

**ACCESSIBILITY AND INCLUSION ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**Issue Date:** May 2006  
**Revised:** June 2024

**Committee Mandate:**

The mandate of the Accessibility and Inclusion Advisory Committee (AIAC) 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 The Committee will:

- Continue to make Coquitlam more inclusive for existing and future residents with disabilities by addressing and preventing the physical, social and attitudinal barriers which impede full participation in all aspects of City life;
- 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;
- 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;
- 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); and
- Consider and make recommendations to Council on matters identified in the Committee’s work plan.

**Composition:**

The Committee is an advisory body composed of two (2) members of Council, seven (7) citizen representatives and four (4) organization representatives. 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. One of the seven citizen representatives should include an Indigenous person in accordance with the *Accessible British Columbia Act*.

The organizational representatives will include one from each of the following organizations:

- SHARE Family and Community Services Society (1)
- Community Ventures (1)

- Canadian Council of the Blind – BC-Yukon Division (1)
- Tri-Cities Seniors Action Society (1)

**Chair, Committee Administrator, Recording Clerk and Staff Support:**

Two members of Council will be appointed to serve as the Chair and Vice-Chair of the Committee.

The City Clerk or designate will prepare the agenda and notice of meeting and will serve as the Committee Administrator and Recording Clerk.

The General Manager Corporate Services or designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the 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 Recording Clerk 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 for Council action, it shall go forward to Council for consideration as a specific item within the minutes prepared by the Recording Clerk.

Working Groups or sub-committees may be established by the Committee 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 Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Committee represents one collective voice.

The role of staff is to provide support to the Committee 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 personal interests in order to support the overall well-being of the Committee.

Members are expected to attend all meetings and participate fully in order to bring the full range of 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 Recording Clerk of 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 Recording Clerk.

**Communication:**

All official representation of the Committee is through the Chair or 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 the Committee members.

**Committee Member Terms:**

The term of duty for the Accessibility and Inclusion Advisory Committee is two years.

Upon expiration of the term of duty, outgoing members may re-apply for appointment during the recruitment process.

**Termination of the Committee:**

The Committee exists at the pleasure of City Council.