



Special Needs Advisory Committee Meeting
Thursday, January 9, 2020 at 7:00 p.m.
Scoop Lewry Room, 2nd Floor, City Hall

TO: MEMBERS OF THE SPECIAL NEEDS ADVISORY COMMITTEE

Michael Bachiu

James Allonby

Councillor Scott McMann

Dorreen Gane-Mowrey

Daryl New

Erin Hidlebaugh

Angela Sereda

AGENDA

1. Call to Order
2. Appointment of Chairperson and Vice-Chairperson for 2020
3. Adoption of Agenda
4. Adoption of Minutes – December 12, 2019
5. New Business
 - 5.1 Inclusion Saskatchewan – Self Advocacy Workshop
 - 5.2 Bylaw No. 5371, Special Needs Advisory Committee Bylaw, as amended
 - 5.3 Appointment of Representative to the Public Works, Infrastructure and Environment Advisory Committee
6. Business Arising from the Minutes
 - 6.1 Request for Bagged Parking Spot
 - 6.2 New Project Initiatives
 - 6.3 Ramp Project – Allocation of Funds
7. Next Meeting and Adjournment

PLEASE EMAIL PEARL ANDERSON (cclerk@moosejaw.ca) OR CALL 306-694-4424 IF YOU ARE UNABLE TO ATTEND THIS MEETING.

- c. Josh Mickleborough, Director of Engineering Services
Darrin Stephanson, A/Director of Engineering Services
Steven Loptson, Transit Manager



**PUBLIC MINUTES
SPECIAL NEEDS ADVISORY COMMITTEE**

**Thursday, December 12, 2019, 7:00 p.m.
Scoop Lewry Room, 2nd 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
Angela Sereda, Citizen-at-Large

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

ALSO PRESENT: Reg Forbes, Sask Polytechnic
Steven Loptson, Transportation Services Manager
Pearl Anderson, Recording Secretary

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

Michael Bachiu, Chairperson, called to order at 7:00 p.m.

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

Moved by Angela Sereda

THAT the agenda be adopted with the following amendments:

- Part 5.6 be moved up on the agenda and considered as Part 5.1 (as Mr. Forbes is present to provide an update on the ramp project) and the remainder of the agenda items be renumbered accordingly
- Addition of Accessibility Guide to be included with Part 5.1 Ramp Project Update
- Addition of Part 4.2 – Request for Bagged Parking Spot

Carried.

**PART 3 – NO APPROVAL OF COUNCIL REQUIRED
Re: Adoption of the Minutes – November 14, 2019**

Moved by James Allonby

THAT the minutes of the Special Needs Advisory Committee dated November 14, 2019 be received as presented.

Carried.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED
Re: Business Arising from the Minutes

5.1 Ramp Project Update/Accessibility Guide

Mr. Reg Forbes addressed members of the Committee presenting an update regarding the Sask. Polytechnic ramp project. Mr. Forbes advised that the list of potential ramp locations was received too late in the year to be completed in 2019 and that the project will be completed by June 30, 2020.

Further consideration was given to a review and update to the City's Accessibility Guide. Mr. Forbes was asked if there was a possibility that Sask. Polytechnic students could complete an accessibility study project and provide an update regarding accessibility to businesses in the downtown area.

Moved by James Allonby

THAT the Special Needs Advisory Committee approve the allocation of 2020 budget funds in the amount of \$600 as an honorarium to Sask. Polytechnic students for completion of the ramp project (12 ramps); and further

THAT the completion date of the Sask. Polytechnic ramp project be June 30, 2020.
Carried.

Moved by Daryl New

THAT the Special Needs Advisory Committee approve the allocation of 2020 budget funds in the amount of \$400 as an honorarium to Sask. Polytechnic students for completion of an update to the City's Accessibility Guide.

Carried.

Mr. Forbes left the meeting at 7:30 p.m.

PART 4 – APPROVAL AND NO APPROVAL OF COUNCIL REQUIRED
Re: New Business

4.1 NO APPROVAL OF COUNCIL REQUIRED

Re: Inclusion Saskatchewan – Self Advocacy Workshop

Ms. Fitzpatrick was unable to attend the meeting. She will be invited to the next meeting.

Moved by James Allonby

THAT the matter with regards to Inclusion Saskatchewan – Self Advocacy Workshop be tabled to the next meeting.

Carried.

4.2 APPROVAL OF COUNCIL REQUIRED

Re: Request for Bagged Parking Spot

Consideration was given to the Committee requesting one (1) parking meter directly in front of City Hall be bagged on the evenings of Special Needs Advisory Committee meetings. The Committee supports a reserved parking spot which would provide members of the Special Needs Advisory Committee or citizens with special needs, easier access to attend meetings at City Hall.

Moved by Daryl New

THAT the Special Needs Advisory Committee recommend to City Council that a parking meter directly in front of City Hall be bagged on the evenings of Special Needs Advisory Committee meetings are held; and further

THAT the Committee Chair contact the Engineering Department prior to the meeting date to request bagging of the meter.

Carried.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED

Re: Business Arising from the Minutes

5.2 Special Needs Individuals & Regular Transit Service

Consideration was given to the email dated October 24, 2019 from Mike Bachiu regarding an individual in a wheelchair waiting for the regular transit bus where the bus did not stop but kept driving by. The individual's mother spoke with Mr. Bachiu asking if that was the normal procedure if the bus is full and there was no room for the wheelchair on the bus.

Steven Loptson, Transportation Services Manager, addressed the Committee advising that if there is no space, the bus driver should stop to let the individual know that the bus is full. Mr. Loptson also stated that in this situation, the bus driver should advise the individual that the Transit Department would be notified to see if alternate arrangements can be made.

Moved by Steve Seida

THAT the email dated October 24, 2019 from Mike Bachiu regarding the regular transit bus not stopping for an individual in a wheelchair if the bus is full, be received and filed.

Carried.

5.3 New Project Initiatives

Moved by Daryl New

THAT the matter with respect to New Project Initiatives be tabled to the next meeting.

Carried.

5.4 Budget – Request to Carry Forward Funding

Mr. Jim Puffalt, City Manager, approved the Special Needs Advisory Committee request to carry forward budget funding in the amount of \$1500 from 2019 to 2020 for the ramp project and accessibility study project.

Moved by James Allonby

THAT the letter dated December 3, 2019 from Mr. Jim Puffalt, City Manager, approving the Special Needs Advisory Committee's request to carry forward budget funds in the amount of \$1500 to 2020 for the ramp project and accessibility study, be received and filed.

Carried.

5.5 Interim Paratransit Scheduling Report

Mr. Steven Loptson, Transportation Services Manager, presented information regarding the Interim Paratransit Scheduling Report dated November 5, 2019.

Moved by Angela Sereda

THAT the report dated November 5, 2019 from the City Manager regarding the Interim Paratransit Scheduling Report be received and filed.

Carried.

5.6 Committee Structure

The Committee structure will remain as is with a representative from the Special Needs Advisory Committee being appointed to the Public Works, Infrastructure and Environment Advisory Committee (to be appointed by the Committee). Committee members' terms will start January 1st with alternating 2 year terms.

Moved by James Allonby

THAT the report regarding the Special Needs Advisory Committee structure be received and filed.

Carried.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next regular meeting of the Special Needs Advisory Committee is scheduled for **January 9, 2020 at 7:00 p.m.**

Moved by James Allonby
THAT the meeting now adjourn.

Carried.

The meeting adjourned at 8:25 p.m.

Mike Bachiu

Michael Bachiu, Chairperson

CITY MANAGER'S COMMENTS:

Jim Puffalt

City Manager

MAYOR'S COMMENTS:

Fraser Tolmie

Mayor

<https://citymj.sharepoint.com/sites/Depts/clerks/Shared Documents/5. Boards & Committees/BOARDS & COMMITTEES - 2000/-12 Special Needs Advisory Committee/2019/Minutes/12.12.19 SNAC Minutes.docx>



CITY OF MOOSE JAW

Office Consolidation

SPECIAL NEEDS ADVISORY COMMITTEE BYLAW

Bylaw No. 5371

Date of Passage June 13, 2011
(effective date September 1, 2011)

Including amendments to December 9, 2019

Disclaimer:

This information has been provided solely for research convenience. Official bylaws are available at the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law.

This Bylaw has been consolidated under the authority of the City Clerk. It represents proof, in absence of evidence to the contrary of:

- (a) the original bylaw and of all bylaws amending it; and**
- (b) the fact of passage of the original and all amending bylaws.**

AMENDMENTS

Bylaw No. 5428

Bylaw No. 5526 (Repealed)

Bylaw No. 5573

Bylaw No. 5605

DATE PASSED

October 9, 2012

December 19, 2016

February 25, 2019

December 9, 2019

FORCE/EFFECT

October 9, 2012

December 19, 2016

February 25, 2019

January 1, 2020

BYLAW NO. 5371
SPECIAL NEEDS
ADVISORY COMMITTEE BYLAW

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**THE MUNICIPAL COUNCIL OF THE CITY OF MOOSE JAW ENACTS AS
FOLLOWS:**

Definitions

1 In this Bylaw:

- (a) “**Code of Ethics Bylaw**” means Bylaw No. 4381, A Bylaw of the City of Moose Jaw to Adopt a Code of Ethics for Officials and Employees and Persons Appointed to Boards, Committees and Commissions of the City of Moose Jaw.
- (b) “**Committee**” means the Special Needs Advisory Committee.
- (c) “**Procedure Bylaw**” means Bylaw 5176, A Bylaw of the City of Moose Jaw Governing the Proceedings of City Council and any Committees Established by City Council for the Administration of the Business of City Council.

Establishment of Committee

2 Pursuant to section 55 of *The Cities Act*, City Council continues the Special Needs Advisory Board under the name of the Special Needs Advisory Committee.

Duties/Functions

3 Acting in an advisory role for the City, the Committee shall:

- (a) maintain a liaison with other special needs organizations; and
- (b) provide policy advice and recommendations on:
 - (i) matters respecting the service needs of persons with disabilities; and
 - (ii) any other access of special needs related matter that is referred to the Committee.

Member Eligibility and Appointment

4(1) The Committee shall consist of the following members:

- (a) one member of City Council; and
- (b) ten persons residing in Moose Jaw.

(Bylaw No. 5428)

(Bylaw No. 5573)

(Bylaw No. 5526 Repealed Feb. 25, 2019)

(2) The Mayor shall be an *ex officio*, non-voting member of the Committee.

(3) Except for the Mayor, all Committee members shall be appointed by, and serve at the pleasure of, City Council.

(4) Notwithstanding subsection (3), five (5) of the Committee members in clause (1)(b) shall be appointed by the Committee and serve at the pleasure of City Council.

(Bylaw No. 5428)

(5) For 2020 only, the appointments of one-half of the Committee members shall be for one-year terms beginning January 1, 2020 and expiring December 31, 2020, and the appointments of the other half of the Committee members shall be for two-year terms beginning January 1, 2020 and expiring December 31, 2021.

(Bylaw No. 5605)

(6) Following the initial appointments to the Committee under subsection (5), the Committee member's appointments shall be for two year terms.

(7) A Committee member's appointment will automatically terminate when:

- (a) in the case of a member of City Council, the member ceases to be a member of City Council;

(b) a member appointed pursuant to clause 4(1)(b) ceases to be a resident of the City;
or

(c) the member's seat becomes vacant through resignation or death.

(8) On the recommendation by the Committee, City Council may terminate a Committee member's appointment:

(a) if the member fails to attend three consecutive Committee meetings without, in the Committee's opinion, a reasonable excuse;

(b) when there is permanent incapacity of a member; or

(c) for cause.

(9) Where a Committee member's appointment expires or is terminated under this section, City Council may appoint another person to fill the vacancy for the remainder of the term of the member being replaced.

(10) In the event that City Council is unable to appoint a new member to the Committee before a member's appointment expires through the passage of time, the member's appointment is automatically extended until a new member is appointed.

Chair

5(1) At the Committee's first meeting in January of each year, the Committee members will elect one of its members to be the Chair of the Committee and elect another member to be the Committee's Vice-Chair.

(Bylaw No. 5605)

(2) The Chair shall preside over all Committee meetings at which the Chair is present, and the Vice Chair will preside over the Committee Meetings or portions thereof when the Chair is not present.

(3) When neither the Chair nor the Vice-Chair is present at a Committee meeting or portion thereof, the Committee members who are present may elect a member to preside over that meeting or portion thereof.

Meetings and Procedure

6(1) The Committee shall hold its meetings once a month at the time and place determined by the Committee, except for the months of July and August.

(2) Meetings in addition to those determined under subsection (1) shall be at the time and place determined by the Chair.

7(1) The Committee will conduct its proceedings in accordance with the Procedure Bylaw.

(2) Notwithstanding subsection (1), the Committee may adopt general rules of procedure as long as they are not in conflict with the rules of procedure in the Procedure Bylaw.

Conflict of Interest

8 The Committee members will conduct themselves in accordance with the Code of Ethics Bylaw.

Bylaws Repealed

9 Bylaw No. 5026 is repealed.

Coming into Force

10 This Bylaw comes into force on September 1, 2011.

(SGD) "Glenn Hagel"
Mayor

(SGD) "Myron Gulka-Tiechko"
City Clerk

READ A FIRST TIME JUNE 13, 2011

READ A SECOND TIME JUNE 13, 2011

READ A THIRD TIME AND PASSED ON JUNE 13, 2011