

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2904

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A Bylaw to establish the Regional Accessibility Advisory Committee to assist in identifying, removing and preventing barriers concerning accessibility to individuals in or interacting with the Regional District of Central Kootenay.

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WHEREAS the Regional Accessibility Advisory Committee is a Standing Committee of the Regional District of Central Kootenay (RDCK) Board established in accordance with the *Accessibility British Columbia Act*;

AND WHEREAS the Regional Accessibility Advisory Committee provides input and direction to the RDCK and municipalities within the RDCK on the development and updates of accessibility plans and establishing process for receiving public comments throughout the region based on inclusion and the removal of physical, virtual and attitudinal barriers;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

### COMMITTEE ESTABLISHMENT

- 1 The Regional Accessibility Advisory Committee is hereby established.

### DEFINITIONS

- 2 In this bylaw:

**Act** means the *Accessibility British Columbia Act*.

**Board** means the Board of the Regional District of Central Kootenay.

**Committee** means the Regional Accessibility Advisory Committee established in this bylaw.

**Meeting Coordinator** means the person who is responsible for the preparations of the Committee meetings including the agendas and minutes as established by this bylaw.

**Municipality/Municipal** means any of the nine municipalities within the RDCK that are without an Accessibility Advisory Committee, as per Schedule A of this bylaw.

**Public Notice Posting Places** means the RDCK website, RDCK social media sites and the Notice Board located at RDCK offices.

**RDCK** means the Regional District of Central Kootenay.

## **DELEGATION OF AUTHORITY**

- 3 The Committee is a subordinate advisory body to the Board with no specific powers delegated to it by the Board.

## **PURPOSE**

- 4 The Committee shall advise the RDCK/Municipality on identifying, preventing, and eliminating barriers related to accessibility to people with disabilities in regional/Municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the RDCK/Municipality come to be accessible and promote public engagement in accordance with the Act.

## **MEMBERSHIP**

- 5 (1) The Committee shall consist of up to a maximum of twelve (12) members appointed by the Board. The Committee will endeavour to maintain the following membership criteria:
  - (a) One (1) RDCK Electoral Area Director;
  - (b) One (1) RDCK Municipal Director;
  - (c) a maximum of seven (7) and a minimum of five (5) persons with disabilities or individuals who support or represent organizations that support persons of disabilities;
  - (d) One (1) Indigenous community representative; and
  - (e) Two (2) community members-at-large.
- (2) Directors have full voting rights on the Committee. In the absence of the Director, the Alternate Director for the Electoral Area or Municipality may take the place of, vote and generally act in all matters on behalf of the absent Director.

## **MEMBERSHIP APPOINTMENTS**

- 6 (1) The RDCK shall place advertisements in publications and on the Public Notice Posting Places to notify the public about any vacant positions on the Committee.
- (2) The Committee members whose term has not expired, shall review all applications and recommend to the Board the names of candidates for appointment to the Committee. In the event, the Committee does not meet quorum, the Board shall make the appointment recommendation.
- (3) All members of the Committee shall be appointed by resolution of the Board.
- (4) All members may be reappointed at the discretion of the Board.

- (5) The Board may, at any time, by an affirmative vote of not less than two-thirds (2/3) of the members present at the Board meeting, terminate the appointment of any or all members of the Committee.

#### **MEMBERSHIP TERM**

- 7 (1) Committee members shall be appointed up to a two (2) year term.
- (2) Terms shall vary, with half of the member's terms expiring a year prior to the other half.
- (3) Members are expected to commit to attending meetings as required. Substitute members will not be permitted unless they are appointed as an alternate.
- (4) A member of the Committee who misses three (3) consecutive meetings without the approval of the Chair or without reason satisfactory to the Committee shall be deemed to have resigned, at which time the Committee shall notify the Board in writing in order to appoint a new member.
- (5) In the event of the death, resignation or disqualification of a member of the Committee, the Board may appoint a new member.

