

**1. Purpose:**

---

The Access Advisory Committee advises Council on improving access and inclusion for community members with disabilities.

**Background:**

- In June 2021, the *Accessible BC Act* received royal assent. The Act establishes a framework for government to work in partnership with people with disabilities and the broader community to identify, remove, and prevent barriers to the full and equal participation of people with disabilities in BC. Part 3 of the Act requires local governments to establish an accessibility committee.
- The City of Burnaby has had an operating Access Advisory Committee since 1988, reporting to City Council through the Social Planning Committee.
- Given the passing of the *Accessible BC Act*, the Access Advisory Committee has been reformed as a Select Committee of Council.
- Accordingly, in April 2022, the Access Advisory Committee was established.

**2. Functions:**

---

- 2.1. Assist in identifying accessibility and inclusion barriers to individuals within the community or interacting with the organization.
- 2.2. Recommend on how to remove and prevent any identified barriers.
- 2.3. Advise on development of an organizational accessibility plan.
- 2.4. Create a mechanism for public feedback on accessibility.

**3. Membership:**

---

- 3.1. Pursuant to s. 142 of the *Community Charter*,
  - “(1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.*
  - (2) At least one member of a select committee must be a council member.*
  - (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”*
- 3.2. As per s. 9 of the *Accessible BC Act*,
  - (2) An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:*
    - (a) at least half of the members are*

- (i) persons with disabilities, or*
  - (ii) individuals who support, or are from organizations that support, persons with disabilities;*
  - (b) the members described in paragraph (a) reflect the diversity of person with disabilities in BC;*
  - (c) at least one of the members is an Indigenous person;*
  - (d) the committee reflects the diversity of persons in BC.*
- 3.3. Membership consists of up to three (3) representatives from Council, and up to seven (7) resident representatives.
- 3.4. A membership term is three (3) years with the opportunity for one (1) renewal.
- 3.5. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.6. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Burnaby Procedure Bylaw, Bylaw No.14610.

#### **4. Chair, Secretary and Staff Support:**

---

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Planning and Development Department, Parks, Recreation and Culture Department, Engineering Department, People and Culture Department, Burnaby Public Library, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

#### **5. Quorum and Procedures:**

---

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.

- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

## **6. Governance Model:**

---

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee, as the committee functions as an advisory body to Council, not a decision-making group based on Council's Procedure Bylaw 2024. The authority to approve and adopt the terms of references is through Council pursuant to:

- *Community Charter*, Part 5, Division 4, S.142 (Select Committees of Council)

## **7. Termination of the Committee:**

---

The Committee may be terminated by Council at any time by way of resolution.

## **8. Reference Information:**

---

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Burnaby Social Sustainability Strategy \(2011\)](#)
- [Burnaby Equity Policy 1994 \(Updated 2020\)](#)
- [Advisory Bodies Code of Conduct](#)

---

**Last date approved  
by Council:** April 15, 2024

**Last date revised by the  
Corporate Officer:** April 30, 2024

---