



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
MINUTES
ACCESS AWARENESS ADVISORY COMMITTEE

Wednesday, February 9, 2011
4:00 P.M.
Council Chambers

PRESENT: Councillor Randall Garrison
Emmy Labonté
Eleanor Calder
Paul Newcombe
Heidi Bada
Peter Ryan
Sherry Contreras

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

REGRETS: Councillor Don Linge
Bob McKie – Parks and Recreation Advisory Committee Representative
Jeff Miller – Director of Engineering & Public Works (Staff Liaison)

1. CALL TO ORDER

Andy Katschor, Staff Liaison called the meeting to order at 4:06 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Eleanor Calder, seconded by Emmy Labonté that the agenda of the Access Awareness Advisory Committee meeting of February 9, 2011 be approved as presented. The motion **CARRIED**.

4. INTRODUCTIONS

Committee members provided brief introductions.

5. ELECTIONS

(1) Elections of Chair and Vice-Chair

Andy Katschor, Parks Manager, opened the floor to nominations for Chair.

Emmy Labonté and Eleanor Calder were nominated for the position of Chair. Ms. Labonté declined the nomination. Eleanor Calder was appointed to the position of Chair of the Access Awareness Advisory Committee by acclamation.

Andy Katschor, Parks Manager, opened the floor to nominations for Vice Chair.

Emmy Labonté, Paul Newcombe and Sherry Contreras were nominated for Vice-Chair. Ms. Labonté and Mr. Newcombe declined their nominations for Vice Chair. Sherry Contreras was appointed to the position of Vice-Chair of the Access Awareness Advisory Committee by acclamation.

Ms. Calder continued the meeting as Chair.

6. APPROVAL OF MINUTES

Moved by Paul Newcombe, seconded by Emmy Labonté that the minutes of the Access Awareness Advisory Committee meeting of October 13, 2010 be approved as presented. The motion **CARRIED**.

7. NEW BUSINESS

(1) Review of Committee Terms of Reference (TOR)

Andy Katschor, Staff Liaison reviewed a memorandum from Carollyne Evans, Manager of Corporate Services regarding abstention from voting. The memorandum noted the following points:

- All voting members present at the time of a meeting must vote.
- Each voting member has one vote on any question.
- If a voting member does not indicate how they vote, the vote is considered to be in the affirmative.
- A tie vote means the motion is defeated.
- If a voting member believes they are in a conflict of interest, they should remove themselves from the discussion and vote.

Mr. Katschor requested the memorandum from Ms. Evans be circulated to all committee members.

Chair Calder reviewed the Access Awareness Advisory Committee Terms of Reference with the committee.

Councillor Garrison suggested committee members' review the 2009 – 2011 Strategic Plan for any items that relate to accessibility as the committee may want to include them in their 2011 work plan.

Chair Calder noted the revised terms of reference has returned the Parks and Recreation Advisory Committee representative to a non-voting liaison member although a recommendation was made to and passed by Council in early 2010 to make the Parks and Recreation Advisory Committee representative a voting member of the Access Awareness Advisory Committee. Chair Calder requested this item be brought back for further discussion to include input from the Parks and Recreation Advisory Committee representative.

Committee members also discussed including a definition of "accessibility" in the committees terms of reference. It was noted a definition was determined by previous committee members. It was requested this item, including the wording of the definition of "accessibility" as determined by previous committee members, be brought back to the next meeting for further discussion and recommendation to Council.

Chair Calder enquired as to whether an orientation/education session will be provided to committee members. Andy Katschor, Staff Liaison will enquire if an orientation session is being considered and report back at the next meeting.

(a) 2010 Year End Final Report

Chair Calder reviewed the requirement to submit to Council a final report at the end of each year describing the committee's activities and accomplishments of the previous year. Andy Katschor, Staff Liaison will draft the report to present to the committee for review and approval at the next meeting.

(2) Membership List Contact Information

A confidential membership contact list was distributed to committee members with the request that any revisions be provided to the Recording Secretary for updating prior to redistribution.

(3) Committee Member Interests – What Each Member Brings to the Table

Paul Newcombe has been a member of the Access Awareness Advisory committee since 2009. Mr. Newcombe noted the idea of hosting Access Awareness Day is a good one but changes need to be made to make the event more of a success.

Peter Ryan noted the meaning of access needs to be as broad as possible; accessibility is needed for all individuals. Mr. Ryan would like to see improvements to the consideration of the placement of items such as utility poles in pedestrian corridors and washrooms added to maps of Esquimalt.

Andy Katschor, Staff Liaison, noted the committee needs to concentrate and celebrate the past successes and work of the committee to educate staff and the public on accessibility. Mr. Katschor encouraged committee members to contact him with any concerns or comments so he can forward to the appropriate staff member.

Heidi Bada noted her everyday interactions and experiences with assisting individuals with disabilities.

Councillor Garrison noted accessibility is for everyone. Recognizing all individuals and making the community welcoming and accessible will encourage people to choose to live in Esquimalt.

Emmy Labonté noted the need to increase awareness of environmental sensitivities which include scents and how they affect individuals and internal environments.

Chair Calder noted the need for accessibility to transportation options such as the E & N Rail Trail and the need for increased accessible signage that includes wording and language that is easily read and understood.

Sherry Contreras noted the need for lighting, building and development design choices that will enhance safer streets and neighbourhoods. This could include traffic calming, increased after dark lighting and access to safe outdoor play and interaction with nature opportunities for children.

(4) Meeting Schedule Dates and Times

The Access Awareness Advisory Committee will meet on the second Wednesday of the month with meetings scheduled for 2011 as follows:

- March 9th
- April 13th
- May 11th
- June 8th
- September 14th
- October 12th and
- November 9th

Meetings will start at 4:00 p.m. and will be held in the Council Chambers. As per the committee terms of reference, the committee will not meet in the months of July, August and December.

(5) Agenda Items and Distribution

The Recording Secretary reviewed the process for submitting agenda items and agenda distribution.

(6) 2011 Work Plan Discussion

- (a) 2010 Sub-committees
 - (i) Measuring – Up – Gold Star Program
 - (ii) Access Awareness Day
 - (iii) Buccaneer Days
 - (iv) Accessible Housing
 - (v) Accessible Tourism

Andy Katschor, Staff Liaison provided committee members with an overview of 2010 work plan items.

Committee members discussed items they would like to include on the 2011 Access Awareness Advisory Committee work plan and determined the following:

Measuring-up Gold Star Program – continue with program, work with Esquimalt Chamber of Commerce to introduce revised survey to local businesses.

Access Awareness Day – continue with event to promote awareness; consider new direction and focus; consider ideas / theme for 2012 (centennial year).

Buccaneer Days – continue with hosting an informational booth at Buccaneer days.

Accessible Housing – do not include in 2011 work plan.

Accessible Tourism – do not include in 2011 work plan.

Accessible Bylaws – review and recommend accessible bylaws.

This item will be brought back to the next meeting for finalization and adoption.

8. OLD BUSINESS

- (1) Scent Free Environment / Environmental Sensitivities
 - (a) Additional Information
 - (b) Sample Survey

Andy Katschor, Staff Liaison reported the municipal joint Occupation Health and Safety Committee discussed environmental sensitivities and scent free environments and determined each department would have its own policy. Mr. Katschor further reported the recreation department deals with any complaints about excessive scent usage in recreation facilities on a case by case basis.

Emmy Labonté reviewed information on the effects of scented products on individuals and suggested a scent free policy be created for all municipal buildings.

Chair Calder requested committee members' review and complete the sample survey included in the agenda package for further discussion at the next meeting.

- (2) Sidewalk Ramp List – Follow-up Report from Jeff Miller, Staff Liaison

This item was deferred to the March meeting.

- (3) Difficulties Associated with Opening Doors in Municipal Buildings – Follow-up Report from Jeff Miller, Staff Liaison

This item was deferred to the March meeting.

9. COMMUNICATIONS

- (1) Letter from Danielle Harriott, BC Transit, dated December 29, 2010, Re: Participation on Access Awareness Advisory Committee

Chair Calder will draft a letter to Ms. Harriott advising the committee does not meet in July and suggest an alternate date.

Moved by Councillor Garrison, seconded by Paul Newcombe that the Communications items be received.

The motion **CARRIED**.

10. NEXT MEETING

The next meeting of the Access Awareness Advisory Committee will take place on Wednesday, March 9, 2011.

11. ADJOURNMENT

The meeting adjourned at 5:41 p.m.

Eleanor Calder, Chair

This 9th day of March, 2011