

AGENDA

ACCESSIBILITY AND DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE

To be held at Saanich Municipal Hall
~~Committee Room 2~~ and via MS Teams
Wednesday February 5, 2025 at 5:00 PM

REVISED AGENDA
- The meeting will
now only take place
via Microsoft Teams

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.

A. ADOPTION OF MINUTES

1. JANUARY 8, 2025

B. COMMITTEE BUSINESS ITEMS

1. CHAIR'S REMARKS

2. TERMS OF REFERENCE DISCUSSION

- Councillor Phelps Bondaroff

3. DIVERSITY, EQUITY AND INCLUSION AND SPECIAL EVENTS UPDATE

- Dale Samsonoff, Manager of Human Resources
- Mais Hajaj, HR Consultant – Accessibility, Diversity, Equity and Inclusion

4. ACTION LIST

- Councillor Phelps Bondaroff

C. ADJOURNMENT

Next Meeting: March 05, 2025, at 5:00 PM

In order to ensure a 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

Held at Saanich Municipal Hall, Council Chambers and via MS Teams

770 Vernon Avenue

January 08, 2025, at 5:02 PM

ROLL CALL

In Attendance: Councillor Teale Phelps Bondaroff, Sean Dhillon, Susan Mader, Swapna Mazumder, Caroline Quan and Rishi Sharma

Regrets: Manjit Bains, Laurie-Anne Keith, Sierra Irving and Tony Kiyak

Staff: Carroll Porter, Senior Manager, Human Resources; Dale Samsonoff, Manager, Planning and Programs; Rebecca Newlove, Manager of Sustainability; Mais Hajaj, HR Consultant
- Accessibility, Diversity, Equity and Inclusion; Angela Hawkshaw, Committee Clerk

ADOPTION OF MINUTES

November 6, 2024

MOVED by S. Mader and Seconded by R. Sharma: "That the Minutes of the Accessibility and Diversity, Equity and Inclusion Advisory Committee meeting held November 6, 2024, be adopted as circulated."

RESULT: Carried 6 TO 0

IN FAVOUR: Mader, Mazumder, Quan, Phelps Bondaroff, Dhillon, Sharma

OPPOSED: None

COMMITTEE BUSINESS ITEMS

CHAIRS REMARKS

The Chair welcomed the members and the following was noted:

- Members are encouraged to meet informally with the Chair to discuss various topics and potential future agenda items.

WELCOME AND ICE BREAKER

The Chair facilitated an icebreaker activity, that allowed members to share.

ACTION LIST ORIENTATION

The Chair shared an action item list he had prepared, and the following was noted:

- Members are encouraged to share ideas focused on enhancing the community's diversity and accessibility.

CLIMATE PLAN UPDATE - ENGAGEMENT PLAN

The Manager of Sustainability provided an update on the Engagement Plan for the Climate Plan. (PowerPoint on file). The following was noted in response to questions and during committee discussion:

- Researchers from the University of British Columbia's Research on Active Transportation (REACT) Lab conducted a survey of participants in an e-bike incentive program offered by the District of Saanich. This data is especially relevant when viewed through an accessibility and equity lens.
- Positive feedback has been received from specific projects, such as the School Travel Plan at Tillicum Elementary School, which included a focus on tree planting and shade design.
- A concern was raised regarding the impact of increased wildfires and heat dome events on the fish and wildlife population.
- Some community groups are impacted more than others by extreme heat. For example, apartment residents, which may lack funding for upgrades, are suffering, whereas single-family homeowners with the financial means can install heat pumps.
- The word "disproportionately" could be updated to a term that better reflects the broader impact without narrowing the scope.
- Various financing programs are offered to encourage building upgrades aimed at improving environmental sustainability. The revised *Building Code* for new construction integrates these environmental considerations into the process.
- It was suggested that the list of people and groups consulted could be expanded. Ample time for advertising these engagements is crucial. Reaching different people with various disabilities is achieved through methods such as riding buses, sitting in waiting rooms and on the Saanich website. Offering outreach at different times of the day also helps accommodate work schedules and other commitments.
- One Planet Saanich is actively engaged with many schools in School District 61. There is potential to broaden this list.
- It was noted that improving accessibility at 10 Mile Point, including the addition of bus services and bike lanes, could be considered.

The Sustainability Manager left the meeting at 6:46 PM.

ADJOURNMENT

On a motion from R. Sharma the meeting adjourned at 6:51 p.m.

CHAIR

I hereby certify these Minutes are accurate.

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.