



**PUBLIC MINUTES  
SPECIAL NEEDS ADVISORY COMMITTEE**

**Thursday, November 14, 2019, 7:00 p.m.  
Scoop Lewry Room, 2<sup>nd</sup> Floor, City Hall**

**PRESENT:** Michael Bachiu, Chairperson, Citizen-at-Large  
Councillor Scott McMann, Council Representative  
James Allonby, Citizen-at-Large  
Steve Seida, Citizen-at-Large  
Daryl New, Citizen-at-Large

**ABSENT:** Erin Hidlebaugh, Citizen-at-Large  
Angela Sereda, Citizen-at-Large  
Dorreen Gane-Mowrey, Citizen-at-Large

**ALSO PRESENT:** Darrin Stephanson, A/Director of Engineering Services  
Pearl Anderson, Recording Secretary

**PART 1 - NO APPROVAL OF COUNCIL REQUIRED**  
**Re: Call to Order**

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Michael Bachiu, Chairperson, called to order at 7:05 p.m.

**PART 2 - NO APPROVAL OF COUNCIL REQUIRED**  
**Re: Adoption of Agenda**

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Moved by James Allonby  
THAT the agenda be adopted with the following amendments:

- Addition of Part 4.4 – Committee Structure
- Addition of Part 4.5 – Disabled Parking in Saskatoon
- Addition of Part 4.6 – Update – Ramp Project

Carried.

**PART 3 – NO APPROVAL OF COUNCIL REQUIRED**  
**Re: Adoption of the Minutes – September 18, 2019**

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Moved by James Allonby  
THAT the minutes of the Special Needs Advisory Committee dated September 18, 2019 be received as presented.

Carried.

**PART 4 – APPROVAL AND NO APPROVAL OF COUNCIL REQUIRED**

**Re: New Business**

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**4.1 NO APPROVAL OF COUNCIL REQUIRED**

**Re: Concern re: Special Needs Individuals & Regular Transit Service**

The Committee Chair brought forward a concern from a citizen whose adult daughter (who uses a wheelchair and has developmental impairment) and herself were waiting for a regular transit bus at a bus stop. The bus did not stop and kept driving by. Committee members questioned why the bus did not stop. City Administration advised they will look into the matter.

Moved by Steve Seida

THAT the matter regarding a bus not stopping for individuals in wheelchairs at a regular transit bus stop be tabled to the next meeting.

Carried.

**4.2 NO APPROVAL OF COUNCIL REQUIRED**

**Re: New Project Initiatives**

Consideration was given to ideas for new project initiatives.

Moved by Steve Seida

THAT the Special Needs Advisory Committee invite a representative from Inclusion Saskatchewan to an upcoming meeting to obtain information regarding a potential self-advocacy workshop in Moose Jaw.

Carried.

Moved by Daryl New

THAT the Special Needs Advisory Committee investigate a continued partnership with Sask. Polytechnic for a further ramp project.

Carried.

**4.3 NO APPROVAL OF COUNCIL REQUIRED**

**Re: Budget**

Consideration was given to the Committee requesting a carry forward of budget funds from 2019 to 2020.

Moved by James Allonby

THAT the Special Needs Advisory Committee forward a letter to the City Manager seeking approval to carry over \$1500 from the 2019 budget funds in Account No. 110.6087 (Special Needs Advisory Committee Account) to 2020 for use in a ramp project and an accessibility study.

Carried.

#### **4.4 APPROVAL OF COUNCIL REQUIRED**

##### **Re: Committee Structure**

Councillor McMann presented an update regarding the status of the Special Needs Advisory Committee that was discussed at the October 28, 2019 Executive Committee meeting. Councillor McMann advised that the Special Needs Advisory Committee is remaining in place.

Discussion ensued regarding Bylaw No. 5371, Special Needs Advisory Committee Bylaw, that includes a Special Needs Advisory Committee representative being appointed by the Committee to the Transportation Services Advisory Committee.

Moved by Daryl New

**THAT the Special Needs Advisory Committee recommend to City Council that a representative from the Special Needs Advisory Committee (to be appointed by the Special Needs Advisory Committee) be included in the composition of the Public Works, Infrastructure and Environment Advisory Committee.**

Carried.

#### **4.5 NO APPROVAL OF COUNCIL REQUIRED**

##### **Re: Disabled Parking in Saskatoon**

Committee member, James Allonby, presented information regarding disabled parking in Saskatoon advising that with a \$20 yearly purchase of a hologram for your Sask Abilities parking permit, all day parking is available at special needs parking spots in Saskatoon.

#### **4.6 NO APPROVAL OF COUNCIL REQUIRED**

##### **Re: Update - Ramp Project**

Consideration was given to the ramp project that is being completed for the Committee by Sask. Polytechnic.

