AGENDA

Committee of the Whole

Wednesday, November 1, 2017
9 am
Foran Greene Room
4th Floor, City Hall
AGENDA
COMMITTEE OF THE WHOLE
November 1, 2017 – 9 a.m. – Foran/Greene Room, 4th Floor, City Hall

1. Call to Order

2. Approval of the Agenda

3. Adoption of the Minutes
   a. Planning & Development Standing Committee Minutes – September 14, 2017
   b. Finance & Administration Standing Committee Minutes – September 12, 2017
   c. Police & Traffic Standing Committee Minutes – June 22, 2017
   d. Community Services & Housing Standing Committee Minutes – July 25, 2017
   e. Public Works Standing Committee Minutes – September 7, 2017

4. Delegations
   a. Mr. Seamus O’Keefe re: Decision Note - New Year’s Eve 2017 Celebrations 2017
   b. Mr. Philip Pratt, Mr. Craig Dobbin Jr and Ms Lisa Dobbin re: 180, 182 and 184 Signal Hill Road – Proposed Dwelling and Crown Land Grant Referral.
   c. Mr. Randy Ring re: - 30 and 36 Barrow’s Road – Rezoning from Open Space (O) Zone to Residential Quidi Vidi (RQ) Zone for Two Single Detached Dwellings

5. Business Arising

6. New Business

1. Finance and Administration/Lead – Councillor Dave Lane
   Consent Agenda
   Items for Discussion
      a) Decision Note re “User Fees for Non-profit and Community Groups – Foran/Greene Room” dated October 24, 2017

2. Public Works & Sustainability/Lead – Councillor Ian Froude
Consent Agenda

Items for Discussion

3. **Community Services & Events/ Lead – Councillor Jamie Korab**

Consent Agenda

Items for Discussion

d. Mayor’s Advisory Committee on Youth Report – September 19, 2017

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4. **Housing/Lead – Councillor Hope Jamieson**

Consent Agenda

Items for Discussion

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5. **Economic Development, Tourism & Culture/Lead – Deputy Mayor Sheilagh O’Leary**

Consent Agenda

Items for Discussion

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6. **Governance & Strategic Priorities/Lead – Mayor Danny Breen**

Consent Agenda
7. Planning & Development/Lead – Councillor Maggie Burton

Consent Agenda

Items for Discussion

a. 55 Charter Avenue – Text Amendment to allow Semi-detached Swellings as a Discretionary Use in the Apartment Low Density (A1) Zone

b. Decision Note – Development Fees – Agriculture and Farm Related Buildings

8. Transportation/Lead – Councillor Debbie Hanlon

Consent Agenda

Items for Discussion

a. Decision Note re: Bike St. John’s Advisory Committee – Terms of Reference

b. Decision Note re: Rennie’s River East Traffic Pattern Review

7. Other Business

8. Adjournment
MINUTES
PLANNING & DEVELOPMENT COMMITTEE MEETING
September 14, 2017 – 12:00 p.m. – Conference Room A, 4th Floor, City Hall

Present: Councillor T. Hann (Chair)
         Councillor S. O’Leary
         Councillor S. Hickman (arrived at 12:07)
         Jason Sinyard, Deputy City Manager of Planning, Engineering &
         Regulatory Services
         Ken O’Brien, Chief Municipal Planner
         Ann-Marie Cashin, Planner III – Urban Design and Heritage
         Dave Wadden, Manager – Development Engineering
         Brian Head, Manager – Parks & Open Spaces
         Kathy Driscoll, Legislative Assistant

Others: Danny Williams – Dewcor
        Craig Hippern – Dewcor

ADOPTION OF AGENDA

Moved – Councillor O’Leary; Seconded – Councillor Hann

That the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Moved – Councillor O’Leary; Seconded – Councillor Hann

That the minutes of July 18, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING

Progress of Galway/Glencrest Development (verbal update)

The Manager of Development Engineering spoke to the above noted. He advised twenty
three building permits had been issued to date (22 residential and 1 industrial). The
roundabout review and Costco review were moving forward

The detention pond by the Trans-Canada Highway was expected to be completed by the
end of September. This will conclude the storm water management construction in Stage
1 for the year. Other smaller stages of the project are ongoing and noted things were
progressing in order overall.
The Chair asked where the development stood and enquired into follow-up between staff and Dewcor. The Deputy City Manager of Planning, Engineering and Regulatory Services advised issues were being addressed daily through ongoing correspondence.

The Chair allowed Mr. Danny Williams of Dewcor, an observer, to speak to the development. Mr. Williams expressed concerns with development progress. Staff advised their intent was to meet with Dewcor on September 18, 2017 to hold discussions.

NEW BUSINESS

Rezoning from Residential Low Density (R1) Zone to Residential Medium Density (R2) Zone – 571 Empire Avenue

The Committee discussed the above noted.

Moved – Councillor Hickman; Seconded – Councillor O’Leary

The Committee recommends that Council consider the rezoning application for 571 Empire Avenue, from the Residential Low Density (R1) Zone to Residential Medium Density (R2) Zone be considered, and the application be advertised for public review and comment. Upon completion of this process, the amendment would then be referred to a future Regular Meeting of Council for consideration of adoption.

CARRIED UNANIMOUSLY

Interpreting the Zone Lines for 750 and 760 Kenmount Road H3 Development

The Committee considered the above noted for information purposes. Recently H3 Development changed the development plan causing a conflict with the zones. The developer wishes to go deeper into the site with commercial highway-related land uses and therefore requires that the CH Zone be extended deeper back from Kenmount Road. Staff from both Planning and Development as well as Legal have reviewed the matter and have no objection.

Date of Next Meeting

The next meeting is scheduled for Tuesday, October 17, 2017 at 12:00 p.m. in Conference Room A.

Adjournment

The meeting adjourned at 12:36 p.m.

Councillor Tom Hann
Chairperson
CALL TO ORDER/ADOPTION OF AGENDA/MINUTES

 Moved – Deputy Mayor Ellsworth; Seconded – Councillor Tilley

 That the agenda be adopted as presented.

 CARRIED UNANIMOUSLY

 Moved – Deputy Mayor Ellsworth; Seconded – Councillor Tilley

 That the minutes of July 11, 2017 be adopted as presented.

 CARRIED UNANIMOUSLY

BUSINESS ARISING

NEW BUSINESS

a. Information Note dated September 7, 2017 re Corporate Strategic Plan

Victoria Etchegary provided a mid-year update on the 2015-2018 Strategic Plan.
b. Decision Note dated August 28, 2017 re: User Fees for Non-Profit and Community Groups – Foran/Greene Room

Item to be deferred to the next Finance and Administration Standing Committee Meeting.

c. Decision Note dated July 28, 2017 re: Increase in Low Value Purchase Order Threshold

The committee discussed the above noted.

Recommendation
Moved – Deputy Mayor Ellsworth; Seconded – Councillor Hann

Council approved the increase in the Low Value Purchase Order threshold.

CARRIED UNANIMOUSLY

d. Decision Note dated September 5, 2017 re: Final 2016 Cash Report

The Committee discussed the above noted report.

Recommendation
Moved – Deputy Mayor Ellsworth; Seconded – Councillor Hann

Council adopted the final 2016 cash statement.

CARRIED UNANIMOUSLY

e. Discussion re: the request to fly the Pink, White & Green Newfoundland Flag

Item to be deferred to the next Finance and Administration Standing Committee Meeting

f. Discussion re: article of Edmonton City Council Adopting First-in-Canada Parental Leave Plan

Item to be deferred to the next Finance and Administration Standing Committee Meeting
ADJOURNMENT

There being no further business, the meeting adjourned at 12:36 pm

Councillor Jonathan Galgay, Chair
Finance & Administration Committee
Call to Order

Approval of the Agenda

Moved – Councillor O’Leary; Seconded – Councillor Hann

That the agenda be adopted as presented with the following additions:

- Duckworth Street Apartment Building – Request to adjust commercial loading zone
- Chase the Ace in the Goulds

CARRIED UNANIMOUSLY

Adoption of the Minutes

Minutes of April 6, 2017

Moved – Councillor O’leary; Seconded – Councillor Hann

That the minutes of April 6, 2017 be adopted.

CARRIED UNANIMOUSLY

4. NEW BUSINESS

a. Decision Note dated June 8, 2017 re: Request install an All Way Stop at
Cookstown Road @ Cabot St/Saunders Pl.

The Committee discussed the above noted due to safety concerns.

**Recommendation**
Moved – Councillor Hann; Seconded – Councillor O’leary

Install the All Way Stop resulting in the potential loss of one parking space.

CARRIED UNANIMOUSLY

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b. Decision Note dated June 8, 2017 re: Request to Extend Residential Permit Area on Pilot’s hill

The Committee considered the above noted decision note addressing parking issues in the area.

**Recommendation**
Moved – Councillor Hann; Seconded – Councillor Hickman

To extend the residential permit area for this block. 2 spaces in total

CARRIED UNANIMOUSLY

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c. Decision Note dated June 8, 2017 re: University Avenue – St. Andrew’s Elementary – New Parking Restriction

The Committee discussed the above noted new parking restrictions.

**Recommendation**
Moved – Councillor O’leary; Seconded Councillor Hann

That the City install the new restriction as requested

CARRIED UNANIMOUSLY

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d. Decision Note Dated June 8, 2017 re: Winter Avenue – No Access from King’s Bridge Road

The Committee discussed the above noted in an effort to deter speeding and shortcutting issues on Winter Avenue.

**Recommendation**
Moved – Councillor O’leary; Seconded Councillor Hann
That the City implement the No Access from King’s Bridge on a trial basis, only City & Emergency Vehicles access from King’s Bridge Road, re-evaluate in the fall/winter.

CARRIED UNANIMOUSLY

e. Decision Note Dated June 8, 2017 re: Barnes Road Request for Residential Permit Area

The Committee discussed the above noted due to high traffic volume and parking on streets during events.

Recommendation
Moved – Councillor Hann; Seconded Councillor Hickman

That the City survey area residents to see if they would want this restriction implemented.

CARRIED UNANIMOUSLY

f. Information Note dated June 8, 2017 re: Bannerman Street – Request for Permit Parking

The Committee considered the above noted for information purposes. Parking will remain status quo.

g. Information Note dated June 8, 2017 re: Brother Rice – Crosswalk Relocation Request

The Committee discussed the above for information purposes. The Crosswalk has been relocated.

h. Information Note dated June 8, 2017 re: Exeter Avenue – Do Not Enter

The Committee discussed the above information note.

A letter will be sent to residents advising them that entering via Elizabeth Avenue is not permitted and the RNC will ticket accordingly. Parking will remain status quo.
i. **Information Note dated June 8, 2017 re: McNiven Place**

The Committee considered the above information note.

The roadway is designated as 50 kilometres an hour despite the fact there is no signs present. The HTA states:

For enforcement purpose, we follow the NL Highway Traffic Act, which basically states:

S. 110 (2) Except where a higher or lower speed limit is prescribed by this Act or the regulations or by a traffic sign prescribed by the Minister of Works, Services and Transportation or by regulations made by a council, a driver shall not drive a vehicle at a speed greater than

(a) 100 kilometres an hour on paved portions of the Trans-Canada Highway;
(b) 80 kilometres an hour on paved highways other than the Trans-Canada Highway;
(c) 60 kilometres an hour on gravel highways; or
(d) 50 kilometres an hour
   (i) through settlements,
   (ii) [Rep. by 2013 c15 s2]
   (iii) when passing a church, theatre or other place of public assembly or its grounds while people are entering or leaving it.

Street will be assessed for placement of playground area sign.

j. **Information Note dated June 8, 2017 re: Mews Place Parking Restriction**

The Committee discussed the above information note.

A work order has been issued to install New parking Restrictions.

Fitzpatrick's Auction to be notified of change.

k. **Information Note dated June 13, 2017 re: Traffic Calming Update**

The Committee discussed the above for information purposes.

List of Streets to be assessed within the Traffic Calming Program These streets will be counted. Then the street will be assessed based on our Traffic Calming Policy. This list is always evolving with new streets being added as requested.
I. Information Note dated June 8, 2017 re: Whiteway Street – Metrobus Access

The Committee discussed the following for information purposes. The Traffic Division has received a request Metrobus regarding vehicles parked on Whiteway Street impeding the turn on to Rodney Street. Area residents have also complained during events at the Lions Park area.

New parking restriction signs to be installed.

m. Information Note dated June 15, 2017 re: Accessible Pedestrian Signals - APS

The Committee discussed the above for information purposes.

The City currently has two accessible pedestrian locations, namely:

1. Portugal Cove Rd @ Macdonald Dr / Prince Philip Dr
2. Kennas Hill @ The Boulevard / New Cove Rd

The City has two locations that are in the works but damages to underground infrastructure has slowed down the project and they will be resolved this construction season, as follows:

1. Topsail @ Columbus
2. Prince Philip Dr @ Westerland / Clinch Cres

The City has also received additional requests for future consideration such as:

1. Elizabeth @ Westerland
2. Empire @ Ropewalk
3. Freshwater @ Anderson
4. Freshwater @ Empire
5. Torbay @ Newfoundland
6. Torbay @ Macdonald
7. Torbay @ Elizabeth
8. Elizabeth @ Portugal Cove Rd

n. Public Notification – Parking Meter Bagging

The Committee considered the above for information purposes.

o. Information Note dated June 15, 2017 re: Committee Issues Status Report

The Committee discussed the above for information purposes.

The Traffic Division has had numerous requests from various wards. The items listed are either in progress or will be studied in the upcoming months.

The approved left turn restriction exiting East White Hills Road at The Boulevard was discussed. Upon review of traffic volumes it was observed that more traffic was leaving Quidi Vidi Village on The Boulevard (1,908 vehicles over 24 hours) than entering Quidi Vidi Village (936 vehicles over 24 hours).

This directional discrepancy indicates that any shortcutting behavior occurs in the reverse direction to that affected by the approved left turn restriction. As such it is expected that this restriction will have little to no impact on shortcutting behavior through the village.

Staff are currently directed to install the left turn restriction (R2017-03-13/5) and will do so unless this decision is modified by Council following the discussion above.

Duckworth Street Apartment Building – Request to adjust commercial loading zone

A request has been received by the developer of the Duckworth Street Apartment Building being completed to adjust the commercial loading zone to a ten minute loading zone.

Chase the Ace in the Goulds

The Committee discussed the above due to significant traffic flow problems in the area during Chase the Ace.

Events such as this should proceed through SEAC in future. Organizers will be contacted to provide additional traffic control personnel. Roadside message boards to be placed notifying public of traffic disruption.
Adjournment

The meeting adjourned at 1:28 pm.

Councillor Sandy Hickman
Chairperson
MINUTES  
COMMUNITY SERVICES & HOUSING STANDNG COMMITTEE MEETING  
July 25, 2017 – 12:00 p.m. – Conference Room A

Present  
Deputy Mayor Ron Ellsworth, Chair  
Councillor Bruce Tilley  
Councillor Sandy Hickman  
Jason Sinyard, Deputy City Manager, Planning, Engineering and Regulatory Services  
Tanya Haywood, Deputy City Manager, Community Services  
Natalie Godden, Manager, Family & Leisure Services  
Judy Tobin, Manager, Housing  
Kenessa Cutler, Legislative Assistant

CALL TO ORDER/ADOPTION OF AGENDA

Moved – Councillor Hickman; Seconded – Councillor Tilley

That the agenda be adopted as presented with the following additions:

- Lawn Bowling
- International Youth Day

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Moved – Councillor Hickman; Seconded – Councillor Tilley

That the minutes of June 29, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING

NEW BUSINESS

Decision Note dated July 11, 2017 re: R.E.A.L. Program Steering Committee Revitalization

Natalie Godden spoke to the above listed. She explained that with funding changes, the R.E.A.L. Program Steering Committee needs to change its focus to fundraising and act as a working committee with actively contributing members.

Moved – Councillor Hickman; Seconded – Councillor Tilley
That the Committee recommends creating a revised R.E.A.L. Steering Committee as per attached Terms of Reference.

CARRIED UNANIMOUSLY

Decision Note dated July 17, 2017 re: Rental Increase for Lower End of Market Units
Judy Tobin, spoke to the above listed and outlined the proposed rental increase for lower end of market units. She stated that the proposed rental increase is in line with CMHC research.

Tanya Haywood inquired about the CMHC rates and asked if the research predicts a trend for what can be expected in the coming years. Judy stated that there are no trends indicated, but vacancy rates are increasing and overall rates are going down.

Moved – Councillor Hickman; Seconded – Councillor Tilley

That the Committee recommends that rental rates remain the same for LEMS in 2018.

CARRIED UNANIMOUSLY

Decision Note dated July 5, 2017 re: City of St. John’s Housing Needs Study
Judy Tobin presented the above noted decision note.

Moved – Councillor Tilley; Seconded – Councillor Hickman

That the Committee recommends that Council support the request to use the unused $10,000 from a Housing Catalyst Grant to put towards a Housing Needs Study. Depending on the final amount to be contributed by CMHC, we may also approach other partners to see if they would have any funding to contribute to the Study.

CARRIED UNANIMOUSLY

Decision Note dated July 19, 2017 re: End of Operating Agreements
Judy Tobin presented the above listed. She explained that the operating agreements for 4 projects areas 179-229 Forest Road, 15-39 Cuckhold’s Cove Rd, Infill 1982, Rawlins Cross are coming to an end and with that there is an opportunity to modify the agreements. Judy stated that the City does not income test once a tenant moves in, allowing the tenant to increase their income without seeing an increase in rent. The attached decision note proposes that tenants be income tested annually and have their rent adjusted appropriately.
The addition of annual income testing will ensure all tenants who have not been income tested since original move in are housed appropriately according to current income. The proposed change is that a tenant will now pay the greater of either their current rental rate or 25% of net income (both are POU). Rental rates for new tenants will also be charged based on 25% net income POU.

Moved – Councillor Hickman; Seconded – Councillor Tilley

That the Committee recommends that as LEMs expire the City will introduce annual income testing.

CARRIED UNANI莫斯LY

COMMITTEE REPORTS

NEW BUSINESS

OTHER BUSINESS

Lawn Bowling – Washroom Facilities
Chair Ellsworth inquired about the bowling green and its lack of washroom facilities. Tanya Haywood stated that a number of councilors had inquired to staff about this and she read aloud Brian Head’s (Manager of Parks and Open Spaces) response. She explained that the old rail car once housed facilities, once that was removed the lawn bowlers could then avail of the facilities in the maintenance building. However, this created an unsafe situation as patrons were walking through the building without proper safety equipment. The situation was made worse when the sewer system failed in the maintenance building. At present, a construction trailer is being used for staff only.

Chair Ellsworth stated that this is unacceptable for the seniors who avail of the activity and he suggested that the doors of the staff trailer be left open as a temporary solution until a permanent solution can be found. He stated that he will contact Brian Head to discuss further.

International Youth Day – August 12th
Chair Ellsworth inquired about the City’s plan for International Youth Day. Natalie Godden responded that while the City focuses primarily on International Youth Week, staff have met and plan on partnering with other organizations to promote the day.

Chair Ellsworth stated that he had a meeting with four international students who have their own marketing firm. They are interested in partnering with the City for International Youth Day as a not for profit project and their aim is to promote St. John’s internationally to students abroad. Natalie Godden will reach out to the group and facilitate any linkages.
St. Mary’s Activity Centre
Tanya Haywood spoke to the above listed. She stated that staff have been getting some negative feedback regarding St. Mary’s Activity Centre programming cessation. She explained participant numbers were too low and the programs were not sustainable. She also stated they have received good feedback as well.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:48 p.m.

Deputy Mayor Ron Ellsworth, Chairperson
Community Services & Housing Standing Committee
MINUTES
PUBLIC WORKS STANDING COMMITTEE
September 7, 2017, CONFERENCE ROOM A, 4th FLOOR CITY HALL

Present: Councillor Danny Breen, Chairperson
Deputy Mayor Ellsworth
Councillor Tom Hann
Councillor Jonathan Galgay
Councillor Sheilagh O’Leary
Councillor Art Puddister

Also Present: Kevin Breen, City Manager
Lynnann Winsor, Deputy City Manager of Public Works
Tanya Haywood, Deputy City Manager of Community Services
Andrew Niblock, Director of Public Works
Dave Crowe, Manager of Roads
Brian Head, Manager of Parks & Open Spaces
Stacey Fallon, Legislative Assistant

ADOPTION OF AGENDA

Moved - Councillor Galgay; Seconded – Councillor O’Leary

That the Agenda be adopted as presented.

ADOPTION OF MINUTES

Moved - Councillor Galgay; Seconded – Councillor O’Leary

That the minutes of June 15th, 2017 be adopted as presented.

NEW BUSINESS

Decision Note dated August 29, 2017, re: Southlands Off-leash Dog Park

The above noted was considered by the Committee.

Moved - Councillor Hann; Seconded – Deputy Mayor Ellsworth

That the project be approved subject to the immediate area resident agreement and funded from existing capital project savings currently under the financial management of the Parks and Open Spaces Division. Should the residential consultation be met with opposition, the project is to be brought back for further consideration

CARRIED UNANIMOUSLY
Decision Note dated August 31, 2017, re: Application for Funding – MMSB Community Waste Diversion Fund

The above noted was considered by the Committee.

   Moved - Councillor oleary; Seconded – Councillor Galgay

   That the City put forward an application to the MMSB for the Community Waste Diversion Fund to finance this pilot project / Partnership with Home again.

   CARRIED UNANIMOUSLY

Information Note dated August 29, 2017, re City of St. John’s Water Quality Reports

The above noted was considered by the Committee for information.

   ADJOURNMENT

There being no further business, the meeting adjourned at 12:25 p.m.

Councillor Danny Breen
Chairperson
ATTENDANCE

Present: Councillor Lane, Chair
Councillor Tilley
Councillor Breen
Councillor Hickman
Councillor O'Leary
Kevin Breen (joined 1:13 pm)
Tanya Haywood, Deputy City Manager of Community Development
Elizabeth Lawrence, Director of Economic Development, Culture and Partnerships Division
Kenessa Cutler, Legislative Assistant

DELEGATION

ADOPTION OF AGENDA

Moved – Councillor Tilley; Seconded – Councillor Hickman

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Moved – Councillor Tilley; Seconded – Councillor Hickman

That the minutes of March 24, 2017 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING

Chair Lane asked for an update on the Business Process Review which came out of the City Business Roundtable. Elizabeth Lawrence stated that a 6-step process document has been written which includes a review of the development application form and an audit of three different development applications. Currently the team is working on completion of the narrative and the form. Elizabeth explained that they will also flag an application and tracked it through the entire process. An update will be provided at next Economic Development, Tourism and Public Engagement Standing Committee.
Chair Lane also asked for an update on the Exit/Entry downtown survey. Elizabeth stated that the working group has had four meetings to plan the process. Starting in the fall, the intent is that the team will be begin implementing the survey.

**NEW BUSINESS**

**Decision Note Dated June 21, 2017 - Welcoming Post-Secondary Students – 2017 Fall Orientation**

Elizabeth Lawrence provided an overview of the proposed 2017 Fall Orientation.

Moved – Councillor Tilley; Seconded – Councillor Hickman

That the Committee Approve the recommended approach to Orientation 2017.

CARRIED UNANIMOUSLY

**Information noted dated June 21, 2017 - Association for New Canadians Photo Exhibit**

The Committee accepted the above listed as information.

**Information Note Dated June 19, 2017 - Demographic and Economic Data**

The Committee accepted the above listed as information. Elizabeth Lawrence stated that the data is compiled for everyone to use and she wanted to bring it to the attention of the committee as there are positive stories in the economy that are overshadowed by the overall economic downturn.

Members agreed that this information needs to get out and be promoted.

Kevin Breen suggested that if the City can do a better job of promoting business successes and that a marketing and communications process and plan be considered for delivering the same.

**Information Note Dated June 15, 2017 - New Local Immigration Partnership 2017-2020 Contribution Agreement with Federal Government**

Elizabeth Lawrence provided an update on the above listed. She stated that there is a decreased amount of funding forecast over the next few years. They are working through a process of review. Each of the four working groups are working on advancing this forward.

She stated that the role of Local Immigration Partnerships (LIP) in Canada are to identify gaps and support solutions to retention and integration of immigrants in communities and they are working with other LIPs in Atlantic Canada to share best practices and seek areas for collaboration.
Information Note Dated June 19, 2017 - Roadmap 2021 Year 5 Annual Report

The Committee accepted the above listed report as information.

Councillor O’Leary suggested that the foyer of City Hall would be an excellent place to develop a space to promote economic development and information. Members agreed the area could be revamped to make it more inviting, accessible, and informative.

ADVISORY COMMITTEE REPORTS

IN CAMERA

ADJOURNMENT

There being no further business, the meeting adjourned at 1:55 p.m.

Councillor Dave Lane
Chairperson
DECISION/DIRECTION NOTE

**Title:** New Year’s Eve Celebrations 2017

**Date Prepared:** October 25, 2017

**Report To:** Mayor & Council

**Ward:** N/A

**Decision/Direction Required:** Addition of Live Entertainment to the New Year’s Eve Event at Quidi Vidi Lake as proposed by SOK Associates

**Discussion – Background and Current Status:**

Staff recently met with SOK Associates to discuss their concept of providing live entertainment in the form of a traditional band at the New Year’s Event at Quidi Vidi Lake.

Three years ago we changed the format of NYE to make it more interactive and provide a build-up to the midnight fireworks. In 2014 we moved to the Boat House side of the lake and offered a live DJ for a free family friendly hour of music leading up to the countdown to the New Year.

Over the two short years it was evident the community was behind this event as the crowd, including many families and newcomers, increased from a few hundred in year one to a few thousand in year two.

SOK Associates proposal to provide event management services for the execution of a live 2 hour concert builds on the concept we’ve already established and should create even more community engagement and enjoyment of our New Year’s Eve celebrations. SOK’s team of professionals has proven experience having worked on both Canada 150 NYE & Canada Day events this past year.

Seamus O’Keefe will be in attendance to provide a short presentation.

**Key Considerations/Implications:**

1. **Budget/Financial Implications**
   Funds can be allocated within department budget.
   Assistance is required as per usual from City departments such as Roads, Parking and Communications.

2. **Partners or Other Stakeholders**
   TBD

3. **Alignment with Strategic Directions/Adopted Plans**
   Yes
4. **Legal or Policy Implications**  
   N/A

5. **Engagement and Communications Considerations**  
   N/A

6. **Human Resource Implications**  
   N/A

7. **Procurement Implications**  
   N/A

8. **Information Technology Implications**  
   N/A

9. **Other Implications**  
   **TIME.** Time is of the essence. In order to plan and execute an event of this nature it is absolutely necessary to move forward with an option without delay.

**Recommendation:**

Accept the proposal by SOK Associates which is subject to SEAC approval.

**Prepared by/Signature:**
Beverley Skinner – Manager, Program & Service Delivery

Signature __________________________

**Approved by/Date/Signature:**
Tanya Haywood – Deputy City Manager Community Services

Signature __________________________
DEcision/Direction Note

Title: Proposed Dwelling and Crown Land Grant Referral – 180, 182 and 184 Signal Hill Road – DEV1700091

Date Prepared: September 11, 2017 (Date of next meeting: September 18, 2016)

Report To: His Worship the Mayor and Members of Council

Councillor & Role: Councillor Art Puddister, Chair, Planning and Development Committee

Ward: 2

Decision/Direction Required: Approval of Crown Land Grant Referral together with the approval of the construction of a dwelling at 180,182 & 184 Signal Hill Road.

