

# Terms of Reference



## ACCESSIBILITY ADVISORY COMMITTEE

### 1. Introduction

The Accessibility Advisory Committee is established in accordance with the Accessible British Columbia Act. It is an advisory committee of Council that makes recommendations on how the City can identify, remove and prevent barriers to the full and equal participation of people with disabilities.

The terms accessibility plan, barrier, disability, impairment, and Indigenous person take their meaning from the definitions in the Accessible British Columbia Act.

### 2. Objective

The objective of the Accessibility Advisory Committee is to assist the City with identifying barriers and to advise the City on how to remove and prevent barriers to people in Kelowna or people interacting with the City, as they relate to matters within the City's jurisdiction.

### 3. Scope of Work

To achieve this objective, the Accessibility Advisory Committee will undertake the following activities:

- Advise the City in the development of and updates to its Accessibility Plan;
- Advise Council as it establishes priorities, develops policies and plans, and implements programs related to accessibility;
- Assist the City with identifying barriers related to civic infrastructure including municipal services and online resources;
- Advise the City on a process for receiving comments from the public on the City's accessibility plan and barriers to individuals in or interacting with the organization; and
- Other matters as referred by Council.

### 4. Membership

In order to provide representation from the community, the committee will consist of seven voting members selected to reflect the diversity of persons in Kelowna in accordance with the following goals:

- At least four members are:
  - persons with disabilities, or
  - individuals who support, or are from organizations that support, persons with disabilities who reflect the diversity of persons with disabilities in British Columbia;
- At least one member is an Indigenous person; and
- Up to two members are from the community at large, selected based on their ability to meet the committee's objectives.

Where insufficient members can be identified to meet the goals they will be appointed from the community at large based on their ability to meet the committee's objectives.

Two alternates may be appointed to replace regular members unable to attend Committee meetings. Alternates will be chosen from the community at large.

## **5. Qualifications**

The following are the minimum qualifications to serve on the Committee:

- resident of, supporting a resident of, or representing an organization in the City of Kelowna;
- available to attend most Committee meetings;
- commitment to the Committee's objectives;
- ability to objectively review plans and policies;
- understanding of the needs of persons with disabilities; and
- access to a computer and an email address or alternate communications in order to receive and respond to communications and information, including meeting packages.

## **6. Appointment and Term**

The Committee will run concurrent with the four-year Council term. Members will be appointed by Council. Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chair of the Committee.

Committee members who are absent for three consecutive meetings will forfeit their appointment, unless such absence is authorized by motion of the Committee.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee will serve without remuneration.

## **7. Chairperson**

The Committee will elect a Chair and a Vice-Chair annually. In the absence of the Chair and Vice-Chair, the Committee may elect an Acting Chair from those members present at that meeting.

The Chair may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

All committee members will be provided a training session by the City on procedures for Committees of Council.

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## 8. Meeting Procedures

The Chair will call meetings once every two months unless there are no items to be reviewed. Meetings will be generally held on the first Thursday of each month at City Hall. Alternate dates may occur where special circumstances demand.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chair, at the request of any three members of the Committee, or at the request of the Divisional Director, Active Living & Culture and Divisional Director, Partnership & Investments. Notice of the day, hour, and place of special meeting will be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the Committee, the public will only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the voting members (four) will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must notify the City at least two working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package to be provided to the Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk seven complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

### **Electronic Committee Meetings**

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Committee meetings may be conducted by means of electronic or other communication facilities. Committee members may participate by means of electronic or other communication facilities and public notice will be given in accordance with sections 9.26 and 9.27 of Council Procedure Bylaw No. 9200.

Committee members are expected to attend meetings in-person whenever possible and electronic participation should reflect in-person participation to maintain openness, transparency, and accountability as outlined in Council Policy No. 386 – Electronic Council Meetings.

### **Conflict of Interest**

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200.

Members who have a personal, professional and/or pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

### **Voting**

Any member who does not indicate their vote, or has temporarily left the meeting without declaring a conflict, is counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

## **9. Reporting to Council**

The staff liaisons will work with the Committee to provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chair, Vice-Chair, or a Committee member appointed by the committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

## **10. Budget**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Active Living & Culture Division and Partnership & Investments Division budgets.

## **11. Staff Support**

The **Divisional Director, Active Living & Culture** and **Divisional Director, Partnership & Investments** will each assign one staff liaison to the Committee.

The staff liaisons will be responsible for:

- preparing and forwarding agenda items to the Office of the City Clerk for electronic distribution and posting;

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- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
  - reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee; and
  - managing the files of the Committee, as necessary.

The **Office of the City Clerk** will provide meeting management and recording support for the Committee.

Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the Chair and staff liaison;
- receiving and organizing all related presentation materials and/or correspondence prior to the meeting date for inclusion in the agenda package;
- distributing the agenda packages to Committee members;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison;
- maintaining the records of the Committee, including posting and retaining minutes for the public record;
- circulating agendas and minutes electronically to all members of Council; and
- providing an annual check-in with the Committee, including meeting management training as necessary.

The Office of the City Clerk, in conjunction with the staff liaisons, will initiate recommendations to Council for Committee appointments and maintain an updated list of appointees, including the date they were appointed.

Endorsed by Council: **Month, Day** 2023