



## Accessibility Committee Agenda

Date: Thursday, January 15, 2026  
Time: 6:30 pm - 8:30 pm  
Location: Electronic Zoom Meeting

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|                                                                                               | <b>Pages</b> |
|-----------------------------------------------------------------------------------------------|--------------|
| <b>1. CALL TO ORDER</b>                                                                       | 6:30 PM      |
| <b>2. AGENDA</b>                                                                              |              |
| <b>2.1 Review of the Agenda</b>                                                               |              |
| <b>2.2 Approval of the Agenda</b>                                                             |              |
| <b>3. ADMINISTRATIVE COORDINATION</b>                                                         |              |
| <b>3.1 Draft Minutes of Previous Meetings</b>                                                 |              |
| <b>3.1.1 Accessibility Committee Draft Minutes of October 7, 2025</b>                         | 2 - 5        |
| For review and approval.                                                                      |              |
| <b>3.2 Follow-Up Action List</b>                                                              |              |
| Verbal report.                                                                                |              |
| <b>4. BUSINESS</b>                                                                            |              |
| <b>4.1 Accessibility Audit of Islands Trust Website - Briefing</b>                            | 6 - 30       |
| <b>4.2 Accessibility Committee Membership Applications - Briefing</b>                         | 31 - 31      |
| <b>5. NEW BUSINESS</b>                                                                        |              |
| <b>6. NEXT MEETING</b>                                                                        |              |
| To be determined.                                                                             |              |
| <b>6.1 Proposed Accessibility Committee 2026/2027 Meeting Schedule - Request For Decision</b> | 32 - 34      |
| <b>7. ADJOURNMENT</b>                                                                         | 8:30 PM      |



## **Accessibility Committee Minutes of a Regular Meeting**

**Date:** October 7, 2025  
**Location:** Electronic Meeting

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

**Member Regrets:** Theresa Burley  
Laura Patrick, Trustee, Salt Spring Island Local Trust Area and  
Islands Trust Chair (ex officio)

**Staff Present:** David Marlor, Director, Legislative and Information Services  
Alexandra Trifonidis, Executive Coordinator/Recorder

### **1. CALL TO ORDER**

Director Marlor called the meeting to order at 6:33 p.m. Trustee Gauvreau provided a territorial acknowledgment.

### **2. ELECTION OF ACCESSIBILITY COMMITTEE CHAIR AND VICE-CHAIR**

Director Marlor informed the Committee that, as per Trust Council Policy 2.3.1 (Council Committee System and Terms of Reference), a Chair and Vice-Chair need to be elected, and provided the Committee with information on how the election proceedings are conducted.

Director Marlor called for nominations for chair of the Accessibility Committee. No nominations were received.

Director Marlor asked if anyone was interested in taking on the role of chair. Trustee Gauvreau stated she was interested in being chair.

Director Marlor asked if anyone else was interested in taking on the role of chair. Director Marlor asked a second time if anyone else was interested in taking on the role of chair or if anyone would like to nominate another member for the role of chair. Director Marlor asked a third and final time if any members were interested in taking on the role of chair.

By acclamation, Lisa Gauvreau was named chair of the Accessibility Committee.

The Committee then started the same process for electing a vice-chair.

Director Marlor called for nominations for vice-chair of the Accessibility Committee.

Trustee Maude asked Lisa Nissinen if she would like to take on the role of vice-chair. Lisa Nissinen agreed to the nomination.

Director Marlor asked a second time if anyone else was interested in taking on the role of vice-chair, noting that only Trustee Maude was left and had already expressed he did not wish to take on the role.

By acclamation, Lisa Nissinen was named vice-chair of the Accessibility Committee.

Chair Gauvreau assumed responsibility for chairing the rest of the meeting.

### **3. AGENDA**

#### **3.1 Review of the Agenda**

No changes to the agenda were presented for consideration.

#### **3.2 Approval of the Agenda**

**By general consent** the agenda was approved as presented.

### **4. ADMINISTRATIVE COORDINATION**

#### **4.1 Draft Minutes of Previous Meetings**

##### **4.1.1 July 10, 2025 Regular Meeting Minutes**

**By general consent** the Committee approved the minutes as presented.

##### **4.1.2 September 9, 2025 Special Meeting Minutes**

**By general consent** the Committee approved the minutes as presented.

#### **4.2 Follow-Up Action List - verbal report**

Director Marlor provided a verbal report, indicating that work on the website in regards to adding a feedback opportunity for the public is largely complete; however, due to staff vacation and the British Columbia General Employee's (BCGEU) strike action, staff could not confirm whether that work was completed.

