



AGENDA – ACCESSIBILITY ADVISORY COMMITTEE

April 11, 2023, 4:00 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**

- A. Call to Order**
- B. Land Acknowledgement**
- C. APPROVAL OF AGENDA**
- D. READING OF MINUTES**
 - D.1 Minutes from the meeting held March 14, 2023**
- E. Remarks from the Chair**
- F. NEW BUSINESS**
 - F.1 Clover Point Project Update (Parks, Recreation and Facilities)**
 - F.2 Action Log Update**
 - F.3 Committee Update Roundtable**
- G. Next Meeting Agenda & Date – May 9, 2023**
- H. ADJOURNMENT**

Attachment:

- A. Draft AAC Minutes from the meeting held March 14, 2023
- B. AAC Action Log



MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

March 14, 2022, 4:10 P.M.

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

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

STAFF PRESENT: A. Galiev – Equity, Diversity & Inclusion Lead, B. Roder – Committee
Secretary

A. Call to Order

L. Bartram assumed the roll as Chair and called the meeting to order at 4:10 p.m.

B. Land Acknowledgement

The Committee 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 J. Scott
Seconded By S. Hough

That the agenda be approved.

CARRIED UNANIMOUSLY

F. NEW BUSINESS

C. Marks joined the meeting at 4:30 p.m.

C. Paisley joined the meeting at 4:40 p.m.

F.1 **Accessible British Columbia Act review presentation (Urban Matters)**

Committee received a presentation from I. Matous-Gibbs and A. Rodgers, Consultants with Urban Matters, regarding a review of the City's Accessibility Framework as it complies with the Accessible British Columbia Act.

Committee discussed the following:

1. *Consultant will coordinate consultation with grassroots organizations working within the City on the topics of Accessible BC Act, current and future accessibility approaches*
2. *Suggested inclusion of CNIB, Island Deaf and Hard of Hearing Centre, Spinal Cord Injury BC, Learning Disabilities Association of BC, AIDS Vancouver Island, Brain Injury Society, University of Victoria Students Society, Camosun College Centre for Accessible Learning, Victoria Native Friendship Centre, BC Aboriginal Network on Disability Society, Community Living BC, Victoria Cool Aid Society, and other accessibility, autism and mental health organizations as external stakeholders*
3. *Agreed that overall the City's current Accessibility Framework is in line with the Accessible BC Act with minor improvements proposed on language and definitions, committee membership and feedback mechanisms.*
4. *The consultant will coordinate internal engagement on compliance with the Accessible BC Act as well as current and future accessibility planning approaches.*
5. *Staff training on "Exploring Universal Design" took place in 2021. Could explore future iterations of accessibility training including the members of the AAC.*
6. *Noted the importance of improving accessibility for persons with various types of disability*
7. *Committee is in a position to celebrate the successes of the current work and continue to advise and encourage the City, and work in a collaborative effort*
8. *Committee's next steps in this project include optional participation in engagement session and they will receive a follow-up from the consultants*
9. *Staff will liaise with the consultants and can forward Committee feedback*

D. READING OF MINUTES

D.1 Minutes from the meeting held February 22, 2023

Moved By J. Scott
Seconded By S. Jennings

That the minutes from the meeting held February 22, 2023 to be adopted with the following revisions:

F.2 Floating Bus Stops

Committee discussed the following:

1. *Human rights complaint regarding the floating bus stops launched against the City by the Canadian Federation of the Blind (CFB) regarding unsafe bus stops*
2. *Noted concerns with approximately five floating bus stops on both Pandora and Wharf that require pedestrians to cross bike lanes to access the bus stops*
3. *Concerned for safety of citizens, particularly for the blind community*
4. *Complaint was based on discrimination towards blind people and the Human Rights decision concluded that the blind had been discriminated against.*
5. *The decision of the Human Rights Tribunal also unfortunately implied that the installation of a flashing amber light was a satisfactory*

mitigation despite the fact that this solution has not been found to be effective and the blind community spoke against it.

6. *Based on the Human Rights decision, the City installed, at the floating bus stops, a flashing amber light and a button that, when pressed, states "Yellow lights flashing. Cross with caution. Vehicles may not stop"*
7. *Concerned as the Ministry of Transportation and Infrastructure has now used the Human Rights decision to make recommendations in the Active Transportation Design Guide and that other communities are potentially planning to or installing inaccessible floating bus stops.*
8. *The CNIB Foundation and Translink are conducting two separate studies to review floating bus stops to assess safety and accessibility concerns. They are keeping each other informed. The Ministry of Transportation and Infrastructure is participating in the TransLink discussions. An AAC member has also attended a stakeholder meeting. AAC members have provided feedback through the Translink stakeholder survey, Design Guide for Inclusive Bus Stops Next to Bike Lanes, forwarded by the City's Manager of Sustainable Transportation Planning and Development.*
9. *Stressed that the City needs to come up with an alternative solution to address the safety concerns which still exist with the floating bus stops*
10. *Recounted instances where Committee members or members of the public have had issues navigating floating bus stops with mobility devices*
11. *Requested that staff or the Committee brings this back to a future meeting for further discussion once the CNIB and TransLink studies have concluded.*

CARRIED UNANIMOUSLY

F. NEW BUSINESS

F.2 Action Log Update

Committee discussed the meeting to be held in May 2023, which includes a discussion on developing a formal Accessibility Accommodation Request Process for members of the public seeking support to access City Services and programs and the attendance of the City Clerk.

F.3 Committee Update Roundtable

Committee discussed the fieldtrip planned in May 2023:

1. *Committee proposed touring the City in an accessible van, focusing the fieldtrip on concerns with tactile walking surface indicators and curb cuts*
2. *Members are asked to send a list of specific locations to staff for assessment*
3. *A Saturday afternoon was suggested, and could line up with Accessibility Awareness Week*
4. *Transportation and Public Works staff are encouraged to attend*
5. *Suggested locations could include Clover Point, accessible parking spots, a corner curb at Cook Street, a power bar on Douglas Street in front of the Times*

Colonist, the modular washrooms on Douglas and Broughton, floating bus stops, pleating sidewalks in the downtown core

6. *Members who are unable to attend in person could connect through one member's phone*
7. *Discussed allowing businesses to comply with the newly adopted Patio Regulation Bylaw and proposed a future fieldtrip to visit patios*
8. *4 years ago, City staff were going to walk every sidewalk in the City to note the uneven sidewalks and curb cuts. Committee inquired with staff as to whether there was a summary report and staff will follow-up*
9. *Committee would like to discuss approaches to wraparound curbs in the City and potentially visit*
10. *Committee inquired on whether scorelines are still being used*
11. *A corner at McKenzie and Quadra was provided as a good example for tactile walking surface indicators*

G. Next Meeting Agenda & Date – April 11, 2023

The Committee deliberated on the start time and duration of their meetings, and decided that the next meeting will be held on April 11, 2023 from 4:00 – 6:00 p.m.

H. ADJOURNMENT

Moved By L. Bartram
Seconded by unanimous consent

That the Accessibility Advisory Committee meeting be adjourned at 5:53 p.m.

CARRIED UNANIMOUSLY

AAC Action Log – Prioritization Summary (Workplan)

Updated: April 5th, 2023

ACTIVE ITEMS (intake and progress combined)

Item	Priority	Progress	Timeline - TBD	Notes
<p>Accessible Parking: “Continue to evaluate the locations, pricing and regulations associated with accessible parking stalls as a part of city-wide curb management planning”</p>	<p>1</p>	<p>May 2022: Transportation is expected to bring more information on this to May meetings due to full agenda</p> <p>June 2022: Committee agreed to discuss the item in the July meeting as it will be before Council.</p> <p>July 2022: Committee was updated on the accessible parking project and the new stall locations on public roads and in public parking lots. Updates will be provided regularly.</p> <p>Dec 2022: Committee received update from staff on new accessible parking stalls and retrofits to existing stalls. An update will be provided at the end of 2023 as well as an outline of the 2024 roster of new parking stalls. Staff requested suggestions for Priority areas in Victoria for further accessible parking upgrade consideration</p>	<p>Dec 2022</p>	

<p>Design Guidelines for Accessible Sidewalk Cafes</p>	<p>1</p>	<p>June 2022: Committee discussed reviewing the sidewalk patio policy in the fall for changes to be implemented for 2023</p> <p>July 2022: Committee discussed moving this item to November 2022.</p> <p>Jan 2023: City staff provided an update and consulted the Committee on accessibility recommendations and improvements for end of March Council report</p>	<p>Jan 2023</p>	
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<p>Helping Hands Program (raised to the City)</p>	<p>1</p>	<p>May 2022: The program aims 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.</p> <p>June 2022: Committee discussed changes to the program causing eligibility issues and agreed to discuss it at a following meeting.</p> <p>Sept 2022: Committee received a verbal presentation to gather feedback on the accessibility of the application form.</p> <p>Jan 2023: The revised form incorporated members' suggestions.</p>	<p>Jan 2023</p>	
<p>Accessibility Framework and Short Term Action Plan - "Refine guidelines and processes for accessible public meetings, special events, and community engagement"</p>		<p>Draft content for the City's new Accessible Meeting and Events Toolkit provided to Accessibility Advisory Committee for feedback in August 2021</p> <p>Feb 2023: Update on the Accessible Meeting and Event Tool Kit</p>	<p>Feb 2023</p>	

Accessible BC Act		<p>Oct 2022: Representative of BC Ministry of Social Development & Poverty Reduction provided a presentation on accessibility requirements for municipalities.</p> <p>Jan 2023: Committee discussed how the Committee will interact and engage with the consultant. Working Group has been formed.</p>	March 2023	
Clover Point Infrastructure Changes	1	<p>May 2022: not a proper ramp</p> <p>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.</p> <p>Jan 2023: Service request will be submitted. Upcoming walk/roll event with transportation, engineering and parks staff to address barriers for people with disabilities at Clover Point on January 23 at 11:30 a.m.</p>	April 2023	
Accessibility Accommodation Policy “Develop a formal Accessibility Accommodation Request Process for members of the public seeking	1	<p>June 2022: Committee discussed the development and implementation of an accommodation policy, and level of priority in relation to other items.</p> <p>Jan 2023: The Committee requested staff provide an update on the accommodation</p>	May 2023	

support to access City Services and programs		policy in addition to the Advisory Committee orientation		
Update on Old Curb Cuts	1	<p>May 2022: Staff to inquire on progress of updates - phasing plan etc.</p> <p>June 2022: Committee discussed consideration of curb cuts and tactile walking surface indicators together and are requesting a staff presentation.</p> <p>Nov 2022: Staff presented on the progressive implementation of accessible pedestrian signals, curb retrofits and tactile warning indicators and was requested a field trip.</p>	<p>Requested for May 2023 Coordinate a field trip</p> <p>To schedule outside of the May meeting (last week of May)</p>	
Tactile Walking Surface Indicators pilot “Promote, evaluate, and apply lessons learned through implementation of accessibility pilot projects”	1	<p>June 2022: Committee discussed consideration of curb cuts and tactile walking surface indicators together and are requesting a staff presentation.</p> <p>Nov 2022: Staff presented on the progressive implementation of accessible pedestrian signals, curb retrofits and tactile warning indicators.</p>	<p>Requested for May 2023 Coordinate a field trip</p> <p>To schedule outside of the May meeting (last week of May)</p>	

<p>Douglas Street Public Washroom (discussed in conjunction with Public Washrooms)</p>		<p>April 2022: Committed received presentation on the Douglas Street Public Washroom.</p> <p>May 2022: Council directed to engage AAC.</p> <p>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.</p> <p>Sept 2022: Committee was provided information on additional accessible changes from the base model.</p> <p>Jan 2023: Committee expressed on-going concerns regarding the Douglas Street washroom design being used as an example for future washroom designs.</p>	<p>June 2023</p>	
<p>Washrooms in the Public Realm (from AWG)</p>	<p>1</p>	<p>May 2022: Committee received presentation on Accessible Washrooms in Public Parks</p> <p>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</p>	<p>June 2023</p>	

