

From: "Mochrie, Paul" <Paul.Mochrie@vancouver.ca>
To: "Direct to Mayor and Council - DL"
Date: 7/21/2023 2:45:21 PM
Subject: Memo - Remuneration Protocols of Accessibility Committees regulated by the Accessible British Columbia Act
Attachments: ACCS - GM - Memo - Accessibility Committee Update (2023-07-20).pdf

Dear Mayor And Council,

Attached please find a memo from Sandra Singh, GM, Arts Culture and Community Services regarding a report back on the establishment of the City's new Accessibility Committee and the approach to remuneration. A few key points:

- The Accessible British Columbia Act (the Act) was passed in 2021 and outlined requirements for organizations.
- On April 25, 2023, Council approved of the establishment of the required Accessibility Committee and the proposed Terms of Reference, but with an amendment that directed staff to review the remuneration protocols of other Accessibility Committees regulated by the Accessible British Columbia Act.
- Staff conducted a scan of Accessibility Committees at 15 peer municipalities, districts, and public sector organizations in British Columbia. The scan showed that most municipalities are using and adapting their existing Council-appointed advisory committees to fulfill the mandated Provincial legislation requirement. As such, the majority of municipal committees are not issuing remuneration to members.
- Staff are recommending that the City compensate the Accessibility Committee in a manner similar to another statutory Committee the Board of Variance.
- Staff need to bring a recommendation on this approach to remuneration to Council and will plan to do so via decision report this fall. The report will seek to designate the Accessibility Committee as a Type C Committee that serves a statutory function (as this is a more accurate designation than a Type D Committee) and will recommend compensation in alignment with the Board of Variance's remuneration.
- In order to ensure the Accessibility Committee is implemented in September as per the Act, staff will issue the invitation to participate now, noting remuneration is subject to a future Council decision.

Should Council have any further questions please contact Sandra directly at sandra.singh@vancouver.ca and she will make sure to respond through the regular weekly Q&As.

Best,
Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver
paul.mochrie@vancouver.ca



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x^wməθk^wəyəm (Musqueam), Sḵw̓x̓wú7mesh (Squamish), and səliłwətał (Tseil-Waututh) Nations.

MEMORANDUM

July 20, 2023

TO: Mayor & Council

CC: Paul Mochrie, City Manager
Armin Amrolia, Deputy City Manager
Karen Levitt, Deputy City Manager
Maria Pontikis, Chief Communications Officer, CEC
Rosemary Hagiwara, Acting City Clerk
Teresa Jong, Administration Services Manager, City Manager's Office
Mellisa Morphy, Director of Policy, Mayor's Office
Trevor Ford, Interim Chief of Staff, Mayor's Office

FROM: Sandra Singh, General Manager, Arts, Culture and Community Services

SUBJECT: Remuneration Protocols of Accessibility Committees regulated by the Accessible British Columbia Act

RTS #: N/A

PURPOSE

This memo is to report back on the establishment of the City's new Accessibility Committee and the approach to remuneration.

BACKGROUND

The Accessible British Columbia Act ("the Act") was passed in 2021 and outlined requirements for organizations. The legislation requires that all prescribed organizations, including all municipalities to create:

- a) An accessibility plan to identify, remove and prevent barriers to individuals in or interacting with the organization
- b) An accessibility committee to assist the organization in identifying barriers and advise the organization on how to remove and prevent barriers
- c) A public feedback mechanism for receiving comments from the public on the plan and barriers to individuals in or interacting with the organization

On [April 25, 2023](#), Council approved of the establishment of the required Accessibility Committee and the proposed Terms of Reference (see Appendix A), but with an amendment that directed staff to review the remuneration protocols of other Accessibility Committees regulated by the Accessible British Columbia Act, and offered by other prescribed organizations and/or municipalities, with a goal to ensure that the Committee members are compensated appropriately for their service.

Upon establishment, this provincially mandated committee will replace the existing Accessibility Strategy Task Force.

DISCUSSION

Review of Peer Organizations

Staff conducted a scan of Accessibility Committees at 15 peer municipalities, districts, and public sector organizations in British Columbia. The scan showed that most municipalities are using and adapting their existing Council-appointed advisory committees to fulfill the mandated Provincial legislation requirement. As such, the majority of municipal committees are not issuing remuneration to members. There is an exception of one municipality who is providing honoraria at a living wage for Accessibility Committee members.

Most public sector organizations, such as universities and Crown corporations, are providing small stipends or honoraria for Accessibility Committee members. While rates are continuing to be determined on an organization-by-organization basis, the scan showed that compensation can range from \$100.00 - \$300.00 per meeting.

Recommended Approach for CoV Accessibility Committee

As an Accessibility Committee is mandated by Provincial Legislation, staff will align its compensation protocol with the City of Vancouver's existing approach to compensating its other provincially mandated committee, the Board of Variance (BOV). BOV members currently receive \$125.00 per meeting for their two-year term, and the Board Chair receives \$175.00. Following this model will ensure consistency among provincially mandated committees.

The City's Accessibility Committee will use an opt-in approach for compensation, to make the committee accessible to people who receive Provincial income assistance. Members will be able to request a compensation amount of up to \$125.00 per meeting that works for their income level, while being appropriately compensated for their service on the committee. In addition, all meeting expenses will be covered.

NEXT STEPS

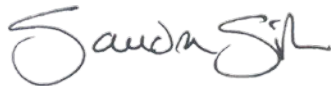
Staff need to bring a recommendation on this approach to remuneration to Council and will plan to do so via decision report this fall. The report will seek to designate the Accessibility Committee as a Type C Committee that serves a statutory function (as this is a more accurate designation than a Type D Committee) and will recommend compensation in alignment with the Board of Variance's remuneration.

In the meanwhile, in order to meet the Act's requirements of having a Committee in place for September, staff need to issue the invitation to apply now. Remuneration will be noted in the Terms of Reference as being provided subject to future Council decision. Recruitment for community members will be broadcasted widely and through the participants that were involved in the engagement process for the Accessibility Strategy. The application to the committee will be a low-barrier process, allowing the members to reflect the diversity and intersections of the disability community.

FINAL REMARKS

The Accessibility Committee and its work will enable the City to be in compliance with the BC Accessible Act. Staff are looking forward to launching the Committee in the fall as per the requirements in the Act.

If Council requires further information, please feel free to contact me directly at sandra.singh@vancouver.ca and we will provide response through the weekly Council Q&A.

A handwritten signature in black ink, appearing to read "Sandra Singh". The signature is fluid and cursive, with the first name "Sandra" written in a larger, more prominent script than the last name "Singh".

Sandra Singh, General Manager
Arts, Culture, and Community Services

sandra.singh@vancouver.ca

APPENDIX A
ACCESSIBILITY COMMITTEE PROPOSED TERMS OF REFERENCE
(Council approved April 25th, 2023)

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| Objective | The purpose of the Committee is to support the City of Vancouver in identifying barriers to accessibility and provide the City with advice on how to prevent and remove those barriers. |
| Mandate | The City of Vancouver’s Accessibility Committee (‘the Committee’) is established pursuant to section 10 of the Accessible British Columbia Act (‘the Act’). The Committee must act in accordance with the Act and any applicable Regulations. |
| Responsibilities | <ul style="list-style-type: none"> • Provide guidance and advice on the development of the City of Vancouver’s Accessibility Strategy and its renewal; • Help with the development of a public feedback mechanism to identify accessibility barriers, in relation to the Accessibility Strategy, and provide advice to the City on how to remove or prevent barriers; • Embed an accessibility lens on matters such as policy, by-laws and planning decisions and encourage other City departments to apply this lens; • Review and provide feedback on 3-year Accessibility Strategy departmental action plans; and • Review and provide feedback on Accessibility Strategy annual progress reports by departments, including monitoring progress and timelines, and providing recommendations on priorities. |
| Committee Membership | <p>There will be a total of 16 committee members. The Committee will be comprised of a mix of eleven (11) community members with lived experience and five (5) non-voting City staff to allow for public accountability, and direct communication and feedback.</p> <p>Public membership to the Committee (11) is limited to people with lived experience of disability, and representatives from organizations who provide services to, or support, people with lived experience of disability. The majority of the Committee’s public membership will be comprised of people with lived experience. There will be at least two (2) people from Indigenous communities, and at least two (2) youths with disabilities on the committee. There will be a representative from the Persons with Disability Advisory Committee and the Older Persons and Elders Advisory Committee.</p> <p>The public membership will be selected through a low-barrier, open application process.</p> |

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| | <p>Due to the limited space, it is acknowledged that the committee will not be representative of the full spectrum of disabilities. Those with experiences of disability that intersect with historically underserved and inequitably treated groups, such as Indigenous Peoples, racialized people, 2SLGBTQ+ people, seniors and youth, will be prioritized.</p> <p>Members are expected to represent and advocate for themselves as well as the wider disability communities to the greatest extent possible. Members must be based in, or serve, communities in Vancouver.</p> <p>City staff representing different departments will be appointed to the Committee by General Managers to serve as non-voting members. Representation of departments will be determined by the pertinence of their role in implementing the Accessibility Strategy.</p> |
| Code of Conduct | <p>All members of the committee (voting and non-voting) are expected to:</p> <ul style="list-style-type: none"> • Agree to operate in accordance with the Terms of Reference. • Maintain and respect the confidentiality of all committee members. This includes meetings, correspondence, email, among others. • At all times, treat each other with respect and courtesy. • Respect the opinions of everyone– agree to disagree. • Commit to the principle of building on and leveraging existing community assets, capacities and networks, and participate fully in designing operating agreements at the first meeting. • Ensure the Accessibility Committee is a safe space of mutual respect and transparency to discuss issues and solutions; work constructively and collaboratively with all members. • Perform their roles and responsibilities to the best of their ability. • Maintain open communication about the work of the Accessibility Committee. <p>In the event that a member of the Accessibility Committee does not comply with the Code of Conduct as set out above, the member may be asked to leave.</p> |
| Meetings | <p>The Accessibility Committee will meet six (6) times per year. Additional meeting(s) may be convened as needed, and smaller working groups to assist with the work may also be formed.</p> |

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| | <p>Meeting minutes and materials will be distributed prior to each meeting.</p> <p>All committee members will participate in as many meetings as possible during their term. It is anticipated that each meeting will be approximately 2 hours in length. Meetings may be held in person, virtually, or in a hybrid model.</p> <p>Members (voting and non-voting) may not send substitutes to meetings. If a member misses two consecutive meetings, the Committee's support staff will reach out to inquire about their absences.</p> |
| Terms | <p>Committee members are committed to a two (2) year term with the option of renewing their term for another two (2) years only.</p> <p>Terms will be staggered to ensure continuity in the work of accessibility within the City.</p> |
| Voting | <p>Should there be a recommendation that needs to be made, Committee members representing the public will have voting privileges. Staff will be non-voting members.</p> <p>For any recommendations to be made, the preferred model for decision-making is consensus between the committee members. However, if consensus cannot be achieved, then the Chief Equity Officer may exercise the deciding vote. Ultimately, the responsibility of this committee falls under the City, aligning with the BC Accessibility Legislation.</p> |
| Accessible Participation | <p>The City will ensure that all members can fully participate in the Committee.</p> <p>Funding will be provided for voting members who have specific access needs, including support or reimbursements for transportation, interpreters, technical equipment, or other resources deemed necessary for full participation.</p> |
| Honoraria | <p>Remuneration is available for voting members of the Committee who request financial support. All meeting expenses will be covered.</p> <p>Payments for voting members who serve on the Committee as representatives of organizations will be reviewed on a case by case basis.</p> |
| Staff Support | <p>The Accessibility Planner will convene the Accessibility Committee and coordinate the logistics of the meetings.</p> <p>This may include: identifying meeting times and dates, taking minutes, booking appropriate meeting spaces as needed, facilitating technology solutions, and other forms of accommodation, to allow for full participation by members, and</p> |

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| | attending to any other administrative tasks to ensure the smooth running of the Committee. |
| Reporting to | <p>As a Type C Civic Agency (Task Force), the Committee reports to the Mayor in his/her/their capacity as Chief Executive Officer of the City.</p> <p>Committee reports and recommendations are conveyed to Mayor and Council via the Chief Equity Officer and/or General Manager, Arts, Culture, and Community Services.</p> <p><i>Note: Staff are reviewing the Committee designation; subject to further consideration.</i></p> |