

Terms of Reference for Advisory Committees Working Groups Experts Panels November 2, 2015

Advisory Committees:

- Downtown Advisory Committee
- Seniors Advisory Committee
- Environmental Advisory Committee
- Municipal Advisory Committee on Youth (MACY)
- Accessibility and Inclusion Advisory Committee
- Arts and Culture Advisory Committee

Working Groups:

- Affordable Housing Working Group (AHWG)
- Paratransit Working Group

Experts Panels:

- Built Heritage Experts Panel
- Animal Care and Control Experts Panel

ST. JOHN'S

1. GENERAL INFORMATION	
Advisory committee name:	Downtown Advisory Committee
Reporting to:	Economic Development, Tourism & Public Engagement Standing Committee*
Date of formation:	TBC
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Elizabeth Lawrence Director of Strategy & Engagement
Other staff liaison:	Director of Roads & Traffic Director of Engineering Manager of Tourism & Culture Chief Municipal Planner Manager of Budgetary Services Manager Citizen Services
Council member co-chair:	Councillor Dave Lane (co-chair) Councillor Danny Breen (champion)

** Upon further review it is recommended that this Committee report directly to the Economic Development, Tourism & Public Engagement Standing Committee rather than direct to Council.*

2. PURPOSE

The Downtown Advisory Committee provides information and advice to Council on policy and directions to support the ongoing development of the downtown as a distinct neighbourhood and a centre for commerce, culture, tourism and heritage. The Committee will consider matters referred to it by Council and/or are referred to it by other advisory committees or standing committees of Council.

Specifically the committee will:

- Lead the development of strategies that support downtown as a distinct neighbourhood and enhance its unique character
- Provide advice and perspective to Council on its policies, programs and services which may affect, influence or support downtown sustainability
- Be the forum by which the City and downtown stakeholders exchange information

Advisory committee recommendations to Council 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 Downtown Advisory Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

Neighbourhoods Build our City – safe and secure neighbourhoods, improved neighbourhood level services, increase access to type and range of housing, develop parks and places for people, maintain and position downtown as a distinct neighbourhood

A city for all seasons –develop a winter city strategy, support year round active transportation, year-round active leisure and recreation facilities and programs, promote active and healthy living,

Fiscally Responsible – develop appropriate user fees

A Culture of Cooperation – Create effective City-community collaborations

Responsive and Progressive – create a culture of engagement, become and welcoming and inclusive city, build social and demographic factors into policy-making,

Applicable Legislation/City Bylaws:

The Downtown B.I.A. By-Law

Other City Plans, Guides or Strategies:

City of St. John's Municipal Plan 2003 and Envision St. John's (draft Municipal Plan, 2014)

St. John's Parks and Open Spaces Master Plan, 2014

Economic Roadmap 2021

The City of St. John's Review of Winter Maintenance Services, 2014

Downtown St. John's Parking Study, 2010

Other Distinct Deliverables and Considerations:

1. The Committee will develop working definitions for the downtown
2. The Committee will be consulted on any city public engagement processes where getting the perspective of downtown stakeholders is identified in plans
3. The Committee will support the development of a downtown strategy which will consider adopted plans and recommend general policy direction as it relates to the mandate of the committee.
4. The Committee will consider the Downtown St. John's Business Improvement Area in its discussions.

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Advisory Committee will be comprised of 9 to 11 total members from the following stakeholder groups:

3.1.1 Public Members

Committee Chair

Downtown Advisory Committee will be co-chaired by a member of the public and a member of Council.

The public member co-chair will be elected by the committee every two years. The Council member co-chair will be appointed by Council every two years. The co-chairs 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 who either live or work in the downtown area 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.

Organizations

Committee 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. Two Representatives from Downtown St. John's (Downtown Business Improvement Area)
2. One Representative from the George Street Association
3. One representative from the Arts, Culture or Heritage Sectors
4. One representative from a tourism/hospitality organization (e.g., Destination St. John's, Restaurant Association NL)
5. Two downtown business operations
6. One representative from the St. John's Board of Trade

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 the ages of 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 co-Chair or Lead Staff. EG., a City of St. John's – Downtown St. John's (BIA) may form a sub-committee to address matters specific to the functioning and operations of the downtown area within the jurisdiction of the BIA.

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

The Council Co-Chair will be the committee’s spokesperson/champion. There will be two members of Council on the Downtown Advisory Committee, the Council co-chair, and one other. One of the Council positions on the Advisory Committee should be held by the relevant ward councillor.

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 year, for a total of three years. 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 a three year term.

Lead Staff

A review of Lead Staff role will occur every three 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 three 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 standing committee(s) of council, 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. 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.

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 (stored Application Forms) 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 Co-Chairs 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 Office of Strategy and Engagement 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

Co-Chair

- The presiding officers of the advisory committee will be referred to as "Co-Chairs." Advisory committees shall elect, from among their voting members, a public member Co-Chair. An advisory committee member shall not serve as a Chair for more than three consecutive years except in extenuating circumstances (see Term Limits).
- The Council member Co-Chair will be selected by Council and the Co-Chair will serve for a four-year term.
- 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 Co-Chairs 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 public Co-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

In addition to the Council Co-Chair, one additional council representative will sit on the advisory committee.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having additional council representatives attend, it will be the responsibility of the Co-Chairs and/or Lead Staff to inform council.

4.3 Reporting

The Downtown Advisory Committee shall report to the Economic Development, Tourism and Public Engagement Standing Committee; however, depending on the issue, reports may be directed to other standing or advisory committees where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Co-Chairs and City Clerk will work to complete an Advisory Committee Reporting Form following each committee meeting.
- The Lead Staff, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to its reporting standing committee as required. Following reporting to the standing committee, Advisory Committee Reporting Forms will be posted to the City of St. John’s website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- Council to be kept informed of committee activities through formal reporting and through the Council Co-Chair.
- Organizational representatives will be encouraged to report to (i.e. maintain open communication) their respective organizations regarding committee work.
- An annual Advisory Committee Event 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 by the Office of Strategy and Engagement. 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. Public members must live or work in downtown St. John’s, with preference for St. John’s residents. Organizational representatives must be based in or serve/do business within the City of St. John’s, specifically within the parameters of the downtown area. 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, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

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 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 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 Co-Chairs, 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 (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to Terms of Reference as required.

7.2 Meetings 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.

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.

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 Downtown 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 (Insert name of standing committee):	Community Services and Housing Standing Committee
Date of formation - expiration date <i>(if applicable)</i> :	TBC
Meeting frequency:	Minimum of 3 times per year
Lead staff:	Heather Hickman, Manager, Community Development
Other staff liaison:	Manager, Housing Manager, Citizen Services Manager, Parks and Open Spaces
Council member:	Councillor Bruce Tilley

2. PURPOSE

The Seniors Advisory Committee provides information and advice to the Community Services and Housing Standing Committee on matters related to Seniors that intersect City policies and programs, as referred to it by committees of council, or as initiated by the committee. 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 a forum for dialogue among Seniors, seniors' organizations and the City on matters relevant to the three parties.

Advisory committee recommendations to a standing committee of council 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:

- Neighbourhoods build our city – safe and secure neighbourhoods, improved neighbourhood level services, increase access to type and range of housing, develop parks and places for people.
- A city for all seasons –develop a winter city strategy, support year round active transportation, year-round active leisure and recreation facilities and programs, promote active and healthy living
- Fiscally responsible – develop appropriate user fees
- Responsive and Progressive – create a culture of engagement, become a welcoming and inclusive city, build social and demographic factors into policy-making.

Applicable Legislation/City Bylaws:

N/A

Other City Plans, Guides or Strategies:

- Parks and Open Spaces Master Plan, 2014
- Recreation and Parks Master Plan, 2008
- Affordable Housing Business Plan, 2014
- Seniors Discount Policy
- 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 a maximum of 11 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 55 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 Seniors 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.

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 the ages of 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 year, for a total of three years. 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 a three year term.

Lead Staff

A review of Lead Staff role will occur every three 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 three 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 standing committee(s) of council, 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.
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- 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. 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.

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 the 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 Office of Strategy and Engagement 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 three 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 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 Seniors Advisory Committee shall report through the Community Services and Housing Standing Committee to City Council; however, depending on the issue, reports may be directed to another standing committee where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete an *Advisory Committee Reporting Form* following each committee meeting.
- The Lead Staff, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to its reporting standing committee as required. Following reporting to the standing committee, *Advisory Committee Reporting Forms* will be posted to the City of St. John’s website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- 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.
- An annual Advisory Committee Event 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 by the Office of Strategy and Engagement. 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.
 - Organizational representatives must be based in or serve/do business within the City of St. John’s.
 - 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, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

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 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 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 (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to the Terms of Reference as required.

7.2 Meetings and Schedules

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

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.

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:	Environmental Advisory Committee
Reporting to:	Planning and Development Standing Committee
Date of formation - expiration date (<i>if applicable</i>):	TBC
Meeting frequency:	Minimum of 3 times per year
Lead staff:	Dave Wadden, Manager of Development Engineering Dept. of Planning, Development and Engineering
Other staff liaison:	Director, Water and Wastewater Manager, Parks & Open Spaces Manager, Waste and Recycling Manager, Development Engineering Municipal Arborist
Council member:	Councillor Art Puddister

2. PURPOSE

The Environmental Advisory Committee provides information and advice to the Planning and Development Standing Committee on environmental issues that relate to City policies, programs or services, as referred by Council or committees of Council, or as initiated by the Committee.

Specifically, the Committee will:

- provide recommendations and advice respecting the identification and implementation of programs, approaches or policies relating to the protection, sustainability and enhancement of natural resources and systems within the City.
- Support and promote an increased consciousness of the environment and sustainability practices within the City.
- Provide a forum for dialogue between the environmental sector and the City on matters relevant to both parties.

Advisory committee recommendations to a standing committee of council 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 Environmental Advisory Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- Neighbourhoods build our City - Promote a safe and secure city, develop parks and places for people
- A Culture of Cooperation - Improve multi-level government relations, develop improved inter-regional municipal relations
- A City for all seasons – development a Winter City strategy, support a weather resilient city, incorporate *all weather* planning in City building and open space development
- Fiscally responsible – develop appropriate user fee policies,
- Responsive and progressive - Build social, environmental and demographic factors into policy-making

Applicable Legislation/City Bylaws:

- The Development Regulations
- City of St. John's Act

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:

- Advising on ways to further public awareness and understanding of environmental and sustainability matters as they relate to the City of St. John's
- Liaising with and facilitating ongoing dialogue among stakeholders (e.g., sectoral groups, City Council, the Provincial Government, the Federal Government) on matters relevant to the environment.
- The Committee will be consulted on any City public engagement process where obtaining the perspective of the environmental sector is identified.
- Review of development applications as referred to it by Council or standing committee.
- The implementation of the St. John's Urban Forest Management Master Plan 2006 and municipal corporate policies and plans which may affect the urban forest and its components. Provide an annual update on the state of the urban forest and the City's tree program.

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Advisory Committee will be comprised of a minimum of 9-11 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 2 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.

Organizations

The Committee will be comprised of no more than 6 representatives from a broad range of environmental stakeholders. (e.g., conservation authorities, energy utilities, community groups with a focus on the environment, conservation and/or sustainability). Additionally, 2 organizational representatives which represent expertise in the urban forestry sector.

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 the ages of 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 such as the review of development applications. 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 year, for a total of three years. 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 a three year term.

Lead Staff

A review of Lead Staff role will occur every three 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 three 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 standing committee(s) of council, 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. 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.

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 the 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 Office of Strategy and Engagement 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 three 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 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 Environmental Advisory Committee shall report through the Planning and Development Standing Committee; however, depending on the issue, reports may be directed to another standing committee where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete an Advisory Committee Reporting Form following each committee meeting.
- The Lead Staff, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to its reporting standing committee as required. Following reporting to the standing committee, Advisory Committee Reporting Forms will be posted to the City of St. John’s website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- 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.
- An annual Advisory Committee Event 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 by the Office of Strategy and Engagement. 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.
 - Organizational representatives must be based in or serve/do business within the City of St. John’s.
 - 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, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

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 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 Environmental 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 (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to the Terms of Reference as required.

7.2 Meetings and Schedules

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

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.

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 Environmental Advisory Committee.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____

1. GENERAL INFORMATION

Advisory committee name:	Municipal Advisory Committee on Youth (MACY)
Reporting to:	Community Services and Housing Standing Committee
Date of formation - expiration date <i>(if applicable)</i> :	TBC
Meeting frequency:	Minimum of 3 times per year
Lead Staff:	Karen Sherriffs, Recreation Supervisor-Community Development
Other staff liaison:	Outdoor and Youth Services Coordinator Fieldworker II - Youth
Council member:	Deputy Mayor Ron Ellsworth

2. PURPOSE

The Municipal Advisory Committee on Youth provides information and advice to the Community Services & Housing Standing Committee on matters related to youth that intersect City policies and programs and services, as referred to it by committees of council, or as initiated by the Committee. 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 a standing committee of council 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 Municipal Advisory Committee on Youth in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

Neighbourhoods build our City – safe and secure neighbourhoods, improved neighbourhood level services, increase access to type and range of housing, develop parks and places for people,

A city for all seasons –develop a winter city strategy, support year-round active transportation, year-round active leisure and recreation facilities and programs, promote active and healthy living,

Responsive and Progressive – create a culture of engagement, become a welcoming and inclusive city, build social and demographic factors into policy-making, deliver comprehensive and responsive communications products and services; identify and deliver on projects, strategies and programs

Applicable Legislation/City Bylaws:

N/A

Other City Plans, Guides or Strategies:

Affordable Housing Business Plan, 2014

Recreation & Parks Master Plan;

Park and Open Space Master Plan, 2014;

Roadmap 2021

Other Distinct Deliverables and Considerations:

1. The Committee will be consulted on any city public engagement processes where getting the perspective of the youth demographic is identified in plan.
2. 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.
3. 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 a 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 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 10 residents (ranging from age 14-21) serving as public members, comprised of junior high, senior high, post-secondary 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 4 persons representing youth serving agencies. 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 year, for a total of three years. 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 a three year term.

Lead Staff

A review of Lead Staff role will occur every three 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 three 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 standing committee(s) of council, 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. 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.

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 (stored Application Forms) 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 Office of Strategy and Engagement 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 three 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 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 Municipal Advisory Committee on Youth shall report through the Community Services and Housing Standing Committee to City Council; however, depending on the issue, reports may be directed to another advisory or standing committee where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete an Advisory Committee Reporting Form following each committee meeting.
- The Lead Staff, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to its reporting standing committee as required. Following reporting to the standing committee, Advisory Committee Reporting Forms will be posted to the City of St. John’s website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- 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.
- An annual Advisory Committee Event 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 by the Office of Strategy and Engagement. 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.
 - Organizational representatives must be based in or serve/do business within the City of St. John’s.
 - 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, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

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 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 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 (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to Terms of Reference as required.

