



Capital West Accessibility Advisory Committee Agenda

Wednesday, June 26, 2024, 2:00 PM

Council Chambers & Electronic Meeting

To Join a Meeting:

Log into Zoom.us or the Zoom app on your device.

Enter the Meeting ID: 818 6002 1667

Dial In: 1-855-703-8985 (Canada Toll Free) or 1-778-907-2071 Meeting ID: 818 6002 1667

To Participate: Press Star (*) 9 to "raise your hand".

Participants will be unmuted one by one when it is their turn to speak.

When called upon, you will have to press *6 to unmute the phone from your side as well.

We may experience a delay in opening the meeting due to technical difficulties. In the event that the meeting does not start as scheduled please be patient and stay on the line, we will get started as quickly as possible.

Public Dial-In Details are also posted at www.langford.ca

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1.	TERRITORIAL ACKNOWLEDGEMENT	
2.	VICE CHAIR APPOINTMENT	
2.1	Election of Vice-Chair	
3.	CALL TO ORDER	
4.	APPROVAL OF THE AGENDA	
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7.	ADJOURNMENT	



Capital West Accessibility Advisory Committee Minutes

April 24, 2024, 2:00 PM

Council Chambers & Electronic Meeting

PRESENT: M. Watmough, Corporate Officer, Langford
D. Hopkins, Corporate Officer, Esquimalt - remote
M. Miles, Corporate Officer, Highlands
S. Jones, Corporate Officer, View Royal - remote
T. Hansen, Corporate Officer, Metchosin – remote
M. Lalande, Corporate Officer, Colwood – remote

ABSENT: J. Bagnall, Corporate Officer, Sooke

ATTENDING: E. Bolster, Deputy Corporate Officer, View Royal – remote
C. Lowe, IT Support Specialist
N. Johnston, Legislative Services Administrative Coordinator

Meeting available by teleconference.

1. TERRITORIAL ACKNOWLEDGEMENT

M. Watmough, Director of Legislative and Protective Services and Chair of the Capital West Accessibility Advisory Committee read the City of Langford's Territorial Acknowledgment.

2. CALL TO ORDER

The Chair called the meeting to order at 2:07 pm.

3. APPROVAL OF THE AGENDA

MOVED BY: Deb Hopkins

SECONDED: Melisa Miles

THAT the Committee approve the agenda as presented.

Motion CARRIED.

4. ADOPTION OF THE MINUTES

Minutes of the Capital West Accessibility Advisory Committee - November 22, 2023

MOVED BY: Deb Hopkins

SECONDED: Sarah Jones

THAT the minutes of the Capital West Accessibility Advisory Committee be adopted as circulated.

Motion CARRIED.

M. Lalande, Corporate Officer, Colwood joined the meeting at 2:08 pm.

5. REPORTS

5.1 Membership Updates

The Chair provided an overview of the Membership Updates.

5.2 Amended Terms of Reference

The Chair asked if there were any further amendments needed to the Capital West Accessibility Advisory Committee Terms of Reference at this time. No amendments were suggested.

5.3 Engagement Summary: Survey #1 - Accessibility Engagement

The Chair opened the floor for discussion and the following was noted:

- Valuable information collected from the survey that will be helpful for a consultant.
- Interesting to see the ways our communities wish to be engaged with (in person, online, etc.).
- Appreciation for the fulsome and detailed responses from those who took the survey.

MOVED BY: Sarah Jones

SECONDED: Deb Hopkins

THAT the Committee:

1. Receive this report for information, and
2. Make this report available on the respective websites, and
3. Forward this report to the Council's of Colwood, Langford, Esquimalt, Sooke, Highlands, Metchosin, and View Royal for information.

Motion CARRIED.

5.4 Engagement Summary: Survey #2 "Accessibility & You"

MOVED BY: Marcy Lalande

SECONDED: Melisa Miles

THAT the Committee:

1. Receive this report for information, and
2. Make this report available on the respective websites, and
3. Forward this report to the Council's of Colwood, Langford, Esquimalt, Sooke, Highlands, Metchosin, and View Royal for information.

Motion CARRIED.

5.5 Accessibility Plan Framework - Updates & Discussion

The Chair opened the floor to comments and questions from the Committee. The following was noted:

- Possibility of the draft framework coming forward at the June 2024 meeting.
- Stressed that this draft framework is not the plan as we need the public to weigh in further once a consultant has been hired and engagement sessions are held.

5.6 Report: S. Jones, Corporate Officer, View Royal - Rick Hansen Accessibility Professional Network Conference Recap

S. Jones, Corporate Officer, Town of View Royal provided an overview of her report. The following was highlighted:

- ASL (American Sign Language) interpreters were always present during the event.
- Use of closed captioning.
- Considerations such as water dishes for service animals made the conference a more accessible and inclusive event.
- Networking opportunity with people from around the world and all over Canada.
- Acknowledged that Canada has a long way to go regarding accessibility and a lot of the necessary work is in the beginning phases.
- Heritage buildings, Canada Post buildings, and accessible housing were some interesting topics covered.
- Energizing, inspiring, and interesting conference and participation is highly recommended.

5.7 Report: S. Jones, Corporate Officer, View Royal - Municipal Accessibility Network Meeting Recap

S. Jones, Corporate Officer, Town of View Royal provided an overview of her report. The following was highlighted:

- Province is working towards implementation of their accessibility plan focused on employment and service delivery. The Capital West Accessibility Advisory Committee should monitor their progress as our plans focus on the same topics.
- Participation at the next Municipal Accessibility Network is highly recommended.

5.8 National AccessAbility Week 2024

The Chair noted National AccessAbility Week is upcoming. The Committee will be notified when the dates are published on the Government of Canada's website. Member municipalities will share messaging on their websites and social media channels where applicable.

5.9 Member Municipality Feedback Received

Committee members provided an overview of accessibility related feedback collected since the last meeting in November 2023.

Town of View Royal, District of Metchosin, and City of Langford shared feedback.

5.10 Discussion - Next Steps

The Committee discussed the upcoming Request for Proposal (RFP) that is currently being drafted. Town of View Royal has offered to host the RFP and receive the documents. The Committee is looking forward to retaining a consultant and moving forward with engagement opportunities.

6. ADJOURNMENT

MOVED BY: Deb Hopkins

SECONDED: Marcy Lalande

The Committee adjourned the meeting at 2:31 pm.

Motion CARRIED.

Chair – Capital West Accessibility Advisory
Committee

Certified Correct - Corporate Officer



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-06-26

SUBJECT: Membership Updates

The following updates have been made to the membership of the Capital West Accessibility Advisory Committee:

May 2024 – District of Highlands

The position of Corporate Officer is currently vacant. Therefore, the District currently does not have official representation at this time. Current Capital West Accessibility Advisory Committee members are keeping Highlands in the loop, and the Committee looks forward to welcoming a new member soon. A subsequent update will be provided when the District fills this position.



Staff Report to Capital West Accessibility Advisory Committee

DATE: Wednesday, June 26, 2024

DEPARTMENT: Legislative Services

SUBJECT: Capital West Accessibility Advisory Committee Meeting Dates and Times

EXECUTIVE SUMMARY:

The Capital West Accessibility Advisory Committee has met three times since its establishment in the Fall of 2023. The District of Sooke has advised that they are unable to attend the upcoming meetings due to scheduling conflicts. Sooke's Corporate Officer has expressed an interest in amending the times and dates for these meetings.

BACKGROUND:

According to the Terms of Reference, the Capital West Accessibility Advisory Committees is to meet at 2:00 pm (two o'clock) on the fourth Wednesday of the months of April, June, September, and November.

COMMENTARY:

The District of Sooke approached the Committee Chair with a request to change the times and dates of the Capital West Accessibility Advisory Committee meetings. Mondays have been determined completely unsuitable as members are preparing for evening Council meetings or holding them during the day.

Sooke noted that Wednesday and Thursday afternoons are also unsuitable. Tuesday and Friday were listed as potential options, though this is subject to Committee approval.

Member municipalities may wish to consider staffing needs such as vacation time, statutory holidays, flex time, etc. when discussing potential options for a new date and time for Committee meetings. It is also important to consider that each member municipality is different and may have other advisory bodies or commitments previously scheduled on certain days of the week.

Any changes to the previously approved meeting dates and times would need to be communicated clearly. Transparency and effective communication are of high importance. Member municipalities would also need to inform their Councils, staff, and public of any changes made to the Committee.

FINANCIAL IMPLICATIONS:

There are several financial implications that must be considered prior to amending the meeting dates and times.

Public Notification:

Local governments are required to post notice of their Regular Meeting schedule annually pursuant to Section 127 of the *Community Charter*. All member municipalities have already completed this task for the year and for some members these notices include the Capital West Accessibility Advisory Committee Meetings.

Section 94 of the *Community Charter* outlines how municipalities will give or publish notice. Many municipalities use the newspaper as their main way to provide statutory notices to the public. Use of newspaper advertising has a cost associated with it that must be considered by the local governments. If the municipality included the Capital West Accessibility Advisory Committee on their annual meeting schedule, a change to the Regular Meeting schedule would require public notification to satisfy Sections 94 and 127 of the *Community Charter*.

Staffing Costs:

Staff time is another consideration that must be weighed. If we deliberate holding meetings after the contracted working hours of member municipalities, there may be overtime costs for staff. These costs are largely unknown as every municipality is different.

As this Committee will be transitioning to a citizen representative membership within the calendar year, any change we make now (if any) should be final as we do not want to continue to incur costs and confuse the public by continually changing the Committee times and dates.

LEGAL IMPLICATIONS:

Any amendments to the Regular Meeting schedule of the Committee must be communicated in accordance with Sections 127 and 94 of the *Community Charter*.

OPTIONS:

Option 1

THAT the Capital West Accessibility Advisory Committee amend the Terms of Reference to allow the meeting date and time to be changed to _____; and,

Communicate this change to the public in accordance with each member municipality's procedure bylaw requirements for public notice for Committees;

Communicate this change to each respective Council at an upcoming public meeting and;

Communicate this change through each member municipality's respective websites and social media channels.

OR Option 2

THAT the Capital West Accessibility Advisory Committee take no action in respect to amending the Terms of Reference pertaining to meeting dates and times.

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator, City of Langford

Concurrence: Marie Watmough, Director of Legislative & Protective Services, Chair, City of Langford

Concurrence: Melisa Miles, Manager of Legislative Services, City of Langford

Attachments:

Attachment 1: Capital West Accessibility Advisory Committee Terms of Reference

CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1.0 Composition

The Capital West Accessibility Advisory Committee represents the member municipalities of the City of Colwood, the Township of Esquimalt, the District of Highlands, the City of Langford, the District of Metchosin, the District of Sooke, and the Town of View Royal that have chosen to participate in the Committee.

2.0 Mandate

2.1 In accordance with the *Accessible BC Act*, the mandate of the Capital West Accessibility Advisory Committee is:

- 2.1.1 to assist member municipalities to identify barriers to individuals in or interacting with the municipality;
- 2.1.2 to advise member municipalities on how to remove and prevent barriers to individuals in or interacting with the municipality; and
- 2.1.3 to confer with the member municipalities in the development and revision of the accessibility plan.

3.0 Membership

- 3.1 The Committee is comprised of each participating member municipality's Corporate Officer, or person acting in that capacity.
- 3.2 The term will be for approximately eighteen (18) months and expire no later than March 1, 2025.
- 3.3 The Chair and Vice Chair will be selected annually at the first meeting by resolution of the Committee members.
- 3.4 Committee membership to be expanded within 12 months to include 1 (one) representative with a lived experience from each member municipality.

4.0 Meetings

- 4.1 The Committee will meet electronically a minimum of four (4) times per year at 2:00 p.m. on the fourth Wednesday of the following months: April, June, September, and November.
- 4.2 Meeting length is not to exceed two (2) hours.
- 4.3 Special meetings, if required to address me sensitive business items that are unable to be addressed at the next regularly scheduled business meeting, may be held at the call of the Chair.

5.0 Agendas

- 5.1 At least seven (7) days prior to each meeting, the host municipality shall:

- 5.1.1 prepare an agenda which lists and briefly summarizes the matters to be considered at the meeting;
 - 5.1.2 provide an electronic copy to all Committee members; and
 - 5.1.3 post the agenda at the host municipality's designated public notice posting place and on the host municipality's website.
- 5.2 Non-hosting member municipalities shall endeavour to provide a link to the agenda posted on the host municipality's website, once the agenda is posted, in advance of the meeting.
- 5.3 The agenda must include a description of:
- 5.3.1 the way in which the meeting is to be held electronically;
 - 5.3.2 how the public may hear, or see and hear the proceedings; and
 - 5.3.3 the location where the public may attend to hear, or see and hear, the meeting.
- 5.4 The order of business at regular Committee meetings shall be as follows:
- 1) Call to Order
 - 2) Introduction of Late Items
 - 3) Approval of the Agenda
 - 4) Adoption of Minutes
 - 5) Business Items
 - 6) Unfinished Business
 - 7) New Business
 - 8) Adjournment
- 5.5 Business at Committee meetings must, in all cases, be taken up in the order in which it is listed on the agenda unless otherwise resolved by a majority vote of those members present.

6.0 Quorum

- 6.1 Quorum for the Committee is a majority of its appointed voting members, including the Chair.
- 6.2 If there is no quorum in attendance within 15 minutes of the advertised start time, the recording secretary shall record the names of the members in attendance and those absent and then adjourn the meeting to the next regularly scheduled Committee meeting.

7.0 Motions

- 7.1 Decisions of the Committee shall be made by motion.
- 7.2 Motions shall be seconded before discussion can take place.
- 7.3 Motions that are not seconded will not be recorded in the meeting minutes.

8.0 Amendments

- 8.1 A member may, without notice, move to amend a motion that is being considered at a meeting.
- 8.2 An amendment may propose to add, strike out, or strike out and add words to an original motion.
- 8.3 Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
- 8.4 Only one amendment shall be allowed to be before the Committee at one time and shall be decided before the main motion is decided.
- 8.5 An amendment that has been defeated by a vote cannot be proposed again.

9.0 Voting

- 9.1 Each member has one vote on any motion or question.
- 9.2 Each member present at the time of voting:
 - 9.2.1 must vote on the matter by indicating their assent or dissent, or if participating electronically without video, by verbally stating their vote as either in favour or opposed;
 - 9.2.2 no member may leave a meeting once a vote on a matter has been called; and
 - 9.2.3 if a member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.
- 9.3 A motion or any other question before the Committee is decided by a simple majority of the quorum.
- 9.4 If the vote of the members present at the time of voting are equal for and against the motion, the motion is defeated.
- 9.5 The Chair must state the name or names of the members opposed and the recording secretary shall record those names in the minutes.

10.0 Minutes

- 10.1 Minutes of the Committee meetings must:
 - 10.1.1 be legibly recorded;
 - 10.1.2 record the names of all members in attendance and record voted in opposition of each motion voted upon in the meeting;
 - 10.1.3 be certified correct by the recording secretary;
 - 10.1.4 be signed by the Chair or presiding member once the minutes are adopted; and

10.1.5 be circulated for information to member municipalities.

10.2 Recommendations for consideration will be included in the Committee minutes provided to member municipalities as described in section 10.1.5.

11.0 Public Attendance and Input

11.1 All meetings must be open to the public unless the meeting is permitted to be closed in accordance with the Community Charter.

11.2 Meetings will be held electronically for the members with the public able to observe the proceedings either electronically or in-person at a location to be determined and provided by the host community.

12.0 Host Municipality Responsibilities

12.1 Committee meetings will be hosted on an annual rotational basis by the member municipalities.

12.2 During its year of hosting, the host member municipality is responsible to provide:

12.2.1 staff support for agenda preparation, minute-taking, and minute distribution;

12.2.2 a physical location within the host municipality where members of the public can hear, or see and hear, the proceedings of the meeting; and

12.2.3 record keeping for the year, including the posting of public agendas and minutes on the host municipality's website.



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-06-26

SUBJECT: SPARC BC Grant Update

The Capital West Accessibility Advisory Committee has been reviewing the requirements for application for the [Local Community Accessibility Grant Program through SPARC BC.](#)

The Committee notes that an Accessibility Plan must be in place prior to applying, though member municipalities may wish to consider projects they'd potentially use funding for. It is important to note that while the Accessibility Plan is not developed, the member municipalities should take care to make sure their projects are mentioned in the plan so they may be referenced in the application.

Administrative support for the Committee was able to confirm that the Accessibility Plan simply needs to mention the project, it does not need to outline the steps needed to complete the project. When we apply for the grant, that is the time to get specific.

Each member municipality may apply for this grant separately; there is no joint application. This allows each municipality to carefully select a project that would promote and enhance accessibility in their specific community.

Attachments:

Attachment 1: SPARC BC Local Community Accessibility Grant Program Application

Local Community Accessibility Grants

About this initiative

Under the *Accessible BC Act*, local governments are required to develop a feedback mechanism, Accessibility Committee and Accessibility Plan.

This initiative provides one-time funding for local governments, of up to \$25,000, to support the implementation of projects or priorities identified in their Accessibility Plan or in partnership with their Accessibility Committee.

Who can apply?

All local and regional governments in British Columbia can apply provided you meet the conditions of Part 3 of the Accessible B.C. Act.

Funding Streams

Eligible organizations can apply for funding **up to \$25,000** and may select one of the following streams:

Stream 1—Local Government led projects	Stream 2—Capacity Building and Support
<p>This funding stream is designed to provide support for local governments who have a clear project in mind that they would like to implement.</p>	<p>This funding stream is designed to assist local governments who are unsure about where to start in terms of implementing a project.</p>
<p>Under this stream are projects and initiatives designed to identify barriers and improve the overall level of accessibility and inclusion related to:</p> <ul style="list-style-type: none"> • The Built Environment: This could include projects designed to improve the overall physical accessibility of existing spaces and places to better meet the needs of the community. • Education and Awareness: This could include using information and education as a tool to build a deeper awareness and understanding of the disability needs in your community. • Policy and Programs: This could include developing local policies, bylaws, guidelines, or other materials designed to promote and support greater accessibility and inclusion across different policies and programs. • Modelling Inclusive Practices: This could include undertaking a review of current practices and programs to explore ways to identify and remove potential barriers to participation. • Communication and Engagement: This could include exploring ways to strengthen current communication and engagement practices to meet a broader range of needs and to promote and support a deeper sense of belonging and inclusion. • The Use of Technology: This could include exploring ways to support more active participation and engagement of persons with disabilities in all aspects of community life (economic, social, cultural and recreational) through the use of assistive devices and technology. 	<p>Under this stream, SPARC BC will assist in the development and delivery of a capacity building workshop to be delivered in person or held over zoom with a focus on supporting your community in advancing shared accessibility goals.</p> <p>Supports Available: For those choosing this stream, SPARC BC will assist in the design and delivery of a workshop that will include the development of tools, resources, or other materials.</p> <p>Identifying a Specific Project Priority Area: Each of the workshops will be customized to meet the specific needs/ interest of your community and could include the design and delivery of workshops related to:</p> <ul style="list-style-type: none"> – The Built Environment – Education and Awareness – Policy and Program Design – Modelling Inclusive Practices – Communication and Engagement – The Use of Technology <p>Moving To Implementation: Once a project has been identified, SPARC BC will work with the community to assist with the preparation of the grant application form as well as help to provide relevant contact information, materials, and other resources.</p>

