VILLAGES OF WARFIELD, MONTROSE AND FRUITVALE

TERMS OF REFERENCE

INTER-MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEE

NAME OF COMMITTEE

Inter-municipal Accessibility Advisory Committee.

MANDATE

The Inter-municipal Accessibility Advisory Committee (the Committee) is a committee established under Part 3, Section 9 of the *Accessible British Columbia Act*.

To meet the requirements under Part 3, Section 9 of the *Accessible British Columbia Act*, the Inter-municipal Accessibility Advisory Committee is created with the purpose to assist Warfield, Montrose and Fruitvale (the municipalities) identify, remove and prevent barriers experienced by persons with disabilities as per the legislated requirements for prescribed organizations under the *Accessible British Columbia Act* and Accessible B.C. Regulation 105/22.

In providing advice and recommendations to the municipal Councils, the Committee will consider the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design.

DEFINITIONS

As defined in the *Accessible British Columbia Act*:

“barrier” is anything that hinders the full and equal participation in society of a person with an impairment. Barriers can be caused by environmental, attitudes, practices, policies, information, communications or technologies and can be affected by intersecting forms of discrimination.

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

“impairment” incudes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic.

COMMITTEE RESPONSIBILITIES

Within their mandate, the Committee members are required to undertake the following:

a) regularly attend meetings,
b) act with integrity, honesty, good faith and due diligence for the public interest,
c) be respectful of, and remain open to the views and perspectives of others,

d) review meeting agenda materials in advance of scheduled meetings in preparation for active participation,
e) provide input and recommendations to the municipal Councils into the creation, review and future updates of an Inter-municipal Accessibility Plan,
f) participate in group discussions to provide an understanding of accessibility issues within the disability community,
g) identify barriers to municipal events, services and facilities encountered by people with disabilities in and or interacting with the Villages of Warfield, Montrose and Fruitvale and work with the Villages and agencies to recommend solutions to address barriers, and
h) endorse confidentiality statements.

MEMBERSHIP AND COMPOSITION

The composition of the Committee aspires to reflect the diversity of the three municipalities but also includes elected and staff members who are able to provide appropriate direction and advice on behalf of each municipality. External members should live within the Villages of Warfield, Montrose and Fruitvale.

Membership**:** The Committee will be comprised of a minimum of seven (7) members and a maximum of twelve (12) members. The Committee will operate on a consensus basis. To the extent possible, members will be selected in consideration of the following goals:

a) residents and/or agency representatives from the Villages of Warfield, Montrose and Fruitvale who through existing experience, lived or otherwise, have experience in advocating for people with disabilities,
b) at least one-half of the Committee members must be persons with disabilities or persons who support, or are from organizations that support persons with disabilities and who reflect the diversity of persons with disabilities in British Columbia,
c) at least one of the Committee members must identify as an Indigenous person,
d) one staff representative from each of the Villages of Warfield, Montrose and Fruitvale,
e) one elected official from each of the Villages of Warfield, Montrose and Fruitvale, and
f) based on applications received, the Committee must reasonably reflect the diversity of persons in British Columbia.

APPOINTMENTS

External volunteer member vacancies of the Committee shall be decided on by the current committee membership by way of discussion and a simple majority vote.

Staff representatives from each municipality will be appointed by the Chief Administrative Officers from the Villages of Warfield, Montrose, and Fruitvale.

Elected officials shall be appointed by the individual Councils of the Villages of Warfield, Montrose and Fruitvale.

CHAIR AND VICE CHAIR

The Committee shall, at its first meeting elect a Chair and Vice Chair from amongst its members who shall serve until the end of that calendar year.

In the absence of the Chair and Vice Chair, the Committee members present may elect, from among themselves, an Acting Chair for that meeting.

MEETINGS

The Committee will meet three times per year with additional meetings at the call of the Committee Chair. The Committee members will determine the schedule for the three meetings.

Meetings will be arranged to be held both virtually and in-person with the appropriate accessibility accommodations for inclusion of all acting members.

Staff from the municipalities of Warfield, Montrose and Fruitvale will share in supporting the Committee with organizing meetings and with preparing and distributing meeting agendas and when possible, other administrative tasks.

The Villages' CAOs will appoint a staff person, not members of the Committee, with the responsibility to attend meetings, record the meeting minutes, prepare agendas and any other administrative duties. This responsibility will be rotated by the three Villages on an annual basis. Minutes will be distributed to each municipality for inclusion on a Council agenda.

Staff from each of the individual municipalities are responsible for ensuring meeting notices, agendas, materials and minutes are made accessible for public perusal on each municipality's website and other means as each municipality sees appropriate.

MEETING QUORUM AND COMMITTEE RECOMMENDATIONS

A meeting quorum consists of a majority of appointed members of the Committee.

Decisions and recommendations of the Committee shall be made by consensus by those Committee members in attendance at a meeting, provided a quorum is met at that meeting. Recommendations must be supported by Committee members by consensus before being forwarded to municipal Councils for approval.

COMMITTEE REMUNERATION AND BUDGET

The Budget for the Committee shall be included within the Five-Year Financial Plans of the Villages of Warfield, Montrose and Fruitvale.

Except for an honorarium for meeting attendance and reimbursement of out-of-pocket expenses, the members of the Committee shall not receive remuneration for their services.

With the exception of the staff and Council representatives, members of the Committee shall be reimbursed for any reasonable out-of-pocket expenses incurred on behalf of the municipalities, including expenses for mileage and meals while traveling to and from, and participating in Committee meetings. Reimbursement for out-of-pocket expenses will be paid upon the submission of receipts to the Village of Warfield, which acts as the financial administrator for the Committee as set out in the Inter-municipal Accessibility Advisory Committee Memorandum of Understanding between the municipalities.

With the exception of the staff and Council representatives, each Committee member will receive a $50.00 honorarium in the form of a grocery store gift card for each meeting attended.

All administrative costs of the Committee shall be shared equally between the three parties. These costs include general administration, advertising, honorariums, and reimbursement to Committee members for out-of-pocket expenses incurred to attend meetings.

Any funding contributions granted to the Committee shall be shared equally amongst the three parties to be invested into the continued success of the access initiatives and the outlined framework in the Warfield, Montrose and Fruitvale Inter-municipal Accessibility Plan.

REPORTING

Recommendations from the Inter-municipal Accessibility Advisory Committee shall be referred to the Councils of the Villages of Warfield, Montrose and Fruitvale for consideration as required.

Committee minutes must be included on the municipalities' Council meeting(s) regular agendas for receipt and approval.

TERM

Members shall serve on the Committee for a one (1) year term. Members may serve for up to two (2) consecutive terms.

ACCOUNTABILITY

Committee membership may be reassessed by the municipalities at the discretion of the Councils of the Villages of Warfield, Montrose and Fruitvale.

The Chief Administrative Officers from the municipalities shall ensure that the Committee, the Committee's work and recommendations are compliant with the requirements as set out in the *Accessible British Columbia Act* and Accessible B.C. Regulation 105/22.

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

OTHER:

For clarity, these Terms of Reference do not delegate any authority or corporate powers to the Committee.