

**Accessibility Advisory Committee Meeting
Agenda**

Wednesday, July 24, 2024, 5:30 p.m.

Open to public attendance in Committee Room G

Lower Level, City Hall

Committee members may attend electronically

We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

	Pages
1. <u>CALL TO ORDER AND LAND ACKNOWLEDGEMENT</u> The Chair will open the meeting and provide a land acknowledgement.	
2. <u>INTRODUCTIONS</u>	
3. <u>CHANGES TO THE AGENDA</u> Additions or deletion of items.	
4. <u>ADOPTION OF MINUTES FROM PREVIOUS MEETINGS</u>	
4.1 March 27, 2024	3
4.2 May 22, 2024	10
5. <u>REPORTS AND PRESENTATIONS</u> Staff and guest reports and presentations for information, discussion, and/or action	
5.1 Neurodiverse / Autism Communities Decal Project	22
5.2 June 10, 2024 Motion from Council: Accessibility to the Riverfront	24
5.3 Review of the Terms of Reference	25
6. <u>NEW BUSINESS</u> Items added to the agenda at the beginning of the meeting.	
7. <u>END OF MEETING</u>	

8. **UPCOMING MEETINGS**

Remaining scheduled meetings for 2024, which take place at 5:30 p.m. unless otherwise noted:

September 25, 2024

November 27, 2024



Accessibility Advisory Committee

MINUTES

Wednesday, March 27, 2024, 5:30 p.m.

Open to public attendance in Committee Room G

Lower Level, City Hall

Committee members may attend electronically

PRESENT:

Councillor Tasha Henderson	Chair
Karen Basran	Human Resources Business Partner
Julie Drew	Committee Member
Hazel Fitzpatrick*	Committee Member
Nancy Kato	Committee Member
Asifa Lalji*	Committee Member
Vic Leach	Committee Member
Katie Marshall	Committee Member
Karla Olson	Committee Member
Julia Schoennagel	Committee Member
Colleen Vogler	Committee Member

REGRETS:

Councillor Jaimie McEvoy	Chair
Anne Bélanger	Committee Member

GUEST:

Karin Pasqua	Meaningful Access
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STAFF PRESENT:

Tobi May	Senior Manager, Civic Buildings & Properties
Hailey Finnigan	Communications Coordinator, Office of the CAO
Anur Mehdic	Social Planner
Carilyn Cook	Committee Clerk, Legislative Services

*Denotes electronic attendance

1. **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Councillor Henderson opened the meeting at 5:33 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. She acknowledged that colonialism has made invisible their histories and connections to the land. She recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. **INTRODUCTIONS**

Introductions took place.

3. **CHANGES TO THE AGENDA – to add to new business**

Procedural note: Item 5.1 Committee Orientation and Affirmation of Office was addressed first.

The following items were added to the agenda by Karla Olson, Committee Member:

- Item 7.1 – Accessible Parking Spots Policy; and
- Item 7.2 – City Communication with the Disabled Community

MOVED and SECONDED

THAT the March 27, 2024 agenda of the Accessibility Advisory Committee be adopted as amended.

CARRIED UNANIMOUSLY

4. **ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

4.1 **January 24, 2024**

MOVED and SECONDED

THAT the January 24, 2024 Minutes of the Accessibility Advisory Committee be adopted with the following amendments:

1. Page 4, bullet point 3, under top priorities question: comment should say "...work being done in "excess" of duties";
2. Page 4, bullet point 6, add the definition for the word "ableism" and that it is "...prejudice either intentionally or unintentionally";
3. Page 5, bullet point 7, should say "... using blindfolds, wheelchairs and other mobility aids..."; and
4. Page 6 – first paragraph, add an example for person first / identity first.

CARRIED UNANIMOUSLY

5. REPORTS AND PRESENTATIONS

5.1 Committee Orientation and Affirmation of Office

a. Orientation Presentation

Carilyn Cook, Committee Clerk, commenced with her presentation which included the role of advisory committees, the terms of reference, meeting attendance and quorum, meeting conduct, City policies and freedom of information, and, lastly, affirmations of office.

b. Election of Alternate Chair

MOVED AND SECONDED

THAT Julie Drew be elected as the Alternate Chair for the Accessibility Advisory Committee for the 2024 Committee year.

CARRIED UNANIMOUSLY

5.2 Draft Accessibility Plan

Karin Pasqua of Meaningful Access introduced herself and shared a PowerPoint presentation that provided an overview of the City of New Westminster's draft Accessibility Plan (the "Plan").

Another round of introductions took place during which members shared whether or not their needs were being met.

In response to questions from the Committee, Ms. Pasqua, Karen Basran, Human Resources Business Partner, and Councillor Henderson provided the following comments:

- Bus stops, in particular floating bus stops, that are not user-friendly for those that are sight impaired are being looked at by the Provincial Government;
- The list under "Work Being Done" is a highlight of some of the work that is already being done and is not a complete list nor is it organized in any particular way; however, it can be reorganized into a more reader-friendly way such as alphabetically or in categories;
- There is a whole section that shares the City's accessibility story and purpose;
- Part of the goal of the recommendations is to have one central document for the City's accessibility planning for greater

accountability and a greater ability to knowledge share, which this Committee can take a leadership role in;

- The Committee can be a part of conversations around accessibility to ensure alignment amongst projects;
- The Plan is unique in many respects as it includes every department, reflects on what is being done in the Police Department and the Library and will bridge gaps that may come up;
- Prioritizing or categorizing high-cost items and less costly items, that can be implemented faster, is a city operational question. Each department will consider and integrate accessibility as they move forward with updates, modifications, new processes, etc., and determine how things get prioritized operationally for them, with the understanding that this Committee is here to consult on that process;
- A matrix of the recommendations will be created for staff to work through to prioritize items and determine what budget allocations are needed per line item;
- There are process timelines and many other cities have already shared their accessibility plans;
- This is a living document that we will continue to improve and change; however, right now we want to agree on the foundational pieces to take forward and build upon;
- Once the Committee has approved the draft, it will go to the Senior Management Team for their feedback and then to Council who will also have feedback to be incorporated into the Plan; and
- Changes made to the draft Plan by the Senior Management Team will be brought back to the Committee.

Discussion ensued regarding the lengthy time it would take to discuss each recommendation individually, and it was determined that Ms. Pasqua would review the overall intention of each of the focus areas and that the Committee would continue to provide comments during the meeting and still have the opportunity to provide additional comments after the meeting.

Procedural note: The Committee took a break from 7:06 p.m. to 7:10 p.m.

Councillor Henderson advised that, from a Council perspective, it is helpful to know the priorities of the Committee and the residents and of funding opportunities and how equity and climate action framework can be applied to accessibility work.

Discussion ensued and Committee members provided the following comments:

- Some of this will be thought provoking so we need to be assured that this is a living document that will be updated as the Committee takes time to work through it;
- The Plan is very comprehensive and easy to read; and
- It is concerning that this seems to be more of a laundry list than a work plan and if these items are not seen as priorities they will continue to be dropped for “fun” projects that get attention rather than what may be requested by the Committee.

Committee members were reminded that they could continue to provide their comments on the Plan after the meeting with Carilyn Cook, Committee Clerk, who would compile the comments and share them with Committee members and Ms. Pasqua who would then update the Plan with the feedback.

In response to Committee members’ concern that the recommendations would not be followed through with and may fall to the wayside, Councillor Henderson assured members that Council is committed to furthering and improving accessibility in the City. She also advised that items go to Council either through a Monday afternoon workshop or an evening Council meeting, and that these meetings are open to the public and provide an opportunity for members of the public to address Council on open delegation nights.

Discussion ensued and Committee members provided the following comments:

- Lived experiences may be missed, for example regarding employment, it states that “We are happy to provide accommodations...” This is not about being “happy to” it is a requirement. Also, most people with disabilities do not know what accommodations they can get and this is not acknowledged. The onus should not be on the person with disabilities to know what accommodations there are; and
- We need to determine how to support some of the items, while continuing to work on ones that are not to our satisfaction; and
- Mental health challenges must be included in the overall umbrella of disabilities as they can affect someone’s employment and treatment among other things and result in stigmatization.

In response of a comment from a Committee member, Karen Basran, Human Resources Business Partner, confirmed that the Committee would be ensuring the implementation and completion of the recommendations contained in the Plan, including revisions and updates when required.

THAT the Accessibility Advisory Committee endorse the draft Accessibility Plan in principle, with consideration of the feedback and comments provided to the consultant by the Committee and received after this evening's meeting;

THAT the draft Accessibility Plan come back to the Committee after feedback is received by staff from the City's Senior Management Team; and

THAT it is understood that this is a living document and will be amended where needed on an ongoing basis.

CARRIED UNANIMOUSLY

Councillor Henderson announced that due to the late time, the remaining agenda items would be moved to the agenda for the next meeting.

6. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

6.1 Terminology

Moved to the next meeting.

7. NEW BUSINESS

7.1 Accessible Parking Spots Policy

Moved to the next meeting.

7.2 City Communication with the Disabled Community

Moved to the next meeting.

8. END OF MEETING

The meeting ended at 7:55 p.m.

9. UPCOMING MEETINGS

- May 22, 2024
- July 24, 2024
- September 25, 2024
- November 27, 2024

Certified correct,

Councillor Tasha Henderson

Carilyn Cook, Committee Clerk

DRAFT



Accessibility Advisory Committee

MINUTES

Wednesday, May 22, 2024, 5:30 p.m.

Open to public attendance in Committee Room G

Lower Level, City Hall

Committee members may attend electronically

PRESENT:

Councillor Tasha Henderson	Chair
Karen Basran	Human Resources Business Partner
Julie Drew	Committee Member
Hazel Fitzpatrick*	Committee Member
Nancy Kato	Committee Member
Asifa Lalji*	Committee Member
Katie Marshall	Committee Member
Karla Olson	Committee Member
Julia Schoennagel	Committee Member
Colleen Vogler	Committee Member

REGRETS:

Councillor Jaimie McEvoy	Chair
Vic Leach	Committee Member
Anne Bélanger	Committee Member

STAFF PRESENT:

Corrine Garrett	Senior Manager, Recreation Facilities & Programs
Mike Anderson	Manager, Transportation
Christopher Koth*	Manager of Programs and Community Development Library
Erica Mark	Recreation Services and Facilities Manager
Hailey Finnigan*	Communications Coordinator, Office of the CAO
Erica Mark	Recreation Services and Facilities Manager Parks and Recreation
Carilyn Cook	Committee Clerk, Legislative Services

1. **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Councillor Henderson opened the meeting at 5:33 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. She acknowledged that colonialism has made invisible their histories and connections to the land. She recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. **INTRODUCTIONS**

Introductions took place.

3. **CHANGES TO THE AGENDA**

MOVED and SECONDED

THAT the Agenda of the May 22, 2024 meeting of the Accessibility Advisory Committee be adopted as circulated.

CARRIED UNANIMOUSLY

4. **ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

None.

5. **REPORTS AND PRESENTATIONS**

5.1 Draft Accessibility Plan Update

Karen Basran, Human Resources Business Partner, thanked members for the feedback they had provided thus far on the Organization Accessibility Plan (Plan). She noted that the City's Senior Management Team (SMT) is now reviewing it with their teams and it is anticipated that an updated version will be provided to the Committee for the July meeting, once all feedback has been received from the SMT and revisions to the document have been made by the consultant.

In response to questions from the Committee, Ms. Basran provided the following comments:

- Committee members can still email their suggested amendments to the Plan to Carilyn Cook, Committee Clerk, who will pass them on to the consultant;
- The goal is to have the Plan done by September so that it can go to Council;
- Regarding the feedback mechanism, we already have an email address and, in addition to a community engagement plan, other

ways to provide feedback may come with the revamping of the City's website; and

- A new Organization Accessibility Plan will be put out every three years with consideration of what is working and what is not.

Councillor Henderson shared that the engagement done around any of the City's plans is done by the Community Engagement Department and each plan has its own actions for which consideration of inclusiveness and accessibility can be made and this will be tied back to the Organization Accessibility Plan. She noted that staff often go to committees for feedback as part of the engagement and reach out to the community in other ways as well.

5.2 Parks and Recreation Plan

Corrinne Garrett, Senior Manager, Recreation Facilities and Programs, provided a presentation titled, People Parks, and Play! New Westminster Parks and Recreation Plan Update."

At the end of the presentation, Committee members were asked the following questions:

From the perspective of the Accessibility Advisory Committee, what do you think about the following for parks and recreation in New Westminster:

- *Strengths – what is working well?*
- *Challenges – what are the barriers and gaps?*
- *Vision – what should the vision of the plan include?*
- *Ideas – what specific ideas should be considered in the plan?*

In response, Committee members shared the following comments:

Strengths

- The Activity Guide has different sections and represents a variety of community members at a various life stages;
- The online monthly calendar is great; however, it is hard to find as navigating the website is challenging;
- The City is doing a good job in consulting and trying to be inclusive;
- Appreciate receiving notices in my mail and on CityPage of what is happening in the City so I do not miss things. It is nice to be made aware of events, etc., in multiple ways;
- The City offers a lot for all of the different groups that live here;
- City parks are diverse;

- The increase in drop-in activities is good as it allows people to participate without having to commit; and
- This Committee is really seeing that the City moves in the right direction.

Challenges

- There is no pool in Queensborough and it is a long commute to get to the pool on the mainland;
- Inclusion and accessibility are getting muddled together and they are not the same thing;
- The font on the signage for the accessible shower room is small which may lead those without disabilities to see it as a guideline or suggestion rather than the specific designation of the space;
- Park benches at places such as Pier Park are always all taken up on sunny days leaving no resting spots for those with disabilities;
- There is no place to park at Moody Park for those with disabilities who want to attend events at the Park;
- Parking in the accessibility spot at Queen's Park, near where the petting zoo was located, is very challenging due to the hill by the washrooms;
- Queen's Park does not have accessible picnic tables;
- Parking in the accessible spots at Queen's Park and trying to access the bandshell is very challenging due to the terrain;
- The implementation of bike lanes is making the City less accessible as they take away parking spots;
- Westminster Pier Park is very inaccessible with the constant disrepair of the elevator due to vandalism or mechanical issues and the lack of or unusable accessible parking which are not useful to those using a wheelchair or other mobility device;
- Most pay parking spaces require payment by credit card which is something that many people do not have;
- The elevator in City Hall is very small and the button panel is on the left side of the elevator when you walk in which is inaccessible for those in wheelchairs if they do not back into the elevator;
- The Massey Theatre is inaccessible for those with disabilities;
- Many people will not go to the Anvil Centre Theatre as it does not have handrails on the stairs to the seats;
- There are few accessible parking spots at Century House and when renovations were being done, they were used to store gravel;

- It is difficult to sign up for some programs, especially if you are not online, and some participants will monopolize programs which are then attended by the same people over and over;
- Additional and shaded benches are needed along the Millenium Trail as the current and only bench is in the full sun; and
- The discontinuation of the printed Record newspaper has resulted in people missing out on events and other information, particularly seniors who do not use computers.

Karla Olson, Committee member, spoke about a poster that she submitted and which was included in the agenda package regarding accessibility provisions being implemented in the City of Victoria for the Victoria Day Parade. She noted that this would be a good example for the City to follow for events such as the Hyack Parade and Festival as well as allowing for people with disabilities to reserve spots so that they can more easily attend events. Councillor Henderson advised that this would be great information to share with the Hyack Organization.

Vision / Ideas

- The City should have as many community gardens as possible since so many residents live in apartments;
- Queensborough residents would like a pool and basketball courts;
- Implement Universal Design at the beginning of projects and make what is existing, as accessible as possible;
- Universal Design benefits people in ways that they may not know and it adds to creativity as it makes us look things as not an afterthought;
- It would be beneficial for staff to have a workshop on Universal Design;
- Parks and Recreation must prioritize those with disabilities and seniors;
- Provision of accessible parking at all city parks;
- Provide opportunities for those at different stages in life or with different challenges to learn, play, or try out a new sport but who find that the current offerings are too fast paced;
- Accessibility for children who use wheelchairs in all parks, including swings;
- SPARC and HandyDART cards could be used for identification to access programs;

- Prioritize seating / rest spots throughout the City;
- Walking trails within the City should be better advertised and include information about the accessibility aspects of each trail to allow people to plan their excursion;
- The electrical bills and other printed materials could be used to share information as not everyone goes online;
- Implementation of priority seating for those with disabilities at the Moody Park outdoor pool would stop people from “reserving” seats while they spend their whole day in the pool and not using the seats;
- Parks and Recreation could offer special drop-in rates for seniors and those with disabilities;
- The 50% parks and recreation subsidy that the City offers to help lower-income people is good; however, a second subsidy level of 25% would be great as it would help those with disabilities who are on a low income and may also assist others in the community such as youth in crisis and those living in shelters who have little access to funds; and
- The process to get the parks and recreation subsidy should be streamlined and barriers removed such as the requirement to have a form signed rather than just being allowed to provide a document from the Ministry confirming that you are receiving benefits.

In response to questions from the Committee, Ms. Garrett provided the following comments:

- Staff have been discussing how to make program registration easier and more accessible, including implementing phone trees or call lines so that people do not have to call a specific facility to register;
- Regarding the parks and recreation subsidy offered, a review of the financial access plan could take place to examine models used by other municipalities;
- The parking aspect of the City’s recreational facilities is managed in conjunction with the Engineering Department and city bylaws. If a bylaw review or revision is needed, that request could come by a recommendation from the Accessibility Advisory Committee;
- This Plan will guide the City’s work for the next 10 or 15 years;
- Universal Design was used for the design of the new facility;
- The last Plan was created in 2008 and over 80% of the priority items were achieved; and

- Residents are always given priority when program registration opens up.

5.3 Tour of təməsewtx^w Aquatic and Community Centre (Upcoming)

Corrinne Garrett, Senior Manager, Recreation Facilities and Programs, invited Committee members to tour the təməsewtx^w Aquatic and Community Centre on a Monday or Tuesday evening after 6:00 p.m. Carilyn Cook, Committee Clerk, will poll members to determine the best day for everyone.

Erica Mark, Recreation Services and Facilities Manager, shared that a pop up event would be held during Seniors' Week at Century House on June 5th between 10:00 a.m. and 1:00 p.m. to receive additional feedback on the Parks and Recreation Plan.

Ms. Garrett left the meeting at 7:06 p.m.

6. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

6.1 Terminology

Carilyn Cook, Committee Clerk, shared the definition of the words "disability" and "barrier" from the Accessible British Columbia Act on screen and Councillor Henderson read them aloud to the Committee as follows:

Disability: Disability means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier.

Barrier: Anything that hinders the full and equal participation in society of a person with an impairment. For certainty and without limiting, barriers can be caused by environments, attitudes, practices, policies, information, communications or technologies and affected by intersecting forms of discrimination.

Karla Olson, Committee member, shared that she wished to start the conversation regarding terminology and the Act's definition of disability, noting that there are other definitions of disability and that she was not comfortable with the Act's definition. She encouraged Committee members to share their thoughts and experiences around the definition of disability as the Committee is to provide guidelines and terminology to lead the Organization Accessibility Plan, noting that the discussion could begin with the terms that we identify with, terminology we would like to see incorporated in the City's communication style guide, and how to identify those living with invisible disabilities.

Discussion ensued and Committee members provided the following comments:

- Under “Barriers” there should be a section that addresses stigma, particularly regarding mental illness;
- There are many different levels of barriers and disabilities that need to be very thoughtfully considered;
- The part regarding the inability to participate fully in society is alright; however, it is not necessarily the result of an interaction with an impairment or between an impairment and a barrier as that is too specific because the inability to participate may be due to a number of reasons. There are many layers to this;
- It seems to indicate someone who has conditions that can have barriers removed such as someone who is hearing impaired but can use hearing aids whereas some conditions cannot be changed nor accommodated;
- Privilege is a challenge in the disabled community as some can overcome and access society and some cannot;
- The previous Access Ability Advisory Committee discussed disabled parking spots and whether or not they should be called “accessible” parking spots instead. For some people that may be appropriate but for others there may times when they need to identify as disabled; and
- The Committee should consider if a guideline could be created around use of the terms “disabled” and “disability.”

Councillor Henderson acknowledged the nuances that come with the terminology used and suggested that Committee members take some time after the meeting to look up definitions and think about what feels comfortable for them. She noted that the Committee would have a more fulsome discussion on this topic at a future meeting.

Discussion ensued and Committee members provided the following comments:

- This could be a difficult discussion as someone may use a term that they are comfortable with but others are not, causing unintended offense;
- The educational piece around terminology may be challenging as we do not want people to feel excluded nor ashamed for using incorrect terminology; and

- This should be considered through a human rights lens.

6.2 Accessible Parking Spots Policy

Karla Olson, Committee member, reminded Committee members of the previous request for information on the updated Accessible Parking Spot Policy. She stated that in 2017, during a meeting of the previous committee, the Access Ability Advisory Committee, staff advised that they were using the American Disability Standards which allows for facilities with 26 to 50 parking stalls to have a minimum of two accessible stalls. She advised that this is now very out of date considering the increase in population since 2017, including the increase in senior residents, and that, as per the Provincial Government, approximately 20% of the population between the ages of 15 and 64 are dealing with one or more disabilities. She stressed the importance having accessible parking that reflects the reality of the current situation in New Westminster.

Councillor Henderson shared that 16% of the population in New Westminster are seniors, based on 2021 figures.

In response, Mike Anderson, Manger, Transportation, shared the following information:

- Off-street parking requirements are set in the Zoning Bylaw and are dependent on the use of the property. For instance, multi-family units require one stall for one to 15 dwelling units, two stalls for 16 to 39 dwelling units, three stalls for 40 to 69 dwelling units, four stalls for 70 to 100 dwelling units, and one additional off-street accessible parking space for every 30 dwelling units in excess of 100;
- Off-street parking refers to anything that is not on a city street such as underground parking, parkades, etc.;
- Accessible parking spaces are marked with signposts stating that they are designated accessible parking spaces; and
- For every development the developer has to follow the Zoning Bylaw as it pertains to parking.

Ms. Olson clarified that the concern was more about accessible public parking and cited Agnes Street as an example of where there is on-street parking but not enough accessible parking spots to accommodate those who require it. She requested that, as the Zoning Bylaw is currently being amended, it come to the Committee for feedback and queried why it had not already come to the Committee.

Councillor Henderson clarified that the Province has new legislation around housing that impacts parking for residents and that it is not something that is driven by staff nor that the City has control over. She noted that the City now has transit-oriented areas where there would still be requirements for accessible parking stalls; however, the requirement for regular stalls for residents would be significantly decreased in these areas.

In response to a question from a Committee member regarding who is responsible for getting private property owners, such as Royal City Centre, to increase the number of accessible stalls in their parking area, Mr. Anderson advised that the number of accessible parking spots would have been based on the requirements at the time that the mall was built and noted that the City cannot now require them to increase the number of accessible parking spots as it is private property.

Councillor Henderson advised that as citizens, members could share their need for additional accessible parking spaces with the owners of Royal City Centre.

Discussion ensued and Committee members provided the following comments:

- There is now reduced parking across the road from the Royal City Centre, which occurred when the road was widened;
- In many respects the City is becoming less and less accessible for some people;
- New Westminster is one of the few cities that charges for handicapped designated parking as most other municipalities offer free parking if you have a SPARC card or other appropriate identification displayed in your vehicle; and
- The City of Victoria offers day passes and the City of Vancouver allows non-residents with SPARC passes to park in residential areas.

Ms. Olson requested that parking-related revisions to the Zoning Bylaw be presented to the Committee for feedback and reminded the Committee of her suggestion to enter a pilot project with SPARC where there would be two differently coloured SPARC cards, including one for those with low income.

Councillor Henderson acknowledged that parking is a very real barrier that many Committee members face and shared that she would like to also include in the conversation those that do not take transit and who do not

have access to a vehicle and are unable to pay for a taxi to ensure a balance between those that can drive and those that are unable to drive. She reminded members that there is some Provincial legislation regarding zoning that the City cannot change.

In response to a question from a Committee member regarding the Zoning Bylaw amendment, Mr. Anderson advised that the amendment is being driven by Provincial legislation that is being imposed on municipalities and that currently, accessible parking is tied to the number of parking spots that are being provided. The Province has legislated that near transit, the City can no longer require parking which means that under the current Zoning Bylaw, if parking is not provided, then no accessible parking is provided either. Staff are amending the Zoning Bylaw to still require accessible parking but that it is tied to the number of residential dwelling units rather than to the number of parking spots. He noted that there are always opportunities to amend bylaws.

Councillor Henderson shared that parking will still be provided for residents in the developments in transit-oriented zones, although decreased.

6.3 City Communication with the Disabled

Discussed earlier.

6.4 City Event Accessibility

Discussed earlier.

7. NEW BUSINESS

None.

8. END OF MEETING

The meeting ended at 7:45 p.m.

9. UPCOMING MEETINGS

July 24, 2024
September 25, 2024
November 27, 2024

Certified correct,

Councillor Tasha Henderson

Carilyn Cook, Committee Clerk

DRAFT

NEURODIVERSE/AUTISM COMMUNITIES

DECAL PROJECT

The **British Columbia Association of Chiefs of Police (BCACP)** and the **BC Law Enforcement Diversity Network (BCLEDN)** have launched a significant initiative to promote safer interactions and build trust between police and those who are neurodiverse/autistic.

WHAT IS THE DECAL PROJECT?

The decal project aims to improve interactions between police officers and neurodiverse/autistic individuals by using decals to signal the presence of such individuals.

HOW DOES THE DECAL WORK?

When displayed on houses or vehicles, decals prompt police to adapt their approach, expectations, and communication styles to accommodate the unique needs and sensitivities of neurodiverse/autistic individuals. The decal promotes safety and reassurance that individuals are likely to receive appropriate and empathetic responses from first responders.

WHERE SHOULD I PLACE THE DECAL?

For vehicles, place the decal on the rear bumper to the left of the license plate. Police are trained to approach vehicles from behind and check license plates, making this location highly visible. **For residences**, place the decal near the doorbell.

WHO SHOULD USE THESE DECALS?

A person with Autism Spectrum Disorder. Families of individuals with autism are encouraged to use the decals to signal the presence of their loved ones.



British Columbia Association of
CHIEFS OF POLICE

BCLEDN

BCLEDN

CHAMPIONING EQUITY AND INCLUSION IN PUBLIC SAFETY

The **British Columbia Law Enforcement Diversity Network (BCLEDN)** is comprised of over 18 public safety agencies committed to authentic community engagement and the principles of equity, inclusion and belonging. The network shares programming models and learning resources, and promotes situational awareness of issues impacting communities across B.C. The network also hosts an annual forum that is open to all public safety agencies.



