



**DRAFT**  
**Terms of Reference**  
**Downtown Event and Entertainment District Advisory Group**

**1.0 Overview**

The project involves the development of a new arena and new or renovated convention centre within a new event and entertainment district in Downtown Saskatoon. While the City of Saskatoon (City) will retain overall ownership of these new facilities and infrastructure once constructed, numerous key stakeholders, project partners, and sponsors will be integral in driving the successful development and delivery of the project.

The Downtown Event and Entertainment District Advisory Group is being established to foster connections between business and community partners, and the City Administration and City Council to support the successful implementation of the project.

**2.0 Mandate**

The mandate of the Downtown Event and Entertainment District Advisory Group (Advisory Group) is to:

- Support successful implementation of the Downtown Event and Entertainment District project; and
- Provide advice, input, and recommendations to the City Administration's Steering Committee and City Council for consideration respecting:
  - Conceptual design and functional program of the Downtown Event and Entertainment District project;
  - District master planning;
  - Funding strategies including change management plans to support industry adoption and implementation, including timing and phasing; and
  - Other issues identified by the Steering Committee or City Council.

The Advisory Group shall communicate its advice, input, and recommendations directly with the City Administration and City Council, and not with other parties.

**3.0 Reporting Relationship**

The Advisory Group acts in an advisory capacity and cannot make decisions on behalf of the City. The City Administration will seek the Advisory Group's advice, input, and recommendations regarding various aspects of the project, and the Advisory Group will be afforded the opportunity to make presentations to Committee and City Council as reports from the Administration are considered.

Formal input from the Advisory Group shall be collated and appended, as applicable, to any decision reports to City Council from the City Administration with respect to the Downtown

Event and Entertainment District project. Where the Administration aligns with the input of the Advisory Group, the Administration's recommendations will be augmented as appropriate. Where the Administration's recommendations diverge from the recommendations of the Advisory Group, the Administration's report will detail the Advisory Group's position as well as the Administration's rationale for a different decision recommendation.

This project is an immense, city-defining project. There will be many different perspectives among the various parties and, therefore, it is possible that there will not be consensus on all items. The Administration will endeavour to include all significant varying perspectives are presented to City Council, as will the Chair when they present on behalf of the Advisory Group directly to City Council or Committees of City Council.

All members of the Advisory Group must appreciate and understand that City Council is the ultimate decision-maker for major project decisions, with the Administration as their principle administrative advisor. The Advisory Group serves as a fully engaged team of experts, and the recommendations ultimately put forward by the Administration and decisions by City Council are made considering all factors including, but not limited to, broad community feedback and engagement, Administrative perspectives, Advisory Group input, financial limitations, inter-governmental relations and requirements, and other factors.

#### **4.0 Composition**

- **Members:**
  - One (1) member of City Council as appointed by City Council who will act as Chair of the Advisory Group and will only exercise voting rights in the event of a tie of any vote of the Advisory Group;
  - Up to two (2) additional non-voting member representatives of City Council as appointed by City Council;
  - One (1) voting member agency representative of the Saskatoon Tribal Council;
  - One (1) voting member agency representative of the Métis Nation–Saskatchewan – Western Region 2A;
  - One (1) voting member agency representative of the Downtown Business Improvement District;
  - One (1) voting member agency representative of the Riversdale Business Improvement District;
  - One (1) voting member agency representative of Tourism Saskatoon;
  - One (1) voting member agency representative of the North Saskatoon Business Association;
  - One (1) voting member agency representative of The Greater Saskatoon Chamber of Commerce; and
  - Up to five (5) voting member representatives from a public open call for applications.
- Representation on the Advisory Group should reflect the demographics of the community.
- Consideration can be given to including members from outside the boundaries of the City of Saskatoon.
- Representatives from the City Administration's Steering Committee shall attend meetings to support the Advisory Group's discussion. Their attendance will be determined based on each meeting's agenda items and may also include additional City staff, external consultants to the City, and representatives of other stakeholder groups as necessary.

## 5.0 Appointment and Term

- Members:
  - Appointed by City Council and considered on a bi-annual basis.

## 6.0 Principles

The Advisory Group will operate under the following principles in carrying out its mandate:

- *Integrity* – a commitment to interact with honesty and to provide advice, input, and recommendations in the best interest of supporting successful outcomes;
- *Respect* – appreciation of individual participation in the Advisory Group process in a manner acceptable among members, and a shared respect in leveraging each other's expertise to ensure positive outcomes for the whole community;
- *Consensus* – a commitment to work towards general agreement on matters where members openly discuss ideas, perspectives, and viewpoints; seek to develop common ground; and narrow areas of disagreement to the best of their ability. Consensus-based decision-making does not require unanimity but is such that everyone can agree they can abide by the decision. Differing viewpoints and opinions will be documented in meeting minutes; and
- *Communication* – a commitment to attend regular meetings and respond to any other communication in a timely manner.

Where a member breaks any of the principles, the Chair will establish a mediation session to resolve the breach. The Advisory Group will address each situation on a case-by-case basis where a member is not amenable to mediation.

## 7.0 Confidentiality

- Members are bound to maintain the confidentiality of information received by them as such in their capacity as members of the Advisory Group. Information that is confidential, proprietary to the Stakeholder Committee, Civic Board, Commission, Authority, Committee, or the City of Saskatoon or non-public must not be divulged to anyone other than persons who are authorized to receive the information.
- City Administration will be clear when sharing confidential information and will remind Advisory Group members not to share this information publicly.
- Advisory Group members are asked to distinguish between things that the Committee and City are considering and things that are already decided.

## 8.0 Conflict of Interest

- Members must avoid any conflict of interest, or the appearance of a conflict between their own personal interests or the interests of any closely connected person, and the interests of the Advisory Group or the City. Members must attempt to avoid not only actual conflict, but the potential for conflict.
- A member is in a conflict of interest where the member, a closely connected person, or a corporation in which the member or closely connected person has a controlling interest or a monetary interest in a matter before the Advisory Group.

## 9.0 Role of the Chair

The role of the Chair is to:

- Set the agenda for meetings;
- Preside at the meetings and keep the discussion on topic;

- Provide leadership to the Advisory Group to encourage that its activities remain focused on its mandate;
- Designate an alternative City Council representative to act as Chair in cases where they are unable to join a scheduled meeting; and
- Address City Council or Committees of City Council on behalf of the Advisory Group.

## **10.0 Role of Members**

The role of Advisory Group members is to:

- Conduct affairs using the principles set out in these terms of reference;
- Ensure the mandate of the Advisory Group is fulfilled;
- Attempt to anticipate potential problems and offer options for resolving them;
- Prepare to actively participate in discussion items at Advisory Group meetings;
- Review documents and reports related to the mandate of the Advisory Group;
- Conduct research and analysis to inform the Advisory Group's advice;
- Write letters or reports to communicate the Advisory Group's advice;
- Consult with the Chair to request agenda items be added to meetings; and
- Notify the Chair if they are unable to attend meetings in order to ensure quorum will be available for all meetings.

## **11.0 Role of Project Representatives**

The role of the project representatives is to:

- Prepare materials, reports, and presentations for the Advisory Group's review, advice, input, and recommendations as directed by City Council or the City Administration's Steering Committee.

## **12.0 Media**

- The City will conduct all media relations with respect to the project.

## **13.0 Quorum**

- Quorum is met by attendance of a majority of members (eight).

## **14.0 Meetings**

- Meetings will be held quarterly, or at the call of the Chair. The duration of each meeting is subject to the contents of the agenda and ensuing discussion.

## **15.0 Meeting Support**

- The City Clerk's Office shall provide administrative support to each meeting of the Advisory Group and is responsible for working with the Chair to schedule the meetings and prepare meeting minutes.

## **16.0 Remuneration**

- Advisory Group members shall serve without receiving remuneration.

## **17.0 Alternates**

- As members are invited to participate based on their knowledge and expertise, no alternates or other representatives may replace Advisory Group members at meetings. This will also help to ensure the continuity of discussion.

## 18.0 Amendment of Terms of Reference

- These terms of reference are approved by City of Saskatoon City Council and can only be amended by a majority vote of City of Saskatoon City Council.

## 19.0 Resource Documents

- [The Cities Act](#).
- [Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*.
- Any other policies as required.

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