



SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE MEETING

September 23, 2024, 5:30 pm

**District of Sechelt Community Room, 1st Floor, 5797 Cowrie St, Sechelt, B.C.
and via Zoom ([click here to join the meeting](#)); Password: SEPT2024
Join by phone: 1 778 907 2071; Webinar ID: 838 4324 2026; Password: 80565124**

**CALL TO ORDER – Kerianne Poulsen, District of Sechelt Corporate Officer
(Interim Chair)**

WELCOME AND INTRODUCTIONS

AGENDA

1. Adoption of Agenda

MINUTES

- Minutes of the June 25, 2024, Sunshine Coast Regional Accessibility
2. Advisory Committee Meeting Page 2

NEW BUSINESS

3. Election of Chair and Vice Chair – Corporate Officer Page 5
4. Accessibility Plan Framework – Staff Presentation
5. Committee Vision– Staff Presentation
6. Accessibility Barriers and Opportunities on the Sunshine Coast –
Committee Roundtable
7. Next Meeting – Gibsons

ADJOURNMENT



**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

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

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.

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.

NEXT MEETING TBD (September)

ADJOURNMENT 11:40 AM

FOR INFORMATION

TO: Sunshine Coast Regional Accessibility Advisory Committee Meeting
FROM: Kerianne Poulsen, Corporate Officer **MEETING DATE:** September 23, 2024
SUBJECT: Election of Chair and Vice Chair
FILE NO: 0340

RECOMMENDATION

That a Chair and Vice Chair be elected from the Sunshine Coast Accessibility Advisory Committee's voting members for a term of one year.

PURPOSE

To elect a Chair and Vice Chair to the Sunshine Coast Regional Accessibility Advisory Committee.

OPTION

1. Change the Terms of Reference so any committee member (voting or non-voting) can be elected as Chair and Vice Chair through the following motion:

"The Sunshine Coast Regional Accessibility Advisory Committee recommends to the Town of Gibsons Council, District of Sechelt Council and the Sunshine Coast Regional District Board that the Committee's Terms of Reference be amended as follows:

That provision 4.4 (a) of the Sunshine Coast Regional Accessibility Advisory Committee Terms of Reference be deleted in its entirety and replaced with "Will be elected by the Committee voting members."the Sunshine Coast Regional Accessibility Advisory Committee Terms of Reference be amended."

DISCUSSION

Summary

At the June 25, 2024 inaugural meeting of the Sunshine Coast Regional Accessibility Advisory Committee ("the Committee") a chair and vice chair were not elected. The Corporate Officer assumed the role of chair for the duration of the meeting. Moving forward the Committee may elect a chair from the voting members, or may amend the terms of reference to allow for non-voting member to chair meetings.

Background

The chairperson for a committee takes on the role of guiding committee members through business items on the agenda and helps to facilitate discussions to ensure each member of the committee has the opportunity for their voice to be heard. When the chairperson is away, the vice-chair would take on this role.

The Committee was established with the current Terms of Reference by a vote from each local government. In order to change the Terms of Reference, the proposed change must be endorsed by a resolution from each local government.

Respectfully submitted,

Kerianne Poulsen

District of Sechelt Corporate Officer

Attachments:

1 – Sunshine Coast Regional Accessibility Advisory Committee Terms of Reference



SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE

Terms of Reference

1. INTRODUCTION

- 1.1. It is a goal of the Town of Gibsons, the District of Sechelt, and the Sunshine Coast Regional District (the “local governments”) to inspire and encourage citizens to become engaged with municipal government and have their voices heard, while ensuring our citizens understand the challenges and competing demands facing the community.
- 1.2. Local Government Council and Regional District Board decisions will benefit from community input, while increased awareness of our challenges helps create broader support and understanding for the solutions adopted.
- 1.3. It is a priority of the Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District to create more opportunities for public dialogue with the local governments on the Sunshine Coast and to plan for an accessible, age-friendly, and inclusive community.
- 1.4. The Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District have established the Sunshine Coast Regional Accessibility Advisory Committee (the “Committee”) pursuant to the *Accessible British Columbia Act* (the “Act”).

