
COMMUNITY LIVING BC ACCESSIBILITY COMMITTEE



TERMS OF REFERENCE

HOW THE COMMITTEE WILL WORK

MANDATE:

WHAT IS ROLE OF THE CLBC ACCESSIBILITY COMMITTEE?

The Community Living BC Accessibility Committee (the Committee) is group of people who want to help Community Living BC (CLBC) to become a more accessible organization.

Committee members are brought together by CLBC to:

- ✚ identify barriers faced by people with disabilities when interacting with CLBC
- ✚ advise on ways CLBC can remove and prevent barriers
- ✚ advise CLBC on ways to promote and follow the requirements of the Accessible British Columbia Act, 2021 (the Act).
 - This includes guidance and advice on ways to follow standards and rules that come from the Act.

BACKGROUND:

WHY IS THIS COMMITTEE IMPORTANT?

BC's accessibility law, the Accessible British Columbia Act was put into place in June 2021.

The purpose of the law is to make BC an accessible province by identifying, removing, and preventing barriers to accessibility.

In the accessibility law, a barrier is: “**anything that hinders the full and equal participation**”¹ of people with disabilities. Or, in other words: “**anything that stops people with disabilities from being included.**”²

CLBC must follow the accessibility law. The law says CLBC must do three things:

1. **Create an Accessibility Committee** to help identify, prevent and remove barriers for people with disabilities interacting with CLBC.
2. **Create an Accessibility Plan** with actions to identify, prevent and remove barriers at CLBC, as well as actions to follow the rules and standards that come from the accessibility law (the Act).
3. **Develop a way to receive feedback** to make sure people throughout the province can provide input on identifying, preventing and removing barriers.

CLBC recognizes people with developmental disabilities face unique barriers to full and equal participation.

The Accessibility Committee will support and guide CLBC to become a more accessible organization for all people with disabilities. The Accessibility Committee will bring a focus on the lived experience of people, families, and communities we serve, working alongside service providers and our partner organisations.

OBJECTIVES:

WHAT WILL THE COMMITTEE DO?

The objectives of the Community Living BC Accessibility Committee will be to:

1. **Give advice** on what should be included in the CLBC Accessibility Plan, which needs to be updated every three years.
2. **Review and give feedback** on how the CLBC Accessibility Plan is working and how it can work better.
3. **Act as a resource** to the CLBC Accessibility Working group and provide input on the activities, strategies, and goals in the Accessibility Plan.
4. **Share information** and resources on best practices and innovations that will improve accessibility at CLBC.

¹ Accessible British Columbia Act [SBC 2021] Assented to June 17, 2021
<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/21019>

² Accessibility legislation plain language summary last updated: June 17, 2021.

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation/summary>

5. **Respond to CLBC staff requests** for input and feedback on work being done to improve accessibility at CLBC. This can include discussing trends seen in feedback received through the CLBC accessibility feedback system.
6. **Help with monitoring compliance** to make sure CLBC is following the rules of federal and provincial accessibility laws and standards.

MEMBERSHIP AND STRUCTURE

WHO WILL BE ON THE COMMITTEE?

The CLBC Accessibility Committee will have between 9-11 members. Respecting the requirements in the Act:

- at least half of the members will be people with disabilities or represent organizations that represent people with disabilities, and reflect the diversity of people with disabilities in BC;
- at least one of the members will be an Indigenous person;
- at least one member will be a CLBC employee who identifies as having a disability;
- the committee will reflect the diversity of persons in BC; and
- two members will be non-voting CLBC staff dedicated to supporting the Committee.

HOW WILL THE COMMITTEE DO ITS WORK?

Member role

Committee members will collaborate to share perspectives, information, and areas of expertise to meet the objectives of the Accessibility Committee.

Committee member participation will be guided by CLBC's Code of Conduct, [vision, and core values](#).

Time commitment

The Accessibility Committee will meet approximately 4 times per year. Additional meetings may be scheduled as needed.

Meetings will be approximately 1.5 hours long.

Meetings will be held virtually and/or hybrid with some members in-person and some members on-line depending on where members live.

Meetings will be led in a way that ensures everyone's voice is heard and that supports consensus-based decision making. When a decision needs to be made by simple majority voting processes, only voting members will participate.

Term

Members participate on the Committee for a 2-year term.

Membership terms will be staggered so that there is both renewal and continuity in the Committee's work on accessibility at CLBC.

HOW WILL THE COMMITTEE BE ACCESSIBLE TO ITS MEMBERS?

CLBC will work alongside members to make sure necessary and reasonable supports and accommodations are in place to ensure full and equal participation. This includes honoraria for those who are not attending in a paid role.