

**City of Edmonton  
Accessibility Advisory Committee**

**(AAC) Meeting Minutes**

**July 10th, 2017**

City Hall, Heritage Room

4:30 pm – 6:30 pm

**Present:** J. Davies-Davis      E. Jackson      A. Jaffer  
                  C. Jones                      E. Lavallee      R. Marshall  
                  C. Minchau                    J. Pisesky      S. Thompson  
                  P. Reeves                      V. Van              Z. Weeks

**Regrets:** J. Ferguson              M. Orbell              K. Teske

**Staff:** H. Crowe                      C. Lamoureux      L. Tanzi

**Guests:** M. Embleton              A. Kotyk              I. MacLean

<b>Notes</b>	<b>Action</b>
<p><b>1. Call to order</b></p> <p>At 4:33 pm</p>	
<p><b>2. Approval of agenda</b></p> <p><b>Agenda of July 10th, 2017</b></p> <p>Moved by E. Lavallee ; Seconded by C. Jones</p>	<b>Carried</b>
<p><b>3. Approval of minutes</b></p> <p><b>Minutes of May 8th, 2017</b></p> <p>Moved by C. Minchau ; Seconded by Z. Weeks</p> <p><b>Approval of minutes</b></p> <p><b>Minutes of June 26th, 2017</b></p> <p>Moved by J. Pisesky; Seconded by C. Minchau</p>	<b>Carried</b>
<p><b>4. Elections Presentation</b></p> <p>1) Understanding Voter Needs</p> <p>i. Report drafted in 2015/2016 to determine barriers for five specific populations: Youth, Indigenous people, New Canadians, Seniors and People with disabilities.</p>	

- ii. A. Kotyk reviewed all 189 voting station sites with the help of AAC members and Administration: H. Crowe, C. Michau, E. Jackson and Z. Weeks. Voting stations were checked for accessibility using the Checklist for Accessibility and Universal Design in Architecture.  
[https://www.edmonton.ca/programs\\_services/documents/PDF/ChecklistAccessibilityUniversalDesign.pdf](https://www.edmonton.ca/programs_services/documents/PDF/ChecklistAccessibilityUniversalDesign.pdf)
- iii. Some sites are not accessible, but modifications are being made to accommodate those who need it. For example: if no accessible parking stalls, school principals may give up their spots and temporary signage installed; Request curb ramps to be installed where necessary; using one entrance that is closest to the voting station; and will use lobby voting when necessary.
- iv. Additional tools that will be available: magnifiers, pencil grips and voters are encouraged to bring in an assistant or can ask Election staff for help.
- v. Clear signage and directions will be used for voting stations that are not direct.
- vi. ASL and CART will be available at all Mayoral and Candidate forums put on by the City of Edmonton with reserved seating up front. Forums will be webcasted online and captioned.
- vii. School boards will not be having forums, but they will interview candidates and post online.

2) Ballots

- i. Special mail in ballots are available for those out of town, working the election or cannot get to a voting station.
- ii. Advanced voting to take place between October 4th and 13th at six different accessible location in each ward. Check where to vote on the City of Edmonton webpage:  
[https://www.edmonton.ca/city\\_government/documents/elections/City\\_Advance\\_Vote\\_Locations.pdf](https://www.edmonton.ca/city_government/documents/elections/City_Advance_Vote_Locations.pdf)
- iii. Election staff will take voting opportunities to some seniors accommodations and hospitals (for inpatient only).
- iv. Voting stations will also be available at some homeless shelters.
- v. Advanced voting stations will have automark devices available, but these will not be available at all 189 voting stations. Individuals are encouraged to go to advanced voting stations if these accommodations are required.
- vi. Special where to vote tool available for residents:  
[https://www.edmonton.ca/city\\_government/municipal\\_elections/find-your-voting-station.aspx](https://www.edmonton.ca/city_government/municipal_elections/find-your-voting-station.aspx)

3) Education and Outreach

- i. Presentations are available upon request.
- ii. Information (PDF's) are easy to read, print and send out. Guide to Edmonton Elections video (captioned and translated

Elections staff to provide AAC with Automark Description.

into several languages:

[https://www.edmonton.ca/city\\_government/municipal\\_elections/request-an-election-presentation-or-information-package.aspx](https://www.edmonton.ca/city_government/municipal_elections/request-an-election-presentation-or-information-package.aspx)

iii. Call 442-VOTE with any questions or concerns.