Discussion – Background and Current Status:
An application has been submitted to build a single detached dwelling on properties to be consolidated at 180,182 and 184 Signal Hill Road. There are currently three (3) single storey dwellings occupying the subject properties which are proposed to be demolished to accommodate the proposed development. The combined floor area of these three (3) dwellings is 670 square metres. The proposed dwelling will be (two) 2 storey, with a total floor area of 630 square metres.

Pursuant to Development Regulations the property is situated in the Comprehensive Development Area Signal Hill/Battery where the construction of a single detached dwelling is a permitted use. The maximum Building Height in the Comprehensive Development Area Signal Hill/Battery is one (1) storey, not exceeding 4.5 metres to the peak of the roof from the centre of the lot and not exceeding two (2) storeys from the downhill side of the lot. The proposed dwelling complies with this.

This property is also affected by the Footprint and Height Control Overlay for the Battery Development Area. All abutting properties whose views may be impacted, have been notified of the application and were provided with the Land Use Assessment Report (LUAR). Only the owner of 176 Signal Hill Road has expressed concerns about the proposed development, specifically concerns about the impact on a portion of their view and access to their property. The Crown Land application has been modified to address the access concerns of 176 Signal Hill Road and the height of proposed dwelling has been lowered.

While there is limited impact of the view of Civic 176, it is important to note that Council has the discretion to protect views within this Comprehensive Development Area. However pursuant to the Battery Development Area Footprint and Height Control Overlay the proposed dwelling complies with the specific height limitation of the Comprehensive Development Area Signal Hill/Battery.
Key Considerations/Implications:

1. Budget/Financial Implications: N/A

2. Partners or Other Stakeholders:
   Lands Branch-Department of Fisheries and Land Resources

3. Alignment with Strategic Directions/Adopted Plans:
   Comprehensive Development Area Signal Hill/Battery and The Battery Development Area

4. Legal or Policy Implications:
   Section 7.12 Non-Conforming Uses

5. Engagement and Communications Considerations: N/A

6. Human Resource Implications: N/A

7. Procurement Implications: N/A

8. Information Technology Implications: N/A

9. Other Implications: N/A

Recommendation:
Council approve the Crown Land Referral and the Proposed Dwelling for 180, 182 and 184 Signal Hill Road.

Prepared by - Date/Signature:
Gerard Doran – Development Supervisor

Signature:

Approved by - Date/Signature:
Jason Sinyard, Deputy City Manager - Planning, Development and Engineering

Signature:

GD/dlm

Attachments:
Photos from LUAR
Signal Hill House, Revised Application and Land Use Assessment

These projected views have been based on stitched photos taken from 176 Signal Hill Road, and on a 3D model of the site and proposed houses. There is some inherent distortion in the perspective views and focal length of lenses, however they are reasonably accurate, especially in the important central areas.

From Mid Floor as is

No change
About the same, area E
Slightly diminished, area D

Better view of Harbour and dock, area B

From Mid Floor as proposed

Existing house, 178, to be maintained

Diminished view of Harbour in this area, C
Signal Hill House
Revised Development Application and Land Use Assessment

August 3, 2017
Background
Lisa and Craig Dobbin have purchased four properties off of Murphy’s Row on Signal Hill. The original intention, to replace four existing houses with one three bedroom single family house has been modified in response to concerns expressed by an adjoining owner. The properties which comprise Civic numbers, 178, 180, 182, and 184 Signal Hill Road, are interspersed by several small pieces of Crown Land. An application has been made to acquire this land. As part of the process, the owners will continue to work with the City and surrounding owners to improve shared access and site services, upgrade landscape, upgrade utilities, and to protect views in accordance with the Battery Development Guidelines.

Neighbour Concerns
The owner of 176 Signal Hill Road has expressed several concerns about the proposal including possible; loss of access to back and sides of house, decline in property value, diminished view of her house, conformance to guidelines in general, and landscape and trees blocking view. Her main concern has been the loss of view of parts of the Harbour.

Revised Proposal
This revised proposal, while similar in concept to the original, has been modified to address several valid concerns. These include: The configuration of the driveway, Shape and form of the house. Reduce footprint and floor area by about 10% Lower and step the roof height and profile. The only original ‘Battery’ house, #178 will be maintained and renovated.
Crown Land Application
The Crown Land being requested, is in small irregular pieces, (shown in magenta), between and adjoining private properties.
The purpose of the application is to allow rationalization of the properties, improve safety of driveways, and to facilitate sensible development.
The land is entirely within the CDA Signal Hill Zone, and does not abut the Open Space Zone.
As stated in the original application, we will be happy to coordinate acquisition with adjoining owners. This means that land abutting #176 for example should be available to them.

Current Application
Crown Land, shown in green abutting 176 Signal Hill Road and 36 Battery Road is not included and can benefit adjoining owners.
Maintain existing ROW and driveway to back of 176 and 178.

Split Distance Between

Maintain active easements and ROWs.
Battery Development Guidelines
We also believe that the original, and this proposal meets the intent of the Guidelines, certainly this is our intention. We understand that two approaches are anticipated in the Guidelines. Obvious conformity should receive fairly routine approval. Projects such as this, outside the norm, require a ‘Comprehensive Architectural Design’ and a Land Use Impact Analysis.

This is a process, that while specific in some regards, such as building height, requires judgement and interpretation in others. For example, we have shown that there is some reduction in view in one area, but have offset this by improving it in others. It is a matter of judgement if it is equivalent.
We understand that the City is the final Arbitrator in this matter.

Design Approach
The Design Information and analysis that follows shows how the project ‘reflects and respects’ its context, relates to its neighbours, including views, and will improve site service infrastructure. The project will confirm to all applicable codes and regulations.
Site Servicing Notes
Site servicing will be coordinated with adjoining owners and the CITY. Detailed design will follow, but the principles include: reconfigure and replace 4 existing services, remove some existing poles and OH wires, reconfigure driveways and reduce grades to improve safety.

Site Lighting
Subdued directed lighting, at the minimum level for safety, will replace 1 of 2 large pole mounted street lights.

Landscape Notes
Landscape design will work with existing topography and features to balance cut and fill. Local source aggregates will be used for driveways and walls. Planting selection will be based on natural habitat, shelter, and screening.

The issue of trees and utilities blocking views in the Battery and other areas is significant but not addressed in the regulations. This is already happening between #180 and #184.

A key feature of this proposal is that low growing species will be selected for any areas that impact view from #176.
Signal Hill House, Revised Application and Land Use Assessment

Floor Plans

8/3/2017 philipprattarchitect@gmail.com

Main Floor Level

- Office
- Laundry
- Den
- Deck
- Kitchen
- Dining
- Open Living Area

Lower Level

- 2 Car Garage
- Utility and Storage
- Sitting Area
- Rec. Room and Exercise
- Bedroom
- Bedroom
- Bedroom
- Deck

Areas

<table>
<thead>
<tr>
<th></th>
<th>Finished (net)</th>
<th>Total (gross)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Floor</td>
<td>220m2</td>
<td>315m2</td>
</tr>
<tr>
<td>Lower Floor</td>
<td>166m2</td>
<td>315m2</td>
</tr>
<tr>
<td>Total</td>
<td>386m2</td>
<td>630m2</td>
</tr>
</tbody>
</table>
份号

北立面 (山脊):
1 层, 山脊侧最大 4.5 米,
2 层, 山坡侧。

南立面 (山脚):

外部材料:
玻璃, 清晰和色拉
涂漆铝框
铜制框架和细节
红木壁板
钙石砌体
建筑完成混凝土
屋顶将是建筑
磨砂表面, 色彩

8/3/2017 philipprattarchitect@gmail.com 6
Discussion

This proposed 1 storey, (2 down hill) single family house falls within, and meet the requirements of the CDA Battery zone.

It is slightly more complicated in respect to the Battery Overlay Guidelines. While the Overlay does not permit expansion of 182 and 184 and permits only small lateral additions to 178 and 180, it does however permit replacement of houses. In this case, we are maintaining one, and replacing three houses with one house. In terms of height, the new house is higher than 184, but lower than 180 and 178. The lateral extent is less than that of the existing houses.

The footprint, 315m², and total area, 630M² of the new house is less than the combined totals of the three houses to be replaced. Their totals are 335m² and 670m².

While the new house has a different shape it actually has less lateral impact than exiting houses.

The floor of the proposed house is same level as 180, the roof, because it is flat, a little lower. It is about the same as 182 and higher than 184.
Imagery and Form
This is a ‘modern’ house, lots of glass, curved forms, metals, architectural concrete, inside and out, all softened by natural redwood. The form has evolved to fit the site, from constraints such as the topography, and the need to protect views, and from opportunities, such as the landform, and in particular the panoramic views. At a finished area of about 2700sf. on the main floor, 4300sf. in total, it is not large for this type of house or for the immediate area.

