



CITY OF WILLIAMS LAKE

ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

A. MISSION

TO REMOVE BARRIERS WHICH IMPEDE THE FULL PARTICIPATION OF PERSONS IN ALL ASPECTS OF COMMUNITY LIFE.

B. DEFINITIONS

1. For the purpose of this Committee, the following definitions found in the [Accessible British Columbia Act](#) and Province of BC Accessibility Legislation resources apply:

“accessibility” means that all people can take part in their communities through work, play and other daily activities;

“disability” means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier;

“impairment” includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic;

“barrier” is anything that hinders the full and equal participation in society of a person with an impairment, and can be:

- a) caused by environments, attitudes, practices, policies, information, communications or technologies, and
- b) affected by intersecting forms of discrimination.

C. PURPOSE

1. To assist Council in identifying barriers to individuals in or interacting with the City.
2. To advise Council on how to remove and prevent barriers to individuals in or interacting with the City.
3. To provide advice on matters Council is considering which affect all persons with disabilities, including issues facing youth, children and seniors.
4. To work cooperatively with City Departments whose activities affect persons with disabilities to:
 - 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 remove barriers and ensure full participation of all persons.
5. To inform persons with disabilities of the existence and mission of this Committee and to work with them to identify existing barriers - including social, physical and economic barriers.
6. To work with Council to increase public awareness of the needs and abilities of people with disabilities to fully participate in all aspects of community life to remove barriers and increase inclusion and independence for everyone.
7. To liaise with organizations that support people with a disability whenever necessary (i.e. SPARC BC, the Rick Hansen Foundation).
8. To raise awareness of the Committee and its mission through community events and education during AccessAbility Week each year.
9. To consult on the City of Williams Lake Accessibility Plan, in accordance with the [Accessible British Columbia Act](#).

D. MEMBERSHIP STRUCTURE

1. The Committee shall be comprised of a maximum of seven members.
2. Pursuant to the requirements of the [Accessible British Columbia Act](#), the Committee membership shall, to the extent possible, be comprised of members who are appointed in accordance with the following goals:

- a) at least half of the members are
 - i. persons with disabilities, or
 - ii. individuals who support, or are from organizations that support, persons with disabilities;
 - b) the members described in paragraph a) above reflect the diversity of persons with disabilities in British Columbia;
 - c) at least one of the members is an Indigenous person;
 - d) the Committee reflects the diversity of persons in the community.
3. Council will consider applications and appoint members to the Committee on an annual basis, or at any time an application is received, subject to Committee vacancy.
 4. There shall be no set terms for Committee appointments, but Council may review appointments from time to time at the recommendation of the Chair/Committee or Staff Liaison.
 5. The Chair and Vice-Chair will be selected from amongst its members (on an as needed basis, or discussed annually at the March meeting as a standing item).

E. MEETING PROCEDURES

1. Meetings shall be held monthly, 8 to 10 times per year or as required, or at the call of the Chair.
2. Accessibility Advisory Committee meetings are open to the public.
3. For the purpose of convening meetings, Committee quorum shall be equal to 50% + 1 of all the currently appointed members (e.g. if the Committee currently has six members, four members constitute a quorum).
4. If unable to attend a meeting of the Committee, the member must notify the Staff Liaison and/or Chair no later than the day prior to the meeting.
5. Continuous absence of a member at either four consecutive meetings or at least 50% of meetings held in any twelve-month period, without the prior consent of the Chair/Committee or reasonable extenuating circumstances (i.e. illness), will be reviewed by the Committee, which may recommend to Council that the member be removed from the Committee.

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6. Agenda Packages:
 - a) Agendas will be distributed to Committee members no later than the Friday preceding each meeting date by the Staff Liaison;
 - b) The Committee shall only consider those matters included on the agenda circulated to members in advance of the meeting.
 - c) New business items may be introduced at a meeting but will be forwarded for consideration by the Committee at a subsequent meeting.
 - d) By unanimous consent of its members the Committee may consider new business/emergent items at a duly constituted meeting.
 7. In all unprovided cases, meetings of the Committee shall be governed by Roberts Rules of Order.
 8. All business conducted during Committee meetings will be conducted with appropriate respect and decorum; all Committee members, staff and the public will treat one another with dignity and respect, and will refrain from abusive conduct, intimidating or demeaning behaviour, etc.
 9. The staff liaisons to the Committee will:
 - a) provide administrative support by means of agendas, minutes, reports to Council, correspondence to and from the Committee, [webpage](#) maintenance and updates, public communications, etc.; and,
 - b) provide background/technical information, and perform site visits (when available) for matters in line with the Committee's purpose.

**NOTE: Additional support, budgetary requests and project work will require Council approval.*
 10. The Council liaison is not a voting member of the Committee, but shall act as a conduit between the Committee and City Council by supporting recommendations of the Committee to Council and updating Council on the activities of the Committee on a regular basis.