AGENDA

Committee of the Whole

Wednesday, March 14, 2018
9 am
Council Chambers
4th Floor, City Hall
AGENDA
COMMITTEE OF THE WHOLE
March 14, 2018 – 9 a.m. – Foran/Greene Room, 4th Floor, City Hall

<table>
<thead>
<tr>
<th>1. Call to Order</th>
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</thead>
<tbody>
<tr>
<td>2. Approval of the Agenda</td>
</tr>
<tr>
<td>3. Adoption of the Minutes</td>
</tr>
<tr>
<td>a. Committee of the Whole Minutes – February 28, 2018</td>
</tr>
<tr>
<td>4. Presentations/ Delegations</td>
</tr>
<tr>
<td>5. Finance &amp; Administration – Councillor Dave Lane</td>
</tr>
<tr>
<td>6. Public Works &amp; Sustainability – Councillor Ian Froude</td>
</tr>
</tbody>
</table>

Consent Agenda

Items for Discussion
a. Decision Note dated March 7, 2018 re: Automated Garbage Collection – Individuals with Mobility Challenges

7. Community Services & Events – Councillor Jamie Korab

Consent Agenda
a. Information Note dated March 1, 2018 re: Low Cost Spay/Neuter Program

Items for Discussion
a. Inclusion Advisory Committee Report – January 24, 2018
b. Municipal Advisory Committee on Youth Report – February 22, 2018
c. Decision Note dated March 2, 2018 re: Humane Services-Spaying/Neutering of Shelter Animals
d. Decision Note dated March 8, 2018 re: Proposed Youth Advisory Committee

8. Housing – Councillor Hope Jamieson

Consent Agenda

Items for Discussion

a. Built Heritage Experts Panel Report – February 13, 2018

b. Decision Note dated February 22, 2018 re: Application to Rezone Land to the Residential Medium Density (R2) Zone for development of two Single Detached Dwellings, MPA1800001, 364 Blackhead Road

c. Decision Note dated March 7, 2018 re: Proposed vehicle Impound Parking Lot and Building, DEV1700187, 10 George’s Pond Place

d. Decision Note dated March 7, 2018 re: 200 Military Road, The Basilica Cathedral of St. John’s the Baptist – Window Stabilization

12. Transportation – Councillor Debbie Hanlon

13. Other Business

14. Adjournment
MINUTES
COMMITTEE OF THE WHOLE
February 28, 2018 – 9:00 am – Council Chamber, 4th Floor, City Hall

Present: Mayor Danny Breen, Chair
Councillor Dave Lane
Councillor Hope Jamieson
Councillor Jamie Korab
Councillor Deanne Stapleton
Councillor Debbie Hanlon (left at 10:40 am)
Councillor Maggie Burton
Councillor Ian Froude
Councillor Wally Collins
Councillor Sandy Hickman (arrived at 9:11 am)

Regrets: Deputy Mayor Sheilagh O’Leary

Staff: Kevin Breen, City Manager
Jason Sinyard, Deputy City Manager of Planning, Engineering & Regulatory Services
Derek Coffey, Deputy City Manager – Finance & Administration
Tanya Haywood, Deputy City Manager of Community Services
Lynnann Winsor, Deputy City Manager of Public Works
Linda Bishop, Senior Legal Counsel
Brendan O’Connell, Director of Engineering
Ken O’Brien, Chief Municipal Planner
Judy Tobin, Manager of Housing
Bev Skinner, Manager of Program & Service Delivery
Garrett Donaher, Manager of Transportation Engineering
Anna Bauditz, Transportation System Engineer
Elaine Henley, City Clerk
Kathy Driscoll, Legislative Assistant

Four members of the media and one member of the public were also present.

ADOPTION OF AGENDA

Moved – Councillor; Seconded – Councillor Burton

That the Agenda be adopted as presented.

CARRIED UNANIMOUSLY
ADOPTION OF THE MINUTES

Moved – Councillor Korab; Seconded – Councillor Hanlon

That the Committee of the Whole minutes dated February 14, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS/DELEGATIONS

Traffic Pilot Project – Rawlin’s Cross – Un-signalized Traffic Circulation

The Manager of Transportation Engineering presented the Traffic Pilot Project – Rawlins’ Cross – Un-signalized Traffic Circulation. He noted by removing the two traffic signals and introducing un-signalized circulatory control this pilot project would look to determine if capacity, level of service, and safety in this area can be improved.

He further discussed the number of collisions in the area via collision type:

- Pedestrian Injured – 4
- Cyclist Injured -1
- Driver/Passenger Injured (29)
- Property Damage (86)

The Manager of Transportation Engineering noted highlighting zebra crosswalks to ensure visibility to drivers and pedestrians as well as using oversized signs to notify traffic of upcoming yield signage.

Conversation ensued with Councillor Hanlon making the following motion:

Recommendation:
Moved – Councillor Hanlon: Seconded – Councillor Burton

That Council agree to proceed with the Traffic Pilot Project – Rawlin’s Cross – Unsignalized Traffic Circulation.

CARRIED WITH MAYOR BREEN & COUNCILLORS KORAB & COLLINS DISSENTING

FINANCE & ADMINISTRATION – COUNCILLOR DAVE LANE

Decision Note dated February 26, 2018 re: 2018 Capital Budget & Engagement Considerations

Councillor Lane spoke to the above noted. He noted the following projects required approval.
Recommended in order of priority

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumberland Cres Storm Sewer Replacement</td>
<td>1,500,000</td>
</tr>
<tr>
<td>Yellow Marsh Area - Storm Water Detention</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Truck for additional snow clearing routes</td>
<td>300,000</td>
</tr>
<tr>
<td>Team Gushue Highway - notional amount to be set aside</td>
<td>600,000</td>
</tr>
<tr>
<td>Mundy Pond/Captain Whalen Drive Area Street Re-alignment</td>
<td>500,000</td>
</tr>
<tr>
<td>Removal of old Fuel Tanks</td>
<td>80,000</td>
</tr>
<tr>
<td>Signage - Economic Development</td>
<td>190,000</td>
</tr>
<tr>
<td>King George 5th Turf Replacement</td>
<td>900,000</td>
</tr>
<tr>
<td>Sustainability Plan (our share pending FCM funding &amp; scope)</td>
<td>50,000</td>
</tr>
<tr>
<td>New scope for First World War project</td>
<td>(800,000)</td>
</tr>
<tr>
<td></td>
<td><strong>$ 4,320,000</strong></td>
</tr>
</tbody>
</table>

Recommendaion
Moved – Councillor Lane; Seconded – Councillor Hanlon

That Council approve the above listed capital projects as outlined.

CARRIED UNANIMOUSLY

Conversation ensued and Councillor Collins referenced two items he would like considered:

- Gould’s Soccer field
- Walking trail from Brookfield Plains (Dunkerry Crescent) to Mt. Pearl

Councillor Collins further advised in the Deputy Mayor’s absence, she too, wanted an item considered. Mayor Breen advised Councillor Collins to wait until final costs are reviewed and then bring these items forward at a later date for discussion.

PUBLIC WORKS & SUSTAINABILITY – COUNCILLOR IAN FROUDE

Information Note dated February 9, 2018 re: Regional Water System – Equipment Capital Reserve Fund Expense

Councillor Froude spoke to the above noted which was included for the information of Council.

Information Note dated February 15, 2018 re: Automated Garbage Collection – Phase One – February 15, 2018

Councillor Froude addressed the above noted Information Note which was included for the information of Council. It was noted the first phase of two would be rolling out which covers off one third of the City. Councillor Froude advised that further information concerning persons with mobility challenges would be presented at a future Committee of the Whole meeting.
Councillor Stapleton asked that Tyrone Place and Kilmory Place be removed from the Phase One roll out. The Mayor suggested that a meeting be set up with staff and area residents of Tyrone Place and Kilmory Place and should further include any other residents in other areas that may have similar concerns. He asked that feedback from this meeting be presented at a future Committee of the Whole meeting for discussion.

COMMUNITY SERVICES & EVENTS – COUNCILLOR JAMIE KORAB

Decision Note dated February 25, 2018 re: Grant Allocations 2018

Councillor Korab spoke to the above noted Decision Note and made the following motion:

**Recommendation:**
Moved – Councillor Korab; Seconded – Councillor Jamieson

That Council approve the 2018 Grant Allocations for Community, Sport, Special Events and Festivals, Artists and Art Organizations as per below.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>2018 Budget</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Groups</td>
<td>$790,000</td>
<td>$783,200</td>
</tr>
<tr>
<td>Sport Groups</td>
<td>$190,900</td>
<td>$175,400</td>
</tr>
<tr>
<td>Artists and Art Organizations</td>
<td>$203,000</td>
<td>$203,000</td>
</tr>
<tr>
<td>Special Events and Festivals</td>
<td>$100,500</td>
<td>$98,250</td>
</tr>
<tr>
<td></td>
<td>$1,284,400</td>
<td>$1,259,850</td>
</tr>
<tr>
<td>Remaining</td>
<td></td>
<td>$24,550</td>
</tr>
</tbody>
</table>

When reviewed in its entirety there is $24,550 remaining in the overall grants funding. Council agreed to retain this amount for future requests and/or situations which may arise before the end of the year.

CARRIED WITH COUNCILLORS HICKMAN AND BURTON ABSTAINING

Decision Note dated February 28, 2018 re: Goulds Basketball Courts – Memorial Naming

Councillor Korab provided an overview of the above noted memorial naming. He made the following motion:

**Recommendation:**
Moved – Councillor Korab; Seconded – Councillor Collins
That the Gould’s Recreation outdoor basketball court be named “Jess’s Court”, in memory of Jessica Powell.

