

Accessibility Advisory Committee

Terms of Reference

Background

The City of Kamloops has a goal to be one of the most accessible, inclusive cities in Canada. In conjunction with our commitment to diversity and equity-seeking communities, we will ensure The City of Kamloops meets or exceeds the requirements laid out in the *Accessible BC Act*. This work aligns with the Corporate Strategic Plan under Organizational Excellence.

As per the April 14, 2022 Order of the Lieutenant Governor in Council, The City of Kamloops is a prescribed organization under the *Accessible BC Act*, and effective September 1, 2023, municipalities are required to:

1. **Establish an Accessibility Advisory Committee.** There are two mandatory requirements:
 - a. At least half of the members should be persons with disabilities or represent disability-serving organizations
 - b. The committee should have Indigenous representation
2. **Develop a Plan**
3. **Create a Feedback Mechanism**

The Four Themes within the *Accessible BC Act* are:

- Accessible Services and Programs
- Accessible Built Environment
- Accessible Transportation
- Accessible Employment

Requirements also include that the preliminary plan be developed in collaboration with the full committee. It should be available to the public for comment through a public feedback mechanism.

Purpose

The Accessibility Advisory Committee provides advice to City Council on identifying, preventing, and eliminating barriers to people with disabilities in municipal services and programs, built environment, transportation, and employment. The Committee plays a pivotal role in helping the City of Kamloops become an accessible community and meet its obligations under the *Accessible BC Act*.

Goals

A shared vision of the goals of this work will be developed in collaboration with members of the Accessibility Advisory Committee.

Role

The Accessibility Advisory Committee shall:

1. Advise City Council on the preparation, implementation, and effectiveness of the City of Kamloops Accessibility Plan. In accordance with the *Accessible BC Act*, it will include the following:
 - a. How the organization will identify, remove and prevent barriers for people in the organization or interacting with it. The Plan must be reviewed and updated at least once every three years.
 - b. Consultation with its Accessibility Advisory Committee to consider specified principles:
 - i. Inclusion
 - ii. Adaptability
 - iii. Diversity
 - iv. Collaboration
 - v. Self-determination (people choosing and setting their own goals, being involved in making life decisions, self-advocating, and working to reach their goals)
 - vi. Universal design (the process of creating services and environments that are accessible to people with a wide range of abilities, disabilities, and other characteristics)

Composition, Structure, & Process

Composition

As per the *Accessible BC Act*, 50% of the Accessibility Advisory Committee must be persons with disabilities and must have Indigenous representation. City of Kamloops employee members will be invited to self-disclose if they are someone who has a visible or invisible disability.

The Accessibility Advisory Committee will consist of:

- **Internal Accessibility Working Group**
 - Co-Chairs, regular members
 - Sub-Committee Co-Chairs, guests as required
- **External Accessibility Advisory Committee**
 - Select Committee on Accessibility
 - Organizations who serve persons with disabilities
 - Indigenous Persons
 - Other interested community members with disabilities

City of Kamloops Internal Accessibility Working Group

City staff with representation from each Department/Division:

- Chief Administrative Officer (David Trawin)
 - External Relations Manager (Tammy Robertson)
- Community & Protective Services
 - Recreation, Social Development & Culture Manager (Barb Berger)
 - Museum Supervisor (Julia Cyr)
- Civic Operations
 - Parks & Civic Facilities Manager (Jeff Putnam)
 - Assistant Operations Manager (Joe Luison)

- Corporate Services
 - Finance (Daljit Padda)
 - Procurement (Loralee Baceda)
 - Information Technology (Danielle Cameron)
- Development, Engineering & Sustainability Services
 - Planning & Development Manager (Rod Martin)
 - Building & Engineering Development Manager (Jason Dixon)
- Committee Recorder/Note-taker (Lorena Harrison)

4 Sub-Committee Groups who are part of the Internal Working Group, each with Co-Chairs:

- Accessible Services and Programs
 - Recreation, Health & Wellness Supervisor (Linda Stride)
 - Communications Supervisor (KSerristen Rodrigue)
- Accessible Built Environment
 - Parks & Civic Facilities Manager (Jeff Putnam)
 - Assistant Operations Manager (Joe Luison)
- Accessible Transportation
 - Community Planning Manager (Julie McGuire)
 - Transportation Manager/Transportation Engineer (Samuel Pollock)
- Accessible Employment
 - Human Resource Supervisor (Kristina Lewis)
 - Human Resource Advisor (Kaylee Gillespie)
- Other City of Kamloops Employees who identify as persons with disabilities and/or Indigenous Persons

Working Group Structure

There will be two Co-Chairs of the Working Group: The EDI Coordinator (Tymmarah Mackie) and the Community Development Coordinator (Ben Chobater). The Co-Chairs of the Working Group will also be members of the Sub-committees to provide guidance and support for their work.

Sub-committee Structure

Sub-Committee Co-Chairs will add members to their sub-committees whose work will support plan development and implementation.

External Advisory Committee (tentative)

- Community Members
 - Healthy Kamloops Engagement Group (through Linda Stride)
 - Indigenous Persons
 - Interested community members with disabilities

Process

Members of the Accessibility Advisory Committee will:

- Be familiar with *Accessible BC Act* requirements and themes as they pertain to their work responsibilities, skills, and expertise.
- Come prepared to meetings to provide feedback on action plan items.

Members of the Internal Working Group will:

- Be familiar with *Accessible BC Act* requirements
- Come prepared to provide input and feedback on the City of Kamloops Accessibility Plan

Members of the Sub-committees:

- Review May 2018 Accessibility and Inclusion Plan with the purpose of updating it.
 - Be familiar with action items, June 15, 2021 Committee of the Whole memo update on the Plan, and provide a list of progress to date since June 15, 2021.
 - Conduct a scan of current and planned accessibility practices
- Review and list accessibility best practices of other mid-sized municipalities and other BC municipalities' plans (i.e., City of Whistler) for consideration of adding them to our plan.

Accessibility Advisory Committee Co-Chairs

Co-Chairs will lead Accessibility Advisory Committee and Internal Working Group meetings, establish timelines and a process map, convene meetings, attend Sub-committee meetings, provide support where required, and general coordination of the project.

Reporting

- Sub-committee work groups will report to the Internal Accessibility Working Group for feedback
- Work completed by the Sub-committees and Internal Accessibility Working Group will be reported up to the External Advisory Committee for feedback – all feedback will be reported back to the Internal Accessibility Working Group for evaluation

Meetings

Schedule

- Monthly as, time is of the essence.
- As required for the Sub-committees.

Recording

- Minutes of the Working Group meetings will be sent out within 5 business days after meetings and will include actions/tasks for members and Sub-committees.
- Minutes of the Sub-committees will be shared with the Internal Working Group at the regularly scheduled meetings.