

**MINUTES OF THE
ACCESSIBILITY WORKING GROUP - MONDAY, SEPTEMBER 12, 2016**

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

Working Group Members Present: Linda Bartram
Steve Bertrand
Paul Jones
Susan Gallagher
Chris Marks
Rachel Buchanan
Chris Dobbie
Robin Bayley (via teleconference)

Absent from Meeting: Councillor Alto

Councillor Regrets Councillor Loveday

Staff: Brad Dellebuur, Transportation Department
Christine Brinton, Recording Secretary

Guests: Rob Sleath, Barrier Free BC (via teleconference)
Mary, Sign Language Interpreter
Kirsten, accompanying Rachel

The meeting began at 4:00 pm with a roundtable introduction.

2. APPROVAL OF AGENDA – SEPTEMBER 12, 2016

The Chair of Accessibility Working Group (AWG) requested that the third bullet under “Business Arising” regarding the tabled motion, to be moved to the end of the meeting when the Terms of Reference were to be discussed.

The AWG welcomed their newest member, Robin Bayley to the meeting.

MOTION: It was moved by Linda Bartram, seconded by Susan Gallagher that the amended agenda of Monday, September 12, 2016 be approved as circulated.

CARRIED

3. APPROVAL OF MINUTES – August 8 and August 22 2016

The AWG made one change to the minutes of August 22, 2016. That Chris Marks name be added to the “Working Group Members Present” list.

MOTION: It was moved by Linda Bartram seconded by Paul Jones that the minutes from the Accessibility Working Group meeting held August 22 be approved as amended and August 8, 2016 be approved as circulated.

CARRIED

4. BUSINESS ARISING

- a) Union of British Columbia Municipalities Update and Planning – Barrier Free BC
Rob Sleath from Barrier Free BC (via teleconference) extended his appreciation to the AWG and Victoria City Council. Rob gave an overview on the motion going forward to UBCM on September 26, 2016. Councillor Loveday will be putting this motion forward and asking the City of Quesnel to second and speak to the motion. Quesnel has submitted a similar motion to the UBCM.

Rob referred to the document circulated via email on Friday, September 9, 2016 and asked if some committee members are willing to distribute during the UBCM.

ACTION: Chris Dobbie, Chris Marks, Paul Jones and Susan Gallagher will distribute handouts in the morning of the first day of the UBCM (Sept 26). This two-sided single page information sheet is on Barrier-Free BC letterhead and has been designed so that once printed, it can be tri-folded horizontally with the text on page 2 on the inside of the folds.

The Chair then asked if any members had any questions or concerns.

Paul requested a copy of the two resolutions, Rob will forward these to the Chair to distribute. Robin has a background in writing legislation and will get in touch with Rob Sleath.

ACTIONS: Brad will look into permission from the Victoria Conference Centre regarding handing out brochure, Brad will discuss with Citizen Engagement Department regarding a press release.

Rob Sleath advised that Barrier Free BC wanted to make an addition to the handout including a link to their website. Rob will send Linda a revised handout to email to AWG members along with a copy of the resolutions.

Linda will speak with Councillor Jeremy Loveday to finalize logistics and then inform those who plan to be available to pass out the handouts.

Rob Sleath left the meeting at 4:35 pm.

- b) Children with allergies participating in Crystal Pool activities – Chaz Whipp
Chaz Whipp was unable to attend this meeting, but forwarded the following information: *“Allergies - For Crystal Pool, there is a form that you can fill out prior to signing up for a program. The form is available at the front desk. If anyone has any questions regarding a program and issues due to access, allergies, etc., Crystal Pool recommends that you simply call the front counter to discuss, at 250.361.0732.”*

Robin Bayley asked how does the Crystal Pool plans to describe this process and publicize it, because right now there is nothing in the activity guide that shows this.