View of the Battery
The proposed house is located in an area of Signal Hill, that has a mixture of styles and different size buildings. Most of the nearby houses are new and have no real connection with the older Battery buildings. The Guidelines in this regard, outline two key principles, ‘Respect and reflect’ the context, and not stand out or visually dominate. We try to achieve these by;

- Working the house into the site, as opposed to using extensive cut and fill.
- Breaking the organic form into components that conform to the traditional 2/3 ratios as opposed to being long or high.
- Selecting materials and colors, including the roof, that relate to the natural features and landscape, as opposed to being bright and vivid.
- The house is seen against the hillside and other houses, and not visible on the skyline when seen from the Downtown or the Harbour.
View Analysis
Protection of View is a key component of the Guidelines, and the main concern in this case. It is worth being clear about definitions, and as specific as possible, because inevitably there is some subjectivity involved.

View Cone, is the total horizontal and vertical view.
A Focal Point, is a significant but focused area.
A Glimpse is a small view such as between two Houses. It is only significant if it is the only view. The area between 180 and 184 would be a glimpse if not for the trees and poles, it would not be significant because it is only a small part of the view cone.

The View Point is the place from which one views.

The Guidelines do not say that there should be no interference, but that it should be limited. The suggestion is 5%.

Net Impact
The projected views from 3 levels of #176 Signal Hill Road (as shown on pages 10,11,12) show that on balance, while there is some change to the view cone, there is no or very little net loss. The view cone A is at least 180 deg. wide.

Area B, about 16 deg. gains view because of the removal of 2 houses.
Area C, about 7 deg. loses view.
Area D, between the houses, about 22 deg, is arguably a bit worse.
Area E, the area above 180, is about the same.

Areas to the left and right, including the Narrows and Downtown have no change.
Looking down there is no change to the view of the Boat Basin, and there is a better view the Harbour Apron.

This panorama, taken from the roof of 178, is very similar to the view from the mid floor of 176.
These projected views have been based on stitched photos taken from 176 Signal Hill Road, and on a 3D model of the site and proposed houses. There is some inherent distortion in the perspective views and focal length of lenses, however they are reasonably accurate, especially in the important central areas.

- **No change**, area E
- **About the same**, area C
- **Slightly diminished**, area D
- **Diminished view of Harbour in this area**, area B
- **Better view of Harbour and dock**, area A

Existing house, 178, to be maintained.
From lower floor as is
No Change

View Loss
View Gain

From lower floor as proposed

8/3/2017
philipprattarchitect@gmail.com
This new single family house meets the requirements of the CDA Battery Zone, and Battery Development Guidelines. It is a thoughtfully designed house. While it is ‘modern’ in style, it is intended to blend and be unobtrusive when seen from the Downtown and the Harbour.

From up close it has the same blend of muted materials, responds to the landscape and topography, and organizes a poorly maintained group of properties and services.

This new proposal has been modified in conjunction with the Guidelines to respect the concerns of neighbours.

In terms of the overall objectives of the Guidelines, this proposal; Rationalizes and organizes development, Protects existing views and privacy, Improves quality, Maintains the image of the Battery, Rehabilitates an original Battery house.
DECISION/DIRECTION NOTE

Title: Rezoning from Open Space (O) Zone to Residential Quidi Vidi (RQ) Zone for two Single Detached Dwellings
MPA1700007
30 and 36 Barrows Road

Date Prepared: October 12, 2017

Report To: Chair and Members, Planning & Development Committee

Councillor & Role: Chair, Planning and Development Committee

Ward: 2

Decision/Direction Required:
To consider a rezoning application for 30 and 36 Barrows Road to the Residential Quidi Vidi (RQ) Zone. An amendment to the St. John’s Municipal Plan would be required.

Discussion – Background and Current Status:
The City received an application to rezone 30 Barrows Road from the Open Space (O) Zone to the Residential Quidi Vidi (RQ) Zone. The applicant wishes to subdivide the property with the intent of developing two single detached dwellings. Large rocks and a steep hillside make up much of the site, which shows why the property was zoned Open Space. Over the years, several new homes have been constructed along Barrows Road under the Residential Quidi Vidi (RQ) Zone, which currently borders both sides of the property. An amendment to the St. John’s Municipal Plan would be required to support the proposed rezoning, as the property is designated Open Space and would need to be redesignated Residential Medium Density.

If 30 Barrows Road is to be considered, it is recommended that 36 Barrows Road also be redesignated and rezoned to the Residential Quidi Vidi (RQ) Zone as it is the only remaining parcel of Open Space land along this section of Barrows Road. It was also identified for residential development subject to the Quidi Vidi Village Overlay Zone and Design Guidelines. The owner of 36 Barrows Road was contacted and has agreed to have their property rezoned.

Quidi Vidi Village is located within Ward 2 and Planning Area 2 - East End, Battery, and Quidi Vidi Village, under the St. John’s Municipal Plan. Planning Area 2 policies protect the character of historic Quidi Vidi Village and surrounding scenic and historic sites without jeopardizing reasonable opportunities for residential development. Another key policy is the preservation of Open Space; keeping the scenic setting of the Village by reserving all hills as Open Space particularly the coastal hills, the linkage between Quidi Vidi and Signal Hill, and the East Coast Trail between Robin Hood Bay and the Village.

The property has frontage on an existing public street, which is a requirement for new development. Standard Lot Area for a Single Detached Dwelling must be a minimum of 200 square metres, therefore it is proposed that an area of land be rezoned that would meet the requirements of the RQ Zone to permit two single detached dwellings. The rear portion of the property is proposed to be maintained within the Open Space Zone, in keeping with the policies of Planning Area 2.

Adopted-in-principle in June 2015, the Quidi Vidi Village Overlay Zone and Design Guidelines Report provides a set of development standards and guidelines for the Village. The report identifies 30 Barrows Road within the newly proposed Quidi Vidi Village (QVV) Zone, which is a mix of old and new houses. The report identifies that
development is possible for the property, while the rear portion of the hillside should be maintained as Open Space. The new QVV Zone would also allow single detached dwellings as a Permitted Use for the site, which meets the intent of the proposed application. This report remains to be finalized and incorporated into the pending new Envision St. John’s Development Regulations.

There are no engineering or development concerns with the proposed rezoning. Prior to final development approval, detailed plans would need to be submitted for review and approval.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable

2. Partners or Other Stakeholders:
   Neighbouring residents and property owners. These include two (2) neighbourhood groups.

3. Alignment with Strategic Directions/Adopted Plans:
   Neighbourhoods Build Our City: Increase access to range/type of housing.

4. Legal or Policy Implications: Not applicable

5. Engagement and Communications Considerations:
   Recommended to be advertised for a Public Meeting chaired by a member of Council. As an amendment to the Municipal Plan is required, a Commissioner’s Hearing would also be required at a later date.

6. Human Resource Implications: Not applicable

7. Procurement Implications: Not applicable

8. Information Technology Implications: Not applicable

9. Other Implications: Not applicable

Recommendation:
It is recommended that the application for 30 and 36 Barrows Road, rezoning from the Open Space (O) Zone to the Residential Quidi Vidi (RQ) Zone, be considered and the application be advertised for a public meeting chaired by a member of Council. Following the public meeting, the application would be referred to a regular meeting of Council for consideration. At a later date, a Public Hearing chaired by an independent commissioner would be required.

Prepared by/Signature:
Lindsay Lyghtle Brushett, MCIP – Planner III

Approved by/Date/Signature:
Ken O’Brien, MCIP – Chief Municipal Planner

Attachments:
Site plan
Title: User Fees for Non-Profit and Community Groups – Foran/Greene Room

Date Prepared: October 24, 2017

Report To: Committee of the Whole

Theme/Lead: Finance and Administration / Lead – Dave Lane

Ward: N/A

Decision/Direction Required:

This matter was originally referred to the Finance and Administration Standing Committee for consideration and was deferred.

Seeking approval to ratify the current user fees charged to non-profit and community groups for the use of the Foran/Greene Room.

Discussion – Background and Current Status:

During program review (round 1), Council agreed to charge a fee to all users of the Foran/Greene Room effective January 1, 2017. Prior to that time, community and non-profit groups were not charged for the use of the room.

The decision to do so was based on numerous factors, including, but not limited to the following:

- to obtain consistency with all other City facilities at which a fee is charged
- to recover some costs associated with the use of the room
- to ensure we are not competing with private businesses who rent facilities to such groups

It is relevant to note that the City charges user groups $60 per hour to a maximum of $300 per day while non-profit groups receive a 50 percent discount of $30 per hour to a maximum of $150 per day. This fee includes full access to the Foran/Greene Room including chairs, tables, kitchen, appliances, dishes, glasses, cutlery and audio/visual equipment. Our office provides full administrative support to the City for the use of the room such as bookings, collecting fees and support to its users.

Since January 2017 the City has collected a total of $1,285.13 from non-profit groups.

Key Considerations/Implications:

1. Budget/Financial Implications
- City will recover some costs associated with the use of the room

2. Partners or Other Stakeholders
   - Non-Profit and Community Groups

3. Alignment with Strategic Directions/Adopted Plans
   - A Culture of Co-operation
   - Fiscally Responsible

4. Legal or Policy Implications
   N/A

5. Engagement and Communications Considerations
   N/A

6. Human Resource Implications
   N/A

7. Procurement Implications
   N/A

8. Information Technology Implications
   N/A

9. Other Implications
   N/A

**Recommendation:** It is recommended that Council continue to charge non-profit and community organizations a fee of $30 per hour to a maximum of $150 per day for the use of the Foran/Greene Room.

