



**ACCESS ABILITY ADVISORY COMMITTEE  
(AAAC)**

**Thursday, February 16, 2017, at 3:00 pm  
Council Chamber & Chamber Meeting Room  
City Hall  
MINUTES**

**VOTING MEMBERS PRESENT:**

Councillor Patrick Johnstone	- Chair
Karla Olson	- Community
Michael Wilson (left at 4:40 p.m.)	- Community
Hayley Sinclair	- Community
Julia Schoennagel	- Community
Colleen Vogler	- Community
Heather Boersma	- Community
Paul Butler	- New West Chamber of Commerce

**VOTING MEMBER REGRETS:**

Anne Bélanger	- Community
Leslie Sayer	- Community

**STAFF:**

Lisa Leblanc	- Manager, Transportation Engineering Services
Carilyn Cook	- Committee Secretary, Engineering Services
Jason Haight	- Manager, Business Operations Parks & Recreation
Christy Mereigh (left at 4:15 p.m.)	- Manager, Building Inspections Development Services, Bldg & Plmb
JoAnn Tosh (left at 3:20 p.m.)	- Committee Clerk, Legislative Services
Kanny Chow (arrived at 3:30 p.m.) (left at 3:50 p.m.)	- Transportation Engineer Engineering Services
Erika Mashig (arrived at 3:30 p.m.) (left at 3:45 p.m.)	- Parks & Open Space Planner Parks and Recreation
Carolyn Armanini (arrived at 3:30 p.m.) (left at 3:50 p.m.)	- Planning Analyst, Office of the CAO

**Procedural Note: Item 3.1: *Orientation and Oath of Office* will be  
conducted prior to the start of regular agenda items.**

The meeting was called to order at 3:00 pm

## **1.0 ADDITIONS TO AND ADOPTION OF AGENDA**

### **1.1 Additions to and adoption of the Agenda of February 16, 2017**

#### **MOVED and SECONDED**

*THAT the Agenda of the Access Ability Advisory Committee held on February 16, 2017 be received and adopted with the addition of the following items:*

- 1. Item 3.1a, Welcome Message and Mandate Review (Cllr. Johnstone);*
- 2. Item 5.4, Solutions List (Karla Olson); and,*
- 3. Item 5.5, Bus Travel (Colleen Vogler).*

**CARRIED.**

All members of the Committee present voted in favour of the motion.

## **2.0 ADOPTION OF MINUTES**

### **2.1 Adoption of the Minutes of December 1, 2016**

#### **MOVED and SECONDED**

*THAT the Minutes of the Access Ability Advisory Committee held on December 1, 2016 be received and adopted.*

**CARRIED.**

All members of the Committee present voted in favour of the motion.

## **3.0 PRESENTATIONS**

### **3.1 Orientation and Oath of Office**

JoAnn Tosh, Committee Clerk, reviewed the following with members:

- Rules of Conduct: Advisory Committee & Bodies of Council
- Respectful Workplace and Human Right Policy
- Social Media Policy
- Committee Schedule
- Freedom of Information (FOI) Permission Forms

Members were reminded to contact the Committee Secretary, Carilyn Cook, regarding attendance for each meeting.

The Oath of Office was administered to Committee members.

### **3.1a Welcome Message and Mandate Review**

Councillor Johnstone welcomed Committee members to the 2017 term of the Access Ability Advisory Committee (AAAC), clarifying that the Committee's purpose is to provide advice to staff who may, in turn, offer information and advice to Council for their consideration. Staff may also use input from the Committee to determine project workflow, etc.

### **3.2 Sixth Street Overpass (Item 6.4, Report: Sixth Street Overpass)**

Carolyn Armanini, Planning Analyst, Erika Mashig, Parks & Open Space Planner, and Kanny Chow, Transportation Engineer, introduced themselves. Members were informed that as part of the development obligations for 660 Quayside Drive, an elevated overpass at 6<sup>th</sup> Street is being contemplated as part of the development agreement. Staff would like to sequence construction of the overpass with development construction as well as provide a vital link down to the waterfront and access to the park, maintaining accessibility to that area during the construction period and longer. As the planning and design stage is starting, staff are requesting input from the Committee for consideration.

The following discussion ensued:

- For some, a low-grade ramp is preferable to an elevator as elevators can be unreliable and not user friendly for those with height or space issues;
- The ramp should have non-slip flooring, a railing, and be wide enough for two scooters to pass each other;
- The longer the ramp, the less the grade should be and a long ramp should include a rest stop every 30 meters;
- If an elevator is considered, the design would be brought back to the Committee for suggestions/comments;
- There would have to be another way out of the park if the elevator were to break down;
- Some people would feel safer in a glass elevator, while those with height issues may feel less comfortable;
- A covered ramp would protect people from the elements;
- The British Columbia Building Code has minimum requirements for ramps and elevators. Christy Mereigh, Manager, Building Inspections, will forward information to Carilyn to pass onto members.

## **4.0 UNFINISHED BUSINESS**

### **4.1 TransLink & Universally Accessible Washroom Availability (Continuation of Discussion from December 1, 2016 Meeting)**

Councillor Johnstone reminded members of the discussion that arose from Catherine Nelson's request of the Committee for endorsement of her appeal to TransLink to prioritize accessible washrooms in both the Sea Bus area and paid-fare zone of the Waterfront Station. Members agreed that since this issue requires a more in-depth discussion to determine the appropriate recommendation for the Committee to send to Council, it will be deferred to a future meeting.

### **4.2 Creation of Open Data Online Map of Known Free Publicly Accessible Washrooms in New Westminster**

Jason Haight, Manager, Business Operations, Parks and Recreation, summarized previous Committee discussions pertaining to the listing of free and accessible washrooms available for public use. He informed members of the City's two-day Hack-a-thon taking place on February 25<sup>th</sup> and 26<sup>th</sup>. During this event, students will work on creating an accessible washroom application (app) which, if appropriate, may be purchased by the City and made available for public use. Jason also informed the group that the City's Open Data Network, available on the City's website, now includes a map showing 34 accessible and free washrooms in the City, as well as their current operating hours.

The following discussion ensued:

- The City's Open Data website includes a map and a downloadable and printable list of free publically accessible washrooms in New Westminster.
- While Open Data Network information is one directional (no way for comments or suggestions to be made), washrooms in civic facilities can be commented on through the City's website;

### **4.3 "Can Do" Policy Update – Richard Fong (Item 6.3, Report: "Can Do" Active Access Policy Update)**

The Report was received by the Committee as an update on the "Can Do" Policy. The Human Resources Department is currently working with legal counsel to consolidate all aspects of accessibility into one inclusive and integrated policy.

## **5.0 NEW BUSINESS**

### **5.1 Election of Alternate Chair**

#### **MOVED and SECONDED**

*THAT Julia Schoennagel act as Alternate Chair for the Access Ability Advisory Committee for the 2017 term.*

**CARRIED.**

All members of the Committee present voted in favour of the motion.

### **5.2 Westminster Pier Park Elevator Operational Hours**

Jason informed the group that the New Westminster Pier Park is currently open from dawn to dusk, and members were asked for their input on the operational hours of the Pier Park Elevator.

The following discussion ensued:

- Washroom operational hours may vary from one park to the next, dependent on what activity a specific park is primarily used for;
- The Committee suggested that the Westminster Pier Park Elevator hours should be from 7:00 am (year-round) with daily end time aligned with Donald's Market located in the River Market (i.e. 10:00 pm closing in the summer and 8:00 pm closing in the winter).

### **5.3 2017 Transportation Work Plan**

Lisa Leblanc, Manager, Transportation, advised members that the Work Plan addresses the transportation aspect of accessibility. It includes items that the transportation group would like feedback on during certain times of the year, corresponding with the implementation of items on the Master Transportation Plan (MTP). Lisa asked the group if there was anything else they'd like to see added to the Plan.

The following discussion ensued:

- The topic of signage (wayfinding and street name) will be added to the Work Plan for June;
- Maintenance of curb letdowns and transit stops during snowfall events will also be added to the Work Plan for June. This issue is also on the ACTBiPed Work Plan.

**Procedural note: item 5.4 was addressed after item 5.5 Bus Travel**

**5.4 Solutions List**

Karla Olson, Committee Member, suggested the implementation of a “Solutions List” for items requiring a more in-depth discussion. Examples of these types of issues include the various forms of signage in the City, how businesses can identify accessible bathrooms available for everyone to use, etc. These conversations could determine if there is an opportunity to create policy on an issue, or whether it necessitates another type of follow up. Karla will share her list with the Committee at an upcoming meeting.

**5.5 Bus Travel**

Colleen Vogler, Committee Member, shared on a recent bus ride from downtown, the announcements for each stop were not audible. Colleen was informed by the bus company that they have a system in place to monitor the effectiveness of auditory announcements on the buses. Colleen queried if any members had ridden the bus from downtown recently and noticed whether or not the announcements were audible. No one had.

**6.0 REPORTS AND INFORMATION**

**6.1 Action List**

Staff reminded members that items on the List may remain open if they belong to another agency/department and staff have not yet heard back from them, or as a reminder of an issue to be dealt with at a future date.

The following discussion ensued:

- TransLink has been notified about the elevator signage issues at the New Westminster Station. This item remains open on the Action List because the signage has not changed;
- Additional push button poles will be added to the 4<sup>th</sup> Street and Agnes Street location;
- It was clarified that the washrooms on the second level of the Anvil Centre are, in fact, not universal washrooms – they are gendered. This will be added as a fourth item on the Action list.
- Issues that are not being dealt with right away are left on the List as reminders that Staff are aware of the concern;
- With respect to painting the well-used unmarked crosswalk at 3<sup>rd</sup> Avenue and 8<sup>th</sup> Street, this request will be taken to ACTBiPed for

inclusion in their discussion of crosswalk priorities in the City. Staff noted that this site has already been spoken about internally.

**6.2 Report: Updates on Engineering Services' Accessible Transit Stop Program (from 2007 to 2017)**

The Report was received by the Committee for information. Committee members were asked to contact Fan Jin, Engineering Technologist, if they notice any critical locations that need to be addressed.

**6.3 Report: "Can Do" Active Access Policy Update**

This was addressed under Item 4.3, "Can Do" Policy Update.

**6.4 Report: Sixth Street Overpass**

This was addressed under Item 3.2, Sixth Street Overpass.

**7.0 CORRESPONDENCE**

No items.

**8.0 NEXT MEETING DATE**

**Thursday, April 13, 2017**  
**Thursday, June 15, 2017**  
**Thursday, October 12, 2017**  
**Thursday, December 14, 2017**

**9.0 ADJOURNMENT**

The meeting adjourned at 4:47 pm

Certified correct,

Original Signed

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**PATRICK JOHNSTONE**  
**CHAIR**

Original Signed

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**CARILYN COOK**  
**COMMITTEE SECRETARY**