

# CITY OF TERRACE POLICY NO. 120-R



## TITLE: JOINT ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

APPROVED: April 11, 2023

RESOLUTION NO.: 193 - 2023

REVISED: July 28, 2025

RESOLUTION NO.: 294 - 2025

### I. MANDATE:

The Joint Accessibility Advisory Committee is established pursuant to Section 9 of the *Accessible British Columbia Act* (The “Act”). The purpose of the Joint Accessibility Advisory Committee is to identify barriers to individuals in or interacting with the organization and advise on how to remove and prevent these barriers.

### II. DEFINITIONS:

**Barrier** – a barrier is anything that hinders the full and equal participation in society of a person with an impairment. Barriers can be caused by environments, attitudes, practices, policies, information, communications or technologies.

**Impairment** – includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary, or episodic.

### III. PURPOSE:

1. The Joint Accessibility Advisory Committee (the “Committee”) shall undertake the following:
  - a. Identify accessibility and inclusion barriers that the organizations and community members experience or may experience while interacting with the organizations in the following areas:
    - i. Employment;
    - ii. Delivery of Service;
    - iii. The Built Environment;
    - iv. Information and Communications;
    - v. Transportation; and
    - vi. Procurement.

- b. Advise the organizations on strategies to remove and prevent the identified accessibility and inclusion barriers.
- c. Provide advice on the progress and support the implementation of Accessibility Plans for each organization.
- d. Provide an opportunity for public input on accessibility and inclusion issues affecting people with disabilities.
- e. Promote accessibility in the community.

**IV. MEMBERSHIP:**

1. The Committee will be comprised of at least six (6), and up to twelve (12) voting members. The Committee will strive to maintain the following membership criteria:
  - a. at least half of the members are persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
  - b. at least one (1) Indigenous member;
  - c. reflect the diversity of persons in British Columbia.
2. The Committee shall include the following representatives in a supportive role:
  - a. A representative from the City of Terrace;
  - b. A representative from the Regional District of Kitimat-Stikine;
  - c. A representative from the Kitimat Public Library;
  - d. A representative from the Terrace Public Library;
  - e. A representative from the Stewart Public Library;

**V. APPOINTMENT AND TERM:**

1. Members will be appointed by City of Terrace Council.
2. The Committee appointments shall consist of a two-year term.
3. If Committee membership falls below six (6) voting members, the City of Terrace will advertise for applicants and with organization representatives, recommend candidate(s) to the City of Terrace Council for appointment.
4. Committee members shall reapply at the end of their term if they wish to remain on the Committee. There is no maximum time limit for a member to serve on the Committee, subject to reappointment by City of Terrace Council.
5. Committee members may resign at any point during their term by sending written notice to the Committee Chair.

6. Any Committee member who is absent from three (3) consecutive meetings may be removed by a majority vote of the Committee.

**VI. ROLES & RESPONSIBILITIES:**

1. Committee members must always pursue and act in the best interest of the Committee and shall immediately disclose any conflict or potential conflict between their interest and the interests of the Committee.
2. Committee members must act with integrity and honesty, be prepared and informed of relevant issues, be tolerant of others' opinions, and interact with others in a respectful and inclusive manner.
3. Committee members shall serve on a voluntary basis.

**VII. CHAIR:**

1. The Chair and Vice Chair shall be elected by the majority vote of the Committee members for a term of two (2) years at the first meeting.
2. The Chair shall be responsible for setting agendas, conducting meetings, and providing leadership.
3. In the absence of the Chair, the Vice Chair will preside over the meeting. In the absence of both the Chair and Vice Chair, a Temporary Chair will be selected by the remaining members of the Committee and shall preside over the meeting.

**VIII. MEETINGS:**

1. The Committee shall meet at least two (2) times within each calendar year.
2. The meetings will take place at the City of Terrace (3215 Eby Street) and the Regional District of Kitimat-Stikine (4545 Lazelle Avenue) on a rotational basis, with an option to attend virtually.
3. Additional meetings may be called by the Chair as deemed necessary.

**IX. QUORUM:**

1. A quorum shall consist of three (3) voting members.
2. If quorum is not present within 15 minutes following the time at which the meeting was to commence, the recording secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

**X. REPORTING TO COUNCILS/BOARDS:**

1. Each organization's representative is responsible for reporting to their respective Council/Board on the Committee meetings and taking forward any resolutions and recommendations from Committee to their Council/Board.
2. Recommendations from the Committee to a Council/Board must be adopted by a Committee resolution prior to presentation to the applicable Council/Board.

**XI. STAFF SUPPORT:**

1. Representatives from each organization shall be available from time to time to provide expertise at the request of the Committee Chair.
2. The Committee shall receive clerical and technical support on an in-kind basis from City of Terrace and Regional District of Kitimat-Stikine staff.

DATE: *July 30, 2025*

CORPORATE OFFICER:

*Rachel [Signature]*