
City of Kelowna

MEMORANDUM

DATE: February 1, 2006
FILE: 0540-20; 0550-01

TO: City Manager

FROM: Community Planning Manager

RE: Advisory Committee for People with Disabilities

REPORT PREPARED BY: Theresa Eichler

RECOMMENDATION:

THAT Council approve the attached Terms of Reference for the Advisory Committee for People with Disabilities and appoint the following individuals to the Committee;

Deborah Perry
Bill Mah
Graham Davis
Ernie Gabbs
Interpreter for Deaf representative.

REPORT:

Following the last election, the Mayor proposed committee structures for the 2006-2008 term of City Council. The Advisory Committee for People with Disabilities was a new committee named as part of this process. At Council's Inaugural Meeting in December 2005, Mayor Shepherd, Councillor Carol Gran and Sherri Newcomen were appointed to this committee, with Councillor Michele Rule being appointed as an alternate.

A terms of reference for the Committee has been prepared and is attached for the approval of Council.

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Subject to Council approval of the terms of reference, the Task Force will meet for the first time on February 7, 2006 from 1:00 p.m. to 3:00 p.m. at City Hall.

Theresa Eichler
Community Planning Manager

Approved for Inclusion

David Shipclark
Manager, Community Development & Real Estate

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Attachment:
Terms of Reference



CITY OF KELOWNA

TERMS OF REFERENCE

ADVISORY COMMITTEE FOR PEOPLE WITH DISABILITIES

INTRODUCTION

The City of Kelowna recognizes that communities thrive when all citizens are able to participate in all aspects of community life. When barriers exist that prevent citizens from realizing their potential in the community everyone suffers. An accessible community works to support the independence, comfort, self-esteem, and security of all its members, especially those with disabilities. The Advisory Committee for People with Disabilities will report to City Council.

OBJECTIVES

The objectives of the Committee are:

- To make the City of Kelowna more livable for its citizens with disabilities by the removal of physical, economic and social barriers which impede their full participation in all aspects of city life.
- To develop an active strategy to remove barriers and discrimination that prevent full inclusion of the citizens of Kelowna, while implementing new supportive measures and leading by example.

SCOPE OF WORK

To achieve these objectives, the Advisory Committee for People with Disabilities will undertake the following activities:

- Review and monitor City programs under consideration and to ensure the needs of People With Disabilities are considered.
- Bring to Council matters identified as requiring action by the City.
- Provide advice and information on services and supports that Council may be unaware of.

MEMBERSHIP

In order to provide representation from the community, the membership of the Committee is as follows:

- Six (6) members selected on the basis of their knowledge of and interest in the needs of People With Disabilities and not on the basis of disability or membership in a particular agency, society or association.
- Up to two members of Council as non-voting liaison members only.

APPOINTMENT AND TERM

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term.

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 Chairperson of the Committee.

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

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

Members of the Committee shall serve without remuneration.

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.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee.

CHAIR

The Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each year. The Chairperson and Vice Chairperson shall be the executive of the Committee. Councillors shall not serve on the executive of the Committee.

MEETINGS

The Committee shall meet once monthly.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee at the place to which the member has directed such notices be sent, and by delivering a copy of the notice to the City Clerk for posting.

Unless otherwise authorized by Division 3 of Part 4 of the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

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

A majority of the Committee shall represent a quorum.

The order of business is to be as set out in an agenda package to be provided to the Committee members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the City Clerks Department at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Chairperson. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make recommendations based on the best interests of the City-at-large. 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 direct or indirect 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:

- All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting
- Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question
- If the votes are equal for and against, the question is defeated.

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, or as 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 City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council.

The Committee will provide a status report to Council annually.

The staff liaison, and, if and when the Committee determines the need, a Committee member appointed by the Committee, will report to Council on behalf of the Committee.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations within the Planning and Corporate Services - Community Development & Real Estate budget.

STAFF SUPPORT

The Community Planning Manager shall serve as administrative liaison to the Committee.

The Planning and Corporate Services Department shall provide administrative and technical support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chairperson & staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the City Clerk for posting as a public notice;
- mailing or delivering all meeting notices and agendas;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- editing the draft minutes and providing the final minutes to the City Clerk and Committee members;
- managing the files of the Committee, as necessary;
- maintaining a list of outstanding issues for Committee action.

Endorsed by Council:

Revised & Endorsed by Council: