

# ST. JOHN'S

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## Committee of the Whole Agenda

November 7, 2023

3:00 p.m.

4th Floor City Hall

Pages

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6. Public Works - Councillor Jamie Korab
7. Community Services and Special Events - Councillor Jill Bruce
8. Housing - Councillor Ron Ellsworth
9. Economic Development, Tourism & Immigration - Mayor Danny Breen
10. Arts & Culture - Councillor Sandy Hickman
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# ST. JOHN'S

## Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

October 24, 2023, 3:00 p.m.

Present: Deputy Mayor Sheilagh O'Leary  
Councillor Maggie Burton  
Councillor Ron Ellsworth  
Councillor Debbie Hanlon  
Councillor Jill Bruce  
Councillor Jamie Korab  
Councillor Ian Froude  
Councillor Carl Ridgeley

Regrets: Mayor Danny Breen  
Councillor Sandy Hickman  
Councillor Ophelia Ravencroft

Staff: Tanya Haywood, Deputy City Manager of Community Services  
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services  
Cheryl Mullett, City Solicitor  
Ken O'Brien, Chief Municipal Planner  
Karen Chafe, City Clerk  
Erin Skinner  
Stacey Baird, Legislative Assistant  
David Crowe

1. **Call to Order**

2. **Approval of the Agenda**

**Moved By** Councillor Korab

**Seconded By** Councillor Ellsworth

That the agenda be adopted as presented.

For (8): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (8 to 0)**

**3. Adoption of the Minutes**

**3.1 Minutes of October 10, 2023**

**Moved By** Councillor Froude

**Seconded By** Councillor Bruce

That the minutes of October 10, 2023, be accepted as presented.

For (8): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (8 to 0)**

**4. Presentations/Delegations**

**5. Finance & Administration - Councillor Ron Ellsworth**

**6. Public Works - Councillor Sandy Hickman**

**7. Community Services - Deputy Mayor Sheilagh O'Leary**

**7.1 Free Menstrual Products in the City's Recreation Facilities and City Hall**

**Moved By** Councillor Froude

**Seconded By** Councillor Ellsworth

That Council approve funding of \$12,000 to install and implement the provision of free menstrual products in the identified city facilities above with further funds added to the following year's budgets to maintain the initiative and continue to monitor other sources of funding to support this initiative.

For (8): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (8 to 0)**

- 8. **Special Events - Councillor Debbie Hanlon**
- 9. **Housing - Councillor Ophelia Ravencroft**
- 10. **Economic Development, Tourism & Immigration - Mayor Danny Breen**
- 11. **Arts & Culture - Deputy Mayor Sheilagh O'Leary**
- 12. **Governance & Strategic Priorities - Mayor Danny Breen**
- 13. **Planning - Councillor Ian Froude**

**13.1 7 Waterford Bridge Road – REZ2300009**

Councillor Froude declared a conflict of interest.

**Moved By** Councillor Burton

**Seconded By** Councillor Ellsworth

That Council recommend rezoning 7 Waterford Bridge Road from the Residential 1 (R1) Zone to the Apartment 1 (A1) Zone and approve the attached draft terms of reference for a land use report (LUR).

Further, upon receiving a satisfactory land use report, that Council refer the application to a public meeting chaired by an independent facilitator for public input and feedback.

For (7): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, and Councillor Ridgeley

Abstain (1): Councillor Froude

**MOTION CARRIED (7 to 0)**

**13.2 110 Higgins Line – Text Amendment – REZ2300010**

**Moved By** Councillor Froude

**Seconded By** Councillor Ellsworth

That Council consider a text amendment to the Envision St. John's Development Regulations, which would add Home Occupation to the Residential Special (RA) Zone.

For (8): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (8 to 0)**

### **13.3 154 University Avenue – REZ2300004**

**Moved By** Councillor Froude

**Seconded By** Councillor Burton

That Council consider rezoning 154 University Avenue from the Residential 1 (R1) Zone to the Residential 2 (R2) Zone for a Four-Plex development, and that the application be advertised and referred to a public meeting chaired by an independent facilitator.

For (8): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (8 to 0)**

### **13.4 725 Southlands Boulevard – REZ2100009**

**Moved By** Councillor Froude

**Seconded By** Councillor Hanlon

That Council consider an amendment to the Envision St. John's Development Regulations to replace Appendix D, Schedules A to D in the Planned Mixed Development 1 (PDM1) Zone with the new proposed development plan. This will include text amendments to the PMD1 Zone regarding minimum frontages, parking requirements and the addition of Personal Care Homes. Further, that the application be advertised and referred to a public meeting chaired by an independent facilitator.

For (8): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (8 to 0)**

### **13.5 Text Amendment – Daycare Centre – Additional Changes**

Councillor Froude recommended that Council consider allowing daycares that have 7 or less children to be a permitted use in certain zones. After much discussion and a lot of support from Council, it was decided to add the recommendation to the motion.

**Moved By** Councillor Froude

**Seconded By** Councillor Burton

That Council, further to the daycare text amendment changes previously advertised, consider a revised text amendment to the Envision St. John's Development Regulations to make Daycare Centre a permitted use in the following zones: Commercial Downtown (CD) Zone; Commercial Downtown Mixed (CDM) Zone; Commercial Downtown Mixed 2 (CDM2) Zone; Commercial Highway (CH) Zone; Commercial Kenmount (CK) Zone; Commercial Neighbourhood (CN) Zone; Industrial Commercial (IC) Zone; Institutional Downtown (INST-DT); and advertise the revised amendment for public comment, as per Section 4.8 of the Envision St. John's Development Regulations.

Further that Council consider allowing daycares that come forward that have 7 or less children become a permitted use in the following zones so that they do not have to go through the lengthier discretionary use process: Residential 1 (R1) Zone; Residential 2 (R2) Zone; Residential 3 (R3) Zone Residential Downtown (RD) Zone; Residential Mixed (RM) Zone; Residential Quidi Vidi (RQV) Zone

For (8): Deputy Mayor O'Leary, Councillor Burton, Councillor Ellsworth, Councillor Hanlon, Councillor Bruce, Councillor Korab, Councillor Froude, and Councillor Ridgeley

**MOTION CARRIED (8 to 0)**

**14. Development - Councillor Jamie Korab**

**15. Transportation and Regulatory Services - Councillor Maggie Burton**

**15.1 King's Bridge Road at Winter Avenue Crosswalk Enhancement**

Councillor Burton presented the information note regarding Crosswalk Enhancements at Kings Bridge Road and Winter Avenue.

The Deputy Mayor referenced additional, eye level flashing lights for pedestrians and asked when they were removed. The Manager of Transportation Engineering advised that he would look into it but also informed Council that the enhancements will include walking signals for pedestrians.

**16. Sustainability - Councillor Maggie Burton & Councillor Ian Froude**

**17. Other Business**

**18. Adjournment**

There being no further business the meeting adjourned at 3:37 p.m.

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Mayor

# ST. JOHN'S

## Built Heritage Experts Panel Report

October 18, 2023

12:00 p.m.

Virtual

Present: John Hancock, Architecture  
Michelle Sullivan, Other Category  
William Simms  
Brian Marler

Regrets: Dawn Boutilier, Planner  
Tyler Stapleton, Other

Staff: Stacey Baird, Legislative Assistant  
Lindsay Church, MCIP, Planner III – Urban Design and Heritage  
Ann-Marie Cashin, MCIP, Planner III  
Kent Decker – Technical Advisor

### 1. **51 Harvey Road – SUB2300020 – Terms of Reference**

The City Planner advised that the applicant has to submit a Heritage Report and demonstrate to the City why the applicant believes the proposed development should be exempt from the Heritage Design Standards.

**Moved By** John Hancock

**Seconded By** Michelle Sullivan

That Council approve the terms of reference for a Heritage Report for the new development proposed at 51 Harvey Road.

**CARRIED UNANIMOUSLY**

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JOHN HANCOCK, CHAIR

# DECISION/DIRECTION NOTE

**Title:** 51 Harvey Road – Terms of Reference for Heritage Report

**Date Prepared:** November 1, 2023

**Report To:** Committee of the Whole

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

**Ward:** Ward 2

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## Decision/Direction Required:

Whether to recommend Council approve the terms of reference for a Heritage Report for the new development proposed at 51 Harvey Road.

## Discussion – Background and Current Status:

The City received an application to construct a mixed-use building at 51 Harvey Road, which is currently vacant property. The proposed building will have basement parking accessible from Long's Hill, street-level commercial or office along from Harvey Road, and four levels of residential condominiums above. The subject property is located in the Commercial Mixed (CM) Zone and in Heritage Area 3.

In accordance with section 8(2)(c) of the St. John's Heritage By-Law, an application for a new development in a Heritage Area requires a Heritage Report with terms of reference approved by Council. Section 8(5) of the Heritage By-Law states:

*A Heritage Report shall at a minimum evaluate and identify heritage values and resources located on the site, neighbourhood or streetscape and address the anticipated impacts that the proposed work may have on the heritage value of a building, neighbourhood or streetscape.*

The terms of reference for 51 Harvey Road are attached. The applicant has proposed a design that does not comply with the Heritage Design Standards. We will ask them why the development should be exempt from the Standards. Council can exempt the owner of a newly constructed building from the Standards, as enabled in section 10(3) of the Heritage By-Law.

The Built Heritage Experts Panel reviewed the initial design at its meeting on September 30, 2023, and reviewed the draft terms of reference for the Heritage Report on October 18. The Panel recommended that Council approve the attached draft terms. Staff agree with the Panel's recommendation.

## Key Considerations/Implications:

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1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Built Heritage Experts Panel; property owner; neighbouring residents and property owners; heritage advocates.
3. Alignment with Strategic Directions:  
  
A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.  
  
A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.
4. Alignment with Adopted Plans: Envision St. John's Development Regulations; St. John's Heritage By-Law.
5. Accessibility and Inclusion: Not applicable.
6. Legal or Policy Implications: Council may exempt the owner of a newly constructed building from the Heritage Design Standards pursuant to section 10(3) of the St. John's Heritage By-Law. The terms of reference for the Heritage Report require the applicant to explain why the new development should be exempt from the Standards.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public notification, as per the Development Regulations, will be required for the finished Heritage Report.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council approve the terms of reference for a Heritage Report for the new development proposed at 51 Harvey Road.

Further, upon receiving a satisfactory Heritage Report, that Council require the Heritage Report be advertised as per the Envision St. John's Development Regulations.

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

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

**Report Approval Details**

Document Title:	51 Harvey Road - Terms of Reference for Heritage Report.docx
Attachments:	- 51 Harvey Road - Heritage Report TOR - October 12 2023.pdf
Final Approval Date:	Nov 2, 2023

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

**Ken O'Brien - Nov 2, 2023 - 10:53 AM**

**Jason Sinyard - Nov 2, 2023 - 3:16 PM**

**TERMS OF REFERENCE  
HERITAGE REPORT  
APPLICATION FOR A NEW BUILDING  
51 HARVEY ROAD  
PROPONENT: RICHARD COOK (RJC SERVICES) FOR 59931 NEWFOUNDLAND AND  
LABRADOR LIMITED  
OCTOBER 2023**

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A Heritage Report shall at a minimum evaluate and identify heritage values and resources located in the neighbourhood and on the streetscape. A Heritage Report shall address the anticipated impacts the proposed building may have on the heritage value of the neighbourhood and/or streetscape.

All information is to be submitted under one report in a form that can be reproduced for public information and review. The numbering and ordering scheme used in the report shall correspond with that used in this Terms of Reference and a copy of the Terms of Reference shall be included as part of the report (include an electronic PDF version with a maximum file size of 15MB). A list of those persons/agencies who prepared the Heritage Report shall be provided as part of the report.

A Heritage Report will be prepared at the proponent's expense and should contain, but is not limited to:

**1. Introduction to Development Site**

- a. A location and current site plan of the property;
- b. A brief description of the property and its location, identifying significant features of the streetscape, buildings, landscapes and vistas;
- c. A brief description of the context of the property, including adjacent properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any unidentified or unrecognized potential heritage resources.

**2. Background Research and Historical Context**

- a. A comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records; and
- b. an evaluation of the heritage significance of the site within the City, and the site in local context.

**3. Description of the Proposed Development**

- a. A description of the proposed development.
- b. A conceptual site plan and conceptual drawings of all building elevations:
  - i. The description and conceptual drawings should note which heritage feature(s) from the streetscape, if any, are used.
  - ii. Site plan to:
    1. include location of the proposed building in relation to neighbouring buildings;
    2. include proximity of the building to property lines and identify setbacks;

3. identify any setbacks of higher storeys from lower storeys; and
4. identify any encroachment over property lines (if applicable);
- iii. Building elevations to include current and proposed elevations and:
  1. identify the height of the building;
  2. identify the finish and colour of exterior building materials;
  3. provide information on the proposed construction of patios/balconies (if applicable);
  4. identify any rooftop structures;
  5. include immediately adjacent buildings and spaces to inform scale/massing/context.
- c. An explanation why the proposed development should be exempt under the St. John's Heritage By-Law and should not meet the Heritage Design Standards.
- d. Provide a rendering of the proposed building from the following locations:
  - i. near 47 Harvey Road looking west along Harvey Road;
  - ii. near the intersection of Fort Townshend and Harvey Road looking south toward the façade of the building; and
  - iii. on Longs Hill looking at the rear of the subject property showing neighbouring buildings for context.

#### **4. Impact Analysis**

A discussion identifying any impact the proposed development may have on the heritage features of the streetscape and character-defining elements of the area. Negative impacts on heritage resources may include, but are not limited to:

- a. the destruction of any, or part of any, significant heritage feature;
- b. alteration that is not sympathetic to a heritage feature;
- c. direct or indirect obstruction of significant views or vistas;
- d. a change in land use which negates the property's cultural heritage value; and
- e. land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

# DECISION/DIRECTION NOTE

**Title:** 57 Margaret's Place – Terms of Reference

**Date Prepared:** November 1, 2023

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ian Froude, Planning

**Ward:** Ward 2

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## **Decision/Direction Required:**

To consider changing the land use districts and zones at 57 Margaret's Place to enable multiple residential buildings.

## **Discussion – Background and Current Status:**

The City received an application from Stonemount Enterprises Limited to rezone 57 Margaret's Place from the Commercial Office (CO), Institutional (INST) and Apartment 2 (A2) Zones to the Apartment 1 (A1) Zone to enable the development of a new Apartment Building and eight (8) Rowhouse Dwellings. The designated Heritage Building (St. Michael's Convent) on the property will be renovated for residential use. To rezone the property, the Commercial and Institutional Land Use Districts need to be redesignated to the Residential Land Use District.

In accordance with section 8(2) of the Heritage By-Law, an application for a new development in a Heritage Area and an application for a new development adjacent to a Heritage Building require a Heritage Report. The property is located in Heritage Area 3 and the proposed new development is adjacent to St. Michael's Convent – Belvedere Heritage Building. The Heritage Building is designated by the City and by Heritage NL.

Section 8(5) of the Heritage By-Law states:

*A Heritage Report shall at a minimum evaluate and identify heritage values and resources located on the site, neighbourhood or streetscape and address the anticipated impacts that the proposed work may have on the heritage value of a building, neighbourhood or streetscape.*

In accordance with section 4.9(2)(a) of the Envision St. John's Development Regulations, Council shall require a Land Use Report (LUR) for all rezonings. The terms of reference for the Heritage and Land Use Report shall be approved by Council. The draft terms of reference for 57 Margaret's Place are attached.

Should Council decide to consider the rezoning, public consultation will be held after the applicant submits a satisfactory Heritage and Land Use Report. Staff recommend public notification, knowing that a commissioner's public hearing will come later. In addition, as part of

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the terms of reference, the applicant must consult the neighbouring residents and property owners before submitting the report. This will allow the applicant to learn about any concerns from the neighbourhood and try to mitigate any issues.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner; Built Heritage Experts Panel; Heritage NL; neighbouring residents and property owners.
3. Alignment with Strategic Directions:  
  
A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.  
  
A Sustainable City: Facilitate and create the conditions that drive the economy by being business and industry friendly; and being a location of choice for residents, businesses and visitors.
4. Alignment with Adopted Plans: Envisions St. John's Municipal Plan and Development Regulations; St. John's Heritage By-Law.
5. Accessibility and Inclusion: Any accessibility requirements from the National Building Code or Service NL will be applied at the building permit stage.
6. Legal or Policy Implications: Map amendments to the Envision St. John's Municipal Plan and Development Regulations are required.
7. Privacy Implications: Not applicable.
8. Engagement and Communications Considerations: Public consultation, as per the Envision St. John's Development Regulations, will be required after an acceptable Heritage and Land Use Report is submitted. Staff recommend public notification.
9. Human Resource Implications: Not applicable.
10. Procurement Implications: Not applicable.
11. Information Technology Implications: Not applicable.
12. Other Implications: Not applicable.

**Recommendation:**

That Council consider redesignating 57 Margaret's Place from the Commercial and Institutional Districts to the Residential District, and consider rezoning 57 Margaret's Place from the

Commercial Office (CO), Institutional (INST) and Apartment 2 (A2) Zones to the Apartment 1 (A1) Zone.

Further, that Council approve the attached draft terms of reference for a Heritage and Land Use Report.

Further, upon receiving a satisfactory Report, that Council refer the application to public notification; it will require a commissioner's public hearing later.

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

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

**Report Approval Details**

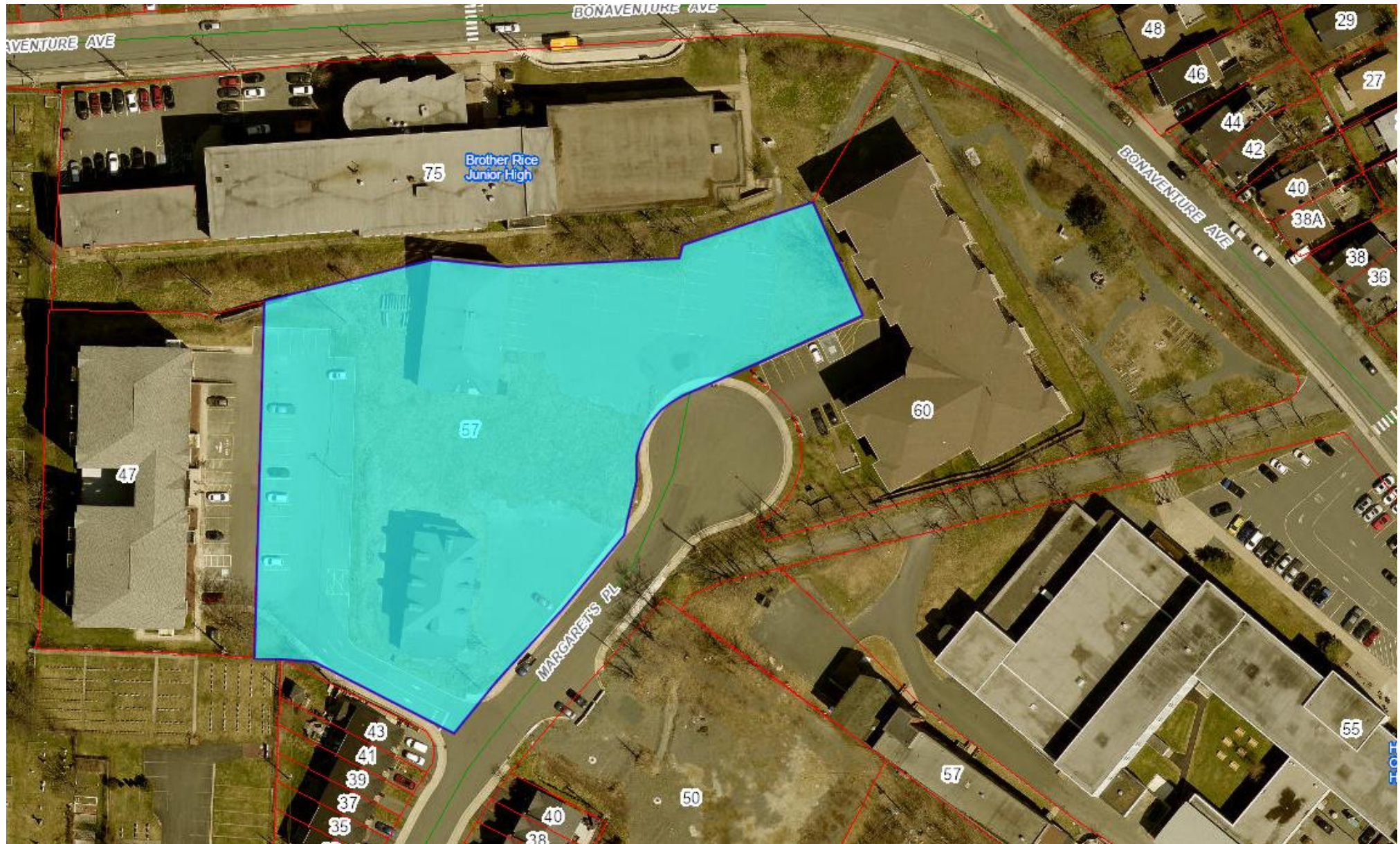
Document Title:	57 Margaret's Place - MPA2300002 - Terms of Reference.docx
Attachments:	<ul style="list-style-type: none"><li>- 57 Margaret's Place - Location Map.pdf</li><li>- Site Plan.pdf</li><li>- St. Michael's Convent - Statement of Significance.pdf</li><li>- TOR - 57 Margaret's Place - November 1, 2023.pdf</li></ul>
Final Approval Date:	Nov 2, 2023

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

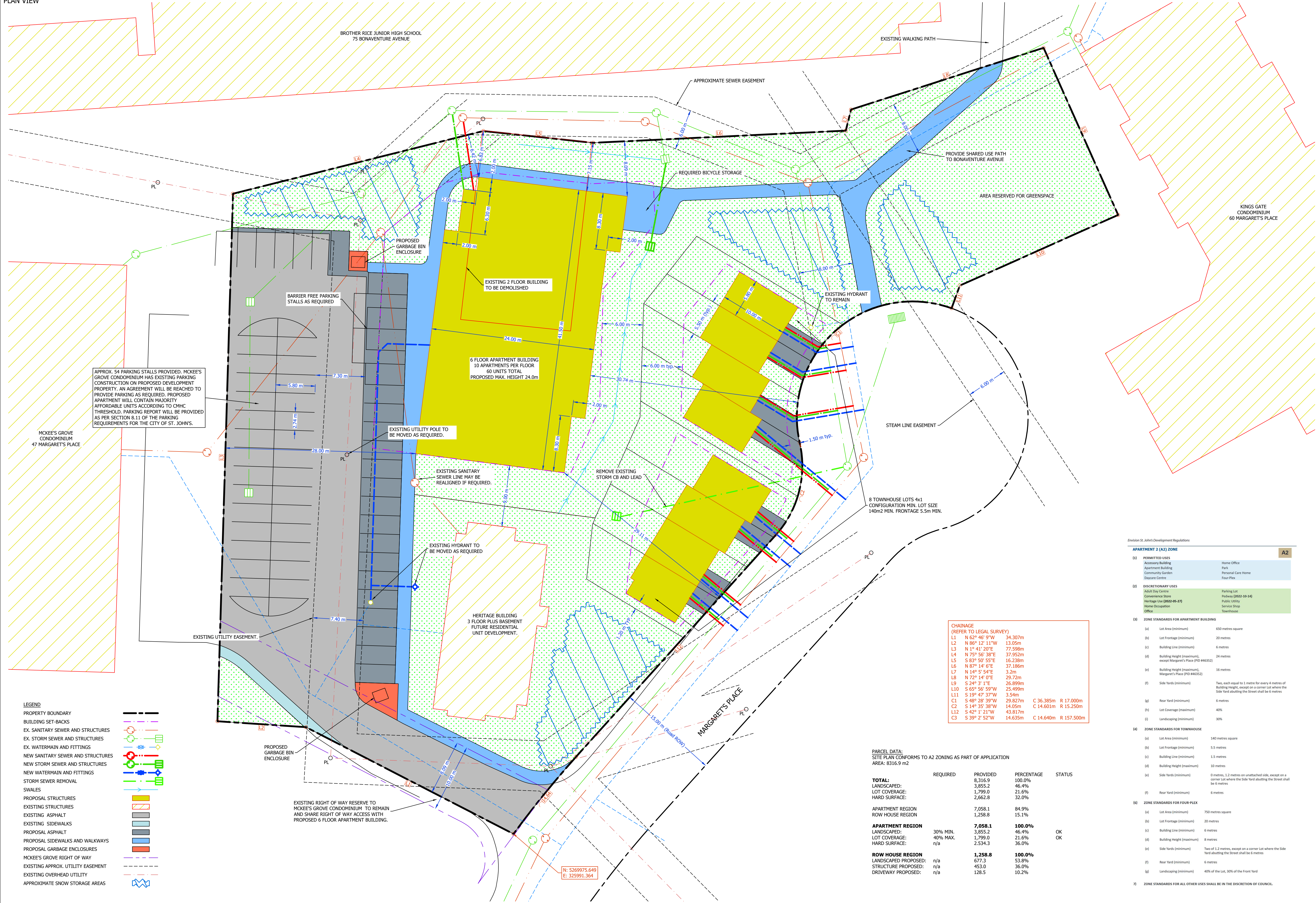
**Ken O'Brien - Nov 2, 2023 - 11:12 AM**

**Jason Sinyard - Nov 2, 2023 - 12:22 PM**

## 57 Margaret's Place



PLAN VIEW



**Stage Zero Consulting**  
19 Tamberly St.  
St. John's NL

**NOTES:**

1. Zoning based on A2 permitted use schedule in 2023 Engage Development Regulations from the City of St. John's.
2. Services are based on acquired as-built data. Detailed design will confirm all underground service locations and easements.
3. See Newfoundland Land Surveyors Ltd. file 23-6628 dated 2023-0 for legal property boundary information.
4. McKee's and Proposed Apartment shared parking lot meets city turning movement standards. Fire truck turning movements to be made in Margaret's Place.
5. Accessible parking spaces will be calculated during LUAR phase of development with parking report.

Envision St. John's Development Regulations	
APARTMENT 2 (A2) ZONE	
(1) PERMITTED USES	Home Office Park Personal Care Home Four-plex
(2) DISCRETIONARY USES	Parking Lot Pedway (2022-20-14) Public Utility Service Shop Townhouse
(3) ZONE STANDARDS FOR APARTMENT BUILDING	
(a) Lot Area (minimum)	650 metres square
(b) Lot Frontage (minimum)	20 metres
(c) Building Line (minimum)	6 metres
(d) Building Height (maximum), except Margaret's Place (PID #46352)	24 metres
(e) Building Height (maximum), Margaret's Place (PID #46352)	16 metres
(f) Side Yards (minimum)	Two, each equal to 1 metre for every 4 metres of Building Height, except on a corner lot where the Side Yard abutting the Street shall be 6 metres
(g) Rear Yard (minimum)	6 metres
(h) Lot Coverage (maximum)	40%
(i) Landscaping (minimum)	30%
(4) ZONE STANDARDS FOR TOWNHOUSE	
(a) Lot Area (minimum)	140 metres square
(b) Lot Frontage (minimum)	5.5 metres
(c) Building Line (minimum)	1.5 metres
(d) Building Height (maximum)	10 metres
(e) Side Yards (minimum)	0 metres, 1.2 metres on unattached side, except on a corner lot where the Side Yard abutting the Street shall be 6 metres
(f) Rear Yard (minimum)	6 metres
(5) ZONE STANDARDS FOR FOUR-PLEX	
(a) Lot Area (minimum)	750 metres square
(b) Lot Frontage (minimum)	20 metres
(c) Building Line (minimum)	6 metres
(d) Building Height (maximum)	8 metres
(e) Side Yards (minimum)	Two of 1.2 metres, except on a corner lot where the Side Yard abutting the Street shall be 6 metres
(f) Rear Yard (minimum)	6 metres
(g) Landscaping (minimum)	40% of the Lot, 30% of the Front Yard
7) ZONE STANDARDS FOR ALL OTHER USES SHALL BE IN THE DISCRETION OF COUNCIL.	

57 Margaret's Place Development  
Stonemount Entreprises

City of St. John's

Site Plan

PN: P-230526	-
M Russell	Rev: 1
Date: 2023/07/17	
SCALE: 1:250	C-01

## Statement of Significance



### **55 Margaret's Place - St. Michael's Convent/ Belvedere**

#### **Formal Recognition Type**

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

#### **Description of Historic Place**

St. Michael's Convent, also known as Belvedere Orphanage, is a two-and-a-half-storey hipped roof building located on Bonaventure Avenue in St. John's. Built 1826-1827 as a single dwelling, the house served as a convent run by the Sisters of Mercy from 1859 until 1999. This designation is confined to the footprint of the building.

#### **Heritage Value**

St. Michael's Convent is designated a Municipal Heritage Building due to its historic, and environmental values.

Constructed in 1826-1827, St. Michael's Convent is thought to be the second oldest building in St. John's. St. Michael's Convent was originally built by Alexander Norris, as a single dwelling for Alexander Hugh Emerson, a lawyer and politician in Newfoundland. The Convent is significant as an example of a grand house for an elite member of the St. John's community. The house was unusually large for a single dwelling featuring two kitchens, two drawing rooms, a dining room, study, and ten bedrooms. This size of the house is indicative of the affluence of Emerson.

Emerson sold the house to Bishop Fleming in 1847, and it became a home for the Franciscans and the death place of Fleming in 1850. This association with Bishop Fleming is historically valuable as Fleming was highly influential in Newfoundland during his lifetime. He is known as the man who is responsible for the building of the Basilica Cathedral of St. John the Baptist, and as a figure who shaped Newfoundland politics in its infancy.

In 1859 the Sisters of Mercy converted the building into a convent and orphanage and renamed it St. Michael's Convent and Orphanage in honour of their benefactor, Bishop Michael Anthony Fleming. The building soon became too small to accommodate the number of girls. Accordingly, a new orphanage was built in 1885. The rooms used previously to accommodate the orphans now became part of St. Michael's Convent.

St. Michael's Convent is historically valuable for its association with the Sisters of Mercy. This Order was formed in Dublin in 1831 by Sister Catherine McAuley. The Sisters of Mercy have made a very important contribution to the community of St. John's through their work in various fields. The Mercy Sisters are known for their work in health care at St. Clare's Mercy Hospital, as well as their work with the elderly at St. Patrick's Mercy Home, and especially for their work in education. The Sisters of Mercy lived at St. Michael's Convent until 1999 and today the convent serves as a reminder of the contributions of the Mercy Sisters to the community of St. John's.

St. Michael's Convent is environmentally valuable for its location in St. John's. The Convent is located in the centre of the city on a parcel of land once known as Belvedere. It is one of a larger number of buildings that create a complex of ecclesiastical buildings in this area.

**Source: City of St. John's meeting held 1999/11/08**

#### Character Defining Elements

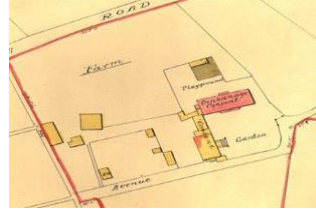
All elements that relate to the age, construction and period design of the convent, including:

- location in St. John's;
- timber frame construction;
- original window sizes and placements;
- style and pitch of existing roof;
- placement and style of dormer windows;
- placement and design of main door on front facade;
- use of wood clapboard; and
- building size, massing, and height.

#### Location and History

Community	St. John's
Municipality	City of St. John's
Civic Address	055 Margaret's Place
Construction	1826 - 1827
Builder	Alexander Norris
Style	Georgian
Building Plan	Rectangular Long Façade
Website Link	<a href="http://www.stjohnsarchdiocese.nf.ca/archive_moment60.asp">http://www.stjohnsarchdiocese.nf.ca/archive_moment60.asp</a>

**Additional Photos:**



**TERMS OF REFERENCE  
HERITAGE AND LAND USE REPORT  
APPLICATION FOR TWO APARTMENT BUILDINGS AND ROW HOUSES AT  
57 MARGARET'S PLACE  
PROPONENT: Stonemount Enterprises  
November 1, 2023**

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The proponent shall identify significant impacts and, where appropriate, also identify measures to mitigate impacts on land uses adjoining the subject property. All information is to be submitted under one report in a form that can be reproduced for public information and review. The numbering and ordering scheme used in the report shall correspond with that used in this Terms of Reference and a copy of the Terms of Reference shall be included as part of the report (include an electronic PDF version with a maximum file size of 15MB). A list of those persons/agencies who prepared the Heritage and Land Use Report shall be provided as part of the report. The following items shall be addressed by the proponent at its expense:

**Heritage Report Component**

**A. Introduction to Development Site**

- A location and current site plan of the property;
- A brief description of the property and its location, identifying significant features, buildings, landscapes and vistas;
- A brief description of the context of the property, including adjacent properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any as yet unidentified or unrecognized potential heritage resources.

**B. Background Research and Analysis**

- A comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records;
- A description of the structure, including mention of original construction, and any additions, alterations, removals, conversions etc.
- An evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the City, and the situation of the site in local context;
- Reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.
- Include a copy of the City's and Province's Statement of Significance for St. Michael's Convent.

**C. Assessment of Existing Condition**

- A description of the physical condition of the structures on the site, including their exterior and interior;
- Current photographs of the property including:
  - Views of the area surrounding the property to show it in context with adjacent properties;
  - Exterior views of each elevation of the building;
  - Close-up views of all significant heritage features.

#### **D. Description of the Proposed Development or Site Alteration**

- A description of the proposed development or site alteration;
- Drawings of all building elevations;
  - The description and drawings should note which heritage feature(s) are considered for retention and which are considered for removal or alteration.
  - Building elevations to include current and proposed elevations and:
    1. Identify the height of the buildings;
    2. Identify the finish and colour of exterior building materials;
    3. Provide information on the proposed construction of patios/balconies (if applicable);
    4. Identify any rooftop structures;
    5. Include immediately adjacent buildings and spaces to inform scale/massing/context.
- Potential shadowing/loss of sunlight on adjacent public and private properties, including sidewalks;
- A description of how the proposed development aligns with the Heritage Design Standards of the St. John's Heritage By-Law.
- Provide a rendering of the proposed building from the following locations:
  - Margaret's Place along the front of the subject property; and
  - Margaret's Place near the entrance to McKee's Grove Condominiums, looking northeast toward the subject property and the end of Margaret's Place.

#### **E. Impact of Development on Heritage Features**

- A discussion identifying any impact the proposed development or site alteration may have on the heritage features of the site and character-defining elements of the building;
  - Negative impacts on heritage resources may include, but are not limited to:
    1. The destruction of any, or part of any, significant heritage feature;
    2. Alteration that is not sympathetic to the heritage feature;
    3. Isolation of a heritage feature from its surrounding environment, context, or significant relationship;
    4. Direct or indirect obstruction of significant views or vistas;
    5. A change in land use which negates the property's cultural heritage value;
    6. Land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

#### **F. Recommendation**

- Provide clear recommendations for the most appropriate course of action for the subject property and any heritage resources within it. This may include, but not limited to:

- A mitigation strategy;
- A conservation scope of work;
- Lighting, landscaping and signage;
- Interpretation and commemoration.

### **Land Use Report Component**

#### **A. Public Consultation**

- Prior to submitting a first draft of the Land Use Report to the City for review, the applicant must consult with adjacent property owners. The Land Use Report must include a section which discusses feedback and/or concerns from the neighbourhood and how the proposed development/design addresses the concerns.

#### **B. Building Use**

- Identify the size of the proposed buildings by:
  - Gross Floor Area, and
  - Floor Area Ratio (FAR).
- Identify all proposed uses/occupancies within the buildings by their respective floor area.
- Identify dwelling sizes (number of bedrooms) in Apartment Buildings.

#### **C. Building Location**

- Identify graphically the exact location with a dimensioned civil site plan:
  - Location of the proposed building in relation to neighbouring buildings;
  - Proximity of the buildings to property lines and identify setbacks, frontage and lot coverage;
  - Identify distance between the buildings;
  - Identify any stepbacks of higher storeys from lower storeys (if applicable);
  - Identify any encroachment over property lines (if applicable).
- Provide a Legal Survey of the property.
- Provide copies of all easements (private and public) which traverse the property.

#### **D. Exterior Equipment and Lighting**

- Identify the location and type of exterior lighting to be utilized. Identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.
- Identify the location and type of any exterior HVAC equipment to be used to service the proposed buildings and identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.

#### **E. Landscaping & Buffering**

- Identify with a landscaping plan, details of site landscaping (hard and soft).
  - Consideration should be given to tree preservation and incorporating

existing trees into future site development. Indicate through a tree plan/inventory which trees will be preserved.

- Identify the location and proposed methods of screening of any electrical transformers and refuse containers to be used at the site.
- Identify any additional street-level elements, such as weather protection measures at entrances, street furniture, etc.

#### **F. Snow Clearing/Snow Storage**

- Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.

#### **G. Off-street Parking and Site Access**

- Provide a dimensioned parking plan, including circulation details. Identify the number and location of off-street parking spaces to be provided, including accessible parking spaces.
- Provide a Parking Agreement with McKee's Grove Condominium.
- Identify the number and location of bicycle parking spaces to be provided.
- Identify the location of all access and egress points, including pedestrian access.
- A secondary access road will be required and shall be designed in accordance with Section 3.2.5.6 of the National Building Code (NBC).
- Provide a minimum 6.0m buffer between the property boundary and any onsite curb/structure.
- Indicate how garbage will be handled onsite. The location of any exterior bins must be indicated and access to the bins must be provided.

#### **H. Municipal Services**

- Provide a preliminary site servicing plan.
- Identify if the buildings will be sprinklered or not, and location of the nearest hydrant and siamese connections.
- Identify points of connection to existing sanitary sewer, storm sewer and water system.
- Provide the proposed sanitary and storm sewer generation rates.
- The proposed development will be required to comply with the City's stormwater detention policy. Provide information on how on-site stormwater detention will be managed.

#### **I. Public Transit**

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

#### **J. Construction Timeframe**

- Indicate any phasing of the project and approximate timelines for beginning and completion of each phase or overall project.
- Indicate on a site plan any designated areas for equipment and materials during the construction period.

# DECISION/DIRECTION NOTE

**Title:** Shared-Use Path Route Confirmation

**Date Prepared:** November 2, 2023

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Maggie Burton, SAMAC

**Ward:** N/A

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## Decision/Direction Required:

Decision is required to confirm route alignments for three shared-use path (SUP) projects:

1. An upgrade and extension of the SUP from Airport Heights via Penny Crescent and Spruce Meadows Park to the Paul Reynolds Community Centre;
2. An extension of the SUP along Columbus Drive from Canada Drive, across Waterford Bridge Road to connect to the T'railway in Bowring Park; and
3. A SUP from Portugal Cove Road to Logy Bay Road via Kenny's Pond and Tupper Laurier Park.

## Discussion – Background and Current Status:

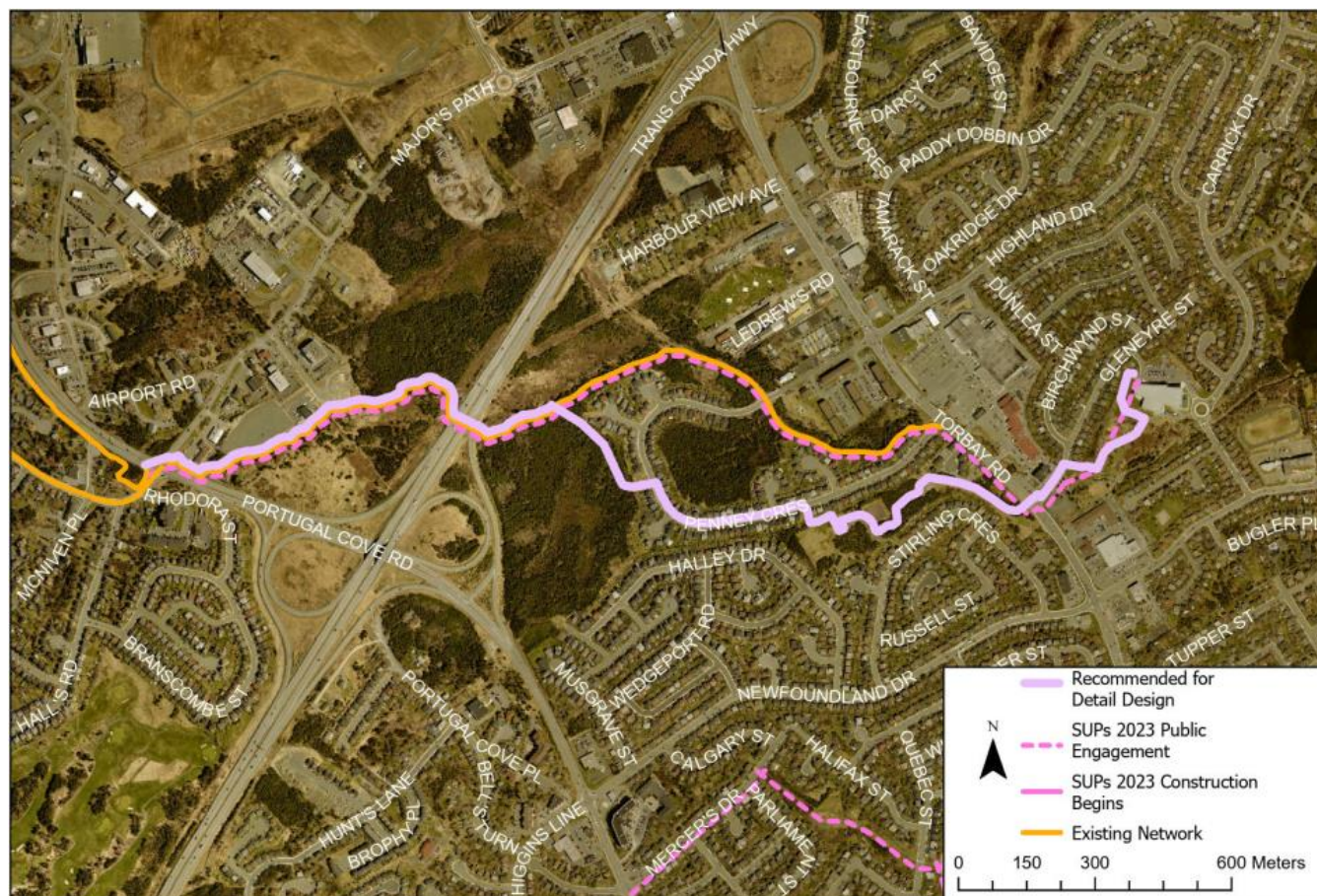
### Public engagement

Feedback collected through public engagement helped inform the routes being recommended and will inform the detail design of each project. The What We Heard Report was presented to council in August 2023, summarizing findings from public engagement which took place in June and July 2023. Public engagement collected feedback on three shared-use path projects. Stakeholders consulted include City Advisory & Expert Committees, Bowring Park Foundation, Newfoundland and Labrador English School District, Village Mall Administration, Kenny's Pond & Tiffany Village residents and administration and the Grand Concourse Authority. Three public drop-in sessions and a virtual meeting were held to collect feedback, which were attended by approximately 50 people in-person and 27 virtually. Additionally, 20 emails and phone calls were received.

### 1) SUP from Airport Heights via Penny Crescent and Spruce Meadows Park to the Paul Reynolds Community Centre

The route shown in light pink on the following aerial image is recommended for detail design.

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Although the route shown in the dashed line was presented for feedback during public engagement, this shared-use path route is not a feasible option. It is cost-prohibitive to bury NL Power overhead lines along Torbay Road near Prim Place, and existing utilities and services present space limitations making it challenging to replace the existing sidewalk with a shared-use path.

After exploring alternative routes, a new route along Penney Crescent and through Spruce Meadows Park to the intersection of Torbay Road at Gleneyre Street is being recommended as shown in the image above. In addition to being a feasible option, this route provides better connectivity to neighbourhoods and City parks. It is similar in length, providing an equally direct connection between Airport Heights and Paul Reynolds Centre. A shared-use path through several parks and a local residential street would be more comfortable and attractive. The What We Heard Report notes the desire for shared-use path connectivity to Spruce Meadows Park.

Council approval to confirm this route is being requested so that a design team can be hired, and that land conveyance and survey work can begin, with the understanding that residents will be consulted prior to doing design for this area. Along Penney Crescent, residents will be asked for feedback about how to build an active transportation route along their street. Some options to be considered include a traffic-calmed shared-street with sidewalks, or a shared-use path replacing an existing sidewalk. Both options would provide an active transportation route

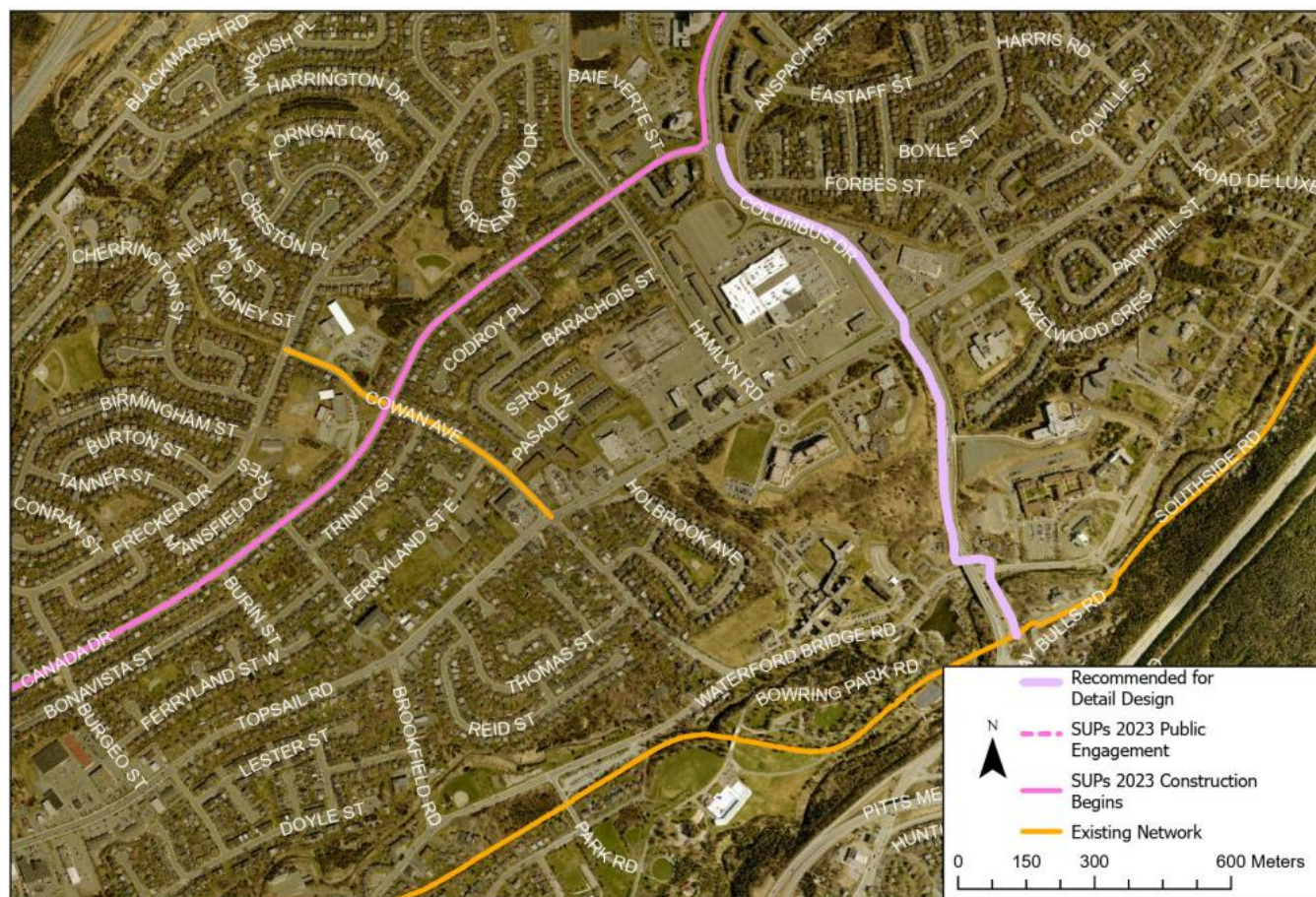
attractive and comfortable for people of all ages and abilities. Public engagement surrounding Spruce Meadows Park will be scheduled to collect feedback about rest areas, supporting amenities, and neighbourhood connections.

This shared-use path will connect Paul Reynolds Centre to the existing bike lanes along Airport Heights Drive, the new shared-use path along Majors Path, and the existing shared-use path heading north along Portugal Cove Road. Shared-use path design will include lighting, wayfinding, rest areas, and improved street crossings.

This shared-use path project will not change the existing walking trail between Gleneyre Street and Paul Reynolds Centre at Carrick Drive.

## 2) SUP along Columbus Drive from Canada Drive, across Waterford Bridge Road to connect to the T’railway in Bowring Park

The route shown in light pink on the following aerial image is recommended for detail design.



Shared-use path design will include lighting, wayfinding, rest areas, and intersection improvements.

- A new pedestrian-activated signalized mid-block crossing on Columbus Drive will be installed near the entrance to the Village Mall.

- A new shared-use path bridge over the Waterford River will be built, in addition to the existing bridge, to complete the SUP connection to the T'railway.
- Also, it will include a new shared-use path crossing at Waterford Bridge Road near Bowring Park entrance.

No additional route options were presented for feedback during public engagement.

### 3) SUP from Portugal Cove Road to Logy Bay Road via Kenny's Pond and Tupper Laurier Park

The route shown in light pink on the following aerial image is recommended for detail design.



The route alignment along the south side of Kenny's Pond was preferred by most people in comparison to the route along Mercer Drive and the school site. The route along Kenny's Pond serves a higher density of housing and destinations than the route option along Mercer Drive. It provides direct connections to Tiffany Lane, Mary Queen of Peace Elementary School and several recreational amenities.

Staff met with residents at Tiffany Village retirement residence on Tiffany Lane on September 21, 2023, after the What We Heard Report was released. This additional meeting was specifically to hear feedback from seniors about the SUP route option along the south side of Kenny's Pond. Residents and staff from both Tiffany Village and Kenny's Pond retirement residences preferred the route along the south side of Kenny's Pond.

Shared-use path design will include lighting, wayfinding, rest areas, and intersection improvements. All street crossings and intersections along the route will be improved.

**Neighbourhood connections**

Each shared-use path route will include neighborhood connection pathways wherever possible. Existing neighbourhood pathways will be improved and new ones may be created. These are not shown on overall route plan but will be included in detail design.

**Floodplains & wetlands**

On October 31, 2023, Council approved the location of these shared-use paths in Floodplains, Floodplain Buffers, Wetlands, and Wetland Buffers. This also included the location of a roundabout at Portugal Cove Road and Majors Path / Airport Heights Drive in the Floodplain and Floodplain Buffer.

**Next steps**

If council approves the routes as presented in this note, staff will move forward with land conveyance and detail design for each project.

**Key Considerations/Implications:****1. Budget/Financial Implications:**

Each project is being funded through a partnership between federal, provincial, and municipal governments. Funding agreements were signed in March and June of 2023. Construction of these projects must be completed by spring 2027.

**2. Partners or Other Stakeholders:**

- a. Sustainable Active Mobility Advisory Committee
- b. Inclusion Advisory Committee
- c. Seniors Advisory Committee
- d. Bowring Park Foundation
- e. Newfoundland and Labrador English School District
- f. Grand Concourse Authority

**3. Alignment with Strategic Directions:**

A City that Moves: Expand and maintain a safe and accessible active transportation network.

A City that Moves: Improve safety for all users on a well-maintained street network.

**4. Alignment with Adopted Plans:**

[Resilient St John's Community Climate Plan](#) (2022): Strategic imperative to “improve and expand walking and cycling infrastructure.”

[Healthy City Strategy](#) (2021): When developing the Healthy City Strategy, the most important healthy city asset identified from public survey was safety. The public engagement highlighted concerns from residents including “poor cycling infrastructure, being unable to walk comfortably due to heavy vehicle traffic, speeding, lack of crosswalks, inadequate lighting, and poor sidewalk snow clearing.” In terms of mental and physical health, “additional active transportation and recreational opportunities within their neighbourhoods could help improve their mental and physical health.”

City of St John’s [adopted sustainable mode share targets in 2020](#). The city’s mode share targets are 16% sustainable mode share by 2030, and 22% mode share by 2050. Providing convenient, comfortable and attractive active transportation routes is critical to advancing progress toward these targets.

[Bike St John’s Master Plan \(2019\)](#): identifies these 3 projects as priorities for building out a bike network.

[Affordable Housing strategy](#) (2018): Housing must be complemented by affordable transportation options to be considered truly affordable. The shared-use path projects are expanding the network of affordable transportation options for people.

[Parks and Open Spaces Master Plan](#) (2014) identifies that “The City of St. John’s will explore broadened use of the Grand Concourse trail system, and update its street network within the context of active transportation. Thus, a contemporary and relevant network of multimodal linkages will, through retro-fit of existing City areas or expanding areas, provide meaningful transportation and recreational linkages throughout the City.”

5. Accessibility and Inclusion: Shared-use paths will be designed to be accessible for people of all ages and abilities.
6. Legal or Policy Implications:  
Land acquisitions will be required in several areas to build these shared-use path projects.
7. Privacy Implications: N/A
8. Engagement and Communications Considerations:  
Public engagement took place in June and July 2023 to collect feedback on the three shared-use path projects. Further engagement with residents on Penney Crescent and around Spruce Meadows Park may be required.
9. Human Resource Implications: N/A
10. Procurement Implications:  
Consultants will be procured to complete detail design once SUP routes are confirmed.
11. Information Technology Implications: N/A

12. Other Implications: N/A

**Recommendation:**

That Council approve the following three shared-use path routes, and for staff to initiate detail design and land conveyance for each:

- 1) An upgrade and extension of the SUP from Airport Heights via Penny Crescent and Spruce Meadows Park to the Paul Reynolds Community Centre;
- 2) An extension of the SUP along Columbus Drive from Canada Drive, across Waterford Bridge Road to connect to the T'railway in Bowring Park; and
- 3) A SUP from Portugal Cove Road to Logy Bay Road via Kenny's Pond and Tupper Laurier Park.

**Prepared by:** Marianne Alacoque, Transportation Systems Engineer  
**Approved by:** Amer Afridi, Manager Transportation Engineering

**Report Approval Details**

Document Title:	Shared-use path route confirmation.docx
Attachments:	
Final Approval Date:	Nov 2, 2023

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

**Amer Afridi - Nov 2, 2023 - 10:35 AM**

**Scott Winsor - Nov 2, 2023 - 10:50 AM**

**Jason Sinyard - Nov 2, 2023 - 12:30 PM**

# DECISION/DIRECTION NOTE

**Title:** Environment and Sustainability Experts Panel Terms of Reference

**Date Prepared:** October 23, 2023

**Report To:** Committee of the Whole

**Councillor and Role:** Deputy Mayor Sheilagh O'Leary  
Sustainability

**Ward:** N/A

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## Decision/Direction Required:

Seeking Council's approval to revise the Environment and Sustainability Experts Panel's terms of reference to:

- allow an additional public member with expertise in Sustainable Buildings
- include architect as a sought after expertise.
- include the Resilient St. John's Community Climate Plan March 2022 and the Corporate Climate Plan May 2021 under Other City Plans, Guides or Strategies.

## Discussion – Background and Current Status:

The current terms of reference allows for 7 public members. After conversations with the Environment and Sustainability Experts Panel it has been recommended that someone with expertise in Sustainable Buildings would be a valuable member to have to support the City in informing approaches to improve the efficiency of building resource use in its path to achieve net-zero.

The terms of reference is attached with the recommended changes, for review.

## Key Considerations/Implications:

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

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

Choose an item.

Choose an item.

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

**Recommendation:**

That Council approve the requested revisions to the terms of reference for the Environment and Sustainability Experts Panel.

**Prepared by:**

Stacey Baird  
Legislative Assistant  
Office of the City Clerk

**Approved by:**

Karen Chafe  
City Clerk

**Report Approval Details**

Document Title:	Environment and Sustainability Experts Panel Terms of Reference.docx
Attachments:	- Environment and Sustainability Expert Panel Terms of Reference - FinalDraft - 2023.doc
Final Approval Date:	Oct 24, 2023

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

**Karen Chafe - Oct 24, 2023 - 10:52 AM**

**1. GENERAL INFORMATION**

Advisory committee name:	Environment and Sustainability Expert Panel
Reporting to:	Committee of the Whole
Date of formation:	September 30, 2019
Meeting frequency:	As agenda items are determined
Lead staff:	Manager, Sustainability Department of Public Works
Other staff liaison:	Coordinator, Sustainability Department of Public Works  Others as deemed necessary as per Section 4.2.1
Council member:	Deputy Mayor Sheilagh O'Leary

**2. PURPOSE**

The Environment and Sustainability Expert Panel provides expertise, opinion, and perspective about environmental and sustainability matters, this includes the City of St. John's energy intensity, greenhouse gas emissions, resilience, and environment.

The Environment-and Sustainability Expert Panel is responsible for assisting in the progress of environmental and sustainability matters in the City of St. John's.

Specifically, the Committee will:

- Provide expert opinion on environment and sustainability matters to Council via the Committee of the Whole to advance the strategic direction of a sustainable City of St. John's
- Review environmental requirements for new development or re-development within the City when referred by Council or through the development review process.
- Support the development and implementation of the City of St. John's Sustainability Plan.
- Provide recommendations and evidence on best practices enabling Evidence Based Decision Making to support the environmental and sustainability goals and objectives of the City of St. John's.
- The panel's mandate is to provide analysis, opinion and recommendations.

The Environment and Sustainability Experts Panel will prepare recommendations to the Committee of the Whole. The purpose of the Environmental and Sustainability Experts Panel in relation to specific City policies, plans, and strategies is as follows:

**Advisory Committee Relationship to Strategic Plan:**

- A Sustainable City – A city that is sustainable today and for future generations; economically, environmentally and financially.
- 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
- An Effective City – A City that performs effectively and delivers results.

**Applicable Legislation/City Bylaws:**

- The Development Regulations
- City of St. John's Act
- Any applicable City of St. John's by-laws current or future

**Other City Plans, Guides or Strategies:**

- Resilient St John's Community Climate Plan March 2022
- Corporate Climate Plan May 2021
- St. John's Urban Forest Management Master Plan 2006
- A Watershed Management Plan, St. John's Regional Water Supply Study, 1996
- Envision St. John's (draft) Municipal Plan, 2014
- Parks and Open Spaces Master Plan, 2014
- Significant Waterways and Wetlands Study (1993)
- City of St. John's Sustainability Plan

**Other Distinct Deliverables and Considerations:**

- Advising on ways to further public awareness and understanding of environmental and sustainability matters as they relate to the City of St. John's.
- Liaising with and facilitating ongoing dialogue among stakeholders (e.g., sectoral groups, City Council, the Provincial Government, and the Federal Government) on matters relevant to the environment.
- The Committee may be consulted on any City public engagement process where obtaining the perspective of the environmental sector is identified.
- Review of development applications as referred to it by Council or the-development review process.

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 Composition

The Environment and Sustainability Experts Panel will be comprised of a minimum of 7 total members from the following stakeholder groups:

### 3.1.1 Public Members

#### Committee Chair

The Environmental and Sustainability Experts Panel will be chaired by a public expert. The Chair will be selected by Council upon recommendation of staff drawing from the Panel's membership. Additional selection criteria for Chair may be applied for experts panels.

The public member chairing the Panel will have responsibility for ensuring the Panel completes its work as per the terms of reference.

#### Public Members

The Panel will be comprised of no more than 8 residents serving as public members. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's. Public members must have certification, accreditation, affiliation and/or demonstrated expertise and experience in matters of the environment and/or sustainability.

The Panel will include at least one representative with expertise, in each of the following areas:

- Climate Science & Resilience – To support the City in mitigating greenhouse gas emissions, while fostering its overall resilience.
- Natural Environment & Resources – To support the City in protecting and conserving ecosystems and natural resources now and into the future.
- Socio-cultural & Energy Poverty – To support the City in creating inclusivity climate action projects and programs and continue to improve quality of life.
- Economic Development – To support the City in attaining sustainable economic growth, prosperity and competitiveness while achieving its environmental and sustainability goals.
- Sustainable Buildings – to support the City in informing approaches to improve the efficiency of building resource use (energy, water, and materials) in its path to achieve net-zero.
- Urban Planning – to support the City in progressing integrated and sustainable urban development.

Sought after expertise in these areas may include, but will not be limited to:

- Engineer (e.g., civil, mechanical)
- Architect
- Contractor
- Ecologist
- Freshwater Biologist
- Sociologist
- Climatologist
- Planner, MCIP
- Landscape Architect
- Other – Demonstrated Relevant Experience

**Subcommittees:** When deemed necessary, the panel may strike a working committee or subcommittee to deal with specific issues or deliverables. Subcommittees must have at least one panel member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the Panel 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 Environment and Sustainability Experts Panel 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 provide legislative and governance support to the Panel.

**Council**

The spokesperson is appointed by Council

**3.2 Length of Term****Public Member Experts**

Unless otherwise indicated, the Environment and Sustainability Panel 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-year term, for a total of four years. In some cases, members may be encouraged to provide guidance, expertise and participate in a bridging capacity following the end of their term.

**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.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if an 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 Experts Panel, roles include:**

- Advising and making recommendations to the Committee of the Whole in a manner that will support City policy matters relevant to the panel's defined purpose.
- Providing expertise specific to the mandate of the panel.
- Working within given resources.
- Consider working with other committees and/or working groups i.e. Downtown Advisory Committee and Arts and Culture Advisory Committee
- Explore opportunities to add value to services, parks, open spaces, etc.

**Shared Member Responsibilities****Conduct**

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Panel 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 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 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.

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.

Quorum – a quorum for meetings is considered to be 50% + 1 members in attendance.

**Voting**

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 Environment and Sustainability Panel and the Committee of the Whole on issues relevant to Panel's work.
- Lead staff will attend the Committee of the Whole when reports of the Environment and Sustainability Panel are included in the agenda.
- Ensure the Panel is informed about City policy, procedure and available resources in reference to specific agenda items, and provide procedural and/or technical advice to assist the panel where appropriate.
- Request additional staff support/attendance at meetings as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the Panel 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 Panel and therefore they may be required to participate.

##### City Clerk

- To be responsible for legislative functions related to experts panel's operation, establishment, review, and term amendments. This includes leading or supporting day-to-day panel activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of experts panel agendas and meeting reports
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" 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 oversee panel 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 the Environment and Sustainability Panel will be referred to as "Chair." An experts panel member shall not serve as a Chair for more than three consecutive years except in extenuating circumstances (see Term Limits).
- Uphold experts panel 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 experts panel.
- 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 panel requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review experts panel 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 provide advice to support City decision making; applying, knowledge and experience related to the mandate of the Panel in carrying out functions commensurate with its defined purpose. Roles to include: active participation in meetings; representing professional designation to which they belong in the community and engaging with residents and experts when appropriate.

### 4.2.3 Council

The Environmental and Sustainability Panel reports to the Committee of the Whole.

In cases where an item on the agenda of the Environment and Sustainability Experts Panel (as detailed in a given meeting agenda) would benefit from having the Chair or other Council representative of the Committee of the Whole in attendance, it will be the responsibility of the Panel Chair and/or Lead Staff to inform the Committee of the Whole chair.

## 4.3 Reporting

The Environmental and Sustainability Experts Panel shall report through the Committee of the Whole.

### Standardized Reporting Process:

- The Environment-and Sustainability Experts Panel Lead Staff, Chair and City Clerk will work to complete a report for referral to the Committee of the Whole.
- Following reporting to the Committee of the Whole, the report will be posted to the City of St. John's website.
- Public expert representatives will be encouraged to report to (i.e. maintain open communication with) their respective affiliated professional organizations regarding the Panel's work.

## 5. COMMITTEE RECRUITMENT AND SELECTION

### 5.1 Recruitment, Vacancies, and Applications

Recruitment practices will be consistent for all experts panels. When new members are required a "Notice of Vacancy" will be prepared by the City Clerk and distributed through City communication channels by the Office of Strategy and Engagement. Additional communications opportunities may be identified by relevant departments/panel members. This document will include general information regarding panel purpose, the terms of reference and a link to the Application Form.

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

All applicants must complete an 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, 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 Environment and Sustainability Experts Panel will follow Section 3. Membership and Composition.

### Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in panel selection. While all who meet the Eligibility Requirements outlined are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an expert panel'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 experts' panel will be notified by email. A handbook and other relevant information will also be provided to successful applicants.

## 6. PUBLIC ENGAGEMENT

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

In accordance with the City of St. John's Engage! Policy, the role of the Experts Panel in the spectrum of engagement will fall within the realm of "consultation." As such, City of St. John's experts panels will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Experts' panels 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 Environment and Sustainability Experts Panel Chair, Committee of the Whole Chair, the City Clerk and Lead Staff, the Panel will, at the first meeting of each year, review Environmental and Sustainability Experts Panel Terms of Reference documents. The purpose of this review will be to ensure that the operations and function of each panel are still aligned with its defined purpose.

### 7.2 Meetings and Schedules

Environment and Sustainability Experts Panel will meet as agenda items are determined. The exact frequency of the Environmental and Sustainability Experts Panel meetings will be determined by the Chair, Lead Staff, and City Clerk.

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

### 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 panel's activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a panel 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 panel member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the panel agenda or 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 Panel.

#### Confidentiality:

All Panel members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Environment and Sustainability Expert Panel.

#### Staff Liaison Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Chair Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### City Clerk Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# INFORMATION NOTE

<b>Title:</b>	<b>What We Heard – Accessibility Plan</b>
<b>Date Prepared:</b>	October 25, 2023
<b>Report To:</b>	Committee of the Whole
<b>Councillor and Role:</b>	Councillor Ophelia Ravencroft, Inclusion
<b>Ward:</b>	N/A

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## Issue:

Public engagement was conducted to help inform the development of the City's first accessibility plan. Engagement focused on:

- creating awareness about current accessibility measures,
- gathering feedback about current barriers that exist in City programs, services and public spaces
- gathering ideas about how accessibility could be improved

## Discussion – Background and Current Status:

The City of St. John's works closely with the Inclusion Advisory Committee, Sustainable and Active Mobility Advisory Committee, Senior's Advisory Committee, associated working groups, community partners and the public to improve accessibility of programs, services and public spaces.

On December 3<sup>rd</sup>, 2021, the Province of Newfoundland and Labrador passed [Bill 38 – An Act Respecting Accessibility in the Province](#) (The Act). The Act will improve accessibility in the province within key focus areas. Those applicable to the City include:

- The design and delivery of programs and services
- The built environment, including transportation
- Information and communications
- Procurement
- Accommodations
- Employment

The Act requires public bodies, including municipalities, to prepare and publish an Accessibility Plan (The Plan) which outlines existing accessibility measures, barriers that prevent access and actions to improve accessibility. The plan must be reviewed annually, updated every 3 years and be published by December 31, 2023.

# ST. JOHN'S

To ensure the plan reflects the needs of the community, we engaged with stakeholders to determine the public's perspective of what accessibility challenges exist and how the City can take action to identify, prevent and remove barriers to accessing City operated programs, services and public spaces.

Engagement took place between August 21 and October 6 of this year. A summary of the engagement includes:

- The [Engage Project Page](#) had a total of 1460 visits and 34 posts
- 3 public meetings took place with a total of 28 people in attendance
- 7 submissions by phone or email
- 6 advisory committees, working groups and expert panels were consulted
- 430 people provided feedback through either surveys, the project page, email, phone or the public survey (including 12 City Influencers)

Highlights include concerns about:

- Concerns about accessible parking and infrastructure, including the need for more accessible parking throughout the City.
- Barriers related to sidewalks, including placement of curb cuts, obstacles, maintenance and snow clearing.
- Importance of ensuring availability of alternate accessible routes in construction zones.
- Comments related to needing more inclusion workers for City programs and more flexibility in programming.
- Noted additional or improved accessible measures and equipment are needed in parks, playgrounds, City owned housing and facilities, such as accessible public washrooms and automatic doors.
- Ideas provided around improving the accessibility of public transit, including placement of curb cuts near bus stops, use of benches and bus shelters, proximity to crosswalks and scheduling.
- Importance of consulting with persons with disabilities or subject matter experts in all phases of a project to ensure current barriers are addressed and no new barriers are created.

### **Key Considerations/Implications:**

1. Budget/Financial Implications:
  - a. There may be budget implications associated with some of the recommended improvements
2. Partners or Other Stakeholders:
  - a. All City Departments
  - b. Metrobus
  - c. Inclusion Advisory Committee and Accessibility Working Group
3. Alignment with Strategic Directions:

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

An Effective City: Achieve service excellence through collaboration, innovation and modernization grounded in client needs.

4. Alignment with Adopted Plans:
  - a. Healthy City Strategy
5. Accessibility and Inclusion:
  - a. The accessibility plan will provide guidance for removing barriers and implementing actions to increase accessibility of city programs, services and public spaces operated by the City for the next 3 years.
  - b. The Accessibility and Inclusion Facilitator will work with City departments and Metrobus to implement, review and update the plan as required.
6. Legal or Policy Implications:
  - a. An Accessibility Accommodations Policy is being developed.
7. Privacy Implications: N/A
8. Engagement and Communications Considerations:

The public engagement plan was supported by communications and results of what was heard will be shared on the project page (if applicable) and with those who provided feedback via meeting, email, etc.
9. Human Resource Implications: N/A
10. Procurement Implications: N/A
11. Information Technology Implications: N/A
12. Other Implications: N/A

### **Conclusion/Next Steps:**

The Accessibility Facilitator and Accessibility Working Group will review the feedback in the What We Heard document and make recommendations on what identified barriers and suggested actions the City should focus on in the next 3 years. The recommended focus areas will be reviewed by City Departments and Metrobus to determine what can be addressed within current legislation and resources. Staff will also identify if additional resources and steps are required.



### Report Approval Details

Document Title:	Accessibility Plan - What We Heard.docx
Attachments:	- WWH - Accessibility Plan.pdf
Final Approval Date:	Nov 1, 2023

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

**Natalie Godden - Nov 1, 2023 - 1:22 PM**

**Tanya Haywood - Nov 1, 2023 - 1:30 PM**

OUR CITY. OUR FUTURE.

# What We Heard

## Accessibility Plan



October 2023

# Disclaimer

- This document provides a summary of what was heard from participants during this engagement process. It is not meant to reflect the specific details of each submission word-for-word, although attempts have been made to do so when possible.
- The City produces a What We Heard document for every city-led public engagement project. This collected commentary is shared with the community to ensure we heard you correctly.
- The City protects the privacy of those who provide feedback as per Access to Information and Privacy Legislation.
- The full scope of commentary is used by city staff and Council to help inform recommendations and decisions.
- If individuals provided specific examples or information that could potentially be identifiable, it is not included here but is shared with project staff.

# Context

- The City is developing an Accessibility Plan, which will outline what we are currently doing to support accessibility and how we will work to remove barriers that prevent persons with visible and invisible disabilities from fully accessing City-operated programs, services, and public spaces.
- In NL, 23.6% of people are living with a disability; this is higher than the national average (22.3%).
- The City's Accessibility Plan will be reviewed annually and updated every three years, as per provincial legislation.

# Background

- The City has an [Inclusion Advisory Committee](#) to provide advice and recommendations on matters of inclusion and accessibility as they relate to City Services.
- An Accessibility Working Group, which includes several members of the Inclusion Advisory Committee, was created to assist in the development of the City's Accessibility Plan. Members include persons with disabilities and organizations that represent persons with disabilities.
- The City has implemented a variety of accessibility measures over the years and some of these measures can be reviewed on the [City website](#).
- The City has a strategic direction to be a Connected City, one where people feel connected, have a sense of belonging and are actively engaged in community life.

# Public Engagement Plan

## Purpose

- To create awareness about current accessibility measures
- To gather feedback about current barriers that exist when accessing City programs, services and public spaces
- To gather ideas about how accessibility could be improved

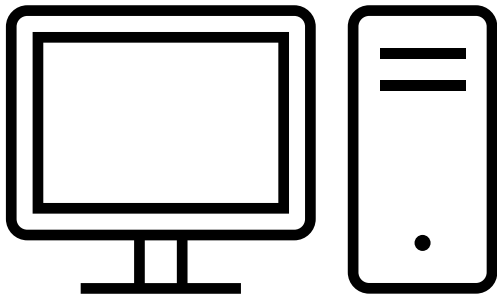
## Approach

- Meetings (two in-person and one virtual)
- Public survey
- City Influencers (18-30-year-olds) survey
- City Advisory Committee meetings
- Online tools on [EngageStJohns.ca](https://engagestjohns.ca)
- Email and phone
- Provided organizations with engagement information and alternate ways to provide feedback
- Alternate ways to provide feedback was available upon request

# Stakeholders

- City Advisory Committees and Working Groups consulted:
  - Inclusion Advisory Committee
  - Accessibility Working Group
  - Seniors' Advisory Committee
  - Sustainable and Active Mobility Advisory Committee
  - Affordable Housing Working Group
  - Youth Engagement Working Group
  - Built Heritage Experts Panel
- Organizations consulted through the Accessibility Working Group:
  - Autism Society of NL
  - Canadian Mental Health Association
  - Canadian National Institute for the Blind
  - Canadian Hard of Hearing Association NL
  - Coalition of Persons with Disabilities NL
  - Empower NL
  - Inclusion Canada NL
  - NL Association of the Deaf

# Engagement and Communications



- [Media release](#) issued on September 5, 2023
- [Project page](#) on EngageStJohns.ca published on September 1, 2023
- Two newsletters to 3,913 registered users and followers of EngageStJohns.ca
- Posts to regular City communications channels including social media, listservs, website
- News stories by VOXM, The Telegram and CBC Morning Show
- Advertising in The Telegram, VOXM website, all City-owned digital signage and posters throughout the community.
- Campaigns were used on social media; 8 Facebook posts, 7 Instagram posts, 8 Twitter (now known as X) posts
  - 3,925 engagements
  - 198,087 impressions

# Who Engaged

## On EngageStJohns.ca

- Total Visits: 1,460
- Max Visitors Per Day: 181
- **Engaged Visitors** (Posted questions, comments or used the Ideas tool): 12
- **Informed Visitors** (Completed an action on the page): 179
- **Aware Visitors** (Unique visitors): 1,086

## Public Sessions

- Virtual Session via Zoom: seven people
- Two In-person Sessions:
  - 21 people attended in total

## Email/Phone:

- Seven submissions

## City Committee Meetings: Six

## Online Ideas Tool and Survey Submissions:

- 34 submissions posted on EngageStJohns.ca
- Public Survey: 338
- City Influencers Survey: 12

# What We Heard Highlights (1/2)

- Concerns about accessible parking were expressed by many participants, including the need for more accessible parking throughout the City.
- Barriers related to placement of curb cuts, obstacles on sidewalks such as poles, and the condition of sidewalks with loose pavement or cracks were identified in all engagement activities.
- Many participants expressed concerns with sidewalk snow clearing and snow and ice left at curb cuts from sidewalk and road snow clearing.
- Most stakeholders expressed that construction zones create barriers by not providing alternate accessible routes. It was noted that communication about construction zones and alternate accessible routes is important.
- Barriers related to accessible affordable housing were identified, including the current application process.
- It was expressed by many that accessibility measures such as automatic doors should be in all City buildings, including City non-profit housing, and the need for these features to be well-maintained.

# What We Heard Highlights (2/2)

- There were comments related to needing more inclusion workers for City programs and more flexibility in programming. The high cost of accessing programming if an individual must bring their own inclusion worker was mentioned by several participants.
- Many noted that more accessible measures and equipment are needed, such as in parks, playgrounds, and more accessible public washrooms.
- While some had positive comments about the GoBus service, there were several comments about challenges using the service.
- Many expressed ideas about improving the accessibility of public transit, including considerations such as the sidewalks and placement of curb cuts near bus stops, use of benches and bus shelters, and proximity to crosswalks.
- A number of participants noted that consulting with persons with disabilities or subject matter experts in all phases of a project is important to ensure current barriers are addressed and no new barriers are created. Some people expressed that before any project was completed, members of the disability community should be asked to ensure the design of a space, or a service doesn't have barriers.

# What We Heard from the Public

The following pages provide an overview of all feedback received from the public about barriers they have experienced with accessing programs, services and public spaces operated by the City of St. John's. It also includes ways barriers could be removed and prevented in the future, and what an accessible City of St. John's means to them.

# Barriers Identified

## Curb Cuts and Sidewalks

- Curb cuts placed on a hill or at certain angles, such as 45 degrees, are difficult to maneuver and create safety concerns.
- Drainage grates placed at curb cuts
- Signs, poles, and fire hydrants on sidewalks
- Residents placing garbage bins on sidewalks
- Lack of sidewalks in some areas
- Condition and maintenance of sidewalks – cracks and loose stone create hazards

## Accessible Parking

- Not enough accessible parking throughout the City, particularly downtown and near pedestrian mall. Some individuals must plan trips around less busy times to use accessible parking
- Lack of enforcement and the time to respond to a complaint submitted through 311 (Access St. John's)
- Lack of easily available information about location of accessible parking and accessible drop-off/pick-up areas.

# Barriers Identified

## Public Transit (1/3)

- Lack of GoBus reliability. Pickups can be late, causing users to miss appointments, or pickups may be cancelled
- Being picked up by GoBus much earlier than needed. Example was given of an elderly person with vision loss being picked up two hours before an event and having to wait alone before and after the event.
- GoBus providing accessible taxis when a bus is unavailable. It was felt that the accessible taxis do not offer the same level of accessibility as GoBus vehicles.

