

Terms of Reference

JOINT ACCESSIBILITY & INCLUSION ADVISORY COMMITTEE

NAME

This Committee shall be known as the Joint Accessibility & Inclusion Advisory Committee.

MEMBERSHIP

Voting Members

The Committee shall consist of at least five (5) and up to nine (9) voting members, and meet the following requirements:

- At least half of members are:
 - Persons with disabilities, or
 - Individuals who support, or are from organizations that support, persons with disabilities
- At least one person who identifies as Indigenous
- Members who reflect the diversity of persons in British Columbia.

Non-Voting Members

- Minimum of one (1) staff member from each Partner Organization
- Recording Clerk

TERMS OF MEMBERSHIP

Members shall serve for two-year terms (except in the first year when half of the voting members will be appointed for one-year terms to allow for staggered expiration terms). Members will serve no more than three (3) consecutive terms.

Members can resign prior to the end of their term by providing written notice to the Chair. At such times, new members can be appointed.

Committee members are expected to be fully prepared for, and meaningfully participate in, meetings.

Absence from two consecutive meetings without notification to the Chair and without reasonable cause will be grounds for the committee to recommend the Partner Organizations remove the member from the Committee.

Last updated August 8, 2023

Members shall comply with 'Policy 4.16 Workplace Discrimination and Bullying and Harassment' and 'Policy 1.16 Code of Conduct' of the qathet Regional District and any amendments thereto. Failure to comply with either of these policies may result in the member being removed from the Committee.

CHAIR

The voting members of the Committee will elect a Chair and Vice Chair annually at the first meeting after new members are appointed.

The Chair will be responsible for: calling meetings, setting agendas, conducting meetings, providing leadership, and ensuring meetings are accurately recorded.

The Chair will serve for a one (1) year term.

FORMATION DETAILS

The Committee is formed in response to the *Accessible British Columbia Act*.

PURPOSE

The Joint Accessibility & Inclusion Advisory Committee assists the City of Powell River, Powell River Public Library, and qathet Regional District (the Partner Organizations) to identify, remove, and prevent barriers experienced by persons with disabilities per the legislated requirements for prescribed organizations under the *Accessible British Columbia Act* and Regulation.

GOALS

The primary goal is that our organizations and services are accessible to people of all ages and abilities who live, work and play in the qathet region.

SCOPE

The Committee shall:

- Assist the Partner Organizations to identify barriers to individuals in or interacting with the Partner Organizations;
- Advise the Partner Organizations and make recommendations on how to remove and prevent barriers to individuals in or interacting with the organization;
- Inform the development of an Accessibility Plan for the Partner Organizations and subsequent updates every three (3) years;

- Review feedback received on the Accessibility Plan and on barriers to individuals interacting with the Partner Organizations and make recommendations on how to eliminate the barrier or address the concern;
- Advise Partner Organizations on identifying, eliminating and preventing barriers in relation to employment, delivery of services, built environment, information and communication, transportation, health, education and procurement.

COMMITTEE TERM

The Committee will operate according to the terms of the Joint Accessibility & Inclusion Advisory Committee Funding Agreement executed by the Partner Organizations.

RESOURCES

At least one staff member from each Partner Organization will be in attendance to provide technical advice and relevant background information on agenda items, and to answer any questions with respect to municipal legislation, bylaws, procedures, operations, etc.

One staff member from each organization will provide the Committee with the feedback collected by the organization for the Committee's review and advice at each meeting. Each Partner Organization is responsible for implementing their own feedback collection mechanism.

One staff member from each organization will provide the Committee with a report on their organization's progress towards the recommendations included in the Accessibility Plan at least once per year.

Individuals or representatives from other agencies or organizations who have knowledge of legislative requirements, best practices and solutions related to accessibility issues may be invited to attend meetings to provide information and resources for the Committee.

The qathet Regional District will host the Committee meetings and provide a Recording Clerk to assist with administrative functions of the Committee

The Recording Clerk will be responsible for: preparing and distributing agendas, taking meeting minutes, ensuring appropriate set up of meeting facility, and providing other related administrative support as required. Once the minutes have been approved by the Committee and signed by the Chair, the Recording Clerk will ensure the Minutes are forwarded to each Partner Organization.

BUDGET

The qathet Regional District will act as the financial administrator for the Committee. All administrative costs of the Committee shall be shared equally between the Partner Organizations.

The Partner Organizations may reimburse a portion or all of the costs required for voting members to fully participate in the Committee. These costs include, but are not limited to, transportation, interpreters for the hearing impaired, technical equipment and administrative aids.

Any voting Committee member that is not compensated elsewhere for their involvement in the Committee shall receive a \$150.00 honorarium at the end of each calendar year, subject to meeting their obligations as a Committee member.

MEETING PROCEDURES

Rules of Procedure Any matters of order, privilege and procedure not provided for in this Terms of Reference are governed by the *qathet Regional District Board Procedure Bylaw No. 557, 2020*. In cases not provided for in said Bylaw, and where the *Community Charter* and *Local Government Act* are silent, the current edition of Robert's Rules of Order Applies.

Agendas Agendas will be prepared by the Recording Clerk and circulated electronically to the Committee one week prior to the meeting.

Minutes Minutes will be electronically recorded for each meeting and will be approved at the following Committee meeting.

Approved minutes will be shared with the Committee and each Partner Organization by the Recording Clerk.

Facilitation The Chair is responsible for presiding and facilitating the meeting in an orderly manner.

In the absence of the Chair, the Vice Chair will preside. In the absence of the Chair and Vice Chair, the remaining members of the Committee will select a member to preside.

Voting Recommendations of the Committee shall be made by a majority of voting members in attendance at a meeting. The results of each vote shall be recorded in the minutes, including the name of any member who voted in the negative.

Each voting member of the Committee is entitled to one vote on all motions made by the Committee. The Chair is a voting member.

Meetings The Committee will meet on a quarterly basis. Additional meetings may be called by the Chair, as required. The Chair must give the Committee seven (7) calendar days notice to each member and state the purpose for which the meeting is called.

The meetings may be held in-person or virtually, or follow a hybrid format. In-person meetings will be held in an accessible location. Captions will be used in virtual meetings to assist the hearing impaired.

Public Participation Meetings will be open to the public, unless otherwise permitted under section 90 of the *Community Charter*. Non-committee members will not have the right to speak to or vote on matters under consideration during the business portion of the meeting.

The agenda will provide an opportunity at the beginning of the meeting to hear delegations and inquiries from the general public. The Committee may, at its discretion, impose time limits on public inquiries to ensure it has sufficient time to deal with the business on the agenda.

Conflict of Interest Members who have a direct or indirect financial interest in a matter under discussion are not permitted to participate in the discussion of the matter. They must declare their conflict, state the general nature of the conflict, and then leave that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes.

Confidentiality Information identified by the Committee as confidential shall not be disclosed to any person(s) other than the members of the Committee without consultation and written agreement of the Committee. The

information shall be stored with reasonable security measures relative to its sensitivity or potential harm.

REPORTING MECHANISM

The Committee reports to each Partner Organization through their staff representative.

The recommendations of the Committee will be provided to each Partner Organization through the adoption of motions.

Each Partner Organization has the discretion to approve, deny or amend a recommendation as they deem necessary.

ADDITIONAL NOTES

The Chair and Recording Clerk shall use email to call meetings, communicate meeting times and locations, distribute agendas and minutes, and share general information.

DEFINITIONS

Barrier means anything that hinders the full and equal participation in society of a person with an impairment

Disability means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier

Impairment means a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic