

Industrial-Residential Interface Study Advisory Group Terms of Reference – November 2022

1. Overview / Scope

The City of Saskatoon is conducting the Industrial-Residential Interface Study (Study) to determine if there are ways to address existing nuisance conditions where residential areas are impacted by heavy industrial businesses. As part of this project, City of Saskatoon staff will be engaging with Saskatoon residents, industrial businesses, and other stakeholders. The goal is to balance quality of life for residents near heavy industrial areas and economic prosperity for existing heavy industrial land uses.

The Study was launched primarily due to heavy industrial nuisance conditions within the Pleasant Hill, King George, and West Industrial neighbourhoods. However, this project is a city-wide study that considers nuisance conditions for residents caused by businesses located in a heavy industrial district in any area of Saskatoon.

This project is not intended to focus on businesses in light industrial areas, because as per the City of Saskatoon Zoning Bylaw, light industrial land uses are prohibited from creating nuisance conditions beyond their site boundaries during their normal course of operations.

2. Purpose

The Industrial-Residential Interface Study Advisory Group (Advisory Group) will be formed with the purpose to:

- Provide advice and support City of Saskatoon staff in facilitating engagement with businesses and residents for whom this project may be relevant;
- Build relationships between City of Saskatoon staff, heavy industrial businesses and property owners, and residents near heavy industrial areas;
- Provide insight to City of Saskatoon staff on existing nuisance conditions and any practices or efforts currently being made or tested to mitigate those nuisances; and
- Act as a stakeholder group that City of Saskatoon staff can lean on to workshop ideas and proposals.

City of Saskatoon staff will report to City Council the results of the Study, including a summary of the Advisory Group's discussions regarding proposed recommendations or action items intended to mitigate nuisance conditions in residential areas caused by heavy industrial land uses. Because the Advisory Group is not a decision-making body, if the group is unable to come to agreement on an item, differing points of view will be noted.

3. Composition

The Advisory Group membership will include representatives from two groups: heavy industrial businesses and property owners, and residents of neighbourhoods impacted by heavy industrial areas.

Heavy Industry Members (approx. 5 representatives)

Heavy industry members who own and/or operate an industrial use or property within an IH - Heavy Industrial District. Industry members will be sought from the following areas:

- Central – Caswell Hill, Central Industrial, Kelsey-Woodlawn
- East – Sutherland Industrial
- North – Hudson Bay Industrial, Marquis Industrial, North Industrial
- West – South West Industrial, West Industrial

Neighbourhood Resident Members (approx. 5 representatives)

Neighbourhood resident members who live in and/or closely work with residents living in a neighbourhood in proximity to a heavy industrial area. Resident members will be sought from the following areas:

- Central – Caswell Hill, Central Industrial, City Park, Kelsey-Woodlawn, Mayfair, North Park
- East – Arbor Creek, College Park, College Park East, Erindale, Forest Grove, Sutherland
- North – Lawson Heights, Lawson Heights Urban Centre, Richmond Heights, River Heights, Silverwood Heights
- West – Holiday Park, King George, Meadowgreen, Pleasant Hill, Riversdale, West Industrial

Current City of Saskatoon staff and City Council members are not eligible.

4. Preferred Qualifications

Preferred qualifications for Advisory Group members are:

- Ability to commit time to attend meetings and participate actively;
- Able to meet either in-person or using an online meeting platform; and
- Ability to work collaboratively.

5. Appointment

Selection of industry and resident members will be conducted by City of Saskatoon staff through an open call to the community as well as communication to business organizations and community associations.

City of Saskatoon staff will consider the diversity of perspectives and knowledge that applicants can bring to the table. Additionally, City of Saskatoon staff will ensure there is representative balance in numbers between industry members and resident members, and that membership is representative of different geographic areas.

6. Principles

Members agree to uphold the following guiding principles:

- All members will be given the opportunity to debate and discuss items in a respectful and cooperative manner;
- All members will be encouraged to consider issues and solutions from a broader city-wide perspective, beyond how things might affect their personal business or residence; and
- All members will keep in mind the purpose of the Advisory Group and the collaborative intent of this project.

7. Conflict of Interest

It is understood that this Study may lead to outcomes that could affect the interests, monetary or otherwise, of both industry members and resident members. However, all Advisory Group members are expected to participate in good faith and be open and honest with other members and City of Saskatoon staff.

8. Confidentiality

Advisory Group members are bound to maintain the confidentiality of information received by them in their capacity as members. Information that is confidential, proprietary to the City of Saskatoon, or is otherwise non-public must not be divulged to anyone other than persons who are authorized to receive the information. City of Saskatoon staff will be clear when sharing confidential information and will remind Advisory Group members not to share this information publicly. Advisory Group members will be required to sign a standard non-disclosure agreement.

9. Meetings

The first meeting is anticipated to occur in January or February 2023, and regular in-person or online meetings are expected to occur through to the end of Q4 2023. Meeting frequency and format will be decided by the Advisory Group at its first meeting. City of Saskatoon staff will work with Advisory Group members to determine suitable meeting dates and times, and formats/venues if needed.

City of Saskatoon staff will act as the Chair and recorder/note-taker for meetings, unless the Advisory Group decides otherwise. Each meeting will have an agenda to guide discussions, and materials will be provided to Advisory Group members in advance of the meeting whenever possible.

10. Attendance and Quorum

The primary purpose of the Advisory Group is to generate discussion and understand different perspectives, which may occur without meeting quorum requirements. However, if a member is not able to attend a meeting, it is important that they notify City of Saskatoon staff prior to the meeting, and they are permitted to send an alternate/proxy in their stead.

If there is a need to take a formal vote on certain matters, the quorum requirement will be a minimum of 3 industry members and 3 resident members.

11. Media

City of Saskatoon staff will conduct all media relations with respect to the project.

12. Remuneration

Advisory Group members will serve without receiving remuneration.

13. Review or Amendment of Terms of Reference

These terms of reference will be reviewed or amended as needed.