

**City of Chilliwack**  
**ACCESSIBILITY and INCLUSION ADVISORY COMMITTEE**  
**MINUTES OF MEETING**  
**MONDAY, MAY 29, 2023 – 4:00 pm**  
**DOGWOOD ROOM / Held Electronically**

---

**Council Members:**

Councillor Jason Lum, Chair  
Councillor Jeff Shields, Vice-Chair

**Accessibility and Inclusion Advisory Members:**

Anya McRae, Community Member  
Debbie Denault, Plain Language Specialist  
Glenda Standeven, Author and Motivational Speaker  
Katie Bartel, Chilliwack District Parent Advisory Council  
Jim Ryan, Certified Accessibility Professional and Rick Hansen  
Foundation Ambassador  
Matt Yeomans, Chilliwack People First, President  
Leah Kelley, Writer/Consultant, UBC Faculty of Education  
Sheralie Taylor, Ministry of Social Development and Poverty  
Reduction  
Zeeshan Khan, Educational Assistant, SD33

**City Staff:** Jamie Leggatt, Director of Communications, Staff Liaison  
Trish Alsip, Recording Secretary

**Guests:** Misty-Jo Crawford, Co-Advisor, Chilliwack People First

**Regrets:** Julia Lamb, Community Advocate and Chair of Disability Alliance BC  
Saylesh Wesley, Aboriginal Education Enhancement and Learning  
Support Teacher  
Alyson Seale, Associate Professor, University of the Fraser Valley

---

<b>1. CALL TO ORDER</b>
-------------------------

Councillor Lum was Chair, called the meeting to order at 4:03 pm and provided territorial acknowledgement.

**2. ADOPTION OF AGENDA**

Moved / ) That the Agenda for the Accessibility and Inclusion Advisory  
Seconded ( Committee of Monday, May 27, 2023 be adopted as circulated.

Carried unanimously

**3. ADOPTION OF MINUTES**

Moved / ) That the Minutes for the Accessibility and Inclusion Advisory  
Seconded ( Committee of Monday, March 27, 2023 be adopted as circulated.

Carried unanimously

**4. OLD BUSINESS / ACTION ITEMS**

Anya McRae, Community Member, joined the meeting at 4:11 pm.

**a) Feedback on Draft Timeline**

The committee members discussed the draft timeline and provided the following suggestions:

- Enlarge print to provide easier accessibility
- Goals are high-level; where does the actual work fit in
- Connect outside of scheduled meetings
- Network with other communities
- Scope of timeframe/application process
- How to balance future AIAC membership to avoid becoming stagnant while providing continuity
- Short, medium and long-term goals/expectations should be included in the Accessibility Plan
- Quick wins should be included in the Accessibility Plan

**4. OLD BUSINESS / ACTION ITEMS (continued)**

**b) Committee Values – Review/Discussion**

Jamie Leggatt, Director of Communications, Staff Liaison, shared a brief summary with respect to the following feedback received from committee members:

**Committee Values**

- Ensuring everyone has an opportunity to speak
- Cognizant of time when sharing/speaking
- Action oriented towards measurable outcomes and meaningful change
- Treating everyone with dignity
- Supporting everyone to feel like they belong
- Trusting each other's intent and striving to understand our impact
- Being open to learning other's perspectives
- Barrier free environments
- Physiological and psychological safety

**Mission**

- Educating the community and/or Council
- Working towards equity for all
- Creating representation and visibility
- Supporting measurable changes in our community

The following may be more value oriented statements:

- Ability to express ourselves without being judged
- Representation

**Taking Care of Each Other**

- Quarterly dinner meetings
- Additional optional check ins
- Being mindful of creating space/opportunity for others to speak during the meeting

**4. OLD BUSINESS / ACTION ITEMS (continued)**

**c) Respectful Workplace Policy (D-21)**

At the previous meeting, the Committee asked staff to investigate the implementation of a code of conduct for committees. Staff reviewed the Respectful Workplace Policy (D-21) which is a policy currently in place for City of Chilliwack employees through the Human Resources Department. The policy is presently under review with Corporate Services with respect to including committees in the policy.

Comment was provided with respect to the document's formality; a suggestion was made to consider creating a plain language version for committees.

Discussion ensued regarding code of conduct breaches and the steps committees could take in an advisory committee setting should a breach occur. Staff provided clarification noting each committee would discuss the process at a committee level whereby committee members would address any disrespectful behaviour by consensus. A member provided further comment with respect to setting clear expectations and precedents. A suggestion was made to continue the discussion in further detail at a future meeting in order to provide more opportunity to review a framework for the policy with respect to how the AIAC would deal with potential breaches.

Staff was asked to bring back samples of other municipalities' code of conduct policies for the Committee's review.

Moved / ) That the Respectful Workplace Policy (D-21) be referred back  
Seconded ( to staff and that additional information regarding other  
municipal code of conduct policies for committees be reviewed  
by the Committee.

A query was raised regarding the City of Chilliwack's accessibility requirements for community events; staff provided information regarding the Celebration and Activity Grants available, and the City of Chilliwack Event Toolkit which includes a voluntary Accessibility Checklist [here](#).

The Committee recessed at 4:50 pm and returned to the meeting at 5:00 pm.

## **5. PRESENTATIONS/DELEGATION**

### **a) Municipal jurisdiction, roles and responsibilities**

A brief summary of government responsibilities was provided to help set the stage for discussing the Plan as noted below:

#### Levels of Government and Responsibilities

- Federal
- First Nations
- Provincial
- Local (City of Chilliwack)

#### City Committees

- Types
- Authority

#### Accessible BC Act

- Goal of AIAC

### **b) MTFIDA Action Plan – Review and Progress to date**

An overview of the Mayor's Task Force on Inclusiveness, Diversity and Accessibility's (MTFIDA) Action Plan was presented to help inform the AIAC of work done to date on accessibility as per the Action Plan, and to help generate ideas for the development of a Chilliwack Accessibility Plan. The presentation included the following:

- MTFIDA Action Plan Goals
- Accessibility
- Relationships
- Education
- Opportunity
- Funding

## 5. PRESENTATIONS/DELEGATION

Members provided feedback which included language, visual accessibility, timelines, evaluations, accountability, and separated line items for accessibility related projects, playground retrofits, and Plan updates.

Chair Lum suggested committee members review the City of Vancouver's Accessibility Strategy [here](#). The MTFIDA Action Plan will be forwarded to the Committee.

### Next Meeting:

Committee Values and Mission – further review

Code of Conduct – further review

Establish framework for Chilliwack's Accessibility Plan

## 6. NEW BUSINESS

## 7. INFORMATION

### a) 2023 AIAC Terms of Reference – amended

The amended 2023 AIAC Terms of Reference were provided for information.

### b) AccessAbility Week Virtual Sessions by Habitat Systems

A committee member provided information with respect to AccessAbility Week May 29 – June 2, 2023 with Virtual Sessions by Habitat Systems [▶Link](#)

## 8. NEXT MEETING

The next meeting will be held on Monday, July 24, 2023 at 4:00 pm in the Dogwood Room and via zoom.

## 9. ADJOURNMENT

There being no further business, the meeting adjourned at 5:46 pm.

Chair

