



Bylaws Review Ad Hoc Committee

Report No. 07

BRC:007A

Thursday, October 21, 2021

2 p.m.

Electronic Meeting

Members Present Trustees Shelley Laskin (Chair), Trixie Doyle, Yalini Rajakulasingam and Manna Wong

Also Present Trustee Michelle Aarts, Alexander Brown, Rachel Chernos Lin and Robin Pilkey

All trustees participated by electronic means in accordance with [amendments to Section 7 of Ontario Regulations 463/97, Electronic Meetings](#).

Part A: Committee Recommendations

No matters to report

Part B: Information Only

1. Call to Order and Acknowledgement of Traditional Lands

An electronic meeting of the Bylaws Review Ad Hoc Committee was called to order at 2:03 p.m. on Thursday, October 21, 2021, with Trustee Yalini Rajakulasingam presiding.

2. Election of a Committee Chair

Trustee Laskin previously indicated her intention to step down as chair of the committee to allow other members the opportunity to perform in the role.

The Senior Manager, Board Services called for nominations for the position of committee chair.

Trustee Laskin nominated Trustee Rajakulasingam. Trustee Rajakulasingam indicated her willingness to serve in the position.

Trustee Laskin, seconded by Trustee Rajakulasingam moved: **That nominations be closed.**

The motion was carried.

There being no further nominations, Trustee Rajakulasingam was declared elected to the position of chair of the Bylaws Review Ad Hoc Committee for a term ending November 14, 2021.

3. Approval of the Agenda

On motion of Trustee Doyle, seconded by Trustee Laskin, the agenda was approved.

4. Declarations of Possible Conflict of Interest

No matters to report

5. Delegations

No matters to report

6. *Accessibility for Ontarians with Disabilities Act* Compliance Review

The Committee heard a presentation from staff from (see attached) on the accessibility of the Board's bylaws in accordance with the *Accessibility for Ontarians with Disabilities Act*. The Committee also discussed document accessibility, technical and general formatting, and ways to make documents and information accessible.

7. Accessibility, Format and Style Review

The Committee reviewed information from staff (see BRC:007A, page 1) on the accessibility, formatting and style aspects of the Bylaws.

8. Bylaws Review Preliminary Suggestions to Date

The Committee reviewed information from staff (see BRC:007A, page 3) presenting a compilation of committee discussion and review suggestions to date.

Staff undertook to have the Human Rights Office review the document for presentation at a future meeting.

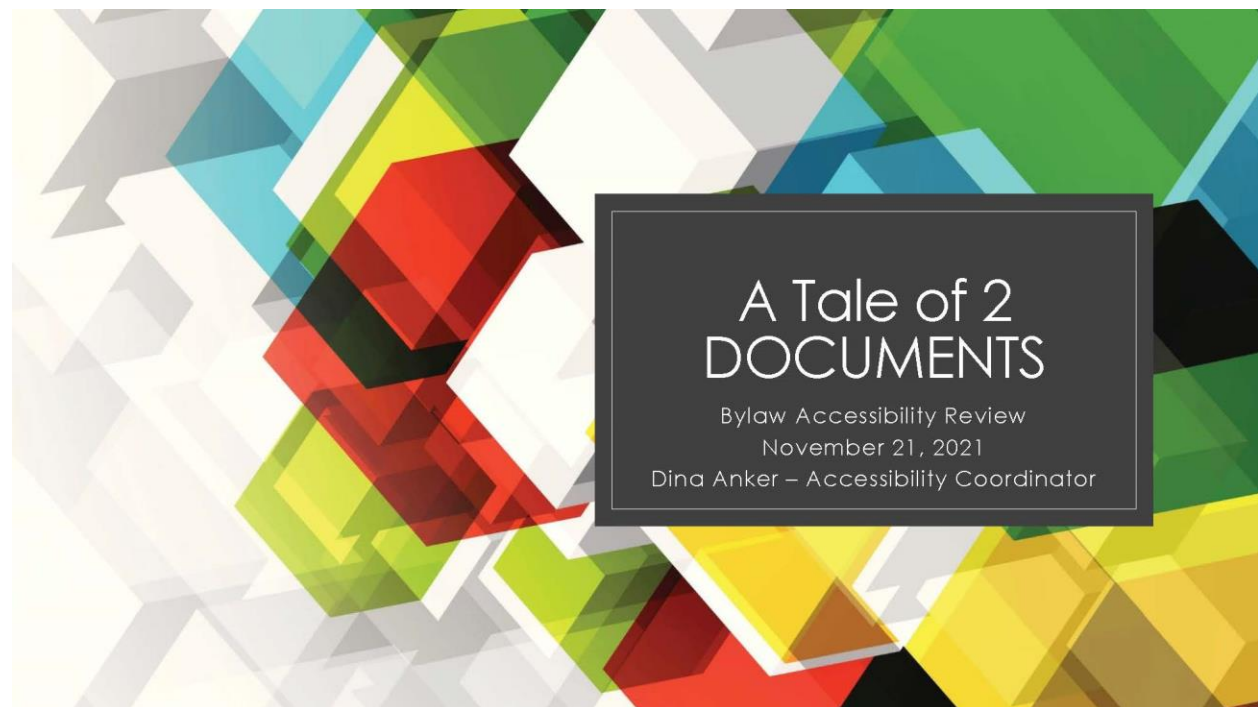
9. Adjournment

On motion of Trustee Laskin, seconded by Trustee Doyle, the meeting adjourned at 3:11 p.m.

Part C: Ongoing Matters

