



CITY OF YELLOWKNIFE

TERMS OF REFERENCE **Accessibility Advisory Committee**

Whereas, pursuant to Motion #0134-21 Yellowknife City Council adopted the Accessibility Policy which established the City's commitment to make accessibility an integral part of the City's social, cultural, economic, and political fabric, so all persons may meaningfully participate in and contribute to civic life in the city of Yellowknife.

INTRODUCTION

1. The City of Yellowknife has identified that there is a need to establish an Accessibility Advisory Committee that will provide advice and guidance to the City concerning facilities and other infrastructure, policies, practices, services and programs.
2. The Accessibility Advisory Committee (the "Committee") provides advice to the City on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The Committee plays a pivotal role in helping the city become an accessible community.

BACKGROUND

3. Accessibility refers to the absence of barriers that prevent individuals and/or groups from participating, contributing and benefitting in all aspects of society.
4. To meet its commitments in accordance with the Accessibility Policy, the City will focus on the following key areas:
 - a) working towards the reduction and elimination of barriers to physical access to City-owned and operated programs, services, facilities and public spaces;
 - b) recruiting, employing and training employees (including accessibility training) using Human Resource best practices that are equitable and free of biases and systemic barriers;
 - c) working towards fully accessible public transit;
 - d) ensuring City information-sharing and communication is accessible so that all people can receive, understand, and share such information, including City documents and web content;

- e) endeavouring to implement the recommendations respecting inclusive and accessible municipal emergency preparedness planning from the consultation report “On Thin Ice: Suggested Best Practices for Northern Emergency Planning”; and
- f) increasing engagement and consultation with persons with disabilities.

SCOPE

- 5. The purpose of the Committee is to provide policy recommendations, expertise and experiential knowledge to Council on accessibility issues with the aim of making City of Yellowknife programs, services, infrastructure and facilities more accessible for all by:
 - (i) Identifying barriers for persons with disabilities created by current City of Yellowknife infrastructure;
 - (ii) Making recommendations as to how to remove these barriers;
 - (iii) Establishing criteria by which barrier removal can be prioritized and the allocating of funding can be determined; and
 - (iv) Working with the City of Yellowknife to draft policies and procedures to prevent the creation of barriers in the future.

MEMBERSHIP

Composition:

- 6. The Committee will be comprised of:
 - a. up to seven (7) members of the public that reflect a diversity of the types of accessibility issues faced by members of the community. Membership will be limited to people with lived experience or accessibility challenges and may also include individuals representing a broad range of under-served and equity seeking groups such as, but not limited to:
 - i. Indigenous peoples;
 - ii. Faith based groups;
 - iii. LGBTQ2S+;
 - iv. Newcomers, new Canadians;
 - v. Persons living in poverty;
 - vi. Racialized people, people of diverse ethnic or cultural origin;
 - vii. Seniors;
 - viii. Women;

- ix. Youth.
 - b. Four members from City Administration:
 - i. City Manager;
 - ii. Director, Economic Development and Strategy;
 - iii. Director, Planning and Development; and
 - iv. Director, Community Services.
 - c. Any additional representation as deemed appropriate.
7. A member of City Administration shall provide administrative support to the Committee, including preparation and circulation of the meeting agendas and minutes.
 8. The Committee shall choose annually their Chairperson from one of the public Members.
 9. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
 10. In the event that a Member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform City Administration of the vacancy so that it can commence the process to have a new member appointed by the City Manager.
 11. If any Member misses two (2) consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by the City Manager.
 12. The City Manager may remove any member of the Committee for any good and sufficient cause.
 13. Members shall be appointed for a two (2) year term.

MEETINGS

14. The Committee shall meet as required to perform the duties of the Advisory Committee.
15. Special meetings of the Committee may be called at the request of the Chairperson.
16. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
17. The Committee may, in accordance with the City of Yellowknife Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories as set out in Council Procedures By-law, if it is determined, by resolution, to be in the public interest to do so.
18. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
19. The Chairperson may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.

20. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.
21. If, within 10 (ten) minutes from the time appointed for a meeting, a quorum is not present, at the discretion of the Chair the meeting may be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.
22. The rules of procedure for the Committee shall be governed by the City of Yellowknife Council Procedures By-law insofar as it may be applicable.

REMUNERATION

23. Membership is voluntary. At the discretion of the City Manager, Members of the public may be entitled to receive an honorarium for their participation in the Committee. Members appointed as an employee or representing an organization or business shall not be eligible for payment of an honorarium.

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

24. The Committee shall have no authority to expend or commit financial resources of the City of Yellowknife.
25. Administration shall, in cooperation with the Chairperson, prepare all meeting agendas and distribute them to Committee Members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
26. Administration shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee Members.
27. Administration shall forward all original approved minutes and recommendations of the Committee to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.

COMMUNICATIONS

28. City Committees are appointed by the City of Yellowknife and represent the City of Yellowknife.
29. No Member is authorized to speak directly to the media on any topic under consideration by the Committee. Media requests will be coordinated through the Department of Economic Development and Strategy and City Administration.
30. All Committee activities shall adhere to the City of Yellowknife Social Media Policy and Communications Policy (available through Administration).
31. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.
32. Communications Plans are prepared in partnership with the Department of Economic Development and Strategy.

33. Any advertising must adhere to the City's branding guidelines and be approved by the Department of Economic Development and Strategy.
34. Financial resources for the implementation of a communications plan shall form part of the Communications Plans.

REPORTING RELATIONSHIPS

35. The Committee shall prepare an annual presentation to the appropriate Standing Committee of Council for the purpose of reporting to elected officials.
36. All communications from the Committee in relation to educational materials or media releases shall be reviewed by the Chairperson and forwarded to City Administration for review, approval and distribution.

DUTIES

37. The Chairperson's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;
 - c. Represent the Committee when presenting recommendations to City Council for approval; and
 - d. Present a written and verbal annual report to the appropriate Standing Committee of Council annually.
38. The Committee Members' responsibilities will be as follows:
 - a. To attend all regular meetings of the Committee;
 - b. To discuss issues pertaining to the Committee without breach of confidentiality;
 - c. Review the Accessibility Policy; and
 - d. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council.

CONFIDENTIALITY

39. Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Committee Member.

TIMELINE

40. This is an ongoing Committee with no identified timeline for completion at this time.

TERMINATION

41. Notwithstanding the above, the City Manager may dissolve the Committee at any time, or amend these Terms of Reference.