

AGENDA

Committee of the Whole

Wednesday, May 29, 2019

9 am

Council Chambers

4th Floor, City Hall

ST. JOHN'S

ST. JOHN'S

Committee of the Whole Agenda

May 29, 2019

9:00 a.m.

4th Floor, City Hall

Pages

1. **Call to Order**
2. **Approval of the Agenda**
3. **Adoption of the Minutes**
 - 3.1 Committee of the Whole Minutes - May 15, 2019 1
4. **Presentations/Delegations**
 - 4.1 Robert DiGiorgio and Bruce Walck of ARLE Properties and Powers Brown Architecture re: 331 Water Street 6
 - 4.2 Emily Phillips of Trace Consulting re: St. John's Bike Master Plan 8
5. **Finance & Administration - Councillor Dave Lane**
 - 5.1 Decision Note dated May 21, 2019 re: Repeal of Policies 13
6. **Public Works & Sustainability - Councillor Ian Froude**
7. **Community Services & Events - Councillor Jamie Korab**
8. **Housing - Councillor Hope Jamieson**
9. **Economic Development, Tourism & Culture - Sheilagh O'Leary**
10. **Governance & Strategic Priorities - Mayor Danny Breen**
11. **Planning & Development - Councillor Maggie Burton**
12. **Transportation - Councillor Debbie Hanlon**
13. **Other Business**

14. Adjournment

ST. JOHN'S

Committee of the Whole

Council Chambers

Minutes

May 15, 2019
9:00 a.m.
4th Floor City Hall

Present:	Mayor Danny Breen Deputy Mayor Sheilagh O'Leary Councillor Maggie Burton Councillor Dave Lane Councillor Sandy Hickman Councillor Debbie Hanlon Councillor Deanne Stapleton Councillor Jamie Korab Councillor Ian Froude Councillor Wally Collins
Staff:	Kevin Breen, City Manager Tanya Haywood, Deputy City Manager of Community Services Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services Cheryl Mullett, City Solicitor Elaine Henley, City Clerk Ken O'Brien, Chief Municipal Planner Maureen Harvey, Legislative Assistant
Others Present for Relevant Agenda Items	Garrett Donaher, Manager of Transportation Brian Head, Manager of Parks & Open Spaces Simone Lilly, Affordable Housing Facilitator Kelly McGuire, Communications and Public Relations Officer

1. **Call to Order**

Deputy Mayor Sheilagh O'Leary chaired the meeting in the absence of Mayor Danny Breen who arrived later.

The Committee also welcomed the City's new Sustainability Officer, Edmundo Fausto.

2. **Approval of the Agenda**

Recommendation

Moved By Councillor Hanlon

Seconded By Councillor Stapleton

That the agenda be adopted as presented

CARRIED UNANIMOUSLY

3. **Adoption of the Minutes**

3.1 **Committee of the Whole Minutes - May 1, 2019**

Moved By Councillor Collins

Seconded By Councillor Hickman

That the Committee of the Whole minutes dated May 1, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

4. **Presentations/Delegations**

4.1 **Jon Seary - Co-founder of Drive Electric NL re: Current Status of Adoption of Electric Cars and Need for Changing Infrastructure**

Mr. Seary delivered a presentation on the benefits of electric cars. He encouraged the City to consider such vehicles in its fleet and to encourage and consider the installation of charging stations in various areas.

A copy of the presentation is available from the Office of the City Clerk.

It was suggested that staff in the Public Works Division review the information, consider a meeting with Mr. Seary, the outcome of which may result in a recommendation for Council to consider.

5. Finance & Administration - Councillor Dave Lane

5.1 Decision Note dated May 3, 2019 re: Royal St. John's Regatta Committee - Hall of Fame Induction Luncheon

Recommendation

Moved By Councillor Lane

Seconded By Councillor Hanlon

That Council grant approval to host the Annual Hall of Fame Induction Luncheon for the Royal St. John's Regatta Committee on July 31, 2019. **CARRIED UNANIMOUSLY**

6. Public Works & Sustainability - Councillor Ian Froude

6.1 Decision Note dated May 1, 2019 re: Grand Concourse Walkway Refurbishment

During discussion it was suggested that signs be erected in strategic locations along trails that inform the public of the City's involvement of trail maintenance.

Recommendation

Moved By Councillor Froude

Seconded By Councillor Korab

1. That Council award the capital repairs of the Kenny's Pond Park and Mundy Pond Park walkways to the Grand Concourse Authority.
2. Funding for the required Open Space capital repairs, (\$30,000) be allocated from the resources of the Open Space Reserve.

CARRIED UNANIMOUSLY

2. Decision Note dated May 13, 2019 re: Retirement of East End Arterial Tunnel

Recommendation

Moved By Councillor Hanlon

Seconded By Councillor Hickman

That Council formally and finally, abandon the concept of a 4-lane east end arterial in the vicinity of Kingsbridge Road and Empire Avenue. Further, that Council adopt the concept of an enhanced corridor along Empire Avenue with reconfigured intersections along the route as a way of increasing capacity for all modes of travel in this area.

CARRIED UNANIMOUSLY

7. Planning, Development & Regulatory Services - Councillor Maggie Burton

7.1 St. John's Residential Property Standards (Amendment No. 1-2019) By-Law

Councillor Burton reported that the by-law has been updated and is ready to be brought forward for a vote.

Councillors agreed to support an amendment to remove reference to songbirds as being feral and a change in the dimension of the feeders.

The revised amendment will be brought forward to the Regular Meeting of Council on May 21, 2019.

8. Transportation - Councillor Debbie Hanlon

8.1 Items for Discussion

1. Decision Note dated May 15, 2019 re: Mt. Scio at Allandale Road- Left Turn Bays

Recommendation

Moved By Councillor Hanlon

Seconded By Councillor Hickman

That Council approve funding to add left turn bays on Mt. Scio Road and Ridge Road at the Allandale Road intersection.

CARRIED UNANIMOUSLY

9. Other Business

9.1 **Atlantic Lotto -- Renting of Parking Spaces in the Downtown District**

At the May 6th Regular Meeting of Council approval was given to allow Atlantic Lottery Corporation to rent 71 broken and 39 working parking spaces in the downtown district as a promotional event scheduled on Tuesday, May 14, 2019. Upon receipt of approval the Corporation changed the date to May 21st.

The Deputy City Manager of Planning, Engineering and Regulatory Services informed the Committee that subsequent to that decision the Corporation requested a change to remove the fee for 71 broken meters as these would have resulted in free parking in any event. This was discussed with the downtown district community who felt the original approval should stand. This aligns with the staff recommendation as well.

Discussion took place with the following motion:

Recommendation

Moved By Councillor Lane

Seconded By Councillor Hanlon

That the request from Atlantic Lottery Corporation for removal of the 71 non-working meters available for rent for its event on May 21, 2019 be rejected.

CARRIED UNANIMOUSLY

10. **Adjournment**

There being no further business the meeting adjourned at 10:20 am

Deputy Mayor Sheilagh O'Leary
Chairperson

- All submissions/presentations become part of the public record and are published in the Committee Minutes.
- Delegation Request Forms must be submitted to the Office of the City Clerk at least two weeks prior to the next scheduled meeting.
- To facilitate efficient use of time delegations must:
 - Speak to one topic only and may only appear before Council once on the same subject.
 - Have a maximum of two presenters.
 - Ensure that the subject matter is within the legislative authority of the City.
 - Limit the presentation to 15 minutes (including a Q & A period).
- No delegations shall be permitted to address the following matters:
 - Matters that are being considered at a public hearing or that are part of court proceedings involving the City of St. John's.
 - Topics that cannot be discussed in public (such as intergovernmental relations, human resources, and legal matters).
 - Labour relations or employee negotiations.

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your delegation request. Questions about the collection and use of the information may be directed to Elaine Henley, City Clerk, by telephone: 709-576-8202 or email: cityclerk@stjohns.ca.

Submit

Please send completed form to:

Office of the City Clerk
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

For further information:
Phone: (709) 576-8202
Email: cityclerk@stjohns.ca

Title:	Bike St. John's Master Plan – Final Report
Date of Meeting:	May 29, 2019
Report To:	Committee of the Whole
Councillor/Theme:	Dave Lane – Bike St. John's Advisory Committee
Ward:	n/a

Decision/Direction Required:

Decision is required to adopt the attached Bike St John's Master Plan and direct staff to undertake select actions identified.

Discussion – Background and Current Status:

In September of 2019 the City staff and a consulting team including Trace, Stantec, and The Planning Partnership began developing the Bike St. John's Master Plan in collaboration with the Bike St. John's Advisory Committee and the general public. More than 1,000 people helped guide this plan by sharing their experiences and feedback through public questionnaire forms, stakeholder meetings, public open houses, classroom visits, and drop-in sessions.

