



**CITY OF WILLIAMS LAKE**  
**ACCESSIBILITY ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

**A. MISSION**

***TO REMOVE PHYSICAL AND SOCIAL BARRIERS WHICH IMPEDE THE FULL PARTICIPATION OF PERSONS WITH DISABILITIES IN ALL ASPECTS OF COMMUNITY LIFE.***

**B. RESPONSIBILITY AND JURISDICTION**

1. To provide advice on matters Council is considering which affect all persons with disabilities, including issues facing youth, children and seniors.
2. To bring to Council matters identified by the Committee as requiring action by the Municipality.
3. To work cooperatively with City Departments, Boards, Commissions and Committees 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 ensure full participation of persons with disabilities.
4. To inform persons with disabilities of the existence and mission of this Committee and to work with them to identify existing social, physical and economic barriers.
5. 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.

**C. STRUCTURE AND MEMBERSHIP**

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

2. The Accessibility Advisory Committee membership shall be comprised of 2 members with a disability, 3 service providers for people with a disability, 2 seniors' representatives and 2 members at large. Council will consider applications and appoint members to the Committee on an annual basis. Each term will be two years ending the last day of February, alternating half of the Committee every second year (when required).
3. At the first meeting of the new Accessibility Advisory Committee, put out a call for nominations for a two-year term for Chairperson and Vice Chairperson in opposite years.
4. To ensure cross-sectional representation, it is optimal that as many of the World Health Organization's (WHO) International Classification of Functioning, Disability and Health as possible are represented by either a person with a disability or service provider on the Committee.

The WHO's six disability types are:

- a. mobility;
  - b. agility;
  - c. hearing;
  - d. seeing;
  - e. speaking; and
  - f. mental.
5. Liaise with organizations that support people with a disability whenever necessary (i.e. SPARC BC).
  6. Accessibility Advisory Committee meetings are open to the public.

**D. PROCEDURE AND OPERATION**

1. Meetings shall be held monthly, 8 to 10 times per year or as required, 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 a 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 50% + 1 of all the current members of Accessibility Advisory Committee (e.g. if the Committee currently has six (6) members, four members constitute a quorum).
6. In all unprovided cases, meetings of the Committee shall be governed by Roberts Rules of Order.