



**Regional Accessibility Advisory Committee**

**Bylaw No. 2904, 2023**

**CONSOLIDATED FOR CONVENIENCE ONLY**

This Bylaw has no legal sanction

<b>Bylaw No.</b>	<b>Amendments</b>
<b>Bylaw No. 3017</b>	Amendments to: <ul style="list-style-type: none"><li>• Section 2 – Meeting Coordinator</li><li>• Section 5 (2) – deleted</li><li>• Section 10 – replaced</li><li>• Schedule A – removal Nakusp</li></ul>

## 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 discussion outline and meeting notes 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.

### **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) Committee meetings held for the RDCK accessibility will abide by the following:
- (a) The Committee shall meet a minimum of four (4) times in a year, or as otherwise convened.
  - (b) All meetings will be open to the public, be held in a publicly accessible meeting place, and provide a remote attendance option. Members of the public may be invited to attend on behalf of member organizations.
  - (c) Meetings shall be held in accordance with the discussion outline provided by the Manager of Corporate Administration, or designate. Meeting procedures are generally in accordance with the informal nature of community advisory meetings, and the direction of the Manager. The RDCK Procedure Bylaw does not apply to the Committee meetings.
  - (d) The Meeting Coordinator will create a written record of the Committee meetings in the form of meeting notes and will be made available to the public. Meeting notes will accurately summarize the totality of input from Committee members, particularly where a consensus community opinion is not achieved on a given matter. Meeting notes will be recorded on a standardized RDCK template.
  - (e) Meeting notes will also be placed under 'Committees and Commissions - For Information' on the next Board agenda.
  - (f) The Manager of Corporate Administration, or designate, is charged with scheduling and organizing all Committee meetings, and will provide a minimum of seven days' notice to each Committee member. A discussion outline for each meeting will be distributed to members prior to the meeting.
  - (g) No quorum is required at Committee meetings.
  - (h) The Meeting Coordinator shall convene the Committee, co-facilitate the discussion, and create the meeting notes.
- (2) Committee meetings held on behalf of a Municipality will work directly with the Municipal staff. Municipal staff will be responsible for providing the Committee with a discussion outline and taking meeting notes for the meetings.

## 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.

Originally signed by

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Aimee Watson, Board Chair

Originally signed by

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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 Salmo
- Village of Silverton
- Village of Slocan