



Haida Gwaii Accessibility Committee: Terms of Reference

Purpose and Scope

The Haida Gwaii Accessibility Committee is established pursuant to Section 9 of the *Accessible British Columbia Act*. This Committee will identify barriers and advise on how to remove and prevent barriers to those within the NCRD and to those who interact with the NCRD.

The Haida Gwaii Accessibility Committee will identify accessibility and inclusion barriers that organizations and community members experience or may experience while interacting with the organizations in the following areas:

- Employment;
- Delivery of Service;
- The Built Environment;
- Information and Communications;
- Transportation; and
- Procurement.

The Committee will also:

- Advise the organizations on strategies to remove and prevent the identified accessibility and inclusion barriers;
- Provide advice on the development of a Joint Accessibility Plan for each organization; and
- To provide an opportunity for public input on accessibility and inclusion issues affecting people with disabilities.

Definitions

- Barrier - is anything that hinders the full and equal participation in society of a person with an impairment.
- Disability - means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier.
- Impairment - includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic.
- Indigenous Peoples - has the same meaning as aboriginal peoples in section 35 of the *Constitution Act, 1982*.

Membership

The Committee will be comprised of a maximum of twelve (12) voting members.

The Committee will strive to maintain the following criteria to reflect the diversity of persons in B.C.:

- at least half of the members are persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities (these members should reflect the diversity of persons with disabilities in British Columbia);
- at least one of the members is an Indigenous person;



HAIDA GWAII ACCESSIBILITY COMMITTEE

TERMS OF REFERENCE

- reflect the diversity of persons in British Columbia.

The Committee may include members from inside or outside of the NCRD.

The Committee shall include the following representatives in a supportive role:

- A representative from the Village of Masset Administration Department;
- A representative from the Village of Port Clements Administration Department; and
- A representative from the Village of Daajing Giids Administration Department.

Members are encouraged to work collaboratively and to be committed to reaching consensus where possible. Any members unable to agree with a decision may have their objections noted in the minutes.

Term

Committee members will be appointed by the Board of the NCRD to a two (2) year term.

The Committee shall appoint a new member to fill any vacancy, should the membership drop below seven (7) voting members.

Committee members shall reapply at the end of their term if they wish to remain on the Committee. There is no maximum time limit for a member to serve on the Committee, subject to reappointment by the Board.

Committee members may resign upon sending written notice to the Chair.

Committee members who miss (3) committee meetings during the term may have their membership revoked at the discretion of the NCRD Board.

A Committee member who is unable to fulfill their duties should inform the NCRD in writing of their resignation so that an alternate member may be sought.

Roles and Responsibilities

The Chair and Vice Chair will be elected from amongst the voting members at the first meeting of the Haida Gwaii Accessibility Committee. The role of Chair and Vice Chair will remain constant for a term of two (2) years.

NCRD staff will prepare agendas in consultation with the Chair and Vice Chair.

NCRD staff are responsible for preparing the reports for each meeting.

Agendas and accompanying reports will be circulated by email and posted on the NCRD website at least one (1) week prior to the meeting date.



The Chair is responsible for reviewing the agenda with NCRD staff prior to each meeting and understanding the objectives for each meeting.

The Committee shall meet up to six (6) times in the first six (6) months of formation and thereafter at least two (2) times within each calendar year.

The meetings will take place at the NCRD office with an option to attend virtually.

Additional meetings may be called by the Chair as deemed necessary.

Regular communications between the NCRD and Haida Gwaii Accessibility Committee members between meetings will be by email or other accepted forms of communication.

Meeting Conduct

Committee members must always pursue and act in the best interest of the Committee and shall immediately disclose any conflict or potential conflict between their interest and the interests of the Committee.

Committee members must act with integrity and honesty, be prepared and informed of relevant issues, be tolerant of others' opinions, and interact with others in a respectful and inclusive manner.

Quorum

Quorum shall be a majority of the Committee's voting members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the recording secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Reporting

The Haida Gwaii Accessibility Committee reports to the NCRD Board.

NCRD staff are responsible for taking meeting minutes. Draft minutes will be approved by the Committee at the next meeting and forwarded to the NCRD Board for information.

Recommendations from the Committee to the Board must be adopted by a Committee resolution prior to presentation to the Board.

Resources and Budget

NCRD will provide the meeting space, clerical and technical support on an in-kind basis.



HAIDA GWAII ACCESSIBILITY COMMITTEE

TERMS OF REFERENCE

Participation in the Haida Gwaii Accessibility Committee is voluntary and the NCRD does not offer remuneration for members' time.

Review

Any changes to the Terms of Reference must be approved by the Board.