



# Terms of Reference for Technical Committee on the Accessible Service Delivery Standard

## Purpose

The Technical Committee on the Accessible Service Delivery Standard is established pursuant to Section 15 of the Accessible British Columbia Act (the Act). Technical committees are subject to the direction of the Provincial Accessibility Committee and direction from the Minister as outlined in these terms of reference.

The purpose of this technical committee is to support the Provincial Accessibility Committee in developing their recommendations to the Minister on a proposed accessibility standard in relation to service delivery. These terms of reference are intended to direct and guide the technical committee in carrying out its roles and responsibilities.

## Mandate

The technical committee will assist the Provincial Accessibility Committee to develop recommendations on a proposed accessibility standard to identify, remove, and prevent barriers, as defined in Section 2 of the Act in relation to service delivery to people with disabilities by private and public organizations in B.C.

In developing the recommendations, the Provincial Accessibility Committee must consider any applicable provisions of the Act and regulations, for example sections 17 [Accessibility Principles], 18 [Relevant laws, standards and norms], and 19 [Rights of Indigenous Peoples].

## Scope

The recommendations for this proposed standard should address the following issues:

- Recommended requirements for the proposed standard
- Desired outcomes (long-term or short-term) of each requirement of the proposed standard
- Types of barriers each requirement would identify, remove or prevent
- Recommended persons or organizations/classes of organization who would be subject to the requirements
- Recommended timeline for the implementation of the proposed standard (if applicable)
- Technical and economic considerations for implementing the requirements



- Considerations for how requirements affect people with different identity factors such as race, ethnicity, gender, sexuality, and age
- Considerations for how requirements affect Indigenous Peoples
- Potential impact of the proposed standard on organizations of different sizes and capacities
- Measures to promote accessible service delivery across a range of sectors rather than focusing on sector-specific recommendations

The technical committee should also seek to avoid duplication with other standards under development or likely to be developed in another standard under the Act.

### **Timelines and deliverables**

The technical committee shall present its initial recommendations to the Provincial Accessibility Committee within 12 months of the first meeting of the technical committee with an overall goal to support the Provincial Accessibility Committee to submit its final recommendations to the Minister within 24 months or sooner.

If the technical committee is unable to present its initial recommendations within the period specified, the chair of the technical committee shall write to the Minister with an update on the current status of the technical committee's work, any reasons for delay, and the amount of additional time requested to prepare initial recommendations.

### **Membership composition**

Members of this technical committee are appointed by the Minister. The Minister may appoint members of the Provincial Accessibility Committee and other individuals as the Minister considers necessary or advisable to the technical committee.

Members may serve on the technical committee for the term specified in their appointment letter. Membership may be revoked at the discretion of the Minister.

Members may resign by providing written notice to the Minister.

### **Chair**

A chair will be appointed by the Minister. The Minister may appoint a vice-chair to act in place of the chair if the chair is absent.



## **Quorum**

In order to hold a vote, 75% of technical committee members must be present at the meeting to constitute a quorum.

## **Voting**

The technical committee will operate with the same voting structure as that outlined in the terms of reference of the Provincial Accessibility Committee.

## **Accountability**

The technical committee is subject to the direction of the Provincial Accessibility Committee and appointment by the Minister.

## **Staff Support**

The ministry will provide administrative support to this technical committee. Support provided may include:

- Organizing the meetings
- Taking minutes
- Distributing meeting materials to members
- Conducting policy research
- Developing policy options
- Providing administrative support to the technical committee as deemed necessary

## **Budget, expenses, and remuneration**

In accordance with Treasury Board directives, the Minister will reimburse or pay an allowance to technical committee members for reasonable travelling and out-of-pocket expenses necessarily incurred in carrying out their duties.

Additionally, in accordance with Treasury Board directives, remuneration will be paid to technical committee members who are members of the Provincial Accessibility Committee, or persons with disabilities, who are not otherwise compensated.



## **Meetings**

The technical committee will meet approximately every four weeks for three hours or as required. The technical committee may meet either as a whole group or break into smaller task groups. Meetings may be held in person or virtually.

Technical committee members should advise the ministry if any accommodations are required prior to participating in meetings. Every possible effort will be made to ensure equitable participation.

## **Membership expectations**

Technical committee members shall adhere to the same membership expectations as outlined in terms of reference of the Provincial Accessibility Committee. Technical committee members are also expected to meet the same requirements for standards of conduct, confidentiality, conflict of interest and duty to inform as outlined in the terms of reference of the Provincial Accessibility Committee.