



**SUNSHINE COAST REGIONAL  
ACCESSIBILITY ADVISORY COMMITTEE MEETING**

**June 25, 2024**

RECOMMENDATIONS FROM THE SUNSHINE COAST REGIONAL ACCESSIBILITY  
ADVISORY COMMITTEE MEETING HELD IN THE SUNSHINE COAST REGIONAL DISTRICT  
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C. AND VIA ZOOM

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**PRESENT:**

(Voting Members)

Chair  
Alternate Chair  
Members

TBD  
TBD  
B. Conway  
K. Cramer  
E. Eaton  
L. Forrest  
A. Gursche  
R. Kiewitz  
A. Lattanzi  
T. Straw  
S. Tompkins

**ALSO PRESENT:**

(Non-Voting)

Councillor, TOG  
Councillor, DOS  
SCRD Director, Electoral Area B  
SCRD Director, Electoral Area E

D. Croal  
A. Toth  
J. Gabias  
D. McMahon (Alternate)

SCRD Corporate Officer  
Staff, SCR  
Staff, TOG

S. Reid  
R. Porte  
K. Thomas

Recorder  
Technical Support

Y. Roberts  
B. Viitanen

**REGRETS:**

Member  
Member  
Staff, DOS

D. Dutto  
C. Read  
M. Stjepovic

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**CALL TO ORDER**

*The Corporate Officer assumed the Chair and called the meeting to order at 10:36 a.m.*

**INTRODUCTIONS**

*Committee members participated in a round table of introductions.*

**AGENDA**

*The agenda was adopted as presented.*

## PRESENTATIONS AND DELEGATIONS

*The Corporate Officer provided an overview of Sunshine Coast local governments and reviewed the Committee Terms of Reference.*

### Procedural Overview – Corporate Officer

- Annex A of the agenda package, “Who Does What?” reference sheet provides a high-level overview of the different jurisdictional responsibilities amongst the municipal members, the Regional District and Province.
- The Corporate Officer provided an overview of the Terms of Reference (TOR) for the Sunshine Coast Regional Accessibility Advisory Committee (SCRAAC). Some key highlights from the TOR are:
  - The Accessible *British Columbia Act* mandated local governments to develop, implement and review an accessibility plan.
  - The purpose of the SCRAAC is to assist local governments with the development of an accessibility plan through the identification of barriers and opportunities for solutions.
  - There are 3 main objectives to be considered in the development of the plan:
    - Identify accessibility barriers and opportunities.
    - Develop recommendations and options to remove barriers to accessibility.
    - Develop a process for ongoing feedback and evaluation of those recommendations.
  - There are 11 voting members appointed to the SCRAAC. Non-voting members appointed include one elected official from each local government, as well as a staff resource person from each local government who is appointed to help guide the development of the plan. A Committee secretary from each local government is also appointed to oversee all Committee meeting procedures, including agenda coordination and meeting minutes.
  - A quorum is 6 members meaning a minimum of 6 voting members must be in attendance for the meeting to be legally convened.
  - Any recommendations made by the SCRAAC that are documented in the Committee minutes and forwarded to the municipal councils and regional district board, may only be acted upon through the adoption of a council or board resolution.
  - Voting members must attend 50% of the meetings annually to maintain their eligibility for Committee membership; there are four meetings per annum.
- For any feedback, concerns, or questions on procedure please reach out to the SCRD's appointed Committee Secretary at [legislative@scrd.ca](mailto:legislative@scrd.ca).

## NEW BUSINESS

### ELECTION OF THE COMMITTEE CHAIR AND ALTERNATE CHAIR

*The Corporate Officer called for nominations for SCRAAC Chair three times. No eligible nominations were received or accepted.*

*The Corporate Officer called for volunteers to assume the position of SCRAAC Chair. No volunteers came forward.*

*The Corporate Officer recommended that the appointment of a Committee Chair and Alternate Chair be referred to the next meeting.*

## MEETING SCHEDULE

- The remaining 2024 meetings are being proposed to be held in September and November. The host local government will be responsible for canvassing for potential meeting dates and times. Committee members requested that the local governments consider adding an option for an evening meeting time when canvassing for member availability.
- The Town of Gibsons (TOG), the District of Sechelt (DOS) and the Sunshine Coast Regional District (SCRD) are co-hosting this regional committee; DOS will host the next meeting (in September).

*The Corporate Officer opened the floor to questions and responses were provided as follows:*

- Can we hold this meeting outside office hours?
  - Yes, moving forward we will propose times that will include evening options.
- Can we bring other people to the meeting with us?
  - It was clarified that only members can participate and vote, but that the public can attend and observe.
- Where will these meetings be posted?
  - Meetings will be posted on the local government websites and potentially in the Coast Reporter and on Facebook as well.
- What can members do to prepare for the September meeting?
  - Identify barriers and opportunities and bring a list to the meeting.
  - Staff will do an internal scan of our organizations.
- Can we send in information prior to the next meeting?
  - Yes, you can send to [legislative@scrd.ca](mailto:legislative@scrd.ca).

**NEXT MEETING**                      TBD    (September)

**ADJOURNMENT**                      11:40 AM