

North Shore Accessibility Advisory Committee

MINUTES

Thursday, May 29, 2025 5:30 – 7:30 pm

Hybrid (In-Person and Virtual via MS Teams)

Present:

- Margarete Wiedmann, DNV
- Jessica Neville, DNV
- Biljana Kuzamnouska, DNV
- Sam Douglas, DNV
- Farinaz Havaei, CNV
- Lucy Prichard-Mandl, CNV
- Mehdi Mirzaee, CNV
- James Hanley, DWV

Guests

- Trish Kelly, Consultant, Untapped Accessibility
- Amelia Cifarelli, Corporate Officer, CNV

Staff Liaisons

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

Regrets:

- Carole Hawthorne, DNV
- Danet Spadavecchia, DNV
- Cllr. Catherine Pope, DNV
- Cllr. Shervin Shahriari, CNV
- Cllr. Christine Cassidy, DWV

1. Welcome

Trish Kelly, Consultant, Untapped Accessibility called the meeting to order at 5:30 pm.

2. Accessibility Features and Meeting Agreements

An overview was presented of the accessibility features and meeting agreements as follows:

- Agenda and slide deck shared in advance of meeting.
- Close captioning provided.
- 10-minute break.
- Attachments clearly named so that revised or updated versions are apparent in the file name.
- All meeting attendees are asked to identify themselves before speaking.
- All meeting attendees are asked to speak slowly to support accurate captions and general comprehension.

Committee members were also invited to reach out to the committee clerk if there was anything further that would support members.

A brief overview was also provided of the community agreements. This is a practice to set the foundation of how to engage to ensure there are positive and respectful conversations. Some of the key highlights were as follows:

- Listen with curiosity & compassion
- Be patient, practice taking a pause
- Hold space for multiple truths
- Take space, make space
- Lean into discomfort
- Respect personal experiences

3. Introductions

Committee members were introduced and provided a brief biography.

4. Election of Chair and Vice Chair

Typically, at the first committee meeting, begins with the election of chair and vice-chair. However, as this was the first meeting of the newly appointed committee members -, committee members indicated a consensus that it would be beneficial to elect the chair and vice chair until after more information is provided about the responsibilities for serving as chair and vice chair. Elections could occur later in the meeting or at the next meeting.

5. Adoption of Agenda

Ameilia Cifarelli moved and Mehdi Mirzaee seconded
To adopt the agenda.

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6. Orientation Presentation

The staff liaisons from the three municipalities provided an overview of the committee, This included a brief history of the committee noting that the committee has provided feedback on legacy projects and initiatives that have improved community wide accessibility including Accessibility Plans, Official Community Plans and the Spirit Trail

The purpose of the committee is to identify barriers for people who are in or interacting with the municipality and could include barriers in areas such as employment, services, built environment, information and communications, transportation and procurement. The committee also provides advice on how to remove and prevent barriers identified by the committee or the community and to provide an accessibility lens on municipal plans.

Some of the regular activities of the committee are as follows:

- Assess early designs for capital works projects
- Review proposed policy

- Work with staff on meeting the Accessible BC Act requirements, and the goals of the Accessibility plans
- Encourage North Shore-wide collaboration and consistency

The committee is advisory in nature provides recommendations and feedback based on the unique perspectives and lived experiences of its members, contributing to a diverse and inclusive dialogue. The committee does not approve or reject projects, manage or direct the actions of staff or enter into agreements or contractual obligations.

Staff also provided an overview of the composition of the committee which includes up to 15 community members, Council members from the three municipalities, three staff liaisons and a committee clerk. In addition, an overview was provided of the member responsibilities and expectations, roles of the chair and vice chair as well as the meeting accessibility, proposed meeting schedule, and meeting format.

Check-In and Break

Committee members took a break from 6:30 – 6:40 pm.

7. Rules and Procedures

A presentation on the committee's rules and procedures was provided noting that the committee provides feedback on identifying and removing barriers in relation to developing and updating accessibility plans. Each municipality has an accessibility plan, and each are at different stages of developing their plans.

The committee's role, in general, is to provide advice and recommendations on matters that relate to the committee's mandate (outlined in the terms of reference) or referred to them by City Council(s). In addition, a summary was provided on the roles and responsibilities of Councils, committee members, committee chair, staff liaisons and the committee clerk.

Committee members were also provided with a brief review of the meeting procedure and the difference between open and closed meetings. Committee members also

reviewed the process for motions, calling the question, announcing the results of a motion and making amendments.

8. Workplan and Meeting Schedule

Committee members were provided with the 2025 meeting schedule:

- Regular Bi-Monthly Meeting Schedule (Last Thursday of the month):

May 29th

July 31st

September 25th

November 27th

- Special Meeting Schedule (Scheduled only if necessary)

June

August

October

- No Meetings Scheduled in December

In terms of the committee's workplan, projects this year may include the following:

- CNV Accessibility Plan - An introduction to the accessibility plan and the feedback mechanism
- Wayfinding Project (CNV)
- Curbside Access and Parking Plan (CAPP) implementation update (CNV)
- Official Community Plan (OCP) Update (DNV)
- Lynn Creek Community Centre (DNV)

9. Next Steps for Committee

Elect a Chair and Vice Chair

Committee consensus was to take this time to consider the roles and to elect chair and vice chair at the next meeting.

Tentative Special Meeting:

- Thursday, June 26th@ 5:30 pm -TBD

Next Regularly Scheduled NSAAC Meeting

- Thursday, July 31st@ 5:30 pm

10. Adjournment

The meeting was adjourned at 7:30 pm.

Next Meeting:

- Thursday, July 31, 2025