



AGENDA
Advisory Committee on Accessibility
Wednesday, April 18, 2018 – 4:00 p.m.
City Hall – 2nd Floor Conference Room

A. COMMENCEMENT

B. NEW BUSINESS

B.1 Inaugural Meeting Business (*Maureen/Leslie*)

- Introductions
- Legislation and Procedures Review
 - Adoption of the Agenda
 - Adoption of the Minutes from the meeting held February 16, 2018
- Election of Chair
- 2018 Meeting Calendar
- Appointment to the Advisory Committee on Development Design

B.2 Review of 2018 Work Plan and Budget (*Tristin/Ian*)

B.3 Future Accessibility Barrier Reporting and Recording Process (*Ian*)

C. OLD BUSINESS

C.1 City-Owned Buildings and Infrastructure

- City Hall Signage
- Accessibility Audits
- Masich Place Grant

D. INFORMATIONAL ITEMS

D.1 Next Meeting: To Be Determined

E. ADJOURNMENT

Please confirm your attendance by contacting Leslie Jackson, at (250) 561-7655 or leslie.jackson@princegeorge.ca Thank you.

ADVISORY COMMITTEE ON ACCESSIBILITY MEETING

Minutes of the City of Prince George Advisory Committee on Accessibility meeting, held in the 2nd Floor Conference Room of City Hall, 1100 Patricia Boulevard, Prince George, BC, on February 16, 2018 at 11:00 a.m.

PRESENT:

Ms. Andrea **Palmer** (Chair); Mr. Chris **Gobbi**; Ms. Dorothea **Ellis**; Ms. Jesse **Blewett**; Ms. Debby **Hall**; and Ms. Brandy **Stiles**.

IN ATTENDANCE:

Mr. Tristin **Deveau**, Planner/Staff Liaison; Mr. Ian **Sinclair**, Engineering Assistant/Staff Liaison; Ms. Laurie **Kosec**, Strategic Parks Planner <11:00 a.m. to 11:40 a.m.>; Mr. Jim **Litzen**, Engineering Assistant, Roads and Fleet <11:00 a.m. to 11:30 a.m.>; and Ms. Leslie **Jackson**, Legislative Coordinator.

A. Commencement

The meeting was called to order at 11:00 a.m.

B. Adoption of Agenda

Moved by Mr. Gobbi, seconded by Ms. Hall, that the February 16, 2018 Advisory Committee on Accessibility agenda BE ADOPTED.

Carried Unanimously

C. Adoption of Minutes – January 8, 2018

Moved by Ms. Blewett, seconded by Ms. Hall, that the minutes of the Advisory Committee on Accessibility meetings held January 8, 2018, BE ADOPTED.

Carried Unanimously

D. New Business

D.1 Introduction: Tristin Deveau

Mr. Sinclair introduced new planning staff liaison, Mr. Tristin Deveau, City Planner in Sustainable Development.

D.2 Transportation Database Review

Mr. Sinclair introduced Mr. Jim Litzen, Assistant Engineer for Roads and Fleet, who reviewed a list of sidewalk improvements completed in 2017 and proposed sidewalk improvements for 2018.

Discussion commenced regarding curb cuts and process that goes into deciding which sidewalks will make the list for improvements each year. Mr. Litzen responded to questions of Committee noting that budget, the committee's input via the Transportation Database and service requests are big drivers on how sidewalks make the list of improvements each year.

Mr. Sinclair and Mr. Litzen encouraged the committee to use the City "Report a Problem" app on the website to help prioritize sidewalk issues that need immediate attention.

Mr. Sinclair advised the review of the future accessibility barrier reporting and recording process can be deferred to a future meeting of the Committee.

D.3 Parks Project Presentation and Request for Letter of Support

Mr. Sinclair introduced Ms. Laurie Kosec, Strategic Parks Planner, who advised the Committee of a grant application from the City to assist with the cost of replacing the playground surface at the Duchess Park Accessible Playground. Ms. Kosec requested a letter in support of the grant application.

Discussion commenced regarding the proposed playground surface.

