



## MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

May 10, 2022, 4:02 P.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

The City of Victoria is located on the homelands of the Songhees and Esquimalt People  
Meeting conducted electronically via Zoom

PRESENT: S. Jennings (Chair), S. Hough, (Co-Chair), L. Bartram, C. Marks, N. Moss, C. Paisley, P. Singh

COUNCIL LIAISON: S. Potts

STAFF PRESENT: A. Galiev – Equity, Diversity & Inclusion Lead, J. Dutton – Social Planner, B. Eisenhauer – Head of Engagement, M. Jolley – Engagement Advisor, T. Piwowar – Manager of Facility Development, D. Newman – Assistant Director of Parks and Open Spaces, C. Anderson – Deputy City Clerk, B. Roder - Committee Secretary

### A. Call to Order

The Chair called the meeting to order at 4:02 p.m.

### B. Land Acknowledgement

The Chair acknowledged the City of Victoria is located on the homelands of the Songhees and Esquimalt First Nations communities, and thanked them for allowing us to live, work and play on their lands.

### C. APPROVAL OF AGENDA

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

That the agenda be approved.

#### **Amendment:**

**Moved By** N. Moss  
**Seconded By** L. Bartram

That items **G.1 In-Person/Hybrid Meetings, G.2 Accessible Elections and G.3 Teams Meeting Accessibility** be added to the agenda.

**CARRIED UNANIMOUSLY**

**On the main motion as amended:**

**CARRIED UNANIMOUSLY**

**D. READING OF MINUTES**

**D.1 Minutes from the meeting held April 12, 2022**

**Moved By** L. Bartram

**Seconded By** C. Marks

That the minutes from the meeting held April 12, 2022 be approved.

**CARRIED UNANIMOUSLY**

**E. Remarks from the Chair**

The Chair commented on the agenda and noted that there were two staff presentations due to time sensitivity.

**F. Business Arising**

**F.1 Presentation from Parks & Facilities – Accessible Washrooms in Public Parks**

T. Piwowar, Manager of Facility Development, provided a presentation on the park washrooms accessibility project, addressed questions from the Committee and provided an opportunity for comments.

*Committee discussed:*

- *Usage of Rick Hansen Foundation for project design guidelines*
- *Requested to be involved in early design phase of project to provide feedback ensuring washrooms are accessible to everyone*
- *Requested commitment to be consulted on future design plans*
- *Opportunity for individuals to visit washroom sites to review plans*
- *Noted to consider all disabilities and to broaden their scope on accessibility*

**F. 2 Presentation from Engagement – Inclusion and Equity Update to the Engagement Framework**

B. Eisenhauer, Head of Engagement, provided a presentation on the inclusion and equity update to the Engagement Framework, addressed questions from the Committee and provided an opportunity for comments.

*Committee discussed:*

- *Important that voices are being heard and all input is shared to ensure Council is making informed decisions*
- *Barriers to participating in surveys and suggested providing assistance with registration and/or the option to complete a survey over the phone*
- *City Hall is still not accessible to a segment of the community as the scent-free policy is not enforced*
- *Suggested a pet-free policy in City Hall*
- *Suggested meetings should be held in a facility that allows for individuals of all abilities to participate in engagement*
- *Incentives for engagement events, such as gift cards, with advance notice to participants*

*N. Moss left the meeting at 5:15 p.m.*

### **F.3 Review remaining sections of Accessibility Action Log**

The Committee reviewed the Items In Progress tab of the Accessibility Action Log and unanimously agreed on the following priority levels for each agenda item:

1. Accommodation policy: **1** – Committee considered this to be of high importance and noted that the City needs to develop accommodation processes to ensure safety and health needs are met.
2. Scent-free/reduction policy: **1** – Committee understood that the policy has been completed but is concerned that they were not consulted to provide comments.
3. Update City communication guidelines and visual standards: **3** – Committee noted that City documents and reports require accessibility improvements but is of lesser importance.
4. Best practices for accessibility and inclusion for public event organizers seeking permits: **3** – Committee agreed that improving accessibility of public meetings and events is important but lesser than the items impacting safety.
5. Tactile Walking Surface Indicators: **1** – Committee considered this to be a high priority as it is a safety concern for people in wheelchairs and with impaired vision.
6. New technologies Topaz and Stadacona Parks: **3** – Committee noted this is lower on the list of priorities as it does not pose a safety concern.
7. Community Garden Accessibility toolkit & audit summary: **4** – Committee was not consulted; however, it is not a City document which limits the opportunity for input. Committee requested to receive the document as information at a future meeting, so they are aware of the standards.
8. Design guidelines for accessible sidewalk cafes – **1** – Committee is not aware of any design guidelines but considered this to be a high priority due to safety concerns, including placement of sandwich boards.

Committee unanimously agreed to include “Update Old Curb Cuts” to the Active Items tab to address safety concerns and rated it at a priority level of **1**.

Committee discussed that next steps for the Accessible Action Log should include creating a work plan based on the agreed high priority items.

**G. NEW BUSINESS**

**G.1 In-Person/Hybrid Meetings**

Committee discussed the opportunity to meet in a hybrid capacity for future meetings as there was an interest from Committee members to attend in-person. It was suggested to consider hybrid meetings to provide greater accessibility for participants.

**G.2 Accessible Elections**

Committee highlighted the interest in accessible voting machines and availability of mail-in ballots to everyone. It was noted to ensure previous standards from the bi-election are maintained.

**G.3 Teams Meeting Accessibility**

Committee discussed that the accessibility of Teams has improved and that it may be worth testing to consider using it for future meetings.

**H. Next Meeting Agenda & Date – June 14, 2022**

Committee discussed adding the item **Accessible Parking** to the next meeting to be held on June 14, 2022.

**I. ADJOURNMENT**

That the Accessibility Advisory Committee Meeting adjourn at 6:09 p.m. by unanimous consent.

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CITY CLERK

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CHAIR