



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
 Telephone: (250) 960-4400 / Fax: (250) 563-7520
 Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: M. Connelly, General Manager of Legislative and Corporate Services

DATE: November 3, 2025

SUBJECT: Amendment to Accessibility Advisory Committee Terms of Reference – Membership Section

SUMMARY: Purpose: Consider Amendment to Terms of Reference

Attachments: Amended Accessibility Advisory Committee – Terms of Reference

Previous Reports: None

RECOMMENDATION(S):

1. THAT the report dated November 3, 2025, regarding “Amendment to Accessibility Advisory Committee Terms of Reference – Membership Section” be received for information.
2. That the Board approve an amendment to the Accessibility Advisory Committee Terms of Reference to revise the Membership section as follows: *“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.”*
3. THAT the amended Accessibility Advisory Committee – Terms of Reference, as attached to the report dated November 3, 2025, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

The Accessibility Advisory Committee was established in accordance with the *Accessible British Columbia Act* and *Accessible British Columbia Regulation No. 105/22*, which require prescribed organizations, including regional districts, to establish accessibility committees, develop accessibility plans, and create public feedback mechanisms.

The current Terms of Reference for the Accessibility Advisory Committee, approved by the Board on August 17, 2023, stipulates that the Committee shall be comprised of at least seven (7), and up to twelve (12) voting members. After several attempts to recruit volunteers for this committee, an insufficient number of applications have been received. The proposed adjustment to the committee’s membership structure will allow the applications received to be brought forward for the Board’s consideration. This change is intended to activate the committee and enable it to begin undertaking the legislated work required by the Regional District of Fraser-Fort George.

Following an administrative review of the Committee’s operations and in consideration of recruitment challenges and the need for flexibility in maintaining quorum, Administration recommends amending the Terms of Reference to reduce the minimum number of voting members from seven (7) to four (4), while retaining the maximum of twelve (12).

RELEVANT POLICIES:

1. *Accessible British Columbia Act*
 - Provides the requirements that prescribed organizations, including regional districts, establish accessibility committees, develop accessibility plans, and create public feedback mechanisms.
2. Accessible British Columbia Regulation No. 105/22
 - regulation, enacted under the *Accessible British Columbia Act*, that formally designates regional districts—including the Regional District of Fraser-Fort George—as prescribed organizations that are accountable for advancing accessibility within their jurisdictions.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The proposed amendment ensures the Committee remains compliant with the legislation. Reducing the minimum number of voting members to four (4) will provide greater flexibility in maintaining quorum and committee functionality, particularly in periods of member turnover or volunteer recruitment challenges.

FINANCIAL CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

The *Accessible British Columbia Act* does not prescribe a specific minimum or maximum number of voting members for accessibility committees, but instead outlines membership composition goals, including:

- At least 50% of members being persons with disabilities or individuals who support them;
- At least one Indigenous member;
- Reflecting the diversity of persons with disabilities in British Columbia;
- Representing the diversity of persons in British Columbia.

The above-listed membership goals are already captured in the Regional District's Accessibility Advisory Committee Terms of Reference. All other membership criteria outlined in the Terms of Reference will remain unchanged to ensure compliance with the *Accessible British Columbia Act*.

DECISION OPTIONS:

1. Approve recommendations.

Other Options:

- a. Maintain the current membership requirements
 - This option may pose challenges in recruitment and quorum
- b. Enhance recruitment efforts
 - Board could direct staff to enhance recruitment efforts to meet the current minimum membership requirement
- c. Provide further direction on a revised recommendation

- d. Postpone consideration of the proposed amendment to a future meeting for additional information.

COMMENTS:

The proposed amendment to reduce the minimum number of voting members from seven (7) to four (4) reflects a practical response to recruitment challenges, while maintaining compliance with the *Accessible British Columbia Act* and its associated regulation. The proposed change is intended to ensure the Accessibility Advisory Committee can fulfil its mandate while maintaining representation and inclusivity. Should the Board wish to explore other approaches, other options have been provided for consideration.

Respectfully submitted,

“M. Connelly”

Maureen Connelly
General Manager of Legislative and Corporate Services

Report prepared by: Aileen Singh, Manager of Legislative Services

MC:as