



Village of New Denver
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TERMS OF REFERENCE

ACCESSIBILITY ADVISORY COMMITTEE

ESTABLISHMENT AND AUTHORITY

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination. Select Committee terms are typically finite, and their purposes are focused and task-oriented.

An Accessibility Committee must be established under the *Accessible British Columbia Act*, Section 9(1), to assist the municipality to identify barriers to individuals in or interacting with the municipality and advise the municipality on how to remove and prevent barriers to individuals in or interacting with the municipality.

MANDATE

The Accessibility Advisory Committee will work collaboratively to assess and improve community accessibility and inclusion focusing on the experiences of people with disabilities, encompassing the whole community. The Committee will provide advice to Council on strategies to reduce social, physical, and sensory barriers that prevent people from fully participating in all aspects of community life. People with disabilities will be an active part of this work.

Advisory Committee members are expected to bring a wide range of nonpartisan views and experience with disability issues to ensure that Council hears the widest possible perspective. The Advisory Committee will provide a cross-disability perspective on disability issues and not the perspective of the disability groups with which members may be involved.

ROLE AND FUNCTIONS

The Advisory Committee is an advisory body to the Mayor and Council on disability issues that does not duplicate the role of community advocates. The Advisory Committee is expected to engage in a broader reflection on issues and develop some consensus regarding public policy advice relating to people with disabilities. Committee members, therefore, need to be not only cognizant of issues and concerns of the disability community but also need to be able to apply this understanding within a public policy context.

The Advisory Committee will have these primary functions:

- Advise Council and staff on:
 - matters relating to the identification, removal and prevention of barriers that staff and community members experience or may experience in the course of interacting with the Village of New Denver.
 - matters that promote diversity, equity and inclusion within existing and proposed Village plans, policies, bylaws and services to ensure the fostering of a welcome and inclusive village.

- Review the development of terms of reference and subsequent draft organizational accessibility plan and make recommendations in support of the creation of a mechanism for the Village to receive public feedback on accessibility in accordance with the *Accessible British Columbia Act*.
- Make recommendations to Council that support the implementation of the Village of New Denver Accessibility Plan.
- Promote effective methods of communication and outreach to the broader community on diversity, equity, inclusion and accessibility matters.
- Invite community groups to present and dialogue at committee meetings and encourage groups to engage with the Village in its ongoing planning process to allow New Denver to achieve a greater understanding of the strengths and needs of residents of diverse backgrounds and abilities.
- Provide an opportunity for community groups to present information on diversity, equity, inclusion and accessibility through delegations.

MEMBERSHIP

The Committee shall consist of six (6) voting members appointed by Council of the Village of New Denver, with composition aligning with the requirements of the *Accessible British Columbia Act* as follows:

- One member of the Council of the Village of New Denver
- One member of indigenous heritage
- Three members with disabilities or individuals who support, or are from organizations that support people with disabilities
- One community member at large

TERM

The Committee shall stand until dissolved by Council.

REMUNERATION

Advisory Committee members serve as volunteers and shall serve without remuneration.

ACCOUNTABILITY

Advisory Committee members are expected to attend meetings regularly. If a member is continuously absent from committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, the member is deemed removed and Council may proceed to replace that member. If an Advisory Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Advisory Committee and copied to the Recording Secretary.

New Denver Council shall have the power to remove any member of the Committee from office at any time.

CONFLICT OF INTEREST GUIDELINES

Advisory Committee members shall absent themselves from discussions or decision making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

CONFIDENTIALITY

Advisory Committee members may be privy to confidential material and as such are expected to sign a "Conflict of Interest/Confidentiality Form."

Should a closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

OPERATION OF THE COMMITTEE

a) Rules of Procedure

The provisions of Council's procedure bylaw shall apply to the Committee. The Committee shall, by majority vote, elect a Chair, Vice-Chair and a Recording Secretary at the first meeting held in each calendar year. Quorum shall require a minimum of 4 members, which must include at least one elected official from the Village of New Denver.

The Advisory Committee will meet a minimum of two times per year, and additional meetings will be held at the call of the Chair.

b) Support Services

Senior staff and administrative support shall be made available to the Committee on an as-needed basis.

c) Reporting

Copies of the draft minutes of each Committee meeting shall be presented to Council for receipt. A Council appointee shall report verbally to Council following each Committee meeting.