



## **TERMS OF REFERENCE**

### **SCUGOG ACCESSIBILITY ADVISORY COMMITTEE (SAAC)**

### **Consolidated By-Law**

**Amendments:**

<b>By-Law Number</b>	<b>Dated Passed</b>	<b>Amendment</b>
36-19	March 25, 2019	Section 13 – Procedure By Law

Approved by Council: By-Law Number 19-19 DATE: February 11, 2019

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**Alternative formats available upon request by contacting:**  
[accessibility@scugog.ca](mailto:accessibility@scugog.ca) or 905-985-7346 ext. 115

Schedule "A"  
To By-Law Number 19-19  
Scugog Accessibility Advisory Committee (SAAC)  
Terms of Reference

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**1. Definitions**

Within this Terms of Reference the term:

"barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his/her disability, including a physical barrier, an architectural barrier, an information or communication barrier, a technological barrier, a policy or practice (obstacle); (examples are attached as Appendix "A")

"disability" means

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, physical reliance on a guide dog or other animal, reliance on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

"Municipality" refers to the Corporation of the Township of Scugog and may refer to any agency or board, to be determined subject to

the release of the Provincial Regulations to the Ontarians with Disabilities Act, 2001.

## **2. Mandate**

The role of the Scugog Accessibility Advisory Committee (SAAC) is to advise and help council carry out its responsibilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Section 29 of the AODA describes three main activities for the accessibility advisory committee:

1. Advise the Township of Scugog Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and other matters for which the council may seek its advice;
2. Review site plans and drawings described in section 41 of the Planning Act that the committee selects; and
3. Perform all other functions that are specified in the regulations.

## **3. Municipal Requirements**

The Scugog Accessibility Advisory Committee (SAAC) is responsible to provide advice to the Township of Scugog Council to plan for accessibility on a wide range of municipal processes.

1. Participate in consultations with municipal departments on the requirements outlined in the Integrated Accessibility Standards Regulation (IASR).
2. Provide advice on the budget for accessibility;
3. Provide advice to help plan for and promote accessible voting for Municipal Elections;
4. Assist Staff with accessibility-related public outreach, education and awareness initiatives.

Council may also wish to assign other roles and responsibilities to the committee as local conditions warrant; however, Council must ensure that the committee does not take on so much other work that it

cannot fulfill its statutory obligations. Some examples of additional services Council could delegate would be:

- Monitoring federal and provincial government directives and regulations
- Conducting research on accessibility issues
- Liaising with other municipalities on accessibility issues
- Providing public forum workshops on accessible communities
- Recruiting new members
- Undertaking public speaking and public education activities
- Liaising with local stakeholder groups on accessibility issues.

#### **4. Committee Composition**

The SAAC shall be comprised of nine (9) voting members of which at least five (5) members shall be persons with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, section 29(3).

A Council member(s) shall be appointed to the committee to provide continuity between the committee and Council and shall be a voting member of the committee. An alternate Council member shall also be appointed to act only if the appointed Council member is unable to attend the meeting for any reason. The Mayor is a member ex-officio. Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

Persons serving as an attendant for a person(s) with a disability may attend meetings of the SAAC only for the purpose of providing assistance to the person(s) with a disability. Attendants shall not participate in discussions on their own nor shall they vote.

#### **5. Subcommittees**

Subject to the approval of Council the SAAC may form subcommittees and working groups as may be necessary to address specific issues. Prior to approval by Council the Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which shall not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council for consideration at the time the request is made. These subcommittees may draw upon a member of SAAC as well as

outside resource members, as deemed necessary. The Chairperson of a subcommittee and/or working group shall be a voting member of the SAAC. Staff support will not be provided to a subcommittee or working group.

## **6. Staff Support**

Township Staff have two principle functions in regard to Committees: Committee Coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support (Committee Coordinator) from the Corporate Services Department. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be required from time to time.

A Staff team to support the SAAC and to assist in the preparation of the Accessibility Plan is necessary. Staff representatives from the following departments are necessary: CAO, Community Services, Building, Development Services, By-Law Enforcement, Corporate Services Department and the Fire Department.

## **7. Committee Membership Selection**

A subcommittee of Staff, the Council member appointed to the Committee and/or the Mayor shall review all applications received for the purpose of identifying a suitable number of candidates for an oral interview which will allow the interested applicant an opportunity to elaborate on their interest in serving on the Committee and how their participation will benefit the Township. Following the interview process, the subcommittee will make a recommendation to Council in closed session through a Staff Report. The subcommittee may not require an interview if the applicant is a returning member of the Committee or for any other reason.

## **8. Length of Term**

The length of term for Committee Members will be up to four years, corresponding with the term of Council and Committee members shall serve beyond the termination of their appointments until the appointments of their successors have been confirmed by Council. A

Committee Member may have their membership renewed by Council.

## **9. Chairperson/Vice-Chair/Committee Treasurer**

A Chairperson and Vice-Chair will be elected by Committee members on an annual basis at the first meeting of the New Year to preside over meetings and committee business. The Council representative or Staff representative shall chair the meeting until the new Chair is elected but shall not be the permanent Chair of the Committee. The Chair and Vice-Chair shall not serve for more than two consecutive terms unless the Committee determines otherwise with the unanimous consent of the membership present at the election for each position. If the committee receives a budget from Council the committee shall also appoint a Treasurer who may be combined with any other position (for example, Vice Chair / Treasurer) or be a standalone position. The Committee Treasurer is responsible for keeping track of all funds used and ensures that the Committee stays within their Council approved budget.