#### **REMUNERATION**

- 8 Members of the Committee shall serve without remuneration.

#### **DUTIES OF THE COMMITTEE**

- 9 In accordance to the *Act* the Committee shall:
  - (a) Identify accessibility and inclusion barriers that RDCK/Municipality staff and community members experience or may experience in the course of interacting with the RDCK/Municipality in the following areas:
    - (i) Employment;
    - (ii) Delivery of programs and services;
    - (iii) RDCK/Municipal Facilities;
    - (iv) Transportation; and
    - (v) Information and Communications.
  - (b) Advise the RDCK/Municipality on the preparation, implementation and effectiveness of its accessibility plans;
  - (c) Review and work with staff to update the RDCK/Municipality's accessibility plan at least every three (3) years;
  - (d) Review and work with staff to development a mechanism for public feedback on accessibility.

## MEETINGS AND STRUCTURE

- 10 (1) All business of the Committee shall be conducted through the forum of a duly constituted meeting. The Committee is not permitted to delegate their duties to a sub-committee.
- (2) Committee meetings held on behalf of a Municipality will work directly with the Municipal staff and will follow the meeting procedures of the Municipality. Each municipality is responsible for reporting to their respective Municipality and to take any resolutions and recommendations from the Committee to their Council.
- (3) Committee meetings held for regional accessibility will be in accordance to the RDCK Procedure Bylaw and no act or other proceeding of the Committee shall be valid unless it is authorized by resolution adopted at a duly constituted meeting of the Committee or a resolution of the Board.
- (4) Committee meetings held for RDCK accessibility will abide by the following:
- (a) All meetings will be open to the public, be held in a publicly accessible meeting place, and must provide a remote attendance option.
  - (b) The Committee shall meet a minimum of four (4) times in a year, or as otherwise convened.
  - (c) Administrative and Meeting Coordinating functions for the Committee are determined by Corporate Administration;
  - (d) The Meeting Coordinator shall provide the meeting dates and times to the Corporate Administration department to add to the RDCK website;
  - (e) Prior to each Committee meeting, the Meeting Coordinator shall prepare an agenda, which shall be circulated to the Committee members and the public at least 48 hours in advance. The Committee may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
  - (f) No meeting may proceed without quorum or the Chair/Acting Chair. If there is no quorum of the Committee within 30 minutes of the scheduled time for the meeting, the meeting must be postponed to the next meeting or rescheduled.

## SEVERABILITY

- 11 If any section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of the court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this bylaw.

## CITATION

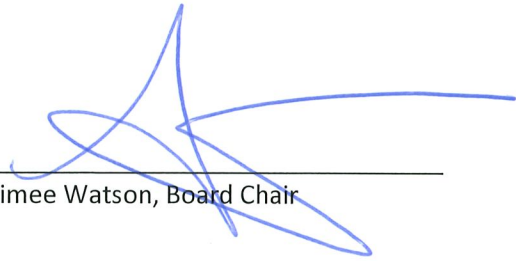
- 12 This Bylaw may be cited as “**Regional Accessibility Advisory Committee Bylaw No. 2904, 2023.**”

READ A FIRST TIME this 17<sup>th</sup> day of August, 2023.

READ A SECOND TIME this 17<sup>th</sup> day of August, 2023.

READ A THIRD TIME this 14<sup>th</sup> day of September, 2023.

ADOPTED this 14<sup>th</sup> day of September, 2023.



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Aimee Watson, Board Chair



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Mike Morrison, Corporate Officer



## **SCHEDULE A**

The Committee will advise the RDCK, and support any of the municipalities within the regional district who are unable to form their own Accessibility Advisory Committees due to the small size of their communities or due to having difficulties finding volunteers to meet the requirements in accordance to the Act.

The Committee is the standing committee for the RDCK and the following municipalities:

- Town of Creston
- Village of Naksup
- Village of Salmo
- Village of Silverton
- Village of Slocan