Learn more at:

www.bcacp.ca/bc-law-enforcement-diversity-network/

BC ASSOCIATION OF CHIEFS OF POLICE

The **British Columbia Association of Chiefs of Police (BCACP)** represents approximately 9,290 police officers in the province and was established to promote a high standard of ethics, integrity, honour, conduct; foster uniformity of police practices; encourage the development and implementation of efficient and effective practices in the prevention and detection of crime and effectively communicate problems and concerns to appropriate levels of authority.

WWW.BCACP.CA



British Columbia Association of
CHIEFS OF POLICE

BC Association of Chiefs of Police
PO Box 48034 Victoria RPO
Uptown, BC V8Z 7H5

8.1.e. Supporting Families, People With Mobility Challenges and/or a Disability to Access New Westminster's Waterfront

The question on the main motion, as amended to read as follows,

1. *THEREFORE BE IT RESOLVED THAT staff report back to Council via email regarding the status of our City owned-operated elevators (connecting our downtown to the waterfront) over the past year including how many days they have been out of service;*
2. *BE IT FURTHER RESOLVED THAT staff report back to Council via email as plans develop or change to ensure that at least one City owned elevator always remains operable to ensure a minimum level of access to our waterfront; and*
3. *BE IT FURTHER RESOLVED THAT the broader conversation of the accessibility of the riverfront be referred to Accessibility Advisory Committee for ongoing discussion.*

was then called and it was **CARRIED UNANIMOUSLY.**

Accessibility Advisory Committee
Terms of Reference

Committee Name	Accessibility Advisory Committee
Vision / Goal Statement	To provide input and direction to the City and Library Board on the development of a City of New Westminster organizational accessibility plan and in creating a mechanism for public feedback on accessibility in accordance with the <i>Accessible British Columbia Act</i> .
Mandate	<p>The Committee's role is to advise the City's Reconciliation, Social Inclusion, and Engagement Task Force on:</p> <ul style="list-style-type: none"> • Identifying accessibility and inclusion barriers that City staff and community members experience or may experience in the course of interacting with the City in the following areas: <ul style="list-style-type: none"> ○ Employment, ○ Delivery of Service, ○ The Built Environment, ○ Information and Communications, ○ Transportation, and ○ Procurement; • Development of an organizational accessibility plan by September 1, 2023; and • Development of a mechanism for public feedback on accessibility.
Voting Members	<p>The Committee has a maximum of 13 members including but not limited to:</p> <ul style="list-style-type: none"> • Member of Council (1) • Indigenous community representative (1) • Persons with disabilities or individuals who support or represent organizations that support persons with disabilities (at least 7) • City Staff member (1) • Member Appointed by the Library Board (1) • Community members (2) • New Westminster Police Department representative (1)

	Per Section 9 of the <i>Accessible British Columbia Act</i> , members of the Committee should reflect the diversity of persons with disabilities in BC.
Advisors	The primary staff advisors to the Committee are: <ul style="list-style-type: none"> • Representatives from the Office of the Chief Administrative Officer; New Westminster Public Library, Climate Action, Planning and Development; Parks and Recreation; and Engineering Services. • Committee Clerk
Term of Service	In 2023 <ol style="list-style-type: none"> a. 6 members will be appointed for a one-year term (February 1, 2023 – January 31, 2024) b. 6 members will be appointed for a two-year term (February 1, 2023 – January 31, 2025) <p>In 2023 and in all odd numbered years thereafter, 6 members will be appointed for two-year terms. In 2024 and in all even numbered years thereafter, 6 members will be appointed for two-year terms.</p> <p>This Committee responds to the committee requirements of the <i>Accessibility British Columbia Act</i>.</p>
Chair	The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.
Quorum	A quorum shall consist of a majority of the Committee’s appointed members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.
Attendance	Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one third of all meetings over any six-month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.

	Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	The Committee shall meet monthly in the first year of formation and thereafter 5 times a year alternating months to the Reconciliation, Social Inclusion and Engagement Task Force. The Committee may in extraordinary circumstances with the permission of the Mayor/City Clerk meet more frequently.
Governance	<ul style="list-style-type: none"> • <i>Accessibility British Columbia Act</i> • <i>Community Charter</i> Section 142 • City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> 1. New Westminster Council Procedure Bylaw No. 6910, 2004.* 2. “Rules of Conduct: Standing Committees and Advisory Bodies” provided to members and available on the City’s website.* <p><i>*This refers to the most recent version.</i></p>

Advisory Committee Policy

1. PURPOSE OF THIS POLICY

This policy guides the creation and management of all Advisory Committees created by the City of New Westminster under Section 142 of the Community Charter (Select Committees of Council).

