



REFERENCE MANUAL

FOR ADVISORY COMMITTEES

Office of the City Clerk



ORIENTATION AND REFERENCE MANUAL ADVISORY COMMITTEES

**CITY CLERK'S OFFICE
2019**

Revised – January 2019

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MESSAGE FROM THE CITY CLERK

ORIENTATION AND REFERENCE MANUAL ADVISORY COMMITTEES

Each year City Council appoints citizens of Saskatoon to its advisory committees. These Committees play an important part in civic governance by providing representation from a broad spectrum of the community to assist City Council in its policy-making role.

The purpose of this booklet is to familiarize you with the procedures of advisory committees and the environment in which they operate. In addition to a broad overview of general responsibilities and processes, *The Procedures and Committees Bylaw* and each of the Terms of Reference for the Advisory Committees are included. I hope this information will provide members with a strong foundation to create a positive experience in serving on an advisory committee.

Joanne Sproule
City Clerk

January 2019

GENERAL INFORMATION

Agendas - Distributed on the Wednesday prior to the week of the meeting, usually by courier or if preferred, can be electronically accessed.

Meeting Rooms - There are three Committee Rooms in City Hall. Committee Rooms A and B are on the Second Floor, North Wing. Committee Room E is located in the basement of the South Wing, with entrance off of 4th Avenue North. All rooms are accessible. Your agenda will outline where meeting is held.

Refreshments - Refreshments and/or lunch is provided for most meetings. Since the meetings are public, Committee members are asked to come a few minutes prior to the meeting to have lunch and please use their discretion when eating during a meeting.

Services Provided to Members

Committee members shall serve without remuneration.

The City will make every effort to ensure that there are no barriers to public participation. Any requests for services not listed below will be considered on a case-by-case basis.

Childcare Expenses

Citizen members will be reimbursed for childcare expenses for all Committee meetings attended upon submission of a receipt to the City Clerk's Office.

Parking Permits or Bus Tickets

Citizen members can be provided with temporary parking permits or bus tickets for attendance at Committee meetings. The temporary parking permit will enable the member to park free of charge in any metered spot, subject to any other regulations which are posted. The temporary parking permit is to be used for Committee meetings only. Committee members are prohibited to park anywhere on the block surrounding City Hall, on 3rd Avenue across from City Hall, on 24th Street across from City Hall, on 23rd Street across from City Hall and mid-block between 4th Avenue and 5th Avenue, on 4th Avenue across from City Hall, or the Sturdy Stone parkade. A map of the restricted parking around City Hall is attached as APPENDIX D.

Hearing Assistance

Committee Rooms A and E have been equipped with systems to enhance sound. Should members require an interpreter, the City Clerk's Office will arrange for same, through the Saskatchewan Deaf and Hard of Hearing Services, and will cover the costs.

Visual Assistance

Arrangements have been made with the Saskatoon Library to utilize the JAWS (Job Access with Speech) system as required. This can be facilitated through the City Clerk's Office.

MUNICIPAL STRUCTURE AND AUTHORITY

The City of Saskatoon is a corporate body and obtains its powers from provincial legislation, called enabling legislation, as do all municipalities in Canada. These powers are limited to only those granted by the Provincial Government, and are exercised on behalf of the citizens of Saskatoon by an elected City Council.

Effective January 1, 2003, the City of Saskatoon enabling legislation is *The Cities Act*. This legislation gives all cities in the Province general powers, called areas of jurisdiction for bylaws and natural person powers for administrative matters. The Act also lists the things which a City is not allowed to do. The Act is based on the concept that elected municipal Councils should be primarily answerable to their electorate, and not to an individual Minister or Provincial Department. This provides Councils with the flexibility to deal with unique issues which arise in their communities.

The Cities Act gives Councils the right to delegate decision-making authority to the Administration and Committees, subject to the limitations prescribed in the Act.

City Council, comprised of the Mayor and ten Councillors, decides what programs will be delivered, the level of service, and the allocation of human and financial resources. The Administration's role is to carry out the policy and directions set by City Council.

Attached, as APPENDIX A, is the reporting structure for Advisory Committees.

HOW POLICY IS MADE

Policy is a principle or a plan of a government that is used to guide social, economic and physical development in our community. Programs are the specific initiatives developed to achieve the policy goals. City Council sets policy and the Administration establishes the programs necessary to carry out the policy.

It's confusing sometimes to differentiate between "policy matters" and "administrative matters". The boundary between them often gets blurred. The following example may be helpful:

The determination of the level of service regarding public swimming is a policy issue for Council to decide. It is then up to the Administration to provide these services in accordance with the policy set by Council. Council does not get involved in decisions such as how many lifeguards there should be, or how many times a program should be offered.

City Council gets its ideas for policy amendments or new policies from various sources:

- Council Members
- Standing Policy Committees
- Citizens
- Advisory Committees
- Administration

Once the appropriate review has been done in one of the Standing Policy Committees, with input from the Administration and other affected bodies, a report is prepared and submitted to City Council for the final decision.

ROLE OF THE ADVISORY COMMITTEE

How are Advisory Committees established and what is their purpose?

City Council has established a number of Advisory Committee pursuant to *The Cities Act* and Part V of *The Procedures and Committees Bylaw No. 9170*. There are five Advisory Committees: Diversity, Equity and Inclusion Advisory Committee, Municipal Heritage Advisory Committee, Public Art Advisory Committee, Saskatoon Accessibility Advisory Committee and Saskatoon Environmental Advisory Committee. The Terms of Reference for each are attached to this manual as APPENDIX E.

Advisory Committees are made up of volunteer members of the public and stakeholder organizations appointed by City Council. They are to provide unbiased policy advice to municipal government on a range of municipal issues and processes within the mandate of the respective Committees. Advocacy or the championing of a particular issue is generally not the purpose of an Advisory Committee.

Each of the City of Saskatoon Advisory Committees provide advice to Council, through a Standing Policy Committee on policy matters related to that Committee's mandate. Just as City Council does not get involved in the day-to-day operations of the Administration, the Advisory Committees do not address administrative matters but focus on higher-level policy issues.

Advisory Committees have a secondary role to provide education and awareness programs on issues relating to their mandate. In this case, a budget must be approved by City Council and the Administration must be consulted to ensure that there is no duplication of services and that the initiative supports the mandate of the Committee.

As part of a Committee's education and awareness component, there may be opportunities to participate with other organizations in events that are happening in the community. This would involve participation by Advisory Committee members on the planning committees for these events and could include co-sponsoring such an event, provided that it relates to the mandate of the Committee.

Where does an Advisory Committee get its work from?

City Council

City Council may refer matters to an Advisory Committee for feedback or for information. The Advisory Committee is also welcome to submit comments and/or request to speak to City Council on any matter within its mandate that is before City Council.

Standing Policy Committees (SPCs)

The SPCs may also refer matters to an Advisory Committee for feedback or for the Advisory Committee's information. The Advisory Committee is also welcome to submit comments and/or request to speak to a SPC on any matter within its mandate that is on the agenda.

Citizens or Other Groups

From time to time a citizen or groups will write to an Advisory Committee commenting or requesting to speak to the Advisory Committee. Communications to an Advisory Committee shall be forwarded to the appropriate SPC for consideration and referral to the Advisory Committee, unless the comment or request to speak relates to a matter already on the Advisory Committee's agenda.

Advisory Committees

Advisory Committees are advisory to City Council and each Advisory Committee reports to City Council through a specified Standing Policy Committee. (Please see Appendix "A".) Advisory Committees bring their reports and recommendations to the appropriate Standing Policy Committee for consideration and deliberation. Delegations from the Advisory Committees are heard by the Standing Policy Committees and by City Council.

The Administration acts as a resource for Advisory Committees. Advisory Committees do not direct the work of the Administration. (Please see "Role of the Non-Voting Resource Members" section in this manual.) If the Advisory Committee requires resources not appointed to the Committee or if the Advisory Committee requires a written report from the Administration, the request should be forwarded to the appropriate SPC for a decision.

Advisory Committees will develop a work plan early in each year identifying anything within its mandate it wants to achieve. Examples of work an Advisory Committee may want to consider is reviewing any policies or bylaws relevant to its mandate, the development of potential education campaigns or materials, reviewing matters currently under consideration by City Council and providing policy advice where warranted.

