



ADOPTED

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.

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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,**

ADOPTED

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.

Lisa Gauvreau, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator/Recorder