7.2 Meetings and Schedules

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

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.

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 Advisory Committee on Youth.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____

1. GENERAL INFORMATION

Advisory committee name:	Accessibility and Inclusion Advisory Committee
Reporting to (Insert name of standing committee):	Community Services and Housing Standing Committee
Date of formation - expiration date <i>(if applicable)</i> :	TBC
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Natalie Godden, Manager , Family and Leisure Services
Other staff liaison:	Paratransit Coordinator Fieldworker III – Inclusion
Council member:	Deputy Mayor Ron Ellsworth

2. PURPOSE

The Accessibility and Inclusion Advisory Committee provides information and advice to the Community Services and Housing Standing Committee on matters of Accessibility and Inclusion 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. 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 Accessibility and Inclusion 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 Accessibility and Inclusion within the City organization.

Advisory committee recommendations to a standing committee of council 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 Accessibility and Inclusion in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

Neighbourhoods build our City - Promoting a safe and secure city, improving neighbourhood-level services, increasing access to range/type of housing, developing parks and places for people

A city for all seasons - Developing a Winter City strategy, supporting year-round active transportation, exploring options for year-round active, leisure and recreation facilities and programs, promoting active and healthy living

Responsive and Progressive - Creating a culture of engagement, becoming a welcoming and inclusive city, building social, environmental and demographic factors into policy-making

Applicable Legislation/City Bylaws:

NA

Other City Plans, Guides or Strategies:

Envision St. John's (Draft) Municipal Plan, 2014

Recreation and Parks Master Plan, 2008

Open Spaces Master Plan , 2014

Affordable Housing Business Plan, 2014

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 working groups including the Paratransit Working Group on issues of mutual interest

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 3 residents serving as public members who are members of the disability 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 7 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.
- Representatives of three (3) organizations that support persons facing other barriers to participation 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.

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 the ages of 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 year, for a total of three years. 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 a three year term.

Lead Staff

A review of Lead Staff role will occur every three 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 three 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 standing committee(s) of council, 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. 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.

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 Office of Strategy and Engagement 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 three 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 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 Accessibility and Inclusion Advisory Committee shall report through the Community Services and Housing Standing Committee to City Council; however, depending on the issue, reports may be directed to another standing committee where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete an *Advisory Committee Reporting Form* following each committee meeting.
- The Lead Staff, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to its reporting standing committee as required. Following reporting to the standing committee, *Advisory Committee Reporting Forms* will be posted to the City of St. John's website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- 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.
- An annual Advisory Committee Event 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 by the Office of Strategy and Engagement. 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. Organizational representatives must be based in or serve/do business within the City of St. John’s. 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, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

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 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 Accessibility and 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 (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to Terms of Reference as required.

7.2 Meetings and Schedules

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

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.

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 Accessibility and Inclusion 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 (Insert name of standing committee):	Community Services and Housing Standing Committee
Date of formation - expiration date <i>(if applicable)</i> :	INSERT DATE HERE
Meeting frequency:	Minimum of 3 times per year
Lead staff:	Manager, Tourism, and Culture
Other staff liaison:	Arts and Cultural Coordinator Tourism Industry Coordinator Strategic and Economic Development Officer
Council member:	Councillor Sandy Hickman

2. PURPOSE

The Arts and Culture Advisory Committee provides information and advice to the Community Services and Housing Standing Committee on matters related to arts, culture and living and intangible cultural heritage that intersect City policies, programs, and services as referred to it by committees of council, or as initiated by the committee. Specifically the committee will:

- Provide the perspective of the arts, culture 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 and intangible cultural heritage matters.
- Promote the integration and linkage of arts, intangible cultural heritage and cultural matters as they relate to City plans, strategies, and policies.
- Advising on the implementation of applicable policies pertaining to arts, culture and/or intangible cultural heritage.
- Advising on ways to further public awareness and understanding of arts, intangible cultural heritage, and culture issues as they relate to the City of St. John's.

Advisory committee recommendations to a standing committee of council 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 Arts and Culture Advisory Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

Neighbourhoods build our city – develop parks and places for people, maintain and position downtown as a distinct neighbourhood

A culture of cooperation – create effective city-community collaborations

Fiscally responsible – deliver effective grant programs and service

City for all seasons – support year round tourism and industry activity

Responsive and Progressive – create a culture of engagement, become a welcoming and inclusive city, build social and demographic factors into policy-making, identify and deliver on projects, programs and strategies

Applicable Legislation/City Bylaws:

Other City Plans, Guides or Strategies:

Parks and Open Spaces Master Plan, 2014

Recreation and Parks Master Plan, 2008

Municipal Arts Plan, 2010

Envision St. John's (draft) Municipal Plan, 2014

Roadmap 2021, 2011

Downtown St. John's Strategy for Economic Development and Heritage Preservation, 2001

Other Distinct Deliverables and Considerations:

1. The Committee will be consulted on any city public engagement processes where getting the perspective of the arts, culture, 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 residents 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

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. Six from arts based organizations
2. Two from cultural based organizations
3. Two from intangible cultural heritage/historic organizations to include museums, archives

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 the ages of 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 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

Two 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 year, for a total of three years. 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 the 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 a three year term.

