



**Accessibility Advisory Committee Minutes  
September 14, 2021 via Zoom  
(16:00 – 18:00)**

**Attendees:**

**Chair** – S. Jennings

**Vice Chair** – S. Hough

**Members** – C. Paisley, L. Bartram, P. Singh, C. Marks, N. Moss

**Council Liaisons** – S. Potts

**Staff** – M. Sandhu, A. Mas, M. Harris (Engagement)

**Guests** – E. Syring, E. Monk

**Regrets** – A. Love, M. Dewar, B. Isitt

**1. Meeting Called to Order at 4:04pm**

**2. Approval of the Agenda**

Additions to the Agenda under New Business:

- Providing honoraria to people with disabilities for their expertise
- Agenda update
- Concerns around Conflict of Interest

*Moved by L. Bartram*

*Seconded by S. Hough*

**CARRIED UNANIMOUSLY**

**3. Approval of Minutes from August 10 Meeting**

Request to remove comments from C. Marks regarding bike lanes from previous meeting minutes and to exclude comments from specific committee members unless they are endorsed by the whole committee. Discussion on how to accurately represent discussions at meetings.

**MOTION**

Table the discussion on meeting minutes until the end of the meeting to respect the time of guests.

*Moved by L. Bartram*

*Seconded by S. Hough*



***CARRIED UNANIMOUSLY***

#### **4. Remarks from the Chair**

S. Jennings attended two recent events and provided updates:

- Victoria Disability Resource Centre Annual General Meeting Presentation by Mayor Helps on Accessibility Framework
- All parties debate on disability on September 8

S. Jennings also thanked all committee members for their work.

#### **5. Business Arising**

##### **5a. Accessible Events & Meetings Toolkit**

Feedback has been shared via email with A. Mas, and received by the Engagement team. This will be a living document that will be updated as needed. Invitation to reach out to M. Harris with additional feedback.

Document was developed in collaboration with AWG, and L. Bartram provided feedback on virtual meetings.

Update from M. Harris (Engagement) – Once checklist in body content is finalized it will be included as the Appendix. Accessible Venue checklist will also be updated based on feedback from L. Bartram.

##### **5b. Accessibility Action Log**

Clarification requested on new tab created in spreadsheet. The spreadsheet now has two tabs, one for completed items and one for current items.

**ACTION ITEM:** A. Mas to resend Accessibility Action Log to Committee members.

##### **5c. Communications Protocol**

Addition to Communications Protocol – Call out will be sent out for members to add agenda items when the draft agenda is shared.

**ACTION ITEM:** A. Mas to update Communications Protocol and send to Committee members.



#### **5d. Equity-Informing Tool**

M. Sandhu provided an update on the Equity-Informing Tool.

**ACTION ITEM:** M. Sandhu to send updated Equity-Informed to Committee members.

### **6. New Business**

#### **6a. Department Updates**

Verbal update on the Accessibility Framework Report to Committee of the Whole. M. Sandhu & S. Jennings to provide first annual update to Council on Accessibility Framework on September 23<sup>rd</sup> (agenda will be published on Friday). City staff are currently completing their updates, M. Sandhu will share the final version with the Committee once it has been published.

#### **6b. Medium- and Long-Term Action Plan**

Potential to hire a consultant to support Medium- and Long-Term Action Plan, with funding earmarked. Unanimous agreement to hire a consultant to support this work.

M. Sandhu recommends creating a subcommittee to develop Terms of Reference for external consultant. S. Jennings, N. Moss interested, P. Singh & C. Marks potentially interested. Item to be tabled until next meeting to form subgroup.

#### **6c. Compensation for people with lived experience of disability providing their expertise (e.g., honoraria)**

Question posed to Mayor Helps at Victoria Disability Resource Centre Annual General Meeting regarding compensation for people with lived experience of disability providing their expertise (e.g., honoraria). Mayor Helps responded favourably and said that the City would explore this with the AAC through Councillors. Several committee members expressed their support for this. L. Bartram shared her experience in nearby jurisdictions where honoraria is only provided to people who are not already being paid to be there. C. Paisley expressed that she would like to see this extended to agencies so that they are also compensated for providing their expertise.



Councillor Potts shared her experience with Community Wellness Taskforce where participants were provided an honorarium for their expertise. She expressed that she would look to other municipalities, explore advocacy to the Province and follow up with Mayor Helps before and provide any additional information at the next meeting.

#### **6d. Conflict of Interest**

S. Hough has been advocating for accessibility and affordable housing for her family and is wondering if this is conflict of interest in participating in the AAC. Councillor Potts believes that in fact this is alignment rather than conflict of interest and highlights the importance of bringing that experience to the committee. L. Bartram suggests adopting a system where committee members can state any conflict of interest at the beginning at the meeting regarding specific agenda items.

#### **6e. Revisiting Agenda Approval**

L. Bartram reminds the Committee that comments in minutes can be taken out of context and misconstrued. M. Sandhu communicated that only motions that are passed are included in the triannual report and the minutes do not go to Council. C. Paisley highlighted the potential impact that minutes can have (e.g., Beacon Hill Road Closure).

#### **MOTION**

To approve minutes from August 10<sup>th</sup> meeting with the following amendment:

There are still challenges with bike lanes for people with vision loss and other physical disabilities.

*Moved by L. Bartram  
Seconded by C. Marks*

#### **CARRIED UNANIMOUSLY**

N. Moss proposes that meetings be focused on action items and motions, and a separate meeting for procedural and administrative issues. S. Jennings suggests including this on the agenda for the next meeting.

#### **7. Next Meeting Date – October 12, 2021**

- Revisit bios on website



- Discuss creating Subcommittee to support development of Medium- to Long-Term Action Plan
- Update on honoraria for people with lived experience of disability (S. Potts)
- Develop process to discuss procedural and administrative issues

**8. Adjourned – 5:25pm**