

PEACHLAND ACCESSIBILITY ADVISORY COMMITTEE

EFFECTIVE DATE: July 11, 2023

COUNCIL AUTHORITY: RC-23/07-11-010

COMMITTEE MANDATE

1. The purpose of the Accessibility Advisory Committee is to:
 - (a) assist with identifying barriers to individuals in or interacting with the District of Peachland in accordance with the *Accessible BC Act*;
 - (b) provide advice on how to remove and prevent any identified barriers;
 - (c) provide input on the development of an Accessibility Plan;
 - (d) provide advice on mechanisms to receive public feedback on accessibility;
 - (e) provide advice on any matters referred to the Committee by Council or District staff.

COMMITTEE FUNCTIONS

2. The Committee will provide advice to Council on the development of an Accessibility Plan to identify, remove and prevent barriers to individuals in, or interacting with the District of Peachland. The plan must be adopted by September 1, 2023.
3. The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the Accessibility Plan.

FREQUENCY OF MEETINGS/MEETING PROCEDURES

4. A Committee Meeting will be convened upon the appointment of members. The purpose of the inaugural meeting will be to review the Terms of Reference, establish a meeting schedule and establish preliminary requirements.
5. A majority of the voting members will constitute a quorum.
6. All meetings will be open to the public unless otherwise permitted in accordance with the *Community Charter*.

COMMITTEE COMPOSITION

7. The Accessibility Advisory Committee will consist of a minimum of five (5) and a maximum of seven (7) members, who will be appointed by Council based on their experience and credentials, and to the extent possible, include representation as follows:
 - (a) at least half of members to be persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
 - (b) members that reflect the diversity of persons with disabilities in British Columbia;
 - (c) at least one (1) Indigenous Person;
 - (d) members that reflect the diversity of persons in British Columbia; and
 - (e) at least one (1) member of Council.
8. Members will be appointed for a two-year term but serve at the pleasure of Council.

REPORTING REQUIREMENTS

9. Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council.
10. Recommendations of the Committee will be submitted to Council in the form of a staff report containing the proposed recommendation;

11. The Staff Liaison is responsible for preparing the staff report and present the report to Council along with the Chairperson, if required;
12. The Committee shall report to Council at least once semi – annually to update Council and the public as to their projects, upcoming events and any other relevant issues that may concern them.

STAFF SUPPORT

13. District Staff will assist the Chair in booking meeting space and coordinating the preparation and distribution of agendas.
14. District Staff will attend meeting to record key decisions and discussion points. Minutes will be provided to the Chair for distribution to members.
15. District Staff will provide professional or technical advice.

MEMBER RESPONSIBILITIES

16. Committee members are responsible for following District Policies and Procedures.

Committee members must abide by the conflict-of-interest provisions of the *Community Charter* and *District of Peachland Council Procedures Bylaw* as amended from time to time. If a Committee member attending a meeting of the Committee considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

REMUNERATION AND EXPENSES

17. Committee members shall serve without remuneration, but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with District policies;
18. Expenses must be preapproved by the Chief Administrative Officer;
19. Routine operations of the Committee will be funded by allocations within the Council budget;
20. Special initiatives of the Committee must be approved by Council.