



**CITY OF
PRINCE GEORGE**

Advisory Committee on Accessibility Terms of Reference

1. Type

The Advisory Committee on Accessibility is a City Council advisory committee established by a resolution of Council, to provide advice and recommendations to Council regarding any matter within the Committee's terms of reference, and to report to Council or to another Committee designated by Council for that purpose.

2. Purpose

To remove physical and social barriers which impede the full participation of all citizens in every aspect of community life.

3. Mandate

To provide advice on matters Council is considering which affect persons with disabilities, seniors and other citizens with access issues.

To solicit feedback from the community on issues relating to people with disabilities, seniors and other citizens with access issues, and bring to Council matters identified by the Committee as requiring action by the Municipality.

To 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; and
- 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.

To inform all citizens of the existence and mission of this Committee and to work with them to identify existing social and physical barriers.

To work with Council to increase public awareness of the issues of accessibility and inclusion for people with disabilities, seniors, and all citizens.

To work with local government to change policies, as required, as they pertain to people with disabilities and seniors in particular.

4. Structure and Membership

1. The Committee shall be comprised of a maximum of nine (9) members.

2. 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. City Council will consider applications and appoint five (5) of the members in 2012 for a term of 1 year, and the remaining members will be appointed for a term of 2 years. All subsequent annual appointments will be for a term of 2 years.
4. The Committee shall select one representative to serve on the Advisory Committee on Development Design. These appointments shall be decided at the first meeting of a new term and be for a one year term ending on the last day of March.

5. Procedures

1. Meetings shall be held once monthly or at the call of the chairperson.
2. Continuous absence of a member at three (3) consecutive meetings, without prior consent of the Chairman/Committee or reasonable need (e.g. illness), will be reviewed by the Committee, which may recommend to Council that the member be removed from the Committee.
3. If unable to attend a meeting of the Committee the member must contact the City's staff liaison or the Chair no later than the day prior to the meeting.
4. The Committee shall only consider those matters which are included in the meeting agenda circulated to the members in advance of the meeting. New business items may be introduced at a meeting but will be forwarded for consideration by the Committee at a subsequent meeting. By unanimous consent of its members the Committee may consider new business/emergent items at a duly constituted meeting.
5. The quorum shall be constituted of a majority of all the current members of the Advisory Committee on Accessibility (e.g. if the committee currently has 9 members, 5 members constitute a quorum).
6. In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the 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 *Manual* shall prevail.

6. Decisions

Decisions will be made by majority vote.

7. Reporting

In addition to the annual reporting requirement as established in the *City of Prince George Committees, Commissions and Boards Policies and Procedures Manual*, the Committee will report to Council in a timely manner on issues that have been referred to it by Council.

8. Meeting Schedule

The Committee will establish a regular schedule of meetings at its first meeting after the appointment of its members.