



**Accessibility Advisory Committee Minutes
May 11, 2021 via MS Teams
(16:00 – 18:00)**

Attendees:

Chair – S. Jennings

Members – A. Love, C. Paisley, L. Bartram, S. Hough

Council Liaisons – S. Potts

Staff – M. Sandhu

1. Meeting Called to Order at 16:13

2. Approval of the Agenda

- Update on the Accessibility Coordinator Position
- Discussion on Accessible Parking Pay Standards
- Discussion on Parking Bylaw Changes
- Discussion on information related to posting of meeting minutes on website
- Discussion on the consistency of naming individuals in the minutes

Moved by L. Bartram

Seconded by C. Paisley

CARRIED UNANIMOUSLY

3. Approval of Minutes from April 13 Meeting

- Brief discussion requesting clarification on the second bullet on item 7a.
- Discussion on how names are identified in the minutes. Going forward, names will be first initial and last name.

Moved by A. Love

Seconded by L. Bartram

CARRIED UNANIMOUSLY

4. Remarks from the Chair

- Appreciate the commitment of committee members, as this is not quite what we expected – hang in there and let's keep going! We have a great opportunity to make changes in Victoria.



- Currently need all members to attend to get quorum, however new members will be recruited before next meeting.

5. Business Arising

5a. Status of Council Proclamation

- Update from L. Bartram on the proclamation of Food Allergy Awareness Month, May 1-31, which will be brought forward by C. Potts at the May 13 Committee of the Whole meeting. Proclamation will be available on City website.

5b. Accessibility Week Plan

- M. Sandhu provided an update on the City's plans to promote the week (May 30-June 5) through social media.
- **Action Item:** M. Sandhu to have the week promoted on the City's home page, including PSA and bios from committee members.
- **Action Item:** M. Sandhu to send PSA to disability organizations (compiled by former AWG).
- **Action Item:** City to make a proclamation for the week.

Motion: Appoint S. Jennings and S. Hough as a Sub-Committee for Accessibility week for 2022.

Moved by S. Jennings

Seconded by A. Love

CARRIED UNANIMOUSLY

5c. Accessibility Impact Statement

- M. Sandhu brought forward the final Accessibility Impact Statement guidelines for staff. These will be provided to Council through the first 2021 Triannual Report in June. Committee recommended the following final edit:

MOTION:

That Council adopt the Accessibility Impact statement with the following changes:

- a. "Move the line that says there are no accessibility impacts to the bottom of the list and remove "if applicable"*
- b. ~~Revise the document to change "examples" to circumstances where accessibility considerations are limited due to legislation."~~*



- c. *"That staff change the proposed accessibility impact statement to read as a set of steps and a process rather than bullet points"*

Moved by L. Bartram.

Seconded by A. Love

CARRIED UNANIMOUSLY

5d. Accessibility Lens (Formerly called the Accessibility Impact Assessment Lens)

- Discussion on the proposed direction for the Accessibility Assessment Lens into a set of steps for staff to follow.
- Purpose of the tool is to ensure that staff have undertaken a comprehensive look at all accessibility considerations and barrier removal.
- The Lens will be branded, and part of the mandatory project management tools required to be used by staff.
- **Action Item** – Sub-Committee of S. Jennings and M. Sandhu, to further edit the Assessment Lens and bring forward to next AAC meeting in June.

6. New Business

6a. Medium and Long-Term Action Plan

- Discussion on the timing of having an agenda item on how to approach the development of a medium to long term action plan. This item will be brought forward in July for further discussion with new committee members.

6b. Accessibility Coordinator Position Update

- M. Sandhu provided an update that two Equity, Diversity, and Inclusion Coordinators have been hired by the City and starting June 1. One of these positions will take over the coordination of the AAC meetings and taking of minutes and the City will have two staff attending meetings going forward.

6c. Parking Kiosks

- A number of questions were raised by AAC members regarding the changes to parking payment methods, removal of parking attendants, and no community input.

Action Item: C. Potts to raise these issues at the Committee of the Whole on May 20.



6d. Streets and Traffic Bylaw

- Discussion about the considerations and lack of engagement on this initiative (time sensitive). Councillor Potts to bring questions forward and request to have this item referred a July meeting.

Action Item: Councillor Potts to raise these issues at the Committee of the Whole on May 20.

6e. Website Update

- Meeting dates to be posted on the website.
- Discussion of the posting of individual bios for each committee member (no photos).
- **Action Item:** Committee members to provide a short bio to M. Sandhu for posting on the City Website. Chair to have photo attached.

6f. New Member Recruitment

- Council to appoint new members on May 27. S. Jennings to contact new members following their official notification on May 28 for orientation.

7. Next Meeting Date – June 8

8. Adjourn – 18:06