



Accessibility Committee

Terms of Reference

MANDATE

As per Section 9 of the *Accessible British Columbia Act*, the Accessibility Committee will support the work of the City of Prince Rupert, the District of Port Edward, the North Coast Regional District, and the Prince Rupert Library to consider principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design as part of programs and service design and delivery.

The primary objectives of the committee will be as follows:

- To identify barriers and advise on how to remove barriers to those living within Prince Rupert and the surrounding area;
- Provide advice on the development of accessibility plans for the City of Prince Rupert, District of Port Edward, Prince Rupert Library, and the North Coast Regional District (NCRD);
 - Additional objectives may be outcomes of the development of the plans;
 - All recommendations of the plans will be subject to approval/budget considerations for the respective receiving organization;
- Provide input into the development of a feedback mechanism to collect public input on accessibility of local government programming and services;
- Provide feedback to staff on accessibility considerations for new/proposed projects and initiatives, as requested;

MEMBERSHIP

The total membership of the committee will be 8 members (7 members from Prince Rupert, and 1 appointee from Port Edward), with 1-2 (non-voting) staff available during meetings to record minutes and provide administrative support.

Membership for the Accessibility Committee shall strive to include:

- To the extent possible, at least 4 members should be persons with disabilities, represent a disability-serving organization, or be a caregiver of someone with a disability;
- At least 1 indigenous member;

An additional aim for membership selection will be to ensure the committee represents the overall diversity of British Columbians.

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

Members are encouraged to work collaboratively and to be committed to reaching consensus where possible. Any members unable to agree with a decision may have their objections noted in the minutes.

TERM

Committee members shall serve for a period of 2 years.

Committee members may resign upon sending written notice to the Chair.

Committee members who miss three (3) committee meetings during the term may have their membership revoked at the discretion of the remaining Committee members.

In the event of vacancy before the term is completed, Council may appoint another person to fill such a vacancy until the term of has been completed.

MEETINGS

Meetings shall be scheduled according to the majority preference of the members selected for the committee.

Additional meetings may be called by the Chair as deemed necessary.

Meeting attendance may be through remote or virtual attendance, as needed.

Meeting Conduct

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.

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.

Quorum

Quorum shall be a majority of the Committee's voting members. 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

The Accessibility Committee reports to Prince Rupert City Council, the District of Port Edward Council, the North Coast Regional District Board, and the Prince Rupert Library Board. All Reports and recommendations will be forwarded to participating organizations, with specific requests or recommendations relevant to each being forwarded to the appropriate Board or Council meetings.

City or NCRD staff are responsible for taking meeting minutes. Draft minutes will be approved by the Committee at the next meeting and forwarded to Councils and Boards for information.

Recommendations from the Committee to Councils or Boards must be adopted by a Committee resolution prior to presentation to Councils or Boards.

ROLES AND RESPONSIBILITIES

Chair and Vice Chair

A chair and vice chair will be elected from committee members at the first meeting of the Committee to preside over meetings and committee business. It is the role of the chair to preside over committee meetings so that its business can be carried out efficiently and effectively.

It is the role of the vice chair to preside over committee meetings in the absence of the chair and to perform any other duties delegated by the chair or as assigned by the committee through a majority vote.

Committee Members

All Accessibility Committee members, including the chair and vice chair, have the responsibility to help achieve the Accessibility Committee's mandate and goals / purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arriving prepared to provide a broad perspective on the issues under consideration; and
- Agreeing to describe, process and resolve issues in a professional and respectful manner.

Secretary

The Secretary (role to be filled by a City or NCRD staff person) shall be responsible for recording minutes and preparing agendas in collaboration with the Chair/Vice Chair.

Reporting to Councils and Boards

The Minutes of each meeting of the Accessibility Committee shall be distributed to both Councils as part of the Consent Agenda, and to the NCRD and Library Boards.

Councils or Boards may request that the Accessibility Committee report to Councils or Boards at any time by serving notice to the Chair.

Councils may at its pleasure, refer issues, reports or tasks to the Accessibility Committee for review and recommendation.

Resources and Budget

The City and/or NCRD will provide the meeting space, clerical and technical support on an in-kind basis.

Participation in the Accessibility Committee is voluntary and the City, District, NCRD and Prince Rupert Library do not offer remuneration for members' time.

Review

Any changes to the Terms of Reference must be approved by a majority vote of the Accessibility Committee.