



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: April 19, 2007  
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Meeting Date: April 19, 2007

TO: Standing Committee on Planning and Environment

FROM: City Manager's Office  
Equal Employment Opportunity Program

SUBJECT: Accessibility Advisory Committee Terms of Reference

#### CONSIDERATION

That Council adopt the draft Terms of Reference for the Accessibility Advisory Committee as outlined in Appendix A of the Report entitled Accessibility Advisory Committee Terms of Reference dated April 19, 2007.

#### CITY MANAGER'S COMMENTS

The City Manager submits the foregoing for Council's CONSIDERATION

#### COUNCIL POLICY

There is no applicable Council Policy.

#### PURPOSE

The purpose of this report is to provide Council with draft Terms of Reference for the Accessibility Advisory Committee.

#### BACKGROUND

The Accessibility Advisory Committee was created by Council on November 2, 2006, following the Roles, Relationships and Responsibilities Review Committee. The new Committee is to be an amalgamation of the present Advisory Committee on Seniors' Issues and the present Advisory Committee on Disability Issues.

On January 18, 2007, a Standing Committee of Council resolved unanimously that staff consult with the present Advisory Committee on Seniors' Issues and Advisory Committee on Disability Issues to draft Terms of Reference for the new amalgamated Committee. The goal of that consultation process was identified as ensuring that the Terms of Reference for the new amalgamated Committee would fully reflect the needs of the present Committees in their access to city services, equal employment, continuing education and other issues regarding an improved quality of life.

Council further unanimously resolved that staff bring the Terms of Reference back to Council for approval, following the consultation process, and that the Disability and Seniors' Committees would continue to operate until the establishment of the amalgamated Committee was complete.

## DISCUSSION

An extensive consultation process was undertaken with former members of the Seniors' and Disability Advisory Committees on the Terms of Reference for the newly created Accessibility Advisory Committee. During the consultation process, some new names were suggested for the Committee; however, no agreement was reached on a preferred Committee name.

Members of both Committees articulated the following measures for inclusion in the draft Mandate and Terms of Reference:

- maintaining the current Mandate language, which outlines the history of the new Committee as an amalgamation of the two present Committees;
- acknowledging in the Mandate the existence of issues of distinct concern to seniors and persons with disabilities;
- identifying in the Mandate that the new Committee strive to achieve balanced representation of issues of concern to both groups;
- incorporating in the new Committee's Terms of Reference the subject matter of each of the present Committees' Terms of Reference; and
- outlining in the Membership section that membership selection shall consider the goal of achieving balanced representation between seniors and persons with disabilities.

## FINANCIAL IMPLICATIONS

There are no financial implications.

## CONCLUSION

The Draft Terms of Reference attached as Appendix "A" are provided to Council for consideration following consultation with the existing Advisory Committees on Seniors' and Disability Issues, as resolved on January 18, 2007. The Draft Terms of Reference have attempted, insofar as is possible and appropriate with Terms of Reference, to address the concerns raised during that consultation process.

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## Mandate and Terms of Reference Accessibility Advisory Committee

### Introduction:

The Accessibility Advisory Committee is a consolidation of the former Advisory Committee on Seniors' Issues and the former Advisory Committee on Disability Issues. As such, the Accessibility Advisory Committee recognizes the shared issues of both groups, but in addition recognizes the existence of distinct issues of concern to people with disabilities and seniors. Accordingly, the Committee strives to achieve a balanced representation and consideration of the distinct issues of seniors, and the distinct issues of people with disabilities, in carrying out its mandate. References to "age" in this Mandate and Terms of Reference shall be taken to include children.

### Mandate:

The mandate of the Accessibility Advisory Committee is to enhance access to City services for seniors, and people of all ages with all types of disabilities, and to identify and suggest solutions to gaps and barriers that impede their full participation in all aspects of City life.

### Terms of Reference:

The Committee:

- Advises on matters which affect seniors and people of all ages with all types of disabilities, including but not limited to:
  - Consulting with City staff during the design stage of planning to ensure that accessibility and the needs of people with disabilities and seniors are addressed in facilities design and renovation;
  - Providing City staff with information on issues of concern to seniors and people with disabilities, including but not limited issues related to public transportation, such as HandyDART and taxi cabs;
  - Providing input on, monitoring and contributing to City policies, programs and reports that affect people with disabilities and seniors, including but not limited to Congregate Housing Guidelines and Universally Designed Housing, programs related to sidewalk safety, crosswalks and pedestrian lights, and similar programs;
  - Acting as a resource and working collaboratively with City staff doing work which involves seniors and people with disabilities, including but not limited to public involvement processes and CityPlan Visioning;
  - Acting as a resource and working collaboratively with City staff on initiatives/projects to enhance accessibility for people with disabilities and seniors, including but not limited to initiatives to make Vancouver the most disability-friendly City in Canada;
  - Providing input on the design of seniors' housing applications, both public and private, received by the City of Vancouver; and

- Advising on issues related to accessibility and inclusion for seniors and people with disabilities for the 2010 Olympic and Paralympic Games;
- Contributes to City programs and policies to ensure that the needs of people with disabilities and seniors are considered;
- Views City programs and policies through a variety of lenses, including but not limited to gender, racial origin, cultural origin, religion, income level, sexual orientation, age and level of ability;
- Works cooperatively with other civic agencies whose activities affect seniors and people with disabilities;
- Engages in outreach to the communities of people with disabilities and seniors to disseminate information and encourage participation;
- Acts as a conduit for feedback from seniors and people with disabilities on civic matters affecting them;
- Acts as a resource for staff doing public involvement processes involving people with disabilities and seniors;
- Supports groups endeavouring to initiate and develop projects to assist seniors and people with disabilities;
- Attends City-sponsored public forums to provide information on City programs and receive public input on issues of concern to people with disabilities and seniors;
- Produces an annual work plan with specific objectives each year, in consultation with its Council and Staff Liaison, for distribution to Council and civic departments for information;
- Submits an annual report to Council describing its accomplishments for the past year, including reference to each objective set out in the work plan and any arising issues to which the Committee has responded.

### **Membership:**

Up to 18 members of the general public will be appointed for a term of up to three years. Nomination by a community group working on issues related to the Committee's mandate will be considered an asset. All applicants must be able to demonstrate relevant experience related to the mandate of this Committee.

To the fullest extent possible, in appointing members to the Committee, consideration will be given to reflecting all types of disabilities, and a diversity of issues of concern to seniors.

In recognition of the distinct issues of seniors and people with disabilities, to the fullest extent possible in appointing members to this Committee, consideration will also be given to achieving balanced representation of people with disabilities of all ages, and seniors.

On an annual basis, the Committee will elect a Chair or two Co-Chairs, and a Vice-Chair or two Vice-Chairs.

**Meeting Frequency:**

The Committee is required to meet at least four times per year on a quarterly basis to a maximum of twelve times per year. The Committee will normally meet once a month.

The meeting schedule will be set in consultation with the City Clerk's Office.