

**DATE:** January 27, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Chris Gobbi, Chair, Advisory Committee on Accessibility

**SUBJECT:** Advisory Committee on Accessibility Annual Report 2019

**ATTACHMENT(S):** Advisory Committee on Accessibility 2019 Work Plan  
Advisory Committee on Accessibility 2020 Work Plan  
Terms of Reference for the Advisory Committee on Accessibility

#### RECOMMENDATIONS:

That Council:

1. APPROVES the Advisory Committee on Accessibility 2020 Work Plan attached to the report dated January 27, 2020 from the Chair of the Advisory Committee on Accessibility; and,
2. RECEIVES FOR INFORMATION the report dated January 27, 2020 from the Chair of the Advisory Committee on Accessibility titled "Advisory Committee on Accessibility Annual Report 2019."

#### PURPOSE:

The purpose of this report is to review and reflect on the achievements and projects that the Advisory Committee on Accessibility completed through 2019. Additionally, attached to this report is the 2020 Work Plan, which provides an overview of the work that the Advisory Committee on Accessibility plan to undertake throughout 2020.

#### 2019 ACHIEVEMENTS:

##### Transportation

In previous years, the Committee developed a database of barriers within the sidewalk and pedestrian network. The Committee continues to make this database available to the Public Works department to inform the prioritization of annual sidewalk improvements. Additionally, proposed sidewalk improvements for 2019 were presented to the Committee for comment and recommendations.

Committee members regularly draw attention to new barriers through the Staff Liaisons and the City's Report a Problem tool.

In 2018, a concern was brought to the Committee from a member of the public regarding challenges with accessible parking within the Downtown. The Committee engaged in discussions with Administration in

2019. The Committee was pleased to see that Administration made changes to the Parking Bylaw in 2019 to better accommodate access to accessible parking in the downtown core.

### **New Development**

The Committee has a representative on the Advisory Committee on Development and Design (ACDD). The representative attends ACDD meetings to make recommendations for enhancing the accessibility of new commercial, multi-family and industrial developments.

### **Civic Facilities**

Feedback on City Projects including the Pool and Fire Hall were solicited by both the City and the design firms involved in these projects. It was clear and exciting that the Accessibility lens was being applied to all aspects of these projects and feedback from the Committee was welcomed and implemented where possible.

The Committee continues to provide feedback and recommendations to Civic Facilities regarding regular improvements and maintenance from the annual budget set aside for accessibility improvements.

### **Age-Friendly Plan**

In addition to being a continued resource for Administration in the implementation of various action items from the Plan, the Committee is tasked with aiding in the development of Age and Ability-Friendly service training for front-line staff. In 2018, the Committee determined that their expertise would be better suited to evaluating and recommending existing training programs for Administration to adopt. In 2019, the Committee selected a training program and will make a recommend to Administration in 2020 that Front-Line staff receive this training.

### **2020 WORK PLAN:**

Attached to this report is a copy of the proposed 2020 Work Plan. Much of the work of the Committee is ongoing in nature; as such, the 2020 work plan consists largely of a continuation of past activities. The Accessibility Committee has made some proposed changes to the 2020 work plan in order to specifically target some areas of potential improvement including outreach and awareness in the community and our continued use as a resource for the many City departments.

The Committee is pleased to report that the consultation on development of City owned buildings has been amazing this year. We feel that this process has been improving steadily over the years, culminating last year with the Committee's opportunity to provide early input on two large City projects.

We do feel further opportunities exist for the Committee to have the ability to provide more input on proposed policy and bylaw changes going forward.

### **STRATEGIC PRIORITIES:**

The work of the Advisory Committee on Accessibility aligns with the Council Priority to *Make Prince George accessible and enjoyable for everyone, regardless of their age or ability.*

## **SUMMARY AND CONCLUSION:**

The Advisory Committee on Accessibility is tasked with aiding in the removal of physical and social barriers, which impede full participation of all citizens in every aspect of community life. These last few years have seen the Committee continue to form relationships with different departments within the City and be given the opportunity to have significant input into City project planning and development. This last year in particular the Committee is pleased to report that we had opportunity to provide input during the very early stages of both the new Pool and Fire Hall projects. This process has been particularly rewarding on the new pool project as the Committee had the opportunity to provide input throughout all stages of the planning and design of this project. Even more exciting is that this input resulted in multiple Committee recommendations being implemented in the most recent plans. This type of consultation driven by the City and followed through on by the design firm is exciting for the future of accessibility in public buildings going forward. The Committee also continued to be involved and informed in year-to-year improvements and maintenance to the sidewalk and trail pedestrian networks.

The Advisory Committee on Accessibility is able to provide input on private development through its representation on the Advisory Committee on Development and Design. Feedback is provided on Universal Design principals and our representative ensures that accessibility is being considered during this development and design process.

Recently, the Advisory Committee on Accessibility was also asked to provide a representative on the newly formed Select Committee on Poverty Reduction. This shows the City's continued focus on reducing barriers for all citizens.

The Committee looks forward to continuing its work of removing barriers for all citizens in the City of Prince George. A big thank you to Council for their leadership and obvious focus on improving accessibility in our community as we continue to strive towards the shared goal of an inclusive, equitable and barrier free Prince George.

## **RESPECTFULLY SUBMITTED:**

Chris Gobbi, Chair,  
City of Prince George Advisory Committee on Accessibility

## **APPROVED:**

Kathleen Soltis, City Manager

Meeting Date: 2020/03/09



# ADVISORY COMMITTEE ON ACCESSIBILITY 2019 WORK PLAN

Action Item	Committee Member Responsibilities	Target Completion Date	Status (Completion Date)	Additional Follow Up
1. Provide feedback regarding accessibility barriers and best practices to ensure City services and City-owned infrastructure is inclusive and accessible.				
1A. Provide feedback on major construction and alterations of City-owned buildings and parks.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing	Ongoing	Continue in 2020
1B. Provide recommendations for prioritizing accessibility improvements to City buildings financed through the annual \$50,000 budget for improving accessibility in civic facilities.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing	Ongoing	Continue in 2020
1C. Provide feedback on proposed changes to City policies and bylaws that affect accessibility and inclusion.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing	Ongoing	Pursue in 2020
1D. Continue to report barriers in civic facilities.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing	Ongoing	Continue in 2020
1E. Assist Administration on categorizing and prioritizing findings from Civic Facility Audits.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Summer 2019	Not Complete	Move to 2020
1F. Advise Administration on the selection of a training resource for City staff (Parks Staff and Front-line Service Staff as a priority) to help them better understand the needs of seniors and people with disabilities.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Spring 2019	2020	
1G. Be a resource for Administration to support key action items in the City's Age Friendly Action Plan.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing	Ongoing	Continue in 2020
2. Track and report on barriers that pedestrians encounter on City sidewalks, trails and walkways.				
2A. Continue to report and track pedestrian network issues.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing	Ongoing	Continue in 2020



# ADVISORY COMMITTEE ON ACCESSIBILITY 2019 WORK PLAN

2B. Provide recommendations to City staff to inform the 2019/2020 sidewalk improvements.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	December 2019	December 2019	
3. Provide advice and guidance through the Advisory Committee on Development and Design to ensure that new development is as inclusive and barrier-free as possible.				
3A. Representative on the Advisory Committee on Development and Design	<ul style="list-style-type: none"> <li>To be Selected in April</li> </ul>	Ongoing	Ongoing	Continue in 2020
3B. Develop a resource and presentation for the Advisory Committee on Development Design to build capacity about accessible design for the exterior of multi-family residential, commercial and industrial developments.	<ul style="list-style-type: none"> <li>TBD</li> </ul>	Spring 2019		Present yearly
4. Outreach and education to raise awareness about accessibility and inclusion issues.				
4A. Set up information booths at events as opportunities arise (i.e. Access Awareness Day).	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing	Ongoing	Develop materials and expand focus in 2020
4B. Develop a Communications Plan.	<ul style="list-style-type: none"> <li>Andrea Palmer</li> </ul>	Spring 2019	Not Complete	Remove from work plan
4C. Partner with the Canadian Home Builders Association to raise awareness about accessible housing amongst developers and home builders.	<ul style="list-style-type: none"> <li>Andrea Palmer</li> </ul>	Summer 2019	Not Complete	Broaden scope in 2020



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1. Provide feedback regarding accessibility barriers and best practices to ensure City services and City-owned infrastructure is inclusive and accessible.				
1A. Provide feedback on major construction and alterations of City-owned buildings and parks.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		
1B. Provide recommendations for prioritizing accessibility improvements to City buildings financed through the annual \$50,000 budget for improving accessibility in civic facilities.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		
1C. Provide feedback on proposed changes to City policies and bylaws that affect accessibility and inclusion.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		
1D. Continue to report barriers in civic facilities.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		
1E. Assist Administration on categorizing and prioritizing findings from Civic Facility Audits.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		
1F. Be a resource for Administration to support key action items in the City's Age Friendly Action Plan.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		
2. Track and report on barriers that pedestrians encounter on City sidewalks, trails and walkways.				
2A. Continue to report and track pedestrian network issues.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		
2B. Provide recommendations to City staff to inform the 2020/2021 sidewalk improvements.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	December 2020		
2C. Work with Administration to improve sidewalk closure procedure and compliance.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	December 2020		



