

Richmond Accessibility Advisory Committee Terms of Reference

1. Purpose

These terms of reference shall apply to the Richmond Accessibility Advisory Committee (RAAC).

2. Mandate

To act as a resource and provide advice to City Council to support the advancement of accessibility in the city, so people with disabilities are able to participate fully in all aspects of community life.

3. Role

The role of the RAAC is to carry out the following functions:

- 3.1 Act as a resource and provide advice to City Council by providing information and recommendations regarding issues and opportunities related to accessibility referred by City Council and/or staff to the RAAC;
- 3.2 Assist the City in identifying barriers individuals (staff and public) face when interacting with the City and advise the City on how to remove and prevent barriers, including barriers within the organization and in its planning, operations, service delivery and public realm;
- 3.3 Support the development, implementation, monitoring and updating of the City's Multi-year Accessibility Plan and related City strategies and plans;
- 3.4 Support engagement with the community on accessibility in the City, including its planning, operations, service delivery and public realm;
- 3.5 Review items referred by Council or staff and make recommendations as requested, including;
- 3.6 Produce annual reports, work programs, budgets and other reports for Council approval.

4. Composition

4.1 Voting Members

RAAC shall be comprised of up to twelve (12) Council appointed members.

Membership shall consist of:

- 4.1.1 Eight (8) citizen representatives who are either persons with disabilities and/or their families and caregivers, or who are individuals who have made substantial contributions to advancing accessibility with the following composition:

- 4.1.1.1 Five (5) Citizens interested in advancing accessibility;
- 4.1.1.2 One (1) Indigenous person representative;
- 4.1.1.3 One (1) Senior representative; and
- 4.1.1.4 One (1) Youth representative;

- 4.1.2 One (1) representative from each of the following organizations:

- 4.1.2.1 Aspire Richmond;
- 4.1.2.2 Pathways Clubhouse;
- 4.1.2.3 Richmond Centre for Disability (RCD);
- 4.1.2.4 Vancouver Coastal Health (VCH).

4.2 Council Liaison

There shall be one (1) Council Liaison appointed to the RAAC (non-voting).

- 4.3 City Staff Liaison
There shall be one (1) Staff Liaison assigned to the RAAC (non-voting) from the Community Social Development Department.
- 4.4 Richmond Public Library Liaison
There shall be one (1) representative from the Richmond Public Library (non-voting) appointed to the RAAC.
- 4.5 Recording Secretary
There shall be one (1) Recording Secretary assigned to the RAAC (non-voting).

5. Recruitment, Selection and Appointment

- 5.1 Recruitment
 - 5.1.1 Recruitment of citizen appointees shall be according to Council policy and procedures.
 - 5.1.2 Organizations shall recruit and nominate their own representatives.
- 5.2 Selection
All members of RAAC shall be selected based on the following criteria:
 - 5.2.1 Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving accessibility in Richmond.
 - 5.2.2 Represent the diversity of persons in British Columbia and the diversity of people with disabilities in British Columbia with the overall committee composition at minimum 50% persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities.
 - 5.2.3 In the absence of associated applicants for the Indigenous, Senior and Youth representatives, the seat reserved for the representative will remain unfilled until a suitable applicant applies and is appointed by Council.
- 5.3 Appointment
 - 5.3.1 All members shall be appointed by Council.

6. Term

Members shall be appointed or reappointed to RAAC with term limits in accordance with *Appointments – Term Limits Policy 1020*.

7. Membership Responsibilities

- 7.1 Members shall:
 - 7.1.1 Be familiar with the Terms of Reference, goals and work program of the RAAC;
 - 7.1.2 Attend monthly meetings with regularity and punctuality;
 - 7.1.3 Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions; and
 - 7.1.4 Raise any issues or concerns related to accessibility, which they have observed or which have been brought to their attention by community members.
- 7.2 The Chair shall:
 - 7.2.1 In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the Staff Liaison.
 - 7.2.2 Assume responsibility of signing or authorizing all correspondence arising from Committee or Sub-committee activities.
 - 7.2.3 Ensure decisions made by the RAAC are acted upon in a timely manner and align with the RAAC's mandate.
 - 7.2.4 Chair meetings on an informal consensus basis, but when necessary, refer to Robert's Rules of Order, demonstrate knowledge of the work at hand, facilitate

- inclusive discussions, and ensure that all members have a full and equal opportunity to participate in decision-making.
- 7.2.5 Accurately present the views and work of the RAAC to City Council when required.
- 7.3 The Vice Chair shall:
 - Assume the duties of the Chair in the absence of or in the event of a conflict of interest on the part of the latter, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

8. Operation and Process

- 8.1 Operation
 - 8.1.1 During the first meeting of each calendar year, RAAC shall appoint a Chair and Vice Chair.
 - 8.1.2 Meetings shall be held a minimum of six (6) times a year.
 - 8.1.3 Sub-committees may be appointed by the RAAC as necessary. Membership in the Sub-committees is not restricted to Council appointed RAAC members. Sub-committees will be chaired by a RAAC member and report to and take direction from the RAAC.
- 8.2 Communication
 - 8.2.1 The RAAC shall report to Council through the Staff Liaison.
 - 8.2.2 The RAAC may communicate with the public. However, without the express consent of the City, members are not authorized to present themselves as representing the City in the course of carrying out their duties.
 - 8.2.3 RAAC meetings shall be open to the public in accordance with the Local Government Act.
- 8.3 Decision-Making Process
 - 8.3.1 Members of RAAC shall:
 - 8.3.1.1 Follow Council decision-making policy and procedures;
 - 8.3.1.2 Strive for consensus; and
 - 8.3.1.3 In the absence of consensus, a decision will be determined by a simple majority of members present.
 - 8.3.2 Each voting member is entitled to one (1) vote.
 - 8.3.3 A quorum is established when 50% + one (1) members are present.

9. Code of Conduct

- 9.1 Conflict of Interest
 - 9.1.1 A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.
 - 9.1.2 Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
 - 9.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).
- 9.2 Professionalism
 - 9.2.1 Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.

- 9.2.2 Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate.
- 9.2.3 Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.
- 9.3 Reporting and Social Media
 - 9.3.1 The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through the Staff Liaison to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.
 - 9.3.2 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee.

10. Resources

- 10.1 There shall be one (1) Staff Liaison appointed to the RAAC. The Staff Liaison's role is to:
 - 10.1.1 Update the RAAC on City initiatives that relate to accessibility.
 - 10.1.2 Refer issues for advice and options.
 - 10.1.3 Relay feedback from the RAAC to City Council and to City Departments as appropriate.
 - 10.1.4 Provide an orientation to new committee members.
 - 10.1.5 Ensure the minutes are signed and submitted to the City Clerk for public record.
 - 10.1.6 Provide administrative support as necessary.
- 10.2 Each year RAAC shall prepare and submit:
 - 10.2.1 For the Year Completed:
 - 10.2.1.1 An annual report; and
 - 10.2.1.2 A financial statement.
 - 10.2.2 For the Upcoming Year:
 - 10.2.2.1 A proposed work program; and
 - 10.2.2.2 A proposed budget.
- 10.3 Richmond City Council will review the RAAC annual work program and budget submission and may provide funding in addition to the Committee's base operating budget, subject to City budgetary priorities.
- 10.4 RAAC may incur expenses only for authorized items, within the RAAC's approved annual budget, and City policy and procedures shall be followed.
- 10.5 The RAAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RAAC budget.
- 10.6 The Staff Liaison and Recording Secretary shall be co-ordinated through the Community Social Development Department.