

# **Memorandum of Understanding**

Between

Saskatchewan Association of Rural Municipalities  
Saskatchewan Chamber of Commerce  
Saskatchewan Urban Municipalities Association  
Federation of Sovereign Indigenous Nations  
Saskatchewan School Boards Association  
Saskatchewan Indigenous Economic Development Network  
Saskatchewan Economic Development Alliance  
Clarence Campeau Development Fund

Regarding

## **The Saskatchewan Broadband Action Committee**

(June 3<sup>rd</sup>, 2021)

## PREAMBLE

Based on a shared and collective understanding of the issues and lost opportunities for all citizens related to broadband connectivity across Saskatchewan, the Saskatchewan Association of Rural Municipalities (SARM), the Saskatchewan Chamber of Commerce (SCC), the Saskatchewan Urban Municipalities Association (SUMA), the Saskatchewan School Boards Association (SSBA), the Federation of Sovereign Indigenous Nations (FSIN), the Saskatchewan Indigenous Economic Development Network; the Saskatchewan Economic Development Alliance (SEDA); and the Clarence Campeau Development Fund (CCDF) wish to form a broadband action committee in order to improve outcomes and advance the vision, objectives, and purpose as noted in this Memorandum of Understanding (MOU).

Furthermore, the common interest in creating this leadership group or partnership is to: determine and address long-standing issues affecting broadband connectivity; and, advise and direct actions leading to a shared provincial strategy / vision of success and change.

The above noted stakeholders have jointly prepared and signed on to this formal MOU as acknowledgement of their shared purpose and in recognition that improved outcomes for all communities and citizens is best achieved through a coordination of efforts.

## PURPOSE / MANDATE

The purpose of the Committee regarding the issue of broadband connectivity is to:

- Provide and demonstrate leadership through greater collaboration, coordination of common effort, and partnerships;
- Influence and change current public policies and government priorities in this regard;
- Advance greater investment in our province's digital broadband infrastructure network;
- Enhance community attractiveness / citizens quality of life;
- Enable all citizens the ability to actively participate in and access their economic pursuits and social wellbeing, and engage with their global communities; and,
- Provide and demonstrate individual, organizational, and shared responsibility to collectively address and improve broadband accessibility.

## COMMITTEE VISION STATEMENT

Committee members have agreed to the following shared vision statement:

**By 2024, Saskatchewan's broadband infrastructure would have achieved parity for all Saskatchewan residents, regardless of address.**

## OBJECTIVES

- Facilitate enhanced broadband access across the province to levels beyond what is currently available and to ensure parity of service.
- Foster collaboration, engagement and partnership across the province;
- Enhance the profile, understanding and awareness of the broadband connectivity issue / opportunity;
- Ensure greater and a more diverse stakeholder and citizen involvement, participation, and representation around this issue;
- Support and respect the coordination of efforts between organizations by building from and recognizing current and past initiatives.

## PRINCIPLES

- **Integrity:** The committee will conduct all business and partnerships matters and interactions with honesty, mutual respect, and professionalism;
- **Transparency:** Member organizations commit to working collaboratively and openly with each other, and agree to share information appropriately;
- **Diversity:** The committee recognizes and values the diverse and different backgrounds and needs of all Saskatchewan citizens;
- **Accountability:** The committee holds itself accountable to meet the goals and objectives outlined in the Terms of Reference.

## REPRESENTATION

The committee consists of each of the following appointed representatives:

- The Committee will consist of one designated senior-level official as a representative from each member organization.
- Alternates may attend meetings when appointees are unavailable, by invitation only.
- Alternates will not be allowed to vote on decision items, but can bring forward a vote as noted in writing by their representative.
- Each member is entitled to be joined by a staff member or consultant / advisor, by invitation only, to attend the committee in a non-voting support capacity.
- Quorum requires 50% attendance by member organizations.
- Guest members may also be invited to participate in meetings and information sharing. Guest members are non-voting. Guest memberships are typically extended to service providers, municipalities, or individual First Nations, but may also be extended to related supporting organizations (e.g., industry, associations, tribal councils, provincial government, etc.).
- The Committee will provide oversight, direction, and guidance to any sub-committees that are formed.
- Sub-Committees will be formed to implement action plans on priorities and will consist of members approved by the Committee and will report to the Committee on a bi-monthly basis or as required. Sub-Committees will appoint a Chair to direct sub-committee meetings, direct the formation and implementation of action plans at hand and report to the Committee bi-monthly or as called.

## TERM OF AGREEMENT

- 1) The initial term of this Agreement shall be from the date that it is signed by all parties. Thereafter, the Agreement will automatically renew annually for a further one-year term unless any parties desire to amend the MOU.
- 2) It is agreed by all parties that the Saskatchewan Broadband Action Committee shall meet annually to review the terms and conditions of the Agreement and attached Terms of Reference.

