

# Saanich Peninsula Accessibility Advisory Committee

## Terms of Reference

### **Mandate**

To provide comment and recommendations to Saanich Peninsula local governments (“SPLG”) (i.e. District of Central Saanich, District of North Saanich and Town of Sidney) on policies, programs, services, built environments, infrastructure and outdoor spaces in order to continue to improve the livability, inclusivity and accessibility for persons with disabilities, who live, work and play on the Saanich Peninsula.

1. Respond to referrals from Councils of each of the SPLG regarding issues related to accessibility for persons with disabilities.
2. Identify barriers for persons with disabilities in the community and recommend solutions for consideration by the SPLG.
3. Advise on any matters the SPLG are undertaking in order to ensure that the issues and concerns of people with disabilities are addressed.
4. Is available as a resource for the SPLG on issues of accessibility.
5. Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.
6. To organize and/or to participate in relevant community events or awareness activities wherever possible.
7. Prepare an annual report on the activities of the Committee for presentation to the SPLG.

### **Membership**

1. The Committee will consist of at least 11, and up to 15, members composed of the following:

#### **Voting Members** (*Quorum = majority of members*)

3 members of Council (1 member from each of the SPLG)

up to 4 members from local First Nations communities

1 member from the Panorama Recreation Centre

1 representative from the SHOAL Centre

6 citizens (2 citizens from each of the SPLG; to select a citizen who is living with a disability or who is assisting someone with a disability)

#### **Non-voting Members**

1 or 2 staff members (1 or 2 employees from each of the SPLG)

1 Recording Clerk

2. Members will be appointed for a 2-year term (except in the first year when 3 citizen appointments will be appointed for a 1-year term to allow for staggered expiration terms). A term will equal 2 years, and members will serve no more than 3 consecutive terms (i.e. 6 years).
3. The local First Nations communities, Panorama Recreation Commission and the SHOAL Centre will select the representative from their organizations. A notice will be sent out bi-annually requesting a continued term for their representative or a nomination of a new representative to the Committee.

4. If a member is absent from 3 consecutive meetings of the Committee, except due to illness or with leave of the Chair, the member's appointment will be reconsidered.
5. A member may resign at any time upon sending written notice to the organization that they are representing and the Chair.
6. In the event of a vacancy, the Committee may recommend to the applicable Council(s) that the vacancy be filled or the position remain vacant until the next annual selection process. Vacancies that are filled will be for the remainder of the existing term of the member they are replacing.
7. Each of the SPLG will provide a Recording Clerk for the Committee on a one-year rotating term.

### **Roles of the Chair**

1. The Chair and Vice Chair will be selected by voting members of the Committee.
2. The Chair will be responsible for: calling meetings, setting agendas, conducting meetings, providing leadership, and ensuring meetings are accurately documented.
3. A Chair will serve no more than 2 consecutive terms (i.e. 4 years).
4. In the absence of the Chair, the Vice Chair will preside. In the absence of the Vice Chair, the remaining members of the Committee will select a member to preside.

### **Role of Non-Voting Members**

1. Staff from each of the SPLG will be in attendance to provide technical advice and relevant background information on agenda items, and to answer any questions with respect to municipal legislation, bylaws, operations, etc.
2. The Recording Clerk will be responsible for: preparing and distributing agendas, taking minutes of meetings, ensuring appropriate set up of the meeting facility and providing other related administrative support as required. Once the draft minutes have been reviewed and approved by the Chair, the Recording Clerk will ensure the Minutes are forwarded to the Corporate Officer of each of the SPLG.
3. Individuals or representatives from other agencies or organizations who have knowledge of legislative requirements, best practices and solutions related to accessibility issues may be invited to attend meetings to provide information and resources for the Committee.

### **Meetings**

1. The Committee will meet bi-monthly, or at the call of the Chair.
2. At the first meeting each year, the Committee will set a meeting schedule for the year with a consistent day, time and location. Similar to the Recording Clerk, each of the SPLG will host meetings of the Committee on a one-year rotating term.

3. Meetings may be cancelled or rescheduled at the call of the Chair. A minimum of 24 hours notice must be provided.
4. If a member is unable to attend a meeting, they must notify the Chair and the Recording Clerk in advance of the meeting.
5. Meetings will be open to the public, unless otherwise permitted under section 90 of the *Community Charter*.
6. The Committee will report to the SPLG through the Minutes of their meetings. Minutes will be forwarded to each of the SPLG for inclusion in Council agendas. Each Council of the SPLG has the discretion to approve, deny or amend a recommendation at their discretion.
7. Once Councils of each of the SPLG have received the minutes on their Agendas, the Minutes will be made available to the public.
8. Each of the SPLG will host a webpage for the Committee on their respective sites, which shall be coordinated to contain the same information.

### **Funding**

1. Each of the SPLG will approve an equal amount of annual funding for the Committee to cover administrative costs and general affairs of the Committee during the coming year.
2. Every member must be able to fully participate in the Committee, which may include reasonable reimbursement for transportation, interpreters for the hearing impaired, technical equipment and administrative aids, etc., required for participation.
3. Any initiative proposed by the Committee, not already allocated for in the approved budget, must be forwarded to applicable SPLG for approval prior to proceeding, including the use of staff resources from the SPLG.

### **Terms of Reference**

These Terms of Reference will be endorsed by the Councils of each of the SPLG and any changes will be by mutual agreement. The SPLG will review, on a bi-annual basis, the Terms of Reference, specifically the mandate to ensure compliance with any legislative provisions.