## **10. Frequency of Meetings**

The SAAC will meet on a monthly bases. All meetings of the SAAC shall be open to the public. The meeting schedule shall be established on an annual basis and at the first meeting of the calendar year. Additional meetings may be required based on the requirements to review site plans and complete an annual accessibility plan in a timely manner. Annual work plans shall be presented to Council in the first quarter of each year.

The Chair or committee coordinator shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of 48 hours prior to the date of each meeting.

The Council representative or alternate shall be in attendance for each meeting to act as a liaison between Council and the Committee. If the Council representative is not in attendance the meeting may proceed at the discretion of the Committee.

## **11. Quorum**

A quorum shall consist of a majority of the voting members. If the

committee coordinator has not received confirmation 24 hours before the meeting that a quorum will be present, the meeting may be cancelled and / or rescheduled. If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting shall be rescheduled.

## **12. Delegations at Committee Meetings**

Any person(s) wishing to appear before the SAAC as a delegation must submit a request to the Committee Coordinator, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included in the agenda. Any person wishing to address the SAAC as a delegation, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## **13. Minutes & Agendas**

All agendas and minutes shall be provided to the Municipal Clerk or Legislative Services Associate no later than two weeks after the meeting for inclusion on the Township website. The minutes of a Committee meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be included in the next regularly scheduled Council meeting to be received for information.

## **14. Absences**

If a Committee Member is absent for three (3) consecutive meetings, they have forfeited their membership unless their absence is justifiable and approved by the Committee.

This section does not apply to a committee member who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

## **15. Procedures and Rules**

As a formal committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its

Committees and Boards, Rules of Procedure for Committees, Code of Conduct, the Township's Harassment Policy and any other applicable policies and/or procedures.

Amended by By-Law 36-19

## **16. Conflict of Interest**

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

## **17. Reimbursement of Expenses**

It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All committee members are considered volunteer positions. No attendance at conferences or workshops shall be allowed by a volunteer member unless clearly identified in the work plan/budget and approved by Council. All Committee members will be reimbursed for expenses incurred, based on prior approval of the Clerk, which are directly attributable to committee business and activities in accordance with the Municipality's usual procedures for all other Council committees.

The expense reimbursement practice will take into consideration that people with disabilities might have additional expenses related to travel and attending meetings.

## **18. Reporting Structure: Annual Reports, Work Plan and Budget**

The Committee shall report to Council through the Council representative and the unapproved minutes presented to Council. The Committee shall prepare an annual report to Council reviewing their goals, objectives and success on their work plan in the early spring of each year. This process shall be led by the Chair of the Committee and may include a presentation to Council. The substance

of the report shall be prepared by the Committee members, with administrative assistance and policy advice given by Staff.

The Work Plan is to be developed annually in consultation with Staff and presented to Council for endorsement.

If the committee is requesting a budget from Council it shall be requested in accordance with the Township's budget timetable as established by the Township's Treasurer.

## **19. Council Role**

Council may, at its discretion, at least annually, review the composition of the SAAC to ensure that it is representative of persons with disabilities and is working effectively. Council can, with or without the advice of the SAAC, make changes to membership composition to ensure Committee effectiveness.

## **20. Youth Members**

Youth members shall serve a term of up to 12 months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair.

### **Residency**

Youth members shall reside in the Township of Scugog.

### **Education**

Youth members must be secondary school students aged 13 to 18 and express an interest in accessibility issues.

### **Availability**

It is important that the youth member be able to attend as many SAAC meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.

### **Letter of Reference/Support**

Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.

## **21. Purchasing / Procurement Policy**

This Committee has no purchasing or procurement responsibilities unless stated in the Purpose or Mandate of the Committee. All purchases shall be in accordance with the Township's Procurement By-law and within the Committee's approved budget. All expenses that exceed the Committee's approved budget require Council approval.

## **22. Insurance**

The Township of Scugog's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Township of Scugog and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Township of Scugog and Council. Members must adhere to the policies and procedures of the Township of Scugog and Council, including the Terms of Reference.

The Committee must provide an annual updated listing of all members, including member positions, to the Township of Scugog to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the Township of Scugog, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.

## Appendix "A" Disability Barriers

<b>Barrier Type</b>	<b>Example</b>
Physical	A door knob that cannot be operated by an elderly person with limited upper-body mobility and strength.
Architectural	A hallway or door that is too narrow for a wheelchair or scooter.
Informational	Typefaces that are too small to read by a person with low vision.
Communicational	A professor who talks loudly when addressing a deaf student.
Attitudinal	A recreation swimming program which discourages people with developmental disabilities from participating.
Technological	Information on a municipal Web site which cannot be accessed by a person who is blind who has reading software for a computer.
Policy/Practice	A practice of announcing important messages over an intercom that people with hearing impairments cannot hear clearly.

## **Appendix “B” Membership Eligibility Criteria**

To facilitate the appointment of members of the SAAC, the following shall be considered to ensure that the SAAC membership meets the requirements of the Ontarians with Disabilities Act, 2001 as well as to ensure that the Committee has knowledge and experience of the issues pertaining to the disabled community.

### **Members**

A majority of the members of the committee shall be persons with disabilities.

### **Residency**

All members of the SAAC shall reside in the Township of Scugog.

### **Age**

All members of the SAAC shall be a minimum of 18 years of age.

### **Technical Expertise**

Applicants who have academic or work experience in the building industry (design, architecture, renovation) and site design planning will be an important consideration given the mandate of the SAAC.

### **Availability**

It is imperative that an applicant be able to attend as many meetings of the SAAC as possible as well as to undertake additional work outside of meetings, if required. Applicants should be able to be contacted during the day.