

# **AGENDA**

## **Committee of the Whole**

**Wednesday, September 18, 2019**

**9:00 am**

**Council Chambers  
4<sup>th</sup> Floor, City Hall**

**ST. JOHN'S**

# ST. JOHN'S

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## Committee of the Whole Agenda

September 18, 2019

9:00 a.m.

4th Floor City Hall

Pages

1. Call to Order
2. Approval of the Agenda
  - 2.1 Adoption of Agenda - September 18, 2019
3. Adoption of the Minutes
  - 3.1 Committee of the Whole Minutes - September 4, 2019 1
4. Presentations/Delegations
  - 4.1 Presentation from the Anna Templeton Center
5. Finance & Administration - Councillor Dave Lane
6. Public Works & Sustainability - Councillor Ian Froude
7. Community Services & Events - Councillor Jamie Korab
8. Housing - Councillor Hope Jamieson
9. Economic Development, Tourism & Culture - Sheilagh O'Leary
10. Governance & Strategic Priorities - Mayor Danny Breen
  - 10.1 Decision Note dated September 12, 2019 re: Terms of Reference Review - Advisory Committees, Working Groups and Experts Panels 7
  - 10.2 Decision Note dated September 12, 2019 re: Terms of Reference - Environmental and Sustainability Experts Panel 70
11. Planning & Development - Councillor Maggie Burton

12. Transportation - Councillor Debbie Hanlon
13. Other Business
14. Adjournment

# ST. JOHN'S

## Minutes of Committee of the Whole - City Council

Council Chambers, 4th Floor, City Hall

September 4, 2019, 9:30 a.m.

Present: Deputy Mayor Sheilagh O'Leary  
Councillor Maggie Burton  
Councillor Dave Lane  
Councillor Sandy Hickman  
Councillor Debbie Hanlon  
Councillor Deanne Stapleton  
Councillor Jamie Korab  
Councillor Ian Froude  
Councillor Wally Collins

Regrets: Mayor Danny Breen  
Councillor Hope Jamieson

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  
Lynnann Winsor, Deputy City Manager of Public Works  
Cheryl Mullett, City Solicitor  
Elaine Henley, City Clerk  
Ken O'Brien, Chief Municipal Planner  
Karen Chafe, Supervisor - Office of the City Clerk

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1. **Call to Order**

2. **Approval of the Agenda**

2.1 **Agenda of September 4, 2019**

**Moved By** Councillor Hanlon

**Seconded By** Councillor Stapleton

That the agenda be adopted as presented.

**MOTION CARRIED**

**3. Adoption of the Minutes**

**3.1 Committee of the Whole Minutes for August 21, 2019**

**Moved By** Councillor Lane

**Seconded By** Councillor Hickman

That the Committee of the Whole minutes dated August 21, 2019 be adopted as presented.

**MOTION CARRIED**

**4. Presentations/Delegations**

**4.1 Heritage NL - Jerry Dick**

Jerry Dick of Heritage NL was in attendance to provide an overview of the impacts of development on the heritage fabric of the historic commercial core of St. John's and to discuss potential options for fostering new development within designated heritage areas that respect the heritage character of these areas. He conducted a power point presentation in this regard.

He stated that since the 1960's more than half of the 19th century commercial heritage fabric has a been lost in the downtown area. Photographic examples were outlined. The following proposed recommendations were outlined by Mr. Dick:

- Allow new development to be of this time;
- Respect existing historic building fabric and context - require designers to submit their contextual analysis;
- Ensure all new developments downtown offer something to the street/pedestrians;
- Early public stakeholders consultation;
- Ensure long-term sustainability/quality of building materials;

- Place greater emphasis on accommodating pedestrians downtown.

The following points were outlined by Council:

- Council agreed that public engagement is critically important, acknowledging the challenges of architects in reconciling the constraints placed upon them by developers.
- It was felt that public engagement, if offered at the beginning of the process, would better facilitate effective resolution. The City has a significant role to play in this regard.
- Vehicular traffic has had a severe impact on the evolution of cities since World War II, almost to the detriment of active transportation and walkable cities.
- Good urban design incorporates walkability and the disregard of such is an issue that merits more attention.
- The suggestion was made that there should be more charrette opportunities to tackle the questions of how available vacant land may be developed in a way that complements the community while at the same time being economically viable.
- The use of heritage friendly construction materials as alternates to brick, stone and wood are also areas that require further consideration.

Council thanked Mr. Dick for his presentation and agreed that staff provide a response to the proposed recommendations as outlined in the power point presentation.

Councillor Hanlon retired from the meeting at 10:10 a.m.

Mr. Dick retired from meeting at 10:10 a.m.

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

**5.1 Information Note dated September 4, 2019 re: 2019 Quarter 2 (January 1 to June 30) Financial Update**

Council considered as information the above cited information note.

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

**7. Community Services & Events - Councillor Jamie Korab**

**8. Housing - Councillor Hope Jamieson**

**9. Economic Development, Tourism & Culture - Sheilagh O'Leary**

**10. Governance & Strategic Priorities - Mayor Danny Breen****10.1 Decision Note dated August 28, 2019 re: Updated Retention Schedule for ATIPPA Files**

**Moved By** Councillor Korab

**Seconded By** Councillor Hickman

That Council approve the revised Retention Schedule for Records Management in relation to the retention of ATIPPA Files.

**MOTION CARRIED**

**11. Planning & Development - Councillor Maggie Burton****11.1 Built Heritage Experts Panel Report of August 14, 2019****1. Decision Note dated August 12, 2019 re: 119 Waterford Bridge Road**

**Moved By** Councillor Burton

**Seconded By** Councillor Hickman

That Council designate 119 Waterford Bridge Road as a Heritage Building.