Moved by Ms. Blewett, seconded by Ms. Ellis, that the Committee PROVIDES a letter in support of the City's grant application towards the cost of replacing the playground surface at the Duchess Park Accessible Playground.

Carried Unanimously

Ms. Kosec shared information regarding future parks plans including the Nechako Riverside Park and the Ron Brent park space.

D.4 Public Review of Proposed Changes to the 2018 BC Building Code

Mr. Sinclair advised the BC Building Code is proposing changes related to accessibility to meet the National Building Code standards recently approved. The public is invited to review the tracked changes and take part in an online survey regarding the proposed changes.

Ms. Jackson will email the survey link to the Committee for their information and further distribution to their networks.

Mr. Litzen exited the 2nd Floor Conference Room at 11:30 a.m.

E. Old Business

E.1 Access Award of Merit

Ms. Kosec exited the 2nd Floor Conference Room at 11:45 a.m.

Ms. Stiles declared a conflict of interest due to her employment with one of the nominees and recused herself from discussion and voting.

Three (3) nominations were received for the 2017 Access Award of Merit. Discussion commenced regarding the merits of the outstanding nominations received and a ballot vote was conducted.

Moved by Ms. Blewett, seconded by Ms. Ellis, that the Committee AWARDS the 2017 Access Award of Merit to Spinal Cord Injury BC for their contribution to improving accessibility in Prince George.

Carried Unanimously

E.2 2017 Committee Report to Council

Ms. Palmer distributed an updated draft report to Council for review. Discussion commenced to clarify dates and details of events listed within the report.

Moved by Ms. Ellis, seconded by Mr. Gobbi, that the Committee APPROVES the 2017 Annual Committee Report to Council with amendments as discussed regarding dates and event details.

Carried Unanimously

E.3 City-Owned Buildings and Infrastructure

There were no items to report.

E.4 Communications

Discussion commenced regarding 2018 Access Awareness Day on the first Saturday in June. This item will be placed on a future meeting agenda.

E.5 New Development

There were no items to report.

E.6 Transportation

Mr. Sinclair advised he has updated the committee's Transportation Database with improvements completed in 2017.

F. Informational Items

F.1 Next Meeting

The next regular committee meeting is scheduled for Wednesday, March 14, 2018 at 5:00 p.m. in the 2nd Floor Conference Room. All agenda items and supporting materials must be submitted to Ms. Jackson before 12:00 p.m. on Monday, March 5, 2018.

F.2 Committee Reports to Council

Ms. Jackson reminded the Committee the Committee Reports to Council will be presented at the March 12, 2018 regular Council meeting and invited all members to attend. Ms. Palmer will attend and present the report on behalf of the Committee.

F.3 2018 Committee Membership

Ms. Jackson advised that applications are now being accepted for the Advisory Committee on Accessibility and Advisory Committee on Development Design. Applications will be accepted until March 19, 2018 at 5:00 p.m.

G. Adjournment

THE ADVISORY COMMITTEE ON ACCESSIBILITY MEETING ADJOURNED AT 12:23 p.m.

Andrea Palmer, Chair

Leslie Jackson, Legislative Coordinator

CERTIFIED CORRECT

Briefing Note for City Manager

Re: Signage Replacement for City Hall

Purpose

To update the City Manager about the status of signage replacement at City Hall and present possible opportunities for applying accessibility best practices to all civic facilities.

Alignment with Strategic Priorities

Accessible signage aligns with the City of Prince George's strategic focus on social development. Additionally, the Age-Friendly Action Plan recognizes that solutions associated with seniors and people with disabilities actually benefit the community as a whole.

Background

In January 2018, the wayfinding signs located at the top of each staircase at City Hall and the Freedom of the City sign located on the 2nd Floor were replaced with permanent signage. The signs were designed in collaboration with various departments and external groups including Civic Facilities, External Relations, Advisory Committee on Accessibility, and Vision Loss Rehabilitation BC –Yukon (a CNIB organization). Brand standards, accessibility best practices, and recommendations from the Advisory Committee on Accessibility were taken into consideration.

