

ACCESSIBILITY AND INCLUSION ADVISORY COMMITTEE

Please note that this meeting is scent free

DATE: Tuesday, January 20, 2026

TIME: 7:00 p.m. to 9:00 p.m.

PLACE: Council Committee Room
Coquitlam City Hall
3000 Guildford Way
Coquitlam, BC

CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT

ADOPTION OF MINUTES

1. **Minutes of the Accessibility and Inclusion Advisory Committee Meeting held on Tuesday, November 4, 2025**

Recommendation:

That the Minutes of the Accessibility and Inclusion Advisory Committee Meeting held on Tuesday, November 4, 2025 be approved.

OLD BUSINESS

NEW BUSINESS

2. **Committee Orientation Review (Presentation by Alex McLellan, Committee Clerk)**
7:05 – 7:10 p.m. (5 minutes)
3. **2026 Work Plan (Presentation by Manisha Dutta, Senior Manager Equity, Diversity and Inclusion and Kate Brown, Accessibility and Inclusion Specialist)**
7:10 - 7:30 p.m. (20 minutes)
Recommendation:
That the Committee recommend to Council to approve the 2026 Accessibility and Inclusion Advisory Committee Work Plan.

NC

4. **AccessAbility Week 2026 (Introductory Comments by Manisha Dutta, Senior Manager Equity, Diversity and Inclusion and Presentation by Lesley Joyce, Recreation Facility Supervisor and Kayla Doucette, Community Services Coordinator)**
7:30 - 7:50 p.m. (20 minutes)
5. **Accessibility and Inclusion Plan Development (Standing Agenda Item) (Presentation by Manisha Dutta, Senior Manager Equity, Diversity and Inclusion)**
7:50 - 8:20 p.m. (30 minutes)
6. **Transportation, TransLink and Other Transportation Division Updates (Standing Agenda Item)**
8:20 - 8:30 p.m. (10 minutes)
7. **Committee Members' Roundtable / Emerging Issues (Standing Agenda Item)**
8:30 - 9:00 p.m. (30 minutes)

OTHER BUSINESS

NEXT MEETING DATE – Tuesday, March 3, 2026

ADJOURNMENT

ACCESSIBILITY AND INCLUSION ADVISORY COMMITTEE Tuesday, November 4, 2025

A Regular Meeting of the Accessibility and Inclusion Advisory Committee convened on Tuesday, September 2, 2025 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 Matt Djonlic, Chair
Councillor Steve Kim, Vice Chair
Georgina Hackett, Citizen Representative
Paul Jarvie, Citizen Representative*
Alex Kwan, Citizen Representative
Heather Lawson, Citizen Representative
Jen-Che (Arthur) Lee, Citizen Representative
Lelainia Lloyd, Citizen Representative
Ross Renaud, SHARE Family and Community Services*
Georgette Reyes, Citizen Representative
Pete Stone, Community Ventures Society
Sandra Uno, Citizen Representative
Susan Williamson, Tri-Cities Seniors' Action Society

STAFF: Manisha Dutta, Senior Manager Equity, Diversity, and Inclusion
Doron Fishman, Manager Park Planning and Design
Jenalee Kluttz, Manager Environmental Sustainability
Thomas Thivener, Manager Transportation Planning
Tyler Kuny, Manager Transportation Infrastructure
Adriana Reiher, Legislative Services Advisor
Michael Teed, Park Planner 2
Kate Brown, Accessibility and Inclusion Specialist
Shanna Killen, Sustainability Programs 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, September 2, 2025

The Minutes of the Accessibility and Inclusion Advisory Committee Meeting held on Tuesday, September 2, 2025 were approved.

NEW BUSINESS

2. Town Centre Park Tennis Court Relocation (Presentation by Doron Fishman, Manager Park Planning and Design and Michael Teed, Park Planner 2)

The Manager Park Planning and Design and the Park Planner 2 gave a presentation entitled “Town Centre Park Tennis Enhancement Concept Design” and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Desire to avoid any impact to the nearby dedication to Lafarge Canada plant manager Mel Earl, who persuaded the company to donate the land to the City to become a park.
- Clarification of the removal of the recycling depot, accessibility of alternative locations and services, and signage at the site to communicate the preceding.
- Desire for accessible parking spots that are wide enough for wheelchair ramps.
- Desire for shade canopies in the spectator area and gathering areas.
- Suggestion to consult with SportAbility BC regarding requirements for adaptive sports on the courts.
- Suggestion to install adult lift and change tables in future facility development in the park.
- Desire to see the Inspiration Garden and related programs reestablished in future phases of Town Centre Park changes.
- Desire to ensure lighting of parking lots and access paths.

The Manager Park Planning and Design and the Park Planner 2 left the meeting at this time and did not return. (7:17 p.m.).

3. Climate Action Plan Update

The Manager Environmental Sustainability and the Sustainability Programs Specialist gave a presentation entitled “Climate Action Plan” and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Desire for longer operating hours of cooled indoor spaces and cleaner air spaces, particularly in the evenings when the need often continues.
- Suggestions to provide accessible transportation to cooled indoor spaces and cleaner air spaces for vulnerable populations (ex. respiratory illness) including hosting them at nexuses of transportation modes or collaborating with community groups to provide ride shares.
- Suggestions for making cooled indoor spaces and cleaner air spaces more safe and comfortable for vulnerable populations (ex. immune disorders) including seating, water, and food facilities for longer access and provision of masks or isolation rooms.
- Desire for supervision where teens attend cooled indoor spaces and cleaner air spaces, particularly later in the day.
- Suggestions for improving awareness of cooled indoor spaces and cleaner air spaces among vulnerable populations (ex. isolated seniors) including community partnerships, multilingual flyers, and advertising.
- Suggestion to make cooled indoor spaces and cleaner air spaces more engaging by hosting and advertising events and activities.
- Consideration that park facilities that provide for cooling, such as splash parks, are primarily used by children and may not be comfortably accessible for adults.
- Suggestion to provide shade structures in parks without permanent seating to be more accessible for people who use wheelchairs or other mobility aids.
- Suggestion to support, incentivize, and coordinate the installation of heat pumps particularly for populations that are homebound and financially restricted.
- Suggestion to explore partnerships to provide personal heat protection equipment to vulnerable populations (ex. unhoused).
- Suggestions for effective messaging regarding climate action including using positivity, clarity, plain language, and visual storytelling; addressing affordability; and supporting community groups to develop unique narratives.
- Suggestions for effective methods for communication regarding climate action including social media platforms, local poster boards, SkyTrain digital boards, community events, and establishing early partnerships with community groups.
- Suggestions for key partners to support the City's climate action, including schools, the public library, medical facilities, churches, disability groups, culture and language groups, and businesses.

The Manager Environmental Sustainability and the Sustainability Programs Specialist left the meeting at this time and did not return. (8:00 p.m.).

4. Accessibility and Inclusion Plan Development (Standing Agenda Item)

The Senior Manager Equity, Diversity, and Inclusion provided updates on the Accessibility and Inclusion Plan noting that the draft Plan is targeted for presentation to Council-in-Committee in February 2026, after which it will be shared with the Committee along with details on the proposed next steps to finalize the Plan.

Discussion ensued relative to preferences for people-first or disability-first language to be used in the draft Plan, and the importance to defer to the preference of the person with which one is speaking.

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

The Manager Transportation Planning gave a presentation entitled “Transportation Updates – Shared E-Micromobility Pilot Evaluation and Extension” and referred to slides found in the agenda package

Discussion ensued relative to the following:

- Suggestion to expand the shared e-micromobility program to the Austin Heights neighbourhood with initial service on major streets like Austin Avenue or Como Lake Road.
- Suggestion to collect more data about the effect of the shared e-micromobility program on shifting transportation behaviour away from private vehicles and toward sustainable modes.
- Suggestion to present safety data about shared e-micromobility from multiple sources such as Coquitlam RCMP and Fraser Health at a future meeting.
- Concerns amongst seniors with interactions between private e-scooters and pedestrians.
- Suggestion that Council advocate to the provincial government to introduce enhanced regulation of e-scooters, through the *Motor Vehicle Act* or otherwise before their popularity increases further.
- Appreciation of the installation of additional designated shared e-micromobility parking pads, which significantly reduces accessibility problems arising from parking on sidewalks, and a suggestion to use data from the provider about common parking locations for the development of further parking pads.

In response to committee discussion, staff noted the following:

- Additional areas for potential expansion of the e-micromobility program include the Burquitlam-Lougheed neighbourhood, where the land use density supports

the shared service business model, and Port Moody has requested a connection of the Glenaire and Burquitlam neighbourhoods.

- Use of transit in conjunction with shared e-micromobility is being promoted in partnership with TransLink by incorporating a micromobility parking station at the Coquitlam Central SkyTrain station, and surveys are underway to determine any resulting behavioural changes.

6. 2025 Year End Review / 2026 Work Plan Development

The Senior Manager Equity, Diversity and Inclusion and the Accessibility and Inclusion Specialist gave a presentation entitled “2025 Year-End Review / 2026 Work Plan Development” and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Appreciation of opportunities to review and give feedback on capital project plans and to tour active projects.
- Appreciation of the City's universal design approach in capital planning.
- Appreciation of opportunities to review and give feedback on event plans, and to debrief on event experiences.
- Appreciation and importance of opportunities to review and give feedback on transportation programming, particularly given challenging geography in the City.
- Appreciation of the evolution of the Committee's focus to reflect a diversity of lived-experiences and broader understanding of accessibility and inclusion.
- Appreciation of the significant progress that the City has made in incorporating feedback and undertaking events and programming, which has reduced demands on the Committee.
- Suggestion to include LGBT2SQ+ topics in the Committee's Terms of Reference.
- Desire for alternative meeting types, including off-site or educational/training focused.
- Desire for staff presentations to the Committee to be more focused to the Committee mandate.
- Desire for more volunteer opportunities for Committee members.
- Suggestion to invite external groups as presenters to introduce new ideas.

7. 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:

Page 6
Minutes – Accessibility and Inclusion Advisory Committee
Tuesday, November 4, 2025

- Concerns about the lack of reflective lane indicators on some streets, which presents a visibility challenge during heavy rains.
- Appreciation of openness in the Committee and the City to hear and learn from disabled people, and make related quality of life improvements.
- Desire for more adaptive sports programming in Coquitlam.
- Suggestion to make use of Rick Hansen Foundation scenario cards to facilitate group education on disability.

OTHER BUSINESS

NEXT MEETING DATE – 2026

ADJOURNMENT

The meeting adjourned at 8:58 p.m.

MINUTES CERTIFIED CORRECT:

Councillor Matt Djonlic, Chair

Alex McLellan, Committee Clerk



City of Coquitlam – Legislative Services 2026 Advisory Committee Orientation

coquitlam.ca/

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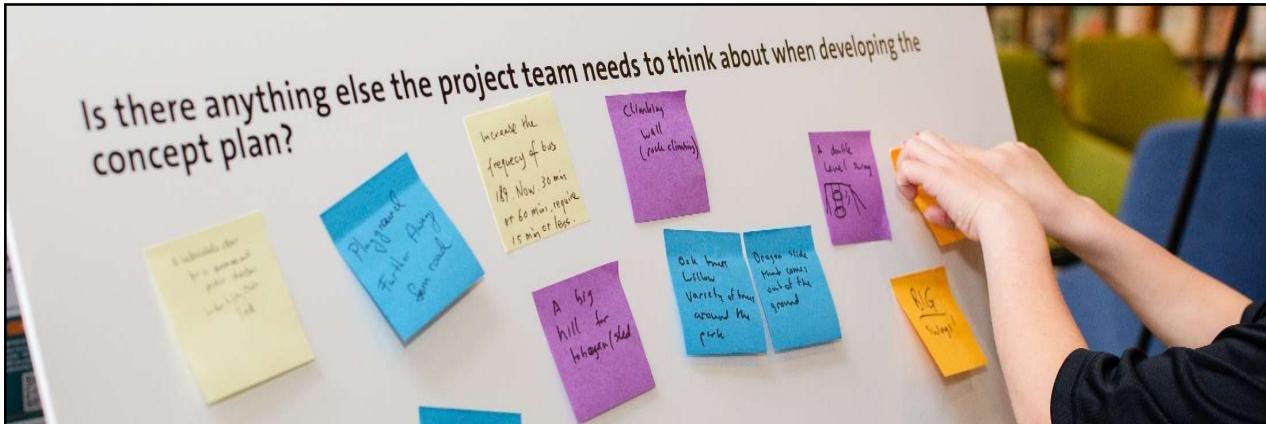
Agenda: Our Work

1. What
 1. Purpose
 2. Plans and Mandate
 3. Roles and Responsibilities
2. How
 1. Meetings
 2. Other Activities
3. When
 1. 2026 Meeting Schedule
4. Where
 1. Access
 2. Facilities
 3. Safety



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1



What

Purpose | Plans and Mandates | Roles and Responsibilities

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2

Purpose

- Established by Council as **dedicated stakeholder groups**
- An organized forum for community **engagement** in the City's **planning** process
- **Mandates** are established by Council to **direct** the **topics** brought forward
- Provide **perspectives, advice** and **recommendations** to Council



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3

Plans and Mandate



Roles and Responsibilities



Roles and Responsibilities

Committee Members

- Review agendas in advance
- RSVP and regularly attend meetings
- Observe rules of debate
- Consider public interest above all
- Treat others with respect
- Adhere to standards of ethics

Chair and Vice Chair

- Approve agendas
- Lead meetings (focus and time)
- Maintain rules of/ supports debate
- Seek engagement and consensus
- Provide and encourage respect
- Maintain standards of ethics

Roles and Responsibilities

Staff Liaison(s)

- Prepare agenda items/ activities
- Provides information/ advice
- Manages Work Plan progress
- Manages Committee advice and recommendations

Committee Clerk

- Prepares/ distributes agenda package
- Supports process/ procedure
- Manages/ communicates meeting logistics, attendance, administration
- Records Committee minutes



How

Meetings | Other Activities

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8

Meetings

- Public
 - **Schedule** and **agendas** are posted
 - Public may **observe** not participate
 - Chair may allow to speak, but not to make motions or to vote
 - Must sit in gallery; only Committee members or invited speakers may sit at the table
 - **Streamed** by Zoom Webinar
 - **Minutes** are posted



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9

Meetings

- Agendas and Attendance
 - Packages distributed one week in advance for your **review**
 - Confirm your attendance by **RSVP**
 - **Quorum** required to hold a meeting
- Minutes
 - **Official record** of previous meeting
 - In agenda package for your **review** and **feedback**



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10

Meetings

- Electronic Participation (Zoom)
 - **Exceptional** option to be used only when in-person attendance is not possible
 - Indicate need for electronic participation in **RSVP** or **ASAP** in unforeseen circumstances
 - A **Panelist link** will be provided to join the Zoom Webinar
 - Ensure you have an **appropriate space** and **audio** equipment to listen and be heard clearly



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11

Meetings

- Decorum and Debate
 - Council **Procedures Bylaw** and Roberts **Rules of Order**
 - **Guidance** of Chair and Committee Clerk
- Decisions
 - **Advice** given through **discussion** – may be incorporated in staff recommendations
 - **Recommendations** must be made by making and voting on a formal “**motion**”



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12

Other Activities

- Special Meetings
 - May be called by the Chair, Mayor, or Council
- Sub-Committees
 - May be established by the Committee to undertake investigation, research, or project planning for Committee consideration
- Events
 - Requests for volunteers may be made by staff
- Site Visits
 - May be organized to provide in-person understanding of a facility or program



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13



When

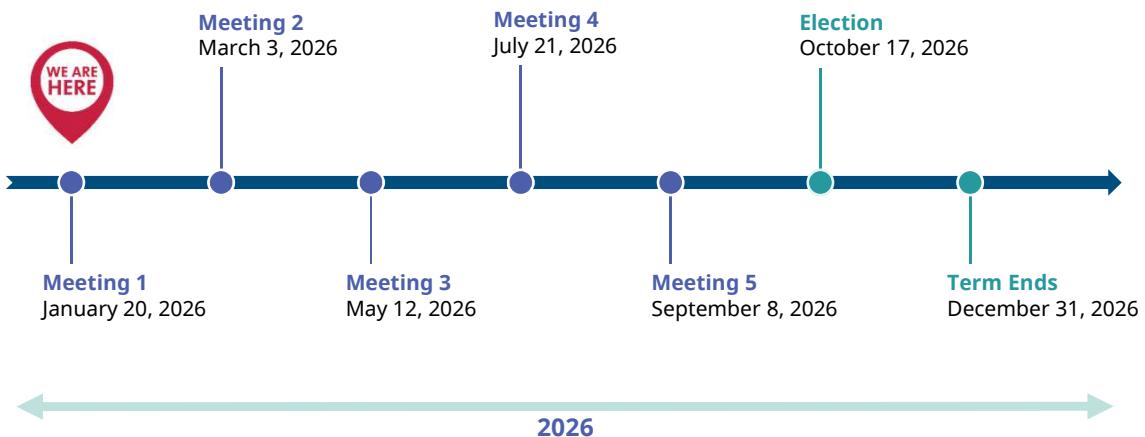
2026 Meeting Schedule

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14

2026 Schedule

All meetings are held in the Council Committee Room



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15



Where

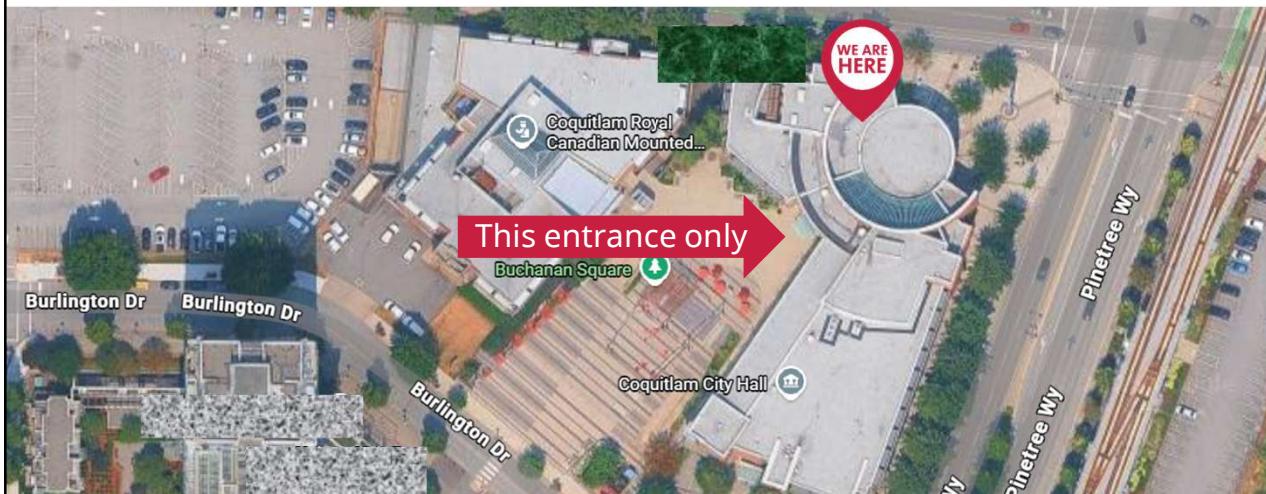
Access | Facility | Safety

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16

Access

One point of access after business hours



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17

Facility

Contact the Committee Clerk regarding any accessibility requirements/ concerns



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18

Safety

In case of an emergency, follow the directions of the Committee Clerk



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19

Questions?

Alex McLellan

Committee Clerk

committeeclerk@coquitlam.ca

Legislative Services

604-927-3010

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20



Your service is appreciated!

Thank you

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Accessibility and Inclusion Advisory Committee

Committee Mandate:

The mandate of the Committee is to provide a local and universal accessibility perspective and advice to Council with respect to achieving the City of Coquitlam's strategic goals and accompanying strategic directions. The Committee will:

- To continue to make the City more inclusive for existing and future residents with disabilities by addressing and preventing the physical, social and attitudinal barriers which impede their full participation in all aspects of City life;
- To provide advice to Council about the development of City policies and programs to educate and inform on matters affecting residents with disabilities and/or physical or mental challenges and universal accessibility;
- To review design plans for civic buildings and public spaces and provide advice to Council to ensure the needs of persons with disabilities are considered with the goal of universal access;
- To provide advice to Council about the development of City policies and programs, including an organizational accessibility plan and mechanism for public feedback in accordance with the *Accessible British Columbia Act*, to ensure the needs of existing and future residents living with disabilities are considered (e.g., transportation, housing, capital programs, leisure and parks services, environment).

ITEM	DEPARTMENT / LEAD	INITIATOR / RATIONALE
Standing Agenda Items		
Accessibility and Inclusion Plan and Other Division Updates	Corporate Services	Staff
Transportation, TransLink and Other Transportation Division Updates	EPW / TransLink	Staff
Committee Members' Roundtable / Emerging Issues	Committee	Committee
1) Committee Welcome	Legislative Services / Committee Clerk	Staff / Administrative
2) Review and Approve 2026 Work Plan	Chair / Staff Lead	Staff / Terms of Reference

2026 Work Plan
Accessibility and Inclusion Advisory Committee

ITEM	DEPARTMENT / LEAD	INITIATOR / RATIONALE
3) AccessAbility Week 2026 <ul style="list-style-type: none"> • Plans to acknowledge AAW • Input for Planning AccessAbility Resource Fair • Joint AIAC/EDI Booth 	PRCF / Corporate Services / Committee	Staff / Committee
4) Accessibility and Inclusion Plan Finalization and Implementation - Update	Corporate Services	Staff / Priority A
5) External Community Presentations – Education/Awareness Building Opportunities	Corporate Services	Staff
6) Volunteer and Event Opportunities 2026 <ul style="list-style-type: none"> • Pride Event • Canada Day • Other emerging opportunities 	Corporate Services / Committee	Staff / Committee
7) Chief Administrative Officer / Deputy Chief Administrative Officer Office initiatives – Opportunity for Committee input, as needed, including: <ul style="list-style-type: none"> • Festivals and Events Strategy 	DCAO	Staff / Priority B
8) Engineering and Public Works Initiatives – Opportunity for Committee input, as needed, including: <ul style="list-style-type: none"> • Road Safety Program • Transportation Plan Update. 	EPW	Staff / Priority A Staff / Priority B
9) Planning and Development Initiatives - Opportunity for Committee input, as needed	P&D	Staff
10) Parks Planning and Facilities initiatives - Opportunity for Committee input, as needed, including: <ul style="list-style-type: none"> • Fraser Mills Community Centre and Parks Planning • Glen Park Renewal 	PRCF	Staff / Priority B Staff / Priority C

