



## **Terms of Reference**

Scugog Accessibility  
Diversity, Inclusion and Equity  
Advisory Committee  
(SADIE)

Approved by Council Resolution CR-2023-128 on April 3, 2023.

**Alternative formats available upon request by contacting:**

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## 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

**“Diversity”** means:

- a) the companionship of differences in the lived experiences and the stance of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical ability, mental disability, sex, gender identity or expression, sexual orientation, age, class, and / or education.
- b) individuals affiliate with multiple identities.

**“Inclusion”** means:

- a) an active, intentional, and constant action to address discriminations in power and privilege and build a respectful and diverse community that ensures welcoming spaces and opportunities for all to fully participate and flourish.

**“Equity”** means:

- a) the fair, equal treatment and opportunity for all people.
- b) endeavor to recognize and eliminate unfair biases, threats, stereotypes, or barriers that may limit the full engagement of all people in our community.

**“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.

## 1. Purpose

The Township of Scugog Accessibility, Diversity, Inclusion, and Equity Advisory Committee (SADIE) advises Council on the elimination of barriers for the diverse population of our community. The committee will work actively to formulate and recommend opportunities to enhance community relations, pursue greater diversity and inclusion and investing in a culture of equity.

## 2. Mandate

The Scugog Accessibility, Diversity, Inclusion and Equity Advisory Committee (SADIE) will assist staff with recommendations, advice, feedback, and information to the Township of Scugog on matters relating to diversity, equity, and inclusion by focusing on:

- Improving our understanding of diversity and commitment to inclusion
- Reinforcing diversity and inclusion within the organizational culture
- Engaging staff in diversity and inclusion efforts and promoting opportunities for leadership, advancement and employee development
- Identifying and addressing barriers to inclusion in the delivery of municipal programs and services

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Section 29 of the AODA describes three (3) main activities in relation to accessibility:

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. Committee Composition**

The SADIE Advisory Committee shall be comprised of nine (9) voting members, one (1) which shall be a member of Council, one (1) member from the Mississauga of Scugog Island First Nation (MSIFN), and seven (7) community members who represent a good cross-section of the community, with at least five (5) members identifying as having a disability, 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. 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 SADIE Advisory Committee 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.

### **4. Subcommittees**

The Committee may form Subcommittees and working groups as may be necessary to address specific issues. 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. These Subcommittees may draw upon a member of the Committee 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 Committee. Staff support will not be provided to a Subcommittee or working group.

## **5. Staff Support**

Township Staff have two principal 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.

Staff liaisons from various departments may be called upon at various times to support the Committee.

## **6. 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

## **7. 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.

## **8. Council Role**

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

## **9. Youth Members**

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in accessibility issues.
- It is important that the youth member be able to attend as many Advisory Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- 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.