

FII Accessibility Committee – Terms of Reference

Background

Forestry Innovation Investment (FII) is a Crown agency of the Government of British Columbia. Our mandate is to maintain, create and diversify markets for B.C. forest products. In doing our work, FII works with a wide range of stakeholders, including the forest industry, research institutions, governments, and Indigenous organizations. Together, we help ensure the forest sector continues to support jobs and contribute to the provincial economy.

FII recognizes that our work impacts our stakeholders in different ways. We also recognize that stakeholders have diverse needs, resources and capacities. In response, we consider these differences when delivering our services. We work to reduce any barriers that may limit access to our information, programs and services.

In 2021, FII set up a Diversity, Equity and Inclusion (DEI) Working Group of employees. The working group covers 25 percent of current staffing levels and reflects the diversity of FII staff. It works to help address barriers/concerns and advance DEI objectives.

In 2024, FII established an Accessibility Committee to work with the DEI working group on accessibility-related goals and priorities within FII.

Committee Membership

The committee shall consist of no fewer than three members. At least one member shall be a member of the DEI Working Group to ensure alignment and coordination with FII's annual DEI Plan. As prescribed by the Accessible BC Act, at least half of the committee is made of persons with disabilities or representing disability-serving organizations. Committee membership is voluntary, and expenses are not included.

Committee Meetings

- The Committee plans for a minimum of four meetings per year.
- Special meetings of the Committee may be held at any time at the call of any committee member.

- Committee meetings must include at least half of the committee members.
- Members can choose to attend meetings in person or by video conference.
- The Chair will be determined by committee members and will be revisited on an annual basis.
- The Chair, in consultation with committee members, will develop the agenda and schedule for meetings.
- All committee members are free to suggest additions to the agenda.
- The Committee strives to make decisions by consensus, meaning that all members can accept a proposed conclusion without significant objection. In the absence of a consensus, the Committee may consult with the Diversity, Equity and Inclusion Working Group and FII's Executive team.

Roles and Responsibilities

The role of the Accessibility Committee is to assess and explore opportunities to improve accessibility for those working for and interacting with FII. The committee will provide accessibility recommendations to the DEI working group for inclusion in FII's annual DEI Plan. Accessibility Committee members must carry out their responsibilities honestly, be prepared and informed of relevant issues, using active listening and be tolerant of others' opinions, interacting with others in a respectful and inclusive manner.

Responsibilities include to:

- Research accessibility definitions and leading practices for eliminating barriers to participation.
- Expand understanding of awareness on accessibility-related topics at FII.
- Review plans and policies to identify potential barriers to accessibility and inclusion in FII's programs.
- Identify and provide recommendations on initiatives to enhance accessibility at FII.
- Develop FII's annual Accessibility Plan (included in FII's broader DEI Plan).
- Track progress against commitments made in FII's Accessibility Plan.
- Review and respond to issues, concerns and questions raised through FII's accessibility@bcfii.ca.
- Regularly report to FII's DEI Working Group and FII's Executive team on its progress against FII's annual Accessibility Plan.

Current Committee Membership

Doug Greig, CFO

Amy Le, Director – Human Resources

Victoria Hayes, Director – Corporate Relations

Kit Crowe, Manager – Corporate Communications