

# **AGENDA**

## **ACCESSIBILITY AND DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE**

To be held at Saanich Municipal Hall  
Committee Room 2 and via MS Teams  
Wednesday June 04, 2025 at 5:00 PM

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*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. May 7, 2025

### **B. COMMITTEE BUSINESS ITEMS**

#### **1. CHAIR'S REMARKS**

#### **2. ADDRESSES AND THE UNHOUSED POPULATION**

- Sean Dhillon, Committee Member

#### **3. ACTION LIST PRIORITIZATION**

- Councillor Phelps Bondaroff

#### **4. SUMMER WORKING GROUPS**

- Councillor Phelps Bondaroff

### **C. ADJOURNMENT**

Next Meeting: September 03, 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](mailto: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  
May 07, 2025 at 5:00 PM

**ROLL CALL**

**In Attendance:** Councillor Phelps Bondaroff, Manjit Bains, Sierra Irving, Laurie-Anne Keith, Susan Mader, Swapna Mazumder, and Caroline Quan  
**Regrets:** Sean Dhillon, Tony Kiyak, and Rishi Sharma  
**Staff:** Dale Samsonoff, HR Manager, Planning and Programs; Mais Hajaj, HR Consultant - Accessibility, Diversity, Equity and Inclusion and Angela Hawkshaw, Committee Clerk

**ADOPTION OF MINUTES**

**MOVED by M. Bains and Seconded by L. Keith:** “That the Minutes of the Accessibility and Diversity, Equity and Inclusion Advisory Committee meeting held April 2, 2025, be adopted as circulated.”

**RESULT: Carried 7 TO 0**

**IN FAVOUR:** Bains, Keith, Mader, Mazumder, Quan, Irving, Phelps Bondaroff

**OPPOSED:** None

**ABSENT:** Dhillon, Kiyak and Sharma

**CHAIR’S REMARKS**

The Chair presented a draft of the Diversity, Equity and Inclusion Statement (on file) to the Committee, which resulted in the following motion:

**MOVED by S. Mader and Seconded by S. Mazumder:** “That the Accessibility and Diversity, Equity and Inclusion Advisory Committee recommend that Council endorse and release the following statement and that it be called:

**Reaffirming our commitment to the values we hold dear in Saanich**

Every Saanich Council and committee meeting opens with the District’s territorial acknowledgement: “We acknowledge that the District of Saanich lies within the territories of the lək̓ʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱ JOL̓ƏLP (Tsartlip), BO̓KÉCEN (Pauquachin), STÁUTW (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.” And the District’s diversity statement: “Saanich is committed to celebrating the rich diversity of people in our community and 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.” As efforts to erode equity and inclusion gain traction in other parts of the world, now is the time to affirm the District’s ongoing commitment to these words and to the values that underpin them. We have a duty to ensure our policies, programs, and public spaces reflect our shared values of respect, dignity, and opportunity for all.

Our ongoing work in accessibility, diversity, equity, and inclusion (ADEI) is not about compliance or optics. ADEI is about building a community where everyone has the chance to succeed without barriers, whether physical, systemic, or attitudinal. Accessibility ensures people of all abilities can navigate and participate in public life without obstacles. Diversity enriches our community, bringing new ideas, perspectives, and cultural vibrancy. Equity ensures that resources and opportunities are distributed fairly, addressing historical and systemic injustices. Inclusion

**fosters a sense of belonging, empowering every individual to contribute to, and benefit from, the community's collective growth.**

**It's vital we continue to invest in programs that break down barriers, amplify marginalized voices, and create meaningful opportunities for all — modeling the kind of governance that prioritizes equity, reconciliation, and the well-being of every Saanich resident.**

**ADEI work is never truly complete. It requires ongoing efforts, uncomfortable conversations, reflection, and action. It demands courage and perseverance in the face of ignorance, bigotry, and hate. This work is not only necessary, it's transformative. Let's continue to build a Saanich that is accessible, diverse, equitable and inclusive - a source of inspiration and hope for everyone.**

## **DRAFT TRAFFIC CALMING POLICY**

The Senior Transportation Planner gave a presentation on the Draft Traffic Calming Policy (PowerPoint on file). The following was noted in response to questions and during committee discussion:

