

TERMS OF REFERENCE

(Revised January 15, 2025)

Destination British Columbia – Accessibility and Inclusion Committee

1.0 Land Acknowledgement

Destination British Columbia acknowledges with gratitude the x^wməθk^wəy^əm (Musqueam Indian Band), S^kwx^wú7mesh Úxwumixw (Squamish Nation), and səliwətał (Tseil-Waututh Nation) on whose shared territories we operate our main office.

We respectfully recognize that we carry out our work on the territories of Indigenous Peoples throughout BC. We honour our ongoing and developing relationships with First Nations (status and non-status), Inuit, and Métis Peoples. We are on a path of learning and are committed to working together.

2.0 Destination British Columbia Mandate & Provincial Regulation

Destination British Columbia (Destination BC) is a Provincially funded, industry-led Crown corporation that supports a strong and competitive future for BC's tourism industry through a combination of global marketing, destination development, industry learning, cooperative community-based programs, and visitor servicing. Destination BC's programs help to improve the visitor experience, support businesses and communities across the province, and strengthen BC's worldwide reputation as a destination of choice.

The Accessible British Columbia Regulation ("the Regulation") requires listed organizations to meet the requirements of Part 3 of the Accessible British Columbia Act ("the Act"). As of September 2022, Destination BC is a listed organization and, as such, we must establish:

- an Accessibility Committee;
- an Accessibility Plan; and
- a tool to receive feedback on accessibility.

Destination BC was mandated to meet these requirements by September 1, 2023.

3.0 Committee Purpose

Destination BC's Accessibility and Inclusion Committee ("the AIC") is established pursuant to Part 3 of the [Accessible British Columbia Act](#) ("the Act") and the [Accessible British Columbia Regulation](#) ("the Regulation"). The AIC must act in accordance with the Regulation.

The purpose of the AIC is to support the implementation of the Regulation and help Destination BC to identify, remove, and prevent barriers to individuals in or interacting with, the organization.

4.0 Roles and Responsibilities

The AIC supports Destination BC in meaningful implementation of the Accessible British Columbia Act, furthering our goal to authentically identify, remove and prevent barriers to individuals in, or interacting with Destination BC in pursuit of a more inclusive and accessible tourism industry. To meet the requirements of Part 3, section 9 of the Act, the AIC responsibilities include:

- assist Destination BC to identify barriers to individuals in or interacting with, the organization; and,
- advise Destination BC on how to remove and prevent barriers to individuals in or interacting with, the organization.

The AIC also supports Destination BC's ongoing commitment to Diversity, Equity, Inclusion and Accessibility through:

- sharing feedback and advice on Destination BC's current [Diversity, Equity, Inclusion & Accessibility Strategy and Action Plan](#) ("the Plan"). This work will take place upon the establishment of the AIC, and then continue to involve reviews of the Plan; and,
- considering and sharing any insights around feedback that Destination BC has received about the organization's Plan and/or the organization's public feedback mechanisms.

Destination BC is committed to improving inclusion and accessibility within our organizational culture as well as taking an active and meaningful role within the tourism industry. It is our hope to gain insights from the AIC on:

- Destination BC's programs and policies pertaining to accessibility and inclusivity; and,

- ways to strengthen partnerships with leading accessibility and inclusivity sector groups and associations.

The AIC is chaired by Destination BC's CEO, or their designate. Destination BC is responsible for preparing agendas, conducting the business of the AIC, and arranging/chairing all meetings. Destination BC will provide administrative support to the AIC.

Note: The Accessible British Columbia Act defines "barriers" in section 2, Part 1 of the Act as follows: "(1) For the purposes of this Act, a barrier is anything that hinders the full and equal participation in society of a person with an impairment. (2) For certainty and without limiting subsection (1), barriers can be (a) caused by environments, attitudes, practices, policies, information, communications, or technologies, and (b) affected by intersecting forms of discrimination."

5.0 Committee Membership and Composition

Authentic representation matters. Destination BC acknowledges lived experience as expertise and recognizes that each individual is unique. We understand that one individual cannot speak on behalf of an entire group or community.

At Destination BC we aim to authentically reflect and uplift the diversity of persons in BC in our organization, our membership, and in our work. Our goal for the composition of the AIC is to not only reflect the diversity of persons in BC but also specifically reflect and uplift the diversity of persons with disabilities in British Columbia.

- At the discretion of Destination BC, the AIC is comprised of a minimum of eight, and up to 13 external members.
- To meet the requirements of the Act:
 - a) at least half of the members of the AIC 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 BC;
 - c) at least one member of the AIC is an Indigenous person; and
 - d) the AIC reflects the diversity of persons in BC.

- Members are selected following an application process and are appointed by Destination BC's CEO.
- Collectively, AIC members have a necessary range of skills and lived experience to provide honest, valued, strategic advice to Destination BC regarding accessibility, as well as diversity, equity and inclusion.
- Destination BC is committed to ensuring AIC members collectively represent a diversity of people, dimensions of identity, and intersectionality present in British Columbia.

Members should:

- be living in British Columbia, except by special waiver of the CEO;
- not be employees of Destination BC.

Collaboration and co-design is an important part of our organizational culture and the way we approach DEIA. As such, Destination BC may appoint employees and/or a Board member to act as observers, participate in meeting discussions as needed, and be included in all correspondence stemming from the AIC to better understand and apply feedback and advice provided by the AIC.

6.0 Term

- The AIC Committee term is for a maximum of three years.
- Members may serve for up to two consecutive terms.
- Applicants should be able to serve for the full term of the appointment.
- Selection to the committee is based on the individual person. If a person changes organisations or positions during their term on the AIC they may continue to be a member of the AIC provided their change in status isn't in conflict with any of the AIC committee requirements.

7.0 Accountability

- Destination BC's CEO is responsible for ensuring that Destination BC is compliant with the requirements indicated in the Act.
- Membership may be reassessed at the discretion of Destination BC's CEO.

8.0 Administrative Support

- Administrative support provided by Destination BC will include:
 - organizing meetings;
 - taking minutes;
 - providing meeting materials in advance; and

- providing administrative support to the AIC as deemed necessary.

9.0 Budget, Expenses, and Remuneration

- Destination BC will pay remuneration in the amount of \$350 to AIC members for each full-day meeting attended (virtual or in-person) and \$175 for each half-day meeting attended (virtual or in-person that is four hours or less). Remuneration is considered taxable income and, in accordance with [CRA Policy](#), a T4A will be issued if all payments in a calendar year total more than \$500.
- In addition, members will have their travel expenses reimbursed to attend in-person AIC meetings, or to attend related business and will receive a per diem in accordance with Provincial per diem policies and rates.
- Destination BC may, from time to time, provide additional policies or guidelines to the AIC, including a Standards of Conduct. AIC members should be aware of, and properly manage all conflicts of interest, and perceived conflicts of interest. This will help the AIC to achieve its goals through accountability and transparency.
- Meeting costs will be paid for by Destination BC.

10.0 Meetings

- The AIC will meet at minimum, twice each year, on a schedule determined by the AIC.
- Meetings can be held in person and/or virtually. If meetings are held in person, they will take place in Metro Vancouver, BC.
- Arrangements will be made to ensure that all members can fully participate in the work of the AIC.
- Subject-matter experts may be invited to participate by the Chair, to contribute to meeting discussions as needed, and support the work of the AIC.

11.0 Committee Member Expectations

Members are expected to:

- exercise due diligence and be prepared for meetings and discussions;
- be prepared to articulate independent views and effectively provide respectful feedback;
- be respectful of, and remain open to, the views and perspectives of others;
- be accountable for themselves, their intentions, words, and actions;
- maintain confidentiality and not disclose information discussed in confidence; and

- attend and engage in meetings to the best of their ability and advise the Chair if they will be absent.

12.0 Destination BC Commitments

- Upon appointment, new AIC members will receive onboarding orientation and learning on the mandate and activities of Destination BC, the Board of Directors and the Accessibility & Inclusion Committee.
- Destination BC is committed to supporting a healthy working environment and will uphold the principles outlined in our three-year DEIA strategy to ensure a safe, brave and accountable space for AIC members.