CARRIED UNANIMOUSLY

Councillor Froude further brought forward Metrobus’s support of this basketball court renaming. Metrobus acknowledged Jessica Powell had been one of their employees and they too had placed a memorial for her in one of their garages.

Information Note dated February 2, 2018 re: Youth Travel Grant Funding – Sport & Non-Sport

Councillor Korab addressed the above noted Information Note and made the following motion:

Recommendation:
Moved – Councillor Korab; Seconded – Councillor Hickman

That Council implement the new fee scale for Grant Allocations to Individuals/Teams as per Table noted below:

<table>
<thead>
<tr>
<th>Number Travelling</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$125</td>
</tr>
<tr>
<td>2-3</td>
<td>$250</td>
</tr>
<tr>
<td>4-6</td>
<td>$500</td>
</tr>
<tr>
<td>7-9</td>
<td>$750</td>
</tr>
<tr>
<td>10 +</td>
<td>$1000</td>
</tr>
</tbody>
</table>

Any individual or team will receive only one grant per calendar year.

CARRIED UNANIMOUSLY

HOUSING – COUNCILLOR HOPE JAMIESON

Decision Note dated January 30, 2018 re: Lower End of Market (LEM) Income Threshold

Councillor Jamieson spoke to the above noted Decision Note and made the following motion:

Recommendation:
Moved – Councillor Jamieson; Seconded – Councillor Stapleton

That Council approve the increase of qualifying monthly household income rate for LEM units for a monthly household income from $2000 to $2400 effective immediately.
CARRIED UNANIMOUSLY

Decision Note dated February 21, 2018 re: Reallocation existing capital funds for the Affordable Housing Business Plan

Councillor Jamieson spoke to the above noted Decision Note and made the following motion:

Recommendation:
Moved – Councillor Jamieson; Seconded – Councillor Burton

That Council approve the reallocation of the $50,000 in the Capital budget in 2017 for the Energy Efficiency Project and Housing Needs Study in 2018.

CARRIED UNANIMOUSLY

Decision Note dated February 22, 2018 re: Rental Increase for Affordable Housing Units in Pleasantville

Councillor Jamieson addressed the above noted Decision Note and made the following motion:

Recommendation:
Moved – Councillor Jamieson; Seconded – Councillor Burton

That Council approve the rental increase of Option 2 (noted below) for Charter Ave and Churchill Ave effective November 1, 2018.

Option 2: Increase the rents by $25 November 1, 2018 and another increase of $25 November 2019.

CARRIED UNANIMOUSLY

GOVERNANCE & STRATEGIC PRIORITIES – MAYOR DANNY BREEN

Decision Note dated February 20, 2018 re: Terms of Reference Review for Advisory Committees, Experts Panels and Working Groups

Mayor Breen spoke to the above noted Decision Note advising staff had met to review the Terms of Reference.

Recommendation:
Moved – Councillor Burton; Seconded – Councillor Collins

To approve the logistical and substantial revisions to the referenced advisory committees, experts’ panels and working groups as cited above. A separate DN and terms of reference will be provided at the next meeting of the Committee of the Whole in relation to the changes proposed for the
MACY Committee. Further that the term “Nexter” representative under the terms of reference be removed and replaced with “individuals between the ages of 19-35.

CARRIED UNANIMOUSLY

PLANNING & DEVELOPMENT – COUNCILLOR MAGGIE BURTON

Decision Note re: East Kilbride Area Comprehensive Land Use Development Plan
The Director of Engineering spoke to the above noted and provided an overview of the plan.

Recommendation:
Moved – Councillor Collins; Seconded Councillor Burton

That Council adopt the following:

1. Undertake public engagement and specifically landowner engagement to present the draft plan and solicit feedback on it. Use this feedback to consider modifications to the plan prior to adoption.
2. Do not adopt this draft plan until such time as:
   a. Public feedback is received and considered,
   b. The water supply analysis determines in more detail the limit of development in the region based on the current supply;
   c. The new development regulations and wetland study are complete to ensure that this plan aligns with those overarching documents.

CARRIED UNANIMOUSLY

Discussion - Letter from St. Kevin’s High School Council to Councillor Wally Collins
Councillor Collins was in receipt of the above noted correspondence and advised that the sidewalk did qualify for 2018 capital works projects but would be placed on the list for consideration in 2019.

OTHER BUSINESS

Car Sharing
Councillor Froude spoke to the above noted and asked that staff prepare a Note to explore car sharing in the City and bring it forward to a future Committee of the Whole meeting for discussion. He advised other cities are currently using car sharing which allowed cost savings when implementing this practice.
DATE OF NEXT MEETING

The next meeting will be held Wednesday, March 14, 2018 at 9:00 a.m. in Council Chambers.

ADJOURNMENT

There being no further business the meeting adjourned at 11:05 a.m.

Mayor Danny Breen
Chairperson
DECISION/DIRECTION NOTE

Title: Automated Garbage Collection – Individuals with Mobility Challenges

Date Prepared: March 7, 2018

Report To: Committee of the Whole

Councilor and Role: Councilor Ian Froude, Public Works Chair

Ward: All Wards

Decision/Direction Required:

Approval from Council to adopt an exception based approach for residents with mobility challenges with regards to the upcoming automated garbage collection program.

Discussion – Background and Current Status:

From April to June 2017, the City launched an engagement process focused on the implementation of the upcoming automated garbage collection program. One of the top concerns we heard through this process had to do with mobility challenges and getting the cart to the curb for collection.

As a result, the public engagement team reached out to both the City’s Senior’s Advisory Committee and the City’s Accessibility and Inclusion Advisory Committee. The primary messages received from these committees were:

1. The City must consider the impact of independence during the implementation of this program;
2. The City must consider the unique needs of individuals; and
3. The City must handle each individual on a case by case basis.

First and foremost, it was important that the automated collection carts shall not be a barrier for an individual to participate in curb side garbage collection. With this guiding concept coupled with the unique circumstance of each individual, staff are recommending the following process be followed during the implementation of the automated garbage collection program:

1. Individuals can apply for an exemption to use the garbage carts through an application process.
2. Application forms will be made available by the City (online / in-person) and processed through the Waste and Recycling Division.
3. Applications will require medical documentation from a medical practitioner or a relevant professional to support the request.

4. Applicants will sign a declaration certifying that there is no one in the home that can use the cart.

5. Applications will cover permanent and temporary mobility challenges.

6. Permanent applications will be required to renew every three years in case an individual’s needs change or that individual no longer lives at that particular address.

7. Temporary applications will automatically apply for a minimum of three months but can be extended to the time required for the individual.

8. Privacy of applicants is paramount and all medical documentation will be accessed and stored in compliance with the Access to Information and Protection of Privacy Act, 2015.

Once an application has been processed and approved, that individual household will not be required to use the garbage cart. Garbage will be collected the same as it is today for that individual. Bag limits will be restricted to four bags (equal to the number that can fit in a 240L cart).

Key Considerations/Implications:

1. **Budget/Financial Implications**

   This process will not have an associated charge / fee.

2. **Partners or Other Stakeholders**

   Medical practitioners and disability agencies.

3. **Alignment with Strategic Directions/Adopted Plans**

   Responsive and Progressive, Culture of Cooperation, Neighbourhoods Build Our City.

4. **Legal or Policy Implications**

   Sanitation Regulations will have to be updated. It should be noted that these Regulations are currently under review with the impending initiation of automated garbage collection.

5. **Engagement and Communications Considerations**

   Application form(s) will be available for download and printing on the curbitstjohns.ca website.
6. Human Resource Implications

N/A

7. Procurement Implications

N/A.

8. Information Technology Implications

N/A.

9. Other Implications

Processes and protocols need to be developed to ensure all information provided through the application process is kept confidential and complies with the Access to Information and Protection of Privacy Act, 2015.

**Recommendation:**

Council approve the process by which individuals with mobility limitations can apply for an exemption to use a garbage cart. This process will ensure that the automated garbage collection program will not impede on any one individual's independence.

**Prepared by/Signature:**

Andrew Niblock, B.Sc.
Director, Environmental Services

**Approved by/Date/Signature:**

Lynnann Winsor, M.A.Sc., P.Eng.
Deputy City Manager – Public Works

**Attachments:**  Garbage Cart Exemption Form
**GARBAGE CART EXEMPTION APPLICATION**

**APPLICANT INFORMATION**

The City of St. John’s will exempt residents who have difficulty maneuvering a cart to the regular collection point from using the garbage carts for curbside collection.

If you require this service, please complete and submit this application form.

<table>
<thead>
<tr>
<th>Name</th>
<th>______________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>______________________________________________________________</td>
</tr>
<tr>
<td>Phone number</td>
<td>______________________________________________________________</td>
</tr>
<tr>
<td>Email address</td>
<td>______________________________________________________________</td>
</tr>
</tbody>
</table>

- [ ] Initial Application
- [ ] Renewal

**DECLARATION (To Be Completed by Applicant)**

I certify that there is no one living at the same address that can take my cart to the curb for me.

My disability is:

- [ ] Long-term / Permanent
- [ ] Temporary

Estimated duration of temporary disability? ______________________________________

Please note:

All application forms must be supported with medical verification from a healthcare provider or relevant professional (e.g. Disability Agency).
I understand that:

- this exemption only applies to the use of a garbage cart,
- the number of garbage bags allowed without the cart is 4 bags / week,
- I need to reapply for permanent service every 3 years, and
- I must advise the City immediately if I no longer need the service or if there is a change to any information on this form.

Signature of applicant ______________________________ Date __________________

Please return this form with supporting documentation by mail to:

City of St. John’s
Waste and Recycling Division
Attn: Privacy Coordinator
PO Box 908
St. John’s, NL   A1C 5M2

This form is used to collect information to schedule waste cart exemption service for residents of the City of St. John’s. The information is being collected under Part III of the Access to Information and Protection of Privacy Act, 2015. Any personal information gathered as such as contact names, addresses, phone numbers and medical documentation will be treated in accordance with the privacy protection provisions of Part III of the Access to Information and Protection of Privacy Act, 2015. If you have any questions regarding the collection of this information, please contact us at curbit@stjohns.ca or the Waste and Recycling Privacy Coordinator at (709) 570-2002.

FOR OFFICE USE ONLY

| Support of relevant professional received | ☐ Yes | ☐ No |
| Approved | ☐ Yes | ☐ No |

Date __________________ Signature of Approver ________________________________
Title: Low Cost Spay/Neuter Program

Date Prepared: March 1, 2018

Report To: Committee of the Whole

Councillor and Role: Jamie Korab, Chair

Ward: Not ward specific

Issue: Surgeries fully booked until fall of 2018 / Revision of Program

Discussion – Background and Current Status:

Due to a high number of applicants to the City's spay/neuter assistance program, appointments are fully booked until September 2018. We are not accepting further applications for the spay/neuter assistance program before August 2018. Interested residents are informed to contact a veterinarian or check with the SPCA to inquire about spaying or neutering their pet.

This program was designed to reduce the cat overpopulation issue within the City. Due to high demands it is now being used by residents as a means for the acquisition of new pets. Over the next few months, we will be looking at the program to ensure we are meeting the goals of addressing cat overpopulation.

This will include:
- Species we include in the program,
- Cost of the service (comparable to SPCA).
- Number of past litters.
- Threat of surrendering i.e. male cat spraying.
- Indoor/outdoor cat.
- Number of complaints received on the animal.
- As well as other animal considerations.

Recommendations will be forwarded for approval in July 2018.

Key Considerations/Implications:

1. Budget/Financial Implications
   N/A

2. Partners or Other Stakeholders
   N/A

3. Alignment with Strategic Directions/Adopted Plans
   - Strategic Plan 2015-2018 Goal: Responsive and Progressive
     Identify and deliver on projects, strategies and programs.
4. **Legal or Policy Implications**
   N/A

5. **Engagement and Communications Considerations**
   Public information when new applications are designed and approved.

6. **Human Resource Implications**
   N/A.

7. **Procurement Implications**
   N/A

8. **Information Technology Implications**
   N/A

9. **Other Implications**
   N/A

**Conclusions/Next Steps:**
Further information to be provided to Council July 2018.

**Prepared by/Date/Signature:**
Cindy R. McGrath, Manager, Humane Services

Heather Hillier, Shelter Veterinarian

Signature: ___________________________________________________________

**Approved by/Date/Signature:**

Signature: ___________________________________________________________

**Attachments:**
None
Report to Committee of the Whole  
Inclusion Advisory Committee  
January 24, 2018 – 12:00 p.m. – Recreation Boardroom, Crosbie Road

Present:  
Taylor Stocks, LGBTQ/Nexter, Chair  
Councillor Hope Jamieson  
Natalie Godden, Manager of Family & Leisure Services  
Sherry Mercer, Community Services, City of St. John’s  
Chelsea Barker, Student, City of St. John’s  
Andrew Niblock, Director of Environmental Services, City of St. John’s  
Mike Johns, RHB Landfill Operations Supervisor, City of St. John’s  
Randy Carew, Manager of Regulatory Services, City of St. John’s  
Chris Pitcher, Supervisor of Parking Services, City of St. John’s  
Annette Powell, CHANNAL  
Donna Power, Manager of Accessible Transit Services, Metrobus/GoBus  
Nancy Reid, COD-NL  
Pam Anstey, NLACL  
Bob Young, CHHA-NL  
Debbie Ryan, CNIB  
Kimberly Dawson, Empower  
Chris Dedde, Autism Society  
Dave Saunders, Citizen Representative  
Margaret Tibbo (Muggs) arrived at 12:17 pm  
Kathy Driscoll, Legislative Assistant

REPORT

1. Election of New Chair
The election of a new chair took place.

Moved – Kimberly Yetman Dawson; Seconded – Grant Genova

That Taylor Stocks be appointed as Chair to the Committee.

CARRIED UNANIMOUSLY

2. Information Note dated January 12, 2018 - Accessible Pedestrian Signal Update
Sherry Mercer provided an update on the above noted advising the Accessibility and Inclusion Advisory Committee will seek updates from and provide input to Traffic and Engineering regarding the installation of audible pedestrian signals. Further, that Traffic and Engineering will continue to install APS systems at the current intersections under construction.

Sherry Mercer referenced the following table indicating the work to be done in 2018.
<table>
<thead>
<tr>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topsail Rd at Columbus Drive</td>
<td>Underground work is almost complete, new controller to be activated and APS buttons to be installed with same</td>
</tr>
<tr>
<td>Prince Phillip Drive at Westerland Road</td>
<td>Underground still damaged, to be repaired</td>
</tr>
<tr>
<td>Kenmount Road at Brant Drive/ H3 Development</td>
<td>Intersection will be ready for APS installation. However due to the nature of the area, there are not many pedestrians, defer APS installation until need arises</td>
</tr>
<tr>
<td>Kelsey Drive at Messenger Drive</td>
<td>APS buttons will be installed this spring</td>
</tr>
<tr>
<td>O’Leary Ave at Avalon Mall</td>
<td>Traffic signals to be installed at the new parking garage and current exit by mall food court, APS buttons will be installed in conjunction with new intersection, should be completed in 2018</td>
</tr>
<tr>
<td>Kenmount Rd at Polina/ Avalon mall</td>
<td>APS will be installed during signal installation, should be in 2018</td>
</tr>
<tr>
<td>Kelsey Drive at Kiwanis</td>
<td>Developer installing fourth leg on intersection, will install APS at the same time, should be in 2018</td>
</tr>
</tbody>
</table>

**Recommendation:**

Moved – Kimberly Yetman Dawson; Seconded – Grant Genova

To allocate $50,000 from the 2017 budget to the current 2018 budget.

CARRIED UNANIMOUSLY
3. Committee’s Terms of Reference

Natalie Godden provided an update on the Committee’s Term of Reference. She advised staff met as the TOR are to be reviewed yearly. The Committee currently reports to the Committee of the Whole and the wording will reflect the same. The name of the Committee will also be condensed to Inclusion Committee as it was recognized the term accessibility falls under inclusion.

Ms. Godden also referenced Metrobus/GoBus and that transportation is such a big part of inclusion that Metrobus/GoBus have permanent representation on the Committee.

Initially when the Committee was created, there was just a call for people who had concerns about accessibility and inclusion. Ms. Godden advised when members were selected from the applications, staff worked with CODNL in choosing the other organizational reps as well as individual reps to ensure representing as many of the different lenses and focuses as possible. Presently these are the organizations and representatives serving on the Committee:

- Coalition of Persons with Disabilities NL (CODNL) to nominate four (4) representatives reflective of a cross section of the disability community. The other three representative organizations are as follows:
  - Empower
  - Association for Community Living
  - NL Association for the Deaf (NLAD)
  - Metrobus/GoBus

- Representatives of five (5) organizations that support persons facing other barriers to participation in the community. Efforts will be made to include the following sectors:
  - Hearing Barriers
  - Visual Barriers
  - Developmental (autism, etc.)
  - Visible minorities and newcomers
  - Mental Health
  - Poverty
  - Indigenous and Aboriginal
  - Universal Design
  - LGBTQ
  - Physical and Neurological Disabilities

Ms. Godden noted the position for Indigenous/Aboriginal is currently vacant. The committee would like these lenses built into the Terms of Reference for the Committee noting when advertising for a new member it allows gaining a specific lens.
Some members raised concerns with losing the term “Accessibility” in the title of the Committee but following discussion the committee’s consensus was given “Inclusion” was industry standard and the term encompassed accessibility it would not be lost.

Members asked how often this Committee meets to which they were advised quarterly as this was presently working for everyone. The question was also raised about current membership status and staff advised that the two year term was up in February with an option to renew for an additional two years. The Committee asked how the turn-over of new members would evolve. They were advised members could be rotated at different times to ensure continuity of Committee activities.

Grant Genova mentioned considering the lens of children to which staff advised there is currently a Municipal Advisory Committee on Youth and members from this Committee could be consulted in order to ensure that children and families are represented. Ms. Godden also referenced the following stipulation from the Terms of Reference for a Nixer representative which is meant to provide the youth lens. It was agreed to advertise for an Indigenous/Aboriginal member and the following motion was made:

**Recommendation:**

Moved - Margaret Tibbo (Muggs); Seconded – Annette Powell

To advertise for an Indigenous/Aboriginal member to serve on the Committee.

CARRIED UNANIMOUSLY

Taylor Stocks
Chairperson
Report to Committee of the Whole
Municipal Advisory Committee on Youth
February 22, 2018 – 4:00 p.m. – Easter Seals

Present: Nicolas Hillier, Acting Chair
Meghan Fitzgerald, Easter Seals NL
Cindy Murray, Eastern Health
Emily Keeping, Youth Representative (retired at 4:45)
Katherine Dibbon, Youth Representative
Maeve Collins-Tobin, Youth Representative
Susan Dawe, Boys and Girls Club
Meghan Hollett, Association for New Canadians (entered at 4:14)
Maggie Burton, Council Champion (entered 4:15)
Annette Oldford, Supervisor – Family & Leisure Services
Lori Letto, Youth Services Fieldworker II
Stacey Fallon, Legislative Assistant

Report

1. Municipal Advisory Committee on Youth (MACY) Input

The Supervisor of Family and Leisure Services, Annette Oldford presented the Committee with an information note on the above listed. She explained that Council was seeking input from MACY on whether or not to invoke section 5.01 of the City of St. John’s Act which would see a youth representative appointed to Council. She opened up the floor to the Committee for discussion. Members raised concerns of how this could be implemented and what effect that would have on MACY and its future role.

Recommendation
Members concluded that having non-elected youth members on Council would result in a regression on inclusion and a narrow perspective. They suggested the better option would be to revamp the Advisory Committee on Youth, to be more involved with policy and input into what Council was working on day to day.

It was however thought if Council decided to invoke section 5.01 it should be MACY providing that representative in order to keep the voice of a larger spectrum of youth.

CARRIED UNANIMOUSLY

Nicolas Hillier
Acting Chairperson
DECISION/DIRECTION NOTE

Title: Human Services - Spaying/Neutering of Shelter Animals

Date Prepared: March 2, 2018

Report To: Committee of the Whole

Councillor and Role: Jamie Korab, Chair

Ward: N/A

Decision/Direction Required: All animals to be spayed/neutered prior to adoption

Discussion – Background and Current Status:

2017 - Humane Services adopted out 488 cats (78.6%)
2017 - SPCA adopted out 855 cats (88%)

Adoption fees are on par with the SPCA with the exception that all SPCA animals are spayed/neutered prior to release.

Adoption fees (taxes included):

Humane Services:
- All cats $138.00

SPCA:
- Adult cats $125.00
- Kittens $200.00
- Seniors $75.00

Spaying/Neutering when adopted through Humane Services is by contract and at the expense of the adopter. As a result our animals are not adopted as quickly due to the additional fee adopters have to pay post adoption. Alternatively some adopted cats are not altered, as per contract, resulting in unwanted litters and further confounding cat overpopulation.

Cost price (drugs/consumables) for Humane Services to perform surgeries:
Female cat $20.86. Male cat $6.40.
This does not include staff resources or equipment as this is already in place.
Very high cat intakes as well as increased length of stay until adoption left us over capacity on more than one occasion. As a result three promotions were offered in 2017. 208 adoptions were discounted to a total revenue loss of $14,560. Cost to have altered all adopted cats in 2017 would have been $6,651.44. We anticipate an increase in adoptions per year with a decreased length of stay if spaying/neutering is included. We would not be looking at cost reduction promotions if cats are being adopted out at a faster rate. This should result in not only a balanced budget but an increase in revenue.

We also utilized staff resources to follow up on contract spaying/neutering. This totals 10 hours per week which could be used towards outstanding animal control related issues in the community.

Key Considerations/Implications:

1. **Budget/Financial Implications**
   Balanced budget with a possible increase in revenue

2. **Partners or Other Stakeholders**
   N/A

3. **Alignment with Strategic Directions/Adopted Plans**
   - Strategic Plan 2015-2018 Goal: *Responsive and Progressive*
     Identify and deliver on projects, strategies and programs.
   - Strategic Plan 2015-2018 Goal: *Fiscally Responsible*

4. **Legal or Policy Implications**
   N/A

5. **Engagement and Communications Considerations**
   In conjunction with Communications and Marketing as required.

6. **Human Resource Implications**
   N/A

7. **Procurement Implications**
   N/A

8. **Information Technology Implications**
   N/A

9. **Other Implications**
   N/A
**Recommendation:**

All shelter cats to be spayed/neutered prior to adoption with no increase in adoption fee.

**Prepared by/Date/Signature:**

Cindy R. McGrath, Manager, Humane Services

Heather Hillier, Shelter Veterinarian

Signature: 

**Approved by/Date/Signature:**

Tanya Haywood, DCM

Signature: 

**Attachments:**

**Canadian Veterinary Medical Association Position Statement:**
The CVMA strongly supports early (6-16 weeks) neutering of cats and dogs at animal shelters. This ensures that all animals are neutered before adoption and do not contribute to ongoing animal overpopulation issues.

**Veterinary Medicine DVM 360: By Philip A. Bushby, DVM, DACVS, Brenda Griffin, DVM, DACVIM**
The most effective way to ensure that animals adopted from shelters do not reproduce is to spay or neuter them before adoption. Voucher programs or prepaid spay-neuter programs in which arrangements are made at the time of adoption to have an animal spayed or castrated at a later date simply do not work for the majority of these animals. The national compliance rate of these programs is < 40%. With preadoption spays and castrations, compliance is not an issue, obviously.

**Cornell Feline Health Center:**
Many animal shelters have mandatory post-adoption spay/neuter policies, but over half the clients do not comply, even when there is a financial incentive. Of owners who comply, many fail to have the procedure performed before an unwanted pregnancy. In a recent survey of cat owners, 87% reported that their female cats were spayed, but almost 90% said their cat had had at least one or two litters before they'd had the procedure performed. When asked why they had allowed this to happen, the majority reported that they'd thought the cat was too young to become pregnant.
DECISION/DIRECTION NOTE

Title: Proposed Youth Advisory Committee to Replace the Municipal Advisory Committee on Youth (MACY)

Date Prepared: March 8, 2018

Report To: Mayor and Council, Committee of the Whole

Councillor Lead: Mayor Danny Breen, Governance and Strategic Directions

Ward: All

Decision/Direction Required:

- Approval to dissolve the existing MACY Committee and implement a new Youth Advisory Committee as per the proposed Terms of Reference (TOR), attached.

- Expand youth municipal engagement by establishing a Youth Leadership and Volunteer Committee through Volunteer@St.John’s. Current members of the MACY would be invited to join.

Discussion – Background and Current Status:

The Office of the City Clerk, in consultation with the lead staff of the Municipal Advisory on Youth (MACY), reviewed the existing Terms of Reference (TOR). It was felt that in order to meet Councils current needs, amendments to the TOR were necessary. The revisions are reflected in the attached TOR with some of the more relevant changes noted below:

- Dissolution of the current MACY Committee to be replaced with a newly established Youth Advisory Committee.
- Reduce the number of committee members from 14 to 17 to no more than 12.
- Move from one chair to co-chairs.
- Change the age range from 12–23 to 14-29 providing a broader range of youth.
- Decrease the number of public members from no more than 11 to no more than 6.
- To ensure representatives from all age groups, include at least one member from each of the following age ranges: junior high, senior high, post-secondary and/or non-school members.
- Increase the number of organizations from 5 to 6 persons representing youth serving agencies and further add that the organizational representative be a board member, executive director, or someone with decision-making authority in the organization.
The lead staff on MACY proposed several innovative ways to further engage youth, children and family, as noted below:

1. Establish a **Youth Leadership and Volunteer Committee** comprised of a variety of working groups with clear mandates and objectives to support the community in priority areas as identified by youth (see attachment). This committee will be supported by Volunteer@John’s. The working groups will have a “call to action” focus and may include: youth events and awards, social justice, arts and culture or other priority areas as identified by the Youth Advisory Committee. This structure allows for a diverse group of youth to be engaged with further reach into the community.

2. Collaborate efforts between the Recreation Division and Office of the City Clerk to enhance the existing Youth Leadership program. The development of a **municipal leadership program** that introduces youth to municipal governance and community service for youth ages 14 to 18 years.

3. Engage with youth-serving agencies and youth at the Annual Youth Luncheon.

4. Develop an ongoing engagement process with the family and children demographic through collaboration between the staff of Recreation, Communications, and Organizational Performance and Strategy.

5. Explore opportunities to engage with the youth, children and family demographics through collaboration between the newly established Youth Advisory Committee and Happy City.

**Key Considerations/Implications:**

1. **Budget/Financial Implications** N/A

2. **Partners or Other Stakeholders**
   - Youth
   - General Public
   - Council and Staff
   - Youth-serving Agencies

3. **Alignment with Strategic Directions/Adopted Plans**
   - Effective Organization - Supports information sharing and collaboration
   - A City for All Seasons - Promotes healthy active living for residents
   - A Culture of Cooperation - Partnerships build on the City - Education and Community Collaborations
   - Fiscal Responsibility - Volunteers may be associated with cost savings in the direct delivery of programs
   - Responsive and Progressive - Supports welcoming and inclusive city/Volunteerism creates a culture of engagement
4. Legal or Policy Implications
   • Update terms of Reference for the Youth Advisory Committee governs the structure and delivery of this committee (as per the attached).

5. Engagement and Communications Considerations
   • Recreation staff in collaboration with Communications and Organization Performance and Strategy staff will develop an ongoing engagement process with the family and children demographic to establish a link to council.

6. Human Resource Implications  N/A

7. Procurement Implications  N/A

8. Information Technology Implications  N/A

9. Other Implications  N/A

Recommendation:

It is recommended that Council approve the dissolution of the current Municipal Advisory Committee of Youth and establish a new Advisory Committee on Youth with revised Terms of Reference as proposed. It is further recommended that Council approve the establishment of a Youth Leadership and Volunteer Committee and the recommendations put forward by the lead staff on ways to further engage youth, children and family.

Prepared by/Signature:  Natalie Godden, Manager, Family & Leisure Services
   Lori Letto - Youth Fieldworker
   Annette Oldford - Program Supervisor, Family & Leisure Services

Approved by:  Elaine Henley, City Clerk

Attachments:  1. Draft - Youth Advisory Committee Terms of Reference
              2. Infographic – New Youth Advisory and Leadership Structure
1. GENERAL INFORMATION

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

2. PURPOSE

The Municipal Advisory Committee on Youth provides information and advice to the Committee of the Whole on matters related to youth that intersect City policies and programs and services, as referred to it by committees of council, 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 the Committee of the Whole will occur in the manner defined by these terms of reference to best support City policy. The advisory committee has no decision making authority and is advisory only. The purpose of the Advisory Committee on Youth in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- 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 10 Year Strategy
• Recreation & Parks Master Plan
• Park and Open Space Master Plan, 2014
• Roadmap 2021

Other Distinct Deliverables and Considerations:

• The Committee will be consulted on any city public engagement processes where getting the
perspective of the youth demographic is identified in plan.

• The Committee, working with city staff, will identify distinct opportunities to engage youth in civic
matters using a variety of tools and platforms to support youth-City engagement and communication.

• Provide perspective to the City of St. John’s in the development of a Youth Strategy.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

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

3.1.1 Public Members

Committee Chair
Advisory committees are chaired by members of the public. Two (2) advisory committee members will be
elected as co-chairs by the committee every two years. The public members chairing the committee will have
responsibility for ensuring the committee carries out its work as per the terms of reference.

Public Members
The Committee will be comprised of no more than six members (ranging from age 14-29), consisting of at least
one member from each of the following age ranges: 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 6 persons representing youth serving agencies. It is recommended that the organizational representative be a board member, executive director or someone with decision making authority in the organization. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

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

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

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

**City Clerk**
The City Clerk will have representation on each advisory committee.

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

### 3.2 LENGTH OF TERM

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

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

**Lead Staff**
A review of Lead Staff role will occur every four years as part of the advisory committee review.
Cooling-off Period (Former City Staff and Council)
There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

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

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

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

As a municipal advisory body, Advisory Committee roles include:
- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee’s defined Purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

Shared Member Responsibilities

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

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

Agendas
- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but
Prior to the meeting) will be moved to the following meeting’s agenda at the discretion of the City Clerk.

- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

**Attendance and Participation**
Active participation in advisory committee meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. 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 and governance functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of “Notice of Vacancy” contents while ensuring all relevant forms and supporting documentation are completed and received.
• In adherence with the terms of reference, the Office of City Clerk and Staff Lead will oversee committee selection with input from relevant departments.
• The Office of the City Clerk will work with Staff Lead to ensure new members receive orientation.

4.2.2 Public Members

Co-Chair

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

Public Members

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

Organizations

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

4.2.3 Council

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

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

4.3 REPORTING

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

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

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

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

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

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

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

5.2 ELIGIBILITY AND SELECTION

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

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

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

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

6 PUBLIC ENGAGEMENT

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

In accordance with the City of St. John’s Engage! Policy, the role of the 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 Chair, the Committee of the Whole, the City Clerk, and Lead Staff, the Youth Advisory Committee will, at the first meeting of every year, review the terms of reference documents. The purpose of this review is to ensure that the operation and function of the Youth Advisory Committee are still aligned with its defined purpose. Through this review process, amendments to the Terms of Reference will be recommended to Council through the Committee of the Whole.

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

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

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

### 7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

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

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

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

**Staff Liaison Name:**

Signature: ___________________________ Date: ___________________________

**Chair Name:**

Signature: ___________________________ Date: ___________________________

**City Clerk Name:**

Signature: ___________________________ Date: ___________________________
Youth Municipal Leadership Opportunities

**Volunteering @ St. John's**
- Action Group of 75 youth
- Provide advice and support on services and programs that pertain to youth
- Reach out to youth-serving agencies, and the City of St. John's to engage youth
- Identify gaps/barriers and suggest/implement solutions to the participation of youth in City programs and services
- Provide opportunities for inclusion, diversity and multi-culturalism for youth
- This structure allows for a diverse group of youth to be engaged with further reach into the community and report to the Youth Advisory Committee

**YOUTH Advisory Committee**
- 12 youth representatives from the general public, student governing bodies and youth-serving agencies
- Co-chaired by 2 members who will serve as a direct link to Council
- Provide advice on City Policy affecting youth
- Provide a forum for dialogue between youth, youth-serving agencies, and the City of St. John’s on matters of collective interest
- 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

**YOUTH Municipal Leader Program**
- The Recreation Division in collaboration with the City Clerk’s office will enhance and expand the existing Youth Leadership program
- Youth Municipal Leader Program to introduce youth to municipal governance and community service (for youth ages 14 to 18 years)
- Certification upon completion
- Job Shadowing, Mentorship and Volunteer Opportunities
REPORT
BUILT HERITAGE EXPERTS PANEL MEETING
February 13, 2018 – 12:00 p.m. – Conference Room A

Present: Glenn Barnes, NLAA, MRAIC, Chair
Ken O’Brien, Chief Municipal Planner
Ann-Marie Cashin, Planner III, Urban Design and Heritage
Rob Schamper, Technical Advisor
Bruce Blackwood, Contractor
Matthew Mills, Provincial Association of Landscape Architects
Michael Philipott, Heritage Foundation of NL
Mark Whelan,
Maureen Harvey, Legislative Assistant

REPORT

1. Decision Note dated February 1, 2018 re: 85 Military Road – Exterior Renovations Associated with a Discretionary Heritage Use.

Staff are seeking the recommendation of the Panel for approval of the exterior renovations at 85 Military Road associated with a proposed Heritage Use (Restaurant/Café).

It is proposed that the first floor will be used for a café with two residential units above. The property is located in Heritage Area 2, located in the Residential Downtown (RD) District. Pursuant to the RD Zone, a Heritage Use (including Restaurant) may be approved in a Heritage Building at the discretion of Council.

The applicant previously met with the Panel on October 24, 2017 at which time the Panel provided examples of appropriate first floor windows on commercial buildings. The applicant has taken the Panel’s comments into consideration and has revised the renderings for the Panel’s review.

The proponents expanded on their intentions regarding this structure for which the Panel commended them on their efforts to give favorable consideration to the feature which promote heritage retention.

Recommendation
Moved - Matthew Mills; Seconded - Mark Whalen

Should Council approve the discretionary Heritage Use for 85 Military Road, it is recommended to approve the design of the mixed commercial/residential property, as submitted.

CARRIED UNANIMOUSLY
DECISION/DIRECTION NOTE

Title: Proposed Youth Advisory Committee to Replace the Municipal Advisory Committee on Youth (MACY)

Date Prepared: March 8, 2018

Report To: Mayor and Council, Committee of the Whole

Councillor Lead: Mayor Danny Breen, Governance and Strategic Directions

Ward: All

Decision/Direction Required:

- Approval to dissolve the existing MACY Committee and implement a new Youth Advisory Committee as per the proposed Terms of Reference (TOR), attached.

- Expand youth municipal engagement by establishing a Youth Leadership and Volunteer Committee through Volunteer@St.John’s. Current members of the MACY would be invited to join.

Discussion – Background and Current Status:

The Office of the City Clerk, in consultation with the lead staff of the Municipal Advisory on Youth (MACY), reviewed the existing Terms of Reference (TOR). It was felt that in order to meet Council’s current needs, amendments to the TOR were necessary. The revisions are reflected in the attached TOR with some of the more relevant changes noted below:

- Dissolution of the current MACY Committee to be replaced with a newly established Youth Advisory Committee.
- Reduce the number of committee members from 14 to 17 to no more than 12.
- Move from one chair to co-chairs.
- Change the age range from 12–23 to 14–29 providing a broader range of youth.
- Decrease the number of public members from no more than 11 to no more than 6.
- To ensure representatives from all age groups, include at least one member from each of the following age ranges: junior high, senior high, post-secondary and/or non-school members.
- Increase the number of organizations from 5 to 6 persons representing youth serving agencies and further add that the organizational representative be a board member, executive director, or someone with decision-making authority in the organization.
The lead staff on MACY proposed several innovative ways to further engage youth, children and family, as noted below:

1. Establish a **Youth Leadership and Volunteer Committee** comprised of a variety of working groups with clear mandates and objectives to support the community in priority areas as identified by youth (see attachment). This committee will be supported by Volunteer@John’s. The working groups will have a “call to action” focus and may include: youth events and awards, social justice, arts and culture or other priority areas as identified by the Youth Advisory Committee. This structure allows for a diverse group of youth to be engaged with further reach into the community.

2. Collaborate efforts between the Recreation Division and Office of the City Clerk to enhance the existing Youth Leadership program. The development of a **municipal leadership program** that introduces youth to municipal governance and community service for youth ages 14 to 18 years.

3. Engage with youth-serving agencies and youth at the Annual Youth Luncheon.

4. Develop an ongoing engagement process with the family and children demographic through collaboration between the staff of Recreation, Communications, and Organizational Performance and Strategy.

5. Explore opportunities to engage with the youth, children and family demographics through collaboration between the newly established Youth Advisory Committee and Happy City.

**Key Considerations/Implications:**

1. **Budget/Financial Implications** N/A

2. **Partners or Other Stakeholders**
   - Youth
   - General Public
   - Council and Staff
   - Youth-serving Agencies

3. **Alignment with Strategic Directions/Adopted Plans**
   - Effective Organization - Supports information sharing and collaboration
   - A City for All Seasons - Promotes healthy active living for residents
   - A Culture of Cooperation - Partnerships build on the City - Education and Community Collaborations
   - Fiscal Responsibility - Volunteers may be associated with cost savings in the direct delivery of programs
   - Responsive and Progressive - Supports welcoming and inclusive city/Volunteerism creates a culture of engagement
4. Legal or Policy Implications
   • Update terms of Reference for the Youth Advisory Committee governs the structure and delivery of this committee (as per the attached).

5. Engagement and Communications Considerations
   • Recreation staff in collaboration with Communications and Organization Performance and Strategy staff will develop an ongoing engagement process with the family and children demographic to establish a link to council.

