

MINUTES

ACCESSIBILITY AND DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE

Held at Saanich Municipal Hall, Committee Room 2 and virtually via MS Teams
Wednesday, January 10, 2024, at 5:01 p.m.

Present: Councillor Mena Westhaver, Heidi Bada, Manjit Bains, Rae Franklin (via Teams), Stephan Herman (via Teams), Laurie-Anne Keith, Susan Mader (via Teams), Swapna Mazumder, Reed Poynter, Caroline Quan (via Teams)

Staff: Sheila Allen, Director, Corporate Services; Dale Samsonoff, Senior Manager, Human Resources, People and Programs; Mais Hajajj, Human Resources, Consultant for Accessibility, Diversity, Equity and Inclusion; Angela Hawkshaw, Committee Clerk

Regrets: Tony Kiyak

APPROVAL OF MINUTES

MOVED by L. Keith and Seconded by S. Mazumder: “That the Minutes of the Accessibility and Diversity, Equity and Inclusion Advisory Committee meeting held November 15, 2023, be adopted as circulated.”

CARRIED

MOVED by S. Herman and Seconded by R. Poynter: “That the Minutes of the Accessibility and Diversity, Equity and Inclusion Advisory Committee meeting held November 22, 2023, be adopted as circulated.”

CARRIED

CHAIR’S REMARKS

The Chair made the following comments:

- Welcome was given to the new members and round table introductions were made.
- An overview of the Terms of Reference was given.

The committee members made the following comments:

- A fragrance-free environment for the meetings would be appreciated.

DEI REPORT AND ACCESSIBILITY PLAN OVERVIEW

The Senior Manager of Human Resources gave a presentation (PowerPoint on file), and the following was noted:

- This Diversity, Equity and Inclusion plan (DEI) has gone through an immense amount of work and feedback.
- The District of Saanich has met the legislative requirements under the *Accessible B.C. Act* which are to, create an accessibility committee, build an accessibility plan and provide a mechanism for feedback by September 1, 2023.
- On September 1, 2023, the draft plan was published on the Saanich website. Feedback from the community was incorporated into the final plan.
- The final plan was adopted by Council on December 11, 2023.
- The feedback and work that was provided by the Accessibility and Diversity, Equity and Inclusion (ADEI) committee in 2023 was appreciated.

- The full framework and the DEI plan are available on the Saanich website.
- The email that was created for feedback is still monitored. These comments could be shared with the committee regularly.
- The consultant, Melissa Lyon, was a huge asset and thanks are given. She will continue to offer support.
- All departments within Saanich are involved and play a crucial part in the execution of the DEI plan.
- 64 items are on the progress tracking document. Cost factors and funding will go through the budget process. Grants have been received for staff training.

The committee made the following comments:

- Accessibility reports will be provided for each quarter allowing for three during this committee's term.
- This plan will help future immigrants to feel part of the community. A change is noticeable and appreciated.
- A value-at-risk calculation could be a useful tool.
- Engaging other communities in BC could be an avenue to share progress and offer observations.

ADJOURNMENT

On a motion from S. Herman the meeting adjourned at 6:11 p.m.

NEXT MEETING

The next meeting is scheduled for Wednesday February 7, 2024, at 5:00 p.m.

Mena Westhaver, Chair

I hereby certify these Minutes are accurate.

Angela Hawkshaw, Committee Secretary