## Public Transit (2/3)

- Lack of benches near some bus stops. Bus stop on Topsail Road near Avalon Terrace entrance was an example.
- Lack of connection from accessible bus routes to accessible trails
- Distance between bus stops to crosswalks and availability of curb cuts near bus stops
- Lack of public transit late at night. This limits the activities and jobs individuals can access
- Limited number of bus arrivals
- Buses kneeling where there is no curb, making it still too high to get on and off the bus

# Barriers Identified

## Public Transit (3/3)

- Language used on GoBus app when booking rides is not always clear when English is not a first language, including ASL users. An example given was the use of the word “pending” for ride status.
- Drivers not understanding the needs of riders and not meeting accessibility needs
- Lack of driver knowledge about the harness system
- Not enough time given by bus drivers for those using wheelchairs or with mobility disabilities to exit the bus

## Accessible Washrooms

- Need more accessible public washrooms, particularly downtown
- Washrooms at Bannerman Park and Bowring Park need to be more accessible
- More older child/adult change rooms and tables are needed
- The overall design of public washrooms can create challenges, such as the placement of soap and paper towel dispensers. It was noted that many washrooms have grab bars installed incorrectly.

# Barriers Identified

## City Programs (1/2)

- Lack of ASL support for those attending City programs
- Not enough inclusion workers
- Cost of requiring an additional aide for a child attending a program, making it too costly
- Need more programs for those with autism
- Need more flexibility in providing exceptions to City programming age limits. For example, allowing seniors to bring an adult dependent to a seniors' event.

## City Programs (2/2)

- Lack of programs for teens or older adults with complex disabilities
- Need more types of programs overall
- Not all programs or areas are fully accessible to those in a wheelchair or using mobility aids. The community garden at Paul Reynolds was given as an example.
- Lack of awareness or information about programs and supports for those with disabilities

# Barriers Identified

## Snow Clearing & Salting (1/2)

- Lack of sidewalk clearing or lack of timely sidewalk clearing stops people from being able to move throughout the City and feeling of being unable to participate
- Even when sidewalks are cleared, the paths may not be wide enough for wheelchairs or those with mobility aids
- Snow blocking curb cuts when sidewalks and roads are cleared, preventing people from moving on and off sidewalks and safely accessing crosswalks

## Snow Clearing & Salting (2/2)

- Lack of snow clearing around traffic light buttons
- Accessible City parking spaces being used to dump snow
- Lack of snow clearing at bus stops and at bus shelters
- Lack of salting on sidewalks
- Imbalance of service in snow clearing for vehicles compared to pedestrian routes

# Barriers Identified

## Parks, Trails and Playgrounds (1/2)

- Not all entrances to Victoria Park are accessible
- Lack of accessible trails limits who can use them. Many trails are not accessible for wheelchair users, hand cyclists and mobility aid users.
- Trees and shrubs impacting access to trails and pathways and lines of sight
- Lack of accessible playground equipment. For example, in playgrounds that have an accessible swing, there may be only one.

## Parks, Trails, and Playgrounds (2/2)

- Frequency of maintenance on accessible equipment. If there is only one accessible piece of equipment and it is not well maintained, that playground cannot be used by persons with disabilities.
- Lack of communication boards at playgrounds
- Lack of fencing at many playgrounds. Fencing is important for those who tend to wander or run away (elopers)

# Barriers Identified

## Affordable Housing (1/2)

- Use of locks and keys inside housing units instead of automated doors. Doors are often heavy
- Need for more accessibility supports such as visual smoke alarms in multi-unit housing
- Low number of accessible housing units
- Difficult to find information about City-owned accessible housing

## Affordable Housing (2/2)

- Documents needed to apply for City-owned housing can be hard to get, such as the Canada Revenue Agency (CRA) Option C form. The example was given of a person who is hard of hearing having to arrange supports to gather the information, resulting in longer wait times.
- Having to duplicate application information when applying for City housing and provincial housing support
- Criteria used for accessing City housing, such as previous year's income

# Barriers Identified

## Signage and City Communications (1/2)

- Lack of Braille on City signage
- Lack of ASL support at City programs and when accessing City services
- Lack of promotion about how to report issues, such as improper use of accessible parking spaces or trees and shrubs preventing access to a sidewalk or trail
- Lack of awareness about how to receive information from the City

## Signage and City Communications (2/2)

- Receiving communications from the City that a person can't use. Example was given of a person who is blind has advised the City of disability but continues to receive City communications by letter.
- Overuse of emojis in City communications

# Barriers Identified

## Construction Zones

- Lack of accessible alternate routes when sidewalks and roadways are impacted
- Uneven surfaces are created for extended periods of time with no alternate, safe options for accessible routes
- Signs and flag persons to help with the flow of traffic but no supports for those with vision loss
- Signage placed on sidewalk or at curb cuts
- Loud noise and smells, unexpected changes to the environment for those who are neurodivergent
- Lack of communication and available information about current construction zones and alternate safe, accessible routes

# Barriers Identified

## Buildings

- Automatic door openers not working or not opened for enough time
- Poorly lit building entrances and exits
- Cost of upgrades for buildings to become accessible
- Lack of paint or markings on indoor and outdoor stairs to help those with limited depth perception. For example, stairs near LSPU Hall.
- Lack of proper indoor and outdoor handrails

# Barriers Identified

## Other Barriers

- Attendant passholders cannot book online
- For those requiring accessible seating at venues, attendant passes only allow a person to sit with their attendant and not with a group.
- Accessible seating at venues should not only be at the back or in places with limited lines of sight
- Electronic paid parking stalls can be difficult to read, reach and know how to use. It also assumes everyone has access to a debit or credit card.
- Having to call 311 to have an issue marked as urgent is a challenge for those with hearing loss. Issues submitted through the 311 app are not marked as urgent.
- Garbage collection exemptions are only for the use of bins. It is still difficult for some persons with disabilities to put garbage bags by the curb independently.
- It was noted by an individual that the City has an Employment Equity Policy, but it doesn't seem that the City collects or reports information about the hiring of persons with disabilities or have any programs to support employment of persons with disabilities.

# Public Suggestions to Remove and Prevent Barriers

## Curb Cuts and Sidewalks (1/2)

- Better placement of curb cuts such as not on a hill or near a drainage grate
- Improve monitoring and maintenance of sidewalks. Cracks and uneven surfaces limit accessibility.
- Remove obstacles such as signs, poles and fire hydrants from sidewalks
- Take advantage of opportunities to improve current sidewalks during street rehab
- Install tactile markers in all areas and more accessible pedestrian signals, including using bright colors
- Create wider sidewalks

## Curb Cuts and Sidewalks (2/2)

- Create narrower streets and have sidewalks with boulevards so there is a clearer divide between sidewalks and roadways
- Ensure trees and hedges from private properties are not blocking sidewalks
- Provide more public education and communication about proper placement of garbage bins and recycling
- Investigate areas where pedestrians and wheelchair users are using roadways instead of sidewalks (e.g., Harvey Road near fire station) to determine what changes may be needed

# Public Suggestions to Remove and Prevent Barriers

## Snow Clearing & Salting

- More sidewalk clearing in all areas of the City
- Don't block curb cuts when clearing snow from sidewalks or roads. This prevents people from being able to move on and off sidewalks, even if the sidewalk itself is plowed.
- Prioritize areas where disability organizations or programming are located, in the same way as school zones
- Increase salting of sidewalks

## Trails, Parks, and Playgrounds

- Add communication boards to all playgrounds
- Add more accessible, paved paths in City parks
- Widen City trails to make them accessible to more people, such as those using wheelchairs, handcycles, and mobility aids
- Add fencing to playgrounds to make them more accessible to those who are more likely to wander or run away (elopers)
- More rest areas in parks and on trails

# Public Suggestions to Remove and Prevent Barriers

### City Programs (1/2)

- Increase inclusion supports to allow more children with disabilities to participate
- Provide personal care supports at City programs or financial and recruitment support for families providing their own workers
- City buildings and programs can be loud. Offer sensory-friendly programs, such as swimming sessions.
- Offer programs that can accommodate individuals using wheelchairs and ensure program areas are accessible. An example was adding accessible pathways to Paul Reynolds Community Garden.

### City Programs (2/2)

- More adaptive equipment and storage at City buildings
- More variety in the times and locations of programming
- Reduced costs for some programs, such as those for seniors or persons with disabilities
- Allow caregivers to attend programs for free and flexibility for caregivers to attend their own programming by bringing those they care for
- Ensure staff are trained in understanding complex child behaviours and know how to work effectively with children with these

# Public Suggestions to Remove and Prevent Barriers

### City Buildings (1/2)

- Ensure elevators have buttons that are easy to reach for persons of all abilities
- More automated doors and ensure they are always working. It was also suggested an increase in the time an automated door remained open would be helpful.
- Ensure doors are wide enough for those using wheelchairs or mobility aids
- Add visible markers to all curbs, edges, and steps at City buildings
- Increase the contrast of colors used in buildings to help with wayfinding. For example, floors a contrasting color to walls and doors a contrasting color to walls.

### City Buildings (2/2)

- Ensure appropriate changing facilities are available
- Add more older child/adult change rooms and tables
- Create access guides for City-operated buildings and public spaces, describing such things as the physical environment, sensory expectations when arriving, accessible entrances, location of elevators etc
- Ensure washrooms are accessible and the layout is functional for all. For example, soap dispensers and paper towels can be reached from a wheelchair, room to move a wheelchair around the washroom.

# Public Suggestions to Remove and Prevent Barriers

### City Events

- Use microphones, ASL interpreters and closed captioning at City events
- Ensure there is space for wheelchairs and mobility aids when individuals wish to use a chair
- Provide accessibility information before an event, such as where accessible parking is located and accessible entrances, and contact information for individuals to learn more
- Improve accessibility of the pedestrian mall
- Give sensory considerations for events, such as lower volume of music and lower lighting. An example of the Downtown Santa Claus parade was given, with consideration needed for the location of the sensory-friendly areas

### Affordable Housing

- Ensure all future housing is built with accessibility considerations
- Add more automated doors and other measures such as visual smoke alarms
- Increase the number of accessible affordable housing units
- Explore an application form that can be submitted online
- Remove requirement for documents from CRA for housing applications
- Review current criteria for accessing City housing and any opportunities to remove duplicate work for people applying to both the City and NL Housing

# Public Suggestions to Remove and Prevent Barriers

## Accessible Parking (1/2)

- Provide more accessible parking spaces and ensure public spaces, including trails, have accessible parking
- Increase enforcement of proper use of accessible parking spaces
- Provide more public education about the proper use of accessible parking zones
- Pave all accessible parking spaces. An example given was gravel parking spaces at Bowring Park.

## Accessible Parking (2/2)

- Have identified accessible drop off and pick up areas and make this information easily available. It was felt that 311 does not always have the information available.
- Make it easier to find information about location of accessible parking to help individuals plan an outing. For example, a map showing accessible parking near the pedestrian mall or a City park.

# Public Suggestions to Remove and Prevent Barriers

## Construction

- Provide advanced public notice for any construction work, including detours or sidewalk closures
- Provide accessible alternate routes when sidewalks are closed
- Ensure accessible design is considered during any construction process
- Require contractors to submit a plan ensuring accessibility is maintained during construction and enforce the plan

## Project Planning

- Consult with persons with disabilities or subject matter experts in all phases of a project to ensure current barriers are addressed and no new barriers created
- Consider accessibility in all projects
- Consider how to create equity among all users of a program, service or space
- Follow the principles of universal design
- Use guidance of CSA B651 accessible design standards in new builds and modifications

# Public Suggestions to Remove and Prevent Barriers

### Signage & City Communications (1/2)

- Ensure signage has large font and proper contrast between the background and lettering
- Use Braille and pictures on signage
- Provide information about City services in different ways such as using videos, video transcriptions, closed captioning
- Use clear, plain language
- Provide detailed information about programs and events for persons with disabilities and make it easy to access

### Signage & City Communications (2/2)

- Ensure accessible website standards are followed
- Provide more information about what to expect when accessing City services and how City services work. For example, describe the building, what to expect when you arrive, and where to go.
- More promotion of events and designs that stand out from other messaging
- Create a way for the City to record individual communication type needs, such as Braille instead of written text for important notifications

# Public Suggestions to Remove and Prevent Barriers

## Public Transit (1/2)

- Clear snow and ice from bus stops and bus shelters
- Add bus shelters and benches to bus stops
- Ensure public spaces can be accessed by using public transit
- Ensure bus stops are near crosswalks. For example, it was noted there is no crosswalk at the intersection of Ridge Road and Furlong Street and many cross the road to get to the bus stop.
- Create accessible identification of bus stops, such as clear signage, Braille, tactile indicators, and digital-based identifiers for those with smart phones (CLS).

## Public Transit (2/2)

- Ensure all bus drivers receive training on the harness system
- Make public transit more accessible to those with intellectual disabilities
- Add audible stop announcements and text banner announcements in buses. It was suggested that audible announcement of the route number when entering a bus would also be helpful.
- Improve the comfort of public buses such as more comfortable seats and smoother driving
- Add more buses, increase the frequency of bus arrivals, and start and end times of public transit

# Public Suggestions to Remove and Prevent Barriers

## City Staff

- Provide equity, diversity, and inclusion training to all staff, including refreshers
- Provide more training about providing customer service to persons with disabilities, including both visible and invisible disabilities
- Teach staff basic ASL
- Have an ASL interpreter on staff
- Have a quiet space available to provide customer service if an individual has hearing loss or would like a place free of distractions
- Spend time explaining processes or assisting those with learning disabilities

# Public Suggestions to Remove and Prevent Barriers

## Other Ideas (1/2)

- Allow residents to put up safety signs near homes when there is a child with a disability in the area
- Develop attendant pass protocols
- Reduce the cost of City programs
- Ensure a service is available in more than one way, such as through a phone app
- Consider a more equitable application of the water tax. Current structure can create a financial burden for seniors and persons with disabilities.

