



TERMS OF REFERENCE

SELECT COMMITTEE OF COUNCIL:

ACCESSIBILITY AND INCLUSION COMMITTEE

Council Adoption: October 24, 2023
File No. 8320.01

PURPOSE OF COMMITTEE

1. The Accessibility and Inclusion Committee (the Committee) of the Resort Municipality of Whistler (RMOW) will work collaboratively to assess and improve community accessibility and inclusion focusing on the experiences of people with disabilities, but encompassing the whole community. The Committee will provide advice to Council on strategies to reduce social, physical and sensory barriers that prevent people from fully participating in all aspects of community life. People with disabilities will be an active part of this work.

COMPOSITION

2. The Committee will include **11 voting members**, representing Whistler's major partners as well as business and community interests as follows:
 - a) One representative from the Senior Leadership Team of Vail Resorts;
 - b) One representative from the Squamish Lil'wat Cultural Centre;
 - c) One representative from Tourism Whistler;
 - d) One representative from the Whistler Adaptive Sports Program;
 - e) One representative from the Whistler Chamber of Commerce;
 - f) One representative from the Whistler Community Services Society;
 - g) One representative from the Whistler Hotel Association;
 - h) Two representatives from the Whistler Mature Action Community; and
 - i) Two Members-at-Large from the community, representing people with various disabilities and levels of disability.
3. The Committee will include **five non-voting members** as follows:
 - a) One RMOW Council member;
 - b) The Manager of Planning – Policy from the RMOW's Planning Department;
 - c) The Accessibility Coordinator from the RMOW's Planning Department;
 - d) The Recording Secretary from the RMOW's Planning Department; and



- e) The Director of the Whistler Public Library.

ROLE AND RESPONSIBILITIES

4. The Committee's roles and responsibilities are as follows:

- a) Work collaboratively to identify and implement initiatives to enhance accessibility and inclusion across the resort community;
- b) Undertake initiatives which help promote and profile Whistler as an increasingly accessible and inclusive four season destination resort;
- c) Provide the RMOW guidance and advice regarding accessibility within its departments and municipal events, including how the RMOW may become more inclusive in its operations;
- d) Provide an objective view in the public interest and fairly represent this view in RMOW public processes;
- e) Recognize that the Committee's comments and recommendations represent one of a series of decision-making processes that enable members of Council to fully understand the issues under review, including their policy and budget consequences and potential impact on the public;
- f) Receive referrals from RMOW staff, Council and Committees of Council for review and recommendations; and
- g) Investigate funding opportunities available with respect to inclusion and accessibility.

APPOINTMENTS

5. Council Member

- a) The Committee member representing Council shall be appointed by the Mayor and will serve a four-year term running concurrently with their election to Council, or until determined otherwise by the Mayor.

6. Municipal Staff

- a) The RMOW staff members serving on the Committee will be appointed by the Manager of Planning – Policy or their acting replacement.

7. Representatives of External Organizations

- a) External organizations will appoint their respective Committee representatives, who can alternate from meeting to meeting. There are no minimum or maximum time periods for representatives serving the Committee from external organizations.

8. Members-At-Large



- a) Member-at-Large vacancies will be advertised by the RMOW and interested individuals will submit applications to the RMOW.
- b) Council will review the applications and select the Members-at-Large. Members-at-Large will be selected based on their qualifications and experience pertaining to disability and aging matters. The selection process will also seek to achieve balanced gender representation and overall diversity in the composition of the Committee.
- c) The Members-at-Large will be selected by Council by resolution. The Mayor will announce the newly appointed Committee members at the next Regular Meeting of Council following the selection.
- d) Committee members that have been appointed as a Members-at-Large will serve a two-year term. These members will reapply to Council at the end of their term if they wish to remain on the Committee. There is no maximum time period for a Member-at-Large to serve on the Committee, subject to reappointment by Council.

PROCEDURES

9. Order, Privilege and Procedure

- a) All matters of order, privilege and procedure not provided for in this Terms of Reference, the *Community Charter* or Council Procedure Bylaw No. 2207, 2018 are governed by Roberts' Rules of Order.

10. Chair, Alternate Chair and Temporary Chair

- a) The Chair and Alternate Chair will be elected from the Committee's voting members for a term of one year. Both remain full voting members.
- b) If neither the Chair nor the Alternate Chair are present at a particular meeting, a Temporary Chair will be elected from the Committee's voting members for that meeting. The Temporary Chair remains a full voting member.
- c) Following the resignation or death of the Chair or Alternate Chair, the Committee will elect a successor to complete the term.

11. Committee Secretary

- a) The Committee Secretary will be the Manager of Planning – Policy or their acting replacement, with the Accessibility Coordinator being their designate.
- b) The Committee Secretary will attend all Committee meetings and oversee all Committee procedures.
- c) The Committee Secretary will prepare and forward to Council an administrative report regarding Member-at-Large appointments once every two years or as otherwise required.
- d) The Committee Secretary will inform new Members-at-Large of their appointment and forward orientation packages to them.



- e) The Committee Secretary will schedule regular Committee meetings throughout the year.
- f) The Committee Secretary will prepare and forward the agenda and accompanying information for each meeting.
- g) The Committee Secretary will schedule additional meetings and site visits as required.
- h) The Committee Secretary will prepare and distribute the minutes of all Committee meetings.

12. Meeting Quorum and Voting

- a) Meeting quorum shall consist of **7 voting members** of the Committee.
- b) Recommendations of the Committee shall be made by a majority of voting members in attendance at a meeting, provided quorum is met at that meeting.
- c) Recommendations must be supported by a simple majority vote. In the case of a tie vote the recommendation will be defeated.

13. Meetings

- a) Committee meetings will be scheduled biannually.
- b) Special meetings will be scheduled as required.
- c) Meeting locations and times will be posted 72 hours in advance on the RMOW website and public notice boards.
- d) All meetings will be open to the public to attend.
- e) The actions and recommendations of the Committee will be provided to Council through the adoption of motions.
- f) Meeting minutes will be provided to Committee members and Council.

14. Conflict of Interest

- a) A Committee member who is involved in a topic under review by the Committee must:
 - i. declare their conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
 - ii. leave the meeting for the period of time during which the topic is under consideration; and
 - iii. not attempt in any way, whether before, during or after the meeting to influence the voting on any question in relation to the topic.

15. Member Expectations

- a) Committee members should be familiar with the Committee's roles and responsibilities.



- b) Committee members should raise any accessibility and inclusion-related concerns, which they have observed or which have been brought to their attention by community members.
- c) Members-At-Large must attend a minimum of fifty per cent of meetings each year to maintain their eligibility for membership. Members-At-Large that fail to attend a minimum of fifty per cent of meetings each year will be deemed ineligible to continue serving on the Committee and will be removed by the Chair.
- d) Committee members must RSVP to the Recording Secretary whether or not they will attend a meeting.
- e) Committee members should attend meetings with regularity and punctuality.
- f) Committee members should thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- g) Committee members are not permitted to speak to the media as representatives of the Committee or the RMOW.

16. Remuneration

- a) All Committee members shall serve without financial remuneration.