

Accessibility Working Group Meeting
December 3, 2018 (4:30 pm – 5:45 pm)
Cook Street Activity Centre

1. Welcome and Roll Call at 4:30

Present: Linda Bartram (Chair), Chris Dobbie, Robin Bayley, Steve Bertrand (arrived 4:38) and Susan Gallagher (arrived 4:35)
Councillor: Councillor Loveday
Regrets: Chris Marks, Paul Jones
Staff: Brad Dellebuur, Assistant Director – Transportation
Christine Brinton, Administrative Support – Engineering
Interpreters: Mary and Sarah

An addition to the accommodations which are emailed prior to each meeting, the following will be added to agendas and emails regarding food and refraining from bringing any food to meetings:

Accommodations:

- This is ****a food and scent-free meeting. For those who plan to attend, please refrain from bringing in food or**** using perfumes and other scented products (cologne, aftershave, deodorant, soap, shampoo, hairspray and powders highly scented laundry products) that can trigger serious health reactions in individuals with asthma, allergies, migraines or chemical sensitivities.

2. Kudos and Successes – for information - for the minutes:

- a) Mailbox which was obstructing access to accessible parking spot removed by Canada Post.
- b) Accessibility Impact Statement in recent staff report to COTW:
“The Voting Dashboard would be available on the City's website and support screen readers to ensure that the blind and visually impaired are able to receive the information contained in it.”
- c) The following was sent by **Quinn Anglin, Business Ambassador, City of Victoria** to an individual requesting attendance at an AWG meeting.
“Should you wish to attend and present your ideas, please contact Christine Brinton cbrinton@victoria.ca to request a place on the agenda. Please note, the agenda may already be full, but the committee will continue to meet in January 2019. Here are some helpful tips about presenting to the Accessibility Working Group.
<https://www.victoria.ca/assets/City~Hall/Committees/Other~Committees/AWG%20-20Attending%20an%20Accessibility%20Working%20Group%20Meeting.pdf>

3. Business Arising

a) Minuting of Motion (re: travel expense reimbursement).

This motion asking Council to direct staff to reimburse members of the AWG for taxis to AWG meetings, was made as it is impossible for some members to get to Cook Street Village on time using public transit when coming from work. The AWG is losing valuable meeting time because members can't get to the meetings on time and the overall effectiveness of the committee is being affected by having to meet away from the downtown core in order to meet in an accessible venue.

The following motion was passed by an email vote:

Moved by Linda seconded by Steve

“AWG recommends that Council direct staff to reimburse reasonable transportation expenses for AWG members attending AWG meetings where those expenses are a direct result of the need for AWG meetings to be held at accessible City facilities which are not centrally located.”

Carried (by email vote. 6 in favour, 1 opposed)

Background & Rationale: The AWG should be meeting at City Hall as do other groups. City Hall is centrally located and can be accessed by one bus from most locations thus enabling AWG members to arrive on time for the 4:00 meeting when travelling from their place of employment. As City Hall is not accessible to all AWG members, meetings are now and for the foreseeable future, being held in City facilities which require members to travel on two buses in the case of Cook Street Activity Centre or to walk some distance from a central bus stop as in the case of Save-on-Foods Memorial Arena. Since meeting at these locations, several AWG members have been unable to arrive on time for the 4:00 meeting start time. They would, however, be able to arrive on time if they were to take a taxi. Persons with disabilities which can only be accommodated at an inconvenient location, should not be required to incur additional expenses when volunteering their time and expertise to the City. The AWG has been told by staff, however, that the City is “unable to reimburse travel expenses”.

The business of the committee is being negatively affected by late arrivals. The committee has decided to meet temporarily at a later time which means that some members will not get home for dinner until after 7:30. Staff did not brief Council about this negative accessibility impact when Council made the decision not to direct staff to make City Hall accessible on a priority basis. Until City Hall is accessible to all AWG members, reasonable travel expenses to an accessible venue should be reimbursed to those AWG members who can only get to AWG meetings

on time if they take a taxi from their place of work. It is anticipated that such expense reimbursement would only be requested by 1 – 3 AWG members.

- b) AWG motions to Council from last meeting in November – specifically for Councillor Loveday and Councillor Potts – the AWG would like to keep track of these and asked Councillor Loveday to review.

- * Plan & policies to address accessibility of the planted environment
- * Combining scope of two parking studies (private off-street & public on-street/parkades)
- * APS to be installed at all controlled intersections by 2021
- * Survey analysis
- * Accessible lighting in public areas of City Hall
- * Provision of on-going operational funding for accessibility and one-time operational funding in 2019 to address recommendations arising from the Accessibility Framework

4. Approval of December 3, 2018 Agenda

The AWG approved the amended agenda of December 3, 2018.

The following items were added to the agenda:

- Requirement for Accessible Parking – A Council Member Motion for the Committee of the Whole meeting of December 6, 2018 regarding proposed changes to the building code that will impact accessible parking requesting staff report to Council on the implications of this change on city planning, parking and accessibility.
- Accessibility Working Group Terms of Reference
- Accessibility Impact Statements – (Robin) add to agenda to remind staff of the action item to look into responsibility for follow up on reports to Council.

Moved by Linda, Seconded by Robin.

Carried

5. Approval of October 1, 2018 Minutes

The AWG approved the October 1, 2018 minutes.

Moved by Linda, Seconded by Robin.

Carried

5. Business Arising (Continued)

- c) Accessibility Working Group Terms of Reference - the AWG terms of reference indicate that the AWG mandate expires as of the passing of the new strategic plan in 2018.

Robin indicated that in the AWG Terms of Reference, under “timeline” it states:

*The Working Group will meet monthly for a year, engage the public and stakeholder groups as appropriate to develop recommendations, and then be convened semi-annually **until the approval of a new Strategic Plan in 2018**. Special meetings of the Working Group after the first year may also be convened at the call of the chair.*

The Chair believes that a formal new terms of reference needs to be put in place before the AWG can officially carry on its work.

The terms of reference are being reviewed by the accessibility framework consultants, they may not have recommendations to Council until March 2019. AWG asked that Councillor Loveday ensure Council is aware their mandate is about to expire. Councillor Loveday asked to hear thoughts / feedback from the AWG:

- Robin would suggest a hiatus until a new TOR is developed. Request Councillor Loveday take this to Council so Council is aware.
- Chris not sure about a hiatus, but then again, we keep discussing the same things, need to accomplish a new terms of reference.
- Steve’s concern is “out of sight out of mind”. We have done many things and being a part of the conversation is good for this group, always value in having meeting like these. Showing up and being a voice.
- Susan is in favour of a hiatus.
- Christine Paisley is concerned about the AWG taking a hiatus because upcoming accessibility issues such as on and off street parking.

After discussion, Linda suggested a hiatus for January and proposed the following motion:

Moved (Linda)

Seconded (Steve)

That Council be made aware that the AWG’s current Terms of Reference indicate they can only meet until the approval of the new Strategic Plan in 2018. Council may wish to take action and request legislative services take action to expedite the drafting of new terms of reference.

CARRIED

Action: The Chair indicated the AWG will consider the option of reconvening in February 2019 dependent upon Council’s direction.

- d) Requirement for Accessible Parking – A Council Member Motion is scheduled for the Committee of the Whole meeting of December 6, 2018 regarding proposed changes to the building code that will impact accessible parking.

Linda indicated this is in response to the BC Building Code removing accessible parking requirements in the near future. As of December 10, 2018, there will be nothing a developer has to abide by as the City currently does not have a bylaw in place. Brad reported that staff will be reporting to Council in the New Year regarding further work on off street parking recommendations but there will be a gap when no regulations regarding accessible parking will be in place.

Robin mentioned Legislation by Reference if the City wanted to act very quickly and adopt the previous building code regulations during this gap.

Linda: the building code requirements for accessible parking which will be dropped as of December 10, are minimal – under 50 stalls, the requirement is 0; 50-100 stalls the requirement is 1.

Robin feels that the member's motion (attached) is not enough information. Councillor Jeremy Loveday asked Robin to send additional information to him prior to Thursday COTW meeting. Councillor Loveday can make amendments to the motion.

Christine Paisley will reach out to David Willows and see if he can attend COTW on Thursday on behalf of the Disability Resource Centre Parking Committee.

