

Accessibility Advisory Committee Meeting Agenda

Wednesday, March 22, 2023, 5:30 p.m.

Open to public attendance in Committee Room G

Lower Level, City Hall

Committee members may attend electronically

We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

	Pages
1. <u>CALL TO ORDER AND LAND ACKNOWLEDGEMENT</u> The Chair will open the meeting and provide a land acknowledgement.	
2. <u>INTRODUCTIONS</u>	
3. <u>CHANGES TO THE AGENDA</u> Additions or deletion of items.	
4. <u>REPORTS AND PRESENTATIONS</u> Staff and guest reports and presentations for information, discussion, and/or action	
4.1 Orientation and Oaths of Office Presentation	3
4.2 September 26, 2022 Council Report: City's Response to Accessible British Columbia Act <i>For Information</i>	24
5. <u>NEW BUSINESS</u> Items added to the agenda at the beginning of the meeting.	
6. <u>END OF MEETING</u>	
7. <u>UPCOMING MEETINGS</u> Remaining scheduled meetings for 2023, which will take place at 5:30 p.m. unless otherwise noted:	

April 26

May 24

June 28

July 26

August 23

September 27

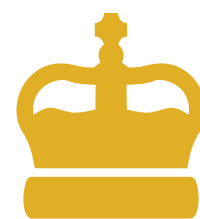
October 25

November 22



Committee Orientation

Accessibility Advisory Committee



NEW WESTMINSTER

Introductions to AcAC

Legislative Services:

- Carilyn Cook, Committee Clerk

Chair:

- Councillor Jaimie McEvoy

Staff Liaisons:

- Karen Basran, Human Resources Business Partner (voting member)
- Mike Anderson, Manager of Transportation
- Shelly Schnee, Program Coordinator, Seniors

Committee Members:

- | | | |
|-------------------|---------------------|---------------------|
| • Anne Belanger | • Hazel Fitzpatrick | • Karla Olson |
| • Taryn Bruckshaw | • Nancy Kato | • Wendy Parry |
| • Iris Cheng | • Vic Leach | • Julia Schoennagel |
| • Shannon Dolton | • Susan MacAndrew | |



Orientation Overview

What will be covered?



- Role of Advisory Committees
- Orientation Package Overview
- Attendance and Quorum
- Meeting Conduct
- City Policies and Freedom of Information
- Oaths of Office
- Election of Alternate Chair

Orientation Package

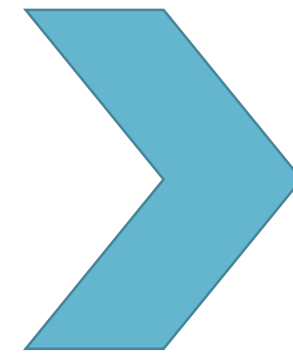
Contents:

- Committee Terms of Reference
 - *Defines the purpose and structures of the committee*
- Committee Advisory Policy
 - *Guides the creation and management of advisory committees*
- Rules of Conduct
 - *Prescribes roles, responsibilities, and procedures*
- Respectful Workplace and Human Rights Policy
 - *Guides how we treat each other*
- Social Media Policy
 - *Provides a framework for communication on social media*
- Committee Meeting Schedule (also available on City website)
 - *Advises when our meetings take place*
- Freedom of Information (FOI) Permission Form
 - *Permits (or not) the City to contact you*



What is the Role of an Advisory Committee?

Advisory Committees are created by Council to provide information and advice to Council on issues of interest to the public.



This assists Council in its decision-making process!

Advisory Committees are not autonomous.

This means Council must approve a Committee to discuss issues outside of their mandate.

Attendance is Key

You are expected to attend regularly scheduled meetings.

To make sure we have quorum*, let us know **whether or not** you will attend.

Without quorum, the Committee can't hold an official meeting or pass recommendations.

* *Quorum is the majority of appointed members.*



If you can't attend meetings anymore, please discuss it with the Chair or staff liaison.

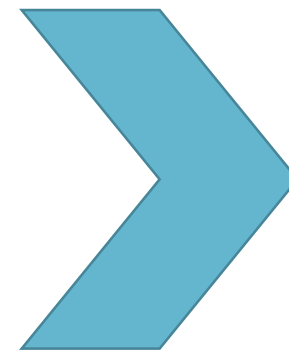
If you miss three consecutive meetings, Council may, without further notice, remove you from the committee.

Please submit resignations via email to the staff liaison and committees@newwestcity.ca

Working with Staff

Remember:

The commitment of staff resources and time is the responsibility of Council.