**City of Coquitlam
Parks, Recreation,
Culture and Facilities**

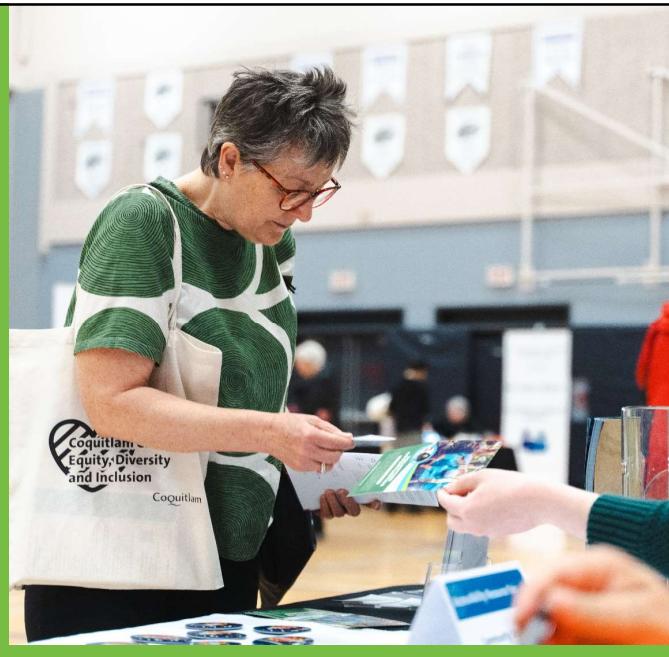
AccessAbility Resource Fair

May 24, 2026



coquitlam.ca/recaccess

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Agenda

- AccessAbility Resource Fair
- 2025 Event Highlights
- Moving Forward
- 2026 AccessAbility Week
- How to Get Involved!
- Discussion Questions

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AccessAbility Resource Fair

- Connects individuals to vital services, support networks, and community resources, fostering inclusion and accessibility across our region.
- **Who is our audience?** People with disabilities, parents/guardians/care providers of people with disabilities, and the general public to raise awareness.



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2

2025 Event Highlights

Last year's fair included:

- Resource room with local support organizations
- A free workshop for parents facilitated by Power for All
- A free Service Canada workshop- accessing disability services
- Demonstrations - fitness and sport
- Basketball game
- HandyDART and fire truck onsite to explore
- Concession

Key stats:

- Attendance - 200+
- Organizations - 20
- Volunteers - 23

2025 AccessAbility Resource Fair

Schedule of Events

1:30 - 4:30 p.m.
Organization Showcase
Rooms 7, 8 and 9
Disabomb Demonstration
Booth Table
HandyDART Bus Onsite Outside at Fair Entrance
Concession Open Outside Gym 1

1:30 - 3 p.m.
Self-Regulation and Interception Workshop for Parents and Caregivers Room 3
ASL interpretation available
Free Supervised Sensory friendly Activities for Children in Room 5/6

1:45 - 2:45 p.m.
Unified Sports and Coquitlam Fire Department Basketball Game Gym 1

3 - 3:30 p.m.
Try-it Chair Fit Gym 1

3:30 - 4:30 p.m.
Service Canada Seminar Room 3
ASL interpretation available
Free Supervised Sensory-friendly Activities for Children in Room 5/6

3:45 - 4:15 p.m.
Try-it Floor Curling Gym 1

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2025 Event Highlights:

Inclusive features:

- ASL interpretation available
- Designated sensory-friendly space
- Accessible venue and parking spaces
- Free childminding available for duration of event/workshops



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4

2025 Event Highlights:

Community Engagement:

- Coquitlam Fire Department vs. SD 43 Unified Sports
- HandyDART onsite
- Fire truck
- DisDaBomb product for sale
- Customized City of Coquitlam branded products, from DisDaBomb



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5

Moving forward

- Building on successes of last three years
- Continued involvement with community organizations

Potential adjustments based on 2025 feedback:

- Promotion Channels and Methods
- Enhancing on-site event communication accessibility



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6

2026 AccessAbility Week

Activities at Recreation sites

- Seven of our Recreation sites participating
- Free activities throughout week
- Collaborating with community organizations

AccessAbility Resource Fair

- Sunday, May 24, 2026
- 1:30 – 4:30 p.m.
- Pinetree Community Centre
- Information booths, demonstrations, workshops
- Keynote speaker

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How to Get Involved!

We hope you will join us!

- Formal invitation to attend will be sent out
- AIAC x EDI Office Table
- Greeter/wayfinding role
- Help to spread the word – share invitation with your contacts!



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Discussion Questions

- Keynote speaker ideas – inspirational or educational?
- What workshop topics would you be interested in seeing offered at the Fair?
- Are there additional organizations we should add?



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9

Thank you!
Questions?

