



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**MINUTES**  
**ACCESS AWARENESS ADVISORY COMMITTEE**

**Wednesday, June 8, 2011**  
**4:00 P.M.**  
**Council Chambers**

**PRESENT:** Eleanor Calder, Chair  
Sherry Contreras, Vice Chair  
Councillor Don Linge (Arrived 4:04 p.m.)  
Emmy Labonté  
Paul Newcombe  
Peter Ryan  
Bob McKie – Parks and Recreation Advisory Committee Representative

**STAFF:** Andy Katschor – Parks Manager (Staff Liaison)  
Jeff Miller – Director of Engineering & Public Works (Staff Liaison)  
Deborah Liske – Recording Secretary

**REGRETS:** Councillor Lynda Hundleby  
Heidi Bada

---

**1. CALL TO ORDER**

Chair Calder 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 Contreras that the agenda of the Access Awareness Advisory Committee meeting of June 8, 2011 be approved as presented.  
The motion **CARRIED**.

**4. APPROVAL OF MINUTES**

Moved by Paul Newcombe, seconded by Vice Chair Contreras that the minutes of the Access Awareness Advisory Committee meeting of May 11, 2011 be approved as presented.  
The motion **CARRIED**.

Councillor Linge arrived at 4:04 p.m.

**5. OLD BUSINESS**

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

Jeff Miller, Staff Liaison provided the committee with an update on the status of the sidewalk ramp list as provided by former Vice Chair Lorne Argyle and community member Attila Szabo.

Mr. Miller noted locations and items included on the list provided by Mr. Argyle and Mr. Szabo will be added to the Sidewalk Repair Master List compiled by the Public Works Department. Mr. Miller explained sidewalk repairs are completed on a priority basis based on criteria established by the public works department. Arterial / collector roads receive priority for sidewalk construction and repair (arterial / collector roads are determined by the amount of road traffic – Esquimalt Road and Lampson Street – examples of arterial / collector roads). Council policy Sidewalk Maintenance defines and outlines procedures for identifying and repairing trip hazards and curb / sidewalk elevations in municipal sidewalks. Established standards and details are in place for pitch, slope and lines when building sidewalk ramps. The municipality tries to avoid having obstructions in the sidewalk as much as possible. Mr. Miller encouraged committee members to advise of any sidewalks that are in need of repair or upgrade.

Andy Katschor, Staff Liaison noted the parks department has a budget for improving paths and walkways in municipal parks.

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

Jeff Miller, Staff Liaison reported the Public Works department has reviewed municipal doors and it appears the municipality is meeting the standards set out in the BC Building Access Handbook for pressure point for doors. Mr. Miller noted the cost to install an automatic door is approximately \$ 3500 per door.

Committee members discussed the need to identify and prioritize doors requiring automatic door openers to ensure accessibility. No further action required by Mr. Miller at this time.

**6. WORK PLAN ITEMS**

(1) Measuring-up Gold Star Program

Andy Katschor, Staff Liaison reviewed the final draft of the Measuring-Up Gold Star Program survey, noting the sub-committee is planning to include the survey with the 2012 business license notices and work with the Esquimalt Chamber of Commerce to promote participation in the survey. Mr. Katschor noted the businesses that have received Gold Star awards in the past are displaying them in their businesses.

(2) Access Awareness Day

Andy Katschor, Staff Liaison provided committee members with a report of activities that took place to prepare and host this years Access Awareness Days. Key points included:

- Press releases circulated and media advised of event
- Responses from agencies and organizations contacted to participate was very poor
- Utilized some informational pamphlets from last year for display table
- Mayor attended event and officially proclaimed the day
- Biggest success was the Environmental Sensitivities survey – Emmy Labonté did a fantastic job of getting surveys completed

Mr. Katschor thanked committee members for their assistance in participating in the activities of Access Awareness Day.

Committee members discussed ideas to improve the event. Key points included:

- Display a list of past Gold Star award recipients to highlight survey (also have the list displayed at Buccaneer Days)
- Need directional signage – location was not really visible
- Scrap holding an event on Access Awareness Day but host a booth at community events that already draw people, such as Buccaneer Days, Celebration of Lights night, community events, etc.
- Improve and highlight the existence of the committee
- Do not scrap and event on Access Awareness Day – the day exists for a reason and should not be forgotten

Mr. Katschor suggested the sub-committee get together in September to review this years event in more detail and report back at a future meeting.

(3) Buccaneer Days

Committee members discussed staffing and required items for the committee information table.

(4) Accessible Bylaws

Copies of the accessible bylaws were distributed to committee members for review over the committee summer break. Chair Calder requested committee members come prepared to discuss bylaws 1 – 3 at the September meeting, bylaws 4 – 7 at the October meeting and the housing bylaw at the November meeting.

(5) Environmental Sensitivities

The survey will be available on the municipal website in the survey monkey format.

(6) Centennial Celebrations Participation Preparation

Committee members discussed ideas for committee participation in the centennial year. Suggested ideas included:

- Have residents carry the Access Awareness Advisory Committee banner in Buccaneer Days parade
- Committee could partner or assist another group, organization or committee with an event or project
- Set-up a display of artifacts/photographs of the changes in accessibility over the last 100 years (this could happen at Buccaneer Days)
  - Also feature accessible improvements to the municipality over the last 100 years
- Place an ad in the local newspaper advertising Access Awareness Day / solicit a feature news story in the same newspaper

Committee members discussed hosting a centennial display at Buccaneer Days. Andy Katschor, Staff Liaison noted the display needs to focus on the celebration of accessibility. Committee members discussed the need to identify, promote and highlight the committee and accessibility in the community. Discussion to continue at the next meeting.

**7. NEXT MEETING**

The next meeting of the Access Awareness Advisory Committee will take place on Wednesday, September 14, 2011.

**8. ADJOURNMENT**

The meeting adjourned at 5:16 p.m.

---

Eleanor Calder, Chair

This 14<sup>th</sup> day of September, 2011