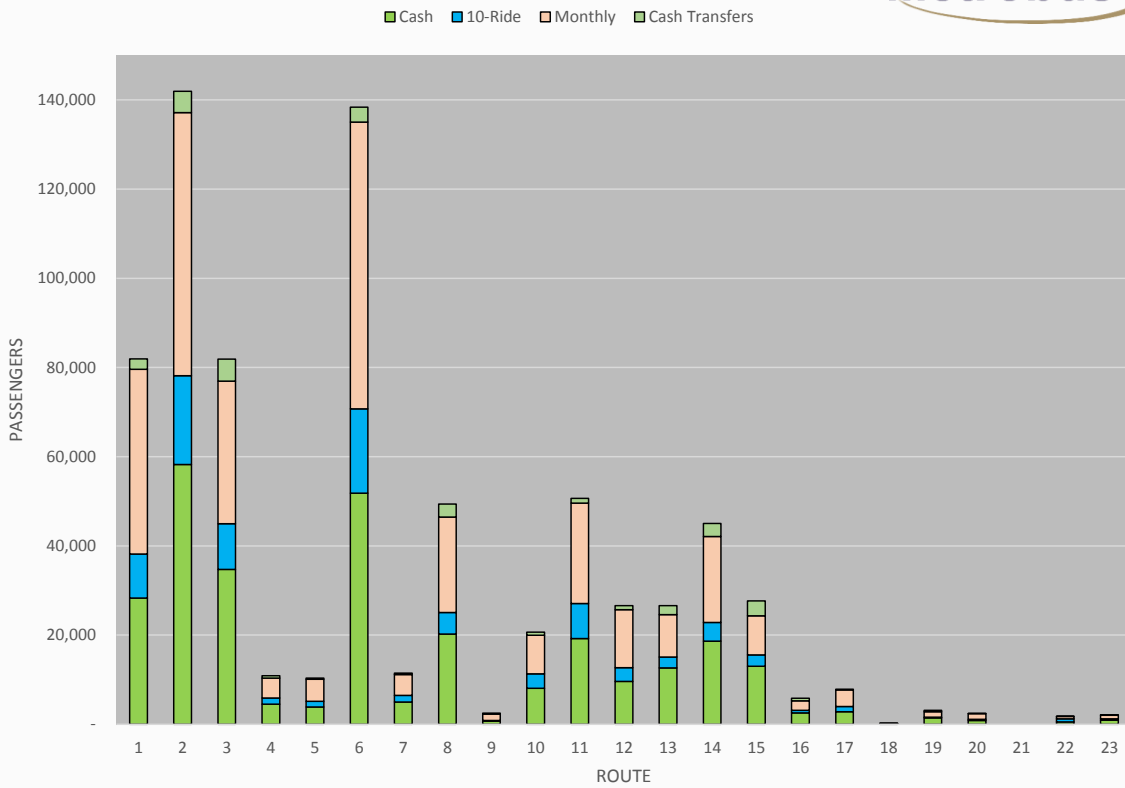
REVENUE REPORT



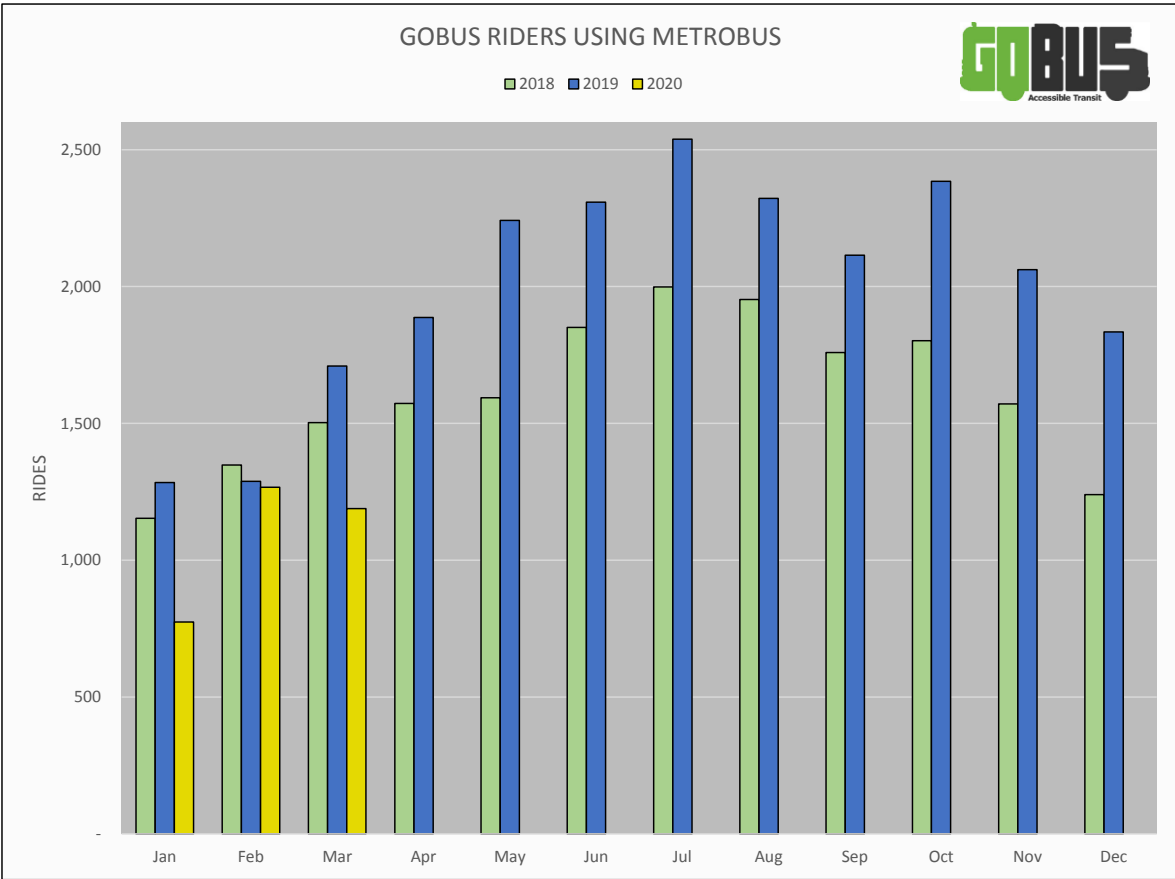
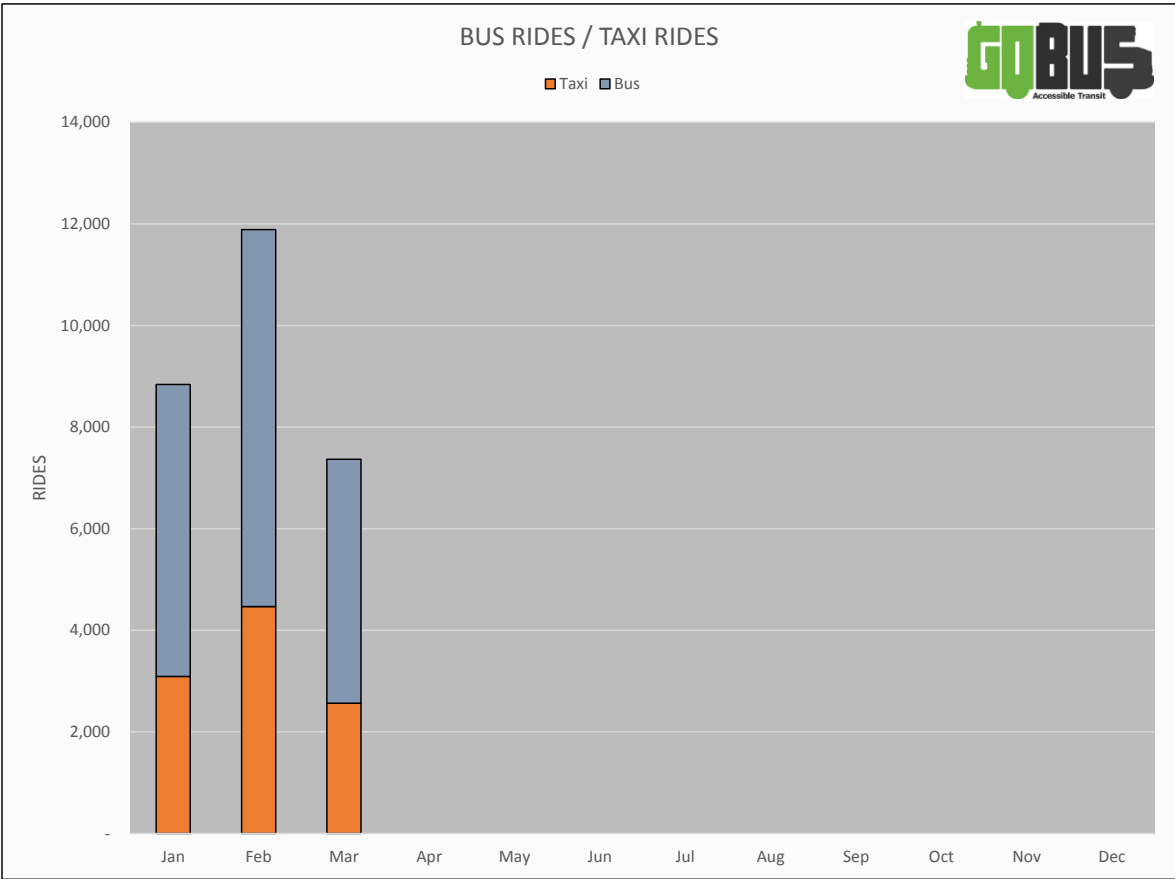
EXPENSE REPORT



TOTAL PASSENGERS BY ROUTE



ROUTE	REVENUE HOURS	DIRECT BILLING	REVENUE	COST	RC RATIO
					YTD
1	2,817.76		\$139,973.80	\$454,738.61	30.8%
2	5,161.87		\$240,838.36	\$831,990.39	28.9%
3	3,935.63		\$134,950.62	\$634,235.12	21.3%
6	969.34		\$18,270.46	\$153,862.78	11.9%
9	686.03		\$17,217.79	\$110,648.31	15.6%
10	4,036.81		\$233,312.56	\$650,723.34	35.9%
11	794.26		\$19,951.02	\$127,951.91	15.6%
12	1,936.48		\$79,080.62	\$312,410.72	25.3%
13	108.51		\$3,916.14	\$17,700.08	22.1%
14	1,140.87		\$35,164.64	\$183,797.28	19.1%
15	1,964.73		\$85,630.49	\$316,941.32	27.0%
16	1,233.15		\$43,824.68	\$198,600.85	22.1%
18	1,390.90		\$42,029.50	\$224,019.89	18.8%
19	2,039.94		\$72,434.98	\$328,986.24	22.0%
21	1,275.54	\$182,636.84	\$32,891.25	\$205,461.69	16.0%
22	359.34	\$66,990.68	\$7,899.59	\$57,949.83	13.6%
23	494.00		\$13,248.64	\$79,498.08	16.7%
24	16.58		\$440.52	\$2,708.22	16.3%
25	228.12		\$4,897.49	\$36,975.89	13.2%
26	75.00		\$3,850.91	\$12,233.63	31.5%
27	0.00	\$0.00	\$0.00	\$0.00	
28	383.81	\$21,250.00	\$3,129.13	\$31,287.00	10.0%
30	330.37	\$64,510.15	\$2,447.75	\$54,836.44	4.5%
	31,379.04	\$335,387.67	\$1,235,400.93	\$5,027,557.60	24.6%





St. John's
Transportation
Commission

December 31

2019

ANNUAL FINANCIAL STATEMENT

Issued: FEBRUARY 03, 2020

Note to reader: The figures contained herein are unaudited and for discussion purposes and may change as a result of timing issues and other best estimates used in preparation.

ST. JOHN'S TRANSPORTATION COMMISSION

QUARTERLY RESULTS SUMMARY 2019

For the Four Quarters Ended December 31, 2019

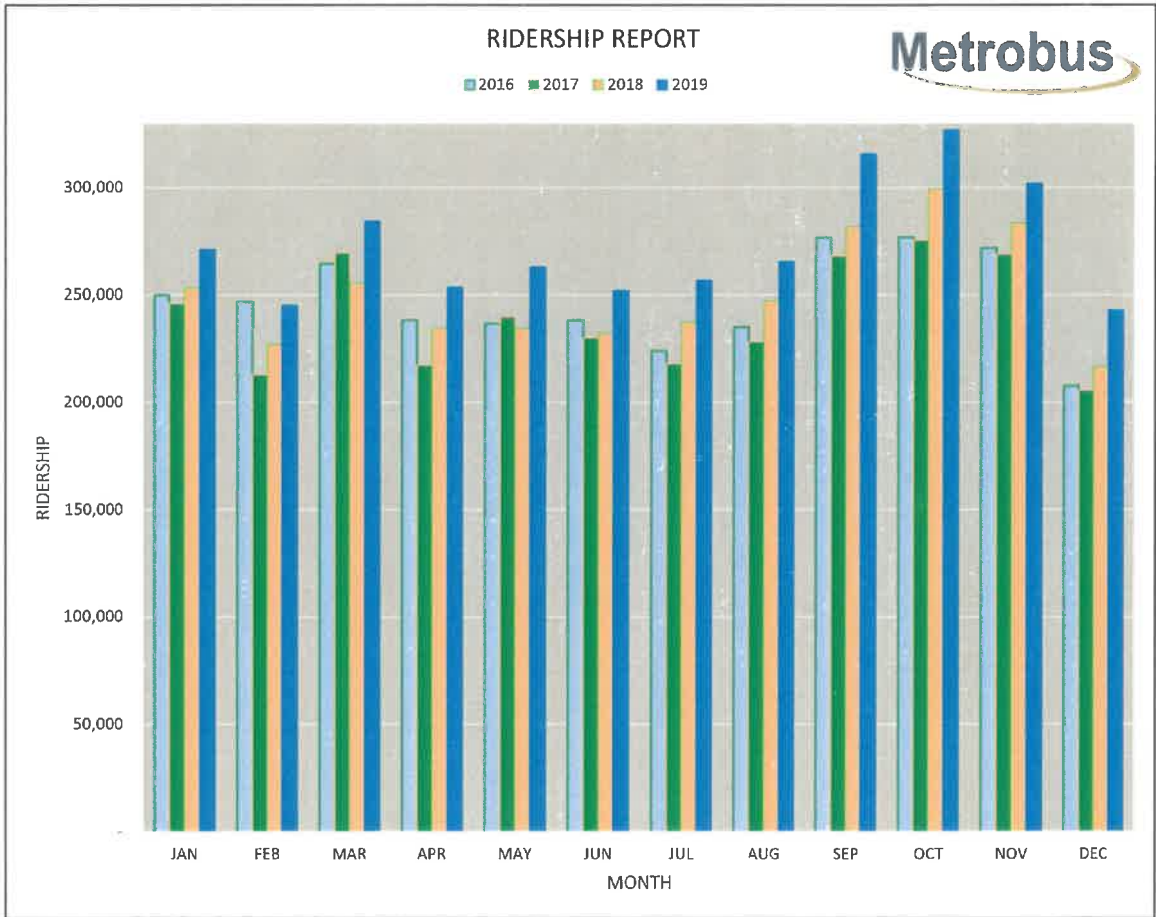
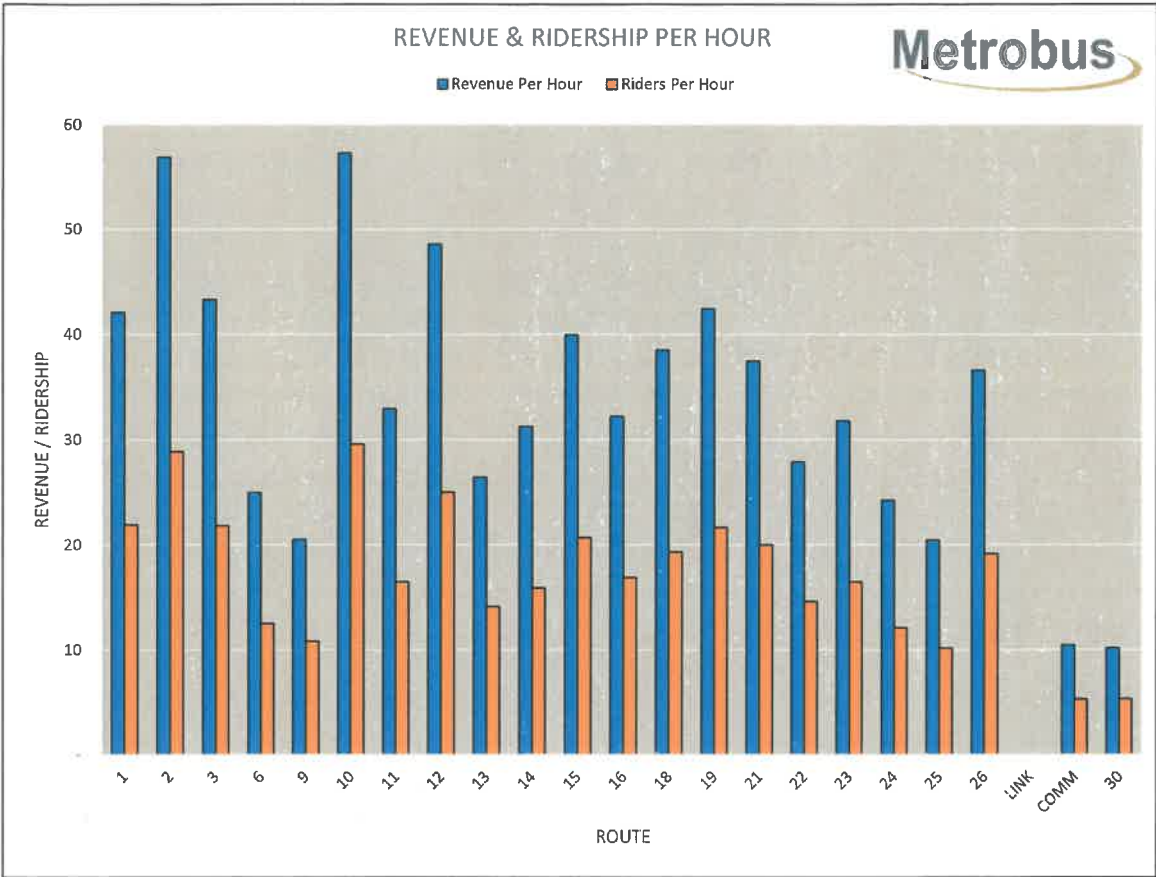


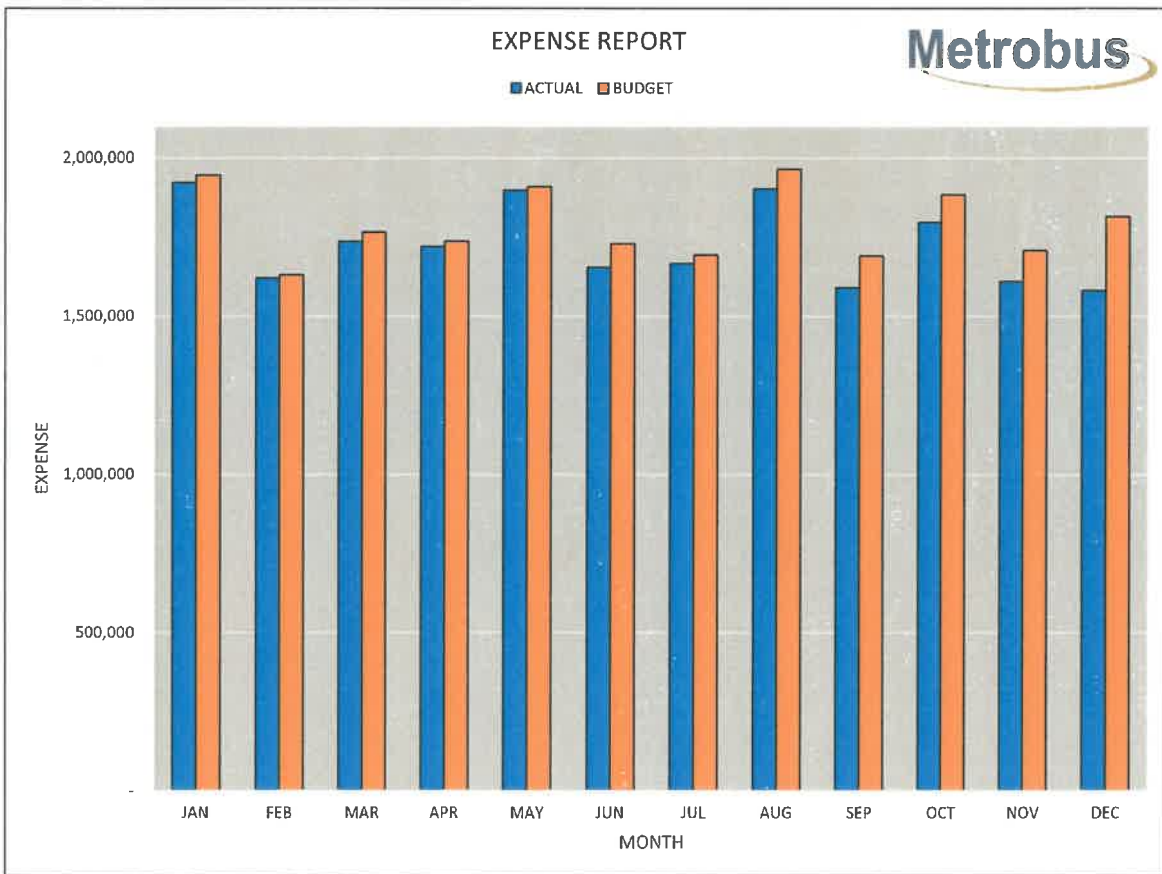
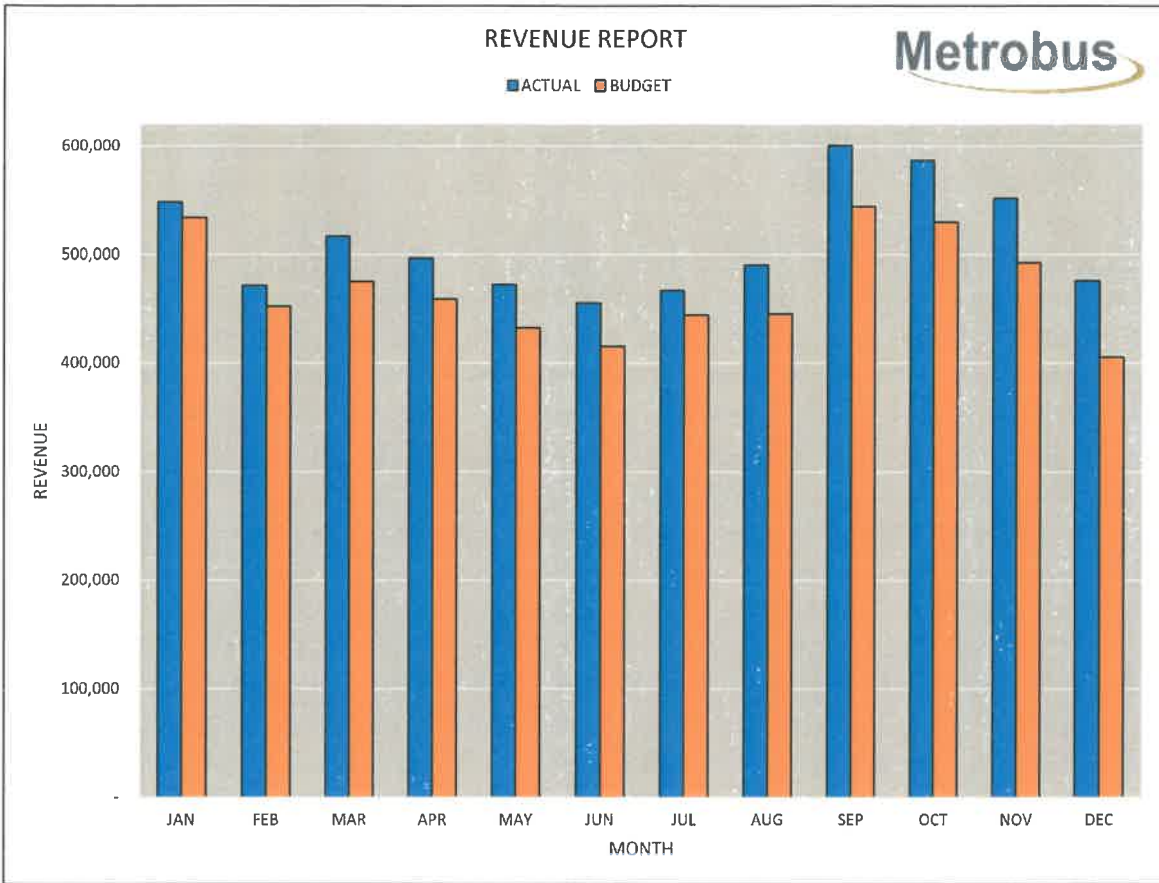
	Q1	Q2	Q3	DEC	Q4	YEAR TO DATE	BUDGET	VARIANCE
SIMC SUBSIDY	3,436,630	3,585,890	3,367,210	1,266,950	3,510,030	13,899,760	13,899,760	0
PASSENGER REVENUE	1,535,931	1,423,919	1,557,225	475,558	1,613,447	6,130,522	5,628,440	502,082
MOUNT PEARL REVENUE	265,855	262,871	266,341	84,086	259,648	1,054,715	1,080,240	-25,525
PARADISE REVENUE	71,543	71,655	71,838	22,625	69,470	284,506	282,270	2,236
CHARTER REVENUE	340	15,025	17,461	1,263	10,511	43,337	43,400	-63
TRANSIT ADVERTISING REVENUE	30,245	35,099	55,135	7,222	30,698	151,177	277,000	-125,823
THE LINK REVENUE	0	1,957	39,520	0	497	41,974	36,250	5,724
COMMUNITY BUS REVENUE	29,828	30,915	30,546	10,009	30,209	121,498	100,000	21,498
MISCELLANEOUS REVENUE	34,746	29,220	34,689	8,893	26,881	125,536	120,000	5,536
Total Revenues	5,405,118	5,456,551	5,439,965	1,876,606	5,551,391	21,853,025	21,467,360	385,665
OPERATORS SALARIES	1,387,685	1,404,459	1,438,824	435,741	1,450,293	5,681,261	5,853,890	-172,629
OPERATIONS SALARIES	350,298	361,497	356,947	102,037	335,587	1,404,329	1,350,690	53,639
DIESEL FUEL EXPENSE	496,902	492,894	454,152	162,742	499,879	1,943,827	1,936,340	7,487
ADVERTISING EXPENSE	52,538	36,754	57,236	10,582	34,836	181,364	226,800	-45,436
CHARTER EXPENSE	217	12,187	12,210	1,360	11,830	36,444	26,760	9,684
TRANSIT ADVERTISING EXP	21,309	21,376	25,650	7,559	22,456	90,791	108,880	-18,089
THE LINK EXPENSE	579	9,668	32,640	0	1,732	44,619	64,540	-19,921
COMMUNITY BUS EXPENSE	32,081	30,597	29,119	8,462	28,060	119,857	97,810	22,047
OTHER	94,067	81,668	76,042	23,904	91,813	343,590	349,750	-6,160
Total Operations	2,435,676	2,451,100	2,482,820	752,387	2,476,486	9,846,082	10,015,460	-169,378
GARAGE SALARIES	551,914	582,087	573,928	162,757	551,186	2,259,115	2,355,740	-96,625
WASH SALARIES	82,659	83,453	81,137	23,272	79,593	326,842	333,410	-6,568
STOCK PARTS	165,904	217,528	171,915	36,909	154,946	710,293	661,390	48,903
BUS LUBRICANTS	25,210	31,268	14,238	3,102	15,485	86,201	100,400	-14,199
TIRE EXPENSE	35,609	18,295	46,496	32,034	40,543	140,943	100,810	40,133
BUILDING & YARDS	45,971	40,029	32,920	24,461	42,768	161,688	149,250	12,438
UTILITIES EXPENSE	142,496	87,654	41,749	47,339	111,215	383,114	365,700	17,414
BUS STOPS & SHELTERS	6,208	7,598	6,369	1,540	10,085	30,260	47,500	-17,240
OTHER	61,318	48,606	46,283	16,509	52,955	209,162	260,010	-50,848
Total Maintenance	1,117,289	1,116,518	1,015,035	347,923	1,058,776	4,307,618	4,374,210	-66,592
ADMINISTRATION SALARIES	229,861	230,245	229,162	70,168	229,477	918,745	916,840	1,905
PAYROLL TAX	52,939	54,320	59,556	17,253	55,901	222,716	220,780	1,936
BENEFITS	280,803	284,512	273,726	76,297	225,851	1,064,892	1,156,220	-91,328
PENSION EXPENSE	602,895	598,143	550,916	110,495	359,833	2,111,787	2,354,520	-242,733
COMPUTER EXPENSE	54,158	45,665	55,570	36,235	77,404	232,797	206,270	26,527

ST. JOHN'S TRANSPORTATION COMMISSION
QUARTERLY RESULTS SUMMARY 2019
 For the Four Quarters Ended December 31, 2019

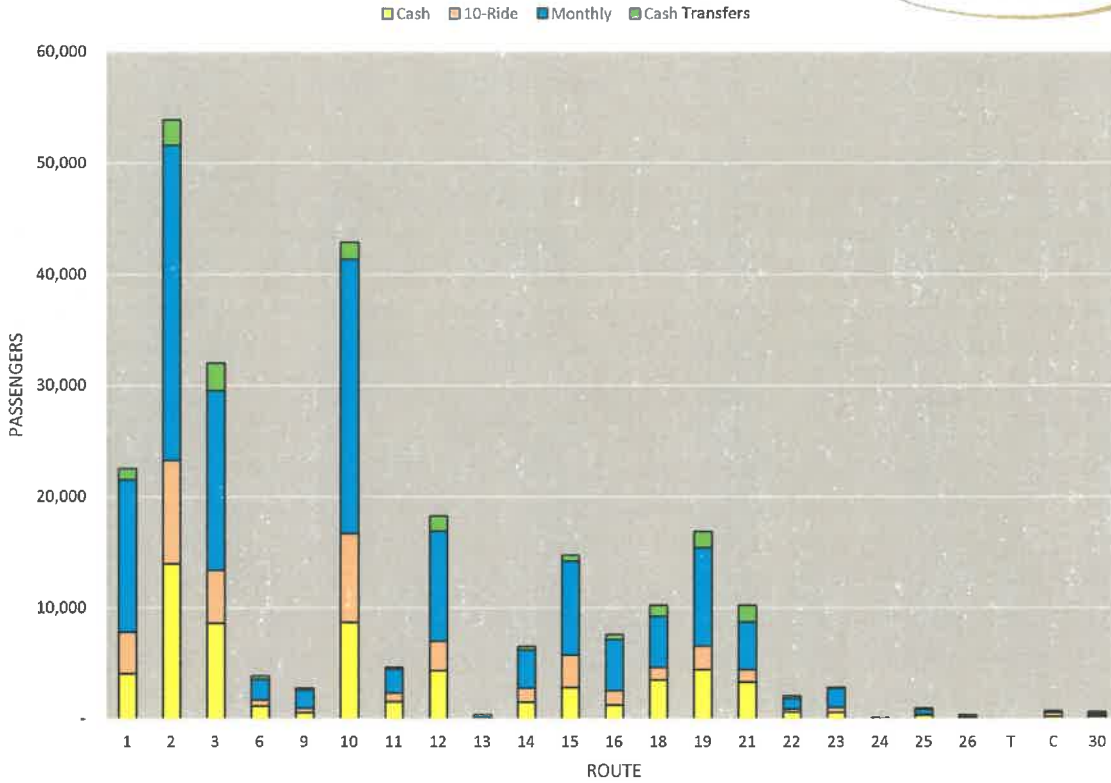


	Q1	Q2	Q3	DEC	Q4	YEAR TO DATE	BUDGET	VARIANCE
FLEET INSURANCE	83,322	83,322	84,322	27,828	84,430	335,396	373,860	-38,464
OTHER	62,695	60,017	61,304	28,874	76,233	260,249	361,310	-101,061
Total Finance & Admin	1,366,673	1,356,224	1,314,556	367,150	1,109,129	5,146,582	5,589,800	-443,218
LOAN INTEREST EXPENSE	54,183	47,557	45,593	14,196	43,205	190,538	218,890	-28,352
BANK LOAN PAYMENTS	303,000	299,500	297,500	531,000	731,000	1,631,000	1,269,000	362,000
Total Debt & Audit Adj	357,183	347,057	343,093	545,196	774,205	1,821,538	1,487,890	333,648
METROBUS Surplus/(Cost)	128,297	185,652	284,461	-136,050	132,795	731,205	0	731,205
SIMC SUBSIDY	1,050,220	1,022,260	984,140	335,130	1,011,920	4,068,540	4,068,540	0
PASSENGER REVENUES	75,414	69,579	73,970	21,292	73,780	292,743	267,400	25,343
TOUNT PEARL ADMIN FEE	22,680	15,400	15,725	5,310	15,870	69,675	66,190	3,485
GOVERNMENT GRANT	23,625	23,625	23,625	7,875	23,625	94,500	94,500	0
Total Revenue GOBUS	1,171,939	1,130,864	1,097,460	369,607	1,125,195	4,525,458	4,496,630	28,828
QMVMT SUBSIDY	1,167,551	1,167,786	1,089,351	360,935	1,184,843	4,609,531	3,987,510	622,021
ADMINISTRATIVE SALARIES	34,415	32,745	32,713	11,265	35,133	135,006	129,790	5,216
PAYROLL TAX	691	654	656	226	706	2,707	2,600	107
BENEFITS	1,920	1,856	1,590	533	1,525	6,891	7,570	-679
PENSION EXPENSE	3,714	3,420	2,983	830	2,598	12,715	14,440	-1,725
COMPUTER EXPENSE	65,949	7,509	9,869	5,127	13,638	96,965	82,520	14,445
OTHER	14,338	19,129	20,561	5,615	18,667	72,695	59,190	13,505
Total Revenue GOBUS	1,288,578	1,233,099	1,157,723	384,531	1,257,110	4,936,510	4,283,620	652,890
LOAN INTEREST EXPENSE	5,421	4,622	4,273	1,363	3,994	18,310	19,010	-700
BANK LOAN PAYMENTS	48,000	48,500	50,500	16,000	47,000	194,000	194,000	0
Total Debt & Audit Adj	53,421	53,122	54,773	17,363	50,994	212,310	213,010	-700
GOBUS Surplus/(Cost)	-170,060	-155,357	-115,036	-32,287	-182,909	-623,362	0	-623,362





TOTAL PASSENGERS BY ROUTE

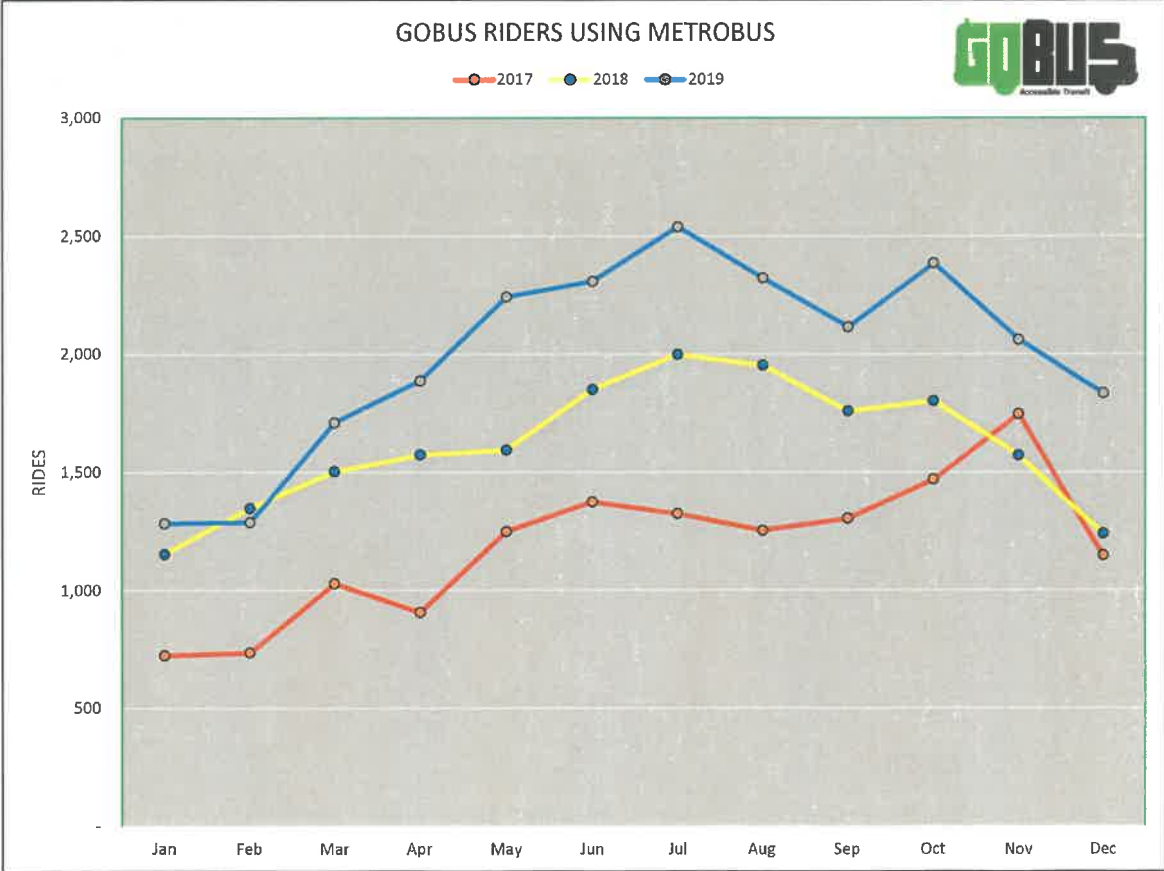
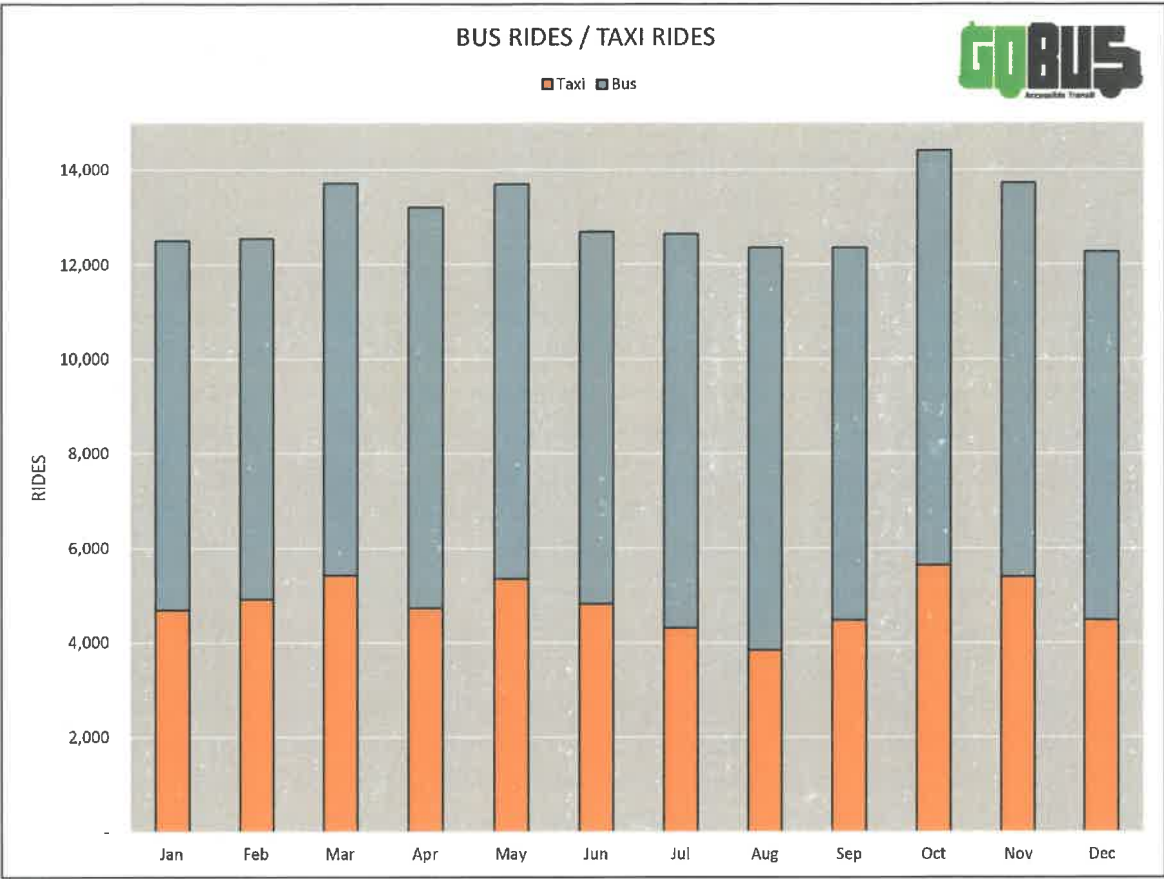


ROUTE	REVENUE HOURS	DIRECT BILLING	REVENUE	COST	RC RATIOS	
					MONTHLY	YTD
1	982.39		\$41,350.29	\$144,116.61	0.29	0.32
2	1,788.45		\$101,663.04	\$262,365.62	0.39	0.37
3	1,355.82		\$58,701.69	\$198,898.79	0.30	0.28
6	285.72		\$7,123.67	\$41,915.12	0.17	0.18
9	238.40		\$4,881.58	\$34,973.28	0.14	0.16
10	1,397.21		\$80,013.85	\$204,970.71	0.39	0.39
11	272.12		\$8,958.43	\$39,920.00	0.22	0.20
12	676.71		\$32,875.98	\$99,273.36	0.33	0.30
13	23.87		\$630.45	\$3,501.73	0.18	0.30
14	390.69		\$12,206.54	\$57,314.22	0.21	0.23
15	687.55		\$27,467.32	\$100,863.59	0.27	0.30
16	423.00		\$13,617.30	\$62,054.10	0.22	0.22
18	478.41		\$18,426.51	\$70,182.75	0.26	0.25
19	712.03		\$30,217.37	\$104,454.80	0.29	0.26
21	436.52	\$61,154.54	\$16,354.39	\$64,037.48	0.26	0.24
22	125.00	\$22,931.41	\$3,483.78	\$18,337.50	0.19	0.20
23	166.00		\$5,274.04	\$24,352.20	0.22	0.19
24	3.63		\$87.83	\$532.52	0.16	0.26
25	81.80		\$1,669.75	\$12,000.06	0.14	0.16
26	16.50		\$603.71	\$2,420.55	0.25	0.36
27	0.00	\$0.00	\$0.00	\$0.00	0.00	0.20
28	137.26	\$8,580.00	\$1,429.30	\$10,262.00	0.14	0.14
30	102.60	\$22,624.69	\$1,041.67	\$15,051.42	0.07	0.08
	10,781.68	\$115,290.64	\$468,078.48	\$1,571,798.41	0.30	0.29

Cost / revenue hour (includes regular debt payments & special pension):

\$146.70

Total Expenses	\$1,467,460
Debt Interest	\$14,196
Debt Payment	\$99,000
Debt Payment (Additional)	\$432,000



DECISION/DIRECTION NOTE

Title: Streets Rehabilitation Program Contract #2
Date Prepared: May 26, 2020
Report To: Committee of the Whole
Councillor and Role: Councillor Ian Froude, Public Works & Sustainability
Ward: N/A

Decision/Direction Required:

Direction is required on the allocation of capital funds for the Grind & Patch component of the 2020 Streets Rehabilitation Program Contract #2.

Discussion – Background and Current Status:

The 2020 Streets Rehabilitation Program is divided into two separate contracts. Contract #1 generally covers the east end of the City and was awarded at the May 25 Regular Meeting of Council. Contract #2 generally covers the west end of the City and the tender was scheduled to close on May 27 but has been extended to May 28 to allow Council time to review this recommendation and provide direction. The Rehabilitation Program uses various methods to enhance and preserve city streets as well as prolong their useful lives before more costly repairs are required. The Grind & Patch component of the program falls into the latter category. The majority of the contract is funded from a Multi-Year Capital Works cost sharing program with the provincial government, however the Grind & Patch component is funded from the City's capital out of revenue budget giving Council discretion on this portion of program spending.

As Council is currently reviewing its capital budget to determine if priorities have shifted since the budget was first announced earlier this year, Council may wish to review the funds allocated to Grind & Patch in this program. The pretender estimate for the Grind & Patch component of Contract #2 is approximately \$360,000 and includes the following streets, in whole or in part:

Bay Bull's Road	Brookfield Road
Columbus Drive	Cowan Avenue
Doyle's Road	Main Road
Old Petty Harbour Road	Pearltown Road
Petty Harbour Road	Ruby Line
Southlands Boulevard	Teakwood Drive
Topsail Road	Waterford Bridge Road

The Grind & Patch program is important to avoid premature deterioration of streets by removing and replacing deteriorated sections before they worsen. This not only improves the



rideability of a street but also extends its life before more costly rehabilitation methods are required or the street must be completely reconstructed. Failure to undertake this type of preventative maintenance will increase future rehabilitation costs, will increase the City's costs for pothole repair and add to the wear and tear on vehicles.

If Council wishes to reduce the spending on Grind & Patch, staff will further extend the tender closing date and modify the scope of work as directed.

Key Considerations/Implications:

1. Budget/Financial Implications:
Council is reviewing its capital spending priorities. There is approximately \$360,000 allocated to Grind & Patch in the 2020 Streets Rehabilitation Program Contract #2.
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions/Adopted Plans:
This aligns with the strategic direction of being Fiscally Responsible.
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications:
The tender may have to be extended and the scope of work modified. This can be done if done prior to the scheduled closing date of May 28.
9. Information Technology Implications: N/A
10. Other Implications: N/A

Recommendation:

That Council maintain the previously approved level of spending for Grind & Patch.

Prepared by: Jason Sinyard

Approved by: N/A

INFORMATION NOTE

Title:	Community Gardens Operating on City Land COVID-19 Guidelines
Date Prepared:	May 11, 2020
Report To:	Regular Meeting of Council
Councillor and Role:	Councillor Jamie Korab, Community Services
Ward:	N/A

Issue: As per the Provincial decision to allow community gardens to open during Covid-19 Pandemic, the City of St. John's can support *Access to Healthy Food* and *the production of local foods*, as outlined in [Envision St. John's Municipal Plan](#) by using best-practice safety regulations and guidelines that allow for safe use of community gardens on city-land.

Discussion – Background and Current Status:

The Covid-19 Pandemic and the resulting closures has made it challenging for some individuals and families to access quality, affordable food. As highlighted in the [Envision St. John's Municipal Plan](#), urban agriculture projects, like community gardens, “*contributes to the local economy, improves access to healthy foods and contributes to population health*”.

Nationally, municipalities and provinces are allowing community gardens to open for the 2020 growing season. Currently, British Columbia, Alberta, Ontario, Quebec, New Brunswick, and most recently Newfoundland and Labrador, have all permitted community gardens to open. While at the same time, local governments are navigating how to provide safe access to community gardens on city-land during the Covid-19 Pandemic.

As a result of the Covid-19 pandemic, stakeholders and leaders working in food security nationally have come together to form, [Food Communities Network](#), which has released detailed '[Covid-19 Recommendations for Community Gardens](#)'. This document is a detailed resource on how to continue to operate community gardens safely, while abiding by national public health measures to protect the health and safety of gardeners and residents alike. Certain municipalities, such as the City of Victoria, are taking it a step further, by reprioritizing city staff to grow seedlings in municipal nurseries and greenhouses to be distributed during the 2020 growing season, and have released '[Best Practices for Community Gardens during Covid-19](#)'. While, the City of Edmonton, published [specific guidelines and regulations for community gardens on city-land](#) to ensure safe gardening during Covid-19. And, Toronto Public Health has released, [Covid-19 Guidance for Community and Allotment Gardens](#) with a [Community and Allotment Garden Declaration](#) that asks all gardeners and garden managers to read and sign to demonstrate their willingness to act in accordance with the guidelines.

ST. JOHN'S

Locally, the [St. John's Food Policy Council](#) released a two-pager on [Community Garden Guidelines during Covid-19](#). This two-pager was created through consultations with the St. John's Food Policy Council membership, several community garden organizers, and Eastern Health staff. This document shares important information on: Creating a Covid-19 Garden Plan; Gardening Together, but Apart; Being Prepared & Staying Engaged; Additional Supports, Templates, and Best Practices.

The aforementioned resources were used to create the attached ***City of St. John's: Requirement, guidelines, and best-practices for community gardens on city-land during Covid-19.***

The compiled requirements, guidelines, and best-practices will ensure:

- The safe use of community gardens during the Covid-19 pandemic
- Support for local food security efforts
- Increase the local production of foods

This document can be shared through City of St. John's networks and with community gardens operating on city-land. It is an added resource to protect the safe operation of community gardens, while municipal decision-makers navigate the newly released 'easing of restrictions' and the provincial Covid Alert System.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Partners or Other Stakeholders: Internal partners include, Public Works & Parks, Community Services, Legal Division, and Planning, Engineering and Regulatory Services.
External partners include, the St. John's Food Policy Council, Food First NL, Eastern Health, the Province of Newfoundland and Labrador, and other community gardens in the City of St. John's.
3. Alignment with Strategic Directions/Adopted Plans: Alignment with Strategic Directions/Adopted Plans: This project is in line with the new *Envision St. John's Municipal Plan* to support community gardens, highlighted under Chapter 4 – Healthy Neighbourhoods (4.5 Access to Healthy Food). This project also supports one of the four key strategic directions as identified in the Strategic Plan, "A Connected City" as this supports safe use of community gardens in community and neighbourhoods during this challenging social/physical time of distance.
4. Legal or Policy Implications: Two of the existing community gardens on city-land (Eric St. Community Garden; Cavell Park Community Garden) are operating on a lease of land from the City of St. John's. Since these gardens operate on city-land, the guidelines will be shared with community garden committees, who will be asked to enforce these guidelines.
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: Engagement and Communications Considerations: City of St. John's: Requirement, guidelines, and best-practices for community

gardens on city-land during Covid-19 will need to be added to the City web site and shared with community garden committees.

7. Human Resource Implications: No additional Human Resources will be needed for this project.
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

Conclusion/Next Steps:

- Share the guidelines, regulations and best-practices with community garden committees that are operating on city-land and request that they sign a waiver of understanding.
- Work with communications to share the guidelines through City of St. John's websites and social media pages.
- Connect with other communities, and other gardens, and offer the guidelines as an added resource for safe gardening during the Covid-19 Pandemic.

Prepared by:
Bruce Knox - Healthy Communities & Leadership Fieldworker

Date:
May 04, 2020

Reviewed by:
Natalie Godden – Manager, Family & Leisure Services
Brian Head – Manager, Parks & Open Spaces
Cheryl Mullett – City Solicitor

Date:
May 04, 2020
May 04, 2020
May 08, 2020

Report Approval Details

Document Title:	Community Gardens Operating on City Land - COVID-19 Guidelines.docx
Attachments:	- Community Garaden COVID-19 Guidlines and Waiver.docx
Final Approval Date:	May 12, 2020

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

Tanya Haywood - May 12, 2020 - 3:57 PM

City of St. John's: Requirement, guidelines, and best-practices for community gardens on city-land during Covid-19

Community gardens are healthy community assets that support peoples' access to healthy foods, build community and social connections, and support overall wellness. The City of St. John's recognizes the important role that community gardens have in helping people become more food secure and stretch their food dollars.

During the Covid-19 pandemic, it is important for community garden committees, volunteers, and gardeners to understand and know how to operate their gardens safely. This means changing how we organize our gardens based on new public health guidelines. The Covid-19 Pandemic is continuously evolving, so we encourage all gardens to stay up to date on new public health regulations and monitor the following resources to keep everyone safe.

[Government of NL – Covid-19](#)

[Government of NL – Public Health Orders](#)

[Government of NL – Life with Covid-19 Alert Level System](#)

To protect the health and safety of everyone, while still recognizing the important role that community gardens have in our neighbourhoods, the City of St. John's has created this guide of requirements, guidelines, and best-practice information. **These requirements and guidelines apply to community gardens that operate in city parks, and on city-land.** If a garden committee does not have capacity to follow these requirements and guidelines, then they must not open until public health orders have been lifted. **Safety is the number one priority.**

Community garden requirements and guidelines for safe gardening:

- Community garden committees must comply with [Government of NL – Public Health Orders](#) – these public health orders apply to all public spaces, including parks and community gardens.
- Community garden committees must tape off, or remove if possible, any public benches and/or picnic tables in the vicinity of the community garden.
- Community garden committees are expected to create a garden access plan that tracks garden use by their gardeners and make the plan available to all gardeners.
 - This plan should enforce the provincial Public Health Guidelines for 'physical distancing' (Stage 4: Maximum 10 people, and a minimum of 2 metres between gardeners at all times; Stage 3: Maximum 20 people, and a minimum of 2 metres between gardeners at all times).

- Consider creating an online sign-up sheet that allocates time slots for gardeners to be in the garden (Or connect with gardeners via phone if they have difficulty using or do not have access to a computer/internet)
 - This includes communicating that when gardeners observe that the garden is at capacity, that they refrain from entering the space until the limit allows.
 - If required, schedule gardeners on when they can safely tend to their plot.
 - Describe how the community garden committee will monitor the use of the garden.
 - Provide handwashing supplies and require that gardeners wash their hands before and after leaving the community garden (or ask that gardeners bring handwashing/sanitizing supplies from home, for personal use only).
 - Identify common touch points and include guidance, such as sanitizing common touch points after use, touching as few surfaces as possible, and wearing gloves. Follow guidelines for [cleaning and disinfecting public settings](#).
 - Ask that gardeners bring their own gardening tools and equipment from home, when possible, and only use shared tools when required (use gloves and wash/sanitize after use). Tools from home should be brought home when gardeners leave – including use of personal watering cans.
 - Gardeners are asked to dispose of all garbage, and when no garbage disposals are available, to take garbage and waste home when gardeners leave.
 - Specify that the garden is not to be used for socializing and is to be used only for the purpose of gardening.
- Consider adapting, or creating, the code of conduct for gardeners and ask that they sign an agreement to abide by the garden committees' garden access plan and related Covid-19 Public Health Orders (like physical distancing and staying home if you are sick).
 - Any gardener that refuses to abide by the plan and Public Health Orders should be asked to leave until they can abide by the plan.
 - Install signage at each entrance that includes:
 - Informing the public that the garden is for use for gardeners only and is closed to the public.
 - Ask anyone showing symptoms to not enter the garden space and to return home and isolate as per provincial public health orders.

Community garden best-practice information for Covid-19:

There are a number of best-practice guides being released for safe gardening during Covid-19, including a guide developed by the St. John's Food Policy Council which should be reviewed for more information. Some considerations of note include:

- In-person meetings, gatherings or events, and work-days should not be held during the 2020 gardening season (unless the garden committee can safely do so abiding

by physical distancing) – registration, meetings, etc should be moved online (if possible) or postponed.

- Encourage gardeners to consider to “grow a row” to share with friends, family, or to donate to a local food bank or other local community organization or charity.
- Follow good hygiene to prevent Covid-19 by: washing hands often with soap and water for at least 20 seconds; avoid touching eyes, nose or mouth; cough and sneeze into your sleeve or elbow; practice physical distancing of two metres (6-8 feet), even if you have no symptoms; stay at home if you are sick; if you are showing signs of symptoms or have been out of the country, please stay at home and do not enter community gardens.
 - Include reminders and [other prevention resources](#) of good hygiene, such as [hand washing flyers](#), or what physical distancing (two metres) looks like, such as using markers.
- Communicate regularly with gardeners to remind them of safe gardening practices, organize monthly online meetings, connect on social media/by phone/or email, and share credible public health information (such as [myth-busting information about Covid-19](#)).
- Garden committees can seek way to prioritize new garden space for people who are facing food security challenges or other income related barriers to accessing food, whenever possible.
- For gardeners who choose to not garden this year, because of Covid-19, garden committees can give their plot to someone else, with clear communication with the previous and new gardeners that this is only temporary for the 2020 season.
 - This could be a good time to create space for equity-focused groups who have barriers accessing garden plots.

City of St. John's Community Garden Use Waiver

Waiver for community garden members

I, _____ (full name) confirm that I have read and understand the *“City of St. John’s: Requirement, guidelines, and best-practices for community gardens on city-land during Covid-19”*. I agree to the requirements and guidelines, and I understand what my responsibilities are in order to keep a safe community garden environment. By signing this waiver, I will adhere to the guidelines and requirements.

Print Name:

Signature:

Date:

Waiver for community garden managers/committees

I, _____ (name of garden committee) confirm that we have read and understand the *“City of St. John’s: Requirement, guidelines, and best-practices for community gardens on city-land during Covid-19”*. We agree to the requirements and guidelines, and we understand what our responsibilities are in order to keep a safe community garden environment.

By signing this waiver, we agree to adhere to the guidelines and requirements and to communicating these guidelines and requirements to all community garden members. We also confirm that all community gardeners at our garden are aware of the requirements, guidelines, and best-practices to keep a safe environment and agree to enforce these guidelines and requirements as part of our responsibilities as the garden committee.

Print Names:

Signatures:

Date:

It is required that community garden committees return this, and an individually signed form for each gardener from their community garden. Upon completion, please share these forms with healthycommunities@stjohns.ca

DECISION/DIRECTION NOTE

Title: Regular, Special and COTW Meetings – Summer Schedule
Date Prepared: May 21, 2020
Report To: Committee of the Whole
Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities
Ward: N/A

Decision/Direction Required:

Seeking Council approval to implement the bi-weekly summer schedule for Regular, Special and Committee of the Whole (COTW) meetings.

Discussion – Background and Current Status:

On March 17, 2020, resulting from COVID-19, the COTW meetings were temporarily suspended and the Regular and Special Meetings of Council moved from weekly to bi-weekly. The City is reconvening COTW meetings beginning Wednesday, March 27, 2020 and will continue with bi-weekly meetings of Regular and Special.

As per Section 39(1) of the City of St. John’s Act cited below, weekly meetings are not required during the months of July and August:

39. (1) There is to be a meeting of the council for consideration of the general business of the city at least once a week, except during the months of July and August.

Based on the above, the following is the proposed schedule moving forward, up to and including the summer months.

Regular/Special Meetings	Committee of the Whole Meetings
<ul style="list-style-type: none">Monday, June 8, 2020Tuesday, June 23, 2020Monday, July 6, 2020Monday, July 20, 2020Tuesday, August 4, 2020Monday, August 17, 2020Monday, August 31, 2020	<ul style="list-style-type: none">Wednesday, June 10, 2020Wednesday, June 24, 2020Wednesday, July 8, 2020Wednesday, July 22, 2020Wednesday, August 5, 2020Wednesday, August 19, 2020Wednesday, September 2, 2020

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
 - Council and Staff
 - General Public
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications:
 - City of St. John's Act
5. Privacy Implications: N/A
6. Engagement and Communications Considerations:
 - Meeting schedule is available publicly
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

Recommendation:

That Council approve the proposed summer schedule for Regular, Special and Committee of the Whole (COTW) meetings.

Prepared and Approved by: Elaine Henley, City Clerk

ST. JOHN'S

Report of Built Heritage Experts Panel

May 13, 2020
12:00 p.m.
Virtual

Present: Glenn Barnes, Chairperson
Bruce Blackwood, Contractor
Garnet Kindervater, Contractor
Dawn Boutilier, Planner
Rachel Fitkowski, Landscape Architect
Mark Whalen, Architecture
Ken O'Brien, Chief Municipal Planner
Ann Marie Cashin, Heritage and Urban Planner
Rob Schamper, Technical Advisor

Staff: Maureen Harvey, Legislative Assistant

5 Church Hill, Roof Deck

The City has received an application for a roof deck, located at the rear of the dwelling at 5 Church Hill. The subject property is located within Heritage Area 1, the Commercial Downtown District of the St. John's Municipal Plan and is zoned Commercial Central Mixed Use (CCM). The building is not designated by Council as a Heritage Building.

As per Section 5.9.4 Heritage Area Standards (Table) of the St. John's Development Regulations, roof decks are not permitted in Heritage Area 1 unless they are an original feature of the structure. The roof deck proposed is not original to the structure and will be located on an extension at the rear of the dwelling. The rear of the property is adjacent to a neighbouring parking lot, does not face a public street and is not clearly visible from Henry Street. For design elements that do not meet the Heritage Area Standards, Council may approve the design through a comprehensive design package submitted by the applicant.

In addition to the application at hand, staff requested the Built Heritage Expert Panel's recommendation on roof decks in Heritage Area 1 in general, i.e. if changes to this regulation may or may not be required.

Discussion took place with agreement as follows:

- there is a need for a definition for roof deck
- an exception is warranted in considering this application as the proposed deck is not on the top roof and will not impede the views of neighboring properties.

It was agreed that the following recommendation be forwarded to Council for consideration.

Recommendation

Moved By Bruce Blackwood

Seconded By Mark Whalen

That the Built Heritage Experts Panel recommend approval of the application to construct a roof deck at 5 Church Hill as proposed.

CARRIED UNANIMOUSLY

GLENN BARNES, CHAIR

DECISION/DIRECTION NOTE

Title: 5 Church Hill – Application for a Roof Deck

Date Prepared: May 19, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Planning & Development

Ward: Ward 2

Decision/Direction Required:

To seek approval for a roof deck, located at 5 Church Hill.

Discussion – Background and Current Status:

The City has received an application for a roof deck, located at the rear of the dwelling at 5 Church Hill. The subject property is located within Heritage Area 1, the Commercial Downtown District of the St. John's Municipal Plan and is zoned Commercial Central Mixed Use (CCM). The building is not designated by Council as a Heritage Building.

As per Section 5.9.4 Heritage Area Standards (Table) of the St. John's Development Regulations, roof decks are not permitted in Heritage Area 1 unless they are an original feature of the structure. The roof deck proposed is not original to the structure and will be located on an extension at the rear of the dwelling. The rear of the property is adjacent to a neighbouring parking lot, does not face a public street and is not clearly visible from Henry Street. For design elements that do not meet the Heritage Area Standards, Council may approve the design through a comprehensive design package submitted by the applicant.

As the roof deck will not be clearly visible from the street and will provide an outdoor space where rear yards are limited, staff agree with the Built Heritage Expert Panel's recommendation to approve the roof deck at 5 Church Hill, as proposed.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: *A Sustainable City* – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications: Not applicable.
5. Privacy Implications: Not applicable.

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6. Engagement and Communications Considerations: Not applicable.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That Council approve the roof deck at 5 Church Hill, as proposed.

Prepared by: Ann-Marie Cashin, MCIP, Planner III – Urban Design & Heritage

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

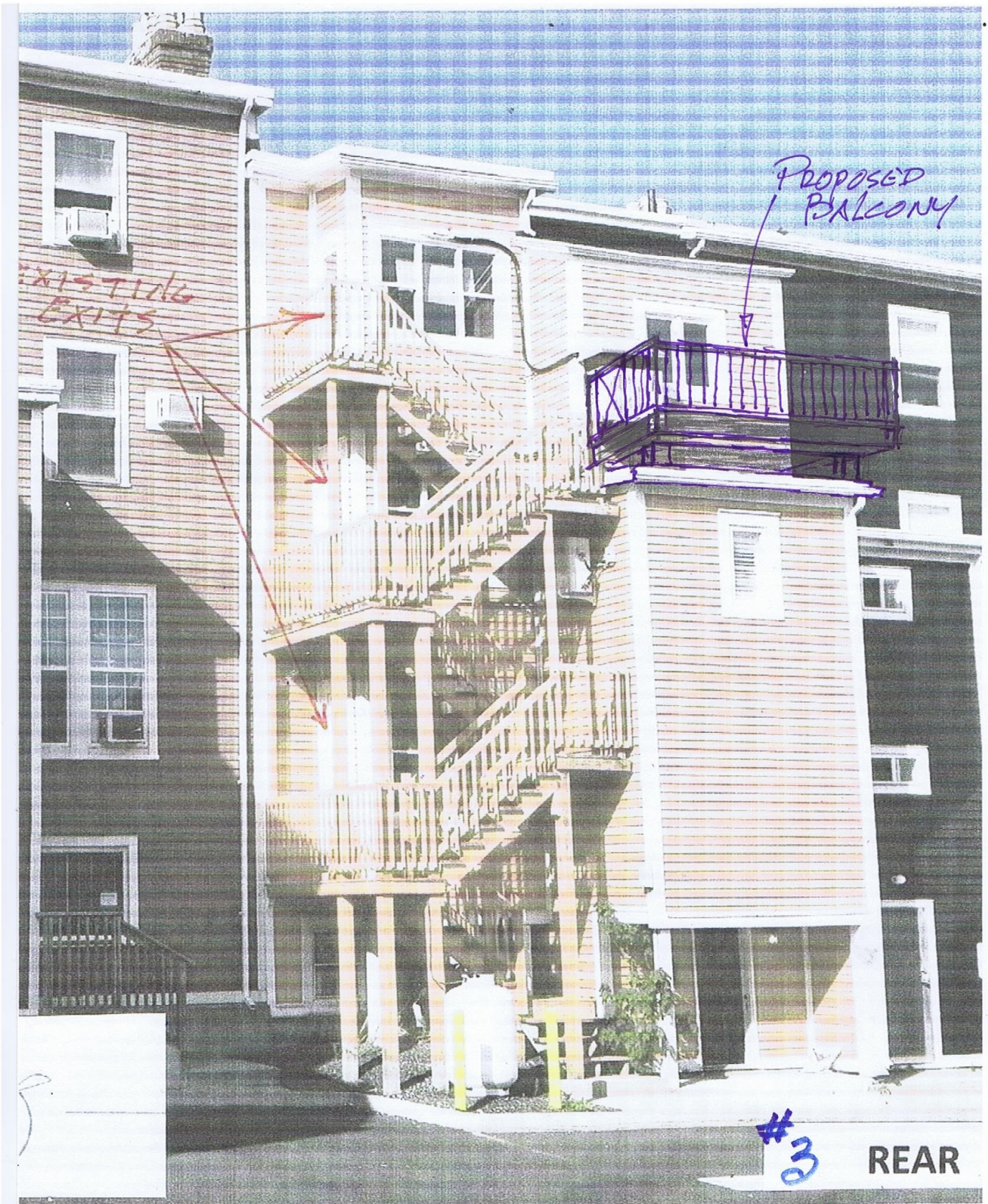
Report Approval Details

Document Title:	5 Church Hill - Application for a Roof Deck.docx
Attachments:	- 5 Church Hill - Attachments.pdf
Final Approval Date:	May 21, 2020

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

Ken O'Brien - May 20, 2020 - 8:52 PM

Jason Sinyard - May 21, 2020 - 10:39 AM





REMOVE WINDOW REPLACE WITH PATIO DOOR

outline of EXISTING BUILDING

2x4 (PT) SPINDLES @ 4" o/c

2x6 (PT) CAP

4x4 pt WOOD POSTS

4'0"

1 1/4" x 6" (PT) DECK

6"

2x8 (pt) Ledger Fastened to wall studs using 2-127mm LedgerLOK Screws per Stud

2x8 (pt) joists spaced 12" c/c. maximum cantilever of 2'.

2x6 (pt) Sleeper Blocking to be fastened to roof joists using 200mm long TimberLOK screws into each roof joist. Maximum number of plies for sleepers is 3.

outline of EXISTING BUILDING

SECTION "A" THRU BALCONY

SCALE: 1/2" = 1'-0" DATE: Apr/2020

Handwritten signature

#4

NOTE: STRUCTURAL DETAILING TO BE CONFIRMED BY STRUCTURAL ENGINEER (PEAK ENGINEERING)

