



AGENDA
Advisory Committee on Accessibility
Wednesday, December 11, 2019 – 4:00 p.m.
City Hall – 2nd Floor Conference Room

A. COMMENCEMENT

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

C.1 Minutes from the Advisory Committee on Accessibility Meeting held November 13, 2019

D. NEW BUSINESS

D.1 Signage Options for the New Pool Related to Family and Seniors Parking

D.2 2019 Annual Report and 2020 Workplan (*Tristin / Chris*)

- Please review this information before the meeting and come prepared with your recommendations for edits as there will not be time to read the report individually during the meeting.

D.3 2020 Roads Division Capital Projects (*Ian*)

E. OLD BUSINESS

E.1 Select Committee on Poverty Reduction (*Darcie*)

E.2 Sidewalk Closures (*Tristin*)

E. INFORMATIONAL ITEMS

E.1 Next Committee Meeting: January 8, 2020 at 4:00 p.m.

All agenda items must be submitted to the Legislative Coordinator before 12:00 p.m. on Tuesday, December 31, 2019.

F. ADJOURNMENT

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

ADVISORY COMMITTEE ON ACCESSIBILITY

Minutes of the City of Prince George Advisory Committee on Accessibility special meeting, held in the 2nd Floor Conference Room, City Hall, 1100 Patricia Boulevard, Prince George, BC, on November 13, 2019 at 4:00 p.m.

PRESENT:

Mr. Chris **Gobbi** (Vice-Chair); Mr. Justin **Turner**; Ms. Heather **Lamb**; Ms. Nancy **Harris**; and Ms. Darcie **Smith**.

IN ATTENDANCE:

Councillor Cori **Ramsay** <4:19 p.m. to 5:20 p.m.>; Mr. Ian **Sinclair**, Engineering Assistant/Staff Liaison, Mr. Tristin **Deveau**, Planner/Staff Liaison; Ms. Chris Bone, Associate Director of Strategic Initiatives and Partnerships <4:03 p.m. to 4:15 p.m.>; HDR Architects <via telephone 4:30 p.m. to 5:15 p.m.>; and Ms. Leslie **Kellett**, Legislative Coordinator.

A. Commencement

The meeting was called to order at 4:03 p.m.

B. Adoption of Agenda

Moved by Ms. Lamb, seconded by Ms. Smith, that the agenda for the October 9, 2019 Advisory Committee on Accessibility be amended to add items D.3 – Presentation regarding the New Pool, D.4 – Committee Membership Update, D.5 – Sidewalk Closure Update; and E.2 – Parking Exemptions, and that the agenda BE ADOPTED AS AMENDED.

Carried Unanimously

C. Adoption of Minutes

C.1 Minutes from the Advisory Committee on Accessibility Meeting held October 9, 2019

Moved by Ms. Harris, seconded by Ms. Lamb, that the minutes for the October 9, 2019 Advisory Committee on Accessibility meeting, BE ADOPTED.

Carried Unanimously

D. New Business

D.1 Select Committee on Poverty Reduction

Ms. Chris Bone, Associate Director of Strategic Initiatives and Partnerships, provided a verbal report regarding the newly formed Select Committee on Poverty Reduction. Discussion commenced regarding the Terms of Reference and committee membership.

Ms. Bone requested the Accessibility Committee to appoint to the Select Committee on Poverty Reduction, one (1) member as the Accessibility Committee's representative.

Discussion commenced regarding the expected time commitment for the Poverty Reduction committee.

Ms. Lamb expressed interest to represent the Accessibility Committee, however, retracted her expression of interest due to transportation conflicts.

Ms. Smith expressed interest to represent the Accessibility Committee.

Discussion commenced that the "Select Committee on Poverty Reduction" will be placed as a standing item for future Accessibility Committee agendas with a verbal update on the Poverty Reduction Committee's activities to be provided by Ms. Smith.

Moved by Ms. Lamb, seconded by Mr. Turner, that the Committee APPOINTS Ms. Darcie Smith as the Committee's representative on the Select Committee on Poverty Reduction.

Carried Unanimously

Ms. Chris Bone exited the 2nd Floor Conference Room at 4:15 p.m.

D.2 Prince George Transit Future Action Plan Stakeholder Engagement

Mr. Deveau advised that on November 19 and 20, stakeholder engagement sessions will take place at the Civic Centre regarding the Prince George Transit Future Action Plan and inquired if any Committee members are interested in attending on behalf of the Advisory Committee on Accessibility>

Councillor Ramsay entered the 2nd Floor Conference Room at 4:19 p.m.

Ms. Lamb and Ms. Harris advised they were attending the sessions on behalf of their respective organizations and could also represent the Committee during those sessions.

Moved by Ms. Smith, seconded by Mr. Turner, that the Committee APPOINTS Ms. Heather Lamb and Ms. Nancy Harris as the Committee’s representatives at the Prince George Transit Future Action Plan Stakeholder Engagement Sessions on November 19 and/or 20, 2019.

