



AMENDED MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

August 9, 2022, 4:33 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. Marks, N. Moss, P. Singh

ABSENT: C. Paisley

COUNCIL LIAISON
ABSENT: Councillor Potts, Councillor Isitt

STAFF PRESENT: A. Galiev – Equity, Diversity & Inclusion Lead, J. Dutton – Senior Planner of Social Policy, R. Tooke – Manager of Sustainability, Assets & Support Services, B. Roder – Committee Secretary

A. Call to Order

The Chair called the meeting to order at 4:33 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 unanimous consent

That items **F.5. Accessible Voting**, **F.6 Terms of Reference Update**, **F.7. Accessible British Columbia Act** and **F.8. Spectrum of Participation** be added to the agenda and approved.

CARRIED UNANIMOUSLY

S. Hough joined the meeting at 4:42 p.m.

D. READING OF MINUTES

D.1. Minutes from the meeting held July 12, 2022

Moved By L. Bartram
Seconded by unanimous consent

That the minutes from the meeting held July 12, 2022, be adopted as amended.

CARRIED UNANIMOUSLY

F. NEW BUSINESS

F.1. Curbside Collection Helping Hands

Committee received a verbal presentation from the Manager of Sustainability, Assets & Support Services regarding the City's Residential Solid Waste Helping Hands Program to gather feedback on the accessibility of the application form.

Committee discussed the following:

- 1. Challenge for individual's who do not have a family physician to get a doctor's note*
- 2. Added requirements to individuals with disabilities put them at a disadvantage*
- 3. Identification not required for individuals over the age of 80 years old*
- 4. Form does not include City contact information for further assistance*
- 5. Provide additional options to a doctor's note, such as an accessible parking permit/parking placard, disability tax credit form, CNIB card, BC Ferries Accessible Fare Identification card, BC Transit handyPASS*
- 6. Avoiding discrimination towards individuals with disabilities*
- 7. Requested to bring the updated form back to the Committee for review*
- 8. How citizens were notified of the service*

F.2. Accessible Washroom clarify motion for Councillor Potts

C. Marks joined the meeting at 5:09 p.m.

Committee discussed the following:

- 1. Procurement of Douglas Street washrooms has already occurred*
- 2. The Chair presented a suggestion from Councillor Potts to develop motion that includes accessible public washroom design standards with specifics on what to include and exclude*
- 3. Requested staff provide information and images of the Douglas Street Portland Loo to see what the additional accessible changes are from the base model*
- 4. Planned to put together a motion at the next meeting*
- 5. Location of Portland Loo's hand washing station and concerns with wheelchair accessibility*
- 6. Involvement in projects during early stages to provide constructive input*

E. Remarks from the Chair

The Chair noted the Committee's role in providing input into the procurement of City assets and the difference they are making in improving the City's advisory process.

F.3. Living Wage Procedure Check-in and Update

Committee received a verbal update from the Equity, Diversity and Inclusion Lead regarding the Committee's compensation. He confirmed that compensation would not be provided for subcommittees and that there would be no tax implications if the honorarium for the year is under \$500.

F.4. September Meeting Update

Committee received a verbal update from the Equity, Diversity and Inclusion Lead regarding the arrangements for the upcoming meeting to be held at City Hall in a hybrid capacity.

Committee discussed the following:

- 1. Format of previous meetings prior to the pandemic*
- 2. Technology to use for members attending virtually*
- 3. Staff to confirm members' needs and accommodations*

F.5. Accessible Voting

C. Marks left the meeting at 5:58 p.m.

Committee discussed the following:

- 1. Correspondence received from the Deputy City Clerk/Deputy Chief Election Officer that the Chief Election Officer would not meet with the AAC to discuss accessibility for the upcoming municipal election as "The Chief Election Officer (CEO) and election officials cannot attend a committee meeting for a purpose such as been requested"... "We therefore are required to conduct ourselves strictly to this standard and be mindful of any situations that could create even the appearance of any kind of political or other influence on the election". When informed of this, the Committee requested the accessible election policy be provided but this was not forthcoming prior to the meeting.*
- 2. Need for proper staff training on accessible voting machine*
- 3. Requested that one voting location be pet free for those with severe allergies and that the pet restriction be enforced*

F.6. Terms of Reference Update

Committee discussed the following:

- 1. Concerns with waiting until after the Governance Review to draft a new Terms of Reference*
- 2. Current Terms of Reference is out of date and does not accurately reflect the Committee's vision*
- 3. Interest in an unofficial "To Do List" document to supplement the Terms of Reference and provide direction in the meantime*
- 4. Requested to include the document on the next meeting's agenda*
- 5. Further discussion to take place at the next meeting when the two new members will be in attendance*

F.7. Accessible British Columbia Act

Committee received an overview from the Senior Planner of Social Policy regarding the Accessible British Columbia Act and local government requirements.

Committee discussed the following:

- 1. Requested staff contact a representative from the Province to present on the Accessible British Columbia Act*
- 2. City is ahead of the curve with an accessibility plan and Standing Committee*
- 3. City needs to build a tool for public to provide feedback on accessibility*

F.8. Spectrum of Participation

Committee postponed discussion on the Spectrum of Participation until the next meeting.

H. Next Meeting Agenda & Date – September 13, 2022, 4:30 p.m.

That item **F.8. Spectrum of Participation**, scent-reduction policy, pet-restriction policy and “to do list” from item F6 and a presentation from the Development Services Department regarding backyard suites be added to the next agenda.

I. ADJOURNMENT

The Accessibility Advisory Committee Meeting adjourned at 6:32 p.m.