



# Strathcona Accessibility Plan



# Acknowledgements

## Territory Acknowledgement

The Strathcona Regional District respectfully acknowledges that our corporate office and Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Ligwíłdaŋ people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht / Chinehkint, Homalco, Ka:'yu:'k't'h' / Che: k'tles7et'h', Klahoose, K'ómoks, Kwiakah, Mowachaht / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.

## Strathcona Accessibility Plan Partner Organizations

This Accessibility Plan was co-developed by:

- Strathcona Regional District
- City of Campbell River
- Village of Sayward
- Village of Tahsis
- Village of Zeballos
- Village of Gold River
- Vancouver Island Regional Library
- Vancouver Island West School District 84

## Accessibility Statement

This accessibility plan is accessible to PDF/UA standards. If you require an alternative format, contact us to request one: [accessibility@srd.ca](mailto:accessibility@srd.ca).

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# Introduction

Accessibility is the term we use to describe the work required to ensure people with disabilities have access to all the elements of society such as social networks, work, education, health, transportation, economy etc. that their peers already enjoy.

Providing environments that are accessible is a way to ensure that people with disabilities can voice their opinions, be involved in decisions on an equal basis with others and be leaders in their community.

This Strathcona Regional Accessibility Plan represents our region's first attempt to look at accessibility across our communities. It's our hope that it will be a foundation for the communities represented in the plan to understand the work we've done, and where we have opportunities to improve the inclusion of people with disabilities.

Accessibility is a journey, not a destination. We know that the work to improve access for people with disabilities is crucial. We also know that our organizations have much to learn.

# Framework Guiding Our Work

## The Accessible BC Act

The [Accessible BC Act](#) (the Act) is the first piece of legislation of its kind in British Columbia. The legislation gives us the means to reorganize and prioritize the removal of barriers at an institutional level so that people with disabilities can enjoy the benefits of equal participation. The Act requires the fulfilment of three components.

### Organizations must:

- a)** Create an Accessibility Committee where at least half of the committee is:
  - persons with disabilities, or
  - individuals who support, or are from organizations that support, persons with disabilities.
  - The members reflect the diversity of persons with disabilities in British Columbia; and
  - at least one of the members is an Indigenous person.
- b)** Publish an Accessibility Plan that describes how an organization will identify, remove, and prevent barriers to accessibility. The plan must be publicly available and must be reviewed at least once every three years.
- c)** Provide a feedback mechanism to receive comments about the plan itself and barriers that people experience when interacting with the organization.

In the coming years, the BC Government will develop more detailed accessibility standards that organizations like ours will need to follow. Standards can be expected in areas like employment, service delivery, built environment, and education.



# Principles Guiding Our Work

The Accessible BC Act requires that we consider the following principles as we develop our accessibility plan. The principles of the Act, which are:

- **Inclusion:** All British Columbians, including persons with disabilities, should be able to participate fully and equally in their communities.
- **Adaptability:** Accessibility plans should reflect that disability and accessibility are evolving concepts that change as services, technology, and attitudes change.
- **Diversity:** Every person is unique. People with disabilities are individuals with varied backgrounds. Individual characteristics including race, gender, sexual orientation, religion, and lived experience greatly inform the experiences of individuals. Accessibility plans should acknowledge the principle of intersectionality and the diversity within the disability community.
- **Collaboration:** Promoting accessible communities is a shared responsibility and everyone has a role to play. Accessibility plans should create opportunities for Organizations and communities to work together to promote access and inclusion.
- **Self-determination:** Accessibility plans should seek to empower people with disabilities to make their own choices and pursue the lives they wish to live.
- **Universal Design:** The Centre for Excellence in Universal Design defines Universal Design as “the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability or disability.” An accessibility plan should be designed to meet the needs of all people who wish to interact with an organization.

These principles guide us to create an accessibility plan that centers the unique perspectives of people most impacted by accessibility barriers and encourages us to design communities that offer equal access for all community members.

# Our Framework

As we prepare to hear from the community about accessibility barriers, it's important we have a means to organize the feedback we receive and our actions to remove them.

Our framework follows the same categories the BC Government has identified for future standards development.

