Christian Life School Accessibility Committee - Terms of Reference

MANDATE

As per Section 9 of the Accessible British Columbia Act, the Accessibility Committee will support the work of the Christian Life School to reduce social, physical, sensory, and other barriers that prevent people from participating in all aspects of school life.

The primary objectives of the committee will be as follows:

- To identify barriers and advise on how to remove barriers to those interacting with the Christian Life School premises;
- Provide input into the development of a feedback mechanism to collect public input on accessibility of school facilities;
- Provide feedback to the CLS board on accessibility and universal design considerations for new/proposed projects and initiatives, as requested;
- Review and make recommendations for updates to the CLS Accessibility Plan every three (3) years.

MEMBERSHIP

The Accessibility Committee consisting of 3-5 members approved by and reporting to the CLS Board. Those serving on the Accessibility Committee must be in agreement with the Statement of Faith and Values of Christian Life School. The members serving on the Accessibility Committee should be selected in alignment with the following goals:

- All members must hold to Christian Life School Values and Statement of Faith.
- At least one member, if possible, has disabilities or supports someone with disabilities.
- At least one member, if possible, has Metis or Indigenous roots.

MEETINGS

The Accessibility Committee meets three to four times a year to review goals of the committee, discuss barriers, and plan for improvements of accessibility for individuals with disabilities associated with Christian Life School.

Any recommendations from the Accessibility Committee must be adopted by a committee resolution and then submitted to the CLS Board for consideration.

ROLES AND RESPONSIBILITIES

Chair

A chair will be elected from Accessibility Committee members to preside over meetings and committee business. It is the role of the chair to lead committee meetings so that its business can be carried out efficiently and effectively. To accomplish this, they must:

- Ensure the committee does not deviate from the agenda for the meeting;
- Maintain decorum and respectful discussion;
- Be open-minded and allow for a variety of opinions to be heard;
- Work cooperatively with agencies representing people with disabilities, to provide input on matters affecting people facing barriers within the community; and
- Call for votes and/or seek consensus as applicable.

Committee Members

All Accessibility Committee members, including the chair, have the responsibility to help achieve the committee's mandate, goals and purposes. Committee members are also responsible to:

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Agree to describe, process and resolve issues in a professional and respectful manner;
- Maintain an open mind and allow for a variety of opinions to be heard; and
- Vote on motions that are put forward by committee members.

Secretary

The Secretary is responsible for recording minutes and preparing agendas in collaboration with the Chair. They are accountable to:

- Distribute meeting minutes in a timely manner; and
- Ensure document retention of information related to the regular meetings.

Reporting to Councils and Boards

The Minutes of each meeting of the Accessibility Committee shall be documented and available for distribution to the CLS board on request along with any recommendations.

The Accessibility Advisory Committee does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the Accessibility Committee must be done so by resolution of the CLS Board and with their approval prior to implementation.

RECORD OF REVISIONS

Rev.	Date	Revision Description
0	June 16, 2025	Terms of Reference adopted by the Accessibility Committee