



Manitoba Government Accessibility Steering Committee

TERMS OF REFERENCE

To request an alternate format of this document, please contact the Civil Service Commission by email at accessibility@gov.mb.ca, by phone at 204-945-2332 (in Winnipeg) or toll free at 1-800-282-8069 ext. 2332.

Background:

The Accessibility for Manitobans Act (AMA) became law on December 5, 2013. This legislation seeks to make significant progress toward achieving accessibility by 2023, by identifying, preventing and removing barriers to everyday living, while promoting dignity and respect for Manitobans with disabilities.

The AMA requires each public sector body, including the Manitoba government, to establish an accessibility plan that addresses the identification, prevention and removal of barriers for Manitobans in key areas of daily living. It is required that the plan be updated and made publicly available every two years.

Purpose:

The Manitoba government Accessibility Steering Committee will:

- Provide support and direction to the Accessibility Champion in the role of promoting accessibility in the Manitoba government as an organization leading accessibility practices in the province (Appendix A provides details of the role of the Accessibility Champion).
- Provide input on the development and implementation of updated Manitoba Government Accessibility Plans (MGAP), to ensure plans meet, and where possible exceed, statutory requirements and public commitments under the AMA, while ensuring financial responsibility and efficiency (including consultation with Treasury Board Secretariat, as required)
- Facilitate government-wide engagement, communication and collaboration in the promotion and implementation of the MGAP, and provide leadership by example to other public sector organizations.
- Guide and inform the compliance role of the Director under the AMA, through the provision of feedback on matters related to compliance and enforcement, as well as guidance on awareness-raising initiatives and activities (Appendix B provides details of the role of the director under the AMA).
- Respond to media requests in a coordinated manner, and with assistance from Communications

Services Manitoba.

- Meet quarterly, or more frequently as required and at the request of the chair
- Receive secretariat support from department staff of the Chair, who will:
 - Consult with the chair to draft and seek approval on agendas, minutes and other relevant meeting material.
 - Circulate relevant material to steering committee members one week prior to meetings.
 - Provide copies of relevant meeting material to others at the request of the chair.
 - Keep meeting notes that include a record of decisions and action items.

3. Composition:

Members of the steering committee include:

- Clerk of the Executive Council and Secretary to Cabinet
- Civil Service Commissioner, as the Manitoba Government Accessibility Champion
- Deputy Minister of Manitoba Families, as the Director under the AMA (Current Chair)
**Note: the Chair role alternates between the Accessibility Champion and the Director under the AMA

The steering committee may recruit additional members and invite guests to meetings, as needed.

Occasionally, approval of documents and initiatives will be requested by email.

The terms of reference document will be reviewed every two years.

*** Updated September 2021

Appendix A

Role of the Accessibility Champion:

Planning, reporting, and leadership:

- participating as a member on the Manitoba Government Accessibility Steering Committee
- leading the development of the MGAP and providing final approval of the plan
- ensuring the Manitoba government understands and meets or exceeds its obligations under The Accessibility for Manitobans Act
- providing leadership and support to executive and senior managers in understanding and achieving accessibility
- encouraging and promoting the implementation of Manitoba Government Accessibility Plan (MGAP)
- providing leadership and support to the Deputy Ministers' Council, related to advancing accessibility in the Manitoba government
- coordinating progress reports of the MGAP's activities from across government, with support from the department accessibility coordinators (DACs) and other relevant contacts (Appendix C provides the role descriptions)
- organizing meetings with the DACs twice annually

Education and awareness:

- promoting employee awareness and understanding of the AMA and the Manitoba government's commitment to accessibility
- organizing, supporting and participating in government-led events, knowledge exchanges, discussion forums and workshops, to advance accessibility awareness and education

Communication:

- communicating regularly with Manitoba government staff on progress under MGAP, new initiatives, best practices, success stories and work occurring in different areas
- inviting ideas from employees to improve accessibility
- responding to media requests in a coordinated manner, and with assistance from Communications Services Manitoba

Appendix B

Role of the Director, under The Accessibility for Manitobans Act (AMA):

Planning, reporting and leadership:

- acting as chair for the Manitoba Government Accessibility Steering Committee
- leading the general administration of the AMA by supporting and advising the minister under the act, including:
 - preparing and tabling a ministerial annual report in the House
 - preparing a ministerial annual plan for public release
 - finalizing accessibility standards, including consulting with key stakeholders
- leading the implementation of a compliance framework, with an emphasis on partnerships and educating into compliance
- with the support and endorsement of the steering committee, mobilizing a whole-of-government approach to implementing a compliance framework
- ensuring compliance and enforcement of the AMA, including through appointing inspectors to determine and verify compliance, reviewing and providing decisions on orders created by inspectors, and issuing notice of administrative penalties (fines) to individuals or organizations related to non-compliance
- with the support of the steering committee and staff as required, leading projects that advance accessibility outside of the Manitoba government

Education and Awareness:

- leading the development, distribution and promotion of accessibility tools and resources to external stakeholders (e.g., private and non-profit sectors, as well as large public sector organizations)

Communication:

- leading all external-facing communication projects, including public consultations, education, outreach and awareness activities
- responding to media requests in a coordinated manner, and with assistance from Communications Services Manitoba

Appendix C

Supporting Roles to Manitoba Government Accessibility:

Role of the Department of Families

- supporting the director in leading the general administration of The Accessibility for Manitobans Act (AMA), including public education and awareness initiatives, as well as community consultations
- providing secretariat support to Manitoba's Accessibility Advisory Council
- providing advice and expertise on accessibility issues and initiatives to support the Manitoba Government Accessibility Steering Committee
- Implementing Manitoba's accessibility compliance framework
- Offering training to obligated sectors about accessibility requirements
- Administering the Manitoba Accessibility Fund Grants program

Role of the Department Accessibility Coordinators

- serving as a key contact for the Accessibility Champion and Director under the AMA in departments for matters relating to the Manitoba Government Accessibility Plan (MGAP)
- acting as a resource for managers and staff in departments regarding any department-specific initiatives and measures to improve accessibility
- Drafting reports and responding to requests from the Accessibility Champion for purposes of tracking departmental progress and updating of the MGAP.
- attending cross-departmental meetings to network with other Department Accessibility Coordinators
- ensuring that accessibility activities are aligned and coordinated with the Manitoba Government Diversity and Inclusion Strategy

Appendix D: Role Comparison Table


Responsibility	Accessibility	Director under
Planning, reporting and leadership		
Acting as chair for the Manitoba Government Accessibility Steering Committee		X
Leading the development of the MGAP and providing final approval of the plan	X	
Participating as a member of the steering committee	X	
Ensuring that the Manitoba government understands and meets or exceeds its obligations under the AMA	X	
Providing leadership and support to executive and senior managers in understanding and achieving accessibility; encouraging and promoting the implementation of the MGAP	X	
Providing leadership and support to the Deputy Ministers' Council, related to advancing accessibility in the Manitoba government	X	X
Coordinating progress reports of the MGAP activities from across government with support from the Department Accessibility Coordinators (DACs) and other relevant contacts	X	
Scheduling and chairing meetings with the DACs twice annually	X	
Leading the general administration of the AMA by supporting and advising the minister under the act, including: <ul style="list-style-type: none"> ○ preparing and tabling a ministerial annual report in the House ○ preparing a ministerial annual plan for public release ○ finalizing accessibility standards, including consulting with key stakeholders 		X
Leading the development and implementation of a compliance framework, with an emphasis on partnerships and educating into compliance		X
With the support and endorsement of the Steering Committee, mobilizing a whole-of-government approach to implementing a compliance and enforcement framework		X

Responsibility	Accessibility Champion	Director under The Accessibility for Manitobans Act (AMA)
Ensuring compliance and enforcement of the AMA, including through appointing inspectors to determine and verify compliance, reviewing and providing decisions on orders created by inspectors, and issuing notices of administrative penalties (fines) to individuals or organizations related to non-compliance		X
With the support of the Steering Committee and staff, as required, leading projects that advance accessibility outside of the Manitoba government		X
Education and awareness		
Promoting employee awareness and understanding of the AMA and the Manitoba government's commitment to accessibility	X	
Organizing, supporting and participating in government led events, knowledge exchanges, discussion forums and workshops to advance accessibility awareness and education	X	
Leading the development, distribution and promotion of accessibility tools and resources to external stakeholders		X
Communication		
Communicating regularly with Manitoba government staff on progress under MGAP, new initiatives, best practices, success stories and work occurring in different areas	X	
Inviting ideas from employees to improve accessibility	X	
Leading all external-facing communication projects, including public consultations, education, outreach and awareness activities		X
Responding to media requests in a coordinated manner, and with assistance from Communications Services Manitoba	X	X

Appendix E

Background related to The Accessibility for Manitobans Act:

- The Accessibility for Manitobans Act (AMA) became law on December 5, 2013. This legislation seeks to make significant progress toward achieving accessibility by 2023, by identifying, preventing and removing barriers to everyday living, while promoting dignity and respect for Manitobans with disabilities.
- The AMA requires that a minister be made responsible for the AMA. The Minister of Families who is also the Minister responsible for Accessibility, has been appointed in this capacity. The Deputy Minister of Families has also been appointed as the Director under the AMA.
- The AMA requires each public sector body, including the Manitoba government, to establish an accessibility plan that addresses the identification, prevention and removal of barriers for Manitobans in key areas of daily living. It is required that the plan be updated and made publicly available every two years.
- Under the AMA, an Accessibility Advisory Council is required to provide recommendations to the Manitoba government to help develop accessibility regulations (also called standards) in the five following areas:
 - customer service
 - employment
 - information and communications
 - the design of public spaces
 - transportation
- The Manitoba government has committed to have all five accessibility standards in place in 2023.
- The AMA provides for compliance and enforcement, reporting and record keeping requirements. The AMA requires that the first review of the effectiveness of the legislation take place four years following enactment, and that subsequent reviews occur every five years.
- The Manitoba Government Accessibility Steering Committee will provide central leadership and support for government to meet, and where possible, exceed



statutory requirements and public commitments under the AMA, while ensuring financial responsibility and efficiency.

- Aligning with the public service’s Transformation Strategy, the Steering Committee will mobilize a whole-of-government approach to:
 - Leverage partnerships and networks to change attitudes about persons with disabilities, and co-create innovative ideas to support and reward compliance with the AMA.
 - Harness the talent across all areas of the Manitoba government to provide better outcomes for all Manitobans, including persons with disabilities.