

Access and Inclusion Advisory Committee

TERMS OF REFERENCE

1. PURPOSE:

- a) The Access and Inclusion Advisory Committee is a Select Committee of Council established to provide advice and recommendations to Council on matters relating to citizens with disabilities, seniors and other citizens with access issues that may impede participation in everyday aspects of community living.

2. MANDATE:

- a) To inform all citizens of the Committee's purpose and to identify existing social and physical barriers.
- b) To provide advice and information in regard to future planning of municipal services, programs and facilities.
- c) To work with Council to increase public awareness of the issues of accessibility and inclusion for people with disabilities, seniors, and all citizens.

3. STRUCTURE:

- a) The Committee shall be comprised of a maximum of five (5) voting members, appointed by Council, from the general public.
- b) The Committee membership shall be a combination of persons with disabilities or facing access challenges, seniors, service providers, and members of the general public. It is suggested that there be a cross-representation within these members including: members with disabilities; seniors; service providers familiar with accessibility issues; and members of the general public on the Committee at all times.
- c) One member of Council, and an alternate, will be appointed in a non-voting liaison capacity to the committee.
- d) A District staff member will be appointed by the Chief Administrative Officer to serve as Staff Liaison. Other District staff may attend meetings of the Committee in a resource capacity.

- e) The Corporate Officer will appoint a staff member to the Committee who will serve as an administrative support role to prepare notices, agendas, and record minutes for Committee meetings.
- f) If representatives are not already appointed by Council through the application process, standing invitations to participate in meetings will be given to one representative of each of the following community organizations:
 - a. Mackenzie Counselling Services
 - b. College of New Caledonia
 - c. Work BC
 - d. AimHi Mackenzie
 - e. Northern Health Authority
 - f. Ministry of Child and Family Development
 - g. Mackenzie Chamber of Commerce
 - h. School District No. 57
 - i. Autumn Lodge Society
 - j. District of Mackenzie
 - k. Immigrant and Multicultural Services Society

Individuals accepting the standing invitation from these organizations will be non-voting members.

4. LENGTH OF TERM

- a) Council will consider applications and appoint the number of public members required up to a maximum of five (5) total public members annually.
- b) The first committee appointment terms will be as follows:
 - a. Three of the annual appointments will be for a term of up to three (3) years.
 - b. Two of the annual appointments will be for a two (2) year term.
- c) At end of the first term, all future appointments will be for a two-year term. The intent of the initial appointments is to stagger committee membership changes over time.
- d) Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the current term involved and shall count towards the maximum length of service or number of terms on the Committee for the appointee.
- e) A committee member may not serve longer than six (6) consecutive years.

- f) The District will advertise the call for applications from the general public on an annual basis.
- g) The Committee will be dissolved at the discretion of Council.

5. MEETING PROCEDURES:

- a) A Chair, appointed by majority vote of the committee, will preside over the meetings.
- b) Meetings will be held on a quarterly basis.
- c) After the first meeting is called, subsequent meetings will be held at the call of the Chair.
- d) A member of Council or staff cannot be the Chair of the committee.
- e) Continuous absence of a member at three (3) consecutive meetings, without prior consent of the Chair/Committee or reasonable need will be reviewed by the Committee, which may recommend to Council that the member be removed from the Committee.
- f) Quorum shall be the majority of all its members.
- g) Decisions of the committee will be made by majority vote.
- h) Meetings and operations of the Committee shall be governed by the District of Mackenzie Council Procedure Bylaw, as amended.
- i) The minutes of each committee meeting will be included on the next available Regular Council Meeting agenda.

6. REQUESTS AND RECOMMENDATIONS:

- a) Any requests or recommendations for new programs, projects, initiatives, and/or funding must be forwarded to Council for final decision.
- b) Any requests for additional staff or District resources must be forwarded to Council for final decision.

7. REVIEW OF TERMS

- a) Taking into account recommendations from the Committee, the Staff Liaison will review the Advisory Committee Terms of Reference documents annually. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

8. BUDGET

- a) The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.