

**MINUTES**  
**LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER COMMITTEE**  
**(Sub-committee of Healthy Saanich Advisory Committee)**  
Saanich Municipal Hall, Committee Room #2  
**September 1, 2016 at 6:30 p.m.**

Present: Chair: Councillor Colin Plant

Members: Ryan Clayton, Stacey Piercey, Cynthia Reid, James Gardner, Sharon Doty, Marcy Cook, Matthew Heinz

Staff: Jo MacDonald, Manager, Human Resources; Elizabeth van den Hengel, Committee Clerk.

Absent: Harvey Howse, Aaron Devor

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**MINUTES**

**MOVED by R. Clayton and seconded by M. Heinz, “That the minutes of the Lesbian, Gay, Bisexual, Transgender and Queer Committee meeting held May 4, 2016 be adopted.”**  
**CARRIED**

**SAANICH HUMAN RESOURCES: HIRING**

The Manager of Human Resources presented information on the new computer program for collection of employee information. Committee discussion occurred and the following was noted:

- In the gender field Saanich can list multiple choice options.
- Passports allow for gender neutral response.
- The new Saanich software will not allow the gender field to be left blank. This is a requirement for the payroll function.
- Coding for the gender field could include “X” for skip, “T” for transgender.
- The corporation that developed the software could be asked on how they propose to fix this issue of gender identification.
- A query as to why recording of gender data should be a requirement for payroll was raised.
- The Director of Human Resources will report back to the LGBTQ Committee information on the programs used at other municipalities.
- Employee satisfaction surveys to assist with determining gender distributions within Saanich employees would have to be carefully considered due to privacy concerns.

The Committee thanked the speaker for the information.

**NEEDS ASSESSMENT**

Committee member M. Heinz, gave an overview of the data collected from the Needs Assessment. The response rate was low so the results are not statistically significant. The survey results were reviewed by the Committee. M. Heinz will produce a textual analysis of the open-ended comments for review at the October LGBTQ Committee meeting, and an updated final summary of the survey for possible circulation to the HSAC and Council. The Chair and the Committee thanked M. Heinz for all the work in creating and analyzing the Needs Assessment.

**PLANNING FOR THE REMAINDER OF THE 2016 LGBTQ COMMITTEE MEETINGS**

The Chair and the Committee discussed the topics for the remainder of the 2016 meeting dates, and the following was noted:

- Committee members would like to have the LGBTQ Committee continue for 2017.
- An effort should be made to increase the diversity on the Committee.
- Remaining under the HSAC umbrella would be acceptable for 2017.
- A summary report will be drafted for discussion at an upcoming Committee meeting.

**ADJOURNMENT**

The meeting adjourned at 8:05 pm.

**NEXT MEETING**

The next meeting is scheduled for October 6, 2016.

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Chair

I hereby certify these minutes are accurate.

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Committee Secretary