



# Provincial Accessibility Committee

## Terms of Reference

### January 2025

#### **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 provide advice on the implementation of the Act and help government identify, remove, and prevent barriers experienced by persons with disabilities.

#### **Responsibilities**

The PAC's responsibilities include:

- Developing and recommending accessibility standards to the Minister with support from technical committees, as applicable
- Consulting with the public on the development of accessibility standards in accordance with Section 16 of the Act
- Providing advice on the development of the B.C. government's multi-year accessibility plan pursuant to Section 11 of the Act; and
- Providing advice or support to the Minister, as requested, on 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 co-chair from amongst the PAC's membership for a specified period. Members may be appointed for terms of up to four years and may not be appointed for more than two consecutive terms. Appointments are made to individuals, and 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 B.C. Public Service.



## **Quorum**

A quorum will be reached with at least 50% of members present.

## **Voting**

The PAC will operate by consensus whenever possible. If consensus cannot be reached, decisions may be made by vote.

A decision presented to the PAC will pass with 50% + 1 of members in agreement. Members may cast votes remotely at the discretion of the co-chairs.

Members must recuse themselves from decision-making processes if a perceived or actual conflict of interest arises.

## **Accountability**

The PAC must provide a report to the Minister, upon request, regarding the progress of the standards development and any other work outlined by the Minister.

## **Staff Support**

Administrative support provided by the ministry responsible may include:

- Organizing meetings
- Taking minutes
- Providing meeting materials in advance
- 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 directives of Treasury Board, the Appointee Remuneration Committee, and Section 29 of the Act. Members will be remunerated for attending meetings as long as they are not already being compensated by an organization that provides advice to government on accessibility.

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

The Accessibility Directorate will assist with booking travel for members, if needed. Members must promptly respond to travel-related communications to help staff arrange the best booking options.



## **Meetings**

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

Regular meetings are generally four hours in length, including time for breaks and to set-up any assistive technology. Meetings may be held in person or virtually.

## **Confidentiality**

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

The responsibility for identifying confidential material presented to PAC lies with the person presenting the information. Members must respect any requests for confidentiality.

## **Conflict of Interest**

Members must avoid any real or perceived conflict of interest that might impair or impugn the independence, integrity, or impartiality of the PAC. PAC members are expected to govern in the public interest. There must be no apprehension of bias or personal gain, based on the perception of a reasonable person.

Members who are in doubt must disclose their circumstances and consult with Accessibility Directorate staff.

## **Duty to inform**

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