**Prepared by:** Elaine Henley, City Clerk

**Approved by:** Kevin Breen, City Manager

**Attachments:** N/A
REPORT TO COMMITTEE OF THE WHOLE
MUNICIPAL ADVISORY COMMITTEE ON YOUTH
September 19, 2017 – 4:00 p.m. – Wedgewood Boardroom - Paul Reynolds
Community Centre

Present: Jacob Dinn, Acting Chair
Emily Keeping, Youth Representative
Annette Oldford, Supervisor – Family & Leisure Services
Meghan Fitzgerald, Easter Seals NL
Melissa Tobin, Work Term Student
Malcom Hollett Youth Representative
Natalie Godden, Manager of Family and Leisure Services
Catherine Dibbon, Youth Representative
Meghan Hollett, Association for New Canadians
Susan Dawe, Boys and Girls Club
Lori Letto, Youth Services Fieldworker II
Kenessa Cutler, Legislative Assistant

REPORT

1. Committee Membership and Recruitment
Lori Letto spoke to the above listed. She asked members to update any contact information that may be out of date. She noted that Abbey Murphy, Jane Rideout, and Catherine Silloch have all resigned from the Committee bringing the number of vacancies to five. Members suggested that students be recruited as early as possible (junior high) so as to retain them for a longer period.

Lori also explained that the Committee has received an application from Maeve Collins-Tobin of Holy Heart High School who took an interest and applied to the Committee on her own. Lori explained that Holy Heart High School is currently not represented on the Committee.

Moved – Jacob Dinn; Seconded – Malcolm Hollett

That the Committee approve the appointment of Maeve Collins-Tobin as a member of MACY pending Council approval.

CARRIED UNANIMOUSLY

Jacob Dinn
Acting Chairperson
DECISION/DIRECTION NOTE

Title: Text Amendment to allow Semi-Detached Dwellings as a Discretionary Use in the Apartment Low Density (A1) Zone

55 Charter Avenue

Date Prepared: October 12, 2017

Report To: Chair and Members, Planning & Development Committee

Councillor & Role: Chair, Planning and Development Committee

Ward: 1

Decision/Direction Required:
To consider a proposed text amendment to allow Semi-Detached Dwellings as a Discretionary Use in the Apartment Low Density (A1) Zone.

Discussion – Background and Current Status:
The City received a development application to subdivide property at 55 Charter Avenue for 14 townhouses. The site is located in the Apartment Low Density (A1) Zone, and allows townhousing as a Permitted Use. There is a sewer and water easement running through the property, which splits the site, and leaves only enough land on the western end for two dwelling units. Based on the definition under the St. John’s Development Regulations, three or more dwelling units are required for “townhousing”, therefore the area of land would have to remain vacant as there is insufficient land for a third unit. By adding Semi-Detached Dwelling as a Discretionary Use in the Apartment Low Density (A1) Zone, an additional two dwelling units could be added to the site. A Municipal Plan amendment would not be required for this application.

The subject property is designated Residential Medium Density (RMD) under the St. John’s Municipal Plan, and allows residential uses like townhousing, semi-detached dwellings and other house styles, with height limited to 3 storeys. The Apartment Low Density (A1) Zone is permitted under the RMD District, but currently only allows apartment buildings and townhousing as permitted forms of residential development. Semi-detached dwellings are a similar form of housing that could be considered in the A1 Zone subject to Municipal Plan policies.

Apartment Building Zones are intended to make better use of city infrastructure and increase residential density. By considering a variety of housing forms for the apartment zone, infill housing can occur on the same site as the apartment building, while better overall site design occurs. Pockets of vacant land tend to be eliminated, which impacts the overall price of the development through better land management and in turn reduces infrastructure costs and helps to increase density.
There are no specific engineering or development concerns with the proposed text amendment. Prior to any development approval, the developer would be required to submit detailed plans for review and approval and must meet all zone requirements subject to the Development Regulations.

**Key Considerations/Implications:**

1. **Budget/Financial Implications:** Not applicable.

2. **Partners or other Stakeholders:**
   City residents and property owners.

3. **Alignment with Strategic Directions/Adopted Plans:**
   Neighbourhoods Build Our City: Increase access to range/type of housing.

4. **Legal or Policy Implications:** Not applicable.

5. **Engagement and Communications Considerations:**
   Public advertisement for the proposed amendment.

6. **Human Resource Implications:** Not applicable.

7. **Procurement Implications:** Not applicable.

8. **Information Technology Implications:** Not applicable.

9. **Other Implications:** Not applicable.

**Recommendation:**
It is recommended that the proposed text amendment to enable Semi-Detached Dwellings as a Discretionary Use in the Apartment Low Density (A1) Zone be considered, and the amendment be advertised for public review and comment. The text amendment would then be referred to a regular meeting of Council for consideration of adoption.

**Prepared by/Signature:**
Lindsay Lyghtle Brushett, MCIP – Planner III

Signature: ________________________________

**Approved by/Date/Signature:**
Ken O’Brien, MCIP – Chief Municipal Planner

Signature: ________________________________

**Attachments:**
Location Map
Site Plan
DECISION/DIRECTION NOTE

Title: Development Fees – Agriculture and Farm Related Buildings
Date Prepared: October 18, 2017
Report To: Chair and Members - Planning and Development Committee
Councillor & Role: Chair, Planning and Development Committee
Ward: All

Decision/Direction Required:
To seek direction on the exemption of Development Fees on Agriculture and Farm related buildings.

Discussion – Background and Current Status:
Historically, the City provides a property tax exemption to farms which have met the criteria of the Provincial Department of Fisheries, Forestry and Agrifoods for a farm operation.

To qualify for the Provincial exemption, each farmer has to apply annually and show that the farm has productive agriculture operations and that it gains income from each hectare of land.

The exemption does not apply to the residential dwelling or the 2,000 square metres of land that the dwelling sits on. The rationale for the policy is based on the Provinces’ recognition of the agriculture industry and its contributions to the economy. As well, to aid in the establishment and development of a sustainable agriculture industry.

The Provincial policy on tax exemption for farms was developed to give farms operating in an incorporated municipality the same tax exemption as agriculture operations in areas of the Province that were un-incorporated. Section 8.12 of the St. John’s Municipal Plan states that the City should encourage and support agricultural production and prevent the conversion of agricultural lands to other uses. Within the City boundaries, there are many qualified farming operations that avail of the tax exempt policy.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.

2. Partners or Other Stakeholders:
   Agriculture operations within the City.
3. Alignment with Strategic Direction/Adopted Plans:
   Decision should align with the City’s Strategic Direction to encourage and assist our agriculture industry. Section 8.12 of the St. John’s Municipal Plan

4. Legal or Policy Implications: Not applicable.

5. Engagement and Communications Considerations: Not applicable.

6. Human Resource Implications: Not applicable.

7. Procurement Implications: Not applicable.

8. Information Technology Implications: Not applicable.

9. Other Implications: Not applicable.

**Recommendation:**
Given that the Province and the City now exempt farms from payment of property tax, it is further recommended that the City exempt Development Fees under the St. John’s Development Regulations for those farm buildings qualified under the Provincial Department of Fisheries, Forestry and Agrifoods.

**Prepared by/Signature:**
Gerard Doran, CET, Development Supervisor

Signature: ________________________________

**Approved by/Signature:**
Jason Sinyard, P.Eng., MBA, Deputy City Manager
Planning, Engineering and Regulatory Services

Signature: ________________________________

GJD/dlm

**Attachments:** Not applicable.
Decision/Direction Note

Title: Bike St. John’s Advisory Committee – Terms of Reference

Date Prepared: October 26, 2017

Report To: Committee of the Whole

Ward: n/a

Decision/Direction Required:
Decision is required to establish the Bike St. John’s Advisory Committee and adopt in principle the committee Terms of Reference.

Discussion – Background and Current Status:
As per Council Directive R2017-02-20/7, the attached Bike St. John’s Advisory Committee Terms of Reference were developed to establish a bicycle advisory committee to review matters that affect the City concerning cycling issues and the development of a safe, comfortable, and convenient City wide cycling network.

Once the committee is established this Terms of Reference will be reviewed by the committee and returned to council for final approval.

Key Considerations/Implications:

1. Budget/Financial Implications
   N/A

2. Partners or Other Stakeholders
   The Bike St. John’s Advisory Committee will include representation from multiple City divisions, local cycling organizations/group, members of the public at large.

3. Alignment with Strategic Directions/Adopted Plans
   The Bike St. John’s Advisory Committee will provide support for cycling infrastructure and programs will contribute to these strategic directions and goals:
   - Neighbourhoods Build Our City: Promote a safe and secure City & Improve neighbourhood-level services
   - A City for All Seasons: Support year-round active transportation & Promote active and healthy living

4. Legal or Policy Implications
   The priorities identified by the Advisory Committee may require some policies and/or practices to be updated to ensure proper consideration of cycling in City work.
5. **Engagement and Communications Considerations**
   Future engagement will be required as the Bike St. John’s initiative moves forward but none directly related to this decision/direction note.