- e) Updates by Staff – Brad updated the AWG on the following:

- Pandora Bike Lane –Following painting advanced markings in the bike lane for all crosswalks including those to bus stops and mid-block crossings, reminding cyclists they are coming up to a crosswalk, staff saw little to no change in cyclist behavior. Next steps: 1) putting tactile markings on crosswalk edge to indicate where the crosswalk starts and 2) the installation of a push buttons (with locator tone) to activate a flashing amber light using the accessibility reserve fund (that AWG's motion requested). This will be a 2019 project. Linda reminded Brad that the signal needs to also be audible. If the pedestrian cannot see the flashing light, they still will not know when it is safe to cross. Brad will come back to AWG with a design option.

There is still a need for cyclist education - Steve has had some discussion with the Bike Coalition regarding the education component. Engineering intends to carry out targeted education, once resources have been freed up, and is encouraging enforcement by Victoria Police.

- Staff Discussion with Transit re: timing of transit changes which may address the unsafe angle of some bus ramps when stopping at Douglas and Pandora and Douglas and Fort bus stops. Brad reported that Transit told him that by the end of 2020, all problematic busses will be swapped out.

Action: Brad will get an update from Transit to confirm that indeed all problematic buses will be swapped out by the end of 2020.

- Truncated Dome Project – no further development, waiting for crews availability. Is the contrast between the buttons and the sidewalk enough at the installation at Blanshard and Fort? Engineering is exploring the option to use buttons which have a bright yellow insert as they do not feel there is enough contrast. Susan said contrast may not be necessary as the buttons can be felt through your shoes. The need for contrast will be addressed through feedback once the pilot is officially carried out. It was pointed out that the funding to do the pilot was approved in January 2017. Brad indicated that they have asked if contractors could be used.

Action: Brad will confirm the third pilot location, Washington & Gorge, has been installed.

No other audible signals that were approved to deal with the request list have been installed.

- Accessibility Framework Schedule - how the Framework report will tie into the budgeting and strategic planning exercise. Consultants have completed fact finding, there will be another engagement in January and then the completion shortly after. Staff will do a report to accompany the consultant's report that will go to Council. There will still be an opportunity to have funding approved, based on the framework recommendations, even after the financial plan is approved.

f) Paws in Parks - Robin deferred (please put on next agenda)

g) Sandwich boards – Susan moved and Steve seconded the following motion:

In as much as that Council has endorsed a barrier free environment and infrastructure, the AWG asks that the bylaw permitting sandwich boards be repealed.

The AWG then held a discussion:

- Enforce the provisions of the bylaw. Susan says there are not enough bylaw officers to enforce.
- There is a clear set of provisions of where they should and shouldn't be – they should be placed in the furniture zone, not against the building or in the middle of the sidewalk.
- It is the placement of the sandwich boards that is the issue.

Friendly amendment to the motion –

“That the AWG request Council to direct staff to step up enforcement of the sandwich board provisions of the portable sign bylaw in the name of pedestrian safety.”

CARRIED

- h) Accessibility and Planning/Development – The AWG would like to have the planning department come to a meeting in the future so they can hear AWG’s ideas on how they can contribute to accessibility in the City. Also, Planning accessibility impact statements are just about nonexistent because they all say the same thing,

Action: Brad will put forward invitation.

- i) List of transactions that have to be done in person at City Hall or cost more if done remotely - deferred
- j) Financial and Strategic Plans

Robin distributed her report on the financial plan to the AWG (attached) and reviewed and discussed items with Councillor Loveday and Brad Dellebuur. Many of the accessibility related items listed in the financial plan have never been discussed at AWG (e.g. improvements to Save on Foods Memorial Arena) and items that have been discussed at AWG are not mentioned (e.g. improvements to Royal Athletic Park). Linda pointed out that again, only one intersection is to have audible signals installed in 2019, despite the lack of audible signals being raised by the AWG as a priority 1 safety issue. This discussion was cut short as the room had to be vacated.

6. New Business (for next meeting)

- Accessible voting
- Orienting new Council members to accessibility issues
- Smart Bus Stop Proposal – [Bevan Thistlethwaite](#)

7. Next meeting (TBD)

8. Adjournment 5:45 pm

Attachments



Council Member Motion

For the Committee of the Whole Meeting of December 6, 2018

To: Committee of the Whole **Date:** November 29, 2018
From: Councillor Alto and Councillor Thornton-Joe
Subject: Requirement for Accessible Parking

Background:

Starting Dec. 10, the province will remove the requirement for accessible parking at residential and commercial buildings from the 2018 building code, and shift the responsibility to municipalities.

The Ministry of Housing says the switch will improve accessibility, particularly at retail stores, condos and apartment buildings, by allowing local governments to set their own standards.

Under the previous building code at least one accessible parking stall was generally required for every building that provided parking. The stalls were set at specific measurements and required both a level, slip-resistant surface and accessible access to the building itself.

As many municipalities do not yet have accessible parking included in their bylaws, this change will bring confusion as each BC municipality may have different, or no, requirements. Accessibility should be regulated by the province to be consistent throughout British Columbia.

Recommendation:

That Council

1. Direct staff to report to Council on the implications of this change on city planning, parking and accessibility.
2. Request the Mayor write to the Premier of British Columbia objecting to this new policy and its negative impacts on standards of accessibility.

Respectfully Submitted,

Handwritten signature of Councillor Alto.

Councillor Alto

Handwritten signature of Councillor Thornton-Joe.

Councillor Thornton-Joe

Draft Financial Plan 2019

The draft financial plan includes the following w.r.t. accessibility:

- **Accessibility Infrastructure Reserve** - the usual accessibility reserve fund allocation of 250,000, bringing the total close to 1 million
- **Victoria Conference Centre**

The underground parkade of the Victoria Conference Centre (VCC) offers 377 parking stalls ...
Deliverables:

- Provides a convenient service to clients of the facility
- Improves **accessibility** to the facility for those with mobility challenges

3. **Festival Equipment Asset Replacement Business Unit:**

To replace and preserve the City's existing performance and festival infrastructure including festival equipment (bleachers, staging, tents, barriers, etc.).

Deliverables:

Pop-up tent frames and skins replaces, cable & transition **matting for accessibility**, marquis tent replacement and other minor equipment (storage and transport tools) required to deliver the program.

4. **Concrete & Sidewalks**

Concrete and Sidewalks manages and supervises the concrete infrastructure throughout the City, while providing safe and accessible sidewalks, pathways, walkways as well as maintaining the existing malls and squares. Specialty work such as rock walls, vaults and brick pavers are also maintained.

5. **Transportation Administration**

Transportation staff manage the design of a safe, integrated and convenient transportation network, including roads, sidewalks, curb and gutter, traffic signals, street lighting, and other public right-of-way surface infrastructure, with emphasis on accessible pedestrian, bicycle and transit networks.

6. **Business Unit: 4060 - Parking Meters and Lots**

accessible permits – not sure what this means pg. 370 It was there last year

7. **Business Unit: 3561 - Victoria Housing Strategy Implementation**

The purpose of the Victoria Housing Strategy is to define the City's role in the provision of affordable housing, to assess and forecast Victoria's affordable housing need and to establish targets and tools to meet those needs over the next 10 years. The Strategy aims to be action-oriented, focusing on concrete measures implemented over a three-year period, with annual monitoring and updates to guide continual improvement.

Deliverables include: Support aging in place by revisiting the secondary suite grant program for **accessible suites and consider voluntary guidelines to encourage adaptable housing**

8. **Bus Shelter Installation**

Deliverables: New transit shelters, benches and associated accessibility improvements

2019 Projects:

Upgrades at various locations (20 to 44,000 a year over next 20 years)

9. **David Foster Harbour Pathway**

Deliverables include: completion of a pathway accessibility assessment in partnership with the Rick Hansen Foundation

10. **Save On Foods Memorial Centre**

Accessibility Improvements pg. 679

11. **Investing in our community's future**

New Accessible Pedestrian Signals and Countdown Signals, \$35k in 2019, \$36k in 2020 & \$36k in 2021

12. **Doesn't say "accessible"** but we have an interest because the Public Realm Plan still contains all-black furnishings and our input had no influence on the plan and Council isn't aware.

Street Furniture	<ul style="list-style-type: none">• Gate of Harmonious Interest Chinatown, TBD• Street infrastructure upgrades, \$894k
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13. LED Signal Head/Ped Countdown Signal and Audible Ped Signal Installation

Overview:

Upgrade existing pedestrian-related signal displays with displays that include pedestrian countdown signals at 127 intersections in the City with traffic signals or pedestrian signals. Install accessible/audible pedestrian signals at existing signalized intersections. Upgrade existing traffic signal displays with LED signal heads.

Countdown signals provide additional information to pedestrians contemplating a road crossing at a signalized intersection. Accessible/audible signals assist persons with limited vision with crossing at signalized intersections.

Priority for the installation of countdown signals is given first to crosswalks at signalized intersections where the road crossing is long (roads with multiple travel lanes; i.e. Douglas, Blanshard, Hillside, Government, Shelbourne), and pedestrians are exposed to traffic for longer periods of time. 63 of the 127 signalized intersections have been upgraded with pedestrian countdown signals to date.

For accessible/audible pedestrian signal installation, staff consult with the Canadian National Institute for the Blind (CNIB), who have priority corridors identified by their clients, and evaluate individual requests. 74 of the 127 signalized intersections have been outfitted with audible pedestrian signals.

The City's Accessibility Working Group requested a review and recommendations for implementation of Accessible Pedestrian Signals (APS). The City has been installing audible crossing signals for over two decades - these devices have an audible tone to help visually impaired pedestrians determine when it is safe to cross. APS installations include a pushbutton locator tone and vibro-tactile surface, to provide additional information to pedestrians. Following an industry scan by staff in January 2017, Council approved trial installations of APS units in 2017, to help develop a City standard.

[What does that mean? It does not say if a plan for APS installation will be developed in 2019 as per AWG recommendation, beyond the one installation planned. Doesn't say if they agree w. APS or not. Mentioning AWG makes it appear they are doing what we recommend. Doesn't mention whether an assessment will or has been conducted or direction given to staff last year on APS. Further "the visually impaired" puts the disability first, contrary to good practice. People with visual impairments is better.]

Deliverables:

2019 Projects: • Countdowns

- Quadra / Johnson
- Quadra / Yates
- Vancouver / Johnson

- Audible Pedestrian Signals - Vancouver / Johnson

[\$35,000 to 51,000 per year over next 20 years including a lot of other things like the visual walk signals, so we don't know what will be spent on APS.]

14. Vic Conference Centre

Build - Atrium wheelchair lift

The existing lift has reached the end of its expected lifespan and is not suitable for use without an attendant. The consultant recommended Improving lift accessibility and functionality and to replace the existing lift.

2019 deliverables:

- Build - Atrium wheelchair lift replacement [wasn't that in 2018 budget? Is it a draw on accessibility reserve? Still no rules for that and not sure that developing rules is in the AF so why does this get ahead of AWG recommendations?.]

The Financial Plan **does** not include:

- Accessibility training (unless within the higher budget for Engineering department training budget)
- An accessibility coordinator or inclusion staff position or contract
- Any 2019 money for *implementing* the Accessibility Framework, such as guidance on accessibility analysis or capacity building or policies and procedures such as Reasonable Accom., or pet and scent restrictions
- Anything for updating POSMP and UFMP or any actions re. accessibility of the planted environment
- An accessible parking study or project to develop new standards for private or public accessible parking.
- nothing on governance (AWG TOR and Advisory Committee over-arching policy), despite new committees in the Strat Plan, the need for the governance work being one of reasons the City won't recruit for AWG, and the Clerk's note saying he couldn't get to it due to lack of resources.
- nothing concrete on accessible transportation
- I can't even find the Indoor Air Quality Assessment

Of course, there is lots more it doesn't cover, but these are high priority things for the AWG

Also, reading the appendix on referred matters again, I am reminded that staff reported that recreation staff was taking action on recreation program accommodation process by the end of this year. It's described as follows:

Children with Allergies and Crystal Pool activities [I keep asking and asking for the title of this to be changed to the real issue - please can this happen some day? It's lack of effective and transparent reasonable accommodation procedures as per AWG recommendation of December 2016.]

Information regarding contacts and procedures for accommodating children with allergies in recreation programs, including online location of forms in all recreation guides, was originally recommended by AWG in 2016. While some improvements re: accommodation and reference to forms were incorporated into the 2018 Active Living Guide, concerns remain that children may not be accommodated in recreation programs. The Fall 2018 Active Living Guide does not contain a notice about special needs registration or help.

Recreation staff have planned improvements as part of the 2018 Q4 Work Plan that will address these items, and reference current processes and procedures.

SO, CAN WE HAVE AN UPDATE ON THAT AT THE AWG DECEMBER MEETING? WHAT WILL BE IN PLACE BY THE END OF THIS YEAR