



SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE

Terms of Reference

1. INTRODUCTION

- 1.1. It is a goal of the Town of Gibsons, the District of Sechelt, and the Sunshine Coast Regional District (the “local governments”) to inspire and encourage citizens to become engaged with municipal government and have their voices heard, while ensuring our citizens understand the challenges and competing demands facing the community.
- 1.2. Local Government Council and Regional District Board decisions will benefit from community input, while increased awareness of our challenges helps create broader support and understanding for the solutions adopted.
- 1.3. It is a priority of the Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District to create more opportunities for public dialogue with the local governments on the Sunshine Coast and to plan for an accessible, age-friendly, and inclusive community.
- 1.4. The Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District have established the Sunshine Coast Regional Accessibility Advisory Committee (the “Committee”) pursuant to the *Accessible British Columbia Act* (the “Act”).

2. PURPOSE OF THE COMMITTEE

- 2.1. The purpose of the Committee is to assist the local governments with the identification of barriers to individuals in, or interacting with, the Town of Gibsons, the District of Sechelt, or the Sunshine Coast Regional District and advise on how to remove and prevent these barriers.
- 2.2. The Committee may consider barriers in relation to any of the following:
 - (a) employment;
 - (b) delivery of services;
 - (c) the built environment;
 - (d) information and communications;
 - (e) transportation;
 - (f) health;

- (g) education; and,
- (h) procurement.

2.3. The Committee must consider the rights of indigenous people, including but not limited to:

- (a) the rights recognized and affirmed by section 35 of the *Constitution Act, 1982*, and
- (b) the United Nations Declaration on the Rights of Indigenous Peoples.

3. DELIVERABLES OF THE COMMITTEE

3.1. The Committee will advise the municipal Councils and Regional District Board in the development of a Regional Accessibility Plan to identify, remove, and prevent barriers to individuals in, or interacting with, the Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District. Pursuant to the Act, local governments must adopt the Accessibility Plan by September 1, 2023.

3.2. In developing a Regional Accessibility Plan, the following principles must be considered:

- (a) inclusion;
- (b) adaptability;
- (c) diversity;
- (d) collaboration;
- (e) self-determination; and,
- (f) universal design.

3.3. In addition, the Committee will advise the local governments in the establishment of a process for receiving comments from the public on the accessibility plan and on barriers to individuals in, or interacting with, the Town of Gibsons, the District of Sechelt, or the Sunshine Coast Regional District.

4. ESTABLISHMENT AND AUTHORITY

4.1. Councils for the Town of Gibsons and District of Sechelt derive their authority to establish committees from Section (1) (2) (b) of the *Community Charter*. The Sunshine Coast Regional District's authority to establish advisory committees is implied in its corporate powers as provided by the *Local Government Act*.

4.2. The local governments' mandate to establish an accessibility committee is prescribed by the Act. Accordingly, each municipal Council and the Regional District Board have established the Sunshine Coast Regional Accessibility Advisory

Committee by resolutions adopted by their respective Councils and Board.

4.3. All matters of order, privilege, and procedure not provided for in this Terms of Reference or the *Community Charter* are governed by Robert's Rules of Order.

4.4. The Chair and Alternate Chair

- (a) will be elected from the Committee's voting members for a term of one year. Following their election, both remain full voting members.
- (b) If neither the Chair nor the Alternate Chair are present at a particular meeting, a Temporary Chair will be elected from the Committee's voting members for that meeting. While serving as the Temporary Chair, the Temporary Chair remains a full voting member.
- (c) Following the resignation, removal, or death of the Chair or Alternate Chair, the Committee will elect a successor to complete the term.

4.5. The minutes of Committee meetings will be provided to the municipal Councils and the Regional District Board at the earliest possible Council and Board meeting that follows each Committee meeting and will report any recommendations of the Committee for the local governments' consideration.

5. COMPOSITION

5.1. The Town of Gibsons and District of Sechelt Councils and the Regional District Board may each appoint one member of their respective Councils and Board to serve in a non-voting liaison capacity. An alternate member may be appointed to attend meetings during the liaison's absence.

5.2. To the extent possible, the Sunshine Coast Regional Accessibility Advisory Committee must have members who are selected in accordance with the goals set out at Section 9(2) of the Act:

An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:

- (a) at least half of the members are
 - (i) persons with disabilities, or
 - (ii) individuals who support, or are from organizations that support, persons with disabilities;
- (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one of the members is an Indigenous person;
- (d) the committee reflects the diversity of persons in British Columbia.

6. MEMBERSHIP

6.1. Voting members

- (a) There will be a minimum of five and a maximum of eleven voting members appointed to the Committee to include community members who are selected, to the extent possible, in accordance with the goals set out at Section 9(2) of the Act as noted in Section 5.2 of these Terms of Reference.

