



## TERMS OF REFERENCE

### ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS

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#### PURPOSE:

The purpose of the Advisory Committee on Accessibility and Inclusiveness is to promote social and political equity within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life.

The Advisory Committee on Accessibility and Inclusiveness will:

- Identify barriers to inclusion and accessibility and make recommendations as to how to remove these barriers;
- Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
- Participate in reviewing City of Nanaimo draft plans, policies and procedures to prevent the creation of barriers in the future;
- Assist in developing a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
- Review *City Plan's* Empowered Nanaimo goals and identify opportunities to support the related policies;
- Review and provide feedback on the City's accessibility actions to implement City Plan;
- Discuss other issues referred to the Committee by Council, the CAO, GM's or Directors; and,
- Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizens.

#### MEMBERSHIP:

The Committee shall be comprised of thirteen (13) voting members:

- a) Two members of Council
- b) Eleven members at large from the community, who will be chosen based on their experience and involvement related to issues of accessibility and/or inclusiveness
  - a. At least half of the members must be persons with disabilities or persons representing a disability-serving organization
  - b. Membership must include Indigenous representation
  - c. Membership must include one youth representative (age 15-24)

## **ELIGIBILITY:**

The members at large shall be appointed by resolution of Council and all residents are eligible to apply. Members of the Committee shall:

- Reflect a broad cross-section of City of Nanaimo residents
- Be appointed on the basis of their availability and commitment to increasing accessibility and inclusiveness within the City of Nanaimo
- Have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves

## **MEETING FREQUENCY:**

Meetings will be held once every two months. In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

## **STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the *City of Nanaimo Committee Operating Guidelines*:

- Office of the Chief Administrative Officer
- Legislative Services and Communications
- Parks, Recreation & Culture
- Development Services
- Engineering and Public Works
- Other Staff as required

## **OBSERVERS & COMMUNITY SUPPORTS:**

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.