



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Accessibility Committee**

#### **1. Purpose**

- 1.1 The Accessibility Committee has been established in accordance with the *Accessible BC Act* and to support the Alberni-Clayoquot Regional District (ACRD) and the City of Port Alberni in developing an Accessibility Plan and to outline actions and strategies to identify, remove and prevent barriers faced by people with disabilities.

#### **2. Duties/Mandate**

- 2.1 The Accessibility Committee is a standing committee of the ACRD Board that will work cooperatively together in order to advance accessibility options throughout the region.
- 2.2 The Committee will provide the Board with regular, ongoing updates on its activities and services as defined in section 1.1.

#### **3. Scope of Work**

- 3.1 The Accessibility Committee will support accessibility planning within the region through the following:
1. Assist to identify barriers to individuals in or interacting with the ACRD the City of Port Alberni;
  2. Advise and make recommendations on options to remove and prevent barriers to individuals in or interacting with the ACRD the City of Port Alberni;
  3. Inform the development of an Accessibility Plan and subsequent updates to the Plan every three (3) years;
  4. Review feedback received on the Accessibility Plan, and on barriers to individuals in or interacting with the ACRD and the City of Port Alberni, and make recommendations on how to eliminate the barrier or address the concern;
  5. Provide advice on identifying, eliminating and preventing barriers in relation to employment, delivery of services, built environment, information and communication, transportation, and procurement;
  6. Review progress towards achievement of actions identified in the Accessibility Plan.

#### **4. Membership**

4.1 Membership on the Committee shall be comprised of up to nine (9) voting members appointed by the Board including:

- Six (6) members at large from the ACRD Region, a majority of persons who self-identify as having a disability and/or individual who support or are from organizations that support persons with disabilities;
- At least one (1) person who identifies as Indigenous,
- One (1) ACRD Director, appointed by the Board;
- One (1) City of Port Alberni Councillor, appointed by City Council

Authentic representation matters. We recognize that each person's lived experience and intersectionality is unique, and that one individual cannot speak on behalf of an entire group or community. Our goal for the composition of the Committee is to reflect the diversity of all persons within the region.

#### **5. Appointment and Term**

5.1 Members of the Committee shall serve a three (3) year term effective from the date appointed by the Board.

5.2 The ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

5.3 Non ACRD members of the Committee will be compensated at \$85 per Accessibility Committee meeting.

5.4 Expenses related to committee member participation will be reimbursed upon prior approval, as per the *ACRD Board Remuneration, Expenses and Benefits Bylaw No. A1090, 2022*.

#### **6. Chair**

6.1 The Committee will elect a Chair and vice-Chair from amongst its members at the first meeting of each year.

#### **7. Meeting Procedures**

7.1 The meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. In the first year, the Committee may meet more frequently as necessary to develop an Accessibility Plan.

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- 7.2 A majority of the Committee members shall represent a quorum.
- 7.3 Meetings of the Committee shall be conducted and held in accordance with the ACRD's Procedures Bylaw.
- 7.4 The first Committee meeting will include an orientation and overview of the purpose and scope of the Committee, as well as Committee procedures and operations.
- 7.5 Hybrid meetings will allow for both in-person and virtual meeting attendance.
- 7.6 All meetings will be open to the public to attend as observers.
- 7.7 The Chairperson will act as the Committee spokesperson when responding to the media.

### **8. Reporting to the Board/City Council**

- 8.1 The ACRD elected representative will report to the ACRD Board on the activities of the Committee.
- 8.2 The City of Port Alberni elected representative will report to City Council on the activities of the Committee.
- 8.3 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.
- 8.4 Any recommendations requiring Board approval will be submitted to the Board in the report/recommendation format prepared by the Staff Liaison.

### **9. Reporting Relationship with the City of Port Alberni**

- 9.1 The ACRD Staff Liaison will be responsible for reporting Accessibility Committee minutes to the City of Port Alberni.
- 9.2 Minutes shall be included for receipt on Board and Council agendas.
- 9.3 Port Alberni City Council and the ACRD Board will independently determine how they implement the Committee recommendations.
- 9.4 The ACRD and the City of Port Alberni will apprise the Accessibility Committee of any initiatives involving or having impact on people with disabilities via the ACRD Staff Liaison.

## **10. Resources**

- 10.1 ACRD staff resources will provide support to the Committee including preparing agendas, coordination of research and reports, recording of all meetings and ensuring Committee agendas, minutes, are forwarded electronically for circulation to all members.
- 10.2 ACRD staff or contracted resources will provide advice and professional assistance to the Committee including preparing reports to the ACRD Board.
- 10.3 ACRD staff will coordinate the engagement of all and any contracted services.

## **11. Funding**

- 11.1 Financial requests to support the development and implementation of an Accessibility Plan, will be submitted to the ACRD Board and the City of Port Alberni for consideration and approval. As a regional committee, requests may be made to each participating public sector organization for funding to sustain the Committee's activities where areas of common interest exist. Grant funding will be pursued where appropriate.
- 11.2 Participating organizations will be financially responsible for the recommendations they choose to implement within their organization.

<b>Adopted by the ACRD Board:</b>	August 23, 2023
<b>Amended by the ACRD Board:</b>	September 27, 2023
<b>Adopted by the City of Port Alberni</b>	October 10, 2023