



# Accessibility Advisory Committee

## Terms of Reference

### Purpose

The purpose of the Accessibility Advisory Committee is the following:

1. Based on Provincial requirements:
  - a. assist the City to identify barriers to individuals in or interacting with the City, and
  - b. advise the City on how to remove and prevent barriers to individuals in or interacting with the City.
2. Comment on new provincial accessibility legislation to inform Council and City Staff planning and program changes on suggested priority actions for initial implementation.
3. Act as a resource and provide advice and recommendations to City Council and Staff on the implementation of the Accessibility Short- and Long-Term Action Plans (see Schedule A)
4. Receive and communicate out City activities and updates related to accessibility to "parent" organizations the member represents (where applicable)
5. Share information on best practices and innovations on accessibility issues which align with the Focus Areas (see below) and Action Plan (see Schedule A) items.
6. Respond to staff requests for input on major capital projects to identify and address accessibility considerations.

### Membership

7. Provincial requirements for membership:

Accessibility committees, to the extent possible, should have at least half of its members:

  - a. Be persons with disabilities.
  - b. Represent a disability-serving organization.

Membership should also reflect the diversity of British Columbians and have Indigenous representation. Committees may include members from inside or outside of the organization.
8. The Committee shall consist of five (5) voting members, appointed by Council.
9. Appointed members will consist of at least one representative from each of the following sectors.
  - a. Member of Council (1) – recommended and appointed as per policy to act also as Council's liaison.

- b. Members of the community (3), based on the following criteria:
  - a. Board or Committee experience preferred
  - b. Base knowledge regarding the role of the City when addressing accessibility
  - c. Based on Provincial recommendations (see Section 7.)
- c. City Staff – appointed by the CAO.

## Time Commitment

- 10. The Committee meets two to three times per year either in person or via video conference. (March and September, plus in preparation for a Council budget meeting in December or January)
- 11. In addition, for preparing and attending meetings, committee members should anticipate working on 'special projects' or sub-committees as needed.
- 12. A term shall be for 1 year, the initial term shall be for 18 months from September 2023 to March 2025. Appointments will be made by Council annually in the Spring of each year thereafter.

## Committee Procedures

- 13. One Committee co-chair shall be a City representative.
- 14. One Committee co-chair shall be one member of the community.
- 15. The Committee shall determine the date for the next meeting at each meeting.
- 16. Quorum shall consist of 50% plus one of the appointed members.
- 17. Decisions are taken by consensus of the appointed members present at the meeting.
- 18. Corporate department staff may assist the Committee if required on a limited basis for administrative purposes.

## Focus Area

- 19. The key areas of responsibility that the City can consider in its goals of identifying, removing, and preventing accessibility barriers include:
  - a. Public Infrastructure
  - b. City programs and services
  - c. Municipal Information, regulations, and policies

## Public Feedback

- 20. - \*This section is intentionally not complete and will be developed as part of the Short Term Action Plan at the Committee's first meeting\*.

## Annual Tasks

21. Review annually the overall Terms of Reference and make recommendations to Council as needed to amend or update. (March Meeting)
22. Review the Schedule A items based on the Focus Areas listed above and recommend to Council for implementation as part of the budget process. (September Meeting, possible December/January Council presentation)  
In developing these items, the following principles must be considered:
  - a. inclusion;
  - b. adaptability;
  - c. diversity;
  - d. collaboration;
  - e. self-determination;
  - f. universal design.

# Schedule A – Action Plans

## Short Term Action Plan

1. Assess a priority project for 2024 that aligns with the needs of the community
  - a. Prepare a project plan and timeline
  - b. Prepare presentation to Council as part of the 2024 budget process
2. Develop an avenue for the public to provide feedback to the Committee when developing Short and Long term Action Plan items as well as barriers to individuals in or interacting with the City.

## Long Term Action Plan

1. Develop 1 action item for Council consideration for the 2024 budget process
  - a. Potential implementation of the item in 2024
2. Develop 2 additional action items for Council consideration for 2025 and 2026