

ST. JOHN'S

Environment & Sustainability Experts Panel

October 23, 2020

12:30 p.m.

Virtual

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Environment & Sustainability Experts Panel Minutes

September 25, 2020

9:30 a.m.

Virtual

Present: Kieran Hanley, MBA - Sustainable Economic Growth, Chair
Brian Head, Manager - Parks & Open Spaces
Edmundo Fausto, Sustainability Coordinator
Joel Finnis, PhD - Climate Science & Resilience
Krista Langthorne, BA, SEBT - Resilience & Natural Resources
Pablo Navarro - Socio-cultural & Quality of Life
Joseph Daraio, PhD, PEng - Sustainable Urban Planning & Resilience
Michel Wawrzkow, PEng, PGeo - Natural Environment & Resilience
Shanna Fitzgerald, Legislative Assistant

Regrets: Councillor Ian Froude, Council Representative
Dennis Knight, MSc, MCIP - Sustainable Urban Planning & Economic Growth

Others: Andrea Roberts, Development Officer

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**

Moved By Pablo Navarro

Seconded By Joel Finnis

That the agenda be adopted as presented.

MOTION CARRIED

3. ADOPTION OF THE MINUTES

3.1 Adoption of Minutes - August 13, 2020

Moved By Krista Langthorne

Seconded By Joel Finnis

That the minutes of the ESEP meeting of August 13, 2020 be adopted as presented.

MOTION CARRIED

4. BUSINESS ARISING

4.1 Stormwater Management Policy

The Sustainability Coordinator provided a brief overview of the Stormwater Management Policy. This item was referred to the Panel at the Committee of the Whole meeting of July 20, 2020. This policy provides a comprehensive Stormwater management approach for all development within the City of St. John's. Once the policy is approved, the current 08-04-19 Stormwater Detention Policy will be rescinded.

The Panel was tasked to review and provide feedback for inclusion in the recommendation to Council. The ESEP supports the holistic approach to the management of stormwater, which includes the water in the storm sewer system, streets, parking lots, watercourses, wetlands, as well as subjects like retention, floodplains, stream crossings, erosion and sediment control, and overall protection of the watersheds. Members presented a list of suggested comments (attached) to improve the existing draft Storm Water Management Policy including recommendations to use more clear direct language. During discussion, the Panel indicated they concurred with the proposed suggested amendments. The Sustainability Coordinator will implement the comments and feedback provided by the Panel and submit to Council.

At a future meeting, the Panel will be provided an update on the status of inventory work in the Wetlands Study.

4.2 Future Presentations/Delegations of Interest

Members were invited to submit future presentations or delegations of interest. At the previous meeting, the following ideas were suggested:

- Infrastructure design and requirements of the City
- City efforts for reuse of energy
- Mysa pilot project (currently in early development)
- BC Healthy Built Environment Linkages Toolkit
- Transportation discussion - municipalities perspective/greater St. John's metropolitan area
- Newfoundland Power - potential plan for electrification
- Urban space food production

Following review of these recommendations, it was agreed that the Newfoundland Power potential plan for electrification will be discussed at the next meeting of the Panel with a complimentary transportation discussion about ways to move away from individual vehicle ownership, movement to electrifying vehicles, and active transportation within the City. It was recommended that Dr. Daniel Fuller, Assistant Professor and Canada Research Chair in Population Physical Activity at Memorial University present to the Panel.

The Panel was advised that following a previous conversation regarding electric vehicle charging, the Public Utilities Board ruled that electric vehicle charging will not be subject to legislation in the Province and they will not be required to set a rate, charge or toll. The ability to install a charging station and charge for service is available to anyone.

5. NEW BUSINESS

5.1 139 Petty Harbour Road - DEV2000125

Andrea Roberts, Development Officer was in attendance for this portion of the meeting. 139 Petty Harbour Road was referred to the Panel for review of an application for driveway access through the flood plain buffer. A portion of Petty Harbour Road, where this property has frontage, is located in the flood plain buffer. Subject to Section 11.2.4(2) of the St. John's Development Regulations, Council may permit Development within the 15 metre buffer of the 100-year high water mark of designated bodies of water for a driveway to access residential development. The proposed driveway access will be within the fifteen (15) metre floodplain buffer. No part of the development shall encroach into the floodplain.

Members viewed site plan documents referencing the proposed location of the residence. Petty Harbour Road has preexisting risk within the 15m buffer zone of the 100-year floodplain. Concern was expressed about contaminants from the long driveway feeding back into the buffer area. Consideration must be made that run off from the driveway is controlled in some way. There is not a lot of vacant land in that area for concern of further development. The Panel agreed that while the access is through the buffer zone, the development as proposed would not be at significant risk directly from riverine flooding.

6. OTHER BUSINESS

6.1 Verbal Updates

The Panel was provided with an update about the collaboration of partners to put forward a proposal to FCM for the program development for an energy financing program.

Question was raised what the limits of the mandate of the ESEP are. The Terms of Reference will be reviewed, and the Panel will be advised further.

The Sustainability Coordinator advised that the City is considering development of an economic study to go along with the sustainability plan. There will be more information provided as it becomes available.

The Chair highlighted for the Committee that due to recent announcements for funding, Cities and Municipalities should be able to apply for funding for the following commitments:

- Government wants to legislate net zero emissions by 2050.
- Home and building retrofits.
- Climate change adaptation.
- Reduction of impact for floods and wildfires.
- Delivering more transit and active transit options.
- Making zero emissions vehicles more affordable and building more charging stations.

7. DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for October 23, 2020 12:30 pm - 2:00 pm.

Purpose of next meeting:

1. Drive Thru Referral
2. 42-52 Diamond March Drive
3. Newfoundland Power potential plan for electrification and transportation discussion.

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:37 am.

CHAIRPERSON, KIERAN HANLEY

DECISION/DIRECTION NOTE

Title: 42-52 Diamond Marsh Drive, MPA2000002

Date Prepared: September 8, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Maggie Burton, Planning & Development

Ward: Ward 5

Decision/Direction Required:

To consider a rezoning for land at 42-52 Diamond Marsh Drive from the Open Space (O) Zone to the Residential Low Density (R1) Zone to allow six (6) Single-detached Dwellings.

Discussion – Background and Current Status:

City staff are proposing a rezoning from the Open Space (O) Zone to the Residential Low Density (R1) Zone at 42-52 Diamond Marsh Drive to accommodate development of six (6) Single-detached Dwellings. As the Open Space Zone does not include Single-detached Dwellings as a use, a rezoning is required. A Municipal Plan amendment is also required.

During the original rezoning for the Diamond Marsh subdivision, land at 42-52 Diamond Marsh Drive was zoned Open Space to retain it for a proposed playground. During the development approval stage, the land at 42-52 Diamond Marsh Drive was proposed as building lots and the subdivision was approved as such, inadvertently overlooking the zoning. Water and sewage services have been installed to the lots. This rezoning is proposed to accommodate the lots.

In return, the developer, Fairview Investments Inc., will enter into an agreement with the City to use land west of 15 Bulrush Avenue (see attached map) for open space requirements for the Diamond Marsh subdivision. Details of the agreement, including a survey of the property and any other requirements, are to be determined. The land is already zoned Open Space (O). The parcel of land is wet in some areas but has room for a playground. Initial site preparation may be part of the agreement.

There are no development or engineering concerns with the six building lots at 42-52 Diamond Marsh Drive. The building lots at 42 and 44 Diamond Marsh Drive have back yards much deeper than the neighbouring properties to prevent leaving a land-locked parcel there.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Neighbouring residents and property owners.

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3. Alignment with Strategic Directions/Adopted Plans:
St. John's Strategic Plan 2019-2029 - A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications: Map amendments to the St. John's Municipal Plan and Development Regulations are required.
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Public notice of the proposed amendment.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That Council consider rezoning land at 42-52 Diamond Marsh Drive from the Open Space (O) Zone to the Residential Low Density (R1) Zone and advertise the application for public review and comment.

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

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

Report Approval Details

Document Title:	42-52 Diamond Marsh Drive, MPA2000002.docx
Attachments:	- 42-52 Diamond Marsh Drive Attachments.pdf
Final Approval Date:	Sep 10, 2020

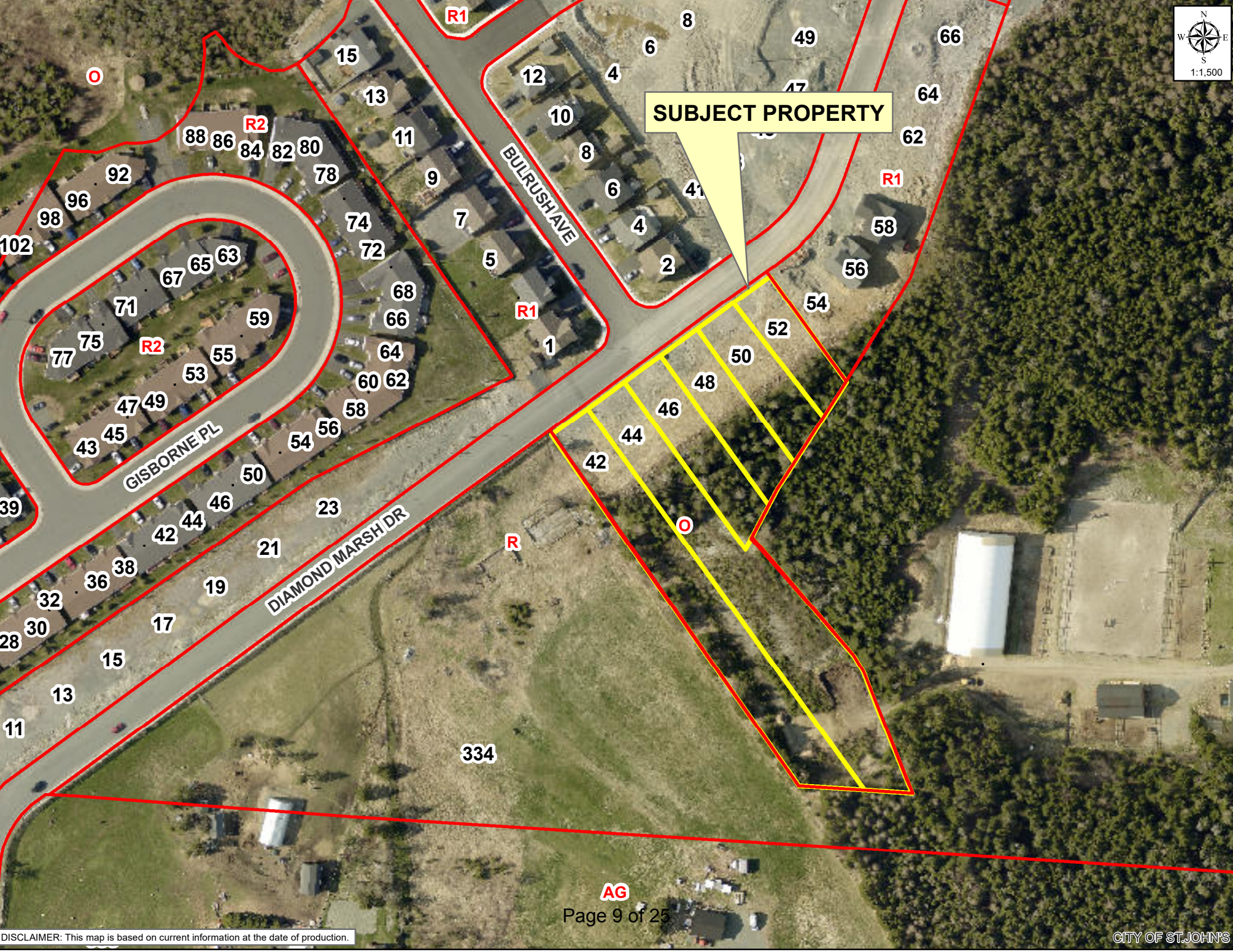
This report and all of its attachments were approved and signed as outlined below:

Ken O'Brien - Sep 9, 2020 - 3:15 PM

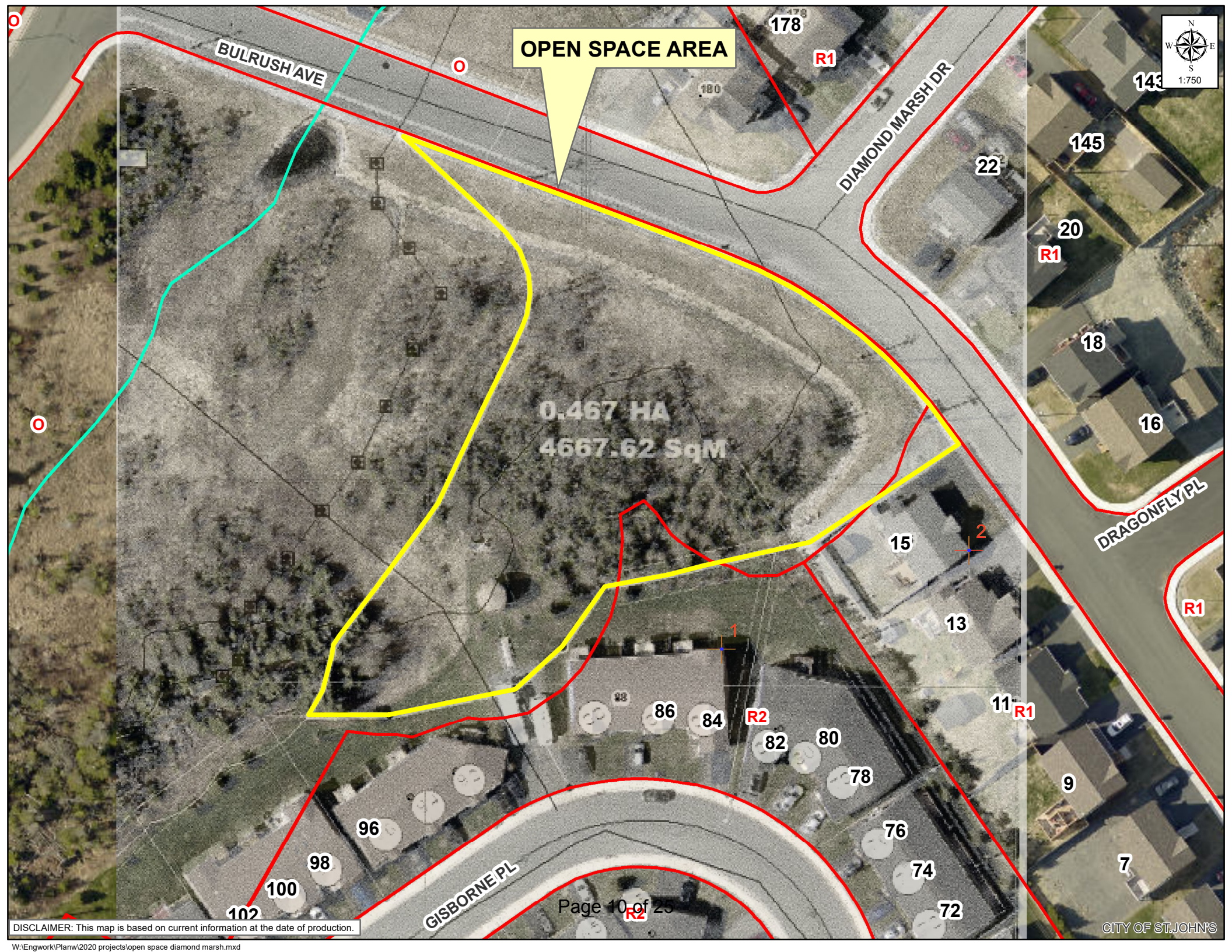
Jason Sinyard - Sep 10, 2020 - 12:52 PM



SUBJECT PROPERTY



DISCLAIMER: This map is based on current information at the date of production.



OPEN SPACE AREA

0.467 HA
4667.62 SqM



DISCLAIMER: This map is based on current information at the date of production.