**MOTION CARRIED**

**12. Transportation - Councillor Debbie Hanlon****12.1 Decision Note dated August 15, 2019 re: Churchill Square Illumination Upgrades**

**Moved By** Councillor Froude

**Seconded By** Councillor Hickman

That Council select Option 2 as outlined in the above cited decision note and as follows:

Option 2 - Base Technical Requirements with Specified Aesthetic Design - Tender

Issue a tender that outlines base technical requirements to meet specifications for new lighting in the square that also includes specific decorative aesthetic requirements. This approach could specify the aesthetic design of the lighting fixtures as an additional requirement. To do this, a clear description regarding the acceptable design is required as a tender for this lighting must be prescriptive.

There may be an opportunity to consider Churchill Square as part of the City's upcoming review of the most suitable option for decorative lighting aesthetics for the Downtown. The working group exploring the decorative design could include representation from Churchill Square stakeholders and the criteria developed could be used for lighting upgrades in these areas. However, street lighting requirements in the Downtown differ from the parking lot lighting requirements of Churchill Square. This would need to be considered so that recommended design aesthetics could be applicable or adaptable to suit both a street and a parking lot setting.

This process would require coordination between area stakeholders and could also include an opportunity for Council review engagement on the selected design criteria before it is included in an issued tender.

Advantages of this approach:

- Improved lighting levels in Churchill Square
- Improved aesthetic appeal
- Opportunity to choose decorative lighting criteria that incorporates new poles to provide space for banners or other design elements
- Potential for consistency between decorative lighting aesthetic in areas of the City
- Opportunity to review and engage on the selected lighting aesthetic design criteria

Disadvantages of this approach:

- Significantly increased cost
- Longer timelines for planning, review and implementation
- Greater construction impacts to existing infrastructure
- Potential impacts to maintenance/snow clearing operations



- Possible loss of a few parking spaces to accommodate new poles for light fixtures

**MOTION CARRIED**

**13. Other Business**

**14. Adjournment**

There being no further business the meeting adjourned at 10:35 a.m.

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Deputy Mayor O'Leary

# DECISION/DIRECTION NOTE

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**Title:** Terms of Reference – Advisory Committees/Working Group/Experts Panel

**Date Prepared:** September 12, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Mayor Danny Breen – Governance & Strategic Priorities

**Ward:** N/A

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## **Decision/Direction Required:**

Seeking approval for proposed changes to the Terms of Reference for the existing advisory committees/working group and experts panel.

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

The three recommended changes proposed are to be applied to the Terms of Reference for the following committees:

1. Inclusion Advisory Committee
2. Youth Advisory Committee
3. Seniors Advisory Committee
4. Arts and Culture Advisory Committee
5. Affordable Housing Working Group
6. Built Heritage Experts Panel

In addition to the proposed changes below, each of the six terms of reference have been updated to reflect the new Strategic Plan (Our City, Our Future) adopted by Council at its Regular Meeting of March 25, 2019.

## **Terms of Reference / Proposed Changes**

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### **1. Purpose**

**Current:** The (committee) provides information and advice to the Committee of the Whole on matters of (based on committee) as they relate to City programs, policies and services, as referred to it by committees of Council, or as initiated by the Advisory Committee itself.

### Recommendation #1

It is recommended that “or as initiated by the Advisory Committee itself” be removed given Council seeks advise from the committees based on specific projects/issues.

## 2. Public Members

Current: 3.1.1 Public Members

**Nexter Representation:** In accordance with the Next Up! Program, at least one **Nexter** (public member, aged 19-35) will be appointed to each advisory committee. **Nexter** representatives must be between 19-35 at the time their application is submitted.

### Recommendation #2

It is recommended that the above wording be replaced, as per CD # R2018-03-05/18 where Council approved replacing the term “nexter” representative to “individuals between the ages of 19-35”, with the following:

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

## 3. Roles and Responsibilities

Current: 4.1 Roles and Responsibilities

Attendance and Participation

Active participation in advisory committee meetings is expected of all public members. An effort should be made to attend meetings in person or remotely. **Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the committee at the discretion of the City Clerk.**

### Recommendation #3

Active participation in advisory committee meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. Based on the same, it is recommended that the wording be changed as follows:

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.

**Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
  - Council
  - Staff
  - Members of the committees noted
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations:
  - Communicate changes to members of the affected committees
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:**

It is recommended that Council approve the proposed changes to the Terms of Reference for the existing advisory committees/working group and experts panel.

**Prepared by/Approved by:** Elaine Henley, City Clerk

**Attachments:** Inclusion Advisory Committee – Terms of Reference  
Youth Advisory Committee – Terms of Reference  
Seniors Advisory Committee – Terms of Reference  
Arts and Culture Advisory Committee – Terms of Reference  
Affordable Housing Working Group – Terms of Reference  
Built Heritage Experts Panel – Terms of Reference

**1. GENERAL INFORMATION**

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

**2. PURPOSE**

The Inclusion Advisory Committee provides information and advice to the Committee of the Whole on matters of inclusion and accessibility as they relate to City programs, policies and services, as referred to it by committees of Council. Specifically, the Committee will:

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

Advisory committee recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The advisory committee has no decision-making authority and is advisory only. The purpose of the Advisory Committee on Inclusion and Accessibility in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

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

Applicable Legislation/City Bylaws:

- City of St. John's Act

Other City Plans, Guides or Strategies:

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

Other Distinct Deliverables and Considerations:

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

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 COMPOSITION

The Advisory Committee will be comprised of a minimum of 11 and maximum of 15 total members from the following stakeholder groups:

##### 3.1.1 Public Members

##### **Committee Chair**

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

##### **Public Members**

The Committee will be comprised of no more than 3 residents serving as public members who are members of the inclusion community, their caregivers and/or persons facing other barriers. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's.

##### **Organizations**

The Committee will be comprised of no more than 9 staff persons representing agencies relevant to persons with disabilities and persons facing other barriers as follows:

- Coalition of Persons with Disabilities NL (CODNL) to nominate four (4) representatives reflective of a cross section of the disability community. The other three representative organizations are as follows:
  - Empower
  - Association for Community Living
  - NL Association for the Deaf (NLAD)
  - Metrobus
- Representatives of five (5) organizations that support persons facing other barriers to participation in the community. Efforts will be made to include the following sectors:
  - Hearing Barriers
  - Visual Barriers
  - Developmental (autism, etc.)
  - Visible minorities and newcomers
  - Mental Health
  - Poverty
  - Indigenous and Aboriginal
  - Universal Design

- LGBTQ
- Physical and Neurological Disabilities

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

### **Youth Representation**

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

### **Subcommittees**

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

## **3.1.2 Staff and Council Members (Ex-Officio Members)**

### **Lead Staff**

A Lead Staff will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

### **City Clerk**

The City Clerk will have representation on each advisory committee.

### **Council**

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

## **3.2 LENGTH OF TERM**

### **Public Members**

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.



**Organizations**

The role of an organization will depend on its relationship with the committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be required to alternate appointed representatives following the completion of two two-year terms.

**Lead Staff**

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

**Cooling-off Period (Former City Staff and Council)**

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

**Additional Considerations:**

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is two two-year terms consecutive years.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

**4. ROLES, RESPONSIBILITIES AND REPORTING****4.1 ROLES AND RESPONSIBILITIES****As a municipal advisory body, Advisory Committee roles include:**

- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee's defined purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

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

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

and policies. Advisory committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

### **Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

### **Agendas**

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

### **Attendance and Participation**

Active participation in advisory committee meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

### **Voting**

Council members and individuals from City Staff are ex-officio and therefore non-voting.

## **4.2 MEMBER ROLES AND RESPONSIBILITIES**

### **4.2.1 City Staff**

#### **Lead Staff**

- To act as a liaison between the committee and the City; linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.

- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications).

#### **Other Staff Liaison**

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

#### **City Clerk**

- To be responsible for legislative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Lead Staff will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

### **4.2.2 Public Members**

#### **Chair**

- The presiding officer of an advisory committee will be referred to as "Chair." Advisory committees shall elect, from among their voting members, a Chair at the end of the prior chair's term. An advisory committee member shall not serve as a Chair for more than four consecutive years except in extenuating circumstances (see Term Limits).
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring Committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

**Public Members**

Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community, and engaging with residents and experts when appropriate.

**Organizations**

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the Committee.

**4.2.3 Council**

Council members have a focused role. One council representative will sit on each advisory committee as the Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through Committee of the Whole meetings), and to promote and enhance the committee's advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair and/or Lead Staff to inform council.

**4.3 REPORTING**

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

**Standardized Reporting Process:**

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

**Notes:**

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

## 5. COMMITTEE RECRUITMENT AND SELECTION

### 5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

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

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

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website, or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk's Office.

### 5.2 ELIGIBILITY AND SELECTION

#### Eligibility

Appointments to City of St. John's Advisory Committees will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.

#### Commitment to Equity and Inclusiveness

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

#### Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the eligibility requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to

serve on City advisory committees will be notified by email.

## 6 PUBLIC ENGAGEMENT

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

In accordance with the City of St. John's [Engage! Policy](#), the role of the Inclusion Advisory Committee in the spectrum of engagement will fall within the realm of "consultation". This means that City advisory committees will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John's advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website. You can also check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

## 7 OTHER GOVERNANCE

### 7.1 REVIEW OF TERMS

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

### 7.2 MEETING AND SCHEDULES

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

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

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City 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 committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

**Confidentiality**

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

**Staff Liaison Name:**

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

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

**Chair Name:**

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

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

**City Clerk Name:**

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

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



**1. GENERAL INFORMATION**

Advisory committee name:	Youth Advisory Committee
Reporting to:	Committee of the Whole
Date of formation - expiration date:	Formed February 22, 2016
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Supervisor, Family and Leisure Services
Other staff liaison:	As deemed necessary by Staff Lead as per Section 4.2.1
Council member:	Councillor Maggie Burton

**2. PURPOSE**

The Youth Advisory Committee provides information and advice to the Committee of the Whole on matters related to youth that intersect City policies and programs and services, as referred to it by committees of Council. Specifically, the Committee will:

- Provide the perspective of youth on civic matters that affect their daily lives, i.e. public transportation, recreational programming, affordable housing; parks and open spaces, and volunteer opportunities.
- Provide advice to the City on its policies, services and programs that pertain to youth.
- Identify gaps/barriers and suggest solutions to the participation of youth in City programs and services.
- Provide a forum for dialogue between youth, youth-related agencies, and the City of St. John's on matters of collective interest.
- Foster youth engagement in local government and explore issues of diversity, and multi-culturalism as it relates to youth.

Advisory committee recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City policy. The advisory committee has no decision-making authority and is advisory only. The purpose of the Advisory Committee on Youth 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 food where they want to go safely.
- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

**Applicable Legislation/City Bylaws:**

- City of St. John's Act

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

- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- 10-Year Affordable Housing Strategy, 2019 to 2028
- Recreation & Parks Master Plan
- Park and Open Space Master Plan, 2014
- Roadmap 2021

**Other Distinct Deliverables and Considerations:**

- The Committee will be consulted on any city public engagement processes where getting the perspective of the youth demographic is identified in plan.
- The Committee, working with city staff, will identify distinct opportunities to engage youth in civic matters using a variety of tools and platforms to support youth-City engagement and communication.
- Provide perspective to the City of St. John's in the development of a Youth Strategy.

**3. MEMBERSHIP AND COMPOSITION****3.1 COMPOSITION**

The Advisory Committee will be comprised of no more than 12 total members from the following stakeholder groups:

**3.1.1 Public Members****Committee Chair**

Advisory committees are chaired by members of the public. Two (2) advisory committee members will be elected as co-chairs by the committee every two years. The public members chairing the

committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.

### **Public Members**

The Committee will be comprised of no more than six members (ranging from age 14-29), consisting of at least one member from each of the following age ranges/groups: junior high, senior high, post-secondary governing bodies and/or non-school members. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's.

