SEAC Terms of Reference Revision Recommendations

Revised Terms of Reference (ToR) for the Saskatoon Environmental Advisory Committee (SEAC) have been in place since January 1, 2019. Overall, we believe that the revised ToR included constructive modifications, particularly the addition of the Youth Member and First Nations or Metis Member. However, in an effort to continually improve and based on our experience with the new ToR to date, SEAC recommends the following revisions:

1. **Quorum** – Update the quorum requirement to “Quorum is met by attendance of 50% of voting members” (rather than majority of voting members).

   *Background*: Quorum has become challenging for the committee in the last several months, and in one case, quorum was not met. More senior members of the committee do not recall quorum being challenging prior to the revision of the Terms of Reference. Stating 50% rather than majority, is relevant when the committee makeup includes an odd number of members (whether by design or by unfulfilled positions).

2. **City Councillor Role** – The City Councillor should remain as a non-voting member of the committee, but should be invited to sit at the committee table during meetings. In addition, the role of the City Councillor should be clearly defined in the Terms of Reference, as a communicator of information and representative between SEAC and EUCS and City Council, as opposed to simply a resource.

   *Background*: The City Councillor representative to SEAC is a critical component of ensuring that SEAC achieves its mandate to “provide advice to City Council”. In order to recognise the Councillor’s role, he or she should be listed as an “at the table” member of the committee composition, as opposed to simply a resource for the committee.

3. **Agency Representatives** – Remove from the committee composition agency representatives whose directive does not necessarily align directly with SEAC’s mandate; specifically, the Saskatchewan Health Authority and Ministry of Environment representatives. Change the Meewasin Valley Authority representative from “voting” to “non-voting resource” (but continue to have the Meewasin Valley Authority representative as an “at the table” committee member).

   *Background*: The committee notes that an increase in members has potentially impacted the effectiveness of meetings. Representatives from provincial agencies do not have direct jurisdiction in municipal affairs, and are therefore not critical to the committee composition. The Meewasin Valley Authority liaises with the City of Saskatoon in various capacities, therefore input from the agency representative is valuable, but acting as a voting member is not necessary and may even lead to potential conflicts of interest.