

## **Terms of Reference – Martensville Accessibility Advisory Committee (MAAC)**

### **Authority**

The Martensville Accessibility Advisory Committee (MAAC) is a Select Committee of Council established under Section 55 of *The Cities Act (Saskatchewan)*. The general purpose of Select Committees is to inquire into specific matters and report findings and recommendations to City Council for determination.

### **Purpose**

In accordance with *The Accessible Saskatchewan Act*, municipalities are required to establish an Accessibility Committee, create an Accessibility Plan, and provide a mechanism for public feedback on accessibility issues.

City Council has established the MAAC to fulfill these requirements. Committee members are bound by these Terms of Reference, and all recommendations are advisory in nature and non-binding.

The MAAC will collaborate with City of Martensville administration to:

- Promote accessibility,
- Identify and remove barriers in the community,
- Focus on the lived experiences of persons with disabilities, and
- Advise Council on strategies to reduce social, physical, and sensory barriers.

### **Membership**

#### **Voting Members**

- The MAAC shall consist of at least two (2) and up to five (5) voting members.
- At least 50% must be persons with disabilities, caregivers of persons with disabilities, or persons employed by/supporting organizations that serve persons with disabilities.
- Members shall be appointed by City Council for two (2) year terms, with the option to renew once for an additional two-year term.

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

- One (1) City Councillor and one (1) alternate shall be appointed by City Council, aligned with Council terms.
- One (1) member (and alternate) from City administration shall be appointed by the City Manager.

- One (1) City staff member shall be assigned to provide clerical support, coordinate meetings, and maintain records.

## **Roles and Responsibilities**

### **Chair/Co-Chair**

- Elected annually by the Committee.
- Presides over meetings, preserves order, and ensures effective decision-making.
- The Co-Chair shall serve in the function as Chair when the Chair is absent.

### **Committee Responsibilities**

- Advise Council on improving accessibility in City services, infrastructure, information, and programs.
- Support the development, maintenance, and updates of the Martinsville Accessibility Plan.
- Recommend methods for collecting and responding to public feedback on accessibility.
- Collaborate on community initiatives that enhance accessibility.
- Develop educational and awareness materials on accessibility.
- Evaluate and report on accessibility improvements and progress.
- Provide input, as requested, on City events, facilities, and employment policies from an accessibility perspective.
- Act as a resource to administration on public relations campaigns focused on accessibility.
- Engage with community organizations serving people with disabilities.
- Identify and advise on funding opportunities to support accessibility initiatives.
- Recognize the advisory role in the broader context of City policy, budget, and decision-making processes.

### **Meetings and Procedures**

- Meetings shall be open to the public and conducted in an accessible location.
- A minimum of four (4) meetings shall be held annually; additional meetings may be called by the Chair.
- A quorum shall be 50% of voting members.
- The Chair and Co-Chair shall be elected by majority vote at the first meeting each year.

- Meeting procedures shall align with the City of Martinsville Council Procedure Bylaw No.1-2019 and applicable sections of *The Cities Act*.
- Agenda items must be submitted to the Chair and administrative support at least one week in advance.
- Minutes and meeting materials will be made available in accessible formats.

### **Reporting**

- The MAAC will report to City Council on major initiatives and matters referred by Council.
- An **Annual Report** outlining accomplishments and a work plan for the following year shall be submitted by **February 28th** of the following year.
- The Annual Report will be prepared by the Chair with administrative support and approved by the Committee before submission.

### **Subcommittees**

- The MAAC may form subcommittees or working groups as needed to address specific issues.
- Subcommittees will consist of MAAC members, with the Chair of each subcommittee being a voting member.

### **Remuneration**

- MAAC members serve as volunteers and shall not receive compensation.
- Reasonable expenses incurred in the fulfillment of committee duties may be reimbursed by the City, subject to approval.
- Accessibility-related supports (e.g., transportation, interpretation, caregiving subsidies) may be provided upon request.

### **Accountability**

- Members are expected to attend meetings regularly and review agenda materials in advance.
- Members unable to continue service must submit a written resignation to the Chair and copy the City Clerk.
- City Council may remove any committee member at its discretion.

### **Conflict of Interest**

- Members must act in the best interest of the City and disclose any real or perceived conflicts of interest.
- Members must recuse themselves from discussions where a conflict exists; such recusal will be noted in the minutes.
- Members shall not use privileged information gained through the committee for personal benefit.

### **Code of Conduct and Privacy**

- Members must follow the City of Martinsville's Code of Ethics Bylaw for Members of City Council Bylaw #1-2021.
- While committee member names are part of the public record, individual comments will not be attributed in meeting minutes unless required or requested.
- Communications and materials produced by the committee must respect privacy and dignity.

### **Communications**

- City Administration will collaborate with the MAAC and subcommittees on all public communication efforts.
- Public announcements, documents, and updates will be made available in accessible formats as needed.