

ST. JOHN'S

Committee of the Whole Agenda

October 28, 2020

9:00 a.m.

4th Floor City Hall

Pages

1. Call to Order
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10. Economic Development - Mayor Danny Breen
11. Tourism and Culture - Councillor Debbie Hanlon

12. Governance & Strategic Priorities - Mayor Danny Breen
13. Planning & Development - Councillor Maggie Burton
14. Transportation and Regulatory Services - Councillor Sandy Hickman
15. Other Business
16. Adjournment

ST. JOHN'S

Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

October 14, 2020, 9:00 a.m.

Present:	Mayor Danny Breen Deputy Mayor Sheilagh O'Leary Councillor Maggie Burton Councillor Dave Lane Councillor Sandy Hickman Councillor Deanne Stapleton Councillor Jamie Korab Councillor Ian Froude Councillor Wally Collins
Regrets:	Councillor Debbie Hanlon
Staff:	Kevin Breen, City Manager Derek Coffey, Deputy City Manager of Finance & Administration Tanya Haywood, Deputy City Manager of Community Services Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services Susan Bonnell, Manager - Communications & Office Services Elaine Henley, City Clerk Ken O'Brien, Chief Municipal Planner Shanna Fitzgerald, Legislative Assistant Natalie Godden, Manager - Family & Leisure Services
Others	Ken O'Brien, Chief Municipal Planner Raman Balakrishnan, Legal Counsel Victoria Etchegary, Manager of Organizational Performance and Strategy Brian Head, Manager - Parks & Open Spaces Katherine Dibbon, Youth Advisory Committee Nicholas Hillier, Youth Advisory Committee Maria Penney, Youth Engagement Action Team

1. **Call to Order**
2. **Approval of the Agenda**

Moved By Councillor Stapleton
Seconded By Councillor Hickman

That the agenda be adopted as presented.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Froude, and Councillor Collins

MOTION CARRIED (8 to 0)

3. **Adoption of the Minutes**

3.1 Adoption of Minutes - September 30, 2020

Recommendation
Moved By Councillor Froude
Seconded By Councillor Collins

That the minutes of the meeting held on September 30, 2020 be adopted as presented.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Froude, and Councillor Collins

MOTION CARRIED (8 to 0)

4. **Presentations/Delegations**

4.1 Youth Engagement Action Team Report

The Manager of Organizational Performance and Strategy presented the Youth Engagement Action Team (YEAT) Report. In attendance were co-

chairs of the Youth Advisory Committee, Katherine Dibbon and Nicholas Hillier, and YEAT member Maria Penney.

This report outlines several recommendations to improve youth engagement. Details around each of the below can be found in the report appended to the minutes.

- Improve tools to create awareness and provide easier options to allow them to participate
- Change the way we use committees/youth involvement to better meet their needs/respect their time
- Use tools to engage, such as online youth panels, that allow direct contact and ease of participation on topics of interest
- Build on current city-school interactions to add more real time opportunities for feedback on projects/programs
- Create a more welcoming environment for youth at Council meetings

Council members expressed their approval of the recommendations and members were thanked for their time and effort on this project.

Recommendation

Moved By Councillor Burton

Seconded By Councillor Stapleton

That Council review the report and its recommendations and consider which ones they want to prioritize to improve youth engagement.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (8 to 0)

5. **Finance & Administration - Councillor Dave Lane**

6. **Public Works & Sustainability - Councillor Ian Froude**

6.1 **New Sanitation Regulations**

The purpose of this new By-Law is to replace the City's existing Sanitation Regulations to reflect current City practices and to incorporate new rules

required for the efficient and effective delivery of Municipal Curbside Collection Services. Whereas the existing Sanitation Regulations makes no mention of recycling collection, yard waste collection or automated garbage collection carts, this new By-Law addresses all three.

During discussion, concern was expressed about accessibility regarding the location of carts. It was recommended that there is communication to the public for correct placement of carts.

Council requested that staff review how new regulations to ban single use plastics will affect recycling and the market. The effective date of the change may take six months to a year to allow people to adjust and for stores to stock the required clear bags. Regulations regarding the size of garbage bags included in the By-Law will be reviewed before this matter is discussed at the Regular meeting.

Recommendation

Moved By Councillor Hickman

Seconded By Councillor Collins

That this matter be deferred for further review.

For (2): Councillor Hickman, and Councillor Collins

Against (7): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Stapleton, Councillor Korab, and Councillor Froude

MOTION LOST (2 to 7)

Recommendation

Moved By Councillor Froude

Seconded By Councillor Lane

That Council adopt the new Sanitation By-Law. The draft By-Law be sent to COTW and if approved a Notice of Motion will go to a Regular Meeting of Council.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Korab, and Councillor Froude

Against (1): Councillor Collins

MOTION CARRIED (8 to 1)**6.2 Environment and Sustainability Experts Panel Report - September 25, 2020****1. 139 Petty Harbour Road - DEV2000125**

139 Petty Harbour Road was referred to the Environment and Sustainability Experts Panel for review of a Development application, which included driveway access through the flood plain buffer.

Recommendation

Moved By Councillor Collins

Seconded By Councillor Froude

That Council approve the proposed development on 139 Petty Harbour Road.

For (8): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (8 to 0)**7. Community Services - Councillor Jamie Korab****7.1 Community Services Grants Policy**

The Department of Community Services currently provides financial assistance to individuals and organizations whose activities align with the City's strategic directions under a number of different policies:

- 04-04-01 Policy on Requests for Grants and Subsidies
- 04-09-02 Financial Support for Meeting and Conventions
- 09-05-01 Support of the Arts Community

The proposed policy consolidates the individual policies, which will be repealed upon Council approval of the new policy.

Recommendation**Moved By** Councillor Korab**Seconded By** Deputy Mayor O'Leary

That Council approve the Community Services Grants Policy and rescind the related policies (04-04-01, 04-09-02, and 09-05-01).

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

7.2 Inclusion Advisory Committee (IAC) Approval of New Members**Recommendation****Moved By** Councillor Stapleton**Seconded By** Councillor Lane

That Council approve the appointment of five (5) new members to the Inclusion Advisory Committee:

- Alyse Stuart: to provide an in-depth knowledge of women's issues, perspectives and the barriers that limit meaningful participation in the community.
- Heidi Edgar: to provide an in-depth knowledge and experience of mental health/illness issues and the barriers that limit meaningful participation in the community.
- Jayne Simmons: to provide an in-depth knowledge, understanding and expertise of physical and neurological disabilities and the barriers faced by individuals living with these disabilities that limit meaningful participation in the community.
- Dr. Sulaimon Giwa: to provide an in-depth knowledge, understanding and lived experience of racism as well as expertise in building a culture of anti-racism that fosters inclusion and meaningful participation in the community.
- TJ Jones: to provide an in-depth knowledge, understanding and experience of LGBTQ2S issues, perspectives and the barriers that limit meaningful participation in the community.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

- 8. **Special Events - Councillor Debbie Hanlon**
- 9. **Housing - Deputy Mayor Sheilagh O'Leary**
- 10. **Economic Development - Mayor Danny Breen**
- 11. **Tourism and Culture - Councillor Debbie Hanlon**

11.1 Downtown Decorative Street Lighting Working Group Recommendation

Council reviewed the potential conversion of the existing high-pressure sodium (HPS) ornamental street lighting in the Downtown to LED based illumination. In the Spring of 2019 Council established a Working Group of stakeholders to explore the subjective options available to potentially replace the existing decorative globe lights in the Downtown with LED fixtures. The working group with representatives from the City's Built Heritage Panel, the City's Arts Advisory Committee, Downtown St. John's, the George Street Association, and City Council evaluated the different approaches to improving the downtown decorative street lighting.

In order to confirm that replacing the existing fixtures can achieve the desired improvement in lighting levels, a 60-watt test fixture was provided by a manufacturer and installed in the downtown at the corner of George Street and Adelaide Street. It was determined that the reduction in glare and improvement in lighting levels would support the goal of this project to improve personal security and safety in the Downtown. As a key stakeholder of this initiative, Downtown St. John's has participated in this working group consultation and has committed to financially partnering with the City on this project.

Recommendation

Moved By Councillor Hickman

Seconded By Deputy Mayor O'Leary

That Council replace the existing decorative globe HPS fixtures with new LED fixtures that meet the aesthetic requirements developed by the

Downtown Decorative Street Lighting Working Group in partnership with Downtown St. John's once funding for the project becomes available.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

12. Governance & Strategic Priorities - Mayor Danny Breen

12.1 Strategic Plan Quarter 3 Update

The City Manager presented the Strategic Plan Quarter 3 progress update to Council for information. Council requested an update on the completion of the Envision St. John's Municipal Plan and Development Regulations. It was advised that Planning staff are still working on obtaining release from the Province so the adoption and approval process can continue. Mayor Breen has requested a meeting with the Premier and will bring this item forward with other outstanding issues. Council will be updated following the meeting.

The public were encouraged to review the Strategic Plan Quarter 3 Update.

13. Planning & Development - Councillor Maggie Burton

13.1 Built Heritage Experts Panel Report - September 30, 2020

1. 2020 Heritage Financial Incentives Program

Recommendation

Moved By Councillor Burton

Seconded By Councillor Lane

That Council approve the twenty-two (22) grant applications as summarized in the attached tables subject to compliance with the requirements of the Heritage Financial Incentives Grant Program and the City's heritage requirements.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

2. 50 Bonaventure Avenue, Heritage Designation

Recommendation

Moved By Councillor Burton

Seconded By Councillor Lane

That Council approve the proposed heritage designation of 50 Bonaventure Avenue and direct the Legal Department to undertake a Designation By-law for Council's consideration.

Further, subject to an application being made and approval of heritage designation, that Council advertise the Discretionary Use of a Heritage Use (Eating Establishment/café) at 50 Bonaventure Avenue.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

13.2 Built Heritage Experts Panel Membership

Recommendation

Moved By Councillor Burton

Seconded By Councillor Hickman

That Council approve the following:

1. an additional term of membership for Rachael Fitkowski (category of landscape architect) and Dawn Boutilier (category of other)
2. appointment of the following members to the BHEP
 - John Hancock, architecture category

- Katherine Deborah Hann, historian/archival expert/historic preservationist category
- Mitchell O'Reilly, contractor category
- Michelle Sullivan – other category (background with Brigus Historical Society)
- Nick Lynch, other category (MUN Geography professor)

3. a change to the Terms of Reference to replace Historian/Archival Expert category to Historian/Archival Expert/Historic Preservationist category

4. Letters of appreciation to departing members signed by the Mayor.

For (9): Mayor Breen, Deputy Mayor O'Leary, Councillor Burton, Councillor Lane, Councillor Hickman, Councillor Stapleton, Councillor Korab, Councillor Froude, and Councillor Collins

MOTION CARRIED (9 to 0)

14. Transportation and Regulatory Services - Councillor Sandy Hickman

15. Other Business

16. Adjournment

There being no further business the meeting adjourned at 11:00 am.

Mayor

DECISION/DIRECTION NOTE

Title: Insurance Renewal Negotiations – 2020-21

Date Prepared: October 26, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Dave Lane, Finance & Administration

Ward: N/A

Decision/Direction Required:

Seeking approval for annual renewal terms commencing November 1, 2020.

Discussion – Background and Current Status:

Coverage expires on October 31, 2020.

The terms of the renewal plus a new Environmental Liability Insurance Policy initially offered and reviewed with Council were:

Aon Risk Solutions via Lloyds, Aviva & Other Specialty Insurers	
City Auto, Property, Casualty, Umbrella, User Group, Travel Insurance & Environmental	\$2,305,907
Tax	\$255,204.00
Total	\$2,561,111.00

Council agreed that the insurance coverage terms through Aon be reviewed in detail and that recommendations for cost savings be made realizing it would involve the City accepting extra risk. Coverage is to be arranged with Lloyds for the Casualty and Excess Liability coverage. If the City accepted a self-insured retention of \$250,000 the savings would be \$26,500. If the City accepted a self-insured retention of \$500,000 the savings would be \$53,000. This insurance provides protection for third party claims. The cost savings is not considered sufficient and it is recommended that the deductible of \$100,000 be maintained.

The Auto and Property coverage is through Aviva. The City's auto fleet cost savings if the City accepted a \$250,000 deductible would be \$52,402. The St. John's Transportation Commission savings would be \$34,900. Automobile Coverage is a legislated coverage. The savings offered pertains to Contractor Equipment Floater rather than third party liability and is not considered a sufficient savings versus the protection being offered and maintaining the current coverage and deductible. It is recommended that the City maintain its current \$100,000 deductible.

Property Coverage if the City accepted a \$500,000 self-insured retention the savings would be \$238,823. This is considered a substantial saving and since this protects the City's own

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property the City may wish to accept this risk for the cost savings offered. Excess property coverage has been offered to protect the City should any one occurrence exceed \$100 million in damages. The First Excess protects the City for an additional \$100 million for a total of \$200 million for any one occurrence. In examining City properties, the most expensive total loss that may occur would probably be on New Gower Street where there are multiple City properties: City Hall including the parking garage, City Hall Annex, Mile One and the Convention Centre. The total worth of these properties combined are estimated at \$182,555,188. The City could consider accepting just one Excess Property insurance policy with the principal property policy offers a total of \$200 million. This would save the City \$160,000 in premium for a total savings of \$398,823 plus tax. It is important to note that our Insurance Broker Aon is more comfortable if the City maintains the second and third excess which would cover the City for \$350,000 million loss per occurrence.

The total savings with accepting a \$500,000 Property Self-Insured Retention and just one Excess Property Policy would be \$398,823 plus tax \$59,823.45 for a total of **\$458,646.45**.

The cost for the Environmental policy \$36,404 plus tax for a total of \$41,864.60 is included in the above pricing. It was agreed that this coverage is required to maintain coverage now excluded from the Primary Commercial General Liability policy.

The total of the entire insurance program previously offered was \$2,561,111. The total now with the recommended \$500,000 Self-Insured Property Retention is \$1,907,084. The taxable amount is \$1,302,537 and tax is \$195,380.55 for a total of **\$1,497,917.55**. The auto is not taxable so the total for auto is **\$604,547**, for a full program **total of \$2,102,464.55**. This includes St. John's Sports & Entertainment Ltd. and the St. John's Transportation Commission.

Key Considerations/Implications:

1. Budget/Financial Implications
 - Within Guidelines of City Budget.
2. Partners or Other Stakeholders
 - Council, staff and members of the general public
3. Alignment with Strategic Directions/Adopted Plans
 - a. Fiscally Responsible & Risk Management Strategy
4. Legal or Policy Implications Insurance Appropriate Risk Protection
5. Privacy Implications – n/a
6. Engagement and Communications Considerations – n/a

- 7. Human Resource Implications – n/a
- 8. Procurement Implications – RFP issued and contract based on evaluation
- 9. Information Technology Implications - n/a
- 10. Other Implications – n/a

Recommendation:

That Council approve moving from a \$100,000 deductible for its Primary Property insurance to a \$500,000 Self-Insured Retention and purchase just one Excess Property Policy. This would result in a cost savings of \$398,823 plus tax \$59,823.45 for a total of \$458,646.45.

Prepared by: Elizabeth Clarke, Manager of Corporate Risk & Recovery

Approved by:

Attachments: N/A

Report Approval Details

Document Title:	Insurance Renewal Negotiations 2020-21.docx
Attachments:	
Final Approval Date:	Oct 26, 2020

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

Cheryl Mullett - Oct 26, 2020 - 11:17 AM

DECISION/DIRECTION NOTE

Title: Revisions to the Winter Parking Restrictions

Date Prepared: October 22, 2019

Report To: Committee of the Whole

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

Ward: N/A

Decision/Direction Required:

1. Revise the start date of the winter on-street parking restrictions to begin on December 1 each year. These parking restrictions are normally implemented in early January however the exact date varies each year.
2. Extend the overnight parking ban for streets outside the downtown when operationally required. This restriction would apply when the DCM determined it is necessary, for example, during a snow event and for 24-hours thereafter.
3. Revise the hours of the Downtown Winter Parking Restriction. This restriction is used on streets scheduled for snow removal operations. The current restriction is from 12:30 a.m. to 7:30 a.m. and the proposed restriction is from 11:00 p.m. to 6:00 a.m.

Discussion – Background and Current Status:

The City of St. John's currently has four winter parking restrictions:

- I. The [Business District Winter Parking Restriction](#) begins in early January and is lifted when conditions are favourable, often in early April. Parking is restricted between 4:00 a.m. and 6:00 a.m. regardless of snow or street conditions.
- II. The [No Parking-Snow Route](#) runs from December 1 to March 31 each year and parking is prohibited 24 hours a day on streets designated as Snow Routes. These streets can be located anywhere in the city and are clearly marked with permanent signs. These restrictions are necessary so that ice control and snow clearing equipment can safely service the streets.
- III. The [Downtown Winter Parking Restriction](#) is utilized for snow removal operations. Parking is restricted from 12:30 a.m. to 7:30 a.m. on streets scheduled for snow removal.
- IV. The parking restriction for streets [Outside the Downtown and Business District](#) begins in early January and is lifted when conditions are favourable, often in early April. On-street parking is not permitted between 12:30 and 7:30 a.m., regardless of snow or street conditions.

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Proposed Revisions

The following proposed revisions to the winter parking restrictions are designed to improve service delivery efficiencies and increase the overall snow clearing level of service.

1. Parking Restrictions in areas Outside the Downtown and in the Business District

The following parking restrictions are normally implemented in early January each year however the implementation date can vary depending on weather conditions and forecasts.

- Winter on-street parking restriction for areas outside the Downtown and Business District between 12:30 a.m. and 7:30 a.m.
- Business District Winter Parking Restriction in the early morning between 4:00 a.m. and 6:00 a.m.

The winter parking restrictions allow safer and more efficient snow clearing of city streets since equipment will not have to maneuver around parked cars nor will they need to return to clear areas where vehicles were parked. Delayed implementation of these parking restrictions can cause difficulties for operations staff when there are snowfalls with significant accumulation in December.

The parking restriction was implemented in December the past two years. Changing the date of the parking restriction after the season starts results in a scramble to ensure the public receives adequate notification and that parking enforcement staff are available. This proposed change was discussed with Communications staff and their experience is that an inconsistent implementation date causes confusion which results in public anger and reputational damage. The inconsistent implementation date typically causes more problems compared to the perceived benefit of a later start date. Consistent dates each year would result in easier communication, preparation, and a higher level of service in December.

St. John's receives the most snow (335cm annually) of any major city in Canada. An implementation date of December 1 is common for winter parking restrictions in Atlantic Canadian cities. The details of the parking restrictions in neighboring municipalities plus several other cities were reviewed and they are summarized in the following table.

Municipality	Overnight Parking Restriction	
	Date	Time
Mount Pearl	Dec 1 to Mar 31	1:00 to 8:00am
Paradise	Dec 1 to Mar 31	1:00 to 8:00am
Conception Bay South	Dec 1 to Apr 30	Midnight to 10:00am
Torbay	Dec 1 to Mar 31	1:00 to 7:00am
Portugal Cove-St. Philip's	Nov 1 to Apr 30	Midnight to 8:00am
Logy Bay-Middle Cove-Outer Cove	Nov 1 to Apr 30	No Parking Any Time
Corner Brook (annual snow 401cm)	Dec 1 to May 1	Midnight to 8:00am
Moncton (annual snow 282cm)	Dec 1 to Mar 31	Midnight to 7:00am
Fredericton (annual snow 252cm)	Dec 1 to Mar 31	Midnight to 7:00am
Halifax* – (annual snow 154cm)	Dec 15 to Mar 31	1:00 to 6:00am

Note: table data collected from each municipality's website in October 2020.

** only during declared event*

2. Snow Event Parking Restriction

This is a temporary 24-hour parking restriction, parking will not be permitted on any street outside the Downtown and the Business District during a storm and for 24-hours thereafter. This parking restriction will be enforced upon a Declaration by the Deputy City Manager of Public Works when operationally required. It will likely be when Environment Canada forecasts 5cm of snow or more. Like other winter parking restrictions, this allows crews to clear snow more effectively and efficiently when they do not have to work around parked cars. This also reduces the need to return to clear areas where vehicles were parked.

A snow event parking restriction is also not uncommon in the St. John's metropolitan area. The details of the snow event parking restrictions in neighboring municipalities were reviewed and they are summarized in the following table.

Municipality	Parking Prohibited during and after snowfall?
Mount Pearl	Yes, 12 hours
Paradise	Yes, 24 hours
Conception Bay South	Yes, 24 hours
Torbay	Yes, 24 hours
Portugal Cove-St. Philip's	Yes, 12 hours
Logy Bay-Middle Cove-Outer Cove	Yes, no parking any time from Nov 1 to Apr 30

3. Downtown Winter Parking Restriction

The Downtown Winter Parking Restriction is only utilized when a street is scheduled for snow removal operations and the restriction is in effect from 12:30 a.m. to 7:30 a.m. The City's snow removal operations begin at 11:00 p.m. and vehicles are often still parked on the street. Crews also find that traffic volume is increasing earlier in the morning and it is best to reopen the streets to traffic earlier than 7:30 a.m.

The proposed time for the Downtown Winter Parking Restriction is from 11:00 p.m. to 6:00 a.m. on streets which are scheduled for overnight snow removal.

Key Considerations/Implications:

1. Budget/Financial Implications:

- Parking enforcement staff for the winter parking restrictions will be required on December 1.

2. Partners or Other Stakeholders:

- All residents and businesses.

3. Alignment with Strategic Directions/Adopted Plans:

- A City That Moves

4. Legal or Policy Implications:

- The first recommendation can be implemented under the existing Snow Clearing By-Law. It is not recommended that the By-Law be amended to specify December 1, as Public Works may wish to have the flexibility to bring the restrictions in even earlier

depending on winter conditions. The existing wording in the By-Law allows for this flexibility.

- The second recommendation would require an amendment to the By-Law to specify how notification of an extended ban is satisfied. If relying solely on online communications, the By-law can be amended as similar to the notification provisions in the Street Cleaning By-Law.
- Legal recommends an amendment to the By-Law to change the applicable times. If the times of the downtown winter parking restriction is amended legal recommend that the restriction for outside the downtown/business district be amended as well to reduce confusion.

5. Privacy Implications: N/A

6. Engagement and Communications Considerations:

- The recommended changes will be supported with a comprehensive communications strategy, including information in the City Guide, on the City's website, on the City's social media channels and through traditional advertising, as required.
- It is strongly recommended that the information on the various winter parking bans and restrictions be communicated in the Winter edition of the City Guide, which residents, City communications and the Legal Department rely upon. To meet the deadline for the winter, a decision is required by November 2.

7. Human Resource Implications:

- Parking enforcement staff for the winter parking restrictions will be required on December 1.

8. Procurement Implications: N/A

9. Information Technology Implications: N/A

10. Other Implications: N/A

Recommendations:

That Council

1. Revise the start date of the Winter On-street Parking Restriction for areas outside the Downtown and the Business District Winter Parking Restriction to December 1 each year. This parking restriction is currently implemented in early January and the exact date varies each year.
2. Extend the overnight parking ban in areas outside the downtown, when operationally required. This restriction would apply when the DCM determines it is necessary due to a snow event.
3. Revise the hours of Downtown Winter Parking Restriction which is used during snow removal operations. The current restriction is from 12:30 a.m. to 7:30 a.m. and the proposed hours are from 11:00 p.m. to 6:00 a.m.

Prepared by: David Crowe

Approved by:

Report Approval Details

Document Title:	Winter Parking Restrictions - proposed revisions.docx
Attachments:	- 2020 Winter Parking Restrictions - Proposed Revisions.docx
Final Approval Date:	Oct 22, 2020

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

Lynnann Winsor - Oct 22, 2020 - 9:09 AM

DECISION/DIRECTION NOTE

Title: Sidewalk Snow Clearing Priority Revisions

Date Prepared: October 23, 2020

Report To: Committee of the Whole

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

Ward: N/A

Decision/Direction Required:

This note outlines a response to three points included in the motion moved by Councillor Froude at the September 16, 2020 Committee of the Whole meeting. Council direction is requested for points 1 and 3:

Point 1: Revised sidewalk snow clearing priority system.

Point 3: Reduce the level of service on local streets.

Discussion – Background and Current Status:

The three points discussed in this document are outlined below:

1. To ensure resources are used efficiently on the most important routes: that staff review the priorities of sidewalks, laneways and stairways with recommendations to Council this fall on changes to make.
2. To address the quality of the clearing of sidewalks, as it's sometimes that the area of grass or curb adjacent to the sidewalk is cleared, which makes for a poor-quality pathway.
3. And whether there is a potential deprioritization of some side roads, to free up resources.

Point 1: Revised sidewalk snow clearing priority system

The existing sidewalk snow clearing routes contain a high percentage of Priority 1 sections for the current resource allocation. Comments received during recent public engagement suggested that not all Priority 1 segments are cleared well enough and if a sidewalk is listed as a Priority 1 then it should receive a high priority. The effectiveness of a priority system is reduced when there are too many top priority segments. This revised priority system aims to rebalance the priorities of the existing routes and provide a higher level of service to one side of most streets in the current sidewalk snow clearing program. This is expected to result with a faster completion of a network of main commuter corridors throughout the City. Public engagement feedback also referenced the connectivity of routes and creating pedestrian corridors. These comments were kept in mind during the reprioritization of the routes to ensure Priority 1 sidewalks connected to other Priority 1 sidewalks wherever possible. Further enhancements to the sidewalk snow clearing program will be considered in the budget discussion.

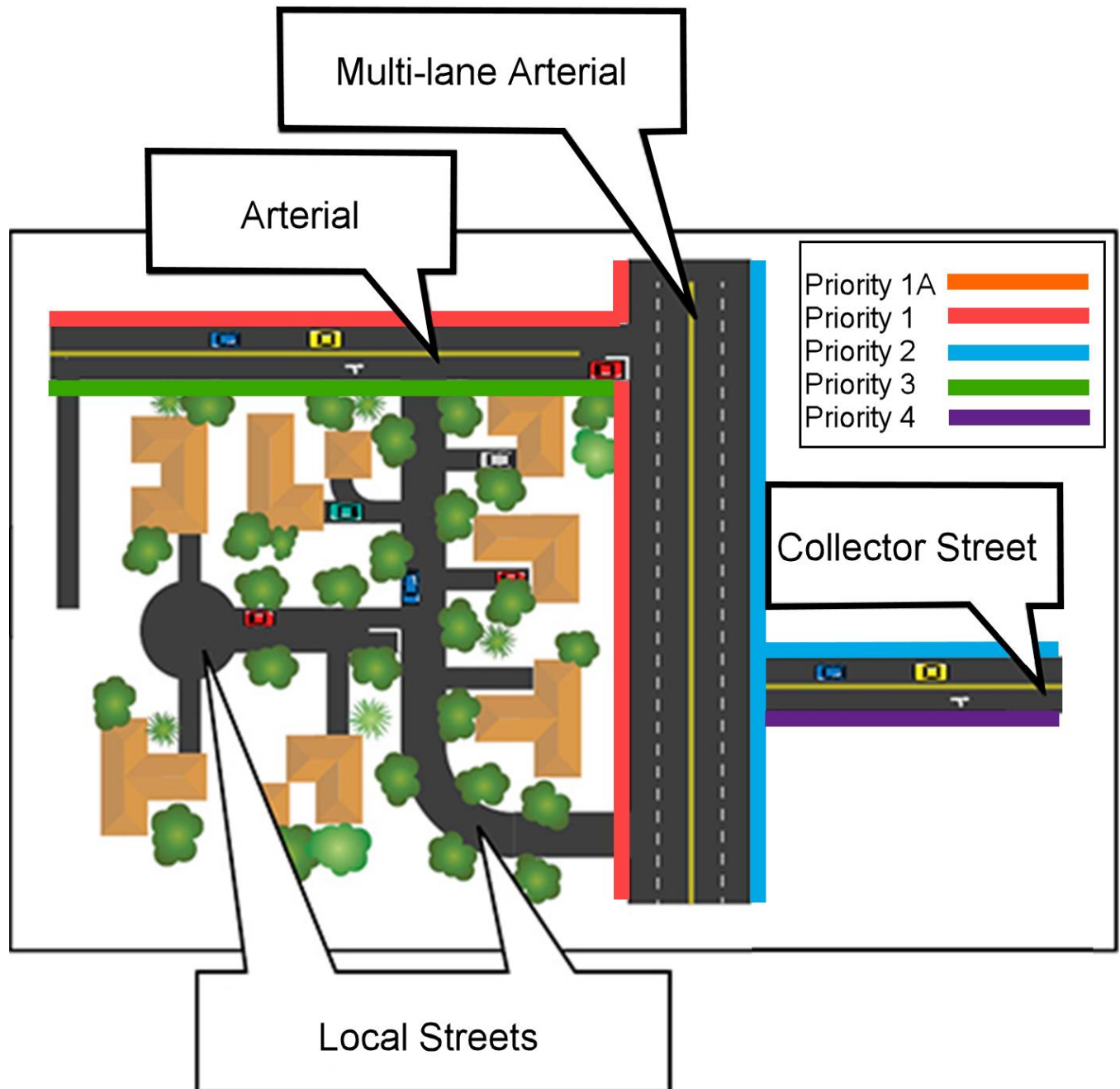
The City's Inclusion Advisory Committee submitted several requests for route improvements in 2019. Several of these changes were implemented including access to a bus stop near the CNIB on the Boulevard. Other route additions are under consideration in budget discussions.

Current and Proposed Priority Percentages

	Current	Proposed
Priority 1	79%	54%
Priority 2	17%	33%
Priority 3	4%	8%
Priority 4	0%	5%

Proposed New Priority System

Priority 1A	School Zones
Priority 1	First side of arterial roads and downtown business district (main pedestrian corridors)
Priority 2	Second side of multi-lane arterial roads and downtown business district, and first side of collectors
Priority 3	Second side of remaining arterial roads (with both sides serviced)
Priority 4	Second side of collector streets (with both sides serviced) and any remaining sections of sidewalk in program



Point 2: Quality of Sidewalk Snow Clearing

Staff assigned to sidewalk snow clearing receive equipment-specific training. They also review the routes prior to the first snowfall to identify obstructions or other site-specific problems they will encounter once the snow starts. Snow clearing supervisors work closely with the operators and they are familiar with the equipment and routes. Several contractors are also engaged to supplement this service. City inspectors are assigned to manage the contracts and inspect the routes for compliance with specified standards.

Sidewalk snow clearing equipment must be maneuvered around sidewalk obstacles (utility poles, traffic lights, fire hydrants, etc.) and parked vehicles. Large snow piles placed on the sidewalk by contractors or residents can also present difficulty for the small equipment, this is compounded when there is a lack of snow storage space. These issues often cause the cleared path to veer off the sidewalk and onto lawns or into the street. When street and sidewalk upgrades are planned, City staff also review for sidewalk obstructions and seek ways to eliminate or work around them when possible. This is done for year-round accessible sidewalks, not just snow clearing. Similarly, parking violations are enforced year-round.

Council also approved an additional \$1.4 million earlier this year to upgrade the City's sidewalk snow clearing equipment fleet. These equipment upgrades increase the capacity to clear snow and apply salt at the same time, many of the older machines were not equipped for this.

Point 3: Reprioritize Local Streets

A reduced level of service on local streets will result in a change from bare pavement to snow packed conditions.

The local climate is one of the biggest challenges we face for snow clearing. St. John's is one of the snowiest cities in Canada, but also has a very temperate climate which results in a lot of rain and/or snowmelt immediately after a snowfall. That rain and melt causes our snow to get wet and heavy very quickly. The snow subsequently freezes, turning into ice. The most significant challenge to service delivery is the ability to recover completely from an event before a subsequent event begins. Reducing the level of service on local streets will result in times that all plowing will not be completed when the subsequent event begins.

In these circumstances, vehicular traffic will compact snow on the road surface prior to plows completing the first pass. If the snowpack is left on the roadway, ruts will form and could be difficult for some vehicles to navigate. This snowpack will be very difficult to remove, require large amounts of salt, and will result in additional ice chunks plowed across driveway entrances. Additionally, rain causes snow packed roads to become very slippery until sufficient melt exposes asphalt.

Local streets do not typically receive sidewalk snow clearing as the reduced traffic volumes and speeds make walking along the edge of the roadway relatively safe. However, should the level of service be reduced on local streets, it will negatively impact the walking surface for pedestrians on these local streets.

Key Considerations/Implications:

1. Budget/Financial Implications:
 - Bylaw enforcement officer overtime or additional staff
2. Partners or Other Stakeholders:
 - All commuters in the City of St. John's including pedestrians and motorists
3. Alignment with Strategic Directions/Adopted Plans:
 - A City that Moves
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations:
 - The decision of council must be communicated via all channels and to all stakeholder groups, especially advisory committees, who contributed to the engagement process. Further engagement and communications are anticipated on this matter in the 2021 budget development process.
7. Human Resource Implications:
 - Contingent on the chosen options.
8. Procurement Implications: N/A
9. Information Technology Implications:
 - LIS support required to update routes.
10. Other Implications: N/A

Recommendation:

That Council approve the following two points:

Point 1:

Adopt the following sidewalk snow clearing priority system:

Priority 1A School Zones

Priority 1 First side of arterial roads and downtown business district (main pedestrian Corridors)

Priority 2 Second side of multi-lane arterial roads and downtown business district, and first side of collectors

Priority 3 Second side of remaining arterial roads (with both sides serviced)

Priority 4 Second side of collector streets (with both sides serviced) and any remaining sections of sidewalk in program

Point 3:

Maintain the current level of service on local streets.

- Complete and initial pass within 12-hours from the end of a snowfall
- Clear all driving lanes within 24-hours from the end of a snowfall

Prepared by: David Crowe, Manager – Roads Division

Approved by:

Report Approval Details

Document Title:	Sidewalk Snow Clearing Priority Changes.docx
Attachments:	- 2020 Sidewalk Snow Clearing Priorities.docx
Final Approval Date:	Oct 22, 2020

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

Lynnann Winsor - Oct 22, 2020 - 11:17 AM



Inclusion Advisory Committee Report

October 7, 2020

11:30 a.m.

Virtual

Present:

Taylor Stocks, Chair - LGBTQ2S
Mayor Danny Breen
Councillor Deanne Stapleton, Council Representative
Debbie Ryan, CNIB
Duane Morgan, CNIB
Donna Power, Metrobus/GoBus, Accessible Transit
Margaret Tibbo, Public Representative
Megan McGie, NL Association for the Deaf
Sarah White, Autism Society
Grant Genova, NL Association of Architects, Universal Design
Kimberly Yetman-Dawson, Empower NL
Brittany Hiscock, CHHA NL
Trevor Freeborn, Coalition of Persons with Disabilities
Renata Lang, Association for New Canadians
Natalie Godden, Manager of Family & Leisure Services
Sherry Mercer, Inclusion Coordinator
Trisha Rose, Fieldworker III, Inclusion Services
Shanna Fitzgerald, Legislative Assistant

Regrets:

Heidi Dixon, First Light NL
Kim Pratt Baker, Canadian Hard of Hearing Association
Joby Fleming, Empower NL
Tess Hartmann, Autism Society
Nancy Reid, Coalition of Persons with Disabilities
Hope Colbourne, NL Association for Community Living

Others:

Tina Bankovic, Empower NL (Work Term Student Observer)

Pedestrian Mall Presentation & Discussion

Council requested feedback from the Inclusion Advisory Committee regarding the Downtown Pedestrian Mall. Members compiled a feedback document to be shared with staff and Council. This feedback was provided to the Manager of Organizational Performance and Strategy for inclusion in the report to Council and has been appended to the agenda.

Moved By Kimberly Yetman-Dawson

Seconded By Margaret Tibbo

That Council review the recommendations put forward by the Inclusion Committee for the Downtown Pedestrian Mall and share with all relevant parties. Recommendations include considering implications for those with vision loss such as wayfinding, indication of an upcoming ramp and obstacles on sidewalks; ensuring ramps meet code, are slip-resistant and lead to a deck that can be maneuvered by a wheelchair; access to accessible washrooms for Pedestrian Mall users; accessible parking located inside the mall was hazardous; and a need for inclusion education amongst business and security staff in the area.

MOTION CARRIED

CHAIRPERSON, TAYLOR STOCKS

In Attendance: Debbie, Trevor, Joby, Duane, Grant, Nancy, Taylor

Issues:

- Vision loss:
 - No indicators about decks on sidewalks or extending to street
 - Multiple obstacles on sidewalks
 - Lack of universal design standard
 - E.g. one deck is very different from another, so no way to learn about decks broadly through the experience as one
 - Restaurants not well-illuminated: going from extreme light to dark
 - E.g. when using a washroom
 - How does someone with low vision maintain social distancing? Identify the 6ft apart?
 - No indication to travel on one side to maintain
- Ramps have implications of dignity
 - Why have the ramp if you can't access the washroom?
 - E.g. on the second floor, way in the back, not accessible
 - Reflects lack of understanding
 - Decks were small- wheelchair users can't turn around, maneuver, or sit around the tables
- General issues with social distancing + crowd control
 - more like the regatta than a pandemic activity
 - Problems with navigating streets
 - Lack of calm areas
- No universal design around any of the pedestrian mall
 - Decks completely different
 - Ropes, rope lighting for decoration but dangerous as to where they actually are
 - Problems with safety
- Lack of assistance for people with any kinds of disability
 - Security not trained to be of useful assistance
 - Lack of safety and guidance
- Bikes at fast speeds, riding dangerously
 - Heightened safety issues with persons for disabilities
 - Other kinds of traffic caused issues
- Line-ups of different stores on sidewalks
 - Preventing people from getting back
 - No communication of line ups, numbers in stores
- Reactionary, not designed
- Standard imposed don't necessarily produce the intended outcomes
 - And no by-laws being followed
 - 'Extended event' allowed circumvention
- Problems with accessible parking
 - Appeared as separate from Mall, but actually embedded

- PDF not representative of actualities
 - No visible accessible parking spaces
- The area identified as accessible parking on a hill and had no parking spaces
- Need to drive INTO mall, like parking in a playground
- Required someone to move barriers
- No direction for individual- only verbal interaction with security guard
- Vehicles in front of the courthouse?
- Driving is very anxiety producing already, this makes it worse
- Navigating in the space
 - Few ramps appropriately designed
 - Ad hoc
 - Made out of plywood- didn't account for slip resistance
 - Not up to code
 - One ramp that looked accessible: Lack of space beyond ramp to get actually onto deck
- Emergency egress?
 - How to identify to folks with disability where emergency egress actually is and how to get there?
- A scary place to try and navigate
- Know that Ped Mall won't fix access issues on Water St., but still missed opportunity to increase access
 - Possibilities for improvement especially if IAC involved
 - Opportunity next year to have a space that works for people- human dynamic
- Saw the creation of new barriers but not the removal of old ones
 - Still lack of curb cuts
- Lack of colour consistency
 - Blue and yellow and wood and various colours
 - Needs to be consistent for wayfinding
- Few curb cuts in along the sidewalk. An accessible picnic table blocked the curb cut preventing access to the sidewalk
- Lack of bathroom signage +public bathrooms
- No indications of what changes were made
 - Trip hazards
 - Don't know what you're missing
 - It was like you took a bunch of stuff and threw it all over the place

Solutions:

Application of Universal design

- Simplify Mall: no need for raised decks

Technology called

- Blind Square
- Used in Toronto, Ottawa for directional purposes
- Uses GPS to lead people through any area

- Beacon technology
 - Can be loaded by different types and layers of information
 - E.g. “in three metres is the entrance to get around the barricade”; shake your phone for more information- what’s coming up next, 3 businesses on left and what’s in front of them
 - Could include specials and menu options if working with businesses
- Charge for geosheet to enter basic info, then business can opt into with minimal charge
- IRA- some free versions
 - Connect to trained professional in wayfined that would talk to you through glasses, phone, earbuds to guide through places
 - Find washrooms, exits
 - Used in Ottawa to be geofenced (part of plan from City)

Adopt + Apply CSA Standards

- Addresses broad spectrum of persons with disabilities

Educate business community downtown

- Possibilities for training by those who are most affected
- About responsibilities of adding ramps

Better timelines for communication and engagement

- To inclusion stakeholders
- To broader public
- Need a discussion off the bat about what the accessibility needs actually are and how to address them
- Include Inclusion NL in consultation

Develop modular pieces by the city for synthesis of design

- See how ‘mall’ is total system and treat it like that
- Influence standards on the streets of design with capacity for some aesthetic flexibility
- Can take it apart and store it
 - E.g. like kitchens

Focus on performance and evaluation of Water St. generally

- Know what standards will be altered
- Come up with comprehensive recipe to address needs and wants
- Involve design professionals

Develop colour consistency for throughout mall

- Colour contrasting and cohesion

Have people around to ask for help who are well-marked and trained in inclusion issues

- Like at the mall or festivals

Have virtual town hall with business owners and City

Questions:

- Possibilities to spread through downtown?
 - Duckworth St felt left out/hurt by Ped Mall
 - Support small business more broadly
- What are the actual benefits of built structures? Especially if they are simply creating more barriers?

- E.g. wayfinding, lack of access once on platform
 - Could just have spread out coffee tables on streets
- What are the rules and regulations around other types of traffic in the mall?
- Would there be any option to amend by-laws or permitting processes to include accessibility requirements or, at the very least, provide information to vendors?
- Other municipalities across Canada have these. Is there potential to do a review of others so we don't try to reinvent the wheel? (especially when it comes to accessibility and inclusion issues)

DECISION/DIRECTION NOTE

Title: Shea Heights Community Centre Board of Directors Structure and Terms of Reference Update

Date Prepared: October 24, 2019

Report To: Committee of the Whole

Councillor and Role: Councillor Wally Collins

Ward: Ward 5

Decision/Direction Required:

To approve the proposed board structure change and updated Terms of Reference change as outlined below

Discussion – Background and Current Status:

The Shea Heights Community Centre Board of Directors is a Board that is appointed by the City of St. John's, created to facilitate the development and implementation of social, recreational and educational benefits and services for the residents of Shea Heights.

The current Terms of Reference was last updated in 2016.

The details to the proposed changes to the board restructure and Terms of Reference are as follows:

Board Restructure:

- The addition of a Ex-Officio
 - The Health Centre in Shea Heights is currently listed as a resource member on the board. We are proposing that this appointment be changed to an Ex-Officio position. The current Ex-Officio positions include, St. John Bosco School, a City of St. John's Council Member, and a City of St. John's staff representative.

The total number of board members will remain at 20. This would reduce the resource member positions from three to two and increase the ex-officio positions from three to four.

Terms of Reference include the following additions:

- Subcommittees
 - This section was added to identify the use of subcommittees, how they are formed and who is required to be a part of the committees.

ST. JOHN'S

- Appointment of Directors
 - Wording was added to include commitment to equality and inclusiveness when selecting board members
- Conduct
 - This addition includes upholding laws, promoting public confidence and respecting the rights and opinions of other committee members.
- Cooling off Period
 - This addition outlines how Council and city staff are required to take a two year cooling off period once they are no longer associated with the City of St. John's.
- Conflicts of Interest:
 - This addition is added in conjunction with city policy
- Confidentiality
 - This addition is added in conjunction with city policy
- Acceptable Methods of Communication
 - This addition outlines specific communication techniques between board members.
- Election of Executive
 - This addition outlines the procedures for the election of the Executive members from the Directors at Large. It includes the nomination, acclimation and voting process to appoint the positions of Chair, Vice Chair, Treasurer, and Secretary.

Please see attached Terms of Reference for review.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
The Recreation Division and Community Centre staff work closely with the Board of Directors to deliver programs, services and events to residents of Shea Heights.
3. Alignment with Strategic Directions/Adopted Plans:
The Strategic Direction is a Connected City. The goals fall within developing and delivering programs, services and public spaces that build safe, healthy and vibrant communities.
4. Legal or Policy Implications:
The approved terms of reference allow for a Board which consists of up to 20 members.

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

Recommendation:

That Council approve the Shea Heights Community Centre Board structure and outlined changes to the Terms of Reference.

Prepared by: Travis Maher – Community Services Coordinator

Approved by:

Report Approval Details

Document Title:	Shea Heights Community Centre Board of Directors Structure and Terms of Reference Updates.docx
Attachments:	- SHCCB Terms of Reference Final Draft Oct 2020.docx
Final Approval Date:	Oct 22, 2020

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

Karen Sherriffs - Oct 22, 2020 - 2:22 PM

Tanya Haywood - Oct 22, 2020 - 4:38 PM



~~TERMS OF REFERENCE~~ SHCCB
TERMS OF REFERENCE FINAL
DRAFT OCT 2020.DOCX

Shea Heights Community Centre Board

Updated: October 2020

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Name

The Shea Heights Community Centre Board of Directors.

Purpose

Under the direction of the City of St. John's (herein referred to as the City) the Shea Heights Community Centre Board of Directors (herein referred to as The Board) is appointed by the City to facilitate the development and implementation of social, recreational and educational benefits and services for the residents of Shea Heights.

Considering recommendations from the Committee Chair and Council Champion, the City Clerk and Coordinator will review Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

Objectives

- To co-operate fully with the City to achieve foresaid purpose.
- To encourage the involvement of residents through participation in programs and services offered through the Shea Heights Community Centre.
- To create a positive atmosphere and stimulate community spirit and participation.
- To foster a healthy social environment by assisting the City in the delivery of programs and services.
- To foster and promote goodwill and cooperation with organizations or groups concerned with the well being of the community.
- To encourage and welcome persons with a disability and / or individual who require support to participate in programs and services.

Board Structure

The Board shall consist of a minimum of six (6) and a maximum of (20) twenty Directors.

There is to be one vote per At Large and Stakeholder Directors. The Chairperson shall only vote in the event of a tie vote. Ex – Officio and Community Resource Members of the Board will not have the right to vote.

The structure of the Board of Directors shall be as follows:

- (a) At Large Members
A maximum of twelve (12) residents from within the community.
- (b) Stakeholder Groups
A maximum of one (1) Newfoundland and Labrador Housing Corporation (NLHC) Tenant Representative.
An NLHC staff representative will attend at least one (1) board meeting per year.
- (c) Community Resource Members
A maximum of three (2) representatives from the broader community who bring a particular skill or expertise to the Board (e.g. financial, legal, health).
- (d) Ex – Officio Membership
- City of St. John's Recreation Division
 - St. John Bosco School Faculty
 - Shea Heights Medical Centre
 - City of St. John's Council Representative

Board of Directors

Executive

The Executive will be comprised of the following officers:

- Chairperson
- Vice – Chairperson
- Past – Chairperson
- Secretary
- Treasurer

The Executive positions, except for the past Chairperson, are open to any voting member of the Board.

Duties

The duties of the members of the Board and Executive shall be as follows:

Board

- To co-operate fully with the City to achieve the Board's purpose and objectives as forth herein.
- To represent the needs and interests of the community and /or stakeholder group in Board

decision-making.

- To uphold and support the objectives of the Board.
- To appoint all chairpersons of standing and special Committees of the Board

Executive

Chairperson

- Preside over meetings of the Board and the Executive.
- Present an annual report to the City at fiscal year end.
- Make a full report to the Board of all actions or decisions taken since the previous Board meeting.
- Represent the Board at various functions.

Vice-Chairperson

- In the absence of the Chairperson, to perform the duties of the Chairperson, including chairing of Board and Executive meetings.
- To represent the Board, as required, at various functions.

Past Chairperson

- To advise and assist the Chairperson and Executive as required.
- To represent the Board, as required, at various functions.

Secretary

- Ensure that minutes of the Board and the Executive meetings are documented and maintained.
- Maintain a complete and accurate record of all appointments to Committees.
- Maintain a file of minutes as submitted by all Committees.
- Be responsible for circulating notices concerning meetings of the Board and Executive.
- Secure and update any Board related documents.

Treasurer

- Administration of the finances of the Board in a manner as directed and approved by the City from time to time.
- Be responsible for the adoption of approved methods of accounting as directed and approved by the City from time to time.
- Receive all monies of the Board and keep all funds of the Board in depositories as designated by the Board and approved by the City.
- Pay all bills and other expenses of the Board as approved by the Board and by the City
- Report on the financial standing of the Board at each Board meeting.
- Present the audited Financial Statements of the Board to the City at fiscal year end.

Subcommittees

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

General Requirements

- On completion of their term of office, all members shall turn over all books, documents, records, funds, and other property of the Board to the new Board.

Appointment of Directors/Executive

- Appointments for the positions of Director at Large will be open to any immediate community resident of Shea Heights through expression of interest.
- Appointments of the Executive positions will be open to any Director at Large member. To be considered for an executive position a director at large must be nominated by another voting member of the board or by self nomination. If the director at large accepts the nomination and is unopposed, then that person wins by acclamation. If there are multiple people nominated for the position then a private ballot or public vote must occur. The person with the majority of the vote will occupy the position.
- The Newfoundland and Labrador Housing Corporation Tenant Representative must apply through expression of interest process and will be selected by both the NLHC and the Shea Heights Board.

- If a resource member or at large position is vacated, the Board may recommend potential candidates for the vacancy(s) to the City for consideration. Resource Representatives shall be appointed by the City, upon review and consideration of recommendations from the Board.
- The City of St. John's is strongly committed to equity and inclusiveness. In selecting Board members, the City will aim to design processes that are transparent, accessible, and free of discrimination and seek to remove barriers.

Conduct

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Board members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

Acceptable Methods of Communication

Official communication between board members shall be in the form of emails or phone calls.

Meetings

Regular Board Meetings

- At least 7 days notice, specifying the place, day and hour of the Regular Board Meeting, shall be given to all members.
- Regular Board Meetings shall be held at least monthly at the call of the Chairperson or in his/her absence by the Vice - Chairperson.
- Each At-Large and Stakeholder Director present at the Regular Board Meetings (other than the Chairperson) shall be entitled to one vote upon every motion and in the case of an equality of votes; the Chairperson shall cast the deciding vote. Ex-officio and Community Resource Members will not have voting privileges.

Quorum

Regular Meetings:

- A quorum (defined as 50% +1 of appointed voting directors of the Board) must be met to conduct and pass official business of the Board.
- A majority vote will decide (50% + 1). In the case of a tie, the Chairperson will break the tie.
- No official business shall be transacted at any Regular Board Meetings unless a quorum is present at

the commencement of that Regular Meeting.

- In the case where quorum is not met, and voting is required, the Executive Clause allows for 3 Executive Members to vote. The result of the vote shall be communicated to the rest of the Board and they will have 48 hours to object to the decision.

Terms of Office

All members of the Board shall be appointed by the City of St. John's.

- The term of office for Directors shall range from one (1) year (minimum) to three (3) years (maximum). The term of office shall be staggered, as directed by the City, so as to avoid full turnover of the Board after a three-year term, however, the foregoing does not apply to Stakeholder Members. The term of office for Stakeholder representative will be at the discretion of the stakeholder group.
- Directors may be re-appointed after the completion of a term of office.
- The term of office of the Chair and Past - Chair shall be three years, with no one position occupied for more than 2 consecutive terms by the same person. Notwithstanding the foregoing, the City may allow a position to be occupied for more than two (2) consecutive terms where appropriate.

Vacation of Office

- The office of a Director shall be vacated by a motion and majority vote if the Director
 - a) Fails to attend three consecutive meetings of the Board of Directors without a reason acceptable to the Board.
 - b) Acts in contravention of the direction of the Board
 - c) Is negligent in carrying out his / her duties as a Director.
 - d) Is found to be in an undeclared conflict of interest.
 - e) Engages in conduct unbecoming a director.
- The office of a Director shall be vacated if a Director resigns his / her office by notice in writing, which notice shall be delivered to the Board of Directors and then forwarded to the City. This notice is effective when it is received by the Board or at the time specified in the resignation, whichever is later.
- If a vacancy occurs on the Board, it shall be filled through appointment by the City.
- The Board shall have the authority to recommend a resource person to the City in order to fill a vacant resource position on the Board.
- A Director approved to fill a vacancy holds office for the unexpired term of his / her predecessor.
- A Director shall maintain the right to submit, via written submission to the Chairperson, an intent of notice for a Leave of Absence from the Board for the following reasons:

- Parental/ Adoption Leave
- Illness
- Family / Personal Issue
- Employment
- Extenuating Circumstances

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.

Powers

General Authority:

- The Board may cooperate with or engage in joint action with other persons or organizations to achieve the Board's objectives, subject to the approval of the City.

Remuneration:

- No Director of the Board may receive any compensation except for expenses incurred on behalf of and directly related to Board business.

Execution of Payments:

- All cheques and expenses are to be approved by the Board in advance, such cheque shall be valid only if signed by two (s) members of the Board, one of which must be the Chairperson / Vice-Chairperson.

Dissolution

- Upon dissolution of the Board, the Board of Directors shall pay or make provision for the payment of all liabilities of the Board.
- Upon dissolution of the Board, the Board of Directors shall transfer all assets of the Board to the City.

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

In cases where the Board agenda or Board 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 Board.

Confidentiality

All Board members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Board.