



## MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

December 13, 2022, 4:30 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  
Meeting conducted electronically via Zoom and in-person

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

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

### A. Call to Order

The Chair called the meeting to order at 4:30 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** S. Hough  
**Seconded By** P. Singh

That the agenda be approved.

CARRIED UNANIMOUSLY

*C. Marks joined the meeting at 4:35 p.m.*

#### F.1 **Accessible Parking – Update (20-25 minutes)** **Level of Engagement: Inform/Consult**

Manager of Sustainable Transportation Planning & Development provided an update to the Committee on the new accessible parking stalls and retrofits to existing stalls.

*Committee discussed the following:*

- 1. This is part of a multi-year project with \$350,000 from the Accessibility Reserve Fund.*

2. *Staff assured the committee that new stalls are sized to meet accessible van needs.*
3. *Staff will provide the committee with a similar update at the end of 2023 and outline the 2024 roster of new parking stalls and a long-term goal to review all current accessible parking stalls.*
4. *Staff requested suggestions for Priority areas in Victoria for further accessible parking upgrade consideration.*

*C. Paisley joined the meeting at 4:42 p.m. and left at 4:48 p.m.*

## **D. READING OF MINUTES**

### **D.1 Minutes from the meeting held October 11, 2022**

**Moved By** L. Bartram

**Seconded By** C. Marks

The following revisions were made to the October 11, 2022, minutes:

### **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**

*Committee discussed the following:*

1. *Since this issue was raised by the Accessibility Working Group (AWG) 7 years ago, changes have been made to City procedures, including the types of cleaning products used in City facilities*
2. *The AWG's and now AAC's intention of such a policy is for scent reduction in city buildings rather than achieving a scent free environment as this is probably not possible to accomplish.*
3. *The City's current scent free policy was originally created for employees, and it appears to have been slightly modified to apply to the public after this issue was raised by AWG*
4. *AAC noted that the current scent free policy was not brought forward to either AWG or AAC for feedback as is required by the Accessibility Framework before it was deemed on the Short-Term Action Plan as being complete*
5. *There are members of the public who are not able to attend City facilities as the current policy is not strong enough*
6. *The current policy takes a Reactive rather than a proactive approach*
7. *AAC members provided the following questions regarding the current policy and poster as requested:*
  - a. *What level of engagement is the city planning to have with the AAC regarding this issue?*
  - b. *This policy focuses on protecting employees with sensitivities. What measures are included in the policy to protect the public which was the main concern when AWG brought this issue to the city's attention several years ago?*
  - c. *Where can the public find this policy? Is it on the website?*

- d. *The policy is for all city facilities. How would the public find out which venues this includes as the policy does not list the facilities?*
- e. *The policy indicates it applies to visitors and presumably this is the general public. What roles and responsibilities do visitors/the public have and how are these communicated as they are not included in the policy.*
- f. *What recourse does the public have if this policy is not followed by other members of the public?*
- g. *Who can the public contact to ask for accommodations or report a concern?*
- h. *If someone is reported to be wearing highly scented products, would they be asked to leave the facility?*
- i. *What steps does the city plan to take to educate the public?*
- j. *Why can employees not Self identify as having a scent sensitivity rather than having to provide a medical note?*
- k. *Why has the city chosen to take a soft approach with the poster wording? The poster only states **“be considerate” and “avoid use of scented products wherever possible”**. Why does the poster not say “to refrain from using or wearing scented products” as is stated in the policy?*
- l. *What are the exceptions implied by the phrase on the poster “whenever possible” and who will determine what is “possible”?*
- m. ***The poster states “may affect a person’s comfort, and for some people, scented products may present a health hazard”. Why does the poster say “may” when it should just say something like “scented products are a health hazard to some people” as this is a proven fact?***
- n. *Where are these posters to be posted?*
- o. *Why has implementation of a pet free policy not been considered despite this issue being raised 7 years ago?*
- p. *Why are some City facilities pet free and how was this determined?*

## **G.2 Informal discussion on Terms of Reference**

For the sake of the new AAC members, the committee discussed how the current terms of reference do not reflect what AAC is actually doing. Some of the items listed in the mandate have been completed and some are not relevant. This list is heavily weighted towards meeting the City’s needs and the ability for persons with access needs to raise their accessibility concerns through AAC members is missing. A draft with an updated mandate has been shared.

## **D.2 Minutes from the meeting held November 8, 2022**

**Moved By** J. Scott  
**Seconded By** S. Hough

That the minutes from the meeting held November 8, 2022 be adopted.

CARRIED UNANIMOUSLY

**E. Remarks from the Chair**

The Chair noted that member, Daniel Sands, has resigned from the Committee and requested from staff that the vacant position be filled by two to three new members.

**F. NEW BUSINESS**

**F.2 Summarizing 2022 Year Progress**

F.2.a. Review Action Log

*The Committee reviewed and updated the action log and tentative schedule for 2023. The following was noted:*

- 1. Need for log to reflect current status of scheduling for discussion of issues.*
- 2. Schedule annual updates for accessible parking retrofit program.*
- 3. On-going concerns regarding the Douglas Street washroom design being used as an example for future washroom designs.*
- 4. Still awaiting an update from staff on the changes to the Residential Solid Waste Helping Hands program application form proposed by AAC. Original form still on website.*
- 5. Challenges when using the accessible voting machine during the election, and that election staff were not trained on how to use the machine so could not help.*
- 6. Members can provide feedback on their voting experience by emailing [elections@victoria.ca](mailto:elections@victoria.ca)*
- 7. Awaiting response to staff-requested questions posed by committee regarding scent reduction policy.*
- 8. Follow-up from staff to plan a field trip to visit curb cuts and tactile dome locations in the City*
- 9. Importance of rescheduling discussion of accessible sidewalk café guidelines.*
- 10. Need for the City to have a feedback mechanism in place, as required by the Accessible British Columbia Act*
- 11. Determine which department will lead the feedback mechanism project*
- 12. Need for Accessibility Accommodation Policy to be created*
- 13. Concern regarding off-leash dog area pilots*
- 14. Status of Beacon Hill Park's accessible washrooms and access to top of the hill*
- 15. C. Paisley, to provide status of her submission of a service request regarding an unsafe ramp at Clover Point.*
- 16. requested that staff provide a current draft copy of the Engagement Framework to the Committee*
- 17. Committee's involvement in the review of the Meeting and Event Toolkit*
- 18. Website redesign in progress and members of Committee have provided feedback to staff*
- 19. Can remove Garden Suites Guideline from Action Log as Committee's consultation is completed*
- 20. Protected bike lanes and safe transit access to be added to action log.*

F.2.b. Committee Roundtable

The Chair opened the floor for a roundtable discussion to allow Committee members an opportunity to provide individual updates. Members and staff reflected on the year's successes and Committee's efforts.

H. **Next Meeting Agenda & Date – January 10, 2023**

J. **ADJOURNMENT**

The Accessibility Advisory Committee meeting adjourned at 6:24 p.m.