



AGENDA – ACCESSIBILITY ADVISORY COMMITTEE

August 9, 2022, 4:30 P.M.
VIA ZOOM and TELECONFERENCE

The City of Victoria is located on the homelands of the Songhees and Esquimalt People

- A. Call to Order
- B. Land Acknowledgement
- C. APPROVAL OF AGENDA
- D. READING OF MINUTES
 - D.1 Minutes from the meeting held July 12, 2022
- E. Remarks from the Chair
- F. NEW BUSINESS
 - F.1. Curbside Collection Helping Hands
Staff information share with questions after (approximately 30 minutes)
 - F.2. Accessible Washroom clarify motion for Councillor Potts
 - F.3. Living wage procedure check-in and update
 - F.4. September Meeting Update
- H. Next Meeting Agenda & Date – September 13, 2022
- J. ADJOURNMENT

Attachments:

- Attachment A - July 12, 2022 Draft Minutes
- Attachment B - Proposed Amendments to July 12, 2022 Draft Minutes
- Attachment C - Curbside Collection Helping Hands Form



MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

July 12, 2022, 4:07 P.M.

VIA ZOOM and TELECONFERENCE

The City of Victoria is located on the homelands of the Songhees and Esquimalt People

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

ABSENT: N. Moss

COUNCIL LIAISON
ABSENT: Councillor Potts, Councillor Isitt

STAFF PRESENT: A. Galiev – Equity, Diversity & Inclusion Lead, S. Webb – Manager of Sustainable Transportation Planning & Development, J. Dutton – Senior Planner of Social Policy, B. Roder – Committee Secretary

A. Call to Order

The Chair called the meeting to order at 4:07 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 L. Bartram
Seconded By C. Paisley

That the agenda be approved.

Amendment:

Moved By L. Bartram
Seconded By C. Paisley

That new items **F.4. Terms of Reference**, **F.5 Accessibility Act**, **F.6. Recruitment of AAC Members**, and **F.7. Meeting Functionality** be added to the agenda.

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

F. Business Arising

F.1 Accessible Parking

The Manager of Sustainable Transportation Planning and Development provided an update to the Committee on the accessible parking project and the new stall locations on public roads and in public parking lots.

P. Singh joined the meeting at 4:16 p.m.

S. Hough joined the meeting 4:27 p.m.

Committee discussed the following:

- 1. Requirements for proposed developments*
- 2. Difference between commercial and residential parking*
- 3. Baseline rates for accessibility*
- 4. Origin of statistics*
- 5. Timing of information gathering*
- 6. Statistics representing entire region*
- 7. Existing stalls not meeting current requirements*
- 8. Eligibility for parking permit/placards*
- 9. Systematic process of creating new stalls, retrofitting and/or moving new stalls*
- 10. Creating a subcommittee*

D. READING OF MINUTES

D.1. Minutes from the meeting held June 14, 2022

Moved By L. Bartram

Seconded By C. Marks

That the minutes from the meeting held June 14, 2022, be adopted with the following amendments:

- 1. Add amendment in asterisks to F.1. **Noted that many folks with accessibility issues use desktop computers, and devices like iPhones ****with voice output****.***
- 2. Add amendment in asterisks to F.1. **Ensuring content is static and visually simple for neurodivergent individuals ****and screen reader users****.***
- 3. Add amendment in asterisks to F.2. 13. **Remove - Best practices for accessibility and inclusion for public event organizers seeking permits & Festival Investment Grant Policy and Guidelines:** Committee noted that these items were a low priority due to the onset of summer, and ****that they are not priority 1 or 2 items****. Therefore agreed to removing the items from the prioritization summary.*
- 4. Add amendment in asterisks to G.4. Committee discussed recruiting an additional two members, and mechanisms to ensure members notify the*

Committee when they are unable to attend a specific date or time **as soon as possible**.

CARRIED UNANIMOUSLY

E. Remarks from the Chair

The Chair thanked the Committee for their continued time and efforts dedicated to helping create positive change in the City.

E.1. Update on the Pride Parade

The Chair noted her attendance at the Pride Parade with the Co-Chair, and Equity, Diversity and Inclusion Lead, and looks forward to representing the AAC next year in a greater capacity.

F. Business Arising

F.2 Compensation Motion Update

The Equity, Diversity and Inclusion Lead provided the Committee with an update on the ratified motion brought to the Daytime Council meeting on July 7, 2022, as follows:

That Council approve that the Accessibility Advisory Committee members receive an honorarium for their participation set at the rate equivalent to the Living Wage in British Columbia to be funded from the Council and Committee budget and that Council reconsider this once they have received the governance review recommendations.

Committee discussed the following:

- 1. Compensation for subcommittees*
- 2. Impact on People with Disability assistance*
- 3. Consideration of different forms of compensation*
- 4. Creating a subcommittee to discuss compensation options*

F.3 Action Log

Committee discussed amending the proposed timeframes for the following action log items:

- 1. Move #10. Design Guidelines for Accessible Sidewalk Cafes to November 2022*
- 2. Move #11. Accessibility Accommodation Policy "Develop a formal Accessibility Accommodation Request Process for members of the public seeking support to access City Services and programs" to January 2023*
- 3. Move #12. Off-Leash Dog Area Pilots to December 2022*

Committee discussed the following:

- 1. Procurement process of washrooms*
- 2. Inquired about an update on stage of project*
- 3. Concern for weight of the washroom doors*

4. *Lack of space in washrooms to allow wheelchairs to access hand sanitizer*
5. *Modular units going into public spaces are not acceptable and do not meet accessible requirements*

Moved By C. Paisley

Seconded By S. Jennings

That the Accessibility Advisory Committee recommends to Council that they direct staff to not order inaccessible modular washrooms, such as the washroom proposed for the Douglas Street public washroom.

