

# CITY OF COQUITLAM

## Policy and Procedure Manual

### UNIVERSAL ACCESS-ABILITY

### ADVISORY COMMITTEE

### TERMS OF REFERENCE

**Chapter: 5**

**Section:**

**Issue Date: May 2006**

**Revision Date: January 2023**

#### **Committee Mandate:**

The mandate of the Committee is to provide a local and universal accessibility perspective and advice to Council with respect to achieving the City of Coquitlam's strategic goals and accompanying strategic directions toward universal accessibility:

- To continue to make the City more inclusive for existing and future residents with disabilities by addressing and preventing the physical, social and attitudinal barriers which impede their full participation in all aspects of City life;
- To provide advice to Council about the development of City policies and programs to educate and inform on matters affecting residents with disabilities and/or physical or mental challenges and universal accessibility;
- To review design plans for civic buildings and public spaces and provide advice to Council to ensure the needs of persons with disabilities are considered with the goal of universal access; and
- To provide advice to Council about the development of City policies and programs, including an organizational accessibility plan and mechanism for public feedback in accordance with the *Accessible British Columbia Act*, to ensure the needs of existing and future residents living with disabilities are considered (e.g., transportation, housing, capital programs, leisure and parks services, environment).

#### **Composition:**

The Universal Access-Ability Advisory Committee (UAAC) is an advisory body composed of organization and citizen representatives and two Council members. To the extent possible, at least half of the Committee members are persons with disabilities or individuals who support or are from organizations that support persons with disabilities; the members reflect the diversity of persons with disabilities in British Columbia; and the Committee reflects the diversity of persons in British Columbia. A representative from each of the following shall be invited to serve on the Committee:

- SHARE Society (1)
- Community Ventures (1)
- Canadian Council of the Blind – BC-Yukon Division (1)
- Tri-Cities Seniors Action Society (1)
- Citizen representatives from the community (7), including an Indigenous person

**Chair, Secretary and Staff Support:**

Two Members of Council will be appointed by Council to serve as the Chair and Vice-Chair of the Universal Access-Ability Advisory Committee.

The City Clerk, or their designate, will prepare the agenda and notice of meeting and will serve as Secretary.

The General Manager of Engineering and Public Works or their designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

**QUORUM AND PROCEDURES**

A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.

Where quorum is present, minutes prepared by the Secretary shall go forward to Council.

Where quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled bi-monthly and may be cancelled or rescheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Secretary.

Working Groups or sub-committees may be established by the UAAC to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

**Governance Model:**

City Council has distinct responsibilities to govern.

The UAAC has distinct responsibilities to represent citizen interests and provide advice to Council.

The UAAC represents one collective voice.

The role of staff is to provide support to the UAAC including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

**Work Plan:**

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

**Duty of Members:**

Members are expected to advance developments in the best public interest, in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of the UAAC.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Secretary of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent, without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Secretary.

**Communication:**

All official representation of the UAAC is through the Chair or their designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

**Reimbursement:**

There is no financial reimbursement to UAAC members.

**Committee Member Terms:**

The Term of Duty for the Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

**Termination of the Committee**

The UAAC exists at the pleasure of City Council.