### **Organizations**

Committee will be comprised of no more than 6 persons representing youth serving agencies. It is recommended that the organizational representative be a board member, executive director or someone with decision making authority in the organization. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

### **Subcommittees**

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

## **3.1.2 Staff and Council Members (Ex-Officio Members)**

### **Lead Staff**

A Lead Staff will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

### **City Clerk**

The City Clerk will have representation on each advisory committee.

### **Council**

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

## **3.2 LENGTH OF TERM**

### **Public Members**

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment

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

### **Organizations**

The role of an organization will depend on its relationship with the Committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be required to alternate appointed representatives following the completion of two two-year terms.

### **Lead Staff**

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

### **Cooling-off Period (Former City Staff and Council)**

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

### **Additional Considerations:**

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is two two-year terms.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

## **4. ROLES, RESPONSIBILITIES AND REPORTING**

### **4.1 ROLES AND RESPONSIBILITIES**

#### **As a municipal advisory body, Advisory Committee roles include:**

- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee's defined purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

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

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

**Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

**Agendas**

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

**Attendance and Participation**

Active participation in advisory committee meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

**Voting**

Council members and individuals from City Staff are ex-officio and therefore non-voting.

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

- To act as a liaison between the committee and the City; linking across departments on issues

relevant to committee work.

- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications).

#### **Other Staff Liaison**

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

#### **City Clerk**

- To be responsible for legislative and governance functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Staff Lead will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Staff Lead to ensure new members receive orientation.

### **4.2.2 Public Members**

#### **Co-Chair**

- The presiding officer of an advisory committee will be referred to as "Chair". Advisory committees shall elect, from among their voting members, a Chair at the end of the prior chair's term. An advisory committee member shall not serve as a Chair for more than four consecutive years except in extenuating circumstances (see Term Limits).
- Co-Chairs must be between the ages of 14-29 years.
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements

related to reporting processes (annual presentations, written reports, FAQ's etc.).

- Assist in the development of content for Notice of Vacancy documents.
- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

### **Public Members**

Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community, and engaging with residents and experts when appropriate.

### **Organizations**

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the committee.

### **4.2.3 Council**

Council members have a focused role. One council representative will sit on each advisory committee as the Municipal Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through standing committee meetings), and to promote and enhance the committee's advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair and/or Lead Staff to inform council.

## **4.3 REPORTING**

The Youth Advisory Committee shall report through the Committee of the Whole.

### **Standardized Reporting Process:**

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

### **Notes:**

- Council to be kept informed of committee activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be required to report to (i.e. maintain open communication) with their respective organizations regarding committee work.

- A bi-annual Advisory Committee check in will be held for all advisory committee members.

## 5. COMMITTEE RECRUITMENT AND SELECTION

### 5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

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

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

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website, or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically, via mail, or in person to the attention of the City Clerk's Office.

### 5.2 ELIGIBILITY AND SELECTION

#### Eligibility

Appointments to City of St. John's advisory committee's will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.

#### Commitment to Equity and Inclusiveness

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

#### Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the eligibility requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals



relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email.

## 6 PUBLIC ENGAGEMENT

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

In accordance with the City of St. John's [Engage! Policy](#), the role of the Advisory Committee on Youth in the spectrum of engagement will fall within the realm of "consultation". This means that City advisory committees will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John's advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website. You can also check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

## 7 OTHER GOVERNANCE

### 7.1 REVIEW OF TERMS

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

### 7.2 MEETING AND SCHEDULES

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

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

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall



be held at City 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 committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

#### Confidentiality:

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

#### Staff Liaison Name:

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

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

#### Chair Name:

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

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

#### City Clerk Name:

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

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

**1. GENERAL INFORMATION**

Advisory committee name:	Seniors Advisory Committee
Reporting to:	Committee of the Whole
Date of formation - expiration date:	February 22, 2016
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Manager of Community Development
Other staff liaison:	Adult Seniors Coordinator Others as deemed necessary by staff lead as per Section 4.2.1
Council member:	Councillor Deanne Stapleton

**2. PURPOSE**

The Seniors Advisory Committee provides information and advice to the Committee of the Whole on matters related to seniors that intersect City policies and programs, as referred to it by committees of council. Specifically, the Committee will:

- Provide the perspective of seniors on civic matters that affect their daily lives, i.e. transportation, parks and open spaces, etc.
- Provide advice and perspective to the City on its policies, services and programs that pertain to seniors, e.g. housing, recreation, taxes, etc.
- Identify gaps/barriers and suggest solutions to participation of seniors in all aspects of city programming.
- Provide opportunities for members to participate in relevant forums, engagement sessions or workshops (i.e. Healthy Communities Forum, Seniors in Housing Forum, Transportation, other engagement sessions.)

Advisory committee recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The advisory committee has no decision-making authority and is advisory only. The purpose of the Seniors Advisory Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- A City that Moves – A City that builds a balanced transportation network to get people and goods where they want to go safely.

- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

Applicable Legislation/City Bylaws:

- City of St. John's Act

Other City Plans, Guides or Strategies:

- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- Parks and Open Spaces Master Plan, 2014
- Recreation and Parks Master Plan, 2008
- 10-Year Affordable Housing Strategy, 2019 to 2028
- World Health Organization Age-Friendly Design Plan

Other Distinct Deliverables and Considerations:

- The Committee will be consulted on any city public engagement processes where getting the perspective of the seniors demographic is identified in the plan.
- The Committee, working with City staff, will identify distinct opportunities to engage seniors in civic matters, this may include forums or other events.
- Work with City staff to review rationale, criteria and process for Senior of the Year Award.
- Review age friendly City template to ensure it is consistent with the mandate of the Committee/link to City plans.

