



The Corporation of the District of Ucluelet
Terms of Reference

REFERENCE:

Accessibility Committee Terms of Reference

ADOPTED BY:

Council

AMENDED DATE:

N/A

SUPERSEDES:

None

DEPARTMENT:

Administration

EFFECTIVE DATE:

March 14, 2023

Definition:

In this Terms of Reference:

“**Act**” means the *Accessibility British Columbia Act*;

“**barriers**” has the same meaning as in the Act;ⁱ

“**Council**” means District of Ucluelet municipal Council;

“**District**” means District of Ucluelet;

“**impairment**” has the same meaning as in the Act;ⁱⁱ

“**disabilities**” has the same meaning as in the Act.ⁱⁱⁱ

“**Staff**” means an employee of the District of Ucluelet.

Mandate:

The Accessibility Committee will develop an actionable plan intended to identify and prioritize opportunities for the District to enhance accessibility. The Committee will also develop a public feedback mechanism which establishes a process for receiving comments from the public on the plan and barriers.

To develop the plan, the Accessibility Committee must consider any formal public input received by the District related to barriers as well as the following principles:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

The District’s expectation is that the proposed plan will align and support established District plans, priorities, and policies.



Terms of Reference

Process:

The Accessibility Committee will strive to present the Plan and feedback mechanism to Council by September 1, 2023. Once received by Council, the plan will be reviewed at least once every 18 to 24 months by the Accessibility Committee, who will then report to Council.

Composition:

The Accessibility Committee is an advisory body made up of members that provide access to lived experience, unique local perspective, and technical abilities. Committee membership is intended to reflect the diversity of persons in British Columbia and the community, including those with disabilities.

The Committee will have a maximum of five members, all applications will be considered by Council. The Committee will include one Council member and to the extent possible, at least one member that is an Indigenous Person and to the extent possible, three members that are persons with disabilities or individuals who support, or are from organizations that support persons with disabilities. In the event that the District is unable to fulfill this composition, Council may appoint individuals that do not meet these criteria.

Committee membership will be advertised, applications will be presented to Council, and Council will appoint all Committee Members.

Term of Service:

To ensure continuity, two members will be appointed by Council for two years, and two members will be appointed for three years. Committee members may be reappointed by Council through an open application process.

The member of the Accessibility Committee which is a Council member will be appointed by Council for the term of their office.

Chair:

The Accessibility Committee will be Chaired by the Council member appointed to the Committee.

The Accessibility Committee will appoint one member to be Acting Chair when the Chair is absent or otherwise unable to act. If both the Chair and Acting Chair are unable to act, the Committee members present must choose a member by affirmative vote of the members present to Chair the meeting.

Meeting Frequency:

The Committee will meet monthly or as determined by the Accessibility Committee while developing the plan. After the plan is received, the Committee will meet periodically as needed to review the plan and every 18 to 24 months to review plan milestones.



The Corporation of the District of Ucluelet
Terms of Reference

Procedures:

The Committees' procedures are governed by the District of Ucluelet Council Procedure Bylaw No. 1300, 2021.

Duty of Members:

Members are expected to attend all meetings and participate fully to bring the full range of their skills, experience and diversity to the development or review of the Accessibility Plan.

Committee Members may not miss more than two consecutive Committee meetings without being granted leave from the Committee by the Chair.

Committee members will act in accordance the District's Code of Conduct and Respectful Workplace Policies. Committee members in contravention of District policies, may be removed from the Committee by Council.

There will be no financial remuneration for serving on this Committee.

Support:

A Staff member designated by the Chief Administrative Officer will act as an advisor to the Committee. An additional Staff member may be responsible for administrative matters.

Communications:

All official representations from the Accessibility Committee to Council will be through the Chair or their designate. All communication with Staff will be through the designated Staff member. Any communications to the public will be undertaken by the District.

Termination of the committee:

The Accessibility Committee exists at the pleasure of Council.

Marilyn McEwen
Mayor

Duane Lawrence
Chief Administrative Officer



The Corporation of the District of Ucluelet
Terms of Reference

ⁱ Section 2 of the Act states:

(1) For the purposes of this Act, a barrier is anything that hinders the full and equal participation in society of a person with an impairment.

(2) For certainty and without limiting subsection (1), barriers can be

(a) caused by environments, attitudes, practices, policies, information, communications or technologies, and

(b) affected by intersecting forms of discrimination.

ⁱⁱ Under the Act impairment includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic.

ⁱⁱⁱ Under the Act disability means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier.