



AMENDED MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

September 13, 2022, 4:32 P.M.

ESQUIMALT NATION ROOM, CITY HALL, 1 CENTENNIAL SQUARE

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, P. Singh

PRESENT ELECTRONICALLY: J. Scott, C. Paisley, N. Moss

ABSENT: D. Sands

COUNCIL LIAISON ABSENCES: Councillor Potts, Councillor Isitt

STAFF PRESENT: A. Galiev – Equity, Diversity & Inclusion Lead, J. Handy – Manager of Planning & Regulatory Services, C. Medd – Planner, B. Roder – Committee Secretary

A. Call to Order

The Chair called the meeting to order at 4:32 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. Moss
Seconded By L. Bartram

That item **F.6. “To Do” List** be added to the agenda and approved.

CARRIED UNANIMOUSLY

E. Remarks from the Chair

E.1. **Welcome remarks to new members**

The Chair provided an opportunity for Committee members to introduce themselves and new members.

D. READING OF MINUTES

D.1 Minutes from the meeting held August 9, 2022

The following revisions were made to the August 9, 2022 minutes:

F.2. Accessible Washroom clarify motion for Councillor Potts

Replace bullet 2 with:

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*

F.5. Accessible Voting

Replace bullet 1 with:

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.***

Replace bullet 2 with:

2. *Need for proper **staff** training on accessible voting machine*

Replace bullet 3 with:

3. *Requested that one voting location be pet free for those with severe allergies **and that the pet restriction be enforced.***

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

Replace sentence with:

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.**

Moved By L. Bartram
Seconded By C. Moss

That the minutes from the meeting held August 9, 2022, be adopted as amended.

CARRIED UNANIMOUSLY

E. 2. Process of distribution of completed monthly minutes

The Committee discussed the process of distribution of completed monthly minutes. The Chair requested clarification on the process and was provided information by the Committee Secretary. Staff will look further into how the current process could be made more accessible and efficient.

F.2 Garden Suite Design Guidelines staff presentation

The Manager of Planning & Regulatory Services, and Planner provided a presentation regarding the City's Garden Suite Design Guidelines to gather feedback on the accessibility of the guidelines.

Committee discussed the following:

1. *Rezoning process to allow for a residence with a secondary suite to add a garden suite*
2. *Garden suites are easier to design for accessibility*
3. *Proposed design guidelines looked ideal*
4. *Lack of accessible housing*
5. *Differing interior height guidelines*
6. *Sufficient width of walkways proposed*
7. *Improving accessibility of entranceway/doorway, such as considering width of door, maneuverability in entrance, automated door*
8. *Importance of function over appearance when retrofitting an exterior building with accessible features*
9. *Guidelines are designed for new builds*
10. *Emphasized sufficiency of the installation of ramps rather than an exterior lift*
11. *Inaccessibility of Dockside Green, despite the marketing of accessible units*
12. *Existing condo buildings that provide a remote control for individuals with accessibility concerns to unlock and open the building entrance*

F.3 Accessible Washroom clarify motion for Councillor Potts

- **Portland Loo Update**

The Equity, Diversity and Inclusion Lead provided a verbal update on information regarding the accessibility of the Douglas Street public washroom designs following the meeting. Staff will provide additional information regarding this item after the meeting.

F.4 Quick explanation of spectrum of public participation

The Equity, Diversity and Inclusion Lead provided a presentation on the Spectrum of Public Participation from the City's Engagement Framework.

Committee discussed the inclusion of additional information on the agenda, such as level of engagement requested by staff presenting.

F.5 Scent free & pet restriction policies in City buildings

Committee discussed the following:

- 1. Framework and action plan developed by the Accessibility Working Group*
- 2. Pet restriction policy has not been discussed to date*
- 3. Contrary to the written report from staff read at the meeting, the Accessibility Working Group did not have an opportunity to review the policy and did not adopt it prior to it being put into practice by the City*
- 4. The scent free policy was created for staff and was modified for the public*
- 5. Felt it does not protect the public*
- 6. Claimed wording on "Scent Free Zone" posters is too soft, and is written as a request rather than a policy*
- 7. Uncertain on staff's actions/enforcement if an individual comes into a City facility wearing a scent*
- 8. Challenges with having front line staff enforce the scent free policy with the public*
- 9. Noted the impact that sharing personal stories and lived experiences has on making positive change*
- 10. Mentioned that the scent free policy is out of date, and should not require a doctor's note to report sensitivity/allergy*
- 11. Ability to minimize the scent without requesting an individual to leave a space*

Committee requested for staff to present on the scent free policy

F.6. "To Do" List

Committee recognizes that the official Terms of Reference cannot be revised until the new committee structure is in place. They wish however, to discuss them with the new members as they are out of date and do not accurately reflect what the committee is actually working on. The committee also noted that the website still indicates that the Terms of Reference will be updated based on the motion passed earlier this year and perhaps this should be removed from the site.

N. Moss left the meeting at 6:20 p.m.

H. Next Meeting Agenda & Date – October 11, 2022

That **Scent Free Policy** be added as an item to the next agenda.

J. ADJOURNMENT

The Accessibility Advisory Committee meeting adjourned at 6:25 p.m.