



## CITY OF WEST KELOWNA

### MINUTES OF THE ACCESSIBILITY AND INCLUSION COMMITTEE MEETING

Wednesday, January 24, 2024  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Rusty Ensign  
Melissa Grassmick (virtual)  
Karen Hartwig  
Candice Henriques  
Councillor Garrett Millsap  
Sonia Newman  
Councillor Carol Zanon

MEMBERS ABSENT: Mieke Krus  
Danielle Needham  
Vittoria Spindor

Staff Present: Melissa Hunt-Anderson, Community and Social Development Coordinator  
Corinne Boback, Legislative Services Manager/Corporate Officer  
Natasha Patricelli, Legislative Services Assistant

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#### 1. **CALL THE ACCESSIBILITY AND INCLUSION COMMITTEE MEETING TO ORDER**

The meeting was called to order at 5:13 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

This meeting was open to the public. This meeting was webcast live and archived on the City's website.

##### 1.1 **Appointment of Chair**

It was moved and seconded

**THAT** Rusty Ensign be appointed as Chair for the Accessibility and Inclusion Committee for 2024.

CARRIED UNANIMOUSLY

**2. INTRODUCTION OF LATE ITEMS**

**3. ADOPTION OF AGENDA**

It was moved and seconded

**THAT** the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Accessibility and Inclusion Committee meeting held Wednesday, October 25, 2023 in the City of West Kelowna Council Chambers**

It was moved and seconded

**THAT** the minutes of the Accessibility and Inclusion Committee meeting held Wednesday, October 25, 2023 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**5. PRESENTATIONS**

**5.1 Next Steps and Structure for City of West Kelowna's Accessibility Plan**

The Accessibility and Inclusion Staff Liaison introduced Spring Hawes, Disability and Ableism and Lived Experience Education Consultant who will be working with the committee to develop the City of West Kelowna's Accessibility Plan.

- The structure of the Accessibility Plan was reviewed which includes the following sections:
  - Section 1: About the Organization
  - Section 2: Executive Summary

- Section 3: The Guiding Framework including OurWK Vision, Council's Strategic Priorities
- Section 4: About Your Committee
- Section 5: Consultation Conducted
- Section 6: Your Feedback Mechanism
- Section 7: Identifying Barriers
- Section 8: Your Three-Year Plan
- Section 9: Monitoring and Evaluation
- Section 10: Your Conclusion
- Section 11: How to Give Feedback
- Section 12: Appendices

Sarah Desrosiers, City of Penticton's Social Development Coordinator joined the meeting to share her experience with creating the City of Penticton's Accessibility Plan which included:

- An accessibility survey was posted on their website seeking feedback on barriers experienced in the community. Accessibility questions were incorporated into their citizen survey through their communications department - which was a helpful piece of data.
- Guiding principals were reviewed - the Province offers 6 principals which is a good starting point.
- First task was a visioning exercise asking the group what an accessible community looks like. An analysis was completed on the discussion to determine themes and feedback that was received from the Community was compared and narrowed down to 20 items. A prioritization exercise was completed with the task force to find the level of importance on a scale of 0-100. These items were brought forward to senior leadership to be rated on feasibility between 0-100. The two lists were combined to determine priorities of importance/feasibility which became categories in which their plan was built.
- Once the plan was ready it was reviewed with the group and then went to Council for approval. The plan was published and additional feedback was requested for accessibility to the plan.

- All survey questions are available on the Accessibility page of the City of Penticton's website.
- Our committee asked Sarah: How big was the committee? the Task Force included 9 people who completed the plan and it turned into a Committee for a 3 year term.
- Our committee asked Sarah: Did you discuss having a SWAT? Penticton hopes to have that part of the Environmental Scan.
- Suggestion to ask Council and staff to give their priorities and to see how they align with the Committee's tasks.

Spring Hawes continued the presentation on the next steps for the City of West Kelowna's Accessibility Plan

- Links to Accessibility Plans from other municipalities in BC were provided.
- The focus for this plan will be West Kelowna communities. A community map was displayed to mention boundaries for our community being mindful of Westbank First Nation lands and Highway 97 which belongs to the Ministry of Transportation.
- The general timeline for creating the accessibility plan includes: background work, community surveys, council workshop and engagement on draft plan, council report and presentation on what we've heard, and present final report to Council for adoption of the Accessibility Plan.
- Accessibility Plan needs to be adopted by September 2024 and it would be ideal to have the final plan complete by the last meeting of August 2024.
- Recommended to have a draft plan done in the Spring of 2024.
- Identifying Community Survey questions is an important first step to gather input and feedback.
- We have jurisdiction over the city facilities, amenities and services that the City provide - our focus needs to be on the City of West Kelowna infrastructure.
- Community has been very interactive. We want to reach more people and have meaningful results for the community. Suggestion

to bring survey to the library or the grocery store and have someone attend in-person.

- Recommendation to add the questions:
  - How many years have you lived in the city?
  - Which of the following age groups do you fall into?
  - What services or facilities do they commonly use? - park, City Hall, Royal LePage Place, beaches, Johnson Bentley, roads, sidewalks, pathways, crosswalks?
- Survey questions will be finalized and circulated to Committee members for approval.
- Suggestion to piggy back on the upcoming open house opportunities and incorporate accessibility questionnaire.
- Suggestion for survey questions to include a preamble as an introduction for the purpose and why we're asking for these questions.

Discussion moved to Identifying Accessibility Barriers in the community and brainstorming challenges from experiences.

- The Committee was asked to complete this sentence: Accessibility challenges people with disabilities face in West Kelowna include...
  - Some comments mentioned were: sidewalks, signage, contrast, large font. These barriers were found at bus stops and sidewalks in downtown West Kelowna.
- Suggestion to create a shared google doc to provide input anonymously to start the conversation and begin a catalogue to help form the accessibility plan.
- Big and important ways to improve accessibility in West Kelowna.
- Next meeting will be February 21st to begin a visioning exercise - what would West Kelowna look like in 10 years to create some priorities and themes.
- Spring expressed her appreciation and excitement to be included in this process.

## 6. DELEGATIONS

- 7. UNFINISHED BUSINESS**
- 8. REFERRALS**
- 9. CORRESPONDENCE AND INFORMATION ITEMS**
- 10. OTHER BUSINESS**
- 11. ADJOURNMENT OF THE MEETING**

The meeting adjourned at 7:00 p.m.

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CHAIR

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RECORDING SECRETARY