

BRT NUTANA STAKEHOLDER COMMITTEE

Terms of Reference

March 18, 2023



CONTENTS

NAME 3

MANDATE 3

VISION 3

MISSION..... 3

MEMBERSHIP 3

MEETINGS 6

REVIEW..... 8

NAME

Bus Rapid Transit (BRT) Nutana Stakeholder Committee (Committee)

MANDATE

The mandate of the BRT Nutana Stakeholder Committee is:

1. To facilitate a successful implementation of Bus Rapid Transit in Saskatoon.
2. To be a point of communication to the community that they represent from the BRT project team.
3. To provide advice, input and recommendations to the BRT project team on:
 - a. construction staging/phasing in their relevant geographic location;
 - b. timing of changes to transit service in advance of the BRT;
 - c. marketing and communication to the community that they represent;
 - d. approaches and opportunities for engagement with the community; and
 - e. other issues identified by the project team.
4. To make decisions on decision items that are brought to the Committee by the City's Administration.

VISION

Successful implementation of the BRT system in Saskatoon by including, supporting and connecting communities.

MISSION

The mission of the BRT Stakeholder Committees is to foster connections between the community and the BRT project team and support the successful implementation of the BRT system in Saskatoon.

MEMBERSHIP

Agency Representatives

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

- 1 representative of the Nutana Community Association
- 1 representative of the Saskatoon Heritage Society
- 1 representative of Nutana Collegiate
- 1 representative of Oskayak High School

- 1 representative of École Victoria School
- 1 representative of the University of Saskatchewan Students' Union
- 1 representative the Graduate Students' Association
- 1 representative from the Broadway Business Improvement District Executive

Resident Representatives

- 2 resident representatives who currently reside in the Nutana area
- 2 resident representatives from the Nutana business community
- 1 resident representative who is a transit rider
- 1 resident representative who works in Nutana
- 2 additional resident representatives

Non-Voting Resource Members

- 1 City Councillor
- Up to 5 representatives of the City's Administration

Representation of the committee will strive to mirror the demographics of the community according to the most recently available information.

Appointment

Agency Representatives will be identified by the groups sending representatives to the committee. Selection of resident representatives will be conducted through an open call to the community or by appointment at the discretion of the committee.

Meeting Chair

A member of City Administration will chair all meetings. The chair is responsible for preparing and sharing meeting agendas, facilitating meetings, following up with members on assigned tasks, and following the decision-making process outlined below.

Membership Term / Renewal

The term and renewal process for agency representatives will be determined by each agency and communicated to the Committee.

Resident Representatives will decide annually if they will continue on the Committee. If people move or change jobs, they may no longer be eligible to continue a particular role. If a Resident Representative decides not to continue on the Committee, or is no longer eligible to continue on the Committee, their position will be filled through an open call or by appointment, at the discretion of the committee.

An effort will be made to ensure some continuity on the Committee.

Group Member Roles

Sub-committees may be formed as needed to facilitate easier decision making or to focus on issues.

Confidentiality

Members are bound to maintain the confidentiality of information received by them as such in their capacity as members of such stakeholder committee. Information that is confidential, proprietary to the Stakeholder Committee, 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.

- Administration will be clear when sharing confidential information and will remind Committee members not to share this information publicly.
- Committee members are asked to distinguish between things that the Committee and City are considering and things that are already decided.
- Specifics of who says what during meetings will be kept confidential to ensure that Committee members feel comfortable discussing issues.

Media

The City of Saskatoon will conduct all media relations with respect to the BRT Implementation.

Conflict of Interest

Members must avoid 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 Committee or the City of Saskatoon. Members must attempt to avoid not only actual conflict, but the potential for conflict.

A member is in a conflict of interest where the member, a closely connected person or a Corporation in which the member or closely connected person has a controlling interest or has a monetary interest in a matter before the Committee.

Administrative Support

A member of City Administration 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 committees.

Information and Communications

- City Administration will provide Committee members with background information on the project and information to help Committee members to explain the project to the agencies and groups that they represent.
- Committee members may send questions directly to the project team, rather than waiting for quarterly meetings. A list of Questions and Answers (Q and A) will be shared with the Committee.
- Background information and the Q and A will be shared with Committee members using an online platform.
- Questions that come up frequently may be added as agenda items for discussion.

MEETINGS

Purpose

The Committee shall aim to hold meetings quarterly to address matters that fall within its mandate. Meeting agendas will be prepared by the Chair. All participants will have an opportunity to report back from the groups that they represent at the end of each meeting.

Guiding Principles

The following guiding principles will inform the way we work together:

- We are responsible for ensuring we have a clear understanding of the decisions that can and cannot be influenced, and the decision-making power of the Committee on issues that we discuss.
- We value different points of view and perspectives. We recognize that disagreement is okay, and we will work together to make sure that our conversations are not dominated by a few voices.
- We work to help each other feel comfortable participating:
 - We have tools to help remember each other's names
 - We use proper pronouns
 - When possible, we share refreshments
 - We use conversational voice levels
 - We ensure that we can see everyone who is speaking when we meet in person
 - We listen to each other.
- We recognize that it's okay to be quiet and do not force each other to participate for the sake of participating.
- We respect each other's' time and keep our discussion on topic.
- We avoid using acronyms and jargon.
- We value the time and space to think and contemplate decisions.

Decision-Making Process

Our decision-making process will depend on the type of decision being made. The following principles will guide this process.

- Decisions are made collectively at quarterly meetings and through online voting.
- There will be different types of decisions brought to the committee:
 - Committee process related decisions (such as the TOR, approval of meeting minutes, etc);
 - BRT project decision items, as well as issues where Administration asks the Committee for feedback, but the Committee is not the final decision maker.
 - Administration will be transparent about what decisions the Committee is able to make and the type of decision that is brought before the Committee.
- The Chair will encourage the participation and empowerment of all group members.
- When possible and appropriate, we will work to achieve consensus, as described below.

- If consensus cannot be achieved or is not appropriate for the type of decision being made, decisions will be made by majority vote, as described below.

Consensus:

- A process that allows the entire group to be heard and to participate in decision-making.
- The goal is to find common ground, exploring issues until everyone's opinions are voiced and understood.
- The process aims to bring the group to mutual agreement by addressing all concerns
- Does not require unanimity, but that everyone can agree they can "live with" the decision.
- Ends in re-stating the agreements made and determining the next steps in implementing the decision.

Majority Vote

- We recognize that we will not always be able to reach consensus.
- When possible, decision items will be shared with the Committee prior to meeting. Committee members will be given one month after a meeting to confer with those they represent. The deadline for voting on decision items will be at the end of the 1-month period.
- If there are decision items that require further discussion, an agreement at the first meeting is required to extend the 1-month deadline, by choosing to discuss it at a second meeting. Most decisions should take no more than two meetings.
- Decision items will be voted on electronically, using the following process:
 - One first choice vote per person, and one second choice vote (worth 50%).
 - Individuals can make comments and change their votes until the deadline
 - If there is a tie, or a close vote (within one vote) there will be a revote removing all but the closest options.
 - Any comments/chats and voting will be documented.

Quorum

Quorum for a meeting or vote shall be 30% of current voting members of the stakeholder committee.

Attendance Requirements

We recognize the importance of the various roles and perspectives on the Committee, so we value attendance. We also know that there are times when Committee members will need to miss meetings.

- If Committee members cannot attend a meeting, they may still participate by providing written feedback or comments and through online voting.
- Agency representatives may send an alternate from their organization if they are unable to attend a meeting.
- If a Committee member misses two consecutive meetings with no communication or participation, they could be removed from the committee following a discussion with the Committee member and in the case of Agency Representatives, the organization that they represent.

Agenda

Each stakeholder committee meeting shall have an agenda to guide deliberations. Stakeholder committee 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 committee members, no later than three days prior to the meeting.

Each meeting will end with an opportunity for Committee Members to provide updates/reports on BRT related issues that they would like to bring to the Committee and Administration's attention. Participation by Committee members in this standing item is optional.

Publication of Minutes

Subject to any confidentiality restrictions, the stakeholder committee shall ensure the publication of the minutes of all meetings in a format that is accessible to stakeholder committee members and other designated recipients, no later than one week following committee approval of the minutes.

The stakeholder committee shall distribute the non-confidential meeting minutes to designated recipients, such as members of the community and other City employees, as determined by the stakeholder committee.

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 item being deliberated shall be published as part of the meeting minutes.

Access

Stakeholder committee meetings are restricted to stakeholder committee members and invited guests. Agency representatives may send an alternate member from their organization if they are unable to attend the meeting.

REVIEW

These terms of reference shall be deemed accepted on March 18, 2023. These terms of reference will be reviewed annually.