

ST. JOHN'S

Inclusion Advisory Committee

March 23, 2021

9:30 a.m.

Virtual

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1. CALL TO ORDER	
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Inclusion Advisory Committee Minutes

February 9, 2021

12:30 p.m.

Virtual

Present:

Dr. Sulaimon Giwa, Co-Chair - Anti-racism
Joby Fleming, Co-Chair - Empower NL
Debbie Ryan, CNIB
Kim Pratt Baker, Canadian Hard of Hearing Association
Megan McGie, NL Association for the Deaf
Trevor Freeborn, Coalition of Persons with Disabilities
Ashley Gosse, Autism Society
Grant Genova, NL Association of Architects, Universal Design
Hope Colbourne, NL Association for Community Living
Renata Lang, Association for New Canadians
Heidi Edgar, Mental Health
Jane Simmons, Physical and Neurological Disabilities
Alyse Stuart, Women's Issues
TJ Jones, LGBTQ2S
Natalie Godden, Manager of Family & Leisure Services
Sherry Mercer, Inclusion Coordinator
Trisha Rose, Fieldworker III, Inclusion Services
Shanna Fitzgerald, Legislative Assistant

Regrets:

Councillor Deanne Stapleton, Council Representative
Donna Power, Metrobus/GoBus, Accessible Transit

Others:

Garrett Donaher, Manager - Transportation Engineering

1. CALL TO ORDER

1.1 Approval to Share Committee Member E-mail Addresses

As ATIPP legislation requires the protection of personal email addresses which would mean everyone would need to be blind copied, it was agreed by all present that email addresses could be shared among the group.

2. APPROVAL OF THE AGENDA

It was advised that all delegations and presenters will be held to a timeline for their presentations to facilitate the timely discussion of agenda items.

Moved By Debbie Ryan

Seconded By Ashley Gosse

That the agenda be adopted as presented.

MOTION CARRIED

3. ADOPTION OF THE MINUTES

3.1 Adoption of Minutes - November 26, December 1, and December 10, 2020

Moved By Alyse Stuart

Seconded By Debbie Ryan

That the minutes of the meetings held on November 26, December 1, and December 10, 2020 be adopted as presented.

MOTION CARRIED

4. DELEGATION

5. BUSINESS ARISING FROM THE MINUTES

5.1 APS and Key 2 Access Update

Garrett Donaher, Manager of Transportation Engineering provided an update on the status of Accessible Pedestrian Signal (APS) installations and the Key 2 Access Pilot Project as per the attached information note.

In August 2019, the City began a pilot project to test the Key 2 Access technology. The table in the attached shows the number of activations at each of the original locations.

Since the pilot project began, Key 2 Access has sold their technology to Polara, one of the leading Accessible Pedestrian Signal suppliers in North America. While new Key 2 Access installations are not available, the existing installations will continue to be supported. The City is hopeful that working with CNIB, Key 2 Access, Polara, BlindSquare, and/or other vendors a similar product will be available that combines the ease of APP or FOB activation with the audio messages available on the Key 2 Access system.

The City's standard practice is that all new signalized intersections are equipped with APS. (Though in some remote locations this may be modified to requiring that the new intersection be prepared for future installation.) The City also continues to pursue upgrades at existing crossings using the list referenced in the information note and opportunities with other projects to push this initiative forward. There is currently \$45,067.96 remaining in the APS budget. A previous allocation of \$50,000 has been identified and is expected to add to this figure for a total of \$95,067.96.

It was questioned if there has been simulation and review of conditions using this technology with the public. Mr. Donaher responded that the City has open ongoing conversation to receive feedback from community users to improve the system and feedback from CNIB has been positive. Members were reminded that they can provide feedback on these projects, and that when this project was initiated, in addition to the research done by the City and CNIB, there was an engagement process with the community to help identify pilot intersections for Key2Access technology. A member inquired if there has been discussion about extending this to the wider community for universal access and noted that this would be especially helpful during the pandemic. Options including smart centers are currently under consideration by CNIB.

The following motion was moved:

Recommendation

Moved By Debbie Ryan

Seconded By Joby Fleming

That a meeting be organized by City staff to include St John's Transportation (Metro Bus/Go Bus) and Key City Departments involved in projects where wayfinding solutions like blind square and PedApp can be discussed in greater detail.

These technologies may resolve conflict points, while fostering inclusion and integrated mobility in the design phase of projects like Kelly's Brook Shared-Use Path, our public transportation system, and the Downtown Pedestrian Mall.

MOTION CARRIED

5.2 Universal Design Kelly's Brook Path Engagement

Kelly's Brook Shared-Use-Path is the first catalyst project coming from the Bike St John's Master Plan. The shared-use path will extend from King's Bridge Road to Columbus Drive. It is mostly in place as a granular walking path today, linking several neighbourhoods through an important east-west greenway that largely parallels Empire Avenue. Its goal is to provide an attractive and continuous 4.8 km active transportation route in St. John's, connecting popular destinations and amenities along the way. Path upgrades will be professionally designed by a team of consultants working closely with City staff. Part of the consultant's contract is to plan and execute public engagement on the design elements, with a focus on the environment, path users and impacted neighbourhoods. Public and stakeholder input will inform design elements such as lighting, surface material choice, path alignment, trailhead and rest area design, wayfinding, and other decisions that may emerge during the design process.

The path will be shared use, wheel and walk, and will likely not follow Kelly's Brook itself. Intersections will be upgraded where the path crosses, such as accessible signals, raised cross walks, tactile surfaces and/or curb bump outs for example. Sidewalks will also be upgraded to be 3 meters wide and power line polls moved where required. Wayfinding will be part of the design and the path may be lit during certain hours of the day. Kelly's Brook Shared-Use-Path connects with grocery stores, bus stops, recreation centres, community centres and playgrounds, and parking is available along the route.

Attached appendices to the agenda describe five surface types which are being considered for the shared-use path. Concrete is included as there are on-street sections; the path surface itself would not be concrete. City employees are considering aesthetics, accessibility, durability, and longevity of each surface material option.

The Universal Design Working Group (UDWG) provided the following feedback:

- Education may be needed around passing etiquette re: ringing bicycle bell as well as deaf/hard of hearing alternatives. Sight lines will be updated to ensure cyclists can see oncoming traffic. Recommended signage to promote the etiquette as well. Those who use or assist someone who uses a mobility aid may have some anxiety as a bike approaches, width should help here as well as education.
- Where possible, signage TWSI's, and/or other indicators to show connection of the path are needed.
- At the start of sections of the path, where surface type allows, dotted lines may be painted to indicate two lanes.
- They will ensure rest stops are provided along the path.
- Further engagement with this working group as the project progresses including education campaign.
- If not accessible to all then do not list it as accessible (i.e. some of the surface areas add accessibility features for some users).
- Granular surfaces (including CORE) are not great for small, hard wheels on some wheelchairs or rollerblades, cane-users may also have challenges with these surfaces.
- Granular surfaces could not be effectively snow-cleared, would either need to use surface that is accessible year-round or indicate seasons when it is accessible.
- Surface should be accessible to all.
- May need to consider the conflicts between the different users and then address these issues in a positive way.
- Think Tank may be needed for the pictograph/wayfinding so that barriers are clearly defined.
- Safety concern with speed bike users could get on asphalt surface, sightlines will help, and this surface type is better for breaking (whereas granular would allow for uncontrolled stops that could move gravel, for example).

