



**Accessibility Advisory Committee Minutes  
August 10, 2021 via Zoom  
(16:00 – 18:00)**

**Attendees:**

**Chair** – S. Jennings

**Members** – C. Paisley, L. Bartram, P. Singh, C. Marks, A. Love, N. Moss, S. Hough

**Council Liaisons** –

**Staff** – M. Sandhu, A. Mas, J. Karakas (Planning), M. McNaughton (Planning)

**Regrets** – M. Dewar, B. Isitt, S. Potts

**1. Meeting Called to Order at 4:03pm**

**2. Approval of the Agenda**

Item 6c added to the agenda - September 23<sup>rd</sup> Presentation to Council on Accessibility Framework

*Moved by S. Jennings  
Seconded by S. Hough*

**CARRIED UNANIMOUSLY**

**3. Approval of Minutes from July 13 Meeting**

*Moved by L. Bartram  
Seconded by C. Marks*

**CARRIED UNANIMOUSLY**

**4. Remarks from the Chair**

The Chair expressed that she is very honoured to be working with everyone on the committee and she is looking forward to advancing with their work. She also expressed gratitude for everyone's time working on this committee.

**5. Business Arising**



## 5a. Government Street

Presentation from J. Karakas on accessibility considerations on Government Street. The project is being carried out in three main phases:

1. Design Framework (Spring/Summer 2021)
2. Concepts & Options (Summer/Fall 2021)
3. Design Development (Winter 2022)

The project will include the following accessibility considerations:

1. Guided by the City's Accessibility Framework (2020)
2. Working Group has representatives from accessibility groups
3. Accessibility is a key component of our guiding objectives, design framework, and evaluation framework
4. Process will tackle known issues such as accessibility for seniors and people with mobility challenges related to patios and parking

Committee members and the public can engage in the project through the following avenues:

1. Online through the Engage Victoria website ([engage.victoria.ca](https://engage.victoria.ca)). The survey for Phase 1 is closed, but Phase 2 will also include a survey.
2. Request information and propose design ideas.
3. Contact staff directly.

Questions from the Committee:

- Will Government Street be shared with cyclists?
  - Yes. It is part of the AAA road network. This will be an important consideration to determine how to ensure safety for people using different modes of transportation.
- Has there been any mention of tactile wayfinding?
  - Yes, this is a key element of a successful street redesign
- How did Hidden Mobility Alliance get involved with this? What disabilities do they represent?
  - Staff reached out to various groups including the AAC. Hidden Mobility Alliance reached out to get involved in the project.
  - J. Karakas will provide contact information for stakeholders from the Hidden Mobility Alliance to S. Jennings and L. Bartram.
- How will Government St be accessible to people using wheelchairs and people who are blind?



- Still in the early stages of the project, but will follow best practices on universal design, and known standards and requirements for accessibility.
- Key reason they hired external consultant was for their expertise in public realm accessible design.
- If Government St is closed to motor vehicle traffic, how will parking needs be addressed?
  - Exploring different options including timed closures and access for emergency vehicles. They will explore surrounding streets to make sure there is accessible parking and multiple access points.
- Concerns regarding Government St Refresh:
  - J. Karakas apologized and invited AAC to send a representative to join the working group. C. Marks will be the AAC representative for Government St. moving forward
- Impact of bicycle lanes on accessibility
  - There will be a separate area for pedestrians, shared zones may exist, which they will explore closely.
  - C. Marks uses bicycle lanes frequently and appreciates all the work the City has done on this
    - J. Karakas expressed that they would appreciate any feedback from AAC members who are using infrastructure on Government St, or anywhere else in the city.
- Access from Wharf. St
  - Connectivity is an important issue that they are considering
- Request to consider that whenever vehicles are being excluded, there will always be a part of the community that will be excluded.
- Request to think beyond physical disability, cross-disability. We need to be thinking about sensory, auditory and mental disabilities as well. Physical accessibility is very important, but we need to think about disability more broadly.
- Need to think beyond accessibility for people using a power chair, request that cross disability concerns be represented by C Marks as the AAC representative to the working group.

### **5b. Accessibility Action Log**

Discussion on criteria and requirements to ensure accessibility for the Action Log, including:

- Prioritization system (shouldn't be first come, first serve)
- Date issue was introduced
- Current status of item
- Committee member responsible for this item (assigned to)
- Stakeholders – who is involved in this item, City, company, etc.



- Staff contact

The Accessibility Action Log will be in Excel. The following requests were made:

- Right and top justified
- Avoid blank cells
- Print friendly
- Arial 12pt or 14pt (if possible)

**ACTION ITEM:** A. Mas to create Accessibility Action Log

### **5c. Process for Revisions**

- Minor revisions (e.g., grammar, typos) can be sent to A. Mas and will be incorporated and sent out in the next meeting package with revisions
- Major revisions need to be brought to committee meetings
- For guiding documents that are worked on collectively, changes need to be brought to next committee meeting.

**ACTION ITEM:** A. Mas to update Communications Protocol

### **5d. Accessibility Guide & Communications Protocol**

Final edits to the Accessibility Guide:

- Replace “lens” with “guide” throughout the document
- Delete “assessment” from title
- Correct N. Moss’s name (full name, rather than abbreviation)

**ACTION ITEM:** M. Sandhu to update Accessibility Guide

Discussion on Communications Protocol

- Concern about not being able to add items to the agenda before the meeting (particularly for time-sensitive items). Concern that we cannot share documentation regarding urgent items before the meeting.
- Concern that guests cannot speak at meetings, as members cannot represent full spectrum of disability
  - Concerns about time and capacity limitations
  - Suggestion to add an “emerging issues” section with limited time allocation
  - Suggestion to create system to prioritize issues as they come up

### **MOTION**

Committee members to reflect on this further and finalize Communications Protocol at the next meeting.



*Moved by C. Paisley  
Seconded by N. Moss*

**CARRIED UNANIMOUSLY**

## **5e. Discussion of Candidates for Vice Chair**

S. Jennings described role of Co-Chair (supporting Chair, Charing meetings if Chair is unable to attend). S. Hough expressed interest.

### **MOTION**

S. Hough to be appointed as Co-Chair.

*Moved by C. Marks  
Seconded by N. Moss*

**CARRIED UNANIMOUSLY**

**ACTION ITEM:** M. Sandhu to share Robert's Rules with recently onboarded Committee members.

## **6. New Business**

### **6a. Department Updates**

Discussion on request for input from Parks, Engagement and Community Planning (Urban Design – Placemaking).

- Parks request for input re: Topaz Park attachment was not accessible to Committee members.

**ACTION ITEM:** L. Bartram to liaise with P. Singh & N. Moss regarding Engagement request for input on Accessible Meetings & Events Toolkit.

**ACTION ITEM:** A. Mas to follow up with Topaz park staff to inform them of accessibility requirements when making requests to AAC.

### **6b. Subcommittee for Responding to Department Requests**

Proposal to create a Subcommittee to respond to department requests to spread out work and be more impactful, while ensuring that AAC is involved in the initiatives



they are interested in participating in, and expand the reach of this committee. N. Moss & P. Singh will lead this Subcommittee.

### **6c. Interim Decision-Making Tool**

M. Sandhu presented Interim Decision-Making Tool to Council on July 29. This is the first tool to support all equity considerations going to Council. The tool is intended to accompany the Accessibility Guide. M. Sandhu requests further AAC input and feedback, as this is not a final document and is for review by the entire committee. There will be a more fulsome conversation at the next meeting. It can be shared with community members.

Comments:

- This is more of a consideration tool than a decision-making tool.
- Members would like to see this document reflect the hierarchy of rights (above all else), followed by values, and then interests.
- L. Bartram volunteers to be on Subcommittee to work on Interim Equity Tool

Concern about members of AAC expressing their personal opinions at meetings, as they can be used as public statements representing the committee.

### **6d. September 23 presentation to Council**

Staff and the AAC Chair will provide a status report to Council on the Accessibility Framework Short Term Action Plan.

**ACTION ITEM:** M. Sandhu & A. Mas to put together a contact list to be shared with AAC.

## **7. Next Meeting Date – September 14**

## **8. Adjourned – 6:10pm**