

Accessibility Committee Meeting
 to be held via Zoom and in person in Room A
 Wednesday, April 10, 2024
 at 9:30 a.m.

1. **Call Regular Committee Meeting to Order**
We acknowledge that Penticton, where we live and work, is on the traditional lands of the Syilx People in the Okanagan Nation.

2. **Adoption of Agenda**

3. **Adoption of Minutes**
 - 3.1 Minutes of the January 10, 2024 Accessibility Committee Meeting 1-2
Recommendation:
THAT the Accessibility Committee adopt the minutes of the January 10, 2024 meeting as presented.

4. **New Business**
 - 4.1 Roundtable Check-in

 - Plant 4.2 Event Accessibility 3-18
Staff Recommendation:
THAT the Accessibility Committee receive the presentation titled "Event Accessibility" for information.

 - Power 4.3 Audible Pedestrian Signals Program 19-26

 - Desrosiers 4.4 Accessibility Advisory Process 27-29
Staff Recommendation:
THAT the Accessibility Committee endorse the "Accessibility Advisory Process" as outlined in Attachment A.

 - Desrosiers 4.5 Action Log Update 30-32

5. **Next Meeting**

The next Accessibility Committee meeting is scheduled for July 10, 2024 at 9:30 am via Zoom and in-person.

6. **Adjournment**

Accessibility Committee Meeting

held via Zoom and in-person in Council Chambers

City Hall, 171 Main Street
Wednesday, January 10, 2024
at 9:30 am

Present: Trisha Kaplan, Chair
Leanne Williams, Vice-Chair
Kristi Bauman
Randy Boras
Grant Pattingale (via Zoom)
Heather Miller
Krista Russo

Council Liaison: Amelia Boulton, Councillor

Staff: Blake Laven, Director of Development Services
Sarah Desrosiers, Social Development Coordinator
Hayley Anderson, Legislative Assistant

Regrets: James Ludvigson

1. **Call to Order**

The Chair called the Accessibility Committee to order at 9:30 am.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Accessibility Committee adopt the agenda of January 10, 2024 as presented.

CARRIED UNANIMOUSLY

3. **Adoption of Minutes**

3.1 Minutes of the November 29, 2023 Accessibility Committee Meeting

It was MOVED and SECONDED

THAT the Accessibility Committee adopt the minutes of the November 29, 2023 meeting as presented.

CARRIED UNANIMOUSLY

4. **New Business**

4.1 Roundtable Check-in – standing item

The Chair led the Committee in a round table check-in to discuss accessibility thoughts or challenges not specifically on the agenda.

Heather Miller joined the meeting at 9:37 am.

4.2 Review Feedback from Public Feedback Form

The Social Development Coordinator provided the Committee with an overview of the feedback provided through the public feedback mechanism that has been received to date.

Grant Patingale joined the meeting at 10:13 am.

4.3 Review of Essential Priorities

The Social Development Coordinator led the Committee in reviewing the Essential Priorities from the Accessibility Plan 2023-2026.

Councillor Boulton left the meeting at 10:58 am.

5. **Next Meeting**

The next Accessibility Committee meeting is scheduled to be held on April 10, 2024 at 9:30 am via Zoom and in person.

6. **Adjournment**

It was MOVED and SECONDED

THAT the Accessibility Committee adjourn the meeting held on January 10, 2024 at 11:03 am.

CARRIED UNANIMOUSLY

Certified Correct:

Hayley Anderson
Legislative Assistant



Event Accessibility

April 10, 2024



Event Hosting Framework

- 4 -

Purpose:

- Define the role of City & City staff in events.
- Describe the work of City staff in strategic terms.
- Expand on the 2010 Sport Tourism Strategy.
- Municipal perspective on event hosting.
- Understand event hosting opportunities.
- Recognize opportunities beyond sport.
- Rationale for investment in events.
- Guide curation of the City's event portfolio.



Event Hosting Framework ⁻⁵⁻

Guidance for Events

- Align events with Council priorities.
- Compliment Meet in Penticton & OVG 360.
- Build a positive event hosting reputation.
- Communicate with sport, event and tourism sectors.
- Build a thriving event hosting community.
- Strive for a balanced event portfolio.
- Nurture new and innovative events.
- Measure outcomes.



Benefits of Event Hosting ⁶⁻

Place Making

- Revitalization
- Activation
- Heritage
- Engagement
- Tourism Appeal
- Sustainability
- Use of Public Space

Social Value

- Skills
- Cultural Expression
- Experience
- Confidence
- Belonging
- Pride
- Wellbeing

Destination Marketing

- Identity
- Brand Building
- Targeted
- Destination Development

Economic Impact

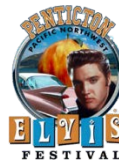
- Spending
- Jobs
- Taxes
- Infrastructure
- Legacy



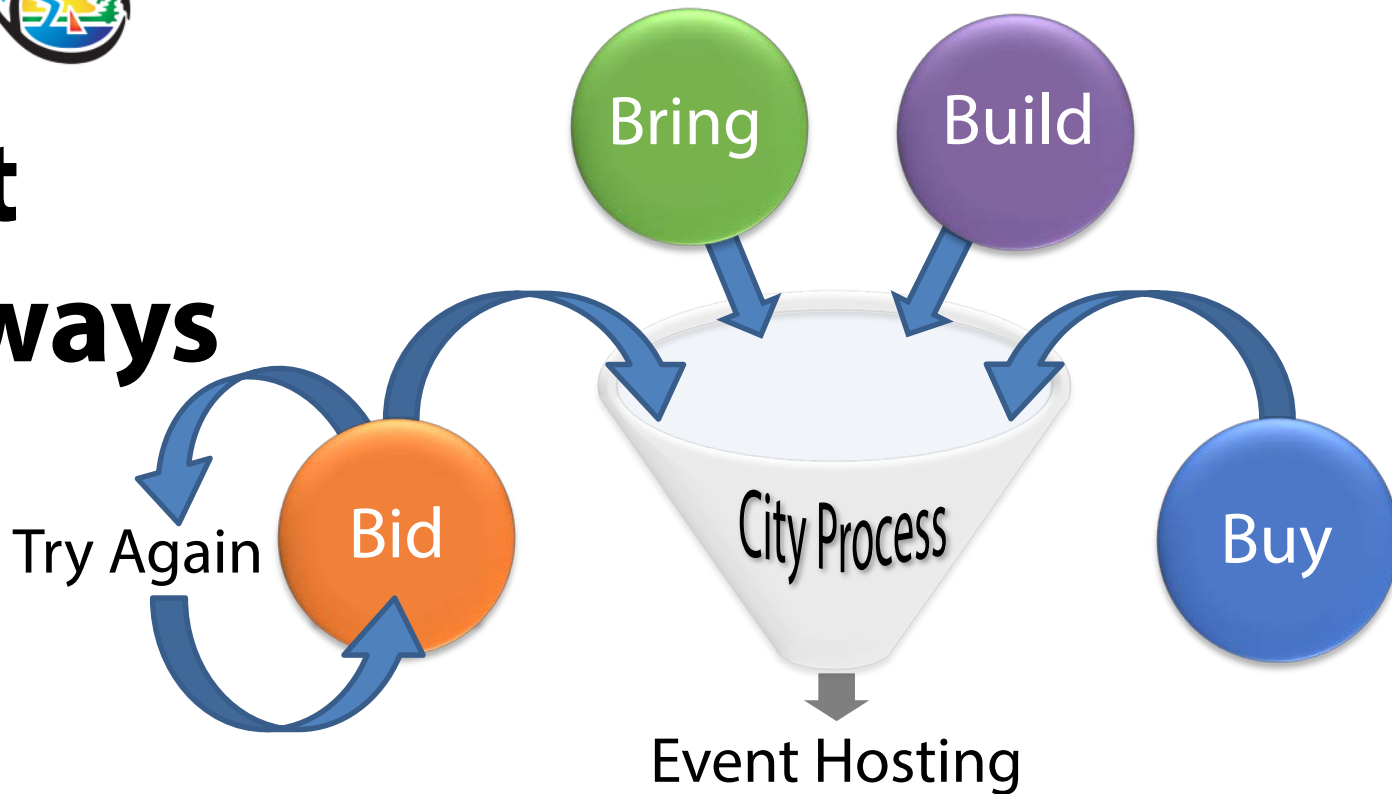
Organizational Environment ⁻⁷⁻



PENTICTON INDIAN BAND



Event Pathways





Penticton's Event Portfolio

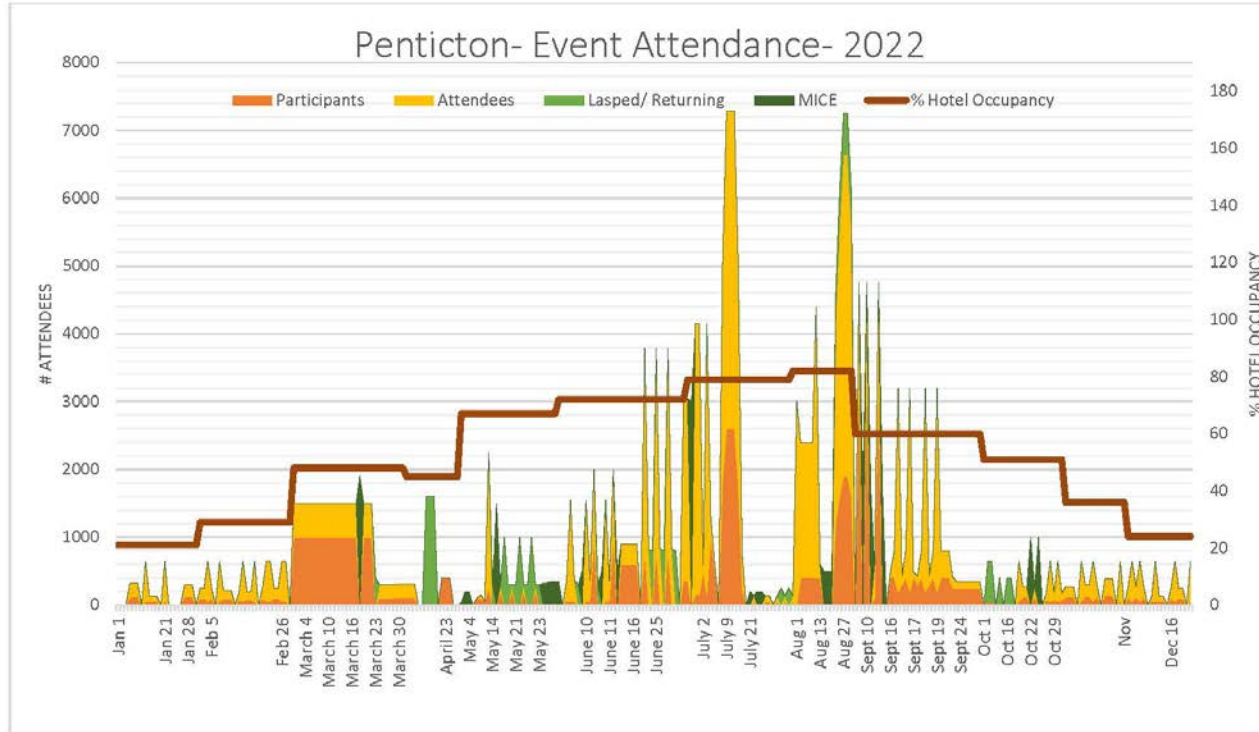
In 2023, the City received 97 event applications:

- 12 Major Events
- 9 Sporting Events
- 9 Weddings
- 21 Private Events
- 45 Community Events.

In addition to permitted events: Penticton Vees Games, minor hockey tournaments, team sport tournaments , adventure races, art events, theatrical, music and dance performances.



Current Event Hosting¹⁰⁻





Focus Areas

Fill the
Calendar

Balance the
Portfolio

Refine the
Process

Create
Legacies

Champion the
Environment

Build
Penticton's
Brand



Event Accessibility - 12 -

Plans

- Specific accessibility plans not required.
- Most event accessibility issues are governed by:
 - City infrastructure:
 - Roads, sidewalks, crosswalks, signage, parks, parking.
 - BC Fire Code & BC Building code:
 - Occupancy, width of openings, separation of openings, exits.
 - Interior Health/ Provincial Regulations
- Special Event Road Closure Application
 - Impacts to disabled people & mitigations.

Event Operations

City Requirements:

- Event notification- Variety of media/ methods.
- Emergency Management Plan.
- Traffic Management Plans (road closures).
 - Maintain access/ alternatives to sidewalks and crosswalks.
 - Provide assistance at crosswalks.
 - Barricade and signage placement.
 - Relocate Transit stops.

Replacement of accessible parking during events?



Event Operations ^{- 14 -}

Event Operations- Up to the organizer.

- Site Layout
- Wayfinding
- Programming
- Sound and lighting.
- Scents.
- Food/ Allergens.
- Table heights etc.



Event Sanitation ^{- 15 -}

- Most events use City operated public washrooms.
- Portable toilets and hand washing stations.
- Interior Health (IH) is responsible for compliance with **Provincial Public Health Guidelines: Major Planned Events.**

Event Sanitation

- From the Provincial Government Sanitation Fact Sheet #3 :
 - *Provision of facilities for children or elderly people who may take longer to use a facility.*
 - *Provision of facilities for people with special needs (e.g., wheelchair accessibility). One toilet with hand-washing facilities should be provided per 75 people with special needs.*
- With existing accessible stalls in City washrooms, most events would meet the special needs requirement.
- Larger events rent accessible portable toilets.



Accessible Parking ^{- 17 -}

Replacement of accessible parking during events not rigorously enforced.

Considerations:

- Duration of closure.
- Nearest available accessible parking.
- No mapping of accessible parking.
- Requirements to replace accessible parking.
 - Feasible temporary locations (dimensions).
 - Temporary ramps, signage & demarcation.
 - Notification.

THAT the Accessibility Committee receive the presentation titled “Event Accessibility” for information.

Accessible Pedestrian Signals

Draydan Power

Ed Harris



Presentation Overview

- What are APS?
- How do you use APS?
- Where are we putting APS?
- Get Ahead of Traffic
- How can you help?



What are APS?

- Devices that provide information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats
- Offer auditory, visual, and vibrotactile cues to indicate when it is safe to cross the street
- APS installations are guided by standards such as the Americans with Disabilities Act (ADA), Bill C-81 (barrier-free Canada), Transportation Association of Canada (TAC), Canadian National Institute for the Blind (CNIB)

How do you use APS?

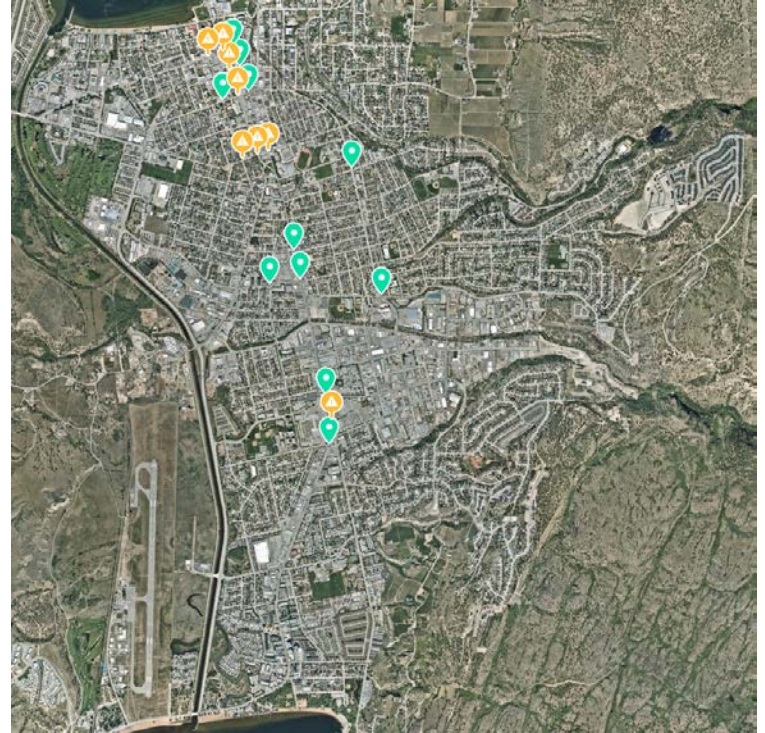


- Use braille to determine the street
- Press the button
 - Vibration feedback
- Wave in front of the button
 - Coming soon
- Listen to the audio cues
 - Canadian Melody for east-west
 - Cuckoo for north-south
 - Voice message



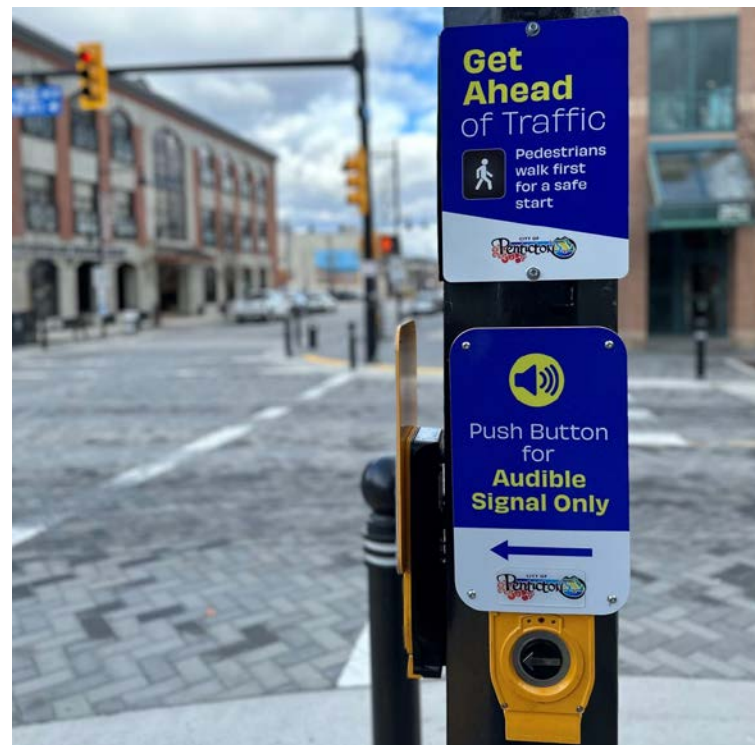
Where are we putting APS?

- Everywhere!...eventually
- 40 signalized intersections
- 11 currently have APS
- Budgeted for 15-18 this year
 - Targeting downtown core to begin



Get Ahead of Traffic

- Pedestrians and bicycles will get advanced signal
- Downtown core will do this every cycle



How can you help?

- Provide input on prioritizing next locations
- Provide input on material selection and design
- Connect with visually impaired community members

Questions?



Memo to Committee

penticton.ca

Date: April 10, 2024 **File No:** RMS/5080/Social Planning/ General/Accessibility
To: City of Penticton Accessibility Committee
From: Sarah Desrosiers
Subject: **Accessibility Advisory Process**

Staff Recommendation

THAT the Accessibility Committee endorse the "Accessibility Advisory Process" as outlined in Attachment A.

Background

Penticton City Council, in September of 2023, adopted the Penticton Accessibility Plan and formed the Penticton Accessibility Committee to implement the plan and 'assist in identifying accessibility and inclusion barriers and to advise how to remove and prevent any barriers that the community members experience in the course of interacting with the City.' The Accessibility Plan places a high importance on ensuring accessibility in all new projects delivered by the City (capital and other projects). Having the Accessibility Committee provide oversight on relevant City projects is considered an efficient way of ensuring that City projects are considering accessibility principles as envisioned by the plan.

The attached process outlines how City project managers can bring their projects for review by the Accessibility Committee. The process creates a system where additional Committee meetings may be required to provide project feedback in a timely manner.

This memo is recommending that the Committee endorse the process as outlined on Attachment A.

Analysis

Staff consider that the attached process is an efficient and proactive way of ensuring the committee is providing feedback on projects from an accessibility perspective and staff are recommending that the Committee endorse the process.

Attachments

Attachment A – Accessibility Advisory Process

Respectfully submitted,

Sarah Desrosiers,
Social Development Coordinator

Accessibility Advisory Process

1. Introduction

The City of Penticton's Accessibility Committee has been tasked with making recommendations to Council based on the actions identified in the City of Penticton Accessibility Plan 2023- 2026, assisting in identifying accessibility and inclusion barriers, and advising how to remove and prevent any barriers that community members may experience in the course of interacting with the City.

Ensuring accessibility in all City projects was identified as 'high importance' and 'high feasibility' in the City of Penticton Accessibility Plan of 2023-2026. To uphold the item: "create an accessibility advisory group to consult on City projects for accessibility", it has been determined that the Accessibility Committee will act as this advisory group. The Accessibility Committee will play a vital role in reviewing and providing feedback on projects with an accessibility lens. Due to the Committee's schedule of quarterly meetings, there has been a recognized need for a streamlined process to gather and return feedback more efficiently. This process will allow for committee members to review proposals from City staff on various projects being proposed, at any time and in a timely manner.

2. Process

Moving forward, we have established an Accessibility Advisory Process to facilitate timely feedback from the Accessibility Committee. Please read below to understand how this process works:

1. Submission

Staff are encouraged to send a memo to the Social Development department outlining the details of the project requiring an accessibility lens. The memo should include comprehensive information about the project scope, objectives, timeline and any other important information, including specific accessibility considerations. The memo should be written in plain language and should be sent in a Word format, ensuring screen reading accessibility and text-to-word program compatibility (should staff need help with meeting this standard, please contact Social Development for assistance).

2. Review

Upon receipt of the memo, the Social Development department will forward it to the Accessibility Committee to be included on an upcoming Accessibility Committee meeting. If the item is time sensitive, this may trigger a Special Committee meeting. Committee members and City project lead will be invited to the meeting where the committee members will assess the project from an accessibility standpoint and provide feedback to the City project lead directly.

The general expectation is that if the project is identified as being 'time sensitive' that best efforts to hold a Special meeting within 15 business days are made.

3. Feedback

The Accessibility Committee may require additional information or clarification about the project to provide well-informed feedback. They will provide feedback after the City project lead has delivered a presentation on the proposed project. City staff are encouraged to come with a set of questions in order to best direct the feedback of the committee.

4. Action

Once the Accessibility Committee has completed their review, City staff will then be able to integrate the recommendations into their projects as appropriate. If staff feel that more consultations are required, this process will be re-initiated.

Conclusion

By implementing this process, we aim to ensure that accessibility is seamlessly integrated into all applicable City projects, while keeping in mind the limited frequency of the Accessibility Committee meetings. This process will uphold the City's commitments to accessibility and inclusivity for all members and visitors of this community.



City of Penticton Accessibility Committee Action Log #2

April 10, 2024

Item	Committee Involvement	Progress	Timeline	Committee comments, suggestions and/or recommendations
1. Require accessibility training for staff	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Provide feedback on the structure and questions in a staff survey meant to assess current level of accessibility knowledge. 3. Provide feedback and context/content knowledge on forms of training for staff. 	<p>Social Development staff have booked a meeting with Accessible Employers to discuss accessibility training.</p> <p>Next Step: Preparing an RFQ to send out to appropriate organizations</p>	April 23, 2024	<ul style="list-style-type: none"> • Mayan Ziv (AccessNow) • Rick Hansen Foundation (Inclusion & Accessibility Training, Fundamentals Training) • Rick Hansen Foundation Certification for Builders • Accessibility Services Canada • Establishing metrics with HR • Customizing training for staff positions • Mandatory new staff training model • Training staff on accessibility resources in the community
2. Create an accessibility policy to protect and assist staff	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Provide feedback on amended/reviewed/produced Accessibility Policy Documents. 	Under development with human resources for onboarding and training of current staff	TBD	<ul style="list-style-type: none"> • Workplace DEIA Policy vs specifically Accessibility focused policy • Looking at other municipalities policies • Prioritizing inexpensive and high impact policies

				<ul style="list-style-type: none"> • Synergy between training and policy
3. Examine the City of Penticton’s website for accessibility and summarize findings	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Provide feedback on a future audit report and suggestions. 3. Test out future iterations of the City of Penticton’s Website and provide feedback. 	Social Development has collected and noted responses through the public feedback mechanism/Citizen Survey pertaining to the City of Penticton’s website accessibility	TBD	<ul style="list-style-type: none"> • Web Content Accessibility Guidelines • One Click Accessibility Feature • Choice and options in features • Control over font, colour, etc. • Auditory access for vision impaired
4. Offer live closed captioning during City Council meetings	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Review and provide feedback on suggestions from Information Technology staff. 	The City’s IT department is investigating options to implement closed captioning. This was not in the 2024 work plan originally so is not on their high priority list, but is listed as an ‘in progress’ project	May 31, 2024	<ul style="list-style-type: none"> • Communicating that there is closed captioning on the Zoom portal for Council meetings • Ability to modify the font • Recordings needs to have closed captioning as well
5. Create an accessibility advisory list to consult on City projects for accessibility	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Provide feedback and context/content knowledge on different methods of implementing an Accessible Projects Advisory. 3. Participate and advise in pilot project. 4. Assist in development of process. 5. Act as advisory group for each project and advise City staff of additional groups to contact for feedback. 	Social Development developed an Accessibility Advisory Process to be reviewed and endorsed by the Accessibility Committee and to be subsequently distributed to City of Penticton staff	April 10, 2024	<ul style="list-style-type: none"> • Accessibility Committee would like to be the first level of screening • Pilot project model • Looking at the scope of each project • Making room to bring in folks with lived experience • Making a list of organizations to contact for additional feedback

<p>6. Ensure accessibility features are piloted with people with disabilities</p>	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Provide feedback and context/content knowledge on different methods of consulting and involving people with disabilities for this level of work. 3. Provide feedback on a future iteration of a developed method/pilot project. 	<p>Under review</p>	<p>TBD</p>	
<p>7. Examine bus stops for accessibility and summarize findings</p>	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Provide feedback on suggestions from Infrastructure staff. 	<p>Social Development has collected and noted responses through the public feedback mechanism/Citizen Survey pertaining to the City of Penticton’s bus stops</p>	<p>TBD</p>	
<p>8. Examine progress reporting mechanisms both internally and externally</p>	<ol style="list-style-type: none"> 1. Provide guidance on inclusion and accessibility barriers in this context. 2. Provide feedback and context/content knowledge on future iterations of internal/external progress reporting strategies. 3. Provide feedback on reporting mechanisms. 	<p>Social Development staff to deliver a high-level presentation to Penticton Leadership Team about the Accessibility Plan and how they can get involved</p> <p>Social Development to develop a communication strategy with Communications regarding feedback from the Accessibility Committee relating to Response Rates of Accessibility Surveys</p>	<p>Early Summer 2024</p>	<ul style="list-style-type: none"> • Action log is important • Building KPIs, metrics and performance indicators of success • Ensuring that a ‘report card’ is done yearly • Looking at the natural metrics • Building a communication strategy to promote the work and to promote the Accessibility Barriers Survey and the Accessibility Plan Survey