And that it be brought to Council in a time sensitive matter.

CARRIED UNANIMOUSLY

F.4 Terms of Reference

Committee discussed creating a subcommittee to draft a new Terms of Reference with the support of the Equity, Diversity and Inclusion Lead.

F.5 Accessibility Act

Committee discussed the Accessible British Columbia Act passed by the Government of B.C. Committee highlighted that the B.C. Act will require the City to maintain an accessibility advisory committee, establish an accessibility plan, and mechanism for public feedback to address accessibility concerns.

The Senior Planner of Social Policy will provide the Committee an overview of the B.C. Act at the next meeting.

F.6. Recruitment of AAC members

Staff confirmed that the recruitment closes on July 15, 2022.

Committee discussed the following:

1. *Process of reviewing applications*
2. *Concerns regarding orientation of the Committee to new members*
3. *Concerns regarding communicating expectations and roles of new members*

F.7. Meeting Functionality

Committee discussed the following:

1. *Interest in holding the meeting in person and/or in a hybrid capacity*
2. *Requested snacks and refreshments for future meetings*
3. *Requested that Zoom chat not be used as it is not accessible for all members*
4. *Sending protocol document to staff presenters*
5. *Teams does not meet accessible requirements*
6. *Changing start time of the meeting to 4:30 p.m. to accommodate Committee members' schedules*

7. *All agenda attachments to be formatted to printable documents and include page numbers*
8. *Requested that numbering be used in replacement of bullet points on all documents*

H. Next Meeting Agenda & Date – August 9, 2022

Committee discussed including the Spectrum of Public Participation document from the Engagement Framework to the next agenda.

I. ADJOURNMENT

The Accessibility Advisory Committee Meeting adjourned at 6:12 p.m.

CITY CLERK

CHAIR

DRAFT



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Moved By C. Paisley

Seconded By S. Jennings

That the Accessibility Advisory Committee recommends to Council that they direct staff to not order inaccessible modular washrooms, such as the washroom proposed for the Douglas Street public washroom.

And that it be brought to Council as a time sensitive matter.

CARRIED UNANIMOUSLY

*** Add: AAC members are encouraged to check out the Portland Loo in Memorial Park in Esquimalt and share their findings to support the above motion. ****

F.4 Terms of Reference

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F.6. Recruitment of AAC members

Staff confirmed that the recruitment closes on July 15, 2022.

Committee discussed the following:

1. *Process of reviewing applications*
2. *Concerns regarding orientation of the Committee to new members*
3. *Concerns regarding communicating expectations and roles of new members*
- **4. *Request to keep a list of those who apply but are not appointed for future calls.****

F.7. Meeting Functionality

Committee discussed the following:

1. *Interest in holding the **August meeting in person with virtual capacity ****
2. *Requested snacks and refreshments for future meetings*
3. *Requested that Zoom chat not be used as it is not accessible for all members*
4. *Sending protocol document to staff presenters*
5. *Teams does not meet accessible requirements*

6. *Changing start time of the meeting to 4:30 p.m. to accommodate Committee members' schedules*
7. *All agenda attachments to be formatted to printable documents and include page numbers*
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H. Next Meeting Agenda & Date – August 9, 2022 **4:30 City Hall**

Committee discussed including the Spectrum of Public Participation document from the Engagement Framework to the next agenda.

I. ADJOURNMENT

The Accessibility Advisory Committee Meeting adjourned at 6:12 p.m.

CITY CLERK

CHAIR



Utility Billing
 1 Centennial Square
 Victoria, BC V8W 1P6

T 250.361.0226
 F 250.361.0214
Office Hours: 8 a.m. – 4:30 p.m., Monday – Friday

Residential Solid Waste Helping Hands Program

The Helping Hands Program was designed for persons living with a disability and seniors over 80 years of age, who have no other resident on their property that is capable of wheeling grey and green waste collection bins to and from their curb.

Depending on which category you fall under it may be necessary to have your doctor’s approval for you to qualify for this service.

Part 1 (to be completed by applicant)

Property Location: _____

Address Utility Account Number: _____

Applicant’s Name: _____

Phone #: _____ Email: _____

I hereby apply for a level of garbage collection service that includes retrieving and returning my bin(s) to my yard, on the grounds that (please check one):

I am a person who is unable, without undue hardship or risk to health, to roll wheeled bin(s) to and from the curb, as a result of a permanent or temporary physical disability. (Part 2 required)

I am over the age of 80 and no other resident of my property is capable of rolling wheeled bin(s) to and from the curbside (Part 2 not required).

Applicant’s Signature: _____

Date: _____

Part 2 (to be completed by Physician)

Physician’s Name: _____

Physician’s Address: _____
 street/city/postal code

The date I last saw the Applicant was: _____

In my opinion, the Applicant is unable, without undue hardship or risk to health to roll a wheeled waste collection bin to and from the curb on scheduled collection days as a result of a permanent or a temporary physical disability.

If a temporary disability, please indicate the expected date of recovery: _____

Physician’s Signature: _____

Date: _____

Return Application to:
 City of Victoria
 Utility Billing
 #1 Centennial Square
 Victoria, BC V8W 1P6

The personal information collected by this form is used for the purpose of determining eligibility for the Helping Hands program. The legislated authority to collect the personal information is section 26(c) of the Freedom of Information and Protection of Privacy Act. For further information regarding the collection of your personal information, please contact Utility Billing at 250.361.0226 or utilities@victoria.ca.