



## Cornerstone

*Terms of Reference*  
Spring 2020



## Terms of Reference

### Name

Cornerstone Stakeholder Advisory Group

### Mandate

The mandate of the Cornerstone Stakeholder Advisory Group is:

1. To facilitate a successful implementation of the Cornerstone project.
2. To be a point of communication to the organizations they present from the Cornerstone project team.
3. To provide advice, input and recommendations to the City of Saskatoon Administration and the Cornerstone Project team on:
  - Program changes within the scope of the project;
  - Development of industry focused project communications;
  - Development of change management plans to support industry adoption and implementation, including timing and phasing on planned changes;
  - Nominate industry champions for software testing; and,
  - Other issues identified by the project team.

### Vision

To be a national leader in the delivery of building, development and business licensing permits and practices within Building Standards, Planning and Development and Community Standards.

### Mission

The mission of the Cornerstone Stakeholder Advisory Group is to foster connections between industry, project team and City Administration to support the successful implementation of the Cornerstone Project.

### Membership

#### Voting Members

A 'customer' in the context of this Advisory Group is defined as someone who has accessed one or more of the following programs and services within Building Standards, Planning and Development and Community Standards in the past two years:

- Building and Development Permit;
- Development Application such as subdivision, rezoning, discretionary permits etc.;
- Business License;
- Property Information Disclosure; and/or,
- Plumbing Permit.

## Agency Representatives

The following representatives will be appointed by the organization/association that they are representing:

- 1 representative of the Saskatoon Region Homebuilders Association
- 1 representative of the Saskatoon Construction Association
- 1 representative of the North Saskatoon Business Association
- 1 representative of the Saskatoon Chamber of Commerce
- 1 representative of the Saskatchewan Land Surveyors Association
- 1 representative of the Saskatchewan Realtors Association
- 1 representative of the SREDA
- 1 representative of Saskatchewan Indian Institute of Technologies
- 1 representative of Gabriel Dumont Institute

## Customer Representatives

- 2 Customer representatives who are developers
- 1 Customer representative who is a property manager
- 1 Customer representative who is a realtor
- 1 Customer representative who owns a small commercial business
- 1 Customer representative who is a registered architect or professional engineer
- 1 Customer representative who is a large commercial contractor
- 1 Customer representative who is a residential builder
- 1 Customer representative who owns / manages commercial multi-tenant buildings
- 1 Customer representative from the financial lending industry
- 1 Customer representative who is a land surveyor
- 1 Customer representative

## Non-Voting Resource Members:

- Up to 5 representatives of the City's Administration

Representation of the Advisory Group as will strive to mirror the demographics of the community and the customers using programs and services provided within Building Standards, Planning and Development and Community Standards according to the most recently available information.

## Appointment

Selection of Advisory Group members will be conducted through an open call to the community and communication to the groups identified within the members' section.

## Membership Term/Renewal

To be determined by the Cornerstone Stakeholder Advisory Group.

## Meeting Chair

A member of City Administration will chair all meetings. The Chair is responsible for preparing agendas and sharing with members, guiding meetings through agenda items, follow up with members on assigned tasks and follow the decision-making process outlined by the Group.

## Confidentiality

Members are bound to maintain the confidentiality of information received by them as such in their capacity as members of the Cornerstone Stakeholder Advisory Group. Information which is confidential, proprietary to the Stakeholder Advisory Group, Civic Board, Commission, Authority, Committee or The City of Saskatoon or non-public must not be divulged to anyone other than persons who are authorized to receive the information.

## Conflict of Interest

Members must announce any conflict of interest, or the appearance of a conflict between their own personal interests or the interests of any closely connected person, and the interests of the Stakeholder Advisory Group or The City of Saskatoon. Members must attempt to avoid not only actual conflict, but the potential for conflict.

## Administrative Support

A member of the Cornerstone project team will act as or designate a Group liaison to provide logistical and administrative support to the Group and maintain open lines of communication between the Group and the project team. The liaison will also accept agenda items and fulfill information requests from the Stakeholder Advisory Group.

## Meetings

### Purpose

The Stakeholder Advisory Group shall hold meetings quarterly to address matters that fall within its mandate.

The Stakeholder Advisory Group shall conduct meetings in a transparent and respectful manner with the goal of achieving consensus on matters under their deliberation.

Interim meetings to address matters within the mandate of the Advisory Group may be called at the discretion of the Chair.

### Quorum

TBD by the Advisory Group. For example 50% of voting members.

### Attendance Requirements

TBD by the Advisory Group. Is there an attendance requirement (ie, cannot miss more than XX consecutive meetings? Or cannot miss more than XX meeting in a calendar year. Etc.) Is delegation acceptable and/or under what conditions.

Some preparation work in advance of each meeting will be required. Members of the Group may also be required to:

- Review documents and reports related to the mandate of the Group;
- Conduct research and analysis to inform the Group's advice; and/or
- Write letters or reports to communicate the Group's advice.

## Agenda

Each Advisory Group meeting shall have an agenda to guide deliberations.



Advisory Group members may contribute to the items placed on the meeting agenda.

The Chair shall be responsible for producing and circulating the meeting agenda to stakeholder Advisory Group members, no later than three days prior to the meeting.

Email will be the preferred method of distribution. Print packages will be available for the Group members the day of the meeting, on request.

### **Conduct of Members**

Advisory Group members shall be given the opportunity to debate and discuss items on or added to the agenda in a respectful manner.

A code of conduct will be developed by the Advisory Group.

### **Decisions**

The Stakeholder Advisory Group will determine the decision-making process.

### **Publication of Minutes**

Subject to any confidentiality restrictions, meeting minutes will be transcribed in a format that is accessible to stakeholder Advisory Group members and other designated recipients, no later than two weeks following the meeting.

The stakeholder Advisory Group shall distribute the non-confidential meeting minutes to designated recipients, such as members of the community and other City employees, as determined by the Advisory Group and will be publicly posted.

Ensure that the non-confidential meeting minutes clearly capture: (a) the item; (b) the resolution, if any; and (c) the rationale for the resolution, if any.

In the case of confidential items, only the name of the item being deliberated shall be published as part of the meeting minutes.

### **Access**

Stakeholder Advisory Group meetings are restricted to stakeholder Advisory Group members and invited guests as approved by the Chair.

### **Review**

This terms of reference shall be deemed accepted on \_\_\_\_\_. This terms of reference will be reviewed annually.