

ACCESSIBILITY AND INCLUSION ADVISORY COMMITTEE

Tuesday, March 3, 2026

A Regular Meeting of the Accessibility and Inclusion Advisory Committee convened on Tuesday, March 3, 2026 at 7:00 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

**Indicates Virtual Attendance*

COMMITTEE MEMBERS: Councillor Steve Kim, Chair
Councillor Matt Djonlic, Vice Chair
Georgina Hackett, Citizen Representative
Paul Jarvie, Citizen Representative*
Alex Kwan, Citizen Representative
Heather Lawson, Citizen Representative*
Jen-Che (Arthur) Lee, Citizen Representative*
Georgette Reyes, Citizen Representative
Pete Stone, Community Ventures Society
Sandra Uno, Citizen Representative
Susan Williamson, Tri-Cities Seniors' Action Society

ABSENT: Lelainia Lloyd, Citizen Representative (regrets)
Ross Renaud, SHARE Family and Community Services

STAFF: Manisha Dutta, Senior Manager Equity, Diversity, and Inclusion
Heidi Hughes, Manager Tourism and Visitor Economy
Rebecca Laurie, Manager Civic Engagement
Thomas Thivener, Manager Transportation Planning
Mark Dylag, Transportation Engineer
Kate Brown, Accessibility and Inclusion Specialist
Alex McLellan, Committee Clerk

CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT

The Chair called the meeting to order at 7:00 p.m. and provided an Indigenous territorial acknowledgement.

ADOPTION OF MINUTES

1. Minutes of the Accessibility and Inclusion Advisory Committee Meeting held on Tuesday, January 20, 2026

The Minutes of the Accessibility and Inclusion Advisory Committee Meeting held on Tuesday, January 20, 2026 were approved.

OLD BUSINESS

NEW BUSINESS

2. SPARC BC and Rick Hansen Foundation Grant Applications

The Senior Manager Equity, Diversity and Inclusion provided introductory comments, noting that Committee endorsement is required to submit applications for grants as found in the Agenda package.

MOVED
AND SECONDED

That the Accessibility and Inclusion Advisory Committee approve letters of endorsement, as presented, for the SPARC BC Local Community Accessibility Grant application and the Rick Hansen Foundation RBC Barrier Busters Grant application to support accessibility enhancements across the community.

CARRIED UNANIMOUSLY

3. Festivals and Events Strategy

The Manager Tourism and Visitor Economy and Manager Civic Engagement gave a presentation entitled “Festivals and Events Strategy” and referred to slides found in the Agenda package.

Paul Jarvie and Jen-Che (Arthur) Lee entered the meeting at this point (7:10 p.m.)
Heather Lawson entered the meeting at this point (7:14 p.m.)

Discussion ensued relative to the following:

- Appreciation of the comprehensive approach to accessibility beyond physical accessibility to consider, for example, neurodiversity and socioeconomic status.

- Suggestion of creating guiding principles for accessibility in events and the proactive involvement of people with disabilities and other who may face barriers to access in planning events so that attendees may participate meaningfully.
- Suggestion that representation of persons with disabilities and event accessibility be included in event advertising and communications to encourage greater participation.
- Suggestion that participants of different generations and abilities attend events together and need to be able to engage in or be present at the same activities.
- Suggestions of common resources to provide to event planners including recommended vendors of accessible products and services; a design kit for accessible signage and communications; and a physical kit of basic accessible event items.
- Suggestion that an accessible event resource toolkit be developed in collaboration with people with disabilities (both visible and invisible).
- Suggestion to investigate ways to incentivize building accessibility and inclusion into event planning and execution.
- Suggestion to network with other municipalities to identify effective practices.

The Manager Tourism and Visitor Economy and the Manager Civic Engagement left the meeting at this point and did not return (7:32 p.m.).

4. Curbside Management Strategy

The Transportation Engineer gave a presentation entitled “Curbside Management Strategy” and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Suggestion that the need for accessible street parking varies based on street and building design as well as the availability of on-site parking.
- Suggestion that accessibility can be effectively addressed by a combination of pickup/drop off locations as well as dedicated accessible parking stalls.
- Consideration that ramp-equipped vans need clearance either curbside or behind free of obstacles, need wider parking stalls in parkades, and cannot navigate sharp grade transitions.
- Consideration of safety when exiting or entering a vehicle curbside, particularly the amount of separation from vehicle, bicycle, or other forms of traffic.
- Suggestions of characteristics of effective and accessible pick-up/drop-off zones including clear signage; proximity to entrances; consistent lighting; universally passable adjoining surfaces; space for loading mobility equipment; time

sufficient for persons with mobility issues; enforcement of appropriate use; and potential separation between accessibility and delivery service spaces.

The Transportation Engineer left the meeting at this point (7:49 p.m.).

5. Draft Accessibility and Inclusion Plan Update

The Senior Manager Equity, Diversity and Inclusion gave a presentation entitled “Draft Accessibility and Inclusion Plan” and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Congratulations for drafting a comprehensive Plan through considerable work.
- Appreciation that the City was ahead of the curve in preparing this work, and that the City undertakes this work in meaningful and tangible ways.
- Understanding how the impact of the Plan will be measured, an offer to collaborate on effective measures, and a suggestion to seek public feedback after a longer period to determine impact.
- Evolving language in the accessibility space and the suggestion to consider alternatives to the phrase “best practice” such as “effective practice”, “promising practice”, or “evidence-based approach” that are more inclusive

In response to Committee discussion, staff noted the following:

- The Plan aims to build accessibility and inclusion into business planning across the organization.
- Feedback will be continuously considered in future versions of the Plan.

6. AccessAbility Resource Fair Update

The Accessibility and Inclusion Specialist gave a verbal update noting that the event will take place on Sunday, May 24, 2026 at Pinetree Community Centre. Planning is underway with positive responses from community organizations, and details will be announced in a formal invitation to come. There are volunteer opportunities to help host a table to introduce the Accessibility and Inclusion Plan and the work of the Accessibility and Inclusion Advisory Committee; as well as to support event management, and a request will be made via email.

Discussion ensued relative to the following:

- Interest in participating in the Fair on behalf of a community organization.
- Request for promotional materials to send through community organizations.

7. Transportation, TransLink and Other Transportation Division Updates (Standing Agenda Item)

The Manager Transportation Planning gave a verbal update relative to the following:

- Continued work on the Transportation Plan following completion of the walking and micromobility networks with street network improvements including road safety and curbside management strategies to be presented to Council in the coming months; the road safety strategy will come to the Committee for feedback this summer.
- Accessibility of crosswalk buttons raised at the last meeting is still being investigated in the case of Guildford Way and Pinetree Way and will be addressed with temporary asphalt to fill a gap in the case of Montrose Street and Como Lake Avenue.

Discussion ensued relative to a suggestion to investigate more vibrant crosswalk signals, as seen in other municipalities such as Oak Bay.

In response to Committee discussion, staff noted that the safety statistics at Guildford Way and Pinetree Way have improved significantly since the improvements were installed last summer.

8. Committee Members' Roundtable / Emerging Issues (Standing Agenda Item)

The Chair invited committee members to share emerging issues and information regarding events occurring in their communities.

Discussion ensued relative to the following:

- Inquiry about the availability of reports regarding the Rick Hansen Foundation Accessibility Certifications for facilities in the City to understand opportunities for improvement.
- Concerns about food delivery or ridesharing vehicles frequently double-parking outside apartment buildings and creating a pedestrian safety hazard.
- Interest in opportunities for discussion across municipalities and other organizations to discuss accessibility practices, and an offer to request such opportunities through the Union of BC Municipalities Executive.
- BC Building Code requirements for automatic door openers (ADOs) in retail spaces, concerns related to the lack of ADOs in some of these spaces, and challenges to retrofitting for accessibility enhancements due to cost
- Suggestion for the City to consider establishing standards for parking enforcement practices administered by private providers.

In response to Committee discussion, staff noted the following:

- Staff engage with the national Accessibility Professionals Network and provincial Municipal Accessibility Network and are proactive in engaging other municipalities in the region to advance similar forums.

OTHER BUSINESS

NEXT MEETING DATE – Tuesday, May 5, 2026

ADJOURNMENT

The meeting adjourned at 8:35 p.m.

MINUTES CERTIFIED CORRECT:

Councillor Steve Kim, Chair

Alex McLellan, Committee Clerk