# ADVISORY COMMITTEE ON ACCESSIBILITY 2020 WORK PLAN

3. Provide advice and guidance relating to accessibility, inclusivity, and barrier-free development through participation on other Council Committees, as required.				
3A. Representative on the Advisory Committee on Development and Design	<ul style="list-style-type: none"> <li>To be Selected in April</li> </ul>	Ongoing		
3B. Representative on the Select Committee on Poverty Reduction	<ul style="list-style-type: none"> <li>To be Selected in April</li> </ul>	Ongoing		
3C. Present to the Advisory Committee on Development Design to build capacity about accessible design for the exterior of multi-family residential, commercial and industrial developments.	<ul style="list-style-type: none"> <li>To be Selected in April</li> </ul>	Spring 2020		
4. Outreach and education to raise awareness about accessibility and inclusion issues.				
4A. Develop informational and engagement materials to use at events.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Summer 2020		
4B. Identify opportunities for presenting to interested parties about accessibility, and to host information booths at relevant events (i.e. Access Awareness Day).	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Ongoing		



CITY OF  
PRINCE GEORGE

## Advisory Committee on Accessibility Terms of Reference

### 1. Type

The Advisory Committee on Accessibility is a City Council advisory committee established by a resolution of Council, to provide advice and recommendations to Council regarding any matter within the Committee's terms of reference, and to report to Council or to another Committee designated by Council for that purpose.

### 2. Purpose

To remove physical and social barriers which impede the full participation of all citizens in every aspect of community life.

### 3. Mandate

To provide advice on matters Council is considering which affect persons with disabilities, seniors and other citizens with access issues.

To solicit feedback from the community on issues relating to people with disabilities, seniors and other citizens with access issues, and bring to Council matters identified by the Committee as requiring action by the Municipality.

To work cooperatively with Civic Departments, Boards, Commissions and Committees whose activities affect access issues, including:

- a) Provide advice and information on directions for future planning of municipal services, programs and facilities; and
- b) Monitor municipal services, programs and facilities to ensure full participation of all citizens; and
- c) Evaluate the progress of activities based on a) and b) above.

To inform all citizens of the existence and mission of this Committee and to work with them to identify existing social and physical barriers.

To work with Council to increase public awareness of the issues of accessibility and inclusion for people with disabilities, seniors, and all citizens.

To work with local government to change policies, as required, as they pertain to people with disabilities and seniors in particular.

### 4. Structure and Membership

1. The Committee shall be comprised of a maximum of nine (9) members.



2. The Committee membership shall be a combination of persons with disabilities, seniors, service providers, and members of the general public. It is suggested that there be a cross-representation within these members including: members with disabilities; seniors; service providers familiar with accessibility issues; and members of the general public on the Committee at all times.
3. City Council will consider applications and appoint five (5) of the members in 2012 for a term of 1 year, and the remaining members will be appointed for a term of 2 years. All subsequent annual appointments will be for a term of 2 years.
4. The Committee shall select one representative to serve on the Advisory Committee on Development Design. These appointments shall be decided at the first meeting of a new term and be for a one year term ending on the last day of March.

## **5. Procedures**

1. Meetings shall be held once monthly or at the call of the chairperson.
2. Continuous absence of a member at three (3) consecutive meetings, without prior consent of the Chairman/Committee or reasonable need (e.g. illness), will be reviewed by the Committee, which may recommend to Council that the member be removed from the Committee.
3. If unable to attend a meeting of the Committee the member must contact the City's staff liaison or the Chair no later than the day prior to the meeting.
4. The Committee shall only consider those matters which are included in the meeting agenda circulated to the members in advance of the meeting. New business items may be introduced at a meeting but will be forwarded for consideration by the Committee at a subsequent meeting. By unanimous consent of its members the Committee may consider new business/emergent items at a duly constituted meeting.
5. The quorum shall be constituted of a majority of all the current members of the Advisory Committee on Accessibility (e.g. if the committee currently has 9 members, 5 members constitute a quorum).
6. In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the Committees, Commissions and Boards *Procedures Manual*. In case of conflict between the provisions of these Terms of Reference and the *Procedures Manual*, the provisions of the *Manual* shall prevail.

## **6. Decisions**

Decisions will be made by majority vote.

## **7. Reporting**

In addition to the annual reporting requirement as established in the *City of Prince George Committees, Commissions and Boards Policies and Procedures Manual*, the Committee will report to Council in a timely manner on issues that have been referred to it by Council.

### **8. Meeting Schedule**

The Committee will establish a regular schedule of meetings at its first meeting after the appointment of its members.