

DATE: March 1, 2023

TO: MAYOR AND COUNCIL

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

SUBJECT: Advisory Committee on Accessibility 2022 Annual Report

ATTACHMENT(S):

1. Advisory Committee on Accessibility 2022 Work Plan
2. Advisory Committee on Accessibility 2023 Work Plan
3. Terms of Reference for Advisory Committee on Accessibility

RECOMMENDATIONS:

That Council APPROVES the Advisory Committee on Accessibility 2023 Work Plan attached to the report dated February 21, 2023 from the Chair of the Advisory Committee on Accessibility titled “Advisory Committee on Accessibility 2022 Annual Report”.

PURPOSE:

The purpose of this report is to update Council on the activities and achievements of the Advisory Committee on Accessibility, as well as provide the Committee’s proposed 2023 work plan for Council’s consideration.

BACKGROUND:

The Advisory Committee on Accessibility is a Committee of Council guided by its Council-approved Terms of Reference mandate to advise Mayor and Council and City Staff on the identification, removal and prevention of physical and social barriers that impede the full participation of all citizens in every aspect of community life.

ONGOING WORK OF THE COMMITTEE:

On an as-needed basis, the Advisory Committee on Accessibility works on many ongoing items throughout the year including but not limited to:

- 1) Providing feedback on Major Construction and alterations of City owned buildings and parks;
- 2) Providing feedback on proposed changes to City Policies and Bylaws that affect accessibility and inclusion;
- 3) Reporting any barriers that Committee Members or the general public encounter in Civic Facilities;
- 4) Report and track any pedestrian network issues; and
- 5) Provide representation on the City’s Advisory Committee on Development Design in order to include an Accessibility lens on developments.

WORK OF COMMITTEE DURING 2022:

It has been great to have a full year of regularly scheduled meetings for this Committee. Meeting in person continues to be a challenge with approximately half of the members meeting in person and the other half attending via electronic means such as telephone or video conference. The Committee appreciates access for remote participation in committee meetings and recommends the continuation of remote participation post-pandemic in order to maintain members' accessibility and attendance of committee meetings.

To take a more targeted approach at the 2022 Committee Work plan, the Committee chose to make our Work plan more targeted and specific. All items on the 2022 Work plan were actionable and measurable. This choice improved our focus over the past year with almost all items on the Work plan being actioned in some way and most items completed.

A primary focus of the committee in 2022 was to develop a presentation to help increase awareness and importance of accessibility and inclusivity in all aspects of our daily lives. The presentation was completed in the fall of 2022 and is now ready to be used in the coming years to bring awareness and information on accessibility in our community.

The Committee appreciated the opportunity this year to have a tour of the new Canfor Leisure Pool prior to it being opened for the public. The Committee encourages Council and City Staff to continue involving the committee at appropriate stages of civic facility development for committee feedback related to all accessibility-related issues.

OVERVIEW OF 2023 WORK PLAN:

Attached to this report is a copy of the proposed 2023 work plan. As in previous years, much of the work of the Committee is continuous and ongoing in nature. We have continued our practice of removing the continuous and ongoing work from the work plan and included it in this Annual Report in order to focus the Work Plan on specific and actionable items that the Committee wants to achieve during the coming year.

The committee's focus this year will be on a couple of larger items. Firstly to increase our outreach work both by attending events and delivering our presentation to both internal and external organizations and associations. The committee is also very excited to work with the City of Prince George with regards to the new *Accessible British Columbia Act*.

The Committee will continue to advise on the accessibility of City-lead development and projects. While progress has been made in past years, the new downtown pool and library entrance being notable examples, there is still much work to be done in this area to ensure that an accessibility lens is applied to all new City-funded development and construction.

In 2023, the Committee plans to focus on delivering a presentation that can be used to discuss accessibility and inclusion internally within the City and its Committees and externally to stakeholders in development and construction. The Committee feels strongly that the distribution of such a presentation will allow us to bring current issues with accessible housing, among other things to the people who can enact change.

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. The committee continues to be given the opportunity to provide input in most, but not all, city projects, however there is a growing desire from within the Committee to be better utilized on large projects/developments in the City which is why the Committee has decided to focus their work plan for 2023 on delivering presentation(s) and reference material to internal and external stakeholders.

The Committee encourages the City to enact best practices regarding the development of accessible housing and looks forward to continuing to provide input regarding inclusion and accessibility on City-led development and projects.

The Committee also looks forward to continuing its work removing barriers for all citizens in the City of Prince George. No matter how far we have come there is always room for improvement. The Committee's effectiveness in improving accessibility within the community is dependent on response and action of advice given to City staff and Council and we look forward to further collaboration towards the goal of an inclusive, equitable, and barrier free Prince George.

RESPECTFULLY SUBMITTED:

Chris Gobbi, Chair
Advisory Committee on Accessibility

APPROVED:

Walter Babicz, City Manager

Meeting Date: 2023/03/13



ADVISORY COMMITTEE ON ACCESSIBILITY 2022 WORK PLAN

Action Item	Committee Member Responsible	Target Completion Date	Date Completed	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. Follow up with City Staff to discover status of civic facility audits and subsequent recommendations regarding City-owned buildings that were completed by the Committee previously.	<ul style="list-style-type: none"> All Committee Members 	April 2022	-Received update at October 6, 2022 meeting from City Staff	Yes, this will be a standing item to ask for updates annually until items are completed
2. Track and report on barriers that pedestrians encounter on City sidewalks, trails and walkways.				
2A. Request information on upcoming capital expenditures on sidewalk improvements, replacements	<ul style="list-style-type: none"> All Committee Members 	November 2022	November 2022	
2B. Provide recommendations to City staff to inform the 2021/2022 sidewalk improvements.	<ul style="list-style-type: none"> All Committee Members 	February 2022	February 2022	
2C. Work with Administration to improve sidewalk closure procedure and compliance.	<ul style="list-style-type: none"> All Committee Members 	April 2022	October 2022	
2D. Advocate for an increase in the Capital Project budget regarding new and rehabilitated sidewalks work with priority given to sidewalk rehabilitation.	<ul style="list-style-type: none"> All Committee Members 	January 2023	Not completed	
3. Provide advice and guidance relating to accessibility, inclusivity, and barrier-free community through participation on other Council Committees, as required.				
3A. Develop and maintain presentation(s) on Accessibility that can be used either internally within the City and its Committees or externally with partners and organizations	<ul style="list-style-type: none"> All Committee Members 	Spring 2022	Fall 2022	
4. Outreach and education to raise awareness about accessibility and inclusion issues.				



ADVISORY COMMITTEE ON ACCESSIBILITY 2022 WORK PLAN

4A. Explore Opportunities to deliver presentation to external organizations and/or groups	<ul style="list-style-type: none">All Committee Members	Summer 2022	Moved to 2023 Work Plan	
4B. Explore opportunities to deliver presentation to internal City Departments and/or Committees	<ul style="list-style-type: none">All Committee Members	Summer 2022	Moved to 2023 Work Plan	

ADVISORY COMMITTEE ON ACCESSIBILITY 2023 WORK PLAN

Action Item	Committee Member Responsible	Target Completion Date	Date Completed	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. Follow up with City Staff annually in the fall to discover status and updates related to City owned public building accessibility audits	<ul style="list-style-type: none"> All Committee Members 	October 2023		
1B. Follow up with City Staff in order to review design and location for Jumpstart Accessible Sports facility	<ul style="list-style-type: none"> All Committee Members 	April 2023		
2. Track and report on barriers that pedestrians encounter on City sidewalks, trails and walkways.				
2A. Request information on upcoming 2024 capital expenditures for sidewalk improvements & replacements	<ul style="list-style-type: none"> All Committee Members 	November 2023		
2B. Provide recommendations to City staff to inform the 2023 sidewalk improvements.	<ul style="list-style-type: none"> All Committee Members 	March 2023		
2C. Advocate for an increase in the Capital Project budget regarding new and rehabilitated sidewalks work with priority given to sidewalk rehabilitation.	<ul style="list-style-type: none"> All Committee Members 	November 2023		
3. Provide advice and guidance relating to the Accessible British Columbia Act.				
3A. Monitor and comment on the City's creation of an Accessibility Committee, Accessibility Plan and Feedback Tool as it relates to the BC Accessibility Act.	<ul style="list-style-type: none"> All Committee Members 	Spring 2023		
4. Outreach and education to raise awareness about accessibility and inclusion issues.				
4A. Explore Opportunities to deliver presentation to external organizations and/or groups	<ul style="list-style-type: none"> All Committee Members 	Summer 2023		
4B. Explore opportunities to deliver presentation to internal City Departments and/or Committees	<ul style="list-style-type: none"> All Committee Members 	Summer 2023		



ADVISORY COMMITTEE TERMS OF REFERENCE

1. GENERAL INFORMATION

Advisory Committee Name:	Advisory Committee on Accessibility
Meeting Frequency:	Monthly

The Advisory Committee on Accessibility is an advisory committee of Council established in accordance with the *Community Charter* and “*City of Prince George Council Procedures Bylaw No. 8388, 2011.*”

2. PURPOSE AND MANDATE

The Advisory Committee on Accessibility, hereafter referred to as the “Committee”, is to advise Mayor and Council of the City of Prince George, hereafter referred to as “Council”, and City Staff on the identification, removal and prevention of physical and social barriers which impede the full participation of all citizens in every aspect of community life. Specifically the committee will:

- Provide advice on matters Council is considering which affect all citizens with access issues;
- Solicit feedback from the community on issues relating to all citizens with access issues, and bring to Council matters identified by the Committee as requiring action by the Municipality;
- 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;
 - 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;
- Inform citizens of the existence and mission of this Committee and to work with them to identify existing social and physical barriers;
- Work with Council to increase public awareness of the issues of accessibility and inclusion of all citizens;
- Work with local government to change policies, as required, as they pertain to universal accessibility; and
- Work in support of related municipal objectives and strategic priorities.



ADVISORY COMMITTEE TERMS OF REFERENCE

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Committee shall be comprised of a maximum of nine (9) members, appointed by Council, from the general public.

3.1.1 Public Members

Public Members

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.

3.1.2 Staff and Council Members (Ex-Officio Members)

Staff Liaison

A city staff member shall be appointed by the City Manager to serve as Staff Liaison, who along with other city staff may attend meetings of the Committee in a resource capacity.

Legislative Services

The Corporate Officer will appoint a Legislative support person to the Committee who will serve in an administrative support role.

Council

All members of Council are ex-officio members of the Committee and may attend meetings and participate in debate, but may not make motions and do not have voting rights.



ADVISORY COMMITTEE TERMS OF REFERENCE

3.1.3 Representation on Committees

On occasion, the Committee may be asked to appoint a representative of the Committee to sit on other Select and Advisory Committees of Council. This representative must be selected by a majority vote of the Advisory Committee on Accessibility.

Advisory Committee on Development Design

The Committee shall select one (1) representative and one (1) alternate to serve on the Advisory Committee on Development Design. These appointments shall be decided at the inaugural meeting of each term.

Select Committee

Select Committees may request a representative of the Advisory Committee on Accessibility to be appointed as a member of the Select Committee. This representative would act in this capacity for so long as is indicated by the Terms of Reference of the Select Committee or until the appointed member's term expires on the Advisory Committee on Accessibility, whichever comes first.

3.2 Length of Term

Public Members

Council will consider applications and appoint the number of public members required up to a maximum of nine (9) total public members annually. All annual appointments will be for a term of up to two (2) years.

Additional Considerations:

- Midterm Appointments: Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the current term involved and shall count towards the maximum length of service or number of terms on the Committee for the appointee.
- A committee member may not serve longer than six (6) consecutive years.



ADVISORY COMMITTEE TERMS OF REFERENCE

4. OTHER GOVERNANCE	
4.1	Review of Terms
<p>Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the <i>Advisory Committee Terms of Reference</i> documents annually. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose</p>	
4.2	Eligibility and Selection
<p>Eligibility and selection for membership on advisory committees will be accepted in accordance with the <i>City of Prince George Committees, Commissions and Boards Procedures Manual</i>.</p>	
4.3	Decisions of the Committee
<p>All acts and matters that come before the Committee must be done and decided by a majority of the members present at a duly constituted meeting with quorum present.</p>	
4.4	Budget
<p>The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.</p>	
4.5	Governance
<p>In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the <i>City of Prince George Committees, Commissions and Boards Policies and Procedures Manual</i>. In case of conflict between the provisions of these <i>Terms of Reference</i> and the <i>Procedures Manual</i>, the provisions of the <i>Procedures Manual</i> shall prevail.</p>	