Requests to have staff conduct work outside their work plan must be brought to Council for approval.

Committee work is just one part of staff's work plan, and staff may work on multiple committees.

Please be respectful of staff time. 😊



Meeting Documents

Agendas

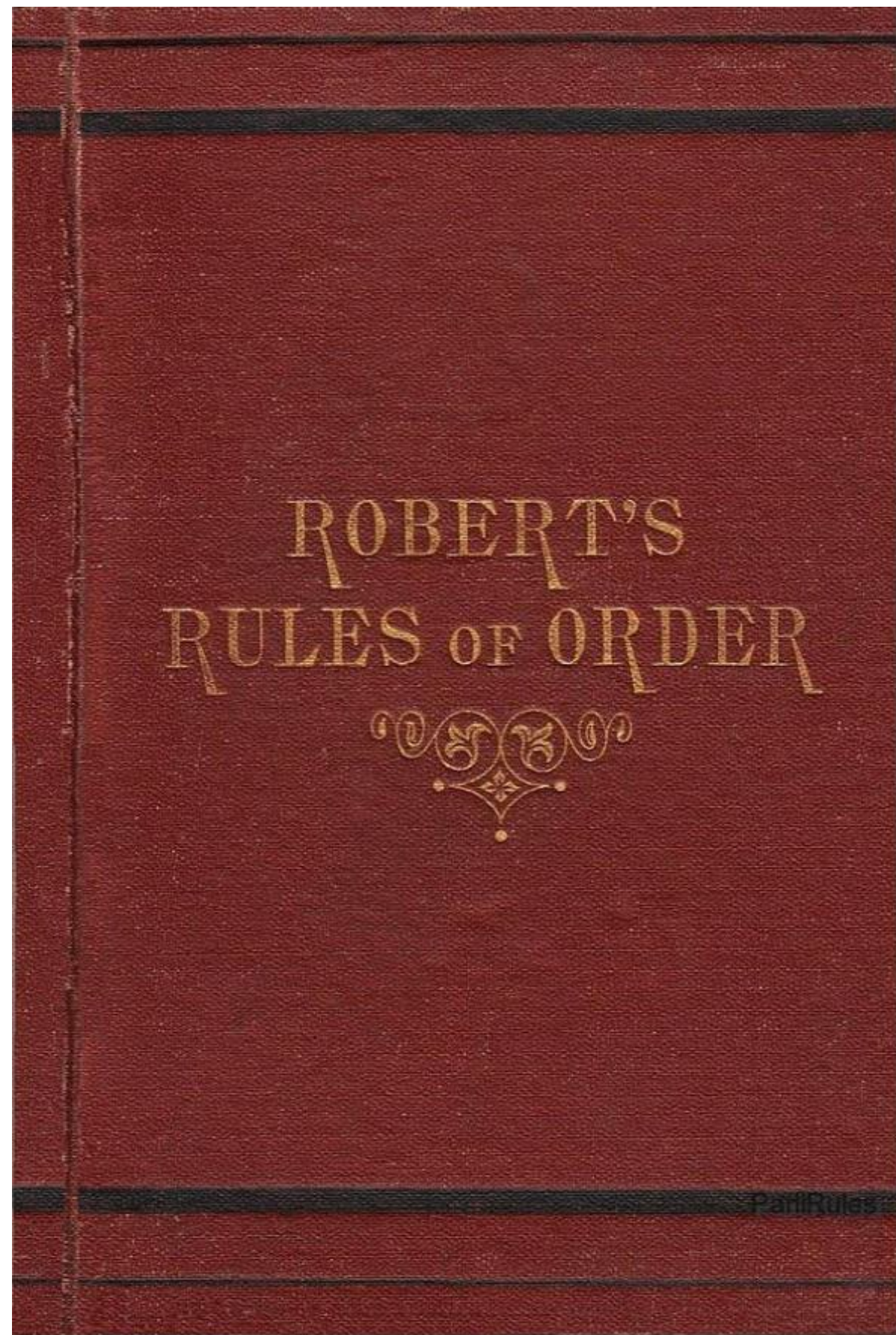
- Sent one week in advance of the meeting
- Read in advance so you can come prepared
- Additions at the beginning of the meeting

Minutes

- Not verbatim, are meant to summarize the discussion
- Read and let us know if you see errors or omissions
- Posted to the website after they are adopted



Rules of Order and Meeting Conduct



You do not have to know all of Robert's Rules of Order to participate in the meeting.

