

Accessibility Advisory Committee for Parksville

The Province of BC recently enacted legislation which requires local governments to establish an accessibility committee, develop an accessibility plan, and implement a mechanism for obtaining feedback on accessibility. At the meeting on February 22, Council approved the establishment of an accessibility advisory committee and terms of reference for the committee.

The committee will be tasked with providing advice to Council on the development of an accessibility plan to identify, remove and prevent barriers to individuals who are interacting with or in the City of Parksville. The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the accessibility plan. The plan must be adopted by September 1, 2023. The terms of reference are included with this release.

The City is inviting interested individuals to apply for consideration of appointment to the accessibility advisory committee. The committee will consist of a minimum of five and maximum of seven members, appointed by Council based on their experience and credentials, and to the extent possible, include representation as follows:

- At least half of members to be persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities.
- Members who reflect the diversity of persons with disabilities
- At least one Indigenous person
- Members who reflect the diversity of persons in BC
- At least one member of Council

Please apply to the City of Parksville, PO Box 1390, Parksville V9P 2H3, or by email to administration@parksville.ca with relevant background information. Deadline is March 13, 2023.

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For more information:

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dtardiff@parksville.ca; 250 954-3073

*The City of Parksville is located on the traditional territory of the Coast Salish Nations,
home to the Snaw-Naw-As First Nation and the Qualicum First Nation.*

TERMS OF REFERENCE

ACCESSIBILITY ADVISORY COMMITTEE

1. PURPOSE

- 1.1 The purpose of the Accessibility Advisory Committee is to:
- (a) assist with identifying barriers to individuals in or interacting with the City of Parksville in accordance with the *Accessible BC Act*;
 - (b) provide advice on how to remove and prevent any identified barriers;
 - (c) provide input on the development of an accessibility plan;
 - (d) provide advice on mechanisms to receive public feedback on accessibility;
 - (e) provide advice on any matters referred to the Committee by Council or City staff.

2. STRUCTURE/OPERATIONS

- 2.1 The Accessibility Advisory Committee will consist of a minimum of five and a maximum of seven members, who will be appointed by Council based on their experience and credentials, and to the extent possible, include representation as follows:
- (a) at least half of members to be persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
 - (b) members that reflect the diversity of persons with disabilities in British Columbia;
 - (c) at least one Indigenous Person;
 - (d) members that reflect the diversity of persons in British Columbia; and
 - (e) at least one member of Council.
- 2.2 City staff may attend meetings to support the Committee.
- 2.3 A Chair and Alternate Chair will be elected from amongst Committee members on an annual basis.
- 2.4 A majority of the members will constitute a quorum.
- 2.5 A Committee meeting will be convened upon the appointment of members. The purpose of the inaugural meeting will be to review the Terms of Reference, establish a meeting schedule and establish preliminary requirements.
- 2.6 The Committee will operate on a consensus basis. Where consensus cannot be reached, decisions will be made according to the Council Procedures Bylaw and Roberts' Rules of Order.
- 2.7 Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed with prior written approval of the Chief Administrative Officer.
- 2.8 All meetings will be open to the public unless otherwise permitted in accordance with the *Community Charter*.
- 2.9 Members will be appointed for a two-year term but serve at the pleasure of Council.

3. STAFF SUPPORT

- 3.1 City staff will assist the Chair in booking meeting space and coordinating the preparation and distribution of agendas.
- 3.2 City staff will attend meetings to record key decisions and discussion points. Minutes will be provided to the Chair for distribution to members.
- 3.3 City staff will assist with formatting Committee reports to Council.
- 3.4 City staff may provide professional or technical advice.

4. DELIVERABLES

- 4.1 The Committee will provide advice to Council on the development of an Accessibility Plan to identify, remove and prevent barriers to individuals in, or interacting with the City of Parksville. The Plan must be adopted by September 1, 2023.
- 4.2 The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the Accessibility Plan.

5. REFERENCE DOCUMENTS

- 5.1 Council Procedure Bylaw, 2018, No. 1541.
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest.