



AGENDA – ACCESSIBILITY ADVISORY COMMITTEE

October 11, 2022, 4:30 P.M.

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

- A. Call to Order**
- B. Land Acknowledgement**
- C. APPROVAL OF AGENDA**
- D. READING OF MINUTES**
 - D.1 Minutes from the meeting held September 13, 2022**
- E. Remarks from the Chair**
- F. Business Arising**
 - F.1 Presentation from Jayne Ducker – Director, Engagement - Accessibility Directorate (BC Ministry of Social Development & Poverty Reduction) on accessibility requirements for municipalities (30 minutes plus questions)**
 - F.2 Scent reduction & pet restrictions policies in City buildings**
 - What type of questions is the committee interested in asking the city administration on this topic**
- G. NEW BUSINESS**
 - G.1 International Day for People with Disabilities**
 - G.2 Informal discussion on Terms of Reference**
 - G.3 AAC representation in broader community (promotional material)**
- H. Next Meeting Agenda & Date – November 8, 2022**

J. ADJOURNMENT

Attachments:

- A. Draft AAC Minutes from the meeting held September 13, 2022
- B. Proposed Corrections to the September 13, 2022 Minutes
- C. Scent Free Policy
 - a. Scent Free City Policy
 - b. Scent Free Posters
- D. Action Log – June 2022 Revised



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 meetings. The Chair requested clarification on the process and was provided information by the Committee Secretary. Staff will look further into this.

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. Recounted that the Accessibility Working Group did not review the scent free policy prior to adoption*
- 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. Committee requested for staff to present on the scent free policy*
- 10. Noted the impact that sharing personal stories and lived experiences has on making positive change*
- 11. Mentioned that the scent free policy is out of date, and should not require a doctor's note to report sensitivity/allergy*
- 12. Ability to minimize the scent without requesting an individual to leave a space*

F.6. "To Do" List

Committee discussed bringing a revised draft of the Terms of Reference to the next meeting and noted that they want consultation with staff.

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.

ACCESSIBILITY ADVISORY COMMITTEE

PROPOSED CORRECTIONS TO THE MINUTES OF THE MEETING HELD SEPTEMBER 13, 2022

E. 2. Process of distribution of completed monthly minutes

Replace paragraph with:

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.5 Scent free & pet restriction policies in City buildings

Replace bullet 3 with:

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**

Move bullet 9 to separate paragraph:

Committee requested for staff to present on the scent free policy.

F.6. "To Do" List

Replace sentence with:

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.

	CORPORATE POLICY GUIDE	
		Page 1 of 3
SECTION: Human Resources		
SUBJECT: Scent Free Policy		
AUTHORIZED BY: City Manager		
EFFECTIVE DATE: February 2020		REVISION DATE: September 2021

A. POLICY STATEMENT

The City of Victoria is committed to minimizing exposures to scented products which can lead to adverse health risks. To ensure the health and well-being of persons in the workplace against chemical sensitivities, all employees, contractors, visitors, and volunteers are to refrain from using or wearing scented products in City of Victoria facilities.

B. GENERAL INFORMATION

Scented products can adversely affect a person's health with some, or all of the following symptoms typically reported:

- Headaches
- Dizziness, light-headedness
- Nausea
- Fatigue
- Weakness
- Insomnia
- Upper respiratory symptoms
- Shortness of breath
- Malaise
- Confusion
- Difficulty with concentration

C. SCOPE AND DEFINITION

The policy applies to all City of Victoria facilities. Scented products include but are not limited to:

Personal Products:

- Hygiene – perfumes, colognes, aftershave and scented shaving lotions, scented lotions, deodorants, shampoos, conditioners, hair sprays, creams, and cosmetics.

Non-Personal Products:

- Scented household and industrial cleaning products, soaps, detergents, fabric softeners, air fresheners, marker pens, some types of garbage bags or other products with a distinct scent or fragrance.
- Some types of flowers.
- Scented candles, potpourri

D. ROLES AND RESPONSIBILITIES

Senior Leadership Team

- Ensure Managers and Supervisors are aware of this Policy and area provided support when implementing and applying this Policy.
- Ensure that City of Victoria facilities have a process for informing contractors, visitors, and volunteers of this Policy.

Managers and Supervisors

- Implement this Policy so that exposure to scented products is minimized.
- Ensure that education is provided to employees regarding the use and health effects of scented products as appropriate.
- Follow the established process for communicating this Policy to contractors, visitors, and volunteers using City of Victoria facilities.
- Support employees by providing reasonable accommodation as required by medical documentation.
- Post signage that the City of Victoria is a scent-free workplace at public access points.

Employees

- Comply with this Policy.
- Inform their Manager/Supervisor if they have any confirmed sensitivities or physiological reactions to scented products.
- Report reactions to Manager/Supervisor and fill out form 6A, Worker's Report of Injury to Illness. May be deferred to the Disability Management program for further evaluation.
- Follow the established procedures for communicating this Policy to contractors, visitors, and volunteers using City of Victoria facilities.

Joint Occupational Health and Safety Committees

- Promote compliance with this Policy.
- Promote education regarding the use and potential health effects of scented products.

Human Resources

- Assist in the development and review of this Policy.
- Assist Managers/Supervisors with educating employees, contractors, and volunteers in the potential health effects of scented products and ensuring compliance.
- Receives referrals from employees with issues and/or requesting appropriate medical documentation to substantiate a disability associated with sensitivities/allergies.

Procurement

- Purchase products complying with this Policy involving input from Human Resources or other resources as appropriate.

Contractors and Volunteers

- Comply with this Policy.
- Notify appropriate City of Victoria employees when work is to take place that involves the use of scented products or products that contain chemicals with an odour that may affect the health of employees. Notification should allow a reasonable time frame for the accommodation of employees to take place, if necessary.

E. REFERENCES

- Canadian Centre for Occupational Health and Safety, Scent Free Policy for the Workplace Jan 2019
- WorkSafeBC, Indoor Air Quality, 2005

Scent Free Zone

We share the air.
Help us keep it fragrance free.

The presence of perfumes and other scented products may affect a person's comfort, and for some people, scented products may present a health hazard.

Please be considerate to others and avoid the use of scented products wherever possible.



We share the air.
Help us keep it fragrance free.

The presence of perfumes and other scented products may affect a person's comfort, and for some people, scented products may present a health hazard.

**Please be considerate to others and
avoid the use of scented products.**



AAC Action Log – Prioritization Summary

Updated: June 20, 2022

ACTIVE ITEMS (intake and progress combined)

#	Item	Prior ity	Comments	Proposed Timeframe	Notes
1	Accessible Parking: “Continue to evaluate the locations, pricing and regulations associated with accessible parking stalls as a part of city-wide curb management planning”	1	May 2022: Transportation is hoping to bring more information on this to May meetings due to full agenda June 2022: Committee agreed to discussing the item in the July meeting as it will be before Council.	July 2022	
2	Washrooms in the Public Realm (from AWG)	1	May 2022: Is the thought that AAC is going to provide general accessible public washroom guidance beyond individual applications? June 2022: Committee discussed concerns about inaccessible modular washrooms being ordered by the City and have noted inadequate consultation from staff. In particular, the placement of the sink outside the washroom and the lack of space beneath it for wheelchair users	July 2022	#2 and #3 discussed together

3	Douglas Street Public Washroom	1	May 2022: Council directed to engage AAC June 2022: Committee discussed concerns about inaccessible modular washrooms being ordered by the City and have noted inadequate consultation from staff. In particular, the placement of the sink outside the washroom and the lack of space beneath it for wheelchair users Sept 2022: Motion to address washroom accessibility issues to be discussed	July 2022	
4	Helping Hands Program (raised to the City)	1	May 2022: to assist people with disabilities (proof required) and aged over 80 (no proof required) to get garbage cans to the street (gray bins). The process to get on the list is not equitable for persons with disabilities. Accessibility placard might be sufficient (to check further). Linda as a private citizen provided input. June 2022: Committee discussed changes to the program causing eligibility issues and agreed to discuss it at a following meeting. August 2022: Changes to the	Aug 2022	

5	Accessible Voting (from AWG)	2	May 2022: Voting for by-election. Accessible voting machine became available for the first time. June 2022: <i>Accessible Voting</i>: Committee discussed accessibility provisions for the upcoming general local election. Aug 2022: Legislative Services provided a written update on Accessible Voting	Aug 2022	
6	Scent-free/reduction policy "Review and/or adopt scent reduction policies in public buildings, starting in City Hall"	1	June 2022: Committee noted a lack of staff consultation and a seeming lack of enforcement on the policy, though the item was not considered time-sensitive Sept 2022: Scent-free Policy to be shared with the Committee	Sept 2022	
7	Pet restrictions in city facilities starting with City Hall (from AWG)	1	May 2022: Clarify background on this one (not in Short term Action Plan). AWG has been asking for restrictions for a long time. It needs to be addressed. Current situation- pets are allowed in certain facilities (related to allergies) June 2022: Committee agreed that to reduce allergens in the environment they would discuss restrictions at the September meeting	Sept 2022	

8	Update on Old Curb Cuts	1	May 2022: Staff to inquire on progress of updates - phasing plan etc. June 2022: Committee discussed consideration of curb cuts and tactile walking surface indicators together and are requesting a staff presentation.	Oct 2022	#8 and #9 discussed together
9	Tactile Walking Surface Indicators pilot “Promote, evaluate, and apply lessons learned through implementation of accessibility pilot projects”	1	June 2022: Committee discussed consideration of curb cuts and tactile walking surface indicators together and are requesting a staff presentation	Oct 2022	
10	Design Guidelines for Accessible Sidewalk Cafes	1	June 2022: Committee discussed reviewing the sidewalk patio policy in the fall for changes to be implemented for 2023	Oct 2022 Nov 2022	
11	Accessibility Accommodation Policy “Develop a formal Accessibility Accommodation Request Process for members of the public seeking support to access City Services and programs”	1	June 2022: Committee discussed the development and implementation of an accommodation policy, and level of priority in relation to other items.	Nov 2022 Jan 2023	

12	Off-Leash Dog Area Pilots	1	May 2022: City keeps designating areas as off leash areas. They are called pilots ("trials"). Concern for people who walk without interference from loose dogs June 2022: Committee discussed discomfort around off-leash dog parks, particularly for individuals with mobility issues.	Nov-2022 Dec 2022	
13	Beacon Hill Park – accessible washrooms, access to top of the hill	1	May 2022: Roads didn't take too close to parking June 2022: Committee discussed the closure, and noted that the decision would not be revisited for some time	March 2023	
14	Clover Point Infrastructure Changes	1	May 2022: not a proper ramp June 2022: Committee discussed accessibility concerns with the implemented changes, though due to timing the issue would not be discussed until next year. Members did note an unsafe ramp, and discussed submitting a service request.	March 2023	
	Best practices for accessibility and inclusion for public event organizers seeking permits	2	June 2022: Committee noted that these items were a low priority due to the onset of summer, and therefore agreed	N/A	Remove

	Festival Investment “Grant Policy and Guidelines Develop and promote best practices for inclusion and accessibility to organizers of permitted special event and festivals being held in the City of Victoria”	2	to removing the items from the prioritization summary.		
	Government Street Refresh	1	May 2022: Community Planning presented to AAC at the March 8 meeting June 2022: Committee discussed removing the item from the priority list due to timing with other items, Councils schedule and staff timelines.	Complete	Remove