No matters to report

Submitted by: Yalini Rajakulasingam, Committee Chair



Overwhelming? Complicated?

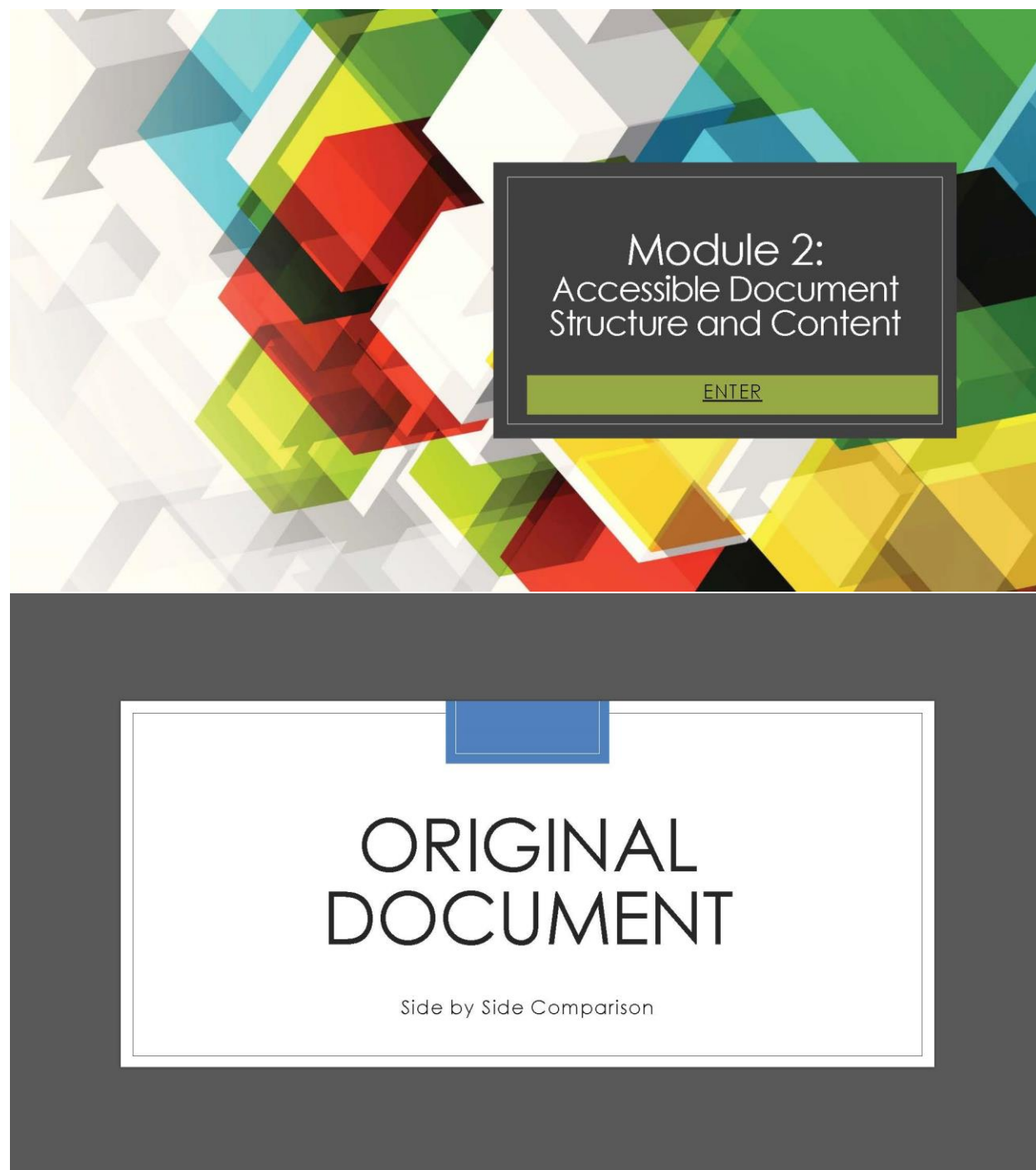
Understand who are excluding in our messages.