Framework sections will include:

## **Employment**

As leading organizations in our communities, we have a key role in improving accessibility as employers. There is much we can do to address accessibility barriers for our existing employees and the talent we wish to welcome with future hires.

## **Transportation**

Every day, transportation barriers impact our communities with unique issues for people with disabilities. The transportation barriers we experience as small communities are compounded for people with disabilities. Lack of transit between our communities, disruption in ferry service and the resulting supply chain issues for food and medicine, are just some of the transportation related barriers we already are aware of.

## **Built environment**

Accessibility barriers related to the built environment can include municipal buildings, parks, and design and maintenance of our streets and roadways. Built environment barriers are sometimes the most obvious forms of access issues. They can also be the barriers that take the most effort and time to remove.



## **Delivery of service**

As public sector organizations we provide a range of services, from issuing permits and licenses to operating community amenities and programs. Accessibility needs to be a consideration in how we design programs and how we provide services.

## **Information and communication**

Accessible communications and information are a critical piece of inclusion for community members with disabilities. From ensuring that emergency planning is accessible for community members with hearing or vision related disabilities, to explaining local government decisions in language everyone can understand, there are many opportunities to improve accessibility in this area.

## **Procurement**

While we acknowledge that our communities have modest budgets and purchasing power, there are still opportunities to consider how we can view our procurement decision with a nod to accessibility. When we ask suppliers to tell us about how they are incorporating accessibility and people with disabilities in their own practices, we help build awareness and demand.

## **Education**

Healthy communities include education systems that are inclusive of all learners. Accessibility barriers can impact students, parents, and school staff.

## **Health**

Accessibility barriers also come up in health care settings and people with disabilities may have additional challenges. While advancements in technology such as virtual appointments may be offering new options for remote communities, without an accessibility lens, people with disabilities could be left behind.

## **Capacity**

Small communities like those within the SRD already have many competing priorities to balance with limited funding and staff resources. Our capacity to gather accessibility feedback and to dedicate resources to address matters integrally is challenged. We will need to find creative ways to work across organizations, sharing resources, building regional capacities, and advocating together for support from other levels of government.

# Community Context

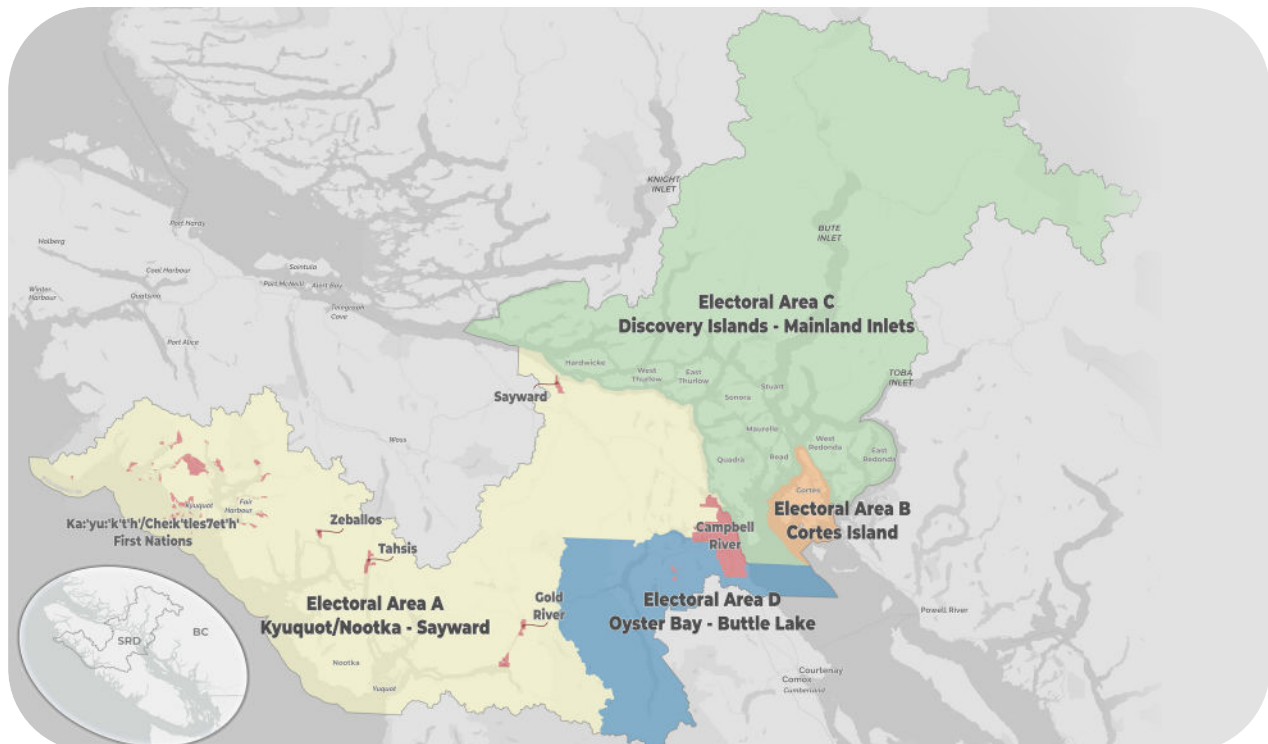
## About the Strathcona Regional District

The Strathcona Regional District is home to over 48,000 residents within north central Vancouver Island, Discovery Islands, and mainland area inlets. The region is approximately 22,000 square kilometers. The communities within the SRD represent four electoral areas, a treaty First Nation and five member municipalities.

## Regional Accessibility Plan Partners

The following communities and organizations have come together to create an accessibility plan and committee. The organizations working together are:

- Strathcona Regional District
- City of Campbell River
- Village of Sayward
- Village of Tahsis
- Village of Zeballos
- Village of Gold River
- Vancouver Island Regional Library
- Vancouver Island West School District 84





# Our Regional Approach

The Strathcona Regional District (SRD) is collaborating with its member municipalities and public organizations located within the SRD boundaries to collectively improve accessibility in the region. This collaborative approach recognizes that organizations have varying levels of expertise, capacity, and infrastructure. By working together, we can pool resources, knowledge, skills and avoid duplicating efforts to address accessibility barriers.

A regional approach recognizes that improving accessibility is a shared responsibility that goes beyond municipal boundaries and public organizations.

Many individuals with disabilities in rural and remote areas of the region rely on accessing essential services such as health care, secondary and post-secondary education specific employment opportunities and public service offices in the City of Campbell River and beyond in other urban areas.

Collaboration, resource-sharing, and a commitment to addressing accessibility barriers comprehensively will create a more inclusive and accessible environment for all residents, regardless of their location within the region.

# An Initial Plan

The Partner Organizations have collaborated on this initial plan, but we acknowledge that to take real action to improve accessibility, each partner organization or community will need to take this initial plan and adapt it to their unique circumstances. The following graphic illustrates how our organization will work together going forward.



# Work to Date

## Establishing the Strathcona Accessibility and Inclusion Advisory Committee

The Strathcona Accessibility and Inclusion Advisory Committee was appointed in September 2023. The same Partner Organizations involved in this plan also collaborate to support the accessibility committee.

The Committee's mandate is to assist member municipalities and partnering public sector organizations to improve accessibility and inclusion within the Strathcona region.

The Committee will identify, remove, and prevent barriers experienced by persons with disabilities as per the legislated requirements for prescribed organizations under the Accessible British Columbia Act.

The purpose, membership, procedures and reporting are set out in the Committee's [Terms of Reference](#).

The Strathcona Regional District provides in-kind staff support to coordinate Committee meetings, host an accessibility website, store official committee records, report to the province and act as the financial administrator.



## Members

The members of the committee include community members and some representatives from Partner Organizations. The group includes people with lived experience of a diversity of disabilities, as well as others who have worked in disability-serving organizations or programs.

### Appointed members include:

- Susan Sinnott (Chair), City of Campbell River
- Anne-Marie Long (Vice Chair), City of Campbell River
- Adrienne Mann, Quadra Island
- Brenda Lenahan, Village of Tahsis
- Christine Delancey, City of Campbell River
- Cynthia Rodgers, Village of Zeballos
- Kim Schmid, City of Campbell River
- Kristine Woods, City of Campbell River
- Lisa McDougall-Lee, City of Campbell River
- Steve Houle, Electoral Area D

## Barrier Identification Exercise

In October 2023, the Strathcona Accessibility and Inclusion Advisory Committee met for the first time.