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10



City of Coquitlam
Corporate Services Department

Accessibility and Inclusion Plan Update

Accessibility and Inclusion
Advisory Committee

January 20, 2026

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Agenda

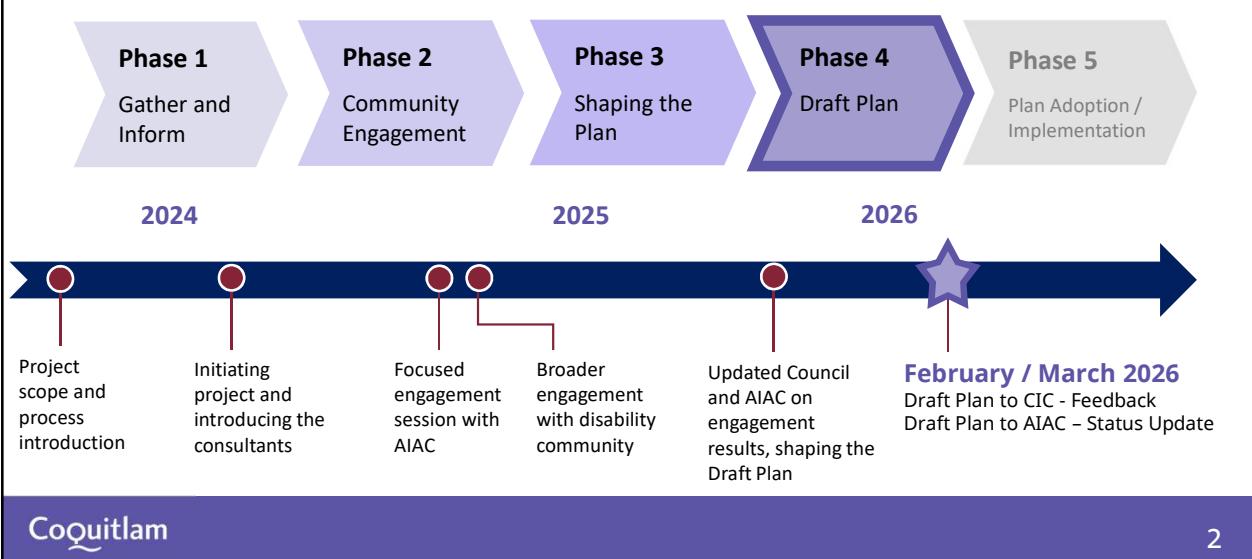
1. Provide Update on Project Timeline
2. Recap on Engagement Process - “What We Heard” Summary
3. Seek AIAC’S Feedback on Potential Features of Draft Plan



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Project Timeline



Lived-Experiences Shaping the Plan

- Extensive Engagement Process
 - Focused on input from **individuals with accessibility and inclusion needs** and the organizations that support them
- AIAC Feedback
 - Recreation programs for people with disabilities
 - Accessible wayfinding signage
 - Accessible communications to the public, especially for climate-related or emergency situations
 - Information sharing with other organizations to enhance learnings
 - Increasing awareness around accessibility and inclusion
 - Multiple options for providing accessibility feedback

- 1 Facilities, parks and spaces such as building and intersection design, and sidewalk conditions are accessible.
- 2 Cultural festivals and events are reflective of Coquitlam's diverse community.
- 3 Cultural festivals and events are accessible.
- 4 Welcoming and inclusive City facilities, parks and spaces.
- 5 Information is provided in a variety of formats.



Feedback Informs Draft Plan Structure

- “What We Heard” Engagement Summary and feedback will inform the main features of the Plan, including action items
- High-level framework to acknowledge diverse lived-experiences and be able to respond to:
 - Changing legislation;
 - Community feedback, including feedback from AIAC;
 - Evolving best practices in this space.
- Implementation of the Draft Plan will involve collaboration across the organization and with AIAC

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Seeking Feedback on Draft Plan Features

Thinking about City Plans, Strategies, and Documents and with accessibility and usability in mind:

What are ways this Plan could be easier to access and understand?
(e.g., *language, format, or structure*)



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Seeking Feedback on Draft Plan Features

Staff are considering including a “What Can You Do Section” in the Draft Plan:

What are some things that could be included to encourage community awareness and shared responsibility?



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Thank you! Questions?

EDI@coquitlam.ca

coquitlam.ca/EDI

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