

Minutes of the Saanich Peninsula Accessibility Advisory Committee
District North Saanich - 1620 Mills Road
Thursday, August 25, 2022 at 10:00 a.m.

PRESENT:

D. Willows
C. Froom
V. Pettinger
D. Simon
L. York
L. Brewster
Councillor T. O'Keeffe
(Sidney)
Councillor H. Gartshore
(North Saanich)
Councillor G. Newton
(Central Saanich) (online)

ABSENT:

D. Ryder
J. Van Es
A. Ferguson (Staff Liaison,
North Saanich)

ATTENDING:

R. Dumas (Corporate
Officer)
R. Roy (Staff Liaison,
Sidney)
A. Overend (Staff Liaison,
Central Saanich) (online)
N. Johnston (Recording
Secretary)

1 CALL TO ORDER

The Chair called the meeting to order at 10:04 a.m.

2 FIRST NATIONS TERRITORY ACKNOWLEDGEMENT

The Chair acknowledged that the meeting is being held on the traditional lands of the W̱SÁNEĆ people and thanked our local indigenous community members for sharing these beautiful places to live, work, and play.

3 INTRODUCTION OF LATE ITEMS

MOVED BY: Councillor Gartshore

SECONDED BY: Councillor O'Keeffe

- 5- SPAAC That the following late item be added to the Saanich Peninsula Accessibility Advisory Committee agenda for Thursday, August 25, 2022:
Add to:
-

Item No. 9(d) - REFERRALS - Expression of Interest for Technical Committee on Employment Accessibility and Accessible Service Directory

- Correspondence received August 22, 2022 from Councillor O'Keeffe regarding Committee interest in applying to serve on two new accessibility related Technical Committees at the Provincial level.

CARRIED UNANIMOUSLY

4 APPROVAL OF AGENDA

MOVED BY: Councillor Gartshore

SECONDED BY: Councillor O'Keeffe

6- SPAAC That the agenda for the Saanich Peninsula Accessibility Advisory Committee meeting on Thursday, August 25, 2022 be approved as amended with the inclusion of the late items and that the agenda be renumbered accordingly.

CARRIED UNANIMOUSLY

5 ADOPTION OF MINUTES

- a) Draft minutes of the Saanich Peninsula Accessibility Advisory Committee meeting held Thursday, June 23, 2022.

MOVED BY: L. York

SECONDED BY: C. Froom

7- SPAAC That the minutes of the Saanich Peninsula Accessibility Advisory Committee meeting held Thursday, June 23, 2022 be adopted as circulated.

CARRIED UNANIMOUSLY

6 STAFF LIAISON UPDATE

- a) North Saanich - Alicia Ferguson
Written update provided

R. Dumas, Corporate Officer attended on behalf of A. Ferguson, Staff Liaison, North Saanich. The Committee discussed the written update provided and noted the communication board installed in Colwood's park as a great initiative and their desire to see these in more places with greater attention to height limitations at the time on installation.

R. Dumas noted the upcoming Local General Election and informed the Committee that North Saanich is implementing the following accessible options:

- Accessible voting booth at a reduced height to provide a more user friendly experience.
- Family voting booth for those with children or those requiring some more space.
- Mail-in ballots to allow residents another option for casting their votes.

The Committee asked how someone could obtain assistance in the voting place if needed. R. Dumas explained that people may bring someone to help them, or the Chief Election Officer, Deputy Chief Election Officer, or Presiding Officer can assist them.

MOVED BY: Councillor Gartshore
SECONDED BY: C. Froom

- 8- SPAAC That the written report provided on the Thursday, August 25, 2022 agenda by A. Ferguson and the verbal update by R. Dumas, North Saanich, be received for information by the Saanich Peninsula Accessibility Advisory Committee.

CARRIED UNANIMOUSLY

b) Verbal Update - Central Saanich - Adam Overend

A. Overend, Central Saanich provided an update noting the following new crosswalks currently underway in the District:

- Two in front of Keating School and one at the intersection of Marchant Road & Wallace Drive.
- Starting construction of a multi-use pathway on Benvenuto Avenue.

The Committee asked if the pathway will be similar to one that currently exists on Stellys Cross Road that uses gravel and a protected curb. A. Overend confirmed that the pathway will be made of the same materials and will be two meters wide.

MOVED BY: V. Pettinger
SECONDED BY: C. Froom

- 9- SPAAC That the verbal report provided on Thursday, August 25, 2022 by A. Overend, Central Saanich, be received for information by the Saanich Peninsula Accessibility Advisory Committee.

CARRIED UNANIMOUSLY

c) Verbal Update - Sidney - Richard Roy

R. Roy, Town of Sidney provided an update and noted the following:

- Accessible washroom design underway and is going to tender in September/October with a completion date in Quarter 1.
- Parking study underway and timeline to appearing before Council as early 2023. Accessible spaces are being included in this study.
- The parking lot by the Cameo building was recently repaved and the spots were painted in accordance with the Town's parking bylaw.

The Committee asked about the number of accessible parking spots in Sidney versus the number of issued parking permits. The Committee noted these numbers are available through suppliers of the permits. The Committee also expressed an interest in assisting with the study from a lived experience point of view. Though a parking spot may be labelled "accessible" they are not always.

MOVED BY: L. Brewster
SECONDED BY: L. York

- 10- SPAAC That the verbal report provided on Thursday, August 25, 2022 by R. Roy, Town of Sidney, be received for information by the Saanich Peninsula Accessibility Advisory Committee.

CARRIED UNANIMOUSLY

7 **COUNCIL LIAISON UPDATE****a)** Verbal Update - North Saanich - Councillor Gartshore

Councillor Gartshore provided an update and noted that during the August 15, 2022 meeting of Council, staff were directed to draft the Official Community Plan (OCP) and bring it back in early 2023. There are still going to be numerous opportunities for public input and comments.

The Committee noted that Central Saanich and Sidney are also at various stages in the same process and expressed an interest in seeing the draft OCP when it is ready. They also commented that accessibility is a theme throughout the other two OCP's and would like to see North Saanich's follow suit.

MOVED BY: Councillor Gartshore

SECONDED BY: D. Simon

11- That the verbal report provided on Thursday, August 25, 2022 by Councillor Gartshore, North
SPAAC Saanich, be received for information by the Saanich Peninsula Accessibility Advisory Committee.

CARRIED UNANIMOUSLY

b) Verbal Update - Central Saanich - Councillor Newton

Councillor Newton provided an update including the following:

- Central Saanich Council has met twice since the last Saanich Peninsula Accessibility Advisory Committee meeting in June.
- OCP process is still underway and meetings for discussion and input are scheduled in Quarter four.
- The OCP will likely be dealt with after the upcoming election in October.
- Central Saanich is reviewing their process by which correspondence is received. This process has paused for the moment, but is a priority for staff and Council.
- Advance voting opportunities are going to take place on October 5th and October 12th.

MOVED BY: C. Froom

SECONDED BY: Councillor Gartshore

12- That the verbal report provided on Thursday, August 25, 2022 by Councillor Newton, Central
SPAAC Saanich, be received for information by the Saanich Peninsula Accessibility Advisory Committee

CARRIED UNANIMOUSLY

d) Verbal Update - Sidney - Councillor O'Keeffe

Councillor O'Keeffe provided an update and noted the following:

- OCP revision process has been completed and has many references to accessibility. The Town is looking forward to more development within the housing policies.
 - Sidney requires developers to provide 20% of their units as "adaptable housing" in multi-family buildings. Though these units are needed in the community, there is no mechanism or process in place to connect those who need an adaptable unit with these finished suites as they become available.
 - Recently attended a webinar hosted by an organization called "The Right Fit" that match people with a need for an adaptable living space with those who are building them. They are looking to expand their program on Vancouver Island and are interested in the CRD area.
 - Ministry of Social Development and Poverty Reduction is interested in coming to the Island on September 22, 2022 and there will be invitations coming to the municipalities.
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The Committee discussed “The Right Fit” initiative including a desire for adaptable units to be marketed in such a way that attracts more purchasers requiring accessible living.

R. Roy, Town of Sidney provided some insight into the adaptable units policy noting the following:

- Building plans and permits have the adaptable units identified and this information is retained by the Town.
- A detailed listing of these units is not readily available, though could be made by staff.

8 ROUNDTABLE UPDATES

The Chair opened the floor for members to provide comments and the following items were discussed:

- Thanks to Panorama Recreation Centre for their accessible washrooms and changerooms allowing everyone to participate and feel welcome in their facility.
 - Members attending meetings with the White Cane Club brought forward a need for a sidewalk down Mount Newton Cross Road in Central Saanich from the recently completed bus stop to the intersection of Wallace Drive and East Saanich Road. Councillor Newton noted that a multi-use path is on the radar for the Central Saanich Council and has been identified as a top priority.
 - Disappointment with local taxi companies was discussed as many people rely on taxi's and it can be quite difficult for folks who need a ride somewhere to get the assistance they need. Members noted that short rides are difficult and expressed safety concerns when being left without a ride.
 - Curbs are continually identified as an issue within the Peninsula communities.
 - A mechanism/process by which members of the public can report issues directly to the Committee. R. Dumas, Corporate Officer, North Saanich noted that the Council members on the Committee can put forward a Notice of Motion to their respective Councils to be discussed at an upcoming meeting. Council Liaison reports were listed as another means of sharing information with the rest of Council and as a starting point for directing staff to take action.
 - Panorama Recreation Centre has received an accessibility grant allowing for many improvements throughout the facility. Accessible toilets, sinks, and faucets will be installed as well as grab bars, automatic doors, and new signage. These amenities will be going in the rink and arena area and are to be completed in October 2022.
 - Greenglade Community Centre is also receiving some valuable upgrades. The play structure is going to be revised to allow for inclusive play.
 - Panorama Recreation Centre will be needing some input from the Committee regarding accessible upgrades needed to the arena and changerooms.
 - The process to bring forward items for the agenda. The Recording Secretary will do a call for agenda items prior to the agenda publishing and items can be sent in for review by the Chair prior to appearing on an agenda.
 - Disability Alliance of BC and the Province are potentially having a conference in November, and they are looking for input from those who have successfully set up an Accessibility Committee under the legislation.
 - Needs for accessible options are not something you can switch on and off. Accessible washrooms being out of service and options not being provided does not help folks who need different accommodations.
 - Outside Play Day in Nanaimo was well attended and there were many innovative pieces of equipment available for people to try out. A local business also provided a massage table as a changing table for those who need a safe space to change. Members noted this was a first-time experience for them and made the day of family fun even easier.
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9 REFERRALS**a) Accessibility Plan - Referred by Councillor O'Keeffe**

The Committee discussed the Accessible BC Act requirements to begin working towards a more inclusive community with the organization and implementation of an Accessibility Plan. The following was noted during the discussion:

- Interest in appointing a few members from the current Committee to begin researching and brainstorming ideas.
- Reading from other organizations plans as a possible starting point.
- Preference for a small group to come forward with a template that the Committee can review together as well as form the base of an Accessibility Plan.
- Circulating the draft plan between the Committee & Council, as well as staff and receiving input from the public.

Councillor Gartshore left the meeting at 11:17 a.m. and returned at 11:18 a.m.

MOVED BY: Councillor O'Keeffe

SECONDED BY: D. Willows

14- That a subcommittee of three members of the Saanich Peninsula Accessibility Advisory
SPAAC Committee be struck consisting of Councillor O'Keeffe, L. York, and D. Willows to investigate
potential content and format for an accessibility plan.

CARRIED

OPPOSED: Councillor Newton

b) Feedback Mechanisms - Referred by Councillor O'Keeffe

The Committee discussed feedback mechanisms for members of the public to report and identify issues within the community. The following was noted during the discussion:

- Being a tri-municipal committee presents a challenge for the public and members to get concerns addressed in a timely manner.
- Elected officials make a good first point of contact for the public and staff can assist by getting correspondence on a Council agenda or handed over to a department for information and follow up.
- Committee would like to see information only copies of the accessibility requests, complaints and issues identified by the public.

D. Simon left the meeting at 11:42 a.m.

L. Brewster left the meeting at 11:47 a.m.

MOVED BY: Councillor O'Keeffe

SECONDED BY: D. Willows

15- That the Saanich Peninsula Accessibility Advisory Committee recommends that each municipality
SPAAC (Central Saanich, Sidney and North Saanich) have a process in place to let individuals know how
to direct concerns about accessibility issues in their community

CARRIED UNANIMOUSLY

The Committee noted that online forms are difficult for many people to interact with and a preference is for municipalities to provide an email address for people to address concerns.

MOVED BY: Councillor Gartshore

SECONDED BY: Councillor Newton

- 16- SPAAC That the discussion relating to the implementation of a feedback mechanism for residents to provide feedback on accessibility issues be referred to the September 22, 2022 meeting of the Saanich Peninsula Accessibility Advisory Committee.

CARRIED UNANIMOUSLY

c) Accessible Parking Awareness Month - November - Referred by Councillor O'Keeffe

MOVED BY: Councillor O'Keeffe

SECONDED BY: Councillor Gartshore

- 17- SPAAC That a subcommittee of the Saanich Peninsula Accessibility Advisory Committee review the resources from SPARC BC and return with recommendations to acknowledge Accessible Parking Awareness Month.

WITHDRAWN

The Committee noted that the Councils of each municipality could direct staff to prepare social media to acknowledge Accessible Parking Awareness Month.

10 REFERENCE MATERIALS

a) Saanich Peninsula Accessibility Advisory Committee Meeting Calendar

Meeting dates are as follows:

- Thursday, August 25, 2022;
- Thursday, September 22, 2022; and,
- Thursday, November 24, 2022.

MOVED BY: Councillor Gartshore

SECONDED BY: Councillor O'Keeffe

- 18- SPAAC That the Saanich Peninsula Accessibility Advisory Committee Meeting Calendar for 2022 be received for information.

CARRIED UNANIMOUSLY

Councillor Newton left the meeting at 12:04 p.m.

b) Accessibility and Inclusion Toolkit - Province of BC

The Committee expressed appreciation for the toolkit and differentiations made between inclusivity and accessibility. The Committee also noted that the City of Richmond has an in-depth toolkit available on their website digitally.

MOVED BY: Councillor O'Keeffe
SECONDED BY: C. Froom

- 19- SPAAC That the Accessibility and Inclusion Toolkit authored by the Province of British Columbia be received for information by the Saanich Peninsula Accessibility Advisory Committee.
CARRIED UNANIMOUSLY

9 REFERRALS CONTINUED

- d) Expression of Interest for Technical Committee on Employment Accessibility and Accessible Service Directory**

The Committee noted that the Late Item No. 9(d) Expression of Interest for Technical Committee on Employment Accessibility and Accessible Service Directory was missed earlier in the meeting. Members were encouraged to participate if they are interested.

MOVED BY: Councillor O'Keeffe
SECONDED BY: Councillor Gartshore

- 20- SPAAC That the Expression of Interest for Technical Committee on Employment Accessibility and Accessible Service Directory be received for information by the Saanich Peninsula Accessibility Advisory Committee.
CARRIED UNANIMOUSLY

11 CORRESPONDENCE

- a)** Correspondence received July 30, 2022 from M. Essery of the Intermunicipal Advisory Committee on Disability Issues regarding access improvements needed.

The Committee noted a need for correspondence to be addressed appropriately so they may know when an organization is writing to the Committee as opposed to an individual.

MOVED BY: Councillor Gartshore
SECONDED BY: D. Willows

- 21- SPAAC That the letter from M. Essery of the Intermunicipal Advisory Committee on Disability Issues be received by the Saanich Peninsula Accessibility Advisory Committee for information.
CARRIED UNANIMOUSLY

12 ADJOURNMENT

- a)** Next Meeting: Thursday, September 22, 2022 at 10:00 a.m.

MOVED BY: Councillor Gartshore
SECONDED BY: C. Froom

- 22- SPAAC That the Saanich Peninsula Accessibility Advisory Committee meeting for Thursday, August 25, 2022 adjourn at 12:17 p.m.
CARRIED UNANIMOUSLY
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CERTIFIED CORRECT

APPROVED & CONFIRMED

Rachel Dumas, Corporate Officer
North Saanich

D. Willows, Chair