2. PURPOSE OF THE COMMITTEE

- 2.1. The purpose of the Committee is to assist the local governments with the identification of barriers to individuals in, or interacting with, the Town of Gibsons, the District of Sechelt, or the Sunshine Coast Regional District and advise on how to remove and prevent these barriers.
- 2.2. The Committee may consider barriers in relation to any of the following:
 - (a) employment;
 - (b) delivery of services;
 - (c) the built environment;
 - (d) information and communications;
 - (e) transportation;
 - (f) health;

- (g) education; and,
- (h) procurement.

2.3. The Committee must consider the rights of indigenous people, including but not limited to:

- (a) the rights recognized and affirmed by section 35 of the *Constitution Act, 1982*, and
- (b) the United Nations Declaration on the Rights of Indigenous Peoples.

3. DELIVERABLES OF THE COMMITTEE

3.1. The Committee will advise the municipal Councils and Regional District Board in the development of a Regional Accessibility Plan to identify, remove, and prevent barriers to individuals in, or interacting with, the Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District. Pursuant to the Act, local governments must adopt the Accessibility Plan by September 1, 2023.

3.2. In developing a Regional Accessibility Plan, the following principles must be considered:

- (a) inclusion;
- (b) adaptability;
- (c) diversity;
- (d) collaboration;
- (e) self-determination; and,
- (f) universal design.

3.3. In addition, the Committee will advise the local governments in the establishment of a process for receiving comments from the public on the accessibility plan and on barriers to individuals in, or interacting with, the Town of Gibsons, the District of Sechelt, or the Sunshine Coast Regional District.

4. ESTABLISHMENT AND AUTHORITY

4.1. Councils for the Town of Gibsons and District of Sechelt derive their authority to establish committees from Section (1) (2) (b) of the *Community Charter*. The Sunshine Coast Regional District's authority to establish advisory committees is implied in its corporate powers as provided by the *Local Government Act*.

4.2. The local governments' mandate to establish an accessibility committee is prescribed by the Act. Accordingly, each municipal Council and the Regional District Board have established the Sunshine Coast Regional Accessibility Advisory

Committee by resolutions adopted by their respective Councils and Board.

4.3. All matters of order, privilege, and procedure not provided for in this Terms of Reference or the *Community Charter* are governed by Robert's Rules of Order.

4.4. The Chair and Alternate Chair

- (a) will be elected from the Committee's voting members for a term of one year. Following their election, both remain full voting members.
- (b) If neither the Chair nor the Alternate Chair are present at a particular meeting, a Temporary Chair will be elected from the Committee's voting members for that meeting. While serving as the Temporary Chair, the Temporary Chair remains a full voting member.
- (c) Following the resignation, removal, or death of the Chair or Alternate Chair, the Committee will elect a successor to complete the term.

4.5. The minutes of Committee meetings will be provided to the municipal Councils and the Regional District Board at the earliest possible Council and Board meeting that follows each Committee meeting and will report any recommendations of the Committee for the local governments' consideration.

5. COMPOSITION

5.1. The Town of Gibsons and District of Sechelt Councils and the Regional District Board may each appoint one member of their respective Councils and Board to serve in a non-voting liaison capacity. An alternate member may be appointed to attend meetings during the liaison's absence.

5.2. To the extent possible, the Sunshine Coast Regional Accessibility Advisory Committee must have members who are selected in accordance with the goals set out at Section 9(2) of the Act:

An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:

- (a) at least half of the members are
 - (i) persons with disabilities, or
 - (ii) individuals who support, or are from organizations that support, persons with disabilities;
- (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one of the members is an Indigenous person;
- (d) the committee reflects the diversity of persons in British Columbia.

6. MEMBERSHIP

6.1. Voting members

- (a) There will be a minimum of five and a maximum of eleven voting members appointed to the Committee to include community members who are selected, to the extent possible, in accordance with the goals set out at Section 9(2) of the Act as noted in Section 5.2 of these Terms of Reference.

6.2. Non-Voting members

- (a) Each local government shall appoint an elected official to be a non-voting Liaison to the Sunshine Coast Regional Accessibility Advisory Committee, and an alternate shall be appointed for each Liaison to attend Committee meetings in the absence of the regularly appointed member. The Liaison appointments will include:
 - (i) One Liaison appointed by the Town of Gibsons Council, plus an alternate to attend in their absence;
 - (ii) One Liaison appointed by the District of Sechelt Council, plus an alternate to attend in their absence; and,
 - (iii) One Liaison appointed by the regional Board, plus an alternate to attend in their absence.
- (b) There will be a minimum of four local government staff appointed to support the Committee as non-voting members, including:
 - i. the Committee Secretary; and
 - ii. a senior member of staff selected by the Chief Administrative Officer from each local government.
- (c) A non-voting member of the local government staff who is unable to attend a meeting may arrange for an alternative staff member to attend a meeting in their absence.
- (d) Any members of staff who are requested to attend Committee meetings are non-voting participants in that meeting.

