



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 (for example: 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 the 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:

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

Non-Voting Resource Members:

- 1 Councillor (?)
- Representatives of the City's Administration from:
 - Environment & Corporate Initiatives
 - Water and Wastestream
 - Building Standards
 - Saskatoon Light & 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 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 Standing Policy Committee on Environment, Utilities & Corporate Services ("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, in the prescribed form, 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

Non-Voting Resource Members:

- Councillor, 4 year (Council) term

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 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 SEAC mandate may be the subject of an ad hoc committee or task force established by the SPC-EUCS.

Meetings

- Meets on the second Thursday of each month at 11:30 a.m. to 1:30 p.m. during each of January, February, March, April, May, June, September, October and November
- The City Clerk's Office shall provide administrative support to each meeting of the SEAC

Remuneration & 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 & 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* (**under review**)

Any other policies as required (under review)