



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:

- existing Community Members appointed by Council with experiential knowledge of Accessibility issues will continue in their roles until one month after Council has approved the new Accessibility Framework currently under development.
- The minimum number of members is 5. If less than 5 members the AWG shall be disbanded
- one member 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 until one month after Council has approved the new Accessibility Framework currently under development. 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:

- **Continue to** 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.
- **Continue to** 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.

Recommendations:

- Recommendations will be forwarded to Council's Quarterly update unless for reasons of time sensitivity where an appointed Council Liaison may advance a recommendation by way of a Council member motion for Council to consider in advance of the Quarterly Update process.