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 COMPOSITION

The Advisory Committee will be comprised of a minimum of 9 and maximum of 11 total members from the following stakeholder groups:

##### 3.1.1 Public Members

###### Committee Chair

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

###### Public Members

The Committee will be comprised of no more than 5 residents who are at least 50 years of age or older, or their caregivers. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's.

**Organizations**

The Committee will be comprised of no more than 5 persons serving as organizational representatives who are connected to the interests of older persons in the community. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

**Youth Representation**

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

**Subcommittees**

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

**3.1.2 Staff and Council Members (Ex-Officio Members)****Lead Staff**

A Lead Staff will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

**City Clerk**

The City Clerk will have representation on each advisory committee.

**Council**

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

**3.2 LENGTH OF TERM****Public Members**

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

**Organizations**

The role of an organization will depend on its relationship with the committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be required to alternate appointed representatives following the completion of two two-year terms.

**Lead Staff**

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

**Cooling-off Period (Former City Staff and Council)**

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

**Additional Considerations:**

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is two two-year terms.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

**4. ROLES, RESPONSIBILITIES AND REPORTING****4.1 ROLES AND RESPONSIBILITIES****As a municipal advisory body, Advisory Committee roles include:**

- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee's defined purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

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

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

**Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

**Agendas**

- Agendas to require focus with clear parameters for content and alignment with terms of

reference/purpose.

- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

### **Attendance and Participation**

Active participation in advisory committee meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

### **Voting**

Council members and individuals from City Staff are ex-officio and therefore non-voting.

## **4.2 MEMBER ROLES AND RESPONSIBILITIES**

### **4.2.1 City Staff**

#### **Lead Staff**

- To act as a liaison between the committee and the City; linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications)

#### **Other Staff Liaison**

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

#### **City Clerk**

- To be responsible for legislative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting

documentation are completed and received.

- In adherence with the terms of reference, the Office of City Clerk and staff lead will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

#### 4.2.2 Public Members

##### Chair

- The presiding officer of an advisory committee will be referred to as "Chair." Advisory committees shall elect, from among their voting members, a Chair at the end of the prior chair's term. An advisory committee member shall not serve as a Chair for more than four consecutive years except in extenuating circumstances (see Term Limits).
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

##### Public Members

Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community, and engaging with residents and experts when appropriate.

##### Organizations

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the committee.

#### 4.2.3 Council

Council members have a focused role. One council representative will sit on each advisory committee as the Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through the Committee of the Whole, and to promote and enhance the committee's advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair



and/or Lead Staff to inform council.

#### 4.3 REPORTING

The Seniors Advisory Committee shall report through the Committee of the Whole.

##### **Standardized Reporting Process:**

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

##### **Notes:**

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

### 5. COMMITTEE RECRUITMENT AND SELECTION

#### 5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

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

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

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk's Office.

#### 5.2 ELIGIBILITY AND SELECTION

##### **Eligibility**

Appointments to City of St. John's advisory committee's will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.



**Commitment to Equity and Inclusiveness**

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

**Selection Criteria**

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email. A committee handbook will be sent to new members.

**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 Seniors Advisory Committee in the spectrum of engagement will fall within the realm of "consultation". This means that City advisory committees will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John's advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website. You can also check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

**7 OTHER GOVERNANCE****7.1 REVIEW OF TERMS**

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

**7.2 MEETING AND SCHEDULES**

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

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

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City 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 committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

**Confidentiality:**

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

**Staff Liaison Name:**

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

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

**Chair Name:**

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

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

**City Clerk Name:**

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

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

**1. GENERAL INFORMATION**

Advisory committee name:	Arts and Culture Advisory Committee
Reporting to:	Committee of the Whole
Date of formation:	February 22, 2016
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Director of Economic Development, Culture and Partnerships
Other staff liaison:	Arts and Cultural Development Coordinator Others as deemed necessary as per Section 4.2.1
Council member:	Councillor Burton

**2. PURPOSE**

The Arts and Culture Advisory Committee provides information and advice to the Committee of the Whole on matters related to arts, culture, indigenous and intangible cultural heritage that intersect City policies, programs, and services as referred to it by committees of council. Specifically, the Committee will:

- Provide the perspective of the arts, culture, indigenous and intangible cultural heritage sectors to the City of St. John's Municipal Arts Plan.
- Provide advice and guidance on City policies which may be linked to arts, culture, indigenous and intangible cultural heritage matters.
- Promote the integration and linkage of arts, culture, indigenous and intangible cultural heritage matters as they relate to City plans, strategies, and policies.
- Advising on the implementation of applicable policies pertaining to arts, culture, indigenous and intangible cultural heritage.
- Advising on ways to further public awareness and understanding of arts, culture, indigenous and intangible cultural heritage issues as they relate to the City of St. John's.
- To provide advice in relation to arts and culture related goals in Roadmap 2021 and subsequent economic development plans.

Advisory committee recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. It has no decision-making authority and is advisory only. The purpose of this Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

Applicable Legislation/City Bylaws:

- City of St. John's Act

Other City Plans, Guides or Strategies:

- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- Parks and Open Spaces Master Plan, 2014
- Recreation and Parks Master Plan, 2008
- Municipal Arts Plan, 2010
- Roadmap 2021
- Downtown St. John's Strategy for Economic Development and Heritage Preservation, 2001

Other Distinct Deliverables and Considerations:

- The Committee will be consulted on any city public engagement processes where getting the perspective of the arts, culture, indigenous, and intangible cultural heritage sectors is identified in a plan.

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 COMPOSITION

The Advisory Committee will be comprised of 11-13 total members from the following stakeholder groups:

##### 3.1.1 Public Members

###### Committee Chair

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

###### Public Members

The Committee will be comprised of no more than 2 persons serving as public members, one community-based representative and one business-based representative with a strong interest in arts, culture, and intangible cultural heritage. Public members are volunteers and will receive no

compensation for participation. Preference will be given to residents of St. John's

**Organizations**

The Committee will be comprised of no more than 10 persons serving as organizational representatives. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend. Organizations to appoint a representative include:

1. One from each of the six following arts disciplines:
  - 1) Dance
  - 2) Film and New Media
  - 3) Literary
  - 4) Music
  - 5) Visual Art and Craft
  - 6) Theatre
2. Four from cultural, indigenous and intangible cultural heritage organizations.