Lead Staff

A review of Lead Staff role will occur every three 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 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.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is three 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 standing committee(s) of council, 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. 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.

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 the 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 Office of Strategy and Engagement 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 three 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 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 Arts and Culture Advisory Committee shall report through the Community Services and Housing Standing Committee to City Council; however, depending on the issue, reports may be directed to another standing committee where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete an Advisory Committee Reporting Form following each committee meeting.
- The Lead Staff, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to its reporting standing committee as required. Following reporting to the standing committee, Advisory Committee Reporting Forms will be posted to the City of St. John’s website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- 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.
- An annual Advisory Committee Event 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 by the Office of Strategy and Engagement. 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.
Organizational representatives must be based in or serve/do business within the City of St. John's.
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, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of the LGBTQ community, persons with disabilities, and members of visible minorities.

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 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 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 (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to Terms of Reference as required.

7.2 Meetings and Schedules

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

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.

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



Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____

1. GENERAL INFORMATION

Working group name:	Affordable Housing Working Group (AHWG)
Reporting to:	Department of Community Services (items requiring decision or policy to be directed to the appropriate standing committee, advisory committee or commission)
Date of formation - expiration date <i>(if applicable)</i> :	INSERT DATE HERE
Meeting frequency:	As required
Lead staff:	Judy Tobin, Manager, Housing
Other staff liaison:	Representatives from Departments of Planning, Development and Engineering Community Development Worker Affordable Housing Officer
Council member champion:	Deputy Mayor Ron Ellsworth

2. PURPOSE

The Affordable Housing Working Group is primarily responsible for the implementation of the Affordable Housing Business Plan approved by the City in 2014. In implementing the plan, the WG is to consider relevant City policies and activities which impact the plan and ensure communication with the appropriate parties.

Working Group Relationship to Strategic Plan:

Neighbourhoods build our city – safe and secure neighbourhoods, increase access to type and range of housing,

A culture of cooperation – create effective City-community collaboration

Responsive and Progressive – become a welcoming and inclusive city, build social and demographic factors into policy-making, identify and deliver on projects, strategies and programs

Applicable Legislation/City Bylaws:

National Building Code

City of St. John's Development Regulations 2003

Other City Plans, Guides or Strategies:

Affordable Housing Business Plan, 2014-2017

Envision (draft) Municipal Plan, 2014

Other Distinct Deliverables and Considerations:

-
1. The WG will be consulted on any city public engagement processes where getting the perspective of the this group is identified in plan
-

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Working Group will be comprised of 9 total members from the following stakeholder groups:

3.1.1 Public Members

Organizations

The Working Group will be comprised of no more than 7 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. NL Housing and Homelessness Network
3. St. John's Community Advisory Board
4. Canada Mortgage and Housing Corporation
5. Newfoundland and Labrador Housing
6. Two representatives from the community sector involved in housing solutions
7. Two representatives from the Provincial sector involved in housing solutions

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 year, for a total of three years. 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 a three year term.

Staff

A review of Staff role will occur every three 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 three 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 WG 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 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. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the Working Group 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 governance matters, e.g., establishment, recruitment, review, and term amendments.
- In adherence with the terms of reference, the Office of City Clerk and Office of Strategy and Engagement 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 Department of Community Services or relevant Standing Committee to City Council; however, depending on the issue, reports may be directed to another standing committee where appropriate.

Standardized Reporting Process:

- The Staff Chair and City Clerk will work to complete a Reporting Form following each Working Group meeting.
- The Staff, or a designate, will submit Working Group *Reporting Form* contents, along with any other Working Group updates, to its reporting department and standing or advisory committee as required.

Notes:

- The use of additional reporting methods is the responsibility of the Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given issue/topic.
- Council to be kept informed of Working Group activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be encouraged to report (i.e. maintain open communication) with their respective organizations regarding the Working Group.

5. WG 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 by the Office of Strategy and Engagement. 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 as per Section 3. Membership and Composition.

Commitment to Equity and Inclusiveness

The City of St. John’s is strongly committed to equity and inclusiveness. In selecting Working Group members the City will aim to design processes that are transparent, accessible, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

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. 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 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 implementation of the plan.

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 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). A review template will be used to maintain consistency. Through this review process amendments to Working Groups will be proposed and adjustments made to the Terms of Reference as required.

7.2 Meetings and Schedules

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

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.

