



Accessibility Committee Agenda

Date: Tuesday, September 9, 2025
Time: 6:30 pm - 7:30 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. **BUSINESS**
 - 3.1 **Local Community Accessibility Grant - Salt Spring Island office renovations** 2 - 10
 1. 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.
 2. That Accessibility Committee authorize Trustee [insert name here] to sign the letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office renovations.
4. **NEXT MEETING**

Tuesday, October 7, 2025, from 6:30 p.m. to 8:30 p.m.
5. **ADJOURNMENT** 7:30 PM



REQUEST FOR DECISION

To: Accessibility Committee **For the Meeting of:** September 9, 2025
From: David Marlor, Director,
Legislative and Information **Date Prepared:** September 5, 2025
Services
SUBJECT: Endorsement Letter for Salt Spring Island Office Renovations

RECOMMENDATIONS:

1. 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.
2. That Accessibility Committee authorize Trustee [insert name here] to sign the letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office renovations.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Islands Trust is obligated to meet the requirement of the *Accessible British Columbia Act*, for the employees and the public we serve. The renovation of the new Salt Spring Island office provides an opportunity to demonstrate our commitment to accessibility, and securing this grant will help us fulfil our obligations in as cost-effective a manner as possible.

1 PURPOSE:

To seek support for an application for a grant to improve accessibility at the Islands Trust Salt Spring Office.

2 BACKGROUND:

Islands Trust has secured a multi-year lease for new office space in Ganges Village, Salt Spring Island at 121 McPhillips Avenue. The new Islands Trust Salt Spring Office is adjacent to other government and business services, including the Capital Regional District.

Dreamhouse Kitchens has been hired to convert the existing retail space into an open, accessible office that will focus on balancing public access to services, while ensuring the safety of staff and equipment. In addition to work space, the new offices will include a more accessible conference room for small meetings.

Staff have identified a grant opportunity that could fund the portion of renovation costs associated with making the new office space accessible, which includes specialized layouts and furniture/doors in the entry foyer, the reception station, and the washroom.

The Local Community Accessibility Grant program provides one-time, up to \$25,000 in funding to British Columbia municipalities and regional districts to remove barriers for persons with disabilities. Applications are submitted by local governments to fund projects

identified through Accessibility Plans, committees, or community feedback, with funding going towards areas such as improving the built environment, increasing awareness, and implementing inclusive policies and technology. The grant is administered by SPARC BC.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: Any grant money received will off-set the costs for renovation to the Salt Spring Island office.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: If a grant is received, communications will be as per Islands Trust communications policy.

FIRST NATIONS RELATIONS: None.

OTHER: None.

4 RELEVANT POLICY:

[Trust Council Policy 6.5.4 \(Grants and Donations Administration\)](#)

5 ATTACHMENT:

- Draft letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office renovations.
- Draft Local Community Accessibility Grant Application

RESPONSE OPTIONS

Recommendations:

1. That Accessibility Committee approve the draft letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office
2. That Accessibility Committee authorize Trustee [insert name here] to sign the letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office renovations.

Alternative: That Accessibility Committee not approve the draft letter of support in regards to the Local Community Accessibility Grant application for the Salt Spring Island office

Prepared By: Robert Barlow, Legislative Services Clerk

Reviewed By/Date: David Marlor, Director, Legislative and Information Services/September 5, 2025



200 – 1627 Fort Street, Victoria BC V8R 1H8

Telephone **(250) 405-5151** Fax (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

Date

To Whom It May Concern:

Please accept this letter of support for the Islands Trust application under the Local Community Accessibility Grant program for accessibility improvements at the Salt Spring Island Office. This grant will assist Islands Trust in improving accessibility for all ages and abilities at its new public office location on Salt Spring Island, and meet our obligations under the *Accessible British Columbia Act*.

Sincerely,

Trustee X

On Behalf of the Islands Trust Accessibility Committee
Islands Trust

Local Community Accessibility Grant

About this initiative

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. It could also be an initiative that the community would like to implement based on feedback received from service users based on their feedback mechanism.

Eligible Applicants

All municipalities and regional districts in British Columbia are eligible to apply for this funding.

1. Each municipality or regional district is eligible to submit an application
2. Priority will be given to local governments that are fully compliant with Part 3 of the *Accessible B.C. Act*.

Nature of the Funding

Each local government is eligible for up to \$25,000 and may select one of the following streams:

Stream 1—Local Government led projects – new

This stream is designed for local governments that already have a project that will advance accessibility or build the local-level capacity when responding to local accessibility needs or priorities.

Stream 2—Capacity support – existing/expanding

This stream is designed for local governments that may be unsure of where to start, and will focus on working together with others to build a deeper sense of existing and emerging accessibility needs or priorities.

Local governments in this stream will work with SPARC BC to define their needs and select a specific area of focus (built environment, attitudes, practices, policies, information and communication or technology). The funding will then be used to implement the specific projects or initiatives identified.

- ☒ Stream 1—Local Government led projects – new
- ☐ Stream 2—Capacity support – existing/expanding

Please provide a short overview of your proposed initiative or area of focus:

Islands Trust has three offices: Victoria, Gabriola and Salt Spring. On Salt Spring the Islands Trust is opening a new office in a store-front commercial space and needs to undertake improvements to improve the overall physical accessibility to better meet the needs of the community.

About your Project

The funding is available to support projects of varying sizes, types and complexity including projects, both new and existing, designed to:

- Remove physical barriers in the built environment
- Understand and address attitudes, practices, and policies
- Enhance information, communication, and technology

Please describe the needs or types of barriers that your initiative will address:

This project will remove barriers to all people attending the Islands Trust Office on Salt Spring, with physical changes to provide all ages and abilities access. This includes providing a healthy work place free of barriers and service to members of the public. This is achieved by providing accessible movement through the space, as well as providing key facilities, such as a new accessible unisex washroom and an accessible front counter public service space.

Which specific needs or disability groups will be served through your initiative?

Those with mobility or other physical disabilities will be served by an accessible washroom and a single, lowered service counter.

What geographic area does your initiative cover?

Primarily the Spring Island Local Trust Area - which is Salt Spring Island and surrounding smaller islands. The office also promotes regional initiatives of the Islands Trust and Islands Trust Conservancy.

What is the type of knowledge or insight that you hope to gain?

All lived experiences bring unique perspectives to the mandate of the Islands Trust. Local government must be accessible to all in order to achieve its goals. Islands Trust has a special preserve and protect mandate. By ensuring universal access, we hope to make space for all perspectives, whether from staff, public, or elected officials.

Types of Activities Covered

What types of activities will be delivered through your initiative?

- Ramps, elevators, lifts, accessible washrooms, power door operators, accessible doors, audio signals and loops and lighting/color contrasting for visually impaired etc. (The completed infrastructure must be open for public use)
- Anti-bias training, service delivery training
- Training or supports needed to promote safer economic inclusion, interview processes, ASL interpretation and supports for events, Accessibility Audits of workflow, remuneration for Accessibility Advisory Committee reviewing and members.
- Funding for legal and consulting advice as well as internal staff resources.
- Funding to strengthen communication designed to allow for greater inclusion
- Job task checklists in pictorial form, wayfinding signage, ASL version of policies, application forms accessible to screen readers, reprinting hardcopies of material in large font, Braille versions of documents, accessibility enhancement to the website.
- Purchasing software that enables the production of accessible documents, specialized equipment and productivity tools (headsets, tablets, laptop screenreaders).
- Other ideas as identified through your Accessibility Committee.

Funding Amounts

Funding will be dispersed in the following methods, all successful applicants must have all project completed by end of the grant programme and are required to submit a final report to SPARC BC by 31st March 2026.

1. For projects \$10,000 or less funding will be disbursed in 1 transaction of 100%.
2. Grants above \$10,000 will be dispersed in 2 transactions—80% upon return of the Terms & Conditions document and 20% upon receipt of Final Report

ADMINISTRATIVE DETAILS: KEY STRATEGIES AND ACTIONS INCLUDING KEY MILESTONES

Please tell us about the specific steps and actions to be taken, key milestones and critical dates. Please note, it is possible to add additional pages if required. However, project applicants are only expected to provide high-level details and that SPARC BC will seek additional information or clarification if required. Completion of this table is optional for stream 2.

Key Steps and Actions	Key Milestones/Outcomes	Critical Dates
1. Office Design, including Accessibility considerations	Complete schematic design	Jan. 2025
2. Construction approvals	Approved permits	March 2025
3. Purchase of materials for accessible office feature	Materials received/built	July/Aug 2025
4. Installation of accessible features	Complete installation	Sept. 2025
5. Expected office renovation completion date	Accessible site review visit	Sept. 2025
6. Expected move-in date	Staff occupy office	Oct. 2025
7.		
8.		
9.		
10.		
11.		
12.		
Conclusion: Project Outcomes Report Submission		

REQUESTED PROJECT BUDGET

The following sets out the proposed budget to complete the scope of work as outlined in the previous section. Completion of this table is optional for stream 2.

Specific Steps and Actions	Proposed Budget
1. Universal accessible washroom - framing and plumbing (labour and materials)	\$3,450
2. Accessible washroom doors (labour and materials)	\$1,300
3. Accessible washroom fixtures (labour and materials)	\$2,450
4. Accessible front desk work station and accessible front counter (3 feet of 14 feet) (to serve both the public and staff needs) - (labour and materials)	\$3,285
5. Accessible foyer: front door, auto open, wheelchair waiting area	\$1,500
6. Project management costs (staff salaries) - accessibility portion only	\$2261.28
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
TOTAL REQUESTED BUDGET AMOUNT	\$13,215

Third-party contributions

Third-party means any person or legal entity, other than the Province, who participates in the implementation of an eligible project by means of contract. The Province’s share is calculated once all third-party contributions (provincial, federal, and private funds) have been deducted from the total eligible costs of the project. If third-party funding is available, it may be applied to the project outside the provincial grant portion.

In-kind Contributions

In-kind or donated contributions are not an eligible cost. In-kind contributions may include volunteer hours and/or donated professional labour, services, space and materials, which are provided at no cost or below fair market value to the Recipient.

ABOUT THE APPLICANT

Tell us about your organization and key project implementation partners for this initiative:

Organization Name Islands Trust

Address 200 - 1627 Fort Street, Victoria, BC, V8R 1H8

Contact Information

Name: David Marlor

Position: Secretary, Islands Trust

Email: d.marlor@islandstrust.bc.ca Phone: 250-405-5169

Population:

Population size: ☐ Less than 15,000 ☒ Between 15,000 and 25,000 ☐ Over 25,000

Accessibility in your organization

Please provide a link to your organization's accessibility plan

Plan is in progress - not yet at the public feedback stage.

Please provide a link to your organization's feedback mechanism

<https://islandstrust.bc.ca/about-us/governance/accessibility-committee/>

Does your organization currently offer service delivery training to staff? ☒ yes ☐ no

Does your organization measure the number of employees who identify as persons with disabilities? ☒ yes ☐ no

Which service area is responsible for advancing accessibility in your community?

Legislative and Information Services

Do you have existing partnerships and relationships which focus on advancing shared accessibility goals?

Public Service Agency of British Columbia



Letter of Support

Please provide a letter of support from your accessibility committee. This letter should be submitted alongside this application form as a Word document or PDF.

Signature

The signature below certifies that all the information provided in this application is complete and correct.

Applicant Name: _____

Digital Signature: _____

Date: _____

Application Checklist

- ☒ Accessible Communities Grant Application Form
- ☐ Workplan (only required for applicants in Stream 1)
- ☐ Proposed budget (only required for applicants in Stream 1)
- ☐ Letter of Support from Accessibility Advisory Committee
- ☐ Board Resolution/Letter of Support from CAO

Submit your Application

If you have any questions or would like to submit your application, please email accessibility@sparc.bc.ca

Thank you for your application!



Accessibility includes *all*