

	<h2>Intermunicipal Advisory Committee on Disability Issues (I.A.C.D.I.)</h2>
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### **Vision Statement**

Our vision is that the West Shore, Capital Regional District and beyond will become a safe, tolerant, and inclusive place for people of all ages and abilities to live, work, and play.

### **Mission Statement**

To advocate for people with disabilities and advise the municipal Councils of the West Shore, Capital Regional District and beyond on topics which affect the quality of life of citizens with disabilities.

### **TERMS OF REFERENCE**

#### **Mandate**

To advise all Councils in the West Shore, CRD and beyond of the need to establish, develop and maintain equitable policies, services and facilities for persons with disabilities, including, but not limited to: transportation; housing; employment; education; and recreation.

To provide an opportunity for public input on accessibility issues affecting people with disabilities.

To identify barriers to services and facilities encountered by people with disabilities, and partner with local councils and agencies to address them.

To promote initiatives that foster active living, and the “full” participation of people with disabilities in their communities.

#### **Funding**

As this is an intermunicipal committee, an application will be made annually to each municipality in the West Shore for funding to sustain the Committee’s activities. The Committee also accepts public donations and seeks various grants.

The Committee also welcomes and appreciates in kind services, input, and expertise from municipal councils, agencies, businesses and volunteers on an as needed basis.

## **Membership**

The Committee will be comprised of the following, up to a maximum of 15 voting members:

- One Council representative and one alternate from each of the West Shore Communities: Colwood, Langford, Highlands, Metchosin, View Royal, and Sooke.
- Citizens and/or agency representatives from the West Shore who, through knowledge and/or experience have interest or experience in advocating for people with disabilities; one representative from West Shore Parks and Recreation.

## **Quorum**

A quorum consists of five voting members, and the Chair or Vice Chair must be present.

## **Term of Office**

Term of Office is one calendar year.

## **Executive**

The Executive will consist of the Chair, Vice Chair and Treasurer.

At I.A.C.D.I.'s Annual General Meeting, the committee will elect a Chair, Vice Chair and Treasurer through a nomination process. To be nominated, you must have volunteered with the committee for at least a year and attended at least two meetings in the last year.

Treasurer: A treasurer will be elected from the group and will provide West Shore Councils with a financial statement of I.A.C.D.I.'s revenues and expenditures on an annual basis. The financial statement will be forwarded to Councils after approved at I.A.C.D.I.'s Annual General Meeting. West Shore Councils can also request a copy of our monthly bank statement at any time they wish.

Signing Authorities: There will be four signing authorities. There will be two signatures on all cheques issued on behalf of the Committee. Signers on the I.A.C.D.I. Account are Chair, Marnie Essery, Cynthia Day, Cheryl McLachlan and Sandra Jenkins.

## **Meetings**

I.A.C.D.I. will meet on the third Thursday of every month, except months noted

below, at Juan de Fuca 55 Plus Activity Centre at 7:00 p.m. or at other locations when hosted by other agencies or municipalities. No meetings will be held in March, June, July, August, or December.

### **Extraordinary Meetings**

The Chair can call extraordinary meetings of the Committee, on an as needed basis, provided a minimum of 72 hours notice is provided.

Meetings are open to all members of the public, including citizens, elected officials, agencies, and networks that provide services to people with disabilities and support our mission.

### **Annual General Meetings**

I.A.C.D.I. will hold their AGM on the third Thursday in February on the same evening as the regular monthly meeting. The AGM will include the annual election of the Executive.

### **Notice of Meetings**

Notice of meetings will be distributed to members electronically and posted on the Committee's web page. It is the Chair's responsibility to post the notice of meeting on time.

Agenda materials will be available to members seven days prior to scheduled meetings or 72 hours prior to extraordinary meetings.

### **Minutes**

Will be taken at each meeting and considered for approval at subsequent meetings.

### **Voting**

Each citizen representative that is appointed by municipalities has one vote each.

A Council representative or their alternate representative has one vote collectively.

**West Shore Parks and Recreation and other partner agencies are non-voting members.**

The Committee's preferred method of decision-making is to reach resolution by consensus however, when consensus cannot be reached, a vote will be

conducted, and simple majority will rule.

**Reporting Relationship with Municipal Councils**

Each Council representative is responsible for reporting to their respective Council on I.A.C.D.I.'s meetings and taking forward any resolutions and recommendations from I.A.C.D.I. to their Council.

The Council representative will also apprise I.A.C.D.I. of any municipal initiatives involving or having impact on people with disabilities. The Council representative or alternate are encouraged to attend all I.A.C.D.I. meetings.