**Agenda – Executive Policy Committee – March 14, 2012**

## REPORTS

**Item No. 5 Access Advisory Committee – Amendment to Terms of Reference**

COMMITTEE RECOMMENDATION:

On March 6, 2012, the Access Advisory Committee recommended that the definition of Disability in the Access Advisory Committee Terms of Reference, Attachment 1, be amended to add "Invisible disabilities" at the end of the list of disabilities.

**CITY OF WINNIPEG**
**ACCESS ADVISORY COMMITTEE**
**TERMS OF REFERENCE**

## AUTHORITY AND MANDATE

To advise the Mayor and Council on the present and future status of the City of Winnipeg's information, properties, and services accessible for persons with disabilities to the benefit of all citizens.

## DEFINITIONS

The following terms are defined in Attachment I of this document:

- Disabilities
- Accessibility
- Information
- Properties
- Public

## DUTIES AND RESPONSIBILITIES

The Access Advisory Committee shall have the following duties and responsibilities:

### Related to City Council

- Review and monitor accessibility of existing and proposed municipal properties, information and services;
- Review and recommend changes to by-laws, resolutions, policies, regulations and budgets related to issues of accessibility
- Receive referrals from Council or its Committees for review and recommendation;
- Review and monitor progress of City Council in implementing recommendations made by the Access Advisory Committee;
- Review preliminary and final design plans of capital projects relative to accessibility (including major renovations)

## DUTIES AND RESPONSIBILITIES (continued)

### Related to City Departments

- Advise on the present and future status of accessibility issues related to Winnipeg citizens with and without disabilities;
- Assist in addressing concerns of citizens with disabilities regarding accessibility issues;
- Review and monitor progress of City Departments in implementing recommendations made by the Access Advisory Committee;
- Review preliminary and final design plans of capital projects relative to accessibility (including major renovations)

### Related to the Public

- Communicate with the public on access issues;
- Communicate with the public on proposed recommendations to be presented to City Council;
- Inform the public of activities of the Committee;
- Inform the public of developments in the City related to access.

### Related to Self Education

The Committee keeps itself informed about:

- Other cities' access endeavors
- Latest access techniques
- Various access products and services
- Individuals and organizations who deal with access

## COMPOSITION OF THE COMMITTEE AND TERM OF APPOINTMENT

### Composition

- City Council shall seek applications for the Committee and appoint fourteen (14) members as follows:
  - two members of Council, with one member to be appointed as Chairperson by Council
  - eight members with disabilities
  - two members who may or may not have a disability, but are interested in access issues (i.e. citizens-at-large)
  - a provincial representative under the purview of the Minister Responsible for Persons with Disabilities
  - the Mayor as an ex-officio member
    - Members with disabilities should represent a wide range of physical/cognitive disabilities as defined in Attachment I.
    - Members shall not be appointed to represent an organization.

### Term of Appointment

- Committee appointments will be made in accordance with the City's policy on citizen appointments to Boards and Commissions.
  Citizen Appointments
  - Two-year terms to be appointed annually;
  - 5 members are appointed for a two-year term and 5 members are appointed for a one year term for the initial year with subsequent two-year terms.

  Councillor Appointments
  - Appointed annually at Council's Organizational Meeting;
  - The Mayor shall be an ex-officio member of the Committee by virtue of office.
- Term starts the date of appointment by Council.
- No member shall serve more than 6 consecutive years.

## COMPOSITION OF THE COMMITTEE AND TERM OF APPOINTMENT (continued)

### Vacancies: Membership Replacement Appointments

- Members may resign at any time upon written notice to the Committee and City Council.
- A member who does not attend three (3) consecutive meetings without an approved leave of absence by the Committee shall be deemed to have resigned.
- Executive Policy Committee may remove any citizen member for just cause after consultation with and the recommendation of the Committee.
- Appointments to fill vacancies shall be recommended by Executive Policy Committee for approval by City Council for the unexpired portion of any term of office.

## CHAIRPERSON AND VICE-CHAIRPERSON

Annually, from amongst themselves, the members of the Committee shall elect a Chairperson and Vice-Chairperson.

