

## Accessibility Task Force Meeting

to be held via Zoom and in-person in Room A  
City Hall, 171 Main Street  
Wednesday, July 12, 2023  
at 9:30 a.m.

**Present:** Trisha Kaplan, Chair (in-person)  
Kristi Bauman (in-person)  
Randy Boras (in-person)  
James Ludvigson (in-person)  
Heather Miller (in-person)  
Grant Pattingale  
Leanne Williams

**Council Liaison:** Ryan Graham, Councillor

**Staff:** Blake Laven, Director of Development Services (in-person)  
Jamie Lloyd-Smith, Social Development Specialist (in-person)  
Sarah Desrosiers, Social Development Coordinator (in-person)  
Hayley Anderson, Legislative Assistant (in-person)

**Regrets:** Kona Sankey, Vice Chair  
Victoria Jaenig

1. **Call to Order**

The Chair called the Accessibility Task Force to order at 9:30 a.m.

2. **Adoption of Agenda**

**It was MOVED and SECONDED**

THAT the Accessibility Task Force adopt the agenda of July 12, 2023 as presented.

**CARRIED UNANIMOUSLY**

### 3. **Adoption of Minutes**

#### 3.1 Minutes of the June 28, 2023 Accessibility Task Force Meeting

**It was MOVED and SECONDED**

THAT the Accessibility Task Force adopt the minutes of the June 28, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

#### 3.2 Minutes of the July 5, 2023 Special Accessibility Task Force Meeting

**It was MOVED and SECONDED**

THAT the Accessibility Task Force adopt the minutes of the July 5, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

Heather Miller joined the meeting at 9:32 am.

### 4. **New Business**

#### 4.1 Confirming Guiding Principles with Preamble and Vision Statement

The Social Development Coordinator provided the Task Force with the preamble and vision statement.

*In their Accessibility Plan, the Government of British Columbia considered the accessibility guiding principles of inclusion, adaptability, diversity, collaboration, self-determination and universal design.*

*These fundamental principles were developed to guide the Provincial Accessibility Committee as they worked to develop proposed accessibility standards at the provincial level.*

*As part of the Accessible British Columbia Act, the province legislated that these aforementioned principles be considered as prescribed organizations, such as the City of Penticton, developed and updated their accessibility plans.*

*Guiding principles are values that set a standard for how the Accessibility Taskforce and the City of Penticton will go about identifying, removing and preventing barriers to accessibility. They are important as they set a tone for the approach of an organization towards its goals and assist in decision-making. Guiding principles shape the culture and behavior of the organization and the work being done.*

*In addition to the guiding principles set by the Government of British Columbia, the Accessibility Taskforce devised their own set of guiding principles in order to reflect the unique needs and conditions of the City of Penticton. These guiding principles were identified as: all-season accessibility, independence and dignity, safety and security, lived experience, user-centered approach and meaningful engagement.*

*The intent of these principles is to guide the work of both the Accessibility Taskforce as it identifies and prioritizes barriers and actions for the Accessibility Plan, as well as for the City of Penticton as it carries out the necessary work to create a fully inclusive and accessible community.*

**It was MOVED and SECONDED**

THAT the Accessibility Task Force endorse the guiding principles with preamble as presented.

**CARRIED UNANIMOUSLY**

The Social Development Coordinator provided the Task Force with the prepared vision statement.

*The City of Penticton is committed to ensuring that residents of all abilities have equal and independent access to municipal services and aims to remove barriers to continually improve the accessibility of our community, ensuring residents and visitors alike experience the same quality of life throughout all seasons.*

**It was MOVED and SECONDED**

THAT the Accessibility Task Force endorse the Vision Statement as presented.

**CARRIED UNANIMOUSLY**

4.2 High-level Overview of Draft Plan

The Social Development Coordinator provided the Task Force with a high-level overview of the draft plan. The structure provided was as follows:

1. Introduction
2. Guiding principles
3. About the Committee
4. Consultation process
5. Identified barriers
6. Priority areas
7. Detailed plan
8. Feedback mechanism
9. Monitoring and evaluation

**It was MOVED and SECONDED**

THAT the Accessibility Task Force endorse the High-level overview of the Draft Plan as presented.

**CARRIED UNANIMOUSLY**

4.3 Communications and Engagement Update

The Social Development Specialist provided the Task Force with an update on the communications and engagement. The update outlined the timeline and expected outcomes for the remainder of the Task Force meetings. The update went through an overview of the Accessibility City Webpage. Task Force members discussed what the different options for the feedback mechanism.

#### 4.4 Preliminary Results of Prioritization Exercise

The Social Development Coordinator provided the Task Force with results of the prioritization exercise. The level of importance is how each item was ranked by Task Force members and ease of implementation is how each item was ranked by City staff.

##### Level of Importance

- Offer live closed captioning during City meetings
- Create an accessible notification system for emergencies
- Ensure accessibility features are piloted with people with disabilities
- Examine the City of Penticton website for accessibility and summarize findings
- Offer accessibility training for staff

##### Ease of Implementation

- Create an Accessibility Policy to protect and assist staff
- Offer accessibility training for staff
- Create an advisory list to consult for city process for accessibility
- Offer live closed captioning during City meetings
- Examine the City of Penticton website for accessibility and summarize findings

#### 5. **Next Meeting**

The next Accessibility Task Force meeting is scheduled to be held on July 26, 2023 at 11:00 a.m.

#### 6. **Adjournment**

##### **It was MOVED and SECONDED**

THAT the Accessibility Task Force adjourn the meeting held on July 26, 2023 at 10:25 a.m.

**CARRIED UNANIMOUSLY**

Certified Correct:



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Hayley Anderson  
Legislative Assistant