

Memo



Date: December 18, 2009
File No.: 0540-20
To: City Manager
From: Accessibility Advisory Committee
Subject: Appointment of New Committee Members
Report Prepared by: Staff Liaison, Birte Deloux

RECOMMENDATION:

THAT City Council appoint Hans van Leening and Ryan Hendricks as new members of the Accessibility Advisory Committee to fill the existing vacancies.

AND THAT Council accept, with regret, the resignation of Michel Landals and Ernie Gabbs from the Accessibility Advisory Committee.

BACKGROUND:

Michel Landals submitted her resignation from the committee due to family commitments. Ernie Gabbs now resides in warmer climates for the winter months and is unable to attend meetings.

After advertising for the committee openings, applications were received by the Clerk's Department. These applications were reviewed in a closed meeting on December 1, 2009 and the committee made a motion recommending that Hans van Leening and Ryan Hendricks be appointed as members of this Committee.

Han Van Leening is well known in the community for his work as the acting director of the Kelowna General Hospital Physiotherapy Department. He does research and consults to several private Physiotherapy clinics. He has been President of the Disabled Sailing Association in Kelowna. In his words he can contribute "as someone who lives the life of a 'stakeholder'".

Ryan Hendricks is in the process of working on Masters of Social Work at UBC. Through his occupation he is in contact with people with disabilities and understand some of the issues they face.

Council is asked to support the recommendations of the Committee.

INTERNAL CIRCULATION TO:

Clerks Department

LEGAL/STATUTORY AUTHORITY:

S. 141 Community Charter

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EXISTING POLICY:
Strategic Plan

Goal #3 - To foster the social and physical well-being of residents and visitors.

Objective #8 - Provide meaningful opportunities for a broader range of input from residents and agencies on major directions taken by the City.

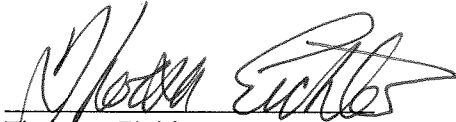
3.8.1 Review and update guidelines relating to public involvement on Council appointed committees.

Official Community Plan
Chapter 17
17.1 - Accessibility Policies


Considerations that were not applicable to this report:

- FINANCIAL/BUDGETARY CONSIDERATIONS:**
- PERSONNEL IMPLICATIONS:**
- LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**
- TECHNICAL REQUIREMENTS:**
- EXTERNAL AGENCY/PUBLIC COMMENTS:**
- COMMUNICATIONS CONSIDERATIONS:**
- ALTERNATE RECOMMENDATION:**

Submitted by:



Theresa Eichler
Manager, Community Planning

Approved for Inclusion: 

Signe Bagh
Director of Policy and Planning
BD

Terms of Reference



ACCESSIBILITY ADVISORY COMMITTEE

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 Accessibility Advisory Committee will report to City Council.

The Accessibility Advisory Committee is an **Advisory Committee** of 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 make strategic efforts 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 Accessibility Advisory Committee will undertake the following activities:

- Review and monitor City programs under consideration to ensure the needs of People with Disabilities are considered.

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- Bring to staff, and when necessary Council, matters identified as requiring action by the City.
 - Operational matters would normally be handled by staff and policy matters will be forwarded to Council.
 - Raise awareness of accessibility issues in the City of Kelowna.
 - Receive delegations from the Community on accessibility issues.

MEMBERSHIP

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

- Seven (7) 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 motion 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. Any sub-committee so created will report to 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.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

MEETING PROCEDURES

The Committee shall meet at least six times annually.

All written materials prepared by the City and sent to Committee members shall be written in clear fourteen 14 point font.

The Committee will recognize that each meeting can require a significant commitment of staff resources and four hours of hearing interpreter (based on two interpreters) services, 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 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 the *Community Charter*, or by the 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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Council (Committee) Recording Secretary and then signed by the Chairperson. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

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

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, including the following:

- 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.
- Members 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.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are 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 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 motion prior to presentation to Council.

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

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations within the Planning and Policy - Community Planning budget.

STAFF SUPPORT

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The **Community Sustainability Division** shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair and staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Office of the City Clerk for posting as a public notice;
- 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;
- managing the files of the Committee, as necessary;
- providing an interpreter for those with hearing impairment at each meeting; and
- maintaining a list of outstanding issues for Committee action in accordance with the Committee's scope of work and Council's direction.

The **Office of the City Clerk** shall provide secretarial support for the Committee. Support functions include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee staff liaison; and
- maintaining the records of the Committee including posting of agendas and filing of minutes for the public record.

Endorsed by Council: February 6, 2006

Revised & Endorsed by Council: October 19, 2009