

## North Shore Accessibility Advisory Committee

### MINUTES

Thursday, July 31, 2025 from 5:30 – 7:30 pm

Hybrid (In-Person City of North Vancouver District Hall and Virtual via MS Teams)

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#### Present

- Margarete Wiedmann, DNV
- Julianna Ramirez, DNV
- Sam Douglas, DNV
- Farinaz (Naz) Havaei, CNV
- Lucy Prichard-Mandl, CNV
- Mehdi Mirzaee, CNV
- James Hanley, DWV

#### Guests:

- Trish Kelly, Consultant, Untapped
- Magda Trespalacios, Staff, CNV

#### Staff Liaisons

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

#### Council Liaisons

- Cllr. Shervin Shahriari, CNV

#### Regrets

- Carole Hawthorne, DNV
- Jessica Neville, DNV
- Biljana Kuzamnouska, DNV
- Cllr. Catherine Pope, DNV
- 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**

Staff provided an overview of the election process for committee Chair and Vice Chair and a call was put forward for nominations for Chair. A nomination was put forward for James Hanley and as no further nominations were received, James Hanley was acclaimed as Chair of the committee.

A call was put forward for nominations for Vice Chair. A nomination was put forward for Naz Havaei and as no further nominations were received, Naz Havaei was acclaimed as Vice Chair of the committee.

Mehdi Mirzaee moved and Sam Douglas seconded

James Hanley serve as the Chair and Naz Havaei serve as Vice Chair of the committee.

**CARRIED**

## **5. Adoption of Agenda and minutes**

Mehdi Mirzaee moved and Naz Havaei seconded  
To adopt the agenda and the May 29, 2025 minutes.

**CARRIED**

## **6. 2025 Meeting Schedule**

Committee meetings take place on the last Thursday of the month, from 5:30 – 7:30 pm. Meetings are hybrid via MS Teams and normally held at the District of North Vancouver Municipal Hall.

The following Regular Monthly Schedule was presented:

- May 29, 2025
- July 31, 2025
- September 25, 2025
- November 27, 2025
- No Meeting in December

A Special Meeting Schedule (Scheduled only if necessary) was also presented:

- June - No Meeting Scheduled
  - August - No Meeting Scheduled
  - October – Date is to be determined
- DWV - Year in Review  
DNV - Year in Review

Margarete Wiedmann moved and Mehdi Mirzaee seconded  
To approve the 2025 meeting schedule as presented.

**CARRIED**

## **7. Check-in and Break**

Committee members took a break from 6:20 - 6:30 pm.

## **8. Accessibility Plan (City of North Vancouver)**

Staff provided a presentation on the City of North Vancouver Accessibility Plan. The Accessible BC Act came into effect in 2021 and requires public sector organizations to develop and publish:

- An Accessibility Plan to identify, remove, and prevent barriers
- An Accessibility Advisory Committee
- A feedback mechanism to report barriers.

The plan was developed with input from members of the former North Shore Accessibility Advisory Committee in Disability Issues; feedback from disability service organizations such as:

- Canadian National Institute for the Blind
- North Shore Community Resources
- Intellectual Disabilities Society
- North Shore Disability Resource Centre
- Spinal Cord Injury BC

And staff groups such as:

- Accessibility Working group
- Steering group
- Employee Resource group

The City of North Vancouver Accessibility Plan guiding principals are as follows:

- Clarity First
- Accessible
- Learning Focused
- Action Oriented
- Collaboratively Informed
- Achievable Goals
- Build on Existing Work

Next Steps and Opportunities are as follows:

- Action plan implementation and integration
- Staff training and capacity building
- Community engagement and collaboration
- Monitoring progress and reporting back

- Ongoing review and updates

On completion of the presentation, the following comments were provided:

- In terms of staff training, there is a plan and part of the training that will be open to all staff will be ableism, disability inclusion, disability etiquette and a pilot training was launched this year which included sign language classes. In addition, there will be training for specific groups such as employees that serve the public and members of the communications team. with different learning elements tailored to each group.
- Accessible parking spaces are considered in the Curb Access & Parking Plan and includes increasing the number of accessible spots and improving the options for pick ups and drop offs. A presentation will be provided to the committee possibly at the September meeting.
- There is still an opportunity to provide recommendations for the accessibility plan and the recommendations will be considered as part of the plan's future updates.
- A question was raised on whether committee members could provide analysis of the plan including a comparison with other municipalities, and whether it may be appropriate to share the results of the analysis with the committee, or with the City of North Vancouver DEI Leader. Staff responded that the City of North Vancouver would like to review the analysis and that the results of the analysis could be shared with the committee.

## **9. Next Steps**

Committee members requested that the following items be further explored:

- Accessible toilets as this is a significant issue for people with disabilities
- Accessible washrooms at Phibbs Exchange.

## **10. Adjournment**

The meeting was adjourned at 7:27 pm.

## **11. Next Meeting:**

- Regularly Scheduled NSAAC Meeting – Thursday September 25, 2025