

# Report to Council



**Date:** April 3, 2023  
**To:** Council  
**From:** City Manager  
**Subject:** Accessibility Advisory Committee Terms of Reference  
**Department:** Office of the City Clerk

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## **Recommendation:**

THAT Council receives, for information, the report from the Office of the City Clerk dated April 3, 2023, with respect to the Accessibility Advisory Committee Terms of Reference;

AND THAT Council endorses the Accessibility Advisory Committee Terms of Reference as attached to the report from the Office of the City Clerk, dated April 3, 2023;

AND THAT Council directs staff to seek applications for membership for the Accessibility Advisory Committee for the 2022-2026 Council term.

## **Purpose:**

To establish an Accessibility Advisory Committee and seek applications for membership for the 2022-2026 Council term.

## **Background:**

Under the *Accessible British Columbia Act*, local governments must now establish an accessibility committee, develop an accessibility plan, and create a mechanism for public feedback about accessibility. The City must have an accessibility committee in place by September 1, 2023 and the Act sets certain requirements for its scope and membership.

## **Discussion:**

The Accessibility Advisory Committee (AAC) will be an advisory committee of Council that makes recommendations to the City on identifying, removing, and preventing barriers to the full and equal participation of people with disabilities. Disabilities relate to the interaction between a physical, sensory, mental, intellectual, or cognitive impairment and a barrier, which may be caused by environments, attitudes, practices, policies, information, communication, or technology.

The Committee's primary objectives are to assist the City with identifying barriers to individuals in or interacting with the City and advise the City on how to remove and prevent those barriers.

To this end, the Committee will:

- be consulted on the City's Accessibility Plan;
- advise Council on policies, plans, and programs related to accessibility;
- assist with identifying barriers related to City infrastructure (e.g., services, online resources, physical infrastructure); and
- advise on a process for receiving public comments related to accessibility.

Council may direct the Committee to undertake other matters related to its objectives.

The Committee will consist of seven voting members with the goal to reflect the diversity of people in Kelowna. Accordingly, at least four members should be persons with disabilities or individuals who support, or are from organizations who support, persons with disabilities, one member should be an Indigenous person, and two members should be from the community at large. Additional qualifications are outlined in the Terms of Reference. The Committee will meet once every two months and a special meeting may be called in accordance with the Terms of Reference.

Staff liaisons from the Active Living & Culture and Partnership & Investments Divisions will support the Committee's objectives, and the Office of the City Clerk will provide meeting management and recording support. Staff will work with the Committee to provide an annual report to Council. Staff will advertise the Committee membership opportunities and reach out to organizations that fit the membership criteria to encourage diverse representation. Applications will be accepted until April 28. Staff will report back to Council with recommended appointments later this spring.

### **Conclusion:**

The AAC will support efforts to identify, remove, and prevent barriers for people with disabilities in Kelowna or interacting with the City. The Terms of Reference establish the Committee's scope, membership, appointment and term, meeting and reporting procedures, and staff support. Following the application submission period, staff will bring recommended Committee appointments to Council.

### **Internal Circulation:**

Active Living & Culture  
Corporate & Protective Services  
Corporate Strategic Services  
Partnership & Investments

### **Considerations applicable to this report:**

#### ***Legal/Statutory Authority:***

*Accessible British Columbia Act, section 9*

#### **Accessibility committee**

- 9** (1) An organization must establish a committee to
- (a) assist the organization to identify barriers to individuals in or interacting with the organization, and
  - (b) advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.

- (2) An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:
  - (a) at least half of the members are
    - (i) persons with disabilities, or
    - (ii) individuals who support, or are from organizations that support, persons with disabilities;
  - (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
  - (c) at least one of the members is an Indigenous person;
  - (d) the committee reflects the diversity of persons in British Columbia.

***Legal/Statutory Procedural Requirements:***

*Accessible British Columbia Act, section 11(4)*

**Accessibility plan**

(4) In developing its accessibility plan, an organization must consult with its accessibility committee.

***Existing Policy:***

Official Community Plan Policies 4.2.3. Accessible and Welcoming Urban Centres and 5.4.3. Accessible and Welcoming Core Area.

Design civic facilities, public spaces, streetscapes, infrastructure, programs and services that are accessible, available and inclusive of all ages, incomes and abilities, including seniors, people with diverse abilities, Indigenous people, and newcomers. Prioritize accessibility retrofits in Urban Centres for existing facilities.

Official Community Plan Policy 10.3.8. Parks for All.

Design for a variety of facilities and amenities that function for a diversity of ages and abilities in parks.

Community for All Action Plan and Parks and Buildings Assessment Report

***Financial/Budgetary Considerations:***

Committee operations will be funded by allocations within the Active Living & Culture Division and Partnership & Investments Division budgets. Committee recommendations that require funding will go through the regular budget process.

**Considerations not applicable to this report:**

***External Agency/Public Comments:***

***Communications Comments:***

Submitted by:

L. Bentley, Deputy City Clerk

**Approved for inclusion:** Stephen Fleming, City Clerk

cc:

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