

Accessibility Committee Agenda

Date: Tuesday, October 6, 2026
Time: 6:30 pm - 8:30 pm
Location: Electronic Zoom Meeting

	Pages
1. CALL TO ORDER	6:30 PM
2. AGENDA	
2.1 Review of the Agenda	
2.2 Approval of the Agenda	
3. CORRESPONDENCE	
None.	
4. ADMINISTRATIVE COORDINATION	
4.1 Draft Minutes of Previous Meetings	
4.1.1 April 21, 2026 Draft Minutes	3 - 5
For review and approval.	
4.2 Follow-Up Action List	6 - 6
For review.	
5. BUSINESS	
5.1 Accessibility Plan Request For Proposal - Verbal Update	
5.2 Membership in Accessibility Committee for the New Term - Discussion	
5.3 Letter from Current Accessibility Committee Chair to Next Term's Chair - Discussion	
5.4 Staff to Process all website PDFs for adherence to Universal Accessibility	
As of October 6, 2026, staff have been directed to apply Universal Accessibility standard to all PDFs to be posted to the website.	
PDF/UA-1 is the international standard (ISO 14289-1) that defines how to create universally accessible electronic documents in the PDF 1.7 format. For those equipped with appropriate software, conformance with PDF/UA ensures accessibility for people with disabilities who use assistive technology such as screen readers, screen magnifiers, joysticks and other technologies to navigate and read electronic content.	

5.5 Personal Assessment Checklist for the Use of Staff with Disabilities - Request for Feedback

7 - 8

The Islands Trust's Occupational Health and Safety (OHS) Committee is working on advancing a draft organizational Emergency Plan. This plan spells out roles, responsibilities, and procedures to follow in various emergency situations, and is based on a Public Service Agency template.

Included in the template is a completely voluntary personal assessment checklist for the use of staff with disabilities. Staff may record how emergency responders can better assist them.

The OHS Committee (a staff committee) would like to receive feedback from the Accessibility Committee regarding this tool. Specifically: what is the Accessibility Committee's opinion on its inclusion in emergency plan, and, If it should be included, does it need any modification?

6. NEW BUSINESS

7. WORK PROGRAM

9 - 9

8. NEXT MEETING

Tuesday, January 26, 2026 from 6:30 p.m. to 8:30 p.m.

9. ADJOURNMENT

8:30 PM



Accessibility Committee Minutes of a Regular Meeting

Date: April 21, 2026
Location: Electronic Meeting

Members Present: Lisa Gauvreau, Trustee, Galiano Island Local Trust Area, (Chair)
Lisa Nissinen, Trust Area resident, (Vice-Chair)
Barb Aust, Trust Area resident
Michael Bean, Trust Area resident
Theresa Burley, Trust Area resident
Seth Gustafsson, Trust Area resident
Christopher Jason, Trust Area resident
David Maude, Trustee, Mayne Island Local Trust Area
Deborah Scott, Trust Area resident

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

Member Absent: Riley Vardy, Trust Area resident

Staff Present: Stefan Cermak, Director, Planning Services
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Chair Gauvreau called the meeting to order at 6:33 p.m. and provided a territorial acknowledgment of the ancestral and unceded territory of many Coast Salish peoples. Chair Gauvreau also honoured the passing of Musqueam Elder Shane Pointe. New members of the Committee were welcomed and all members introduced themselves.

2. AGENDA

2.1 Review of the Agenda

The following addition to the agenda was presented for consideration:

- revised proposed text for agenda item 5.2 2025/26 Annual Report – Approval of Accessibility Committee Section.

2.2 Approval of the Agenda

By general consent the agenda was approved as amended.

3. CORRESPONDENCE

Received for information.

4. ADMINISTRATIVE COORDINATION

4.1 Minutes of Previous Meetings

4.1.1 January 15, 2026 Regular Meeting Draft Minutes

By general consent the Committee approved the minutes as presented.

4.2 Follow-Up Action List

The Committee identified a request to edit the text of the Accessibility and Inclusion webpage of the Islands Trust website in regards to the “Share Your Feedback on Accessibility and Inclusion” section so that the stated primary purpose of the feedback mechanism is for the public to share their observations and experiences of barriers to accessibility to assist Islands Trust work on removing those barriers rather than the current text which emphasizes the development of an Accessibility Plan.

