



## Terms of Reference

### Diversity, Equity and Inclusion Advisory Committee

#### **Authority**

Section 55 of *The Cities Act*; City Council Resolution – November 20, 2017 and June 25, 2018

#### **Mandate**

The function and mandate of the Diversity, Equity and Inclusion Advisory Committee (“DEIC”) shall be to:

1. Provide advice to City Council on policy matters relating to the following:
  - diversity and inclusion of all citizens within the community
  - emerging equity or diversity issues or trends arising in the community
  - initiatives to combat racism, acts of prejudice or hate in the community
  - initiatives to promote acceptance of all citizens of Saskatoon
  - consideration of the Calls to Action of the Truth and Reconciliation Commission in formulating City policies and initiatives
  - diversity in naming streets and City infrastructure
  - explore barriers faced in accessing city services, information, programs and facilities
  - explore barriers to participation in public life and achievement of social, cultural and economic wellbeing of residents
  - proposed City of Saskatoon policies, initiatives, and civic programs and services to meet changing needs of a diverse community
  - employment and employee awareness policies, initiatives, and civic programs
2. Provide advice and recommendations on the development and contents of a new Diversity, Equity & Inclusion Policy.
3. Monitor the success of the DEIC and to advise City Council on ways for the City of Saskatoon to increase success in working with community organizations, business and labour, all orders of government, and other stakeholders to create an inclusive and diverse community where everyone is welcomed and valued.
4. Support education and awareness programs on diversity, equity and inclusion of all citizens in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council.

## Composition

### Voting Members:

<b>Agency Representatives</b>	<b>Citizen Representatives</b>
<ul style="list-style-type: none"><li>• 1 representative of the Board of Education, Saskatoon Public Schools</li><li>• 1 representative of the Board of Education, Greater Saskatoon Catholic Schools</li><li>• 1 representative of the Saskatchewan Intercultural Association</li><li>• 1 representative of the Saskatchewan Health Authority</li><li>• 1 representative of the Ministry of Social Services</li><li>• 1 representative of the Ministry of Corrections and Policing</li><li>• 1 representative of the Open Door Society</li><li>• 1 representative of the Saskatoon Police Service</li></ul>	<ul style="list-style-type: none"><li>• 1 citizen representative of the First Nations community</li><li>• 1 citizen representative of the Métis community</li><li>• 1 citizen representative of the LGBTQ2S community</li><li>• 1 citizen representative who is a visible minority or newcomer to Canada</li><li>• 1 citizen representative of the youth community (16 – 23 years old)</li><li>• 1 citizen representative of the senior citizen community (55+ years old)</li><li>• 3 additional citizen representatives</li></ul>

The role of Agency Representatives is to act as a liaison between the specific organization they represent, members of the public appointed to the Committee, and the City. They are to provide the unique perspective of their organization, along with their own expertise of specific issues as a member of their particular organization, in making recommendations through the Advisory Committee to assist the City in developing policy related to the mandate of the Committee.

### Non-Voting Resource Members:

- 1 Councillor
- 1 representative from the Saskatchewan Human Rights Commission
- Representatives of the City's Administration:
  - Strategy and Transformation Division
  - Community Services Division

### Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent
- Knowledge, expertise or interest regarding principles of diversity, inclusion and human rights issues an asset
- Demonstrated commitment to improving diversity, inclusion and human rights in the community
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee
- Any other qualifications as outlined in Policy C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees

## **Reporting**

The DEIC shall report to City Council through the Environment, Utilities and Corporate Services Committee (“SPC-EUCS”).

The DEIC shall report to the SPC-EUCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-EUCS or City Council.

The DEIC shall submit an annual report outlining the previous year’s accomplishments and a work plan for the upcoming year, to City Council through the SPC-EUCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

## **Appointment and Term**

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

## **Mentorship of Youth Member**

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

## **Quorum**

Quorum is met by attendance of a majority of voting members (9).

## **Subcommittees and Working Groups**

- The DEIC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member
- Issues identified outside the DEIC mandate may be the subject of an ad hoc committee established by the SPC-EUCS

## **Meetings**

- Typically meets once per month during January, February, April, May, September and November or as otherwise required

- Meetings may be held in person, virtually, or a combination of both (hybrid). Virtual and hybrid meetings are only permitted:
  - Where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
  - Where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair
- The City Clerk's Office shall provide administrative support to each meeting of the DEIC

### **Remuneration and Expense Reimbursement**

DEIC members shall serve without receiving remuneration. The following services and benefits are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled DEIC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

### **Resource Documents**

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[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*

[Policy No. C10-023, Cultural Diversity and Race Relations Policy](#)

Any other policies as required



## Terms of Reference

### Municipal Heritage Advisory Committee

#### **Authority**

Section 55 of *The Cities Act*; *The Heritage Property Act*; Council Resolution - June 25, 2018

#### **Mandate**

The function and mandate of the Municipal Heritage Advisory Committee (“MHAC”) shall be to:

1. Provide advice to City Council relating to the following:
  - any matter arising out of *The Heritage Property Act* or the regulations thereunder and on Policy C10-020, *Civic Heritage Policy*
  - changes to the criteria for evaluation of properties of architectural or historical value or interest with respect to heritage designation
  - revisions to the list of buildings, sites or structures and areas worthy of conservation as set out in the *Holdering Bylaw* or under the heritage database
  - buildings, properties and artifacts to be designated under *The Heritage Property Act* or placed on the Saskatoon Register of Historic Places
  - policies related to conserving heritage buildings, sites or structures and areas
  - proposed changes or recommended changes to municipal legislation to conserve heritage buildings, sites or structures and areas
  - ways to increase public awareness and knowledge of heritage conservation issues, and if the Committee so wishes and if a budget is provided by City Council, provide education and awareness programs within the mandate of the MHAC, provided that the Administration is consulted prior to implementation of each program to ensure there is no duplication of services and that the proposed program supports the relevant policy
  - any other matters relating to buildings, sites or structures and areas of architectural or historical significance
  - buildings, sites or structures and artifacts owned by the City
2. Provide advice to the City’s Administration with respect to approval of alterations to designated heritage property or property for which a notice of intention has been registered pursuant to Bylaw No. 8356, *The Heritage Property (Approval of Alterations) Bylaw, 2004*.
3. Prepare and update, in consultation with the Administration, a brochure and/or information on the City’s website describing the Committee’s mandate, membership, qualifications, recent activities, regular meeting schedule and how the public can contact the Committee.

## Composition

### Voting Members:

<b>Agency Representatives</b>	<b>Citizen Representatives</b>
<ul style="list-style-type: none"><li>• 1 representative of the Saskatoon Heritage Society</li><li>• 1 representative of the Saskatchewan Association of Architects</li><li>• 1 representative of the Saskatoon Region Association of Realtors</li><li>• 1 representative of the Saskatoon Archaeological Society</li><li>• 1 representative of the Meewasin Valley Authority</li><li>• 1 representative of Tourism Saskatoon</li><li>• 1 representative of the Saskatchewan Indigenous Cultural Centre</li><li>• 1 representative of the 33rd Street Business Improvement District</li><li>• 1 representative of the Broadway Business Improvement District</li><li>• 1 representative of Downtown Saskatoon (Downtown Business Improvement District)</li><li>• 1 representative of the Riversdale Business Improvement District</li><li>• 1 representative of the Sutherland Business Improvement District</li><li>• 1 representative of the Local History Room of the Saskatoon Public Library</li></ul>	<ul style="list-style-type: none"><li>• 1 citizen representative of the youth community (16 – 23 years old)</li><li>• 2 citizen representatives of the First Nations or Métis communities</li><li>• 2 additional citizen representatives</li></ul>

The role of Agency Representatives is to act as a liaison between the specific organization they represent, members of the public appointed to the Committee, and the City. They are to provide the unique perspective of their organization, along with their own expertise of specific issues as a member of their particular organization, in making recommendations through the Advisory Committee to assist the City in developing policy related to the mandate of the Committee.

### Non-Voting Resource Members:

- 1 Councillor
- 1 representative of the City Clerk's Office:
  - City Archivist
- Representatives of the City's Administration:
  - Community Services Division

### Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent
- Demonstrated knowledge, expertise or interest in the following:
  - Heritage and history
  - Landscape architecture
  - Interior design
  - Structural engineering

- Construction
- A level of community involvement on related issues
- Ability to commit time to participate in Committee programs and activities
- Any other qualifications as outlined in Policy C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees

### **Reporting**

The MHAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

The MHAC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The MHAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

### **Appointment and Term**

Voting Members:

- 2 year staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

### **Mentorship of Youth Member**

The Chair, or in the alternative as required, the Vice-Chair of the Committee, shall mentor and serve as a role model to the youth member of the Committee.

### **Quorum**

Quorum is met by attendance of a majority of voting members (10).

## **Subcommittees and Working Groups**

- The MHAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittees shall be a voting member
- Issues identified outside the MHAC mandate may be the subject of an ad hoc committee established by the SPC - PDCS

## **Meetings**

- Typically meets once per month during January, February, March, April, May, June, September, October and November or as otherwise required
- Meetings may be held in person, virtually, or a combination of both (hybrid). Virtual and hybrid meetings are only permitted:
  - Where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
  - Where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair
- The City Clerk's Office shall provide administrative support to each meeting of the MHAC

## **Remuneration and Expense Reimbursement**

Advisory Committee members shall serve without receiving remuneration. The following services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled MHAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing and visual assistance

## **Resource Documents**

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[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*

[The Heritage Property Act](#)

[Policy No. C10-020, Civic Heritage Policy](#)

[Bylaw No. 8356, The Heritage Property \(Approval of Alterations\) Bylaw, 2004](#)

Any other policies as required



## Terms of Reference

### Public Art Advisory Committee

#### **Authority**

Section 55 of *The Cities Act*; City Council – Clause 6, Report No. 5-2014 of the Planning and Operations Committee; City Council – June 25, 2018

#### **Mandate**

The function and mandate of the Public Art Advisory Committee (“PAAC”) shall be to:

1. Adjudicate and approve works of art and the placement of public art on behalf of City Council and the Administration for placement in open space, civic facilities and other City-owned property (with the exception of the Remai Modern Art Gallery), in accordance with Policy No. C10-025, *Public Art Policy*.
2. Provide advice to City Council on the:
  - purchase and donation of works of art
  - revision or development of any City policies regarding public art, memorials or commemorations
3. Provide advice to the Administration concerning the de-accessioning of artworks.
4. Educate artists and community groups regarding the City’s Public Art Program.
5. Review location for appropriateness for memorials or commemorations, appoint members to the Commemorative Review Committee, and review and comment on artistic merit of a proposed commemorative work or proposed memorial in accordance with Policy C09-038, *Commemorations and Monuments Policy*.
6. Consider the Calls to Action of the Truth and Reconciliation Commission in adjudicating, approving and placing works of public art or commemorations or memorials on behalf of City Council.

#### **Composition**

##### ***Voting Members:***

- 1 citizen representative of the youth community (16 – 23 years old)
- 2 citizen representatives of the First Nations or Métis communities
- 7 additional citizen representatives

##### ***Non-Voting Resource Members:***

- 1 Councillor
- Representatives of the City’s Administration from:
  - Community Services Division

## **Preferred Qualifications**

- Demonstrated knowledge, expertise or interest in the following:
  - Public art
  - Socially engaged art
  - Visual arts
  - Media
  - Performance arts
  - Arts administration
  - First Nations art and culture
  - Métis art and culture
  - Site-specific art
  - Architecture
  - Landscape architecture
  - Design
  - Urban design
  - Art education
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee
- Any other qualifications as outlined in Policy C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees

## **Reporting**

The PAAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

The PAAC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The PAAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

## **Appointment and Term**

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

## **Mentorship of Youth Member**

The Chair, or in the alternative as required, the Vice-Chair of the Committee, shall mentor and serve as a role model to the youth member of the Committee.

## **Quorum**

Quorum is met by attendance of a majority of voting members (6).

## **Subcommittees and Working Groups**

- The PAAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member
- Issues identified outside the PAAC mandate may be the subject of an ad hoc committee established by the SPC-PDCS

## **Meetings**

- Typically meets once per month during January, February, March, April, May, June, September, October and November or as otherwise required
- Meetings may be held in person, virtually, or a combination of both (hybrid). Virtual and hybrid meetings are only permitted:
  - Where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
  - Where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair
- The City Clerk's Office shall provide administrative support to each meeting of the PAAC

## **Remuneration and Expense Reimbursement**

PAAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled PAAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing and visual assistance

## **Resource Documents**

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[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*

[Policy No. C10-025, Public Art Policy](#)

[Policy No. C09-038, Commemorations and Monuments Policy](#)

Any other policies as required



## Terms of Reference

### Saskatoon Accessibility Advisory Committee

**Authority**

Section 55 of *The Cities Act*; Council Resolution – July 16, 2007 and June 25, 2018

**Mandate**

The function and mandate of the Saskatoon Accessibility Advisory Committee (“SAAC”) shall be to:

1. Provide advice to City Council with respect to ensuring that City of Saskatoon services, information, facilities and infrastructure are accessible for citizens of all abilities.
2. Provide advice to City Council on policies and programs for improving accessibility to City services, information, facilities, infrastructure, and employment opportunities.
3. Develop sensitivity and accessibility awareness educational material.
4. Monitor implementation and administration of the Action Plan on Accessibility.
5. Review, evaluate and participate in an update of the Action Plan on Accessibility and advise City Council of progress in achieving the goals for improving accessibility to City services, information, facilities, infrastructure and employee awareness as recommended in the Action Plan.
6. Act as a resource to City Administration respecting development and implementation of public relations campaigns to promote the City’s efforts in making City services, information, facilities and infrastructure accessible to all individuals.

**Composition**

Voting Members:

<p><b>Agency Representatives</b></p> <ul style="list-style-type: none"> <li>• 1 representative of the Saskatoon Council on Aging</li> <li>• 1 representative of the Canadian National Institute for the Blind (CNIB)</li> <li>• 1 representative of Saskatchewan Deaf and Hard of Hearing Services</li> <li>• 1 representative of Spinal Cord Injury Saskatchewan</li> <li>• 1 representative of the North Saskatchewan Independent Living Centre</li> </ul>	<p><b>Citizen Representatives*</b></p> <ul style="list-style-type: none"> <li>• 1 citizen representative of the youth community (16 – 23 years old)</li> <li>• 1 citizen representative of the senior citizen community (55+ years old)</li> <li>• 6 additional citizen representatives</li> </ul> <p>* at least 50% must be persons with a disability or caregivers of persons with a disability</p>
--	---

The role of Agency Representatives is to act as a liaison between the specific organization they represent, members of the public appointed to the Committee, and the City. They are to provide the unique perspective of their organization, along with their own expertise of specific issues as a member of their particular organization, in making recommendations through the Advisory Committee to assist the City in developing policy related to the mandate of the Committee.

Non-Voting Resource Members:

- 1 Councillor
- 1 representative of the Saskatchewan Human Rights Commission
- Representatives of the City's Administration from:
  - Community Services Division
  - Strategy and Transformation Division
  - Corporate Financial Services
  - Transportation and Construction Division
    - Saskatoon Transit

### **Preferred Qualifications**

- Representatives of organizations must be members or employees of the organizations or communities they represent
- Persons with a disability or caregivers of persons with a disability
- Demonstrated knowledge, interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee
- Any other qualifications as outlined in Policy C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees

### **Reporting**

The SAAC shall report to City Council through the Transportation Committee (SPC-TRANS).

The SAAC shall report to the SPC-TRANS as required to update on any major initiative or report back on any matter referred to them by either the SPC-TRANS or City Council.

The SAAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-TRANS. The annual report is intended to update City Council on progress goals and initiatives and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

### **Appointment and Term**

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)

- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

### **Mentorship of Youth Member**

The Chair, or in the alternative as required, the Vice-Chair of the Committee, shall mentor and serve as a role model to the youth member of the Committee.

### **Quorum**

Quorum is met by attendance of a majority of voting members (7).

### **Subcommittees and Working Groups**

- The SAAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate
- Subcommittees shall draw upon members of the committee and the Chair of the subcommittee shall be a voting member
- Issues identified outside the SAAC mandate may be the subject of an ad hoc committee established by the SPC-TRANS

### **Meetings**

- Typically meets once per month during January, February, March, April, May, June, September, October and November or as otherwise required
- Meetings may be held in person, virtually, or a combination of both (hybrid). Virtual and hybrid meetings are only permitted:
  - Where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
  - Where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair
- The City Clerk's Office shall provide administrative support to each meeting of the SAAC

### **Remuneration and Expense Reimbursement**

SAAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled SAAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing and visual assistance

