



Accessibility Committee Agenda

Date: Tuesday, October 7, 2025
Time: 6:30 pm - 8:30 pm
Location: Electronic Zoom Meeting

	Pages
1. CALL TO ORDER 6:30 PM	
2. ELECTION OF ACCESSIBILITY COMMITTEE CHAIR AND VICE-CHAIR	2 - 15
As per Trust Council Policy 2.3.1 (Council Committee System and Terms of Reference), a Chair and Vice-Chair will be elected by the Committee.	
3. AGENDA	
3.1 Review of the Agenda	
3.2 Approval of the Agenda	
4. ADMINISTRATIVE COORDINATION	
4.1 Draft Minutes of Previous Meetings	
For review and approval	
4.1.1 July 10, 2025 Regular Meeting Minutes	16 - 18
4.1.2 September 9, 2025 Special Meeting Minutes	19 - 20
4.2 Follow-Up Action List - verbal report	
5. BUSINESS	
5.1 Accessibility Plan - Request For Decision	21 - 28
1. THAT Accessibility Committee recommend to Trust Council that \$19,000 be allocated to develop an Accessibility Plan for Islands Trust.	
2. THAT Accessibility Committee adopt the draft Project Charter as presented in the October 7, 2025 agenda.	
5.2 Local Community Accessibility Grant Application - Briefing	29 - 29
6. NEXT MEETING	
Thursday, January 15, 2026 from 6:30 p.m. to 8:30 p.m.	
7. ADJOURNMENT 8:30 PM	



Policy:	2.3.1
Approved By:	Trust Council
Approval Date:	March 6, 1998
Amendment Date(s):	September 11, 2008; March 14, 2018; June 8, 2021; September 21, 2022; June 29, 2023; September 28, 2023; June 20, 2024; June 19, 2025
Policy Holder:	Chief Administrative Officer

COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE

Purpose

This Policy outlines the composition and general role of standing committees and select committees. The attachments include an overview of committee-specific functions for each established standing committee, and the terms of reference for each established standing committee.

A. Definitions

Governance means the structure and processes by which Trust Council, Executive Committee, local trust committees and council committees are directed, controlled, and held to account to achieve their goals and objectives.

Select Committee means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

Standing Committee means a regular permanent committee of Trust Council.

Trustee means a “local trustee” or “municipal trustee” as defined in the *Islands Trust Act*

B. Policy

1. Establishment and Membership

1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of five standing committees and the Executive Committee (see Attachment 1):

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.1.4 Governance

1.1.1.5 Accessibility

- 1.1.2 Membership for the Regional Planning, Financial Planning and Trust Programs committees includes trustees who have been appointed by the Trust Council Chair, and ratified by Trust Council.
- 1.1.3 The Governance Committee consists of seven members of Trust Council who have been elected by Trust Council. Election of the Governance Committee shall occur no later than the March Trust Council meeting in the calendar year following the quadrennial trustee election.
- 1.1.4 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.
- 1.1.5 The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of the Regional Planning Committee, Trust Programs Committee, and the Governance Committee, a member chosen by the Islands Trust Conservancy Board and three (3) other local or municipal trustees.
- 1.1.6 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend appointments to the Regional Planning, Trust Programs, Accessibility and Financial Planning committees for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.1.7 The Trust Council Chair is an ex-officio member of the Trust Programs, Regional Planning, and Governance committees.
- 1.1.8 One of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy.
- 1.1.9 The Accessibility Committee membership must meet the requirements of the *Accessible British Columbia Act*. The Accessibility Committee membership is:
 - 1.1.9.1 a minimum of one and up to four people from organizations that support people with disabilities, or who have disabilities, in the Islands Trust Area;
 - 1.1.9.2 a minimum of one person who is Indigenous;
 - 1.1.9.3 a minimum of one and up to two people from the Islands Trust Area;
 - 1.1.9.4 a minimum of one and up to two trustees appointed by Trust Council Chair and ratified by Trust Council;
 - 1.1.9.5 the Chair of Trust Council as an ex-officio member; and
 - 1.1.9.6 half of the membership in 1 through 4 above must be people with a disability, or support people with disabilities, or are from an organization that supports people with disabilities.

1.1.10 Appointments under Section 1.1.9 will be by advertisement or other means as determined appropriate by the Executive Committee. Advertising will occur shortly after the local government general election. The Executive Committee will appoint members from the advertising or other process as soon as possible after the local government general election. Trust Council will ratify the appointments under section 1.1.9.

1.1.11 Membership appointed under 1.1.9 will continue until new members have been appointed. In the event a member resigns, the Executive Committee will determine the appropriate process to replace that person.

1.2 Select Committees

1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.

1.2.2 Select committees must have terms of reference established and approved by Trust Council.

1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, they or designate shall be an ex-officio member of each select committee.

1.2.4 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.

1.2.5 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.

1.2.6 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

2. Committee Chair

2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.

2.2 The Trust Council Chair may appoint an interim Committee Chair when required.

2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

3. Available Resources

3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.

- 3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

4. Staff Support

- 4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.
- 4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5. Meetings

- 5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.
- 5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.
- 5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.
- 5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.
- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

6. Agenda/Minutes Preparation

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least seven days before the meeting.
- 6.3 The agenda shall be determined as follows:
 - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.
 - 6.3.3 The agenda for standing and select committees should include:
 - 6.3.3.1 Approval of previous meeting minutes
 - 6.3.3.2 Follow-Up Action List (FUAL)
 - 6.3.3.3 Trust Council referral items

- 6.4 Minutes must be done in accordance with Trust Council Policy 6.13 Islands Trust Minutes Guidelines.
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

7. Council/Committee Relationship

- 7.1 Each standing committee shall maintain a work program - which must include:
 - 7.1.1 Items referred to the committee from Trust Council (including referral date).
 - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.
 - 7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has been assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.
- 7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.
- 7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

8. Rules of Conduct/Voting

- 8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.
- 8.2 The quorum of a council committee is 50% of all of its members.
- 8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.
- 8.4 Ex-officio members of Council Committees and select committees shall be non-voting members and shall not be included in determining quorum of a meeting.

9. Liaison

- 9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.
- 9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

10. General Role of Standing Committees

- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.
- 10.5 To create sub-committees (or task forces) which may be comprised of trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

C. Legislated References

Trust Council Meeting Procedure Bylaw 101

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Standing Committee-Specific Functions

Attachment 2: Regional Planning Committee Terms of Reference

Attachment 3: Financial Planning Committee Terms of Reference

Attachment 4: Trust Programs Committee Terms of Reference

Attachment 5: Governance Committee Terms of Reference

Attachment 6: Accessibility Committee Terms of Reference

Attachment 7: Chief Administrative Officer Performance Evaluation Committee Terms of Reference

Attachment 1: SUMMARY OF STANDING COMMITTEE-SPECIFIC FUNCTIONS

<p>REGIONAL PLANNING COMMITTEE (RPC)</p> <ol style="list-style-type: none"> 1. Growth Management Tools 2. Community Planning Tools 3. Development Management Tools 4. Local Planning Service Delivery 	<p>TRUST PROGRAMS COMMITTEE (TPC)</p> <ol style="list-style-type: none"> 1. Environmental Policy 2. Research and Information Systems Program 3. Sustainable Communities Policy 4. Trust Area Program Initiatives
<p>FINANCIAL PLANNING COMMITTEE (FPC)</p> <ol style="list-style-type: none"> 1. Annual Budget 2. Long Term Financial Planning 3. Fiscal Controls 4. Annual Audit 	<p>GOVERNANCE COMMITTEE (GC)</p> <ol style="list-style-type: none"> 1. Governance structure and processes 2. Governance Best Practices 3. Legislative Reform
<p>ACCESSIBILITY COMMITTEE (AC)</p> <ol style="list-style-type: none"> 1. Identify barriers to individuals in or interacting with the organization 2. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization 3. Develop an Accessibility Plan and advise on implementation of the Plan 4. Review the Accessibility Plan every three years including seeking public feedback on the Accessibility Plan and how to remove and prevent barriers to individuals in or interacting with the organization 	

Attachment 2: Regional Planning Committee Terms of Reference

The Regional Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Development Management – overseeing the procedures for processing of land use bylaws, permits etc., in an efficient and effective manner
2. Local Trust Committee Functions – responding to local trust committee planning needs applicable throughout the Trust Area
3. Local Planning Services – advising on the provision and allocation of resources to deliver local planning services to island communities
4. Public Awareness/Education – promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services
5. Emerging Issues – Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction
6. Policy Guidance – Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council
7. Liaison – Maintain liaison with Islands Trust Conservancy Board and Trust Programs Committee, as required.

Attachment 3: Financial Planning Committee Terms of Reference

The Financial Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Annual Budget Process

To facilitate Council's involvement in the annual budget process by:

1. providing direction to all program units, via management, in overseeing the process of budget preparation
2. assisting Council in establishing the principles and assumptions for the development of the budget
3. reviewing the base operating needs and all program requests against the principles and assumptions and make recommendations to Council
4. representing the interests of Council, Executive Committee, and Council Committees throughout the budget process

2. Budget and Financial Planning

To facilitate the linkage of the annual strategic planning process with the annual budget process through:

1. the interpretation of Council's priorities/strategies and related work programs into resource allocation requirements both for the annual budget and for long range planning practices
2. direction to management in the development of long range financial planning and capital budgeting
3. facilitating Council's involvement in the preparation of a three year operational and capital budget plan

3. Financial Management

To report to and make recommendations to Council regarding the organization's financial management practices such as:

1. a regular financial reporting system
2. development of financial management policies and procedures
3. assessing/monitoring revenue generating and expenditure control practices, management recommendations for financial resource allocations within and during the annual budget
4. review financial reporting documents for the Ministry/Treasury Board and/or public presentation via the Executive Committee

4. Annual Audit

The Financial Planning Committee will appoint from amongst its members, but excluding members of the Executive Committee and trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit and will report directly to Council by:

1. reviewing audit reports
2. reviewing with management the management letter recommendations and determining necessary actions

3. monitoring the implementation of the auditor's recommendations
4. recommending an accounting firm to Trust Council, each year, to conduct the annual audit
5. reviewing with the auditors the year end audit (and interim audit) work program

5. Islands Trust Conservancy Support

To provide advice to the Islands Trust Conservancy Board on financial services and support available from the Islands Trust.

6. Management Advice

To monitor and review the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

Attachment 4: Trust Programs Committee Terms of Reference

The Trust Programs Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction
2. maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council
3. developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council
4. preparing recommendations for inter-agency initiatives and feedback on proposed inter-agency agreements
5. providing input to the continued development and maintenance of a useful research and information system
6. providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation
7. maintaining a liaison with the Islands Trust Conservancy Board

The responsibilities stated apply to the following areas:

1. Resource Management - promoting sustainability in the use of natural resources of the Trust Area
2. Land Conservation - promoting protection and preservation of ecosystems throughout the Trust Area
3. Water Management - promoting protection and preservation of groundwater and surface water supply and quality
4. Marine Environment - promoting protection and preservation of coastal and deep water marine ecosystems
5. Sustainable Communities - promoting liveable communities:
 - with sustainable and viable local economies
 - with housing that accommodates socio-economic diversity
 - with regard for the carrying capacity of supporting island environments
6. Conservation Strategy - developing strategies beyond regulatory tools to achieve the Islands Trust's Object
7. Public Awareness/Education - promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement

Attachment 5: Governance Committee Terms of Reference

The purpose of the Governance Committee is to provide focus upon improvement of governance, to develop and recommend to the Trust Council good governance and management approaches and frameworks, and to lead processes to support and evaluate the effectiveness of Trust Council and its committees.

The Governance Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. initially reviewing the Islands Trust Governance Report dated March 8, 2022 and submitting a prioritized list of the recommendations in that Report to Trust Council with advice as to possible actions
2. identifying, evaluating and providing, on an on-going basis, advice to Trust Council on emerging governance and management issues with respect to areas of concern, best practices, and appropriate structures and procedures to allow Trust Council to function most effectively
3. maintaining a committee work program to manage committee initiatives and providing Trust Council with quarterly updates
4. providing recommendations to Trust Council for legislation reform initiatives to improve Trust Council governance and management

The Governance Committee may contract external expertise to provide advice subject to funding by Trust Council and at the discretion of the committee.

