



## Notice of Meeting and Meeting Agenda Governance and First Nations Relations Committee

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Wednesday, August 6, 2025

9:30 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria BC V8W 1R7

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M. Little (Chair), R. Windsor (Vice Chair), M. Alto, P. Brent, C. Coleman, B. Desjardins,  
K. Murdoch, D. Murdock, C. Plant, M. Tait, K. Williams, C. McNeil-Smith (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [25-0839](#) Minutes of the Governance and First Nations Relations Committee of April 2, 2025

**Recommendation:** That the minutes of the Governance and First Nations Relations Committee of April 2, 2025 be adopted as circulated.

**Attachments:** [Minutes - April 2, 2025](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*The public are welcome to attend CRD meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.ca/address](http://www.crd.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

#### 6.1. [25-0406](#) CRD Support for Sc'ianew First Nation to Host Tribal Journeys

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: CRD Support for Sc'ianew First Nation to Host Tribal Journeys](#)  
[Appendix A: A Visual Story - Tribal Journeys 2025](#)

**6.2.**      [25-0878](#)      Improving Meeting Accessibility: Introduction of Hearing Assistive Technology

**Recommendation:**      There is no recommendation. This report is for information only.

**Attachments:**      [Staff Report: Improving Meeting Accessibility: Intro of Hearing Assist Tech](#)  
[Appendix A: CRD Accessibility Plan](#)

**6.3.**      [25-0882](#)      Representation on CRD Commissions and non-Board Committees

**Recommendation:**      The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:  
1. That a statement welcoming applications from all people including those with diverse backgrounds, abilities and lived experiences be added to all postings seeking new members to CRD Commissions and non-Board Committees.  
2. That the CRD Board send a letter asking that Municipal Councils consider diversity when making its municipal appointments to CRD Commissions and non-Board Committees.

**Attachments:**      [Staff Report: Representation on CRD Commissions & non-Board Committees](#)  
[Appendix A: CRD Committee & Commission Reporting Structure](#)

**6.4.**      [25-0883](#)      Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:**      There is no recommendation. The following minutes are for information only.  
a) Accessibility Advisory Committee Meeting - March 18, 2025  
b) Accessibility Advisory Committee Meeting - May 20, 2025

**Attachments:**      [Minutes: Accessibility Advisory Committee - March 18, 2025](#)  
[Minutes: Accessibility Advisory Committee - May 20, 2025](#)

**7. Notice(s) of Motion**

**8. New Business**

**9. Adjournment**

The next meeting is October 1, 2025.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

## Meeting Minutes

### Governance and First Nations Relations Committee

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Wednesday, April 2, 2025

9:30 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria BC V8W 1R7

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#### PRESENT

Directors: M. Little (Chair), R. Windsor (Vice Chair), M. Alto (9:33 am), J. Bateman (for M. Tait) (EP), P. Brent, D. Cavens (for B. Desjardins), C. Coleman, K. Murdoch (9:49 am) (EP), D. Murdock (9:32 am) (EP), M. Westhaver (for C. Plant) (EP), K. Williams, C. McNeil-Smith (Board Chair, ex officio) (9:35 am)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; S. Byrch, Manager, Information Services; K. Dupuis, Manager, FOI and Privacy; L. Edwards, Manager, Strategic Initiatives, First Nations Relations; Z. Gray, Manager Website and Public Engagement; S. Krishna, Manager, Social Media and Marketing; C. Vernon, Manager, First Nations Relations; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: Director Holman

Regrets: Director(s) B. Desjardins, C. Plant, M. Tait

The meeting was called to order at 9:31 am.

#### 1. Territorial Acknowledgement

Director Coleman provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Windsor, **SECONDED** by Director Coleman,  
That the agenda for the Governance and First Nations Relations Committee  
meeting of April 2, 2025 be approved.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [25-0384](#) Minutes of the February 5, 2025 Governance and First Nations Relations Committee Meeting

Director Murdock joined the meeting electronically at 9:32 am.

**MOVED** by Director Windsor, **SECONDED** by Director Williams,  
That the minutes of the Governance and First Nations Relations Committee meeting of February 5, 2025 be adopted as circulated.

**CARRIED**

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0377](#) Regional Resident Experience Survey

S. Krishna presented Item 6.1. for information.

Discussion ensued on the following:

- public engagement and subscription alerts
- respondents diversification and engagement
- scrutinization process
- emergency programs, dashboards and public alert notification system (PANS)

Director Alto joined the meeting in person at 9:32 am.

Director McNeil-Smith joined the meeting in person at 9:35 am.

Director Murdoch joined the meeting electronically at 9:49 am.

6.2. [25-0403](#) Freedom of Information and Protection of Privacy Act (FOIPPA) 2024 Overview

K. Morley presented Item 6.2. for information.

**MOVED** by Director Windsor, **SECONDED** by Director Coleman,  
That Director Holman be permitted to participate (without vote) in the Governance and First Nations Relations Committee meeting.

**CARRIED**

- 6.3. [25-0179](#) Bylaw No. 4668: CRD Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 5, 2025

N. Chan spoke to Item 6.3.

**MOVED by Director Windsor, SECONDED by Director Coleman,  
The Governance and First Nations Relations Committee recommends to the  
Capital Regional District Board:**

- 1. That Bylaw No. 4668, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 5, 2025" be read a first, second and third time; and**
- 2. That Bylaw No. 4668 be adopted.**

**CARRIED**

- 6.4. [25-0404](#) Bylaw No. 4520: CRD Board Procedures Bylaw, 2012, Amendment Bylaw No. 13, 2025

K. Morley spoke to Item 6.4.

**MOVED by Director Williams, SECONDED by Director Coleman,  
The Governance and First Nations Relations Committee recommends to the  
Capital Regional District Board:**

- 1. That Bylaw No. 4520, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 13, 2025" be introduced and read a first, second, and third time.**
- 2. That Bylaw No. 4520 be adopted.**
- 3. That the "CRD Best Practices Guide for Meetings" be updated to reflect the changes to electronic meetings and electronic participation.**

**CARRIED**

**Opposed: Windsor**

**6.5.**     [25-0230](#)     Deactivating the Capital Regional District X (Twitter) account

S. Krishna spoke to Item 6.5.

Discussion ensued on the following:

- deletion versus deactivation of the account
- current versus future social media engagement
- inactive account potential liability and risks

**MOVED** by Director Windsor, **SECONDED** by Director Williams,  
**The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:**

**1. That the CRD begin the process of deactivating its X account on April 10, 2025 using the following deactivation procedure:**

- a) Inform CRD X followers that the CRD will no longer post to this account.**
- b) Publish a message stating the account is inactive and direct followers to the CRD website and other Social Media Channels.**
- c) Continue to monitor the growth of Bluesky and consider CRD adopting the platform when it sufficiently matures.**

**CARRIED**

**Opposed: Bateman, Murdoch**

**Motion Arising:**

**MOVED** by Director Windsor, **SECONDED** by Director Brent,  
**Within six months, that the account move from inactive status to full deletion.**

**CARRIED**

**Opposed: Bateman, Cavens, McNeil-Smith, Murdoch**

**6.6.**     [25-0389](#)     Letter from Ben Geselbracht, AVICC President; re: Feedback Requested - Reforming the Local Government Act - A Roadmap

K. Morley presented Item 6.6. for information.

Discussion ensued on how the feedback would be provided and a collaborative response could be made.

**Director Murdock left the meeting at 10:31 am.**

**Referral Motion:**

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Alto,  
**To refer the item to the Electoral Areas Committee for discussion.**

**CARRIED**

**6.7.**     [25-0391](#)     Previous Minutes of Other CRD Committees and Commissions for Information

**The following minutes were received for information:**

- a) Accessibility Advisory Committee Meeting - January 21, 2025**

**7. Notice(s) of Motion**

There were no notice(s) of motion.

## 8. New Business

There was no new business.

## 9. Motion to Close the Meeting

### 9.1. [25-0392](#) Motion to Close the Meeting

**MOVED** by Director Windsor, **SECONDED** by Director Coleman,  
That the meeting be closed for intergovernmental negotiations in accordance  
with Section 90(2)(b) of the Community Charter.  
**CARRIED**

The Governance and First Nations Relations Committee went into closed at  
11:04 am.

The Governance and First Nations Relations Committee rose from closed session  
at 11:22 am without report.

## 10. Adjournment

**MOVED** by Director Alto, **SECONDED** by Director Brent,  
That the Governance and First Nations Relations Committee meeting of April 2,  
2025 be adjourned at 11:22 am.  
**CARRIED**

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CHAIR

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RECORDER

**REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE  
MEETING OF WEDNESDAY, AUGUST 6, 2025**

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**SUBJECT**     **CRD Support for Sc'ianew First Nation to Host Tribal Journeys**

**ISSUE SUMMARY**

To provide a summary of the Tribal Journeys event hosted by SC'IANEW First Nation at East Sooke Regional Park on July 30, 2025 and the CRD support for this event.

**BACKGROUND**

On February 24, 2025 the CRD was contacted by a representative of SC'IANEW First Nation's Canoe Family, which organizes the annual Tribal Journeys event for the Nation, to ask about using Aylard Farm at East Sooke Regional Park for a stop along the route.

CRD Regional Parks and First Nations Relations staff met with SC'IANEW event organizers (Canoe Family skippers, community members and elected leadership) to better understand the request, and then to collaborate on event planning and logistics. Given that East Sooke Regional Park is shared territory with T'Sou-ke Nation, staff also reached out to T'Sou-ke Nation, who expressed their full support for this event.

Tribal Journeys is a significant cultural event involving several First Nations across British Columbia and the US. This year Lower Elwha Tribe in Washington state was the final host for the event and SC'IANEW First Nation hosted the last stop on Vancouver Island before crossing the Strait of Juan de Fuca to conclude the Journey. On July 30<sup>th</sup>, canoe families from the west coast and east coast of Vancouver Island converged at Aylard Farm and were welcomed by SC'IANEW First Nation. The presentation attached as Appendix A provides some visuals from the day.

18 traditional canoes landed at East Sooke Regional Park, having travelled that day from T'Sou-ke Nation to the west, where they were hosted by T'Sou-ke Nation, and Fort Rodd Hill to the east, where they were hosted by x<sup>w</sup>sepsum (Kosapsum) Nation. Each canoe, with on average 16-18 paddlers representing that canoe family, were welcomed ashore by SC'IANEW First Nation Chief Russ Chipps. The public was invited to witness. Over 750 people attended, including paddlers, canoe family support teams and members of the public.

Canoe families from First Nations on the west and east coast of Vancouver Island were then hosted at a cultural protocol event at the SC'IANEW longhouse, with dinner and cultural sharing from each canoe family and the host Nation. Key CRD staff organizers and Directors were invited to join this private event.

In the lead up and during this event, SC'IANEW staff and leadership have consistently recognized and appreciated the way that CRD responded to the request for support. Being invited into the longhouse to witness cultural sharing is a real honour, and a tangible recognition of the appreciation for the role of the CRD in this culturally significant gathering.

CRD involvement was led by Regional Parks with support from First Nations Relations. CRD support included the following:

- Participating in planning and organizing meetings with SC'IANEW representatives and supporting with overall coordination.
- Temporarily removing fencing and building a ramp so elders could access the beach and so that the large canoes could be carried up off the beach for overnight storage.
- Working closely with SC'IANEW to prepare and implement plans for parking, traffic control, overnight security, and public communications including on-site signage and day-of public relations.
- Providing extra garbage cans and a dumpster to remove the waste.
- Providing tents and additional picnic tables for elders, paddlers, and first aid.
- Pumping out pit toilets prior to event.
- Reserving parking areas for emergency vehicles, elders, and canoe family support vehicles.
- Providing a water truck and hydration station for potable water, and a water truck for fire suppression.
- Renting and setting up AV equipment to be used for welcoming the canoe families.
- Photography of the event and sharing these photos with the Nation afterwards.
- Clean-up after the event, as the SC'IANEW organizers were paddling across the Strait of Juan de Fuca.

The CRD Board Chair and Vice-Chair attended the event, along with the CRD CAO, Acting General Manager of Parks Recreation and Environmental Services, and staff from Regional Parks and First Nations Relations. Witnessing the arrival of the canoes, the cultural protocol for welcoming the canoe families, and the cultural sharing in the longhouse was an opportunity for staff and Directors to learn about SC'IANEW culture as well as the broader significance of Tribal Journeys in supporting culture and cultural revitalization for Nations from across the region and beyond.

## **IMPLICATIONS**

### *Alignment with Board Priorities & Existing Strategies*

CRD involvement in the Tribal Journeys event at East Sooke Regional Park was in response to a direct request from a First Nation for support, which aligns with Board Priority 4a, to hear from First Nation governments as to how they would like the CRD to approach reconciliation. This event is also aligned with Board Priority 4b and 4c, by collaborating with First Nations on new approaches to service delivery that uplift Indigenous self-determination and incorporating Indigenous leadership to enhance initiatives. This collaboration also aligns with the reconciliation-related objectives of the Regional Parks and Trails Strategic Plan.

### *Financial Implications*

The cost of renting AV equipment and providing a dumpster was covered within the annual Regional Parks operating budget. All other CRD contributions were in-kind staff time, utilizing existing staff resources. There are no additional financial implications of this event.

### *First Nations Implications*

First Nations in the region often say that parks don't feel culturally safe. SC'IANEW leadership reflected that the Tribal Journeys event was a good beginning for supporting community members to be visible and present in the park. When inviting paddlers to come ashore, SC'IANEW Chief Chipps spoke about the significance of doing ceremony on that beach for the first time in many,

many years.

Tribal Journeys is a culturally significant event that First Nations throughout the CRD region are involved in each year. Canoe families from other First Nations will have witnessed the support that CRD provided to SC'IANEW for this event. It is possible that other First Nations may request CRD involvement in future Tribal Journeys events or request other collaborative initiatives within Regional Parks. SC'IANEW has already informally raised the idea of hosting at Aylard Farm again next year.

#### *Service Delivery Implications*

East Sooke Regional Park remained open to the public for the duration of the event. CRD Regional Parks staff were on hand to answer questions and support with parking and traffic control and well as public safety throughout the event.

### **CONCLUSION**

In response to a request from SC'IANEW First Nation, the CRD supported the Nation to welcome Canoe Families from west coast and east coast Vancouver Island First Nations at Aylard Farm in East Sooke Regional Park on July 30, 2025, as the penultimate stop of Tribal Journeys 2025.

### **RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Caitlyn Vernon, MES, Manager, First Nations Relations
Concurrence:	Steven Carey, B. Sc., J.D., Acting General Manager, Corporate Services
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

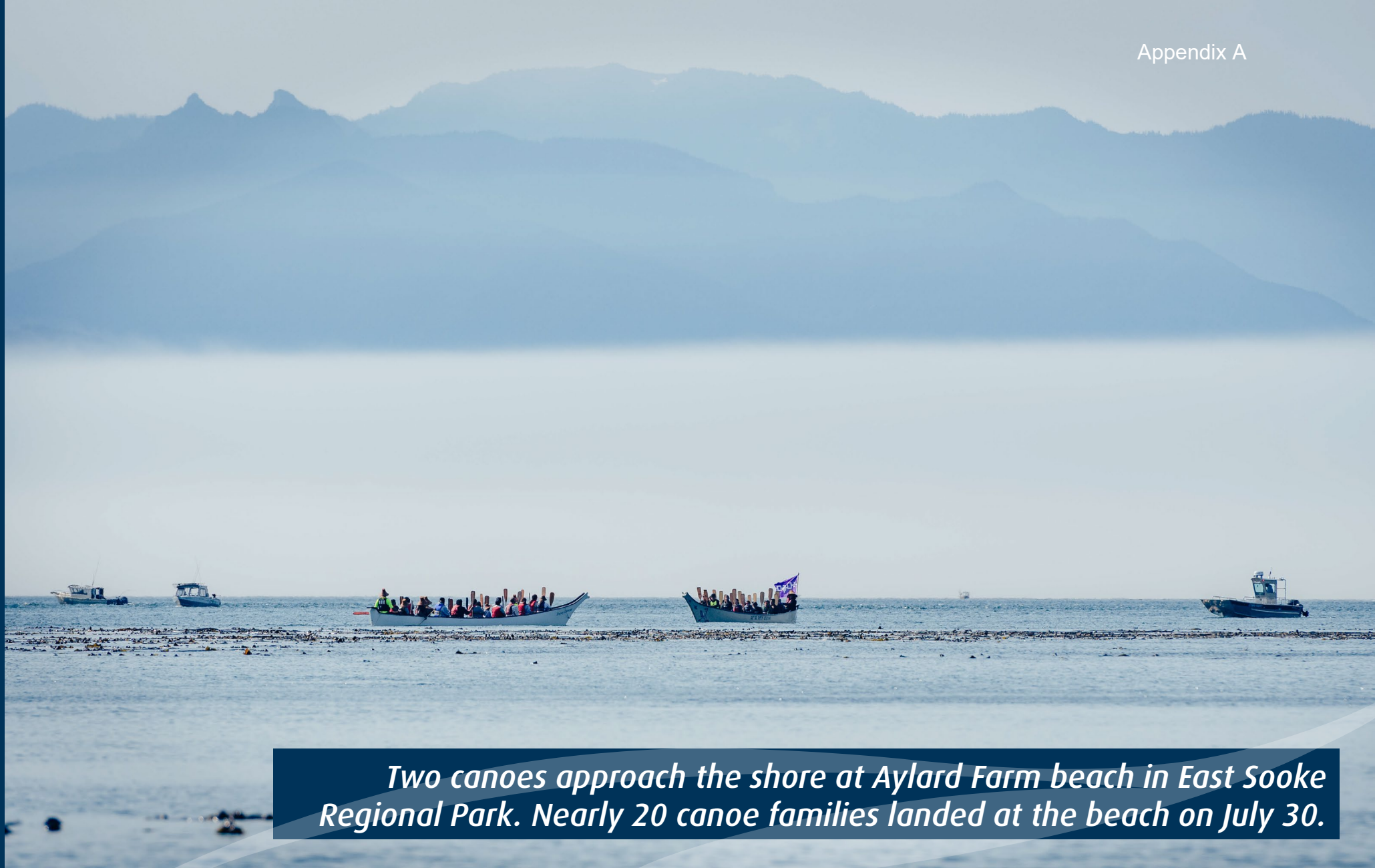
### **ATTACHMENT**

Appendix A: A Visual Story: Tribal Journeys 2025



# A Visual Story: Tribal Journeys 2025

East Sooke Regional Park – Aylard Farm  
July 30, 2025



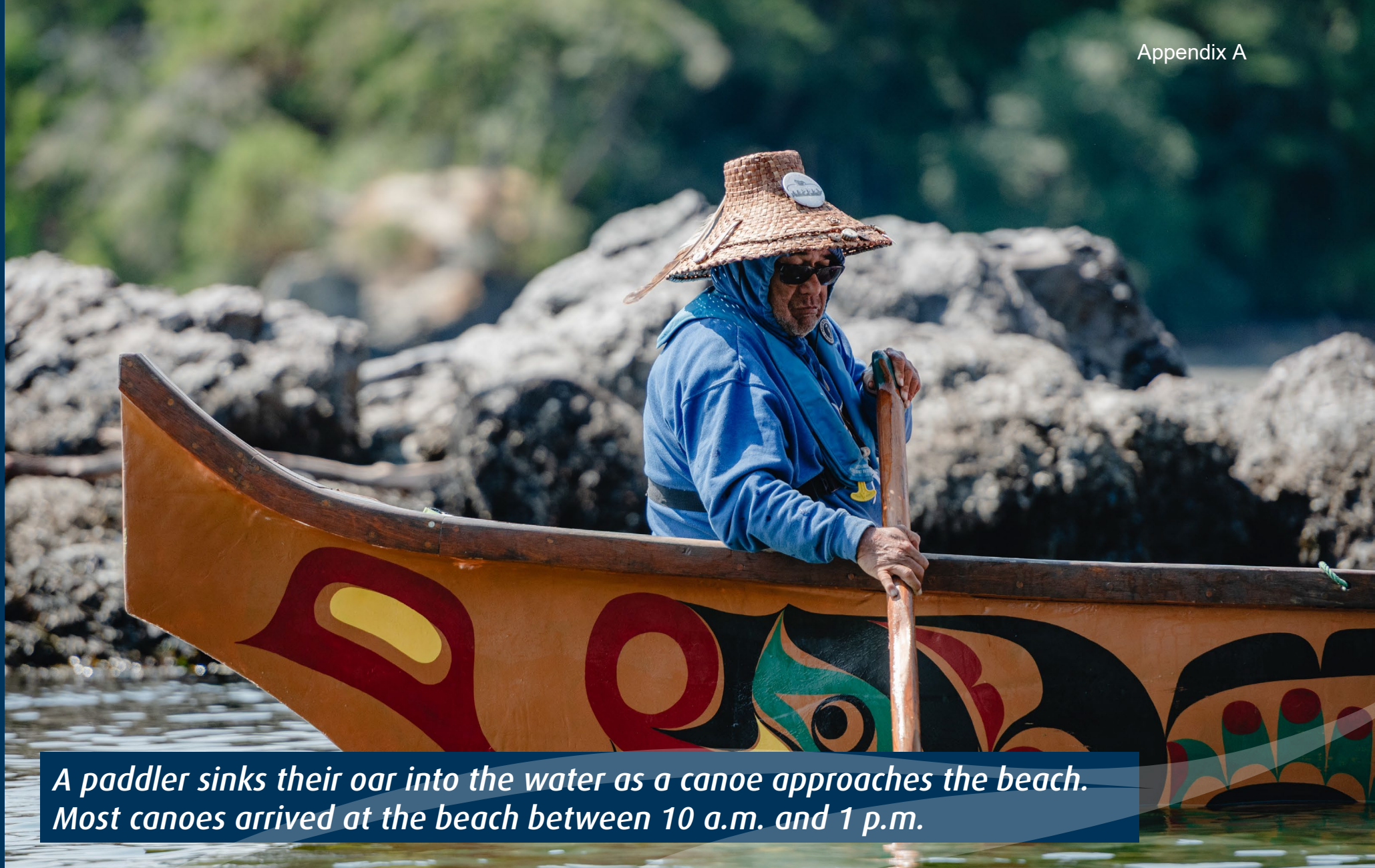
*Two canoes approach the shore at Aylard Farm beach in East Sooke Regional Park. Nearly 20 canoe families landed at the beach on July 30.*



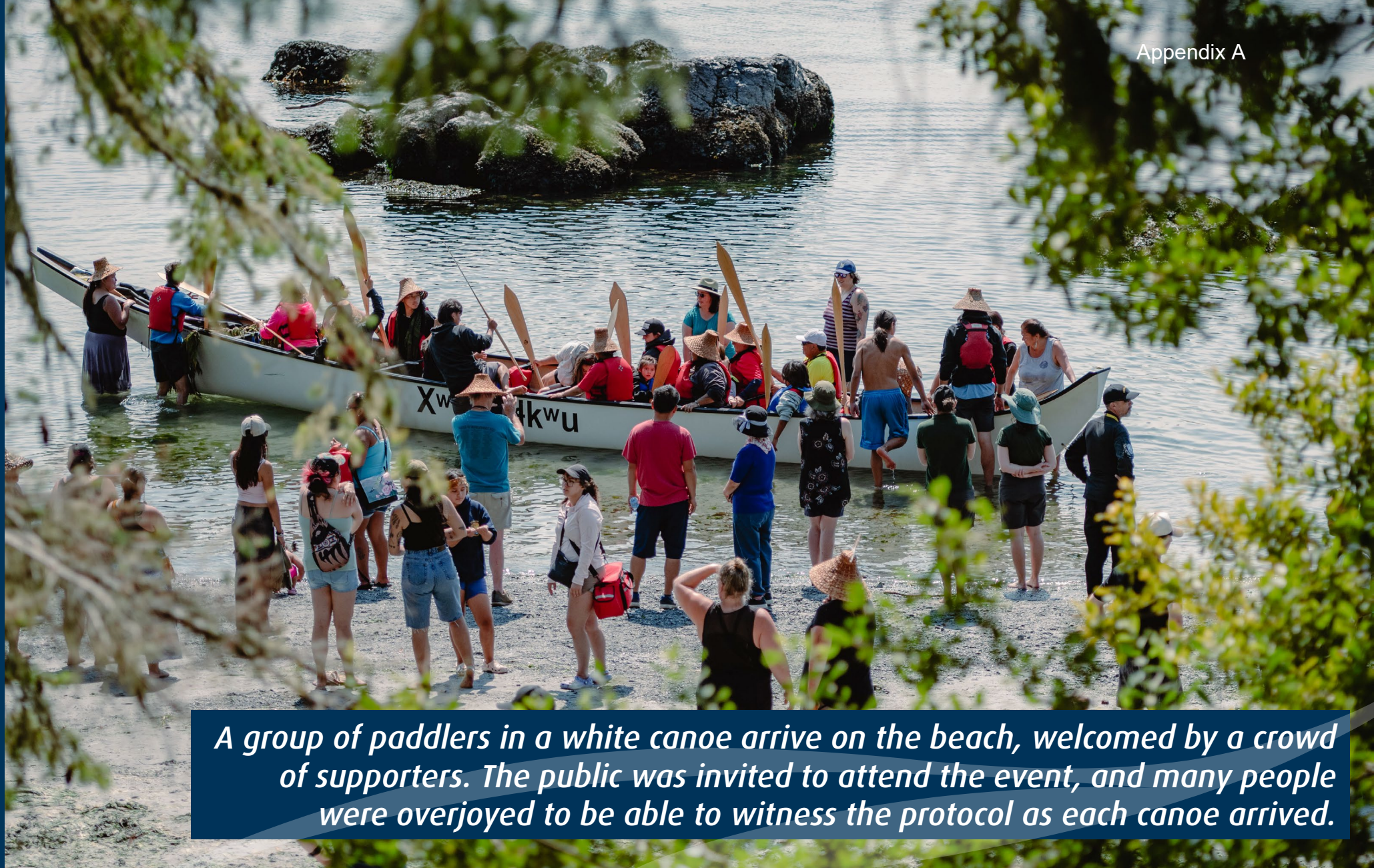
*CRD regional parks staff gather in the East Sooke Regional Park parking lot the morning hours of July 30 to coordinate roles and responsibilities for the day to help support the event.*



*SC'IA'NEW First Nation Chief Russ Chipps (red vest, right) and Council Member Sheeba Sawyer (blue vest, left) await canoes on the beach.*



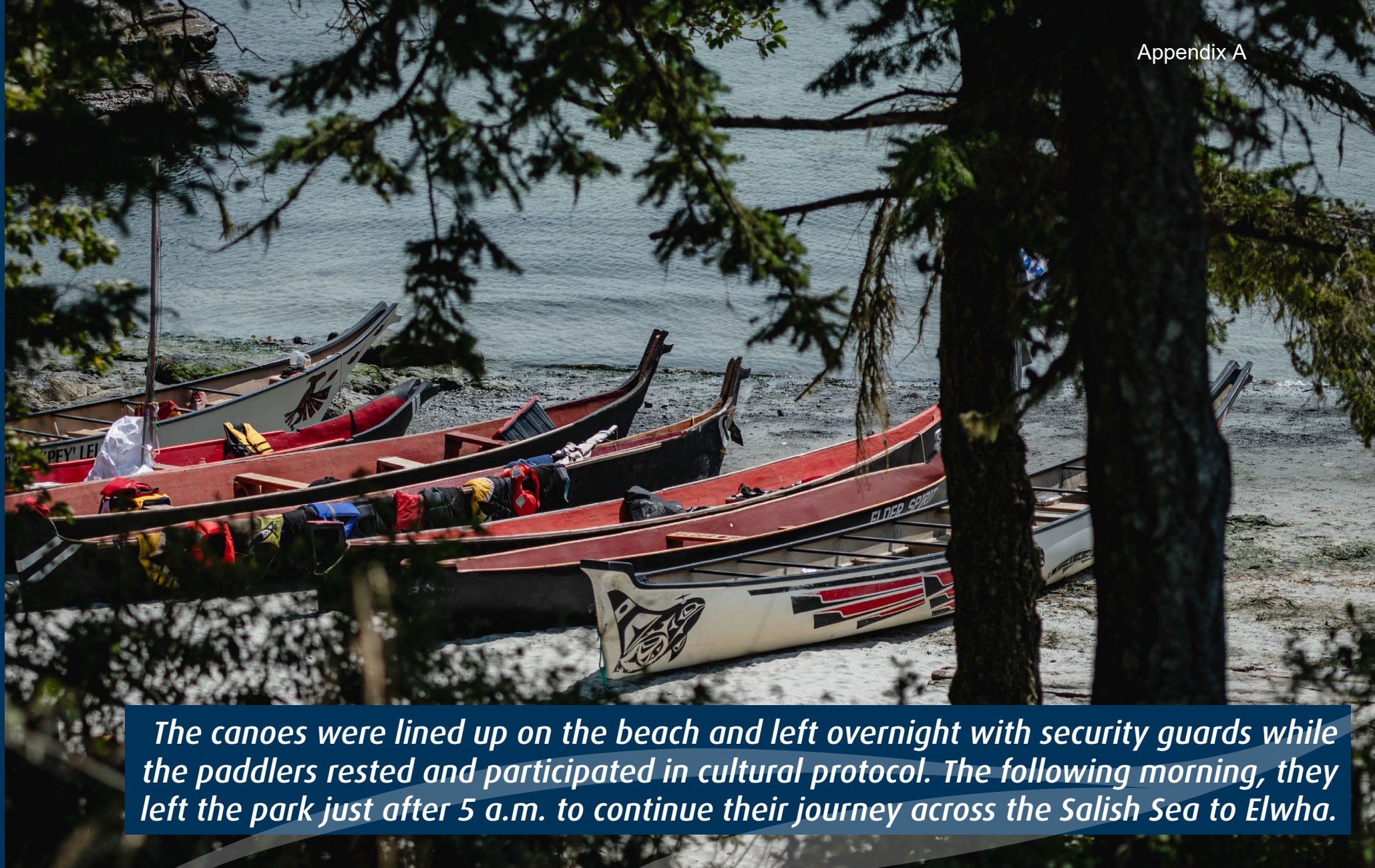
*A paddler sinks their oar into the water as a canoe approaches the beach.  
Most canoes arrived at the beach between 10 a.m. and 1 p.m.*



*A group of paddlers in a white canoe arrive on the beach, welcomed by a crowd of supporters. The public was invited to attend the event, and many people were overjoyed to be able to witness the protocol as each canoe arrived.*



*Chief Chipps and Sheeba took a moment to pose with CRD staff and leadership between canoe arrivals.*



*The canoes were lined up on the beach and left overnight with security guards while the paddlers rested and participated in cultural protocol. The following morning, they left the park just after 5 a.m. to continue their journey across the Salish Sea to Elwha.*



# Questions?



Capital Regional District



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## REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, AUGUST 6, 2025

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**SUBJECT**     **Improving Meeting Accessibility: Introduction of Hearing Assistive Technology**

### **ISSUE SUMMARY**

To introduce new hearing assistive technology installed in the Capital Regional District (CRD) Boardroom, which will be broadened to other CRD meeting and workspaces.

### **BACKGROUND**

In September 2024, with the assistance and support of the CRD's Accessibility Advisory Committee (AAC), the CRD implemented its Accessibility Plan (Appendix A). This Plan, which focuses on the priority areas of built environment improvements, resourcing, awareness and training, and increased access, includes actions around improved technology and making our meetings and meeting spaces more accessible. As part of these initiatives, the CRD has now implemented hearing assistive technology in our Boardroom. This technology, which is a Hearing Loop system called Auracast™, is a next-generation wireless audio broadcasting solution that uses Bluetooth to transmit high-quality, synchronized audio directly to hearing aids and devices, cochlear implants, and earbuds, and makes it easier for those with hearing challenges to better participate in meetings.

