



Accessibility Committee

Terms of Reference

June 2026

Purpose/Mandate:

The Accessibility Committee is an advisory body established under the Accessible British Columbia Act (the Act). Its purpose is to support the implementation of the Act and help identify, remove, and prevent barriers experienced by persons with disabilities.

Goals/Tasks:

The Committee will provide recommendations to Council regarding:

- a. Preparing an organizational Accessibility Plan for the village; this will involve identifying and providing recommendations to prevent/remove barriers that limit the full participation of individuals with disabilities while interacting with the Village in various ways;
- b. Establishing a mechanism to receive, review, and respond to public feedback on accessibility-related issues;
- c. Policies and programs to ensure that the needs of current and future residents with disabilities are considered and to educate and inform the public on matters affecting residents with disabilities;
- d. Accessibility and inclusivity within the village departments, municipal events, and operations.

Rules of Procedure:

The Accessibility Committee will follow the Rules of Procedure set out for Village Council for all of its meetings.

Timeline:

On establishment, the Committee will meet as required. Notice of meetings will be posted as per the Village of Valemount Council Procedure Bylaw.

Composition

As per the Accessibility British Columbia Act, membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable to the Accessibility Advisory Committee's mandate.

The committee members will be comprised of the following:

- Mayor (ex officio)
- 1 Member of Council (Chair)
- Village Planner (non-voting)
- 4 members of the public
 - 2 representing persons with disabilities or individuals who support persons with disabilities;
 - 1 representing seniors
 - 1 representing the indigenous community
- Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

It is anticipated that direct liaison will be required with external groups and individuals, subsequently, Council authorizes the committee to liaise with external groups to garner and share information. Input may also be sought from other advisory committees. The committee may retain the services of specialists and consultants only where explicitly authorized by Council. The committee may conduct public surveys or engage in public consultation in carrying out its work but must be clear that the work is being undertaken as a committee of council.

Membership

- The village will advertise vacancies for committee voting members.
- Council shall approve the appointment of the committee's voting members. Staff will provide the Council with membership recommendations.
- The mayor shall appoint the council representative and an alternate, to serve a 2-year term.

Term:

- Appointments of the public to the committee will be for a 2-year term.
- Members who wish to remain on the committee must reapply at the end of their term. There is no maximum time limit for a member to serve on the Committee, subject to reappointment by Council.

Administration:

The Planner will be the primary staff contact for the committee and will provide administrative support to the committee's work. The committee will be supported by village administration.

Staff will be assigned to provide the following administrative support to the Accessibility Committee:

- Coordinating and producing all meeting agendas
- Attending meetings to take minutes
- Producing and circulating minutes of meetings
- Maintaining committee files in accordance with the village's records management practices.