

**THE DISTRICT OF NORTH VANCOUVER
THE CITY OF NORTH VANCOUVER
THE DISTRICT OF WEST VANCOUVER**

NORTH SHORE ADVISORY COMMITTEE ON DISABILITY ISSUES

TERMS OF REFERENCE

Purpose

1. To provide a forum for discussion of issues affecting people with all types of disabilities.
2. To formulate proposals, to respond to requests and to make recommendations to the three North Shore municipalities (the City and District of North Vancouver and the District of West Vancouver,) that will promote, develop and sustain an accessible community, free of physical and social barriers.
3. To organize and/or to participate in relevant community events or awareness activities wherever possible.

Responsibilities

1.
 - a) To bring forth issues and recommendations that require action by municipal Councils and staff.
 - b) To deal with any matter referred by municipal councils or staff.
2. To advise on any matters that the North Shore municipalities are undertaking (i.e. municipal works projects) in order to ensure that the issues and concerns of people with disabilities are addressed.
3.
 - a) To work cooperatively with municipal departments, boards and commissions whose activities affect people with disabilities.
 - b) To work cooperatively with agencies representing people with disabilities.
 - c) To maintain a list of key organizations and contact people willing to be resources to the committee.
4. To solicit public input on matters affecting people with disabilities as appropriate to the work of the Committee.

Membership

1. The committee shall be a working committee composed of the following members:
 - Voting Members
 - a maximum of twelve (12) people with disabilities from the three North Shore municipalities. Every effort will be made to achieve balanced geographical representation from each of the three municipalities. In addition, every effort will be made to have cross-disability representation.
 - Non Voting Members
 - One member from Councils of the District of West Vancouver and the District of North Vancouver, the City of North Vancouver.

This working committee's activities require planning and commitments beyond regular meetings.

2. Staff Support:
 - a) responsibilities for municipal planning support will rotate among the three participating municipalities on a one year term;
 - b) a committee clerk shall be provided to the committee who will be responsible for minute taking, preparation of agenda packages in an accessible format for all committee members and those requesting this information, and all meeting arrangements.
 - c) staff from other municipal departments and government bodies, will serve as liaisons as needed.
3. Members shall be appointed each year for a two year period with terms concluding December 31st. Members whose terms are expiring may request a continuance for a further two year period but no member shall serve more than six consecutive years.
4. Any vacancy caused by the resignation or deemed resignation of a member shall be filled for the unexpired term of such member by selecting the most appropriate candidate from the waiting list or through the recruitment process.
5. When a person is appointed from the waiting list or through the recruitment process to fulfill an unexpired term of six months or less, then the potential for six years of ACDI membership shall be considered to begin as of January 1st of the following year.
6. Notwithstanding Clause 3, an extension beyond six consecutive years may be granted where;
 - a) the member who wishes the extension expresses their reasons in writing or alternate format to the Committee

- b) the waiting list for Committee membership is exhausted and the membership is not at capacity; and
- c) an extension is affirmed by a simple majority vote of the Committee and must be ratified by Mayor and Council of the municipality in which the member resides

An extension will be granted for 1 year only. Further extensions can be requested in compliance with the above requirements.

- 7. The Committee will provide the resources necessary for every member to be able to fully participate in Committee activities. This may include reasonable reimbursement for transportation, child care, interpreters for the hearing impaired and for provision of technical equipment and administrative aids required for participation in ACDI activities.
- 8. Any voting member who (a) has missed three or more meetings in a 12 month period,
AND (b) is unable to fulfill his/her commitments to the ACDI,
AND WHERE the Executive Committee chaired by the Staff Liaison determines that the situations in (a) and (b) are likely to continue, and being so effects the work of the committee
THEN a recommendation will be brought for discussion to the committee as a whole "in-camera" to decide whether or not that member will be deemed to have resigned from the Committee and if so, then that member will be advised of such in writing or in suitable alternative format.

The Executive

- 1. A Chair, a Vice Chair and two (2) Executive committee members shall be elected from the members by the committee at its first meeting every year. The past Chair will be encouraged to sit as a member of the Executive. If the past Chair is not available to the Executive Committee then an additional Executive member will be elected to make a quorum of 5.
- 2. If the Chair and the Vice Chair are absent from any meeting, another member of the Executive shall chair the meeting.
- 3. The duties of the Chair shall include the calling of and presiding at meetings of the committee in accordance with the parameters of the committee and such other duties as the committee may assign.
- 4. The Executive will
 - a) assist the Chair in reviewing the minutes, setting the agenda and preparing for meetings
 - b) carrying out such other duties as the Chair or the Committee may assign

5. a) If the Chair resigns before the end of the calendar year, the Vice Chair will become the Chair for the remainder of the year. The new Vice Chair will be elected by the membership at the next regular meeting of the Committee. If the Vice Chair is unable to take over the role of Chair, the remaining members of the Executive Committee will act as Co-Chairs until the next regular meeting, at which time the new Chair and Vice Chair will be elected.
- b) If the Vice Chair or an executive member resigns before the end of the calendar year, the replacement on the Executive will be elected by the membership at the next regular meeting of the Committee.

Quorum

1. A quorum will be a simple majority of voting Members.
2. All decisions of the committee shall be determined by a simple majority of the quorum.
3. The Chair or person acting as Chair shall vote on all questions submitted and, in the case of a tie vote, the question shall be disposed of in the negative.

Meetings

1. The committee shall meet on the last Thursday of each month, or at the call of the Chair, but not less than one (1) meeting shall be called in each three (3) month period. Meetings shall commence at 5 p.m. unless otherwise agreed by the Committee or deemed necessary by the Chair.
2. Regular meetings of the committee shall be open to the general public. In-camera meetings may be held based upon the provisions of the Community Charter.
3. Any voting member missing three regularly called consecutive meetings without giving a reasonable cause to the Chair or committee clerk in advance will be deemed to have resigned, and will be advised as such in writing or suitable alternative format.

Procedures

1. The Committee shall prepare an annual work plan in conjunction with the evaluation of the previous year's work plan and implementation/accomplishments.

2. The Committee shall annually file a budget appropriation request, based in part on the annual work plan to all three (3) municipal Councils for their approval. The budget should be designed to enable the committee to conduct its affairs during the coming year.
3. Members will be polled in September to determine
 - a) whether members whose terms are expiring wish to apply for a continuance of their membership (as per Membership Clause 3)
 - b) whether members whose terms are not expiring intend to complete their termThe purpose of this survey is to determine the number of vacancies that will exist the following year.
4. A Recruitment Subcommittee, consisting of the Chair, the Staff Support person and two other committee members shall be established in August or early September of each year to request and review applications for membership and recommend applicants to fill positions that will become vacant on the 1st of January of the following year. The Recruitment Subcommittee will also develop a waiting list of applicants who would have been recommended for membership had vacancies existed.
5. The names of those applicants recommended and approved by the Committee shall be submitted for approval to the Council of the municipality in which each applicant resides. Information submitted to the Council should include the vacancy to be filled and the term of office, the resumes of all residents of the municipality and the confidential recommendation of the ACDI with respect to the application and who ACDI would recommend be appointed.

Revised - February 23 , 2006
Approved by Council – May 1, 2006