Nearly twenty percent (20%) of the population has some form of hearing challenge. As we look to enhance inclusivity and accessibility for our employees and our public in our CRD workplaces, Auracast™ will aid those who have difficulty in hearing. Initially installed for use in our CRD Boardroom, this technology enables a direct wireless audio stream from the Boardroom sound system to individual devices or receivers, allowing participants to hear clearly and comfortably, whether in the room or tuning in remotely. This supports a wide range of accessibility needs, including for individuals with hearing differences, sensory sensitivities, or auditory processing barriers.

Staff, elected officials, and the public who attend meetings in the CRD Boardroom can all use this technology, and CRD staff from the Technology and Digital Transformation and People, Safety and Culture Divisions can provide a tutorial on its use for those interested in using it.

As the technology continues to be tested, more CRD meeting spaces and facilities will be equipped with this technology for broader use.

### **IMPLICATIONS**

#### *Alignment with Existing Plans & Strategies*

Ensuring increased access to CRD services and facilities is a foundational priority of the CRD's Accessibility Plan. Technology, such as Hearing Loop technology, will greatly assist those who may have hearing challenges to more fully participate in meetings, making meeting spaces and our CRD facilities more accessible.

*Equity, Diversity & Inclusion Implications*

By ensuring all staff and the public can participate in CRD meetings increases equitable access by removing barriers experienced by people with hearing challenges. The Auracast™ technology can be available to any person who would benefit from it, regardless of whether or not they have a formally identified or diagnosed hearing impairment. This helps reduce stigma for people with disabilities and people who are experiencing age-related hearing loss and normalizes the use of assistive technology. The Auracast technology was tested with members of the CRD's Accessibility Advisory Committee who provided positive feedback about their experience.

*Financial Implications*

The cost to implement the Hearing Loop assistive technology in the CRD Boardroom was \$7,923 and was within the requisition.

**CONCLUSION**

Improving access to meetings and CRD spaces is a key initiative of the CRD's Accessibility Plan. To better ensure a more accessible work environment for our staff, elected officials and public, the CRD has installed hearing assistive technology in our CRD Boardroom, and will be broadening this to other meetings and work spaces within our facilities.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager People, Safety & Culture
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Capital Regional District Accessibility Plan, September 2024



# Capital Regional District... Accessibility Plan ..

SEPTEMBER 2024

[www.crd.bc.ca](http://www.crd.bc.ca)

**CRD**

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# Table of Contents

## Capital Regional District Accessibility Plan

Message from the CAO .....	3
Teritorial Acknowledgement .....	4
Commitment to Equity, Diversity, & Inclusion .....	4
About the CRD .....	5
Executive Leadership Team .....	6
Organizational Structure .....	7
Corporate Traits .....	8
Corporate Statements .....	9
Definitions .....	12
Understanding Disabilities .....	14
Framework Guiding Our Work .....	17
Accessible British Columbia (BC) Act .....	17
Accessibility Committee .....	17
Accessibility Plan .....	18
Public Feedback Tool .....	18
Priorities, Actions and Implementation .....	19
Priority 1: Resourcing, Awareness and Training...	20
Priority 2: Increased Access.....	22
Priority 3: Built Environment Improvements .....	24
Feedback .....	21
Appendix A .....	22

For a copy of this Accessibility Plan as a Word document, please email our Human Resources and Corporate Safety department at [accessibility@crd.bc.ca](mailto:accessibility@crd.bc.ca).

## Message from the CAO



Ted Robbins  
Chief Administrative Officer

As an organization dedicated to service and community excellence, the Capital Regional District (CRD) is committed to increasing accessibility across its spaces, services and communications. I am pleased to present the CRD Accessibility Plan.

Guided by the *Accessible British Columbia Act*, the CRD has established an Accessibility Advisory Committee and developed the Accessibility Plan to guide us in identifying and removing barriers. Accessibility is an element of our many CRD service strategies, approaches and plans, and will remain a foundation to our service provision for years to come. We recognize there is much more work to do in this area and that being an accessible organization is an iterative journey. With input and feedback from the public, staff, elected officials, and community partners, we will continue to make accessibility improvements.

We are focusing on three priority areas in the CRD Accessibility Plan:

- Resourcing, Awareness and Training
- Increased Access
- Built Environment Improvements

Each priority area includes outcomes and objectives that work towards the CRD being a more accessible organization. We look forward to our journey, and the outcomes it holds.

Ted Robbins,  
Chief Administrative Officer

## Territorial Acknowledgement

The CRD conducts its business with the Territories of many First Nations, including but not limited to BO ÉĆEN (Pauqua hi ), MÁLEXEŁ (Malahat), P'a: hi:da?aht (Pa heedaht), Spu e'luxutth' (Pe ele ut), S 'ia ew (Bee her Bay), So ghees, SĪÁUTW (Tsawout), T'Sou- e, WJOLELP (Tsartlip), WSIKEM (Tsey um), and x̣wsepsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.



## Commitment to Equity, Diversity, Inclusion & Accessibility

The CRD is committed to ensuring equal access and participation for people with disabilities. We are committed to identifying, removing, and preventing barriers across our services, programs and infrastructure, and treating all people in ways that allow them to maintain their dignity and independence. We believe in inclusion and are committed to meeting the needs of people who face accessibility barriers. We recognize the essential knowledge and perspectives of people with lived experiences and commit to making sure those voices are part of accessibility planning.

At the CRD, we are committed to creating an inclusive workplace culture that celebrates the uniqueness of individuals – where differences are recognized, appreciated and responded to in ways that fully respect each person's background, lived experiences, talents and strengths.

We value equity, diversity, and inclusion and are committed to listening, learning and evolving on this journey to improve the sense of belonging for everyone at the CRD.

# About th

he CRD is the regional government for 1 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands, serving more than 4 5,000 citizens. he traditional territories of many First Nations span portions of the region and 11 of those Nations hold reserve lands throughout the capital region.

he CRD was incorporated in 1966 to provide regional decision-making on matters that transcend municipal boundaries and to enable more effective service delivery to residents regionally, sub-regionally and locally.

he CRD plays a key role in providing services that can be delivered efficiently and effectively through region- wide or shared service delivery models to ensure a livable, sustainable and resilient capital region. As a local government for electoral areas, the CRD develops partnerships to facilitate and deliver projects and services for residents living in unincorporated areas.

he CRD has more than 200 services, infrastructure and financing agreements with municipalities and electoral areas. CRD services are organized into the following categories:

- ▶ Regional, where all municipalities and electoral areas are served
- ▶ Sub-regional, where two or more jurisdictions are served
- ▶ Local, in the electoral areas where the CRD is the local government

he CRD works collaboratively with First Nations and other orders of governments and has direct relationships with individuals, businesses, organizations, institutions and communities that access regional utilities and services.

he CRD administers the Capital Regional Hospital District (CRHD). he CRHD invests in traditional health care services and provides capital funding for health care infrastructure, such as health facilities and hospital equipment.

he CRD also owns and operates the Capital Region Housing Corporation (CRHC), a non-profit provider of approximately 2,000 affordable rental units throughout the region. As to the CRHC and as a separate corporation existing under the BC Business Corporations Act, it is neither a municipality nor a regional district for purposes of the Accessible BC Act. As such, the CRHC's facilities and operations are not within the scope of this Accessibility Plan. However, as a wholly owned subsidiary the CRHC embraces the goal of accessibility, and accessibility standards for all the CRHC's portfolio of residential properties are assured under municipal by-laws, the BC Building Code, and the requirements of project funding.

he CRD follows a five-year service and financial planning process to ensure that resources are used efficiently and that services effectively meet the needs of residents, municipalities, electoral areas and First Nations.

## Executive Leadership Team

The Executive Leadership Team (E LT) consists of the Chief Administrative Officer (CAO), Chief Financial Officer (CFO), Corporate Officer, and the General Managers (GMs), who are all Officers of the Corporation. **U**

These Officers direct the departments and divisions across the Corporation and work collaboratively to:

- ▶ Consider strategic issues related to the organization; discuss solutions to organizational challenges
- ▶ Make decisions effectively on behalf of the organization and in the interests of the CRD **U** Board
- ▶ Provide direction on corporate-wide policies, systems, projects, and initiatives
- ▶ Ensure our employees are supported and empowered to achieve organizational goals

The success of the organization is measured by how well the entire organization performs **U** in effectively and efficiently delivering services to the residents of the region and in its ability to advance Board and Corporate Priorities within an approved Board budget. It is a key responsibility of the E LT to ensure that the actions, decisions, and policies of management are aligned to achieve these objectives and to strengthen our foundational core and ensure that we have an engaged workforce that is valued and supported. **U**

Our Executive Leadership Team (from left to right):

- ▶ Krisen Morley, General Manager, Corporate Services/Corporate Officer **U**
- ▶ Kenneth Core, General Manager, Planning & Professional Services
- ▶ Nelson Chan, General Manager, Finance and Technology/Chief Financial Officer
- ▶ Ted Robbins, Chief Administrative Officer
- ▶ Alisa Fraser, General Manager, Integrated Water Services
- ▶ Luisa Jones, General Manager, Parks, Recreation & Environmental Services



# Organizational Structure

## Executive Services

Under the direction of the Chief Administrative Officer, Executive Services includes Executive Operations, Human Resources & Corporate Safety, Corporate Communications, and Salt Spring Island Administration.

## Corporate Services

Led by the General Manager of Corporate Services, this department includes First Nations Relations, Privacy & Information Services, Legal Services & Risk Management, Legislative Services, and Real Estate & Southern Gulf Islands Initiatives.

## Finance & Technology

Led by the Chief Financial Officer, this department includes Financial Services, Information Technology & GIS Services, and Arts & Culture.

## Integrated Water Services

Led by the General Manager of Integrated Water Services, this department includes Water Operations, Wastewater Operations, Watershed Protection, Infrastructure Engineering, Customer & Technical Services, and Administrative Services.

## Parks, Recreation & Environmental Services

Led by the General Manager of Parks, Recreation & Environmental Services, this department includes Climate Action Program, Environmental Protection, Environmental Resource Management, Facilities Management & Engineering Services, Panorama Recreation, Regional Parks, and SEAPARC.

## Planning & Protective Services

Led by the General Manager of Planning and Protective Services, this department includes Building Inspection, Protective Services, Health & Capital Planning Strategies, Regional Housing, Juan de Fuca Local Area Services, and Regional & Strategic Planning.

## Cultural traits

Cultural traits reflect what we value as an organization. They were developed through an employee-driven process and are the behaviors and mindset we strive to demonstrate and apply throughout our work, no matter our role at the CRD. We seek to integrate them into our processes and support systems so all employees can be empowered to demonstrate them in their daily activities.