6. Human Resource Implications  N/A

7. Procurement Implications  N/A

8. Information Technology Implications  N/A

9. Other Implications  N/A

Recommendation:

It is recommended that Council approve the dissolution of the current Municipal Advisory Committee of Youth and establish a new Advisory Committee on Youth with revised Terms of Reference as proposed. It is further recommended that Council approve the establishment of a Youth Leadership and Volunteer Committee and the recommendations put forward by the lead staff on ways to further engage youth, children and family.

Prepared by/Signature: Natalie Godden, Manager, Family & Leisure Services
Lori Letto - Youth Fieldworker
Annette Oldford - Program Supervisor, Family & Leisure Services

Approved by: Elaine Henley, City Clerk

Attachments: 1. Draft - Youth Advisory Committee Terms of Reference
2. Infographic – New Youth Advisory and Leadership Structure
1. GENERAL INFORMATION

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

2. PURPOSE

The Municipal Advisory Committee on Youth provides information and advice to the Committee of the Whole on matters related to youth that intersect City policies and programs and services, as referred to it by committees of council, 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 the Committee of the Whole will occur in the manner defined by these terms of reference to best support City policy. The advisory committee has no decision making authority and is advisory only. The purpose of the Advisory Committee on Youth in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- 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 10 Year Strategy
- Recreation & Parks Master Plan
- Park and Open Space Master Plan, 2014
- Roadmap 2021

Other Distinct Deliverables and Considerations:

- The Committee will be consulted on any city public engagement processes where getting the perspective of the youth demographic is identified in plan.

- The Committee, working with city staff, will identify distinct opportunities to engage youth in civic matters using a variety of tools and platforms to support youth-City engagement and communication.

- Provide perspective to the City of St. John’s in the development of a Youth Strategy.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

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

3.1.1 Public Members

Committee Chair
Advisory committees are chaired by members of the public. Two (2) advisory committee members will be elected as co-chairs by the committee every two years. The public members chairing the committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.

Public Members
The Committee will be comprised of no more than six members (ranging from age 14-29), consisting of at least
one member from each of the following age ranges: 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 6 persons representing youth serving agencies. It is recommended that the organizational representative be a board member, executive director or someone with decision making authority in the organization. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

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

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

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

**City Clerk**
The City Clerk will have representation on each advisory committee.

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

### 3.2 LENGTH OF TERM

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

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

**Lead Staff**
A review of Lead Staff role will occur every four years as part of the advisory committee review.
Cooling-off Period (Former City Staff and Council)
There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

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

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

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

As a municipal advisory body, Advisory Committee roles include:
- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee’s defined Purpose.
- Providing resident and organizational based expertise.
- Working within given resources.

Shared Member Responsibilities

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

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

Agendas
- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but
prior to the meeting) will be moved to the following meeting’s agenda at the discretion of the City Clerk.

- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

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

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### 4.2 MEMBER ROLES AND RESPONSIBILITIES

#### 4.2.1 City Staff

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

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

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

4.2.2 Public Members

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

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

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

4.2.3 Council

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

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

### 4.3 REPORTING

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

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

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

### 5. COMMITTEE RECRUITMENT AND SELECTION

#### 5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

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

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

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

#### 5.2 ELIGIBILITY AND SELECTION

**Eligibility**

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

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

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

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

6 PUBLIC ENGAGEMENT

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

In accordance with the City of St. John’s Engage! Policy, the role of the 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 Chair, the Committee of the Whole, the City Clerk, and Lead Staff, the Youth Advisory Committee will, at the first meeting of every year, review the terms of reference documents. The purpose of this review is to ensure that the operation and function of the Youth Advisory Committee are still aligned with its defined purpose. Through this review process, amendments to the Terms of Reference will be recommended to Council through the Committee of the Whole.

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

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

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

### 7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

**Conflicts of Interest**

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

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

**Confidentiality:**

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

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**Staff Liaison Name:**  
Signature: ___________________________  Date: ___________________________

**Chair Name:**  
Signature: ___________________________  Date: ___________________________

**City Clerk Name:**  
Signature: ___________________________  Date: ___________________________
2. Information Note dated February 7, 2018 re: Heritage Financial Incentives Program

Discussion took place with respect to the eligibility criteria which states that for the purposes of this program, the installation of vinyl siding, should be considered. It was recognized that this was a change made by the former Council for which there is some uncertainty as to whether the current Council is agreeable to this criteria.

Given that the installation of vinyl siding is not a heritage promoting feature, it was agreed the following recommendation be put forth for Council’s consideration.

**Recommendation**
Moved- Michael Philpott; Seconded - Mark Whelan

Although vinyl siding is a permitted in some Heritage Areas, given that it is not a heritage promoting feature, the Panel recommends that Council strike this clause in the eligibility criteria for the heritage financial incentives program.

CARRIED UNANIMOUSLY

3. 7 Garrison Hill – John Howard Society – Heritage Designated Building – Window Replacement

Rob Schamper advised the Panel that the John Howard Society has requested approval to replace the window on the south side of the building located at 7 Garrison Hill. The Panel reviewed a picture of the property and brought forward the following recommendation:

**Recommendation**
Moved - Bruce Blackwood; Seconded - Mark Whelan

That approval be given to replace the south windows at the John Howard Society Building, 7 Garrison Hill with a wooden window that is of the same proportion to that of the existing front bay windows.

CARRIED UNANIMOUSLY

Glenn Barnes, NLAA, MRAIC
Chairperson
DEcision/Direction NOTE

Title: Application to Rezone Land to the Residential Medium Density (R2) Zone for development of two Single Detached Dwellings
MPA1800001
364 Blackhead Road

Date Prepared: February 22, 2018

Report To: Committee of the Whole

Councillor & Role: Councillor Maggie Burton, Planning and Development Lead

Ward: 5

Decision/Direction Required:
To consider a rezoning application for land at 364 Blackhead Road from the Industrial General (IG) and Open Space Reserve (OR) Zones to the Residential Medium Density (R2) Zone for the development of two Single Detached Dwellings. An amendment to both the St. John’s Urban Region Regional Plan and the St. John’s Municipal Plan would be required.

Discussion – Background and Current Status:
The City received an application to develop two Single Detached Dwellings at 364 Blackhead Road. The area is currently zoned Industrial General, and is developed as a Salvage Yard. The proposed area for rezoning is 1,866 square metres. The surrounding area to the north and east of the property is zoned Residential Medium Density, with many houses along Blackhead Road. Land to the northwest of the property is zoned Open Space Reserve, and includes an access road leading to the City’s water reservoir tower and a telecommunication tower. A recent survey shows that a small area of City owned land (20m²) was included in an earlier rezoning application (2010) to the IG Zone by the current applicant. The City land was not sold to the applicant, but was rezoned by mistake. This area of land will be rezoned back to Open Space Reserve.

The area proposed for development is designated Rural under the St. John’s Municipal Plan. The Rural District is applied to lands not intended for urban development within the 10-year planning period and contemplates development on lands that do not have municipal water and sewer services. 364 Blackhead Road has municipal water and sanitary sewer located across the frontage of the proposed lots. Adjacent land on both sides of Blackhead Road is also designated for urban development.

A Municipal Plan amendment would be required and land would need to be redesignated to the Residential Low Density (RLD) District. Subject to a Land Use Assessment Report (LUAR), the RLD District allows conditional zones for residential medium density uses. In cases where the scale and circumstances of a proposed change do not merit such an extensive analysis, Council may deem that a Staff Report shall constitute a LUAR. As the proposed houses are compatible with nearby houses, and the rezoning is less intensive than the existing IG Zone, it is recommended that this staff report be accepted as the LUAR.
Rezoning from the Industrial General (IG) and Open Space Reserve (OR) Zones to the Residential Medium Density (R2) Zone is required. Subject to the requirements of the Development Regulations, rezoning will require that a fence with a minimum height of 1.8 metres be provided where an Industrial Use adjoins a Residential Use.

There are no engineering or development concerns with the proposed amendment. Prior to final development approval, detailed plans would need to be submitted for review and approval.

An amendment to the St. John’s Urban Region Regional Plan is required. Currently land is designated Rural, and would need to be redesignated to Urban Development under the Regional Plan to allow the City’s proposed amendments.

**Key Considerations/Implications:**

1. **Budget/Financial Implications:** Not Applicable.

2. **Partners or Other Stakeholders:**
   Neighbouring residents and property owners, Municipalities under the St. John’s Urban Region Regional Plan.

3. **Alignment with Strategic Directions/Adopted Plans:**
   City’s Strategic Plan 2015-18: Neighbourhoods Build Our City – Increase access to range/type of housing.

4. **Legal or Policy Implications:** Not Applicable.

5. **Engagement and Communications Considerations:**
   Public advertisement for the proposed amendments. If considered by Council and the Minister, consultation on the Regional Plan amendment with all municipalities that are subject to the St. John’s Urban Region Regional Plan, and a Public Hearing chaired by an independent commissioner would be required at a later date.

6. **Human Resource Implications:** Not Applicable.

7. **Procurement Implications:** Not Applicable.

8. **Information Technology Implications:** Not Applicable.

9. **Other Implications:** Not Applicable.

**Recommendation:**
It is recommended that the rezoning application for 364 Blackhead Road from the Industrial General (IG) and Open Space Reserve (OR) Zones to the Residential Medium Density (R2) Zone be considered for the development of two Single Detached Dwellings. It is recommended that the amendments be
advertised for public review and comment. Following public consultation, the application would be referred to a regular meeting of Council for consideration. At a later date, Council will have to ask the Minister of Municipal Affairs and Environment to consider a Regional Plan amendment, followed by regional consultation and a public hearing chaired by an independent commissioner. We would coordinate with Municipal Affairs to appoint the same person for the Regional Plan hearing and our hearing.

**Prepared by/Signature:**
Lindsay Lyghtle Brushett, MCIP – Planner III

Signature: ________________________________

**Approved by/Date/Signature:**
Ken O’Brien, MCIP – Chief Municipal Planner

Signature: ________________________________

LLB/dlm

**Attachments:**
- Zoning Map
- Survey
- Regional Plan Map
C COPYRIGHT: ROBERT A. WAY, N.L.S.
Monument used for tie-in, Zone 1: 93G1001 N 5 267 484.422 E 326 886.031 026534 N 5 266 790.368 E 326 397.936
NAD - 83
All linear measurements are horizontal ground distances.
For the computation of coordinates, horizontal ground distances have been reduced to the Nfld. 3° M T N
Projection plane by multiplying them by an average combined scale factor of 0.992688

BROWN & WAY SURVEYS
Professional Surveying Services
Tel: (709) 726-1040 Telecopier: (709) 726-1041
email: brown@brownr.com

PROPERTY OF STRICKLANDS AUTO SALVAGE LIMITED
BLACKHEAD ROAD
ST. JOHN'S, NL

SCALE: 1:400 DATE: APRIL 14, 2015
JOB NO: 10658-1 SURVEY:
St. John's Urban Region Regional Plan – Map

Rural District (Grey) to Urban Development (Yellow)
DECISION/DIRECTION NOTE

Title: Proposed Vehicle Impound Parking Lot and Building
DEV1700187
10 George’s Pond Place

Date Prepared: March 7, 2018

Report To: Committee of the Whole

Councillor & Role: Maggie Burton, Planning and Development Lead

Ward: 3

Decision/Direction Required:
Consideration to develop a vehicle impound lot and related building for vehicle storage at 10 George’s Pond Place.

Discussion – Background and Current Status:
An application was submitted requesting permission to develop a vehicle impound parking lot and related building. The lot is located in the Rural Zone where the subject use is Discretionary. The property is also located within the study area of the Kenmount Concept Plan for Lands Above 190 metres. While the property itself is technically not above the 190 contour, the comprehensive development plan includes some adjacent properties below the 190 contour servicing limit.

The recommended use of the subject area in the Concept Plan is residential, comprised of single detached dwellings. As the proposed use is for a vehicle impound yard, it is in conflict with the development plan.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: Kenmount Concept Plan for Lands Above 190 metres.
4. Legal or Policy Implications: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.

9. Other Implications: Not applicable.

Recommendation:
It is recommended by the Development Committee that the Committee of the Whole reject the proposed development of the vehicle impound lot and building, as it is in conflict with the Kenmount Concept Plan for Lands Above 190 metres.

Prepared by - Date/Signature:
Andrea Roberts, Development Officer

Signature: [Signature]

Approved by - Date/Signature:
Jason Sinyard, Deputy City Manager, Planning, Development & Engineering

Signature: [Signature]

AAR/dlm

Attachments: Not applicable.
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DECISION/DIRECTION NOTE

Title: 200 Military Road, The Basilica Cathedral of St. John the Baptist
Window Stabilization

Date Prepared: March 7, 2018

Report To: Chair and Members, Built Heritage Experts Panel

Councillor & Role: Councillor Maggie Burton, Planning and Development Lead

Ward: 2

Decision/Direction Required: To seek approval for a temporary window stabilization renovation to the Basilica Cathedral of St. John the Baptist, located at 200 Military Road.

Discussion – Background and Current Status:
The City has received an application for renovations to the Basilica, located at 200 Military Road. The renovations include a temporary stabilization of the windows until they can be fully repaired.

The subject property is located in Heritage Area 1, is in the Institutional (INST) District of the St. John’s Municipal Plan, and is zoned Institutional (INST). The building is designated by Council as a Heritage Building. The Basilica is also a provincial Registered Heritage Structure, and a National Historic Site of Canada.

An assessment was conducted in the summer of 2017 examining the wooden clerestory storm windows and it has been recommended that immediate action be taken to secure the storm windows. The renovations proposed will stabilize the existing storm windows of the gallery windows until they can be further repaired. This will include anchoring steel mullions to the granite surrounds as a temporary measure that can later be removed. The mullions will be anchored to the mortar joints of the blocks to avoid the damage to the granite blocks and will be easier to repair once the mullions are removed. The temporary support framing will be installed on 23 windows. The steel will be painted with a minimum of two coats of rust inhibiting paint. The applicant is also proposing to replace broken glass in five windows, as indicated on drawing A-11.1. The glass will be replaced with glass of equal thickness to the original.

The proposed renovations are a temporary measure to protect the storm windows from further damage and are part of a three-phase approach to restore the clerestory storm windows. Phase One includes the current application. Measures during this phase are being taken to reduce the amount of damage to the windows during this renovation.

Phase Two will involve restoration of two selected clerestory storm windows along with restoration of the stained glass which they protect. This phase will act as a trial restoration with the intent to take the lessons learned and apply them to Phase Three where the remaining clerestory storm windows will be restored.

(For information: Clerestory windows are windows above a lower roof. In the Basilica, the clerestory windows overlook the main body of the church and admit most of the light to the building.)
Given the above, it is recommended to approve the window stabilization to the Basilica Cathedral of St. John the Baptist, as submitted.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans:
   *Neighbourhoods Build our City* – Maintain and position downtown as a distinct neighbourhood.
4. Legal or Policy Implications: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

Recommendation:
It is recommended to approve the exterior renovations to the Basilica of St. John the Baptist, located at 200 Military Road, as submitted.

Prepared by/Signature:
Ann-Marie Cashin, MCIP – Planner III, Urban Design and Heritage

Signature: ________________________________

Approved by/Date/Signature:
Ken O’Brien, MCIP – Chief Municipal Planner

Signature: ________________________________

AMC/dlm

Attachments:
Location of Subject Property
Applicant’s Submission
Letter from the Heritage Foundation Newfoundland & Labrador
Location of Subject Property

200 Military Road
Ms. Ann Marie Cashin  
City of St. John’s Planning Division  
PO Box 908,  
St. John’s, NL  
A1C 5M2  

March 5, 2018  

Dear Ann Marie:  

I am writing regarding the planned measures to stabilize the clerestory windows on the RC Basilica. We have consulted with a couple of heritage conservation firms and are agreeable with the proposed measures, namely, a metal frame that will be strapped to the existing windows in a manner that will have minimal impact on the window sashes and that will be anchored into the mortared joints of the stone window surrounds. We are working with the restoration committee to examine the feasibility of restoring the existing sashes as part of a future phase of the window restoration project.  

Please don’t hesitate to contact me if you have any questions.  

Sincerely,  

Jerry Dick  
Executive Director  

c. Gerry Duggan
BASILICA WINDOW STABILIZATION

St. John's, NL
FMA Proj. No: 7630-01

ARCHITECT/ PRIME CONSULTANT

FOUGERE MENCHENTON ARCHITECTURE
172 Logy Bay Road | P.O. Box 21039 | St. John's, NL, Canada | A1A 5E2
T: (709) 738-6203 | F: (709) 722-8202 | E: info@fougeremenchenton.ca

CIVIL CONSULTANT
MECHANICAL/ ELECTRICAL CONSULTANT
STRUCTURAL CONSULTANT

DBA Consulting Engineers Ltd.
Structural and Civil Engineers | Tel:709.738.0500 | Fax:709.738.0590

Issued for Tender: 01/22/2018
1. WINDOW A1 CAN BE ACCESSED BY LIFT FROM GRAZE.
2. WINDOWS B-D CAN BE ACCESSED BY LIFT FROM GRAZE.
3. G.L.C. TO ENSURE THAT IF A LIFT IS TO BE ACCESSED WINDOWS OVER LOW ASL ROOF AND ANY OTHER PROJECTIONS THAT MIGHT BE IN THE WAY OF WINDOW WORK, G.L.C. TO INQUIRE IN THEIR PRICE USE OF SUCH A LIFT.
4. WINDOWS L, M & N MAY BE ACCESSED BY ADJACENT ROOF. SEE STRUCTURAL DRAWINGS FOR NOTICE REGARDING WORKING FROM THE AQUADOT ROOF. OTHERWISE, AN APPROPRIATE LIFT IS TO BE USED AT THE APPROPRIATE PRICE.
5. WINDOW P, Q & R MAY BE ACCESSED BY LIFT FROM GRAZE.
6. CONTRACTOR TO PROVIDE ADEQUATE PROTECTIVE MEASURES TO PREVENT DAMAGE TO EXISTING SURFACES AND STRUCTURE INCLUDING BUT NOT LIMITED TO WALLS, ROOF, WINDOWS AND ANY OTHER ARCHITECTURAL FEATURES.
7. CONTRACTOR TO PROVIDE STAFF ON THE GROUND AT AREAS OF ACTIVE WORK TO COORDINATE MOVABLE BARRIERS AND PEDESTRIAN/VEHICULAR TRAFFIC.
8. DISTURBANCE OF PARKING AND DRIVING LANES WITHIN THE SITE IS TO BE MINIMIZED. CONTRACTOR TO COORDINATE WITH OWNERS REP FOR SUCH RESTRICTIONS. CONTRACTOR TO PROVIDE NOTIFICATIONS TO OWNERS FOR SUCH RESTRICTIONS.
9. CONTRACTOR TO PROVIDE BARRIERS AND NOTIFICATION TO ENFORCE ACCESS TO INTERIOR SPACES WITHIN TIME OF ACTIVE WORK. CONTRACTOR TO COORDINATE WITH OWNERS REP.
10. S.C.D. TO MAINTAIN EXITS AT ALL TIMES. IF ACCESS TO EXIT IS REQUIRED TO BE RESTRICTED DUE TO CONTRACTOR WORK, THIS S.C.D. IS TO COORDINATE WITH OWNERS REP. MAX. OF 1 EXIT TO BE RESTRICTED AT ANY TIME.
11. IF VEHICULAR ACCESS IS REQUIRED TO RR OF BASILICA VIA LANEWAY FROM BULLOCK STREET, G.C. IS TO COORDINATE LANEWAY TRAFFIC WITH OWNERS REPRESENTATIVE.
12. SCHEMATIC ARCHITECTURAL SITE PLAN IS FOR INFORMATION PURPOSES ONLY AND SHOULD NOT BE CONSIDERED AS THE LATEST INFORMATION.
13. WINDOWS "O" AND "P" NOT INDICATED ON PLANS ARE NOT IN CONTRACT.
14. WINDOW [O] - STABILIZE AS PER STRUCTURAL.
15. WINDOW [P] - STABILIZE AS PER STRUCTURAL.
16. WINDOW [Q] - STABILIZE AS PER STRUCTURAL.
17. WINDOW [R] - STABILIZE AS PER STRUCTURAL.
18. WINDOW [S] - STABILIZE AS PER STRUCTURAL.
19. WINDOW [T] - STABILIZE AS PER STRUCTURAL.
26. ALL WOOD PANED WINDOWS CARRYABLE DAPS AND VENTS IN WOOD WINDOW FRAMING WHICH MAY LEAD TO WATER INTRUSION ARE TO BE COAT ED WITH ELASTOMERIC TYPE CAULK (APPROVED QUAD AS STAND-OFF ACCEPTANCE) ON THE INTERIOR. LARGE VENTS ARE TO BE FILLED WITH WOOD OR APPROVED ALTERNATIVE. COST OF SUCH COATINGS AND ALL OTHER WORK IS TO BE CARRIED AS PART OF THE CASH ALLOWANCE, SEE SECTION 01 21 00.

SCHEMATIC ARCHITECTURAL SITE PLAN

SCEL 1/10

S O C E L 1/10
NOTES:
1. WINDOWS A & K CAN BE ACCESSED BY LIFT FROM GRADE.
2. WINDOWS D & Y CAN BE ACCESSED BY LIFT FROM GRADE.
3. G.C. TO ENSURE THAT IF A LIFT IS USED TO ACCESS WINDOWS OVER LOW ROOF & ANY OTHER PROJECTIONS THAT MIGHT BE IN THE WAY OF WINDOW WORK, G.C. TO INCLUD IN THEIR PRICE LIST OF SUCH A LIFT.
4. WINDOWS L, M & N MAY BE ACCESSED FROM ADJACENT ROOF. SEE STRUCTURAL DRAWINGS FOR NOTES REGARDING WORKING FROM THE ADJACENT ROOF. OTHERWISE, AN APPROPRIATE LIFT/RAM MAY BE USED FOR ACCESS FROM GRADE. G.C. TO INCLUD IN THEIR PRICE LIST OF SUCH ACCESS PREPARATIONS AND EQUIPMENT.
5. WINDOW GROUP 2 MAY BE ACCESSED BY LIFT FROM GRADE.
6. CONTRACTOR TO PROVIDE ADEQUATE PROTECTIVE MEASURES TO PREVENT DAMAGE TO EXISTING SURFACES AND STRUCTURE INCLUDING BUT NOT LIMITED TO WALLS, ROOF, WINDOWS AND ANY ARCHITECTURAL FEATURES.
7. CONTRACTOR TO PROVIDE SHOVEL ON THE GROUND AT AREAS OF ACTIVITY WORK TO COORDINATE MOVABLE BARRIERS AND PEDESTRIAN & VEHICULAR TRAFFIC.
8. OBSTRUCTION OF PARKING AND DRIVING LINES WITHIN THE SITE IS TO BE MINIMIZED. CONTRACTOR IS TO COORDINATE WITH OWNERS REP FOR SUCH RESTRICTIONS.
9. CONTRACTOR TO PROVIDE NOTICES / SIGNS TO RESTRICT ACCESS TO INTERIOR SPACES WITHIN TIME OF ACTIVE WORK.
10. CONTRACTOR TO COORDINATE WITH OWNERS REP. WITHIN TIME OF ACTIVE WORK.
10. G.C. TO MAINTAIN VENTS AT ALL TIMES. IF ACCESS TO EXIT IS REQUIRED TO BE RESTRICTED DUE TO CONTRACTOR WORK, THE G.C. IS TO COORDINATE WITH OWNERS REP. ANY PART OF EXIT TO BE RESTRICTED IS AT ANY TIME.
NOTES:
1. WINDOWS A & H CAN BE ACCESSED BY LIFT FROM GRADE.
2. WINDOWS G & Y CAN BE ACCESSED BY LIFT FROM GRADE.
3. G.C. TO ENSURE THAT IF A LIFT IS USED TO ACCESS WINDOWS OVER LOW ROOF AND ANY OTHER PROJECTIONS THAT MIGHT BE IN THE WAY OF WINDOW WORK, G.C. TO INCLUDE IN THEIR PRICE USE OF SUCH A LIFT.
4. WINDOWS L, M & N MAY BE ACCESSED FROM ADJACENT ROOF. SEE STRUCTURAL DRAWINGS FOR NOTES REGARDING ROOF CLEARANCES. APPROPRIATE LIFT/ELEVATOR MAY BE USED FOR ACCESS FROM GRADE. G.C. TO INCLUDE IN THEIR PRICE USE OF SUCH LIFT/ELEVATOR ACCESS PREPARATIONS AND EQUIPMENT.
5. WINDOW GROUP 2 MAY BE ACCESSED BY LIFT FROM GRADE.
6. CONTRACTOR TO PROVIDE ADEQUATE PROTECTIVE MEASURES TO PREVENT DAMAGE TO EXISTING SURFACES AND STRUCTURE INCLUDING BUT NOT LIMITED TO WALLS, ROOF, WINDOWS AND ANY ARCHITECTURAL FEATURES.
7. CONTRACTOR TO PROVIDE STAFF ON THE GROUND AT AREAS OF ACTIVE WORK TO COORDINATE MOBILE BARRIERS AND FENCING & VEHICULAR TRAFFIC.
8. OBSTRUCTION OF PARKING AND DRIVING LANES WITHIN THE SITE TO BE AGREED. CONTRACTOR IS TO COORDINATE WITH OWNER'S REP. FOR SUCH OBSTRUCTIONS. CONTRACTOR IS TO PROVIDE NOTIFICATIONS / SIGNALS FOR SUCH RESTRICTIONS.
9. CONTRACTOR TO PROVIDE BARRIERS AND NOTIFICATION SIGNS TO RESTRICT ACCESS TO AREAS OF WORK. CONTRACTOR TO COORDINATE WITH OWNER'S REP.
10. G.C. TO MAINTAIN SITES AT ALL TIMES. IF ACCESS TO ETA IS REQUIRED TO BE RESTRICTED DUE TO CONTRACTOR WORK, THE G.C. IS TO COORDINATE WITH OWNER'S REP. MAX OF 1 ETA TO BE RESTRICTED AT ANY TIME.

EXISTING FRONT ELEVATION
SCALE 1/200 (2400 mm = 1_unit on drawing) 1/a 1/7 view drawings

EXISTING REAR ELEVATION
SCALE 1/200 (2400 mm = 1_unit on drawing) 1/a 1/7 view drawings
1. WINDOW SILL APPROPRIATE DIMENSIONS ARE 2300 mm (8' x 7 1/2") X 200 mm (8") C.C. TO CONFIRM DIMENSIONS ON SITE.

2. WOOD SILLS ARE TO BE CONSTRUCTED OF KILN DRIED PINE AND MUST BE OF "KILN DRIED" MATERIALS. SEE WORKMANSHIP STANDARDS.

3. GLASS SAMPLES OF WINDOW FRAMES ARE TO BE SELECTED FROM A BIBLIOGRAPHY OF SAMPLES AND ARE TO BE NOTED. GLASS PANELS MUST BE RIVETED OVER TO DIMENSIONS PER.

4. WHERE GLASS IS BEING REPLACED, S.G. SHALL TAKE CARE TO REMOVE EXISTING GLAZING COMPOUND AND GLASS AND REPLACE WITH GLASS OF EQUAL...

5. WINDOW ELEVATIONS SHEET NOTES:

   - WINDOW "W" 1. REPLACE BROKEN GLASS WHERE INDICATED BY SOLID SHADING.
   2. WOOD FRAME WINDOW.

   - WINDOW "X" 1. REPLACE BROKEN GLASS WHERE INDICATED BY SOLID SHADING.
   2. WOOD FRAME WINDOW.
NOTES:
1. DRIEDEN PROPOSED PRE-DRILLED FASTENING LOCATIONS. GENERAL CONTRACTOR TO CAREFULLY LOCATE NAILS AND USE TOOL ALL FASTENERS. HANGING CEILING PANELS TO WOODEN WALL WILL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND ALL COSTS ASSOCIATED WITH INSTALLATION ADJUSTED IN THE GENERAL CONTRACTOR.
2. WINDOW 1 THRU 7 REQUIRE TEMPORARY SUPPORT FRAMING (25 WOODEN TOTALS)
3. ALL STEEL TO BE PREPARED AND PAINTED WITH A BLU-MINERAL PRIMER (1 COST MINIMUM)
4. CONSTITUTE DIAMOND AND SITE CONDITIONS ON SITE PRIOR TO FABRICATION.
5. ALL NIP ANCHORS TO BE LOCATED IN WOODEN JOINTS AS NOTED.
## E-Poll, March 7, 2018
### 200 Military Road
**Basilica – Window Stabilization**

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