



## **District of Elkford & District of Sparwood Regional Accessibility Committee Terms of Reference**

### **1. Committee Mandate**

- a) To assist the Districts in the development of an accessibility plan.
- b) To assist the Districts in identifying and removing or preventing physical and social barriers to interacting with the organizations, or which impede the full participation of all citizens in every aspect of community life.
- c) To provide a forum for discussion of issues affecting people with all types of accessibility challenges.
- d) To raise the profile of accessibility matters in Elkford and Sparwood.

### **2. Scope of Work**

The Committee may conduct the following work:

- a) Review, research and consider information related to accessibility best practices.
- b) To provide advice to improve accessibility on any matter or project referred by District councils or staff.
- c) Assist with the analysis of current conditions of accessibility in Elkford and Sparwood.
- d) Liaise with and hold discussions with government and non-government organizations as related to the Committee's mandate.
- e) Participate in the development, and any future modification, of the accessibility plans for each of the Districts.
- f) With support from the Districts, solicit public feedback and engagement on matters related to the Committee's mandate..
- g) Develop a process for receiving comments from the public on any accessibility plan, and barriers to individuals interacting with the Committee or Districts.
- h) Report to the Districts on any aspect of this scope of work.

### **3. Membership**

- a) Members shall be appointed by the Municipal CAO as described in this section.
- b) The Committee shall consist of up to six voting members as follows:
  - i) One Member residing in the District of Elkford;
  - ii) One Member residing in the District of Sparwood;
  - iii) To the extent possible, at least half of the Committee will include members from the community at large who are:
    - i. persons with disabilities, or
    - ii. individuals who support, or are from organizations that support, persons with disabilities;
  - iv) to the extent possible at least one member of the Committee be of Indigenous background.

And who:

- i. reflect the diversity of persons with disabilities in British Columbia;
  - ii. the committee reflects the diversity of persons in British Columbia.
- c) The Committee will appoint one Chairperson representing each District who shall alternate chairing of meetings.
- d) The CAOs may, at any time, remove any member of the Committee appointed by th CAOs.

- e) Any member of the Committee may resign at any time upon sending written notice to the CAOs or staff liaisons for the committee.
- f) Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by agreement of the Municipal CAOs.
- g) Committee members shall serve without remuneration.

#### **4. Tenure**

The tenure of Committee members shall be for two years and may be extended by agreement of the CAOs.

#### **5. Meetings**

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner.
- b) The Committee must establish and post a meeting schedule.
- c) All meetings must be open to the public.
- d) Roberts Rules of Order govern the meeting format.

#### **6. Quorum**

Quorum of the Committee is the majority of all of its members.

#### **7. Voting**

All members of the Committee, including the chairs, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

#### **8. Minutes**

- a) Meeting minutes must be taken.
- b) The Committee shall be responsible for keeping minutes and shall provide a copy of approved minutes to the Director of Corporate Services of each District within five days of approval.
- c) The minutes will be available to the public for review.

#### **9. Reporting to Council**

- a) The Chair shall report to its respective Council on behalf of the Committee once every three months, and shall provide other reports to Council, as needed from time to time.
- b) Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

#### **10. Representative Authority**

- a) The Committee does not have the authority to communicate with other levels of government on behalf of the Districts, to pledge the credit of the Districts, or to authorize any expenditure to be charged against the Districts.
- b) If a Member serves on the Committee as a representative of an external group or organization, the Chair is authorized to communicate recommendations of the Committee to the external group or organization.

#### **11. Staff Support**

- a) The Chief Administrative Officer of each District shall appoint a staff liaison to the Committee, as a non-voting member.

## **12. Financial Resources**

The Committee does not have a specific budget. Any budgetary needs must first be the municipal CAOs.