**Youth Representation**

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

**Subcommittees**

When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables including public art exhibits, art procurement and its placement and maintenance, and arts and cultural grants. Subcommittees must have at least one advisory committee member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the advisory committee on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

**3.1.2 Staff and Council Members (Ex-Officio Members)****Lead Staff**

A Lead Staff will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

**City Clerk**

The City Clerk will have representation on each advisory committee.

**Council**

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

### 3.2 LENGTH OF TERM

#### Public Members

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

#### Organizations

The role of an organization will depend on its relationship with the committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be required to alternate appointed representatives following the completion of two two-year terms.

#### Lead Staff

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

#### Cooling-off Period (Former City Staff and Council)

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

#### Additional Considerations

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is four consecutive years.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

## 4. ROLES, RESPONSIBILITIES AND REPORTING

### 4.1 ROLES AND RESPONSIBILITIES

**As a municipal advisory body, Advisory Committee roles include:**

- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee's defined Purpose.
- Providing resident and organizational based expertise.
- Working within given resources.
- Consider working in subcommittees/working groups for specific pieces of work being addressed by other committees i.e., Built Heritage Experts Panel.

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

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

**Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

**Agendas**

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

**Attendance and Participation**

Active participation in advisory committee meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.



**Voting**

Council members and individuals from City Staff are ex-officio and therefore non-voting.

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

- To act as a liaison between the committee and the City; linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications).

**Other Staff Liaison**

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

**City Clerk**

- To be responsible for administrative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of the City Clerk and the Lead staff will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

**4.2.2 Public Members****Chair**

- The presiding officer of an advisory committee will be referred to as "Chair." Advisory committees shall elect, from among their voting members, a Chair at the end of the prior chair's term. An

advisory committee member shall not serve as a Chair for more than four consecutive years except in extenuating circumstances (see Term Limits).

- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.)
- Assist in the development of content for Notice of Vacancy documents.
- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

### **Public Members**

Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community, and engaging with residents and experts when appropriate.

### **Organizations**

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the committee.

### **4.2.3 Council**

Council members have a focused role. One council representative will sit on each advisory committee as the Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through Committee of the Whole meetings), and to promote and enhance the committee's advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair and/or Lead Staff to inform council.

## **4.3 REPORTING**

The Arts and Culture Advisory Committee shall report through the Committee of the Whole to City

Council; however, depending on the issue, reports may be directed to another committee where appropriate.

**Standardized Reporting Process:**

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

**Notes:**

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

## **5. COMMITTEE RECRUITMENT AND SELECTION**

### **5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS**

Recruitment practices will be consistent for all advisory committees. When new members are required a "Notice of Vacancy" will be prepared by the City Clerk and distributed through City communication channels.

Additional communications opportunities may be identified by relevant departments/committee members. This document will include general information regarding committee purpose, the terms of reference and a link to the Advisory Committee Application Form.

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

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk's Office.

### **5.2 ELIGIBILITY AND SELECTION**

**Eligibility**

Appointments to City of St. John's advisory committee's will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.

### **Commitment to Equity and Inclusiveness**

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

### **Selection Criteria**

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email.

## **6 PUBLIC ENGAGEMENT**

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

In accordance with the City of St. John's [Engage! Policy](#), the role of the Arts and Culture Advisory Committee in the spectrum of engagement will fall within the realm of "consultation". This means that City advisory committees will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John's advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website. You can also check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

## **7 OTHER GOVERNANCE**

### **7.1 REVIEW OF TERMS**

Taking into account recommendations from the Committee Chair and Council Champion, the City Clerk and Lead Staff will review Advisory Committee Terms of Reference documents every two years.

The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

## 7.2 MEETING AND SCHEDULES

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

A quorum for meetings is considered 50% + 1 member in attendance.

Unless otherwise specified (generally one week prior to a meeting) advisory committee 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 committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

### Confidentiality:

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Arts and Culture Advisory Committee.

**Staff Liaison Name:**

**ADVISORY COMMITTEE TERMS OF REFERENCE**

**ST. JOHN'S**

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

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

**Chair Name:**

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

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

**City Clerk Name:**

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

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

**1. GENERAL INFORMATION**

Advisory committee name:	Affordable Housing Working Group (AHWG)
Reporting to:	Committee of the Whole
Date of formation - expiration date:	Formed February 2018
Meeting frequency:	2 to 8 meetings per year
Staff lead:	Affordable Housing & Development Facilitator
Other staff liaison:	As deemed necessary by lead staff as per Section 4.2.1
Council member:	Councillor Hope Jamieson

**2. PURPOSE**

The Affordable Housing Working Group is primarily responsible for the development and implementation of the 10-year Affordable Housing Strategy, 2019 to 2028. In implementing the Strategy, the Working Group is to consider relevant City policies and activities which impact the Strategy and ensure communication with the appropriate parties.

Working Group Relationship to Strategic Plan:

- A Sustainable City – A City that is sustainable today and for future generations; economically, environmentally and financially.
- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

Applicable Legislation/City Bylaws:

- City of St. John's Act
- National Building Code
- City of St. John's Development Regulations 2018

Other City Plans, Guides or Strategies:

- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- Affordable Housing Business Plan, 2014-2017
- 10-Year Affordable Housing Strategy, 2019 to 2028

## Other Distinct Deliverables and Considerations:

- The Working Group will be consulted on any city public engagement processes where getting the perspective of the group is identified in the strategy.

**3. MEMBERSHIP AND COMPOSITION****3.1 COMPOSITION**

The Working Group will be comprised of 8 total members from the following stakeholder groups:

**3.1.1 Public Members****Organizations**

The Working Group will be comprised of no more than 8 persons serving as organizational representatives. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend. Organizations to appoint a representative include:

1. Canadian Home Builders Association, Newfoundland and Labrador
2. End Homelessness St. Johns
3. Canada Mortgage and Housing Corporation
4. Newfoundland and Labrador Housing
5. Provincial Government Representative
6. Three representatives from the community sector involved in housing solutions
7. The Working Group may from time to time access expertise from other groups as necessary.

These would be non-voting members.

**Subcommittees**

When deemed necessary, the Working Group may strike a sub working group to deal with specific issues or deliverables. Sub working groups must have at least one member from the larger Working Group. Sub working groups shall meet independently, reporting to the Working Group on specified meeting dates, or as deemed necessary by the Working Group Chair.

**3.1.2 Staff and Council Members (Ex-Officio Members)****Lead Staff**

A Lead Staff will chair the working group as approved by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Chair where required.



**City Clerk**

The City Clerk will provide support to the Working Group as determined by the Chair and the City Clerk.

**Council**

Given the profile of affordable housing and the City's commitment in its plan, a Council Champion will be assigned to this Working Group.

**3.2 LENGTH OF TERM**

Unless otherwise indicated, the term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years for a total of two two-year terms. In some cases members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

**Organizations**

The role of an organization will depend on its relationship with the Working Group and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the Working Group. Where appropriate organizations will be required to alternate appointed representatives following the completion of two two-year terms.

**Staff**

A review of Staff role will occur every four years.

**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 City Working Group 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 Working Group for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of Working Group 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 a particular area of expertise is indispensable and there are no other suitable replacements; if the Working Group would suffer from a lack of continuity (i.e. more than half of all

members are replaced at once); if directly related to the Working Group's purpose as defined in its Terms of Reference.

#### 4. ROLES, RESPONSIBILITIES AND REPORTING

##### 4.1 ROLES AND RESPONSIBILITIES

###### **Working Group roles include:**

- Supporting the implementation of the Working Group's defined Purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

###### **Shared Member Responsibilities:**

###### **Conduct**

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

###### **Attendance and Participation**

Active participation in the Working Group 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.

Working Group members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

**Voting**

Council members and individuals from City Staff are ex-officio and therefore non-voting.

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

- Chair the Working Group.
- To act as a liaison between the Working Group and the City; linking across departments on issues relevant to committee work.
- Ensure the Working Group is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Lead the Working Group in the establishment of timelines, deadlines, creation of sub working groups.
- Request additional staff support/attendance as needed.
- To develop agendas for distribution.
- Incorporate input from the Working Group 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 Working Group and therefore they may be required to participate.

**City Clerk**

- To be responsible for legislative functions related to the working group operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Lead Staff will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

**4.2.2 Organizational Members**

Organizational members are expected to advise the City on how best to deliver on the purpose of the Working Group. Members will apply personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the Working Group. Roles to include: active participation in meetings; representing select interests in the community. Organizational members will

also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the Working Group.

#### 4.2.3 Council

Council members have a focused role. One council representative will act as Champion for the Working Group. The Council Champion will be encouraged to attend meetings, and to act as a liaison between the Working Group and council.

In cases where an item of Working Group business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair to inform council Champion.

### 4.3 REPORTING

The Affordable Housing Working Group shall report through the Committee of the Whole to City Council.

#### Standardized Reporting Process:

- The Staff Chair and City Clerk will complete a report for the Committee of the Whole
- The Staff, or a designate, will submit a report, along with any other Working Group updates, to its reporting department.

#### Notes:

- Council to be kept informed of Working Group activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be required to report (i.e. maintain open communication) with their respective organizations regarding the Working Group.

## 5. COMMITTEE RECRUITMENT AND SELECTION

### 5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

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

A vacancy on a Working Group 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 Working Group 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 Working Group will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.

### Commitment to Equity and Inclusiveness

The City of St. John's is strongly committed to equity and inclusiveness. In selection Working Group members the City will aim to design processes that are transparent, accessible, and free of discrimination and to seek to remove barriers for disadvantaged groups.

### Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to a Working Group'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 Working Group's will be notified by email.

## 6 PUBLIC ENGAGEMENT

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

In accordance with the City of St. John's [Engage! Policy](#), the role of the Affordable Housing Working Group in the spectrum of engagement will fall within the realm of "Involvement/Collaboration." This means that the Working Group will play an active role in the development and implementation of the strategy.

Working Groups 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 Working Group Chair and Council Champion, the City Clerk and Lead Staff will review the Working Group terms of reference documents every two years. The purpose of this review will be to ensure that the operations and function of the Working Group are still aligned with its defined purpose (i.e. the Working Group remains relevant to City Plans).

### 7.2 MEETING AND SCHEDULES

Working Groups are to meet as often as required to ensure the development and implementation of their strategy. The exact frequency of Working Group meetings will be determined by the Chair.

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

Unless otherwise specified (generally one week prior to a meeting) Working Group 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 Working Group activities. A conflict of interest may be real, potential or perceived in nature. Conflict of interest may occur when a Working Group 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 Working Group member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Working Group 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 Working Group.

#### Confidentiality

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

**Staff Liaison Name:**

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

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

**Chair Name:**

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

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

**City Clerk Name:**

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

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

**1. GENERAL INFORMATION**

Experts panel name:	Built Heritage Experts Panel
Reporting to:	Committee of the Whole
Date of formation - expiration date:	February 22, 2016
Meeting frequency:	Monthly or as required in accordance with the agenda items
Staff lead:	Chief Municipal Planner and Planner III – Urban Design and Heritage
Other staff liaison:	Technical Advisor Director of Planning and Development Others as required as per Section 4.2.1

**2. PURPOSE**

The Built Heritage Experts Panel provides expertise, opinion and perspective about built heritage, its protection and designation in the City of St. John's.

The Built Heritage Experts Panel will consider applications, proposals, reports and related items referred to it by staff or Council.

It will make recommendations to Council, via the Committee of the Whole, on heritage matters including the development and implementation of heritage policies, by-laws, strategies and programs applicable to the City.

Specifically the panel will:

- Develop recommendations on built heritage designations.
- Provide expert opinions on built heritage applications referred to it by city staff, Committee of the Whole or Council.
- Recommend best practices on built heritage and urban design.
- Review heritage issues, including issues under the City of St. John's Act and/or the Historic Resources Act of Newfoundland and Labrador that may be referred to it by Council.
- Identify for designation any area, building, structure or land as heritage.

Built Heritage Experts Panel recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The Built Heritage Experts Panel will prepare recommendations to the Committee of the Whole. The purpose of the Built Heritage Experts Panel is relation to specific City policies, plans, and strategies is as follows:



**Built Heritage Experts Panel Relationship to Strategic Plan:**

- A Sustainable City – A City that is sustainable today and for future generations; economically, environmentally and financially.

**Applicable Legislation/City Bylaws:**

- City of St. John's Act, Section 355
- Any applicable City of St. John's by-laws current or future

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

- St. John's Heritage Areas, Heritage Buildings and Public Views Study, 2003
- Downtown St. John's for Economic Development Heritage and Preservation, 2001
- Envision draft Municipal Plan (with specific reference to items involving – heritage, built heritage), 2014
- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- Parks and Open Spaces Master Plan, 2014
- City of St. John's list of designated Heritage Buildings (latest version)

**Other Distinct Deliverables and Considerations:**

- The Panel will be consulted on any city public engagement processes where getting the perspective of heritage experts is identified in a plan.
- The Panel will support the development and ongoing review of a built heritage designation inventory.
- The Panel will identify programming to support the goals of the Built Heritage Experts Panel's work.

**3. MEMBERSHIP AND COMPOSITION****3.1 COMPOSITION**

The Built Heritage Experts Panel will be comprised of no more than 7 total members from the following stakeholder groups:

**3.1.1 Public Members****Committee Chair**

Built Heritage 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 a committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.

**Public Members**

The Committee will be comprised of no more than 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 built heritage and/or cultural landscape.

The Panel will include at least one representative from each of the following categories:

- Architect
- Contractor
- Historian/Archival Expert
- Planner, MCIP
- Landscape Architect
- Other – Demonstrated Relevant Experience

**Subcommittees:** When deemed necessary, the experts 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 Built Heritage 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 experts' panel.

**Council**

The spokesperson is Councillor Maggie Burton

**3.2 LENGTH OF TERM****Public Member Experts**

Unless otherwise indicated, the Built Heritage 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 years, for a total of four years. In some cases members may be encouraged to provide guidance, expertise and attend 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 experts' panel 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 a 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.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the experts panel 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.
- Explore opportunities to add value to parks, open spaces, etc. as heritage and design go beyond buildings.

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

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Experts 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 Built Heritage Experts 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 Built Heritage Experts 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 experts 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 Experts 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 Built Heritage Experts 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 Built Heritage Experts Panel reports to the Committee of the Whole.

In cases where an item on the agenda of the Built Heritage 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 Built Heritage Experts Panel shall report through the Committee of the Whole.

##### Standardized Reporting Process:

- The Built Heritage 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 Built Heritage 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 Panel Chair, Committee of the Whole Chair, the City Clerk and Lead Staff, the Panel will, at the first meeting of each year, review Built Heritage 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

Built Heritage Experts Panel will meet monthly or as agenda items are determined. The exact frequency of the Built Heritage Experts Panel meetings will be determined by the Chair, Lead Staff, and City Clerk.

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

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

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 Built Heritage Experts Panel.

**Staff Liaison Name:**

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

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

**Chair Name:**

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

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

**City Clerk Name:**

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

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



# DECISION/DIRECTION NOTE

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**Title:** Establish - Environment and Sustainability Experts Panel

**Date Prepared:** September 12, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Mayor Danny Breen – Governance & Strategic Priorities

**Ward:** N/A

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## **Decision/Direction Required:**

Seeking approval to dissolve the current Environmental Advisory Committee and establish an Environment and Sustainability Experts Panel.

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

The Environmental Advisory Committee was re-established in February of 2016 as a result of the City's advisory committee review. Since then, the Committee has been an active tool of engagement and has provided invaluable direction to Council on environmental issues that relate to City policies, programs and services.

Now more than ever, the City recognizes the importance of enhancing its focus on sustainability to enable economic growth, prosperity and competitiveness while protecting its natural resources and playing its part to reduce greenhouse gas emissions. As a first step toward this initiative, the City established the position of Sustainability Coordinator which will focus on the planning and implementation of municipal sustainability priorities as well as supporting the development and implementation of the Sustainability Plan.

Given Council's new direction and in consultation with the Sustainability Coordinator, it was determined that an experts panel would better serve the City moving forward. The panel will provide expertise, opinion and perspective about environmental and sustainability matters, including the City of St. John's energy intensity, greenhouse gas emissions, resilience, and environment.

Attached is a draft Terms of Reference for the proposed Environment and Sustainability Experts Panel which outlines its purpose.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: N/A

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# ST. JOHN'S

2. Partners or Other Stakeholders:
  - Council
  - Residents of the City
  - Volunteers – Environmental Advisory Committee
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations:
  - Advertise for members – Environment and Sustainability Experts Panel
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:**

It is recommended that Council approve the dissolution of the current Environmental Advisory Committee and establish an Environment and Sustainability Experts Panel.

**Prepared and Approved by:** Elaine Henley, City Clerk

**Attachments:** Environment and Sustainability – Terms of Reference

**1. GENERAL INFORMATION**

Experts Panel name:	Environment and Sustainability Experts Panel
Reporting to:	Committee of the Whole
Date of formation:	
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  Deputy Mayor Sheilagh O'Leary

**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, 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
- 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: \_\_\_\_\_