H. Crowe to give  
I. MacLean video  
on VRS.

## 5. Sub-Committee updates

### 1) Community Engagement

- i. Executive will be working on a work plan/goal setting for the AAC and then for each sub-committee on July 27, 2017.
- ii. August meeting is cancelled. Next meeting date is September 11, 2017.

### 2) Policy

- i. Executive will be working on a work plan/goal setting for the larger AAC and then for each sub-committee on July 27, 2017.
- ii. July meeting cancelled. Next meeting will be August 21, 2017 (this will be a two hour meeting).
- iii. Candidate forum request moving to Community Engagement.

Members to look  
at top three  
issues on Taxi  
results to talk  
about at the next  
Policy meeting  
for the  
infographic.

## 6. Event Champion Updates

### 1) City Council Luncheon

- i. Looking for feedback from last years event.
- ii. Read article that is attached to the minutes on disability simulation.

### 2) 2018 Mayor's Awards

- i. First meeting for 2018 will be held Wednesday July 12, 2017.

### 3) IDPD

- i. Teamed up with Steadward Centre and Steel Wheels Rugby.
- ii. Info Fair has twenty organizations signed up so far.
- iii. Steel Wheels Rugby will be offering trial games.
- iv. Circuit training will be available.
- v. Confirmed Duncan and Craig donation of \$1000. L. Tanzi filled in an application for funding from Telus. Royal Bank, Premier's Council (later this month).
- vi. P. Reeves is a new a champion.

L. Tanzi to ask if  
there is tracking  
capability for the  
IDPD webpage.

### 4) APAW

- i. Meeting booked with City of Edmonton Communication staff to discuss a filming date and bids for video and provide clarification on what AAC is looking for on the video.

## 7. Old Business

### 1) Rick Hansen Award Presentation July 11th, 2017

- i. Protocol item to begin at 9:30.
- ii. There will be a informal gathering session at 9:00 to mingle and take a picture with Mayor Iveson.

- iii. There are two protocol items and everyone must stay for both.
- iv. H. Crowe invited R. Hatfield from Walterdale Theatre as they won the Circle of Excellence award.
- 2) Agencies, Boards and Commissions Update
  - i. S. Thompson read out recommendations to the AAC.
  - ii. See attached recommendations from the June 14, 2017 Council meeting:  
<http://sirepub.edmonton.ca/sirepub/cache/2/hmkyjoodrk3zhh11khdgp2aq/64879407132017094733300.PDF>

**8. New Business**

- 1) DAG Update
  - i. A. Jaffer attended his first meeting for the DATS Advisory Group.
  - ii. Talked about the structure of vans and how they deal with safety issues and scooter safety standards. Looking to purchase new vehicles and reviewing the strategic design.
- 2) ETS Route changes/AISH bus pass/Bike lanes
  - i. ETS Route Changes - H. Crowe researching what impacts to the City of Edmonton. Separate from Transit Strategy (S. Feldman) who will be attending the September 11, 2017 meeting.
  - ii. AISH Bus pass - Members to now go and pick up AISH bus passes at different locations around the City of Edmonton. Question whether notice or consultations were provided.
  - iii. Bike lanes - Bike lanes were put in, however, City of Edmonton removed accessible parking stalls and DATS drop offs. They should be added and replaced at the cost of the City.
- 3) Garden Suites update
  - i. Met on July 10, 2017 at City Council to discuss increasing the size of Garden suites in Edmonton (also known as in-law suites).
  - ii. Current size is 50 square metres and request is now for 65 square meters.
  - iii. Went through all three readings.
  - iv. T. Ziola provided a great presentation and argument for the increased size of Garden suites.
  - v. Z. Weeks signed the letter as an individual and not connected to the AAC.
  - vi. Will attach minutes when available.

H. Crowe to contact B. Savie.

H. Crowe to contact.

Let H. Crowe know of anymore impacts.

**9. Administrative/Executive update**

- 1) Meeting etiquette
  - i. Reminder on meeting etiquette:
    - a. Put your hands up to speak.

<ul style="list-style-type: none"> <li>b. Speak one at a time.</li> <li>c. Limit side conversations.</li> <li>d. Turn off cell phones if not needed for the meeting.</li> <li>e. Please use a respectful manner when addressing one another.</li> <li>f. Show up on time and if you have to slip in late, do so with minimal disruption</li> <li>g. If joining by conference call you must call in before the meeting starts to avoid disruption.</li> <li>h. And remember to have fun!</li> </ul> <p>2) Training (Google, conferences, other)</p> <ul style="list-style-type: none"> <li>i. 2017 Accessibility in Guelph (May 30 - 31).</li> <li>ii. Universal Design Summit in St. Louis (November 13 - 14).</li> <li>iii. Pacific Rim Conference in Honolulu (October 9 - 11).</li> </ul> <p><b>Motion:</b> To adopt and use the Accessibility Advisory Committee (AAC) Guidelines for AAC members attending events and Travel Justification form.</p> <p><b>Moved by:</b> S. Thompson</p> <ul style="list-style-type: none"> <li>iv. AAC members to fill in AAC training and travel justification form before travel request.</li> </ul> <p>3) Child Friendly Edmonton</p> <ul style="list-style-type: none"> <li>i. Child Friendly Edmonton is looking for an AAC representative to sit on one of their committees.</li> <li>ii. See attachment.</li> </ul> <p><b>10.AAC Calendar</b></p> <ul style="list-style-type: none"> <li>1) Calendar sharing <ul style="list-style-type: none"> <li>i. Administration to update events on the calendar.</li> <li>ii. Will provide two months in advance for each meeting.</li> </ul> </li> </ul> <p><b>11.AAC Round Table</b></p> <ul style="list-style-type: none"> <li>1) C. Jones <ul style="list-style-type: none"> <li>i. Started with Edmonton Police Services and will be presenting to colleagues on tips for working with her or anyone who is Deaf or hard of hearing.</li> </ul> </li> <li>2) E. Lavallee <ul style="list-style-type: none"> <li>i. Pow Wows will be occurring in August.</li> </ul> </li> <li>3) C. Minchau <ul style="list-style-type: none"> <li>i. Spina Bifida and Hydrocephalus of Northern Alberta had their fifth annual Skate for Spina Bifida with A. Fotheringham.</li> <li>ii. It was a successful event.</li> </ul> </li> <li>4) P. Reeves <ul style="list-style-type: none"> <li>i. Summer job with Skills. Will be serving iced tea out of a van to support adults with intellectual disabilities who will run the van.</li> <li>ii. Private block parties events or can book the van to come out.</li> </ul> </li> </ul>	<p>Let administration know if you would like to attend and fill out justification form.</p> <p>Unanimous</p> <p>Administration shared the calendar to the AAC.</p>
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<p>5) A. Jaffer</p> <ul style="list-style-type: none"><li>i. Jubilee Celebration is on Tuesday.</li><li>ii. Attended a walk, run and roll event - five km.</li></ul> <p>6) E. Jackson</p> <ul style="list-style-type: none"><li>i. Two week vacation.</li></ul> <p><b>12. Next Accessibility Advisory Committee meeting will be held on September 11th, 2017 beginning at 4:30 pm at City Hall, Heritage Room.</b></p>	
<p><b>13. Adjournment</b></p> <p>The meeting adjourned at 6:44 pm.</p>	