## JOINT INTEREST

- 1) The Saskatchewan Association of Rural Municipalities (SARM), the Saskatchewan Chamber of Commerce (SCC), Saskatchewan Urban Municipalities Association (SUMA), the Saskatchewan School Boards Association (SSBA), Federation of Sovereign Indigenous Nations (FSIN), the Saskatchewan Indigenous Economic Development Network; Saskatchewan Economic Development Alliance (SEDA); and the Clarence Campeau Development Fund (CCDF) all agree to create a recommending body known as the Saskatchewan Broadband Action Committee (the Committee).
- 2) The Committee will operate as a strategic planning, research, advisory, information sharing, awareness, and recommending body.
- 3) The Committee will meet no less than six times annually and will develop recommendations to promote and direct joint planning for cooperation between the member organizations and relevant provincial and federal agencies.
- 4) Each member shall appoint one representative (voting member) to represent the organizations on the Committee, in accordance with the Terms of Reference

## COMMITTEE OPERATIONAL COSTS

- Each member agrees to contribute equitably to the planning and operational costs associated with the Committee and all costs will be agreed to before commitment to spend is made;
- The contribution amount will be determined annually; and,
- No honorarium, wage or other remuneration will be provided to Committee members, unless otherwise agreed to and approved by the Committee.

## ADDITION OF NEW MEMBERS

- As the committee grows and progresses, additional stakeholders may be added, pending approval by the Committee at large;
- An existing member must bring forward a motion for a new member.

- The new member would be invited to present their rationale for membership status in writing including mutual benefits to be accrued.
- Requests for membership will be determined by a vote of all Committee members.
- A favourable vote will be determined by a majority vote of all Committee members.

## CHAIR/ CO-CHAIR

The position of Chair and co-chair will be elected annually by majority vote. In the event that the Chair is not able to attend a meeting, the co-chair shall serve in the Chair's absence. The Chair will be a voting member. The responsibilities of the Chair include:

- Facilitating the discussions of the Committee;
- Approving and setting the agenda of Committee meetings;
- Reviewing and approving the minutes of each Committee meeting;
- Spokesperson for the Committee;
- Oversight of the Secretariat; and,
- Signing authority for correspondence and expenditures of the Committee.

## SECRETARIAT Function

A secretariat resource shall provide ongoing support, research, planning and advisory services to the Committee. The secretariat resource is required to report to the Chair of the Committee. Duties of the secretariat resource shall include:

- Taking of minutes and preparation of meeting reports;
- Support the organization of meetings with other agencies;
- Research of issues;
- Briefing of the Chair and other voting members;
- Facilitation services;
- Preparation of correspondence from the Committee; and,
- Advisory services for the Committee.

## TREASURER

A treasurer resource shall be selected by the Committee and may be one of the members administration staff. The treasurer resource is responsible to the Committee and reports to the Chair. Duties of the treasurer resource shall include:

- Obtaining, validating, and remitting payment for invoices involving work done for the Committee;
- Ensuring all invoices are approved by the Committee prior to payment;
- Obtaining, tracking, and reporting in-kind contributions from Committee members;
- Invoicing, tracking, and reporting financial contributions from Committee members;
- Managing all monies and accounts on behalf of the Committee;
- Creating quarterly and annual financial statements for the Committee;
- Creating an annual budget for the Committee; and,
- Drafting, gaining approval, and submitting reports required by the Committee to necessary agencies.

## ACCOUNTABILITY, COMMUNICATIONS, AND REPORTING

Any member of the Committee may submit suggested agenda items to the Chair for discussion during the next regular Committee meeting. All communications to the Committee shall be received by the Chair. All communications representing the Committee shall be sent under the signature of the Chair.

The Secretariat resource will be responsible for preparing minutes of each meeting. Appointed members on the committee are responsible for reporting the business of the Committee to their respective boards. An annual report will be prepared by the Committee for distribution to stakeholders including the respective organizations, provincial and federal governments, and citizens at large.

With respect to annual reporting and accountability back to the Committee members' respective Boards and Leadership, the Committee further commits to organize at least one annual meeting / planning session for attendance by elected leaders.

## FINANCIAL OVERSIGHT

- An annual budget for the year will be recommended by the Committee at the beginning of each year and submitted to the member organization board of directors for approval;
- Annual financial reports will be circulated to the members for review;
- An annual financial report will be prepared and recommended by the Committee at the conclusion of each year for submission to the member organization board of directors for approval;
- The Committee will actively seek outside funding to support the budget of the Committee; including grants, programs, and initiatives; and,
- The Committee will not approve a deficit budget.

## WITHDRAWAL OF MEMBERSHIP

- Any member withdrawing from the Committee must do so in writing;
- Annual contributions are not subject to reimbursement in the event of a withdrawal of the member; and,
- Any monies held in reserve are not subject to reimbursement in the event of a withdrawal in the event a member withdraws, the operations of the Committee and its subcommittees will continue as usual.

## Committee Signatures

Signed and witnessed whereof the Parties have executed this Memorandum of Understanding in the province of \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_ Date:  
(Chair of the Board, SARM)

\_\_\_\_\_ Date:  
(Vice-Chief, FSIN)

\_\_\_\_\_ Date:  
(Chair of the Board, SCC)

\_\_\_\_\_ Date:  
(Chair of the Board, SEDA)

\_\_\_\_\_ Date:  
(Chair of the Board, SUMA)

\_\_\_\_\_ Date:  
(Chair of the Board, CCDF)

\_\_\_\_\_ Date:  
(Chair of the Board, SSBA)

\_\_\_\_\_ Date:  
(Chair of the Board, SIEDN)