

Special Accessibility Task Force Meeting

to be held via Zoom
Wednesday, July 5, 2023
at 9:30 a.m.

1. **Call Special Committee Meeting to Order**

We acknowledge that Penticton, where we live and work, is on the traditional lands of the Syilx People in the Okanagan Nation.

2. **Adoption of Agenda**

Recommendation:

THAT the Accessibility Task Force adopt the agenda for the Special Task Force Meeting held on July 5, 2023 as presented.

3. **New Business**

Desrosiers 4.1 Prioritization Exercise

5. **Next Meeting**

The next Accessibility Task Force meeting is scheduled for July 12, 2023 at 9:30 am via Zoom and in-person.

6. **Adjournment**

Accessibility Taskforce: Prioritization Exercise

July 5, 2023

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1. Background
 2. Visioning Exercise: Suggested Actions - Review
 3. Prioritization Exercise - Steps
 4. Actionable Items
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1. Background

On June 14, 2023, the Accessibility Taskforce was asked, “what does an accessible Penticton look like to you?” A content analysis was done with the comments from the taskforce, and barriers and potential actions were identified. In particular, over 40 suggested actions were identified based on the barriers identified. These suggested items were within the accessibility areas of employment and staff, delivery of services, built environment, information and technology and transportation.

Per the feedback of the Disability Alliance BC and the limitation identified in the Terms of Reference per operational matters, this list was condensed into 20 actionable items for review.

2. Suggested Actions of the Visioning Exercise - Review

Employment and Staff (6 items)

- Find opportunities to offer part-time City jobs that do not require full-time hours
- Ensure that there are accessibility policies to protect and assist staff
- Offer training for City staff on accessibility and disabilities, and prioritize staff who interact with members of the public
- Attract staff who have accessibility knowledge and experience
- Ensure hiring policies are inclusive of those with disabilities
- Hire and engage with people with disabilities to test out and validate accessibility features, such as the City’s website

Delivery of Services (10 items)*

- Offer services that have been created/altered with accessible alternatives

- Ensure that an accessibility lens is applied to all services and projects at its inception, not retroactively
- Ensure that all City services can be accessed independently by residents
- Ensure that public washrooms are fully accessible
- Audit the City of Penticton's website to ensure full accessibility
- Ensure that accessibility features are piloted and tested by people with disabilities
- Ensure that public council processes, such as applying to be a council committee member, are fully accessible
- Ensure that people with disabilities are consulted for City projects that may affect them
- Ensure that City meetings are planned with a recognition that some staff may have accessibility needs
- Educate the public about accessibility barriers and features throughout the City

*As identified in the Terms of Reference, this Taskforce will not participate in operational matters respecting the City of Penticton, which includes the day-to-day provision and management of services. This resulted in the removal of four suggested actions: (1) Offer programs that are financially aligned with Persons with Disabilities and income assistance, and (2) offer showering rates at the community center, (3) offer exemptions for accessible builders and developers, (4) ensure that sidewalks are cleared of snow and salted to allow for all-season accessibility.

Built Environment (12 items)

- Ensure that sidewalks are safe for all types of motilities – including regularly fixing cracks and curbs
- Ensure that all public facilities are fully accessible and safe for all
- Offer accessible picnic tables in public parks
- Ensure that appropriate alternate routes are provided during temporary construction projects affecting roads and sidewalks
- Ensure that all public beaches are wheelchair and mobility accessible and have ramps that go all the way to the water which are easily identifiable. For example, consider the use of portable roll-out mats
- Install wayfinding in City buildings and ensure that they have been validated by community members who are most likely to use them
- Ensure that dog parks are mobility-friendly and accessible
- Create sensory spaces in the community
- Build proper railing around the community
- Fix traffic post locations for crosswalks to ensure they are uniform in their locations
- Ensure that bike lanes can be safely crossed at bus stops
- Ensure that bike lanes do not affect the ability of buses to pull into a bus stop

Information and Communication (11 items)

- Release quarterly 'report cards' on accessibility progress at the City
- Create an accessible navigation tool for bus stops
- Communicate when and where construction will be happening and what alternate pedestrian routes will be available for community members with accessible mobility needs

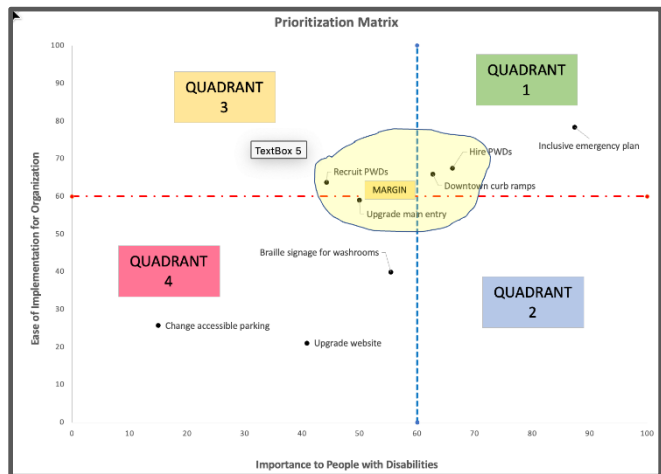
- Offer live closed captioning for online Council Committee meetings, as well as in person meetings on the ceiling screens
- Offer “audio calendars” of city events and recreation programs
- Share information about public spaces and City buildings on the website to preempt the need for community members to call to understand how to navigate these spaces
- Create a public feedback mechanism so that community members can continuous offer feedback about accessibility to the City
- Create an accessible notification system for emergencies
- Geo-map accessibility barriers in the community of Penticton
- Meaningfully engage with people with disabilities on a continuous basis
- Create an advisory list of community members with disabilities and advocates to consult for City projects

Transportation (1 item)

- Communicate with BC Transit to share and discuss accessibility barriers for Penticton community members, such as offer audio services on the bus announcing the current bus stop location

3. Steps

The Accessibility Taskforce will first review and rate each item on a scale of 1-100 according to its importance to community members with accessibility needs in Penticton; 1 being low importance and 100 being high importance. The same number can be used more than once if certain items are deemed to have the same level of importance by the Taskforce member. Importance could be assessed based on meaningful preparation for an enhanced plan, the level of impact to the community and the degree of priority.



Once the Accessibility Taskforce has rated each item, the list will then go through internal departmental review at the City and they will rate items on a scale of 1-100 according to its ease of implementation, 1 being very easy to implement the action and 100 being very difficult to implement. Ease of implementation could involve financial costs, human resources availability and time to complete. In addition, each department will be asked to briefly explain the score for transparency for the Accessibility Taskforce.

Finally, each item will be plotted on a matrix based on the numbers provided by the Accessibility Taskforce and the City of Penticton staff. This matrix will include 4 quadrants and one margin.

- Quadrant 1 will identify the items which were rated as high importance to the committee members of the Accessibility taskforce and the items which were rated with the highest ease of implementation for the City of Penticton.

- Quadrant 2 will identify items which were rated as high importance but difficult to implement. These items may create opportunities for innovation.
- Quadrant 3 will identify items which were rated as low importance but high ease of implementation. These may be items to target at a later stage in the plan.
- Quadrant 4 will identify items which were rated as both low important and low ease of implementation. It will be important to review whether these items impact certain groups disproportionately.
- The margin will identify actions which are just below certain cut-off and therefore should be reviewed.

4. Actionable Items

Area of Accessibility	Suggested Actions	Score
Employment and Staff	Offer accessibility training for staff.	
	Hire people with disabilities.	
	Create an accessibility policy to protect and assist staff.	
Delivery of Services	Examine the City of Penticton Website for accessibility and summarize findings.	
	Advocate with BC Transit for accessible buses.	
	Examine City services for accessibility alternatives and summarize findings.	
	Create accessibility policies for City projects.	
	Create an Accessible Independent Resident Policy.	
Built Environment	Examine the City of Penticton's spaces accessibility and summarize findings.	
	Install wayfinding in City buildings.	
	Examine bike lane for accessibility and summarize findings.	
	Examine bus stops for accessibility and summarize findings.	
	Ensure accessibility features are piloted with people with disabilities.	
Information and Communication	Examine progress reporting mechanisms both internally and externally.	
	Create an advisory list to consult for City projects for accessibility.	
	Meaningfully engage with residents with disabilities on a continuous basis.	
	Geo-map accessibility barriers in Penticton.	
	Create an accessible notification system for emergencies.	
	Undertake a public education campaign about accessibility and disabilities.	
	Offer live closed captioning during City meetings.	