

DECISION/DIRECTION NOTE

Title: Inclusion Advisory Committee (IAC) Terms of Reference Review

Date Prepared: May 27, 2020

Report To: Inclusion Advisory Committee

Councillor and Role: Deanne Stapleton, Inclusion Advisory Committee

Ward: N/A

Decision/Direction Required: Approve Changes to IAC Terms of Reference

Discussion – Background and Current Status:

As per Section 7.2 (Meetings and Schedules) of the current Inclusion Advisory Committee Terms of Reference:

Taking into account recommendations from the Committee Chair and Council Champion, the City Clerk and Lead Staff will review Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

As recommendations to change the IAC Terms of Reference are suggested by committee members and the general public, the Lead staff gathers them and facilitates discussion and input from the IAC. As part of this process the IAC makes recommendations to Council regarding changes to the Terms of Reference.

The current Committee Structure is made up of:

- Coalition of Persons with Disabilities NL and the four (4) organizations that they nominated during the initial creation of the IAC including: Empower, Independent Living Resource Centre, Association for Community Living and NL Association for Deaf and GoBus
- Staff persons representing agencies relevant to persons with disabilities and persons facing other barriers to participation in the community. Efforts are made to include the following sectors/areas:
 - Hearing Barriers – Currently filled by Canadian Hard of Hearing Association NL
 - Visual Barriers – Currently filled by CNIB
 - Developmental and cognitive barriers – Currently filled by Autism Society NL
 - Visible minorities and newcomers – Currently filled by A.N.C.
 - Mental Health – currently vacant

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- Poverty – currently vacant
- Indigenous and Aboriginal – Currently filled by First Light NL
- Universal Design – Currently filled by public member
- LGBTQ2S – Currently filled by public member
- Physical and Neurological Disabilities – Currently filled by public member
- Youth Representatives – at least one public member between the age of 19-35 years will be appointed or identified from existing IAC members
- Public Representatives – no more than 3 residents who are members of the inclusion community, their caregivers and/or persons facing other barriers.

Although IAC members often possess expertise in more than one area/sector it has been challenging to ensure adequate representation of all the sectors/areas mentioned in the current terms of reference. The following perspectives have been identified as needing representation on the IAC:

- Women
- Anti-racism

Key Considerations/Implications:

1. Budget/Financial Implications: n/a
2. Partners or Other Stakeholders: IAC members, organizations and associated working groups
3. Alignment with Strategic Directions/Adopted Plans:
 - A City that moves
 - A Connected City
 - Envision
 - Recreation and Parks Master Plan
 - Open Space Master Plan
 - Affordable Housing Plan
 - 10 Year Affordable Housing Strategy
 - Healthy City Strategy
4. Legal or Policy Implications: n/a
5. Privacy Implications: n/a
6. Engagement and Communications Considerations: n/a
7. Human Resource Implications: n/a

8. Procurement Implications: n/a

9. Information Technology Implications: n/a

10. Other Implications: n/a

Recommendation:

That Council approve the following changes to the IAC Terms of Reference:

Under Section 3.1 Composition

Change the committee composition to read:

The Advisory Committee will be comprised of a minimum of 11 and a maximum of 18 total members from the following stakeholder groups:

The Committee will be comprised of no more than 10 staff persons/board members representing agencies relevant to persons with disabilities and persons facing other barriers as follows:

1. Coalition of Persons with Disabilities NL (CODNL)
2. Empower
3. Association for Community Living
4. NL Association for the Deaf (NLAD)
5. GoBus (Metrobus)
6. CNIB
7. Autism Society NL
8. Canadian hard of Hearing Association - NL
9. Association for New Canadians
10. First Light NL

Representatives of seven (7) organizations or individuals that support persons facing other barriers to participation in the community. Efforts will be made to include the following sectors:

1. Mental Health
2. Poverty
3. Universal Design/Accessibility
4. LGBTQ2S
5. Physical and Neurological Disabilities
6. Anti-Racism
7. Women

The Committee will be comprised of no more than 5 residents serving as public members who are members of the inclusion community, their caregivers and/or persons facing other barriers.

Under Section 5.2 Eligibility and Selection

Change point 2 to read:

Organizational representatives must be based in or serve/do business within the City of St. John's and have decision making authority with the agency they represent.

Under section 7.2 Meetings and Schedules

Change the meeting location to read:

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City facilities or via accessible video/virtual meeting platforms and shall be closed to the public

Section 7.2 Meetings and Schedules:

Unless otherwise specified advisory committee meetings shall be held at City facilities or via accessible video/virtual meeting platforms.

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Approved by: Tanya Haywood – Deputy City Manager, Community Services

Report Approval Details

Document Title:	Inclusion Advisory Committee Terms of Reference Review and Recommendations.docx
Attachments:	- Terms of Reference - Inclusion Advisory Committee._Recommended Changes June 03 2020_EH.doc
Final Approval Date:	Jun 18, 2020

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

Tanya Haywood - Jun 18, 2020 - 1:25 PM