

January 11, 2024

4:00 pm

Meeting Room 5 (Ground Floor)

1435 Water Street

Pages

**1. Call to Order**

**2. Confirmation of Minutes**

1

December 7, 2023

**3. Old Business**

- Meeting Structure
  - Is 4:00 p.m. start time working
  - Ensuring remote participation is accessible
- Creating an Accessibility Plan - the process
- Short Term Goals
  - Accessibility verbiage - update
  - Feedback Tool
  - Rick Hansen Foundation certification
  - Using the Municipal Accelerator

**4. New Business**

**5. Meeting Termination**

## Accessibility Advisory Committee Minutes

Date:	Thursday, December 7, 2023
Time:	4:00 pm
Location:	Meeting Room 3 & 4
Members Present	Paul Clarke (Chair), Beth Flynn, Cody Petrone
Members participating Remotely	Michelle Hewett, Lisa Watson, Karine Veldhoen, Celynne Hurst
Members Absent	Randy LeBlanc, Hana Cairns
Staff Present	Mariko Siggers, Community & Neighbourhood Services Manager; Robert Parlane, Parks & Buildings Planning Manager; Jim Gabriel, Divisional Director, Active Living & Culture; Clint McKenzie, Legislative Coordinator (Confidential)
Guest	Dr. Mike Prescott, Project Manager, Accessible Organizations Project, Disability Alliance BC

### 1. Call to Order

The Chair called the meeting to order at 4:03 p.m. and introduced Committee member Karine Veldhoen.

### 2. Confirmation of Minutes

Moved By Lisa Watson/Seconded by Beth Flynn

THAT the Minutes of November 2, 2023 be adopted as circulated.

Carried

### 3. Guest Presentation, Accessible Organizations Project, Dr. Mike Prescott

- Guest speaker displayed a PowerPoint presentation outlining the components of the program including the following:
  - Principles of a community Accessibility Plan
  - Resources available from Disability Alliance BC
  - Identifying and Prioritizing Barriers
  - Identifying Solutions & Developing an action plan
  - Monitoring progress and sustaining an Accessibility Plan.
- Encouraged a co-design of the community Accessibility Plan by the City and the Committee.
- The City of Surrey's Accessibility Plan was provided as an example.
- Responded to questions from the Committee.

- The Committee discussed the importance of engaging people with disabilities in a meaningful way in a process that shows a shared vision.
- Discussion ensued regarding looking at the benefits of a subcommittee comprised of committee members and staff to advise on the development of the plan.
- The PowerPoint will be circulated to Committee members.

**Staff:**

- Spoke on the process of developing a plan and the involvement of the Committee.
- A future meeting will go through and determine what is the best process of developing the plan for our community. A balance between what is important for accessibility in the community and what is feasible needs to be determined.
- Staff spoke of ways in which additional departments could be encouraged to become involved in the plan, including if there is the ability to involve temporary resources.
- Responded to questions from the Committee.
- Discussion ensued regarding how to ensure disability practices are embedded within City projects. An example is a recent survey for downtown parking that had a separate survey for accessible parking instead of being part of the main parking survey.

**4. Short Term Priorities**

- Discussion ensued regarding communication channels and how best for staff to get information to the Committee.
- Staff confirmed there is no direct budget allocated to the Committee. Existing project specific budgets would be considered for work connected to the Accessibility Plan.
- Discussion ensued regarding how best to co-create an Accessibility Plan and ensure public feedback.
- Next steps with identifying a public feedback tool were discussed.
- Next steps on reviewing verbiage and standardizing language used in City communications was discussed.
- Staff will review having Access programs/passes updated as soon as possible on the City website. Processes and eligibility requirements will also need to be reviewed. The ALC programs team will be brought to a committee meeting in the future to assist in ensuring processes are accessible.

**5. New Business**

There was no new business.

**6. Meeting Termination**

- Staff reviewed the start time for the meeting to see if it is working for the committee. Staff will ask for feedback from all Committee members in the email that goes out with the next meeting agenda.

Moved By Michelle Hewett/Seconded By Cody Petrone

THAT the meeting be terminated at 5:41 p.m.

**Carried**

---

Chair