Attachment G

APPENDIX B: RECOMMENDED SHORT TERM ACTION PLAN

FOCUS AREA: CAPACITY AND COLLABORATION

ACTION	DEPARTMENT	TARGETED YEAR*
Participate in the provincial annual Access Awareness Day.	• Engagement	Ongoing
Incorporate accessibility organizations into food security initiatives.	• Parks, Recreation and Facilities	2020–Ongoing
Hire new staff positions to resource and support corporate equity objectives and the implementation of the accessibility framework.	• Corporate Initiatives	2020–2021
Continue accessibility related training and professional development learning opportunities for City employees.	• Human Resources	2020–Ongoing
Continue to integrate accessibility and universal design into different elements of the Art in Public Places Program.	• Business and Community Relations	2020–Ongoing
Recognize December 3rd as the International Day of Persons with Disabilities.	• Council	2020–Ongoing
Report out on implementation of the Accessibility Framework.	• Corporate Initiatives	2021–Ongoing
Promote and participate in National AccessAbility Week.	• Engagement	2021–Ongoing
Promote established resources and programs for businesses owners on accessibility.	• Business and Community Relations	2021–Ongoing
Share information with disability organizations and service providers on new technologies being used within the built environment and public facilities.	• Engineering and Public Works • Parks, Recreation and Facilities • Engagement	2021–Ongoing
Integrate accessibility as a topic into Small Business Information Sessions offered through the Business Hub.	• Business and Community Relations	2022–Ongoing
Explore the feasibility of a comprehensive accessibility survey with government partners to obtain localized and accurate data on the prevalence of disabilities in Victoria.	• Sustainable Planning and Community Development • Engagement • Corporate Initiatives	2022

*** Subject to budget approval**

FOCUS AREA: GOVERNANCE AND SERVICES

ACTION	DEPARTMENT	TARGETED YEAR*
Review and update accessibility of webcasting services.	• Legislative Services • IT	2020
Review accessibility resources, requirements and/or criteria for various granting or participatory budgeting programs offered by the City.	• Finance • Business and Community Relations • Parks, Recreation and Facilities	2020–Ongoing
Refine guidelines and processes for accessible public meetings, special events, and community engagement.	• Engagement	2020–2021
Promote participation in Emergency Preparedness Workshops and other preparedness events and exercises among agency partners who serve people with disabilities.	• Engagement • Victoria Fire Department	2021
Review the Council Procedures bylaw for opportunities to increase accessibility in City decision making.	• Legislative Services	2021
Continue to update the City's website to be compliant with latest Web Content Accessibility Guidelines.	• Corporate Initiatives	2021
Develop and promote best practices for inclusion and accessibility to organizers of permitted special event and festivals being held in the City of Victoria.	• Business and Community Relations	2021
Update City communication guidelines and visual standards to increase accessibility of public documents through alternate formats.	• Engagement	2021
Develop a formal Accessibility Accommodation Request Process for members of the public seeking support to access City Services and programs.	• Legislative Services	2021

*** Subject to budget approval**

FOCUS AREA: BUILT ENVIRONMENT

ACTION	DEPARTMENT	TARGETED YEAR*
Review and/or adopt scent reduction policies in public buildings, starting in City Hall.	• Parks, Recreation and Facilities • Human Resources	TBD
Promote, evaluate and apply lessons learned through implementation of accessibility pilot projects.	• Engineering and Public Works • Parks, Recreation and Facilities	Ongoing
Develop municipal accessible parking requirements and design standards (CSA Standard B651 or equivalent) for parking in new developments and for City-owned parking.	• Engineering and Public Works • Sustainable Planning and Community Development	2020
Initiate review of and amend City Bylaws, including associated fines, to reduce barriers to accessibility of sidewalks and pathways.	• Engineering and Public Works • Parks, Recreation and Facilities	2020–2021
Integrate a universal design section into the City's Project Management Framework documents.	• Engineering and Public Works • Parks, Recreation and Facilities • Corporate Initiatives	2021
Install pedestrian activated lights at floating bus stop crosswalks along Pandora bike lanes.	• Engineering and Public Works	2021
Staff engage the Victoria Civic Heritage Trust and report back to Council on the feasibility of introducing accessibility requirements in relation to heritage building incentive grants.	• Sustainable Planning and Community Development	2021

*** Subject to budget approval**

ACTION	DEPARTMENT	TARGETED YEAR*
Undertake a Cultural Spaces Roadmap which will include identifying existing venues and spaces that require modifications for accessibility and create awareness of tools and resources to ensure accessibility standards are met.	• Business and Community Relations	2021
Undertake detailed design and build Phase 1 of the Centennial Square retrofit, including accessibility upgrades.	• Parks, Recreation and Facilities	2021–2023
Review design guidance for sidewalk cafes to be accessible.	• Sustainable Planning and Community Development	2022
Continue to evaluate the locations, pricing and regulations associated with accessible parking stalls as a part of city-wide curb management planning.	• Engineering and Public Works • Finance	2022
Train applicable staff on the National Accessible Design for the Built Environment standards (CSA B651-18) in capital planning for facilities and the built environment.	• Engineering and Public Works • Parks, Recreation and Facilities	2021–2022
Develop and/or update City of Victoria standards and specifications, building off the existing CSA B651-18, to further support accessibility in the built environment and within city facilities.	• Engineering and Public Works • Parks, Recreation and Facilities • Sustainable Planning and Community Development	2022–2024

*** Subject to budget approval**

CITY OF VICTORIA