Subcommittees and Working Groups

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

Annual Reporting

Each Advisory Committee shall submit an annual report, in the prescribed form [See APPENDIX B], outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the appropriate SPC. 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 or membership.

Advisory Committees shall also report on major initiatives or matters referred by either Council or the SPC.

ROLE OF THE CHAIR AND VICE CHAIR

The Chair and Vice Chair are elected by the voting members of the Committee at its organizational meeting held in January. Usually the Chair is the Committee's most experienced and knowledgeable member and, as such, the Committee can benefit from their knowledge.

The Chair, assisted by the Committee Assistant, is responsible for the proper conduct of all meetings in accordance with *The Procedures and Committees Bylaw* and follows the agenda. The Chair ensures that debate on issues is confined to members of the Committee and relates to the item under discussion. They will encourage input from all members of the Advisory Committee. The Chair ensures that questions to members of the public do not become debates.

In enforcing the rules, it is necessary that the Chair exercise tact and common sense – procedural deviations/variations are minor as long as no one's rights are being infringed upon and the progress of the meeting isn't harmed. The main thing is to make sure that nobody is being prevented from exercising their right to be heard and that the will of the majority is carried out. The Committee Assistant is knowledgeable in procedural matters and will assist the Chair in carrying out these duties.

The Chair is allowed to participate in the debate, although care should be taken to debate under the same rules that apply to others, so as not to be seen as abusing the power of the Chair.

The Chair votes on all matters. The Chair may have to prompt motions if nothing is coming forward from the Committee members. The Chair can state the motion that needs to be made and invite someone to propose it.

The Chair, unless another member is selected by the Advisory Committee, is the only Committee member authorized to speak to the media or at SPC or Council. Communications shall be made on behalf of the Committee and convey the Committee's message, not personal opinion.

As outlined in each of the Advisory Committee's Terms of Reference, the Chair shall mentor and serve as a role model to the youth member of the Committee.

The Chair is also responsible for advising the City Clerk's Office in writing of a member's resignation or absence from three consecutive meetings and any breach of the Code of Conduct by a member.

The Vice Chair carries out the duties of the Chair when they are not able to.

ROLE AND CONDUCT OF ADVISORY COMMITTEE MEMBERS

City Council has appointed you as a member of the Advisory Committees to play an important part in civic governance by providing representation from a broad spectrum of the community to assist City Council in its policy-making role.

Committee members are expected to familiarize themselves with the applicable Terms of Reference and shall participate in the orientation session. They must attend meetings regularly and actively participate in same. The agenda should be reviewed along with any materials in advance of the meeting.

During meetings, members must wait to be recognized by the Chair before speaking, speak through the Chair, and maintain appropriate decorum and language in accordance with *The Procedures and Committees Bylaw*.

When a Committee member is addressing the Chair, all other Committee members shall remain quiet, refrain from interrupting the speaker, and refrain from carrying on a private conversation in such a manner that disturbs the speaker.

Committee members who have been appointed as representatives of a particular body or agency are expected to report back to that body or agency regarding the activities of the Committee and, where appropriate, to bring to the Committee the views of the agency they represent.

Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees

Please refer to Policy C01-003, which includes the Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees and provides further details of the requirements for members. Members will be required to sign an acknowledgement that the Code of Conduct has been received and the member agrees to comply. The Policy is currently being revised and will be provided in due course.

The Code of Conduct provides guidance to Committee members on the conduct required by law or expected of them in the fulfilment of their duties as members of an Advisory Committee. The Code is not intended to be exhaustive. If issues outside the explicit rules should arise, they should be addressed in accordance with the general principles set out in the document, or through the exercise of sound business and ethical judgment. The Code does not override the requirements of the law, and if there is any inconsistency between them and any applicable law, the applicable law governs.

Committee members shall act honestly and in good faith in exercising the duties of their office to the best of their abilities. In doing so, a number of specific principles are applicable:

Corporate Opportunities

Members must not take personal advantage of, or divert to their own benefit, commercial opportunities they learn about in the course of carrying out their duties as a member.

A member must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon the member's position or authority, or upon confidential or non-public information the member gains by reason of such position or authority.

Confidentiality

Some Committees may receive confidential information in the course of their duties. It is expected that confidentiality be respected by all Committee members.

Conflict of Interest

A member is required to declare a conflict of interest whenever the Committee is discussing a matter that has financial implications for the member or group/organization that the member represents. It also includes if the member knows or ought reasonably to know that in the making of the decision there is an opportunity to further his/her private interests or the private interests of a closely connected person.

The member shall not participate in debate or vote on the matter, but shall leave the meeting during discussion of the matter, and the Committee Assistant will so indicate in the minutes. The member shall not attempt in any way before, during or after the meeting, to influence the voting on the matter.

Anti-Harassment Policy

City Council has adopted a City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees which is appended to Policy C01-003. It is to ensure a respectful working environment free of harassment, including sexual, sexual orientation, racial, religious, verbal or physical harassment.

Preferential Treatment

Members must not act in their official role to assist organizations or persons in their dealings with the Committee or The City of Saskatoon if this may result in preferential treatment to that organization or person.

Resources or City of Saskatoon Property

Members must not use Committee resources or services or City of Saskatoon property to pursue their private interests or the interests of a closely connected person.

Gifts, Benefits and Entertainment

Members must not solicit or accept benefits, entertainment or gifts in exchange for, or as a condition of the exercise of their duties or as an inducement for performing an act associated with the member's duties or responsibilities for the Committee.

Remuneration

There is no remuneration paid to a member and a member shall not accept remuneration from any source for services rendered.

ROLE OF THE NON-VOTING RESOURCE MEMBERS

Council Member

City Council appoints one Councillor to each of the Advisory Committees as a non-voting resource member. The appointed Councillor acts as a liaison to the Committee by providing information when appropriate on Council's initiatives within the Committee's mandate.

City's Administration

Representatives of the City's Administration that are expected to attend Advisory Committee meetings are outlined in each of the Terms of Reference. Appointments are at the discretion of the General Manager of the Departments specifically outlined in the Terms of Reference.

The Administration are appointed as non-voting resource members. They will respond to questions and provide verbal information for matters being considered by the Advisory Committee. Verbal reports regarding specific issues may be provided but will be identified with the City Clerk's Office in advance of the meeting so they may be listed on the agenda; however, verbal updates should not carry the agenda. The Administration may occasionally engage with an Advisory Committee on an initiative. However, any direction to the Administration to work or report on a matter must come from Council or the appropriate SPC.

Advisory Committees are not "working groups" for the Administration. To distinguish between the two, a working group meets with the Administration and the Administration brings forward to Council the recommendations of the working group. Advisory Committees are advisory to Council and bring forward independent recommendations to City Council through the appropriate Standing Policy Committee.

When reports and recommendations are initiated by Advisory Committees, the Administration will inform the General Manager assigned to the SPC to ensure the Administration is in a position to address the matters, if necessary, when they are before the SPC.

MEETING RULES AND PROCEDURES

City Council and all of its committees are operated in accordance with *The Procedures and Committees Bylaw* [APPENDIX E] which has been drafted in accordance with the provisions of *The Cities Act* and basic principles of parliamentary procedure.

Parliamentary procedure is not meant to be restrictive or prevent free expression of opinion, but to serve as a protection of the rights of all - the majority, the minority, individual and absent members, and the public. The purpose of parliamentary procedure is to expedite business, maintain order, ensure justice and make sure that the will of the body is accomplished properly and fairly. The rules are designed to help, not hinder, the process. The City Clerk's Office is responsible to City Council for ensuring that the business of each of Council's Committees is conducted accordingly.

The following are the procedures which relate to Advisory Committees:

Agendas (Order of Business)

Agendas for meetings are prepared by the Committee Assistant, usually in consultation with the Chair. Preparing an agenda in advance provides transparency for the Committee member. The public and Committee members will know ahead of time what will be discussed. Distribution typically occurs no later than 4:00 p.m. on the Wednesday of the week immediately preceding the Committee meeting.

An agenda template is followed and adjusted as necessary depending on matters that are up for discussion. The agenda template is attached as APPENDIX C.

Minutes

The City Clerk's Office prepares minutes which includes background and context for the benefit of future researchers, as well as an indication of the topic of discussion, particularly when a presentation is made by the public. The minutes are a record of what the Committee did at a meeting, and not a record of what individual members said.

Minutes have a collective, not a personal, focus. What individuals said is less significant than the precise wording of proposals and the decisions made by the group, and no member has the inherent right to have his or her comments on the record.

The minutes are distributed at least 48 hours before the next meeting to the Committee. Any Committee member may make a motion amending the minutes to correct any errors or omissions.

Commencement of Meeting and Quorum

The Chair shall take the chair and commence the meeting at the time specified for the meeting and as soon as quorum is present. Quorum requires that a majority of voting members are in attendance.

If quorum is not present within 15 minutes of the time specified for the meeting, the meeting shall stand adjourned until the next regularly scheduled meeting. No business whatsoever will be conducted in the absence of a quorum. If the Committee loses its quorum during the meeting, the meeting will be adjourned.

Special Meetings

A special meeting may be called whenever requested to do so in writing by the Chair or by a majority of the Committee members. There is a requirement for the City Clerk's Office to provide 24 hours' notice of any special meeting.

Motions and Debate

Motions do not need to be seconded except to reconsider or rescind.

There shall be no limit to the number of times a member may speak to a question.

A motion requesting that a motion be put to a vote is not allowed.

Informal discussion of a subject shall be permitted when no motion has been made.

Voting

Every member of the Committee in attendance, including the Chair, must vote on every issue, unless excused due to a conflict of interest. If a member does not vote in the affirmative, then it is assumed that he or she is voting in the negative. If a Committee member abstains from voting, the Committee member is deemed to have voted in the negative.

There is no need, particularly for routine matters, that voting be a formal, drawn-out process. However, a vote is still required even though it may be apparent from the discussion that there is consensus.

Recorded votes are not done at Advisory Committees unless there is a request from a Committee member to do so.

Public/In Camera

City Council has determined that all meetings of Advisory Committees are to be held in public, with the exception of those which deal with matters that are deemed to be confidential under *The Local Authority Freedom of Information and Protection of Privacy Act*. There are virtually no items which Advisory Committees deal with which fit these criteria.

Meetings held by electronic means for Advisory Committees (email and/or teleconference) are not permitted. Email meetings are not transparent as there is no opportunity for public input.

Communications

Communications to an Advisory Committee shall be forwarded to the appropriate SPC for consideration and referral to the Advisory Committee, unless the comment or request to speak relates to a matter already on the Advisory Committee's agenda.

Budget

All Committees have a budget, which is administered by the City Clerk's Office, and covers items such as photocopying and refreshments. In addition, most Committees have a programming budget for undertaking initiatives within their mandate.

Each year's programming budget is prepared the previous spring and Committees are asked for their budget proposal. The budget proposal is submitted to the SPC to which the Advisory Committee reports for review, and onward submission to the Administration for placement in Preliminary Budget documents for approval by City Council. The Preliminary Budgets are reviewed by City Council in late November.

If Advisory Committees are under budget at the end of the year, unused funds are returned to the City. The Committee will not be penalized in the next year for not using its entire previous budget.

Conferences

Members of Advisory Committees may attend conferences provided each request is approved by City Council, funds have been provided for in the City's approved Operating Budget, and the conference will be of direct benefit to the City of Saskatoon.

Conference attendees must abide by the same rules as civic employees regarding reimbursement of expenses. The Committee Assistant will provide this information.

ROLE OF THE CITY CLERK'S OFFICE

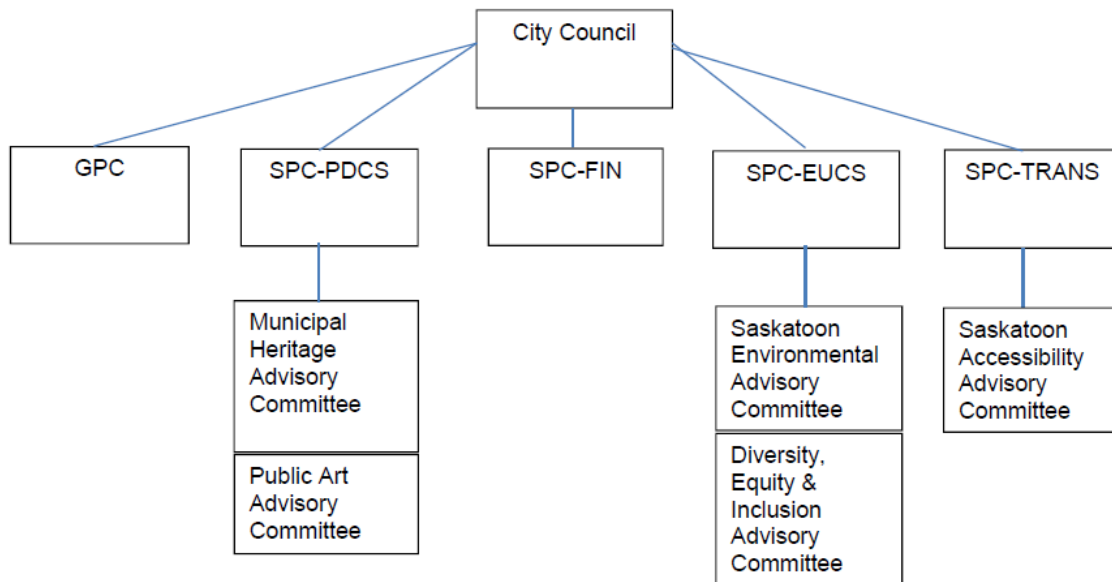
The City Clerk's Office provides administrative support to each meeting of the Advisory Committee, typically by way of a Committee Assistant.

The Committee Assistant prepares the agendas in consultation with the Chair, attends each meeting of the Advisory Committee, records the minutes, and aids in the preparation of correspondence from the Committee, the annual reporting and other administrative support such as paying invoices and liaising with the Administration. The Committee Assistant also assists the Chair in their duties, when requested, particularly relating to meeting procedure.

The Committee Assistant represents the City Clerk on all procedural matters. Advisory Committees are expected to follow any procedural advice or directive of the Committee Assistant.

APPENDIX A

Reporting Structure for Advisory Committees



APPENDIX B

ANNUAL REPORT AND WORK PLAN TEMPLATE

[Date of Report]

Secretary, [insert SPC advisory committee reports to]

**Re: [past year] Annual Report and [current year] Work Plan – [insert name of advisory committee]
(File No. CK. _____)**

The mandate of the _____ (the Committee) is to provide advice on matters relating to _____. The Committee provides guidance on a variety of topics including:

- List topics

Committee Membership

Membership on the Committee for the year [past year] was as follows:

- List members

The [current year] membership on the Committee is as follows:

- List members

Work Plan Goals and Accomplishments

The work plan goals of the Committee in [year] were as follows. Under each goal, a summary of the accomplishments of the Committee is provided. In addition, Appendix 1 provides a summary of key topics and resolutions by meeting, and Appendix 2 provides a summary of [year] expenditures.

In addition, the following were also completed by the Committee:

[Insert any additional matters the committee wishes to report on.]

[past year] Reports and Communications

Matters Referred by SPC or City Council

1. Subject – Referring Body

Reports/Recommendations Submitted to City Council:

1. Subject – Date submitted

Reports/Recommendations Submitted to the Standing Policy Committee on _____:

1. Subject – Date submitted

Reports/Recommendations Submitted to the Governance and Priority Committee:

1. Subject – Date submitted

Communication by Committee Representatives (Chair, Vice-Chair, or designate) to the local media:

1. Matter Communicated – Date

Work Plan for [current year]

In [current year], Committee will:

- List

ATTACHMENTS

1. Appendix 1 – [past year] Meeting Summary
2. Appendix 2 – [past year] Expenditures

Yours truly,

[Insert name of Chair]

Chair

[Insert Committee]

Appendix 1 – [Year] Meeting Summary – Key Topics and Resolutions

Meeting	Summary – Key Topics and Resolutions
January	
February	
March	
April	
May	
June	
September	
October	
November	

Appendix 2 – [Year] Expenditure

Date	Description	Amount
	Total	

APPENDIX C

AGENDA TEMPLATE [ADVISORY COMMITTEE NAME]

[Date of meeting] [start – end time]

[Location]

1. CALL TO ORDER

The Chair will call the meeting order once quorum is determined.

