

**TO:** CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE

**FROM:** VICTORIA MCKEAN, COMMITTEE COORDINATOR, AND  
DEB HOPKINS, DIRECTOR OF CORPORATE SERVICES

**SUBJECT:** PROPOSED AMENDMENT TO COMMITTEE TERMS OF REFERENCE

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**INFORMATION:**

The Terms of Reference for the Capital West Accessibility Advisory Committee, establishes the mandate of the Committee, which is:

**2.0 Mandate**

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

To support the Committee in identifying barriers to individuals in or interacting with the municipality and providing advice on how to remove and prevent barriers, partner municipality staff propose that Section 5.4 of the Terms of Reference be amended to include a roundtable discussion as a standing item on the Committee's agenda, and the subsequent order of business be renumbered.

The purpose of the roundtable discussion is to provide Committee members an opportunity to raise and discuss topics of importance to the Committee relevant to the Committee's mandate. For example, these roundtable discussions may involve discussing barriers to individuals in or interacting with the municipality, or sharing insights gained from attending conferences, webinars, and other learning opportunities.

To ensure that business items are addressed in a timely manner, Committee members are encouraged to limit their update to approximately five minutes, not including any subsequent Committee discussion.

#### RECOMMENDATION:

If the Committee wishes to amend the Terms of Reference to include a roundtable discussion as a standing item on Committee agendas, as shown in Attachment 1: "Capital West Accessibility Advisory Committee – Terms of Reference – Amended", the following motion would be in order:

*That the Capital West Accessibility Advisory Committee recommends to Council that the Capital West Accessibility Advisory Committee Terms of Reference be amended by adding "7) Roundtable Discussion" to Section 5.4 and renumbering the subsequent order of business.*

#### NEXT STEPS:

Should the Committee support the above amendments, staff from each partner municipality will undertake necessary procedures to obtain approval of the amended Terms of Reference from their respective Councils as required. When the Terms of Reference is officially amended, the Committee will be so advised and the Terms of Reference updated on all partner municipality websites.

#### LIST OF ATTACHMENTS:

1. Capital West Accessibility Advisory Committee – Terms of Reference – Amended