

The Corporation of the City of Kenora

By-Law Number 60 - 2014

A By-Law to Establish Terms of Reference for the City of Kenora Accessibility Advisory Committee

Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the City of Kenora adopted Accessibility Policy number LS-4-2 intended to create a culture of accessibility awareness and action by striving for continuous improvement in accessibility awareness of all departments, services and activities of the City; and

Whereas the Council of the City of Kenora will also encourage and enable its citizens and businesses to promote accessibility friendly practices to make their businesses accessible to all;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:-

1.0 Purpose

The purpose is to establish an Accessibility Advisory Committee for the City of Kenora under the following structure.

2.0 Role of the Committee

The role of the Accessibility Advisory Committee is to provide advice and direction to City Council on a wide range of accessibility matters. Generally, the role of the Committee will be to advise the City on the development and implementation of the annual Municipal Accessibility Plan and advising Council on issues relating to citizens with a disability. Duties of the Committee include:

- Advise Council on the preparation, implementation and effectiveness of the annual accessibility plan;
- Advise Council on all accessibility related issues within the City of Kenora including the review of site plans relating to identified buildings within the municipality;
- Advocate for the elimination of barriers including physical, attitudinal and social for citizens with disabilities;
- Promote the goals and objectives of the Ontarians with Disabilities Act by providing visible leadership within the community and the Corporation

3.0 Definitions

“Barrier” – is anything that stops a person with a disability from fully taking part in society because of that disability. Some barriers include:

- Physical barriers, for example a step at the entrance to a store;
- Architectural barriers, for example no elevators in a building of more than one floor;
- Information or communication barriers, for example: sign language interpreter at a public meeting
- Attitudinal barriers, for example assuming people with a disability can't perform a certain task when in fact they can;
- Technological barriers such as traffic lights that change too quickly before a person with a disability has time to get through the intersection;
- Barriers created by policies or practices, for example not offering different ways to complete a test as part of job hiring
- Alternate formats for low vision, blindness and low literacy

“Disability” – Ontario Human Rights Code defines disability as: Any degree of physical disability, infirmity, malformation or disfigurement caused by bodily injury, birth defect or illness and includes, but is not limited to:

- Diabetes mellitus;
- Epilepsy;
- A brain injury;
- Any degree of paralysis;
- Lack of physical co-ordination;
- Blindness or visual impediment;
- Deafness or hearing impediment;
- Amputation
- Muteness or speech impediment; or
- Physical reliance on a guide dog or other animal, or a wheelchair or other remedial appliance or device
- A condition of mental impairment or a developmental disability;
- A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

4.0 Committee Membership

4.1 The Accessibility Advisory Committee may consist of ten (10) voting members and would include members from the following:

- One (1) Developmental disability (and possibly 1-2 support people)
- One (1) culturally deaf (2 reps but 1 vote)
- One (1) mental illness
- One (1) mobility
- One (1) hard of hearing and deafened
- One (1) visually impaired and/or blind
- One (1) brain injured
- One (1) senior with a disability
- Two (2) City Councillors
- One (1) Citizen at large
- One (1) Service agency
- One (1) parent/guardian with a child with a disability who is under 18 years of age

4.2 The majority of the members of the committee should include persons with a disability.

4.3 The City Clerk, or designate, shall act as a staff resource to the Committee and additional staff resources may be called upon as required from time to time to address specific situations. The City Clerk will assist in all matters relating the administration of the activities of the Committee.

4.4 The City's Administrative Assistant shall act as Secretary for the Committee and duly record and administer the agenda's and minutes for the committee. Agenda's will be developed through the Chair and Administrative Assistant for circulation prior to the meeting.

4.5 In addition to the above City positions acting as Ex-Officio on the Committee, other positions that may act in an advisory capacity are: Regional Services with the Ministry of Citizenship.

4.6 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business. A quorum is 50% +1.

4.7 Committee selection will occur within the context of the City's policy for appointment to the Committees of Council. A recruitment and selection committee will work with the Office of the Clerk to review applications, conduct interviews and make recommendations for appointment. A review of candidates to Council will be presented "in camera" for consideration.

5.0 Chair

The Committee shall elect a chairperson from its members at the first meeting of each year and hold the office for one year. In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.

6.0 Meetings and Administration

Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee.

Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the Chairman will result in the termination of membership from the committee.

The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the Chairman in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

7.0 Term of Committee

The term for membership on the Committee shall be as appointed by Council. Members shall be appointed by Council, and Council may replace members on the Committee at any time. Council may be requested to amend the Terms of Reference for the Committee at any time, or they may be amended subsequent to the election of a new Council.

8.0 Meeting Format

The Committee will strive for an optimal level of accessibility at all meetings including physical access and access to the meeting contents and proceedings. Accessibility Ontario's "Planning for Accessible Meetings" will be used as a guideline.

9.0 Committee Operation Expenses

In order to attract proper representation from citizens with a disability, a budget will be assigned to the Committee for consideration of the accommodations required for people with disabilities to fully participate in meetings. The budget will cover costs such as meeting room rentals, additional expenses for accessible transportation such as Handi Transit costs, Attendant Care, and communication supports such as sign language interpreters, computerized note-takers, audio and/or visual documentation, large print documents, and braille translation.

10.0 Conflict of Interest

The Municipal Conflict of Interest Act will govern the Committee. The City Clerk's Office provides copies of the Act to the Committee Members at the inaugural meeting of the Committee along with a brief overview.

11.0 Communications and Additional Resources

The Chairman of the Committee shall be key contact and spokesperson for the Committee, as well as reporting the work of the Committee back to the City of Kenora Council.

12.0 Commencement

That this by-law shall take effect and come into force upon third and final reading.

By-law read a First & Second Time this 20th day of May, 2014

By-law read a Third & Final Time this 20th day of May, 2014

The Corporation of the City of Kenora:

David S. Canfield, Mayor

Heather Kasprick, City Clerk