5. BUSINESS

5.1 Accessibility Committee Terms of Reference

Provided for information.

5.2 2025/26 Annual Report - Approval of Accessibility Committee Section – Request For Decision

Director Cermak presented the Request For Decision, noting the late submission to update the text that was initially provided to the Committee when the agenda was first published.

Committee discussion included:

- add notation that Lisa Nissinen is the Vice-Chair of the Committee
- add notation that David Maude is a Vice-Chair of Islands Trust

AC-2026-02

It was MOVED and SECONDED,

that Accessibility Committee approve the attached text as amended for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

5.3 Accessibility Plan Update - Briefing

Director Cermak presented the Briefing. Committee discussion included:

- the Committee is to be notified when the Request For Proposal (RFP) is posted on the website
- the need for the consultant to have access to Islands Trust documents that would assist them in identifying gaps in accessibility such as strategic plans, accessibility complaints, and any previous reviews of accessibility issues that are already known

5.4 BC's Accessibility Plan – 2025-2028

Provided for information.

5.5 Islands Trust Website Accessibility Audit - Completed Actions – Report

Provided for information. Staff to clarify whether the accessibility improvements to the Islands Trust website included changes to better support TTS (text to speech).

6. NEW BUSINESS

None.

7. WORK PROGRAM

The Committee noted that some Committee members have experience in the process of developing a Request For Proposal for a consultant and wish to support that development. Staff indicated that Committee members can contact David Marlor, Director, Legislative and Information Services to provide their insight and suggestions.

8. NEXT MEETING

Tuesday, July 21, 2026, from 6:30 p.m. to 8:30 p.m.

9. ADJOURNMENT

By general consent the meeting adjourned at 7:24 p.m.

Lisa Gauvreau, Chair

CERTIFIED CORRECT:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Accessibility Committee

21-Apr-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to edit the text of the Accessibility and Inclusion webpage of the Islands Trust website in regards to the "Share Your Feedback on Accessibility and Inclusion" section so that the stated primary purpose of the feedback mechanism is for the public to share their observations and experiences of barriers to accessibility to assist Islands Trust work on removing those barriers rather than the current text which emphasizes the development of an Accessibility Plan.	Robert Barlow	Target: 24-Apr-2026	Completed
100%	2 Staff to clarify whether the accessibility improvements to the Islands Trust website included changes to better support TTS (text to speech).	Clare Frater	Target: 24-Apr-2026	Completed
0%	3 Staff to notify the Committee when the RFP for a consultant in regards to the development of the Accessibility Plan is posted to the website	David Marlor	Target: 30-Jun-2026	In Progress

Appendix B – People with Disabilities/Special Needs Personal Assessment checklist

<OPTIONAL checklist to be completed by people with disabilities/special assistance>

During an emergency, this checklist will enable emergency responders to better assist you.

I am able to:

- Hear
- See
- Walk without help
- Walk with help
- Sit without help
- Sit with help

I will need specific help with (explain):

Important personal information

List your prescription number, name and purpose of each medication (i.e., #34567/insulin/diabetes)

Prescription #	
Name of Medication	
Purpose	
Doctor(s) name(s)	
Doctor phone #	
Special Equipment I use	
Allergies	
Other special needs	
BC Services Card	
Private medical Name	
Policy #	
Neighborhood contact:	
Out of town emergency contact name	
Out of town emergency contact phone	
Veterinarian contact	

Personal support network contact list (family members, attendants, neighbors, etc.)

Name	Relationship	Address	Phone (cell)	Phone (cell)

Active Projects Report

Accessibility Committee

1. *Develop an Accessibility Plan*

Responsible

Dates

Activity:

David Marlor

Rec'd: 07-Nov-2024

Target: 31-Mar-2027

- Assess Islands Trust operations and 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
 - Develop a plain language version of the Accessibility Plan
 - Include in the Accessibility Plan a section on implementation of the Accessibility Plan
-