

**Minutes of the Saanich Peninsula Accessibility Advisory Committee**  
**District North Saanich - 1620 Mills Road**  
**Thursday, June 23, 2022 at 10:00 p.m.**

**PRESENT:**

D. Willows (Chair)  
C. Froom (Vice Chair)  
D. Ryder  
L. Brewster  
J. Van Es  
V. Pettinger  
L. York (online)  
D. Simon (online)  
Councillor Gartshore  
Councillor Newton  
Councillor O'Keeffe

**ATTENDING:**

R. Dumas (Corporate Officer)  
A. Ferguson (Deputy Corporate Officer)  
P. Martin (Deputy Corporate Officer)  
C. Newcomb (Senior Manager, Long Range Planning)  
Y. Sylvestre (Manager of Infrastructure)  
A. Overend (Senior Engineering Tech)  
N. Quinn (Administrative Assistant)  
N. Johnston (Recording Secretary)

**1      CALL TO ORDER**

R. Dumas, Corporate Officer called the meeting to order at 10:03 a.m.

The Corporate Officer welcomed members to the inaugural meeting of the Saanich Peninsula Accessibility Advisory Committee. Members introduced themselves including the municipality they represent or local organization (if applicable).

**2      OTHER BUSINESS**

**a)**              Election of the Chair and Vice-Chair (*Corporate Officer*)

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The Corporate Officer called for nominations from the floor. David Willows was nominated for the position of Chair. The Corporate Officer called for further nominations for the floor and there were none. The Corporate Officer declared David Willows Chair of the Saanich Peninsula Accessibility Advisory Committee.

The Corporate Officer called for nominations from the floor. Charlene Froom was nominated for the position of Vice Chair. The Corporate Officer called for further nominations for the floor and there were none. The Corporate Officer declared Charlene Froom Vice Chair of the Saanich Peninsula Accessibility Advisory Committee.

David Willows assumed the role of Chair of the Saanich Peninsula Accessibility Advisory Committee.

**b)** Commission/Committee Orientation (*for reference only*)

The Corporate Officer noted that the Committee will have the opportunity to participate in the next Committee/Commission Orientation in early 2023 as the session provides some helpful context.

**c)** Accessible B.C. Act (*for reference only*)

The Committee noted that the Accessibility Committee is provincially legislated rather than by municipal bylaw.

**d)** Terms of Reference (*for reference only*)

Terms of reference for the Committee will be listed on each of the municipality's websites (North Saanich, Central Saanich, Sidney).

Members asked for an update regarding the involvement of local First Nations communities as stipulated by the Terms of Reference. The Corporate Officer noted the following:

- Staff at North Saanich hand delivered letters to the four indigenous communities inviting them to join the Committee and share their experience and expertise.
- Sent the same letter via email
- Followed up at a later date via email
- To date, we have not heard any response from the communities. Efforts will continue to be made.

**e)** Membership List (*for reference only*)

### **3** INTRODUCTION OF LATE ITEMS

**a)** Establishment of a Meeting Schedule

As per the Terms of Reference, the Saanich Peninsula Accessibility Advisory Committee is to meet six times a year, or at the Call of the Chair. For ease, members and staff wished to agree on a schedule. This item will be noted under "8(a) Other Business."

**b)** Reducing Paper - Agendas

The Corporate Officer informed members that North Saanich is working hard to reduce the volume of paper used to produce agenda packages. The use of electronic devices was encouraged. If members would like full paper, they need to let staff know by emailing [commissions@northsaanich.ca](mailto:commissions@northsaanich.ca). Otherwise, it will be assumed that the cover pages are sufficient for the meeting. This item will be noted under "8(b) Other Business."

**c)** Roundtable Discussion - Agenda Template Amendment

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Members wished to amend the agenda template to include a "roundtable discussion" allowing updates from all committee members including the local organization representatives. This was added to the agenda as item "10 Roundtable."

#### **4 APPROVAL OF AGENDA**

MOVED BY: Councillor Gartshore

SECONDED BY: C. Froom

- 1- SPAAC That the Saanich Peninsula Accessibility Advisory Committee agenda for Thursday, June 23, 2022 be adopted as amended with the inclusion of late items and further remembered accordingly.

CARRIED UNANIMOUSLY

#### **5 STAFF LIAISON UPDATE**

##### **a) District of North Saanich - Verbal Update**

Staff Liaison, A. Ferguson (North Saanich) provided the following update:

- Recently attended a LGMA (Local Government Management Association) workshop regarding accessibility options at the upcoming elections. Mail ballots and curbside voting were highlighted as were many other ideas municipalities could choose to implement.

