

**\*\*\*THIS IS A SCENT FREE MEETING\*\*\***

## UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE

DATE: Tuesday, April 3, 2018

TIME: 7:00 p.m. to 9:00 p.m.

PLACE: Council Committee Room, Main Floor, Coquitlam City Hall

### CALL TO ORDER

### ADOPTION OF MINUTES

1. **Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, February 6, 2018**

### BUSINESS ARISING FROM PREVIOUS MINUTES

2. **PRCS' Memo re: 2017 Mental Health Working Group Proposal (15 min.)**  
Presenter: Staff Lead

### NEW BUSINESS

3. **2018 Working Groups – Event Planning Updates (50 min.)**  
Presenters: Working Group Representatives
  - Accessibility Event (June 2<sup>nd</sup>)
  - Education Event “An Evening of Inspiration” (May 24<sup>th</sup>)
  - Welcome to Coquitlam (October 3<sup>rd</sup>)
4. **Accessibility of City Events Mini Checklist – Update (10 min.)**  
Presenter: Staff Lead
5. **Transit Accessibility Update (20 min.)**  
Presenter: Staff Lead
6. **Accessible Communities Emerging Issues & Updates (Standing Agenda Item) (10 min.)**  
Opportunity for Committee members to share items of interest from their communities.

### OTHER BUSINESS

**NEXT MEETING DATE – Tuesday, June 5, 2018**

### ADJOURNMENT

**UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE**  
**Tuesday, February 6, 2018**

A Regular Meeting of the Universal Access-Ability Advisory Committee convened on Tuesday, February 6, 2018 at 7:05 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

COMMITTEE MEMBERS: Mayor Richard Stewart (arrived at 7:06 p.m.)  
Councillor Bonita Zarrillo, Chair  
Councillor Mae Reid, Vice Chair  
Robert Bottos  
Kiyo Breiting  
Sally Comin  
Steve Leung  
Sandi Pawar  
Navjot Sanghera  
Ross Renaud, SHARE Family & Community Services (arrived at 7:10 p.m.)  
Pat Roy, Canadian Council of the Blind – Dogwood Chapter

REGRETS: Natalie Lisik  
Kevin Lusignan, Community Ventures Society

ABSENT: Angelo Lam  
Matthew Sebastiani

STAFF: Dan Mooney, Manager Transportation  
Mary Morrison-Clark, Manager Community Recreation and Culture Services  
Karen Basi, Culture Services Manager  
Canisius Chan, Senior Transportation Planning Engineer  
Jeri Hohn, Committee Clerk

## CALL TO ORDER

The Manager Transportation provided a verbal briefing relative to fire safety and earthquake preparedness, noting evacuation procedures and the location of emergency exits, accessibility ramps, the assembly point, and AED equipment. During his briefing, he circulated a copy of a map titled "Emergency Assembly Points – City Hall" on-table.

Mayor Stewart joined the meeting at this time (7:06 p.m.).

At the invitation of the Chair, Mayor Stewart introduced himself. He thanked the Committee members for their volunteerism and on-going service to the City.

At this time, the Committee agreed to consider agenda item 2 prior to item 1.

## **NEW BUSINESS**

### **2. Roundtable of Introductions**

The Chair welcomed the new and returning Committee members to the meeting and the Committee participated in a roundtable of introductions.

## **ADOPTION OF MINUTES**

### **1. Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, November 7, 2017**

The Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, November 7, 2017 were approved.

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

## **NEW BUSINESS CONT.**

### **3. Committee Orientation**

The Committee Clerk provided the Committee with an orientation of its structure and responsibilities, including its mandate and terms of reference. She referred to an on-screen presentation with slides titled as follows:

- Universal Access-Ability Advisory Committee Orientation – February 6, 2018
- Coquitlam City Council
- 2018 Advisory and Statutory Committees
- The Mandate of UAAC
- The Role of the Chair and Vice Chair
- The Role of the Staff Lead(s)
- The Role of the Committee
- The Role of the Committee Clerk
- Term of Appointment for Committee Members
- Code of Conduct for Committee Members
- Additional Information for Committee Members
- Additional Information cont.
- Questions?

At this time, the Committee agreed to consider agenda item 5 prior to item 4.