6.2. Non-Voting members

- (a) Each local government shall appoint an elected official to be a non-voting Liaison to the Sunshine Coast Regional Accessibility Advisory Committee, and an alternate shall be appointed for each Liaison to attend Committee meetings in the absence of the regularly appointed member. The Liaison appointments will include:
 - (i) One Liaison appointed by the Town of Gibsons Council, plus an alternate to attend in their absence;
 - (ii) One Liaison appointed by the District of Sechelt Council, plus an alternate to attend in their absence; and,
 - (iii) One Liaison appointed by the regional Board, plus an alternate to attend in their absence.
- (b) There will be a minimum of four local government staff appointed to support the Committee as non-voting members, including:
 - i. the Committee Secretary; and
 - ii. a senior member of staff selected by the Chief Administrative Officer from each local government.
- (c) A non-voting member of the local government staff who is unable to attend a meeting may arrange for an alternative staff member to attend a meeting in their absence.
- (d) Any members of staff who are requested to attend Committee meetings are non-voting participants in that meeting.

7. GENERAL PROCEDURES

7.1. Meeting Quorum and Voting

- (a) Meeting quorum shall consist of half plus one of the voting members of the Committee.
- (b) Recommendations of the Committee shall be made by a majority of voting members in attendance at a meeting, provided quorum is met at that meeting.

- (c) Recommendations must be supported by a simple majority vote. In the case of a tie vote, the recommendation will be defeated.

7.2. Meetings

- (a) One Committee meeting will be scheduled during each quarter of the year.
- (b) Special meetings will be scheduled as required.
- (c) Meeting locations and times will be posted 72 hours in advance on the local governments' websites or on the designated Public Notice Posting Place for each local government.
- (d) All meetings will be open to the public to attend unless the subject matter being considered relates to or is one or more of the provisions in *Community Charter* section 90.
- (e) The actions and recommendations of the Committee will be provided to Councils and the Regional Board through the adoption of motions.
- (f) Meeting minutes will be provided to Committee members, in addition to being referred to the Councils and to the Regional Board.

7.3. The Committee's roles and responsibilities are as follows:

- (a) Work collaboratively to fulfill the Committee's purpose and to identify and remove barriers within our community;
- (b) Provide the Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District with guidance and advice regarding accessibility within its departments, services and events, including how the local governments may become more inclusive in their operations;
- (c) Provide an objective view in the public interest and fairly represent this view in the local governments' public processes;
- (d) Recognize that the Committee's comments and recommendations represent one of a series of decision-making processes that enable members of the municipal Councils and Regional District Board to fully understand the issues under review, including their policy and budget consequences and potential impact on the general public;

- (e) Receive referrals from the local governments for review and recommendations.

7.4. Conflict of Interest

- (a) A Committee member who has a conflict of interest regarding a matter that is being reviewed and considered by the Committee must:
 - i. declare their conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
 - ii. leave the meeting for the period of time during which the topic is under consideration; and
 - iii. not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in relation to the topic.

7.5. Member Expectations

- (a) Committee members should be familiar with the Committee's roles and responsibilities.
- (b) Committee members should raise any accessibility and inclusion-related concerns which they have observed, or which have been brought to their attention by community members.
- (c) Voting members of the Committee must attend a minimum of fifty per cent of meetings each year to maintain their eligibility for membership. Voting members that fail to attend a minimum of fifty per cent of meetings each year may be deemed ineligible to continue serving on the Committee and may be removed by the Chair.
- (d) Committee members must inform the Committee Secretary whether or not they will attend a meeting.
- (e) Committee members should attend meetings with regularity and punctuality.
- (f) Committee members should thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.

7.6. Committee members are not permitted to speak to the media as representatives of the Committee.

7.7. Remuneration

- (a) All Committee members shall serve without financial remuneration.

8. RESOURCES AND SUPPORT

8.1. Committee Secretary

- (a) The Committee Secretary will be a member of the local governments' staff, selected by the Chief Administrative Officers.
- (b) The Committee Secretary will attend all Committee meetings and oversee all Committee procedures.
- (c) The Committee Secretary will inform new Committee members of their appointment and forward orientation packages to them.
- (d) The Committee Secretary will prepare and forward the agenda and accompanying information for each meeting.
- (e) The Committee Secretary will prepare and distribute the minutes of all Committee meetings and forward a copy to the Town of Gibsons', District of Sechelt's, and the Sunshine Coast Regional District's Corporate Officers.

- 8.2. Other members of local government staff may be requested by the Committee to attend meetings as needed from time to time, to provide specific information relevant to the Committee in fulfilling its purpose.

9. COMMITTEE TERM

- 9.1. Voting members from Council and Board shall be appointed annually in accordance with each local governments' Committee appointment process for the coming year, and shall serve until such time that a replacement is appointed by the local government.

- 9.2. All other members of the Committee shall serve on the Committee until such time as the member resigns in writing from the Committee or is removed from the Committee pursuant to Section 7.5(c) of these Terms of Reference.