



**Council Member Motion
Committee of the Whole of December 13, 2018**

Date: December 10, 2018

From: Councillor Loveday

Subject: Accessibility Working Group

Background:

Council established the Accessibility Working Group in early 2016 including the attached Terms of Reference for the group and also approved an additional motion relative to the AWG to facilitate the more orderly disposition of their recommendations by directing they be forwarded to the Quarterly Update or advanced by a Council Liaison if they are more time sensitive.

As the attached Terms of Reference indicate, the AWG should be meeting only twice annually at this point. However given the commitment of the members and the number of issues, they have continued to meet more regularly.

Council has approved moving forward with the Accessibility Framework and the Consultant's report is expected in Q1. The Framework will be suggesting a role for an Advisory body moving forward. Given the new strategic planning process Council is involved with, and the continued interest of the AWG members, establishing Interim Terms of Reference would enable the City to continue to benefit from the expertise of the community members and create a more formal bridge to the Advisory body the Framework will suggest.

Motion:

That Council direct staff to prepare Interim Terms of Reference for the January 10, Committee of the Whole meeting for the Accessibility Working Group that would see it conclude one month after Council approval of the Accessibility Framework.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Loveday", written over a horizontal line.

Councillor Loveday

List of Attachments:

Appendix A: AWG Terms of Reference



Accessibility Working Group

Terms of Reference

Mandate:

To provide policy recommendations, expertise and experiential knowledge to Victoria City Council on accessibility issues with the aim of making City of Victoria infrastructure and facilities more accessible for all by:

1. Identifying barriers for persons with disabilities created by current City of Victoria infrastructure;
2. Making recommendations as to how to remove these barriers;
3. Establishing criteria by which barrier removal can be prioritized and the allocating of funding can be determined; and
4. Working with the City of Victoria to draft policies and procedures to prevent the creation of barriers in the future.

Composition:

The working group will be comprised of:

- Up to 12 Community Members appointed by Council with experiential knowledge of Accessibility issues, one of whom will be elected by the Working Group to serve as Chair.
- City Staff Liaison (Non-Voting)
- 2 City Council Liaisons (Non-Voting).

Timeline:

The Working Group will meet monthly for a year, engage the public and stakeholder groups as appropriate to develop recommendations, and then be convened semi-annually until the approval of a new Strategic Plan in 2018. Special meetings of the Working Group after the first year may also be convened at the call of the chair.

Responsibility of Members

This is a working group and members are expected to attend all meetings and come prepared, having completed the tasks they have agreed to perform.

If a member misses more than two meetings without providing notice of their absence, their position on the working group may be declared vacant. Members are expected to apprise themselves of decisions taken at meetings they are unable to attend, so they can come prepared to the next meeting.

Guiding Principles:

- To consider the needs of persons with a diverse range of abilities including, but not limited to, physical, sensory, developmental, learning and mental health challenges.
- To recommend solutions which best meet the "wants" of all without compromising the "needs" of any.

Goals:

- To complete the following in the next six to twelve months:
- Review of the current City of Victoria audit of facilities through the “accessibility” lens and make comments on the findings as well as make recommendations if required.
- Create a list of immediate accessibility concerns and actions identified by the working group.
- Establish the criteria by which priority will be given to these concerns.
- Make funding recommendations for the prioritized concerns.
- Review current accessibility policy and recommend changes.

Accommodations:

- Meetings will be held at an accessible venue.
- All documents to be considered at any given meeting will be circulated electronically beforehand in Word format. If PDF format is to be used, it must be determined that all members can access the document in that format.
- American Sign Language, captioning or an Intervener will be provided if required, the cost of which will be borne by the City of Victoria.
- Members may be accompanied by an attendant at the table, but they are not considered members with voice or vote.