

**MINUTES OF THE**  
**ACCESSIBILITY WORKING GROUP**  
**MONDAY, OCTOBER 3, 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  
Rachel Buchanan  
Chris Dobbie  
Robin Bayley

Absent from Meeting: Councillor Alto

Councillor Present: Councillor Loveday

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

Guests: Keith and Mary, Sign Language Interpreters  
Kirsten, Accompanying Rachel  
Troy Lynwood and Carol Annett from Adept  
Access

**2. APPROVAL OF AGENDA –**

The Accessibility Working Group (AWG) discussed the agenda and added the following:

- Cook Street Activity Centre Accessibility – Councillor Loveday
- Update on Hearing Loop installations – Susan Gallagher

**Motion:** It was moved by Linda Bartram, seconded by Susan Gallagher that the amended agenda of Monday, October 3, 2016 Accessibility Working Group meeting be approved as amended.

**3. APPROVAL OF MINUTES – September 12, 2016**

**Motion:** It was moved by Linda Bartram seconded by Steve Bertrand, that the minutes from the Accessibility Working Group meeting held September 12, 2016 be approved as circulated.

## AWG Document Naming

The AWG discussed Robin's request to label documents more consistently. All documents will be named starting with "AWG", then the subject matter followed by the date (YY\_MM\_DD).

### **4. BUSINESS ARISING:**

- a) UBCM Update – Councillor Jeremy Loveday updated the AWG on the UBCM and the Barrier Free Motion which was passed! Thank you to Paul Jones, Chris Dobbie and Chris Marks for their contribution and time at the UBCM on behalf of the AWG.

Robin Bayley advised the AWG of the Federal Government's planned consultation on accessibility legislation (Canadians with Disabilities Act) and wanted to let the AWG know there are ways for the public to participate. Paul Jones reported on the on-line survey. A public consultation is scheduled for November 7, 2016 in Victoria.

- b) AWG Draft Report to Council – Linda Bartram discussed the draft report to Council. Councillor Loveday formatted and will make changes to the document and distribute via email.
- c) Truncated Domes Update – Brad Dellebuur advised AWG that staff are compiling information on where all the zero lip are located. ADA is looking at a modified standard that will be used and Brad is also trying to find more information on that. Ontario also has some standards that may be of assistance.
- d) Accessibility Check List – the AWG reviewed the draft checklist.

Linda Bartram indicated that she would like document feedback via email between meetings so we can spend less time at the actual meeting crafting changes.

Action: Linda will incorporate suggested changes and circulate for further feedback prior to the November meeting.

### **5. NEW BUSINESS:**

- a) Toronto and Accessibility - Robin Bayley is currently in Toronto and would like input from the AWG before she makes her initial approach with contacts in Toronto. She will do some research and would like the AWG to email her with comments or questions for the City of Toronto. AWG members agreed they were comfortable with Robin acting on behalf of AWG.
- b) Crystal Pool Activities for Children with Allergies - Chaz discussed the process that is currently in place at the Crystal Pool and the Active Living Guide. Robin would like the process to be described in the Active Living Guide, along with an updated form that goes out when registering for a class or activity (updated to reflect concerns for children with allergies). Robin would like to learn more about what happens when a request is

made, who is trained to deal with these issues, and the overall process, especially if the answer is “no”.

Robin and Linda informed the AWG that the Crystal Pool website and on-line schedule is not accessible to those who use screen readers. Website accessibility is another item which needs to be addressed.

**Action:** Chaz will invite the manager of the Crystal Pool to discuss the process and form.

- c) Counsellor Jeremy Loveday – Cook Street Activity Centre – Councillor Loveday attended a meeting at the Cook Street Activity Centre. This group also meets about accessibility and other issues around the City of Victoria. Paramedics have issues with the main doors as they are not wide enough for easy access. Power wheelchairs and scooters must also be left outside. The washrooms require automatic door openers.

Chaz Whipp – These upgrades are in the proposed Facilities infrastructure operating budget for 2017.

- d) The AWG then discussed the process for making recommendations to Council on how to spend money from the Accessibility Reserve Fund.

Paul Jones left the meeting at 5:35 pm

For AWG recommendations for expenditures using the Accessibility Reserve Fund:

1. Staff reviews proposal costs/impacts
2. Forward report and recommendations for Council’s consideration.

- e) Adept Access Incorporated - The Adept Access Incorporated group attended this meeting and gave a brief overview on their new company. They are putting accessibility on the map by compiling a list of accessible businesses and services and compiling them onto their website and app (<http://www.adeptaccess.com/>).

Troy Lywood and Carol Annett would like to have the AWG support their idea to have the link to their website or app available on the City’s webpage. The AWG will discuss this request at the November meeting. Troy is going to contact AWG members individually via email or phone for their suggestions/feedback regarding the Ap.

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

Monday, November 7, 2016

## **7. ADJOURNMENT:**

The meeting was adjourned at 5:47 pm