



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

ACCESS AWARENESS ADVISORY COMMITTEE

A G E N D A

March 10, 2010

4:00 p.m.

Council Chambers, Municipal Hall

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1. **CALL TO ORDER**
 2. **LATE ITEMS**
 3. **APPROVAL OF THE AGENDA**
 4. **APPROVAL OF MINUTES**
 - (1) Minutes of the Access Awareness Committee meeting, February 10, 2010 Pg 1 – 6
 5. **OLD BUSINESS**
 - (1) From the Access Awareness Advisory Committee of the Whole Meeting, January 21, 2010 – Review of Committee Terms of Reference
 - (a) Memorandum from Carollyne Evans, Manager of Corporate Services, dated February 24, 2010, Re: Terms of Reference Pg. 7 - 9
 6. **REPORTS FROM SUB-COMMITTEES / WORK PLAN ITEMS**
 - (1) Measuring-Up Gold Star Program
 - (2) Access Awareness Day
 - (3) Buccaneer Days
 - (4) Accessible Housing
 - (5) Bylaw Violation Education
 - (6) Paralympic Torch Relay
 7. **REPORT FROM BC TRANSIT REPRESENTATIVE**
 8. **NEXT MEETING**
 9. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
MINUTES
ACCESS AWARENESS ADVISORY COMMITTEE

Wednesday, February 10, 2010
4:00 P.M.
Council Chambers, Esquimalt Municipal Hall

PRESENT: Brian Gray – Chair
Lorne Argyle – Vice-Chair
Councillor Don Linge (Arrived 4:37 p.m.)
Councillor Meagan Brame
Emmy Labonté
Eleanor Calder (Arrived 4:04 p.m.)
Daniel Jenkins
Paul Newcombe (Departed 5:07 p.m.)
Barbara Amberstone
Bob McKie – Parks and Recreation Advisory Committee Representative
Emily Flett – BC Transit

GUEST: Mayor Barbara Desjardins (Departed 4:16 p.m.)

STAFF: Andy Katschor – Parks Manager (Staff Liaison)
Deborah Liske – Recording Secretary

REGRETS: Wanda Le Roux – BC Transit
Jeff Miller – Director of Engineering and Public Works (Staff Liaison)

1. **CALL TO ORDER**

Chair Gray called the meeting to order at 4:03 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Bob McKie, seconded by Vice-Chair Argyle, that the agenda of the Access Awareness Advisory Committee meeting of February 10, 2010 be approved as presented. The motion **CARRIED**.

Eleanor Calder arrived at 4:04 p.m.

4. **GREETINGS FROM MAYOR DESJARDINS**

Mayor Desjardins greeted members of the Access Awareness Advisory Committee and thanked them for their participation on the committee.

Mayor Desjardins noted Esquimalt is very accessible and could become more accessible with additional infrastructure improvements. Mayor Desjardins also noted Esquimalt has

higher levels of service from BC Transit than other municipalities. This accessibility allows Esquimalt to be a great place to live, work and play.

Mayor Desjardins is looking forward to observing the progress and accomplishments of the committee as it moves forward with it's initiatives for the year.

Mayor Desjardins encouraged the committee and the community to be the eyes, ears and feet of the community; let the municipality know what is and is not working.

5. APPROVAL OF MINUTES

Moved by Councillor Brame, seconded by Eleanor Calder, that the minutes of the Access Awareness Advisory Committee meeting of January 21, 2010 be approved as presented. The motion **CARRIED**.

6. OLD BUSINESS

(1) 2009 Year End Final Report

Andy Katschor, Staff Liaison, reviewed the year end final report, highlighting key accomplishments of the committee for 2009.

Moved by Councillor Brame, seconded by Vice-Chair Argyle that the 2009 year end final report of the Access Awareness Advisory Committee be adopted by the committee and presented to Council. The motion **CARRIED**.

(2) Finalization and Adoption of 2010 Access Awareness Advisory Committee Work Plan

Committee members reviewed the draft work plan for 2010 and noted the following amendments:

1. Under Accessible Tourism
 - REMOVE "Make Esquimalt more accessible for people who visit the community".
 - REPLACE WITH "Promote how accessible Esquimalt is for visitors to the community".
2. Add to the work plan – Paralympic Torch Relay
 - Selection of two torch bearers
 - Provide input on route and celebrations

Moved by Councillor Brame, seconded by Bob McKie that the 2010 Access Awareness Advisory Committee work plan be adopted as amended. The motion **CARRIED**.

Chair Gray noted that volunteers were needed and welcome to assist with the Paralympic Torch Relay. The relay will be taking place on March 6th.

Mayor Desjardins departed the meeting at 4:16 p.m.

7. REPORTS FROM SUB-COMMITTEES / WORK PLAN ITEMS

(1) Measuring-Up Gold Star Program

Chair Gray reported that businesses that have participated in the gold star program and achieved a level of excellence will be recognized at an upcoming Council meeting.

Councillor Brame reported on future plans to promote the gold star program:

- A one page information sheet, providing information about the program, how to participate and how to access the checklist on the website, will be included with the 2011 business licenses.
- The Esquimalt Chamber of Commerce has agreed to include information about the gold star program on their website and to also host an access awareness business mixer where businesses can learn how to participate in the program to become more accessible.
- Businesses that participate in the program and attain one of the three levels of excellence in accessibility will be noted on the municipal and Esquimalt Chamber of Commerce websites.
- Businesses attaining a level of excellence will also receive recognition at the Access Awareness Days event.

Andy Katschor, Staff Liaison, further noted the businesses that have already attained a gold star rating of accessibility will assist in providing other businesses with examples of how easy it is to be accessible.

(2) Access Awareness Day

Andy Katschor, Staff Liaison reported the sub-committee has met and discussed the successes of past events and also improvements that can be made. Mr. Katschor provided an overview of items the sub-committee discussed for the event:

- Proclamation
- Relocation to the Archie Browning Sports Centre
- Organize wheelchair rugby, basketball and curling demos
- Information tables
- Gold star program
- Increased media awareness

Barbara Amberstone suggested showcasing software and computer programs for those with sight challenges. Ms Amberstone will contact the CNIB and personal acquaintances to determine interest in participating.

It was suggested the event be held on a Friday to encourage attendance / participation by local schools. The committee discussed the suggestion and noted the first Saturday in June is designated as Access Awareness Day and moving the event away from a weekend day may result in decreasing the attendance of a wider cross-section of people. Andy Katschor noted the sub-committee will discuss this suggestion and report back to the committee. Mr. Katschor further noted he has contacted many organizations to participate and has not been successful in receiving responses.

Barbara Amberstone suggested the sub-committee meet on a more frequent basis and / or utilize email to discuss the organization of the event.

Council Linge arrived at 4:37 p.m.

Committee members discussed how the gold star award program should be incorporated in to the event and how the businesses that attained a level of excellence should receive their recognition – by Council at a Council meeting or at the Access Awareness Days event.

Moved by Paul Newcombe, seconded by Bob McKie, that the Access Awareness Advisory Committee respectfully requests that members of Council attend the Access Awareness Day Celebration to present the awards to local businesses who have achieved excellence in accessibility in the Measuring-up Gold Star Program.
The motion **CARRIED**.

Barbara Amberstone reported the sub-committee also discussed having a non-profit society such as the Scouts host a concession at the event. Ms. Amberstone also enquired if a list of disabled service organizations (located in Esquimalt) exists as these organizations should be contacted to participate at the event.

Andy Katschor, Staff Liaison noted he has contacted various organizations inviting their participation at past Access Awareness Days

Barbara Amberstone will research to determine if any organizations are located in Esquimalt and report back to the committee.

Eleanor Campbell noted she would like to participate on the Access Awareness Day sub-committee.

(3) Buccaneer Days

Andy Katschor, Staff Liaison noted the committee has had a table at Buccaneer Days in the past. Vice-Chair Argyle and Daniel Jenkins will contact the Buccaneer Days committee to request a table.

Chair Gray suggested Vice-Chair Argyle and Mr. Jenkins attend a future Buccaneer Days committee meeting and report back to the committee.

(4) Accessible Tourism

- (a) Accessible Tourism – Excerpt from Transforming Communities through Tourism – A Handbook for Community Tourism Champions

Councillor Brame requested this item be tabled until the September meeting.

Moved by Councillor Brame, seconded by Vice-Chair Argyle, that work plan item # 4 – Accessible Tourism, be tabled until the September meeting of the Access Awareness Committee in order to concentrate on other activities.
The motion **CARRIED**.

Paul Newcombe departed the meeting 5:07 p.m.

- (5) Accessible Employment
(a) Staff Report No. ADM-09-057, dated October 19, 2009, Re: Township Hiring Practice

For the benefit of new members of the committee, Chair Gray reviewed the recommendation made by the committee that Council request the Human Resources Manager to prepare a report on the current hiring practice of the Township of Esquimalt of individuals with disabilities. Chair Gray further suggested the committee research organizations that assist persons with disabilities to gain employment.

Moved by Councillor Linge, seconded by Councillor Brame, that work plan item # 5 – Accessible Employment, be tabled until the September meeting of the Access Awareness Committee in order to concentrate on other activities.

The motion **CARRIED**.

- (6) Accessible Housing

Committee members discussed how to proceed with developing concepts to increase accessible housing.

Vice-Chair Argyle suggested the creation of an accessible housing survey to have available at Access Awareness Days to gain insight on how / what individuals think of accessible housing. It was suggested the survey include both year-round residential and tourist accommodations; if there is a need for more accessible housing and include questions to elicit information pertaining to existing units, new units, potential plans for additions or conversions and incentives to create accessible units.

Vice-Chair Argyle further suggested an incentive be considered, such as a draw or prizes, to increase participation in the survey. It was suggested swim, bus and movie passes be considered for prizes.

Committee members liked the idea of a survey. Vice-Chair Argyle and Dan Jenkins will develop the questionnaire and report back to the committee.

Committee members discussed other ideas for increasing accessible housing. It was suggested a member of the Access Awareness Advisory Committee be appointed to the Advisory Planning Commission.

Moved by Emmy Labonté, seconded by Vice-Chair Argyle, that the Access Awareness Advisory Committee recommends that Council consider appointing a representative from the Access Awareness Advisory Committee to the Advisory Planning Commission to provide input on accessibility issues.

The motion **CARRIED**.

Committee members discussed developing an accessible building checklist. This item will be discussed further at the September meeting.

Chair Gray noted a recent development that was required to install only one elevator and suggested the committee discuss the BC Building Code as it relates to elevators and accessibility. Chair Gray will bring the related information to the March meeting for discussion.

(7) Bylaw Violation Education

Committee members discussed bylaw violation education and noted the need increase information provided to the community about accessibility issues such as snow removal and overhanging branches. It was suggested that all bylaws that fall within the parameters of accessibility should be posted on the municipal website so citizens are aware of their responsibilities.

8. REPORT FROM BC TRANSIT REPRESENTATIVE

Emily Flett, Senior Transit Planner attended the meeting in Wanda Le Roux's absence.

Ms. Flett provided the committee with transit updates which included:

- Very happy with ridership on the # 10 – Jubilee to Dockyard
- Looking at some changes to the # 15 – UVIC Express to Downtown
- Late night trials on # 6 and # 14 have been very successful – will be ending at the end of March and resuming in the fall

Ms. Flett reported that BC Transit is putting together transit guidelines and the Access Awareness Advisory Committee would be a good group to have review the guidelines and provide feedback. Ms. Flett will enquire if this would be a possibility.

It was asked if audible stop notices and LED notice boards are scheduled to be installed on buses and whether the Paralympic torch relay will impact any bus routes?

Ms. Flett will follow-up on the questions from committee members and also on what informational materials can be supplied for the booths at the Paralympic Relay, Access Awareness Day and Buccaneer Days.

9. NEXT MEETING

The next meeting of the Access Awareness Advisory Committee will take place on Wednesday, March 10, 2010.

10. ADJOURNMENT

The meeting adjourned at 5:43 p.m.

Brian Gray, Chair

This 10th day of March, 2010



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

MEMORANDUM

DATE: February 24, 2010
TO: Brian Gray, Chair, Access Awareness Committee
FROM: Carollyne Evans, Manager of Corporate Services
SUBJECT: Terms of Reference

At Council's Regular meeting held February 15, 2010, Council received your memorandum dated January 25, 2010 requesting amendment to the Access Awareness Advisory Committee Terms of Reference.

At that meeting the following motions were made:

- a) That the Parks and Recreation Advisory Committee representative be appointed as a voting member of the Access Awareness Committee and that the Terms of Reference be amended accordingly.
The motion **CARRIED**
- b) That the BC Transit representative be appointed as a voting member of the Access Awareness Committee.
The motion was **DEFEATED**

Should you have any questions, please feel free to contact me.

A handwritten signature in cursive script that reads "Carollyne Evans".

Carollyne Evans



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Access Awareness Advisory Committee	NO. ADMIN - 49
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PURPOSE

The purpose of the Access Awareness Advisory Committee is to assist the Township of Esquimalt in making Esquimalt more accessible to all its citizens.

MANDATE

The Access Awareness Advisory Committee will, consistent with the purpose described above, undertake the following:

- Provide opportunity for public input respecting accessibility issues.
- Identify accessibility barriers to services and facilities and advise and make recommendations to the Municipality for strategies to improve access for all people.
- Provide increased awareness to Council respecting accessibility issues in areas including but not limited to, transportation, housing, recreation, employment and education.
- Identify sources of funding and grants to support access awareness related activities.
- The Access Awareness Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Access Awareness Advisory Committee will be made up of:

- 2 Council Members appointed by the Mayor
- 7 community representatives appointed by the Council
- 1 representative from the Parks and Recreation Advisory Committee appointed by the Parks and Recreation Advisory Committee
- The Esquimalt First Nation, Songhees First Nation and BC Transit will be invited to assign non-voting, liaison representatives to the Committee.

ELIGIBILITY

Committee members may be members of disabled organizations, but they are not to be formal representatives of any specific organization. An effort will be made to ensure representation of a broad cross-section of abilities/ disabilities.

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

EFFECTIVE DATE: February 15, 2009	APPROVED BY COUNCIL: February 9, 2009 Amended February 15, 2010	REF: Staff Report ADM-09-014	RESCINDS NO. ADMIN - 41	PAGE 1 OF 2
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TITLE: Terms of Reference – Access Awareness Advisory Committee	NO. ADMIN - 49
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MEETINGS
The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

EFFECTIVE DATE: February 15, 2009	APPROVED BY COUNCIL: February 9, 2009 Amended February 15, 2010	REF: Staff Report ADM-09-014	RESCINDS NO. ADMIN - 41	PAGE 2 OF 2
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