### **5. BUSINESS**

#### **5.1 Accessibility Plan - Request For Decision**

Director Marlor presented the Request for Decision and introduced the Project Charter. Discussion ensued on updating the Deliverables section in the Project Charter.

**AC-2025-09**  
**It was MOVED and SECONDED,**

## **DRAFT**

that Accessibility Committee request staff to amend the project charter to include a plain language version of the Accessibility Plan and to include a section on implementation.

**CARRIED**

### **AC-2025-10**

**It was MOVED and SECONDED,**

that Accessibility Committee recommend to Trust Council that \$19,000 be allocated to develop an Accessibility Plan for Islands Trust.

**CARRIED**

### **AC-2025-11**

**It was MOVED and SECONDED,**

that Accessibility Committee adopt the draft Project Charter as amended in the October 7, 2025 agenda.

**CARRIED**

## **5.2 Local Community Accessibility Grant Application – Briefing**

Director Marlor presented the Briefing, reporting that the Committee's Local Community Accessibility Grant application had been approved for \$13,000, with an opportunity to access up to \$25,000 in total funding. Further details were provided on what the grant funding could and could not be used towards and staff proposed using the additional funds to implement recommendations from a prior accessibility audit of the Islands Trust website.

The Chair and Vice-Chair both expressed support for this approach, emphasizing the importance of improving website and document accessibility.

## **6. NEXT MEETING**

The next meeting is scheduled to be held Thursday, January 15, 2026 from 6:30 p.m. to 8:30 p.m.

Director Marlor mentioned that the Committee would be updated as necessary between now and the next meeting and emphasized that a draft plan would likely provide more substantial material for the Committee to review leading to longer Committee meetings. He also noted that efforts to advertise for additional Committee members would proceed.

## **7. ADJOURNMENT**

**By general consent** the meeting adjourned at 7:04 p.m.

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**Lisa Gauvreau, Chair**

**CERTIFIED CORRECT:**

**DRAFT**

Alexandra Trifonidis, Executive Coordinator/Recorder

**Minutes are not official until adopted at a subsequent meeting.**

DRAFT

# BRIEFING

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**To:** Accessibility Committee      **For the Meeting of:** January 15, 2026

**From:** Director, Legislative and Information Services      **Date Prepared:** January 8, 2026

**SUBJECT:** Accessibility Audit of the Islands Trust Website

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**PURPOSE:** To provide for information to the Accessibility Committee an Accessibility Audit Report of the Islands Trust website

**BACKGROUND:**

Islands Trust contracted with Caorda Web Solutions to produce an Accessibility Audit of the Islands Trust website, which was provided on December 5, 2024. On October 8, 2025, Islands Trust submitted an application for a Local Community Accessibility Grant to SPARC BC (Social Planning and Research Council of B.C.) The grant will provide \$13,215 for renovations to the new Salt Spring Island office and \$11,785 for a consultant to undertake website updates to address the accessibility issues identified in the website Accessibility Audit report.

**ATTACHMENT:**

Accessibility Audit of the Islands Trust Website

**FOLLOW-UP:**

Currently a consultant is working on developing responses to the Accessibility Audit. It is expected that work will be completed by March 31, 2026.

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**Prepared By:** Robert Barlow, Legislative Services Clerk

**Reviewed By:** David Marlor, Director, Legislative and Information Services/ January x, 2026

# Accessibility Audit

Islands Trust

<https://islandstrust.bc.ca/>



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By: Caorda Web Solutions

[caorda.com](http://caorda.com)

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## Accessibility Summary

Website accessibility is the practice of ensuring website content is consumable for all people, regardless of physical barriers like physical disabilities, situational disabilities, or socio-economic restrictions. An accessible website can be viewed, read, heard or understood by any and all.

The [World Wide Web Consortium](#) (W3C) has been developing standards and guidelines for people and websites since 1994, and accessibility is one of their core principles. They publish hundreds of reports and standards, including Web Content Accessibility Guidelines (WCAG).

Level A is the minimum level of WCAG compliance, which addresses the fundamental barriers for users with disabilities. Level AA is an intermediate level of compliance, while Level AAA represents the highest level of accessibility and WCAG compliance.

This audit is meant to serve as a comprehensive overview of accessibility standards required to meet [WCAG 2.2 Level AA](#), as accessed on **November 22<sup>nd</sup>, 2024**.

## Scope of Review

- Islands Trust
  - <https://islandstrust.bc.ca/>
- **175** URLs are included in the review
- Due to the size of the website, some URLs were purposefully left out of this audit, including:
  - Broken and invalid pages
  - Similar pages that were duplicated for each location
  - Other pages that appear similar
- Review was conducted on **November 22<sup>nd</sup>, 2024**

## Review Process

Conformance evaluation of web accessibility is completed using manual evaluation by an experienced reviewer and software to determine the accessibility of the website in accordance [WCAG 2.2 Level AA](#).

In the case where manual evaluation was performed or should be performed in the future, “manual evaluation” will be noted in that section of the audit.

Please note that evaluated content on the website may have changed since the date of the audit.

# Accessibility Scorecard

| WCAG Element   | Standards Met |                                                                                   |
|----------------|---------------|-----------------------------------------------------------------------------------|
| Perceivable    | 16/19         |  |
| Operable       | 16/20         |  |
| Understandable | 12/13         |  |
| Robust         | 1/2           |  |

## Action Item Summary

- Ensure all non-text content has a meaningful text alternative attached
- Ensure 'title', 'aria-label' and 'aria-labelledby' attributes are empty
- Make text alternatives the correct size
- Add a text alternative for images
- Ensure that information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text
- Make sure headings are nested properly
- Fix incorrect id attribute being referenced
- Make sure label text is present and assigned to specific form controls
- Make sure 'viewport' settings aren't being used
- Use relative units, rather than absolute
- Ensure auto-play videos have a means to be stopped
- Add mechanisms (with titles) to allow for identification, navigation, and skipping blocks of content
- Add accessible names for data table
- Make form control labels unique
- Adding missing link text
- Ensure the matching <label> does not appear before the control
- Add label or accessible name to user interface controls
- Ensure ARIA attributes aren't being uses when they aren't allowed
- Remove 'aria-hidden=true' for focusable elements
- Add content to all headings

# Perceivable Needs Attention

Information and user interface components must be presentable to users in ways they can perceive.

## Text Alternatives (1.1)

Text alternatives must be provided for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.

- All non-text content that is presented to the user must have a text alternative that serves the equivalent purpose. There are exceptions, like if content is a control or accepts input, if content is time based, if content is a test or exercise, if content is intended to create a sensory experience, if the content is decorative, or if the content is used to confirm a user is human rather than computer.

### What Did We Find?

This error occurs on 175/175 pages:

*1.1.1: All non-text content that is presented to the user must have a meaningful text alternative that serves the equivalent purpose.*

This error occurs on 16/175 pages:

*1.1.1: The 'title', 'aria-label' and 'aria-labelledby' attributes must be missing or empty.*

This error occurs on 2/175 pages:

*1.1.1: Specify a short text alternative when using images.*

This error occurs on 14/175 pages:

*1.1.1: The text alternative is too long.*

### Next Steps

Ensure all non-text content has a meaningful text alternative attached, with the exception of content that controls or accepts user input, time-based media, test content, CAPTCHA, non-text sensory content, or pure decoration.

>> View full WCAG documentation on text alternatives: <https://www.w3.org/TR/WCAG22/#text-alternatives>

## Time-Based Media (1.2)

Provide alternatives for time-based media.

- For [prerecorded](#) audio-only and video-only media, an alternative must be provided.
- [Captions](#) must be provided for all prerecorded audio content in synchronized media, except when the media is an alternative for text.
- Alternative media or an [audio description](#) of prerecorded video content must be provided for synchronized media, except when the media is an alternative for text.
- Captions must be provided for all [live audio](#) content in synchronized media.
- Audio descriptions must be provided for all [prerecorded video content](#) in synchronized media.



### What Did We Find?

No issues at this time.



### Next Steps

No action needed.

>> View full WCAG documentation on time-based media: <https://www.w3.org/TR/WCAG22/#time-based-media>

## Adaptable (1.3)

Create content that can be presented in different ways (for example simpler layout) without losing information or structure.

- [Information, structure, and relationships](#) conveyed through presentation must be programmatically determined or available in text.
- When the sequence in which content is presented affects its meaning, a [correct reading sequence](#) must be programmatically determined.
- Instructions must be provided for understanding and operating content do not rely solely on [sensory characteristics](#) of components such as shape, color, size, visual location, orientation, or sound.
- Content must not restrict its view and operation to a single [display orientation](#), such as portrait or landscape, unless a specific display orientation is essential.

