

1. GENERAL INFORMATION

Working Group:	Heritage Policy Working Group
Reporting to:	Committee of the Whole
Date of formation - expiration date:	April 2018
Meeting frequency:	Monthly or as required in accordance with the agenda items
Staff lead:	Chief Municipal Planner
Other staff liaison:	Technical Advisor Planner III – Urban Design and Heritage Others as required as per Section 4.2.1

2. PURPOSE

The Working Group’s purpose is to review the heritage policies of the City and recommend any new policies or programs which are needed. The Working Group will meet monthly for a limited period of time until its work is complete. Its progress will be reviewed at the end of April 2019 to see if it should continue.

Specifically, existing policies will be reviewed to ascertain if they adequately address the following areas:

- Standards applied in heritage areas
- Standards applied to designated heritage buildings
- Need for financial or other incentives
- Protection from demolition by neglect
- Identification of large properties that may be threatened by demolition
- Best practices for built heritage used in other municipalities

The Heritage Policy Working Group 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 list of designated Heritage Buildings (latest version)

The work of the Heritage Policy Working Group is private until brought forward to the Committee of the Whole.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Heritage Policy Working Group will be comprised of no more than 9 total members from the following stakeholder groups:

- Chair –Member of Council (Lead for Heritage Issues)
- Public member of the City’s Built Heritage Experts Panel.
- Public member with an economic or business perspective.
- Public member with development experience.
- Public member with design and renovation experience.
- Relevant City staff.

3.1.1. 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.

Committee Chair

The Heritage Policy Working Group will be chaired by a member of Council. The chair will have responsibility for ensuring the committee carries out its work as per the Terms of Reference

Lead Staff

A Lead Staff will be appointed to the Heritage Policy Working Group 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 working group.

Council

The spokesperson is Councillor Maggie Burton

3.1.2 Staff and Council Members (Ex-Officio Members)

- Ken O’Brien, Chief Municipal Planner.
- Linda Bishop, Senior Legal Counsel
- Ann-Marie Cashin, Planner III-Urban Design and Heritage.
- Rob Schamper, Technical Advisor.

3.2 LENGTH OF TERM

The Heritage Policy Working Group is a time limited working group anticipated to complete its mandate by April 2019. Council will decide whether the time limit should be extended.

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.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

As a Heritage Policy Working Group, roles include:

- Advising and making recommendations to the Committee of the Whole in a manner that will support City policy matters relevant to the Working Group’s defined purpose.
- Providing expertise specific to the mandate of the working group.
- Working within given resources.
- Consider working with other committees and/or working groups i.e. Downtown Advisory Committee and Arts and Culture Advisory Committee.

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 committee members.

Preparation

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

Agendas

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

Attendance and Participation

Active participation in meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. 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.

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

approved leaves of absence.

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

Voting

City Staff are ex-officio and therefore non-voting.

4.2 MEMBER ROLES AND RESPONSIBILITIES

4.2.1 City Staff

Lead Staff

- To act as a liaison between the Heritage Policy Working Group and the Committee of the Whole on issues relevant to Working Group’s work.
- Lead staff will attend the Committee of the Whole when reports of the Heritage Policy Working Group are included in the agenda.
- 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.
- 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 working group into ongoing City work where appropriate (e.g. projects, staff updates, publications).

Other Staff Liaisons

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

City Clerk

- To be responsible for legislative functions related to the Working Group’s operation, establishment, review, and term amendments. This includes leading or supporting day-to-day working group activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of working group agendas and meeting reports.
- Facilitate and support the recruitment and appointment process through assisting in the development of “Notice of Vacancy” while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Lead Staff oversee 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

Chair

- The presiding officer of the Heritage Policy Working Group will be referred to as “Chair.”
- Uphold working group 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 working group.

- 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 working group requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.

Public Members

Public members are expected to provide advice to support City decision making; applying, knowledge and experience related to the mandate of the Working Group 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 Heritage Policy Working Group reports to the Committee of the Whole.

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

4.3 REPORTING

The Heritage Policy Working Group shall report to Council through the Committee of the Whole.

Standardized Reporting Process:

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

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

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

A vacancy on a working group occurs when a member resigns, vacates a position, or when their resignation is requested by the Chair. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the 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 Heritage Policy Working Group 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 working group 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 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 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 “consultation.” As such, City of St. John’s working groups will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

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 MEETING AND SCHEDULES

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

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

7.2 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's. 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 Heritage Policy Working Group.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____