## Other Ideas (2/2)

- Provide resources to businesses to help them become more accessible, such as education and reduced taxes for businesses that are accessible
- Provide more information about accommodations in City job ads
- Consider if job requirements that may exclude persons with disabilities, such as the requirement of having a vehicle and driver's license, are necessary
- Implement required review periods to assess the City's performance on accessibility

# Public Suggestions to Remove and Prevent Barriers



## Other Ideas (3/3)

- Ensure all aspects of public washrooms are accessible, including where soap dispensers and hand bars are located. It was noted during a public session that having emergency buttons in public washrooms would be helpful.
- Consider ways an individual could submit an urgent 311 request without calling in. As an example, It was suggested that the ability to text 311 would be helpful for a person who is deaf or hard of hearing.
- It was suggested that more frequent recycling pickup would be helpful.

# Other Feedback

- Positive feedback was received about the accessibility measures that are already in place and that the City should continue to add more measures. The accessible equipment lending program was identified as an example of great City program.
- Positive feedback was received about 311 services, public transit drivers, the availability of inclusive programming, and the use of alt text and image descriptions in social media.
- It was felt that the City should consult with members of the disability community more often, they are the subject matter experts in their lived experience. It was suggested that individuals should be compensated for providing their feedback.
- It was noted that public engagement and participation on these matters is important. It is important to ensure public engagement is accessible.
- It was suggested that the City should work with the business community and the provincial government to identify areas for accessibility improvements, including public buildings and sidewalks in front of buildings.
- A small number of individuals expressed safety concerns about shared use paths.

# What does an accessible St. John's mean to you? (1/2)

- Being able to roll, cycle, or walk anywhere in the City safely, year-round
- All public buildings being wheelchair, rollator and walker accessible, including mandatory automated doors in and out
- More accessible parking spaces
- Access to accessible public washrooms, particularly downtown and in all parks
- Accessible sidewalks that are level, wide, have curb cuts in appropriate places, and are free of obstacles
- Allowing bikes on trails and paths, and more accessible trails and paths
- More rest stops and water stations on trails and in parks
- Slower moving traffic and safe, pedestrian-focused planning for roads and intersections
- Accessible crosswalks with flashing lights
- Easy to use public transit

# What does an accessible St. John's mean to you? (2/2)

- Being able to access City information when I need it and knowing how to access it
- Having the opportunity to participate in employment, recreation, and entertainment
- Beautiful spaces that are accessible to all
- Historic and heritage buildings and public spaces that are accessible to all
- Use of accessible design standards, reflecting best practice rather than code minimums
- Using microphones and PA systems at City programs and services
- Continuously evolving
- Being able to age in place
- City that feels safe

# Highlights from City Advisory Committees and Working Groups (1/3)

- Having accessible sidewalks is critical to providing services to individuals of all abilities. Considerations such as the placement and angle of curb cuts, maintenance of sidewalks so that it remains a smooth surface, clearing of snow and ice, maintaining accessible routes during construction, and communication about accessible routes are important.
- Current snow clearing from roads and sidewalks creates hazards. Often there is snow left at the end of a sidewalk, eliminating access to a curb cut to safely enter or exit the sidewalk.
- Challenges with City housing such as the application process and the need for accessibility measures such as accessible fire alarms, including in common areas in multi-unit housing
- More accessible parking, communication about where accessible parking is located, and enforcement of appropriate use of accessible parking

# Highlights from City Advisory Committees and Working Groups (2/3)

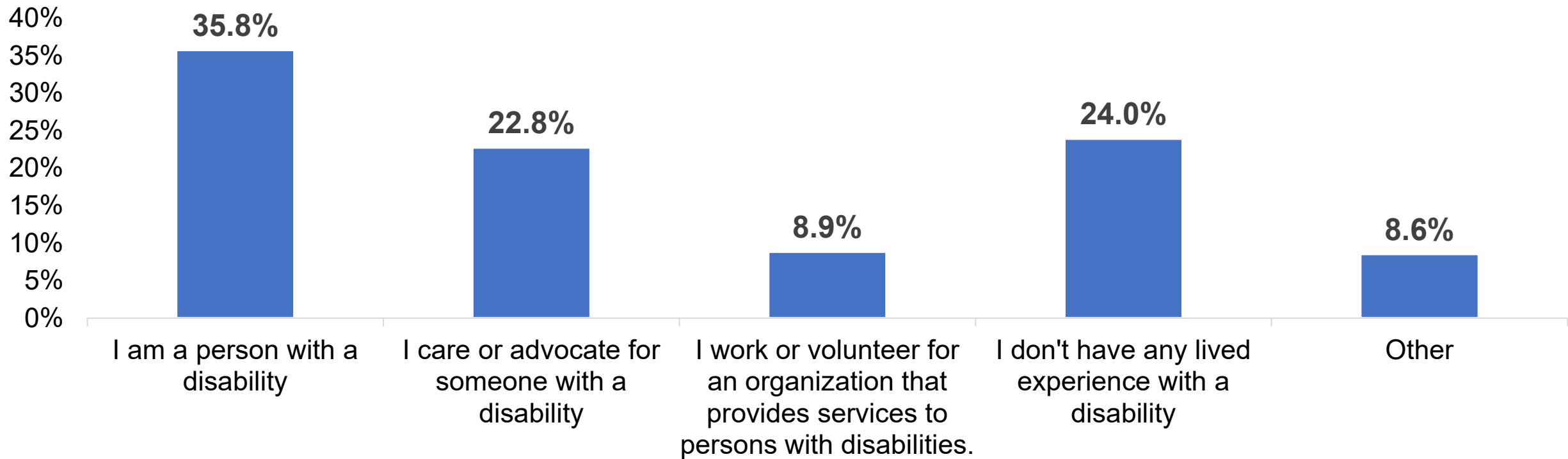
- There is a lack of accessible public washrooms, particularly in the downtown area which limits the ability of some to visit certain buildings or spaces.
- Public transit can be unreliable. There is a lack of accessible stops and routes, lack of audible stop announcements and lack of knowledge of staff on how to properly use the harness systems.
- It was noted by some that public transit employees require more training about inclusive customer service; other members had positive experiences with the service provided by GoBus and the drivers understanding of the user needs.
- There should be a way for the City to document those who require communications in a different manner. For example, an individual identifying to the City they are blind but continues to receive City communications in a written letter format.

# Highlights from City Advisory Committees and Working Groups (3/3)

- It was noted that CSA B651 and provincial building accessibility regulations often contradict each other which creates confusion for developers and contractors. An example is handrails in a shower. To create consistency, it would be helpful if the City accepted the highest standard rather than what is in the statute.
- It was suggested that offering incentives, ensuring new or remediated sidewalks are wide enough to support ramp structures near heritage buildings, and providing more design guidance could help improve the accessibility of heritage buildings.
- The need for a bylaw to allow the city to create its own design standards was identified.

# Other Information from Public Survey (1/5)

Which of the following best describes you?



n=338

n is the number of people who answered a question

Other included aging individuals or have aging parents, health care workers, have a temporary disability, pedestrians, advocate for overall accessibility, etc.

# Other Information from Public Survey (2/5)

- Respondents identifying as a person with a disability represented a variety of both visible and invisible disabilities
- 57% of those with a disability reported experiencing at least one barrier
  - 67% had architectural barriers
  - 49% had physical barriers
  - 30% had information/communication barriers
  - 26% had systematic or policy barriers
  - 16% had technology barriers
  - 16% had attitudinal barriers
- 67% of respondents who care or advocate for a person with a disability care for individuals under 18 or over 55; 32% care of individuals between 18 and 54.
- 68% reported those they care, or advocate for, have experienced barriers.
  - 62% had architectural barriers
  - 38% had physical barriers
  - 24% had information/communication barriers
  - 24% had systematic or policy barriers
  - 7% had technology barriers
  - 26% had attitudinal barriers

# Other Information from Public Survey (3/5)

## Accommodations

- 28% indicated they need to request an accommodation when accessing City programs or services. (n=166)
- Types of accommodations requested include:
  - Materials available ahead of time/in a different format such as large print
  - ASL interpretation
  - Ensuring a space is accessible
  - Inclusion worker or caregiver participation
  - Interpreter for phone services
  - Autism or sensory-friendly environment
  - Lifts for pool access
  - Receive information and processes verbally

# Other Information from Public Survey (4/5)

## Finding City Information

- The majority of respondents receive information from the City website and notifications, City social media channels and mainstream media. (n=206)
- 57% of persons with a disability find City information through the City website or notifications; 54% through City social media channels; 54% through mainstream media. (n=82)
- 71% of respondents who care or advocate for a person with a disability receive City information through the City website and notifications; 56% through City social media channels. (n=55)
- 61% of respondents associated with a disability organization find information through City social media channels and mainstream media; 56% the City website and notifications. (n=18)
- 77% of respondents who have no lived experience with a disability are the most likely to find information through the City website or notifications. (n=35)

# Other Information from Public Survey – Individuals Associated with an Organization (5/5)

- Respondents had experience with all disabilities identified in the survey.
- 70% indicated they've experienced barriers when accessing City programs, services or public spaces with clients.
  - 56% had architectural barriers
  - 69% had physical barriers
  - 63% had information/communication barriers
  - 44% had systemic or policy barriers
  - 38% had technology barriers
  - 25% had attitudinal barriers
  - 6% had other barriers (program support)

The following barriers were specifically noted by respondents:

- Signage without Braille
- Lack of alternative communication devices
- Low number of inclusion workers
- Access to supports such as ASL interpreters, closed captioning, and microphones at City events
- Lack of visual smoke alarms in City buildings
- Lack of safe snow clearing on sidewalks and pedestrian routes
- Lack of sidewalks in some areas of the city

# Other Information from City Influencers Survey

- 58% of respondents identified as a person with a disability, worker or volunteer with a disability organization, or care or advocate for an individual with a disability.
- 33% indicated they have experienced a barrier in accessing City programs, services or public spaces.
  - Barriers identified included transit, financial aid, emotional support and accommodation support.
- Comments were also received related to the need for more sidewalk snow clearing, particularly near schools, for financial support for places to become more accessible, and for more social inclusion programs that include minorities and newcomers

Respondents identified a variety of ideas about what an accessible St. John's means to them, including:

- More ramps, particularly downtown
- More accessible parking and accessible washrooms
- Equitable opportunity to have the same experiences as people without disabilities
- Walkable city with safe active transportation and reliable public transit
- Public transit for individuals of all abilities to get them wherever they need to go
- Wide, safe sidewalks for those with mobility aids and strollers
- No obstacles that create stress or harm

# What We Heard Summary (1/3)

- Sidewalk and curb cut barriers were identified by all stakeholders, including the placement and angle of curb cuts, sidewalk snow clearing, obstacles on sidewalks, and maintenance.
- Barriers related to accessible parking were expressed by all stakeholders, including the need for more accessible parking, enforcement of proper use, and the need for more information about the location of accessible parking.
- Many expressed the importance of making sure that accessible alternative routes are provided in construction areas. There must be safe ways for people to move on and off sidewalks in these areas and stay safe from road traffic.
- Public transit is an important issue, and many concerns were related to the accessibility of bus stops and nearby sidewalks. The availability of paratransit and Metrobus schedules were also raised by many.

# What We Heard Summary (2/3)

- Many expressed that more inclusion workers are needed for City programs. The cost of attending programs and providing additional personal aides is too costly for some.
- The need for sensory-friendly areas and programs was brought forward.
- Many expressed a need for more accessible public washrooms, particularly downtown. Many participants also noted that the full design of washrooms should be considered for accessibility.
- Accessibility of parks and trails through clear paths, good lines of sight, and wide paths that people of all abilities can use was important to many. It was noted that paths covered in rocks or gravel is difficult for many using wheelchairs and mobility aids to access.
- The importance of training for all City and transit staff related to customer service was identified, including for both visible and invisible disabilities. It was felt that staff could be more aware of how to assist persons with disabilities and ways to provide information in different formats.

# What We Heard Summary (3/3)

- Positive feedback was received about accessible measures that the City currently has in place, but it was noted that many were not aware of the accessible measures. There is an opportunity to provide further information about such measures.
- It was noted that communication about City programs and services should take many formats, as different people receive information in different ways. For signage, it was noted that high contrast, large font, the use of pictures, and Braille would be helpful.
- Many stakeholders identified that consideration for both visible and invisible disabilities is essential in creating an accessible city.
- Many stakeholders expressed the importance of including the perspectives of persons with disabilities at all stages of project planning. This will help ensure new barriers are not created.

# Other Information

- Metrobus completed an additional public engagement project in May 2023 related to accessibility of public transit in the City
- The [full report](#) can be found on the Metrobus website.
- A summary of the [City Influencers survey](#) can be found on EngageStJohns.ca.

# Next Steps



Release What We  
Heard



City staff to  
develop  
Accessibility Plan  
and present to  
Council



Plan adopted by  
Council

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