



## **SPECIAL SERVICES & ACCESS COMMITTEE**

**Thursday, January 24, 2013 3:05 pm**  
**Council Chamber, City Hall**

### **MINUTES**

#### **VOTING MEMBERS PRESENT:**

Councillor Betty McIntosh	Chair
Bruce Clark	Community
Cori Lynn Germiquet	New Westminster Chamber of Commerce
Ron Jones	Community
Bruce Warren	Community
Michael Wilson	Community

#### **VOTING MEMBER REGRETS:**

Christine Nieder	Community
Ken Wilkinson	Community
Mary Varga	Community

#### **VOTING MEMBER ABSENCE:**

Glen Henderson	New Westminster School Board
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#### **STAFF:**

Carilyn Cook	Engineering Clerk, Engineering Services
Eugene Wat	Manager, Infrastructure Planning, Engineering Services (3:08 pm)
Jason Haight	Manager, Business Ops, Parks, Culture and Recreation (3:16 pm)
Fan Jin	Transportation Technologist, Engineering Services
Kathy Prothero	Recording Clerk, Engineering Services

The meeting was called to order at 3:05 pm

#### **1.0 ADDITIONS TO AGENDA**

#### **2.0 ADOPTION OF MINUTES**

##### **2.1 Adoption of Minutes of November 29, 2012**

##### **MOVED and SECONDED**

*THAT the minutes of the Special Services and Access Committee meeting held November 29, 2012 be received and adopted.*

**CARRIED**

All members present voted in favour of the motion.

### **3.0 PRESENTATIONS**

**Procedural note:** These minutes reflect the order the agenda items were addressed.

### **5.0 NEW BUSINESS**

#### **5.1 2010 to 2013 Curb Cuts Summary – Mr. Fan Jin**

Mr. Jin outlined the curb cut upgrades completed between 2010 and 2013 (see attached memo). In the last 3 years there has been an investment of \$200k which equates to 150 curb cuts either retrofitted or installed. The 2013 proposed budget is \$125k which will allow another 80 curb cuts to be installed this year.

A discussion ensued when a member mentioned that they had seen an “in memoriam plaque” at a curb cut in another city. This would allow the City to make all intersections accessible prior to the established date of 2020.

**Moved and seconded this Committee recommends**

**THAT** Council direct staff to investigate the option of allowing the community to sponsor curb cuts within the City to augment the existing curb cut program.

**CARRIED**

All members voted in favour of this motion

#### **5.2 Draft Street Occupancy Permit Procedure – Mr. Eugene Wat**

Mr. Wat spoke to members about the draft document which is attached to these minutes. This document will be provided to all those applying for a Street Occupancy Permit. The Street Occupancy Permit is part of the Street & Traffic Bylaw and the permits are required when there is an impact on the road corridor (pedestrians and vehicles). In addition, a traffic management plan will be required where there is an impact to the movement of vehicles or pedestrians. In most cases, these are a result of either a development or major construction. In instances where there is a lane closure, traffic personnel would be required to be on site. Following is an explanation of pedestrian movement disruptions:

**Full Sidewalk Closure** – Would divert pedestrians to the opposite side of the street or some other alternate route. Traffic Management Plan to show pedestrian routing.

**Short Term Sidewalk Closure** – When pedestrian volumes are light and work can be stopped, allowing pedestrians to pass safely with minimal delays.

**Temporary Diversion** – May be approved provided pedestrian safety is not compromised and accessibility is maintained.

Cyclists must be accommodated in passing through affected areas safely. When cyclists are required to share the lane, signage would be installed as part of the traffic management plan.

Councillor McIntosh asked if we currently provide an information package to those applying for a Street Occupancy Permit and Mr. Wat confirmed that this is the intent of this document.

One member asked if this addresses accessibility and Mr. Wat confirmed that it does. After a brief discussion, Councillor McIntosh requested that in the paragraph that addresses pedestrian traffic, "universal access" be incorporated. This Committee appreciates the work done by staff in documenting the procedure when applying for a Street Occupancy Permit.

**Moved and seconded this Committee recommends**

**WHEREAS** the Special Services and Access Committee supports the Draft Street Occupancy Permit procedure;

**THAT** Council direct staff to develop a handout from the draft document to accompany all future Street Occupancy Permit applications.

**CARRIED**

All members voted in favour of this motion

Mr. Clark left the meeting at 3:45 pm, at which time there was no longer quorum.

#### **4.0 UNFINISHED BUSINESS**

##### **4.1 SSAC YouTube Videos – Mr. Jason Haight**

Mr. Haight updated member since the last meeting:

- January 15, 2013 – Mr. Haight and Mr. Warren attended the ACTBiPed meeting and provided an update on the SSAC YouTube video project to promote accessibility awareness and successes. The ACTBiPed Committee was interested in partnering with the SSAC project and/or pursuing a similar project that meets their scope and messaging needs. To this end, three members from ACTBiPed were identified to create Sub-committee (or join the existing SSAC Sub-committee) to create a video and messages.
- January 17, 2013 – members of SSAC subcommittee, ACTBiPed subcommittee, Councillor McIntosh and representatives from New Westminster TV and Twisted Lime Media meet to review the YouTube video project, share information and determine: commitments and interest from service providers and the ability to integrating the two projects or providers. It was determined that it would not be efficient for the two video providers to combine resources. Further, the New Westminster TV representative provided the committee with a different position on their interest to support the project, their need for greater exposure or resources to do the project and where primarily interested in messaging the stories of people with accessible needs with the SSAC messages being secondary. The meeting outcomes were:

1. NWTV questioned the committee's readiness and recommended the committee do more work on their script. The committee is looking to a service provider support the technical and script writing needs.
2. Twisted Lime Media is interested and willing to support the project, pro bono, based on direction from Robb, a company partner and a clearer understanding of the increased scope of the project(s).
3. A joint subcommittee meeting with representatives from SSAC and ACTBiPed will meet in February, per Council McIntosh's direction, to further develop the scope and interest of the ACTBiPed to determine if we can a) amalgamate projects or b) need to separate them based on scope and unique needs.
4. A second meeting with Twisted Lime Media and/or NWTV, based on the scope and needs of the joint subcommittee work, will be held to confirm service provider(s) interest and ability to support pro bono.

#### **4.2 Bicycle & Pedestrian Committee YouTube Video Interest – Mr. Jason Haight**

Mr. Haight stated that a meeting will be called to combine both Sub-committees and plan a future strategy.

#### **4.3 SSAC Recommendation to Council regarding TransLink Communication – Councillor McIntosh**

Councillor McIntosh confirmed that the Committees' recommendation to Council was approved and a letter will be sent to TransLink.

### **6.0 REPORTS AND INFORMATION**

#### **6.1 Information Update – Councillor McIntosh, Chair**

- Councillor McIntosh informed members of the newly appointed membership for the 2013/2014 term;
- February 11<sup>th</sup> is the first Family Day Statutory Holiday. Fraser River Discovery Centre will be the location of a family friendly event from 11:00 am to 3:00 pm;
- Staff is working on 2013 budget and new initiatives; and
- Committee Welcoming Dinner is on February 26<sup>th</sup> @5:30 pm at Century House.

#### **6.2 Information Update – Mr. Bruce Warren (SSAC Representative on ACTBiPed)**

Mr. Warren updated members on the ACTBiPed meeting held January 15, 2013:

- Hoarding requirements are a problem around construction sites;
- Discussion on the time it takes to get minutes and recommendations through Council; and
- Wording change to the Bylaw regarding width of sidewalks. It now states 'clear' width (clearing the area of signs, poles and trees).

One member expressed concern when using the signed and marked crosswalk located mid-block on East Columbia Street at the Fireside Pub. He was mid-point in the crosswalk when

rather than stopping, a vehicle veered around him through the crosswalk. He would like consideration given to a pedestrian actuated flashing amber light at this crosswalk. Councillor McIntosh believes that this was investigated last year and would like to see if any enhancements can be made to this crosswalk to improve safety. Staff will report back on the findings.

## **7.0 CORRESPONDENCE**

**This correspondence was not received as there was no quorum at this point of the meeting.**

- 7.1 November Access Transit Newsletter
- 7.2 NewsLeader Article Featuring Suzan Jennings; Battling Guillain-Barre Syndrome
- 7.3 December Access Transit Newsletter

## **8.0 NEXT MEETING**

Tuesday, February 19 @ 3 pm  
(Future meetings are held Thursdays)  
Council Chamber, City Hall

## **9.0 ADJOURNMENT**

The meeting was adjourned at 4:20 pm

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**COUNCILLOR BETTY MCINTOSH**  
**CHAIR**

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**KATHY PROTHERO**  
**RECORDING CLERK**