Carried Unanimously

The Committee moved to agenda item D.4 as the presenters for report item D.3 were not in attendance.

D.4

Committee Membership Update

In accordance with the *Committees, Commissions, and Boards Procedures Manual*, discussion commenced regarding the absence of Committee member, Mr. Robinson, for more than three (3) consecutive meetings, without leave of the Committee.

Moved by Ms. Lamb, seconded by Mr. Gobbi, that the Committee RECOMMENDS to Council removal of Mr. Kanoa Robinson from the Advisory Committee on Accessibility due to three (3) consecutive absences from committee meetings, in accordance with the *Committees, Commissions and Boards Procedure Manual*.

Carried Unanimously

D.5 Sidewalk Closure Update

Mr. Deveau advised that City staff has been looking into the policy regarding Sidewalk Closures and are working on determining where the gap exists between policy and expectations of how Sidewalk Closures are handled and executive of that expectation.

This item will return to the Committee for another update in the future.

D.3 Presentation Regarding the New Pool

Representatives from HDR Architects joined the meeting by telephone at 4:30 p.m.

HDR presented on current state of Pool design including site layout and parking and the pedestrian path of travel to the main entrance which has less than a 5% grade. A water garden feature is being considered for a steeper part of the site to encourage pedestrians to use the more gently sloped pathways to access the building.

The Committee inquired if the water garden has been tested in winter climates to avoid the risk of ice/slipping hazards. HDR commented that they are engineered to not allow water to leave the water garden, but will confirm with landscaping consultant that the proposal is appropriate for a cold climate

HDR presented on the pool’s interior noting that changes have been made to the configuration of the pools and access points based on previous feedback, including:

- waterslide stairs have changed from the previous spiral design to a ‘scissor’ style;
- hot tub has been enlarged;
- hot tub stairs and ramp exits have been separated to reduce conflict and the ramp exits into a large open area for maneuverability; and
- hot tub shallow area seating has been provided to discourage sitting on the access ramp.

Discussion commenced regarding design elements that could be incorporated on the ramp to encourage users to continue moving along it.

Additional details were shared about the interior design. The centre walkway between all pools is spacious – approximately 16 feet wide. The pool pod access to the leisure pool does project into this area, HDR will look into this to see if there is an option to jut this into the pool, but the wide width of the walkway does limit the concern somewhat.

The design of the access points to the leisure pool (stair, ladder and pool pod) will be examined by HDR to make sure the placement makes sense.

HDR asked the committee if there were any standards around glazing to reduce the concern of glare from a visually impaired perspective. The Committee was not aware of specific standards, but the largest area of concern is the use of glazing around stairs and areas with an uneven surface, which are not present in the current design.

The HDR Architect consultants left the meeting at 5:15 p.m.

The Committee expressed their appreciation regarding the engagement process around the pool and hopes that future projects will strive for the same level of consultation and engagement with the Committee.

E. Informational Items

E.1 Next Committee Meeting: December 11, 2019

E.2 Parking Exemptions

Mr. Deveau provided an update regarding accessible parking. A proposed amendment to *City of Prince George Parking and Traffic Bylaw No. 6056, 1993* will make vehicles displaying a handicap placard exempt from timed parking restrictions anywhere on City property in Prince George. The amendment is being considered by Council on November 18th, and Mr. Deveau will report back on the results.

F. Adjournment

THE ADVISORY COMMITTEE ON DEVELOPMENT DESIGN MEETING ADJOURNED AT 5:34 p.m.

Mr. Chris Gobbie, Vice-Chair

Ms. Leslie Kellett, Legislative Coordinator

CERTIFIED CORRECT

DATE: February 12, 2019

TO: MAYOR AND COUNCIL

NAME AND TITLE: Andrea Palmer, Chair Advisory Committee on Accessibility

SUBJECT: Advisory Committee on Accessibility Annual Report 2018

ATTACHMENT(S): Advisory Committee on Accessibility 2018 Work Plan
Advisory Committee on Accessibility 2019 Work Plan
Terms of Reference for the Advisory Committee on Accessibility

RECOMMENDATION(S):

That Council:

1. APPROVE the Advisory Committee on Accessibility 2019 Work Plan attached to the report dated February 12, 2019 from the Chair of the Advisory Committee on Accessibility; and
2. RECEIVE FOR INFORMATION, the report dated February 12, 2019 from the Chair of the Advisory Committee on Accessibility titled "Advisory Committee on Accessibility Annual Report 2018."

PURPOSE:

The purpose of this report is to review the achievements and projects that the Advisory Committee on Accessibility completed throughout 2018. Additionally, attached to this report is the 2019 Work Plan, which provides an overview of work that the Advisory Committee on Accessibility plan to undertake throughout 2019.

2018 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. In 2018, the Committee met with a Public Works staff member to provide feedback and recommendations for the proposed 2018 improvements. In addition, Committee members regularly draw attention to new barriers through the Staff Liaisons and the City's Report a Problem tool.

In 2018, the Committee met with the City of Prince George's Transit Planner to discuss accessibility issues related to the Prince George transit system. This meeting allowed for two-way information sharing

with information being provided to the committee about what is currently done within transit operations, and the Committee providing feedback and recommendations on improvements that can be made.

Parks and Trails

In 2018, the Committee met with the City's Strategic Parks Planner to provide feedback on planned accessibility improvements to City parks. Many of these improvements are based on audits previously completed by the Committee.

The Committee provided a letter of support for a City led grant application to continue accessibility improvements to Masich Stadium.

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. Several options have been examined, and this work will continue into 2019 with the goal of selecting and implementing a program this year.

City-Owned Buildings

2018 saw the completion of the Accessibility Audits of City-owned Civic Facilities throughout Prince George. A total of 17 facilities were audited through 2017 and 2018. The committee will now shift its focus to helping Administration prioritize improvements based on the findings of these audits.

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.

In November 2018, the committee received a presentation on the design of the new Bob Harkins Library Entrance. The Committee provided detailed feedback on the design and gave recommendations on how the proposed accessibility improvements could be further enhanced.

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.

Grants

A Committee member developed a database for tracking potential grant opportunities. This database is made available for City Staff to monitor upcoming granting opportunities and is updated as needed by the Committee. The Committee did not apply for any grants or initiate any City-led grant applications throughout 2018.

Access Award of Merit

Nominations for the Access Award of Merit were open until February 8, 2019. The Committee will review the nominations in the March 2019 meeting. The award-winner will be recognized in a future Council Meeting.

Communications and Outreach

On June 2, 2018, the Committee participated in Access Awareness Day to engage with the public about the Committee's work within the community. 2018 also saw the development of a communication strategy which will be implemented in 2019.

TERMS OF REFERENCE:

The Committee is not proposing any changes to their Terms of Reference.

STRATEGIC PRIORITIES:

The work outlined in this report aligns with the following City policies that aim to create a more inclusive, healthy and equitable community:

- [City of Prince George Official Community Plan \(OCP\), Bylaw No. 8383, 2011](#), which includes policy direction for enhancing the accessibility of the City's transportation network (roads, trails, sidewalks and transit), public spaces and city-owned buildings.
- [City of Prince George Equity and Inclusion Policy \(2011\)](#), which aims to improve the quality of life for all residents by fostering a community that is equitable and inclusive.
- [My PG Strategic Plan \(2010\)](#) and the [Corporate Plan \(2016 – 2018\)](#), which identifies safety, equity and inclusion, and health and wellness as three of the seven social development goals.

SUMMARY AND CONCLUSION:

The Advisory Committee on Accessibility is tasked with aiding in the removal of physical and social barriers which impede the full participation of all citizens in every aspect of community life. These last couple of years has seen the Committee building relationships and connections with various City departments to inform accessibility within infrastructure, policies and projects. 2018 has really shown the fruits of this labour, as Committee consultation has become a regular part of City project planning. This has allowed the Committee to provide meaningful feedback on large capital projects, for example the new entrance to the Bob Harkins Branch of the Prince George Public Library in 2018 and the new Fire Hall in early 2019, as well as year-to-year improvements and maintenance, such as to the sidewalk and trail pedestrian networks. The Committee looks forward to seeing this positive relationship continue to grow throughout 2019.

Through its representation on the Advisory Committee on Development Design, this Committee is able to inform private development as well, providing valuable feedback on universal design principals and ensuring that accessibility is brought to the forefront while considering development design.

The Committee looks forward to continuing its work of removing the barriers to civic participation in 2019. Thank you to Council for the leadership and support it has shown to this Committee as we strive towards the shared goal of an inclusive, equitable and barrier-free Prince George.

RESPECTFULLY SUBMITTED:



Andrea Palmer, Chair Advisory Committee on Accessibility

MEETING DATE: March 11, 2019



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"> All Committee Members 	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"> All Committee Members 	Ongoing		
1C. Provide feedback on proposed changes to City policies and bylaws that affect accessibility and inclusion.	<ul style="list-style-type: none"> All Committee Members 	Ongoing		
1D. Continue to report barriers in civic facilities.	<ul style="list-style-type: none"> All Committee Members 	Ongoing		
1E. Assist Administration on categorizing and prioritizing findings from Civic Facility Audits.	<ul style="list-style-type: none"> All Committee Members 	Summer 2019		
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"> All Committee Members 	Spring 2019		
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"> All Committee Members 	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"> All Committee Members 	Ongoing		



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"> All Committee Members 	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"> To be Selected in April 	Ongoing		
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"> TBD 	Spring 2019		
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"> All Committee Members 	Ongoing		
4B. Develop a Communications Plan.	<ul style="list-style-type: none"> Andrea Palmer 	Spring 2019		
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"> Andrea Palmer 	Summer 2019		



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ADVISORY COMMITTEE ON ACCESSIBILITY 2019 WORK PLAN

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**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.