		<p>the washroom and the lack of space beneath it for wheelchair users.</p> <p>Jan 2023: Council adopted recommendations of the Park Washrooms Accessibility Assessment – “Implement a workplan that addresses the accessibility upgrades required at all park washrooms within a seven-year timeframe”</p>		
Snow plowing and Accessibility		<p>Jan 2023: Committee discussed challenges with snow plowing and accessibility and requested to provide suggestions to staff</p> <p>Jan 2023: Staff tentatively will engage to hear concerns and ideas from the AAC and share improvements in the snow plowing process</p>	Sept -Oct 2023 Tentatively confirmed	
Scent-free/reduction policy “Review and/or adopt scent reduction policies in public buildings, starting in City Hall”	1	<p>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</p> <p>Sept 2022: The scent free policy was provided. Committee was provided a written clarification on the scent free/reduction policy from City administration</p> <p>Oct 2022: Committee compiled a list of questions for City administration to review.</p>	Sept 2023 – Request for a staff update	

<p>Pet restrictions in city facilities starting with City Hall (from AWG)</p>	<p>1</p>	<p>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)</p> <p>June 2022: Committee agreed that to reduce allergens in the environment they would discuss restrictions at the September meeting.</p> <p>October 2022: The Committee agreed to move the pet restriction policy to the March 2023 meeting.</p>	<p>Sept 2023 – Revisit</p>	
<p>Accessible Parking</p>		<p>Year-end update</p>	<p>Nov 2023</p>	
<p>Off-Leash Dog Area Pilots</p>	<p>1</p>	<p>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</p> <p>June 2022: Committee discussed discomfort around off-leash dog parks, particularly for individuals with mobility issues.</p>	<p>Nov 2023</p>	

		July 2022: Moved to December 2022		
Meeting and Event Toolkit		Jan 2023: Committee would like to review the Meeting and Event Toolkit To be scheduled for Feb 2023	Completed	
Protected bike lanes and safe transit access		Jan 2023: Committee agreed to add protected bike lanes and safe transit access	TBD	

ADDITIONAL ITEMS REVIEWED/ARCHIVED

Inclusion and Equity Update to the Engagement Framework		May 2022: Presentation provided to the Committee. Jan 2023: Committee requested that staff provide a copy of the Engagement Framework	Completed	
Website redesign feedback		June 2022: Presentation provided to the Committee Oct 2022: Call to test accessibility on website has been sent out to AAC members	Feb 2023 update to be provided	

		Nov 2022: A focus group provided feedback		
Garden Suite Design Guidelines staff		Sept 2022: Staff provided presentation to gather feedback on the accessibility of the guidelines.	Completed	
Accessible Voting (from AWG)	2	<p>May 2022: Voting for by-election. Accessible voting machine became available for the first time.</p> <p>June 2022: <i>Accessible Voting</i>: Committee discussed accessibility provisions for the upcoming general local election.</p> <p>Aug 2022: Committee received accessible voting clarification from Legislative Services.</p> <p>Jan 2023: Committee discussed challenges including lack of staff training on how to use equipment. Comments will be forwarded to Legislative Services at elections@victoria.ca</p>	Completed	
Beacon Hill Park – accessible washrooms, access to top of the hill	1	<p>May 2022: Roads didn't take too close to parking</p> <p>June 2022: Committee discussed the closure, and noted that the decision would not be revisited for some time</p>	March 2023 – Completed	

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 to removing the items from the prioritization summary.	Removed	
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			
Government Street Refresh	1	<p>May 2022: Community Planning presented to AAC at the March 8th meeting</p> <p>June 2022: Committee discussed removing the item from the priority list due to timing with other items, Councils schedule and staff timelines.</p>	Removed	