6. **Human Resource Implications**
   Staff time and resources will be consumed as this initiative moves forward.

7. **Procurement Implications**
   N/A

8. **Information Technology Implications**
   N/A

9. **Other Implications**
   N/A

**Recommendation:**
Adopt in principle the Bike St. John’s Advisory Committee Terms of Reference

**Prepared by:**
Anna Bauditz, Transportation Systems Engineer

Signature: ________________________________

**Approved by:**
Garrett Donaher, Manager - Transportation Engineering

Signature: ________________________________

AB/

**Attachments:**
Bike St. John’s Advisory Committee – Terms of Reference
# 1. GENERAL INFORMATION

| Advisory committee name:                        | Bike St. John’s Advisory Committee |
| Reporting to (Insert name of standing committee): | Committee of the Whole              |
| Date of formation                              | October 2017                        |
| Meeting frequency:                             | Minimum of 4 times per year, typically once every two months |
| Staff lead:                                    | Manager of Transportation Engineering |
| Staff liaison:                                 | Transportation System Engineer       |
|                                               | Recreation Division, Department of Community Services |
|                                               | Parks & Open Spaces Division, Department of Public Works |
| Council member champion:                      | TBC                                |

# 2. PURPOSE

The Bike St. John’s Advisory Committee provides information and advice to the Committee of the Whole on matters that affect the City, as referred to it by committees of council, or as initiated by the Committee or the community, concerning cycling issues and the development of a safe, comfortable, and convenient City wide cycling network.

Specifically, the Committee will:

- Provide guidance on the completion and implementation of the Bike St. John’s Master Plan to ensure recommendations are driven by citizens, committee, and council with technical support provided by a chosen consultant.
- Provide a forum for citizens and the City to exchange information and ideas regarding cycling.
- Provide advice and perspective to the City on its policies and practices and be involved in the public engagement process when cycling, active transportation, and/or complete streets are involved to ensure consideration for cycling is included where appropriate.
- Provide guidance on the completion of approved bicycle projects and to identify and propose possible future bicycle projects.
- Identify potential opportunities to coordinate improvements to the City’s cycling network with planned roadway rehabilitation and construction projects.
Advisory committee recommendations to Committee of the Whole will occur in the manner defined by these
terms of reference to best support City Policy. The advisory committee has no decision making authority and is
advisory only. The purpose of the Bike St. John’s Advisory Committee in relation to specific City policies, plans
and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- Neighbourhoods Build our City – Promote a safe and secure city, improve neighbourhood-level services,
  increase access to range/type of housing, develop parks and places for people
- A Culture of Cooperation – Create effective City-community collaborations
- A City for All Seasons – Support year-round active transportation, explore options for year-round active,
  leisure and recreation facilities and programs, promote active and healthy living, incorporate all weather
  planning in City building and open space development, support year-round tourism and industry activity
- Responsive and Progressive – Create a culture of engagement, identify and deliver on projects,
  strategies, and programs

Applicable Legislation/City Bylaws:

- Highway Traffic Act: http://www.assembly.nl.ca/Legislation/sr/statutes/h03.htm
- City of St. John’s Act: http://www.assembly.nl.ca/Legislation/sr/statutes/c17.htm

Other City Plans, Guides or Strategies:

- Cycling Master Plan, 2009
- Recreation and Parks Master Plan, 2008
- Envision St. John’s Municipal Plan, 2017 (adopted in principle)
- Open Space Master Plan, 2014
- St John’s Development Regulations
- Subdivision Design Guide

Other Distinct Deliverables and Considerations:

- The Committee will guide the completion and implementation of the Bike St. John’s Master Plan to
  ensure the plan reflects and balances the priorities and recommendations of citizens, Committee, and
  Council.
- The Committee, working through the staff lead, will work cooperatively with City staff and departments,
  will identify distinct opportunities to promote and better accommodate purposeful and recreational cycling
  within the city including, but not limited to, the development of a safe, comfortable, and convenient
  cycling network.
3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Advisory Committee will be composed of a maximum of 13 total members from the following stakeholder groups:

3.1.1 Public Members

Public members are volunteers and will receive no compensation for participation.

General Public Members (4 members)
The Committee will include four (4) residents serving as general public members that reflect a range of ages and backgrounds with a goal of one representative from each of the following groups:
- A person who is interested in cycling but does not currently do so
- A person who is a beginner/occasional cyclist
- A person who is an avid recreational cyclist
- A person who is an avid cyclist for purposeful transportation

Organizations/Groups (2 members)
The Committee will include two (2) persons serving as stakeholder organizational representatives of local cycling groups or organizations. Each organization/group may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

Nexter Representation (1 member)
In accordance with the Next Up! Program, at least one Nexter (Public member, aged 19-35) will be appointed to each advisory committee. Nexter representatives must be between the ages of 19-35 at the time their application is submitted.

Memorial University: One of the general public, organization, or Nexter members will be filled by a person who studies or works at Memorial University if possible.

Subcommittees: When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables. Subcommittees must have at least one advisory committee member who will act as the subcommittee chair and report back to the Committee. Composition of Subcommittees may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the advisory committee on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

Stakeholder Distribution List: A mailing list will be maintained of interested individuals and organizations. This list will be circulated on committee agendas to have opportunities to provide feedback to the committee. This list will also serve as a point of contact for ideas, comments, and general feedback on cycling issues. In particular, the following stakeholders will be invited to join the stakeholder distribution list:
3.1.2 Staff and Council Members (Ex-Officio Members)

**Staff Lead** (1 member)
A Staff Lead will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

**Staff Liaisons** (3 members)
Staff Liaisons will be appointed by respective City divisions to represent their departments on the Committee. Staff Liaisons may also appoint an alternate representative from their respective division to attend committee meetings in the event that the primary representative is unable to attend.

**Committee Chair**: This advisory committee will be chaired by the Staff Lead or a designated staff liaison. The staff member chairing this committee will have the responsibility of ensuring the committee carries out its work as per the terms of reference.

**City Clerk** (1 member)
The City Clerk will have a representative on this advisory committee.

**Council** (1 member)
This advisory committee will have one council representative acting as advisory committee spokesperson/champion. Other council may attend and contribute but will not take part in determining committee recommendations.

**3.2 Length of Term**

**Public Members**
Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional year, for a total of three years. In some cases members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.
Organizations/Groups
The role of an organization will depend on its relationship with the Committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be encouraged to alternate appointed representatives following the completion of a three year term.

Staff Lead and Liaisons
A review of the Staff Lead and Liaisons will occur every three years as part of the advisory committee review. No term limit will apply to the length of staff committee appointments.

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

Additional Considerations:
- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is three consecutive years.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if determined to be necessary by the staff lead to fulfill the Advisory Committee’s Purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 Roles and Responsibilities

As a municipal advisory body, Advisory Committee roles include:
- Advising and making recommendations to standing committee(s) of council, in a manner that will support City policy matters relevant to the committee’s defined Purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

Shared Member Responsibilities

Conduct
Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Advisory committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.
Preparation
Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

Agendas
- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting’s agenda at the discretion of the Staff Lead.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration two weeks prior to meeting.

Attendance and Participation
Active participation in advisory committee meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the committee at the discretion of the Staff Lead.

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

Voting
Council members and individuals from City Staff are ex-officio and therefore non-voting. Consensus should be sought by committee on recommendations; however, tie votes will be broken by the committee chair. Divisive recommendations should be carefully considered before being forwarded to Standing Committee and/or Council.

4.2 Member Roles and Responsibilities

4.2.1 City Staff

Chair
- The presiding officer of an advisory committee will be referred to as "Chair". The role of the Chair will be filled by the Staff Lead or a delegated Staff Liaison.
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members’ conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ’s etc.).
- Assist in the development of content for Notice of Vacancy documents.
• Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

**Staff Lead**
• To act as a liaison between the committee and the City; linking across departments on issues relevant to committee work.
• Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items, and provide procedural and/or technical advice to assist committee where appropriate.
• Request additional staff support/attendance as needed.
• To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
• Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications)

**Staff Liaisons**
• Represent interests of department.
• Communicate Committee Activity to department.
• Bring department activities of interest to Committee agenda.

**City Clerk**
• To be responsible for administrative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
• Facilitate and support the recruitment and appointment process through assisting in the development of “Notice of Vacancy” contents while ensuring all relevant forms and supporting documentation are completed and received.
• In adherence with the terms of reference, the Office of City Clerk and Division of Organizational Performance and Strategy will assist with committee selection which will be led by Transportation Engineering Staff.
• The Office of the City Clerk will ensure new members receive orientation.

**4.2.2 Public Members**

**General Public**
Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community and engaging with residents and experts when appropriate.

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

Council members have a focused role. One council representative will sit on each advisory committee as the Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through Committee of the Whole), and to promote and enhance the committee’s advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair and/or Staff Lead to inform council.

4.3 Reporting

The Bike St. John’s Advisory Committee shall report through the Committee of the Whole to City Council; however, depending on the issue, reports may be directed to another standing committee or directly to Council where appropriate.

**Standardized Reporting Process:**

- The advisory committee Staff Lead, Committee Chair and City Clerk will work to complete an Advisory Committee Reporting Form following each committee meeting.
- The Chair, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to Committee of the Whole as required. Following reporting to Committee of the Whole, Advisory Committee Reporting Forms will be posted to the City of St. John’s website.

