



# ADVISORY COMMITTEE TERMS OF REFERENCE

## 1. GENERAL INFORMATION

Advisory Committee Name:	Advisory Committee on Accessibility
Meeting Frequency:	Monthly

The Advisory Committee on Accessibility is an advisory committee of Council established in accordance with the *Community Charter* and “*City of Prince George Council Procedures Bylaw No. 8388, 2011.*”

## 2. PURPOSE AND MANDATE

The Advisory Committee on Accessibility, hereafter referred to as the “Committee”, is to advise Mayor and Council of the City of Prince George, hereafter referred to as “Council”, and City Staff on the identification, removal and prevention of physical and social barriers which impede the full participation of all citizens in every aspect of community life. Specifically the committee will:

- Provide advice on matters Council is considering which affect all citizens with access issues;
- Solicit feedback from the community on issues relating to all citizens with access issues, and bring to Council matters identified by the Committee as requiring action by the Municipality;
- Work cooperatively with Civic Departments, Boards, Commissions and Committees whose activities affect access issues, including:
  - a) Provide advice and information on directions for future planning of municipal services, programs and facilities;
  - b) Monitor municipal services, programs and facilities to ensure full participation of all citizens; and
  - c) Evaluate the progress of activities based on a) and b) above;
- Inform citizens of the existence and mission of this Committee and to work with them to identify existing social and physical barriers;
- Work with Council to increase public awareness of the issues of accessibility and inclusion of all citizens;
- Work with local government to change policies, as required, as they pertain to universal accessibility; and
- Work in support of related municipal objectives and strategic priorities.



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## 3. MEMBERSHIP AND COMPOSITION

### 3.1 Composition

The Committee shall be comprised of a maximum of nine (9) members, appointed by Council, from the general public.

#### 3.1.1 Public Members

##### **Public Members**

The Committee membership shall be a combination of persons with disabilities, seniors, service providers, and members of the general public. It is suggested that there be a cross-representation within these members including: members with disabilities; seniors; service providers familiar with accessibility issues; and members of the general public on the Committee at all times.

#### 3.1.2 Staff and Council Members (Ex-Officio Members)

##### **Staff Liaison**

A city staff member shall be appointed by the City Manager to serve as Staff Liaison, who along with other city staff may attend meetings of the Committee in a resource capacity.

##### **Legislative Services**

The Corporate Officer will appoint a Legislative support person to the Committee who will serve in an administrative support role.

##### **Council**

All members of Council are ex-officio members of the Committee and may attend meetings and participate in debate, but may not make motions and do not have voting rights.



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## 3.1.3 Representation on Committees

On occasion, the Committee may be asked to appoint a representative of the Committee to sit on other Select and Advisory Committees of Council. This representative must be selected by a majority vote of the Advisory Committee on Accessibility.

### **Advisory Committee on Development Design**

The Committee shall select one (1) representative and one (1) alternate to serve on the Advisory Committee on Development Design. These appointments shall be decided at the inaugural meeting of each term.

### **Select Committee**

Select Committees may request a representative of the Advisory Committee on Accessibility to be appointed as a member of the Select Committee. This representative would act in this capacity for so long as is indicated by the Terms of Reference of the Select Committee or until the appointed member's term expires on the Advisory Committee on Accessibility, whichever comes first.

## 3.2 Length of Term

### **Public Members**

Council will consider applications and appoint the number of public members required up to a maximum of nine (9) total public members annually. All annual appointments will be for a term of up to two (2) years.

### **Additional Considerations:**

- Midterm Appointments: Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the current term involved and shall count towards the maximum length of service or number of terms on the Committee for the appointee.
- A committee member may not serve longer than six (6) consecutive years.



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4. OTHER GOVERNANCE	
<b>4.1</b>	<b>Review of Terms</b>
<p>Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the <i>Advisory Committee Terms of Reference</i> documents annually. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose</p>	
<b>4.2</b>	<b>Eligibility and Selection</b>
<p>Eligibility and selection for membership on advisory committees will be accepted in accordance with the <i>City of Prince George Committees, Commissions and Boards Procedures Manual</i>.</p>	
<b>4.3</b>	<b>Decisions of the Committee</b>
<p>All acts and matters that come before the Committee must be done and decided by a majority of the members present at a duly constituted meeting with quorum present.</p>	
<b>4.4</b>	<b>Budget</b>
<p>The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.</p>	
<b>4.5</b>	<b>Governance</b>
<p>In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the <i>City of Prince George Committees, Commissions and Boards Policies and Procedures Manual</i>. In case of conflict between the provisions of these <i>Terms of Reference</i> and the <i>Procedures Manual</i>, the provisions of the <i>Procedures Manual</i> shall prevail.</p>	