Clear key messages heard from the public during this engagement include:

- Safety is paramount
- Off-street trails through natural areas are preferred by most
- Riding a bike needs to be comfortable and convenient for more people to do it

A vision for the future of cycling in St John's was then refined by the City of St. John's Bike Advisory committee. This vision states that the City of St. John's is committed to enabling and encouraging more people to ride a bicycle by developing:

A safe, inclusive, and convenient cycling network that is well-connected, attractive and reflective of the City's unique topography and climate. As part of an integrated mobility network, this is supported by policies and programs that promote a cycling friendly culture.

The Bike St. John's Master Plan provides a number of actions that contribute to realization of this vision. These actions can be summarized into four major themes:

- Infrastructure: Building and maintaining cycling infrastructure that is inviting for people of all ages and abilities. This includes identifying a cycling network to be developed over time.
- Programs: Developing a cycling-friendly culture with encouragement, education and enforcement.



- Policy: Adopting policies and a legal framework that support a vibrant cycling environment.
- Evaluation: Monitor and assess progress of network implementation against the following key targets:
 - Increase the number of people choosing to cycle in the City of St. John's.
 - Create a cycling environment that is welcoming to all, so that the people choosing to cycle are proportionally representative of city demographics (i.e., age groups, genders, and incomes).
 - Implement new sections of planned infrastructure each year (i.e., kms of new facilities constructed).

Also included is an action plan that summarizes the actions identified and includes specific commentary on key considerations such as public engagement and funding. Within the action plan three "Catalyst Projects" are identified as the best cycling infrastructure for early implementation. All actions are categorized into the four groups identified below:

- **Primary Actions:** these actions can be undertaken in the short term using current resources. Additional funding is required before construction of the Catalyst Projects and other cycling facilities can proceed.
- **Secondary Actions:** these actions reflect a long list of work that can be completed to support cycling in St. John's. Unlike for Primary Actions, additional resources and/or commitment is required to deliver on these tasks. Most require funding from the operating budget to occur and/or significant dedication of staff time.
- **Ongoing Actions:** these actions represent practices to be adopted at the staff level to ensure cycling is supported in accordance with this plan.
- **External Actions:** these actions are recommendations for external organizations to consider that would support cycling in the City of St. John's. The City will need to advocate for these actions and work with the relevant organizations.

The cycling network developed with this plan represents a set of comfortable, connected, convenient, and attractive bicycle routes that serve the vision. Within this network a subset of key routes is identified as part of a "Backbone Network". This backbone network includes the routes that are of highest value to the City and is shown in Figure 3 of the Bike St. John's Master Plan, attached. The three catalyst projects are part of this backbone network and are described below:

1. **Kelly's Brook Trail:** A trail from Kings Bridge Road to Columbus Drive, that is largely in place as a granular trail today, will be upgraded to an asphalt shared-use path. This shared-use path will link several neighbourhoods through an important east-west greenway that largely parallels Empire Avenue.

2. **Rennie's River Trail:** This project upgrades the existing walking trail to an asphalt shared-use path connecting the proposed Kelly's Brook shared-use path (Catalyst Project #1) at Portugal Cove Road to Prince Philip Drive. The existing trail sits within a beautiful greenway adjacent to Rennie's River.
3. **Virginia River Trail:** This project connects several neighbourhoods and important destinations along an existing greenway that extends from Quidi Vidi Lake to Penny Crescent. The existing walking trail will be upgraded to an asphalt shared-use path.

This plan specifies asphalt shared-use paths in many locations, such as the catalyst projects above. Asphalt paths, as opposed to a granular surface, are important to ensure that the path serves as many people as possible. An asphalt path serves not just cyclists but:

- People walking enjoy a cleaner surface with fewer puddles.
- The smooth surface is a great improvement for people using strollers, scooters, skateboards, etc.
- People who rely on mobility assistive devices can take advantage of asphalt shared-use paths.
- A more inviting and useful path attracts more users which leads to greater personal security.

The plan envisions a cycling-friendly culture in which St. John's is a welcoming place to ride a bike. The plan also recognizes that City investments in cycling will need support from both public and private efforts in order to achieve this culture shift.

Key Considerations/Implications:

1. Budget/Financial Implications

Council has allocated \$150,000 from the 2019 Capital Budget to begin work on this master plan. These funds are anticipated to cover final design of the three catalyst projects outlined in the plan. Preliminary construction cost estimates for the catalyst projects are:

- Kelly's Brook Trail: \$2.0M for 4.8km
- Rennie's River Trail: \$1.2M for 2.0km
- Virginia River Trail: \$2.0M for 5.0km

Additional funding will be required for construction of other cycling facilities. Some secondary actions and ongoing actions identified in the plan also require additional funding if they are to be undertaken.

2. Partners or Other Stakeholders

The Grand Concourse Authority was consulted in the early stages of this project and was given the opportunity to comment on draft versions of the report.

3. Alignment with Strategic Directions/Adopted Plans

This initiative falls under the City's Strategic Direction of "A City That Moves" and delivers on Goal M3.1 "Complete the Bike St. John's Master Plan to support cycling in the city, review and prioritize recommendations".

Tasks identified in the plan will be incorporated into future City Strategic Action Plans supporting the City's Goal M3 "Expand and maintain a safe and accessible active transportation network".

4. Legal or Policy Implications

An amendment to the Park By-Law is identified as a primary action to allow bicycles on designated shared-use paths.

The master plan identifies a number of secondary actions that require City policies and By-Laws to be reviewed and updated to support the vision.

5. Privacy Implications

n/a

6. Engagement and Communications Considerations

It is important that affected residents and stakeholders are aware and engaged prior to the construction of new bicycle routes. The master plan commits to ongoing neighbourhood engagement as routes are implemented to provide people the opportunity for input.

7. Human Resource Implications

Primary actions identified in the plan can be undertaken with available staff resources.

Some secondary actions and ongoing actions identified in the plan require additional and/or significant dedication of staff time.

8. Procurement Implications

Project work will be tendered as the City moves forward with individual actions.

9. Information Technology Implications

Incorporating the content of bikestjohns.ca into the primary City website is under consideration.

10. Other Implications

n/a

Recommendations:

It is recommended that Council adopt the Bike St. John's Master Plan and direct staff to undertake primary actions and ongoing actions. All infrastructure projects identified as a primary action referred to capital budget for consideration. Other actions are to be undertaken as direction is received and resources are allocated.

Prepared by:

Anna Bauditz, Transportation System Engineer

Signature: _____

Marianne Alacoque, Transportation System Engineer

Signature: _____

Approved by:

Garrett Donaher, Manager - Transportation Engineering

Signature: _____

Attachments:

[Bike St. John's Master Plan, 2019](#)

[Preliminary Alignment – Kelly's Brook Trail](#)

[Preliminary Alignment – Rennie's River Trail](#)

[Preliminary Alignment – Virginia River Trail](#)

DECISION/DIRECTION NOTE

Title: Repeal of Policies

Date Prepared: May 21, 2019

Report To: Committee of the Whole

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

Ward: Not applicable

Decision/Direction Required: Seeking approval of Committee of the Whole (COTW) to repeal two policies that are no longer relevant.

Discussion – Background and Current Status:

Upon review by City staff, two policies are recommended for repeal as they are no longer relevant.

Under Policy 09-09-02 Proof of Tour Operator Liability Insurance, the City previously collected insurance certificates from tour companies operating in St. John's. However, this policy no longer aligns with current operational practices and is no longer required. The City now promotes tourism-related businesses through links from the City website to the Government of Newfoundland and Labrador (GNL) tourism website and through the display of promotional materials at the Visitor Centre for all tour operators who are compliant with the GNL Tourism Assurance Plan (TAP). Compliance with the TAP requires that businesses maintain current and sufficient levels of liability insurance.

In addition, Policy 07-01-01 Cancellation of Parking Tickets does not align with current operational practices and is also recommended for repeal.

Key Considerations/Implications:

1. Budget/Financial Implications
Not Applicable.
2. Partners or Other Stakeholders
The Government of Newfoundland and Labrador's tourism website provides visitors with detailed and up-to-date information.



3. Alignment with Strategic Directions/Adopted Plans
Not applicable.
4. Legal or Policy Implications
Will result in the repeal of two policies: Policy 09-09-02 Proof of Tour Operator Liability Insurance and Policy 07-01-01 Cancellation of Parking Tickets.
5. Privacy Implications
Not applicable.
6. Engagement and Communications Considerations
The Department of Community Services, the Office of the City Solicitor and the Manager, Corporate Risk and Recovery support the repeal of Policy 09-09-02. The Department of Planning, Engineering and Regulatory Services and the Office of the City Solicitor support the repeal of Policy 07-01-01.
7. Human Resource Implications
Not applicable.
8. Procurement Implications
Not applicable.
9. Information Technology Implications
Not applicable.
10. Other Implications
Not applicable.

Recommendation: It is recommended that the COTW, and subsequently Council, approve the repeal of Policy 09-09-02 and Policy 07-01-01.

Prepared by: Trina Caines, Policy Analyst

Approved by: Elaine Henley, City Clerk

Attachments: Policy 09-09-02 Proof of Tour Operator Liability Insurance
Policy 07-01-01 Cancellation of Parking Tickets



Corporate and Operational Policy Manual

Passed By Council on:2008/05/20

Last Revision Date:2010/01/25

Policy: 09-09-02

Proof of Tour Operator Liability Insurance

Purpose

The purpose of this policy is to assist with ensuring that the residents of St. John's and visitors to St. John's are adequately protected against any liabilities that may result when referred to land-based tour and transportation providers by City of St. John's personnel or through the City of St. John's web site and other reference material.

Policy Statement

As a means of protecting the City of St. John's, local tour companies and visitors to the City, this policy ensures that operators promoted by the City of St. John's meet the appropriate criteria as follows:

Anyone carrying passengers for hire (are legally required by the province) to carry insurance as outlined below and as such will need to show proof of this insurance to the City:

- Road Hazard minimum of \$500,000 for light vans and sedans not otherwise licensed as taxis;
- Passenger hazard minimum of \$500,000;
- Combined limit of \$1,000,000;
- It should be noted that the City normally requires a combined limit of \$2,000,000;
- A license to carry passengers should be sought from the Province of Newfoundland and Labrador.

- Road Hazard minimum of \$1,000,000 for taxis and buses less than 22 passengers;
- Passenger hazard minimum of \$1,000,000;
- Combined limit of \$2,000,000;
- Would have to be licensed by the City of St. John's or Province of Newfoundland and Labrador.

- Road Hazard minimum of \$1,000,000 for buses carrying 22 passengers or more;
- Passenger Hazard minimum of \$2,000,000;
- Combined limit of \$3,000,000;
- Would have to be licensed by the City of St. John's or Province of Newfoundland and Labrador.

- Private passenger vehicles are not permitted to carry passengers for hire unless the proper insurance coverage is in place allowing them to do so. This coverage would be in the form of a special endorsement permitting the vehicle to be used for Compensation purposes.

· In addition, all tour operators conducting tours should carry \$2,000,000 Commercial General Liability Insurance as a protection for any injuries or damages that may result while on a guided tour where such injuries are not related direct to a vehicle but to the tour itself.
Example: walking tour, slip and fall dangerous terrain.

In accordance with this Policy, the City of St. John's will post and promote the recommended tours only after the insurance qualifications are received and City staff are satisfied that all is in order.

Tour operators will be asked to comply with this policy effective July 2, 2008

Application

Responsibilities

Risk Manager, Legal Department; Tourism Manager, Department of Economic Development, Tourism and Culture.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - May 8, 2008; Regular Meeting of Council - May 20, 2008; Finance and Administration Standing Committee report - January 12, 2010; Regular Meeting of Council January 25, 2010.

Review Period

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POLICIES


[Print](#)

Corporate and Operational Policy Manual

Passed By Council on:1993/03/08

Last Revision Date:1999/05/25

Policy: 07-01-01

Cancellation of Parking Tickets

Purpose

To ensure that parking tickets are dealt with in a fair and consistent manner.

Policy Statement

1. All requests from Council or the public for cancellation of parking tickets shall be forwarded to the Supervisor of Parking Services Division who shall abide by this policy in making his/her decision.
2. All referred tickets must be accompanied by a written explanation from the recipients as to why they feel the ticket should be cancelled.
3. Only tickets which come under the following categories, as per Department guidelines, will be cancelled. **ALL** other tickets that were issued legitimately will have to be paid and/or contested in court. Those tickets will be returned to the Councillor and/or requestee for resolution.

Void list: 1. Error
 2. Medical Emergency
 3. Vehicle Breakdown
 4. Tourist (out of province)
 5. Professional Caregiver/Registered Volunteer

Application

Responsibilities

Parking & Traffic Enforcement; Associate Commissioner/Director of Engineering and Planning.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Regular Meeting, March 8, 1993. Finance and Administration Standing Committee Report
May 12, 1999; Regular Meeting of Council May 25, 1999.

Review Period

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