Consider:

- 1 in 7 Ontarian living with a form of disability.
- This will increase to 1 in 5 Ontarian within the next decade.

70% of people who have disabilities have hidden, invisible, temporary disabilities





Issues in Summary ...

- ☐ Ensure ALL images have [Alternative Text](#) (or marked as Decorative)
- ☐ Font Size – Minimum 12 pt. throughout the document
- ☐ Font Style – [CAPS](#) used in sentences in TOC
- ☐ Font – Align/[Justify](#), Spacing (min 1.15)
- ☐ The use of Space in Styles (Do not use excessive tabs/Enters and Save spacing until the end)
- ☐ Heading Style 3 = font underline vs. border in paragraph formatting
- ☐ Glossary font size needs to be larger – reformatted into single column
- ☐ Add document property information

Moving Forward ...

- ✓ Use the Accessibility Checker in Office 365
- ✓ Consider this the format for future templates.
- ❖ Convert to PDF troublesome at this time – as Style for Nested Numbering not registering
- ❖ Surrender this back to the brilliant author – to fix “section break numbering”, current TOC Styles should be list items but are not (unable to fix at this time)

Resources

Training:

- [Digital Document Accessibility Training @ the TDSB](#) on MyPath

Checklists

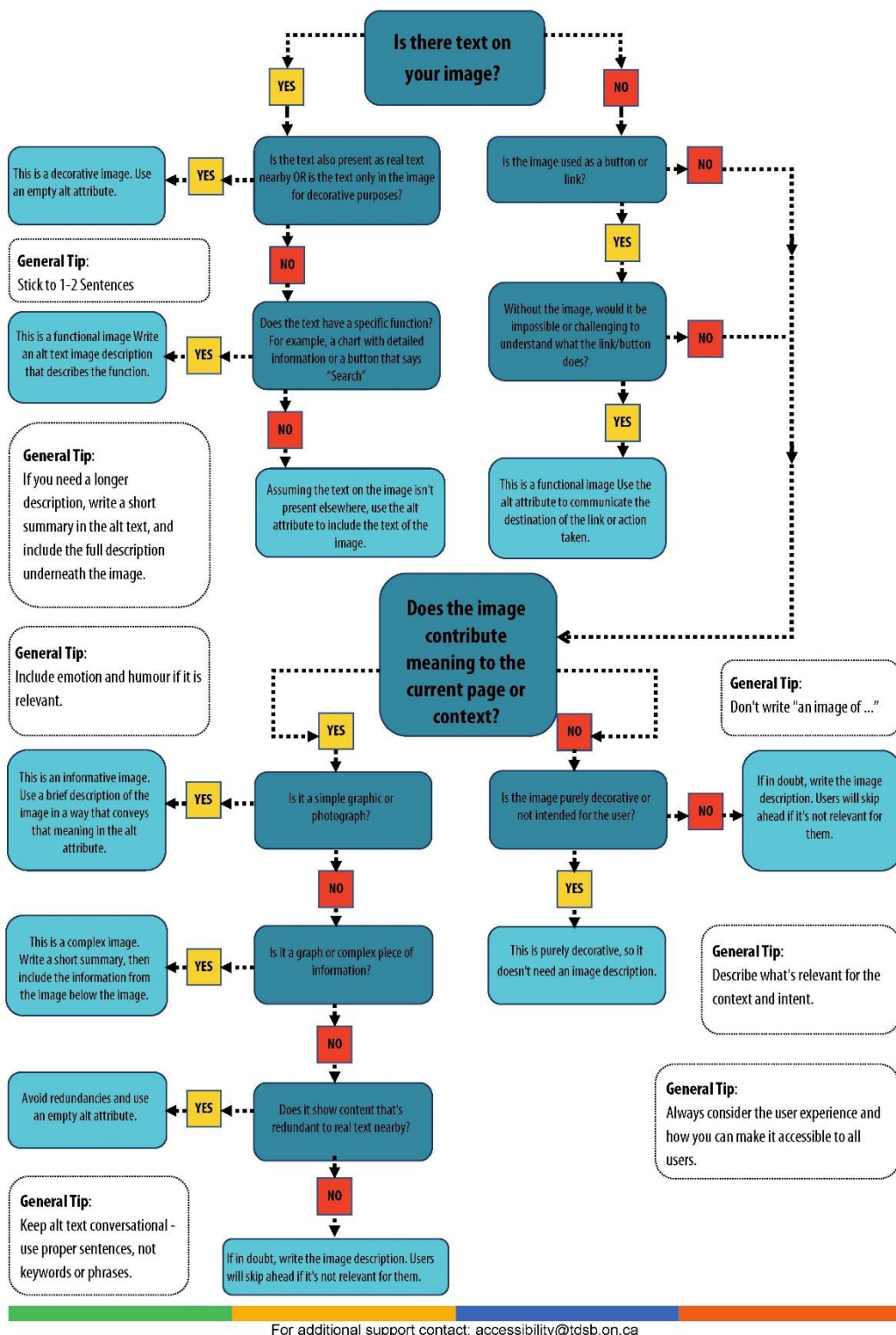
- [Desk Side Checklist](#) for MS Office 365
- [How do I add "Alt Text"?](#) Infographic on 11x17 " paper if printed

CHALLENGE?

Attend Training and then if you've learned the at least the fundamentals,
invite 2 other people to attend.....



How to Write Image ALT Text





Desk Side Check List for Digital Document Accessibility

- | | |
|---|--|
| <input type="checkbox"/> Heading | Use styles toolbar to create/modify headings |
| <input type="checkbox"/> Images | Alt Text on charts, objects, and other important page elements. * Use meaningful alt text to describe the figure. |
| <input type="checkbox"/> Tables | Repeat Header Rows & Provide Alt Text |

Styles

- | | |
|--|--|
| <input type="checkbox"/> Font Family | Sans Serif (Arial, Verdana), Minimum 12 pt. |
| <input type="checkbox"/> Bold, Italics, Underline, Case | Bold is okay, but avoid underline and italics. Avoid ALL CAPS in sentences |
| <input type="checkbox"/> Links | Avoid using URL and "click here" |
| <input type="checkbox"/> Colour contrast | Do not rely on colour alone. Use Recommended to Avoid ALL-CAPS |
| <input type="checkbox"/> Upper and Lower Case | minimum 1.15 |
| <input type="checkbox"/> Spacing | In-line with text, Avoid Justify |
| <input type="checkbox"/> Alignment | Use Insert list, bullet, or number |
| <input type="checkbox"/> Lists | Avoid or use in header |
| <input type="checkbox"/> Watermarks | |

General Formatting

- | | |
|--|----------------------------|
| <input type="checkbox"/> Hyperlink Universal Colour | RGB 0-0-255 hex #0000ff |
| <input type="checkbox"/> Language Setting | Set the language to En/Fr |
| <input type="checkbox"/> Plain Language | Simple language, no jargon |

For additional support contact: accessibility@tdsb.on.ca

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