- The purpose of each input field collecting information about the user must be programmatically determined when: 1) the input field serves a previously identified purpose and 2) the content is implemented using technologies with support for identifying the expected meaning from input data.



## What Did We Find?

This error occurs on 175/175 pages:

*1.3.1: Each of the ids listed for this aria attribute must match elements elsewhere in the document.*

This error occurs on 3/175 pages:

*1.3.1: Label text is missing.*

This error occurs on 2/175 pages:

*1.3.1: Labels should only be associated with specific form controls.*

This error occurs on 3/175 pages:

*1.3.1: A missing or incorrect 'id' attribute is being referenced.*

This error occurs on 175/175 pages:

*1.3.1: Headings are not nested properly.*

This error occurs on 32/175 pages:

*1.3.1: Tags can't be used for presentation effects.*

This error occurs on 1/175 pages:

*1.3.1: Do not insert content using CSS.*



## Next Steps

Ensure that information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. Headings need to be nested properly (H1>H2>H3 etc.).

>> View full WCAG documentation on adaptable content: <https://www.w3.org/TR/WCAG22/#adaptable>

## Distinguishable (1.4)

Make it easier for users to see and hear content including separating foreground from background.

- [Color](#) must not be used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
- If any audio on a Web page plays automatically for more than 3 seconds, there must either be a mechanism available to pause or stop the audio, or a mechanism available to [control audio](#) volume independently from the overall system volume level.
- The visual presentation of text and images of text must have a [contrast ratio](#) of at least 4.5:1, except for large scale text and images (3:1), incidental text or images, or logotypes.
- Except for captions and images of text, [text must be resized](#) without assistive technology up to 200 percent without loss of content or functionality.
- If the technologies being used can achieve the visual presentation, text must be used to convey information [rather than images](#) of text except when: 1) the image of text can be visually customized or 2) a particular presentation of text is essential to the information conveyed
- Content must be presented without loss of information or functionality, and without requiring [scrolling in two dimensions](#) for: 1) Vertical scrolling content at a width equivalent to 320 CSS pixels, and 2) Horizontal scrolling content at a height equivalent to 256 CSS pixels.
- The visual presentation of user interface components and graphical objects must have a [contrast ratio of at least 3:1](#) against adjacent colour(s).
- In content implemented using markup languages that support the following [text style properties](#), no loss of content or functionality occurs by setting all of the following and by changing no other style property:
  - Line height (line spacing) to at least 1.5 times the font size
  - Spacing following paragraphs to at least 2 times the font size
  - Letter spacing (tracking) to at least 0.12 times the font size
  - Word spacing to at least 0.16 times the font size
- Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, the content must be [dismissible, hoverable, or persistent](#).



### What Did We Find?

This error occurs on 175/175 pages:

*1.4.4: 'Viewport' settings are being used, which prevents the user from zooming in.*

This error occurs on 11/175 pages:

*1.4.4: Absolute units are being used rather than relative units.*



## Next Steps

Except for captions and images of text, text must be resized without assistive technology up to 200% without loss of content or functionality.

>> View full WCAG documentation on distinguishable content:

<https://www.w3.org/TR/WCAG22/#distinguishable>

## Operable Needs Attention

User interface components and navigation must be operable.

### Keyboard Accessible (2.1)

Make all functionality available from a keyboard.

- All functionality of the content must be operable through a [keyboard interface](#) without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.
- If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface. If it requires more than [unmodified arrow or tab keys](#) or other standard exit methods, the user is advised of the method for moving focus away.
- If a keyboard shortcut is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, a [turn-off mechanism](#) must be available. Alternatively, a remap mechanism must be available, or the keyboard focus must only be active when that component has focus.



#### What Did We Find?

No issues found at this time.



#### Next Steps

No action needed.

>> View full WCAG documentation on keyboard accessible: <https://www.w3.org/TR/WCAG22/#keyboard-accessible>

### Enough Time (2.2)

Provide users enough time to read and use content.

- For each time limit that is set by the content, there must be [a mechanism](#) to turn off, adjust, or extend the time limit. There are exceptions to this rule, including real-time situations like auctions.
- For moving, blinking, scrolling, or auto-updating information, there must be a mechanism to [pause, stop or hide](#) it. There must also be a similar mechanism for any auto-updating content.



## What Did We Find?

This error occurs on 1/175 pages:

*2.2.2: Auto-play video does not have a means to be stopped.*



## Next Steps

There must be a mechanism to pause, stop or hide auto-moving content like video.

>> View full WCAG documentation on enough time: <https://www.w3.org/TR/WCAG22/#enough-time>

## Seizures and Physical Reactions (2.3)

Do not design content in a way that is known to cause seizures or physical reactions.

- Web pages must not contain anything that [flashes more than three times](#) in any one second period, or the flash must be below the general flash and red flash thresholds.



## What Did We Find?

No issues found at this time.



## Next Steps

No action needed.

>> View full WCAG documentation on seizures and physical reactions:

<https://www.w3.org/TR/WCAG22/#seizures-and-physical-reactions>

## Navigable (2.4)

Provide ways to help users navigate, find content, and determine where they are.

- A mechanism must be available to [bypass blocks](#) of content that are repeated on multiple Web pages.
- Web pages must have [titles](#) that describe topic or purpose.
- If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components must [receive focus](#) in an order that preserves meaning and operability.
- The [purpose of each link](#) must be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.
- [More than one way](#) must be available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process.
- [Headings and labels](#) must describe a topic or purpose.
- Any keyboard operable user interface must have a mode of operation where the keyboard [focus indicator](#) is visible.
- When a user interface component receives keyboard focus, the component must not be [entirely hidden](#) due to author-created content.



## What Did We Find?

This error occurs on 1/175 pages:

*2.4.1: Missing a 'title' attribute, which facilitates identification and navigation.*

This error occurs on 7/175 pages:

*2.4.6: There is no accessible name for the data table.*

This error occurs on 5/175 pages:

*2.4.6: Form control labels are not unique.*

This error occurs on 175/175 pages:

*2.4.4: Link text is missing.*



## Next Steps

Make sure there's a mechanism available (with a title) to bypass blocks of content that are repeated on multiple web pages. Labels should be unique and accessible, plus links must have text

>> View full WCAG documentation on navigable content: <https://www.w3.org/TR/WCAG22/#navigable>

## Input Modalities (2.5)

Make it easier for users to operate functionality through various inputs beyond keyboard.

- All functionality that uses multipoint or path-based gestures for operation must be operated with a [single pointer](#) without a path-based gesture, unless a multipoint or path-based gesture is essential.
- For functionality that can be operated using a single pointer, there must be an option to [abort or undo](#), reverse the up-event, or ensure the down-event is not used to execute the function.
- For user interface [components with labels](#) that include text or images of text, the name must contain the text that is presented visually.
- Functionality that can be operated by device motion or user motion must also be operated by user interface components and responding to the motion must be disabled to prevent [accidental actuation](#), except when the motion is essential for function, or the motion is used to report functionality through an accessibility supported interface.

- All functionality that uses a [dragging movement](#) for operation must be achieved by a single pointer without dragging, unless dragging is essential or the functionality is determined by the user agent and not modified by the author.
- The [size of the target](#) for pointer inputs must be at least 24 by 24 CSS pixels, except under certain conditions.



## What Did We Find?

No issues found at this time.



## Next Steps

No action needed.

>> View full WCAG documentation on input modalities: <https://www.w3.org/TR/WCAG22/#input-modalities>

## Understandable Needs Attention

Information and the operation of the user interface must be understandable.

### Readable (3.1)

Make text content readable and understandable.

- The default [human language](#) of each Web page must be programmatically determined.
- The human language of each [passage or phrase](#) in the content must be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text.



#### What Did We Find?

No issues found at this time.



#### Next Steps

No action needed.

>> View full WCAG documentation on readable content: <https://www.w3.org/TR/WCAG22/#readable>

### Predictable (3.2)

Make Web pages appear and operate in predictable ways.

- When any user interface component [receives focus](#), it must not initiate a change of context.
- Changing the setting of any user interface component must not automatically cause a [change of context](#) unless the user has been advised of the behavior before using the component.
- If a Web page contains [help mechanisms](#) (self help, full automation, or something in between) and those mechanisms are repeated on multiple Web pages, they must occur in the same order relative to other page content, unless a change is initiated by the user.
- Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages must occur in the [same relative order](#) each time they are repeated, unless a change is initiated by the user.

- Components that have the same functionality within a set of Web pages must be identified consistently.



## What Did We Find?

No issues found at this time.



## Next Steps

No action needed.

>> View full WCAG documentation on predictable content:

<https://www.w3.org/TR/WCAG22/#predictable>

## Input Assistance (3.3)

Help users avoid and correct mistakes.

- If an input error is automatically detected, the item that is in error must be identified and described to the user in text.
- Labels or instructions must be provided when content requires user input.
- Information previously entered by or provided to the user that is required to be entered again in the same process must be either auto-populated or available for users to select, unless re-entering is essential, information is required to ensure security, or previously entered info isn't valid anymore.
- If an input error is automatically detected and suggestions for correction are known, then the suggestions must be provided to the user, unless it would jeopardize the security or purpose of the content.
- For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, submissions must be reversible, checkable, or confirmable.

- A [cognitive function test](#) must not be required for any step in an authentication process unless that step provides an alternative authentication method, a mechanism that assists the user, the test involves recognizing objects, or the test is to identify non-text content the user provided.



## What Did We Find?

This error occurs on 3/175 pages:

*3.3.2: The matching <label> does not appear before the control.*

This error occurs on 2/175 pages:

*3.3.2: User interface controls do not have a label or accessible name.*



## Next Steps

Ensure labels or instructions are provided when content requires user input, and that the label appears before the control.

>> View full WCAG documentation on input assistance: <https://www.w3.org/TR/WCAG22/#input-assistance>

## Robust Failing

Content must be robust enough that it can be interpreted by a wide variety of user agents, including assistive technologies.

### Compatible (4.1)

Help users avoid and correct mistakes.

- For all user interface components (including form elements, links and components generated by scripts), the [name and role](#) must be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.
- In content implemented using markup languages, [status messages](#) must be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus.



#### What Did We Find?

This error occurs on 175/175 pages:

*4.1.2: The value of the 'role' attribute is not valid for this element.*

This error occurs on 4/175 pages:

*4.1.2: ARIA attributes are not allowed for this role.*

This error occurs on 1/175 pages:

*4.1.2: With a focusable element, 'aria-hidden=true' should not be used.*

This error occurs on 26/175 pages:

*4.1.2: Heading is missing content.*



#### Next Steps

For all user interface components (including but not limited to form elements, links and components generated by scripts), ensure the name and role can be programmatically determined.

>> View full WCAG documentation on compatible content:

<https://www.w3.org/TR/WCAG22/#compatible>

# Conformance

This section lists requirements for conformance to WCAG 2.2. It also gives information about how to make conformance claims, which are optional. Finally, it describes what it means to be accessibility supported, since only accessibility-supported ways of using technologies can be relied upon for conformance. Understanding Conformance includes further explanation of the accessibility-supported concept.

## Interpreting Normative Requirements (5.1)

The main content of WCAG 2.2 is normative and defines requirements that impact conformance claims. Introductory material, appendices, sections marked as "non-normative", diagrams, examples, and notes are informative (non-normative). Non-normative material provides advisory information to help interpret the guidelines but does not create requirements that impact a conformance claim.

>> View full WCAG documentation on interpreting normative requirements:

<https://www.w3.org/TR/WCAG22/#interpreting-normative-requirements>

## Conformance Requirements (5.2)

- For Level AA conformance (the minimum level of conformance), the Web page must satisfy all the Level A and AA success criteria or provide a conforming alternate version.
- When a Web page is one of a series of pages presenting a process, all Web pages in the process must conform at the specified level or better.
- Only accessibility-supported ways of using technologies can be relied upon to satisfy the success criteria. Any information or functionality that is provided in a way that is not accessibility supported must also be available in an accessibility-supported way.
- If technologies are used in a way that is not accessibility supported, or if they are used in a non-conforming way, then they must not block the ability of users to access the rest of the page.



### What Did We Find?

The website is not fully compliant with WCAG standards.

>> View full WCAG documentation on conformance requirements:

<https://www.w3.org/TR/WCAG22/#conformance-reqs>

## Conformance Claims (Optional) (5.3)

Conformance is defined only for Web pages. However, a conformance claim may be made to cover one page, a series of pages, or multiple related Web pages.

- Conformance claims are not required. Authors can conform to WCAG 2.2 without making a claim. However, if a conformance claim is made, then the [conformance claim](#) must include the date, guidelines title, URL and version, conformance level satisfied, and a concise description of the Web pages included in the claim.
- In addition to the required components of a conformance claim above, consider providing [additional information](#) to assist users.



### What Did We Find?

The website does not make any conformance claims.

\*This section was reviewed manually.

>> View full WCAG documentation on conformance claims:

<https://www.w3.org/TR/WCAG22/#conformance-claims>

## Statement of Partial Conformance (3<sup>rd</sup> Party) (5.4)

Web pages that will later have additional content added can use a 'statement of partial conformance'. For example, an email program, a blog, an article that allows users to add comments, or applications supporting user-contributed content.

In these cases, it is not possible to know at the time of original posting what the uncontrolled content of the pages will be. It is important to note that the uncontrolled content can affect the accessibility of the controlled content as well.

>> View full WCAG documentation on partial conformance for 3<sup>rd</sup> part content:

<https://www.w3.org/TR/WCAG22/#conformance-partial>

## Statement of Partial Conformance (Language) (5.5)

A "statement of partial conformance due to language" may be made when the page does not conform but would conform if accessibility support existed for (all of) the language(s) used on the page. The form of that statement would be, "This page does not conform, but would conform to WCAG 2.2 at level X if accessibility support existed for the following language(s):"

>> View full WCAG documentation on partial conformance for language:

<https://www.w3.org/TR/WCAG22/#conformance-partial-lang>

## Privacy Considerations (5.6)

Some of the success criteria within this audit could present implications for privacy. ‘[Redundant entry](#)’ is one of the main concerns, which occurs when information previously entered by or provided to the user is required to be entered again. In this case, the information is auto populated or available for the user to select.



### What Did We Find?

- The donation form on <https://islandstrust.bc.ca/donate-to-conservancy-2/> repopulates some of the donation information in the PayPal popup.
- The site has 20 forms that repopulate the form information on a failed submit (e.g. if a required field isn’t filled out or doesn’t have correct information).

\*This section was reviewed manually.



### Next Steps

Check that the auto-population process has proper data protection for the information that it’s populating. 3rd party services like Survey Monkey should be checked as well.

>> View full WCAG documentation on privacy considerations:

<https://www.w3.org/TR/WCAG22/#privacy-summary>

## Security Considerations (5.7)

Some of the success criteria within this audit could present implications for security. Success criteria that could be affected include ‘[non-text content](#)’, ‘[timing adjustable](#)’, and ‘[redundant entry](#)’.



## What Did We Find?

Besides redundant entry (mentioned in 5.6), there is nothing further worth noting.

>> View full WCAG documentation on security considerations:

<https://www.w3.org/TR/WCAG22/#security-summary>

## Taking Your Next Steps

Caorda recommends completing the fixes for the items listed above in this document. We believe this will have a positive impact on your accessibility compliance, as well as overall search traffic and website usability.

Please feel free to reach out to us for a quote to complete the various updates. We can provide a quote to address all items in this audit, or, if you would like to undertake some of the updates yourself, we can provide an a-la-carte quote to address only the items that you would like Caorda to handle.

# Thank You

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Created by Caorda for Islands Trust

<https://islandstrust.bc.ca>





# BRIEFING

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**To:** Accessibility Committee      **For the Meeting of:** January 15, 2026  
**From:** Director, Legislative and Information Services      **Date Prepared:** January 8, 2026  
**SUBJECT:** Accessibility Committee Membership Applications

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**PURPOSE:** To provide to the Accessibility Committee information about current applications for membership to the Committee.

**BACKGROUND:**

Islands Trust has now received applications for membership to the Accessibility Committee from seven individuals, six of whom live on Salt Spring Island and one of whom lives in the Galiano Island Local Trust Area. One individual is a representative of an organization that supports people with disabilities. None indicate that they are indigenous. One individual has indicated that they are only available during the day and the rest have indicated that they are available either in the evenings or both in the evenings and during the day.

All applicants have been informed that their application will be provided to the March, 2026 meeting of the Islands Trust Council and that if their appointment is confirmed then, Staff will notify them of that decision and then will provide to them the details they will need to join the Accessibility Committee meeting that is currently scheduled for April 21, 2026.

**ATTACHMENT(S):** None

**FOLLOW-UP:**

Staff will forward to Islands Trust Council any comments or concerns that the Accessibility Committee should have in regards to these membership applications.

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**Prepared By:** Robert Barlow, Legislative Services Clerk  
**Reviewed By:** David Marlor, Director Legislative and Information Services/  
January 9, 2026

## REQUEST FOR DECISION

**To:** Accessibility Committee **For the Meeting of:** January 15, 2026  
**From:** Legislative Services **Date Prepared:** December 19, 2025  
**SUBJECT:** Proposed Accessibility Committee 2026/2027 Meeting Schedule

### RECOMMENDATIONS:

1. That Accessibility Committee adopt the proposed meeting dates of April 21, July 21, and October 6 in 2026, and January 26, 2027, for the 2026/27 fiscal year.
2. That Accessibility Committee schedule all 2026/27 meeting dates as electronic meetings.
3. That Accessibility Committee schedule all 2026/27 meeting dates from 6:30 – 8:30 p.m.

### SENIOR STAFF COMMENTS:

The proposed meeting dates allow for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

### 1 PURPOSE:

- 1 To determine the 2026/27 meeting schedule for the Accessibility Committee (AC); and
- 2 To make decisions around meeting formats (electronic or in-person).

### 3 BACKGROUND:

#### Meeting Dates

Near the end of each fiscal year, the AC will determine the meeting dates for the next fiscal year by way of resolution. The AC will plan its meeting dates on a fiscal year basis rather than by calendar year, aligning corporate activities with the corporate year which supports work plans and budgeting activities.

Proposed meetings dates for 2026/27 year are as follows:

| PROPOSED<br>AC DATE      | ASSOCIATED<br>EXECUTIVE COMMITTEE DATES             | TRUST COUNCIL<br>DATES                                                          |
|--------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------|
| Tuesday, April 21, 2026  | June 3, 2026                                        | June 16-18, 2026<br>(in person on the southern Gulf Islands)                    |
| Tuesday, July 21, 2026   | August 26, 2026                                     | September 9-11, 2026<br>(electronic)                                            |
| Tuesday, October 6, 2026 | October 28, 2026<br>(EC agenda deadline November x) | November 12-14, 2026<br>(First meeting of the new term – in person in Victoria) |

|                                  |                                                      |                                                   |
|----------------------------------|------------------------------------------------------|---------------------------------------------------|
|                                  | November 18, 2026                                    | December 8-10, 2026<br>(in person in Victoria)    |
| <b>Tuesday, January 26, 2027</b> | February 24, 2027<br>(EC agenda deadline February x) | March 9-11, 2027<br>(in person on Galiano Island) |

#### Meeting Format

Staff are requesting that AC determine as early as possible if they wish to continue with electronic meetings. Early decision making in this regard will help staff with meeting logistics and will inform budget planning for this area.

Electronic meetings create time savings for members and staff who do not have to travel and time savings for staff in terms of travel, accommodation and catering arrangements. Electronic meetings also generate several thousands of dollars in cost savings to the organization annually, and reduces corporate greenhouse gas emissions in alignment with Islands Trust values. In addition, fully electronic meetings tend to generate higher quality meeting recordings for future public viewings.

Trust Council Bylaw 101 permits Council Committees to conduct fully electronic regular and special meetings. Section 11.11(a) states: *"A regular or special meeting of a Council committee or a special meeting of the Executive Committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the committee have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements."*

## **4 IMPLICATIONS OF RECOMMENDATION**

### **ORGANIZATIONAL:**

Allows for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

### **FINANCIAL:**

No financial impact associated with setting meeting dates.

Selection of all electronic meetings for 2026/27 will generate a few thousand dollars in financial savings as well as reduced greenhouse gas emissions and time savings from reduced travel.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** Administrative staff will organize the meetings.

**FIRST NATIONS:** None.

**OTHER:** None.

## **5 RELEVANT POLICIES:**

[Trust Council Bylaw 101](#)

[Trust Council Policy 2.3.1 Council Committee System](#)

## **6 ATTACHMENT(S):** None.

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### **RESPONSE OPTIONS**

**Recommendations:**

1. That Accessibility Committee adopt the proposed meeting dates of April 21, July 21, and October 6 in 2026, and January 26, 2027, for the 2026/27 fiscal year.
2. That Accessibility Committee schedule all 2026/27 meeting dates as electronic meetings.
3. That Accessibility Committee schedule all 2026/27 meeting dates from 6:30 – 8:30 p.m.

**Alternatives:**

1. That Accessibility Committee adopt the proposed meeting schedule for the 2026/27 calendar year with amendments [as directed].
2. That Accessibility Committee direct staff to schedule only the 2026/27 AC meeting dates of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ as electronic meetings.
3. That Accessibility Committee direct staff to schedule all the 2026/27 AC meetings as in-person meetings.

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**Prepared By:** Robert Barlow, Legislative Services Clerk

**Reviewed By:** David Marlor, Director, Legislative and Information Services/January 8, 2026