



## MINUTES OF THE ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSION MEETING

January 18, 2024

1:00 pm

5<sup>th</sup> 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

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### 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 5<sup>th</sup> 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.**

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**K Biron, Vice-Chair**

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**M. Paulson, Civic Initiatives Coordinator/ Staff Liaison**

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**E. Leclair, Legislative Services Assistant**

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**CERTIFIED CORRECT**