Examples of Projects that You Might Want to Consider:

The Built Environment	
<ul style="list-style-type: none"> - Designing or building ramps - Adding elevators or lifts - Making washrooms and other facilities more accessible 	<ul style="list-style-type: none"> - Making entrances more accessible including adding automatic door-openers) - Adding audio signals, tactile strips, hearing loops and other features
Education and Awareness	
<ul style="list-style-type: none"> - Participating in anti-bias training to develop knowledge of conscious and subconscious bias 	<ul style="list-style-type: none"> - Training workplaces in service delivery to enable employees to meet a broader range of needs
Policies and Programs	
<ul style="list-style-type: none"> - Development of local policies (parking, housing, building standards, bylaws) - Funding for legal and consulting advice 	<ul style="list-style-type: none"> - Development and implementation of local recreation or other types of programs
Modelling Inclusive Practices	
<ul style="list-style-type: none"> - Training to review and amend interview processes - Including ASL interpreting for events 	<ul style="list-style-type: none"> - Accessibility audit of workflow - Remuneration for Accessibility Advisory Committee etc.
Communication and Engagement	
<ul style="list-style-type: none"> - Creating job task checklists in pictorial form - Creating wayfinding signage in braille - Creating an ASL version of information, training materials or policies 	<ul style="list-style-type: none"> - Application forms accessible to screen readers - Reprinting hardcopies of material in large font - Update web pages for accessibility, etc.
The Use of Technology	
<ul style="list-style-type: none"> - Purchasing software that enables production of accessible documents - Flashing fire alarms for deaf employees - Specialized headsets 	<ul style="list-style-type: none"> - A tablet for communication - Laptops for remote working - Buying specialized tools for workplaces

Funding

- All projects must be completed by the end of the grant program, which ends on March 31, 2026.
- Successful applicants will be required to submit a final report to SPARC BC by March 31, 2026.
- For projects \$10,000 or less funding will be disbursed in 1 transaction of 100%. 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.

Council and Accessibility Support

The project that is to be funded through this grant program, must be part of your local Accessibility Plan and must have the support of the local Council and Accessibility Committee. Please supply a letter of support from your Accessibility Committee. Council support can be shown in the form of a formal council or Board resolution, or in the form of a letter of support from the CAO for the local/ regional government.

How to Apply

Proposals must be completed using the Local Community Accessibility Grant Program Application Form which you can find on SPARC BC's website.

The Province has allocated five million dollars to support local communities and regions. Applications will be received and approved on a rolling basis and are open from June 5th 2023.

Please ensure to provide a current e-mail address as ALL correspondence and documentation will be forwarded via this e-mail address.

Applications will be reviewed by SPARC BC and representatives from the Accessibility Directorate at the Ministry of Social Development and Poverty Reduction. All applicants will be notified about the status of their application within three weeks of their submission to accessibility@sparc.bc.ca.

Compliance Questions

For questions related to compliance with the Accessible B.C. Regulation please contact: engageaccessibility@gov.bc.ca

Thank you for your interest in the Local Community Accessibility Grants Program. If you have questions, please contact:

Louise O'Shea

Chief Operational Officer , SPARC BC

Phone: 604-718-7748

E: accessibility@sparc.bc.ca

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:

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:

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

What geographic area does your initiative cover?

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

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

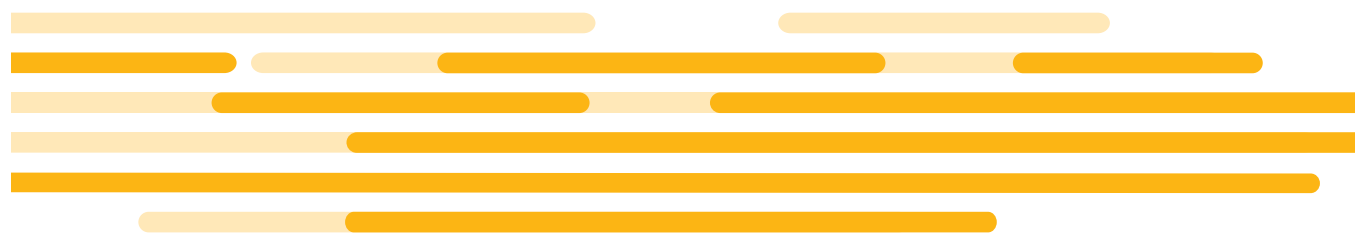
Funding will be dispersed in the following methods, all successful applicants must have all project completed by end of the grant programme and are required to submit a final report to SPARC BC by 31st March 2026.

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.		
2.		
3.		
4.		
5.		
6.		
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.

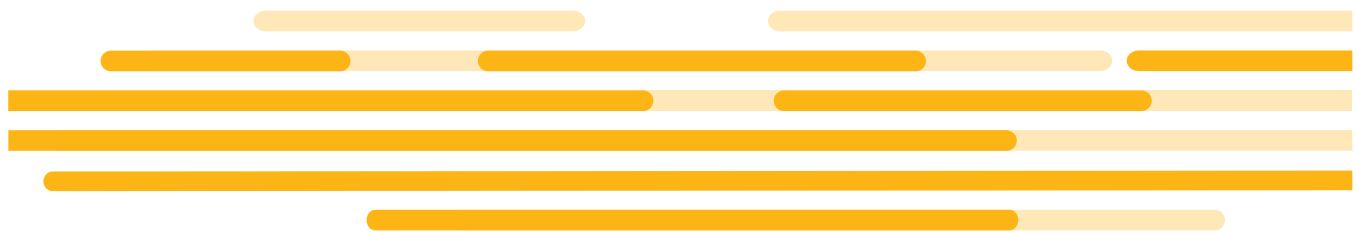
Specific Steps and Actions	Proposed Budget
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
TOTAL REQUESTED BUDGET AMOUNT	\$

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 _____

Address _____

Contact Information

Name: _____ Position: _____

Email: _____ Phone: _____

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

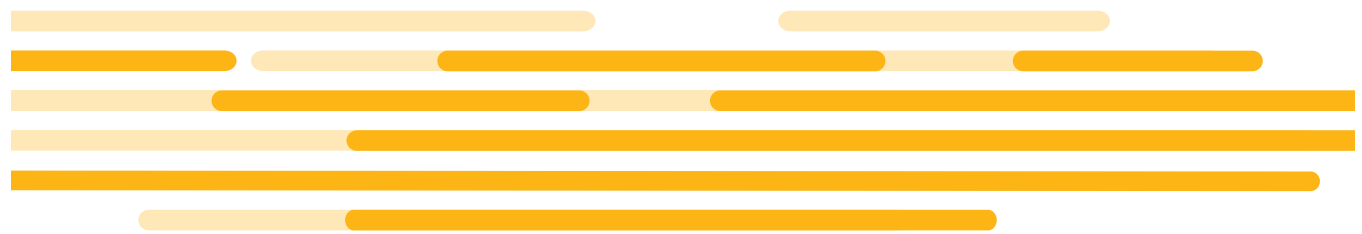
Please provide a link to your organization's feedback mechanism

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?

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



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*

Requirements for Local Governments under the Accessible B.C. Regulation

Local governments are among over 750 public sector organizations listed in the [Accessible B.C. Regulation](#) and are required by September 1, 2023 to establish:

- An accessibility committee
- An accessibility plan
- A tool to receive feedback on accessibility

These requirements are intended to get organizations planning for accessibility in a way that is informed by people with disabilities. They are flexible and there are lots of different ways to approach the requirements.

Accessibility Plan

- An Accessibility Plan outlines the activities the organization plans to do to identify, remove and prevent barriers.
- Organizations can determine the content of their own plans.
- Organizations must consult with the accessibility committee, and make the plan publicly available.
- The plan must be reviewed and updated every 3 years.
- **By September 1, 2023** local governments must have a publicly available accessibility plan. This can be a draft plan, a plan that the organization is consulting on, an existing plan that is amended to include accessibility, a plan developed jointly with others, a webpage with links to strategies and plans that already exist that remove barriers, etc.

Strategies to comply:

- Local governments could adapt existing plans or strategies, such as Healthy Community Plans, Disability Assessments, Age-Friendly Plans, Official Community Plans, or Diversity and Inclusion Strategies to include language on accessibility. For example, the City of Nanaimo has included an “Access for All” section in their [City Plan – Nanaimo ReImagined](#).
- Local governments could choose to work together to create plan for a wider region.

Local governments might have a web page listing next steps in developing their accessibility plan.

Accessibility Committee

- An Accessibility Committee provides advice to the organization on their accessibility plan and how to remove and prevent barriers.
- Accessibility committees should aim to have at least half of its members be persons with disabilities and/or represent a disability-serving organization.
- Membership should also aim to reflect the diversity of British Columbians and include Indigenous peoples.
- **By September 1, 2023** local governments must have an accessibility committee.

Strategies to comply:

- Local governments could adapt an existing committee such as an Age-friendly committee or a Healthy Communities Network with an updated terms of reference to include accessibility.
- Local governments could work with other organizations to develop a joint committee.
- Local governments could start small with a group of employees to be their first accessibility committee.
- Local governments can list their initial actions and intent to create an accessibility committee on the local government website

Feedback Mechanism

- A feedback mechanism provides a way for those in or interacting with the organization to provide feedback on barriers and the accessibility plan.
- Feedback received must be considered when updating the accessibility plan
- Feedback can be shared with the accessibility committee to support their work
- **By September 1, 2023** local governments must have a way for people to provide feedback on barriers.

Strategies to comply:

- This might be an email address, a webform, a designated individual in the organization such as a social planner, etc.

For more information please visit: [Frequently Asked Questions about the Accessible B.C. Regulation for Organizations.](#)

For questions about compliance requirements please contact:
engageaccessibility.gov.bc.ca

Resources to Support Compliance

1. DABC has created the [BC Accessibility Hub](#) website with shared resources that support all prescribed organizations. DABC also recently launched an [Accessibility Toolkit](#) that guides prescribed organizations through the process of establishing an accessibility committee, an accessibility plan and a feedback mechanism.



Scan the QR code on the right side of this page to access the Accessibility Toolkit.

Please reach out to DABC with your questions or requests for support:

aop@disabilityalliancebc.org

Current Funding Opportunities (as of May 10, 2023)

- Local governments are eligible to receive free workplace disability management assessments, and up to \$7,500 in funding to implement the recommendations. This initiative can help local governments meet requirements under the *Accessible BC Act* to have accessibility plans in place by September 2023. Please contact NIDMAR staff, Bill Dyer at bill.dyer@nidmar.ca with questions about this initiative.
- Age-Friendly Planning grants. Grants open May 16, 2023. More information can be found on the [Plan H website](#)

Future Opportunities

- Watch out for further announcements of funding during AccessAbility Week May 29 to June 3, 2023!