## **Resource Documents**

[\*The Cities Act\*](#)

[\*Bylaw No. 8174, The City Administration Bylaw, 2003\*](#)

[\*Bylaw No. 9170, The Procedures and Committees Bylaw, 2014\*](#)

[\*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



## Terms of Reference

### Saskatoon Environmental Advisory Committee

**Authority**

Section 55 of *The Cities Act*; City Council Resolutions of March 19, 1973; April 2, 1973; and June 25, 2018

**Mandate**

The function and mandate of the Saskatoon Environmental Advisory Committee (“SEAC”) shall be to:

1. Provide advice to City Council on policy matters relating to the following:
  - environmental implications identified in City undertakings, initiatives and other projects
  - waste reduction and diversion initiatives including food reclamation
  - pollution prevention
  - water conservation measures
  - climate change mitigation and reduction of greenhouse gas emissions (e.g. energy conservation, renewable and alternative energy programming, energy efficiency and building standards, alternative transportation)
  - wildlife or habitat conservation
  - ecological systems and greenspaces
  - support of alternative modes of transportation (e.g. carpooling initiatives, promotion of public transit options, walking, cycling)
2. Monitor the success of the SEAC and to advise City Council on ways for the City of Saskatoon to increase success in working with community organizations, business and labour, all orders of government, and other stakeholders to promote environmental sustainability and good environmental practices within the City of Saskatoon.
3. Provide education and awareness programs on all matters within its mandate in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council.

**Composition**

Voting Members:

<b>Agency Representatives</b>	<b>Citizen Representatives</b>
<ul style="list-style-type: none"> <li>• 1 representative of the Saskatchewan Health Authority</li> <li>• 1 representative of the Meewasin Valley Authority</li> </ul>	<ul style="list-style-type: none"> <li>• 1 citizen representative of the youth community (16 – 23 years old)</li> <li>• 1 citizen representative of the First Nations or Métis communities</li> <li>• 8 additional citizen representatives</li> </ul>

The role of Agency Representatives is to act as a liaison between the specific organization they represent, members of the public appointed to the Committee, and the City. They are to provide the unique perspective of their organization, along with their own expertise of specific issues as a member of their particular organization, in making recommendations through the Advisory Committee to assist the City in developing policy related to the mandate of the Committee.

#### Non-Voting Resource Members:

- 1 Councillor
- Representatives of the City's Administration from:
  - Utilities and Environment
  - Water and Wastestream
  - Building Standards
  - Saskatoon Light and Power
  - Planning
  - Transportation

#### Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent
- Sound general knowledge of Saskatoon and area and its existing and potential environmental issues
- Demonstrated knowledge, expertise or interest in the following:
  - Natural, earth, and/or environmental science (e.g. ecology, biology, toxicology, geoscience)
  - Relevant engineering disciplines and/or experience (e.g. environmental, civil, mechanical)
  - Environmental and/or community planning
  - Habitat and/or wildlife conservation
  - Environmental outreach and/or community development
  - Government relations and/or public policy
  - Education
  - Environmental economics
  - Entrepreneurs, for-profit or non-profit professionals with demonstrated environmental experience/interest
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee
- Any other qualifications as outlined in Policy C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees

#### Reporting

The SEAC shall report to City Council through the Environment, Utilities and Corporate Services Committee ("SPC-EUCS").

The SEAC shall report to the SPC-EUCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-EUCS or City Council.

The SEAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year to City Council through the SPC-EUCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

#### Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizens-at-large (6 years)

- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

### **Mentorship of Youth Member**

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

### **Quorum**

Quorum is met by attendance of a majority of voting members (7).

### **Subcommittees and Working Groups**

- The SEAC may form subcommittees and working groups within its membership as necessary to address specific issues within its mandate
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member
- Issues identified outside the SEAC mandate may be the subject of an ad hoc committee established by the SPC-EUCS

### **Meetings**

- Typically meets once per month during January, February, March, April, May, June, September, October and November or as otherwise required
- Meetings may be held in person, virtually, or a combination of both (hybrid). Virtual and hybrid meetings are only permitted:
  - Where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
  - Where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair
- The City Clerk's Office shall provide administrative support to each meeting of the SEAC

### **Remuneration and Expense Reimbursement**

SEAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled SEAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing and visual assistance

### **Resource Documents**

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[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