

Accessibility Advisory Committee Minutes

Date:	Thursday, January 11, 2024
Time:	4:00 pm
Location:	Meeting Room 5
Members Present	Paul Clark (Chair), Hana Cairns, , Cody Petrone
Members participating Remotely	Michelle Hewett (Vice Chair), Lisa Watson, Karine Veldhoen, Randy LeBlanc
Members Absent	Beth Flynn , Celynne Hurst
Staff Present	Clint McKenzie, Legislative Coordinator (Confidential)
Staff participating remotely	Mariko Siggers, Community & Neighbourhood Services Manager; Robert Parlane, Parks & Buildings Planning Manager

1. Call to Order

The meeting was called to order at 4:01 p.m.

2. Confirmation of Minutes

Moved By Cody Petrone/Seconded by Michelle Hewett

THAT the Minutes of December 7, 2023 be adopted as circulated.

Carried

Karine Veldhoen introduced themselves to the Committee and provided a background on what contributions they can bring to the committee.

3. Old Business

Discussion ensued regarding how distribution of emails can have "AAC" in the thread to make them easier for members to search for.

Staff provided an update on hearing services to assist the remote participation of members. Canadian Hearing Services CART (Communication Access Realtime Translation) is an example.

Staff will touch base with Information Services staff on the Meeting Owl technology and the opportunity to improve the video experience in the meeting room. A 360 degree camera would offer the ability for remote participants to see the person speaking directly. This is an important audio/visual feature to consider in hearing assist technology. The Chair has experience with the OWL camera technology via participation at Kelowna Community Resources (KCR) meetings.

Accessibility Plan

Staff provided an update on mapping the process to completing an Accessibility Plan including reviewing plans from other municipalities and the procurement process to hiring a consultant.

The Committee was asked for feedback on key components they would like to see as staff complete research and scope the work that will proceed. Discussion ensued regarding the timeframe and phasing of the plan in order to not initiate too many actions and try to achieve everything all at once.

Staff will provide copies of any other request for proposal documents and accessibility plans reviewed. Staff will set up a shared folder in SharePoint so less emails are distributed when sharing information with the Committee.

The scope of work will include the objectives of the plan, the level of engagement from the community and how proposals submitted will be evaluated.

The timeframe for the plan to be completed will depend on the scope requested. A phase one that includes a framework with specific actions to complete does not need to take an extensive time to complete. The recent childcare Strategy as an example was completed in a three month time period.

Discussion ensued regarding the selection of a consultant and the threshold for the size and cost of phase one of the plan.

The importance of engaging disabled residents and their families in the community was discussed.

The Committee was advised about the opportunity to electronically participate in the upcoming session, Untapped Accessibility. The briefing and the booking page link will be circulated to the Committee.

Discussion ensued regarding the importance of utilizing the lived experience of residents involved with Accessible Okanagan as part of the engagement of the community into the Accessibility Plan.

The Rick Hansen certification was discussed as a future outcome of the plan. The Committee will invite the foundation to speak in the future, as an action item contained in the plan. Surrey's gold level status with the Rick Hansen Foundation was discussed as well as the reviews that were already conducted by the foundation of PRC, Kelowna Community Theatre and the Kelowna Museum.

Staff will continue preparing the scope of the work document and will share it with the Committee at the next meeting for feedback. If a consultant is determined as the best option, the Committee will be asked to participate in reviewing the applications submitted as part of a request for proposal or expression of interest process.

The work completed to date on verbiage related to accessibility on the City's website was shared with the Committee. Ramping up the education of staff that complete the pages will be key to continue to make language more inclusive on webpages. Committee members have extensive training and offered to help educate City staff (Michellé Hewett, Hana Cairns).

An invitation will be sent to Committee members to participate in a session regarding the municipal accessibility accelerator (Hana Cairns).

The Access Now app as a tool to report concerns with accessibility in the community was discussed.

Discussion ensued regarding ensuring a broad range of accessibility issues is considered in the plan, specifically issues faced by youth, the elderly, indigenous and visually impaired residents.

The Chair was thanked for electronically circulating to the committee the Local Government Management Association magazine article regarding municipal progress with accessibility plans.

4. New Business

Discussion ensued regarding recent snow removal efforts and the impact on accessibility. Staff will reach out to Roadways department to get an update for the committee on how removal is completed. Staff will reach out to Parking management staff to determine when accessible parking stalls were last updated on parking maps.

The accessibility feedback mechanism was discussed as a tool that will assist in helping shape policies and response times for things such as snow removal.

5. Meeting Termination

The meeting terminated at 5:28 p.m.

_____ Chair

DRAFT