



SD8 Kootenay Lake Accessibility Advisory Committee

TERMS OF REFERENCE

Background

The Accessible BC Regulation came into effect on September 1, 2022. The Regulation requires covered organizations to meet the requirements of the Accessible BC Act (2021) by September 2023. These requirements include establishment of:

- An accessibility committee
- An accessibility plan
- A tool to receive feedback on the accessibility plan and barriers to accessibility at SD 8.

Purpose

The Accessibility Advisory Committee (AAC) provides recommendations and advice to the Superintendent on identifying, preventing, and eliminating barriers to people with disabilities in programs, services, and facilities. The committee advises SD8 to become accessible and meet its obligations under the Accessible BC legislation (2021).

Role and Responsibilities

- a) Review and advise on plans that identify barriers to persons with disabilities in interacting with the organization (students, employees, and parents/guardians).
- b) Review and advise on plans to remove and prevent barriers to persons with disabilities in or interacting with the organization.
- c) Provide support and consultation in the development of SD8's 3-year accessibility plan. The plan will be reviewed every 3 years.
- d) Monitor the progress of goals related to the Accessibility Plan.
- e) Provide input and feedback to the district on accessibility priorities and the impact and effectiveness of accessibility initiatives.

Membership

As per the Accessible BC Act, committee members are selected in accordance with the following goals:

- a) at least half the members are:
 - a. persons with disabilities, or
 - b. individuals who support, or are from organizations that support, persons with disabilities
- b) the members reflect the diversity of persons with disabilities in BC;
- c) at least one of the members is an Indigenous person;
- d) the committee reflects the diversity of persons in BC.

Partner groups should consider selecting representatives who are responsible for understanding and enhancing disability inclusion and/or supporting persons with disabilities within the school district.

The following School District No. 8 (Kootenay Lake) partner groups and associations are represented:

- Members of the Accessibility Development Working Group:
 - Chair - Assistant Superintendent
 - District Diversity Coordinator/Indigenization Coordinator
 - (2) District Occupational Therapist
 - District Vision Teacher / Orientation and Mobility Teacher
 - Director of Operations
 - HR Advisor – Accommodations,
 - Family Support Coordinator - Family Support Institute
- (1) KLTF Representative
- (1) CUPE Representative
- (1) KLPVPA Representative
- (1) DPAC Representative
- (1) Board of Education Representative
- (1) Indigenous Education Council Representative

Members are expected to attend meetings but may send an alternate in their absence.

Term

All Accessibility Advisory Committee membership terms are for the current school year.

Meetings

The Accessibility Committee shall meet twice per year: once in the fall (October) and once in the spring (May).

Meetings may be in person or virtual via Teams.

The Chair of the Advisory Committee will be the Chair of the Accessibility Development Working Group assigned by the Superintendent.

Meeting minutes will be prepared by the chair and circulated to the committee members via email.

Expectations of Accessibility Committee Members:

- Respect each voice. Some members will be sharing personal experiences and those are their stories to share as they choose; these personal experiences are shared in a space of safety and confidentiality. There are of course topics we will be discussing publicly – our areas of focus, key accomplishments and goals, systems and structures, etc. but the committee is a safe space to share.

- Communicate and set boundaries. If there is a challenge that is impacting either involvement in this committee or regular work, let the Chair know.
- Assume Positive Intention – Sometimes, people say things that are easy to take personally, especially if it is criticism of a process, system, or piece of work that you have been involved with previously. However, the goal is to make things better, so assume positive intention as that is most likely true.
- Speak as a human, to other humans: You are on this committee not only because of your professional expertise and experience, but because as a human being your lived experience brings a perspective of great value to this work. As you are comfortable, please bring your full human to our conversations; don't restrict your participation to "only" your role at SD 8.
- Seek clarity and to understand if you do not know. Respond to requests for clarity and understanding positively; everyone brings different ideas and experiences to this work and some of those might not be familiar to everyone, so if you aren't familiar don't be shy about asking.
- Use the personal to inform this work but remember that our focus is on our community.
- Be open to being held accountable and hold to account kindly.
- Stick to the expectations of the committee.
- Ensure this work is meaningful and tangible – it needs to result in action, not just discussion.
- Walk the Walk of Accessibility – ensure information for this group is accessible, and support access needs and barrier reductions in the way we lead this committee.
- Celebrate and honour our prior achievements and progress. We've come a long way!
- Centre Truth and Reconciliation in this work; this is a shared responsibility for all of us.