

MEMORANDUM OF UNDERSTANDING (MOU)

Joint Accessibility Committee (the Committee)

Offices of the Ombudsperson, Auditor General, Representative for Children and Youth, Police Complaint Commissioner, Merit Commissioner, Human Rights Commissioner and Information and Privacy Commissioner (the Offices)

1. Mandate and Purpose

The Joint Accessibility Committee (the Committee) is established pursuant to section 9 of the *Accessible British Columbia Act* (the Act). The purpose of the Committee is to advise the Offices in their efforts to identify, remove, and prevent accessibility barriers to any individuals in or interacting with the Offices, and to assist the Offices with meeting their obligations under the Act. This Memorandum of Understanding (MOU) is intended to set out the agreement between the Offices on how the Committee will carry out its roles and responsibilities. This MOU adheres to the definitions set out in section 1 of the Act.

In accordance with the Act, the Committee's advisory work shall be informed and guided by the principles of inclusion, respect, adaptability, diversity, collaboration, self-determination and universal design.

2. Membership

The Committee's membership shall be comprised of representatives employed at each of the Offices. The Committee shall have a maximum of 11 members, including at least one employee from each of the Offices. The Committee shall, to the extent possible, be composed as follows:

- (a) at least half of the members are
 - (i) persons with disabilities, or
 - (ii) individuals who support, or are from organizations that support, persons with disabilities;
- (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one of the members is an Indigenous person;
- (d) the Committee reflects the diversity of persons in British Columbia.

3. Selection Process

a. Initial selection

Each Office will appoint one member to the Committee, for a total of seven members.

Then, each Office may identify up to two additional candidates. The seven members of the Committee will then choose an additional four members from that pool of candidates to fill the

remaining spots. The Committee will select the additional four members so that the Committee, to the extent possible, reflects the above composition and distributes the four positions across the Offices.

b. Continuing selection

If a member leaving the Committee results in an Office not having any representation on the Committee, that Office shall appoint a new member to fill the vacant position.

If a member leaving the Committee does not result in that Office having no representation on the Committee, the Committee shall ask each Office to identify up to two candidates. As above, the Committee will select a candidate with the above composition in mind.

Members of the Committee and individuals who wish to join the Committee will only be asked to voluntarily self-identify in accordance with the above categories. Members of the Committee who identify as having a disability are not required to disclose any further information about their disability to any other member of the Committee.

Members of the Committee are encouraged to remain on the Committee for at least one two-year term; however this is not mandatory. To help ensure continuity, some Offices will start with one-year terms, as set out in Schedule 1.

4. Roles and Responsibilities

a. Committee's responsibilities

The Committee operates in an exclusively advisory capacity and does not have independent decision-making power with respect to each Office. Each Office is independently responsible for its obligations under the Act.

The Committee's responsibilities include:

- Consulting on each Offices' accessibility plan;
- Assisting each office to identify barriers to individuals in or interacting with the organization;
- Advising the organization on how to remove and prevent barriers to individuals in or interacting with the Office; and
- Collating the advice and recommendations of its members into notes for review by the Office seeking advice, which shall be considered for reviewing or updating the respective Offices' accessibility plans.

b. Chair's Responsibilities

The Committee shall appoint a member of the Committee by consensus to act as Chair, who shall serve as Chair for one term. The Chair's responsibilities shall include, either personally or

by delegating to another committee member or a non-committee staff member from one of the Offices:

- Facilitating the organization and discussion of each meeting;
- Preparing and distributing an agenda to members prior to each meeting;
- Preparing minutes of each meeting and circulating them to all members of the Committee for review and feedback via email following the meeting. It is up to each committee member to distribute the minutes within their own Office;
- Issuing requests to the Offices for resources required to fulfil the mandate of the Committee; and
- Establishing rules and procedures considered necessary for Committee meetings and to perform its duties and functions, such as giving notice of upcoming meetings and requiring the Offices to supply materials at least one week in advance of each meeting.

5. Communicating Advice to Offices

The Committee shall provide advice to each Office on its accessibility plan through meeting minutes. The advice may reflect the diversity of the views of the Committee. As Offices are required to update their plans every 3 years, each Office will seek the Committee's input at least once every 3 years.

6. Confidentiality

Each committee member's confidentiality obligations as an employee of their respective Office extends to that member's work on the Committee.

Members agree not to share personal information about any other member's lived experience to anyone outside the Committee, unless the other member expressly consents.

However, information and/or records relating to the Committee are subject to disclosure as authorized or required by law (for example, in response to an access request under the *Freedom of Information and Protection of Privacy Act*).

7. Accessibility Needs

Each Office is responsible for ensuring that the accessibility needs of its representatives are met. The Chair may also liaise with Offices to facilitate inclusion for committee members, as needed.

8. Dispute Resolution Process

Although disputes are unlikely to occur, there is a potential for disagreement among the committee members. Disputes among committee members should first be subject to resolution by the Committee. The next level of dispute resolution is between Independent Officers, who will resolve disputes by a majority vote.

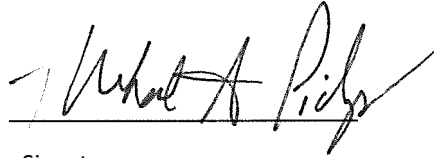
9. Signatures

**Jay Chalke, Ombudsperson
Office of the Ombudsperson**



Signature
Printed Name: Jay Chalke
Date: 07/31/2023

**Michael Pickup, Auditor General
Office of the Auditor General**



Signature
Printed Name: Michael Pickup
Date: 08/09/2023

**Dr. Jennifer Charlesworth, Representative
Office of the Representative for Children and
Youth**




Signature
Printed Name: Dr. Jennifer Charlesworth
Date: August 1, 2023

**Clayton Pecknold, Commissioner
Office of the Police Complaint Commissioner**



Signature
Printed Name: Clayton Pecknold
Date: 07/28/2023

**David McCoy, Commissioner
Office of the Merit Commissioner**



Signature
Printed Name: David McCoy
Date: August 8, 2023

**Michael McEvoy, Commissioner
Office of the Information and Privacy
Commissioner**



Signature
Printed Name: Michael McEvoy
Date:

**Kasari Govender, Commissioner
Office of the Human Rights Commissioner**



Signature
Printed Name: Kasari Govender
Date: August 2, 2023

10. Schedules

Schedule 1

Column 1 Organization	Column 2 Date Act Applies	Column 3 First Term Length
Office of the Ombudsperson	September 1, 2023	September 1, 2023 to September 1, 2025
Office of the Auditor General	September 1, 2024	September 1, 2023 to September 1, 2024
Office of the Representative for Children and Youth	September 1, 2023	September 1, 2023 to September 1, 2025
Office of the Police Complaint Commissioner	September 1, 2024	September 1, 2023 to September 1, 2024
Office of the Merit Commissioner	September 1, 2024	September 1, 2023 to September 1, 2024
Office of the Information and Privacy Commissioner/Registrar of Lobbyists	September 1, 2024	September 1, 2023 to September 1, 2024
Office of the Human Rights Commissioner	September 1, 2023	September 1, 2023 to September 1, 2025

Schedule 2

Column 1 Organization	Column 2 First Report Due Date
Office of the Ombudsperson	September 1, 2026
Office of the Auditor General	September 1, 2027
Office of the Representative for Children and Youth	September 1, 2026
Office of the Police Complaint Commissioner	September 1, 2027
Office of the Merit Commissioner	September 1, 2027
Office of the Information and Privacy Commissioner/Registrar of Lobbyists	September 1, 2027
Office of the Human Rights Commissioner	September 1, 2026