



**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:

<p>Agency Representatives</p> <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 	<p>Citizen Representatives*</p> <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