

Report to Council



Date: June 12, 2023
To: Council
From: City Manager
Subject: Accessibility Advisory Committee Terms of Reference
Department: Office of the City Clerk

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated June 12, 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 June 12, 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.

On [April 3, 2023](#), Council directed staff to gather input on the draft Accessibility Advisory Committee (AAC) Terms of Reference.

Previous Council Resolution

Resolution	Date
THAT Council defer further consideration of the Accessibility Advisory Committee Terms of Reference;	April 3, 2023

AND THAT Council direct staff to consult with people with lived experience on the Terms of Reference prior to coming back to Council;	
AND THAT Council direct staff to bring forward considerations for including a Councillor on the Accessibility Advisory Committee.	

Discussion:

The 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 AAC'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 present those barriers.

Following the April 3 information report, staff contacted members of the public with lived experience and analysed the input received. The following suggested changes have been incorporated into the revised draft Terms of Reference:

- Section 4. Membership
 - The Committee will consist of nine members (*previously seven members*).
 - At least six 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 (*previously four members*).
 - Wording added to specify that priority will be given to applicants with lived experience who meet the membership criteria.
- Section 8. Meeting Procedures
 - The Chair will call meetings once every month unless there are no items to be reviewed (*previously every two months*).

An advisory committee consists of members of the public appointed by Council to make recommendations back to Council on policy. Advisory committee input is one factor Council considers when making decisions. Staff received an unsolicited recommendation that no members of Council should be on this advisory committee as this can unduly influence the Committee's discussion, debate and decisions. The draft Terms of Reference do not include a Council representative.

Conclusion

The AAC will support efforts to identify, remove and prevent barriers for people with disabilities in Kelowna or interacting with the City. Individuals with lived experience have been consulted and their input has been incorporated into the proposed Terms of Reference. 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

Communications
Partnerships & Investments

Considerations applicable to this report:

Legal/Statutory Procedural Requirements:

The City must establish an accessibility committee that meets the requirements of the *Accessible British Columbia Act* by September 1, 2023.

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.

Existing Policy:

Official Community Plan Policies 4.2.3. Accessible and Welcoming Urban Centres, 5.4.3. Accessible and Welcoming Core Area and 10.3.8. Parks for All
Community for All Action Plan
Parks and Buildings Assessment Report

External Agency/Public Comments:

Comments were received from seven individuals. These members of the public were contacted by City staff outlining the proposed changes to the Terms of Reference.

Considerations not applicable to this report:

Legal/Statutory Authority:

Communications Comments:

Submitted by:

L. Bentley, Deputy City Clerk

Approved for inclusion: Stephen Fleming, City Clerk

cc:

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J. Gabriel, Divisional Director, Active Living & Culture
S. Leatherdale, Divisional Director, Corporate & Protective Services
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