In the next few slides, we will cover:

- Conflicts of Interest
- Motions
- Voting

If you *want* to learn more about Robert's Rules, there are many resources online and at the library!

Conflicts of Interest

A Conflict of Interest must be declared if you believe you have a direct or indirect interest in an item, and you must leave the room.

Examples of Conflicts of Interest:

- You live within 100 metres of a proposed development;
- A family member or member is involved;
- You would receive monetary benefit;
- You're involved in an organization under discussion.

When in doubt,
discuss
and declare!

Discussion

During discussion of an agenda item, the Chair will maintain a speaker's list.

Raise your hand to have your name added to the list.

Committee discussion is meant to be inclusive, not a back-and-forth between members.



Please bring common courtesy to discussion: wait your turn to speak, use respectful language, etc.

What is a Motion?

A motion is how a Committee makes a decision.

A Committee member must **MOVE** (or introduce) a motion for consideration.



A motion must be **SECONDED** to proceed with discussion of the motion.

A seconder does not need to agree with the motion that is being moved; they are simply agreeing to debate the motion.

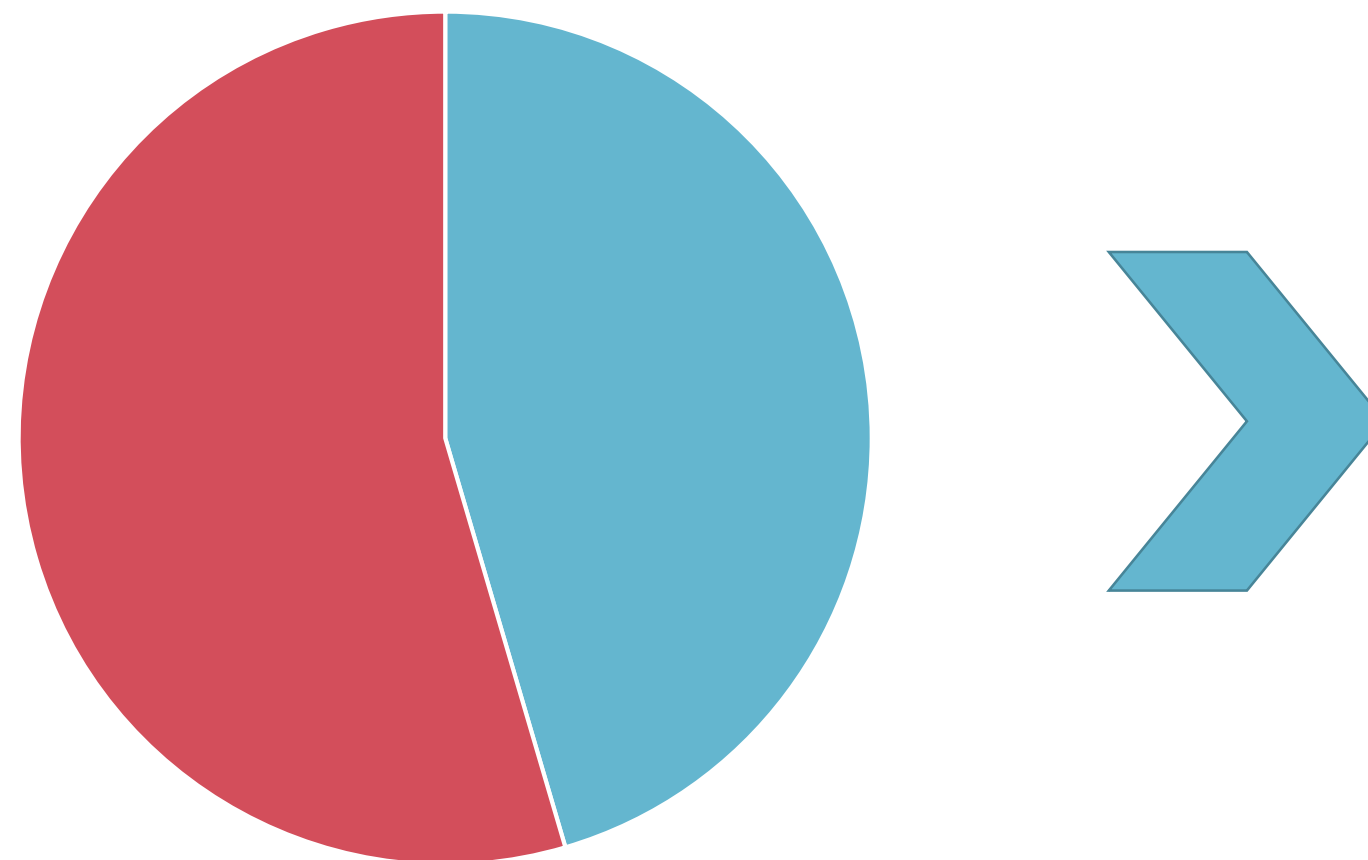
A seconder may still vote in opposition to the motion.



