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City of Kelowna

MEMORANDUM

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DATE: March 15, 2007  
FILE: 0540-20  
TO: City Manager  
FROM: Community Planning Manager  
RE: Advisory Committee for People with Disabilities

REPORT PREPARED BY: Theresa Eichler

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RECOMMENDATION:

THAT Council amend the attached Terms of Reference for the Advisory Committee for People with Disabilities so as to increase membership to six individuals from the community, as indicated;

AND THAT Council appoint Keith Bradley as a member of the Advisory Committee for People with Disabilities.

REPORT:

The Advisory Committee for People with Disabilities has now been meeting for more than one year. During this time, several individuals have approached members of the committee suggesting that a wider range of experience with disabilities would be appropriate. In particular, feedback was received indicating a desire for people with cognitive or mental disabilities to be better represented.

In February, the Committee discussed this issue and passed a motion to increase membership to the Committee by one person in order to expand the range of disabilities and experience represented. In March, committee applications from the Clerk's office were reviewed for those interested in this committee. The Committee made a motion recommending that Keith Bradley be appointed as an additional member of this Committee. Mr. Bradley has experience as a caregiver, residential care aide and rehabilitation aide. His qualifications also include a diploma as a Community Care Specialist. He has knowledge of brain injury issues, which the committee specifically felt needed informed representation.

Council is asked to support the recommendations of the Committee.

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Theresa Eichler  
Community Planning Manager

Approved for  Inclusion

David Shipclark  
Director of Corporate Services

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Attachment:  
Terms of Reference



## CITY OF KELOWNA

### TERMS OF REFERENCE

#### ADVISORY COMMITTEE FOR PEOPLE WITH DISABILITIES

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##### 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)** ~~five (5)~~ 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;
- providing an interpreter for those with hearing impairment at each meeting;
- maintaining a list of outstanding issues for Committee action.

Report to: City Manager  
Re: Membership of Advisory Committee for People with Disabilities

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Endorsed by Council: February 6, 2006  
Revised & Endorsed by Council: