

## Regional Accessibility Advisory Committee

Date: March 7, 2025  
Time: 9:00 am  
Location: CSRD Boardroom  
555 Harbourfront Drive NE, Salmon Arm

Pages

### 1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area

Declaration on the Rights of Indigenous Peoples Act

Article 35 - Indigenous peoples have the right to determine the responsibilities of individuals to their communities.

### 2. Call to Order

### 3. Introductions

Each Committee member will introduce themselves.

### 4. Elections

#### 4.1 Election of Chair

#### 4.2 Election of Vice Chair

### 5. Adoption of Agenda

### 6. Adoption of Minutes

None.

### 7. Discussion

Brief overview of the purpose of this Committee and desired goals.

### 8. Next Meeting

Discussion on potential next meeting date.

### 9. Adjournment



## REGIONAL ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

(Columbia Shuswap Regional District, Golden, Revelstoke, Sicamous & Salmon Arm)

### 1. Vision Statement

To assist and advise the regional participants (Town of Golden, City of Revelstoke, District of Sicamous, City of Salmon Arm, and surrounding rural areas of the Columbia Shuswap Regional District) to identify, remove, and prevent barriers to individuals in or interacting with the regional participants in accordance with the Accessible British Columbia Act.

### 2. Statement of Commitment

The participants are committed to inclusion, diversity, equity, and accessibility and acknowledge the importance of the disability community's lived experience.

### 3. Purpose of the Committee

- a. To provide input and direction to the regional participants on the development of a combined regional accessibility plan and in creating a mechanism for public feedback on accessibility in accordance with the *Accessible British Columbia Act*.
- b. To achieve this objective, the Regional Accessibility Advisory Committee will undertake the following activities:
  - i. Advise in the development of and updates to its Accessibility Plan;
  - ii. Advise Council/Board as it establishes priorities, develops policies and plans, and implements programs related to accessibility;
  - iii. Assist the municipalities/regional district with identifying barriers related to civic infrastructure including local government services and online resources;
  - iv. Advise the municipalities/regional district on a process for receiving comments from the public on the accessibility plan(s) and barriers to individuals in or interacting with the organization; and
  - v. Other matters as referred by Council/Board.

### 4. Scope and Composition

#### Membership

- a. The Committee will, to the extent possible, consist of a maximum of 6 members that:
  - Are persons with disabilities or individuals who support or represent organizations that support persons with disabilities and reflect the diversity of persons with disabilities in British Columbia (minimum of 3);
  - Is an Indigenous community representative (1).
- b. All members of the Committee should reflect the diversity of persons in BC.

#### Support Staff

- a. Staff from the CSRD Corporate Services Department will provide support to the Committee including meeting coordination, agenda management, minute taking, and minute distribution.
- b. Members may request information, in the form of reports and/or advice, from staff but only when requested within the limits of the available resources and in accordance with the vision statement and purpose of the Committee, as approved by the regional participants.

#### Appointment

- a. Members will be recommended to the CSRD Board (includes representatives from all of the regional participants) based on eligibility and regional representation, for appointment.

### **5. Role and Responsibilities**

#### Committee and Member Expectations

- a. The Committee does not have the authority to indebted the regional participants to any financial commitments.
- b. The Committee makes recommendations to the regional participant Councils/Board.
- c. The Committee will recognize that the Committee's comments and recommendations represent one of a series of decision-making processes that enable members of the municipal Councils and Regional District Board to fully understand the issues under review, including their policy and budget consequences and potential impact on the general public.
- d. All members are expected to review distributed material before the meeting.
- e. Members are expected to attend all meeting and participate fully in order to bring the full range of skills, experiences and diversity to each issue and provide input to the Committee, as needed.
- f. Members will attend the meetings with regularity and punctuality.

#### Code of Conduct

- a. The Committee will lead an accountable, participatory process, providing an opportunity for a all members to participate equally.
- b. The Committee will act with integrity and honesty and will interact with others in a respectful and inclusive manner.

