

Accessibility Advisory Committee Minutes

Date:	Thursday, May 2, 2024
Time:	4:00 pm
Location:	Meeting Room 5
Members Present	Michelle Hewitt (Vice Chair), Beth Flynn
Members participating Remotely	Randy LeBlanc, Jeff Bourne, Celynne Hurst, Hana Cairns
Members Absent	Paul Clark (Chair), Cody Petrone, Karine Veldhoen
Staff Present	Mariko Siggers, Community & Neighbourhood Services Manager; Michael Jud, Deputy City Clerk; Christine Matte, Community Communications Manager; Clint McKenzie, Legislative Coordinator (Confidential)

1. Call to Order

The Vice Chair called the meeting to order by at 4:02 p.m.

Opening remarks, including territorial acknowledgement, were provided.

2. Confirmation of Minutes

Moved By Jeff Bourne/Seconded by Randy LeBlanc

THAT the Minutes of April 4, 2024 be adopted as circulated.

Carried

3. Old Business

3.1 Accessibility Plan – RFQ

Staff:

- Advised the Expression of Interest closes tomorrow for the plan. Review of interested parties will begin with a target completion date of May 17th.

3.2 Accessibility Feedback - Community Communications, Christine Matte

Staff:

- Provided an overview of the communications work being provided to accessibility planning around the airport, transportation and access to the community in general.
- Spoke to the goals in the communication strategy around accessibility including ongoing content review to ensure accessibility.
- The upcoming national week of recognition, AccessAbility Week runs from May 26th to June 1st. The series of social posts being coordinated by the City were reviewed.

- Discussion ensued regarding content for community stories on the City website. Committee members Jeff Bourne and Beth Flynn expressed interest in working with Communications to develop story content.
- Feedback was provided by the Committee on the use of photography and accessibility in the community.
- The committee recommended that the opportunity to have the top viewed pages on the City website ASL accessible be considered.
- Discussion ensued on finding ways to highlight invisible disabilities and raise awareness.

3.3 Alternate Member

Staff:

- Provided an update on the need to consider an alternate member for the Committee to ensure quorum at future meetings.
- To review the intake of applications and advise the Committee of potential interest.
- The Committee expressed interest in representation from the community in relation to sight impairment as a beneficial voice on the Committee.

4. New Business

4.1 The Accessibility List

Vice Chair:

- Provided an explanation of the list, representing a virtual list of “to dos” around accessibility in the community as a shared electronic folder for the committee to access.
- The list will assist the consultants in completing the Accessibility Plan and provide an ongoing repository of identified accessibility “to dos”.

Staff will complete the set-up of the spreadsheet and share the list at the next meeting.

4.2 On Street Accessible Parking

- Discussion ensued regarding on street accessible parking.
- City parking staff anticipate a draft policy for the Committee to review and provide comments on by the third/fourth quarter of 2024.

5. Meeting Termination

The meeting terminated at 5:07 p.m.

Chair