
From: Thompson, Holly
Sent: Thursday, September 02, 2021 11:00 AM
To: Bogad, Christine; [Leuschen, Candice](#)

Cc: Bryant, Shellie
Subject: SAAC - TOR Feedback Response

Good day,

Please see the Committee's response below. The revised terms of reference is attached and revisions are highlighted.

Thanks,

Holly Thompson | tel 306.986.1693

Committee Assistant, City Clerk's Office
City of Saskatoon | 222 3rd Avenue North | Saskatoon, SK S7K 0J5

www.saskatoon.ca

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From: [gilchrid](#)

Sent: Wednesday, September 1, 2021 10:28 PM

To: Thompson, Holly

Cc: 'Bill Lehne'; [Chelsea Wisser](#)

Subject: RE: PLEASE RESPOND: SAAC - Terms of Reference Review Questions

Hi Holly,

After our meeting on Friday, August 13, Bill, Chelsea, and I reviewed the questions of the provided by the Leadership Team Governance Committee and believe that revising the sections related the permanency of the seats for agencies on the committee would be simpler and more effective than defining service providers and consumer groups. We are forwarding this response based on the revised mandate for the committee rather than the questions for the Leadership Team Governance Committee.

I have attached a copy of this revised mandate for the Saskatoon Advisory Committee.

Please let me know if you need anything else.

Cheers!

Darren Gilchrist

From: Leuschen, Candice

Sent: Friday, July 30, 2021 8:04 AM
To: Thompson, Holly
Cc: Bogad, Christine; [Bryant, Shellie](#); [McKeague, Reche](#)
Subject: RE: [Letter - SAAC - Terms of Reference Review](#)

Hi Holly,

Would you please forward this email to the Saskatoon Accessibility Advisory Committee in response to their letter of June 3, 2021, which is attached for ease of reference.

The Leadership Team Governance Subcommittee is in receipt of your comments on the Terms of the Reference for the Saskatoon Accessibility Advisory Committee dated June 3, 2021. In order to ensure we have a clear understanding of your request, we require some clarification. The Committee has asked for a new category of membership entitled "Lived Experience Group Representatives".

- Can you confirm that your intention is to increase the size of the Committee to 18 from the existing 13.
- Can you provide some examples of "Lived Experience Groups" that you anticipate potentially holding a seat on the Committee.
- Would you characterize any of the existing Agency Representatives as representing "Lived Experience Groups"?
- Would you characterize the citizen representatives that either have a disability or provide care to a person with a disability as Committee members with "lived experience"?
- Your communication suggests that Lived Experience Groups must apply for membership on the Committee. To whom are you suggesting they apply? City Council is currently responsible to appoint all Advisory Committee members. Can you confirm whether you are suggesting a different appointment process and whether there are special criteria you are seeking to apply to consideration of these applications.

Thanks for your time in answering our questions. We want to ensure that we are accurately representing the suggestion and comments of the Committee in our report to the Governance and Priorities Committee. If a telephone call with the Committee Chair would be of assistance, a member of the Governance Subcommittee would be happy to have such a conversation.

Thank you.

Candice Leuschen | [tel 306.975.3270](tel:306.975.3270)

Executive Assistant to the City Solicitor, City Solicitor's Office
City of Saskatoon | 222 3rd Avenue North | Saskatoon, SK S7K 0J5

www.saskatoon.ca

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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 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:

1. Agencies
 - a. Agencies shall serve four-year terms with a maximum of two consecutive terms (eight years).
 - b. No seat for agencies shall be vacant. If no agency will be available to fill the seat being vacated, the agency occupying the seat may be reappointed beyond its maximum two terms, as long as it has reapplied. However, an

agency that do not currently hold a seat shall have priority over the agency that reached or exceeded its two-term maximum.

- c. Agencies are allowed to continue reapplying for a seat after reaching the two-term maximum.
 - d. Terms for agencies are staggered, where three terms will begin on even numbered years (e.g., 2022) and two terms begin on odd numbered years (e.g., 2023).
 - e. The representatives for agencies may serve for the time deemed appropriate by their respective agencies.
2. Citizen representatives
 - a. Citizen representative shall serve 2-year terms with a maximum of three consecutive terms (six years).
 - b. Citizen representatives may reapply one year after reaching the 3-term maximum.
 - c. Terms shall be staggered, where four terms shall begin on even numbered years (e.g., 2022) and four terms begin on odd numbered years (e.g., 2023).
 3. The composition of the committee shall include more than 50% disabled people.
 4. 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

File No. 225-70