

**DATE:** March 1, 2024

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Ken Biron, Vice-Chair, Advisory Committee on Accessibility and Inclusion

**SUBJECT:** Advisory Committee on Accessibility and Inclusion 2023 Annual Report

**ATTACHMENT(S):**

1. Advisory Committee on Accessibility 2023 Work Plan
2. Advisory Committee on Accessibility 2024 Work Plan
3. Terms of Reference for Advisory Committee on Accessibility and Inclusion

## RECOMMENDATIONS:

That Council APPROVES the Advisory Committee on Accessibility and Inclusion 2024 Work Plan attached to the report dated March 1, 2024 from the Vice-Chair of the Advisory Committee on Accessibility and Inclusion titled “Advisory Committee on Accessibility and Inclusion 2023 Annual Report”.

## PURPOSE:

The purpose of this report is to update Council on the activities and achievements of the Advisory Committee on Accessibility and Inclusion and to provide the Committee’s proposed 2024 work plan for Council’s consideration.

## BACKGROUND:

The Advisory Committee on Accessibility and Inclusion is a Council Committee 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, social, and attitudinal barriers to individuals in or interacting with the City of Prince George as an organization or which impedes the full participation of all citizens in every aspect of community life.

## WORK OF COMMITTEE DURING 2023:

In 2023, the committee held four meetings to address items included within its 2023 work plan. The committee was provided the opportunity to review and provide feedback regarding the following items:

- an update from Civic Facilities and Events regarding the recommendations provided during the committees’ 2016 Facility Audit;
- the Jumpstart Multi-sport Accessible Facility;
- the planned sidewalk rehabilitation and new connection locations planned for 2023; and
- guiding principles in the City’s creation of an Accessibility Work Plan related to the BC Accessibility Act.

During 2023, the committee's terms of reference underwent two revisions. First, in March 2023, Council approved amendments to the committee's name, purpose, and mandate to better align with the regulations under the Accessible BC Act. Second, in December 2023, in addition to some housekeeping amendments, Council approved to amend to the committee's meeting frequency to align with the work the committee will be undertaking regarding their review of feedback from the City's Feedback Tool related to accessibility within the organization.

In September, Administration placed a temporary hold on the meetings of the committee until completion of the Accessibility Work Plan and implementation of the City's Feedback Tool. The committee reconvened its meetings on a quarterly basis in January 2024.

**OVERVIEW OF 2024 WORK PLAN:**

Attached to this report is a copy of the proposed 2024 work plan which takes into consideration the committee's primary focus of reviewing feedback on accessibility barriers in and interacting with the City of Prince George and feedback on the City's Accessibility Work Plan. It is anticipated that the committee will review these service requests and identify and advise on future actions to be included in the updated plan.

**SUMMARY AND CONCLUSION:**

The Advisory Committee on Accessibility and Inclusion respectfully requests Council approve its 2024 work plan as noted in the recommendation section and looks forward to its ongoing work to identify, prevent, and remove barriers that impede the full participation of individuals in or interacting with the City of Prince George.

**RESPECTFULLY SUBMITTED:**

Ken Biron, Vice-Chair  
Advisory Committee on Accessibility and Inclusion

**APPROVED:**

Walter Babicz, City Manager

Meeting Date: 2024/03/11



# ADVISORY COMMITTEE ON ACCESSIBILITY 2024 WORK PLAN

Action Item	Target Completion Date	Date Completed	Additional Follow Up
1. Respond to referrals from Council regarding issues related to accessibility and inclusion.			
1A. Provide recommendations to referrals from Council by way of a committee report to Council.	Ongoing		
2. Identify opportunities to enhance Organizational accessibility and inclusion for Council consideration and advise Council of barriers that prevent individuals from interacting in or with the Organization.			
2A. Review feedback and requests made via the City's Feedback Tool and provide recommendations to enhance the Organization's accessibility related to feedback received.	Ongoing		
3. Review ongoing/upcoming action items in the Accessibility Work Plan 2023-2026 and provide recommendations to ensure the needs of persons with disabilities are considered.			
3A. Receive presentations from the applicable City departments in relation to feedback and/or actions items in the Plan.	Ongoing		
4. Monitor and report on progress towards achievement of actions identified in the City's Accessibility Plan.			
4A. Receive updates from Administration regarding the action items identified in the City's Accessibility Plan and report on the progress and recommendations for action in the committee's annual report to Council in March 2025.	October 2024 January 2025		
5. Participate in related events and activities including those designed to receive public feedback regarding the Organization's accessibility plan.			
5A. Participate as requested in City public engagement sessions related to organizational accessibility with the purpose of receiving feedback regarding the City's Accessibility Plan.	Ongoing		

# 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"> <li>All Committee Members</li> </ul>	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"> <li>All Committee Members</li> </ul>	April 2023	May 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"> <li>All Committee Members</li> </ul>	November 2023		
2B. Provide recommendations to City staff to inform the 2023 sidewalk improvements.	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	March 2023	May 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"> <li>All Committee Members</li> </ul>	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"> <li>All Committee Members</li> </ul>	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"> <li>All Committee Members</li> </ul>	Summer 2023		
4B. Explore opportunities to deliver presentation to internal City Departments and/or Committees	<ul style="list-style-type: none"> <li>All Committee Members</li> </ul>	Summer 2023		