2. PURPOSE OF ADVISORY COMMITTEES

Advisory Committees exist in the City of New Westminster to provide Council access to external expertise and lived experience on issues of strategic importance.

Advisory Committees should normally exist only where they:

- Are directly relevant to the City's strategic priorities, as defined by Council
- Have clear mandates, objectives and outcomes that add value to City governance
- Are the most appropriate process to achieve the desired outcomes compared to alternate forms of stakeholder and resident engagement

Benefits to the City achieved through Advisory Committees may include:

- Providing access to lived experience or technical expertise missing from Council and/or staff
- Achieving the City's strategic priorities more quickly by working in partnership with community champions and organizations to achieve shared goals
- Improving the City's ability to hear from and respond to issues raised by equity-seeking populations
- Increasing the effectiveness of the City's stakeholder and resident engagement through leveraging the networks and advice of Committee Members.

Advisory Committees are not appropriate mechanisms to seek community input on matters related to City management (rather than governance) or on issues that are not strategically important to the City. In such cases, City staff may choose to engage residents and stakeholders using other processes, or to convene staff-led advisory groups that are not subject to this policy.

3. CREATION AND RENEWAL

When establishing a new Advisory Committee, Council must approve a Terms of Reference that includes:

- Mandate, with reference to the City's strategic priorities
- Member composition and quorum
- Length of appointment terms for Members and Chairs (if different than default term length)
- Start and end dates for Advisory Committee annual terms (if different than default start/end dates)

4. GOVERNANCE AND EVALUATION

Annual Work Plans:

Unless otherwise stated in an Advisory Committee's Terms of Reference, the Annual Term for all Advisory Committees will begin on February 1 and end on January 31.

Prior to the start of each new Annual Term, Council must approve an Annual Work Plan for each Advisory Committee that identifies:

- The name of the Council Member who will serve as Committee Chair
- The name of the Staff liaison(s)
- Desired outcomes/outputs for the work year in relation to Council's strategic priorities

Reporting and Evaluation:

On an annual basis, the Staff Liaison for each Advisory Committee should submit an Annual Report to Council that summarizes the Advisory Committee's activities over the past year, describes how these activities contributed to Council's strategic priorities and provides a breakdown of all expenses incurred. The Annual Report should also include the results of a formal evaluation completed by Committee Members to support ongoing improvement and provide suggestions for the next year's work plan.

Reporting to Council:

When responding on an issue referred by Council, Advisory Committees, with the assistance of the Staff Liaison(s) and the Committee Clerk, will submit reports to Council in accordance with the Advisory Committee Policy and Council Procedure Bylaw.

5. MEMBER SELECTION/RENEWAL

Advisory Committees Members must be appointed by Council and may include Committee Members who are residents or property owners in the City, or representatives from organizations that Council has invited to participate (Organizational Representatives).

Application and Appointment:

1. Appointments to committees should be made in advance of each annual term, or as vacancies arise.
2. Opportunities to serve as a Committee Member must be widely advertised so that all interested residents can apply.
3. Staff will submit recommendations for Advisory Committee membership to Council for amendment or approval, including Committee Members and Organization Members.
4. Where Organizations are invited to nominate an Organizational Representative to an Advisory Committee but fail to do so, Council may fill the vacancy with a community Committee Member instead.
5. Committee members will serve without pay, unless otherwise specified.
6. Committee Members must be New Westminster residents and may not be employees of the City, except by special waiver from the Mayor.

In developing their recommendations for Advisory Committee Membership to Council, staff should consider such criteria as: the skills and expertise of potential members, including lived experience; the resources and networks provided by potential members to help achieve City objectives; the degree to which Advisory Committees reflect the diversity of the City; and the City's commitment to ensure representation from equity-seeking and under-served communities.

Term Length and Renewal:

1. The term of appointment for Advisory Committee Members is two years unless otherwise stated in the Advisory Committee Terms of Reference.
2. Appointment terms should generally be staggered so that half the members for each Advisory Committee will be replaced or renewed each year.
3. A Committee Member can serve a maximum of two consecutive 2-year terms on any one committee, except by special waiver from the Mayor.
4. Advisory Committee Members cannot simultaneously serve on more than one committee, except by special waiver from the Mayor, unless the Committee Member sits on a second committee as the representative of the first committee (e.g. an Arts Commission representative sits on the Public Art Advisory Committee).

Equity, Diversity and Inclusion:

Committee Members should reflect the diversity of their community and include representation by under-heard voices and equity-seeking communities. The City will collect data to measure and evaluate its progress on equity, diversity and inclusion, and will provide appropriate supports to reduce barriers for equity-seeking communities.