2. CONFIRMATION OF AGENDA

A motion is required to confirm the agenda as presented, or as amended.

3. DECLARATION OF CONFLICT OF INTEREST

Members can declare any conflict of interest on any matter that is on the agenda and provide a reason. If a member is late to a meeting, the Chair should determine with that member if they wish to declare conflict on any remaining matters.

If a member declares conflict he/she must excuse themselves from discussion and voting on the matter and leave the room.

If a member is absent from a meeting where they have conflict of interest on an item, they shall declare it at the next regular scheduled meeting.

4. ADOPTION OF MINUTES

The Chair will ask if there are any errors or omissions in the minutes and will call for a motion that the minutes be adopted as presented or amended.

5. UNFINISHED BUSINESS

This is where any matters that were on a previous agenda did not get addressed. They should be addressed under Unfinished Business to ensure they don't get delayed again. This would also be where a matter would be added if it was deferred from a previous meeting.

6. VERBAL UPDATES

This is a standing item on the agenda but updates do not carry an agenda.

6.1 REPORT OF THE CHAIR

This is opportunity for the Chair to provide a verbal update on his/her activities since the last meeting.

An example of what the Chair could report on is if they provided information to the media on a certain matter. Another example might be if they presented to Council or Committee just provide a brief report on how it went.

6.2 COMMITTEE OR RESOURCE MEMBER UPDATE

To provide an opportunity for a Committee or resource member to update on issues, trends, events, etc. that pertain to the Committee's mandate.

These must be reported to the City Clerk's Office prior to the agenda being released.

7. REFERRALS FROM COUNCIL OR COMMITTEE

This is where items would be placed that are referred to the Advisory Committee from Council or SPC.

8. WORK PLAN CONSIDERATION

In accordance with the Committee's Terms of Reference, it shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year.

At the first meeting, the Committee should begin to consider preparing the Annual Report in the prescribed form, which will include the upcoming year's work plan.

8.1 WORK PLAN AND REFERRALS TO STANDING POLICY COMMITTEE

This is a standing item on the agenda for the Committee, and/or any subcommittees, to provide updates regarding items on its work plan and any matters being referred to the Standing Policy Committee for consideration.

