

TITLE: Joint Accessibility Advisory Committee Terms of Reference

MANDATE:

The Joint Accessibility Advisory Committee is established pursuant to Section 9 of the *Accessible British Columbia Act* (The Act). 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.

DEFINITIONS:

- a. **Barrier** – a barrier is anything that hinders the full and equal participation in society of a person with an impairment. Barriers can be (a) caused by environments, attitudes, practices, policies, information, communications or technologies.
- b. **Impairment** – includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary, or episodic.

PURPOSE:

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:
 - Employment;
 - Delivery of Service;
 - The Built Environment;
 - Information and Communications;
 - Transportation; and
 - Procurement.
- b. Advise the organizations on strategies to remove and prevent the identified accessibility and inclusion barriers.
- c. Provide advice on the development of Accessibility Plans for each organization.
- d. To provide an opportunity for public input on accessibility and inclusion issues affecting people with disabilities.

MEMBERSHIP:

- a. 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:
 - at least half of the members are persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
 - at least one (1) Indigenous member;
 - reflect the diversity of persons in British Columbia.
- b. The Committee shall include the following representatives in a supportive role:
 - A representative from the City of Terrace Administration Department;
 - A representative from the City of Terrace Parks, Recreation & Culture Department;
 - A representative from the Regional District of Kitimat-Stikine;
 - A representative from the Terrace Public Library;
 - A representative from the Stewart Public Library;
 - A representative from the Coast Mountain College Terrace campus;
 - City of Terrace Executive Assistant (recording secretary).

APPOINTMENT AND TERM:

- a. Member will be appointed by City of Terrace Council.
- b. The Committee appointments shall consist of a two-year term.
- c. The Committee shall appoint a new member to fill any vacancy, should the membership drop below six (6) voting members.
- d. 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 Council.
- e. Committee members may resign upon sending written notice to the Chair.

ROLES & RESPONSIBILITIES:

- a. 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.
- b. 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.

- c. Any Committee member who is absent from three (3) consecutive meetings may be removed.
- d. Committee members shall serve on a voluntary basis.

CHAIR:

- a. 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.
- b. The Chair shall be responsible for setting agendas, conducting meetings, and providing leadership.
- c. 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.

MEETINGS:

- a. The Committee shall meet up to six (6) times in the first four (4) months of formation and thereafter at least two (2) times within each calendar year.
- b. The meetings will take place at the Terrace Sportsplex with an option to attend virtually.
- c. Additional meetings may be called by the Chair as deemed necessary.

QUORUM:

- a. A quorum shall consist of a majority of the Committee's voting members.
- b. If a quorum is not present within 30 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.

REPORTING TO COUNCILS/BOARDS:

- a. 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.
- b. Recommendations from the Committee to a Council/Board must be adopted by a Committee resolution prior to presentation to the applicable Council/Board.

BUDGET:

- a. The Committee shall receive clerical and technical support on an in-kind basis from City of Terrace staff.

STAFF SUPPORT:

- a. Representatives from each organization shall be available from time to time to provide expertise at the request of the Committee Chair.

DATE:

CORPORATE OFFICER: