



ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSION
AGENDA

April 18, 2024, 1:00 p.m.

2nd Floor Conference Room at City Hall

1100 Patricia Boulevard, Prince George, BC

*We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh,
on whose land we live, work, and play.*

Pages

A. COMMENCEMENT

*We respectfully acknowledge the unceded ancestral lands of the Lheidli
T'enneh, on whose land we live, work, and play.*

B. ADOPTION OF AGENDA

RECOMMENDATION:

That the agenda for the April 18, 2024 meeting of the Advisory Committee on Accessibility,
BE ADOPTED.

C. ADOPTION OF MINUTES

C.1 Minutes from the Advisory Committee on Accessibility and Inclusion Meeting held
January 18, 2024

1

RECOMMENDATION:

That the minutes from the Advisory Committee on Accessibility meeting held
January 18, 2024, BE ADOPTED.

D. NEW BUSINESS

D.1 Introductions

D.2 Overview of Committees, Commissions and Boards

4

Presenter: E. Anderson, Corporate Officer; Manager of Legislative Services

D.3 Appointment of Chair and Vice- Chair

21

Presenter: E. Anderson, Corporate Officer; Manager of Legislative Services

RECOMMENDATION:

That the Advisory Committee on Accessibility and Inclusion APPOINTS one (1) of its members as Chair of the Advisory Committee on Accessibility and Inclusion for the term beginning April 18, 2024 and ending March 31, 2025.

RECOMMENDATION:

That the Advisory Committee on Accessibility and Inclusion APPOINTS one (1) of its members as Vice-Chair of the Advisory Committee on Accessibility and Inclusion for the term beginning April 18, 2024 and ending March 31, 2025.

D.4 Committee Orientation

25

Presenter: M. Paulson, Civic Initiatives Coordinator; Staff Liaison

- Background Information Presentation on Committee Role
- 2024 Work Plan

For informational purposes:

- 2023-2026 City of Prince George Accessibility Work Plan

D.5 Review of Terms of Reference

67

Presenter: M. Paulson, Civic Initiatives Coordinator; Staff Liaison

- Terms of Reference
- Terms of Reference Concept Map

E. OLD BUSINESS

F. INFORMATIONAL ITEMS

F.1 Next Committee Meeting: July 18, 2024

All reports, information items and associated background documents to be submitted before 12:00 p.m., Tuesday, July 9, 2024 .

G. ADJOURNMENT



CITY OF
PRINCE GEORGE

MINUTES OF THE ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSION MEETING

January 18, 2024

1:00 pm

5th Floor Board Room of City Hall

1100 Patricia Boulevard, Prince George, BC

*We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh,
on whose land we live, work and play.*

PRESENT: K. Biron <Vice-Chair>
V. Martin
R. Chartrand <Via Zoom>
L. Grafton <Via Zoom>

REGRETS: K. Vecchio

IN ATTENDANCE: Councillor Scott <1:13 p.m. to 1:37 p.m. >
E. Anderson, Manager of Legislative Services, Corporate Officer
S. Brown, Supervisor of Community Well-Being and Partnerships/ Staff Liaison
M. Paulson, Civic Initiatives Coordinator/ Staff Liaison
E. Leclair, Legislative Services Assistant

A. COMMENCEMENT

The meeting was called to order at 1:00 p.m.

B. ADOPTION OF AGENDA

The January 18, 2024 agenda for the Advisory Committee on Accessibility was adopted.

C. ADOPTION OF MINUTES

C.1 Minutes from the Advisory Committee on Accessibility meeting held May 4, 2023

Moved By V. Martin
Seconded By R. Chartrand.

*That the minutes from the Advisory Committee on Accessibility held May 4, 2023, BE
ADOPTED.*

Carried Unanimously

D. NEW BUSINESS

D.1 Introductions

A roundtable of introductions was held for members of the Advisory Committee on Accessibility and Inclusion.

D.2 Committee Chair’s report to Council on Work Plan 2023

Discussion commenced on the work of the committee during 2023.

Moved By V. Martin

Seconded By K. Biron

That the 2023 Annual Report to Council from the Advisory Committee on Accessibility and Inclusion BE APPROVED.

Carried Unanimously

D.3 Background Information

M. Paulson presented a PowerPoint presentation on Advisory Committee on Accessibility and Inclusion background on committee role and 2024 Work Plan.

M. Paulson presented a line-by-line review of the Advisory Committee on Accessibility and Inclusion 2024 Work Plan. The committee was advised that part of the 2024 Work Plan included making services requests regarding barriers with accessibility by 3 methods of submission through the service centre Those options being over the phone, through email and in person. This would allow the staff liaison to compile the data to facilitate respective divisions to present to the committee service request completion.

Moved By R. Chartrand

Seconded By V. Martin

That the 2024 Work Plan of the Advisory Committee on Accessibility and Inclusion, BE APPROVED.

Carried Unanimously

Councillor Scott entered 5th Floor Board Room at 1:13 p.m.

E. OLD BUSINESS

F. INFORMATIONAL ITEMS

F.1 Next Committee Meeting: April 18, 2024 at 1:00 p.m.

All reports, information items and associated background documents be submitted to the chair and staff liaisons before 12:00 p.m., Monday, April 8, 2024.

G. ADJOURNMENT

**THE ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSION MEETING ADJOURNED
AT 1:39 p.m.**

K Biron, Vice-Chair

M. Paulson, Civic Initiatives Coordinator/ Staff Liaison

E. Leclair, Legislative Services Assistant

CERTIFIED CORRECT



Committees, Commissions and Boards

A Session for Committees

Introduction

- The City of Prince George is assisted by dozens of volunteers serving on various committees, commissions, and boards.

Agenda

1. Overview: Purpose of Council Committees
2. Definitions
3. Role of the Chair
4. Role of the Legislative Support Person
5. Role of the Staff Liaison
6. Work of the Committee
7. Reporting
8. Meeting Guidelines
9. Where to Get More Information
10. Questions and Answers

Overview: Purpose of Council Committees

- In addition to the purpose established by statutes, terms of reference, and bylaws, Council committees:
 - Provide information and well-considered advice to Council and City Staff on issues of concern relevant to the Committee's mandate;
 - Educate and raise awareness of Council and City Staff on issues relevant to the Committee's mandate; and
 - Provide concrete recommendations for consideration by Council and City Staff.

Definitions

- **Legislative Support Person**: Non-voting staff member assigned to provide administrative support in the preparation and circulation of agendas, meeting logistics, and the recording and retention of meeting minutes.
- **Staff Liaison**: Non-voting staff member assigned to assist the committee in an advisory and resource capacity.
- **Chair**: Person authorized to control the proceedings and procedure of a committee meeting.
- **Quorum**: The number of voting committee members required to be present for the committee's business to be validly conducted. Unless otherwise stated in the committee's Terms of Reference, quorum is 50% + 1 of appointed committee members (i.e.: of a committee of nine, five members constitute a quorum).

Role of the Legislative Support Person

1. Not a member of the Committee; does not vote
2. Provides administrative support
 - Circulates agendas
 - Logistical support (arranges meeting space)
 - Recording, preparing and retaining minutes
 - Maintains committee membership contact information

Role of the Staff Liaison

1. Not a member of the committee; does not vote
2. Provides information and advice ensuring matters considered falls within the committee's mandate and aligns with council's strategic priorities
3. Assists in writing reports and recommendations to Council
4. Assists in preparing agendas, minutes and correspondence
5. Although the staff liaison's work for the City may relate to the work of the committee, the committee does not direct the work of the staff liaison.

Role of the Committee Member

- Committee members are expected to attend and actively participate in regular meetings, quickly respond to City staff requests/emails, and engage in constructive dialogue.
- Review all agenda materials in advance of the meeting
- Respectfully engage with committee members, staff, Council and members of the public

Role of the Chair

- The chair plays an essential role in ensuring effective meetings.
- The chair should be:
 - willing to give up personal interests and work with the whole group; and
 - a facilitator and encourage people to participate, help people to listen to each other, and reflects the common threads of the discussion.

Duties of the Chair

- Confirms quorum is present and starts the meeting on time.
- Announces business items in the order they appear on the agenda.
- Ensures all members have an opportunity to speak to an issue.
- Statee the resolution and ensuring a mover and seconder before calling for a vote
- Enforces rules of procedure and decorum
- Expedites committee business
- Declares the meeting adjourned

Annual Reports

Annually, at the first Council meeting in March, each committee will submit to Council their annual report that includes:

- Review of achievements from the previous year
- Review of its terms of reference, mandate or bylaw, including an assessment of the need for the committee to continue its work
- Goals and work plan for the coming year
- Financial and policy implications of the Committee's work

Meeting Attendance

Meeting agendas are circulated by the Legislative Support Person one (1) week in advance of the meeting. When the agenda is circulated members are asked to confirm via email if they will be attending in-person or electronically.

If attending electronically, members are required to advise the Legislative Support Person at least 24 hours in advance of the meeting and must be connected to the meeting before the meeting is called to order at its scheduled start time.

Meeting Guidelines

1. Follow the agenda
2. Rule of the Clock
3. Handling the Business of the Meeting
4. Decision-Making
5. Voting
6. Role of the Chair
7. Rules of Decorum and Debate

Committee Decisions (Resolutions)

1. Decisions of the committee are made by majority vote
2. All members may make or second motions, debate motions and vote
3. If a vote of committee members are equal for and against a motion, the motion is defeated
4. A committee member who abstains from a vote is deemed to have voted in the affirmative
5. If a conflict of interest is declared, the member can be recused from the discussion and vote and must leave the room until the matter is completed
6. Voting is conducted publicly by a show of hands (in person) and the stating of names (electronic). There are very few matters in which the vote will be conducted by ballot

Conflicts of Interest

- A conflict of interest exists where a committee member:
 - Is a director, member or employee of an organization seeking a benefit from the City upon which the committee will make a recommendation;
 - Has a direct or indirect pecuniary (business) interest in the outcome of committee deliberation.

- A conflict of interest does not exist if the
 - The pecuniary (business) interest of the committee member is a financial interest in common with members of the municipality generally; or
 - The pecuniary (business) interest is so remote or insignificant that it cannot reasonable be regarded as likely to influence the member in relation to the matter.

Where to Get More Information

1. Committees, Commissions, and Boards Procedures Manual
2. Committee Terms of Reference or Governing Bylaw
3. City of Prince George Council Procedures Bylaw No. 8388, 2011
4. City Website (<https://princegeorge.ca/committees>)
5. Legislative Support Person and Staff Liaison
6. City Clerk

Questions?



COUNCIL COMMITTEE MEETINGS

ROLE OF THE CHAIRPERSON

QUALITIES OF A CHAIRPERSON

- Willing to give up personal interests, and work with the whole group
- Does not dominate the conversation of the meeting but listens, encourages people to participate, helps people to listen to each other, and reflects back the common threads of the discussion.

DUTIES OF A CHAIRPERSON

- checking to see if a quorum (50% of the appointed membership +1) is present and starting the meeting on time;
- announcing the business items in the order noted on the agenda; do not blur multiple agenda items together in a discussion; each item should be distinct from one another
- recognizing members entitled to speak, in the order in which they request to speak;
- ensuring resolutions have been moved and seconded and voted on;
- enforcing the rules of procedure and decorum;
- expediting committee business;
- declaring the meeting adjourned.

GENERAL MEETING RULES

- the maker of a motion has a right to speak first to the motion once it has been seconded;
- to speak to a motion a second time, a member should wait until all those who wish to speak to the motion for a first time have done so;
- members must remain courteous and objective, and avoid personal comments;
- remarks must be relevant to the matter being considered;
- remarks are to be directed through the chairperson, who determines who has the right to speak and in what order;
- members should not interrupt another speaker;
- there are no limitations on the number of times a member may speak on a motion, or the length of time spent speaking to a motion;
- motions should be clear and unambiguous; and
- a decision to close debate can be made by unanimous consent, committee resolution, or the chairperson.

DURING THE MEETING

- **Communicate**
 - Start the meeting.
 - Ensure that additions or amendments to the agenda and minutes are recorded.
 - Ask if any member will have a conflict of interest for any items on the agenda. If a conflict is raised, members should leave the room during discussion on that project.

- **Control**
 - Committee meetings tend to be less formal than regular Council meetings. The chairperson of a committee has the authority and duty to determine the level of informality of a meeting in order to facilitate an effective meeting.
 - Maintain control and direction of the meeting. Set out any time limits. If there are a lot of agenda items, you can set out a time limit for discussion, if necessary.
 - Keep to the agenda. Once it is adopted, new items should not be added.
 - Ensure quorum is present (5 members).
 - Ensure time is used effectively – chit chat should be avoided. Discussion should be kept to the topic on hand and relevant.
 - Keep an eye on time.
 - The meeting is not the time to review and read the agenda documents. Committee members are responsible to review the agenda in advance of the meeting and come prepared to action those agenda items.

- **Clarify**
 - Summarize the discussion. Suggestions/recommendations should be summarized before voted upon.

- **Decision Making**
 - Decisions should be made in the context of the Committee's Terms of Reference and mandate
 - Committees should strive for consensus in their decision-making. However, final decisions are made by resolutions adopted by a majority vote of the members present and eligible to vote.

RUNNING THE MEETING

The agenda for committee meetings follow the same general format.

Call to Order

"I call this meeting to order."

- The minute-taker will record the time this occurs – it should be the same (or close to) the advertised start time on the agenda.

Adoption of the Agenda

"Are there any amendments to make to the agenda for today's meeting? Hearing none, I ask for a motion to adopt the agenda"

- Verbally note the name of the mover and seconder.

"Moved by _____, seconded by _____. All in favour? Opposed?"

- Verbally note the names of any individuals opposed. Declare the result of the vote.

"Carried unanimously" (All voted in favour)

"Carried" (More voted in favour than opposed)

"Defeated" (More voted opposed than in favour)

Adoption of the Minutes

"Are there any amendments to make to the minutes from the meeting held <INSERT DATE>? Hearing none, I ask for a motion to adopt the minutes as presented."

- Verbally note the name of the mover and seconder.

"Moved by _____, seconded by _____. All in favour? Opposed?"

- Verbally note the names of any individuals opposed. Declare the result of the vote.

"Carried unanimously" (All voted in favour)

"Carried" (More voted in favour than opposed)

"Defeated" (More voted opposed than in favour OR the vote was a tie)

New/Old Business

- Introduce the reports one at a time and hand it off to the staff liaison or committee member responsible for that item.

“Agenda item D.1. <Insert Name>, would you please introduce this item.”

- If a motion is required, it should be moved/seconded and voted on following the discussion.

Adjournment

- Once all business on the agenda is completed, the meeting should be concluded. You may adjourn the meeting.

“As all business is concluded on the agenda, this meeting is adjourned.”

ACCESSIBLE BC ACT – REQUIREMENT TO COLLECT PUBLIC FEEDBACK ON ACCESSIBILITY

ACCESSIBLE BC REGULATIONS

Bill 6-2021: Accessible
British Columbia Act

Part Three – Accessible Organizations
(Local governments are one of 750
“prescribed organizations”)



WHAT IS ACCESSIBILITY?

(ACCORDING TO THE ACT)



- **Accessibility** is about having programs, services and environments that enable everyone to participate fully in society without barriers.
- A **barrier** is anything that hinders the full and equal participation in society of a person with an impairment and can include environment, attitudes, practices, policies, information, communication, and technologies.
- **Impairment** includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic

REGULATIONS

MUNICIPALITIES ARE REQUIRED TO MEET THE REQUIREMENTS OF PART 3 OF THE ACCESSIBLE BRITISH COLUMBIA ACT INCLUDING:

01

Establish an Accessibility Committee

02

Implement an Accessibility Plan

03

Implement process for receiving Feedback

WORK DONE SO FAR



- January - April 2023, City staff completed an **environmental scan** to serve as the foundation of the 2023-2026 AWP. Staff met with all Divisions and Departments to create an inventory of already implemented, ongoing and upcoming initiatives as it relates to accessibility.
- March 13, 2023, Council approved amendments to the **Terms of Reference** for the City's Committee on Accessibility on the committee's name, purpose, and mandate to better align with the regulations under the Accessible BC Act.
- September 1, 2023, the **ability to create an accessibility related service request and receive feedback on the AWP**, whether in person, email or phone was put in place in collaboration with City of Prince George Cityworks Committee.
- December 4, 2023, Council approved to amend **Terms of Reference** for the City's Committee on Accessibility committee on the meeting frequency (to quarterly) to align with the work the committee will be undertaking regarding their review of feedback from the City's Feedback Tool related to accessibility within the organization.
- January 8, 2024, Council received for information the City of Prince George **Accessibility Work Plan**.
- March 11, 2024 Council approved the 2024 Work Plan

ACCESSIBILITY WORK PLAN 2023–2026

Eight (8) Focus Areas frame the Accessibility Work Plan:

1. Employment
2. Delivery of Services
3. Built Environment
4. Information & Communications
5. Transportation
6. Health
7. Education
8. Procurement

The Accessibility Work Plan Considers the Six (6) Accessible British Columbia Principles:

1. Inclusion
2. Adaptability
3. Diversity
4. Collaboration
5. Self-determination
6. Universal Design

Twenty-one (21) Work Plan Actions Summary

- 11 Action(s) ongoing
- 10 Actions upcoming



Figure 1. Shows a line of Wheelchairs at the Jumpstart Multi Sport Court in Carrie Jane Gray Park

ACCESSIBILITY WORK PLAN 2023-2026

Prepared by: Civic Initiatives & Partnerships Division

"The City of Prince George is taking action to identify & remove barriers that prevent the full & equal participation by all our citizens in every aspect of community life..."

-Mayor Simon Yu, 2023

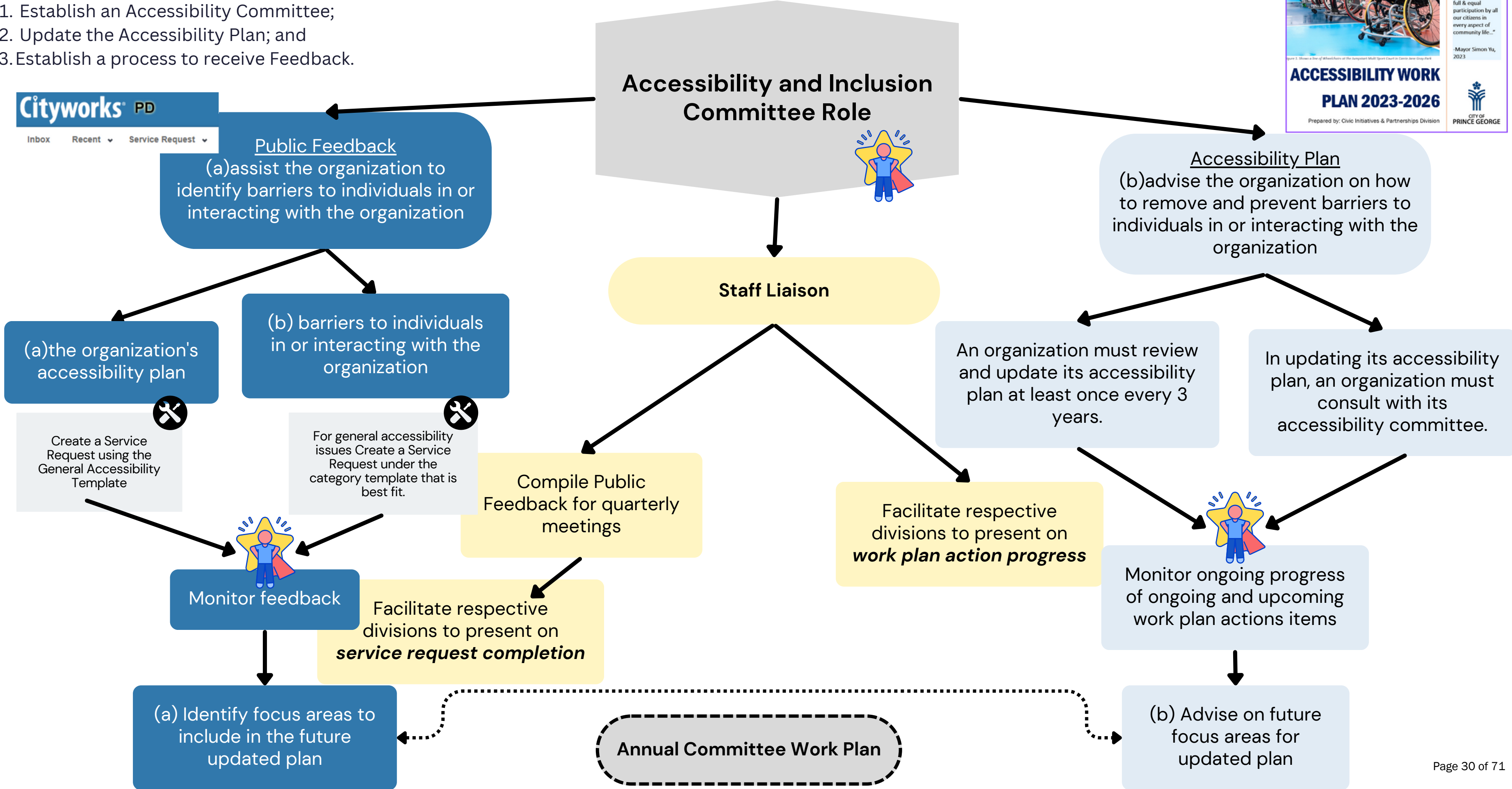


- The plan will be updated every 3 years.
- The Plan contains twenty-one (21) ongoing and upcoming actions to guide the City over the next 3 years.
- Plan will serve as a roadmap to guide progress and ensure accessibility is a priority for all staff. With the help from the Accessibility and Inclusion Committee, on-going monitoring of the public feedback will be done to ensure the Plan is updated, and that on-going progress is evident.

Advisory Committee Terms of Reference Framework Concept Map

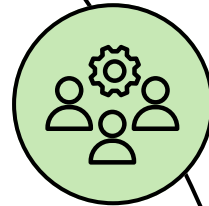
Goal: To meet the 3 legislated requirements in a way that interacts and functions successfully.

1. Establish an Accessibility Committee;
2. Update the Accessibility Plan; and
3. Establish a process to receive Feedback.



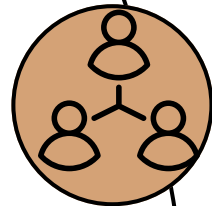
Proposed Timeline & Next Steps

Implementation and ongoing monitoring of the plan and feedback by the Accessibility Committee



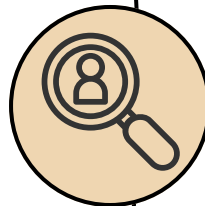
January-March

- City Accessibility Work Plan received by Council
- Review Committee 2024 Work Plan
- Council approved the 2024 Work Plan



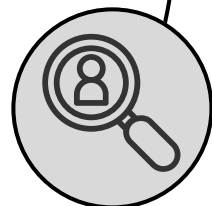
April

- Welcome new and returning committee members
- Orientation



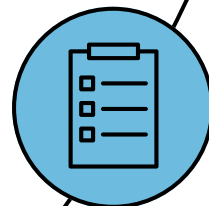
July

- Review City Works Data
- Divisions to provide update on work plan action progress and/or service requests



October

- Review City Works Data
- Divisions to provide update on work plan action progress and/or service requests



End of term January 2025

- Review Committee 2024 Work Plan
- Prepare Committee 2025 Work Plan



THANK YOU

If you have any questions or further feedback regarding Accessible BC Requirements, please contact maria.paulson@princegeorge.ca or at 250-561-7580



ADVISORY COMMITTEE ON ACCESSIBILITY 2024 WORK PLAN

Action Item	Target Completion Date	Date Completed	Additional Follow Up
1. Respond to referrals from Council regarding issues related to accessibility and inclusion.			
1A. Provide recommendations to referrals from Council by way of a committee report to Council.	Ongoing		
2. Identify opportunities to enhance Organizational accessibility and inclusion for Council consideration and advise Council of barriers that prevent individuals from interacting in or with the Organization.			
2A. Review feedback and requests made via the City's Feedback Tool and provide recommendations to enhance the Organization's accessibility related to feedback received.	Ongoing		
3. Review ongoing/upcoming action items in the Accessibility Work Plan 2023-2026 and provide recommendations to ensure the needs of persons with disabilities are considered.			
3A. Receive presentations from the applicable City departments in relation to feedback and/or actions items in the Plan.	Ongoing		
4. Monitor and report on progress towards achievement of actions identified in the City's Accessibility Plan.			
4A. Receive updates from Administration regarding the action items identified in the City's Accessibility Plan and report on the progress and recommendations for action in the committee's annual report to Council in March 2025.	October 2024 January 2025		
5. Participate in related events and activities including those designed to receive public feedback regarding the Organization's accessibility plan.			
5A. Participate as requested in City public engagement sessions related to organizational accessibility with the purpose of receiving feedback regarding the City's Accessibility Plan.	Ongoing		



Figure 1. Shows a line of Wheelchairs at the Jumpstart Multi Sport Court in Carrie Jane Gray Park

ACCESSIBILITY WORK PLAN 2023-2026

Prepared by: Civic Initiatives & Partnerships Division

“The City of Prince George is taking action to identify & remove barriers that prevent the full & equal participation by all our citizens in every aspect of community life...”

-Mayor Simon Yu,
2023



CITY OF
PRINCE GEORGE

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Land Acknowledgement

We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work and play.

Acknowledgements

The City of Prince George would like to recognize the province of British Columbia for providing direction on identifying and reducing barriers to increase accessibility. Thank you to the Disability Alliance of B.C for providing guidance, supports and resources throughout the process of developing an accessibility plan. Acknowledgement and appreciation to all City of Prince George staff for their ongoing commitment and recognition of the importance of increasing accessibility as a municipality, in particular the Cityworks Committee for assisting with implementation of the public feedback tool. Finally, the City of Prince George would like to acknowledge the Accessibility and Inclusion Committee for providing initial feedback on the Plan and their upcoming commitment to monitor the City's Accessibility Work Plan (AWP).

About the Organization and the City of Prince George's Commitment to Accessibility

As a Northern hub, the City is home to approximately 76,700 people and is built on the traditional and unceded territories of the Lheidli T'enneh people. The name "Lheidli" in the Carrier Language means "The People from the Confluence of the River" and refers to where the Nechako River and Fraser River meet on their traditional territory. The City boasts natural beauty, four seasons and urban amenities including a variety of housing, employment and business opportunities, transportation modes, indoor and outdoor recreation facilities, a university, and college, and several retail centers.

The City's vision and mission, identified in Council's Strategic plan 2023-206 is to support a diverse, progressive, and vibrant provincial centre with accessible opportunities, a strong and stable economy, and an enviable quality of life.

"The City of Prince George is taking action to identify and remove barriers that prevent the full and equal participation by all our citizens in every aspect of community life. We welcome feedback from our residents on how we can continue to improve accessibility within Prince George."

-Mayor Simon Yu, 2023



Figure 2. City of Prince George Council Members 2022 Group Photo in Council Chamber

Executive Summary

In June of 2021, the Province of British Columbia established the legal framework to identify, remove and prevent barriers to the full and equal participation of people with disabilities in B.C. The [Accessible British Columbia Act](#) is law and municipalities, among other prescribed organizations must meet its requirements. The City of Prince George is required to:

1. Establish an Accessibility Committee to assist in identifying and advise on how to remove and prevent barriers to individuals in or interacting with the organization.
2. Create an Accessibility Plan that considers the Accessible BC Principles and is updated at least once every three years.
3. Create a tool to receive public feedback on the accessibility plan and barriers to individuals in or interacting with the organization.

Work that has been completed to meet the requirements include:

- January - April 2023, City staff completed an environmental scan to serve as the foundation of the 2023-2026 AWP. Staff met with all Divisions and Departments to create an inventory of already implemented, ongoing and upcoming initiatives as it relates to accessibility.
- March 13, 2023, the Terms of Reference for the City's Committee on Accessibility were updated to better reflect their role in the on-going monitoring of the plan and public feedback.
- September 1, 2023, the ability to create an accessibility related service request and receive feedback on the AWP, whether in person, email or phone was put in place in collaboration with City of Prince George Cityworks Committee.

Eight (8) Focus Areas, aligned with the broadly set out provincial legislation, frame the City of Prince George Accessibility Work Plan for 2023 (see text box). It is important to note that the 2023-2026 AWP is a starting point and emphasizes the on-going commitment to continual improvement to accessibility. The Plan contains twenty-one (21) actions to guide the City over the next 3 years. The City has several accomplishments highlighted in this report to support accessibility but acknowledges that there is much room for improvement. As such, this Plan will serve as a roadmap over the next 3 years to guide progress and ensure accessibility is a priority for all staff. With the help from the Accessibility and Inclusion Committee, on-going monitoring of the public feedback will be done to ensure the Plan is updated, and that on-going progress is evident. The Plan will be updated every 3 years to demonstrate organizational commitment to improving accessibility in the long-term.

Eight (8) Focus Areas frame the Accessibility Work Plan:

1. Employment
2. Delivery of Services
3. Built Environment
4. Information & Communications
5. Transportation
6. Health
7. Education
8. Procurement

The Accessibility Work Plan Considers the Six (6) Accessible British Columbia Principles:

1. Inclusion
2. Adaptability
3. Diversity
4. Collaboration
5. Self-determination
6. Universal Design

Twenty-one (21) Work Plan Actions Summary

- 11 Action(s) ongoing
- 10 Actions upcoming

ACCESSIBILITY WORK PLAN ACTIONS SUMMARY

Action Ongoing	<p>Delivery of Services:</p> <ul style="list-style-type: none"> • 2024 Grants Review • 2023-2024 Downtown Community Sharps Box Pilot Project <p>Built Environment:</p> <ul style="list-style-type: none"> • Ongoing Civic Facilities Maintenance Requests and Project Delivery Replacements to Consider Accessibility • Official Community Plan Review <p>Information & Communications:</p> <ul style="list-style-type: none"> • Utilization of “Lived Experience” Consultants on various City Led Projects • Ongoing Improvements to Asset Inventory • City Staff Accessibility Awareness Training to Perform RHFAC Ratings on City Facilities <p>Transportation:</p> <ul style="list-style-type: none"> • Scenario Based Training for drivers to Create Safer Environments (supported through Pacific Western Transit) • General Infrastructure Improvements to all City bus stops • 2020 to Ongoing Pedestrian Crossing Upgrades • 2021 to 2024 Street Light Project Upgrades
Action Upcoming	<p>Built Environment:</p> <ul style="list-style-type: none"> • Future Adaptive Housing Strategy • Upcoming Civic Facility Condition Assessments • Rick Hansen Foundation Accessibility Certification (RHFAC) ratings and funding for improvements for three (3) City facilities <p>Information & Communications:</p> <ul style="list-style-type: none"> • CityofPG App Update Accessibility Considerations • Mycity Campaign <p>Transportation:</p> <ul style="list-style-type: none"> • Upcoming Installation of Transit Smart Card (UMO) • Implementation of Electronic Fare System to expand fare payment options and Vendor Availability • Bus Exchange Planning to Increase Accessibility • 2024 Transit Education Program ((supported through Pacific Western Transit) • Upcoming Sidewalk Condition Assessments

Please note, actions identified in the Plan will be included in ongoing implementation efforts as part of the City's annual work plan process, reviewed in consideration of potential budget implications, and will proceed based on necessary approvals.



CITY OF
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City of Prince George’s History and On-going Commitment to Accessibility

In the 1980’s, City Council established the Special Needs Advisory Committee, today known as the Advisory Committee on Accessibility and Inclusion. The Committee’s role over the years has been to work collaboratively with administration to identify and address barriers to accessibility from a variety of different perspectives. As a result of the Committee’s ongoing work, many improvements throughout the community are evident. In addition to the work of the Committee, the inclusion of lived experience consultants (through the Spinal Cord Industry BC and the Disability Alliance BC) on various city led projects, has helped guide work to implement ongoing improvements for people experiencing accessibility barriers in the community.

From a broader perspective, there are several City reports and plans that consider accessibility from multiple aspects. These plans, along with the ongoing audits and assessments by the Accessibility and Inclusion Committee, utilizing lived experience consultants in the community and collective City staff efforts have overall guided action and commitment towards increasing accessibility for all Prince George residents. There has been an on-going financial and action-based commitment by the City to help address accessibility. As an example, an annual commitment of funding (as a result of a 2016 Audit Work Plan) includes \$50,000 allocated towards Civic Facilities and \$100,000 allocated to Parks for accessibility improvements. Recent large-scale projects that consider and provide accessible features for residents and visitors of Prince George include the opening of the Canfor Leisure Pool and the Jumpstart Multi Sport Court. Moving forward, the City of Prince George is creating the foundation, as a result of its commitment to the Provincial legislation, to work intentionally to decrease barriers to accessibility for everyone in or interacting with the City of Prince George.



Figure 3. Jumpstart Multi Sport Court in Carrie Jane Gray Park

Introduction to the City of Prince George Accessibility Work Plan

We all benefit from increased accessibility. The ability for an individual to access the world changes throughout one's lifetime and varies from person to person. Accessibility is most easily thought of in terms of the physical environment. For example, it is easy to recognize the more tangible examples that increase accessibility. These include things like wheelchair ramps, elevators, and accessible parking stalls. It is less easy to recognize intangible measures of accessibility, like a welcoming environment or perceptions of safety.

The City of Prince George AWP is about showing respect and dignity to all by intentionally examining all aspects of City work with a lens on increased accessibility. The purpose of the AWP is to build awareness and provide opportunity for actions that identify, remove, and prevent barriers in or interacting with the City of Prince George. Actions identified are intended to educate staff and provide them with tools to identify, eliminate and prevent barriers.



Figure 4. People walking in the CN Centre Building



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Acronyms:

AWP	City of Prince George Accessibility Work Plan
ABCA	Accessible British Columbia Act
B.C.	British Columbia
UBCM	Union of BC Municipalities
PWT	Pacific Western Transit

Background

The Government of British Columbia is working towards being an inclusive Province. In June of 2021, the [Accessible British Columbia Act](#) (ABCA) was enacted. This act focused on accessibility planning requirements and only applied to provincial government organizations. The Accessible British Columbia Regulation (under the ABCA) came into force September of 2022, and identified municipalities as accessible organizations that are required to adhere to the regulation. These requirements include the following and must be in place by September 1, 2023:

1. An Accessibility Committee;
2. An Accessibility Plan; and
3. Tool to receive Feedback.

The ABCA is a law and provides the framework to identify, remove, and prevent barriers to the full and equal participation of people with disabilities in B.C. The following is a message from the former Premier included in the 2022-2025 BC Accessibility Plan:

“Our government is taking action to create a more accessible and inclusive British Columbia. More physical, virtual, and attitudinal barriers need to be removed. Our province is better when everyone, regardless of ability, is able to participate fully”.

-John Horgan, Premier of British Columbia

The 3 regulations and City of Prince George action to meet the regulations are outlined below.

Accessibility Committee

The ABCA set outs that an accessibility committee must be established to assist the City of Prince George to identify barriers and to advise on how to prevent barriers to individuals in or interacting with the organization. The City of Prince George currently meets the requirements to have an accessibility committee. In the 1980’s, Council established the Advisory Committee the Special Needs Advisory Committee, today known as the Advisory Committee on Accessibility and Inclusion. The Committee consists of up to nine (9) members appointed by Council, whose experience and qualifications align with the following targets:

- At least half of the members are persons with disabilities, those who support individuals with disabilities, or individuals with an interest and/or experience in relation to diversity and inclusion; and
- Reflects the diversity of persons in Prince George.



CITY OF PRINCE GEORGE

Based on the terms of reference, the Advisory Committee on Accessibility and Inclusion is to advise Mayor and Council of the City of Prince George and City Staff on the identification, removal, and prevention of physical, social, and attitudinal barriers to individuals in or interacting with the City of Prince George or which impedes the full participation of all citizens in every aspect of community life. Actions taken to date, to align the long-standing committee with ABCA regulation requirements are:

- **March 13, 2023:** Council approved the Accessibility Committee's recommendation to update the [terms of reference](#). The update includes changing the current Accessibility Committee's name to the Committee on Accessibility and Inclusion and amending the Committee's purpose and mandate to reflect requirements within the [Accessible British Columbia Act](#).
- **May 4, 2023:** Committee on Accessibility and Inclusion was provided an update on the City-wide internal scan, of all current City accessibility initiatives, intended to form the foundation of the Plan.
- **July 6, 2023:** Committee on Accessibility and Inclusion was provided the opportunity to review and approve definitions of Principles (to guide and align the AWP) specific to the community of Prince George.

Accessibility Plan

The Accessibility Plan, according to the ABCA must identify, remove, and prevents barriers to individuals in or interacting with the organization and will be reviewed annually and updated at least once every 3 years. In addition, when updating the plan, public feedback will be considered. Actions identified in the Plan will be included in ongoing implementation efforts as part of the City's annual work plan process, reviewed in consideration of potential budget implications, and will proceed based on necessary approvals.

Public Feedback Tool/Process

The ABCA sets out that a process must be established for receiving comments from the public on the organization's accessibility plan and barriers to individuals in or interacting with the organization.

The City of Prince George has implemented a robust and integrated process for receiving public feedback on accessibility. Feedback obtained will inform the AWP, that will be updated at least once every 3 years. To submit public feedback on the AWP and to report an accessibility issue that is a barrier to full and equal participation in society, a service request can be submitted via the following options below;

- In person at the Service Centre- City Hall - 1st Floor, 1100 Patricia Boulevard
- By Email: 311@princegeorge.ca
- By Phone: 311 or 250-561-7600

As of September 1, 2023, the creation of service requests regarding accessibility concerns can be submitted in person, by email or by phone. This process ensures that all members of the community have a variety of low barrier options to provide feedback on how to improve accessibility in Prince George. The service requests and corresponding data are funneled and stored through Cityworks. Cityworks is an asset management system that helps manage service requests, work orders and inspections on assets. Cityworks robust system enables the collection of geospatial data for strategic planning purposes and ensures efficient storing of data. The opportunity to address re-occurring themes or respond to priority locations is a possibility as more data is collected and internal efficiencies are created. Data from 311 is shared publicly through [open data](#) on the City of Prince George website. Because this information is shared publicly, this increases opportunity to access

where and what features are accessible in the City and may contribute to community led accessibility actions/initiatives.

Historically, accessibility concerns such as a cracked sidewalks or broken streetlights would be assigned their own category once entered in Cityworks. Leveraging the system that is already in place, a category specifically for receiving feedback on the AWP has been created. In addition, to track accessibility related concerns a check box has been created to receive feedback on barriers to individuals in or interacting with the organization. This will help streamline and simplify the collection of targeted accessibility related information to help inform internal processes, and asset management in addition to helping the Accessibility and Inclusion Committee identify and advise on accessible action areas in future plans. Anyone in or interacting with the City can create a service request regarding an accessibility concern within the City of Prince George that is then assigned to a division for follow up. This ensures that feedback is not only received but responded to in a timely manner (dependent on the nature of the service request).

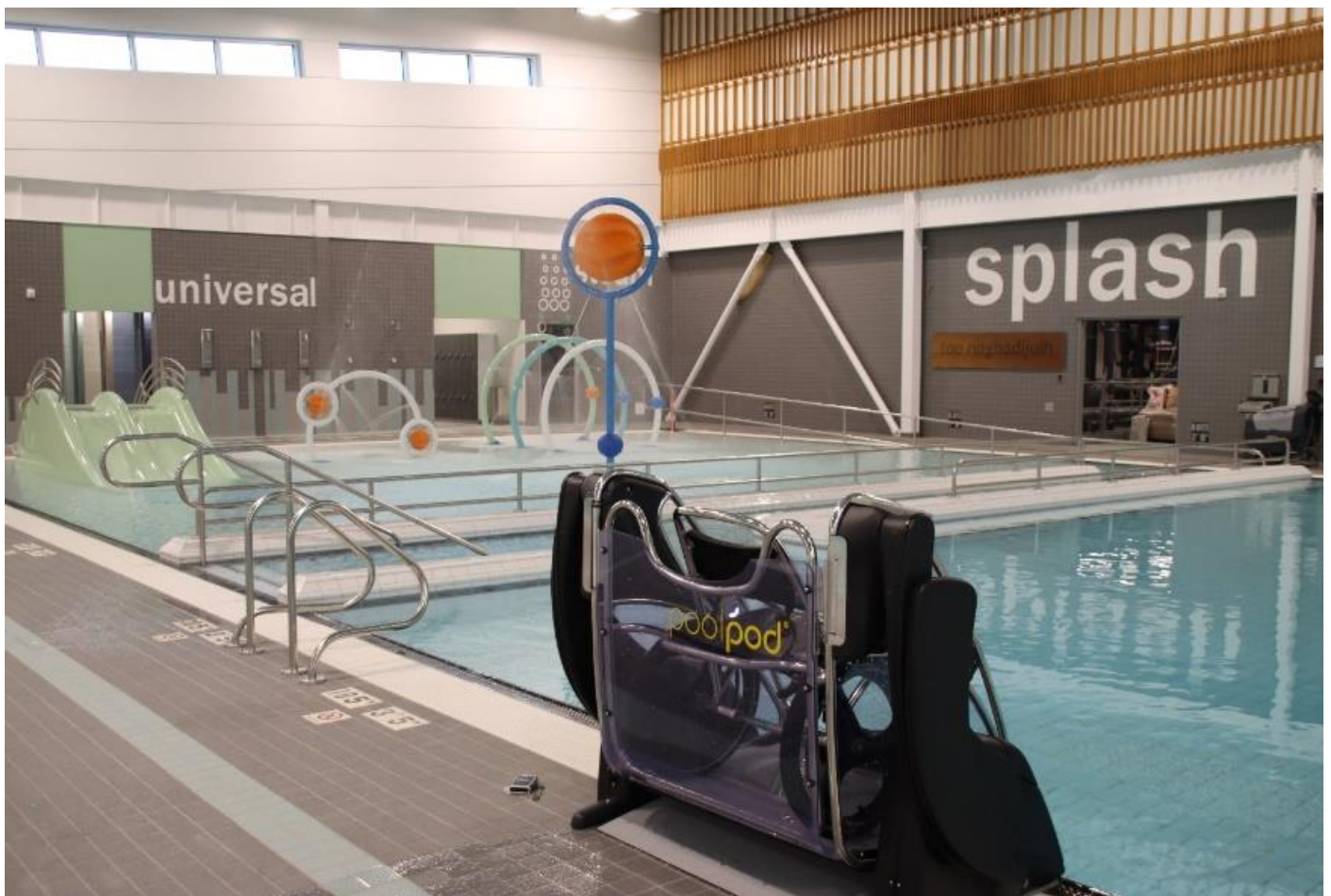


Figure 5. Canfor Leisure Pool Wheelchair

Alignment of Existing City Plans

The City of Prince George has several recent and relevant reports and plans that tie into the ABCA's overall commitment to the framework to identify, remove, and prevent barriers to accessibility. The diagram below outlines Key Plans and the corresponding actions carried out with a lens on accessibility. Central to these plans is the guiding framework of the 2010 MyPG Sustainability plan. The myPG Sustainability Plan guided the Official Community Plan's creation alongside the City's vision and objectives for economic, environmental, social, and land-use development. The Plan was reviewed from 2010 to 2012 and included three (3) rounds of public consultation in addition to the legislated process. The engagement created a shared vision of the long-term future of Prince George all of which directly or indirectly affects accessibility for everyone in or interacting with the City. See the below concept map of plans and reports resulting in action to increased accessibility.

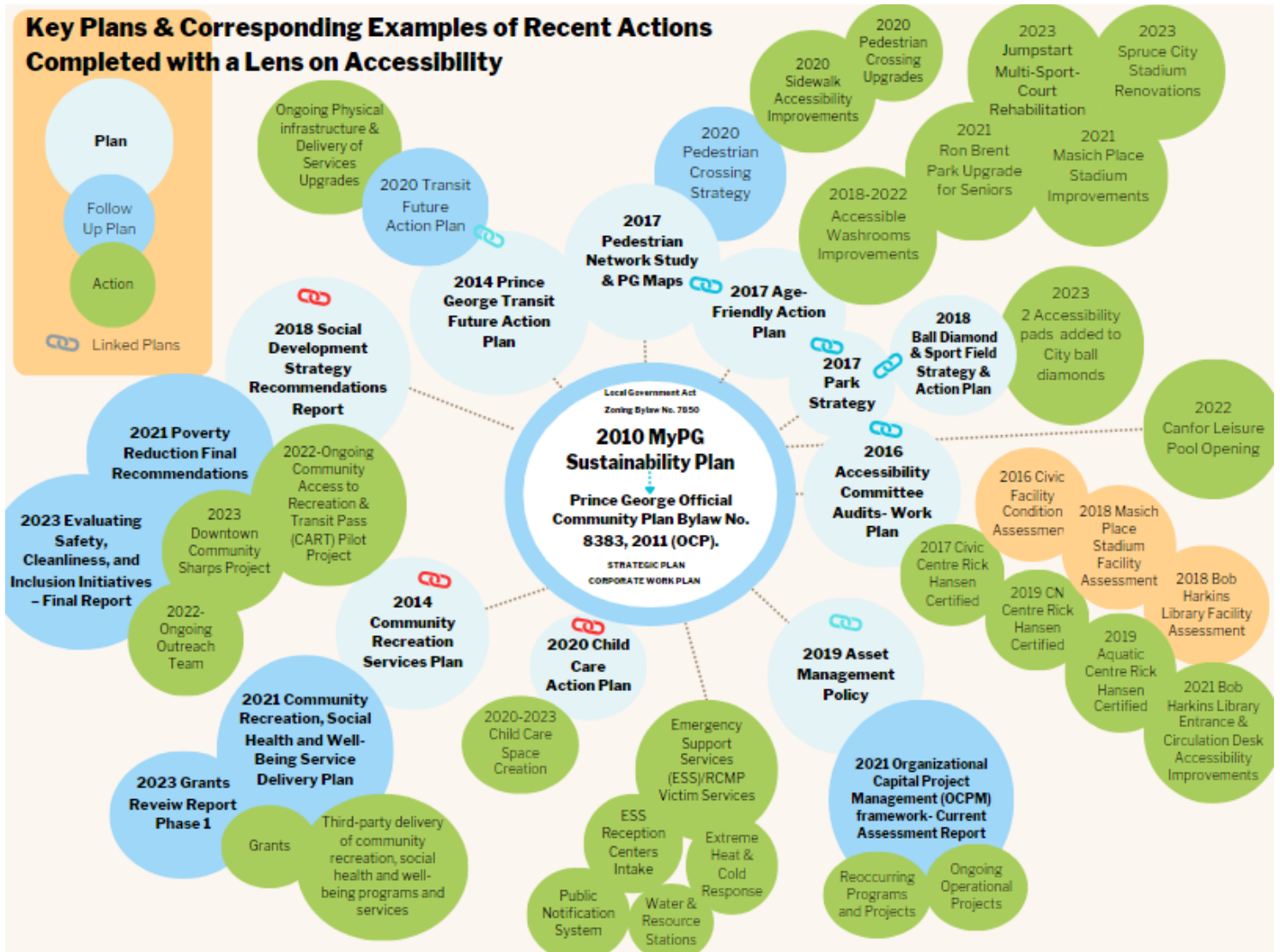


Figure 6. Shows a concept map of the linkages between City of Prince George led plans and recent actions with a lens on accessibility



Environmental Scan & Plan Framework

Environmental Scan

From January to April of 2023, the City of Prince George completed an environmental scan to assess existing spaces, facilities, systems, services, communication, events etc. that support measures of accessibility as supported through the framework provided by the [Accessible B.C. Act](#). The scan includes already implemented, ongoing and upcoming initiatives as it relates to accessibility. The scan forms a comprehensive, baseline assessment of where the City is with accessibility. It is an interdepartmental assessment, and as such all divisions within the City are represented and included. Initial findings from the assessment are used to consider accessibility best practices and implement a path forward for priority improvements.

The overall framework for the AWP is developed from the environmental scan baseline assessment of City accessibility and aligned with the 8 broad Focus Areas from the Accessible BC Act. It is important to note this Plan serves as the starting point for an increase in organized and collaborative efforts to increase accessibility for everyone in or interacting with the City.

The following 8 standards/focus areas are meant to help in the identification, removal, or prevention of barriers to support increased accessibility.

Accessibility Focus Areas

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Employment 2. Delivery of Services 3. Built Environment 4. Information & Communications | <ol style="list-style-type: none"> 5. Transportation 6. Health 7. Education 8. Procurement |
|---|--|

Accessible British Columbia Act Principles

As of September 1, 2023, the ABCA requires municipalities to consider the following principles when developing and updating accessibility plans. The below definitions are from the Disability Alliance BC and have been reviewed by the City of Prince George Accessibility and Inclusion Committee.

1. Inclusion: All Prince George Residents including persons with disabilities, should be able to participate fully and equally in their communities.
2. Adaptability: Accessibility plans should reflect that disability and accessibility are evolving concepts that change as services, technology, and attitudes change.
3. Diversity: Every person is unique. People with disabilities are individuals with varied backgrounds. Individual characteristics including race, gender, sexual orientation, religion, and lived experience greatly inform the experiences of individuals. Accessibility plans should acknowledge the principle of intersectionality and the diversity within the disability community.
4. Collaboration: Promoting accessible communities is a shared responsibility and everyone has a role to play. Accessibility plans should create opportunities for Organizations and communities to work together to promote access and inclusion.



- 5. **Self-determination:** Accessibility plans should seek to empower people with disabilities to make their own choices and pursue the lives they wish to live.
- 6. **Universal Design:** The Centre for Excellence in Universal Design defines Universal Design as “the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability or disability.” An accessibility plan should be designed to meet the needs of all people who wish to interact with the Organization.

Actions and Implementation

The actions identified in the AWP will enhance and/or increase accessibility in Prince George, aligned with the 8 Focus areas and 7 Principles. As per the provincial regulations, in moving forward, the AWP will be reviewed regularly by the Accessibility and Inclusion Committee and will be updated every 3 years to reflect public feedback. The actions identified will be reviewed annually to monitor progress and examine opportunities for enhancing/increasing accessibility measures.

Timeline Definitions

Ongoing	A project that has been started
Upcoming	A project that is yet to be initiated
*	The year the project will begin

Action Tables

The following action table highlights actions ongoing, or upcoming regarding decreasing barriers to accessibility in or interacting with the City of Prince George. It is important to note, that this is not a comprehensive or exhaustive list of all the actions to support accessibility, but rather should be viewed as a starting place to further priority areas of opportunity for improvement.

Delivery of Services

Main Principle Supported	Action	Timeline	Lead
Inclusion	2024 Grants Review	Ongoing	Civic Initiatives & Partnerships
Collaboration	2023-2024 Downtown Community Sharps Box Pilot Project	Ongoing	Civic Initiatives & Partnerships

Built Environment

Main Principle Supported	Action	Timeline	Lead
Inclusion	Ongoing Civic Facilities Maintenance Requests & Project Delivery Replacements to Consider Accessibility	Yearly Ongoing	Project Delivery & Maintenance

Inclusion	Official Community Plan Review	Ongoing	Planning & Development
Universal Design	Future Adaptive Housing Strategy	Upcoming	Economic Development
Universal Design	Upcoming Civic Facility Condition Assessments	Upcoming	Project Delivery & Maintenance Asset Management
Universal Design	Rick Hansen Foundation Accessibility Certification (RHFAC) ratings and funding for improvements for three (3) City Facilities	Upcoming *2024	Project Delivery & Maintenance

Information & Communications

Main Principle Supported	Action	Timeline	Lead
Universal Design	Utilization of “Lived Experience” Consultants on Various City led Projects	Ongoing	All Divisions
Collaboration	Ongoing Improvements to Asset Inventory	Ongoing	Asset Management
Universal Design	City Staff Accessibility Awareness Training to perform RHFAC Ratings on City Facilities	Ongoing	Project Delivery & Maintenance
Inclusion	CityofPG App Update Accessibility Considerations	Upcoming	Communications
Inclusion	Mycity Campaign	Upcoming *2024	Service Centre

Transportation

Main Principle Supported	Action	Timeline	Lead
Adaptability	Scenario Based Training For Drivers to Create Safer Environments (supported through Pacific Western Transit- PWT)	Ongoing, typically in response to assessed need	Transportation & Technical Services
Universal Design	General Infrastructure Improvements to all City bus stops	Ongoing	Transportation & Technical Services
Universal Design	2020 to Ongoing Pedestrian Crossing Upgrades	Ongoing	Transportation & Technical Services

			Capital Program Management Office
Universal Design	2021 to 2024 Street Light Project Upgrades	Ongoing	Transportation & Technical Services
Adaptability	Upcoming Installation of Transit Smart Card (UMO)	Upcoming *2024	Transportation & Technical Services
Inclusion	Implementation of Electronic Fare System to expand fare payment options and Vendor Availability	Upcoming *2024	Transportation & Technical Services
Universal Design	Bus Exchange Planning to Increase Accessibility	Upcoming based in approval in 2024 capital plan	Transportation & Technical Services
Self Determination	2024 Transit Education Program (PWT)	Upcoming *2024	Transportation & Technical Services
Universal Design	Upcoming Sidewalk Condition Assessments	Upcoming *2024	Asset Management



Figure 7. Shows street vendors at a downtown event in Prince George

Implemented Accessibility Actions-Categorized By Focus Areas

The below sections refer to actions that have already been implemented. It is important to note that even though these actions have been categorized as implemented, the City's commitment to continual improvement will allow for the ability to reassess and respond to emerging needs and priorities.

Employment

Main Principle Supported	Action	Lead
Self Determination	Collective Agreement (CUPE 1048) Provisions to Support Accessibility	Human Resources & Corporate Safety
Inclusion	Contracted Service Workers (Municipal Elections) Accessibility Considerations	Legislative Services
Self Determination	Employee Development Programs	Human Resources & Corporate Safety
Inclusion	Staff recruitment to Reduce Barriers at the Hiring Process	Human Resources & Corporate Safety
Self Determination	On Staff Occupational Therapist to Assist Internal Staff	Human Resources & Corporate Safety

Delivery of Services

Main Principle Supported	Action	Lead
Diversity	Housing Development Incentives	Development Services
Inclusion	Aquatic Service Delivery Enhancements to Reduce Barriers at the Canfor Leisure and P.G. Aquatic Centre Pools	Aquatics
Collaboration	City Outreach Team	Bylaw Services
Collaboration	City Bylaws and Supports for the Downtown	Bylaw Services
Inclusion	Process to Reporting Graffiti	Bylaw Services
Collaboration	Service Requests Creation to Report any Barriers to Full and Equal Participation in Society	Service Centre
Inclusion	Third-Party Delivery Of Community Recreation, Social Health and Well-Being Programs and Services	Parks Operations Civic Events Group Civic Initiatives & Partnerships
Inclusion	Leisure Access Program (LAP)	Aquatics Civic Initiatives & Partnerships



Inclusion	Community Access to Recreation and Transit Pass (CART) Pilot Project	Civic Initiatives & Partnerships
Inclusion	Low-Cost Rental Agreements Between the City Of Prince George and 3 rd Party Service Delivery Organizations	Parks Operations
Inclusion	Low Barrier Shared Use Agreements with School District #57	Parks Operations
Inclusion	Residential Garbage-Set Out and Set Back Service to Support Individuals with Mobility Challenges	Parks Operations
Adaptability	Emergency Support Services (ESS)/RCMP Victim Services	Fire & Rescue Services Emergency Programs
Adaptability	ESS Reception Centers Low Barrier Intake Processes	Fire & Rescue Services Emergency Programs
Adaptability	Extreme Heat and Cold Response Support	Fire & Rescue Services Emergency Programs
Adaptability	Water/Resource Stations Support	Fire & Rescue Services Emergency Programs
Inclusion	Community Associations Delivery of Community Programming	Parks Operations
Self-determination	Childcare Space Creation	Civic Initiatives & Partnerships Project Delivery & Maintenance
Inclusion	Various Service Agreements Between City and Organizations Delivering Programs/Services	Civic Initiatives & Partnerships
Inclusion	Development Services Front Counter Services Support	Planning & Development
Universal Design	Building Inspections	Planning & Development

Built Environment

Main Principle Supported	Action	Lead
Universal Design	Opening Of The Canfor Leisure Pool and Accessibility Considerations	Project Delivery & Maintenance (Build) Aquatics (operations)
Universal Design	Service Centre Accessibility Improvements	Service Centre (operations)

		Project Delivery & Maintenance (Build)
Inclusion	Council Meetings Increased Accessibility for Attendees	Legislative Services
Self-determination	Municipal Elections And Actions to Decrease Barriers for Voters	Legislative Services
Self-determination	Accessible Voting Machine- Auto Mark to Support Increased Accessibility for Voters	Legislative Services
Inclusion	2021 Bob Harkins Library Entrance and Circulation Desk Accessibility Improvements	Project Delivery & Maintenance
Inclusion	2005 Auto Cart Garbage Bins Maneuverability Improvements	Parks Operations
Universal Design	Parks Audit Outcomes Work Done to Increase Accessibility	Parks & Solid Waste
Inclusion	2021 Masich Place Stadium Improvements	Parks Operations
Universal Design	Accessible Washroom Installation Projects	Parks Operations
Inclusion	2021 Ron Brent Park Upgrade for Seniors	Project Delivery & Maintenance (Build)
		Parks Operations (Operate)
Inclusion	2023 Spruce City Stadium Renovations	Parks Operations
Inclusion	2022 McMillan Creek Fishing Park Upgrades	Parks Operations
Universal Design	2019 Signage Improvements Priority Removal/Replacement Assessment	Parks Operations
Inclusion	2023 Accessible Pads added to Ball Parks	Parks Operations
Universal Design	ESS Signage Accessibility Considerations	Fire & Rescue Services
		Emergency Programs
Inclusion	P.G. Aquatic Centre Accessibility Improvements	Project Delivery & Maintenance (Build)
		Aquatics (Operate)
Inclusion	Ongoing Capital Program and Accessibility Improvements to Recurring Programs and Projects	Capital Program Management Office -All Capital teams
		Asset Management (data support)



Inclusion	Offsite Works to Increase Connectivity Between Development Areas	Parks & Solid Waste
Adaptability	ESS Program Assets to Support Providing a Rapid Response to Crisis Situations	Fire & Rescue Services Emergency Programs

Information & Communications

Main Principle Supported	Action	Lead
Self-determination	Guided Virtual Tour of Canfor Leisure Pool	Aquatics
Inclusion	Ongoing Aquatics Pool Alerts	Aquatics
Collaboration	Write and Style Guide for City Staff	Communications
Collaboration	Public Participation Toolkit and Worksheet for City Staff	Communications
Collaboration	Documents Templates and Designs Toolkit for City Staff	Communications
Collaboration	Brand Standards Manual Guide for City Staff	Communications
Inclusion	City Media Releases Through City Website and Option to Subscribe to Email	Communications
Inclusion	City News Shared Through City Website	Communications
Self Determination	Information On The City Website About City Parks	Parks Operations
Self Determination	Information On The City Website About City Trail Systems	Parks Operations
Collaboration	Parkland Development Template for User Groups to Develop a Park	Parks Operations
Self Determination	Parks & Recreation E-Newsletter	Parks Operations
Diversity	Move Up Prince George Relocation Guide to Decrease Barriers on Moving to Prince George	Economic Development
Diversity	Move Up Prince George Campaign to Decrease Barriers on Attracting/Retaining New Workers	Economic Development
Collaboration	Online Business Directory Free Resource	Economic Development
Inclusion	The Citizens Budget Public Engagement Tool	Financial Services
Inclusion	CityofPG App To Support in the Creation Of Service Requests	IT Services
Inclusion	Mycity- Online Platform for Residents to Access Various City Accounts and Permit Information	IT Services
Inclusion	Property Information Online Access	IT Services
Inclusion	Perfect Mind-Community Programming Online Registration	IT Services
Inclusion	Ungerbook-Online Access to Book and Pay for Events at City Facilities	IT Services

Inclusion	Closed Captioning Service for Open Council Web streaming	IT Services
Inclusion	Bylaw Complaint Form Accessibility Considerations	Bylaw Services
Inclusion	Bylaw Ticket Dispute Form Online Access	Bylaw Services
Inclusion	Residential Bills and Correspondence Physical Mail Option for Notification	Service Centre
Inclusion	Alternative Approval Process- Printed Off Forms and Physical Drop Box Available At City Hall 1 st Floor	Service Centre
Inclusion	Property Taxes and Utilities Bills Method of Payment Accessibility Considerations	Service Centre
Inclusion	Business License, Dog License And Building Permit Method Of Payment Accessibility Considerations	Service Centre
Inclusion	Public Notices Posted To Both City Website and City Hall Bulletin Board	Legislative Services
Inclusion	Public Hearings Guidelines on Decorum Document	Legislative Services
Inclusion	Forms Created by Legislative Services-Posted Online and Option to Request Physical Copies Made Available at Legislative Services 5 th Floor	Legislative Services
Inclusion	Planning and Land Use Online Comment Form Accessibility Considerations	Legislative Services
Inclusion	Supports For Alternative Approval Process (APP)	Legislative Services
Inclusion	City Committees And Enhanced Meeting Accessibility Considerations	Legislative Services
Collaboration	Quarterly Consulting Report to Council and Increased Access to Information	Financial Services
Collaboration	Financial Plan Schedule and Increased Access to Information	Financial Services
Inclusion	Supports for Filing a Notice Of Claim	Risk & Procurement
Adaptability	Emergency Public Notification System	Fire & Rescue Services
Adaptability	Evacuation Alerts and Orders Notification Program	Emergency Programs Fire & Rescue Services
Inclusion	Supports for Completing a Building, Plumbing and Sign Permit Applications	Emergency Programs Development Services
Inclusion	Supports for Scheduling a Building or Plumbing Inspections	Development Services



Inclusion	Supports For Business License Applications and Renewals	Development Services
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Transportation

Main Principle Supported	Action	Lead
Universal Design	2020 Sidewalk Accessibility Improvements	Capital Program Management Office
Universal Design	2021 Street Light Project	Transportation & Technical Services Capital Program Management Office
Self Determination	Transit Attendant Polices And Guidelines (BC Transit)	Transportation & Technical Services
Self Determination	Transit Mobility Aid Guide (BC Transit)	Transportation & Technical Services
Self Determination	Transit Accessibility Stop Locations	Transportation & Technical Services
Inclusion	Attendant Polices and Guidelines (BC Transit)	Transportation & Technical Services
Inclusion	Assistance Animals Policies and Guidelines (BC Transit)	Transportation & Technical Services
Inclusion	Mobility Aid Guide (BC Transit)	Transportation & Technical Services
Inclusion	HandyDART Transit Service	Transportation & Technical Services
Self Determination	Conventional Transit (Buses) Accessibility General Improvements	Transportation & Technical Services
Diversity	Transit Fare Options	Transportation & Technical Services
Self Determination	Riders Guide (BC Transit)	Transportation & Technical Services
Inclusion	Affordable Bus Passes Distributed to United Way Of Northern BC (UWNBC)	Transportation & Technical Services
Inclusion	Parking Exemptions in The Downtown C1 Zone	Bylaw Services
Inclusion	Parking Control Enforcement In The Downtown to Ensure Clear Access To Transportation Systems	Bylaw Services
Inclusion	Downtown Parking Payment Options	IT Services



Health

Main Principle Supported	Action	Lead
Inclusion	Alcohol and Substance Use Procedure for City Staff	Human Resources & Corporate Safety
Adaptability	Health & Safety Training & Development for City Staff	Human Resources & Corporate Safety
Adaptability	Training & Wellness Education for City Staff	Human Resources & Corporate Safety
Inclusion	BCMSA Psychological Health and Safety Certificate Program for City Staff	Human Resources & Corporate Safety
Inclusion	Insights discovery training (self-awareness training) for City staff	Human Resources & Corporate Safety
Adaptability	Health and Safety Program Development to Encourage Safety Culture for City Staff	Human Resources & Corporate Safety
Inclusion	WCB Claims Handling Return to Work Program for City Staff	Human Resources & Corporate Safety

Education

Main Principle Supported	Action	Lead
Universal Design	Various PDF Guides Made Available on Development and Accessibility Considerations	Development Services
Universal Design	Accessible Housing Resource PDF's	Development Services
Universal Design	Rick Hansen Foundation Accessibility Certification Training Tuition Grant for City Staff	Project Delivery & Maintenance
Inclusion	RCMP Training on Accessibility Related Topics	Police Support Services Administrative Support/Operational Support
Collaboration	Leadership Library Access for City Staff	Human Resources & Corporate Safety
Inclusion	Online Accessibility Awareness Training for City Staff	Human Resources & Corporate Safety
Diversity	Indigenous Awareness Module 1 and 2 Training	Human Resources & Corporate Safety
Adaptability	Naloxone Training for Bylaw Staff	Bylaw Services
Adaptability	Fire Prevention Education And Programs for Children	Fire & Rescue Services
Adaptability	Fire Prevention Education Programs for Adults and Seniors	Fire & Rescue Services



Adaptability	NESST Training For Emergency Support Services (ESS) Volunteers	Fire & Rescue Services Emergency Programs
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Procurement

Main Principle Supported	Action	Lead
Inclusion	Standardized Internal Requisition Form to Ensure Consistency and Fairness	Risk & Procurement
Inclusion	City Of Prince George Bids&tenders™ Website	Risk & Procurement
Inclusion	RFP Accessible Processes	Risk & Procurement
Inclusion	Online Procurement Reports to Enhance Transparency	Risk & Procurement
Inclusion	Bids And Tenders Online Proposal, Information or Quote Portal	Finance & IT Services

Conclusion

In June 2021, the Accessible British Columbia Act (ABCA) was enacted. The Accessible British Columbia Regulation (under the ABCA) came into force September 2022, and identified municipalities as accessible organizations that are required to adhere to the regulation. These requirements include the following and must be in place by September 1st, 2023:

1. An Accessibility Committee
2. An Accessibility Plan
3. Tool to Receive Public Feedback

The City of Prince George AWP is a starting point, to guide progress over the next 3 years to ensure accessibility is a priority for all staff. The Plan is broadly set out within the parameters of the provincial legislation and will work to build awareness and provide opportunity for actions that identify, remove, and prevent barriers in or interacting with the City of Prince George. The City of Prince George is committed to on-going improvements for accessibility and as such, the Plan contains twenty-one (21) realistic actions, aligned with strategic work plan priorities to guide the City over the next 3 years. With the help from the Committee, monitoring of the public feedback will be completed and the Plan will be updated every 3 years to demonstrate organizational commitment to improving accessibility in the long-term.



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Plans, Reports, Strategies, Audits and Assessments

Category	Action	Timeline	Lead
Report	<p>2022 Internal Communications Review Report Designed to improve internal communications – the ways in which people in the organization share information and communicate with each other, corporately through channels like the City-Wide Web (CWW), as well as within and between departments.</p>	2022	Communications
Bylaw	<p>Zoning Bylaw No. 7850 Zoning bylaws regulate how land, buildings and other structures may be used. The Zoning Bylaw is made available online on the City's website, as divided into sections. The consolidated zoning bylaw is available for download as pdf.</p> <p>General question regarding the zoning bylaw can be answered via the following options below;</p> <ul style="list-style-type: none"> • In person- 2nd Floor, 1100 Patricia Blvd. • By phone-311. • Email-deverv@princegeorge.ca • More in depth questions related to proposed development applications can be answered by making an appointment with a planner. <p>Specific sections in the Bylaw that relate to accessibility include the below:</p> <ul style="list-style-type: none"> • Section 7.1.30 outlines requirements for parking spaces for the disabled. • Section 8.3 outlines Personal Safety, Security and Accessibility considering site design and layout. • Section 8.7.28 includes Site Accessibility requirements regarding new entrances to secondary dwellings. 	Current	Development Services
Plan	<p>2010 MyPG Sustainability Plan The myPG Sustainability Plan guided the Official Community Plan's creation alongside the City's vision and objectives for economic, environmental, social, and land-use development. The Plan was reviewed from 2010 to 2012 and included three rounds of public consultation in addition to the legislated process. Part 1 and 2 in addition to the myPG Framework Goals and Priorities is available for download on the City of Prince George website.</p>	2010	Development Services
Plan	<p>2012 Official Community Plan The Official Community Plan (OCP) is a statement of objectives and policies to guide decisions on planning and land-use management in the City and applies to all areas within the City. This includes residential, commercial, community facility, industrial, agricultural, recreational, and utility land uses, and comprises contextual information, objectives, and policies.</p> <p>The OCP indicates policy support for visitable housing that is accessible in a variety of housing forms. The OCP also guides</p>	2012	Development Services



	<p>accessibility for affordable housing, rental housing, and special needs housing within the community.</p> <p>The OCP is available for download on the City of Prince George website.</p>		
Report	<p>2017 Official Community Plan 5-Year Monitoring Report The purpose of this Official Community Plan 5-Year Monitoring Report, 2017 is to provide a snapshot of progress towards implementing and achieving objectives and policies set in the City of Prince George Official Community Plan Bylaw No. 8383, 2011 (OCP). The information is presented to Council and the public to determine if the OCP and/or priorities need to be realigned with community direction.</p> <p>The monitoring report includes for example information on the number of multi-family residential units that have been constructed to be ‘visitable’ or ‘adaptable’ units. This is important to ensure that the City is supporting incorporating visitable or adaptable features into new and existing housing assists in preparing the housing stock for the aging demographic, and those with mobility challenges. Adaptable features include no-step ground floor entrances, wider passage doors, and a ground floor bathroom.</p>	2017	Development Services
Assessment	<p>Analysis of City’s Road Inventory The City conducts paved road condition assessments every 3 years for larger roads and every 6 years for local roads using an automated process by way of a vehicle equipped with cameras and lasers. The condition results are transferred to our Cityworks system, the GIS, and our asset management forecasting software called Powerplan to help inform when roads need to be rehabbed.</p>	2011	Asset Management
Policy	<p>Asset Management Policy The Asset Management Policy is a resource to support sustainable service delivery by providing direction on how the City for example:</p> <ul style="list-style-type: none"> Effectively aligns corporate plans, strategies, and operations; Makes informed and transparent decisions about asset management, including the long-term planning, financing, operation, maintenance, upgrade, renewal, replacement, and disposal of capital infrastructure assets; Continuously improves its asset management processes and practices; Engages stakeholders in asset management. 	Current	Asset Management
Policy	<p>Sustainable Finance Policy To provide the framework for financial management to enable the City to provide services today and in the future.</p>	Current	Finance & IT Services
Policy	<p>Asset Management Policy The Asset Management Policy is a resource to support sustainable service delivery by providing direction on how the City for example:</p> <ul style="list-style-type: none"> Effectively aligns corporate plans, strategies, and operations; 	Current	Asset Management



	<ul style="list-style-type: none"> Makes informed and transparent decisions about asset management, including the long-term planning, financing, operation, maintenance, upgrade, renewal, replacement, and disposal of capital infrastructure assets; Continuously improves its asset management processes and practices; Engages stakeholders in asset management. 		
Strategy	<p>2019 Civic Facilities Renewal Strategy As determined by the 2018 Civic Facilities Assessment, the Civic Facilities Renewal Strategy determines what funding is necessary to keep the City’s civic buildings in good working order and continue to provide the services the community has come to expect.</p>	2019	Asset Management
Assessment	<p>2016 Civic Facility Condition Assessment. AECOM Canada Ltd. (AECOM) prepared a report for the City of Prince George Civic Facilities Condition Assessment project for 2016. The project included a facility condition assessment (FCA) including architectural, structural, mechanical, electrical and fire/life safety systems for the seven City facilities listed below;</p> <ul style="list-style-type: none"> Civic Centre /Civic Plaza. CN Center. Connaught Youth Centre. Exhibition Sports Centre. PG Playhouse. Kin Centre II Arena & Lounge. Kin Centre III Arena. <p>Throughout May 2016, members of the Advisory Committee on Accessibility audited six (6) of the seven (7) facilities that were included in the City’s 2016 Civic Facility Condition Assessment. The Committee chose to audit these facilities so that City staff and Council have the information that they need to align required facility upgrades with accessibility improvements.</p>	2016	Asset Management
Policy	<p>Organizational Capital Project Management Policy The purpose of this policy is to establish corporate direction for effective governance and control over various classes of capital projects adopted by Council by applying the City’s Organizational Capital Project Management (OCPM) framework to ensure appropriate capital project management approaches are consistently used.</p> <p>The benefits of following this policy include better capital project scope, cost, schedule and quality certainty, improved stakeholder relations, enhanced reputation, and trust, and helping the City achieve its vision and goals.</p> <p>The objectives of this policy are to ensure that City management effectively governs and controls its capital projects to consistently achieve its objectives with due regard to:</p> <ul style="list-style-type: none"> Scope, schedule, budget, and quality expectations. 	Current	Capital Program Management Office



	<ul style="list-style-type: none"> • Proactive risk identification and management. • Stakeholder consultations and engagement. • Decision making through project phases and changes to project plans. • Continuously improving the City’s capital project management culture and practices maturity. 		
Assessment	<p>2017 Pedestrian Network Study & PG Maps In 2017, a condition assessment of pedestrian networks, sidewalk, etc. was completed. A scoring criterion was used to assess the condition, accessibility, and priority. This includes factors regarding accessibility like vegetation, clearances, obstructions, curb ramps etc.</p>	2017	<p>Transportation & Technical Services</p> <p>Parks & Solid Waste</p> <p>Capital Program Management Office</p>
Strategy	<p>2020 Pedestrian Crossing Strategy In 2022, a Pedestrian Crossing Strategy was completed. The report provides a prioritization strategy to implement pedestrian crossing upgrades as prescribed by the updated Pedestrian Crossing Control Guide 3rd Edition, published by the Transportation Association of Canada (TAC) in June 2018.</p>	2020	<p>Transportation & Technical Services</p> <p>Parks & Solid Waste</p> <p>Capital Program Management Office</p>
Plan	<p>2014 Prince George Transit Future Action Plan In 2014, the Prince George Transit Future Plan was completed. The Transit Future Plan envisions the Prince George transit network 25-years from now and describes the services, infrastructure and investments that are needed to achieve that vision.</p>	2014	Transportation & Technical Services
Plan	<p>2020 The City of Prince George's Transit Future Action Plan The plan provides an update to the Prince George Transit Future Plan, which was completed in 2014. The changes that have occurred since 2014 enabled the Prince George Conventional Transit System to increase ridership by 13.6 percent to over 2,276,000 annual rides and over 68,000 annual service hours.</p> <p>The Transit Future Action Plan outlines Transit Service improvements over the next 5 years. The follow represents examples of some of these improvements;</p> <ul style="list-style-type: none"> • Physical Infrastructure (Built Environment); • Transit Exchange/Bus stop improvements including working to develop bus stop standards to include the following physical assets; • Tactile features. • Signage (schedules at bus stops). • Maps. 	2020	Transportation & Technical Services



	<ul style="list-style-type: none"> • Flag Signs (all the same.) • Shelters. • Benches. • Improved lighting. • Delivery of Services; <ul style="list-style-type: none"> ○ Expansion of Transit Services including increasing route coverage and increasing frequency of routes. 		
Audit	<p>2017 Park Strategy The 2017 Park Strategy assessed existing Parks and Open Space Systems. This included a comprehensive audit of 109 parks resulting in a re-classification of parks and the development of 10 key focus areas to advance the investments of parks. Key focus areas include the following with consideration to Accessibility;</p> <ul style="list-style-type: none"> • Develop guidelines and standards for universal design within parks. • Conduct accessibility audits on parks and explore opportunities to advance accessibility improvements. • Improve the transportation links to and from parks through a review and enhancements to the active transportation network. <p>The strategy had a focus on not just the physical environment but on the relationships within the community. The park strategy directs investment and planning for the future.</p>	2017	Parks Operations
Audit	<p>2016 Accessibility Committee Audits Completed by the Spinal Cord Injury BC</p> <ul style="list-style-type: none"> • Audit of 28 City owned Facilities. 	2016	Project Delivery & Maintenance
Audit	<p>2016 Rick Hansen Audits Civic Centre, CN Centre, and P.G. Aquatic Centre.</p>	2016	Project Delivery & Maintenance
Assessment	<p>2018 Masich Place Stadium Facility Assessment Included findings and Recommendations.</p>	2018	Project Delivery & Maintenance
Assessment	<p>2018 Bob Harkins Library Facility Assessment Included findings and Recommendations.</p>	2018	Project Delivery & Maintenance
Plan	<p>2014 Community Recreation Services Plan The Community Recreation Services Plan (CRSP) provides a comprehensive strategy and guiding framework for the recreation facilities, programs and services that are delivered or supported by the City. The CSRSP provides background information and assessment of recreation services, identifies strategies to address key issues, and looks out to a ten-year horizon.</p>	2014	Civic Initiatives and Strategic Partnerships
Plan	<p>2017 Age-Friendly Action Plan The Age-Friendly Action Plan focuses on all ages and abilities. The approach recognizes that solutions associated with seniors and people with disabilities benefit the community as a whole.</p>	2017	Civic Initiatives and Strategic Partnerships
Report	<p>2018 Social Development Strategy Recommendations Report In late 2016, Council approved the Terms of Reference for the Select Committee on a Healthy City Framework. During the early months of 2017, representatives were recommended by agencies comprising the committee membership approved by Council. The Select Committee provided recommendations to advise Council</p>	2018	Civic Initiatives and Strategic Partnerships



	how the City might best contribute to the achievement of myPG Social Development goals.		
Plan	<p>2020 Childcare Action Plan</p> <p>This Childcare Action Plan for the City of Prince George was developed as part of the Community Childcare Planning Program Grant from the Union of British Columbia Municipalities. This funding was used to develop a Childcare Action Plan for the City of Prince George. As a result of a variety of community engagement and data collection activities, several central findings about childcare in our community became evident:</p> <ul style="list-style-type: none"> • Families in Prince George are struggling to access childcare. • Childcare providers are experiencing a staffing crisis, with a critical shortage in Early Childhood Educator trained workers available in Prince George. <p>The report concludes with recommendations and actions regarding space creation targets.</p>	2020	Civic Initiatives and Strategic Partnerships
Report	<p>2021 Poverty Reduction Final Recommendations</p> <p>The 2021 Poverty Reduction final report contains 19 recommendations related to poverty reduction at the local level and from the perspective of municipal action and advocacy. The engagement strategy included four key components including listening to those with lived experience and ensuring those with access issues were uniquely considered for support in completing the survey and providing feedback. Forming of the recommendations included the participation of the below;</p> <ul style="list-style-type: none"> • Select Committee on Poverty reduction comprised of a variety of representatives from the community • 52 community partners who participated in the community engagement process, assisting with survey dissemination, promotion, and facilitation. • 814 participants who completed the survey. Special emphasis and direct effort were placed on engaging those within the seven (7) “lenses” identified by the Select Committee: <ul style="list-style-type: none"> ○ Children/youth (0-17 years). ○ Single parent families. ○ Seniors. ○ Those living in specific neighborhoods disproportionately impacted by factors that contribute to poverty. ○ Those living with mental health and substance use. ○ The working poor and those in absolute poverty. ○ Reconciliation. <p>Examples of ensuring communication was broadly accessible included the following methods;</p> <ul style="list-style-type: none"> • Mailed postcards with a QR code to scan, leading participants in identified neighborhoods directly to the online survey. • Direct phone calls with seniors to ensure participation and access with volunteers completing the surveys on their behalf. 	2021	Civic Initiatives and Strategic Partnerships



	<ul style="list-style-type: none"> • Direct emails and a communications toolkit for agencies and community partners to garner support and facilitation. • Paid social media ads to reach specific neighborhoods • Utilization of the City’s digital signs, displays, poster boards, etc. • Online Survey Platform. • Paper survey (in some cases participants were supported in the completion of the paper surveys, by volunteers or care workers in shelters or by phone). • Phone call interviews. • As in-person meetings were cancelled, the budget for childcare, travel and food was allocated towards promotion and awareness, and some incentives for those most in need. 		
Plan	<p>2021 Community Recreation, Social Health, and Well-Being Service Delivery Plan</p> <p>The City of Prince George works with third-party organizations to deliver community recreation, social health and well-being programs and services as direct delivery of these programs by the City is limited. Many of these third-party organizations are non-profit organizations or mainly run by volunteers. Various methods of community engagement were undergone including key informant interviews, focus groups, and a community survey that was completed by 525 participants. The Community Recreation, Social Health and Well-Being Service Plan provides recommendations for action to guide the enhancement and expansion of the current community recreation service delivery model so that it is more responsive, innovative, and equitably supported.</p>	2021	Civic Initiatives and Strategic Partnerships
Report	<p>2023 Evaluating Safety, Cleanliness, and Inclusion Initiatives – Final Report</p> <p>The report focuses on the development of Prince George’s Safety, Cleanliness, and Inclusivity (PGSCI) Evaluation Framework and presents the results of a pilot evaluation used throughout the sprints to test the framework and gather data on current interventions. The City and its partners hosted four co-design sessions between March and June 2022. Each session had 30-50 participants, including business owners, peers with lived experience, NGOs, government, and community members. The PGSCI evaluation framework was developed as a capacity-building tool to support community service organizations in planning and conducting their own evaluations. The evaluation framework focused on three main evaluation questions:</p> <ul style="list-style-type: none"> • Do the current interventions contribute to the systems change we want to see? • Are we allocating resources effectively to contribute to this change? • Where do we need to go to realize our shared vision for safety, cleanliness, and inclusion? 	2023	Civic Initiatives and Strategic Partnerships
Strategy	<p>2020-2025 Economic Development Strategy</p> <p>Informed by community engagement process, five guiding principles have shaped the vision and strategy and serves as a</p>	2022-2025	Economic Development



	<p>framework to help guide future decisions on priorities, investments, and partnerships.</p> <ul style="list-style-type: none"> Includes a development goal with a focus on attracting and retaining the most talented, highly skilled residents tend to have a strong local identity characterized by a diversity of cultural assets. 		
Report	<p>2021 Housing Needs Report To better understand local housing needs, the City of Prince George conducted a Housing Needs Assessment in 2021. This report was generated from that Assessment to help the City of Prince George, residents, and local organizations better understand the current and future housing needs and gaps in Prince George. This report summarizes those findings and presents the results of statistical analysis of data, a public survey, and engagement with local community members and stakeholders.</p>	December 2021	Economic Development
Plan	<p>2023 Extreme Weather Response Emergency Plan Draft In February 2023, an Extreme Weather Response Emergency Plan was drafted to provide a framework for preparing for and responding to extreme weather events in the City of Prince George, to ensure the health and safety of residents, vulnerable individuals, and visitors. This includes direction on Warming Centers and Cooling Centers and water/resource stations.</p>	2023	Fire & Rescue Services
Plan	<p>Financial Plan The Financial Plan is made publicly available for download on the City's website.</p>	Current	Financial Services
Bylaw	<p>2017 Purchasing Bylaw No. 8841, 20 A Bylaw of the City of Prince George to provide for procurement procedures consistent with applicable trade agreements, and the delegation of certain purchasing powers, duties, and responsibilities to designated officers and other employees.</p>	2017	Risk & Procurement
Procedure	<p>2019 Purchasing Procedure The purchasing of goods and services, which are required to enable the City to carry out its functions, is an activity that involves virtually all parts of the organization.</p> <p>The purchasing procedure is a comprehensive document that provides information on the principles and procedures, including definitions, reporting to council, methods for gathering market information, RFP and ITTs, rotational processes, City Facilities and Revenue Related Agreements. Contracting for Goods, Services and Construction, Purchasing Card Procedures etc.</p>	2019	Risk & Procurement



ADVISORY COMMITTEE TERMS OF REFERENCE

1. GENERAL INFORMATION

Advisory Committee Name:	Advisory Committee on Accessibility and Inclusion
Meeting Frequency:	Quarterly - January, April, July, October

The Advisory Committee on Accessibility and Inclusion is an advisory committee of Council established in accordance with the *Community Charter, Accessible British Columbia Act*, and “*City of Prince George Council Procedures Bylaw No. 8388, 2011.*”

2. PURPOSE AND MANDATE

The Advisory Committee on Accessibility and Inclusion (hereafter referred to as the “Committee”) is to advise Mayor and Council of the City of Prince George (hereafter referred to as “Council”) and City Staff on the identification, removal, and prevention of physical, social, and attitudinal barriers to individuals in or interacting with the City of Prince George (hereafter referred to as the “Organization”) or which impedes the full participation of all citizens in every aspect of community life.

Framed by the City’s Accessibility Work Plan and considering the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design the Committee will:

- Respond to referrals from Council regarding issues related to accessibility and inclusion;
- Identify opportunities to enhance Organizational accessibility and inclusion, for Council consideration;
- Advise Council of barriers that prevent individuals from interacting in, or with the Organization;
- Review design plans for civic buildings and public spaces and provide advice to ensure the needs of persons with disabilities are considered with the goal of universal access;
- Provide advice regarding the development of Organization policies, procedures and programs to ensure the inclusion of all residents, including those living with disabilities, are considered in relation to employment, transportation, the built environment, delivery of service, information and communication; and procurement;
- Monitor and report on progress toward achievement of actions identified in the City’s

Accessibility Plan; and

- Participate in related events and activities, including those designed to receive public feedback regarding the Organization's accessibility plan.

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Committee will be composed of a maximum of nine (9) members of the public appointed by Council.

3.1.1 Public Members (Voting Members)

The Committee will consist of up to nine (9) members appointed by Council, whose experience and qualifications align with the following targets:

- At least half of the members are persons with disabilities, those who support individuals with disabilities, or individuals with an interest and/or experience in relation to diversity and inclusion; and
- Reflects the diversity of persons in Prince George.

If applications for membership are not received to fill the above noted representation, while recognizing that a broad cross-representation is essential to the committee's ability to provide fulsome advice on matters referred to the committee, Council may fill vacancies on the Committee by appointing applicant(s) to other categories not specified in the representation listed above.

3.1.2 Staff and Council Members (Non-Voting Members)

Staff Liaison

City staff member(s) shall be appointed by the City Manager to serve as Staff Liaison(s), who along with other city staff may attend meetings of the Committee in a resource capacity.

Legislative Services

The Corporate Officer will appoint a legislative support person to the Committee who will serve in an administrative support role.

Council

At the first meeting of Council following the general local election, Council will appoint one of its members as a liaison between the Committee and Council for the duration of that Council's term.

All other members of Council are ex-officio members of the Committee and may attend meetings and participate in debate.

3.1.3 Representation on Committees

On occasion, the Committee may be asked to appoint a representative of the Committee to other Select and Advisory Committees of Council. This representative must be selected by a majority vote of the Advisory Committee on Accessibility and Inclusion.

Select Committee

Select Committees may request a representative of the Advisory Committee on Accessibility and Inclusion to be appointed as a member of the Select Committee. This representative would act in this capacity for so long as is indicated by the Terms of Reference of the Select Committee or until the appointed member's term expires on the Advisory Committee on Accessibility and Inclusion, whichever comes first.

3.2 Length of Term

Public Members

Council will consider applications and appoint the number of public members required up to a maximum of nine (9) total public members annually. All annual appointments will be for a term of up to two (2) years.

Additional Considerations:

- Midterm Appointments: Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the current term involved and shall count towards the maximum length of service or number of terms on the Committee for the appointee.
- A committee member may not serve longer than six (6) consecutive years.

4. OTHER GOVERNANCE

4.1 Review of Terms

Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Advisory Committee *Terms of Reference* documents annually. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

4.2 Eligibility and Selection

Eligibility and selection for membership on advisory committees will be accepted in accordance with the *City of Prince George Committees, Commissions and Boards Procedures Manual*.

4.3 Decisions of the Committee

All acts and matters that come before the Committee must be done and decided by a majority of the members present at a duly constituted meeting with quorum present.

4.4 Budget

The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.

4.5 Governance

In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the *City of Prince George Committees, Commissions and Boards Procedures Manual*. In case of conflict between the provisions of these *Terms of Reference* and the *Procedures Manual*, the provisions of the *Procedures Manual* shall prevail.

Advisory Committee Terms of Reference Framework Concept Map

Goal: To meet the 3 legislated requirements in a way that interacts and functions successfully.

- 1. Establish an Accessibility Committee;
- 2. Update the Accessibility Plan; and
- 3. Establish a process to receive Feedback



Public Feedback
 (a) assist the organization to identify barriers to individuals in or interacting with the organization

(a) the organization's accessibility plan

(b) barriers to individuals in or interacting with the organization

Create a Service Request using the General Accessibility Template

For general accessibility issues Create a Service Request under the category template that is best fit.

Monitor feedback

(a) identify focus areas to include in the future updated plan

Facilitate respective divisions to present on service request completion

Compile Public Feedback for quarterly meetings

Annual Committee Work Plan

Accessibility and Inclusion Committee Role

Staff Liaison

Facilitate respective divisions to present on work plan action progress

An organization must review and update its accessibility plan at least once every 3 years.

Monitor ongoing progress of ongoing and upcoming work plan actions items

(b) Advise on future focus areas for updated plan

Accessibility Plan
 (b) advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization

In updating its accessibility plan, an organization must consult with its accessibility committee.



ACCESSIBILITY WORK PLAN 2023-2026
 Prepared by: Civic Initiatives & Partnerships Division

"The City of Prince George is taking action to identify & remove barriers that prevent the full & equal participation by all our citizens in every aspect of community life."
 -Mayor Simon Yu, 2023
 CITY OF PRINCE GEORGE