

Adopted by Council on: Amended by Council on:

TERMS OF REFERENCE

Accessibility Advisory Committee

MANDATE

The Accessibility Advisory Committee is an Advisory Body to Council established in accordance with section 9 of the [Accessible British Columbia Act](#). The mandate of the committee is to provide advice 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 in Oak Bay.

DEFINITIONS

“ACCESSIBILITY WORKING GROUP” means the staff working group that has been established to ensure all departments of the District have input and representation in the development and implementation of the District’s accessibility plan

“BARRIER” means anything that prevents a person with a Disability from fully participating in all aspects of society because of their Disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

"DISABILITY" means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental health or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the [Workers Compensation Act](#).

“EQUITY-SEEKING GROUP” means communities that face significant collective challenges in participating in society as a result of barriers to equal access, opportunities and resources

due to disadvantage and discrimination, marginalization that could be created by attitudinal, historic, social and environmental barriers based on the intersections of age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc.

DUTIES

The Committee exists to provide support to Council by:

- (a) Working with the Staff Accessibility Working Group, provide recommendations to Council on the establishment of an Accessibility Plan for the District, to guide accessibility and inclusiveness in District programs and services. The Plan will:
 - Identify barriers for persons with disabilities in Oak Bay,
 - Identify and make recommendations for liaison with local stakeholders, including other levels of government, to establish partnerships and collaboration related to improving access and inclusion for people with disabilities,
 - Identify potential strategies to improve the accessibility and inclusivity of municipal services, programs, facilities and other infrastructure, including the identification and removal of barriers that hinder full participation in the community by some Oak Bay residents,
- (b) Respond to referrals from Council related to accessibility issues for persons with disabilities,
- (c) Respond to requests from the Accessibility Working Group for input on new projects to identify and address accessibility concerns,
- (d) Provide advice on public awareness campaigns to raise awareness of accessibility issues and promote Oak Bay's efforts to make its services, facilities, and infrastructure accessible and *Barrier-free*.

MEMBERSHIP

The District encourages applicants of all abilities, gender identities and expressions, sexual orientations, racialized identities and/or other lived experiences that reflect the diversity of the capital region.

The Committee shall consist of at least 5, and up to 9, voting members. Preference is given to people with lived experience or accessibility challenges.

Membership shall include:

- (a) At least 1 member must be an Indigenous person
- (b) At least half of the members must be persons with disabilities or individuals who support or represent an organization who supports persons with disabilities.
- (c) The Council liaison will be a non voting member
- (d) The Committee will be supported by a Staff Liaison who represents the Staff Accessibility Working Group

APPOINTMENT AND TERM

To ensure a fair and equitable representation of the diversity of Oak Bay and British Columbia as a whole, in accordance with section 9 of the [Accessible British Columbia Act](#), Council will aspire to appoint individuals representing a broad range of under-served and *Equity- Seeking-Groups*.

Members shall be appointed by resolution of Council. The term for all members shall be two years, in accordance with the Committee and Commission Policy.

The Council Liaison will serve as Chair of the committee, in a non-voting capacity.

After development and Council approval of the District's Accessibility Plan, Council will review and update the Accessibility Advisory Committee Terms of Reference to ensure that the Committee will support District accessibility and inclusion initiatives on an ongoing basis.

STAFF SUPPORT

A member of the Staff Accessibility Working Group, serves as the staff liaison to the Committee and will notify Council in writing of any membership changes.

MEETINGS AND REPORTING TO COUNCIL

The Committee shall meet on a bi-monthly basis, or more frequently if required to respond to recommendations or requests from the Staff Accessibility Working Group.

The procedures for meeting conduct and reporting back to Council are set out in the Council Procedure Bylaw and the Committee and Commission Policy.