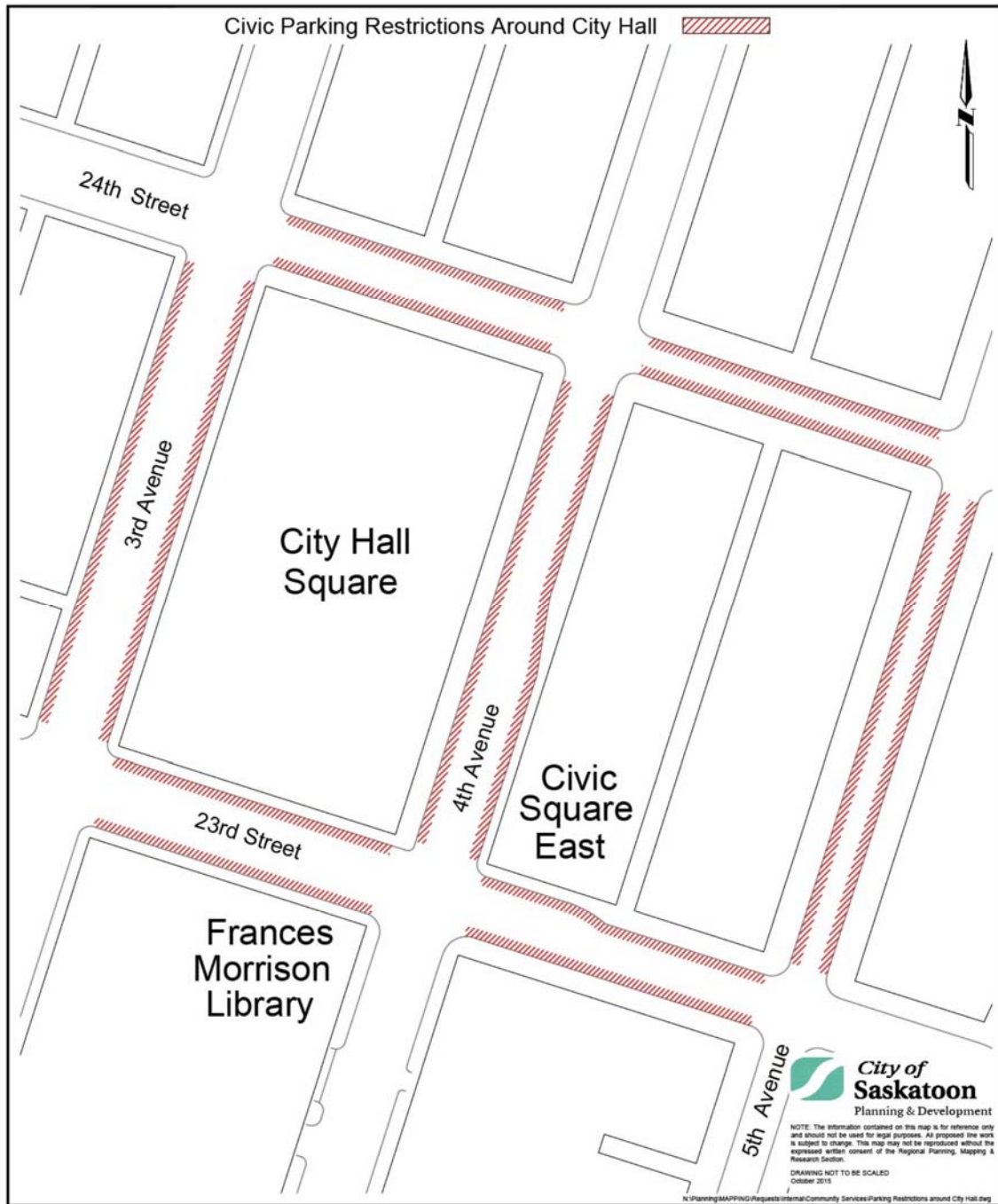
9. BUDGET - STATEMENT OF EXPENDITURES FOR [CURRENT YEAR]

The Committee Assistant will provide a spreadsheet containing budgetary figures that the Committee can work with throughout the year. This is a standing item on the agenda. All expenditures must be approved by the Committee and reported publicly.

10. ADJOURNMENT

Once the order of business has been completed the meeting will be adjourned.

APPENDIX D



APPENDIX E

Terms of Reference for Advisory Committees:

1. Diversity, Equity & Inclusion Advisory Committee
2. Municipal Heritage Advisory Committee
3. Public Art Advisory Committee
4. Saskatoon Accessibility Advisory Committee
5. Saskatoon Environmental Advisory Committee



Terms of Reference

Diversity, Equity & 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 & 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. Provide 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:

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

- 1 Councillor
- 1 representative from the Saskatchewan Human Rights Commission
- Representatives of the City's Administration:
 - Corporate Performance Department
 - Community Services Department

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, 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 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

- Meets on the second Thursday of each month at 12:00 noon until 2:00 p.m. during each of January, February, April, May, September and November
- The City Clerk's Office shall provide administrative support to each meeting of the DEIC

Remuneration & 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 *Holding 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 Municipal Heritage Advisory Committee, 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:

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

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

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, in the prescribed form, 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

- Meets on the first Wednesday 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 MHAC

Remuneration & 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 & 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 Department

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, in the prescribed form, 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

- Meets on the second Friday of each month at 2:30 p.m. to 4:30 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 PAAC

Remuneration & 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 & 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:

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

- 1 Councillor
- 1 representative of the Saskatchewan Human Rights Commission

- Representatives of the City's Administration from:
 - Community Services Department
 - Corporate Performance Department
 - Asset & Financial Management Department
 - Transportation & Utilities Department
 - Transit and Access 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, in the prescribed form, 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

- Meets on the second Friday of each month at 12:00 noon. to 2:00 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 SAAC

Remuneration & 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 & 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:

Agency 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	Citizen Representatives <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 communities• 8 additional citizen representatives
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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 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, 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
- 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 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 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*

Any other policies as required