



**CITY OF EDMONTON**

**BYLAW 17002**

**ACCESSIBILITY ADVISORY BOARD BYLAW**

**(CONSOLIDATED ON MAY 17, 2023)**

**THE CITY OF EDMONTON**  
**BYLAW 17002**  
**ACCESSIBILITY ADVISORY COMMITTEE BYLAW**

Edmonton City Council enacts:

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| <b>PURPOSE</b>     | 1 | The purpose of this bylaw is to continue the Advisory Board on Services for Persons with Disabilities under the name Accessibility Advisory Committee, with a refreshed mandate and terms of reference as set out in this bylaw.   |
| <b>DEFINITIONS</b> | 2 | <p>In this bylaw words have the meaning given to them in this section, but if not defined in this bylaw, have the same meaning as prescribed by the Municipal Government Act:</p> <ul style="list-style-type: none"><li>(a) <b>"City"</b> means the municipal corporation of The City of Edmonton;</li><li>(b) <b>"City Manager"</b> means the chief administrative officer of the City or delegate;</li><li>(c) <b>"Committee"</b> means the Accessibility Advisory Committee, previously established by Council as the Advisory Board on Services for Persons with Disabilities, which is continued as a Council committee under this bylaw;</li><li>(d) <b>"Council"</b> means the elected governing body of the City;</li><li>(e) <b>"disability"</b> means any physical, mental or emotional illness, injury or attribute that impairs an individual's ability to function, or participate in the community in the same manner as individuals without that illness, injury, or attribute, including:<ul style="list-style-type: none"><li>(i) physical conditions, limitations or restrictions;</li><li>(ii) visual, hearing, sensory, olfactory, gustatory, balance or other sensory impairments;</li><li>(iii) intellectual impairment;</li></ul></li></ul> |

- (iv) emotional or mental health disability; and
- (v) developmental delay, deficit or disorder;
- (f) **"FOIP Act"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 Cf-25;
- (g) **"FOIP Head"** means the individual or group of individuals appointed to exercise the powers, and perform the duties and functions, of a head designated for the Committee as required by the FOIP Act;
- (h) **"member"** means an individual appointed to the Committee;
- (i) **"Municipal Government Act"** means the *Municipal Government Act*, RSA 2000 c M26;
- (j) **"Procedures and Committee Bylaw"** means Bylaw 12300, the City's Procedures and Committees Bylaw; and
- (k) **"Standing Committee"** has the same meaning as it does in Bylaw 12300, the Procedures and Committees Bylaw.

**RULES FOR  
INTERPRETATION**

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The following rules apply to interpretation of this bylaw:

- (a) The marginal notes and headings in this bylaw are for reference purposes only;
- (b) In the event of a conflict between a provision of this bylaw and an enactment, the enactment governs;
- (c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established pursuant to the enactment or bylaw;
- (d) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws and the City's policies and procedures.

## PART II - ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

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| <b>ESTABLISHMENT/<br/>CONTINUATION</b> | 4 | The Advisory Board on Services for Persons with Disabilities established as a Council committee under Bylaw 13194, is continued as a Council committee under the name Accessibility Advisory Committee.  |
| <b>MANDATE</b>                         | 5 | The mandate of the Committee is to provide advice and recommendations to Council about facilities and other infrastructure, programs, services, activities and policies, for the purpose of improving the City's liveability, inclusiveness and accessibility for individuals with disabilities.   |
| <b>TERMS OF<br/>REFERENCE</b>          | 6 | <p>In order to fulfill its mandate, the Committee may:</p> <ul style="list-style-type: none"><li>(a) identify and engage stakeholder groups and seek their input into the Committee's work;</li><li>(b) conduct research and prepare reports on effective mitigation or modification strategies for matters within the Committee's mandate that would help individuals with disabilities to more fully participate in the community;</li><li>(c) examine City information regarding current, and at the City Manager's request and where confidentiality issues permit, proposed, City facilities and infrastructure, programs, public services, activities and policies, to identify where they could create issues or barriers for individuals with disabilities;</li><li>(d) work with the City Manager to develop and maintain a dialogue about matters of concern to individuals with disabilities;</li><li>(e) assist Council and the City Manager to develop strategies, programs and policies to attract, recruit and retain individuals with disabilities as employees and to serve on Council's committees or initiatives; and</li><li>(f) participate in and support community events that raise awareness of inclusion and accessibility issues.</li></ul> |

### **PART III - MEMBERSHIP**

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| <b>MEMBERS</b>        | 7  | The Committee will be comprised of up to 15 volunteer members appointed by Council in accordance with Council policies and procedures.   |
| <b>MAYOR</b>          | 8  | The Mayor will not be a member.  |
| <b>TERMS</b>          | 9  | Members are appointed at Council's pleasure for terms of up to one year, but Council may elect to increase the length of any term.   |
| <b>CONDUCT</b>        | 10 | The Committee may establish rules governing the conduct of its members.  |
| <b>TERMINATION</b>    | 11 | The committee may ask Council to terminate a member's appointment if the member misses three meetings in a six month period, or in relation to breaches of the Committee's conduct rules.  |
| <b>CHAIR</b>          | 12 | The Committee will annually elect a chair and vice-chair from its members.   |
|                       | 13 | The chair may serve as the Committee's chair for up to three consecutive one year terms.   |
| <b>CHAIR'S DUTIES</b> | 14 | The chair will preside at meetings, present the Committee's reports to Council, and perform the duties prescribed for the chair by Council policy, but if the chair is unable to perform the chair's duties, the vice-chair will perform them. |

### **PART IV - PROCEDURES**

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| <b>MEETINGS</b> | 15 | The Committee will establish an annual meeting schedule and provide it to the City Manager.                       |
|                 | 16 | Meetings will take place in accordance with the Board's meeting schedule, and otherwise at the call of the chair. |

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| <b>QUORUM</b>               | 17 | Quorum for Committee meetings is met by the attendance of a majority of the Committee’s members.   |
| <b>TELEPHONE ATTENDANCE</b> | 18 | Members may, if necessary, attend meetings by telephone by following the procedures for participation by way of a communication facility in the manner permitted by the Municipal Government Act and Schedule “C” to the Procedures and Committees Bylaw, and attendance by telephone will be counted toward quorum. |
| <b>PROCEDURES</b>           | 19 | The Committee will follow the meeting procedures set out in the Procedures and Committees Bylaw, or as otherwise directed by the chair.  |
| <b>VOTING</b>               | 20 | Members will vote by show of hands, or by stating “yes” or “no” at the conclusion of a vote if participating by telephone, unless the chair directs otherwise.   |
| <b>PUBLIC MEETINGS</b>      | 21 | Committee meetings will be held in public, with notice to the public, unless the meeting is closed for reasons permitted by the Municipal Government Act..   |
| <b>FOIP ACT</b>             | 22 | The Committee will appoint a FOIP Head and adopt a FOIP fee schedule as required by the FOIP Act.  |
| <b>SUB-COMMITTEES</b>       | 23 | The Committee may establish sub-committees comprised of its members and non-members to work on matters within the scope of its mandate, but sub-committees will be chaired by a member and report to the Committee.  |

**PART V - CITY MANAGER’S ROLE**

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| <b>CITY MANAGER’S ROLE</b> | 24 | <p>The City Manager will perform the following duties and functions for the Committee:</p> <ul style="list-style-type: none"> <li>(a) Publish the Committee’s meeting schedules and notices;</li> <li>(b) Provide technical, administrative, meeting space, meeting</li> </ul> |
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management and other supports to the Committee as required for its meetings;

- (c) Manage the Committee’s minutes and records;
- (d) Provide City information or records to the Committee about matters within its mandate if requested, subject to FOIP Act and other confidentiality requirements;
- (e) Present budget requests for the Committee during the City’s budget process;
- (f) Facilitate the preparation of Committee reports to Council through the designated Standing Committee;
- (g) Serve as the Committee’s FOIP Head until such time as it passes a resolution appointing a FOIP Head in the manner required by the FOIP Act, but the Committee may, with the City Manager’s permission, appoint the City Manager.

**PART VI - GENERAL**

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| <b>LEGISLATIVE REFERENCES</b> | 25 | Schedule “A” entitled Legislative References is attached to and forms part of this bylaw. |
| <b>REPORTING</b>              | 26 | Deleted<br><br>(S.3, Bylaw 20452, May 17, 2023)   |
| <b>BYLAW REVIEW</b>           | 27 | Deleted<br><br>(S.4, Bylaw 20275, October 17, 2022)                                       |

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 17002, passed by Council February 10, 2015

Amendments:

Bylaw 20275, October 17, 2022

Bylaw 20452, May 17, 2023

**SCHEDULE A – LEGISLATIVE REFERENCE**

**BYLAW 17002**

**ACCESSIBILITY ADVISORY COMMITTEE BYLAW**

| <b>Legislation</b> | <b>Section</b>              | <b>Summary of Referenced Item</b>   |
|--------------------|-----------------------------|---|
| <b>MGA</b>         | l(f)                        | A committee, board or other body established under the authority of the MGA is a Council committee and subject to all of the rules for Council committees in the MGA  |
|                    | 142                         | Council is the continuing elected governing body of the City  |
|                    | 145                         | Council may establish Council committees by bylaw and pass rules for their conduct and procedure  |
|                    | 199                         | Members of Council or Council committees may attend meetings by electronic or other communication facilities if notice of the way it will be conducted is given to the public, the facilities allow the public to watch or listen, a designated officer is in attendance, and the facilities allow the participants to watch or hear one another. |
|                    | 203<br>202(2)               | Council may delegate any of its powers, duties or functions to the City Manager, designated officer, or council committee, except for passing budgets and bylaws, forgiving or exempting payment of taxes (s. 347), appointing/evaluating the City Manager, hearing of statutory appeals (unless delegated to a council committee)                |
|                    | 20l(1)(b)                   | Council or the City Manager may exercise the City's natural person powers, unless Council specifies otherwise.  |
|                    | 201(2)                      | Council may not exercise a power or function or perform a duty that is assigned to or delegated to the City manager by bylaw or enactment   |
|                    | 207 and<br>208              | The City Manager is the administrative head of the City, responsible for ensuring the policies and programs of the City, advises and informs Council of the operations and affairs of the City, and is responsible for bylaws, minutes, records and providing written advice about legal responsibilities in relation to Council committees       |
|                    | 209                         | The City Manager may delegate any of the City Manager's powers, duties or functions to a City employee or designated officer  |
|                    | 210                         | The City Manager is a designated officer of the City and all other appointed designated officers report to the City Manager.  |
| <b>FOIP Act</b>    | 1(x),(xiii)<br><br>(j), (p) | Council committees are separate public bodies from the City   |
|                    | 95                          | All public bodies must using the processes by which they take actions, appoint a FOIP Head responsible for performing the duties imposed by the Act, and set a fee schedule for FOIP requests   |

