



**POLICY TITLE: TERMS OF REFERENCE:
ACCESSIBILITY ADVISORY COMMITTEE**

POLICY NUMBER: COUNCIL POLICY 177

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	
<i>Originating Department: Human Resources / Corporate Administration</i>	<i>Date last reviewed by Council:</i>

1. Mandate

The purpose of the Accessibility Advisory Committee (the “Committee”) is to advise Council on improving accessibility to the City’s policies, programs, services, infrastructure, and outdoor spaces to increase livability, inclusivity and accessibility for persons with disabilities.

2. Role

- Assist in identifying accessibility and inclusion barriers to individuals within the community or interacting with the organization.
- Provide recommendations on how to remove and prevent any identified barriers.
- Advise on the development of an organizational accessibility plan, and review/update the plan at least every three (3) years, in accordance with the *Accessible BC Act*.
- Create a mechanism for public feedback on accessibility.

3. General Terms

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term. A list of recommended candidates will be provided by staff for Council consideration.

Subsequent appointments by Council to the Committee will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

4. Membership

The Committee will consist of up to seven (7) voting members who will bring expertise/experience in areas applicable to the mandate, two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members), and three (3) Staff Liaisons (non-voting members), as follows:

- Chairperson – non-voting (member of Council);
- Vice-Chairperson – non-voting (member of Council);
- Staff Liaisons – non-voting (Director of Human Resources, Director of Engineering and Municipal Operations, Director of Planning and Development Services);
- Up to seven (7) voting community members.

Note: the committee members appointed by Council are the only persons permitted to vote

The following considerations will be made by Council when appointing members to the Committee:

Individuals are to represent diverse, underrepresented and equity-seeking groups such as Indigenous Peoples, faith-based communities, LGBTQ+ individuals, new Canadians, those living in poverty, people from various ethnic or cultural backgrounds, seniors, women, and youth. At least fifty (50) percent of the membership consists of individuals with disabilities or those who represent disability-serving organizations. Residency is not mandatory, however, members should have a vested interest in the City of White Rock.

Note: Anyone who has been removed from the Committee due to a breach in the Code of Conduct will not be considered for future appointments to committees, under the current Council term.

5. Chairperson/Vice-Chairperson

The two (2) members of Council appointed to the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and they will serve as non-voting members on the Committee.

6. Meetings

- a) The Committee will meet at least quarterly, or more frequently as needed.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week before the meeting, the meeting will be cancelled. The Committee Clerk will

inform the Chairperson, Vice-Chairperson, and staff liaison(s), followed by committee members.

- e) Staff will inform the Chairperson and Vice-Chairperson if a meeting must be cancelled before an official notice goes to the Committee. A meeting may be called, cancelled, or rescheduled by the Chairperson. The Committee Clerk must receive notice of a meeting cancellation or rescheduling by 8:30 a.m. the day before the proposed meeting.
- f) Committee members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If most members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaisons, followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial meeting:
An orientation process for new members will be prepared for presentation at the first meeting after Council makes appointments. Including but not limited to within the orientation are the following:
 - Summary of the mandate;
 - Recent successes;
 - How the Committee fits within the broader organization of the City;
 - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
 - Summary of Council's Priorities concerning the mandate;
 - Process and procedures in meeting conduct; and
 - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti- Racial Discrimination and Anti-Racism Policy;
- i) All meetings will be open to the public and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- j) The public may attend meetings to observe only. Members of the public must always maintain decorum. Interruptions of any kind are not permitted while the meeting is in progress. It is only those that have been appointed to the Committee by Council that are permitted to participate in discussion and voting during the meeting, with the exception of Section K wherey marjoity consent has been obtained by the committee members for someone outside of the appointed members to speak, this would be considered in extenuating circumstances only.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the Committee will take into account the meeting business and the permitted time to conduct the remaining business, and the Chairperson may, with majority consent of those committee members in attendance, permit a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as the Chairperson determines.

- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/reason. In addition, Council may determine that prolonged unexcused absences may result in the member's removal.
- n) Any person with expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting to provide information or advice.
- o) The Committee must consider matters referred to the Committee by Council.
- p) The Committee does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) The Committee cannot direct staff to act without the endorsement of Council. Further, they cannot direct staff to act contrary to existing policies or directives or establish policies for the City:
 - i. Any such action must be referred to Council for consideration and adoption; and
 - ii. Staff liaisons may advise of existing policies or Council directives and the need to refer the matter to Council before taking any action.
- r) On broader matters, such as organizing or setting up major/unusual events or projects which do not have budget implications, the Committee must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the Committee, that member will absent themselves from all aspects of consideration by declaring a Conflict of Interest. In this circumstance, they are not to participate in any discussion or vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the Committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

7. Meeting Quorum

The quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members present to conduct meeting business. Actions cannot be taken without a quorum.

If the Chairperson is aware that there is no longer a quorum present during the meeting, they must announce the fact that quorum has been lost before taking a vote or presenting another motion and concluding the meeting.

- 7 members (majority) = four (4) voting members
- 6 members (majority) = four (4) voting members

- 5 members (majority) = three (3) voting members
- 4 members (majority) = three (3) voting members
- 3 members (majority) = two (2) voting members

If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:

- i. Record the names of the members present and those absent; and
- ii. Conclude the meeting until the next scheduled meeting.

8. Meeting Minutes

The meeting minutes will be action based and will only include the following:

- i. Attendance
- ii. Items discussed
- iii. Resolutions that were adopted
- iv. Action Items that were directed
- v. Recommendations that were directed or adopted by the Committee

9. Staff Support

a) The relevant department(s) will provide the staff liaisons and technical support.

Support functions include:

- i. Forward all agenda items to Corporate Administration at least one (1) week before the meeting date for agenda preparation and to post on the Public Notice Posting Place;
- ii. Participate in orientation;
- iii. Prepare reports on behalf of the Committee;
- iv. Review and return draft minutes to Corporate Administration before adoption;
- v. Report back with status updates on agenda items as required; and
- vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Committee before going to Council, so their feedback can be considered.

b) Corporate Administration will provide meeting management and recording support.

Support functions include:

- i. Provide members with an orientation at the beginning of each term, and to new members as they are appointed, concerning meeting process and procedures, including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
- ii. Receive and prepare correspondence;
- iii. Maintain a list of outstanding issues for action (Action Tracking);
- iv. Organize and prepare meeting agendas in conjunction with the Chairperson and staff liaisons
- v. Receive and organize all agenda-related presentation materials or hand-outs;
- vi. Distribute agenda packages to members;
- vii. Post all notices, agendas and minutes for the public record;
- viii. Prepare and provide minutes to the Director of Corporate Administration and

- staff liaisons;
- ix. Provide minutes, with recommendations, to Council;
- x. Update the Terms of Reference policy; and
- xi. Create, amend and post, as needed, the Committee meeting calendar.

10. **Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)

- a) *Sub-committees*: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the Committee for a specific purpose. A sub-committee may be formed when there is a heavy workload, and there are items that can be broken down and worked on with the subcommittee's advice and recommendations coming back to the originating Committee. Sub-committee meetings are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include an agenda and meeting minutes and be posted as a HAC meeting held by the City of White Rock.

Note: Dedication of resources may be challenging to provide because of competing priorities by staff.

- b) *Working Groups*: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
 - i. Gathering, summarizing, or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
 - ii. Carrying out a specific prescribed activity (e.g., taking available information and placing it into a specified format for the originating AC).
- c) Working groups are limited in nature, and they perform their work independently. When a working group would like to provide advice, recommendations, or opinions on policy matters to Council, it may be characterized as a sub-committee. Any actions taken to provide advice, recommendations, or opinions on policy matters can only be done in the Committee or sub-committee format so the public can see and hear how recommendations to Council are formed. A working group does not meet formally (i.e., any agenda, meeting minutes, or meeting notice is required).

11. **Code of Conduct**

Committee members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding the Code of Conduct for Committee Members the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement/agreement for signature is attached to and forms part of this policy.

Note: Anyone removed from the Committee due to a breach in the Code of Conduct under the current Council term will not be considered for future appointments to an Advisory Committee.

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CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT

This will confirm that as of _____ (DATE), I have read the following policies adopted by City Council:

- Policy 177, Accessibility Advisory Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)