

**TOWN OF QUALICUM BEACH
TERMS OF REFERENCE
ACCESSIBILITY ADVISORY TEAM**

1. PURPOSE OF TEAM

The purpose of the Accessibility Advisory Team (“Team”) is to:

- (a) assist with identifying barriers to individuals in or interacting with the Town of Qualicum Beach in accordance with the *Accessible BC Act*;
- (b) provide advice on how to remove and prevent any identified barriers;
- (c) provide input on the development of an Accessibility Plan;
- (d) provide advice on mechanisms to receive public feedback on accessibility;
- (e) provide advice on any matters referred to the Team by Council or Town staff.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE TEAM

The Team has no delegated authority from Council and is not empowered to manage any property, aspect, or role of the Town’s responsibilities.

3. COMPOSITION OF THE TEAM

The Accessibility Advisory Team (“Team”) will consist of a minimum of five, and a maximum of seven members, who will be appointed by Council based on their experience and credentials, and to the extent possible, include representation as follows:

- (a) at least half of members to be persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
- (b) members that reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one Indigenous Person;
- (d) members that reflect the diversity of persons in British Columbia; and
- (e) at least one member of Council.

4. ADVISORY PERSONS TO THE TEAM

Town staff may participate in meetings of the Team in an advisory capacity but shall not vote.

5. APPOINTMENT AND MEMBERSHIP

(a) Nominations

Advisory Team members will be invited from the community. From applications received, Council will appoint the members and may, in any case, decline to appoint an applicant and invite new applications.

(b) Term and Termination

- (i) Members of the Team shall serve at the pleasure of the Council with a term of approximately two years, ending December 31st of the second year of their term. Team members may be reappointed for an additional term or terms.
- (ii) Council may terminate the appointment of any member of the Team at any time.

(c) Resignation and Absenteeism

A member may resign from the Team on presentation of written notice at a regular meeting of the Team. Any member other than the Mayor or a member of Council who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Team.

(d) Vacancies

Any vacancy on the Team other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh nominations from the group or agency that nominated the member who has vacated the position.

(e) Remuneration

All members of the public appointed to the Team shall serve without remuneration. All expenses reasonably incurred in the carrying out of Team business may be reimbursed by the Director of Finance of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS**(a) Regular Meeting**

A Team meeting will be convened upon the appointment of members. The purpose of the inaugural meeting will be to review the Terms of Reference, establish a meeting schedule, and establish preliminary requirements.

(b) Special Meeting

The Chairperson, or any two members may call a special meeting of the Team.

(c) Quorum

- i) The quorum for a Team is a majority of all its voting members.
- ii) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the

names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.

- iii) The Council member assigned to the Team shall be appointed as the Chair and shall preside at all meetings.

7. Deliverables

- (a) The Team will provide advice to Council on the development of an Accessibility Plan to identify, remove and prevent barriers to individuals in, or interacting with the Town of Qualicum Beach. The Plan must be adopted by September 1, 2023.
- (b) The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the Accessibility Plan.