

AGENDA
Accessibility and Diversity, Equity and Inclusion Advisory Committee
Committee Rm. 2 and via Microsoft Teams
Saanich Municipal Hall, 770 Vernon Road
Wednesday, January 10, 2024, at 5:00 p.m.

The District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the WSÁNEĆ peoples represented by the Tsartlip, Pauquachin, Tsawout, Tseycum and Malahat Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

- 1. ADOPTION OF MINUTES** (Attachment)
 - November 22, 2023
 - November 15, 2023
- 2. CHAIR'S REMARKS**
 - Terms of Reference
 - Meeting dates
- 3. ~~ROSEDALE PLAYGROUND FENCING~~**
 - ~~Paul de Greef, Manager, Park Plan and Development~~
- 4. DEI REPORT AND ACCESSIBILITY PLAN OVERVIEW**
 - Dale Samsonoff, Assistant Senior Manager, Human Resources

Adjournment

Next meeting: February 7, 2024

To ensure quorum, please contact Angela Hawkshaw at 250-475-5494 ext. 3505 or angela.hawkshaw@saanich.ca if you are unable to attend.

MINUTES
ACCESSIBILITY AND DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE
via Microsoft Teams
November 22, 2023, at 5:21 p.m.

Present: Councillor Mena Westhaver, Maya Bosdet, Rae Franklin, Stephan Herman, Kam Judge (5:28 p.m.), Laurie-Ann Keith, Donald Kennedy, Swapna Mazumber, Reed Poynter.

Staff: Sheila Allen, Director, Corporate Services; Dale Samsonoff, Manager of People and Programs; Angela Hawkshaw, Committee Clerk.

Regrets: Rachid Ouache

APPROVAL OF MINUTES

MOVED by S. Herman and Seconded by L. Keith: “That the Minutes of the Accessibility & Diversity, Equity & Inclusion Advisory Committee meeting dated September 6, 2023, be adopted.”

CARRIED

MOVED by R. Franklin and Seconded by S. Herman: “That the Minutes of the Accessibility & Diversity, Equity & Inclusion Advisory Committee meeting dated October 4, 2023, be adopted.”

CARRIED

MOVED by S. Mazumber and Seconded by S. Herman: “That the Minutes of the Accessibility & Diversity, Equity & Inclusion Advisory Committee meeting dated November 8, 2023, be adopted.”

CARRIED

CHAIR’S REMARKS

The Chair welcomed the committee members, and the following was noted:

- The time this committee has taken to be here is appreciated.

ACCESSIBILITY PLAN CONSIDERATION

The Director of Corporate Services, gave the following update, and the following was noted:

- This plan has gone through an immense amount of feedback and the committees’ support is valued.
- This plan will be considered by Council on December 11, 2023.

MOVED by S. Herman and Seconded by R. Franklin: “That the committee recommend that Council adopt the final Accessibility Plan as presented.”

CARRIED

FINAL REMARKS

The Chair made the following comments, and the following was noted:

- Saanich is addressing accessibility and diversity within the municipality on many levels. These matters are being taken seriously. This committee is not finished its work.

ADJOURNMENT

The meeting adjourned at 5:32 p.m.

Councillor Westhaver, Chair

I hereby certify these minutes are accurate.

Angela Hawkshaw, Committee Clerk

MINUTES
ACCESSIBILITY, DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
via Microsoft Teams
November 15, 2023, at 5:01 p.m.

Present: Councillor Mena Westhaver, Stephan Herman, Donald Kennedy, Reed Poynter.

Staff: Sheila Allen, Director, Corporate Services; Dale Samsonoff, Manager of People and Programs; Kirsten Brazier, Senior Committee Clerk.

Regrets: Maya Bosdet, Rae Franklin, Kam Judge, Laurie-Anne Keith, Swapna Mazumber, Rachid Ouache.

Due to lack of quorum, no motions were passed.

ACCESSIBILITY PLAN CONSIDERATION

The Chair made the following comments:

- The motion put forward to adopt the plan was not moved due to lack of quorum. A future meeting date could be considered.

ADJOURNMENT

The meeting adjourned at 5:12 p.m.

Councillor Westhaver, Chair

I hereby certify these minutes are accurate.

Kirsten Brazier, Senior Committee Clerk

Accessibility and Diversity, Equity and Inclusion Advisory Committee Terms of Reference

Mandate

The mandate of the Accessibility and Diversity, Equity and Inclusion Advisory Committee is to provide recommendations, advice and information to Saanich Council and staff on matters that relate to the purpose of the committee and on any matters which are referred to the committee by Saanich Council, Saanich Police or staff.

Purpose

The purpose of the Accessibility and Diversity, Equity and Inclusion Advisory Committee is to:

- Advise Saanich Council and staff on:
 - matters relating to the identification, removal and prevention of barriers that staff and community members experience or may experience in the course of interacting with the municipality
 - matters that promote diversity, equity and inclusion within existing and proposed District plans, policies, bylaws and services to ensure the fostering of a welcome and inclusive municipality
- Review the development of Terms of Reference and subsequent draft organizational accessibility plan and make recommendations in support of the creation of a mechanism for the municipality to receive public feedback on accessibility in accordance with the *Accessible British Columbia Act*.
- Make recommendations to Council that support the implementation of the Saanich Diversity, Equity and Inclusion Strategy and the Accessibility Plan.
- Promote effective methods of communication and outreach to the broader community on diversity, equity, inclusion and accessibility matters.
- Invite community groups to present and dialogue at committee meetings and encourage groups to engage with the municipality in its ongoing planning process to allow the District to achieve a greater understanding of the strengths and needs of residents of diverse backgrounds and abilities.
- Provide an opportunity for community groups to present information on diversity, equity, inclusion and accessibility through delegations.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Quorum for the Committee is a majority of its appointed voting members, including the Chair.

Membership

To the extent possible, the Committee's members will reflect the diversity of persons in British Columbia. Non-Saanich residents may be appointed to the Accessibility and Diversity, Equity and Inclusion Advisory Committee.

The Committee will consist of eleven (11) members, including to the extent possible:

- A member of Council to serve as Chair, appointed by the Mayor;
- At least half of the members will be persons with disabilities or individuals who support, or are from organizations that support persons with disabilities;
- At least one (1) Indigenous person; and

Accessibility and Diversity, Equity and Inclusion Advisory Committee Terms of Reference

- persons from diverse cultures, backgrounds, ethnicities, sexual orientation or gender identity or individuals who support, or are from organizations that support, such persons.

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

With the exception of the member of Council appointed by the Mayor, all committee members will be appointed by Saanich Council.

Staff Support

The Corporate Services Department is the primary contact and together with the Engineering and the Parks, Recreation and Community Services Departments and Saanich Police will provide the required professional support. Meeting preparation, agendas and minutes of meetings of the Committee will be provided by the Legislative Services Division. Staff from other Departments/Divisions will provide support to the Committee as required.

Memo

File: 1420-30

To: Accessibility and Diversity, Equity and Inclusion Advisory Committee
From: Angela Hawkshaw, Committee Clerk
Date: December 4, 2023
Subject: 2024 Meeting Dates for ADEI

As per Section 73 of Council Procedure Bylaw, 2021, No. 9660, each committee shall establish a regular schedule of meetings including the date, time, and place of the committee meetings.

Committee Room 2 has been booked for the first Wednesday of the month from 5:00 – 7:00pm for the year, excluding July, August, and December.

Dates for your calendars are as follows:

2024 Meeting Dates
January 10
February 7
March 6
April 3
May 1
June 5
September 4
October 2
November 6

No formal motion is required to approve the meeting schedule.



Angela Hawkshaw
Committee Clerk

ADEI

1970-45
Accessibility Plan

ACCESSIBILITY PLAN

**MOVED by Councillor Westhaver and Seconded by Councillor Chambers:
"That Council adopt the 2023-2026 Accessibility Plan."**

CARRIED

1970-45
Accessibility
Plan

ACCESSIBILITY PLAN

Report of the Director of Corporate Services dated November 22, 2023 to provide an overview of the Accessibility Plan. Memo of the Accessibility and Diversity, Equity and Inclusion Advisory Committee dated November 23, 2023 to recommend that Council adopt the Accessibility Plan.

Councillor Westhaver, Chair of the Accessibility and Diversity, Equity and Inclusion Advisory Committee, the Director of Corporate Services, and M. Lyon, Accessibility and Inclusion Matter Consulting stated:

- As a requirement under the *BC Accessibility Act*, a draft Accessibility Plan for Saanich was required to be put in place by September 1, 2023.
- The plan incorporates extensive public feedback.

- The first step in the preparation of the plan was to identify accessibility barriers and achievements in Saanich.
- Key areas for Saanich to work on include awareness and training, built environment improvements, improving communication materials and making hiring and recruitment more successful.

**MOVED by Councillor Westhaver and Seconded by Councillor Chambers:
"That it be recommended that Council adopt the 2023-2026 Accessibility Plan."**

Council discussion ensued with the following comments:

- The community had opportunities to provide input.
- Accessibility training has been available for staff.
- There are opportunities to improve the built environment including at beaches and parks.
- It is important that every resident of Saanich can fully participate in municipal activities.

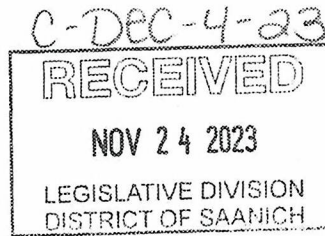
In response to questions from Council, the Director of Corporate Services stated:

- Updates will be provided regularly.
- Grant funding will help to provide training for staff.

In response to questions from Council, the Director of Parks, Recreation and Community Services stated:

- Recreational facilities are being reviewed to ensure they meet the Rick Hansen Foundation standards of accessibility.

The Motion was then Put and CARRIED



File: 1420-30 ADEI

Memo

To: Angila Bains, Director of Legislative and Protective Services/Corporate Officer
From: Angela Hawkshaw, Accessibility & Diversity, Equity & Inclusion Advisory Committee Clerk
Date: November 23, 2023
Subject: **Accessibility Feedback and Final Plan Report**

At the November 22, 2023, Accessibility & Diversity, Equity & Inclusion Advisory Committee meeting, the committee considered the Accessibility Feedback and Final Plan Report dated October 27, 2023. A discussion ensued and resulted in the following motion:

MOVED by S. Herman and Seconded by R. Franklin: "That the committee recommend that Council adopt the final Accessibility Plan as presented."

CARRIED

The memo and an excerpt of the November 22, 2023 minutes is attached for information.

A handwritten signature in cursive script, appearing to read "Angela Hawkshaw".

Angela Hawkshaw
Committee Clerk, Natural Areas, Parks, and Trails Advisory Committee

A large, simple handwritten checkmark.



The Corporation of the District of Saanich

Report

To: Accessibility, Diversity, Equity and Inclusion Committee
From: Sheila Allen, Director of Corporate Services
Date: October 27, 2023
Subject: Accessibility Feedback and Final Plan

RECOMMENDATION

That the Committee receive this report for information.

That the Committee endorse the final Accessibility Plan and direct staff to present the Accessibility Plan to Council for adoption.

PURPOSE

The purpose of this report is to advise the Committee regarding accessibility feedback provided by the public and staffs' recommended actions which has resulted in updates to the draft plan.

DISCUSSION

Saanich posted the Draft Accessibility Plan by September 1st 2023 to meet the legislative deadline. The draft was informed by staff representation from all departments and the Saanich Police as well as inputs from this Committee.

Since that time, the plan has been promoted, three public engagement sessions have been held, and feedback has been encouraged via email, phone or in person.

All feedback has been themed and staff have received and actioned all items as per the Summary of Recommendations and Actions attachment A. Over thirty-five items have been noted resulting in minor language amendments to the Draft Plan as well as additional action items. Amendments to the draft plan can be seen as indicated on attachment B: Final Plan (changes marked). If endorsed, the final document would be presented to council as attached without markup.

Some of the feedback provided will require additional consideration, is out-of-scope, or involves collaboration or communication with external parties. These items have not resulted in specific updates to the plan at this time; however, the actions have been noted as per attachment A.

ALTERNATIVES

1. That the Committee adopt the recommendations as outlined in the staff report.
2. That Council does not adopt the recommendation(s) as outlined in the staff report.
3. That Council provide alternate direction to Staff.

FINANCIAL IMPLICATIONS

The Accessibility Plan action items will likely have financial impacts and may result in staff requesting additional resources through the budget approval process.

STRATEGIC PLAN IMPLICATIONS

Creation and implementation of an Accessibility Plan is located on the Council Strategic Plan as action item 2.1.2.

CONCLUSION

Given the fulsome approach to the creation of this plan and in consideration of legislative requirements, staff recommend that the Committee endorse the final Accessibility Plan as provided and recommend that this plan be brought forward to Council for adoption.

Prepared by



Sheila Allen

Director of Corporate Services

Attachments:

- A: Summary of Recommendations and Actions
- B: Final Accessibility Plan (changes marked)

cc: Brent Reems, CAO

ACCESSIBILITY PLAN CONSIDERATION

The Director of Corporate Services, gave the following update, and the following was noted:

- This plan has gone through an immense amount of feedback and the committees support is valued.
- This plan will be considered by Council on December 11, 2023.

MOVED by S. Herman and Seconded by R. Franklin: “That the committee recommend that Council adopt the final Accessibility Plan as presented.”

CARRIED