7. GENERAL PROCEDURES

7.1. Meeting Quorum and Voting

- (a) Meeting quorum shall consist of half plus one of the voting members of the Committee.
- (b) Recommendations of the Committee shall be made by a majority of voting members in attendance at a meeting, provided quorum is met at that meeting.

- (c) Recommendations must be supported by a simple majority vote. In the case of a tie vote, the recommendation will be defeated.

7.2. Meetings

- (a) One Committee meeting will be scheduled during each quarter of the year.
- (b) Special meetings will be scheduled as required.
- (c) Meeting locations and times will be posted 72 hours in advance on the local governments' websites or on the designated Public Notice Posting Place for each local government.
- (d) All meetings will be open to the public to attend unless the subject matter being considered relates to or is one or more of the provisions in *Community Charter* section 90.
- (e) The actions and recommendations of the Committee will be provided to Councils and the Regional Board through the adoption of motions.
- (f) Meeting minutes will be provided to Committee members, in addition to being referred to the Councils and to the Regional Board.

7.3. The Committee's roles and responsibilities are as follows:

- (a) Work collaboratively to fulfill the Committee's purpose and to identify and remove barriers within our community;
- (b) Provide the Town of Gibsons, District of Sechelt, and the Sunshine Coast Regional District with guidance and advice regarding accessibility within its departments, services and events, including how the local governments may become more inclusive in their operations;
- (c) Provide an objective view in the public interest and fairly represent this view in the local governments' public processes;
- (d) Recognize that the Committee's comments and recommendations represent one of a series of decision-making processes that enable members of the municipal Councils and Regional District Board to fully understand the issues under review, including their policy and budget consequences and potential impact on the general public;

- (e) Receive referrals from the local governments for review and recommendations.

7.4. Conflict of Interest

- (a) A Committee member who has a conflict of interest regarding a matter that is being reviewed and considered by the Committee must:
 - i. declare their conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
 - ii. leave the meeting for the period of time during which the topic is under consideration; and
 - iii. not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in relation to the topic.

7.5. Member Expectations

- (a) Committee members should be familiar with the Committee's roles and responsibilities.
- (b) Committee members should raise any accessibility and inclusion-related concerns which they have observed, or which have been brought to their attention by community members.
- (c) Voting members of the Committee must attend a minimum of fifty per cent of meetings each year to maintain their eligibility for membership. Voting members that fail to attend a minimum of fifty per cent of meetings each year may be deemed ineligible to continue serving on the Committee and may be removed by the Chair.
- (d) Committee members must inform the Committee Secretary whether or not they will attend a meeting.
- (e) Committee members should attend meetings with regularity and punctuality.
- (f) Committee members should thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.

7.6. Committee members are not permitted to speak to the media as representatives of the Committee.

7.7. Remuneration

- (a) All Committee members shall serve without financial remuneration.

8. RESOURCES AND SUPPORT

8.1. Committee Secretary

- (a) The Committee Secretary will be a member of the local governments' staff, selected by the Chief Administrative Officers.
- (b) The Committee Secretary will attend all Committee meetings and oversee all Committee procedures.
- (c) The Committee Secretary will inform new Committee members of their appointment and forward orientation packages to them.
- (d) The Committee Secretary will prepare and forward the agenda and accompanying information for each meeting.
- (e) The Committee Secretary will prepare and distribute the minutes of all Committee meetings and forward a copy to the Town of Gibsons', District of Sechelt's, and the Sunshine Coast Regional District's Corporate Officers.

- 8.2. Other members of local government staff may be requested by the Committee to attend meetings as needed from time to time, to provide specific information relevant to the Committee in fulfilling its purpose.

9. COMMITTEE TERM

- 9.1. Voting members from Council and Board shall be appointed annually in accordance with each local governments' Committee appointment process for the coming year, and shall serve until such time that a replacement is appointed by the local government.

- 9.2. All other members of the Committee shall serve on the Committee until such time as the member resigns in writing from the Committee or is removed from the Committee pursuant to Section 7.5(c) of these Terms of Reference.