



ACCESSIBILITY ADVISORY SELECT COMMITTEE

TERMS OF REFERENCE

1. Mandate: The District of Kent is required to develop an accessibility committee, accessibility plan and public feedback tool. The accessibility plan must outline how the District will identify, remove and prevent barriers to individuals in the organization or interacting with it.

Members of this Committee will assist the District in the development of an accessibility plan by considering the following principles:

- a) Inclusion;
- b) Adaptability;
- c) Diversity;
- d) Collaboration;
- e) Self-determination; and
- f) Universal design.

2. Meeting Dates and Location: Meetings are generally held quarterly or at the call of the Chairperson with the location in Council Chambers at Municipal Hall or at the Community, Recreation and Cultural Centre.

3. Committee Members: The Committee will be comprised of a maximum of nine voting members consisting of:

- Council appointee (or alternate) as the Chairperson
- Fraser-Cascade School District No. 78 representative or alternate
- Fraser Health representative or alternate
- Agassiz-Harrison Community Services representative or alternate
- Lets'emot Community to Community representative or alternate
- Up to four Members at Large, with a goal of having a cross representation reflecting the District's demographics from youth and seniors communities, and those with an interest and/or expertise in accessibility and inclusivity matters.

Committee member vacancies are to be appointed by Council. The Mayor shall designate the Chairperson as the primary council appointed representative with the Alternate Chairperson as the alternate Council appointed representative.

The Alternate Chairperson may participate in meetings as a nonvoting member.

*Note: the complement of voting members is a maximum of nine members inclusive of the Chairperson

4. Liaison: The Committee shall have up to two (2) non-voting members – the Director of Human Resources / Occupational Safety and the Director of Recreation/Culture and Projects or their designate.

5. Term: The Accessibility Advisory Select Committee is established for the

purpose of developing an accessibility plan.

Resignation by Committee members shall be in writing to the Chairperson.

- 6. Qualifications:** Members at Large shall reside in the District of Kent, be active in the community and have an interest in the development and enhancement of accessibility and inclusiveness service delivery.
- 7. Attendance:** Voting members, who miss two consecutive meetings without notifying the Chairperson, shall be contacted by the Chairperson to confirm whether or not the member wishes to continue on the Committee.
- 8. Meetings and Recommendations To Council** The Committee may make recommendations to Council if the majority of voting members are in favour of the recommendation; however, a minimum of five voting members must be present.

If voting members are unable to attend a scheduled meeting, the member receives authorization by the Chairperson may partake in all matters put before the Committee and be deemed to be in attendance at such meeting through the use of a telephone or any other such electronic device or other communication facilities wherein they can freely partake in verbal discussion on any issue or item.
- 8. Minutes:** Minutes shall be taken at each Committee meeting by the Recording Secretary assigned by the District's Chief Administrative Officer.
- 9. Remuneration:** Members shall service without remuneration unless otherwise determined by Council.

Approved by Council on the 27th of March, 2023.