

**MINUTES OF THE**  
**ACCESSIBILITY WORKING GROUP**  
**MONDAY, AUGUST 8, 2016**

**1. THE CHAIR CALLED THE MEETING TO ORDER AT 4:00 P.M.**

Working Group Members Present: Linda Bartram  
Steve Bertrand (arrived at 4:12)  
Paul Jones  
Susan Gallagher  
Chris Marks

Regrets: Rachel Buchanan

Absent from Meeting: Chris Dobbie

Councillor Present: Councillor Loveday

Councillor Regrets Councillor Alto

Staff: Brad Dellebuur, Transportation Department  
Chaz Whipp, Manager of Facilities  
Christine Brinton, Recording Secretary

Guests: Robin Bayley (via teleconference)  
Bev Windjack, Principal, LADR Landscape Architects  
Chris Windjack, LADR Landscape Architects

The meeting began at 4:00 pm with a roundtable introduction. The Accessibility Working Group (AWG) welcomed Bev Windjack, Principal, LADR Landscape Architects.

The Parks Masterplan Focus Group meeting took place from 4:00 pm - 5:00 pm.

At 5:09 pm, the Accessibility Working Group meeting resumed after a short break.

**2. APPROVAL OF AGENDA – AUGUST 8, 2016**

The AWG moved the “*Barriers Faced by People with Allergies, Asthma and other Respiratory and Immune Disorders*” item to the top of the agenda. The Chair also added “*Motion to Direct Council to Use Accessibility Funds*” to the agenda.

**MOTION:** It was moved by Linda Bartram, seconded by Steve Bertrand that the amended agenda of Monday, August 8, 2016 be approved as circulated.

**CARRIED**

### 3. APPROVAL OF MINUTES – JULY 11, 2016

Kathryn McWhirter resigned in June, 2016 and Keith Kroeker resigned in July, 2016. The recording secretary will ensure their names are removed from the member lists.

**MOTION:** It was moved by Linda Bartram seconded by Steve Bertrand, that the minutes from the Accessibility Working Group meeting held July 11, 2016 be approved as circulated.

**CARRIED**

### 4. NEW BUSINESS

#### Barriers Faced by People with Allergies Asthma and other Respiratory and Immune Disorders

Linda Bartram introduced Robin Bayley and referred the AWG to the written presentation which was sent out via email on August 4, 2016.

As Robin called in via teleconference, she gave some background information about herself. Robin is a member of the allergic community and is knowledgeable about barriers to City of Victoria services and facilities for people with allergies.

She has environmental (perfume and dogs) and food related allergies and has been looking for the right people at the City of Victoria to discuss the accessibility challenges people with allergies face. **Robin finds a lack of official scent reduction policy in public spaces or restrictions on where pet dogs can go problematic.**

Robin reported that she hears during on-line forums about the difficulties parents have in finding safe recreation environments for their children with allergies. One mother stated, "The pizza day at summer camps excludes my child - not because she couldn't go and not enjoy pizza, but because they never respond to my questions about how it's handled.... I can't register her if I can't get that necessary information." This mother recognizes that her child won't be able to have the treat offered to the other children, but her greater concern is that the food will pose a danger and she is unable to find information about policies or accommodations that may be in place.

Linda opened the floor for questions, concerns or suggestions from the AWG members:

*Are these barriers when you attend a meeting at City Hall or City Hall itself?*

Robin stated it is City Hall itself. It was very problematic when Robin went to pay her taxes (she now does that on line). There are, however, a number of services that are only available in person at City Hall, and these are not accessible to her.

*Are the food allergies airborne? Is there a solution?*

Robin stated that the main problem is food traces on surfaces everyone touches. Organizers should examine whether food at events is necessary; be knowledgeable about the most harmful foods (Health Canada's Priority Allergens); plan to have food restricted to a certain area and arrange purposeful cleaning

afterwards (door knobs, light switch), to help mitigate the risk of transfer of allergens. It was suggested that there could be one person as a contact for parents with allergy concerns to call regarding recreational programs for kids at the Crystal Pool.

When arranging public meetings and meeting venues, Robin stated that soft surfaces such as drapes and carpets harbour allergens which are difficult to remove. Facility design and maintenance can reduce the allergen burden – for instance, tile or other hard flooring and ventilation duct cleaning.

Chaz Whipp reported that The City has fairly new wall mounted charcoal air filters and is waiting for feedback from staff. He also advised parents to call the Crystal Pool and ask for the programmer regarding food allergens.

**ACTION: Chaz will follow up with the contacts at the Crystal pool.**

The AWG thanked Robin for her time and energy. Robin left the meeting at 5:30 pm

After this presentation from Robin, the AWG made the following motion:

**MOTION:** It was moved by Linda Bartram, seconded by Paul Jones that Council consider appointing Robin Bayley to the Accessibility Working Group.

**CARRIED**

The AWG then discussed how this request should be made.

**ACTION:** Linda will draft a letter to Council outlining Robin's knowledge and ability to bring a disability perspective to the AWG which is not represented at this time, while demonstrating an interest in disability barriers in general.

## **5. BUSINESS ARISING:**

Barrier Free BC Motion at UBCM – Barrier Free BC is hoping to give a presentation at the UBCM to be held from September 26 – 30, at the Victoria Conference Centre. This clinic / workshop was not advertised on the website as of the meeting. Rob Sleath of Barrier Free BC will keep the AWG informed. There was support for the AWG putting out a press release and/or handing out flyers about Barrier Free BC. The AWG will also offer to support barrier Free BC activities upon their request.

**ACTION:** Linda Bartram will connect with Rob and the people of Barrier Free BC to get further information on being prepared to help.

**ACTION:** Chaz will look further into conference centre accessibility issues.

Using Accessibility "budget" to Hire Help - A couple of meetings prior, Linda raised the possibility that we should be asking Council to spend some of the \$500,000 to hire someone to help us with our work. For the past year we have concentrated on trouble shooting existing accessibility barriers which we ourselves have encountered and those

which have been brought to our attention by persons with disabilities who have become aware of the AWG. Most of these concerns are still on the Issues List. In the meantime, each month, another one or two accessibility barriers are brought to our attention, growing the list.

Also, it has become apparent that there are very few policies and procedures, check lists or accessibility assessment tools to assist City staff, and those which do exist appear to be very limited in scope. As a consequence, the risk that decisions will continue to be made which create barriers for persons with disabilities is very real. Linda believes that what appears to be needed in order to move forward is beyond the capacity of the Accessibility Working Group alone, therefore the AWG would like to make the following motion:

*Linda Bartram moved that Council direct the City of Victoria to utilize some of the Accessibility funds to contract an individual who's mandate is to assist the AWG in identifying barriers for persons with disabilities with research and a survey, examining existing City accessibility policies and procedures, and to develop an accessibility framework with which future City initiatives are analyzed for accessibility; The AWG to participate in the selection of a suitable candidate and to work closely with the successful applicant as they carry out their mandate.*

The AWG members agreed that an accessibility framework is needed to proceed and the process options to achieve this were discussed, including:

- possible request into the Facilities budget, potential projects (specific)
- maybe Community Planning has a policy writer that would be able to help?

**ACTION:** Brad will discuss the intent of this motion with the Director of Engineering. The AWG tabled this motion to the September 12, 2016 meeting.

Susan left the meeting at 6:15 pm.

## **6. DATE OF NEXT MEETING:**

As time was running out and other AWG members had to leave, The AWG decided to continue the meeting on **August 22, 2016** to address the remaining agenda items

The regular September meeting will be held on September 12, 2016.

**ACTION:** Please add to the September agenda: Terms of Reference.

## **7. ADJOURNMENT:**

The meeting was adjourned at 6:25 pm.