### **5. Draft Event, Festival and Tournament Policy Presentation**

The Manager Community Recreation and Culture Services introduced herself and the Culture Services Manager, and provided introductory remarks. The Manager Community Recreation

and Culture Services and the Culture Services Manager made a joint presentation, referring to on-screen slides titled as follows:

- City of Coquitlam - Event, Festival, Tournament Policy and Procedures Project - 2018
- Agenda
- Project Background
- Three Project Deliverables
- The Policy Scope
- Draft Policy Development
- Draft Policy Guiding Principles
- Policy Next Steps
- Accessibility
- Questions for Discussion

During the presentation, staff referenced the report of the General Manager Parks, Recreation and Culture Services dated November 17, 2017 and entitled “Event, Festival and Tournament Policy (Draft) provided on-table, noting that a link to the report and its attachments had been emailed to the Committee in advance of the meeting.

Staff invited the Committee to provide input to the following focused questions:

- Are there any sections of the Policy and Process Guidelines that require greater clarity or explanation?
- Are there any gaps in the Policy content? (Note: operational issues will be addressed in the Procedures)

Discussion ensued relative to the following:

- How staff work with applicants to encourage that their events are universally accessible
- The suggestion that the text regarding accessibility in the document titled “Appendix: Event Process Guidelines” and in the Accessibility Checklist could be enhanced
- An explanation of the definition of “festival” within the Policy and within the event management industry
- The City’s parking requirements for events
- Whether volunteers serving the City’s and/or organizers’ events are required to meet certain prerequisites prior to being accepted as volunteers
- The suggestion that event volunteers could be given training to allow them to better support event participants
- The desire for event organizers to provide handicapped parking spaces close to the space they are leasing for their event, and whether the City’s Policy stipulates that provision
- The balance needed to ensure that there is parking for both event and non-event users
- The belief that it is incumbent upon event organizers to clearly designate handicapped parking spaces and the importance of promoting the use of accessible symbols
- The due diligence and safety measures undertaken by the City relative to the draft Policy’s Guiding Principle number 8.6
- That the safety of participants is paramount during events
- Whether staff had considered including a clause in the draft Policy iterating that City spaces and events are harassment-free zones
- Possible linkages between the City’s Code of Conduct policy and the draft Policy’s

#### Guiding Principles

- The suggestion that the City's Code of Conduct and/or a harassment-free policy be posted publicly during all events held in the City
- The implications of legalizing cannabis, how the Policy's language regarding smoking in public could be made stronger, and enforcement of the City's Smoking Control Bylaw during future events held in the City

The Chair thanked staff for their presentation.

#### 4. Review and Adoption of 2018 Work Plan

The Chair referenced the draft 2018 Universal Access-Ability Advisory Committee (UAAC) Work Plan attached to the agenda package, and spoke to the proposed Work Plan items and their expected timelines for presentation to the Committee. She asked the Committee whether there were any questions or feedback regarding the draft Work Plan.

Discussion ensued relative to the following:

- The possibility of creating Sub-committees and/or Working Groups to undertake the Committee's 2018 Education Event and participation in other events
- The status of the 2017 Mental Health Working Group Proposal as submitted to Council
- The understanding that, further to a decision made by the Committee in 2015, "mental health issues" fall within the scope of the Committee's mandate
- The belief that there are linkages between mental health and universal accessibility and, therefore, it is appropriate to include mental health as a Work Plan item
- The desire that the Committee's 2017 dialogue and forward momentum regarding mental health issues continue in 2018
- That Council received the Committee's Proposal and directed staff to provide a report to the Committee on the initiatives being undertaken in the City relative to the eight policy/program suggestions made in the Proposal
- The desire to receive the staff report, its proposed timeframe for presentation, and whether the Committee would be given an opportunity to provide feedback regarding the initiatives being undertaken in the City
- The desire to collaborate with staff during future Committee meetings regarding possible actions that could be undertaken by the City relative to the suggestions made in the Proposal
- That Council prefers to focus on issues within its purview and that mental health issues fall within the jurisdiction of the Province of BC
- Council's past communications with the Province regarding the future of the Riverview Lands and the need for mental health facilities
- The role that the Riverview Lands Advisory Committee fills in advocating for mental health needs in the City
- The suggestion that the text "mental health" be included within one of the items listed on the draft 2018 Work Plan
- The belief that it is important to build awareness about mental health challenges throughout Coquitlam and its communities
- Acknowledgement that the Committee was originally struck to deal with physical barriers in the community and the belief that, over time, its mandate evolved in response to other emerging issues

- The idea of promoting accessibility and the recent legislation from WorkSafeBC encouraging employers to endorse emotional and mental wellness within the workplace
- The possibility of supporting mental health awareness (universal accessibility) via the “Can We Talk” World Mental Health Day
- Acknowledgement of the Committee’s advisory role to Council
- The suggestion that the City could address mental health challenges in the community via “small and beneficial” actions
- The belief that the Committee will be pleased to see the work already being undertaken by staff
- The belief that Council shares the Committee’s passion relative to the issue
- The integration of individuals with mental health challenges into the community and the desire to advocate for those individuals who cannot advocate for themselves

Mayor Stewart left the meeting at this time (8:31 p.m.).

At the request of the Chair, the Manager Transportation undertook to provide a copy of the 2017 Mental Health Working Group Proposal to the Committee at the time that the above-noted staff report to the Committee is brought forward.

The Committee agreed that an item on the draft 2018 UAAC Work Plan be amended so that the Work Plan item would read “Accessible Communities Emerging Issues & Updates, including mental health”.

The Committee approved the 2018 UAAC Work Plan (including the above-noted amendment), and a copy is attached to, and forms a part of, these minutes.

The Committee recommended:

## **COMMITTEE RECOMMENDATION**

That Council approve the 2018 Universal Access-Ability Advisory Committee Work Plan.

### **6. Establish Working Groups for 2018 Event Planning**

The Chair spoke to the Committee’s organization of, and participation in, the following events during 2018:

- Accessibility Event (in celebration of BC Access Day)
- Education Event (“An Evening of Inspiration”)
- Welcome to Coquitlam

The Chair further spoke to the desire for the Committee to establish Working Groups to plan and undertake the Education Event and to organize the Committee’s display tables and outreach materials for the Accessibility and Welcome to Coquitlam events.

Discussion ensued relative to the following:

- That the Accessibility Event would be held at Poirier Sport and Leisure Complex on Saturday, June 2<sup>nd</sup>
- The desire to offer the “UAAC AccessAble Coquitlam” buttons as handouts during the Accessibility Event
- The proposed date of the (biannual) Education Event
- That the Welcome to Coquitlam event would be held at City Hall on Wednesday, October 3<sup>rd</sup>

The Committee agreed to establish Working Groups for each of the three events, with details as follows:

2018 Accessibility Event Working Group: At the request of the Chair, Sally Comin volunteered to act as the Committee Lead to the Working Group, and the Committee Clerk undertook to provide a volunteer sign-up sheet to Ms. Comin for circulation during the April 3<sup>rd</sup> meeting.

2018 Education Event (An Evening of Inspiration) Working Group: Sally Comin, Navjot Sanghera, and Sandi Pawar volunteered to participate as members of the Working Group.

The Chair noted that the Working Group could decide upon a theme for the event. The Committee agreed that a date in the latter part of May would be a desirable time for holding the event. At the request of the Chair, the Committee Clerk undertook to check the availability of Council Chambers in May and report back to the Working Group via email.

UAAC 2018 Welcome to Coquitlam Working Group: Kiyo Breiting volunteered to act as the Committee Lead to the Working Group, and undertook to prepare a volunteer sign-up sheet for circulation to members during a future meeting.

In response to a question, the Chair and the Manager Transportation provided some details regarding the organization and planning of the annual Welcome to Coquitlam event by City staff and volunteers of the Multiculturalism Advisory Committee, and participation by the UAAC in the event.

## **7. Accessibility of City Events Mini Checklist - Update**

The Manager Transportation spoke to the past efforts of the 2017 Accessibility of City Events Working Group and its desire for a copy of the Mini Events Accessibility Checklist to be made available on the City's Accessibility webpage. He undertook to liaise with staff regarding updates to the Accessibility page.

At the request of the Manager Transportation, Kiyo Breiting undertook to provide a copy of the final Mini Events Accessibility Checklist (in Word document format) to staff via email.

## **8. Transportation Update – Evergreen Line**

The Manager Transportation provided the Committee with a transportation update regarding accessible parking and the installation of radio-frequency identification (RFID) fare gates

along the Evergreen Line. He referred to an on-screen presentation with slides titled as follows:

- EGL Stats from TransLink
- Three Accessible Parking Spots in the Guildford Park and Ride Lot
- Parking in our Pay Lots is Free for those with a SPARC Placard
- There is also a Designated 5 Min. Accessible Stall in the BCRTC Lot
- HandyDART Bus Stop on Pinetree Way
- Accessible RFID Fare Gates

The Manager Transportation referenced a Langley Times article dated January 23, 2018 and titled “TransLink reveals universal fare gates for transit users with disabilities”. He noted that passengers who are unable to tap a Compass Card at fare gates because of a disability can now register for a radio-frequency identification (RFID) card that will automatically send a signal to open designated fare gates. He further noted that accessible fare gates at two of the four Evergreen Line Stations (Burquitlam and Lafarge/Douglas) within Coquitlam have been fitted with RFID readers, and readers will be installed in the other two stations by the end of 2018.

Discussion ensued relative to the following:

- That two access ramps to utility entrances fronting onto Pinetree Way at the Lafarge Lake-Douglas SkyTrain station are challenging for the visually impaired to negotiate
- The desire for installation of braille signage for the bus exchange at Coquitlam Central SkyTrain station
- The potential accessibility and safety concerns regarding both issues

The Manager Transportation undertook to raise the access ramp safety and braille signage issues with TransLink staff and report back at a future meeting.

#### OTHER BUSINESS

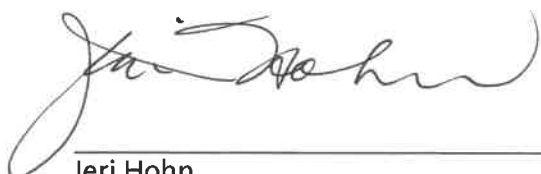
**NEXT MEETING DATE – Tuesday, April 3, 2018**

#### ADJOURNMENT

The meeting adjourned at 9:05 p.m.

MINUTES CERTIFIED CORRECT

\_\_\_\_\_ CHAIR



\_\_\_\_\_  
Jeri Hohn  
Committee Clerk



## COMMITTEE MANDATE:

The mandate of the Committee is to provide a local and universal accessibility perspective and advice to Council with respect to achieving the City of Coquitlam’s strategic goals and accompanying strategic directions toward universal accessibility:

- To continue to make the City more inclusive for existing and future residents with disabilities by addressing the physical, social and attitudinal barriers which impede their full participation in all aspects of City life;
- To provide advice to Council about the development of City policies and programs to educate and inform on matters affecting residents with disabilities and/or physical or mental challenges and universal accessibility;
- To review design plans for civic buildings and public spaces and provide advice to Council to ensure the needs of persons with disabilities are considered with the goal of universal access;
- To provide advice to Council about the development of City policies and programs to ensure the needs of existing and future residents living with disabilities are considered (e.g., transportation, housing, capital programs, leisure and parks services, environment).

Work Plan Items	Department / Presenters	Comments (Council, Staff or Committee initiated)
Committee Orientation/Review Terms of Reference	City Clerk’s Office / Committee Clerk	Staff
Review and Adoption of the 2018 UAAC Work Plan	Engineering & Public Works (E&PW) / Staff Lead	Staff
Establish Working Groups for 2018 Event Planning: <ol style="list-style-type: none"> <li>1. Accessibility Event (Sat., June 2<sup>nd</sup>)</li> <li>2. An Evening of Inspiration Event (Theme and date TBD)</li> <li>3. Welcome to Coquitlam (Wed., Oct. 3<sup>rd</sup>)</li> </ol>	E&PW / Chair	Committee
Accessibility of City Events Mini Checklist – Update	E&PW / Staff Lead	Staff/Committee
Draft Event, Festival and Tournament Policy Presentation – Opportunity for Committee input	Parks, Recreation and Culture Services (PRCS)	Staff
Youth Strategy Presentation – Opportunity for Committee input	PRCS	Staff
2018 Working Groups - Event Planning Updates (Standing Agenda Item)	E&PW / Working Groups	Committee

Work Plan Items	Department / Presenters	Comments (Council, Staff or Committee initiated)
City Centre Area Plan Update Presentation – Opportunity for Committee input	Planning and Development (P&D) / Senior Planner	Staff
Updates on Major Parks Projects at Key Milestones	PRCS	Staff
Transportation Updates, e.g. Evergreen Line/ HandyDART/Accessible bus stops and intersections	E&PW / Staff Lead	Staff
Accessible Communities Emerging Issues & Updates, including mental health	E&PW / Staff Lead and/or Committee Members	Staff
2018 Committee Review and Feedback / Potential Items for the 2019 Work Plan	E&PW / Staff Lead	Staff