



## Advisory Committee on Accessibility

### Terms of Reference

#### 1. Authority

The Advisory Committee on Accessibility (ACA) was established by a resolution of Council on 1999 May 03 (Report TTP99-19, HET99-19).

#### 2. Mandate

To provide strategic advice and make recommendations to City Council and City Administration in addressing issues, needs, and services for people with physical, sensory, and cognitive disabilities; including, but not limited to: **built environment, accessible transportation and transportation** infrastructure, transportation, technology, **information and** communication, **goods and services**, affordable/accessible housing, social and economic accessibility issues in order to provide a high level accessible City services for people with disabilities.

**This committee is guided by the Corporate Accessibility Policy (CSPS003) and aligned with the Social Well-Being Policy Principles. The ACA nominates a member to the Social Well-Being Advisory Committee to represent the needs of people with disabilities. The newly formed Cross-Corporate Public Accessibility Advisory Team collaborates with ACA to help embed accessibility practices and the Access Design Standards for The City of Calgary.**

#### 3. Reports To

To make recommendations to City Council through the Standing Policy Committee on Community & Protective Services annually on policy and systems issues affecting people with disabilities and our aging population.

#### 4. Composition

Total Membership: 14

Appointed/nominated by Council: 14

**Approved by the Advisory Committee: 14**

- six **public** members with disabilities representing a range of people with physical, sensory and cognitive disabilities
- two **public** members representing the seniors' community
- three public/Citizen-at-Large members who may or may not have a disability, but who are interested in **access accessibility** and disability initiatives
- three members of City Administration eg. **from the following departments:** Planning & Development; Calgary Transit **Access;** and, Calgary Recreation



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- Council appoints ACA members based on recommendations presented to Council by the ACA's **Chair, Vice-Chair and Administrative Resource staff.**

#### 5. Quorum

- 50% +1 **of voting members, which is 8 members.**

#### 6. **Positions**

- **Chair and Vice-Chair are nominated and elected by the Advisory Committee on Accessibility and may serve three years in each position.**

#### 7. Resources

- Administrative Contact: Administrative Assistant, Calgary Neighbourhoods
- Resource Staff: Issue Strategist-Disability & Accessibility, Calgary Neighbourhoods

#### 8. **Sub-committees**

- **ACA may establish sub-committees (such as the Access Design Sub-committee) to undertake on-going matters or time-bound initiatives, as required.**

#### 9. Term

- A member's term will be one or two years to allow for staggering **to ensure an efficient transition of new members.**
- Terms expire in October at the Organizational Meeting of Council.
- A public member may serve a maximum of six consecutive years.
- A public member may serve until his or her successor is appointed. The service of a public member beyond the appointed term shall not count toward the limit on the length of service set out above if the additional service is one year or less.
- When an appointment is made to fill a public member vacancy:
  - If the balance of the term to be served is one year or less, that service shall not count toward the limit on the length of service; and
  - If the balance of the term to be served is more than one year, that service shall count toward the limit on the length of service.
- A public member may serve more than six consecutive years by a two-thirds vote of Council.



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#### 10. Meetings

- Frequency: Monthly
- Day: Third Thursday
- Time: 4:30 – 7:00 p.m.
- Location: Maude Riley Boardroom, 7th Floor, Municipal Building (or virtually when the situation requires)

#### 11. Procedures

- If this Terms of Reference document does not resolve a question about procedure or conduct, the most recently published version of Bylaw 35M2017, the Procedure Bylaw, is to apply, but only to the extent that the Procedure Bylaw is applicable to the situation.
- Where the relevance or applicability of the Procedure Bylaw is disputed, the Chair must determine the issue and may consult with the City Clerk if desired.
- ACA, in consultation with the City Clerk, may also establish its own procedures through the adoption of a resolution that is documented in the minutes.
- ACA may develop processes and standards for access reviews of projects.

#### 12. Conduct of Members Including the Chair

- Members acknowledge the work of the Committee is important to support The City of Calgary and its citizens.
- Members agree to come to meetings prepared and ready to contribute.
- Members should, in advance, notify the Issue Strategist and Chairperson if they are going to miss a meeting.
- A member is expected to attend 70% of the meetings within the organizational year. Failure to attend meetings regularly could lead to a recommendation to Council for the removal of the member.
- In order to ensure a respectful meeting environment, Members will abide by the applicable Council policy related to conduct.

*Adopted on 1999 May 03, TT99-19  
Amended on 2016 May 18, CPS2016-0265  
Amended on 2017 May 08, PFC2017-0312  
Amended on 2018 July 30, C2018-0886*