

ACCESSIBILITY ADVISORY COMMITTEE**Establishment**

The Accessibility Advisory Committee is a Select Committee of Council pursuant to section 142 of the *Community Charter*.

The Town of Ladysmith is required under the *Accessible BC Act* to establish an Accessibility Committee to assist the organization in identifying barriers to individuals in the organization or interacting with it, and to advise the organization on how to remove and prevent such barriers.

Mandate

The primary function of the Accessibility Advisory Committee is to identify barriers to inclusion and accessibility, and to make recommendations to Council as to how to remove and prevent these barriers.

In fulfilling its mandate the Accessibility Advisory Committee may undertake the following:

- Identify best practices in other communities and make recommendations based on the findings
- Participate in reviewing Town of Ladysmith draft plans, policies, and procedures
- Assist in developing Town of Ladysmith plans and strategies relating to accessibility
- Discuss other issues referred to the Committee by Council, the CAO, or Senior Management

Authority

The Committee will review matters as outlined within its mandate and make recommendations to Council.

Membership and Terms

The Committee shall include 7 voting members:

- Town Council representative (and alternate) (1)
- Members at large from the community (6)
 - Members at large will be appointed by Council based on their experience and involvement related to issues of accessibility. To the extent possible, the membership should reflect the following:
 - a. At least half of the total members of the Committee should be persons with disabilities or persons representing a disability-serving organization.
 - b. At least one member who is an Indigenous person should be appointed.

Members are appointed for 2-year terms. The Council representative and alternate is

confirmed annually by the Mayor.

Non-Council representatives may serve up to a maximum of three consecutive terms (6 years) unless authorized by Council to serve additional consecutive terms.

Members of the Committee will represent the diversity of the community.

Staff Support

The Committee will be supported by one staff liaison from the Corporate Services Department (this is an *ex-officio* or non-voting role). Other department staff will provide support as needed.

Reporting

Committee minutes will be circulated to Council when the Committee meets.

Meeting Management

(a) Chairperson

- The Chairperson will be selected annually by the members.
- The first Chairperson will be selected at the first meeting of the Committee, and annually thereafter at the first meeting following July 1st.
- If the Chairperson is unable to attend a meeting, the members present will select an acting Chairperson for that meeting.
- An ex-officio member may not serve as Chairperson of the Committee.

(b) Meeting Times and Location

- The Committee will meet as called upon for special projects or if there are referrals to consider.
- Meetings will take place at either City Hall, Frank Jameson Community Centre, or at the Ladysmith Seniors' Centre as determined by the staff liaison in consultation with the Chairperson.
- The Procedure Bylaw of the Town applies to meetings of this Committee.

(c) Agendas and Minutes

- Staff, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the Committee one week prior to the meeting date.
- Recording of the meeting will be assigned to the staff person in attendance. Draft minutes will be reviewed by the Chairperson for accuracy only.
- Draft minutes will be distributed with the agenda package for the next meeting.

Code of Conduct

- The members are expected to be respectful and work cooperatively to achieve the common goals of the Accessibility Advisory Committee.
- The expectation is that each member will conduct him/herself in the best interest of the community and the Committee.
- Conflict of interest – a Committee member must ensure there is no potential conflict of interest and must consult with the staff liaison or Chairperson as appropriate.

Meeting Frequency

The Committee will meet twice annually. Additional meetings may be held at the request of Council, and pending the availability of Committee members.

Alignment with Council Strategic Priorities

- Core Infrastructure
- Official Community Plan Implementation
- Waterfront Area Plan
- Economy
- Leadership

Terms of Reference adopted by Council: *June 20, 2023*