ACTION: Add to October agenda

c) Truncated Domes

The AWG discussed the following:

- Brad advised that staff have reached out to a number of cities and municipalities that are currently using them.
- Not been able to find a Canadian standard for the installation of truncated domes.
- The Engineering and Public Works departments are working on counting the number of no-lip curb cuts and note their location starting with the downtown core, and including Hillside mall.
- Staff suggested a trial of truncated domes at certain locations
- Linda Bartram would like to see the list of suggested locations before going ahead with Hillside mall.
- Robin advised the truncated domes are on every corner in Toronto. Brad asked for contact information for Toronto, if possible.

ACTION: Robin will endeavour to find a contact in Toronto for truncated domes

d) Hearing Loops – Press Release – Brad Dellebuur

Staff will coordinate some public information so that people are aware that the service has been added. Chaz was unavailable for this meeting, but provided the following information: “Facilities staff met the supplier to review what options might work best for our building/situation. We decided to purchase 2 phone & microphone units that are typically common in commercial applications, such as banks. I have initiated the installation of these hearing loops for 1st floor and 2nd floor public service counters. 1st floor is installed. As for the Council Chambers, Facilities recommended the installation of a hearing loop as part of the 2017 proposed capital plan which has yet to be approved by Council.”

e) Timing of Audible Walk Signals Update – Susan Gallagher

Brad discussed the start of walk phase and timing on intersections downtown. Requesting Engineering staff do some research.

f) Capital City Bus Station Washroom – Steve Bertrand

Steve is going to the bus station after this meeting and will update the committee via email, Brad will also forward the general manager’s contact information to Steve.

Action: Steve to send his report to AWG members

g) Parking

Linda received an email from Tim Shaw regarding accessibility parking issue which she will forward to Steve, as it sounds like its policy related. Tim Shaw is doing a parking review.

Discussion ensued regarding accessible parking downtown, parking downtown, the Park Victoria app for your phone, adjusting parking, time limits, passenger pickup drop off. (<http://www.victoria.ca/EN/main/departments/engineering/parking/parkvictoria-app.html>) Please remember all feedback is appreciated. Please contact the City at parkingservices@victoria.ca or call 250.361.0260.

h) Accessibility Checklist.

Linda made a first attempt at combining the information from the four documents previously circulated. The AWG is working on this checklist/project so there is one standard for the City that is going to be utilized for all City of Victoria public meetings. The AWG then discussed the wording on the draft document, “scent reduction vs. scent free” and inclusion of overhead lights flashing for emergencies for people with hearing difficulties. Robin was asked to clarify about scent reduction and it was discovered that she was no longer on the phone.

ACTION: The AWG will spend some time reviewing the draft document and bring suggestions to the October meeting.

5. NEW BUSINESS:

- a) Rachael’s agenda items – These turned out to be regarding strip malls in Sanaach.
The AWG did however, discussed concerns with the necessity to have pedestrians pass through a parking lot to access the building. The discussion then began regarding building codes (for example, Steve has noticed power door buttons are not on all new buildings). The AWG decided to invite Ryan Morhart, Manager of Permits and Inspections to the October meeting to discuss building codes.

ACTION: Brad to invite Ryan Morhart to the October or November AWG meeting.

- b) Terms of Reference / Standing Committee / Report for Council/Tabled Motion
The Terms of Reference state that: *“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.”*

ACTION: The Chair will continue to convene monthly meetings and continue to work on a report to go to Council.

To clarify the term “Infrastructure”, this is everything to do with the City, not just bricks and mortar, it’s our way of doing business.

Also in the TOR it states under Goals: *“Review of the current City of Victoria audit of facilities through the “accessibility” lens and make comments on the findings as well as make recommendations if required.”*

ACTION: Brad Dellebuur will look into finding an executive summary of this audit and forward to the AWG.

- c) Public Realm Plan - Brad will forward (via email) the invite template which was sent to various disability organizations for a few engagement sessions re: Downtown Public Realm Plan and City-wide Wayfinding Strategy.

6. DATE OF NEXT MEETING - October 3, 2016 at 4:00 pm

7. ADJOURNMENT - The meeting was adjourned at 5:25 pm.