

**City of Chilliwack**  
**ACCESSIBILITY and INCLUSION ADVISORY COMMITTEE**  
**MINUTES OF MEETING**  
**MONDAY, SEPTEMBER 25, 2023 – 4:00 pm**  
**DOGWOOD ROOM / Held Electronically**

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**Council Members:**

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

**Accessibility and Inclusion Advisory Members:**

Julia Lamb, Community Advocate and Chair of Disability Alliance BC  
Anya McRae, Community Member  
Debbie Denault, Plain Language Specialist  
Katie Bartel, Chilliwack District Parent Advisory Council  
Leah Kelley, Writer/Consultant, UBC Faculty of Education  
Zeeshan Khan, Educational Assistant, SD33  
Alyson Seale, Associate Professor, University of the Fraser Valley  
Jim Ryan, Certified Accessibility Professional and Rick Hansen  
Foundation Ambassador

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

**Guests:** Rylee Pryor, Accessibility Advisor, Trades, Centre for Accessibility  
Services, Trades and Technology Centre – UFV Campus

**Regrets:** Matt Yeomans, Chilliwack People First, President  
Sheralie Taylor, Ministry of Social Development and Poverty  
Reduction

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<b>1. CALL TO ORDER</b>
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Councillor Shields was Chair, and called the meeting to order at 4:06 pm and provided a territorial acknowledgement.

**2. ADOPTION OF AGENDA**

Moved / ) That the Agenda for the Accessibility and Inclusion Advisory  
Seconded ( Committee of Monday, September 25, 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, July 24, 2023 be adopted as circulated.

Carried unanimously

**4. OLD BUSINESS / ACTION ITEMS**

Anya McRae, Community Member, joined the meeting at 4:10 pm.

Vice-Chair Shields informed the group that a member recently stepped down from the committee. Vice-Chair Shields welcomed Rylee Pryor, Accessibility Advisor, Trades, Centre for Accessibility Services, Trades and Technology Centre – UFV Campus who is attending as a member of the public to observe.

An enquiry was made with respect to the Respectful Workplace Policy and Program, Policy, Policy Directive No. D-21, and whether the committee will be provided with the updated version. Staff noted the updated version will be forwarded to the committee.

**a) Review City of Surrey's Accessibility Plan**

The City of Surrey's Accessibility Plan was provided for the committee to review. Members discussed the City of Surrey's plan commenting on what they preferred about the plan. Members liked that the framework was clear and definitions were included. Some of the dislikes noted were that some of the actions/implementations were not clearly identified. The document was lengthy, and the formatting (font) was too small and not consistent throughout the document. The monitoring and evaluation portion would be better served if it was written in plain language.

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

Alyson Seale, Associate Professor, University of the Fraser Valley, joined the meeting at 4:22 pm.

**b) Review Guiding Framework Ideas**

Jamie Leggatt, Director of Communications and Legislative Services, Staff Liaison, summarized the previous guiding framework ideas for the City of Chilliwack's Accessibility Plan; members suggested the following additional criteria be included in the City of Chilliwack's accessibility plan:

- target audience be clearly identified
- education for City staff and elected officials (through Human Resources)
- clear definition of inclusion/representation
- accountability
- developing a shorter plain language version of the plan
- ensuring the plan as a PDF is screen reader accessible
- human rights and anti-ableism language
- action items via universal design
- measurable outcomes

The committee approved the following draft guiding framework:

- Advocacy and Education
- Built Environment
- Information, Communication and Engagement
- Accessible Employment Practices and Procurement

**5. PRESENTATIONS/DELEGATION**

**6. NEW BUSINESS**

**a) Increasing Committee Connections**

The committee has previously discussed their desire to increase connections and possibly have a zoom session to complete homework together. Opportunity was provided for the committee to clarify and to discuss how they will make that happen outside of the committee. Staff reminded the committee of a private group page that is available at [engagechilliwack.com/aiac](https://engagechilliwack.com/aiac) as a tool to communicate outside of the regularly scheduled meetings to build connection and provide feedback on plan items. J. Lamb offered to help facilitate collaboration and discussion outside of the committee, including planning a homework meetup.

Chair Lum left the meeting at 5:20 pm.

**7. INFORMATION**

**a) Local Community Accessibility Grant**

A Local Community Accessibility Grant of \$20,000 has been received for the creation of a second universal accessible changeroom and shower area, with an adult sized change table and ceiling track lift at the Chilliwack Landing Leisure Centre. This work was done in consultation with facility users with lived experience. This is in keeping with the goal to “Improve the City’s facilities, services, parks and public spaces for persons with disabilities” from the 2021 Mayor’s Task Force on Inclusiveness, Diversity and Accessibility Action Plan, and will advance accessibility at the leisure centre.

**b) Plain Language Studies - ‘Strategies in Audience Analysis’**

Debbie Denault, Plain Language Specialist, is enrolled in a course called ‘Strategies in Audience Analysis’. D. Denault would like to invite participation from within the committee to assist and will provide more information should anyone be interested.

**c) CNIB Guide Dog Month**

D. Denault provided information from the Canadian National Institute For The Blind (CNIB) provincial committee regarding CNIB Guide Dog Month.

**7. INFORMATION (continued)**

**d) Annual Review of Member Appointments**

Vice-Chair Shields noted that all member appointments may be reviewed annually at Council's discretion.

**e) Anonymous Committee Feedback**

Julia Lamb, Community Advocate and Chair of Disability Alliance BC, has been connecting with committee members one-on-one and a summary of the anonymous feedback was provided. J. Lamb will continue the one-on-one meetings with any members who have not had the opportunity to do so and will also facilitate homework sessions for those interested.

**8. NEXT MEETING**

The next meeting will be held on Monday, November 27, 2023 at 4:00 pm in the Dogwood Room and via zoom.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 5:30 pm.

Chair

