
Terms of Reference – 2023

Accessibility and Inclusion Advisory Committee (AIAC)

Purpose

The AIAC is a Select Committee of Council. The purpose of the Committee is to advise Council on strategies that help all people fully access City of Chilliwack services.

The AIAC will:

- identify accessibility barriers for individuals using City of Chilliwack services, including parks and civic facilities
- advise Council on how to remove and prevent barriers for people who have disabilities
- provide advice during the development of an Accessibility Plan
- regularly review the progress of the Mayor’s Task Force on Inclusion, Accessibility and Diversity Action Plan

Scope

The Committee will gather information and expertise from members, delegations, and the public. The AIAC will inform, provide ideas, and may make recommendations to Council.

The Committee will not have any authority to directly change current policies, procedures, and practices.

Recommendations to Council

The committee may make recommendations to Council.

Recommendations may include requests for:

- staff to investigate certain matters
- Council to change specific policies, procedures, or practices

The AIAC will consider the Council’s strategic goals and objectives in the City of Chilliwack’s Annual Report when making recommendations to Council.

Delegations

The AIAC may invite and receive comments and recommendations from delegations interested in accessibility.

Public Meetings

The AIAC may hold public meetings to give and receive feedback from the community.

Subcommittees

The AIAC may appoint sub-committees of its members. Subcommittees will review and provide recommendations on specific issues to the committee.

Membership

Selection process

Council selects members through an application process. Members represent a range of disabilities and have lived or professional expertise.

The Chair will coordinate the AIAC membership selection process in consultation with the Mayor. A City of Chilliwack staff liaison and the Vice Chair will assist the Chair. The Mayor will coordinate the selection for all Select Committees and make final appointment recommendations to Council.

Composition

The membership will consist of:

- two (2) voting elected officials representing Council as Chair and Vice Chair
- one (1) non-voting City staff liaison member
- up to 12 voting members appointed by Council

Voting members

As much as possible, the committee will reflect the diversity of:

- persons with disabilities
- the people of British Columbia

One member that identifies as an Indigenous person.

As outlined in the Accessible British Columbia Act, at least half (50%) of the members will be:

- persons with disabilities, or
- individuals who support persons with disabilities, or
- individuals who are from organizations that support persons with disabilities.

Members are expected to attend at least 75% of the meetings.

Additional Non-voting members

The AIAC may also consist of non-voting members, including:

- City of Chilliwack staff members
- others, as necessary

No pay (remuneration)

The members of the AIAC will be volunteers and will serve without pay.

Reimbursements

Council may occasionally decide to reimburse members for expenses incurred.

Resignation

Any member may resign at any time after sending written notice to the Mayor.

Appointment reviews

Council will review member appointments annually to ensure broad representation

Removal of members

If needed, Council may remove any member from the AIAC at any time.

Vacancy

The Chair may fill a vacancy for the remainder of a term with the standard selection process. Please see "Selection Process" subsection in this document.

Procedures

Meeting frequency

The Chair will hold meetings every second month, or "as needed".

Notice

The City of Chilliwack will:

- give members at least seven (7) days notice of a meeting
- include the purpose of the meeting in the notice

Agenda package

The City of Chilliwack will provide an Agenda package to the members before the meeting.

Agenda items

The Chair, in communication with the staff liaison, is responsible for preparing the Agenda. The Chair will consider items provided by Council and AIAC members.

Open and closed meetings

Open: The meetings will usually be open to the public.

Closed: The Chair will close meetings for matters defined in the *BC Community Charter*. Closed meetings will take place at City Hall. The City of Chilliwack will explore ways to accommodate persons with disabilities as needed.

New business

The AIAC will only concern itself with the items on the Agenda. If any member presents new business, the meeting Chair may:

- hold a general discussion
- refer the item to the next regular committee meeting for full discussion and recommendation

Minutes

Minutes of the meeting will be:

1. prepared by City of Chilliwack staff
2. signed by the Chair who led the meeting
3. forwarded to Council

Reporting

The AIAC will report to Council through its minutes and by making recommendations for Council's consideration.

Minimum number of members (Quorum)

More than fifty percent (50%) of the members must be present for any proposals (motions), referrals or recommendations.

If a quorum is not present, the Chair:

- may discuss items on the Agenda
- will not accept any proposals (motions) for referral or recommendation to Council
- will reproduce and present the Agenda at the next meeting

Alternate Chair

If the Chair is not present, the Vice Chair will serve as Chair for that meeting. The meeting will be postponed (stand adjourned) until the next meeting is called if the Chair and Vice Chair are not present.

Alternate member

If a committee member is unavailable to attend a meeting, an alternative may attend. The Mayor must approve the alternate member.

Conflict of interest

A conflict of interest occurs when an individual's personal interests such as family, friendships, financial, or social factors could compromise their judgement, decisions, or actions. All committee members must follow the conflict-of-interest provision outlined in the *B.C. Community Charter*.

If a conflict of interest arises between a committee member attending a discussion item, the member must:

1. declare a conflict of interest
2. state the general nature of the conflict
3. not take part in any discussions on the matter
4. leave the meeting
5. not attempt to influence any member at any time on that matter