



TERMS OF REFERENCE

Accessibility and Inclusion Committee

ESTABLISHMENT AND AUTHORITY:

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination.

PURPOSE OF COMMITTEE:

An Accessibility Committee is a requirement of the *Accessibility B.C. Act* in which organizations must establish an Accessibility Committee, an accessibility plan, and a tool to receive feedback on Accessibility.

Council established the Accessibility and Inclusion Committee (“AIC”) in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference and the Committee recommendations are non-binding and intended to be advisory in nature.

The AIC will collaboratively work with City of West Kelowna staff to discuss, develop, improve, promote, and sustain community accessibility and inclusion. As well, work to free barriers, focusing on experiences of people with disabilities, and encompass the community.

The AIC will advise Council on strategies to reduce social, physical, and sensory barriers that prevent people from fully participating in all aspects of community life.

MEMBERSHIP OF THE COMMITTEE:

As per the *Accessibility B.C. Act*, half the Committee membership should include representatives with disabilities or individuals who support, or are from organizations that support people with disabilities, and at least one of the committee members should be an Indigenous person. The Committee should reflect the diversity of people in West Kelowna. Particular attention will be paid to ensure a cross-disability perspective.

Voting Members:

The AIC shall consist of up to **eight (8) voting members**, with the majority of composition aligning with the requirements of the *Accessible British Columbia Act*.

The term for Voting Members will be two (2) years from the date of their appointment from Council, with an option to renew for another two (2) year term with Council’s approval.

Organizations that support people with disabilities, may appoint their respective Committee representatives, who can alternate from meeting to meeting.

Non-Voting Members:

One City of West Kelowna Councillor and one Alternate member shall be appointed by the Mayor and will run concurrently with their Council term, or until determined otherwise at the discretion of the Mayor.

One staff person shall be appointed as a liaison to fulfill each council term.

ROLES AND RESPONSIBILITIES:

The Chair's roles and responsibilities includes:

The Chair shall preside at all meetings of the committee, preserve order, and decide all points of order, ensuring business can be carried out efficiently and effectively.

The AIC roles and responsibilities includes:

- a) Advise on a process for receiving public comments about accessibility;
- b) Establish and maintain an Accessibility Plan;
- c) Work collaboratively to identify and implement initiatives to enhance accessibility and inclusion in the community;
- d) Provide guidance and advice regarding accessibility within our organization and municipal events, including how we may become more inclusive in our operations;
- e) To work cooperatively with agencies representing people with disabilities, in order to provide input on matters affecting people facing barriers within the community;
- f) Receive referrals from staff, Council and Committees for review and recommendations;
- g) Recognize that the Committee's comments and recommendations represent one of a series of decision-making processes that enable members of Council to fully understand the issues under review, including their policy and budget consequences and potential impact on the public; and
- h) Investigate funding opportunities available with respect to inclusion and accessibility.

MEETING PROCEDURES:

Meetings will be conducted in an orderly and business-like manner consistent with legislation and the City of West Kelowna Procedure Bylaw No. 0258, 2018, as amended, or replaced from time to time.

Members will elect a Chairperson at their first meeting each year. This vote requires the participation of no less than two thirds of the Committee Membership present.

In the absence of the Chairperson, the Committee may elect an Acting Chairperson from those members present at that individual meeting.

Appointments to the Committee must be made by Council.

The Legislative Services Department will coordinate the process for appointments including advertising for applicants, review of applications, and bringing appointment recommendation to Council for approval.

The AIC will meet at a minimum of four times a year and additional meetings will be held at the call of the Chair.

Meetings will be held in an open session in a location accessible to the public unless otherwise posted as a closed meeting per S. 90 of the *Community Charter*.

Quorum shall consist of half the total number of members plus one (1).

All Committee meetings shall commence at the stated time as advertised.

All names of members of the AIC are made public and will become part of the public record at meetings of Council.

Each voting member shall have one vote.

Members will adhere to the City of West Kelowna's Code of Conduct Policy and ensure anonymity; names are not associated with comments.

The Chairperson in collaboration with the Legislative Services Assistant shall prepare an Agenda for each meeting.

Agenda items and supporting material must be submitted to the Chair with a copy emailed to legislative.services@westkelownacity.ca prior to the agenda cut-off to be placed on the Committee agenda.

Late items (after the agenda has been circulated) will only be considered if the item is emergent in nature and cannot wait until the next meeting. Acceptance of late items must be approved by the Committee at the meeting.

Agendas and Late Items will be circulated by the Legislative Services Assistant to each Committee member via email.

MINUTES:

Minutes for the AIC meetings will be prepared by the Legislative Services Assistant in accordance with City of West Kelowna Procedure Bylaw No. 0258, 2018, as amended, or replaced from time to time.

Recommendations from the Committee will be forwarded to Council for consideration by the appropriate staff person.

REMUNERATION:

AIC members serve as volunteers and shall serve without remuneration. Committee meeting expenses shall be undertaken by the City of West Kelowna, as deemed acceptable.

ACCOUNTABILITY:

AIC members are expected to act in accordance with City of West Kelowna Procedure Bylaw No. 0258, 2018, as amended, or replaced from time to time; and

- arrive prepared by reviewing agenda packages in advance to support informed dialog; and
- attend meetings regularly.

If an AIC member finds it necessary to resign, a letter to that effect should be sent to the Chair of the AIC and copied to the Legislative Services Assistant at legislative.services@westkelownacity.ca.

City Council shall have the power to remove any member of the Committee from office at any time.

CONFLICT OF INTEREST GUIDELINES:

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

It's the responsibility of the AIC members to acknowledge at the meeting that they deem themselves to have a conflict of interest. Such as, but not limited to, any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information. The AIC member must remove themselves from discussions or decision making by leaving the meeting for that item.

This shall be recorded in the Minutes of Committee meetings.

Members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

COMMUNICATIONS:

Staff will work with the AIC and the accessibility working group to issue all public communications regarding the progress of the AIC.

*Amended July 25, 2023 to change the number of voting members from seven (7) to eight (8).

