



# ADVISORY COMMITTEE TERMS OF REFERENCE

## 1. GENERAL INFORMATION

Advisory Committee Name:	Advisory Committee on Accessibility and Inclusion
Meeting Frequency:	Quarterly - January, April, July, October

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

## 2. PURPOSE AND MANDATE

The Advisory Committee on Accessibility and Inclusion (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, social, and attitudinal barriers to individuals in or interacting with the City of Prince George (hereafter referred to as the “Organization”) or which impedes the full participation of all citizens in every aspect of community life.

Framed by the City’s Accessibility Work Plan and considering the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design the Committee will:

- Respond to referrals from Council regarding issues related to accessibility and inclusion;
- Identify opportunities to enhance Organizational accessibility and inclusion, for Council consideration;
- Advise Council of barriers that prevent individuals from interacting in, or with the Organization;
- Review design plans for civic buildings and public spaces and provide advice to ensure the needs of persons with disabilities are considered with the goal of universal access;
- Provide advice regarding the development of Organization policies, procedures and programs to ensure the inclusion of all residents, including those living with disabilities, are considered in relation to employment, transportation, the built environment, delivery of service, information and communication; and procurement;
- Monitor and report on progress toward achievement of actions identified in the City’s

Accessibility Plan; and

- Participate in related events and activities, including those designed to receive public feedback regarding the Organization's accessibility plan.

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 Composition

The Committee will be composed of a maximum of nine (9) members of the public appointed by Council.

##### 3.1.1 Public Members (Voting Members)

The Committee will consist of up to nine (9) members appointed by Council, whose experience and qualifications align with the following targets:

- At least half of the members are persons with disabilities, those who support individuals with disabilities, or individuals with an interest and/or experience in relation to diversity and inclusion; and
- Reflects the diversity of persons in Prince George.

If applications for membership are not received to fill the above noted representation, while recognizing that a broad cross-representation is essential to the committee's ability to provide fulsome advice on matters referred to the committee, Council may fill vacancies on the Committee by appointing applicant(s) to other categories not specified in the representation listed above.

##### 3.1.2 Staff and Council Members (Non-Voting Members)

###### Staff Liaison

City staff member(s) shall be appointed by the City Manager to serve as Staff Liaison(s), 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

At the first meeting of Council following the general local election, Council will appoint one of its members as a liaison between the Committee and Council for the duration of that Council's term.

All other members of Council are ex-officio members of the Committee and may attend meetings and participate in debate.

### 3.1.3 Representation on Committees

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

#### Select Committee

Select Committees may request a representative of the Advisory Committee on Accessibility and Inclusion 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 and Inclusion, 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.

## 4. OTHER GOVERNANCE

### 4.1 Review of Terms

Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Advisory Committee *Terms of Reference* 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.

**4.2 Eligibility and Selection**

Eligibility and selection for membership on advisory committees will be accepted in accordance with the *City of Prince George Committees, Commissions and Boards Procedures Manual*.

**4.3 Decisions of the Committee**

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.

**4.4 Budget**

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.

**4.5 Governance**

In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the *City of Prince George Committees, Commissions and Boards Procedures Manual*. In case of conflict between the provisions of these *Terms of Reference* and the *Procedures Manual*, the provisions of the *Procedures Manual* shall prevail.