

**City of Victoria
Terms of Reference
Accessibility Advisory Committee¹**

1. Purpose

The purpose of the Interim Accessibility Advisory Committee is to:

1. Receive and communicate out City activities and updates related to accessibility to “parent” organizations the member represents (where applicable)
2. Comment on new provincial accessibility legislation to inform City planning and program changes on suggested priority actions for initial implementation
3. Provide feedback to staff on accessibility considerations through the 2022 Pilot on Responsive Budgeting Process
4. Share information on best practices and innovations on accessibility issues which align with the Focus Areas identified in the City’s approved Accessibility Framework
5. Respond to staff requests for input on new projects to identify and address accessibility considerations
6. Act as a resource and provide advice and recommendations to City Council and staff on the implementation of the Accessibility Framework and short term action plan
7. Work with staff on a draft Mid-to-Long Term Accessibility Action Plan by Q1 2022
8. Review proposed tool for balancing competing rights and interests and provide comments and recommendations to Council after review
9. Review and update current guidelines for writing an Accessibility Impact Statement (AIS) so the document can function as an Accessibility Lens

2. Composition

The Committee will be comprised of up to nine (9) voting members of the public appointed by Council for a one-year term.

- Up to two (2) of these members may have served on the City’s Accessibility Working Group established in 2015.
- Other members shall be appointed from the capital region that reflect a diversity of the types of accessibility issues faced by members of the community as outlined in the Accessibility Framework.
- Membership to the committee will be limited to people with lived experience or accessibility challenges and may also include individuals representing a broad range of under-served and equity seeking groups such as, but not limited to:
 - Indigenous peoples
 - Faith based groups
 - LGBTQ
 - Newcomers, new Canadians
 - Persons living in poverty
 - Racialized people, people of diverse ethnic or cultural origin
 - Seniors

¹ Includes housekeeping amendments to be proposed by the AAC for Council consideration in June.

- Women
- Youth

Two (2) Members of City Council will be appointed to serve as non-voting liaisons to the Committee. Council Liaisons will communicate matters from Council on issues that the Committee is discussing and will speak on behalf of the motions passed by the Committee that come forward to Council as recommendations.

Staff from the Office of Equity, Diversity and Inclusion will be assigned to support the Committee. Other direct staff support to the Committee shall be at the discretion of the City Manager.

3. Procedures

Committee members will elect a Chair and Vice-Chair.

The Committee will meet once each month for the one-year term. Meetings will be conducted in accordance with standard procedures adopted for City of Victoria advisory committees and panels. All recommendations adopted in the form of a motion by members of the Committee will be presented to Council at Committee of the Whole at the next quarterly update or sooner if the matter is time sensitive (through the Council liaison).

City staff will assist with meeting logistics, including identification of potential meeting times and dates, booking appropriate meeting space and/or facilitate technology solutions to allow for participation in meetings by all Committee members.

All voting and non-voting members of the Committee will participate in an initial orientation session to ensure a common understanding of the scope of the Committees' mandate as approved by Council.

The City will reasonably accommodate members' disabilities, as appropriate.

All voting and non-voting members of the Committee will participate in an initial orientation session to ensure a common understanding of the scope of the Committees' mandate as approved by Council. The orientation session described above will be held prior to the first meeting.

4. Term

This is an interim Committee pending a review of City Governance by Council. The term of this Committee is one year [April 2022], unless extended by Council.

5. Communications

The actions and recommendations of the Accessibility Advisory Committee will be provided to Council through the adoption of motions. If an individual member of the Committee wishes to communicate to Council, City staff or the public, they shall be expected to provide a disclaimer stating that "the opinions reflected by the member are their own personal comments and are not endorsed or representative of the Accessibility Advisory Committee".