



DISTRICT OF SECHELT

ACCESSIBILITY WORKING GROUP

TERMS OF REFERENCE

1. MANDATE

In alignment with the *Accessible British Columbia Act* and the Sunshine Coast Regional Accessibility Plan, the District of Sechelt Accessibility Working Group members shall work together to provide the District of Sechelt staff and Council with the following:

- a. Identify barriers to employment, delivery of services, the built environment, information and communications, transportation, health, education and procurement, and advise how to remove and prevent these barriers.
- b. Provide recommendations on a prioritized list of solutions to create improved access to District of Sechelt buildings and parks.
- c. Propose ways to increase access, inclusion, involvement and participation of people living with mobility and other functional challenges in community life.
- d. Participate in community events and referrals from the District of Sechelt wherever possible.
- e. Promote actions taken on the District of Sechelt website and social media.
- f. Identify opportunities to educate staff and the community about accessibility.
- g. Explore grant opportunities available for accessibility initiatives that advance this mandate.
- h. Provide recommendations to District for an annual accessibility report including updates on barriers identified, projects, statistics and any relevant recommendation(s).

The mandate of the Sechelt Accessibility Working Group, “the Working Group”, shall advance the vision and goals of the Regional Accessibility Plan by providing advice and recommendations to District of Sechelt staff, who may bring forward recommendations to Council by way of a staff report. Staff may also implement the advice and recommendations of the Working Group in their operational process or incorporate them into capital project work directly.

TYPE OF COMMITTEE

The Working Group is established as an advisory body to inform staff on accessibility matters in the District of Sechelt. This is not a standing committee or select committee as defined by the Community Charter. Meetings are intended to include Working Group members only, although members of Council, community members or others may be invited to attend.

TERM OF WORKING GROUP

The Working Group shall be ongoing unless dissolved or otherwise redefined by Council.

MEMBERSHIP

1. In accordance Section 9(2) of the *Accessibility British Columbia Act*, the goal for the Working Group is to include members who reflects the diversity of persons in British Columbia and are selected in accordance with the following:
 - (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) It is preferred that at least one of the members is an Indigenous person.
2. The Working Group shall consist of no fewer than 5 and no more than 7 voting members who have an interest and/or expertise regarding accessibility and inclusion matters.
3. In addition, there shall be one non-voting member from the District of Sechelt staff on the Working Group, whose role is to act as Coordinator for the Working Group. The Coordinator will assist the Working Group by arranging meetings, preparing agendas and minutes and arranging appropriate venues for all meetings.

TERM OF APPOINTMENT OF MEMBERS

1. The term of appointment for Working Group members will be two years. Council will appoint or reappoint members to the Working Group.
2. A non-voting Council Liaison may be appointed by Council.

CHAIR

1. The staff Coordinator shall Chair Working Group meetings.

ACTIVITIES TO BE UNDERTAKEN BY THE COMMITTEE

1. All Working Group members are required to review and be familiar with:
 - The *Accessible British Columbia Act*.
 - The Sunshine Coast Regional Accessibility Advisory Working Group Terms of Reference.
 - The District of Sechelt Accessibility Working Group Terms of Reference.
 - The Regional Accessibility Plan.
2. Focusing on the District of Sechelt:
 - a) Identify issues related to accessibility in the community.
 - b) Explore improvements to identified issues.
 - c) Consider community input and/or seek community groups involvement in addressing accessibility issues.

MEETINGS

1. Meetings will be scheduled by staff as needed to seek recommendations from the Working Group for specific District projects.
2. At least one meeting each year will seek recommendations from the Working Group on budget priorities and new projects for Council's consideration.
3. Meeting quorum shall consist of one plus 50% of the voting members of the Working Group.
4. Recommendations shall be made by majority vote of the voting members present at the meeting.
5. In the case of a tie vote, the recommendation shall be defeated.
6. Meeting notes will be recorded and provided to Working Group members.

RECOMMENDATIONS AND REPORTING TO COUNCIL

The recommendations of the Accessibility Working Group will be forwarded to Council in writing through a staff report.



An annual report to Council providing updates to Council and the Sunshine Coast Regional Accessibility Advisory Committee on the District of Sechelt Accessibility Working Group's work highlighting ways that barriers to access, inclusion, involvement and participation are being/have been addressed, projects undertaken/completed during the year, and providing local statistics with any relevant recommendations.

Adopted: April 15, 2026

Resolution No. 2026-4B-05