Leland Hanson, Manager of Civic Facilities, approved a work order for the full cost of signage replacement for City Hall. Trimline Graphics & Signs manufactured the signs and installed a total of 13 signs during the first phase of the project. The new signs feature raised white text on a dark blue background. The high contrast, tactile features, and placement of the new signs are meant to increase readability for those with low-vision and increase accessibility for those in wheelchairs.

The second phase will see the replacement of the parking lot front entrance wayfinding sign for City Hall and the addition of two wayfinding signs – one inside the elevator and one beside the elevator doors on the 1st Floor. The signs in phase two will have additional accessibility features including braille and the addition of universal symbols for the service centre and wheelchair accessible washrooms.

The signs not only foster inclusion by increasing accessibility but also provide a visually seamless and professional look to City Hall while strengthening the City's brand.

The cost of the project to date is \$1,453.13. The estimated cost of Phase two is \$1,200.40

Next Steps

Many civic facilities are accessed regularly by the public and would benefit from accessible signage. A review of the facility's signage needs would provide an estimate of the cost involved with updating all the signs in civic facilities. Attached is a price list from Trimline that may assist with this calculation.

The Advisory Committee on Accessibility is currently undertaking an accessibility audit of all civic facilities. The target completion date for the audit is the end of March 2018. Nancy Harris is leading the audit and is in contact with Dale Jarvis, Acting Manager of Civic Facilities, to discuss some of the initial findings of the audit.

Orders for signage at various civic facilities take place throughout the year and replacing signage as needed could be economical and could allow time for the City to receive and review the full set of recommendations from the Accessibility Committee's accessibility audit.

The excerpt below is from the advisory committee's accessibility audit checklist and could be applied to any future signage installations at civic facilities. The new signage at City Hall follows many of the guidelines.

50	<p>Directional signage: If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Signage has;</p> <ul style="list-style-type: none">- text characters that are raised;- text characters that contrast with background- Braille
51	<p>The sign is mounted on the wall, on latch side of the door</p> <p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices</p>
52	<p>The baseline of the lowest character is at least 1220mm above the floor and the baseline of the highest character is no more than 1525mm</p> <p>Note: For double doors:</p> <ul style="list-style-type: none">- with one active leaf ~ the sign is on the inactive leaf- with two active leaves ~ the sign is on the wall to the right of the right leaf
53	<p>If there are signs that provide direction to or information about interior spaces: Signage has:</p> <ul style="list-style-type: none">- text characters that are raised;- text characters that contrast with background- Braille
54	<p>The sign is mounted so that characters are a minimum of 1015mm above the floor</p>

Source: [Building Access Handbook 2014](#) pg. 56

Key Considerations

-) The accessibility best practices may still be applied to civic facilities that use their own logo. These facilities include the Prince George Conference and Civic Center (PGCCC) and CN Centre.
-) Civic facilities that are not open to the public may have lower cost associated with accessible signage since they may not require the inclusion of braille on their signs.
-) A project to install accessible signage in all civic facilities could be eligible for grants through the [Northern Sport Accessibility Grant](#). The grant provides up to \$25,000 in funding to support organizations that are working toward removing barriers and enhancing the quality of experiences for those with disabilities in their communities.

Further Reading

[Accessible signage guidelines: Braille literacy Canada](#)

[Building Access Handbook 2014](#)

Prepared by:

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Date: February 14, 2018

City of Prince George | City Hall Wayfinding signs

CONCEPT Wayfinding signs for: a) Main Entrance Doorways b) Elevator Interior

Layout

14" x 31"

PRINCE GEORGE CITY HALL

1

- **Service Centre**
- **Financial Service**
- **Bylaw Service**
- **Risk & Procurement**
- **Economic Development**




2

- **Council Chambers**
- **Conference Room**
- **Community Planning**
- **Building Inspection**
- **Development Services**
- **Real Estate Services**



3

- **Human Resources Office**

4

- **Information Technology Services**

5

- **Mayor's Office**
- **City Manager's Office**
- **External Relations**
- **Legislative Services**
- **Records Management**
- **Social Planning**


 CITY OF
 PRINCE GEORGE

Materials: 1/2" Clear Acrylic / White Vinyl Adhesive / Frosted Vinyl Adhesive | Usage: X sq. ft. | Quantity: x2 | Reflective: No

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