Members inquired as to whether all municipalities on the Peninsula had attended the LGMA Workshop. North Saanich and Central Saanich did, but Sidney's participation could not be confirmed. The Committee asked to see some of the key takeaways and ideas an upcoming meeting.

##### **b) District of Central Saanich - Verbal Update**

P. Martin, Deputy Corporate Officer (Central Saanich) provided the following update:

- Noted that Adam Overend was the Staff Liaison.
- Central Saanich Police have inquired about joining the Committee rather than establishing another Accessibility Committee on the Peninsula.

Members briefly discussed the Police joining the Committee noted it would require an amendment to the Terms of Reference. Members agreed to leave this topic until there is more information, or a formal request has been made.

##### **c) Town of Sidney - Verbal Update**

Corey Newcomb, Senior Manager, Long Range Planning (Sidney) provided the following update:

- Richard Roy is the Staff Liaison for this Committee and he is currently on vacation.
- Noted accessibility issues are coming forward more frequently and Sidney is using these issues when planning and improving infrastructure.
- Sidney's OCP update is coming to a close though public input is still being welcomed.

L. York left the meeting at 10:51 a.m.

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Members asked questions about the Canadian Standards Association (CSA) accessible housing standards. Sidney's building bylaw includes a provision for 20% of the units to be "adaptive" meaning developed with a spatial floor plan that can be adapted to fit unique needs.

## 6 COUNCIL LIAISON UPDATE

### a) District of North Saanich - Verbal Update

Councillor Gartshore provided the following update:

- Election upcoming in October and only four Council meetings left.
- OCP Phase 3 Engagement closed recently and Council is looking forward to the report from staff later this summer.

### b) District of Central Saanich - Verbal Update

Councillor Newton provided the following update:

- OCP process is in the draft phase and work is still underway. Council is anticipating the wrap up of this project by the end of the calendar year.
- Recently attended a presentation from Beacon Centre regarding active transport issues such as areas in the community where people report issues including potholes or a lack of sidewalks.

### c) Town of Sidney - Verbal Update

Councillor O'Keefe provided the following update:

- Proud to note that Sidney's OCP has a focus on accessibility and inclusivity.
- Hoping Sidney will become an accessible tourism destination.
- Recently provided input to the Peninsula News Review (PNR) regarding their Annual Visitors Guide. This guide includes accessibility on the Saanich Peninsula.

## 7 REFERRALS

There were no referrals put forward to the Saanich Peninsula Accessibility Advisory Committee for review and discussion at this time.

## 8 OTHER BUSINESS

### a) Establishment of a Meeting Schedule

MOVED BY: Councillor Newton

SECONDED BY: Councillor O'Keefe

2- SPAAC That the Saanich Peninsula Accessibility Advisory Committee will meet six times per year on the fourth Thursday of the month at 10:00 a.m., or at the Call of the Chair.

CARRIED UNANIMOUSLY

### b) Reducing Paper - Agendas

Members discussed the use of digital options and reducing paper. Members are going to proceed with agenda cover pages only unless they inform staff otherwise.

MOVED BY: Councillor O'Keeffe

SECONDED BY: Councillor Newton

3- SPAAC That the Saanich Peninsula Accessibility Advisory Committee agenda template be amended to include a roundtable discussion sub-header allowing citizen representatives and representatives of local organizations to provide updates to the Committee.

CARRIED UNANIMOUSLY

## 9 CORRESPONDENCE

a) Correspondence received on June 16, 2022 from Social Planning & Research Council of British Columbia (SPARC BC) regarding Access Awareness Day on June 4, 2022.

Members noted the following regarding the SPARC BC correspondence:

- Accessibility Awareness Day is quite well known and is celebrated across the region. Many celebrations were impacted by Covid but are expected to make a return.
- Committee may provide assistance with organizing the event. The possibility of working groups was discussed noting that there would need to be a change to the Terms of Reference.

## 10 ROUNDTABLE

a) L. Brewster, Panorama Recreation Centre

L. Brewster provided the following update:

- Panorama Rec recently opened their MultiSport Court.
- The Rec Centre also celebrates Access Awareness Day.
- The new MultiSport Court is designed with accessibility and inclusion in mind. It is a family friendly space for those of all abilities.

D. Simon left the meeting at 11:27 a.m.

## 11 ADJOURNMENT

a) The next Saanich Peninsula Accessibility Advisory Committee meeting is scheduled for 10:00 a.m. on Thursday, August 25, 2022.

MOVED BY: Councillor Gartshore

SECONDED BY: L. Brewster

4- SPAAC That the Saanich Peninsula Accessibility Advisory Committee meeting on Thursday, June 23, 2022 adjourn at 11:32 a.m.

CARRIED UNANIMOUSLY

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Rachel Dumas  
Corporate Officer

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David Willows  
Chair