The responsibilities stated apply to the following area:
Trust Council Governance and Management

Attachment 6: Accessibility Committee Terms of Reference

The Accessibility Committee is a mandatory requirement under the *Accessible British Columbia Act* effective September 1, 2023.

The Accessibility Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. identify barriers to individuals (public, employees, trustees) in or interacting with the organization in offices, owned or leased locations, Islands Trust Conservancy lands owned or leased, including meeting and public hearing locations
2. identify barriers to individuals (public, employees, trustees) in or interacting with the organization electronically through the Islands Trust website, social media accounts, telephone, electronic meetings or other electronic means
3. advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization
4. develop an Accessibility Plan that address the issues identified, with options and recommendations to remove the barriers, and advise on implementation of the Plan
5. review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan; and, as part of the review, seek feedback generally from the public on potential accessibility barriers and how to remove and prevent barriers to individuals in or interacting with the organization



Accessibility Committee Minutes of a Regular Meeting

Date: July 10, 2025
Location: Electronic Meeting

Members Present: Lisa Gauvreau, Trustee, Galiano Island Local Trust Area
Theresa Burley
Lisa Nissinen

Member Absent: Marjorie Gang

Staff Present: David Marlor, Director, Legislative and Information Services
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Trustee Gauvreau called the meeting to order at 6:32 p.m.

Trustee Gauvreau acknowledged that attendees of the meeting were in locations across the ancestral and unceded territories of many indigenous communities whose connection to these lands spans many generations.

2. AGENDA

2.1 Review of Agenda

No changes to the agenda were presented for consideration.

3. ADMINISTRATIVE COORDINATION

3.1 Draft Minutes of Previous Meeting

3.1.1 Accessibility Committee Regular Meeting draft minutes of January 16, 2025

By general consent the Committee approved the minutes as presented.

4. BUSINESS

4.1 Trust Council resolution of March 13, 2025 in regards to accessibility

Director Marlor reviewed the Trust Council resolution made on March 13, 2025: “that Trust Council recommend that local trust committees consider how to respond to concerns raised about accessibility of meetings by members of the public, especially in terms of time of day, and day of the week, of meetings and other engagement opportunities.”

Committee discussion included a potential process for the Accessibility Committee to receive, consider, and respond to individual accessibility concerns such as an accessibility email address and telephone number, an identified person, and a process.

AC-2025-04

It was MOVED and SECONDED,
that Accessibility Committee request staff to look into means for receiving feedback on accessibility issues.

CARRIED

4.2 Local Community Accessibility Grants - Discussion

Director Marlor reviewed the Social Planning and Research Council of B.C. (funding provided through the Province) Local Community Accessibility Grant program, indicating that it can provide one-time funding for local governments, of up to \$25,000, to support the implementation of projects or priorities identified in their Accessibility Plan or in partnership with their Accessibility Committee.

TPC-2025-05

It was MOVED and SECONDED,
that Accessibility Committee recommend that staff apply for the Local Government Accessibility Grants program.

CARRIED

4.3 Budget Request for 2026 - Funding to hire a consultant to complete an accessibility plan - Discussion

Director Marlor introduced the discussion, indicating that a business case could be developed to support the Accessibility Committee in developing or completing an accessibility plan.

Committee discussion noted that securing a consultant may be challenging as many accessibility consultants are currently very busy

TPC-2025-06

It was MOVED and SECONDED,
that Accessibility Committee request staff to draft a business case for funding to hire a consultant.

CARRIED

4.4 Trust Council Accessibility Plan 2025-2028 Draft Policy - Discussion

Director Marlor introduced the discussion, indicating that it is a draft based on other accessibility plans and requested the Committee to provide feedback. He noted that a Project Charter can be developed.

Committee discussion included:

- accessibility is defined by the Province

DRAFT

- focus and priorities should come from an audit which can identify issues that need to be addressed
- creating accessibility for all people may be more helpful rather than focusing on “people with disabilities”; the problem is not people with disabilities but rather systems that create barriers for people

Director Marlor stated that he would provide a Project Charter for the Committee to consider at the next scheduled meeting.

The committee suggested that more members would be helpful. Director Marlor indicated that Islands Trust will advertise for more members, likely in September.

5. NEXT MEETING

Tuesday, October 7, 6:30 p.m. to 8:30 p.m.

6. ADJOURNMENT

By general consent the meeting adjourned at 7:16 p.m.

David Marlor, Director, Legislative and Information Services

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.



Accessibility Committee Minutes of a Special Meeting

Date: September 9, 2025

Location: Electronic Meeting

Members Present: Lisa Nissinen
Theresa Burley
Lisa Gauvreau, Trustee, Galiano Island Local Trust Area
David Maude, Trustee, Mayne Island Local Trust Area

Member Absent: Laura Patrick, Trustee, Salt Spring Island Local Trust Area and
Islands Trust Chair (ex officio)

Staff Present: David Marlor, Director, Legislative and Information Services
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Director Marlor called the meeting to order at 6:33 p.m.

Trustee Gauvreau acknowledged that attendees of the meeting were in locations across the ancestral and unceded territories of many indigenous communities whose connection to these lands spans many generations.

2. AGENDA

2.1 Review of Agenda

No changes to the agenda were presented for consideration.

3. BUSINESS

3.1 Local Community Accessibility Grant - Salt Spring Island Office Renovations – Request For Decision

Director Marlor introduced the Request For Decision, indicating that there is an opportunity to apply for a grant to support renovations to the Salt Spring Island office that will improve accessibility for the public, trustees and staff. The grant application requires a letter of support from the Accessibility Committee and the Chief Administrative Officer and needs to be submitted prior to completion of the renovations.

Committee discussion included:

- the kind of accessibility renovations that have been arranged and how they originated
- the need to involve the Accessibility Committee earlier in any process so that they can provide input

DRAFT

- all the renovations are physical modifications
- the tem “unisex washroom” should be changed to “accessible gender washroom” on page 6 of the grant application

AC-2025-07

It was MOVED and SECONDED,

that Accessibility Committee approve the draft letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office renovations.

CARRIED

AC-2025-08

It was MOVED and SECONDED,

that Accessibility Committee authorize Trustee Maude to sign the letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office renovations.

CARRIED

5. NEXT MEETING

Tuesday, October 7, 2025, 6:30 p.m. to 8:30 p.m.

6. ADJOURNMENT

By general consent the meeting adjourned at 6:50 p.m.

David Marlor, Director, Legislative and Information Services

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.



REQUEST FOR DECISION

To: Accessibility Committee **For the Meeting of:** October 7, 2025
From: Director, Legislative and Information Services **Date Prepared:** September 26, 2025
SUBJECT: Business Case for Accessibility Plan Development

RECOMMENDATION:

1. **THAT Accessibility Committee recommend to Trust Council that \$19,000 be allocated to develop an Accessibility Plan for Islands Trust.**
2. **THAT Accessibility Committee adopt the draft Project Charter as presented in the October 7, 2025 agenda.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Islands Trust does not have the internal capacity or expertise to deliver the required Accessibility Plan. The proposed approach will ensure that Trust Council is compliant with the *Accessible British Columbia Act*.

1 PURPOSE:

To bring Trust Council into compliance with the *Accessible British Columbia Act*.

2 BACKGROUND:

The *Accessible British Columbia Act* requires that all local government have an Accessibility Committee, provide means for the public to comment on accessibility issues to the local government, and has an Accessibility Plan that identifies barriers to accessibility, and provides mitigation to those barriers.

Hiring a consultant to undertake this work on an Accessibility Plan would allow the work to proceed without delay, would ensure a consultant with expertise is engaged, and allow Trust Council to adopt an Accessibility Plan compliant with the *Accessible British Columbia Act* within a reasonable time period. As per the *Act*, the consultant would work with the Accessibility Committee in developing the Plan and seeking feedback from the public.

A draft business case is attached, with \$15,000 allocated for a consultant, and \$4,000 allocated for advertising costs. If the Committee approves the draft business case, it will be forwarded to the Financial Planning Committee for consideration in the development of the annual Islands Trust budget that will be presented to Trust Council.

Also attached is a draft Project Charter. If the Committee approves the draft Project Charter, a detailed workplan (page 2 of the Project Charter) will be developed in due course.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: No implications

FINANCIAL: \$19,000 added to Trust Council budget for FY 2026/27.

POLICY: No implications.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide the recommendation and business case to Financial Planning Committee for consideration with the draft FY2026/27 budget.

FIRST NATIONS RELATIONS: No implications.

OTHER: No implications.

4 RELEVANT POLICY:
[Accessible British Columbia Act](#)

5 ATTACHMENTS:
1. Draft Business Case
2. Draft Project Charter

RESPONSE OPTIONS

Recommendation:

- 1. THAT Accessibility Committee recommend to Trust Council that \$19,000 be allocated to develop an Accessibility Plan for Islands Trust.**
- 2. THAT Accessibility Committee adopt the draft Project Charter as presented in the October 7, 2025 agenda.**

Alternative: As requested by the Accessibility Committee.

Prepared By: Director, Legislative and Information Services

Reviewed By/Date: Chief Administrative Officer/September 25, 2025

ISSUE/OPPORTUNITY: *(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)*

Background:

Accessible British Columbia Act requires all local government to have an accessibility committee, a means for the public to provide feedback on accessibility at the Local Government, and an Accessibility Plan that identifies barriers and offer means to mitigate those barriers to accessibility. The Act required all local governments to have, at minimum, a draft plan in place by September 1, 2023. The plan is required to include public input and must be reviewed every three years.

Islands Trust has established an Accessibility Committee, and the Islands Trust website has been updated to include a means for public feedback on accessibility issues at the Islands Trust. Due to limited staff resources, and lack of expertise in the area of accessibility, no progress has been made on an Accessibility Plan.

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above? Indicate how results of this work will impact decision-making by trustees or staff. Will this work result in better decisions, more efficient decision-making, more efficient completion of work, better public perception, etc. Consider all possible results from undertaking this work.)*

This project would:

- Assess Islands Trust operations and help the Accessibility Committee identify gaps in accessibility, and develop means to mitigate those gaps
- Draft an Accessibility Plan for the Islands Trust operations
- Obtain feedback on the draft from the public, and develop a final version of the Accessibility Plan for consideration by the Accessibility Committee

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work, if identified. List and discuss the options that exist to mitigate identified risks.)*

Lack of Accessibility Plan means Trust Council is not compliant with the *Accessible British Columbia Act*. While the penalties in the Act for not being compliant are not yet in force, they may be brought in force at any time by Regulation. The Act allows the minister to levy fines up to \$250,000. While it is unlikely Islands Trust would face a penalty of that magnitude, it would also not reflect well on the organization to have intentionally delayed steps to come into compliance.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Option 1: Status Quo

Benefits – No plan would be developed.

Risks – non-compliance with the *Accessible British Columbia Act*. While no penalties at the moment, the Act allows the minister to levy up to \$250,000 fines. This provision is not yet in force, but would come into force by Regulation.

Financial implications – potential fines as per above.

Resource requirements – None.

Other implications – Reputational risks of Islands Trust intentionally deciding to delay coming into compliance with a legislated requirement. It would also impede the ability of the Accessibility Committee deliver any effective advancement of its mandate.

Option 2: Undertake the work by a consultant

Benefits – consultants will bring expertise in this area, and can undertake the work as priority.

Risks – need to find an appropriate consultant with understanding of the unique structure of the Islands Trust, and the *Accessible British Columbia Act*.

Financial implications – consultant (\$15,000) and advertising fees (\$4,000)– note that consultant fees could be substantially higher depending on scope – this estimate to undertake review, develop draft, develop feedback mechanism, review feedback and develop final document.

Resource requirements – some staff time would be required to manage the contract, and substantial staff time could be consumed depending on how familiar the consultant is with the unique structure of the Islands Trust.

Other implications – No other implications identified.

Option 3: Undertake Work in House

Benefits – reduce costs.

Risks – No in-house expertise in accessibility. Likely other priorities will interfere and the work may be delayed or not completed.

Financial implications – staff time to undertake the work reduce staff time available for other Trust Council priorities.

Resource requirements – Staff time take from other projects.

Other implications – No other implications identified.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified that are important to the success of completing this work/initiative? Which of these factors are considered critical to the success of this initiative? Discuss outcomes if critical success factors are not met.)*

- Recruitment of a suitable consultant
- Feedback from the public and input from the Accessibility Committee
- Trust Council support through funding

RECOMMENDED OPTION: *(State your recommendation, referencing the options discussed earlier, and summarise why you chose it over others.)*

Option 2. This option is the most effective, given that the work would be undertaken by a consultant with experience and expertise in this area.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

As this is a mandatory requirement under the *Accessible British Columbia Act*, the benefit is mostly qualitative in that this would move Trust Council towards compliance with legislation. Over the long term, there could be savings in fines if remaining non-compliant, should the Province proceed with enacting the penalty clauses in the *Accessible British Columbia Act*.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor) if goods or services need to be procured for the work. If this is for new staff hiring, indicate likely hiring method (ie: external competition, government-restricted internal competition, etc.)*

Given the budget, we would reach out to known organisations that do this work via invitation to quote.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the “roll-out” of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

Work would be largely managed and undertaken by administrative staff assigned to Accessibility Committee.

STAFF RESOURCING: *(What staff resources will be needed to achieve success on this initiative? Estimate how many hours of staff time will be required, by staff level/role. Comment on the reasonability of expected staff hours when assessed in conjunction with other work underway or planned.)*

Contract Management: Director, Legislative and Information Services
Administrative Support: Executive Administrative Assistant

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified?)*

Recommendation would be forwarded to Trust Council for adoption.

Requested by Accessibility Committee

Prepared by David Marlor, Director, Legislative and Information Services.

Reviewed by Accessibility Committee, October 7, 2025



BRIEFING

To: Accessibility Committee **For the Meeting of:** October 7, 2025
From: Director, Legislative and Information Services **Date Prepared:** September 25, 2025
SUBJECT: Local Community Accessibility Grant Application Revision

PURPOSE: To inform the Accessibility Committee of the revised Local Community Accessibility Grant application.

BACKGROUND:

At the July 10, 2025 Accessibility Committee meeting, the Committee recommended that staff apply for the Local Government Accessibility Grant (LCAG). The LCAG is administered by the Social Planning and Research Council of British Columbia (SPARC BC). The aim of the grant is to provide local governments with up to \$25,000 in funding to remove barriers for persons with disabilities by implementing one of the initiatives identified in their Accessibility Plan, or by their Accessibility Committee.

At the September 9, 2025 Accessibility Committee meeting, the Committee approved a draft letter of support in regards to an application for the LCAG in regards to the Salt Spring Island office renovation, requesting \$13,215. The renovation of the new Salt Spring Island office provides an opportunity to demonstrate a commitment to accessibility, and securing this grant will help Islands Trust fulfil our obligations in as cost-effective a manner as possible. Rueben Bronee, Chief Administrative Officer, also provided a letter of support for the application.

Staff submitted the application to SPARC BC on September 10, 2025. SPARC BC responded on September 17, 2025, indicating that they encourage all local governments to apply for the full \$25,000 grant, as local governments can only apply once. SPARC BC enquired whether there is another project that Islands Trust would like to include to make up the remaining \$11,785.

Staff then submitted a revised application to SPARC BC on September 17, 2025, that included the original request of \$13,215 plus an additional request of \$11,785 for a consultant to undertake development of an accessibility plan, including providing a final version of a plan for the Accessibility Committee to consider for adoption.

ATTACHMENT: None

FOLLOW-UP: Staff will notify the Committee of the response from SPARC BC.

Prepared By: Robert Barlow, Legislative Services Clerk

Reviewed By/Date: Stefan Cermak, Director, Planning Services, on behalf of David Marlor, Director, Legislative and Information Services/September 25, 2025