



Provincial Accessibility Committee Terms of Reference

Mandate

The Provincial Accessibility Committee (PAC) is established pursuant to section 10 of the *Accessible British Columbia Act* (the Act). The PAC must act in accordance with the Act and any applicable Regulations. The PAC is subject to direction by the Minister.

The purpose of the PAC is to support the implementation of the Act and help government identify, remove, and prevent barriers experienced by persons with disabilities.

Responsibilities

The PAC's responsibilities include:

- Develop and recommend Accessibility Standards to the Minister with support from Technical Committees, as applicable;
- Consult with the public on the development of accessibility standards in accordance with section 16 of the Act;
- Provide advice on the development of government's multi-year accessibility plan developed pursuant to section 11 of the Act; and
- As requested, provide advice or support to the Minister in respect of any other aspect of the implementation of the Act.

Membership Composition

Members are appointed by the Minister. The PAC consists of no more than 11 members and membership is determined in accordance with the principles in section 9 of the Act.

The Minister may appoint a Chair from amongst the PAC's membership for a specified period of time. Members may be appointed for up to 4-year terms and may not be appointed for more than two consecutive terms. The appointment is made to the individual. If, during their term, a member changes organizations or positions, continuation of their appointment is at the discretion of the Minister.

The Minister may appoint a co-chair who is a representative of government or member of the BC Public Service.

Voting

The PAC will operate by consensus whenever possible. In the event a consensus cannot be reached, a decision of the PAC may be made by vote.



A decision presented to PAC will pass with straight majority vote (50%+1) of members in attendance. Members may cast a vote remotely at the discretion of the Chair or Co-chair.

Members will recuse themselves from decision-making processes in the event a perceived or actual conflict of interest arises.

Accountability

The PAC is appointed by, and reports to, the Minister responsible for the Act.

Staff Support

- Administrative support provided by the Ministry responsible may include:
 - organizing the meetings;
 - taking minutes;
 - providing meeting materials in advance; and
 - providing administrative support to the PAC as deemed necessary.

Budget, Expenses and Remuneration

The Ministry receives an annual budget for the PAC.

Remuneration will be paid in accordance with the general directives of Treasury Board as outlined in section 29 of the Act.

Travel to participate in PAC meetings or related business will be reimbursed in accordance with the Province of BC's Core Policy and Procedures.

Meetings

Meetings will be held quarterly. Additional meetings may be scheduled as required.

Meetings may be held in person or virtually.

Membership Expectations

Members are expected to:

- Exercise due diligence and be prepared for meetings and discussions;
- Be prepared to articulate independent views and provide respectful feedback in an effective manner;
- Be respectful of, and remain open to, the views and perspectives of others;
- Disclose any information that could be considered material to discussion at hand;
- Maintain confidentiality and not disclose information discussed in confidence;
- Attend and engage in meetings to the best of their ability and advise the Chair in the event they will be absent; and



Membership may be revoked at the discretion of the Minister.

Standards of Conduct

Members are expected to meet high standards of conduct which enhance and maintain public confidence.

Members are expected to:

- Act with integrity, good faith, honesty and due diligence for the public interest;
- Be prepared and well informed on relevant issues (through reviewing all PAC materials or otherwise);
- Bring their own experience, wisdom, judgement and influence to bear constructively on issues
- Interact with others in a respectful, constructive manner, free from any discrimination or harassment;
- Speak and act independently while remaining a team player;
- Express points of view for PAC consideration even if they may seem contrary to other opinions previously expressed;
- Ask probing questions when appropriate;
- Listen to and demonstrate tolerance for other's perspectives;
- Be adaptable, flexible and open-minded;
- Exercise a logical, rational approach to problem solving; and
- Analyze issues from many perspectives, considering the impact of decisions on the internal and external environment.

Confidentiality

Members must respect the confidentiality of all materials and information provided to members in accordance with Government's General Conduct Principles for Public Appointees. Each member is also required to sign an Oath of Confidentiality.

The onus for identifying confidential material presented to PAC is on the person presenting the information at which point members must respect the request for confidentiality.

Conflict of Interest

Members must avoid any conflict of interest that might impair or impugn the independence, integrity or impartiality of the PAC. There must be no apprehension of bias, based on the perception of a reasonable person.

Members, who are in any doubt, must disclose their circumstances and consult with the Chair.

**Duty to inform**

Members must inform the Chair of any circumstances that may have a negative or harmful effect on their abilities to perform the duties required.

Direction of Technical committees

Technical committees are subject to the direction of the committee and appointment by the Minister.