

**MINUTES OF THE**  
**ACCESSIBILITY WORKING GROUP**  
**MONDAY, AUGUST 22, 2016**

**1. THE CHAIR CALLED THE MEETING TO ORDER AT 4:03 P.M.**

Working Group Members Present: Linda Bartram  
Steve Bertrand  
Chris Dobbie  
Paul Jones  
Susan Gallagher  
Rachel Buchanan

Councillor Present Councillor Loveday

Regrets Councillor Alto

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

Guests: Mary, Sign Language Interpreter  
Keith, Sign Language Interpreter  
Jenny, Accompanying Rachel

**2. BUSINESS ARISING**

A) Truncated Domes – Update from Brad Dellebuur

Brad advised the Accessibility Working Group (AWG) that cost for installation of truncated domes depends on the configuration.

Brad showed the AWG a truncated dome panel. The AWG discussed the following:

- What is the cost of one of the panels? Under \$100 per panel. Each curb cut may need 2 or 3 panels. Most of the cost will be labour.
- How many “no lip” curb cuts are there? Less than 50.
- How much work would it take to do this? \$300 - \$500 per curb cut. New construction would be cheaper.
- Biggest concern are the “no lip” curb cuts in the downtown core and Hillside Mall areas.

Steve Bertrand arrived at 4:10 pm

Linda continued to explain the concerns with “no lip” curb cuts. They are potentially dangerous, as they are very difficult to detect with a cane or feel underfoot. Guide dogs may also not recognize the need to stop. Without

something that can be detected by persons who are blind, they may think the curb cut is a driveway and step into the road. There is a need to determine where all the no-lip curb cuts are located. They are a potential danger right now. Address these no-lip curb cuts first, looking at their configurations and prioritizing.

**MOTION:** *Susan Gallagher moved, Chris Dobbie seconded that City Council consider approving the allocation of funds from the Accessibility Working Group funds to immediately retrofit all no-lip curb cuts with truncated domes.*

CARRIED (Unanimously)

**ACTIONS:**

- Brad will have staff contact Kelowna, Sechelt, Coquitlam and Richmond for installation figures.
- Brad will have staff review and investigate if there is a National Standard for installing truncated domes.
- Brad will confirm the number of intersections with no-lip cuts, starting with the downtown core, and include Hillside mall. AWG members to let Brad know if they discover any.

B) Hearing Loop at Front Desk of City Hall Update – Brad Dellebuur

Brad gave an update from Chaz that his department is purchasing a number of sets. These have been funded from the existing operating budget. One set will be installed at the front desk, one at the Public Services Centre and one at the Engineering Counter on the second floor. There is already a hearing assistance device in Council Chambers.

The AWG would like to thank Chaz Whipp for taking this on and getting it done.

**ACTION:** Brad will discuss with communications department, the idea of a press release announcing the installations.

C) Policy and Procedures for Public Events

Accessibility Checklist – The AWG would like to thank and acknowledge the Public Service Alliance of Canada for their assistance in providing this document.

**ACTION:** Paul will now forward an electronic copy of the document to the working group.

Chaz was also going to forward a document from the VCC and Julie Potter the existing protocol she has developed.

The AWG then discussed:

- There are things on this list that do not apply to the City. This would have to be edited to suit the City's requirements.
- It's the AWG's task to find out what's relevant and what's not.
- Steve has shared his checklist with Brad and Chaz, now AWG can compare all 4 documents.
- Consider minimum door width, shower head height, space/size for parking stalls, or a van (need to be more specific).
- question regarding City of Victoria staff being trained to deal with these kinds of situations, possibly once this document is created, training could be provided (Steve)

Next steps – need those other documents first, then amalgamate them into one large list, then AWG will review, add details that need to be there.

D) Timing of Audible Walk Signals - Susan

Nick Armstrong, Transportation Technician and Susan have spoken. She is going to check with Nick about what he has done so far. Susan identified where the walk signal comes on, the audible signal comes on and the audible signal stops way before the walk signal goes to "Don't Walk". They don't match (the visual vs. audible), this needs to be corrected. Concerns were raised that the Douglas and Humbolt "walk" signal is not long enough.

**ACTION:** Susan and Brad will check into these items with through Nick Armstrong.

E) Capital City Bus Station

There is a step between the part of the building housing the main terminal and the part of the building housing the washroom. It is necessary for someone who cannot negotiate the step, to exit the main area and access the washroom through another outside door.

**ACTION:** Steve will go and look at the Capital City Bus Station washroom.

- F) Upcoming UBCM - Councillor Loveday sent an email to Linda regarding the upcoming UBCM meeting being held here in Victoria. This will be further discussed at the September meeting.

**3. DATE OF NEXT MEETING**

September 12, 2016 at 4:00 pm

**4. ADJOURNMENT**

The AWG adjourned at 5:02 pm.