



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**ACCESS AWARENESS COMMITTEE
A G E N D A**

June 10, 2009
4:00 p.m., Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **APPROVAL OF MINUTES**

(1) Minutes of the Access Awareness Committee meeting, May 13, 2009 Pg 1 – 4

5. **OLD BUSINESS**

(1) Measuring Up Facilities Audit
(a) Request for Proposals Pg. 5 – 6

(2) Low Cost Loans for Housing Related Infrastructure Projects

(3) 10 By 10 Program [Toolkit Distributed Separately]

(4) Buccaneer Days Booth

(5) Accessible Suites

6. **NEW BUSINESS**

(1) Access Awareness Day Report

7. **NEXT MEETING**

8. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
ACCESS AWARENESS COMMITTEE**

**Wednesday, May 13, 2009
4:00 P.M.**

Wurtele Room, Esquimalt Municipal Hall

- PRESENT:** Brian Gray - Chair
Councillor Meagan Brame (Departed at 5:27 p.m.)
Brian Gray
Emmy Labonté
Meagan Duncan
Joe Buczkowski
Paul Newcombe
Barbara Amberstone
Lorne Argyle
Steve Segal – BC Transit (Departed at 5:32 p.m.)
- STAFF:** Gilbert Coté – Director of Engineering and Public Works (Staff Liaison)
Deborah Liske – Recording Secretary
- REGRETS:** Councillor Don Linge – Vice Chair
Andy Katschor – Parks Manager (Staff Liaison)
-

1. CALL TO ORDER

Chair Gray called the meeting to order at 4:00 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor Brame, seconded by Meagan Duncan, that the agenda of the Access Awareness Committee meeting of May 13, 2009 be approved as presented.
The motion **CARRIED**.

4. APPROVAL OF MINUTES

Moved by Councillor Brame, seconded by Lorne Argyle, that the minutes of the Access Awareness Committee meeting of April 22, 2009 be approved as presented.
The motion **CARRIED**.

5. OLD BUSINESS

- (1) Measuring Up Facilities Audit
 - (a) Call for Proposals
 - (b) Survey Content

A committee member noted the need to include the Public Safety Building in the facilities audit due to its lack of accessibility.

Chair Gray distributed a copy of a federal Municipal Infrastructure Lending Program to committee members to review for information. This program provides for low-cost loans to municipalities for housing-related infrastructure projects. The Director of Engineering and Public Works provided an explanation of the processes required by the local government to apply for these types of programs. The majority of these types of programs require the local government to provide a matching amount of funding in order to be eligible.

It was requested that this item be brought back to the next meeting for further discussion.

(2) 2008 Year End Report

A copy of the 2008 Year End Report drafted by the Acting Director of Parks and Recreation was distributed to the committee for review. Committee members reviewed the report for any errors or omissions, noting that the committee also assisted in a review of the location of the placement of garbage cans on Esquimalt Road. It was requested that prior to the report being presented to Council that it be amended to include the garbage can placement.

Moved by Councillor Brame, seconded by Barbara Amberstone, that the amended 2008 Year End Report be received and forwarded to Council for information.
The motion **CARRIED**.

The Director of Engineering and Public Works noted that the municipality will be replacing bus shelters with a different type of shelter that will assist in decreasing vandalism.

A committee member noted that the sidewalk on the north side of Esquimalt Road across from the Esquimalt Plaza is too narrow; a bench or shelter is needed at the bus stop and some type of curb is required to stop scooter / wheelchair wheels from rolling on to the grass. The Director of Engineering and Public Works will review.

A committee member noted that it is much more feasible to have bus shelters constructed that cannot be vandalized to the extent that current shelters are. It was suggested that shelters not be replaced until new technology becomes available that will stand up to vandalism better than existing ones. It was further suggested that a database be developed to track the location of bus shelters that are continually vandalized.

Steve Segal, BC Transit, noted that lighting and visibility are key to decreasing vandalism of bus shelters.

Moved by Emmy Labonté, seconded by Joe Buczkowski, that the Township of Esquimalt:

1. Delay the replacement of damaged bus shelters until 2010;
2. Allocate the funding for the replacement of damaged shelters to fund new benches and shelters in locations where current benches and shelters do not exist;
3. Develop a database to track which bus shelters are repeatedly vandalized and damaged;
4. Engage ETAG to assist in finding a solution for the successful removal of the acid etchings on the vandalized bus shelters.

The motion **CARRIED**.

(3) Sidewalk and Crosswalk Projects for 2009
(a) List of Ramps to be Prioritized

The Director of Engineering and Public Works noted that there is \$20,000 in the budget to improve the accessibility of sidewalks by either grinding down the lip or completely removing and replacing the ramp. It was further noted that the approximate cost to grind down the lip is \$350 per ramp and approximately \$1500 to remove and replace the ramp.

The committee discussed prioritizing the list of ramps for completion.

Moved by Paul Newcombe, seconded by Meagan Duncan, that:

1. The Esquimalt Public Works Department commence the grinding of sidewalk ramps starting at Grafton Street and proceed east on Esquimalt Road until all locations requiring grinding as listed on the sidewalk replacement list noted on the May 13, 2009 Access Awareness Agenda are completed;
2. Any budget funds remaining after the completion of the grinding be allocated to remove and replace the highest priority sidewalk ramps as listed on the sidewalk replacement list.

The motion **CARRIED**.

(4) Work Plan Discussion

The committee discussed items to include in the 2009 committee work plan. The following items were suggested:

- Sidewalk upgrades
- Crosswalk upgrades
- Database of bus stops
- Access Awareness day
- Buccaneer days
- Accessible secondary suites
- Measuring up facilities audit
- Input on 10 by 10 program
- Enforcing snow removal bylaw

Committee members requested additional information about the 10 by 10 program for further discussion at the next meeting.

Moved by Joe Buczkowski, seconded by Meagan Duncan that 10 by 10 program information be made available for the public at Access Awareness day and Buccaneer days.

The motion **CARRIED**.

Committee members discussed the need to enforce municipal snow removal bylaws. It was suggested that a notice be sent to the owners / managers of major apartment blocks reminding them of the requirement to remove snow and ice from sidewalks in front of their buildings. It was noted that enforcement is the major issue with this problem and that public education is essential.

It was noted by a committee member that the sidewalk needs to be cleared to a minimum of 30 inches to allow for the safe passage of wheelchairs and scooters. It was further noted that the bylaw requires review and an increase to level of enforcement.

The Director of Engineering and Public Works will discuss this concern with the bylaw enforcement official and report back at a future meeting.

(5) Access Awareness Day

It was reported that the subcommittee will be meeting on May 20th, 2009.

(6) Buccaneer Days

Councillor Brame noted that a table / space is available for the committees to utilize in the curling rink for a booth.

Committee members discussed the information that they would like to have available at the booth. The following suggestions were noted:

- Utilize display boards to display information;
- Accessibility survey to receive feedback;
- Informational materials from BC Transit (Steve Segal will coordinate);
- Resource materials utilized at Access Awareness Day.

It was noted that the booth would be required to be staffed by committee members the duration of the weekend. Committee members were requested to provide their availability.

Councillor Brame departed the meeting at 5:27 p.m.

6. NEW BUSINESS

(1) Accessible Suites

Chair Gray reported that he has a significant amount of information from CMHC on secondary suites and distributed two informational handouts to committee members.

Steve Segal departed the meeting at 5:32 p.m.

Chair Gray reviewed the need in the community to legalize accessible secondary suites in the community. This item will be discussed further at the next meeting.

7. NEXT MEETING

The next meeting of the Access Awareness Committee will take place on June 10, 2009.

8. ADJOURNMENT

Moved by Lorne Argyle, seconded by Meagan Duncan, that the meeting adjourn at 5:35 p.m.
The motion **CARRIED**.

Brian Gray, Chair

This day of , 2009

Accessibility Audit for the Township of Esquimalt Request for Proposals

The Corporation of the Township of Esquimalt is inviting individuals or non profit groups to submit proposals to conduct a comprehensive community accessibility assessment audit of all Municipal buildings, Parks and Recreation facilities as well as local businesses located along Esquimalt Road and adjacent streets.

Audit Objectives

The purpose of the study is to develop a comprehensive strategy to make the Township of Esquimalt accessible and inclusive for people with disabilities. This study:

- Inventories the existing conditions in the Municipality's, public and businesses, built environments as they relate to accessibility and inclusion;
- Identifies issues and opportunities to improve accessibility and social inclusion in the Municipality;
and,
- Presents a plan and implementation strategy for making the Township of Esquimalt, a model community for accessibility and inclusiveness. This includes the preparation of a detailed list of potential improvements. These improvements should also be prioritized.

The Study should identify major barriers to access concentrating on the following elements:

- Designated accessible parking
- Accessible entrances
- Circulation (corridor width, obstructions, flooring material, width of doorways, thresholds)
- Service counters
- Accessible washrooms
- Access to all facilities and amenities
- Signage
- Accessible elevators

Evaluation

All proposals received will be evaluated by the Township based on: the applicant's past experience in similar projects, list of past accessibility audits, references and cost (maximum allowable \$16,000.)

**Accessibility Audit for the Township of Esquimalt
Request for Proposals
Page 2**

Deliverables

Five hard copies of an *Accessibility Audit for the Township of Esquimalt* with an electronic (Word and PDF versions). Each hard copy report will have an attached CD or DVD containing an electronic version of any maps, spatial data, and all digital photographs taken during the course of the work.

Closing Date for Submission of Proposals

Proposals for the *Accessibility Audit for the Township of Esquimalt* will be received by the:
Acting Director of Parks and Recreation
Corporation of the Township of Esquimalt
1229 Esquimalt Road, Esquimalt, BC. V9A 3P1

Until: 12:00 Noon, May 29, 2009

Agreement

The successful Proponent, if any, will be required to enter into an Agreement (the Consultant Services Agreement) with the Township to provide services in accordance and response to this Request for Proposal.

Inquiries

Requests for clarification of these instructions or the requirements of the services to be provided should be addressed to:

Andy Katschor
Acting Director of Parks and Recreation
1229 Esquimalt Road, Esquimalt BC, V9A 3P1
Phone: (250) 412- 8508
e-mail: akatschor@esquimalt.ca