Voting – in Favour

“Call the question”

The Chair will put the motion to a vote.



To be carried, a motion must have 50% +1 of voting Committee members.

Committee members cannot abstain during a vote.

If a member does not clearly indicate how they vote, the vote will be noted in favour of the motion.

Voting – in Opposition

Those voting in opposition must clearly raise their hand, or verbally indicate they are voting in opposition.

A tie vote is considered a lost (defeated) vote.

Members who vote in opposition to a motion will have their names recorded in the minutes.



How does Council receive the motion?

Any committee motion that is passed and requires action or an expenditure of funds must be submitted to Council through a Committee report.

Committee reports include staff comments on the Committee recommendation.

Staff may or may not support the Committee recommendation.

Council may or may not pass a Committee recommendation, or may pass an amended Committee recommendation.



Respectful Workplace and Human Rights Policy

All persons associated with the City of New Westminster have a responsibility to ensure the City's working environment is free from disrespectful behaviour.

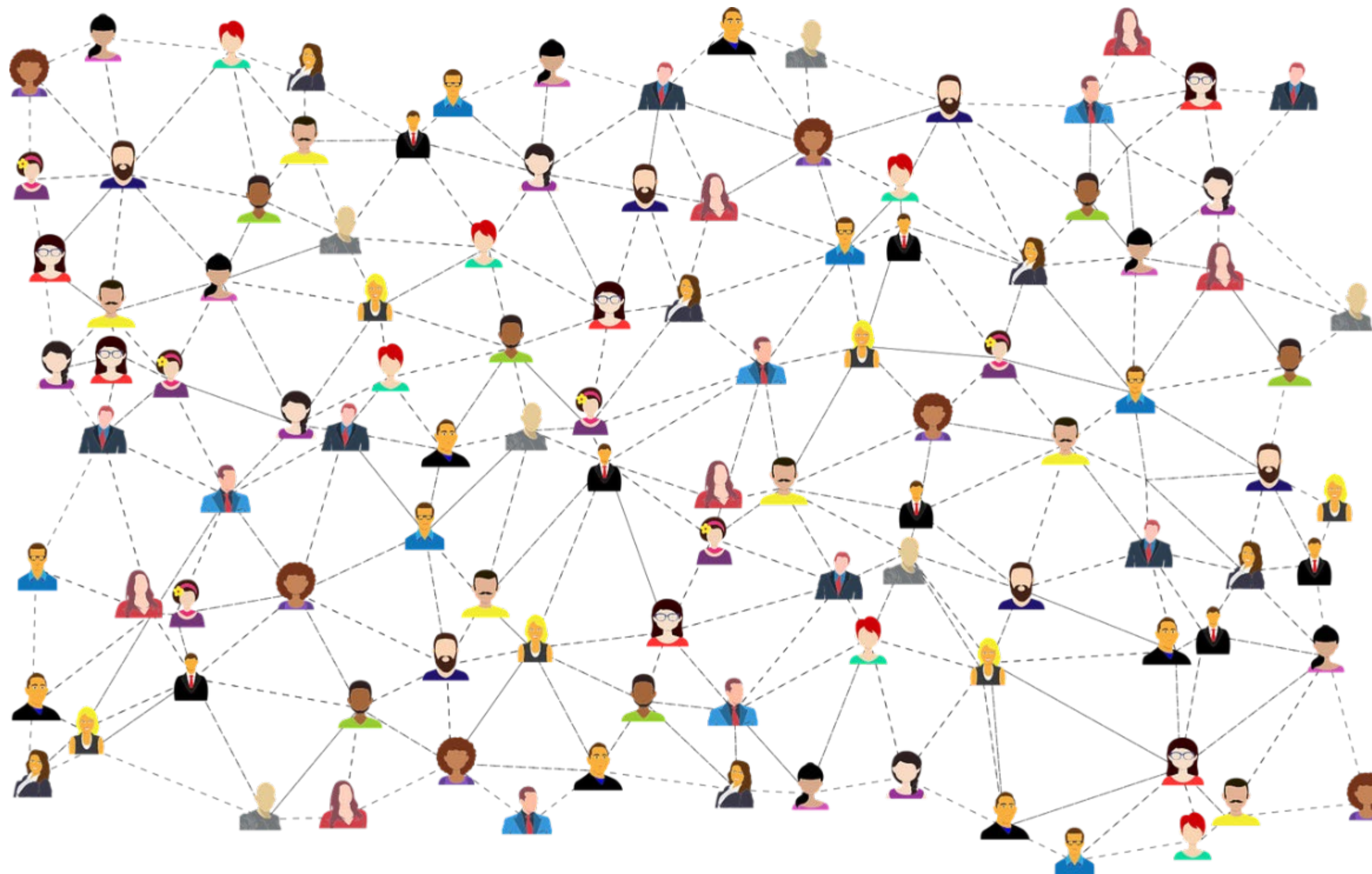
Disrespectful behaviour toward Council, staff, and other Committee members is not tolerated.



Social Media Policy

As a member of this Committee, you represent the City and the Committee.

Be careful of your social media posts and activity, especially when referencing the City.



FOI Permission Form

Your personal information is collected under the
Freedom of Information and Protection of Privacy Act.

Staff cannot share Committee members' contact information with other Committee members.



It is not mandatory that Committee members indicate yes on the form.
However, please tick a box and return the form!

Oaths of Office

THAT I do solemnly affirm that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office to which I have been appointed for the City of New Westminster, and that I have not received and will not receive any payment or reward or promise of either, for the exercise of any partiality or other undue execution of my duties.

Alternate Chairs

Each Committee will elect an Alternate Chair at the first meeting of each term.

The Alternate Chair will serve as the Chair if the Chair is unable to attend a meeting.



Additional Questions?

Questions and comments can be submitted to the Legislative Services Department.

Email: committees@newwestcity.ca

Phone: 604-527-4523



REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** September 26, 2022

From: Lisa Spitale **File:** 05.1035.10
Chief Administrative Officer

Item #: 2022-646

Subject: **City's Response to the Accessible British Columbia Act**

RECOMMENDATION

That Council approve the terms of reference for the new Accessibility Advisory Committee and direct staff to recruit members during the 2022 recruitment process;

That Council request staff to report back during the budget process on the resources needed to comply with the *Accessible British Columbia Act*.

PURPOSE

To inform Council about the Accessible British Columbia Act (the Act) and to seek their approval of the attached terms of reference for a new Accessibility Advisory Committee.

BACKGROUND

In 2021 the *Accessible British Columbia Act* received royal assent. The Act established a framework for government to work in partnership with people with disabilities and the broader community to identify, remove, and prevent barriers to the full and equal participation of people with disabilities in BC. It is designed to enable the development of accessibility standards and introduce new accessibility requirements for governments and prescribed organizations.

The Ministry in April 2022 released a regulation (effective September 1, 2022) detailing the timeline for organizations to have their Organizational Accessibility plans published to the public. This regulation gives a deadline of September 1, 2024 for local governments, library boards and municipal police boards to comply with the Act.

Part 3 of the Accessible B.C. Act requires prescribed organizations (including local governments, library boards and municipal police boards) to

- establish an accessibility committee, which will provide input and direction towards:
 - development of an organizational accessibility plan; and
 - creation of a mechanism for public feedback on accessibility.

The Act specifies that the accessibility committee should:

- have at least one indigenous member;
- have half its membership composed of persons with disabilities or persons representing disability-serving organizations;
- have an overall membership that reflects the diversity of disabilities in BC; and
- reflect the overall diversity of the community.

The membership may include staff members as the Act also applies to employment issues.

The Act provides the City and the accessibility committee with the following accessibility principles to guide the development of the plan:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

Once adopted, the plan must be reviewed and updated at least once every three (3) years. Updates must consider comments received through the established public feedback mechanism. There is no requirement to submit the plan to the Province; however, organizations must make their plans public.

The Act also contains the following two provisions:

- 1) It designates the week that begins on the last Sunday in May as AccessAbility Week in the province.
- 2) A mechanism for the development of provincial accessibility standards in the following areas:
 - Employment (hiring, workplace standards)
 - Service delivery (getting goods, receiving services, programs)
 - Built environment (buildings, places, spaces)
 - Information and communications (interactions, websites, documents)
 - Transportation (buses, ferries, trains)
 - Health (hospitals, clinics, services)
 - Education (early childhood, K-12, post-secondary)
 - Procurement (buying services)

These standards are anticipated to be developed and rolled out over the next 10 years.

The Provincial government acknowledges that organizations have already done significant work in this area and encourages them to reuse and modify existing policies and plans. It further supports coordinating work between organizations, allowing for the opportunity for the Library Board and Police Board to work with the City on a single plan.

The Province has made \$3 million funding available over three years to support organizations in meeting the requirements of the Act. This funding will be coordinated by the Disability Alliance of BC who is currently conducting a needs assessment and analysis for the 10 sectors defined in the regulation and a plan of work is expected soon.

The compliance and enforcement components of the Act are not yet in force. However, the Act does provide for fines of up to \$250,000 to non-complainant organizations.

An important point to note is that the Act does not require organizations to make physical upgrades to buildings, but expects that the Accessibility Plan will include goals that will be realized over time.

DISCUSSION

The City has been actively engaged in accessibility issues for decades. In the 2018-2022 Strategic Plan under the Reconciliation, Inclusion and Engagement area a key direction that staff have been working on is to apply a social equity lens throughout the organization to ensure that all residents can access, participate in and benefit from City facilities, infrastructure, programs and services.

The 2019 reorganization of committees merged the Access Ability Advisory Committee with both the Sustainable Transportation Advisory Committee and the Facilities, Infrastructure and Public Realm Advisory Committee in order to bring the accessibility lens into these critical areas. To comply with the Act, the City needs to establish a new Accessibility Committee. The attached terms of reference for the new Accessibility Committee meet the Act's requirements (Attachment 1). The mandate for this committee is much broader than the Sustainable Transportation or Facilities, Infrastructure and Public Realm advisory committees. Given the new Accessibility Committee will need to develop an engagement tool to solicited public feedback, the terms of reference indicates the new committee reports to the Reconciliation, Social Inclusion and Public Engagement Task Force. This will be revisited with Council after the elections, following the review of task forces and the development of the incoming Council's new strategic plan.

Approving the terms of reference today as presented will allow Legislative Services to begin the recruitment process for this committee. The terms of reference will evolve as the understanding of the work evolves.

City staff have been in conversation with the New Westminster Police Services and New Westminster Public Library. Staff in all three organizations see the benefit in collaborating on a single plan. The Library Board approved a motion on September 20, 2022, to coordinate with the City on development of the Organizational Accessibility Plan. The Police Board will discuss this issue this fall. The terms of reference will be modified to reflect their participation.

As noted previously the City has a large body of work that already addresses accessibility for staff and residents, which include the:

- Official Community Plan;
- Diversity, Equity, Inclusion, and Anti-Racism Framework;
- Master Transportation Plan;
- Wheelability Assessment Project;
- Age Friendly Community Strategy;
- Dementia Friendly Community Action Plan; and
- Age Friendly City Initiative.

Staff will work collaboratively to determine if there are further policies that support this work and to develop a plan to support the Accessibility Advisory Committee.

NEXT STEPS

Next steps include:

- Legislative Services staff will reach out to indigenous- and disability-serving organizations within the City and region to solicit applications for committee membership;
- Staff will continue to work collaboratively on a development process for the Accessibility Plan and public feedback mechanism. This will include determination of the resources needed;
- Staff to return to Council with the development plan, and
- Council to consider the recommended advisory committee membership in January 2023.

FINANCIAL IMPLICATIONS

While staff anticipate there will be financial implications, at this time staff are unable to estimate the amount. Staff will report back during the budget process after further study.

OPTIONS

There are three options before Council:

- 1) That Council approve the terms of reference for the new Accessibility Advisory Committee and direct staff to recruit members during the 2022 recruitment process;
- 2) That Council request staff to report back during the budget process on the resources needed to comply with the Accessible British Columbia Act;
- 3) That Council provide other direction.

Staff recommend options 1 and 2.

CONCLUSION

This report informs Council on the City's obligations under the new Accessible British Columbia Act and seeks approval of the terms of reference for a new Accessibility Advisory Committee to meet the terms of the Act.

ATTACHMENTS

Attachment 1: Accessibility Advisory Committee Terms of Reference

APPROVALS

This report was prepared by:
Jacque Killawee, City Clerk

This report was reviewed by:
Lisa Leblanc, Director of Engineering
Jackie Teed, Acting Director of Climate Action, Planning and Development
Jorge Cardenas, Chief Librarian
Dave Jansen, Police Chief
Jennifer Miller, Manager of Public Engagement

This report was approved by:
Lisa Spitale, Chief Administrative Officer