

From: [Bryant, Shellie](#)
To: [Bogad, Christine](#); [Leuschen, Candice](#)
Subject: FW: Terms of Reference Review - Saskatoon Environmental Advisory Committee
Date: Monday, May 31, 2021 2:47:50 PM
Attachments: [SEAC TOR Feedback May 2021.docx](#)

From: Sackmann, Debby
Sent: Monday, May 31, 2021 2:18 PM
To: Tittlemore, Adam; Bryant, Shellie
Cc: Hudson, Janice
Subject: Terms of Reference Review - Saskatoon Environmental Advisory Committee

Good afternoon.

Please be advised that SEAC at its meeting held on May 13, 2021, resolved to provide feedback on the Committee's Terms of Reference in response to a request from the Leadership Team Governance Subcommittee regarding the revised Terms of References for Advisory Committees.

Attached is SEAC's feedback to be placed before GPC when the matter is discussed.

Any questions, let me know.

Thank you.

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May 31, 2021

Saskatoon Environmental Advisory Committee (SEAC) Feedback to the Governance and Priorities Committee -Terms of Reference

Re: Governance Review - Advisory Committees - Terms of Reference [CK 175-9]

On May 13, 2021 SEAC resolved to provide feedback on the Committee's Terms of Reference in response to a request from the Governance and Priorities Committee which is evaluating the revised Terms of References for Advisory Committees.

The revised Terms of Reference for SEAC has been in place since January 1, 2019. Overall, SEAC has been pleased with the amendments.

As a result of the amendments, communication channels with Administration and processes are much clearer and have led to more effective meetings and a clearer sense of how we can effect change in Saskatoon. We appreciate the support we receive from Council, the Clerk's Office, and Administration in guiding our activities.

The new youth and Indigenous roles are a great addition and are valued by Committee members; both roles provide valuable opportunities to ensure a diverse perspective is included. The change to having the Councillor representative working in a non-voting role has also been working well.

SEAC would like to share the following considerations for future amendments:

Online format: COVID-19 presented a unique opportunity to transition the work of the Committee to an online environment. Even as public spaces re-open, Committee members feel that working in an online environment continues to have many advantages such as:

- Reduced commuting and total volunteer time commitments which has increased the ease of attendance and reduced issues around meeting quorum.
- Greater public accessibility to the meeting content. With the video recordings online, it is much easier for interested members of the public to view topics of interest.
- Greater accessibility for those with disabilities, for example there is the ability to use closed captioning in Teams, or less concerns around physical access.
- Reduced costs overall associated with space, hosting, commuting, food.

Agency Representation: Greater clarity on the rationale and intended role of the agency representatives would be valuable within the Terms of Reference.

There are other organizations that are very active in environmental issues in Saskatoon who have not been included. Organizations like Meewasin Valley Authority also have various other formal and informal avenues through which they already provide input and collaborate with the City of Saskatoon. Other agencies such as the Ministry of Environment has not filled their role and it remains vacant.

More information on the intended purpose of the agency representatives would clarify which agencies should be included and how they should expect to participate alongside public members.

Recruitment efforts for Indigenous representatives: Having an Indigenous perspective is valuable to the work of the Committee. This year that role was not filled. Greater efforts may be required on behalf of the City of Saskatoon to support recruitment and onboarding for this position. Collaborating with local Indigenous organizations in recruitment efforts may be helpful. Both the Committee and the Administration need to consider the cultural and practical barriers that exist and how we can better support participation.

Schedule: Currently, SEAC meetings are scheduled for the 2nd Thursday of every month. EUCS meetings are scheduled for the 1st Monday of each month. In most months, this allows reports to be forwarded from EUCS to SEAC in the same month, before that same report may go to council. This works well most of the time. However, occasionally, due to calendar alignment, these two meetings are only 3 days apart and reports cannot be forwarded to SEAC before its agenda is created for the same month.

This issue could be resolved if EUCS meetings were scheduled for the 1st Monday of each month (same as current) and SEAC meetings were scheduled for 10 days after the EUCS meetings.

Yours truly,

Erin Akins, Chair
Saskatoon Environmental Advisory Committee