

## ADVISORY COMMITTEE ON ACCESSIBILITY MEETING

Minutes of the City of Prince George Advisory Committee on Accessibility meeting, held in the 2<sup>nd</sup> Floor Conference Room of City Hall, 1100 Patricia Boulevard, Prince George, BC, on April 18, 2018 at 4:00 p.m.

### PRESENT:

Mr. Chris **Gobbi**; Ms. Jesse **Blewett**; Ms. Brandy **Stiles**; Mr. Shane **Bunce**; Mr. Justin **Turner**; Mr. Kanoa **Robinson**; Ms. Caroline **Parker**; and Ms. Heather **Lamb**.

### IN ATTENDANCE:

Mr. Tristin **Deveau**, Planner/Staff Liaison; Mr. Ian **Sinclair**, Engineering Assistant/Staff Liaison; Ms. Maureen **Connelly**, Manager of Legislative Services <4:00 p.m. to 4:10 p.m.>; Councillor Jillian **Merrick** <4:30 p.m. to 5:20 p.m.>; and Ms. Leslie **Jackson**, Legislative Coordinator.

#### **A. Commencement**

The meeting was called to order at 4:00 p.m.

#### **B. New Business**

##### **B.1 Inaugural Meeting Business**

A roundtable of introductions was conducted to introduce new members to the Committee.

Ms. Connelly provided a brief overview of the legislation and procedure documents that govern the conduct and mandate of Council Committees.

Ms. Connelly exited the 2<sup>nd</sup> Floor Conference Room at 4:10 p.m.

Ms. Jackson provided a PowerPoint presentation regarding the Committees, Commissions and Boards Procedures Manual including information on meeting procedure, committee member responsibilities and timelines for agenda preparation and distribution.

##### Adoption of Agenda

**Moved by Ms. Stiles, seconded by Ms. Blewett, that the agenda for the April 18, 2018 Advisory Committee on Accessibility, BE ADOPTED.**

**Carried Unanimously**

##### Adoption of Minutes

**Moved by Ms. Parker, seconded by Mr. Gobbi, that the Advisory Committee on Accessibility minutes from the meeting held February 16, 2018 BE ADOPTED.**

**Carried Unanimously**

##### 2018 Meeting Schedule

Discussion commenced regarding the meeting schedule for the Committee for the duration of the term ending March 31, 2019.

**Moved by Ms. Stiles, seconded by Ms. Lamb, that the second Wednesday from 4:00 p.m. to 5:30 p.m. BE SCHEDULED as the regular meeting date and time for the Advisory Committee on Accessibility beginning April 18, 2018 and ending March 31, 2019.**

**Carried Unanimously**

##### Election of the Chair and Vice-Chair

Ms. Jackson advised that Ms. Andrea Palmer provided correspondence requesting her name stand for the position of Chair of the Advisory Committee on Accessibility. No further nominations were made. Ms. Palmer was appointed Chair by acclamation.

**Moved by Ms. Blewett, seconded by Ms. Lamb, that Ms. Andrea Palmer BE NAMED Chair for the Advisory Committee on Accessibility for the term beginning April 18, 2018 and ending March 31, 2019.**

**Carried Unanimously**

Mr. Gobbi expressed interest in allowing his name to stand for the position of Vice-Chair of the Advisory Committee on Accessibility for the term beginning April 18, 2018 and ending March 31, 2019. No further nominations were made. Mr. Gobbi was appointed Vice-Chair by acclamation.

**Moved by Ms. Stiles, seconded by Ms. Parker, that Mr. Chris Gobbi BE NAMED Chair for the Advisory Committee on Accessibility for the term beginning April 18, 2018 and ending March 31, 2019.**

**Carried Unanimously**

Appointment to the Advisory Committee on Development Design

Ms. Stiles expressed interest in allowing her name to stand for the position on the Advisory Committee on Development Design for the term beginning April 18, 2018 and ending March 31, 2019.

Ms. Blewett expressed interest in allowing her name to stand as the alternate for the position on the Advisory Committee on Development Design for the term beginning April 18, 2018 and ending March 31, 2019.

**Moved by Ms. Lamb, seconded by Mr. Gobbi, that Ms. Brandy Stiles BE APPOINTED as the Advisory Committee on Accessibility representative and Ms. Jesse Blewett BE APPOINTED as the alternate representative to sit as a member on the Advisory Committee on Development Design for the term beginning April 18, 2018 and ending March 31, 2019.**

**Carried Unanimously**

**B.2** Review of 2018 Work Plan

Mr. Deveau and Mr. Sinclair reviewed the 2018 Work Plan previously approved by Council at the March 12, 2018 regular Council meeting.

**B.3** Future Accessibility Barrier Reporting and Recording Process

Discussion commenced regarding the Pedestrian Network Study recently completed in comparison with the database of pedestrian network issues as identified by the committee. Mr. Sinclair inquired about the necessity to maintain the database separately from the information contained within the study.

The committee requested Mr. Sinclair to cross reference the committee's database against the Pedestrian Network Study to ensure all items noted within the database are captured and then agreed to discontinue use of the database as the City's technology to "report a problem" has improved significantly since inception of the database.

**C.** Old Business

**C.1** City-Owned Buildings and Infrastructure

City Hall Signage

Mr. Deveau reviewed a sample of the City Hall signage as previously distributed with the agenda package.

Discussion commenced regarding the accessibility features of the signage including high contrast colours, wayfinding information and the incorporation of braille writing.

Accessibility Audits

Spinal Cord Injury BC has completed accessibility audits of Civic Facilities and a report has been provided noting findings and recommendations.

The Rick Hansen Foundation has updated audit requirements related to any applications for accessibility grants for civic buildings and are therefore offering free audits for the next year. Civic Facilities has requested the foundation to conduct audits of civic buildings and will compile the information from those audits with the information provided by the Spinal Cord Injury BC.

Masich Place Grant

Mr. Sinclair provided an update regarding the Masich Place Stadium grant that will improve accessibility to the stands from ground level.

**F. Informational Items**

**F.1 Next Meeting: Wednesday, May 9, 2018 at 4:00 p.m. – 2<sup>nd</sup> Floor Conference Room**

The next regular committee meeting is scheduled for Wednesday, May 9, 2018 at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room. All agenda items and supporting materials must be submitted to Ms. Jackson before 12:00 p.m. on Monday, April 30, 2018.

**G. Adjournment**

**THE ADVISORY COMMITTEE ON ACCESSIBILITY MEETING ADJOURNED AT 5:20 p.m.**

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**Chris Gobbi, Vice-Chair**

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**Leslie Jackson, Legislative Coordinator**

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