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 Chair

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____

1. GENERAL INFORMATION

Working group name:	Paratransit Working Group
Reporting to:	Department of Financial Management (items requiring decision or policy to be directed to the appropriate standing committee, advisory committee or commission)
Date of formation - expiration date <i>(if applicable)</i> :	INSERT DATE HERE
Meeting frequency:	As required by work plan
Lead staff:	Susan Ralph, Accessible Transit Coordinator
Other staff liaison:	Manager, Family and Leisure Services Accessible Transit Clerk
Council member champion:	Deputy Mayor Ron Ellsworth

2. PURPOSE

The Paratransit Working Group is primarily responsible to support the development and evaluation of service and operational guidelines, and review of communication tools for all activities related to the paratransit service offered for the public to ensure the delivery of an effective and efficient paratransit service. The paratransit service operates in the Cities of St. John's and Mount Pearl.

Working Group Relationship to Strategic Plan:

A culture of cooperation – create effective City-community collaboration, develop improved inter-regional municipal relations, improve multi-level government relations

Fiscally responsible – develop appropriate user fee policies

Responsive and Progressive – become a welcoming and inclusive city, build social and demographic factors into policy-making, identify and deliver on projects, strategies and programs

Applicable Legislation/City Bylaws:

N/A

Other City Plans, Guides or Strategies:

Envision (draft) Municipal Plan, 2014

Other Distinct Deliverables and Considerations:

1. The Working Group will be consulted on any city public engagement processes where getting the perspective of users of paratransit service is identified in a plan.
2. Provide an opinion on the objectives of the paratransit plan prepared by staff. This would include the introduction of any new programs and services or changes to existing programs and services.
3. Participate in preparing and analyzing user satisfaction research such as surveys, focus groups with the view of evaluating the effectiveness of the paratransit service and advise staff of any needed changes/improvements.
4. Participate in developing a communications plan for users. This would include review of any necessary handbooks, brochures, posters, etc. to be used to reach users of the service.
5. The Working Group will liaise with the Inclusion and Accessibility Advisory Committee on matters of mutual interest.

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Working Group will be comprised of 7 to 9 total members from the following stakeholder groups:

3.1.1 Public Members

Public Members

The Working Group will be comprised of no more than 2 residents serving as public members who are users of the service, 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 Working Group will be comprised of no more than 5 persons serving as organizational representatives. Each organization may also appoint an alternate representative to attend Working Group meetings in the event that the primary member is unable to attend. Organizations to appoint a representative include:

1. One staff representative from each of the funding partners (City of St. John's, City of Mount Pearl, Department of Advanced Education & Skills, Eastern Health)
2. One representative from the Accessibility and Inclusion Advisory Committee

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 the paratransit service and the City's commitment to its successful delivery, a Council Champion will be assigned to this Working Group.

3.2

Length of Term

Public Members

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 year, for a total of three years. 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/funding partner relevant to the purpose of the Working Group. Where appropriate, organizations will be required to alternate appointed representatives following the completion of a three year term.

Staff

A review of Staff role will occur every three 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:

- 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 three 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 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:

- Support 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 Staff Lead.
- 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 Working Group meetings is expected of all members. "Active participation" may refer to both meeting attendance and/or engagement. 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 Working Group 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
- Act as a liaison between the Working Group and the City; linking across departments on issues relevant to Working Group 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 the Working Group where appropriate.
- Lead the Working Group in the establishment of timelines, deadlines, creation of sub working groups
- Request additional staff support/attendance at meetings 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 governance matters, e.g., establishment, recruitment, review, and term amendments.
- In adherence with the terms of reference, the Office of City Clerk and Office of Strategy and Engagement will oversee Working Group 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

Public Members

Public 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.

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 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 the Council Champion.

4.3 Reporting

The Paratransit Working Group shall report through the Department of Financial Management and therefore any items requiring consideration will go to the Finance and Administration Standing Committee to City Council; however, depending on the issue, reports may be directed to another standing or advisory committee where appropriate.

Standardized Reporting Process:

- The Staff Chair will complete a Reporting Form following each Working Group meeting.
- The Staff, or a designate, will submit Working Group *Reporting Form* contents, along with any other Working Group updates, to its reporting department and standing or advisory committee as required.

Notes:

- The use of additional reporting methods is the responsibility of the Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given issue/topic.
- Council to be kept informed of Working Group activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be encouraged to report (i.e. maintain open communication) with their respective organizations regarding the Working Group.

5. WORKING GROUP 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 by the Office of Strategy and Engagement. 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 City Clerk. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the WG 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 (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 Working Groups 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 given the regional scope of the service. Organizational representatives must be based in or serve/do business within the City of St. John's. 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 Working Group members the City will aim to design processes that are transparent, accessible, free of discrimination and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of LGBTQ community, persons with disabilities, and members of visible minorities.

Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in Working Group 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 Groups 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 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 implementation of the plan.

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 Staff will review the Working Group terms of reference 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). A review template will be used to maintain consistency. Through this review process amendments to Working Groups will be proposed and adjustments made to the Terms of Reference as required.

