

## **Terms of Reference – Accessibility Committee**

### **Purpose**

To assist the Central Coast Regional District (CCRD) with identifying barriers to individuals in, or interacting with, the local government; and advising the CCRD on how to remove and prevent such barriers.

The discussions of the committee will help develop the first Central Coast Regional District Accessibility report and provide insight on future amendments to that report.

### **Establishment, Authority and Composition**

The Committee makes recommendations and reports to the Board for consideration. The Committee does not direct the action of staff but works with staff.

The Board Chair will appoint the Committee Chair and Committee members.

Committee members may be removed per a 2/3s motion of the Board.

The Committee will consist of three (3) members.

Committee Composition:

- a) At least three members be persons with disabilities or representing a disability-serving organization.
- b) At least one member must be an Indigenous person.
- c) A Board Member of the CCRD Board of Directors will be appointed as a non-voting liaison member.
- d) In the event that (a) or (b) can not be met after efforts to attract candidates has been undertaken, the Chair of the CCRD may appoint an individual not meeting the criteria to the committee for a 1-year term.

### **Procedures**

The Committee shall meet at least semi-annually.

The Committee may meet more regularly as established by the Committee Chair.

The Committee Chair shall work with staff to finalize an agenda.

A quorum for business is a majority of Committee Members.

The Chief Administrative Officer will ensure that the committee receives support and record keeping (including minutes and agendas).

### **Deliverables**

The Committee is expected to provide advice to the CCRD in creation of the first Central Coast Regional District Accessibility report and provide insight on future amendments to that report.