**Notes:**

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Marketing and Communications regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- Council to be kept informed of committee activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be encouraged to report to (i.e. maintain open communication) with their respective organizations regarding committee work.

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 Recruitment, Vacancies, and Applications

Recruitment practices will be consistent for all advisory committees. When new members are required a “Notice of Vacancy” will be prepared by the City Clerk and distributed through City communication channels by the Marketing and Communications. Additional communications opportunities may be identified by relevant departments/committee members. This document will include general information regarding committee purpose, the terms of reference and a link to the Advisory Committee Application Form.

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

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

## 5.2 Eligibility and Selection

### Eligibility

Appointments to City of St. John’s advisory committee’s will be made providing adherence with the following eligibility requirements:

- Preference will be given to residents of St. John’s. Exceptions may be made by the selecting body.
- Organizational representatives must be based in or serve/do business within the City of St. John’s.
- Organizational representatives are not required to be residents of St. John’s.

### Commitment to Equity and Inclusiveness

The City of St. John’s is strongly committed to equity and inclusiveness. In selecting advisory committee members, the City will aim to design processes that are transparent, accessible, free of discrimination, and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of sexual minorities, persons with disabilities, and members of visible minorities.

### Selection Criteria

In addition to eligibility requirements, an applicant’s specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee’s purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email and/or telephone. A committee handbook and other relevant information will also be provided to successful applicants.

## 6. PUBLIC ENGAGEMENT

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

In accordance with the City of St. John’s Engage! Policy, the role of the Bike St. John’s Advisory Committee in the spectrum of engagement will fall within the realm of “consultation”. This means that the advisory committee will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John’s advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. These tools may include the City’s Engage! St. John’s
online engagement platform, social media, the Bike St. John's website, and the committee circulation list.

### 7. OTHER GOVERNANCE

#### 7.1 Review of Terms

Taking into account recommendations from the Committee Chair and Council Champion, the City Clerk and Lead Staff will review Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to Terms of Reference as required.

#### 7.2 Meetings and Schedules

The Advisory Committee is to formally meet no less than four times and no more than ten times on an annual basis. Meetings will typically take place before corresponding standing committee meetings. The exact frequency of advisory committee meetings will be determined by the Chair, Staff Lead, and City Clerk.

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City Hall and shall be closed to the public.

**Alternative Meeting Formats:**
To facilitate participation and scheduling, remote meeting formats such as video conference and/or teleconference will be employed as determined to be effective and feasible by the Committee Chair.

**Online Polls:**
From time to time issues may arise that require rapid feedback and recommendation from the Advisory Committee. In these cases, the Committee Chair will facilitate an online poll with assistance from the City Clerk as needed.

#### 7.3 Conflicts of Interest and Confidentiality

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

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

**Confidentiality:**
All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Bike St. John’s Advisory Committee.

Staff Lead Name: Garrett Donaher

Signature: ________________________ Date: _______________________

Chair Name: Anna Bauditz

Signature: ________________________ Date: _______________________

City Clerk Name:

Signature: ________________________ Date: _______________________

Last updated: 2017/10/04
Decision/Direction Required:
Decision is required on whether the City of St. John’s should complete a review of traffic circulation in the area of Rennie’s River East as per the project scope identified.

Discussion – Background and Current Status:
Council has expressed interest in reviewing the current traffic circulation and patterns in the area of Rennie’s River between Portugal Cove Road and King’s Bridge Road to determine if changes can be made to improve network connectivity. The proposed Rennie’s River East Traffic Pattern Review would identify existing area traffic restrictions, current restrictions creating circulation barriers, and potential options for improvement. It would also review the existing configuration of the King’s Bridge Road/Empire Avenue intersection to determine if alternative configurations may provide improved traffic operations and network connectivity.

Key Considerations/Implications

1. Budget/Financial Implications
   The scope attached can be completed with existing staff resources. A larger scope would require funding be identified to engage the services of an external consultant.

2. Partners or Other Stakeholders
   Study area residents and the general public.

3. Alignment with Strategic Directions/Adopted Plans
   Neighbourhoods Build Our City – Improve neighbourhood-level services, Promote a safe and secure City
   Responsive and Progressive – Create a culture of engagement

4. Legal or Policy Implication
   N/A

5. Engagement and Communications Considerations
   City staff will develop a communications and engagement strategy to share preliminary study findings with study area stakeholders and solicit feedback regarding study area concerns and potential solutions.
6. Human Resource Implications
   N/A

7. Procurement Implications
   N/A

8. Information Technology Implications
   N/A

9. Other Implications:
   N/A

Recommendation:
Complete a review of traffic circulation in the area of Rennie’s River East as per the attached project scope.

Prepared by:
Anna Bauditz, Transportation System Engineer
Signature: ____________________________

Approved by:
Garrett Donaher, Manager, Transportation Engineering
Signature: ____________________________

AB/

Attachments:
Rennie’s River East Traffic Pattern Review - Scope
Introduction
Resident feedback regarding the traffic calming no-entry restriction on Winter Avenue at King’s Bridge Road has identified larger scale frustration with restricted turning movements in the area of Rennie’s River between Portugal Cove Road and King’s Bridge Road. Council has expressed an interest in completing a review of the existing traffic operations, circulation, and restrictions in the area to determine if changes can be made to improve network connectivity.

Study Area
The general focus of the review would be the primary roadway network within the area surrounding the east portion of Rennie’s River. Figure 1 illustrates the study area intersections listed below. Traffic circulation at these intersections will be included in the scope of the review:

1. King’s Bridge Road/Empire Avenue (Circular Road);
2. King’s Bridge Road/Lake Avenue;
3. King’s Bridge Road/Memorial Stadium Dominion Access;
4. King’s Bridge Road/Winter Avenue;
5. Rennie’s Mill Road/Empire Avenue;
6. Rennie’s Mill Road/Circular Road; and
7. Carpasian Road/Empire Avenue.

In addition to existing turning movement restrictions in place at the study intersections identified, one-way eastbound traffic circulation along Circular Road between Carpasian Road and Rennie’s Mill Road will be reviewed.

Traffic count data will be collected at the study intersections above and at the following additional area intersections.

A. King’s Bridge Road (Kenna’s Hill)/The Boulevard (New Cove Road);
B. Portugal Cove Road/Winter Avenue;
C. Memorial Stadium Access/Lake Avenue;
D. Carnell Drive/Lake Avenue (Clancey Drive);
E. Carnell Drive/The Boulevard;
F. Portugal Cove Road/Rennie’s Mill Road; and
G. Bannerman Road/Circular Road
Scope of the Traffic Pattern Review

Traffic movement through the study area relates to wider network consideration of travel between neighbourhoods and key destinations in this area of the City and beyond.

The purpose of this review is to target measures within the study area that can be completed in the short-term such as roadway paint markings, adjustments to existing intersection signal timings, and/or modifications to existing turning movement restrictions or roadway circulation. The review will also identify medium-term or pilot recommendations that include curb removal/reconstruction and large scale long-term improvement projects such as intersection reconstruction. In forming recommendations, this review will give preference to lower-cost opportunities first.
The technical scope of the traffic pattern review includes the following five project components:

1. **Existing Restrictions**
   Existing area traffic restrictions such as no-entry regulations, turning movement restrictions, and one-way circulation will be identified and mapped at study intersections and along study roadways.

2. **Existing and Desired Circulation**
   Traffic counts will be completed at the study intersections identified to determine existing study area traffic patterns given current restrictions. Available routes through or around the area between key origins and destinations will be identified. Specific consideration will be given to access of area development and amenities including Memorial Stadium. Desirable routes that would provide more direct connections through the area will then be developed and the corresponding traffic restrictions preventing this circulation will be identified as circulation barriers.

3. **Circulation Barriers**
   The identified circulation barriers prevent more desired traffic routes will be explored. The original justification for implementing these restrictions will be evaluated and a review of relevant safety concerns and related constraints such as roadway grades, intersections angles and sightlines, road right-of-way, and traffic volumes will be completed.

4. **Improvement Options**
   Opportunities to remove or modify restrictions creating circulation barriers will be explored giving consideration to relevant constraints. Implementation of alternative solutions will be considered where possible. Viable improvement options and the corresponding impacts on area traffic patterns will be identified.

5. **King’s Bridge Road/Empire Avenue Intersection Configuration**
   Prior studies completed for the King’s Bridge Road/Empire Avenue intersection will be reviewed and updated peak hour capacity assessments will be completed. The existing configuration of the King’s Bridge Road/Empire Avenue intersection will be reviewed to determine if alternative configurations may provide improved traffic operations and network connectivity.
Public Consultation
City staff will develop a communications and engagement strategy to share preliminary study findings with study area stakeholders. This consultation will also solicit feedback from stakeholders to highlight concerns and identify potential solutions regarding the four project components identified in the scope of the traffic pattern review above.

Deliverables
Study findings, rationale, and stakeholder feedback will be documented and recommendations regarding potential changes to traffic circulation will be presented to Council for consideration.

This review will not complete design and/or cost estimation for identified changes to the study area. Based on the options that are developed through this review, additional effort may be required to complete a comprehensive comparison of alternatives.