



# Staff Report to Capital West Accessibility Advisory Committee

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**DATE:** Wednesday, September 25, 2024

**DEPARTMENT:** Legislative Services

**SUBJECT:** Capital West Accessibility Advisory Committee Terms of Reference Amendments

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## EXECUTIVE SUMMARY:

As the Capital West Accessibility Advisory Committee has been operational for nearly a year, and the Committee is preparing to transition to citizen representation, a review of the Terms of Reference document is recommended.

## BACKGROUND:

The Capital West Accessibility Advisory Committee Terms of Reference were last amended in January 2024. At the September 4, 2024 Special Capital West Accessibility Advisory Committee meeting, the Committee provided additional points within the Terms of Reference that may need to be amended.

## COMMENTARY:

Attached to this report is a redline version of the Committee Terms of Reference outlining proposed amendments. Typos and clerical errors were corrected and are not noted on the redline version. The proposed amendments are explored further within this report organized by section:

### 2.0 Mandate

Currently, 2.1 reads:

*2.1 In accordance with the Accessible BC Act, the mandate of the Capital West Accessibility Advisory Committee is:*

*2.1.1 to assist member municipalities to identify barriers to individuals in or interacting with the municipality;*

*2.1.2 to advise member municipalities on how to remove and prevent barriers to individuals in or interacting with the municipality; and*

2.1.3 *to confer with the member municipalities in the development and revision of the accessibility plan.*

The proposed amendment is to 2.1.3 specifically:

2.1.3 Receive in a consultative capacity, updates to the member municipality's accessibility plans.

### 3.0 Membership

Currently, 3.1 reads:

3.1 *The Committee is comprised of each participating member municipality's Corporate Officer, or person acting in that capacity.*

The proposed amendment involves the replacement of the entire clause with one that speaks to citizen involvement and captures Committee discussion relating to the ability for a member municipality to appoint a person outside of their municipal boundary (while still living within a partner municipality) if needed:

3.1 The Committee is comprised of one (1) volunteer citizen member representing each participating member municipality for a total of seven (7) voting members.

Currently, 3.2 reads:

3.2 *The term will be for approximately eighteen (18) months and expire no later than March 1, 2025.*

The proposed amendment is based off Committee discussion regarding term length for citizen representatives:

3.2 The term will be for approximately two years ending on December 31, 2026.

Currently, 3.4 reads:

3.4 *Committee membership to be expanded within 12 months to include 1 (one) representative with a lived experience from each member municipality.*

The proposed amendment is to delete this point entirely as the Committee will fulfill this when these Terms of Reference are in effect (proposed date January 1, 2025).

### 4.0 Meetings

Currently, 4.1 reads:

*4.1 The Committee will meet electronically a minimum of four (4) times per year at 2:00 p.m. on the fourth Wednesday of the following months: April, June, September, and November.*

The proposed amendment aims to allow the host municipality and Committee the option to work together in order to establish a meeting schedule. By starting meetings earlier in the year, the Committee will have an opportunity to receive an orientation and hold a meeting within 1-2 months rather than 1-4 months.

4.1 The Committee will meet electronically a minimum of four (4) times per year in February, May, September and November or as established by the Committee in consultation with the host municipality.

Currently, 4.3 reads:

*4.3 Special meetings if required to address time sensitive business items that are unable to be addressed at the next regularly scheduled business meeting, may be held at the call of the Chair.*

Proposed amendment:

4.3 Special meetings may occur if required to address time sensitive business items that are referred to the Committee by a member municipality.

## 5.0 Agendas

Currently, 5.1 reads:

*5.1 At least seven (7) days prior to each meeting, the host municipality shall:*

*5.1.1 prepare an agenda which lists and briefly summarizes the matters to be considered at the meeting;*

*5.1.2 provide an electronic copy to all Committee members; and*

*5.1.3 post the agenda at the host municipality's designated public notice posting place and on the host municipality's website.*

The proposed amendment seeks to clarify the agenda preparation period as outlined in 5.1:

- 5.1 At least one week (seven (7) consecutive days) prior to each meeting, the host municipality shall

Currently, 5.4 reads:

- 5.4 The order of business at regular Committee meetings shall be as follows:

- 1) Call to Order
- 2) Introduction of Late Items
- 3) Approval of the Agenda
- 4) Adoption of Minutes
- 5) Business Items
- 6) Unfinished Business
- 7) New Business
- 8) Adjournment

The proposed amendment removes 7) New Business from the order of business as the Committee will be working on referrals from the member municipalities.

## 8.0 Amendments

Currently, 8.3 reads:

- 8.3 Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

Proposed amendment:

- 8.3 Amendments must be strictly relevant to the main motion and not nullify or alter in a material way or be contrary to the principle embodied in the main motion.

## 12.0 Host Municipality Responsibilities

Add a new 12.2 and renumber the section accordingly:

- 12.2 The annual hosting rotation aligns with the calendar year.

Add a new 12.4:

12.4 A staff person will be selected from the host municipality as a staff liaison to the Committee.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**LEGAL IMPLICATIONS:**

There are no legal implications associated with this report.

**OPTIONS:**

**Option 1**

THAT the Capital West Accessibility Advisory Committee approve the Terms of Reference amendments as presented in the report dated September 25, 2024.

AND

THAT the amended Terms of Reference be distributed to all member municipalities prior to their effective date of January 1, 2025.

**OR Option 2**

1. THAT the Capital West Accessibility Advisory Committee make the following changes to the draft Terms of Reference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

AND

2. THAT the Terms of Reference be distributed to all member municipalities prior to their effective date of January 1, 2025.

**SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator**

**Concurrence:** Melisa Miles, Manager of Legislative Services

Attachment 1: Redline copy of the Capital West Accessibility Advisory Committee Terms of Reference