The role of the Chairperson is:

- to prepare agenda for meetings
- to call meetings to order
- to preside over all meetings and maintain order
- to state all motions, to put them to a vote and announce the results of voting
- to be ex-officio on any sub-committees
- to have signing authority based on audit and other policies and procedures of the City
- to represent the Committee when necessary.

The role of the Vice-Chairperson is:

- to perform the duties of the Chairperson in his/her absence.

## SUB-COMMITTEES

The Committee may appoint sub-committees as it deems necessary. These sub-committees may invite citizens-at-large to participate.

## MEETING AND PROCEDURES

### Meetings

- Meetings are held a minimum of one per month (except July/August).
- A minimum of five working days notice of a regular meeting shall be provided to each member.
- Special meetings may be called by the Chair or by request of any three members of the Committee.
- A quorum is a majority of members.
- Meetings are only to be held at locations accessible to members and guests with disabilities.
- Information for meetings shall be available five (5) working days in advance of the meeting in accessible formats as required by members of the Committee. These formats may include:
  - large print
  - tapes
  - braille
  - diskette
  - sign language interpreter
  - FM Loop
- Members who have requested material in alternate media shall have the privilege of withdrawing an item on the agenda for future consideration until the background information has been provided in a useable format.

### Voting

- All members have a vote at each meeting.
- A tie means the motion is defeated.
- A member who may be in a conflict of interest situation is required to declare such conflict and abstain from voting and not participate in the discussion of that issue.

## ADMINISTRATIVE SUPPORT

- Each City department shall appoint a contact person to liaise with the Access Advisory Committee.
- A City of Winnipeg Committee Clerk shall be assigned to the Committee to perform administrative duties or the Committee may hire a contract individual with the parameters of an approved budget and City policy to perform these duties.

## BUDGET ITEMS

The Budget is prepared by the Committee and submitted to City Council for approval with the Committee's annual report. The budget contains the following items.

### Operational

Out-of-pocket expense of members

- transportation to attend meetings
- parking while attending meetings
- other expenses as approved

Expenses incurred to assist Committee members to perform their duties and responsibilities including:

- sign language interpreters
- plain language interpreters
- rental or purchases of FM Loops
- conversion of documents to alternate media formats
- attendants

## BUDGET ITEMS (continued)

### Operational (continued)

Expenses related to informing the public, City employees, and Committee members on accessibility issues. Examples are:

- preparing educational materials
- hiring facilitators
- attending conferences and workshops
- production, printing and distribution of pamphlets and documents
- transportation to media appointments
- attending liaison meetings with the public
- membership in access organizations
- purchase of access manuals, books and literature.

### Administrative

- administrative support for the Committee (either City of Winnipeg delegated staff or by a contract administrator(s))

## AMENDMENTS

- The Committee shall review these terms of reference annually and may propose amendments to the Executive Policy Committee.

Dated January 5, 1995
Amended November 22, 2000
Amended January 26, 2011

## Attachment I – Definitions

**Disability** refers to "any restriction or lack of ability to perform an activity in the manner or within the range considered normal. (World Health Organization). For this Committee, it includes:

- Physical disability including
  - mobility impairment
  - agility impairment
  - visual impairment
  - hearing impairment
- Cognitive disability

**Accessibility** refers to barrier-free access to information, services and public properties. This includes not only physical access, but also access to information in alternate media formats, availability of sign language interpreters, FM loops, etc.

**Information** refers to

- assessment rolls
- tax rolls
- lists of electors
- financial statement for current year
- report of the City Auditor
- any report of an external auditor
- approved minutes and attachments of Council and open committee meetings
- a by-law or resolution
- the agenda of an open committee meeting
- publications and reports meant for the public
- applications, forms and statements disbursed by City of Winnipeg departments for citizens' use
- records subject to Winnipeg's Access to Information Law

**Attachment I – Definitions (continued)**

**Public** refers to

- individuals citizens
- organizations
- private enterprises
- unions
- enterprises the City deals with at an arms length

**Properties** refers to properties owned, leased or operated by the City of Winnipeg and/or any arms length corporation or organization that reports to the City of Winnipeg or that the City of Winnipeg funds (e.g. Forks Renewal Corporation, North Portage Development Corporation, Winnipeg Enterprises).