- A master list of potential traffic calming projects, prioritized based on factors such as location in an equity-deserving area, gaps in active transportation infrastructure, and recent serious or fatal crashes, is under consideration. Projects may include Residential Roads, Neighbourhood Boulevards, and Special Area Projects that pass preliminary screening.
- Speed reduction measures have been implemented following the Canadian Guide for Traffic Calming Measures.
- Curb extensions are installed to shorten crossing distances and improve safety for wheelchair users.
- Ongoing monitoring is being conducted to track where traffic has shifted after changes were made.
- Success is measured by traffic volumes, speeds, and collision rates on roads where interventions, like speed reductions, have been implemented.
- Providing illustrative examples on the Saanich website or other platforms helps the public understand how projects meet the criteria and improves communication.
- Vulnerable populations, including youth, schools, and recreation centres, are a key focus.
- Various data collection methods are used, including speed reader boards and sona tubes.
- In Saanich, residents can initiate traffic calming measures through the Local Area Service (LAS) program, allowing property owners to request infrastructure improvements like sidewalks, curbs, and street lighting.

The Strategic Projects Manager and the Senior Transportation Planner exited the meeting at 6:20 p.m.

## **DRAFT UBCM RESOLUTION ON ACCESSIBLE HOUSING BACKGROUNDER REVIEW**

The Chair provided the committee with a Draft UBCM Resolution on Accessible Housing Backgrounder Review. The following was noted in response to questions and during committee discussion:

- Members are encouraged to share their ideas regarding the wording of the draft.

**MOVED by S. Mader and Seconded by M. Bains: “That the Accessibility and Diversity, Equity and Inclusion Advisory Committee recommend that the UBCM Resolution on Accessible Housing be titled “Making BC Buildings More Accessible”.**

**RESULT: Carried 7 to 0**

**IN FAVOUR:** Bains, Irving, Keith, Mader, Mazumber, Phelps Bondaroff, Quan

**OPPOSED:** None

**ABSENT:** Dhillon, Kiyak, Sharma

## ACTION LIST DISCUSSION

The Committee discussed the Action List, and the following was noted during committee discussion:

- Saanich could explore the use of sunflower lanyards to identify individuals with hidden disabilities, fostering inclusivity and raising awareness through education and training for staff and the community.
- Occupational Health and Safety could present on ways Saanich venues and staff could increase awareness of scent-free policies across the organization.
- Ideas are needed to help foster intergenerational connectivity across the region.

## ADJOURNMENT

**MOVED by M. Bains and Seconded by C. Quan: “That the meeting be adjourned.”**

**RESULT: Carried 7 TO 0**

**IN FAVOUR:** Bains, Keith, Mader, Mazumder, Quan, Irving, Phelps Bondaroff

**OPPOSED:** None

**ABSENT:** Dhillon, Kiyak, Sharma

The meeting adjourned at 6:49 p.m.

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CHAIR

I hereby certify these Minutes are accurate.

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COMMITTEE CLERK

Actions/Themes	Description	Questions to Consider & Proposed Actions	Priority
Youth Engagement	<p>Explore ways of involving young people in District affairs.</p> <p>Saanich has spots earmarked for youth reps on each of their advisory committees however these often go unfilled.</p> <p>Ways we can increase youth engagement include:</p> <p>Committee Recruitment – Explore how Saanich currently reaches out to schools, colleges, universities and other youth groups to recruit young people to serve on committees and explore ways of doing more engagement.</p> <p>Youth Rep – Some municipalities have a designated youth rep on Council.</p> <p>Youth Advisory Committee – The City of Victoria has a Youth Council, this could serve as a lower barrier way to engage with a number of young people who can provide input to Council on a wide range of issues.</p> <p>Course Credit – Work with UVic and other regional post-secondary institutions to arrange for course credit or something similar for students who join and participate in Saanich advisory committees.</p>	<p>Q: Should we be focusing on additional groups (young adults, etc.)</p> <p>Q: Does Saanich have a Youth Engagement Strategy?</p>	Medium
Youth Strategy	A mirror of the Older Adult Strategy, but focused on Youth.	Q: Should CC call on staff, through Council, to develop a youth strategy?	Medium
Family Doctors	<p>Explore ways for Saanich to encourage, incent and facilitate more family doctors within the municipality, and support existing doctors and medical professionals to help their practices flourish and serve as many Saanich residents as possible.</p> <p>Discussion should begin with an exploration of what type of direction does the CC want to give Council. We can make a broad recommendation, like requesting that Council direct staff to investigate and report back on measures the District can adopt to increase the number of family doctors in the community, or we could request that Council direct staff to explore specific measures, such as:</p> <p>Granting Permissive Tax Exemptions for Doctors Offices and Clinics.</p> <p>Use Community Amenity Contributions (CACs) to incent developers to build more clinic spaces in mixed use developments.</p> <p>Surveying existing Saanich properties to identify any that could serve as a clinic.</p> <p>Building/converting one or more properties into clinics, using a similar model adopted by Colwood.</p>	No CC action required at this time. Councillor Phelps Bondaroff has a citizens group (external) working on this initiative.	Low
Preventative Health Support	Explore ways the District can support preventative health.	Staff to ask the Parks and Recreation Department to make a presentation to the CC on programs related to preventative health including: program design/development, delivery, communications, evaluation and responsiveness.	Medium
Speaker: Chief Accessibility Officer	To brief the committee on the ongoing work being done in the country and the work of translating federal legislation to the municipal level.	Councillor Phelps Bondaroff to table this at future CC meeting.	Low
External-facing initiatives within Community Services Division	To facilitate understanding of external-facing initiatives within Community Services Division	Staff to ask Community Services Division to make a presentaion to the CC.	Low
Flag and Recognition Policy	Review Saanich's flag and recognition policies.	Staff to speak with Communications and Legislative Services about current protocols and return to CC.	Low
Reproductive Justice	Providing condoms in Saanich rec centres.	<p>Q: should the District provide free condoms at recreation centres?</p> <p>Councillor Phelps Bondaroff to discuss current practice with Recreation Senior Manager.</p>	Low
Menstrual Equity	Explore opportunities to enhance Saanich's free menstrual product policy.	<p>Q: Should Saanich provide reusable products at key rec facilities (menstrual cups and cloth pads)?</p> <p>Councillor Phelps Bondaroff to discuss current practice with Recreation Senior Manager.</p>	Low
Accessibility and Active Transportation	How is Accessibility applied/incorporated within the District's Active Transportation Plan?	<p>Review the existing accessibility measure's within the District's Active Transportation Plan including trails and roads, sidewalks.</p> <p>Engineering presented on this topic in March 2024.</p> <p>Invite Engineering to return and provide an update in 2026.</p>	Medium
Scooters and Mobilty Devices in Bike Lanes - Pilot Update	The District is participating in a regional pilot exploring kick scooters in bike lanes. This pilot runs to April 2028.	Conduct a mid-way check in as data becomes available (anticipated 2028).	Low
Festival Review	Saanich leads and/or participates in a number of local festivals and events. Review how ADEI is being incorporated.	<p>Q: What festivals are happening in the Summer and what is being done to support ADEI?</p> <p>Staff to invite Sara Faria from PRCS to a CC meeting in the Fall 2025.</p>	Medium
Sensory-specific programming and facilities	Ensure that Saanich programs and facilities support those with different sensory needs.	<p>Q: How are wayfinding, advertising and purchasing for/within existing facilities informed by sensory programming needs?</p> <p>Community Services (Loryn Anderson) presented on this topic to the CC in November 2024.</p> <p>Staff to invite Loryn and Santael to a future meeting to provide an update on sensory art and swim lessons.</p>	Medium

Mailing address support for the unhoused.	Those experiencing homelessness often struggle to maintain a fixed address. Some municipalities have helped to address this situation by creating free or low-cost postal boxes for those in need.	Q: Should Saanich offer free or low-cost postal boxes for those in need?  This was discussed with the CC in May 2024 as part of the Cold Weather Protocol discussion.  CC to hear a presentation from a member on June 4, 2025.	High
Invisible Disabilities	Explore the ways in which the District is helping support people with invisible disabilities and investigate ways these measures can be improved. (Sunflower lanyards, wayfinding, websites)	Q: Should Saanich provide sunflower lanyards, and how can we improve wayfinding and support information?  Councillor Phelps Bondaroff to conduct research and discuss idea with Community Services Senior Manager in July.	High
Accessibility and Town Halls	Saanich is offering Town Hall meetings as part of its broader public engagement plan.	Explore the existing practices around town halls from an accessibility lens including factors such as sound, temperature, space and seating.  Staff to request current protocols from Communications and Legislative Services and then return to CC at a future date (early 2026).	Low
Accessibility Guidelines	Review of accessibility guidelines for meetings and events (virtual, in-person, indoor, outdoor); documents (word, pdf, ppt, etc.); and social media usage.	Guidelines are underdevelopment and will be presented to the CC in September by Staff.	Medium
Different Cognitive Abilities	Exploring ways of ensuring folks with diverse cognitive abilities are represented, heard, and included with a specific focus on youth programming and facilities.	Q: What measures are being adopted to reduce barriers for people with complex needs at our recreation centres? What are we currently doing? What can we do better?  Staff to invite Recreation Division to present at a future CC in early 2026.	Low
Scent Free Policies at Saanich Facilities	Some people are adversely affected by fragrances. Today, many workplaces are adopting a scent-free environment policy.	Q: What policies does Saanich currently have? Are they adequate?  Staff to invite Occupational Health & Safety and Recreation Divisions to present current practice to CC in Fall 25 or Winter 26.	High
Parking Policy	Ensure Saanich's parking bylaw review supports accessibility.	Staff will bring forward for the CC review and input when required.	Low
Hiring a Social Planner	A social planner in a municipality analyzes community needs and develops policies, programs, and services to enhance social well-being and equity. They collaborate with government agencies, nonprofits, and residents to address issues such as housing, accessibility, public health, and social inclusion. Their work ensures that municipal planning considers the diverse needs of all citizens, promoting a more livable and inclusive community.  Saanich does not currently employ a social planner, and as a result, the work of the social planner is falling to other staff. For example, Council recently asked staff to explore increasing the number of shelter beds in the District, and this work has fallen to staff to do in addition to their current workplans. Having a dedicated staff position would allow us to hire someone specialized in this field, with time allocated specifically to social planning.	CC to call on Council to support hiring a social planner for the District.  Councillor Phelps Bondaroff working on this and will bring this back to the CC.	Medium
District Equity Office	The District is in the early stages of developing an Equity Office.	Staff to connect with the Director of Corporate Services to determine the timing of a presentation for the CC.	Low
Review Saanich's Commemoration and Celebration Calendar	Review the list of cultural events and recognitions to promote inclusion.	Q: How does the District determine which 'days' to celebrate/honor, including communications and displays? (internal and external).	Medium
Accessibility in Parks	Explore accessibility in our parks. Recognizing that this also intersects with the work and Terms of Reference for the Natural Areas, Parks and Trails Advisory Committee.	Liaise with Parks when issues arise.	Low
Intergenerational Connectivity	Look for opportunities to foster and support intergenerational connectivity within the District through greater application of mixed-use spaces.	Q: Can this idea be incorporated into the Older Adult Strategy?  Q: How can Saanich influence/incentivize the building of spaces in this manner?  HOLD pending Staff review of Youth/Older Adult Strategy timelines.	Low
CRD Trail Widening	CRD is upgrading key sections of the Galloping Goose and Lochside Regional Trails to match growing demand.  <a href="https://www.crd.ca/projects/current-projects-initiatives/regional-trestles-renewal-trails-widening-and-lighting-project">https://www.crd.ca/projects/current-projects-initiatives/regional-trestles-renewal-trails-widening-and-lighting-project</a>	Get an update on CRD trail widening and how this may impact accessibility.  Staff to investigate potential timing for an update at CC (note: this project is currently on hold pending BC Hydro cable replacement).	Low
Conflict Resolution Resources for Neighbours	Conflicts can sometimes occur between neighbours and often if left unchecked, these can fester and worsen over time. Saanich could assemble some helpful resources for people to direct them to conflict resolution and mediation tools to help resolve conflicts and prevent them from escalating.	This item is beyond the scope of the CC.  Councillor Phelps Bondaroff to take this offline.	Low
Expanding DEI Training to Community Associations etc.	The idea is to curate training for Community Groups/Associations to support ADEI more broadly.	Q: Is there a list of Community Associations that Saanich funds?  CC to ask for Council support (budget) to run several ADEI workshops annually.	Medium
Transit	BC Transit <i>Victoria Future Plan + Engineering Active Transportation Plan</i> include elements related to bust stops and accessibility.	Engineering (Troy) provided an overview of the Active Transportation Plan as it relates to bus stops specifically in 2024. An field trip was also conducted at a new stop on Gorge Road.  Staff to request that Engineering provide an update at a future CC meeting.	Medium