Diamond Marsh Subdivision

PITTS MEMORIAL DRIVE

DRYPOND
(TO BE CONVEYED TO CITY OF ST. JOHN'S)

DIAMOND MARSH DRIVE

FUTURE LOTS

DRACOMBY PLACE

MURRAY & STOVES BAY
N. 100' P. 100' S. 100'

HELEN LANE
N. 100' P. 100' S. 100'

FAIRVIEW INVESTMENTS LIMITED

FAIRVIEW INVESTMENTS LIMITED

GRID NORTH
(NAD 83)

DO NOT SCALE FROM PRINT

NOTES
ALL LOTTY LOCATIONS SHOWN ARE AS PER
PARTICULAR DESCRIBED ON N.L. POND PLAN NO.
10000-01-000-001 & 10000-01-000-002

REVISIONS
- REVISION PLAN NO. 10000-01-000-001, JUNE 10, 2013
- LOT NO. 10 & 11 CHANGED AUGUST 11, 2013
- LOT NO. 10 & 11 CHANGED AUGUST 11, 2013

ENGINEERING
PINNACLE ENGINEERING
LIMITED

40 ABERDEEN AVENUE, ST. JOHN'S, NL

CLIENT
FAIRVIEW INVESTMENTS LTD.

SUPERVISOR
WILLIAM DOYLE AND
ASSOCIATES LIMITED

285 LEMARCHANT ROAD, ST. JOHN'S, NL

PROJECT
DIAMOND MARSH
SUBDIVISION
STAGE 1 & 2

ST. JOHN'S, NEWFOUNDLAND

SHEET TITLE
SUBDIVISION PLAN



AUTHORITY
CITY OF ST. JOHN'S

SCALE: 1" = 500'

DATE: AUGUST 2013

DRAWN: W.D.

SHEET 1 OF 2

DESIGNED: [blank]

PROJECT NO: 13-492

DECISION/DIRECTION NOTE

Title: Community Energy Transition Economic Analysis

Date Prepared: September 24, 2019

Report To: Special Meeting of Council

Councillor and Role: Councillor Ian Froude, Public Works & Sustainability

Ward: Ward 4

Decision/Direction Required:

To seek approval to develop a Community Energy Transition Analysis to inform the economics of St. John's energy transition to a low-carbon future, as a part of the Resilient St. John's Climate Plan.

Discussion – Background and Current Status:

The City of St. John's strives to be sustainable today and for future generations. This is a vision expressed in the City of St. John's Strategic Plan. Through various commitments, the City of St. John's Council has re-enforced its ongoing commitment to act and reduce the greenhouse gas (GHG) emissions, while preparing the City to deal with the challenges and capitalize on opportunities that climate change is presenting.

Climate change continues to be the biggest challenge of our generation. While we are still grappling with the economic impacts of COVID-19, it is important that we continue to identify, and quantify the economic impacts and opportunities of climate change to ensure a long-term recovery and capitalize on the opportunity cost of an energy transition. The "Resilient St. John's" Climate Plan supports the City and the community as a whole to reduce the emission of greenhouse gases (GHGs), stabilize energy costs by supporting energy efficiency, and preparing the City to address the challenges and opportunities presented by the impacts from climate change and the energy transition.

The City of St. John's has completed key foundational steps since Council declared a Climate Emergency, including the development of a planning framework, an energy use (and cost) baseline for the City and the whole Community, the formation of an Inter-Departmental Working Group, and the launch of a Community Multi-Stakeholder Sustainability Team (MSST) (Kicked-off on September 3, 2020). The City continues to follow the Planning Framework and is working towards the development of the Resilient St. John's Plan by Summer 2021

Due to the impacts of COVID19 and other economic uncertainties, it is important that the Resilient St. John's Climate Plan completes a comprehensive economic analysis of a Business as Usual (BAU) and of the planned scenario to a Low-Carbon community. This project would develop a comprehensive present and future spatial model (maps) capable of estimating residential, non-residential, and transportation emissions, energy use and costs in our community, as well as the potential for job creation. This would provide the City with the ability

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to develop a better understanding through annual projections (by sector, energy type, land use type, and neighbourhood) of the energy costs and associated greenhouse gas emission sources from our community. More specifically, this project would provide a view of how year-over-year the economics of an energy transition would manifest in our Community.

The proposed project and its information is a power tool used by municipalities across Canada to support them through the energy transition, by ensuring decision makers have an understanding of the best potential timing of interventions, as well as the economic and job creation opportunities in their specific community. This information supports Councils in making decisions by informing:

- The economics to determine the best strategies to eliminate GHG emissions from Communities.
- Land use impacts on emissions to determine which type of policies need to be considered to achieve GHG emission reduction targets.
- The direct and indirect quantity of GHGs reduced (e.g., active or public transportation's impact on household costs) from each planned action/strategy.
- Estimating number of jobs projected to be created by a GHG emission reduction actions/strategies.
- Impact of policies and actions on household energy bills (stationary and transportation energy costs).

More specifically, this analysis would enable the MSST and the St. John's City Council to obtain the following information to support the development and implementation of the Resilient St. John's Climate plan, and to inform decision making:

- Energy use, emissions, and costs/savings associated with stationary (e.g., heating and cooling) energy use in our community at the neighbourhood scale (buildings).
- Energy use, emissions, and costs/savings from transportation in our community, as well as neighbourhood scale impacts from changes in mode share (transit, personal vehicles, and active transportation).
- Energy, emissions, and cost flow analysis.
- Total cost of community action to get to a Net-Zero scenario by 2050, as well as the Opportunity Cost (cost incurred by not enjoying the benefit associated with the best alternative choice).
- Identification of potential best timing for our Community to adopt existing low-carbon technologies by sector and neighbourhood.
- Estimates of job creation for each planned strategy/action.
- New construction costs and opportunities in our Community.

This work would be initiated in 2020, and completed in the Summer of 2021 along with the Resilient St. John's Plan.

Key Considerations/Implications:

1. Budget/Financial Implications: This scope of work is estimated to cost \$80,000 from the Sustainability Budget.
2. Partners or Other Stakeholders: The Environmental and Sustainability Expert panel will be part of the project through the project's steering committee. The Multi-Stakeholder Sustainability Team will be engaged through the workshops planned as part of the Resilient St. John's Climate Planning Framework.
3. Alignment with Strategic Directions/Adopted Plans:
 - a. A Sustainable City
 - b. A Connected City
 - c. An Effective City
 - d. Declaration of Climate Emergency
 - e. Global Covenant of Mayors for Climate and Energy
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: Engagement for this analysis will be aligned with the Engagement Plan for the Resilient St. John's Climate Plan.
7. Human Resource Implications: N/A
8. Procurement Implications: The project will be procured by the City following the Procurement Act.
9. Information Technology Implications: N/A
10. Other Implications: N/A

Recommendation:

That Council supports the development of a Community Energy Transition Model to inform the economic perspectives of the Resilient St. John's Climate Plan.

Prepared by: Edmundo Fausto

Approved by:

Report Approval Details

Document Title:	Resilient St. John's - Community Energy Transition Economic Analysis.docx
Attachments:	
Final Approval Date:	Sep 24, 2020

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

Brian Head - Sep 24, 2020 - 4:12 PM

Lynnann Winsor - Sep 24, 2020 - 4:43 PM

1. GENERAL INFORMATION

Experts Panel name:	Environment and Sustainability Experts Panel
Reporting to:	Committee of the Whole
Date of formation:	September 30, 2019
Meeting frequency:	As agenda items are determined
Lead staff:	Sustainability Coordinator Department of Public Works
Other staff liaison:	Manager of Parks & Open Spaces Department of Public Works Others as deemed necessary as per Section 4.2.1
Council member:	Councillor Ian Froude

2. PURPOSE

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

The Environment-and Sustainability Experts 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:

- 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:

1. Advising on ways to further public awareness and understanding of environmental and sustainability matters as they relate to the City of St. John's.
2. 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.
3. The Committee may be consulted on any City public engagement process where obtaining the perspective of the environmental sector is identified.
4. 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 7 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 – To support the City in creating inclusivity and continue to improve quality of life.
- Economic – To support the City in attaining sustainable economic growth, prosperity and competitiveness while achieving its environmental and sustainability goals.
- 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)
- Contractor
- Ecologist
- Freshwater Biologist
- Sociologist
- Climatologist
- Planner, MCIP
- Landscape Architect
- Arborist
- 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 MEETING 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.

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

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.

Meetings may be recorded.

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the 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: _____