Moved by Steve Seida

THAT the Special Needs Advisory Committee forward an invitation to Reg Forbes (or his designate) to the next Special Needs Advisory Committee meeting to discuss progress of the ramp project.

Carried.

#### **PART 5 – NO APPROVAL OF COUNCIL REQUIRED**

##### **Re: Business Arising from the Minutes**

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#### **5.1 Update re: Paratransit Concern - M. Frechette**

Councillor McMann presented an update on the paratransit concern from M. Frechette.

Moved by Steve Seida

THAT the matter with respect to a paratransit concern from M. Frechette be received and filed.

Carried.

## **5.2 Champions of Transit Initiative**

Moved by James Allonby

THAT the matter with respect to the Champions of Transit Initiative be tabled to the next meeting.

Carried.

## **PART 6 – NO APPROVAL OF COUNCIL REQUIRED**

### **Re: Next Meeting and Adjournment**

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The next regular meeting of the Special Needs Advisory Committee is scheduled for **December 12, 2019 at 7:00 p.m.**

Moved by James Allonby

THAT the meeting now adjourn.

Carried.

The meeting adjourned at 8:04 p.m.

Michael Bachiu

Michael Bachiu, Chairperson

### **CITY MANAGER'S COMMENTS:**

Jim Puffalt

City Manager

### **MAYOR'S COMMENTS:**

Fraser Tolmie

Mayor

## TERMS OF REFERENCE

<b>ISSUED:</b>	<b>AMENDED:</b>
<b>PUBLIC WORKS, INFRASTRUCTURE AND ENVIRONMENT ADVISORY COMMITTEE</b>	

<b>AUTHORITY:</b>	The Cities Act, SS 2002, c C-11.1, Section 55 <i>"A council may establish council committees and other bodies and define their functions."</i>
<b>MEETINGS:</b>	Monthly – First Wednesday commencing at 5:30 p.m. (excluding July and August)
<b>QUORUM:</b>	Simple majority (50% plus 1)
<b>ADMINISTRATIVE RESOURCES:</b>	Director of Engineering Services
<b>SECRETARY:</b>	City Clerk's Office
<b>AGENDA PREPARATION:</b>	Bylaw No. 5176, <u>Procedure Bylaw</u>

### RESPONSIBILITIES:

- Work with stakeholders and community representatives to provide input on transit and municipal infrastructure involving roadways, water, watershed, drainage, wastewater, solid waste and environmental issues to meet regulatory requirements and community needs.
- Provide advice on public awareness education campaigns and community consultations.
- Provide a forum for input and exchange of ideas on public works, infrastructure and environment issues.
- Review and make recommendations regarding community implications identified in City undertakings, initiatives and other projects.
- Provide input on waste reduction and diversion initiatives including food reclamation.
- Provide community engagement opportunities on public awareness of water conservation measures, climate change mitigation and reduction of greenhouse gas emissions.

### EXPECTATIONS:

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

### **COMPOSITION:**

The Public Works, Infrastructure and Environment Advisory Committee will consist of 11 voting members consisting of the following:

- (1) City Council representative.
- (1) Chamber of Commerce representative.
- (1) Wakamow Valley Authority representative.
- (2) citizen representatives of the general public.
- (1) citizen representative of the senior citizen community (55+ years old).
- (1) citizen representative of the youth community (16 – 23 years old).
- (1) citizen representative of the First Nations or Metis community.

### **Non-Voting Resource Members**

- City Administration, clerical staff or public delegations.

### **MEETINGS:**

- The Public Works, Infrastructure and Environment Advisory Committee will meet on the first Wednesday of each month at 5:30 p.m.
- The City Clerk's Office shall provide administrative support to each meeting.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Director of Engineering Services and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members of the public will not have voting privileges. Members of the public wishing to address may do so as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

### **APPOINTMENT AND TERM:**

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 2-year terms, maximum of 3 consecutive terms (6 years).
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in January of the current year. The term of office for both positions is one (1) year and an individual may serve a maximum of two (2) consecutive years as Chair and Vice-Chair.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process as established by the Office of the City Clerk.

- Members who miss three consecutive meetings without pre-agreement from the remaining members will be deemed to have resigned from the Committee, subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

#### **PREFERRED QUALIFICATIONS:**

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Sound general knowledge of the City of Moose Jaw and area and its potential public works, infrastructure and environmental issues.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- All citizens appointed to the Public Works, Infrastructure and Environmental Advisory Committee must be residents of Moose Jaw.

#### Resource Documents

The Cliffs Act  
Bylaw No. 5176, Procedure Bylaw