

Accessibility and Diversity, Equity and Inclusion Advisory Committee Terms of Reference

Mandate

The mandate of the Accessibility and Diversity, Equity and Inclusion Advisory Committee is to provide recommendations, advice and information to Saanich Council and staff on matters that relate to the purpose of the committee and on any matters which are referred to the committee by Saanich Council or staff.

Purpose

The purpose of the Accessibility and Diversity, Equity and Inclusion Advisory Committee is to:

- Advise Saanich Council and staff on:
 - matters relating to the identification, removal and prevention of barriers that staff and community members experience or may experience in the course of interacting with the municipality
 - matters that promote diversity, equity and inclusion within existing and proposed District plans, policies, bylaws and services to ensure the fostering of a welcome and inclusive municipality
- Review the development of Terms of Reference and subsequent draft organizational accessibility plan and make recommendations in support of the creation of a mechanism for the municipality to receive public feedback on accessibility in accordance with the *Accessible British Columbia Act*.
- Make recommendations to Council that support the implementation of the Saanich Diversity, Equity and Inclusion Strategy.
- Promote effective methods of communication and outreach to the broader community on diversity, equity, inclusion and accessibility matters.
- Invite community groups to present and dialogue at committee meetings and encourage groups to engage with the municipality in its ongoing planning process to allow the District to achieve a greater understanding of the strengths and needs of residents of diverse backgrounds and abilities.
- Provide an opportunity for community groups to present information on diversity, equity, inclusion and accessibility through delegations.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Quorum for the Committee is a majority of its appointed voting members, including the Chair.

Membership

To the extent possible, the Committee's members will reflect the diversity of persons in British Columbia.

The Committee will consist of eleven (11) members, including

- A member of Council to serve as Chair, appointed by the Mayor;
- At least half of the members will be persons with disabilities or individuals who support, or are from organizations that support persons with disabilities;
- At least one (1) Indigenous person; and
- persons from diverse cultures, backgrounds, ethnicities, sexual orientation or gender identity or individuals who support, or are from organizations that support, such persons.

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Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

With the exception of the member of Council appointed by the Mayor, all committee members will be appointed by Saanich Council.

Staff Support

The Parks, Recreation and Community Services Department is the primary contact and together with the Engineering Department will provide the required professional support. Meeting preparation, agendas and minutes of meetings of the Committee will be provided by the Legislative Services Division. Staff from other Departments/Divisions will provide support to the Committee as required.