



REGIONAL DISTRICT of Fraser-Fort George

TERMS OF REFERENCE

Accessibility Advisory Committee

1.0 Background

The Province of BC passed the Accessible British Columbia Act to support people with disabilities and requiring agencies to support increasing accessibility and removing barriers within their areas of jurisdiction that impede full participation of an individual with a disability within a community. The Province has also passed Accessible British Columbia Regulation No. 105/22, as it identifies organizations that are required to meet the obligations of the Act. Local governments are a prescribed organization.

The Regional District of Fraser-Fort George desires to work collaboratively with its member municipalities, if they so choose, under one Committee to meet the requirements of the Accessible British Columbia Act and the Accessible British Columbia Reg. No. 105/22.

2.0 Definitions

For the purposes of this Terms of Reference:

“Board” means the RDFFG Board of Directors

“Committee” means the RDFFG Accessibility Advisory Committee “Council” means the elected Council of an RDFFG member municipality “RDFFG” means the Regional District of Fraser-Fort George

3.0 Purpose and Mandate

3.1 The RDFFG has established the Accessibility Advisory Committee.

3.2 The Committee will provide input and recommendations to the Board or Council on the development of a RDFFG Accessibility Plan and the creation of a public feedback mechanism on accessibility in accordance with the *Accessible British Columbia Act*. Any comment or recommendations made by the Committee will be brought forward to the Board or Council, as applicable, for consideration.

3.3 The objectives of the Committee include:

- 3.3.1** Identify accessibility barriers for individuals using participating local governments programs and services;
- 3.3.2** Identify solutions on how to remove and/or prevent barriers for persons with disabilities accessing participating local government programs and services;
- 3.3.3** Provide advice for the development of an Accessibility Plan for review by the public, the Board and/or participating Council while considering the following principles:
 - Inclusion;
 - Adaptability;
 - Diversity;
 - Collaboration;
 - Self-determination; and
 - Universal design.
- 3.3.4** Provide advice for the development of a public feedback mechanism for on the approved Accessibility Plans and accessibility; and
- 3.3.5** Review and provide recommendations for update of the Accessibility Plan every three years.

4.0 Funding

The Committee does not have a specific budget. Financial requests must be submitted to the Board or participating Council for approval.

The Committee may identify and recommend external funding opportunities that the Board or participating Council may be eligible for.

Committee members will be eligible for reasonable travel expenses to attend Committee meetings. Participating Councils will be required to cover travel expenses of their respective appointees.

5.0 Membership

The Committee will be comprised of at least four (4), and up to twelve (12) voting members, representing the public, business, and community interests within the Regional District of Fraser-Fort George and participating Councils. The Committee will strive to maintain the following membership criteria:

- Fifty percent (50%) of members are persons with a disability, or are individuals who support persons with disabilities either at a personal or organizational level;
- At least one (1) Indigenous member; Reflect the diversity of persons with disabilities in BC;
- Represent a geographical mix of the Regional District; and
- At least one member from a participating Council.

The RDFFG General Manager of Legislative and Corporate Services shall be a non-voting member of the committee. Participating Councils should appoint one non-voting

staff member to support the work of the Committee for recommendations regarding their operations and services.

To support the facilitation of the Committee, the RDFFG will provide a Staff Liaison, as directed by the General Manager of Legislative and Corporate Services, to act as administrative support for the Committee and provide a Recording Secretary for all meetings.

6.0 Appointments

Voting Members

Voting Members of the Committee will be selected through a transparent application process conducted by the RDFFG and participating member municipalities respectively.

Vacancies for voting members of the Committee will be advertised by the RDFFG and participating member municipalities where the vacancy exists; interested individuals shall submit applications to the RDFFG and/or participating Council.

A participating Council may appoint up to 2 members and such appointments shall comply with the above membership criteria.

Council appointments will become effective upon receipt by the General Manager of Legislative and Corporate Services of written notification from the participating Council.

RDFFG appointments will become effective upon appointment by the Board.

The term of appointment for voting members will be for two (2) years. Voting Members may be reappointed at the conclusion of their term for a maximum three terms.

Non-Voting Members

The appointment and the term will be decided upon by the RDFFG and respective Council for each of their appointments.

7.0 Voting

The method of decision-making will be by consensus; however, when consensus cannot be reached, a vote will be conducted and decided by a majority of voting members present. Each voting member has one vote.

8.0 Chair

The Chair will be elected at the first meeting of each calendar year from among the voting members of the Committee.

Where the Chair is unable to attend a meeting, a temporary Chair will be elected for that meeting by the voting members in attendance.

The Chair is able to attend and chair a meeting while attending remotely.

9.0 Quorum

A quorum is a majority of the voting members of the Committee.

10.0 Meeting Frequency and Facilitation

In the first year, the Committee shall meet as necessary to complete the Accessibility Plan and thereafter shall meet quarterly, or at the determination of the Chair.

Meetings will take place at the advertised time at the RDFFG Office in Prince George.

Members may attend in person or remotely. If attending remotely, members are requested to provide advance notice to the Staff Liaison.

All meetings are open to the public to attend.

11.0 Minutes

Minutes will be taken at each meeting by the Recording Secretary.

12.0 Reporting Relationship with Board and Participating Municipal Councils

The General Manager of Legislative and Corporate Services will be responsible for reporting out by providing unapproved Accessibility Advisory Committee minutes to the Board and all participating Councils promptly.

Minutes shall be included for receipt on Board agendas. The Board and participating Councils will determine the action items to bring forward for consideration.

Participating member municipalities will apprise the Committee of any municipal initiatives involving or having impact on people with disabilities via the RDFFG Staff Liaison. This information will be provided to the Advisory Committee via meeting agendas.

13.0 Representative Authority

The Committee does not have the authority to pledge the credit of the Board or participating member municipalities, or to authorize any expenditure to be charged against the Board or participating member municipalities.

The Committee Chair and members do not have the authority to speak publicly (e.g., to the media) on behalf of the Committee unless so directed by the Board Chair and respective Council Mayor.

Approved: August 17, 2023
Updated: November 20, 2025