

# **REPORT**

## ***Legislative Services***

**To:** Mayor Johnstone and Members of Council  
**Date:** January 30, 2023

**From:** Jacque Killawee  
City Clerk  
**File:** 05.1035.10

**Item #:** 2023-47

**Subject:** **Changes to the Terms of Reference of the Accessibility Advisory Committee and the Community Heritage Commission Bylaw No. 6423, 1997**

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### **RECOMMENDATION**

THAT Council approve the changes to the Terms of Reference of the Accessibility Advisory Committee as outlined in the report titled, "Changes to the Terms of Reference of the Accessibility Advisory Committee; and,

THAT Council consider Community Heritage Commission Amendment Bylaw No. 8384, 2023, for three readings.

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### **PURPOSE**

To bring to Council proposed changes to the Terms of Reference for the Accessibility Advisory Committee and the Community Heritage Commission Bylaw No. 6423, 1997.

### **BACKGROUND**

#### *Accessibility Advisory Committee*

At the September 26, 2022 Regular meeting, New Westminster City Council approved the following motion in relation to the creation and recruitment of the Accessibility Advisory Committee in response to the Accessible British Columbia Act (the Act):

**MOVED AND SECONDED**

THAT Council approve the terms of reference for the new Accessibility Advisory Committee and direct staff to recruit members during the 2022 recruitment process;

THAT Council request staff to report back during the budget process on the resources needed to comply with the *Accessible British Columbia Act*.

**Adopted on Consent.**

The Act stipulates that local governments must develop an organizational accessibility plan by September 1, 2023; however, in the recently adopted Terms of Reference for the City's Accessibility Advisory Committee, the completion date was erroneously noted as being September 1, 2024. In part, this report aims to correct this error. (Attachment 1).

Since the report of September 26<sup>th</sup>, New Westminster Police Department has let staff know that they would like to participate in the Accessibility Advisory Committee along with the Library. In response to this, staff request the addition of a representative from the New Westminster Police Department to the voting membership of the Committee, raising the maximum number of Committee members to 13 voting members. (Attachment 1)

*Community Heritage Commission*

At the January 9, 2023 Closed meeting, New Westminster City Council approved the following motion in relation to the Community Heritage Commission.

“THAT the terms of reference of the Community Heritage Commission be amended to increase the number of members by one.”

As such, staff request that Council consider Community Heritage Commission Amendment Bylaw No. 8384, 2023 for three readings. Full changes are set out in Attachment 2 (Amendment Bylaw No. 8384, 2023) and Attachment 3 (redline version of the Community Heritage Commission Bylaw No. 6423, 1997).

Once Council gives the Community Heritage Commission Amendment Bylaw No. 8384, 2023, three readings, on January 30, 2023, it will be placed on the February 13, 2023 City Council meeting for adoption.

**OPTIONS**

**Option 1:** THAT Council approve the changes to the Terms of Reference of the Accessibility Advisory Committee as outlined in the report titled, "Changes to the Terms of Reference of the Accessibility Advisory Committee and,

**Option 2:** THAT Council consider Community Heritage Commission Amendment Bylaw No. 8384, 2023, for three readings; or,

**Option 3:** Please provide Staff with other direction.

Staff recommends Options 1 and 2.

**ATTACHMENTS**

Attachment 1 – Accessibility Advisory Committee Terms of Reference

Attachment 2 – Community Heritage Commission Amendment Bylaw No. 8384, 2023

Attachment 3 – Redline Version of the Community Heritage Commission Bylaw No. 6423, 1997.

**APPROVALS**

This report was prepared by:  
Carilyn Cook, Committee Clerk

This report was approved by:  
Jacque Killawee, City Clerk  
Lisa Spitale, Chief Administrative Officer