



# Terms of Reference Accessibility Advisory Committee

## 1.0 Background:

This committee is established in accordance with the Accessible British Columbia Act to assist the City in identifying, removing, and preventing barriers to individuals in or interacting with the City. The terms “accessibility plan”, “barrier”, “disability”, “impairment”, and “Indigenous peoples” shall be interpreted as defined in the Accessible British Columbia Act.

## 2.0 Mandate:

2.1. The Committee’s role is to:

2.1.1. assist the City in identifying accessibility and inclusion barriers that City staff and community members experience or may experience in the course of interacting with the City in the following areas:

- Employment,
- Delivery of Service,
- The Built Environment,
- Information and Communications,
- Transportation, and
- Procurement;

2.1.2. advise the City on how to remove and prevent barrier to individuals in or interacting with the City;

2.1.3. advise on development of an organizational accessibility plan to be completed by September 1, 2024;

2.1.4. develop a process or mechanism for receiving comments from the public on:

- the City’s accessibility plan;
- barriers to individuals in or interacting with the City;

2.1.5. undertake a review of the accessibility plan at least once every 3 years and recommend to City Council any changes or updates required;

2.2. The Committee will undertake its work in accordance with the requirements of Part 3 of Accessible British Columbia Act.

### **3.0 Composition:**

3.1 Per Section 9 of the Accessible British Columbia Act, membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable to the Accessibility Advisory Committee's mandate.

#### **3.2 Membership:**

Preference will be given to Langley City residents and Langley based organizations.

- Two non-voting members of City Council to be appointed by Council who will act as Chair and Co-Chair of the Accessibility Advisory Committee
- One voting member representing the Indigenous community
- Up to five voting members who represent persons with disabilities or individuals who support persons with disabilities
- One voting member representing Inclusion Langley
- One voting member representing seniors
- Up to three voting members from the community-at-large selected based on their ability to meet the Committee's objectives

#### **3.3 Chair Responsibilities:**

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the Accessibility Advisory Committee does not deviate from the agenda for the meeting;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes and/or seeking consensus as applicable;
- Working alongside the Staff Liaison to guide the committee towards fulfilling tasks/projects identified in the Annual Work Plan and presenting reports to Council, as applicable;

#### **3.4 Member Responsibilities:**

- Attending and actively participating in meetings as scheduled;
- Being prepared for meetings (reading agenda material prior to meetings)
- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;

- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that are put forward by Accessibility Advisory Committee members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

3.5 In addition to chairing meetings in the absence of the Chair, the Co-Chair may assume chairing duties when deemed appropriate by the Chair.

3.6 Representative(s) from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the Accessibility Advisory Committee to fulfill its mandate.

#### **4.0 Administration:**

4.1 A Staff Liaison from the Human Resources Division and Recreation, Culture and Community Service department will be assigned by the Chief Administrative Officer to provide advice as necessary and assist the Accessibility Advisory Committee in carrying out its mandate.

##### **Staff Liaison Responsibilities:**

- Arranging and/or providing annual orientation for the Accessibility Advisory Committee members;
- Coordinating preparation of the committee's Annual Work Plan for approval by Council in January of each year; ensuring Work Plan is in alignment with goals identified in Council's current Strategic Plan;
- Working with the committee to set timelines for deliverables identified in the Annual Work Plan;
- Ensure the this committee responds to the committee requirements of the Accessibility British Columbia Act.
- Scheduling the Accessibility Advisory Committee's meetings;
- Determining agenda items for each Committee meeting with the Chair and relaying to the Committee Clerk for agenda production purposes;
- Attending meetings to providing technical advice and assistance to the Accessibility Advisory Committee;
- Preparing reports in coordination with the Chair to bring forward recommendations of the Accessibility Advisory Committee to Council for consideration.

4.2 A Committee Clerk will be assigned by the Staff Liaison to provide administrative support to the Accessibility Advisory Committee.

#### Committee Clerk Responsibilities:

- Coordinating and producing all meeting agendas in compliance with requirements of the current Council Procedure Bylaw as they relate to City Committees;
- Attending meetings to take minutes and providing procedural advice to the Chair when requested;
- Producing and circulating minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees;
- Maintaining the official files of the Accessibility Advisory Committee including minutes, agendas, policies, terms of reference, correspondence, and other file information, in accordance with the City's records management practices.

4.3 Additional staff and/or consultants may be invited to provide technical advice and assistance.

### **5.0 Meeting Procedures**

Meetings will be conducted in accordance with the City's current Council Procedure Bylaw.

### **6.0 Reporting Structure:**

The Accessibility Advisory Committee will report to City Council through distribution of its minutes and by making recommendations to City Council.

### **7.0 Accountability:**

7.1 The Accessibility Advisory Committee is accountable to City Council.

7.2 In accordance with Council Policy CO-79 Advisory Bodies, the committee shall, in January of each year, prepare and submit to Council for approval, an annual Work Plan outlining the task(s) to be accomplished by the committee during the year. Any updates to the Work Plan shall be submitted to Council for approval.

7.3 The Accessibility Advisory Committee does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the Accessibility Advisory Committee must be done so by resolution to City Council and with their approval prior to implementation.

7.4 The Accessibility Advisory Committee may undertake multiple initiatives. However, the Accessibility Advisory Committee shall undertake only one initiative at a time if staff resources are required.

### **8.0 Meetings:**

The Accessibility Advisory Committee will meet on a regular basis at the call of the Chair.

### **9.0 Quorum:**

9.1 A quorum shall be a majority of the total voting membership.

9.2 In the event that a member or members leave(s) the Accessibility Advisory Committee, during the period of time between when the position(s) is/are vacant and the position(s) is/are filled, quorum will be determined based on the total number of remaining voting members.

### **10.0 Terms:**

10.1 The Committee's membership is ongoing and will be reviewed as required to fill vacancies and ensure effectiveness of the Committee.

10.2 Council may terminate appointments at its discretion.