



MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

September 9, 2025, 4:00 P.M.

XWSEPSUM NATION ROOM, CITY HALL, 1 CENTENNIAL SQUARE

The City of Victoria is located on the homelands of the Songhees Nation and the Xwsepsum Nation.

Meeting conducted electronically via Zoom and in-person

PRESENT: S. Jennings (Chair), S. Hough (Vice Chair), D. Arafah, D. Monsour, T. Pokorny

PRESENT
ELECTRONICALLY: C. Marks, C. Paisley, P. Singh

ABSENT: N. Moss

STAFF: A. Galiev - Equity, Diversity & Inclusion Lead, S. Mackenzie - Equity, Diversity & Inclusion Coordinator, M. Moore - Lived Experience Consultant, Office of Equity, Diversity & Inclusion, B. Roder - Deputy City Clerk, A. Moffatt - Legislative Coordinator

A. Call to Order

The meeting was called to order at 4:00 p.m.

B. Land Acknowledgement

Committee member D. Monsour acknowledged that the City of Victoria is located on the homelands of the Songhees First Nation and Xwsepsum First Nation communities, and thanked them for allowing us to live, work and play on their lands.

C. APPROVAL OF AGENDA

Moved and Seconded:

That the agenda be approved.

CARRIED UNANIMOUSLY

D. CONSIDERATION OF MINUTES

D.1 Minutes from the meeting held July 8, 2025.

Moved and Seconded:

That the minutes from the meeting held July 8, 2025 be approved.

CARRIED UNANIMOUSLY

E. Welcome and Remarks from the Chair

Chair S. Jennings acknowledged her pride and privilege as Chair of the Committee and highlighted several of the Committee's achievements, including contributions to accessible parking, the Official Community Plan, and regular participation in National Accessibility Week. She further reaffirmed the Committee's commitment to their work towards increased accessibility in the City of Victoria.

F. NEW BUSINESS

F.1 Committee Orientation from Legislative Services - Becky Roder, Deputy City Clerk

Committee received an orientation from the Deputy City Clerk regarding the following:

- Members appointed through a decision by Council
- Advisory role of the Committee to Council
- Role of the Equity, Diversity and Inclusion team as staff liaisons to the Committee
- Role of the Legislative Services team in support of the Committee
- Responsibilities of the Chair and Committee members
- The process of moving and seconding a motion, Committee deliberation and vote to pass a motion

Committee discussed the following:

1. *Importance of attendance and requirements of the majority of Committee members present to meet quorum*
2. *Committee Terms of Reference and mandate*
3. *Committee member absence without leave, and accommodation of member circumstances*

The Committee members and facilitators provided introductions and shared their individual and professional experiences with accessibility. The committee members emphasized diversity of accessibility and disability considerations – including mobility, sensory, cognitive, invisible and access related needs. Equity, Diversity and Inclusion (EDI) lead, A. Galiev, spoke further about the Committee's role, departments' continuous involvement with the Committee, EDI Office's support model and the intersectional nature of the Committee's work.

F.2 Complete Communities - Renée Proulx (Licker Geospatial)

Renée Proulx was unable to attend the meeting, this topic is set to be revisited at a future date.

F.3 Chair and Vice Chair updates - Suzan Jennings and Sandra Hough

Committee discussed the following:

1. *Chair's experience working with BC Transit to create educational content around accessibility, and the lack of opportunities for disabled individuals to take part in these roles*
2. *Financial compensation for Committee members for lived experience inputs, and the value that lived experience brings to the City of Victoria*
3. *The role of the Committee to fulfill the requirements of the Accessible BC Act and support embedding accessibility into City's policies, programs, services and the built environment. The Committee is called to provide accessibility expertise while assessing municipal spaces and physical infrastructure and contribute to a range of city projects advancing City priorities and the Accessibility Framework's actions*
4. *The Guide to the Accessibility Framework to meet the requirements of the Accessible BC Act is being finalized*
5. *The Accessibility Feedback Mechanism is another requirement of the Accessible BC Act*
6. *The lived experience consultant model through the Office of Equity, Diversity and Inclusion to support city departments and community with accessibility needs*
7. *Michael Moore, the lived experience consultant, shared their contributions around digital wayfinding and navigation*
8. *Welcoming City Community Conversations 2025 – To be put on by the Welcoming City Advisory Committee and CREAN (Coastal Research, Education and Advocacy Network)*

F.4 Community roundtable

Committee discussed the following:

1. *Challenges around accessible seating on City transit and announcement volume*
2. *Participation of Council members on Advisory Committees and parking accommodations*
3. *The importance of time management during discussion - considerations of introducing a break mid-meeting, covering main topics in the first 1.5 hours and accommodating individual members needs around irregular ability to commit to 2 hours*
4. *Zoom meeting etiquette*
5. *Implementation of nameplates for in-person attendees*

G. Next Meeting Agenda & Date

The next meeting will be held on October 14, 2025.

H. Adjournment

Moved and Seconded:

That the meeting be adjourned at 5:47 p.m.

CARRIED UNANIMOUSLY