#### Conflict of Interest

- a. A Committee member who has a conflict of interest regarding a matter that is being reviewed and considered by the Committee must:
  - i. declare their conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
  - ii. leave the meeting for the period of time during which the topic is under consideration; and

- iii. not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in relation to the topic.

#### Role of the Chair and Vice Chair

- a. The Chair and Vice Chair will be selected from the members of the Committee, annually.
- b. The Chair is responsible for calling meetings, setting agendas, providing leadership, and ensuring meetings are conducted properly.
- c. A Chair will serve no more than 5 consecutive one year terms.
- d. In the absence of the Chair, the Vice Chair will preside over the meeting.
- e. In the absence of the Vice Chair, the remaining members of the Committee will select an Acting Chair to preside over the meeting.

#### Attendance Requirements

- a. Members will advise the Corporate Officer or designate of their intent to attend or to be absent from a meeting and whether or not their attendance will be electronically or in-person at least one week (7 days) before a scheduled meeting.
- b. Any member who is absent from three consecutive meetings of the Committee without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.
- c. Any member who wishes to resign from the Committee will provide a letter of resignation to the CSRD Corporate Officer.

#### Term

- a. Members will be appointed for a three-year term except in the first year where two appointments will serve a 2-year term to allow for staggered expiration terms.
- b. No member will serve more than two consecutive terms (i.e. 6 years).

## 6. Procedures

#### Frequency of meetings

- a. The Committee will meet a minimum of four times a year.
- b. All meetings will be open to the public unless properly closed under Section 90 of the Community Charter.
- c. Additional meetings may be scheduled by the Chair in consultation with the members and support staff.
- d. Meetings may be cancelled by the Chair in consultation with support staff. A minimum of 48 hours notice will be provided to the CSRD Corporate Officer or designate. Notice of cancellation will be posted in accordance with the current CSRD Procedure Bylaw.

#### Location

- a. Default location of the meetings will be the CSRD office in Salmon Arm.

- b. Depending on the composition of the Committee members and availability of the meeting space at the CSRD office, the location of the meeting may be elsewhere and must be posted in accordance with public notification requirements.

#### Electronic Participation

- a. A member is permitted to participate electronically provided they can fully participate without any financial requests for additional equipment or technology upgrades.
- b. Any member attending electronically will remain on camera for the duration of the meeting except during break periods.

#### Quorum

- a. A quorum will be the majority (50% +1) of Committee members.
- b. If quorum is not present, the attendees' names will be recorded and the meeting will be adjourned.

#### Voting rules

- a. The Committee will operate on a consensus or majority vote decision-making model agreed upon by the current members.
- b. All matters of order, privilege, and procedure not provided for in this Terms of Reference are governed by the current CSRD Procedure Bylaw.

#### Remuneration

- a. All Committee members will serve without financial remuneration.
- b. Mileage to and from meetings will be reimbursed at the rate listed on the current CSRD expense form.

#### Budget

- a. The budget for this committee includes administration of the Committee meetings. Each of the regional participants will approve an equal amount of annual funding for the Committee to cover administrative costs and general affairs of the Committee during the coming year.
- b. Every member must be able to fully participate in the Committee, which may include reasonable reimbursement for transportation, interpreters for the hearing impaired, etc., required for participation.
- c. Any initiative proposed by the Committee, not already allocated for in the approved budget, must be forwarded to the Regional District Board for approval prior to proceeding.
- d. Any funding required to support removal of barriers, public feedback events, interpreters, assistive technology, and technical services/software may be considered by individual participants at their Councils or Board.

#### Communication and Reporting Procedures

- a. Agenda and minutes of all committee meetings will be posted to the CSRD website.

- b. Minutes will be shared with regional participants for inclusion on their agendas and Councils/Board will make separate decisions on the recommendations in their jurisdictions.
- c. Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless directed by the CSRD Board.

#### Review Schedule

- a. The Committee will review the Accessibility Plan and any policies every three years.

#### Terms of Reference

- a. These Terms of Reference will be endorsed by the Councils/Board of each of the regional participants and any changes will be by mutual agreement.

July 2024