

November 2, 2023

4:00 pm

Virtual Meeting - Teams

Pages

1. Call to Order

2. Confirmation of Minutes

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3. Committee Chair

- options for structure of Chair position
- nomination of Chair

4. Meeting Structure

- Standardize date and time - review electronic poll
- Communication with City departments
- Sharing information

5. Short Term Priorities

Consider:

- Accessibility Plan - process to develop
- Speaker invite
- Areas of improvement
- Input from Vision community

6. New Business

7. Meeting Termination

Accessibility Advisory Committee Minutes

Date: Friday, October 13,
Time: 2023
Location: 4:00 pm
City Council Chambers

Members Present Paul Clarke (Alternate), Beth Flynn, Randy LeBlanc; Cody Petrone; Lisa Watson

Members participating remotely Hana Cairns, Michelle Hewett, Celynne Hurst

Members Absent Briann Audet, Karine Veldhoen

Staff Present Stephen Fleming, City Clerk; Mariko Siggers, Community & Neighbourhood Services Manager; Amy Johnston, Project Architect; Clint McKenzie, Legislative Coordinator (Confidential)

Staff Absent Robert Parlane, Parks & Buildings Planning Manager

1. Call to Order

The meeting was called to order at 4:05 p.m.

The City Clerk welcomed everyone, and round table introductions took place.

Hana Cairns, Michelle Hewett and Celynne Hurst joined the meeting online at 4:15 p.m. as the Teams meeting invite was not broadcast correctly.

Introductions by Committee Members concluded.

2. Confirmation of Minutes

There were no minutes to adopt.

3. Reports

Staff displayed a PowerPoint presentation outlining key considerations of the Terms of Reference for the newly appointed Committee, including:

- The Committee's Objective
- Scope of Work
- Appointment parameters
- Attendance requirements
- Election of a Chair
- Meetings Procedures
- Conflict of Interest
- Voting
- When and how meetings will be held

Staff:

- Provided some history on previous accessibility committees. Their minutes will be circulated for the Committee's reference.

- Responded to questions from the Committee.
- Confirmed the Committee is a Statutory Committee of Council.
- Reviewed the options on how the Committee can receive comments from the public including the City's website presence and other options.
- Reviewed existing plans with accessibility components that will help form an Accessibility Plan for the City. Staff Liaisons will provide an update to the Committee on the current state of affairs and what is currently endorsed by Council including the Community for All work completed.
- Reconfirmed there is not a requirement to attend in person and the Committee needs to determine how and when it would like to meet.
- The need for an election of a Chair and Vice Chair was reviewed.
- The role of the Alternate was reviewed.
- Advised the Committee that meetings are open to the public and agendas and minutes will be made public online at kelowna.ca.
- Confirmed that proxy votes are not allowed as the Alternate Member would be requested to attend in advance to make sure quorum is met.

Discussion ensued regarding the need for members to attend and represent themselves versus mandated to represent specific organizations.

Staff:

- Reviewed direct and indirect conflict of interest and provided examples. Members were advised they have the responsibility to advise the Committee if they believe they are in conflict.
- Advised members that unless they make an effort to oppose a motion they are assumed to be in favour. If votes are equal for and against the question is defeated. The Committee collectively makes recommendations versus individual member recommendations.
- Responsibilities of the Chair and Vice Chair were reviewed and the minutes form the official record of the meeting. The need to elect the two positions was reviewed.

Discussion ensued regarding meeting styles and there was consensus that a hybrid model of in person and virtual is best for the Committee. It was agreed that the Chair should be in person to help facilitate meetings.

Accessibility awards and budget availability to administer an awards program was discussed as other municipalities have done so. Fines are collected from penalties related to illegal accessible stall parking and used to fund the awards.

Members requested examples of other municipal accessibility plans for reference.

Discussion ensued regarding the opportunity for the Committee to become involved with future reviews of civic infrastructure for accessibility.

Staff confirmed the Chair is the spokesperson for the Committee and will communicate with the press regarding Committee business. The Committee provides a status report to Council once per year.

Staff will circulate another poll to determine the best day and time to meet monthly and will email a link to the Community Charter for reference.

4. New Business

There was no new business.

5. Meeting Termination

The meeting terminated at 5:34 p.m.

Chair