7.2 Meetings and Schedules

Working Groups are to meet as often as required to ensure the successful operation of the Paratransit Service. The exact frequency of Working Group meetings will be determined by the Chair.

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.

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 Paratransit Working Group.

Staff Chair

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____

1. GENERAL INFORMATION	
Experts panel name:	Built Heritage Experts Panel
Reporting to:	Planning and Development Standing Committee
Date of formation - expiration date <i>(if applicable)</i> :	INSERT DATE HERE
Meeting frequency:	Monthly or as required in accordance with the agenda items
Lead staff:	Ken O'Brien, Chief Municipal Planner and Planner III- Urban Design and Heritage
Other staff liaison:	Manager, Technical Services Director, Planning and Development

2. PURPOSE
<p>The Built Heritage Experts Panel provides expertise, opinion and perspective about built heritage, its protection and designation in the City of St. John's.</p> <p>The Built Heritage Experts Panel will consider applications, proposals, reports and related items referred to it by staff or Council.</p> <p>It will make recommendations to Council, via the Standing Committee, on heritage matters including the development and implementation of heritage policies, by-laws, strategies and programs applicable to the City.</p> <p>Specifically the panel will:</p> <ul style="list-style-type: none"> • Develop recommendations on built heritage designations. • Provide expert opinion on built heritage applications referred to it by city staff, standing committee or Council. • Recommend best practices on built heritage. • 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 Planning and Development Standing Committee of council 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 appropriate standing committee. The purpose of the Built Heritage Experts Panel in relation to specific City policies, plans and strategies is as follows:

Panel's Relationship to Strategic Plan:

Neighbourhoods build our city – maintain and position downtown as a distinct neighbourhood, develop parks and places for people

Responsive and Progressive – create a culture of engagement, identify and deliver on projects, strategies and programs

A culture of cooperation – create effective City-Community collaborations

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

Parks and Open Spaces Master Plan, 2014

City of St. John's Heritage Buildings, 2015

Other Distinct Deliverables and Considerations:

1. The Panel will be consulted on any city public engagement processes where getting the perspective of heritage experts is identified in a plan
2. The Panel will support the development and ongoing review of a built heritage designation inventory
3. 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 Member Experts

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 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 Standing Committee Chair

3.2 Length of Term

Public Member Experts

Unless otherwise indicated, the Built Heritage Experts 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 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 panel'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 standing committee(s) of council, 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.

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 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. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the panel 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.

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 Planning and Development Standing Committee on issues relevant to the panel's work.
- Lead staff will attend the Planning and Development Standing Committee 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 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 Office of Strategy and Engagement will 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 Planning and Development Standing Committee. The Chair of the Planning and Development Standing Committee is spokesperson.

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 of the Planning and Development Standing Committee in attendance, it will be the responsibility of the Panel Chair and/or Lead Staff to inform the Standing Committee chair.

4.3 Reporting

The Built Heritage Experts Panel shall report through the Planning and Development Standing Committee.

Standardized Reporting Process:

- The Built Heritage Experts Panel Lead Staff, Chair and City Clerk will work to complete an experts panel reporting form following each meeting.
- The Lead Staff, or a designate, will submit *Reporting Form* contents, along with any other panel updates, to its reporting standing committee as required. Following reporting to the standing committee, Reporting Forms will be posted to the City of St. John's website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- Council to be kept informed of committee activities through formal reporting and through the reporting Standing Committee chair.
- 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, Planning and Development Standing Committee Chair, the City Clerk and Lead Staff will review Built Heritage Experts Panel Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each panel are still aligned with its defined purpose. A review template will be used to maintain consistency. Through this review process amendments to experts panels will be proposed and adjustments made to Terms of Reference as required.

7.2 Meetings and Schedules

Built Heritage Experts Panel will meet monthly or as agenda items are determined. Meetings will take place before corresponding standing committee meetings. 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.

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: _____

1. GENERAL INFORMATION

Experts panel name:	Animal Care and Control Experts Panel
Reporting to:	Community Services and Housing Standing Committee
Date of formation - expiration date <i>(if applicable)</i> :	INSERT DATE HERE
Meeting frequency:	2 times per year or as required
Lead staff:	Manager, Humane Services
Other staff liaison:	City Vet Animal Control Provincial Inspector

2. PURPOSE

The Animal Care and Control Experts Panel provides expertise, opinion and perspective about City of St. John's Animal Standards of Care, bylaws, policies and other matters that support excellence and professionalism in animal care.

The Animal Care and Control Experts Panel will:

- Review bylaws and policies pertaining to animal control and care to ensure current best practice and standards.
- Make recommendations on public education and awareness programs regarding the importance of sterilization to prevent overpopulation and unwanted pets, animal care and the appropriate veterinary services.
- Provide advice and recommendations regarding convenient, affordable spay and neuter clinics.
- Provide advice on maximizing adoption services in partnership with local rescue organizations.
- Provide input on the City's animal care programs and services.

Animal Care and Control Experts Panel recommendations to the Community Services and Housing Standing Committee of council will occur in the manner defined by these terms of reference to best support City Policy. The purpose of the Animal Care and Control Experts Panel in relation to specific City policies, plans and strategies is as follows:

Experts Panel Relationship to Strategic Plan:

Neighbourhoods build our city – promote a safe and secure city, deliver satellite and alternative methods for city services and information

A culture of cooperation – develop effective city-community collaborations

Fiscally responsible – develop appropriate user fees

Responsive and Progressive – create a culture of engagement, build social and demographic factors into policy making, identify and deliver on projects, strategies and programs

Applicable Legislation/City Bylaws:

Animal Health and Protection Act

Animal Protection Regulations

Animal Protection Standards Regulations

Animal Health and Protection Ticket Offences Regulations

Animal Control Regulations Section 7

Animal Control Legislation (licensing) BY-LAW NO. 1514 AMENDMENT NO. 1516 & 1558

Other City Plans, Guides or Strategies:

N/A

Other Distinct Deliverables and Considerations:

1. The Experts Panel will be consulted on any city public engagement processes where getting the perspective of animal control experts is identified in a plan

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Animal Care and Control Experts Panel will be comprised of no more than 6 total members from the following stakeholder groups:

3.1.1 Public Members

Committee Chair

The Animal Care and Control 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 criteria for selection of Chair may be applied for experts panels.

The public member chairing a panel will have responsibility for ensuring the panel carries out its work as per the terms of reference.

Public Member Experts

The Panel will be comprised of no more than 6 experts serving as public members. Public members are volunteers and will receive no compensation for participation. Public members must have certification, accreditation, affiliation and/or demonstrated expertise and experience in matters of animal care and control. The Panel will include at least one representative from each of the following categories:

- Provincial veterinarian
- 2 representatives from local animal rescue and care agencies
- Animal Behaviourist
- Provincial Animal Welfare Consultant
- Vet with expertise in trap, neuter and release

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 Animal Care and Control Experts 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 Animal Care and Control 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

Spokesperson is Standing Committee Chair.

3.2 Length of Term

Public Member Experts

Unless otherwise indicated, the Animal Care and Control Experts 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 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 Panel 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 experts panels 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 standing committee(s) of council, 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.

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 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 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. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the Panel 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.

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 Animal Care and Control Experts Panel and the Community Services and Housing Standing Committee on issues relevant to the Panel's work.
- Lead staff will attend the Community Services and Housing Standing Committee when reports of the Animal Care and Control Experts Panel are included in the agenda of the Standing Committee.
- 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 the 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 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 Office of Strategy and Engagement 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 the Animal Care and Control 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 panel 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 the expertise from the professional designation to which they belong in the community, and engaging with residents and experts when appropriate.

4.2.3 Council

The Animal Care and Control Experts Panel reports to the Community Services and Housing Standing Committee. The Chair of the Community Services and Housing Standing Committee is spokesperson.

In cases where an item on the agenda of the Animal Care and Control Experts Panel (as detailed in a given meeting agenda) would benefit from having the Chair of the Community Services and Housing Standing Committee in attendance, it will be the responsibility of the Chair and/or Lead Staff to inform the Standing Committee chair.

4.3**Reporting**

The Animal Care and Control Experts Panel shall report through the Community Services and Housing Standing Committee.

Standardized Reporting Process:

- The Animal Care and Control Experts Panel Lead Staff, Chair and City Clerk will work to complete an experts panel Reporting Form following each meeting.
- The Lead Staff, or a designate, will submit *Experts Panel Reporting Form* contents, along with any other Committee updates, to its reporting standing committee as required. Following reporting to the standing committee, Experts Panel Reporting Forms will be posted to the City of St. John's website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Office of Strategy and Engagement regarding communications. Additional reporting will depend on the nature of a given issue.
- Council to be kept informed of panel activities through formal reporting and through the appointed Standing Committee Chair.
- 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. PANEL 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 an experts panel occurs when a member resigns, vacates a position or when their resignation is requested by the experts panel 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 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 Animal Care and Control Experts Panel follows Section 3, Membership and Composition of this terms of reference.

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 experts 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 panels 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, Community Services and Housing Standing Committee chair, the City Clerk and Lead Staff will review Animal Care and Control Experts Panel Terms of Reference document every two years. The purpose of this review will be to ensure that the operations and function of each panel are still aligned with its defined purpose. A review template will be used to maintain consistency. Through this review process amendments to experts panels will be proposed and adjustments made to Terms of Reference as required.

7.2 Meetings and Schedules

The Animal Care and Control Panel will meet two times per year or as agenda items determine. Meetings will take place before corresponding standing committee meetings. The exact frequency of the Animal Care and Control Experts Panel meetings will be determined by the Chair, Lead Staff, and City Clerk.

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

7.3 Conflicts of Interest and Confidentiality

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the panel's activities. A conflict of interest may be real, potential or perceived in nature. Conflict of interest may occur when a panel member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the panel member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the agenda or panel 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 members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Animal Care and Control Experts Panel.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____