- Concerns over the use of wood (safety, slippery during wet and winter conditions as well as on areas of slope). Also concerns for potential for rot over time.
- UDWG members feel that it is difficult to provide informed opinions/recommendations without a comprehensive graphic description of the entire path showing a cross section of elevation, areas of conflict etc.
- The presenter verbally identified several areas that pose conflicts between various forms of mobility (intersections/trailheads/flooding). How will these be resolved to safely accommodate all users? Solutions developed for areas of conflict will need to include considerations for:
 - Different light conditions (dusk vs daylight)
 - Persons using mobility devices and wheelchairs
 - Persons with vision loss (i.e.) Accessible Pedestrian Signals at crossings
 - Deaf or hearing loss – (cannot hear bike bells or voices to be warned during areas of conflict [intersections, curves, slopes with blind spots])
- UDWG was not provided a copy of the document outlining the various surface areas that are being considered for the path. A copy of this document was requested so that the IAC can review before providing recommendations.
- The concept of a multi-use path is a good one and it is important to ensure that all forms of mobility are considered (the UDWG presentation was very focused on “wheel” only).
- Is it possible to simulate/test the preferred surface area for at least a 10-foot section so that various forms of mobility can be tested (in various weather) before final decisions are made?
- This multi-use path will be precedent setting and the committee want it to be a success. Resolving areas of conflict during the design phase will help to establish multi-use paths as a viable addition to our mobility networks.

During discussion, members provided the following comments:

- The surface will make a difference to accessibility for all users. Granular pea gravel surfaces may be challenging for accessibility.
- Safety is a priority and should be considered multi-use for cross disabilities.
- The project team working on the design consists of City staff, Stantec, Tool Design Group, and Trace Consulting. Concern was expressed that the information collected is clearly laid out for the full 5 kms. Data will need to be rich and detailed enough to do a synthesis and detailed information about the components should be provided to the group for review. The path should be laid out graphically by mapping in sections with all spatial information provided. In response, Mr. Donaher noted that there is an abundance of information and a mapping tool available on the website. The next phase of the project is detailed design, and the entire pathway will be laid out in detail with plan view and cross sections. This detailed process requires information that will be gathered during the engagement process.
- It was suggested that an empathy walk could be used as a tool to provide mapping to outline and describe the conflicts so that solutions can be developed.
- The surface material report is attached to the agenda and it was requested that members review it.
- A section of the trail could be used to test accessibility on different substrates.
- Asphalt may be of concern for safety due to the breakdown over time and the maintenance required. Further review of surface material is necessary.

Since the Universal Design Working Group (UDWG) has met, the engagement process for the Kelly's Brook Path has been launched. Members were advised that engagement meetings will be scheduled for next week and resources can be found on the website at the following [link](#). Following engagement, the detailed design will be reviewed, and that section of the project will also require additional engagement with the UDWG and the Inclusion Advisory Committee.

Staff will take the recommendations from the Universal Design Working Group and formulate a Decision Note to bring back to the IAC for approval.

5.3 Request for Adult Playground

In follow-up to the November 26th Inclusion Advisory Committee Meeting, the Universal Design Working Group met on January 19th to discuss the request for an Adult Playground. In attendance was Debbie Ryan, Joby Fleming, Kim Pratt-Baker, Ashley Gosse, Megan McGee, Natalie Godden, and Sherry Mercer.

Several questions were raised such as whether the playground requested is indoors or outdoors, what types of movement the person is specifically looking for, and environmental restrictions that the person may need. It was noted that the Inclusion Advisory Committee is committed to creating an inclusive community and thus a segregated space solely for adults with disabilities is not within the Committee's focus. Easter Seals currently holds a mandate to service all and has a public playground on their property as well. There was also discussion around the type of adult-sized equipment currently available in the community including the Inclusive Canadian Tire Jumpstart Playground, planned to break ground in spring 2020.

Discussion around potential need to educate the community on available equipment as well as creating welcoming spaces for people of all ages also occurred. The Working Group decided to have Sherry Mercer and Ashley Gosse reach out to the parent requesting more detail on what they are looking for. Trisha Rose was also invited given her background in accessible playground spaces.

A meeting with the City visitor (non-resident) was scheduled for January 29th. During the meeting the City visitor expressed desire for a segregated, adult-sized playground, noting that this would be a safety concern to children in the community. She was appreciative of satellite equipment at existing playgrounds, however, noting this was not what she was seeking. Environmental scans yield limited information, with similar concepts including outdoor fitness equipment or indoor parks, both of which not meeting the request. Ashley Gosse reached out to Easter Seals to determine if adult playground equipment is part of their concept build for the next stage of their outdoor activity space development. Mark Bradbury, CEO of Easter Seals NL noted their "current play structure can be reached by all levels by anyone of any size or ability. [Their] swings accommodate participants of all ages and ability along with the pirate ship. Some features that are more aligned for children are the size of [their] slides, some of the ladders and climbing pieces are normally too small for adults".

Mr. Bradbury confirmed that as a result of safety concerns, there is no plan for adult-sized slides/climbing equipment.

During discussion, it was agreed that the safety is paramount in all aspects of inclusion and this request would promote segregation rather than inclusion. The Inclusion Advisory Committee recommends that the City continue to work with members of the IAC to develop outdoor play spaces that accommodate intergenerational users of all abilities. The committee's mandate is one that fosters inclusion and universal design for all users rather than segregation.

5.4 Anti-Racism Working Group Brainstorming Session

Council recently appointed an Anti-racism position to the City's Inclusion Advisory Committee. This position will work with anti-racism practitioners, First Light representatives, individuals with lived experience of racism and City staff to develop policies and practices that support the inclusion of all citizens and visitors.

With support from community organizations, the City has also applied to the Canadian Heritage funding grant which, if successful, would support the work of the Anti-Racism Working Group for 30 months starting fall of 2021.

On January 26th, the City held an Anti-Racism Brainstorming Working Group Session tasked with identifying workplan and perspectives/qualities of appropriate organizations and individuals to form the Anti-Racism Working group. Participants included individuals with lived experience as well as the Human Rights Commission, the Internationalization Office, FFTNL, the ANC, Diversity in Theatre, MUN, the Women's Multi Cultural Association, ARC NL, the YMCA's Newcomer Women Services, Sharing Our Cultures, ACOA, Mind the Gap, and Tobolo Festival, among others. Common themes arose such as:

- The need to acknowledge the existence of racism.
- The need to provide education around what racism is, how to identify it and how to respond.
- The need to provide tools for those who feel mistreated.

A complete What We Heard document will be compiled to provide further summary of the session. The group and its respective workplan will be

finalized soon and will be shared with the members of the Inclusion Advisory Committee.

District 7820 formed the Anti-Systemic Racism Task Force. A [link](#) to this document was provided to members.

5.5 Healthy City Strategy Update

The Inclusion Advisory Committee was consulted and provided feedback on the draft Healthy City Strategy on November 26th, 2020, December 1st, 2020, and December 10th, 2020. The initial draft of the Healthy City Strategy was reviewed by Council in January 2021 for their input prior to final public engagement. The first draft of the Healthy City Strategy Pillars, Goals and Implementation Strategies are listed in the information note appended to the agenda. The public consultation will be aimed at neighbourhood based initiatives that touch individuals directly, and submissions will likely consist of actions more so than implementation strategies.

Next steps were outlined as follows:

- Sign Memorandum of Understanding with Eastern Health
- Formation of Healthy City Strategy Advisory Committee (External)
- Formalize Internal City Staff – Healthy City Mobilization Team
- Public Engagement
- Final Council Approval of Strategy – September 2021

5.6 Emergency Preparedness

During the November 26th meeting of the Inclusion Advisory Committee, David Day, Manager of Emergency Preparedness with the City of St. John's presented information regarding the January 2020 State of Emergency.

Mr. Day provided clarification regarding Emergency Response which is coordinated by the Province through the Emergency Services Act. As noted in the minutes, Inclusion Advisory Committee members provided feedback and were asked to bring the information back to their respective organizations for additional thought. CNIB provided the following feedback for discussion:

- Communication – the City of St. John's website is challenging to navigate, and it is difficult to know where to find accessible information.

- Would like a dedicated phoneline (not 311) that can connect everyone to all available information. E.g., different organizations who are equipped to managed complicated issues as it relates to living with a disability.
- Before another emergency occurs, pre-determined locations in place with a plan so that the resident of the city will know where they should go in case of emergency, whether it be power outages, health concerns etc., access to food or to prescriptions.

A meeting will be scheduled with David Day, Manager of Emergency Preparedness, the City's Communication and Inclusion Teams, and the Coalition of Persons with Disabilities to discuss the feedback provided and next steps. This information will be brought back to the committee for review and feedback. Members were invited to attend that meeting and those that advised they would like to attend were Dr. Sulaimon Giwa, Joby Fleming, Ashley Gosse, Debbie Ryan, Trevor Freeborn, Megan McGie, and Kim Pratt-Baker.

During discussion, the following was noted:

- Food security is of concern.
- Consideration is needed to understand the jurisdiction of municipal vs provincial.
- Cross disability groups should be consulted.
- Text can be used for the deaf community but is dependent on the individual. TTY are inaccessible for people with hearing loss and is not a private form of communication. Video Relay Service (VRS) would be preferred, and educational information can be provided by the NLAD.
- The Coalition of Persons with Disabilities (COD) Document can be used as a starting point but will need to be updated.

6. OTHER BUSINESS

6.1 Update from GoBus

Members were provided with the following update from GoBus:

RFPs

The RFP for new On-Demand software for GoBus is nearing completion and should be published in the coming weeks.

The RFP for a new service provider is still scheduled for release in Spring 2021.

Assessment No-Shows

Due to significant numbers of no-shows since November, GoBus have adjusted their communication processes slightly. Previously, customer names and contacts were sent to Horizon and they mail or email the necessary documents to the customer along with a set date/time for their assessment. They then issue a confirmation call 48 hours in advance. Under the revised procedure, customers will now receive a confirmation call 72 hours in advance of their appointment times (rather than 48). If the customer cannot be reached within 24 hours, the appointment will be cancelled, and the customer's account may be suspended until they hear from them. However, every effort will be made to avoid any interruption of service for active customers.

It was requested that the committee remind their consumers who use GoBus to cancel their assessment appointments appropriately (24 hrs) if they cannot make it and to update their contact information with GoBus regularly.

MVT Telephone System Upgrades

In December, MVT upgraded their telephone system to ensure improved continuity of service during events where staff cannot get into the office (such as events like snowmageddon or in response to COVID work-from-home rules). The system also provides the ability for calls to be monitored for training purposes which is having a positive impact on customer service.

During discussion, it was requested that information regarding the requirements under the RFP for the new service provider be provided to the group prior to the release in Spring 2021. Members were invited to forward information to Natalie or Donna on this item.

6.2 Roundtable

Members provided updates from their individual organizations:

Dr. Giwa:

- St. John's African Roots Festival (SARFest): Screening of the movie takes place next Friday at 7pm. Members and their group or committee

are welcome to join the event. The movie to screen is Mama Africa (Mariam Makeba).

- Expert Panel Speaker Series: Reminder to Register - The Task Force is also hosting an expert panel discussion series where they will explore and discuss a number of topics related to Systemic Racism. The first moderated panel discussion is scheduled for February 22, 2021 from 6-7pm AST. This will be a Zoom session and attendees can register for the session here. After registering, they will receive a confirmation email containing the link to join the meeting. Please check spam/junk folder and then add to calendar.

Ashley Gosse:

- The Autism Society's social enterprise will open tomorrow. It provides a teaching environment for those who are on the spectrum to learn skills for employment. They are open for dine in, take out and catering.

Joby Fleming:

- Requested that the committee review accessible affordable housing. This can be added to a future agenda and City Housing staff will be invited to speak.

Megan McGie:

- Recommended that in Senior Housing developments there be a wing built for deaf individuals.

Grant Genova:

- Requested that the Inclusion Advisory Committee members bring forward perspectives from their individual organizations and communicate with each other.

7. DATE AND TIME OF NEXT MEETING

The next meeting of the Inclusion Advisory Committee is scheduled for March 23, 2021.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 2:34 pm.

CO-CHAIRS, JOBY FLEMING AND DR. SULAIMON GIWA

INFORMATION NOTE

Title: Kelly's Brook Shared Use Path Engagement

Date Prepared: 2021 March 11

Report To: Inclusion Advisory Committee

Councillor and Role: Councillor Deanne Stapleton

Issue: The Kelly's Brook Shared Use Path surface material information will be presented to gather a recommendation from the committee on the preferred surface treatment and seek further input on design elements discussed during previous engagement sessions with the committee and associated working groups.

Discussion – Background and Current Status:

Kelly's Brook Shared-Use-Path is the first catalyst project coming from the Bike St John's Master Plan. The shared-use path will extend from King's Bridge Road to Columbus Drive. It is mostly in place as a granular walking path today, linking several neighbourhoods through an important east-west greenway that largely parallels Empire Avenue. Its goal is to provide an attractive and continuous 4.8 km active transportation route in St. John's, connecting popular destinations and amenities along the way. Path upgrades will be professionally designed by a team of consultants working closely with city staff.

The Inclusion Advisory Committee (IAC) and associated Universal Design Working Group (UDWG) have been consulted on several occasions regarding the development of the Bike Master Plan (October 3, 2018) and more specifically the Kelly's Brook Path Project (UDWG January 6, 2021; IAC February 9, 2021). The following themes emerged as important accessibility and inclusion considerations:

- Ensure surface area is accessible for all (including persons with vision, hearing and mobility barriers)
- Ensure safety for all ages and abilities (including persons with vision, hearing and mobility barriers)
- Ensure accessible wayfinding including Tactile Walking Surface Indicators (TWSI); Accessible Pedestrian Signals and technology such as blind square
- Wayfinding and public education regarding areas of conflict and trail etiquette to ensure the safe and enjoyable use of the trail for all

Detailed committee feedback and recommendations are noted in the minutes of the February 9th IAC meeting.



The Inclusion Advisory Committee has noted that this multi-use path will be precedent setting and want it to be a success. Resolving areas of conflict during the design phase will help to establish multi-use paths as a viable addition to City mobility networks. The committee noted that they are a resource that can be used to develop solutions to areas of conflict and accessibility barriers.

Key Considerations/Implications:

1. Budget/Financial Implications:

Budget/Financial Implications: Project is funded by provincial and federal program. See note on funding announcement here: <http://stjohns.ca/media-release/governments-invest-upgrades-path-link-neighbourhoods-st-john-s>

2. Partners or Other Stakeholders:

We are working with a variety of stakeholders and the public. Stakeholders include:

- i. Grand Concourse Authority
- ii. Environmental Experts Panel
- iii. Universal Design Working Group & the Inclusion Advisory Committee
- iv. Youth Strategy Implementation Team
- v. Bike Advisory Committee
- vi. Senior's Advisory Committee
- vii. MUN stakeholder group

3. Alignment with Strategic Directions/Adopted Plans:

A City that Moves

4. Legal or Policy Implications: n/a

5. Privacy Implications: n/a

6. Engagement and Communications Considerations: n/a

7. Human Resource Implications: n/a

8. Procurement Implications:

Procurement Implications: The current engagement and design project will conclude with a tender ready package for construction in 2021-2022.

9. Information Technology Implications: n/a

10. Other Implications: n/a

Conclusion/Next Steps:

City staff will take feedback received thus far and compile detailed plan which will be brought back to the Inclusion Advisory Committee and Universal Design Working Group for further review and input.

Prepared by/Date: Natalie Godden, Manager, Family & Leisure Services

Reviewed by/Date: Garrett Donaher, Manager – Transportation Engineering

Approved by/Date: Scott Winsor, Director of Engineering

Attachments: Surface Material Technical Memo, Surface Material Summary Matrix

Report Approval Details

Document Title:	Kellys Brook Path Surface Treatment.docx
Attachments:	- Surface Material Summary Matrix.pdf - Surface Material Technical Memo.pdf
Final Approval Date:	Mar 16, 2021

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

Scott Winsor - Mar 12, 2021 - 4:27 PM

Jason Sinyard - Mar 16, 2021 - 11:17 AM

Trail Materials Comparison

*How to use this chart: Cells with same icons depict a scale of “high-medium-low” with 3 icons indicating “high” and 1 icon indicating “low”. For example, 3 leaves indicate “high” environmental sustainability, and 1 leaf indicates “low” environmental sustainability.

