

DATE: November 9, 2023

TO: MAYOR AND COUNCIL

NAME AND TITLE: Andy Beesley, Director, Civic Facilities & Events

SUBJECT: Advisory Committee on Accessibility and Inclusion – Terms of Reference Update

ATTACHMENT(S): Draft Terms of Reference for the Advisory Committee on Accessibility and Inclusion

RECOMMENDATION(S):

That Council **APPROVES** the draft Terms of Reference for the Advisory Committee on Accessibility and Inclusion as attached to the report dated November 9, 2023, from the Director, Civic Facilities & Events titled “Advisory Committee on Accessibility and Inclusion – Terms of Reference Update.”

PURPOSE:

For Council’s approval on updating the Terms of Reference for the Advisory Committee on Accessibility and Inclusion.

BACKGROUND:

The Terms of Reference for the Advisory Committee on Accessibility and Inclusion provides direction regarding the committee’s purpose, mandate, and membership. It was last revised and approved by Council March 13, 2023 in order to align more appropriately with the requirements outlined in the Accessible British Columbia Act.

Since March of 2023, in order to comply with the 3 legislative requirements outlined in the [Accessible British Columbia Act](#) (the “Act”), Administration completed a draft of the City’s Accessibility Plan, developed a process to receive public feedback and comprehensively defined the role of the Advisory Committee in monitoring both the public feedback and the City’s Accessibility Plan. As per the Act, the City’s Plan is required to be updated every 3 years. The proposed changes to the Terms of Reference are aligned with the focus of monitoring the Plan and public feedback and ensuring it is considered when updating the City’s Accessibility Plan every 3 years.

Administration has prepared the following update to the Advisory Committee on Accessibility and Inclusion’s Terms of Reference:

1. Meeting Frequency

Administration recommends amending the Committee’s meeting frequency from monthly to quarterly, the first meeting being proposed in January 2024. This would provide 4 pre-scheduled meetings to complete the function of monitoring the City’s Plan and public feedback. A quarterly

meeting schedule will provide sufficient time to review and monitor the public feedback received on barriers to accessibility and feedback on the Plan; that will be considered when updating the Plan every 3 years.

2. Purpose and Mandate

Administration recommends adding the sentence: *Framed by the City's Accessibility Work Plan* to the sentence "Considering the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design the Committee will...." The revised sentence will read:

"Framed by the City's Accessibility Work Plan and considering the principles of inclusion, adaptability, diversity, collaboration, self-determination and universal design the Committee will.."

The City's Accessibility Work Plan is a guiding document framed around the Eight (8) Focus Areas, aligned with the broadly set out provincial legislation. Framing the purpose and mandate for the Committee within this parameter will ensure clarity and clear direction regarding the Committee's role as it pertains to the Accessibility Work Plan.

3. Representation on Committees

Administration recommends removing all reference to the Advisory Committee on Development Design. This committee has been dissolved, effective August 16, 2023 and therefore, not relevant for the Advisory Committee on Accessibility & Inclusion.

SUMMARY AND CONCLUSION:

Administration recommends that Council approves the proposed amendments to the Terms of Reference for the Advisory Committee on Accessibility and Inclusion. The amendments align with the requirements for this committee as noted in the Accessible British Columbia Act, and support Council's strategic priority to maximize the quality of life for all residents.

RESPECTFULLY SUBMITTED:

Andy Beesley, Director, Civic Facilities & Events

PREPARED BY: Sarah Brown, Supervisor Civic Initiatives & Partnerships

APPROVED:

Walter Babicz, City Manager

Meeting Date: 2023/12/04