

DECISION/DIRECTION NOTE

Title: Inclusion Advisory Committee – Terms of Reference Update

Date Prepared: April 15, 2025

Report To: Committee of the Whole

Councillor and Role: Councillor Ophelia Ravencroft, Inclusion Advisory Committee

Ward: N/A

Decision/Direction Required:

Seeking Council's approval to amend the list of organizations in Inclusion Advisory Committee's Terms of Reference to Include the Universal Design Network Newfoundland and Labrador (UDNNL).

Discussion – Background and Current Status:

A meeting of the Inclusion Advisory Committee (IAC) took place on February 13, 2025. During the meeting, the Manager of Healthy City and Inclusion reviewed the Terms of Reference with the IAC. While the review was underway, a motion was made to add UDNNL to the organization list of public members in the IAC Terms of Reference. The recommendation was unanimously approved by those in attendance.

UDNNL represents an assembly of professionals from various fields to promote universal design, inclusion and accessibility. Universal Design aims to create products, environments, programs, and services that are usable by people of all ages, abilities and needs, to the greatest extent possible, without the need for adaptation or specialized design. The mission of UDNNL is to educate and collaborate with governments, industries, and individuals on the advantages of Universal Design. Representation from UDNNL will strengthen the committee's ability to provide advice and guidance on innovative and sustainable strategies for our community's diverse needs.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: The Inclusion Advisory Committee, Universal Design Network Newfoundland Labrador
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

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If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.

A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.

5. Alignment with Adopted Plans: Accessibility Plan 2024-2026, Healthy City Strategy

6. Accessibility and Inclusion: The recommendation to include UDNNL comes directly from the Inclusion Advisory Committee. The intent of Universal Design is to create a world where everyone can participate fully and equally.

7. Legal or Policy Implications: N/A

8. Privacy Implications: As per Section 7.3 of the Committee's Terms of Reference, all committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the IAC.

9. Engagement and Communications Considerations: The updated Terms of Reference will require posting on the City's website.

10. Human Resource Implications: N/A

11. Procurement Implications: N/A

12. Information Technology Implications: N/A

13. Other Implications: N/A

Recommendation:

That Council approve of the addition of Universal Design Network Newfoundland and Labrador to the organization list of public members in the Inclusion Advisory Committee Terms of Reference.

Prepared by: Jennifer Squires, Legislative Assistant

Approved by: Theresa Walsh, City Clerk

Report Approval Details

Document Title:	Inclusion Advisory Committee - Terms of Reference - Update.docx
Attachments:	- Post-Meeting Report - Inclusion Advisory Committee_Feb13_2025 - English.docx
Final Approval Date:	Apr 16, 2025

This report and all of its attachments were approved and signed as outlined below:

Theresa Walsh - Apr 16, 2025 - 10:18 AM