

**Minutes of the Accessibility Advisory Committee meeting, held November 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), J. Briante (EP), M. Essery (EP), L. Hube, Z. Lundrie (EP), B. Manning-Jones, J. Parr, G. Robinson, E. Syring, R. Welland (1:17 pm), M. Little (GFNRC Liaison)

Staff: C. Neilson, Senior Manager, People, Safety and Culture; A. Ali, Manager, Equality, Diversity, Inclusion and Accessibility (EP); A. Hassanpour, Project Engineer, Corporate Capital Project Delivery Services; T. Pillipow, Senior Committee Clerk (Recorder)

EP – Electronic Participation

The meeting was called to order at 1:11 pm.

**1. Territorial Acknowledgement**

Chair Danforth provided the Territorial Acknowledgement.

**2. Approval of Agenda**

**MOVED by M. Essery, SECONDED by L. Hube,  
That the agenda for the Accessibility Advisory Committee  
meeting of November 18, 2025 be approved.**

**CARRIED**

**3. Adoption of Minutes**

**MOVED by M. Essery, SECONDED by T. Bolt,  
That the minutes of the Accessibility Advisory Committee  
meeting of July 15, 2025 be adopted as circulated.**

**CARRIED**

**4. Chair's Remarks**

Chair Danforth noted that the November 19, 2025, Santa Claus Parade will have accessible viewing area and live audio description provided by the Victoria Disability Resource Centre. She also spoke about incremental changes to Persons with Disabilities Benefits announced by the Province. The federal budget was also passed and includes additional positive changes.

It was noted that December 3, 2025, is the International Day of Persons with Disabilities.

The Chair thanked all committee members who have been reappointed for 2026.

**R. Welland joined the meeting in person at 1:17 pm.**

**5. Presentations/Delegations**

**5.1. Presentations**

**5.1.1. Jasmine Parr, Re: Accessible Transit Committee and Upcoming Transit Plan for HandyDart**

J. Parr presented the Accessible Transit Committee and Upcoming Transit Plan for HandyDart.

**5.2. Delegations**

There were no delegations.

**6. Committee Business**

**6.1. 2026 Committee Membership Update**

C. Neilson presented Item 6.1. for information.

**6.2. September 16<sup>th</sup> Site Visit Debrief**

A. Hassanpour presented Item 6.2. for information.

Discussion ensued on the following:

- providing feedback on the design process
- consideration of members coming from the Electoral Areas when scheduling the next site visit
- thanks to staff for bringing members into the decision process at an early point

**6.3. Disability & Inclusion Awareness Training**

**Item 6.3. was deferred to the next meeting.**

**6.4. Facilities and Public Meeting Accessibility Review**

C. Neilson presented Item 6.4. for information.

Discussion ensued on the following:

- consideration of hinderances in relation to accessibility
- ensuring presentation slides can be easily read
- beginning a meeting with the opening question, “Is there anything we can do to make this meeting more accessible for everyone?”.
- having a camera that shows the whole room
- closed captioning for live meetings
- prioritization process for the Capital Regional District facility inventory

**7. Notices of Motion**

There were no notice(s) of motion.

**8. New Business**

**8.1. Facilities Work**

The Fisgard building experienced a two-week elevator outage. As a result, staff are in the process of evaluating and purchasing stair evacuation chairs. Staff would like to invite members to participate in this process. Please contact Chris Neilson if you are interested.

**8.2. Salt Spring Island Multi Space (SIMS)**

Staff have been working on accessibility at this location and are looking at funding options such as the SPARC Grant Program to assist with this project. More information will be coming to the January meeting of this committee.

**8.3. 2026 Meeting Dates**

C. Neilson shared that the 2026 meetings fall on the third Tuesday bi-monthly starting in January.

**9. Adjournment**

**MOVED by G. Robinson, SECONDED by L. Hube,  
That the Accessibility Advisory Committee meeting of November  
18, 2025 be adjourned at 2:26 pm.  
CARRIED**

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Chair

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Committee Clerk