### SERVE THE CUSTOMER

- ▶ Understand the politics
- ▶ Focus on service
- ▶ Communicate effectively with stakeholders



### OWN THE OUTCOME

- ▶ See the big picture
- ▶ Be accountable for results
- ▶ Build confidence, increase trust, earn respect



### LEAD THE WAY

- ▶ Think strategically
- ▶ Foster innovation
- ▶ Pursue innovation and seek continuous improvement



### DEVELOP EMPLOYEE EXCELLENCE

- ▶ Model integrity
- ▶ Develop self
- ▶ Support professional growth



### WORK COLLABORATIVELY

- ▶ Build partnerships
- ▶ Develop others
- ▶ Work with a common purpose



### EMBRACE CHANGE

- ▶ Demonstrate courage
- ▶ Create a common vision for change and support change management
- ▶ Welcome ideas and perspectives

## Corporate Statement

The following statements represent the key purpose, commitment and aspirations of the CRD. Our mission embodies our purpose. The Board and organizational vision statements link the Board's vision with how staff work to achieve the desired outcomes. Other key statements ground our work in important priorities and formally declare our commitment to our shared path forward.

### Mission

We are a regional federation working together to serve the public good, plan for the future, and help build a livable, sustainable and resilient region. We work across municipal and electoral area boundaries to deliver services to residents regionally, sub-regionally and locally through an inclusive, efficient and open organization.

### Board Vision

The CRD embraces cooperation, innovation, and bold leadership in the delivery of services that contribute to a livable, sustainable, and resilient region. We are a region where all residents are included and have access to a quality of life that is fulfilling for them; and where there is a healthy environment for current and future generations.

### Organizational Vision

The CRD is a place where employees realize their potential and whose lives are improved every day through organizational connections and meaningful, fulfilling work.

### Declaration of Climate Emergency

In February 2019, the CRD Board joined many other local governments across the globe in declaring a climate emergency. Climate Action & Environment remains a top priority for this Board's term. The CRD is working to reduce the organization's greenhouse gases, prepare for climate impacts and support climate action efforts across the region. In 2021, CRD staff completed a comprehensive, data-driven planning process to create a renewed Climate Action Strategy that provides clarity on the role the CRD can play as a leader in climate action over the next five years. For more information, please visit: [www.crd.bc.ca/climate](http://www.crd.bc.ca/climate)

### Reconciliation

The CRD's boundaries span the traditional territories of many First Nations, whose ancestors have been taking care of the land since time immemorial. The CRD believes that a positive working relationship with First Nations is good for the whole region. For the CRD to have a positive relationship with First Nations we need to acknowledge, respect and complement their Indigenous laws, customs and systems of governance. The CRD is part of a national movement towards Reconciliation with Canada's Indigenous peoples, informed by:

- ▶ The Truth and Reconciliation Commission's Calls to Action
- ▶ The United Nations Declaration on the Rights of Indigenous Peoples
- ▶ Section 35 of the Canadian Charter of Rights and Freedoms
- ▶ The Douglas Treaties and the BC Modern Treaty process

For the full Statement of Reconciliation, please visit: [www.crd.bc.ca/first-nations](http://www.crd.bc.ca/first-nations)

## Commitment to Diversity & Inclusion

At the CRD, we are committed to creating an inclusive workplace culture that celebrates the uniqueness of individuals – where differences are recognized, appreciated and responded to in ways that fully respect each person's background, lived experiences, talents and strengths.

We value equity, diversity, and inclusion and are committed to listening, learning and evolving on this journey to improve the sense of belonging for everyone at the CRD.



Nature Centre at Elk/Beaver/Laker Park

# Definitions

## Accessibility

All people can take part in their communities through work, play and other daily activities; Accessibility is important for everyone, especially people with disabilities; Accessibility is about removing barriers and increasing inclusion and independence for everyone

## Accessibility Advisory Committee (AAC)

An official committee established to assist the organization to identify barriers to individuals in or interacting with the organization; composition of committee membership is outlined in the Accessible BC Act; For the CRD, the AAC is established by the CRD Board with an approved Terms of Reference (see Appendix A)

## Accessibility Plan (AP)

A plan, developed by an AAC, that identifies, removes and prevents accessibility barriers to individuals in or interacting with the organization

## Accommodation

Adjustments that remove a barrier for a person with a disability with

## Assistive Device

Any device that is designed, made, or adapted to assist a person to perform a particular task

## Barrier

Anything that hinders the full and equal participation in society of a person with an work impairment; barriers can be caused by environments, attitudes, practices, policies, information, communications or technologies, and affected by intersecting forms of discrimination. Persons with disabilities face six general barriers:

1. **Attitudinal barriers:** when people think and act based on false ideas, leading to discrimination against persons with disabilities
2. **Informational or communication barriers:** when communication methods do not reach persons with disabilities because they can't access them or understand them
3. **Technological barriers:** when technology can't be accessed by persons with disabilities
4. **Physical or architectural barriers:** when physical obstacles make access for persons with disabilities difficult
5. **Organizational or systemic barriers:** when an organization's policies or procedures with aren't inclusive
6. **Sensory barriers:** when sensory information such as lights, sounds, or smells prevent with participation in the environment

## Collaboratio

making accessible communities is a shared responsibility and everyone has a role to play to create opportunities for participation and communities to work together to provide access and inclusion

## Disability

An inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier. Disabilities may be various forms: pain-related; flexibility, mobility and dexterity; mental health-related; seeing; hearing; learning and memory; developmental; the

See “Understanding Disabilities” for this plan for more information

## Diversity

Diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. It extends beyond just visible attributes like race and ethnicity to include factors such as race, ethnicity, language, age, gender identity and expression, sexual orientation, culture, religion, belief system, marital and family status, socioeconomic status, physical and intellectual abilities, mental health, work status, life experiences and thinking style.

## Impairment

Includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic

## Inclusion

Inclusion creates an environment which embraces, respects, accepts and values diversity. With inclusion, all individuals have a sense of belonging and are recognized as valued and contributing members of society

## Indigenous Peoples

Has the same meaning as in the Declaration on the Rights of Indigenous Peoples Act (from Constitution Act) includes the Indian, Inuit and Métis peoples of Canada

## Self-Determination

Seeking to empower people to make their own choices and pursue the lives they wish to live

## Universal Design

Process of creating services and environments that are accessible to people with a wide range of abilities, disabilities, and other characteristics



## Understanding Disabilities |

The following information about types of disabilities comes from the Government of Canada's Guidance on the Accessible Canada Regulations as well as input from the CRD's Accessibility Advisory Committee. The categories are not exhaustive and are intended to be a starting point.

An important note is that not all people who experience these conditions consider it to be a disability. For example, some people who are neurodiverse or deaf may choose to self-identify as such, rather than as being disabled.

Another important consideration is that intersecting parts of a person's identity, such as age, gender, race and socioeconomic status, can affect the way people interact with their environments and the barriers they face. As a result, what is accessible for one person may not be accessible for all.

## Types of disabilities

### Pain-related

Pain-related disabilities represent nearly two-thirds of people with disabilities in Canada. Some people experience pain all the time, other people's pain is episodic, which means it fluctuates over time, sometimes unpredictably. Pain can disrupt people's daily activities. Many pain-related disabilities are invisible or hidden. Common types of pain-related disabilities include arthritis, back pain, sickle cell disease, traumatic injuries and migraines.

### Mobility, Flexibility and Dexterity

Mobility disabilities can affect a person's ability to move around, including walking or using stairs. Some people with mobility disabilities cannot walk at all, while others can only walk certain distances. Some people with mobility disabilities need to use aids like canes, crutches, wheel chairs or scooters.

Flexibility disabilities can affect a person's ability to bend over and pick things up, or reach out or upwards, or how long a person can stand for.

Dexterity disabilities can affect a person's ability to use their fingers, wrists or other extremities, and the way they use objects like pens and keyboards. Dexterity disabilities can also affect a person's ability to turn doorknobs, push buttons, operate devices or affect sensitivity to temperatures and textures.

### Mental Health-related

People with mental health disabilities may experience and manage emotions, thoughts and sensations in different ways. Many mental health disabilities are invisible or hidden. They can affect a person's mood, energy levels, thinking and physical health. Common types of mental health-related disabilities include anxiety disorders, bipolar disorder, depression, post-traumatic stress disorder (PTSD), and schizophrenia.

### Vision or Seeing

These types of disabilities affect how well a person sees, or whether they see at all. Some people with vision disabilities may also have difficulty in how they see things like light, colour, distance or texture. Common types of vision disabilities include blindness, low vision or partially sighted, legal blindness, deaf-blindness and colour-blindness.

### Hearing

Hearing disabilities affect how well a person hears, or whether they hear at all. Some people with hearing disabilities have difficulty hearing when there is background noise or multiple sources of sound or speech. Common types of hearing disabilities include deafness, deafened, hard of hearing, and orally deaf.

## Learning

Learning disabilities make it difficult for people to learn, read, or process information. People with disabilities have difficulty with writing, organization, and time management. Most learning disabilities are invisible or hidden. Common types of learning disabilities include attention deficit/hyperactivity disorder (ADHD), dyscalculia, dyslexia, executive function disorders.

## Memory

People with disabilities have difficulty processing and holding information. They also have difficulty with recognizing faces, time, and space and bodily functions. Common disabilities include dementia, neuropathology, and strokes.

## Developmental

Developmental disabilities impair an individual's physical or mental development. People with developmental disabilities have difficulty communicating and understanding written or spoken language. People have difficulties with learning, reasoning, decision-making, and problem-solving. Developmental disabilities sometimes overlap with learning disabilities. Developmental disabilities are invisible or hidden. Common types of developmental disabilities include autism spectrum disorder, fetal alcohol spectrum disorder, and epilepsy.

## Communication

Communication is an interactive, two-way process that includes both understanding and being understood. Having a significant communication disability can affect a person's communication in ways such as a person's ability to speak, understand what others are saying, read and/or write. Communication disorders are associated with other conditions, such as aphasia caused by brain damage from a stroke. Others, such as stuttering, may have no apparent cause, and some are hereditary.

## Other

There are many other disabilities which impact an individual's ability to participate fully and equitably in society, including when someone might not fit a certain category but there is a cumulative effect on life functions and ability to access services.

# Framework      ng o r Work

The Accessibility Plan (AP) builds on global, national, provincial and CRD specific actions to promote and support accessibility, such as the Accessible Canada Act and the United Nations Convention on the Rights of People with Disabilities. The AP particularly builds on the B.C. legislation focused on accessibility. The following subsections discuss the provincial legislation.

## Accessible British Columbia (BC) Act )

The *Accessible BC Act* was enacted in June 2021 and initially the accessibility planning requirements only applied to provincial government organizations.

The Accessible BC Regulation under the *Accessible BC Act* came into force on September 1, 2022. These regulations identify regional districts as accessible organizations, required to ) establish by September 1, 2023:

1. An accessibility committee
2. An accessibility plan
3. A tool to receive feedback on accessibility

These requirements, and the CRD's ability to meet them before September 2023, are discussed below.

## Accessibility Committee

Under the *Accessible BC Act*, an accessibility committee, called an Accessibility Advisory Committee (AAC) for the CRD, must be established to assist the CRD to identify barriers and advise on how to prevent barriers to individuals in or interacting with the organization.

The CRD Board approved the AAC committee and its Terms of Reference on April 12, 2023 (see Appendix A ). Aligned with the *Accessible BC Act*, the CRD's AAC is an advisory committee of the CRD Governance Committee. The AAC is established to provide recommendations on improving accessibility to the Governance Committee on CRD policies, programs, services, built ) environments, infrastructure, and outdoor spaces that to improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region.

## Accessibility Plan

According to the Accessible BC Act, the accessibility plan must identify, remove and prevent barriers to individuals in or interacting with the organization and be updated at least once every three years. Also, in developing the accessibility plan the CRD must consult with the AAC and when updating the plan, the CRD must consider public feedback.

It is the CRD's intent to have the AAC actively involved in the development of our accessibility plan. The CRD's current plan outlines initial steps to engage the AAC and the public in identifying steps the CRD can undertake to remove and prevent barriers to individuals in or ) interacting with the organization.

## Public Feedback Tool

The Accessible BC Act requires that a process must be established for receiving comments from the public on the organization's accessibility plan and barriers to individuals in or interacting with the organization.

To provide your feedback on matters pertaining to accessibility and inclusion of our CRD services, or to our Accessibility Plan please contact our Human Resources and Corporate Safety Department at [accessibility@crd.bc.ca](mailto:accessibility@crd.bc.ca) or by phone at 250-360-3069.

## Priorities, Actions, and Implementation

Many actions have been undertaken and implemented to date with the aim of preventing barriers to individuals in or interacting with the organization. The CRD recognizes more is required, and through the AAC will better identify barriers and take steps as practicable to remove those which are identified. The CRD recognizes this is a journey of (1) collaboration with focuses on (2) inclusion, (3) adaptability, (4) diversity, (5) self-determination, and (6) universal design. Some of the CRD's achievements to date are found in Appendix B.

As we improve accessibility to our services and facilities, the CRD has identified broad priority areas which include:

- 1 Built Environment Improvements
- 2 Resourcing, Awareness and Training
- 3 Increased Access

The CRD recognizes these are only first steps. The CRD recognizes that each of these priority areas, their objectives, actions and timelines will be updated from time to time, and the feedback received from the public and staff, and the work of the AAC, will help shape the outcome more fully. The CRD also recognizes that additional funding will be required to implement some of the actions.

### Budget Not :

Action items listed as "Contingent on securing resources", may need additional funding to implement and are subject to the Capital Regional District's budget planning process. The CRD is required by legislation to develop a financial plan each year that outlines operating and capital expenditures for the next five years. Once specific accessibility improvements are identified as part of the Accessibility Plan, the cost for implementation would need to go through the annual Service and Financial Planning process for approval. For example, additional resources may be needed to modify facilities, purchase assistive devices and upgrade systems to allow for increased accessibility.

OBJECTIVES V	DESCRIPTION & ACTIONS	IMELINE
1a Improve the physical accessability of CRD-specific facilities and services to ensure persons with disabilities can access, participate and gain employment with the CRD. V	1a-1 Continue work currently underway to improve and promote accessability to CRD-specific facilities and services. V	Ongoing
	1a-2 Inventory all CRD-specific facilities with a view to improving accessability. V	beginning 2024 V
	1a-3 Establish processes to prioritize improvements to CRD-specific facilities to ensure these are more accessible. V	beginning 2025 Contingent on securing funding
	1a-4 Continue to strive for increased accessability to all CRD-specific facilities and services, including continuing to review feedback on achievements and areas of improvements as received from the public and staff. V	Ongoing Contingent on securing funding
	1a-5 Continue to work collaboratively with service partners to ensure those services within the overarching mandate of the CRD which may be provided by other parties (example: transit services on the golf sands) are accessible; and relay feedback received by the public and staff to these parties. V	Ongoing
	1a-6 Identify additional actions to support the objective, based on learning from previous actions. V	Ongoing

OBJECTIVE	DESCRIPTION ACTION	MEASURE
2a Ensure information related to accessibility in the CDD is available to the public and to comply.	2a-1 Hire staff position to lead internal initiative.	Recruitment for 2024
	2a-2 Create and implement communication and engagement plan about accessibility at the CDD.	Beginning 2025 Continuing into curing funding
	2a-3 Identify additional action to support the activities, based on learning from previous action.	Beginning 2026 Reporting
2b Promote inclusive behaviour and support CDD staff awareness of the needs of individual with various disabilities and the barriers that may be faced.	2b-1 Enhance CDD staff training on equity, diversity and inclusion to include accessibility and strategies for minimizing barriers.	Beginning 2024
	2b-2 Enhance existing staff training current and develop and facilitate the delivery of additional learning opportunities for staff to create a common understanding of equity, diversity, inclusion and accessibility, including literacy and terminology, understanding functional abilities (including abilities) and the respect that supports respectful workplace, policy and inclusive practices.	Beginning 2024 Continuing into curing funding
	2b-3 Incorporate accessibility and abilities training into the development and implementation of internal upriver training.	Beginning 2026
	2b-4 Increase training in the areas of psychological health and safety, diversity, equity, inclusion, Safety and Culture Plan.	Beginning 2024
	2b-5 Identify additional action to support the activities, based on learning from previous action.	Beginning 2026 Reporting

OBJECTIVE I	DESCRIPTION ACTION	MEASUREMENT
2c Promote inclusion within the C/D workplace and across the district. I	2c-1 Enhance current photo stock and library with inclusive imagery for communication material and reviewing imagery with a focus on accessibility.	Beginning 2024
	2c-2 Develop an applied demographic data collection program to monitor progress in promoting and supporting a diverse workforce, including people with disabilities.	Beginning 2025
	2c-3 Identify additional actions to support the objectives, based on learning from previous actions.	Ongoing
2d Raise awareness about the nature of systemic barriers related to the district. I	2d-1 Explore inter-organizational collaboration that improves and enhances accessibility for C/D services, including the C/HCA and the for-profit corporations.	Beginning 2024
	2d-2 Identify additional actions to support the objectives, based on learning from previous actions.	Ongoing

OBJECTIVES	DESCRIPTION	ACTIONS	IMELINE
<b>3a</b> Create a d review policies a d p o edu es to suppo t equity, dive sity, i lusio a d a essibility. &	<b>3a-1</b> Create a A essibility Pla . &		2024
	<b>3a-2</b> Review a d update the A essibility Pla with the A essibility Advisory Committee, a d th ough feedba k of the publi a d staff. &		Annually begin i g 2025
	<b>3a-3</b> Review A essibility A t sta da ds fo Employme t a d Se vi e Delive y to ide tify a d p io itize a tio s. &		Begin i g 2025
	<b>3a-4</b> Establish a catalogue of assistive devi es fo CRD staff, a d pu hase i ve tio es fo use. &		Begin i g 2024 Co ti ge to se u i g fu di g
	<b>3a-5</b> Establish a fo mal guide fo abilities ma ageme t, i ludi g a ommodatio , etu to wo k, a d stay at wo k optio s. Completed 2019 &		Completed 2019 Update begin i g i 2026
	<b>3a-6</b> de tify additio al a tio s to suppo t the obje tive, based o lea i g f om p evious a tio s. &		O goi g
<b>3b</b> Re eive publi a d staff feedba k o a essibility a hieveme ts a d ba ie s. &	<b>3b-1</b> Establish dedi ated email fo the publi a d staff to p ovide feedba k about a essibility at the CRD. &		Completed
	<b>3b-2</b> Update the CRD's Publi Pa ti ipatio Framewo k to efle t p i iples of equity, dive sity a d i lusio a d eate a toolkit that suppo ts best p a ti e to add ess ba ie s. &		Begin i g 2024
	<b>3b-3</b> Co ti ue the wo k of the CRD staff Equity, Dive sity a d lusio Committee, a d e su e ep ese tatio a d feedba k f om staff with disabilities. &		Comme ed 2021 O goi g
	<b>3b-4</b> de tify additio al a tio s to suppo t the obje tive, based o lea i g f om p evious a tio s. &		O goi g

OBJECTIVES	DESCRIPTION	ACTIONS	IMELINE
<b>3c</b> Improve access to CRD public meetings.	<b>3c-1</b> Review and enhance the ability for the public and staff with disabilities to access online public meetings, including those of the CRD Board and its Committees and Commission <b>&amp;</b>		Beginning 2025 Contingent on securing funding <b>&amp;</b>
	<b>3c-2</b> Review websites where CRD public meetings are held with a view to accessibility, and advise the committees to make meetings more accessible.		Beginning 2025 Contingent on securing funding
	<b>3c-3</b> Identify additional actions to support the objective, based on learning from previous actions. <b>&amp;</b>		Ongoing
<b>3d</b> Ensure communications materials are more accessible.	<b>3d-1</b> Provide plain language and accessible content to community and web authors.		Beginning 2024
	<b>3d-2</b> Refresh public website to comply with internationally recognized Web Content Accessibility Guidelines.		Beginning 2025 <b>&amp;</b>
	<b>3d-3</b> Identify additional actions to support the objective, based on learning from previous actions.		Ongoing
<b>3e</b> Ensure equitable participation and inclusive.	<b>3e-1</b> Establish a process for applying the equity accommodation during the meeting cycle. <b>&amp;</b>		Enhance Beginning 2024
	<b>3e-2</b> Review meeting participation with a view to equity, diversity, inclusion and accessibility.		Beginning 2024
	<b>3e-3</b> Promote information about the CRD's commitment to equity, diversity, inclusion and accessibility on job postings and website materials. <b>&amp;</b>		Commenced 2021 Enhance Beginning 2024
	<b>3e-4</b> Identify additional actions to support the objective, based on learning from previous actions. <b>&amp;</b>		Ongoing

## Feedback

The feedback we receive from the public and our staff is important to us. We invite you to share your feedback on this initial Accessibility Plan and on any barriers to accessibility and inclusion that you, or someone you know, have faced when accessing CRD services and facilities.

To provide your feedback, please contact our Human Resources and Corporate Safety Division at [accessibility@crd.bc.ca](mailto:accessibility@crd.bc.ca) or call 250.360.3069. T



# Appendix A

## Capital Regional District – CRD Accessibility Advisory Committee

### M B PRELIMINARY

The Capital Regional District (CRD) Accessibility Advisory Committee (AAC) is an advisory committee of the CRD Governance Committee created further to the ***Accessible British Columbia Act***. The AAC is established to provide recommendations on improving accessibility to the Governance Committee on CRD policies, programs, services, built environments, infrastructure, and outdoor spaces that to improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region.

The Committee's official name is to be: **Accessibility Advisory Committee**.

#### 1.0 PURPOSE

The Accessibility Advisory Committee will:

- a. Provide recommendations on the development of an accessibility plan.
- b. Identify barriers of access to CRD services and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.
- c. Be available as a resource to the CRD on matters relating to accessibility and participate in community engagement activities in an objective and unbiased manner, as needed, and avoid reflecting preferred outcomes.
- d. Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.
- e. Provide input and advice to the Governance Committee on the best methods to engage the public and stakeholders.
- f. Ensure that the accessibility plan and community engagement are neutral, balanced and inclusive.
- g. Ensure that adequate information is provided to community members to enable them to provide informed feedback.
- h. Remain objective and unbiased while overseeing the process of community education and participation.
- i. Review CRD accessibility plan every three (3) years.

#### 2.0 ESTABLISHMENT AND AUTHORITY

- a. The Governance Committee will:
- b. Recommend AAC member appointments to the CRD Board for up to a two-year term; and
- c. Appoint a member as the liaison between the AAC and the Governance Committee.

- d. The AAC shall consist of one Chair and Vice-Chair on an annual basis.
- e. The AAC shall report its input to the Governance Committee for consideration. The CR Board shall determine the final decision-making authority.

### 3.0 COMPOSITION OF VOTING MEMBERSHIP

- a. To the extent that it is possible, members shall be selected from diverse backgrounds, including Indigenous peoples, no less than half of whom must either be persons with disabilities or persons representing disability-serving organizations.
- b. The AAC shall be composed of at least five (5), and up to 11, members.
- c. The AAC may include both members external and internal to the CR organization.
- d. Members shall be elected for a 2-year term (except in the first year when 3 candidates' appointments shall be elected for a 1-year term to allow for staggered election terms).
- e. A term shall equal 2 years, and members shall serve no more than 3 consecutive terms (i.e. 6 years).
- f. Public members of the AAC shall receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses. Honoraria are not intended for members who are representatives of organizations or businesses where they are employed.
- g. AAC vacancies shall be publicly posted for a minimum of 30 days and appointments shall be made in accordance with the CR Appointment of Public Members to External Boards Policy.

### 4.0 PROCEDURES

- a. The CR Board Procedures Bylaws shall apply.
- b. The AAC shall meet at a minimum of every two (2) months that the Chair and have secret meetings, as required.
- c. The agenda shall be finalized in consultation between staff and the Chair.
- d. A quorum shall be a majority of the committee membership and is required to conduct committee business.
- e. AAC meetings shall be held in a manner which is accessible as possible by default, including but not limited to: accessible meeting locations; use of accessible hybrid virtual meeting technology; provision of accessible technology supports including ASL interpreters and video caption services; and other as identified by the AAC.

### 5.0 RESOURCES AND SUPPORT

- a. The Senior Manager, Human Resources and Corporate Safety, shall lead the coordination and allocation of resources to the Committee.
- b. A roster of CR staff and resources shall be provided to assist with the activities of and support to the AAC.
- c. Minutes and agendas shall be prepared and distributed by the Legislative Services division.



Making a difference...together

## REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, AUGUST 6, 2025

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### **SUBJECT**     Representation on CRD Commissions and non-Board Committees

### **ISSUE SUMMARY**

To consider options to increase representation on CRD Commissions and non-Board Committees to reflect the diversity of the region's population.

### **BACKGROUND**

At the July 10, 2024, CRD Board meeting, the following recommendation from the Governance Committee was approved:

*"That staff explore options to support that CRD Commissions and non-Board Committees reflect the diversity of our region's population, including gender diversity, to the greatest extent possible, and report back to the board with recommendations."*

Under the CRD's Equity, Diversity and Inclusion framework, diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. It extends beyond just visible attributes like race and ethnicity to include factors such as race, ethnicity, language, age, gender identity and expression, sexual orientation, culture, religion, belief system, marital and family status, socioeconomic status, physical and intellectual abilities, mental health, work status, life experiences and thinking style.

Membership on CRD Commissions and Committees is prescribed in the bylaw or terms of reference for each body and may consist of one or more of the following types of members:

- elected officials to CRD Board (including Electoral Area Directors)
- elected officials representing a participating municipality
- First Nations representatives
- interested parties (e.g. industry, non-profits, other government bodies)
- public members

The governance structure for the Capital Regional District includes 3 Boards, 15 Board Standing and Select Committees, and over 60 Commissions and non-Board Committees. A visual mapping of the reporting structure of CRD Commissions & Committees is attached as Appendix A. In addition, the CRD Board makes nominations for CRD Representatives to serve on external boards. The opportunity to nominate a public member exists with the following 6 external boards: BC Ferry Authority, CREST Corporation, Greater Victoria Harbour Authority, Island Corridor Foundation, Royal and McPherson Theatres Society and the Victoria Airport Authority.

The focus of this report and staff recommendation excludes those bodies with membership solely comprised of elected officials. This exclusion includes the Boards and its Standing and Select Committees, the Arts Commission, Climate Action Inter-Municipal Task Force, Juan de Fuca Water Distribution Commission, Regional Water Supply Commission, Royal and McPherson Theatres Services Advisory Committee, and Salt Spring Island Local Community Commission.

Increasing diversity on CRD Commissions and non-Board Committees is intended to help strengthen Board decision-making frameworks to include an equity, diversity and inclusion, and lens (Governance Priority 5b) and foster greater civic participation among diverse community members (Governance Priority 5d). Increasing the diversity of perspectives contributing to the decision-making process increases the likelihood that CRD programs and services meet the needs of a broader cross-section of community.

## **ALTERNATIVES**

### *Alternative 1*

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That a statement welcoming applications from all people including those with diverse backgrounds, abilities and lived experiences be added to all postings seeking new members to CRD Commissions and non-Board Committees.
2. That the CRD Board send a letter asking that Municipal Councils consider diversity when making its municipal appointments to CRD Commissions and non-Board Committees.

### *Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Alignment with Existing Plans & Strategies*

At the CRD Board's direction the following diversity and inclusion statement is published on the agenda cover for all 3 Boards and the Board Standing Committees since August 2020:

*"The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected."*

A policy outlining CRD appointments to external boards is already established which ensures the process is inclusive, transparent, and consistently applied. First, the CRD Board receives a letter from the external board requesting that an appointment to fill a vacancy be made. The letter may specify the qualifications or areas of experience the Board is seeking in the preferred nominee. Second, the CRD will advertise the opportunity for appointment and may include a diversity and inclusion statement. For example, the following statement is included in the appointment opportunity to the Royal & McPherson Theatres Society Board (RMTS):

*"The RMTS is committed to developing a diverse board of directors that represents the community we serve. We encourage and welcome applications from all people with diverse backgrounds, abilities and lived experiences."*

The recommendation is for a similar diversity statement to be included when advertising vacancies on CRD Commissions and non-Board Committees.

### *Equity, Diversity & Inclusion Implications*

The recommendation provides greater awareness and an immediate and incremental approach to increasing the diversity of members appointed to CRD Commissions and non-Board

Committees. The CRD is currently developing an internal organizational Equity, Diversity and Inclusion (EDI) strategy. This strategy is anticipated to include action items designed to support staff in applying an EDI lens to their work, including decision-making.

As an example, prior to posting Commission or non-Board Committee vacancies, CRD staff may identify and communicate a specific gap they are looking to fill with the goal of seeking more diversity in members on the body. This is important to ensure the effort to address diversity is meaningful and effective.

The following is an example of a statement welcoming diverse applicants that may be added to all postings seeking new members to CRD Commissions and non-Board Committees:

*“The CRD is committed to having representation on its Commissions and Committees that reflect the diversity of our region’s population, including gender diversity. We welcome applications from all people including those with diverse backgrounds, abilities and lived experiences. The Commission [Committee] is specifically seeking ...”*

This statement is recommended over a written application format with checkboxes asking candidates to report on personal information such as gender, socio-economic or marital status, as examples. The statement provides an invitation for candidates to give consent by self-declaring their diverse background, abilities and lived experience as they deem relevant to the body. CRD staff or the decision-making body making the recommendation to appoint to the CRD Board will decide what type of representation and diversity is important when making its selection.

### *First Nations Implications*

The opportunity for First Nations representation on CRD Board Standing Committees as ex-officio exists; unfortunately, there has not been any uptake from the local nations during this Board’s term. This is in part due to a preference by some First Nations to be in a decision-making capacity on the CRD Board instead. The provincial government is currently exploring opportunities for more inclusive governance on regional district boards.

While welcome on all CRD Commissions and Committees, First Nations representation is prescribed in the membership criteria for the following bodies:

- East Sooke Fire Protection and Emergency Response Service Commission
- Port Renfrew Fire Protection and Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Reaching Home Community Advisory Body
- Saanich Peninsula Water Commission
- Solid Waste Advisory Committee
- Water Advisory Committee

### *Financial Implications*

There are no direct financial implications by adding a statement welcoming diverse applicants to apply when advertising vacancies on CRD Commissions and non-Board Committees. CRD staff are to continue posting notices using the same communication channels as previously used. The opportunities will be posted to the CRD website under Notices and on the Commission and Committee webpage.

### *Intergovernmental Implications*

Diversity on the CRD Board is limited to the elected officials from the 13 municipal participants. Currently, all 13 Mayors are appointed to the CRD Board. In accordance with section 197 of the *Local Government Act*, 3 municipal participants (Langford, Saanich and Victoria) have more than one elected official on the CRD Board. Currently, each have at least one Director who is female and one new Director who is on their first term.

While the CRD Board makes the final appointment of members to CRD Commissions and Committees, it is up to each Municipal Council to forward their selected nominees for appointment as municipal and public member representatives. Municipal elected officials are appointed to 12 bodies and public members representing a municipal participant are made to 6 bodies.

The recommendation is for CRD to request that municipal councils consider their own community's diverse population when making appointments to CRD Commissions and Committees.

### *Service Delivery Implications*

The CRD recruits to fill vacancies for the next calendar year beginning in September. CRD staff can include the new diversity statement when advertising upcoming vacancies for 2026.

To meaningfully gauge current diversity on CRD Commissions and non-Board Committees, or track changes in membership diversity over time, it would be necessary to create a baseline or inventory of the current state. CRD does not have a system with which to track this information, nor does it have the necessary consent from current members to collect demographic information, which would be required under the *Freedom of Information and Protection of Privacy Act*. The CRD's Appointments Information System (AIS) was developed in-house by CRD staff to track membership on all CRD Commissions and Committees. Currently, AIS only tracks name, home address, and telephone and email contact information. If the CRD Board wishes to implement an application form which allows tracking of demographic information of members, AIS would need to be redesigned which would require dedicated project funds from the Legislative and General budget requisition. In addition, staff would need to undertake a Privacy Impact Assessment (PIA) to assess potential privacy risks and to develop a comprehensive personal information collection statement. Any collection of demographic information would be implemented on an opt in basis, rather than being mandatory, and while it may provide more information than we currently have, not all committee and commission applicants would choose to disclose their personal information.

### *Alignment with Board & Corporate Priorities*

The 2023-2026 Board Priority Initiatives include the following directives related to equity, diversity and inclusion:

- Governance 5c: *Develop an understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies*
- Governance 5d: *Foster greater civic participation among diverse community members*

The 2023-2026 Corporate Plan Initiatives related around equity, diversity and inclusion include:

- 11a-2: *Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies*

- 12b-1: *Enhance the public participation and engagement practices and framework to foster trust and understanding, informed by input from residents and equity, diversity and inclusion principles*

## **CONCLUSION**

The CRD Board directed staff to consider options to increase representation on CRD Commissions and non-Board Committees to reflect the diversity of the region's population. Under the CRD's Diversity, Equity and Inclusion framework, diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. Membership on CRD Commissions and Committees is prescribed in the bylaw or terms of reference for each body and may consist of elected officials, First Nations representative, interested parties, and public members. Every Fall the CRD recruits to fill vacancies for the next calendar year. The recommendation is to include a statement welcoming applications from people with diverse backgrounds, abilities and lived experiences to all postings seeking new members to CRD Commissions and non-Board Committees. Furthermore, the CRD Board will request that municipal councils consider their own community's diverse population when making appointments to CRD Commissions and non-Board Committees.

## **RECOMMENDATION**

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That a statement welcoming applications from all people including those with diverse backgrounds, abilities and lived experiences be added to all postings seeking new members to CRD Commissions and non-Board Committees.
2. That the CRD Board send a letter asking that municipal councils consider diversity when making its municipal appointments to CRD Commissions and non-Board Committees.

Submitted by:	Marlene Lagoa, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

## **ATTACHMENT(S)**

Appendix A: CRD Commissions & Committees Reporting Structure





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## **Minutes of the Accessibility Advisory Committee meeting, held March 18, 2025 at 1:00 pm, 6<sup>th</sup> Floor Boardroom, 625 Fisgard Street, Victoria BC**

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### **PRESENT:**

Committee Members: P. Danforth (Chair), T. Bolt (Vice Chair), M. Essery (EP), L. Hube, Z. Lundrie (EP), B. Manning-Jones, J. Parr, G. Robinson, E. Syring (EP) (1:11 pm), R. Welland (1:07 pm), M. Little (GFNRC Liaison)

Staff: C. Neilson, Senior Manager, People, Safety and Culture; A. Ali, Manager, Equity, Diversity, Inclusion and Accessibility; S. Cole, Equity, Diversity, Inclusion and Accessibility Specialist; R. Ince, Outdoor Recreation Specialist; G. Tokgoz, Manager, Regional Trails and Trestles Renewal; S. Orr, Senior Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: J. Briante

Guests: R. Symmons and K. Joyce, Sustainable Transportation Specialists, ISL Engineering

The meeting was called to order at 1:04 pm.

### **1. Territorial Acknowledgement**

Chair Danforth provided the Territorial Acknowledgement.

### **2. Approval of Agenda**

**MOVED by B. Manning-Jones, SECONDED by M. Essery,  
That the agenda for the Accessibility Advisory Committee of  
March 18, 2025 be approved as circulated.  
CARRIED**

**R. Welland joined the meeting in person at 1:07 pm.**

**3. Adoption of Minutes**

**MOVED by L. Hube, SECONDED by T. Bolt,  
That the minutes of the Accessibility Advisory Committee  
meeting of January 25, 2025 be adopted as circulated.  
CARRIED**

**4. Chairs Remarks**

The Chair welcomed everyone in attendance and noted the following: March 17–23 is Neurodiversity Celebration Week and is exciting time to celebrate neurodiversity in our community. May 25 – May 31 is National Accessibility Awareness Week and is to celebrate the valuable contributions and leadership of persons with disabilities in Canada. The Disability Without Poverty benefit has been enacted in BC and is a positive start.

**E. Syring joined the meeting electronically at 1:07 pm.**

**5. Presentations/Delegations**

**5.1. Presentations**

**5.1.1. Regional Trestles Renewal, Trails Widening and Lighting Project**

G. Tokgoz presented the Regional Trestles Renewal, Trails Widening and Lighting Project.

Discussion ensued regarding:

- adding cameras on the trail for safety
- site visit to the trail by user groups
- crossing button location
- main concerns with trail safety
- improvement of trail accessibility
- benefits of auto flashers
- consistent messaging on trail use
- include other user groups of trails
- addition of rest stops along the trail

**Motion Arising:**

**MOVED by T. Bolt, SECONDED by M. Essery,**

**That the Accessibility Advisory Committee recommend to the Governance and First Nations Relations Committee recommends to the Capital Regional District Board:**

**That the CRD Board write a letter to the Province advocating for mobility aids in bike lanes.**

**CARRIED**

**5.1.2. Beach Access at Island View Beach Regional Park**

R. Ince presented Beach Access at Island View Beach Regional Park.

Discussion ensued regarding:

- inclusion of accessible picnic table on the Mobi-mat
- specification of the Mobi-mat related to transitions, turn around spots and educational signage
- wear and tear of the Mobi-mat and replacement schedule due to exposure to saltwater and rocky terrain
- boat launch repairs to improve accessibility

**5.2. Delegations**

There were no delegations.

**6. Committee Business**

**6.1. Accessible Devices – Boardroom Enhancements (Oracle) Update**

S. Cole presented Item 6.1. for information.

**6.2. Accessibility Plan Actions Update**

S. Cole presented Item 6.1. for information.

Discussion ensued regarding:

- timeline when the updates will be brought back to the committee
- launching of the new website and feedback on the accessibility of the site

**7. Notices of Motion**

M. Essery presented the following Notice of Motion for consideration at the next meeting of the Accessibility Advisory Committee:

“That the CRD Parks waive parking fees for people with disabilities where they require an extra accessible vehicle, similar to BC Parks policy”.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by M. Essery, SECONDED by T. Bolt,  
That the Accessibility Advisory Committee of January 21, 2025  
meeting be adjourned at 2:22 pm.  
CARRIED**

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Chair

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Committee Clerk



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## **Minutes of the Accessibility Advisory Committee meeting, held May 20, 2025 at 1:00 pm, 6<sup>th</sup> Floor Boardroom, 625 Fisgard Street, Victoria BC**

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### **PRESENT:**

Committee Members: P. Danforth (Chair), J. Briante (EP), M. Essery (EP), L. Hube (EP), Z. Lundrie (EP), B. Manning-Jones, J. Parr (EP), G. Robinson, E. Syring (EP) (1:04 pm), R. Welland (1:21 pm), M. Little (GFNRC Liaison)

Staff: C. Neilson, Senior Manager, People, Safety and Culture; P. Klassen, Senior Manager, Regional Planning; A. Ali, Manager, Equality, Diversity, Inclusion and Accessibility; C. Whipp, Manager, Structures and Systems, Engineering Services; R. Cheney, Audio/Video Systems Analyst, Technology and Digital Transformation; S. Cole, Equity, Diversity, Inclusion and Accessibility Specialist; R. Ince, Outdoor Recreation Specialist, Regional Parks; J. Dorman, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: T. Bolt (Vice Chair)

The meeting was called to order at 1:01 pm.

### **1. Territorial Acknowledgement**

Chair Danforth provided the Territorial Acknowledgement.

### **2. Approval of Agenda**

**MOVED by M. Essery SECONDED by M. Little ,  
That the agenda for the Accessibility Advisory Committee  
meeting of May 20, 2025 be approved with the following  
amendment:**

- Item 7.1. before moved to be considered before Item 6.2.**

**CARRIED**

**3. Adoption of Minutes**

**MOVED by J. Parr, SECONDED by M. Essery,  
That the minutes of the Accessibility Advisory Committee  
meeting of March 18, 2025 be adopted with the following  
amendments:**

- Chair's Remarks "May 25 to May 31" replace with "May 26 to June 1"**
- Discussion 5.1.2 Beach Access at Island View Beach Regional Park "boat launch repair and potential use for accessibility usage" replace with "boat launch repairs to improve accessibility"**

**CARRIED**

**4. Chair's Remarks**

Chair Danforth spoke about the federal election, the national advocates for disabilities and the cabinet makeup presented by Prime Minister Carney. National Access Awareness Week begins on May 25th and with several activities happening around Victoria. CRD has posted information regarding National Access Awareness Week and its initiatives. Island View Beach Regional Park beach access and access mats to Ross Bay beach off Dallas Road.

**5. Presentations/Delegations**

There were no presentations or delegations.

**6. Committee Business**

**6.1. Auracast: Update & Functionality Testing**

S. Cole and R. Cheney presented Item 6.1. for information.

Discussion ensued on the following:

- device connectivity and availability
- hearing aid compatibility

## **7.1 Motion with Notice: CRD Parks Parking Policy (M. Essery)**

M. Essery spoke to Item 7.1.

Discussion ensued on the following:

- financial implications and disincentives to requiring additional vehicle fees for accessible camping
- removal of barriers to foster and promote equity and inclusion of someone with disabilities to experience camping without limitations

**MOVED by J. Parr, SECONDED by M. Essery,**

***The Accessibility Advisory Committee recommend to the Regional Parks Committee recommends to the Capital Regional District Board:***

***That the CRD Parks waive parking fees for people with disabilities where they require an extra accessible vehicle, similar to BC Parks parking policy.***

**CARRIED**

## **6.2. Mobility Aids in Bike Lanes**

C. Neilson and P. Klassen presented Item 6.2. for information.

Discussion ensued on the following:

- improving pedestrian spaces
- lack of sidewalk accessibility
- motor vehicle act definitions
- mobility devices and speed of such devices
- municipal actions and collaboration

## **6.3. CRD Headquarters – 6<sup>th</sup> Floor Washrooms Upgrade**

C. Whipp presented Item 6.3. for information.

Discussion ensued on the following:

- collaboration with organizations
- scooter versus wheelchair accommodation
- constraints of the physical building

**7. Notices of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by M. Essery, SECONDED by B. Manning-Jones,  
That the Accessibility Advisory Committee meeting of May 20,  
2025 be adjourned at 2:11 pm.  
CARRIED**

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Chair

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Committee Clerk