

## NORTH SHORE ADVISORY COMMITTEE ON DISABILITY ISSUES

Thursday, January 25, 2024, 5:30 – 8:15 p.m.

Online Meeting via MS Teams

### MINUTES

**Present:**

Jennifer Branston  
Louisa Bridgman  
Cyndi Gerlach  
Pam Horton  
Michelle Katerberg  
Marilynne Nowell  
David Parke  
Nancie Parker  
Robert Richard

**Staff Liaisons:**

Nick Giannone, Staff Liaison, DNV  
Maria de Fatima Lazo, Staff Liaison, DNV  
Christel Lindgren, Staff Liaison, CNV  
Maeve Bermingham, Staff Liaison, DWV  
Mary Jukich, Committee Clerk, DNV

**Council Liaisons:**

Cllr. Shervin Shahriari, CNV  
Cllr Catherine Pope, DNV

**Guests:**

Saira Walker, Manager Corporate Services  
Genevieve Lanz, Deputy Municipal Clerk

**Regrets:**

Vanessa Mendoza  
Loreigh Mitges  
Cllr. Christine Cassidy, DWV

### 1. Welcome and Introductions

Nick Giannone, Staff Liaison, called the meeting to order at 5:30 pm.

Committee members provided a brief personal introduction.

Saira Walker, Manager, DNV Corporate Services, introduced Maria Lazo who will be joining the committee as an additional staff liaison and is also tasked with supporting the implementation of the Accessibility Act.

### 2. Orientation

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Committee members were presented with the 2024 committee orientation highlighting the role of the ACDI in the municipal world, procedures, roles and responsibilities of the committee and its members. In terms of committee structure, the committee now has a capacity of 15 voting members, three of which are reserved for Indigenous persons. Currently, there are 11 voting members and the aim of membership is to have four members from each municipality to ensure balance and unbiased quorum. The committee aims to have cross disability representation and now seeks Indigenous representation in three dedicated positions which will remain vacant if they are not filled.

The regular Committee meetings are the last Thursday of each month, from 5:30-7:30 p.m. hosted in a hybrid format at the DNV municipal hall.

In terms of meeting procedures, information was provided that common practice is to adhere to Robert’s Rules of Order and the recommendation is that the committee adheres to these standards.

**3. Elections**

Staff provided a brief overview for the election process noting that members could nominate themselves, or other committee members for the position of Chair and Vice-Chair. In terms of voting, and as the meeting was on an on-line format, some members indicated that they wished to vote anonymously.

**3.1. Chair**

A call was made for nominations for the position of Chair. Cyndi Gerlach was nominated and accepted the nomination, and no further nominations were presented.

David Parke moved and Michelle Katerberg seconded:  
That Cyndi Gerlach serve as the Chair of the committee.

**CARRIED**

**3.2. Vice-Chair**

A call was made for nominations for the position of Vice-Chair. Michelle Katerberg was nominated and accepted the nomination, and no further nominations were presented.

Cyndi Gerlach moved and Nancie Parker seconded:  
That Michelle Katerberg serve as the Vice-Chair of the committee.

**CARRIED**

**3.3. Executive**

A call was made for nominations to serve on the Executive. Robert Richard, Louisa Bridgman and Jennifer Branston were nominated and accepted the nomination to serve on the Executive.

Nancie Parker moved and Michelle Katerberg seconded:

That the following members serve on the Executive:

Cyndi Gerlach, Chair  
Michelle Katerberg, Vice-Chair  
Robert Richard  
Louisa Bridgman  
Jennifer Branston

**CARRIED**

#### **4. Adoption of Agenda**

Workplan Update was added under Business Arising.

Jennifer Branston moved and Louisa Bridgman seconded:  
To adopt the amended agenda.

**CARRIED**

Pam Horton indicated that she will be leaving the meeting at 7:30 pm.

#### **5. Adoption of the November 30, 2023 Minutes**

Some minor revisions were requested to the minutes.

Jennifer Branston moved and David Parke seconded:  
To adopt the minutes as amended.

**CARRIED**

#### **6. Questions from the Public**

No questions were presented from the public.

#### **7. Business Arising**

##### **7.1. Accessibility Plan Update**

District of North Vancouver staff recently met with the internal accessibility task force and Urban Matters is now working with this group to establish the appropriate format and organization of the document. As well, an additional engagement will be conducted with the North Shore Risk Management and District of North Vancouver Fire and Rescue Services.

On discussion, a question was raised on whether ACDI would have input on changes that are put forwarded to the task force. Clarification was provided that staff will be consulted first as there are budgetary considerations, timelines, and subject matter expertise required; however, within the process the document will be brought back to ACDI.

With respect to the public feedback mechanism, clarification was requested on how and if feedback would be shared with the committee. Staff reported that as per the legislation, the District is required to gather all public feedback for the creation of the next reiteration of the plan; however, the *Act* is not prescriptive if public feedback is published or shared with the committee and there has not been staff discussions of what will happen to the feedback. If there is a wish from the committee to receive the feedback, the first step would be referring this back to staff for internal conversations.

A concern was raised that the District of North Vancouver public library has posted the Accessibility Plan but no information on implementation. Information was provided that staff are working with the library on an implementation plan and thus why no information is available.

District of West Vancouver will be convening an inter-divisional staff group in mid-February.

City of North Vancouver are coordinating a list of policies that already include some policy on accessibility, and it is expected that this will be completed prior to the February committee meeting.

## **7.2. Update on Workplan**

At the November committee meeting, some revisions were made to the workplan presented and the updated document will be brought to the February meeting.

The District of West Vancouver will be bringing forward the Place of Sport review to ACDI on February 22<sup>nd</sup>.

The City of North Vancouver Parks team have built a prototype of raised planters and wish to bring this to ACDI for feedback to either a month end meeting, or for an in-person review. On discussion, committee members indicated that their preference would be for the planters to be publicly available and members can visit at their convenience.

Clarification was requested on whether the committee could provide feedback on developments that are on school district property and if this could be an opportunity for collaboration with the new accessibility committee. West Vancouver District staff will follow up.

Cllr Catherine Pope left the meeting at 7:38 pm.

## **8. New Business**

### **8.1. Access and Awareness Event**

As background, every year there is an AccessAbility Week, and ACDI has traditionally organized an event. Last year, a committee group was established to explore and brainstorm; however, there was not enough time or resources to commit

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to an event. As such, staff brought this forward to determine whether the committee wished to pursue an event for 2024 that would be committee led with staff support.

It was suggested that the committee establish a working group of members to begin conversations around an access awareness event as well as planning for important dates to be recognized. Jennifer Branston and Louisa Bridgman volunteered, and any others interested should let Cyndi Gerlach know. An update will be provided from the working group in the February meeting.

Marilynne Nowell left the meeting at 7:45 pm.

**8.2. 2024 Committee Meeting Dates**

Committee members reviewed the proposed 2024 committee meeting dates. Normally the committee meets on the last Thursday of the month. For 2024, the last Thursday in October would be on October 31 (Halloween) and thus the committee date shifted to October 24<sup>th</sup>.

**8.3. Christmas Social Alternative – Feb / Early March**

As the Christmas social was cancelled, and to acknowledge the departure of Alexis Chicoine, committee members were requested to indicate if there was interest in organizing an event. On discussion, it was suggested that the event be scheduled on a Thursday, and staff will poll members (e.g. a Doodle poll) for possible dates. In addition, for this year, it was suggested that the year-end social be scheduled for November.

**8.4. Council Monitors – Discussion to continue or remove**

The Council monitors discussion is a roundtable item at the end of the meeting when committee members go through matters that are going in front of Council. As this task can take a lot of time, committee members were requested to indicate whether this practice should continue or if only the Council members should report back. On discussion, committee members indicated that this item remain on the agenda, with a name change, and be designated for discussion on items that may be of interest or issues that the committee would be interested in knowing about.

**8.5. Plan for Important Dates to be Recognized**

This item was addressed during the Access and Awareness Event discussion.

**9. Reports**

**9.1. Curb Access and Parking Plan (CNV)**

Some minor housekeeping revisions as well as further feedback on yellow paint was included in the report.

Michelle Katerberg moved and Jennifer Branston seconded:  
To accept the Curb Access and Plan report in principle.

**CARRIED**

## **10. Adjournment**

Prior to the adjournment, the following issues were raised:

- David Parke indicated that he will be stepping off the committee, and he was acknowledged for his work and contributions to the committee.
- A question was raised on why there was no land acknowledgement.
- In terms of a platform for the February committee meeting, a timeline has not yet been received if the IT issues will be resolved. In this regard, the committee will be notified at least one week prior to the February meeting date. In addition, members will be informed which platform, Zoom or MS Teams, is more accessible for transcripts.

The meeting was adjourned at 8:15 pm.

### **Scheduled Upcoming Meetings**

- February 22, 2024 – Place of Sport (District of West Vancouver)
- February 29, 2024 – Regular Meeting