

NORTH SHORE ADVISORY COMMITTEE ON DISABILITY ISSUES

Thursday, May 30, 2024, 5:30 p.m.

Hybrid (In-Person and Virtual via MS Teams)

MINUTES

Present:

Chris Andersen, DNV
Jennifer Branston, DNV
Pam Horton, CNV
Michelle Katerberg (Vice-Chair), DWV
Marilynne Nowell, DNV
Nancie Parker, DWV
Robert Richard, CNV

Staff Liaisons:

Nick Giannone, Staff Liaison, DNV
Maria de Fatima Lazo, Staff Liaison, DNV
Jill Tapp, Staff Liaison, CNV
Maeve Bermingham, Staff Liaison, DWV
Mary Jukich, Committee Clerk, DNV

Regrets:

Louisa Bridgman, CNV
Cyndi Gerlach (Chair), DNV
Loreigh Mitges, DWV
Cllr Catherine Pope, DNV
Cllr Christine Cassidy, DWV

Council Liaisons:

Cllr Shervin Shahriari, CNV

1. Welcome

The Vice Chair called the meeting to order at 5:34 pm. and provided a land acknowledgement.

2. Adoption of Agenda

The following revisions were requested to the agenda:

- Item #6.4 Access Needs for Participation was addressed as the first item.
- Construction and movie sets was added after item #9 of the agenda.

MOVED by Pam Horton and seconded by Bob Richard
To adopt the amended agenda.

CARRIED

3. Adoption of Minutes

Under item #5.5 Access Needs for Participation, the following sentence was added, “Members emphasized the need for captions in the committee room”.

MOVED by Bob Richard and seconded by Nancie Parker
To adopt the amended April 25, 2024 minutes.

CARRIED

4. Introduction of New Committee Member

Chris Andersen was introduced and welcomed as a new committee member from the District of North Vancouver.

5. Questions from the Public

There were no questions from the public.

6. Business Arising

6.1. Accessibility Plan Update

No updates were provided from the District of North Vancouver, District of West Vancouver, or City of North Vancouver.

During a broader discussion, staff were requested to update the messaging on the City of North Vancouver public website regarding the accessibility plan.

6.2. Access and Awareness Events

Committee members were informed that National AccessAbility Week events in the District of West Vancouver kicked off on May 23 with the screening of the Canadian Congress on Disability Inclusion 2024 at the Memorial Library. On May 27 there was a Words Matter storytime that invited children to the community centre to read books about people with different disabilities and to talk about ways to make communities more accessible. On Saturday June 1, there will be a sensory-friendly swim at the aquatic centre.

In terms of a committee event for next year, planning needs to begin soon; however, some issues that need to be addressed include securing a location to host the event and staff support. To date, some ideas suggested by members were a potential award for accessible businesses as well as a video which would require support with videographers.

Staff liaisons were requested to provide information regarding available resources to support an event to Jennifer, and the committee members should also be prepared to discuss whether to pursue an event for the December 3 International Day of Persons with Disabilities.

During broader discussion, members were requested to consider ACDI membership recruitment, and to prepare for next month's meeting some ideas for what information to put out, where to put it, and how to make the process more accessible and inclusive.

6.3. Community Safety Letter

The community safety letter was provided to the committee members within the May 30 agenda package. However, during the meeting, committee members indicated that there had been some proposed revisions to the letter. In this regard, it was suggested that the letter, with the further revisions be circulated to the committee members prior to approving the document.

As next steps, if revised, the final letter will be circulated via email to the committee members for sign-off.

MOVED by Pam Horton and seconded by Marilyn Nowell

To circulate to all members the final letter as complete with the salutation and sign off in place with a deadline to respond for further changes or otherwise be sent.

CARRIED

6.4. Access Needs for Participation

As background, software selection at the municipal level requires consultation with several groups and is a lengthy process. Staff have had several meetings and have flagged this is an accessibility issue. The committee room will undergo several upgrades including switching meetings to Zoom. Concerns raised around closed captions will also be considered in the upgrade that the IT Department will pursue.

Timelines are not available, but it is expected upgrades will begin in August, with the September month end meeting potentially held via Zoom. However, the committee will be updated as the project moves forward.

With respect to access needs, committee members were reminded that there are members with various access needs on the committee particularly those with a vision disability and in this regard, it was suggested that members identify themselves by saying their name and to also speak clearly.

Regarding the recent change to how the attachments are identified on emails, going forward it was suggested to show identifying information earlier in the filename and to indicate if a file has been previously distributed and if there have been changes or not.

7. New Business

7.1. Working Group and Report Writing

Staff reported that working group meetings are not regular meetings and therefore are not subject to the same requirements of the Community Charter and there is no specific set of rules or guidelines on how they function. Working group meetings are informal discussions wherein attendance is voluntary, there is no obligation under the Community Charter to have the meetings recorded, open to the public, or reports generated.

A summary was provided on past practice as well as on the current practice wherein projects are reviewed during a working group meeting and committee members review and reflect on information and then provide recommendations in a written report format. However, recent feedback from committee members has indicated that report writing is becoming too cumbersome and takes a lot of time. Staff are proposing a few options to improve and streamline the process of working group meetings wherein projects would be presented at the month end meeting. This would provide an opportunity for every member of the committee to participate, there is a dedicated time allotment for review and discussion and all committee members have an opportunity to provide feedback and recommendations.

The presentations at the month end meeting would be more of a discussion with the project team wherein minutes are captured. Committee members would also have the opportunity to provide feedback to staff after the meeting took place and staff would provide the feedback to the project team, or request a follow up meeting, or forward the comments to them to address.

It was noted that the project teams are requested to provide the guidelines that they are utilizing in each project and the feedback from the committee members would be the lived experience in going above and beyond those guidelines or other areas that were not addressed.

As next steps, it was suggested that committee members provide their comments to Jill and Cyndi Gerlach by June 10. The feedback will be collated and brought to the June month-end meeting.

7.2. Terms of Reference

A working group meeting has been scheduled for June 13 to initiate discussions around the terms of reference. Information was also provided that all staff will attend the meeting and committee members are highly encouraged to attend. The intent of this meeting is to meet with the committee members to directly submit their feedback on possible changes/updates to the terms of reference.

During a broader discussion, committee members were requested to provide feedback around the 5:30 pm meeting start times. However, it was noted that

committee members previously agreed to be available for the month end meetings and working group meetings at 5:30 pm on Thursdays.

Clarification was also requested whether there was an opportunity to have two topics at the working group meetings and information was provided that it was possible but that when a project team present staff would like to have as much time as possible to discuss the individual item.

7.3. Park Audit – Lynnmouth

Further information will be provided at the June month end meeting. Committee members were also informed that in terms of resources to enable participation, requests for accommodation be sent to the staff liaisons.

8. Reports

8.1 Well Being Strategy (CNV)

On review and discussion, information was provided because of the timeline of the project, there was no need for the committee recommendations to be provided to the project team. The report will be distributed to the committee members for information so that everyone has the same understanding of what occurred at the meeting.

8.2 Engagement Strategy (CNV)

8.3 Accessible Planter Prototype (CNV)

The notes for the CNV Engagement Strategy and Planter Prototype projects have not yet been received by the committee members.

8.4 Wooden Boardwalk (DWV)

Michelle and staff will work together regarding gathering feedback.

9. Community Updates

- District of North Vancouver Council Update (Cllr Pope)
- City of North Vancouver Council Update (Cllr Shahriari)
- District of West Vancouver Council Update (Cllr Cassidy)
- Committee Members Update

The above community updates items were not addressed.

10. Adjournment

The meeting was adjourned at 7:30 pm.

Date of Upcoming Meetings

- Thursday, June 6, 2024 – DNV Sports Court Strategy
- Thursday, June 13, 2024 – Terms of Reference Working Group
- Thursday, June 27, 2024 – Regular Meeting (Public)
- Thursday, July 25, 2024 – Park Audit
- August – No Meeting
- Thursday, September 26, 2024 – Regular Meeting (Public)