Non-Stabilized Granular
(Traditional Granular Trail)

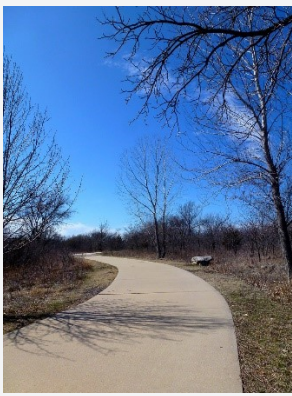
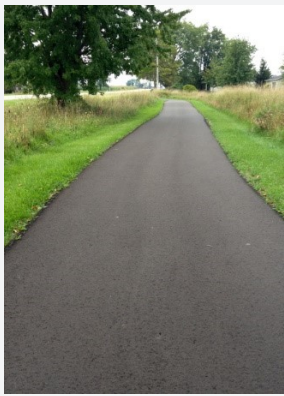
Stabilized Granular
(Organic-Lock™)

CORE™ Gravel Foundation System

Asphalt

Concrete

Aesthetics



Accessibility

How well does the surface accommodate users with mobility impairments?

Not generally accessible

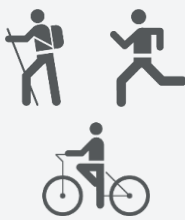
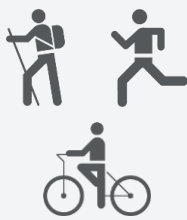
Accessible to some users

Accessible to some users



User Accommodation

What types of users does the trail accommodate?



Environmental Sustainability

Does the surface use environmentally sustainable materials or provide environmental benefits?



Not environmentally sustainable

Not environmentally sustainable

Construction Scale

What is the scale of the construction impact based on structure and method?



Erosion

Is the trail susceptible to surface erosion and undermining?



Maintenance

What is the level of effort of routine maintenance?



Durability

How durable is the surface to regular wear?



Lifespan

How long does the surface last?*

10 Years

20 Years

20 Years

20 Years

20+ Years

Construction Cost

How much does the surface cost to install and maintain?



20-Year Lifecycle Cost

How much does the surface cost to maintain over 20 years?



*Assuming regular maintenance and repairs as needed

MEMORANDUM

February 18, 2021

To: Garrett Donaher & Marianne Alacoque

Organization: City of St. John's

From: Shanna McKinnon & Jeff Ciabotti

Project: Kelly's Brook Shared Use Path

Re: Kelly's Brook Shared Use Path Surfacing Comparison

As part of the design and construction of Kelly's Brook Shared Use Path, Toole Design has completed a comparison between various surface materials appropriate for the desired types of use identified. Details on five surface materials are provided and a comparison between each is shown. Based on this research and feedback from stakeholders, a preferred surface recommendation for the design and construction of this facility will be presented to Council.

Background

The City of St. John's approved the Bike St. John's Master Plan, including 3 catalyst projects, at the June 10, 2019 City Council meeting. The vision adopted by City Council commits the City of St. John's 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. This project is for the design and construction of the Kelly's Brook Shared Use Path, which was the highest priority project identified in the plan.

The existing links that will be connected to form the Kelly's Brook Shared Use Path are predominantly granular with concrete sidewalks along roadways. Through discussion with City administration, Toole Design understands the material that is used to create shared use pathways has been a notable concern for the public, with some preferring the aesthetic of granular paths within naturalized areas and open spaces. As such, an evaluation of various surface treatments has been requested as part of the design and construction of the Kelly's Brook Shared Use Path.

Local Conditions

St. John's has a very wet climate. Standing water is a regular occurrence and trail undermining from water runoff is a frequent concern. Winters are relatively mild with considerable freeze-thaw cycles. Though the projected lifespan of a traditional granular trail is typically 10+ years, the trails in St. John's see frequent and significant routine maintenance to correct surface and subsurface wear resulting from trail use during wet periods, direct water damage, and undermining. Additionally, the existing granular trail along Rennie's Mill River often becomes flooded due to high water levels.

St. John's is a city with steep and plentiful hills. The planned route of Kelly's Brook Shared Use Path is one of the flattest trail routes in the city, presenting greater opportunity to accommodate a wide range of ages and abilities of users including people with mobility challenges or invisible disabilities. Accommodating all ages and abilities is a

major objective of the City of St. John’s. Users could include people: walking; running, using wheelchairs; using walkers and other mobility aids; pushing a stroller; using rollerblades/inline skates, skateboards, scooters, and other small, hard-wheeled devices; riding bicycles; and other active uses.

Trail Materials Comparison

Materials

The material of the shared pathway is of particular concern to the community. The Bike St. John’s Master Plan makes universal accessibility a priority, however a familiar granular aesthetic is preferred by some. The original scope of the project required a comparison be done between asphalt and traditional granular surface treatments. Given the desire for a surface that is both familiar looking and wheelchair accessible, the team has also included two granular products that may be able to meet these needs, Organic-Lock™ and CORE™ Gravel Foundation Systems. (See below for brief product descriptions or use the hyperlinks to access product websites). Finally, the comparison includes concrete surfacing as there are locations along roadways that may be reconstructed as concrete pathway by widening the existing sidewalk.

“Organic-Lock™ is the strongest organic binder on the market today. Designed for stabilizing aggregate surfaces, its functionality allows you to create natural, aesthetically pleasing, permeable surfaces that hold up to extreme conditions”. (<https://www.organic-lock.com/>)

“CORE Gravel™ is a gravel stabilizing system that consists of a foundation of connected honeycomb-celled panels with a geotextile backing. Once filled with gravel, this system is ideal for vehicle or pedestrian traffic with no compromise in strength and durability”. (<https://www.coregravel.ca/core-foundations/core-gravel/products/>)

Considerations

Based on our experience in trail design, active transportation corridor, and accessibility projects across North America and in winter city contexts, the following considerations were noted as having an impact on the final choice of surface material:

Aesthetics

What is the visual appearance of the surface?

Accessibility

How well does the surface accommodate users with mobility impairments?

User Accommodation and Impact

What types of users does the trail accommodate and what type of physical impact does the surface have on users?

Environmental Sustainability

Does the surface use environmentally sustainable materials or can it be constructed in a way that is more environmentally sustainable?

Construction Impact

What is the scale of the construction impact based on the total structure depth and construction methods?

Surface Erosion

Is the material susceptible to surface erosion and undermining?

Maintenance

What type of routine maintenance is required? What type of winter maintenance activities or considerations are required?

Durability and Repairs

How durable is the surface to regular wear? What types of repairs are needed and how costly are they?

Lifespan

How long does the surface last?

Construction and Lifecycle Cost

How much does the surface cost to install and maintain?

Trail Materials Comparison Chart

	Non-Stabilized Granular (Traditional Granular Trail)	Stabilized Granular (Organic-Lock™)	CORE™ Gravel Foundation System	Asphalt	Concrete
Aesthetics					
Accessibility	<p><u>Not Accessible</u></p> <p>Not accessible for wheelchair users or people who use walkers.</p> <p>Due to surface inconsistencies, people with vision impairments who use a cane may find the rough surface uncomfortable to navigate depending on the type of cane tip and their caning technique. Steep grades can pose accessibility issues due to loose gravel.</p>	<p><u>Limited Accessibility</u></p> <p>Not accessible for all wheelchair users or people who use walkers. People who use walkers and people who have wheelchairs with small, hard front casters may find the surface difficult to use as the loose stone can hinder the wheels from rolling smoothly.</p> <p>People with vision impairments who use a cane may find the surface uncomfortable to navigate depending on the type of cane tip and their caning technique.</p>	<p><u>Limited Accessibility</u></p> <p>Not accessible for all wheelchair users or people who use walkers. People who use walkers and people who have wheelchairs with small, hard front casters may find the surface difficult to use as the loose stone can hinder the wheels from rolling smoothly.</p> <p>People with vision impairments may find the surface uncomfortable to navigate depending on the type of cane tip and their caning technique.</p>	<p><u>Accessible</u></p> <p>A universally smooth surface that provides a comfortable path for users with mobility aids.</p>	<p><u>Accessible</u></p> <p>Provides a smooth surface; however, construction joints can impact the comfort of users if they are too frequent or pronounced. This can be mitigated by saw-cutting the joints or spacing joints out as far as possible and by smoothing the troweled edges.</p>
User Accommodation and Impact	<p><u>Some Users</u></p> <p>Non-stabilized granular is not suitable for people on scooters,</p>	<p><u>More Users</u></p> <p>Organic-Lock™ is not suitable for people on scooters, rollerblades or other small, hard-wheeled devices.</p>	<p><u>More Users</u></p> <p>CORE™ Gravel System is not suitable for people on scooters,</p>	<p><u>All Users</u></p> <p>Asphalt surfacing is adequate for all users.</p>	<p><u>All Users</u></p> <p>Concrete surfacing is adequate for all users, however the frequent construction jointing results in a</p>

	<p>rollerblades or other small, hard-wheeled devices.</p> <p>Loose stone, such as pea gravel, is not ideal for running as it shifts underfoot. Crushed stone, such as the typical quarter minus used in St. John's, works better as it "knits" together to create a more stable surface.</p>	<p>Organic-Lock™ is a flexible, shock-absorbing surface without shifting granular material.</p>	<p>rollerblades or other small, hard-wheeled devices.</p> <p>Loose stone, such as pea gravel, is not ideal for running as it shifts underfoot. Crushed stone, such as the typical quarter minus used in St. John's, works better as it "knits" together to create a more stable surface.</p>	<p>There is some research on the difference of the impact on musculoskeletal injuries between asphalt and concrete, much of it identifying that there is little difference, if any, between the two surface materials.¹ However, there is anecdotal information that runners prefer asphalt to concrete.</p>	<p>rougher surface for people on bikes, rollerblades, or scooters. This can be mitigated by saw-cutting the joints and/or by spacing joints out as far as possible and by smoothing the troweled edges.</p> <p>There is some research on the difference of the impact on musculoskeletal injuries between asphalt and concrete, much of it identifying that there is little difference, if any.¹ However, there is anecdotal information that runners prefer asphalt to concrete.</p>
Environmental Sustainability ^{2,3}	<p>Granular pathways are water permeable (unless highly compacted), contain aggregate that is often recycled content, can typically be sourced locally, and reduce the heat island effect by reflecting solar radiation, rather than retaining heat.</p> <p>Overland water flow can lead to granular wash-out, requiring the material to be replaced.</p>	<p>Organic-Lock™ pathways are water permeable, contain aggregate that is often recycled content, can typically be sourced locally, and reduce the heat island effect by reflecting solar radiation, rather than retaining heat.</p> <p>Additionally, Organic-Lock™ is made primarily from a rapidly renewable plant material and its additional additives are 100% naturally occurring materials.⁴</p>	<p>CORE™ Gravel Foundation pathways are water permeable, contain aggregate that is often recycled content, can typically be sourced locally, and reduce the heat island effect by reflecting solar radiation, rather than retaining heat.</p> <p>The CORE™ Gravel Foundation system is made of recycled plastic materials.</p>	<p>Traditional hot-mix asphalt is not considered an environmentally sustainable material.</p> <p>Asphalt can be made in sustainable ways by using recycled materials, warm & cold mix asphalt, or porous asphalt.⁵ These methods, however, are not typically used in St. John's due to climate and freeze-thaw cycles and also have much higher maintenance costs.</p>	<p>Concrete can be considered moderately environmentally sustainable if the materials can be sourced locally, and by using lighter coloured concrete to reflect solar radiation rather than retaining heat. However, cement used in the creation of concrete is an emissions-intensive substance to produce.</p>

¹ https://www.researchgate.net/profile/Ana_Ribeiro21/publication/23444709_In-shoe_plantar_pressure_distribution_during_running_on_natural_grass_and_asphalt_in_recreational_runners/links/5b2061770f7e9b0e373ef09e/In-shoe-plantar-pressure-distribution-during-running-on-natural-grass-and-asphalt-in-recreational-runners.pdf

² <https://www.usgbc.org/credits?Version=%22v4.1%22&Rating+System=%22New+Construction%22>

³ <https://www.sustainablesites.org/>

⁴ <https://www.organic-lock.com/resources/product-faq/>

⁵ <https://www.fhwa.dot.gov/pavement/sustainability/hif16012.pdf>

Construction Scale	<p>50mm granular surface 150mm granular base Total Depth = 200mm Structure based on City of St. John's Standard Dwg No. 10-530-03</p>	<p>75mm compacted Organic-Lock™ trail aggregate 150mm granular base Total Depth = 225mm Structure based on supplier detail</p>	<p>45mm for CORE™ Gravel Foundation System (35mm) and 10mm top-dress layer of granular 150mm granular base Total Depth = 195mm Structure based on supplier detail</p>	<p>75mm asphalt surface 150mm granular base Total Depth = 225mm Structure based on Toole Design typical detail for an asphalt trail</p>	<p>100mm concrete surface 100mm granular base Total Depth = 200mm Structure based on City of St. John's Standard Dwg No. 10-330-03 Required formwork increases the impact area by minimum 500mm on each side of the trail.</p>
Surface Erosion	<p>Significant erosion and undermining can happen in locations where high volumes of water are likely to flow across the trail.</p> <p>Surface erosion along trail segments with steeper grades will occur.</p>	<p>Resistant to surface erosion from water runoff but ponding with standing water will degrade the surface and can lead to undermining of the surface.</p>	<p>Resistant to significant surface erosion. Granular top-dress material may have to be replaced if water flow volumes are high. Standing water on the trail surface can lead to undermining.</p>	<p>Resistant to surface erosion and undermining.</p>	<p>Resistant to surface erosion and undermining.</p>
Maintenance	<p>Requires routine maintenance to repair displacement from water movement and general surface wear, especially along trail segments with steeper grades.</p> <p>Winter maintenance can be completed with a plow blade set 1-2" above the gravel. This leaves a 1-2" layer of snow on the trail surface, which will not be accessible for all users in the winter.</p>	<p>Requires routine maintenance to ensure no standing water.</p> <p>Winter maintenance can be completed with a plow blade set 1-2" above the gravel. This leaves a 1-2" layer of snow on the trail surface, which will not be accessible for all users in the winter.</p>	<p>Requires routine maintenance to redistribute granular after snow melt or heavy rainfall, and to ensure the CORE™ Gravel Foundation System remains covered to reduce UV damage.</p> <p>Wear of the top-dress layer along trail segments with steeper grades will require routine maintenance.</p> <p>Winter maintenance can be completed with a plow blade set 1-2" above the gravel. This leaves a 1-2" layer of snow on the trail surface, which will not be accessible for all users in the winter.</p>	<p>Minimal routine maintenance related to crack sealing.</p> <p>Winter maintenance can be completed with a brush or plow, removing all snow from the trail and creating an accessible surface for all users in the winter.</p>	<p>Minimal routine maintenance related to heaving and cracking.</p> <p>Winter maintenance can be completed with a brush or plow, removing all snow from the trail and creating an accessible surface for all users in the winter.</p>

Durability and Repairs	<p>Highly durable in dry conditions and properly draining conditions. Wet conditions degrade durability more quickly, especially in locations with high user traffic.</p> <p>Takes 2-3 years to settle and compact. If there is high probability of overland water flow, the granular will washout, requiring it to be replaced and the compaction process is slowed.</p>	<p>Highly durable in dry and properly draining conditions, however, standing water can be a major concern and reduce durability.</p> <p>Fixes to surface are relatively easy if damage occurs.</p> <p>Product is flexible and is self-healing if minor cracks occur</p>	<p>Highly durable.</p> <p>Will not shift or crack.</p> <p>Top-dress layer of gravel regrading is required after snow melt or heavy rain to ensure system remains covered.</p>	<p>Highly durable to surface wear.</p> <p>Spot repairs, such as potholes or minor cracks, can be easy to repair.</p> <p>Cracks caused by subbase settlement or slope movement result in major repairs and can be costly.</p>	<p>Highly durable to surface wear.</p> <p>Spot repairs vary in complexity and can be more costly than asphalt, though generally occur less often than asphalt.</p>
Lifespan*	10 Years	20 Years	20 Years	20 Years	20 Years
Construction Cost**	\$355,000	\$1,170,000	\$1,395,000	\$710,000	\$1,905,000
20-year Life Cycle Cost***	\$1,090,000	\$1,760,000	\$2,110,000	\$1,190,000	\$3,150,000
Summary	The surface is not accessible for all user and lower capital costs are offset by higher cost of ongoing maintenance.	The surface is not accessible for all users. The material has a high cost of construction and reduced performance in wet climates.	The surface is not accessible for all users. The material has a high cost of construction and high overall costs.	Higher capital costs compared to the gravel surface are largely offset by lower ongoing maintenance relative to granular. This option provides an accessible surface.	This surface material is accessible for all users, but it has the highest capital cost and overall cost. of the materials reviewed

* Assuming regular maintenance and repairs as needed

** Approximate cost for supply of materials and construction of a 3.0m wide trail for the length of the project

*** Includes approximate cost of annual surface repairs over 20 years for 3.0m wide trail for the length of the project as detailed in the separate Life Cycle Cost Analysis memo. For ongoing maintenance items such as snow removal, it has been assumed the personnel and equipment used to complete this work will be common to all trail types.

Summary

There are several factors that need to be considered in selecting an appropriate trail surface material. This memo explored a number of important factors including accessibility, range of users, aesthetics, environmental sustainability, durability and maintenance, and lifecycle cost.

Accessibility is a critical factor based on the purpose and role of Kelly's Brook Shared Use Path within St. John's active transportation and recreation network. Traditional granular trails are not considered to be accessible. The CORE™ Gravel Foundation System and Organic-Lock™ are considered universally accessible by some regulating agencies (e.g., the United States Americans with Disabilities Act regulations), however they have limitations to the types of users and mobility aids they can accommodate. The CORE™ Gravel Foundation System cannot be fully cleared in the winter. Asphalt and concrete accommodate all types of users and can be fully cleared in the winter, providing surfaces that are accessible for all users in all seasons.

Range of users is also an important consideration for the trail. Because this trail connects to many significant St. John's destinations, links a number of neighbourhoods, and the grades on the trail allows it to be accessible for people using mobility aids, it is important that users of all ages and abilities, as well as on a wide range of active mode devices, are accommodated. Typical granular trails, Organic-Lock™, and the CORE™ Gravel Foundation System do not support devices such as scooters, inline skates, or skateboards, in addition to the limitations for walkers and some wheelchair users. Asphalt and concrete surfaces promote a wide range of uses for all ages and abilities.

As the existing trail is a granular material, there is a desire to maintain the existing aesthetic with the new trail. Traditional granular, Organic-Lock™, and the CORE™ Gravel Foundation System are also environmentally sustainable surfaces, providing infiltration and using material that is locally sourced. The depth of construction required for these materials is equivalent to or shallower than asphalt.

Finally, durability, maintenance, and cost are key considerations for choosing construction materials. All surfaces can be considered highly durable in ideal situations, however, because of the high precipitation all year-round, standing and flowing water are major concerns. Traditional granular trails and the CORE™ Gravel Foundation System would experience significant surface erosion from surface drainage and the durability of the trail is greatly reduced on all three granular installations when high user volumes are combined with standing water. Standing water on the Organic-Lock™ surface can break down the bonding material and although repairs can be done easily in occasional occurrences, continual repairs could end up costing a lot of time and money. Asphalt and concrete are highly durable surfaces in wet and dry weather and require less maintenance than the granular trail surfaces.

Construction costs and lifecycle costs vary between the surfaces. Traditional granular trails have the lowest construction and lifecycle cost while concrete has the highest construction cost and the CORE™ Gravel Foundation System has the highest lifecycle cost.

Sincerely,

Ryan Martinson, M.Eng., P.Eng. | Senior Engineer

TOOLE DESIGN

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rmartinson@tooledesign.com | 403.466.6604

The information contained in this document is for planning purposes and should not be relied upon for final design of any project. Readers are cautioned that this is a preliminary report and that all results, recommendations, concept drawings, cost opinions, and commentary contained herein are based on limited data available at the time of preparation. Further engineering analysis and design are necessary prior to implementing any of the recommendations contained herein.

INFORMATION NOTE

Title:	Re-Imagine Churchill Square – Concept Plan
Date Prepared:	March 9, 2021
Report To:	Inclusion Advisory Committee
Councillor and Role:	Councillor Deanne Stapleton
Ward:	Ward 4

Issue: The Re-imagine Churchill Square concept plan will be presented to gather a recommendation from the committee on the proposed location of accessible parking spaces, feedback on Go Bus/Transit and passenger drop-off/pick up, and feedback on the main central plaza and Terrace on the Square plaza areas.

Discussion – Background and Current Status:

In the fall of 2019 Council recognized an opportunity to coordinate planned improvements and engagement on a concept design project for the Churchill Square area. In February of 2020, the City retained Mills & Wright Architecture and began work on the Re-Imagine Churchill Square project. The first phase of the project involved consulting the City's Advisory Committees, and engaging area stakeholders and the general public on their vision of what a Re-imagined Churchill Square could be.

Mills & Wright hosted an in-person workshop open to all members of City Advisory Committees, including the Inclusion Advisory Committee, on Tuesday March 10, 2020. Over 20 people participated in Committee meeting and some of the key themes that arose were:

- Wider sidewalks are needed throughout the Square.
- Lighting is generally poor in Churchill Square.
- Improvements are needed to provide better accessibility to all buildings.
- Bus stops are currently too far away from the Terrace on the Square and other buildings.
- The space needs to be pedestrian oriented; it currently feels too focused on cars.
- Churchill Square's public spaces must consider all four seasons and include consideration of snow storage.
- Could the flow of traffic be changed to remove the central drive aisle and create more pedestrian space?
- More outdoor amenities such as benches, picnic tables, and bike racks are needed.
- Connect the Square to the soccer field and park across the street.
- There is a unique heritage architecture in Churchill Square that must be incorporated.
- Can the parking lot be reconfigured to find more social spaces or space for community events?

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- Cycling infrastructure should be incorporated.

Based on these ideas as well as feedback gathered from business stakeholders and the general public, Mills & Wright have prepared a concept plan for the Churchill Square public area. The attached document illustrates the proposed concept plan and provides renderings of what the final project may look like once constructed.

A concept plan is an early design document that is intended to establish how areas of space will be used and the general layout of the public space. This includes areas of parking, drive-aisles, and sidewalks, as well as the general locations of intersections landscaping. Concept designs provide direction for the next step of detailed design.

While the plans and images of the renderings show a lot of detail at this stage, many features including curb ramps and tactile warning surfaces are not shown. These features will be included in the detailed design process based on specific information including grading and locations available at that stage. Some features that are shown in the concept plan such as the type of tables, bike racks, or feature colours, may not be the exact products used. This phase of the project and these plans and images are the first step to understanding the re-imagined vision of Churchill Square.

We are seeking input from the Inclusion Advisory Committee on the concept plan specifically for:

A recommendation on

- the locations of accessible parking spaces; and

Feedback on

- Go Bus/Transit and passenger drop-off/pick-up;
- main central plaza and Terrace on the Square plaza areas; and,
- any other critical issues for the concept level design.

At this stage of the process, any comments on detailed design issues will be noted for future consideration.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable
2. Partners or Other Stakeholders:

Residents, businesses (and their employees) and visitors of Churchill Square, City Advisory Committees, and the general public.

3. Alignment with Strategic Directions/Adopted Plans:

Completion of the Re-Imagine Churchill Square project aligns with the strategic direction "A city where people feel connected, have a sense of belonging, and are actively

engaged in community life.” and specifically the goal to “develop and deliver programs, services, and public spaces that build safe, healthy and vibrant communities”.

4. Legal or Policy Implications: Not applicable
5. Privacy Implications: Not applicable
6. Engagement and Communications Considerations:

More consultation and engagement will be held to present and gather feedback on the proposed concept plan. A virtual meeting open to all of the City’s active Advisory Committees will be held on March 24 from 2:00-3:00 PM and two virtual public open houses will be held on March 25 from 10:30-11:30 AM and from 6:30-7:30 PM.

7. Human Resource Implications: Not applicable
8. Procurement Implications: Not applicable
9. Information Technology Implications: Not applicable
10. Other Implications: Not applicable

Conclusion/Next Steps:

The final round of Committee and public engagement will be completed, and Staff will prepare a report to Committee of the Whole that presents the Re-Imagine Churchill Square concept plan, summarizes What We Heard through consultation, and provides a recommendation to Council on how to proceed with the project.

This report will include the feedback gathered from the March 23 meeting of the Inclusion Advisory Committee and will summarize the recommendation made by the Committee for Council information and consideration.

Attachment Image Descriptions:

Churchill Square Concept Plan Full Rendering – The image shows a digital three-dimension rendering of the proposed concept plan for Churchill Square as a birds-eye angled view looking at Churchill Square from Elizabeth Avenue. A central drive-aisle with sidewalks along each side runs from the existing signalized intersection on Elizabeth Avenue just past the middle of the square where it forms a three-legged intersection. At this point vehicles can make a left or a right turn to access parking areas on either side. In front of the Terrace on the Square building there is a central plaza area for pedestrians and the sidewalks bordering the buildings around the square are larger with areas of landscaping and trees.

Main Pedestrian Plaza Full Rendering – The image shows a digital three-dimension rendering zoomed in on the main central plaza area looking towards the Terrace on the Square Building. The plaza is at sidewalk level with space for pedestrians to move around and space along the left side for cyclists to access a covered bike parking area. Landscaped planters including trees with benches for seating around the side are provided on either side of the plaza area and tables with chairs are shown in the centre of the area with some located under pergola shelters. String lights run overtop of the plaza between posts on the corners of the planters.

Partial Main Pedestrian Plaza Rendering – The image shows a digital three-dimension rendering of a side view of the central plaza area showing the pergola style shelters above the seating areas and a farmers market vendor next to the sidewalk area.

Terrace on the Square Plaza Rendering – The image shows a digital three-dimension rendering of the front of the Terrace on the Square building. The area at the front doors to the building is shown as a raised intersection with a drop-off/pick-up area. Landscaping is added in areas in front of the left side of the building next to CIBC and expanded sidewalks are provided around the building plaza. The existing ramps to the left and right of the building face up to the main doors are improved to meet current accessibility standards and accessible parking spaces are located up against the new sidewalk next to the building entrances. The existing circular ramp to the right of the building is replaced with landscaped area and the ramp is improved and relocated along the side of the building.

Re-imagine Churchill Square Concept Plan – The image shows a plan view of the re-imagine Churchill Square concept plan on a satellite image of the project area. Elizabeth Avenue runs along the left side of the image and the Terrace on the Square building is on the right edge. An existing multi-use commercial and apartment building borders the top of the image while the new residential and commercial building currently under construction is shown at the bottom. Two parking areas are in the area between the buildings separated by a central drive aisle with sidewalks and landscaping and the central plaza area. The Metrobus stop on the south side of Elizabeth Avenue remains in the same location in the top left corner of the image and a new accessible path to the nearby building is shown. A raised intersection connects the proposed central plaza area to the front of the Terrace on the Square building. At this intersection in front of the building there is a drop-off/pick-up area for Go Bus, passengers, and deliveries. Twenty-three accessible parking spaces are shown on the plan. Three of these are shown in the top left corner near the entrances to the apartments, two are in the bottom left corner near the Cowans Optical building, two are at the front entrance of the building being constructed, four are in the bottom right corner near a crosswalk on Rowan Street to the side of the Terrace on the square building, three are in the top right corner near the Alpine Country Lodge business, five are located in front of Terrace on the Square, and four are located next to the central plaza area.

Report Approval Details

Document Title:	Re-Imagine Churchill Square - Concept Plan.docx
Attachments:	<ul style="list-style-type: none">- Churchill Square Concept Plan Full Rendering.pdf- Main Pedesrian Plaza Full Rendering.pdf- Partial Main Pedestrian Plaza Rendering.pdf- Terrace on the Square Plaza Rendering.pdf- Re-imagine Churchill Square Concept Plan.pdf
Final Approval Date:	Mar 11, 2021

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

No Signature found

Garrett Donaher - Mar 11, 2021 - 10:51 AM

Scott Winsor - Mar 11, 2021 - 1:30 PM

Jason Sinyard - Mar 11, 2021 - 2:20 PM

Bird's Eye View





Main Pedestrian Plaza





Overall Concept Plan



Update from GoBus March 23, 2021

RFP for scheduling software

The RFP for new On-Demand software for GoBus has been released. The closing date for submissions is March 26, 2021.

RFP for service provider

We are continuing to work on the RFP for the GoBus service provider and anticipate it being released by the end of March.

COVID response

With the move to Alert Level 5, GoBus has reverted to an onboard maximum of 3 people, customers are being asked screening questions when booking and are being asked to only travel for essential purposes. Hours of operation have changed slightly with the latest pickup time being 11pm.

With a move to Alert Level 4, GoBus will increase onboard capacity to 50% though every effort will be made to keep the number of passengers as low as possible. We will no longer be asking people to restrict their travel to essential trips.

These and any future updates are communicated via GoBus' text/email alert service and posted on GoBus' booking portal. GoBus customers or other interested individuals can sign up for text or email alerts by visiting www.gobus.info/alerts.

INFORMATION NOTE

Title:	Ramps Up Working Group
Date Prepared:	March 12, 2021
Report To:	Inclusion Advisory Committee
Councillor and Role:	Councillor Deanne Stapleton
Ward:	N/A

Issue: St. John's City Council along with the Inclusion Advisory Committee and Downtown St. John's are seeking support from the Engineering and Inspections Division with the Government of Newfoundland and Labrador to form a Ramps Up Working Group tasked with discussing creative solutions to the unique accessibility barriers that exist in the downtown core.

Discussion – Background and Current Status: Downtown St. John's is the historic core of the City, adding economic value and providing entertainment and tourism opportunities for City residents and visitors. This history brings with it, barriers to inclusion, such as steps into shops, narrow buildings, and lack of accessible washrooms. The Ramps Up Working Group hopes to support businesses as they find creative solutions to ensuring downtown St. John's is accessible to all. The success of the Ramps Up Working Group can only be realized with input and guidance from a member of the Government of Newfoundland and Labrador Engineering and Inspections Division, to ensure safety and compliance with Provincial Accessibility requirements. As a result, the City of St. John's, Inclusion Advisory Committee and Downtown St. John's are sending the attached request to the Director of Engineering and Inspection Services.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
 - a. Inclusion Advisory Committee
 - b. Downtown St. John's
 - c. Government of Newfoundland and Labrador
3. Alignment with Strategic Directions/Adopted Plans:
 - a. Connected City; supporting a city where people feel connected, have a sense of belonging, and are actively engaged in community life.
4. Legal or Policy Implications: N/A

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5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

Conclusion/Next Steps: To await response from Government NL

Prepared by/Date: Sherry Mercer, Mar 12, 2021

Reviewed by/Date: Natalie Godden, Manager – Family & Leisure Services, March 12, 2021

Attachments:

Ramps Up Letter

Report Approval Details

Document Title:	Ramps Up.docx
Attachments:	- Ramps Up Letter. David Brockerville _Signature_signed.pdf
Final Approval Date:	Mar 16, 2021

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

Natalie Godden - Mar 12, 2021 - 3:08 PM

Tanya Haywood - Mar 16, 2021 - 9:09 AM

February 16, 2021

Mr. David Brockerville
Director of Engineering and Inspection Services
Engineering and Inspections Division
Government of Newfoundland and Labrador
PO Box 8700
St. John's, NL A1B 4J6

Dear Mr. David Brockerville:

The City of St. John's Inclusion Advisory Committee (IAC) is comprised of a diverse group of community inclusion experts and provides information and advice to City Council on matters of accessibility and inclusion as they relate to City of St. John's programs, policies, and services.

St. John's City Council along with the Inclusion Advisory Committee and Downtown St. John's are seeking support from your Department to form a Ramps Up Working Group tasked with discussing creative solutions to the unique accessibility barriers that exist in the downtown core. We are requesting that an appropriate Service NL staff collaborate with City staff, Inclusion Advisory Committee members and Downtown St. John's to find creative solutions to accessibility in the downtown area while at the same time meeting accessibility regulations.

As you know, downtown St. John's is the historic core of the City, adding economic value and providing entertainment and tourism opportunities for City residents and visitors. This history brings with it, barriers to inclusion, such as steps into shops, narrow buildings, and lack of accessible washrooms. The Ramps Up Working Group hopes to support businesses as they find creative solutions to ensuring downtown St. John's is accessible to all. We feel that the success of the Ramps Up Working Group can only be realized with input and guidance from a member of your team to ensure safety and compliance with Provincial Accessibility requirements.

Thank you for taking the time to consider our request and we look forward to working with you in the future.

Sincerely,

Danny Breen
Digitally signed by Danny Breen
DN: cn=Danny Breen, o=City of
St. John's, ou=Mayor,
email=dbreen@stjohns.ca, c=US
Date: 2021.03.11 14:00:37 -03'30'

Danny Breen
Mayor, City of St. John's

Joby Fleming
Digitally signed by Joby
Fleming
Date: 2021.03.10
23:25:55 -03'30'

Joby Fleming
Co-Chair, I.A.C



Scott Cluney
Executive Director -
Downtown St. John's

ST. JOHN'S

1. GENERAL INFORMATION

Advisory committee name:	Inclusion Advisory Committee
Reporting to:	Committee of the Whole
Date of formation:	Formed February 22, 2016
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Manager of Family and Leisure Services Inclusive Services Coordinator
Other staff liaison:	As determined by staff lead as per Section 4.2.1
Council member:	Councillor Deanne Stapleton

2. PURPOSE

The Inclusion Advisory Committee provides information and advice to the Committee of the Whole on matters of inclusion and accessibility as they relate to City programs, policies and services, as referred to it by committees of Council. Items initiated by the Advisory Committee itself would be subject to review and approval of Council, that such items are within the Committee's legislative authority. Specifically, the Committee will:

- Provide the perspective of persons with disabilities, and those facing other barriers to participation, on civic matters that affect their daily lives, i.e. transportation, recreation, facilities.
- Provide advice and perspective to the City on its policies, plans, programs, and services and how these meet the needs of persons with disabilities and those facing other barriers.
- Identify gaps and barriers and suggest solutions that allow for the full participation of persons with disabilities and those facing other barriers in City programming and improve the City's livability, inclusiveness, and accessibility.
- Liaise with external groups and organizations with an interest in inclusion and accessibility in order to share information, best practices, and other resources.
- Disseminate information on civic matters that affect persons with disabilities and those facing other barriers.
- Provide a forum for dialogue between persons with disabilities and those facing other barriers, relevant external organizations, and the city.
- Support and promote an increased consciousness of inclusion and accessibility within the City organization.

Advisory committee recommendations to the 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 Advisory Committee on Inclusion and Accessibility in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- A City That Moves – A City that builds a balanced transportation network to get people and goods where they want to go safely.
- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

Applicable Legislation/City Bylaws:

- City of St. John's Act

Other City Plans, Guides or Strategies:

- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- Recreation and Parks Master Plan, 2008
- Open Spaces Master Plan, 2014
- Affordable Housing Business Plan, 2014
- 10-Year Affordable Housing Strategy, 2019 to 2028
- Healthy City Strategy

Other Distinct Deliverables and Considerations:

1. The Committee will be consulted on any city public engagement process where obtaining the perspective of persons with disabilities and those facing other barriers is identified.
2. The Committee, working cooperatively with city staff and departments, will identify distinct opportunities to engage persons with disabilities and those facing other barriers in civic matters.
3. The Committee will work cooperatively with other relevant City committees on issues of mutual interest.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Advisory Committee will be comprised of a minimum of 11 and maximum of 18 total members from the following stakeholder groups:

3.1.1 Public Members

Committee Chair

Advisory committees are chaired by members of the public. One (1) advisory committee member will be elected as chair by the committee every two years. The public member chairing a committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.

Public Members

The Committee will be comprised of no more than 5 residents serving as public members who are members of the inclusion community, their caregivers and/or persons facing other barriers. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's.

Organizations

The Committee will be comprised of no more than 10 staff persons/board members representing agencies relevant to persons with disabilities and persons facing other barriers as follows:

- Coalition of Persons with Disabilities NL (CODNL)
- Empower
- Association for Community Living
- NL Association for the Deaf (NLAD)
- GoBus/Metrobus
- CNIB
- Autism Society NL
- Canadian Hard of Hearing Association – Newfoundland and Labrador
- Association for New Canadians
- First Light NL
- Representatives of seven (7) organizations or individuals that support persons facing other barriers to participation in the community. Efforts will be made to include the following sectors:
 - Mental Health
 - Poverty
 - Universal Design/Accessibility
 - LGBTQ2S
 - Physical and Neurological Disabilities
 - Anti-Racism
 - Women

Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

Youth Representation

Individuals between the ages of 19-35 Representation: At least one public member will be appointed to each advisory committee between 19-35 at the time their application is submitted.

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. Composition 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.

3.1.2 Staff and Council Members (Ex-Officio Members)

Lead Staff

A Lead Staff 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.

City Clerk

The City Clerk will have representation on each advisory committee.

Council

Each advisory committee will have one council representative acting as advisory committee spokesperson/champion.

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 two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Organizations

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 required to alternate appointed representatives following the completion of two two-year terms.

Lead Staff

A review of Lead Staff role will occur every four years as part of the advisory committee review.

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 two two-year terms 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 directly related to 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 the Committee of the Whole, 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 City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

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. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

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 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.

4.2 MEMBER ROLES AND RESPONSIBILITIES**4.2.1 City Staff****Lead Staff**

- 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).

Other Staff Liaison

- The work of Other Staff Liaisons intersects the purpose of the advisory committee and therefore they may be required to participate.

City Clerk

- To be responsible for legislative 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 Lead Staff will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

4.2.2 Public Members

Chair

- The presiding officer of an advisory committee will be referred to as "Chair." Advisory committees shall elect, from among their voting members, a Chair at the end of the prior chair's term. An advisory committee member shall not serve as a Chair for more than four consecutive years except in extenuating circumstances (see Term Limits).
- 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.

Public Members

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

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 meetings), 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 Lead Staff to inform council.

4.3 REPORTING

The Inclusion Advisory Committee shall report through the Committee of the Whole to City Council; however, depending on the issue, reports may be directed to another committee where appropriate

Standardized Reporting Process:

The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete a report for consideration of the Committee of the Whole.

Notes:

- Council to be kept informed of committee activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be required to report to (i.e. maintain open communication) with their respective organizations regarding committee work.
- A bi-annual Advisory Committee check in will be held for all advisory committee members.

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. 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 Committees will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's and must have decision making authority with the agency that they represent.
3. Organizational representatives are not required to be residents of St. John's.

Commitment to Equity and Inclusiveness

The City of St. John's is strongly committed to equity and inclusiveness. In selecting advisory committee members, the City will aim to design processes that are transparent, accessible, and free of discrimination and to seek to remove barriers.

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.

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 Inclusion Advisory Committee in the spectrum of engagement will fall within the realm of "consultation". This means that City advisory

committees 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. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website. You can also check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

7 OTHER GOVERNANCE

7.1 REVIEW OF TERMS

Taking into account recommendations from the 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.

7.2 MEETING AND SCHEDULES

Advisory Committees are to formally meet no less than three times and no more than six times on an annual basis. The exact frequency of advisory committee meetings will be determined by the Chair, Lead Staff, and City Clerk.

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

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City facilities or via accessible video/virtual meeting platforms and shall be closed to the public.

Meetings may be recorded.

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the 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 Inclusion Advisory Committee.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____