1. The *Accessible BC Act*

1.1 The *Accessible BC Act* (*ABCA*) was passed in June 2021 for the purpose of supporting the identification, removal and prevention of barriers faced by people with disabilities in BC. The *ABCA* requires municipal governments to establish an Accessibility Advisory Committee, a public feedback program and an Accessibility Plan that includes principles of inclusion, adaptability, diversity, collaboration, self-determination and universal design by September 1, 2023.

2. Committee Purpose

2.1 The purpose of the Accessibility Advisory Committee is to support the District in continually developing an Accessibility Plan that outlines actions and strategies to identify, remove and prevent barriers faced by people with disabilities that interact with the District of Lantzville. Barriers can be attitudinal, physical, information-based, systemic, technological, sensory, etc.

3. Committee Duties

3.1 The Accessibility Advisory Committee will support accessibility planning in the District through the following activities:

3.1.1 Identify barriers to individuals with disabilities that interact with the District of Lantzville.

3.1.2 Advise the District on how to remove and prevent barriers that impact individuals with disabilities.

3.1.3 Review and make recommendations to support Lantzville's Accessibility Plan and related policies and procedures.

3.1.4 Discuss local issues referred to the Committee by Council, the Chief Administrative Officer or the Director of Planning and Community Services.

3.1.5 Review and make suggestions for potential updates to Lantzville's Accessibility Plan (to be conducted every three years) and is a living document that should be continually improved upon.

3.1.6 Provide recommendations for additional public feedback avenues that will allow community members to provide input on issues related to accessibility and the Accessibility Plan.

4. Membership & Term

4.1 Members-at-large appointed following the 2026 General Local Election shall serve from the date appointed by Council until September 30, 2030, unless Council establishes a shorter term or rescinds an appointment.

4.2 The Committee shall be comprised of up to five (5) voting members appointed by Council, and non-voting Staff members as follows:

4.2.1 One (1) member of Council and one (1) alternate Council member.

4.2.2 Up to four (4) members-at-large, appointed by Council, who are residents of the District or individuals with relevant lived experience, professional knowledge, or involvement in accessibility matters affecting the District, and who meet the applicable criteria outlined in section 4.3.

4.2.3 One (1) Staff member, appointed by the Chief Administrative Officer as the Staff Liaison. (Non-voting)

4.2.4 Other Staff members, as required. (Non-voting)

4.3 The following criteria shall be used to appoint members at-large to the Committee:

4.3.1 At least half of the members of the Committee should be persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities.

4.3.2 At least one member should be an Indigenous person.

4.3.3 The committee should reflect the diversity of persons in British Columbia.

4.3.4 Potential members must have no conflict of interest with Council or the Accessibility Advisory Committee and must advise the Chair of the Committee if a potential conflict arises.

4.4 The Committee shall be chaired by the appointed Council member, and alternately by the alternate Council member, who shall preside at all meetings as required.

4.5 The District will reasonably accommodate Committee members as needed.

5. Operations of the Committee

5.1 Meeting Schedule

5.1.1 The Committee shall meet as required. The Committee must meet a minimum of 3 times annually per the District Council and Committee schedule or at the call of the Chair.

5.1.2 Committee meetings will be on the first Thursday of the month at 6:30 pm in the District Council Chambers or electronically via Zoom. The Committee may, by unanimous consent of all members of the Committee, add additional meetings as necessary or choose an alternate meeting start time during the term of the Committee. When the Committee term has ended, or if Council is filling a vacancy on the Committee, the meeting start time will revert to the original time.

5.1.3 The order of business will be established by the Staff Liaison and reviewed by the Chair.

5.2 Minutes and Agendas

5.2.1 Agendas will be prepared and distributed to the Committee members by the Staff Liaison the Monday prior to the Committee meeting.

5.2.2 A Committee Staff Liaison will take minutes as directed by the Director of Corporate Administration. Once Committee minutes are adopted, they will be placed on a Council meeting agenda for receipt.

5.2.3 All recommendations will require Council approval and will be submitted to Council in the report / recommendation format prepared by the Staff Liaison.

5.3 Procedure

5.3.1 The Accessibility Advisory Committee is subject to the regulations of “District of Lantzville Council Procedure Bylaw No. 141, 2020” and if repealed, any replacement Council Procedure Bylaw and its amendments will prevail.

5.3.2 Committee members at-large must meet the requirements outlined in the District of Lantzville’s Council Committee System Policy No. 3000-12.

5.4 Scope

5.4.1 The Committee will consider matters pertaining to the Council approved Terms of Reference or matters referred to it by Council, the Chief Administrative Officer or the Director of Planning and Community Services.

5.5 Time Limits

5.5.1 Committee meetings shall not exceed two (2) hours in duration, unless the time is extended by unanimous vote of the Committee.

6. Committee Authority

6.1 The Committee does not have the authority to financially encumber the District in any way beyond that which is approved annually in the District's budget.

6.2 The Committee does not have the authority to directly change bylaws or policies.

6.3 The Committee does not have the authority to direct the work of Staff.