At the meeting, members had a chance to share their motivation for accepting a seat at the advisory table. The committee also discussed barriers they have experienced or noticed; they hope Partner Organizations collaborating on this plan may be able to remove or prevent them from occurring.

The discussion was brief but included mentions of almost two dozen accessibility barriers. The barriers discussed begin to paint a picture of the ways that people with disabilities experience unequal access to their communities in everyday activities. Many of the barriers arise when people with disabilities are trying to complete everyday tasks like taking the bus, getting to an appointment or to the bank. And while many of the barriers discussed could be fully dealt with by changes to policies or infrastructure, many barriers could be lessened or removed if staff providing or designing services received awareness training. The following summarizes the barriers mentioned in this initial discussion. The type of barrier is noted in brackets.

These barriers are included in the Accessibility Barrier Inventory. Each of the Partner Organizations collaborating on this plan will be encouraged to assess these barriers with an approach that works for their own organization.

*This is not a comprehensive list of barriers in the region, and was created through the October 2023 barrier identification exercise.*

## Barriers Noted

1. Well intentioned people tend to want to help someone with a disability, for example opening an inaccessible door for someone with a walker. This personal response is kind but is not a systemic solution. Our society needs to get to addressing accessibility from a structural, institutional level. (Attitudinal)
2. Low awareness about the variety of disabilities. (Attitudinal)
3. People try to help without consent, and this can actually cause a safety issue for a disabled person. For example, grabbing the arm of someone who is blind to help them across the street, may knock the person off balance. (Attitudinal)
4. Low tolerance for people with different approaches to communication. (Attitudinal)
5. People with disabilities experience unkindness and disrespect on a regular basis. (Attitudinal)
6. People with disabilities have stigma and there is a lack of understanding. (Attitudinal)
7. People with disabilities deal with not being believed on a regular basis. This can run from microaggressions to gaslighting, and it happens in many contexts including with medical professionals and social services providers. (Attitudinal and Health)
8. Bright lights in boardrooms and offices can trigger migraines or cause sensory overload which affects people's focus and energy. (Built environment)
9. Curb cuts that are damaged or improperly designed. (Built environment)
10. Volume in public spaces, even at the pool, where loud music poses a barrier for people with sensory overload and is a safety risk in an environment where people could be calling for help. (Built environment and attitudinal)



11. Snow removal can create new barriers for people who depend on curb cuts, accessible parking spots and bus stops. Unpredictability is a significant barrier. Also, a safety issue because it sometimes forces people to compromise their safety to get around the new barriers. (Built environment)
12. Parking spots downtown with a 2-hour time limit do not adequately consider for people with disabilities. Sometimes people need more time for appointments or just getting back to the car. (Built environment)
13. Inaccessible parking impacts a person's ability to retain employment. (Built environment and employment)
14. Elected officials with the power to make real change in accessibility often don't have the awareness or commitment needed. Without their representation on the accessibility committee, we risk being ineffective. (Capacity)
15. Limited capacity for small communities to act on accessibility barriers. (Capacity)
16. Lack of consideration for people with hearing loss, resulting in loss of information or exclusion for some community members during emergencies and other important aspects of safety and inclusion. (Information and Communication)
17. The cost of bringing an attendant to public events creates a financial barrier and unequal access for people with disabilities who need a support person with them. (Delivery of service)
18. Onerous and overly complicated phone systems are a barrier for people who have a high cognitive load. (Delivery of service)
19. People with less apparent disabilities experience bias and often cannot easily access supports that were originally designed to support elderly people and those with apparent mobility disabilities. For example, seats on buses for elderly or disabled people. (Delivery of service)
20. Bus stops that are situated on a blind corner, or across a busy highway with no safe crosswalk are unsafe and especially so for children, people with limited vision or mobility challenges. (Transportation)
21. Transit that is completely absent or infrequent creates a barrier to equal access for people with disabilities and low income. (Transportation)

# Summary of Partner Projects and Actions that Support Accessibility

*This information was provided by partnering organizations. The Strathcona Accessibility and Inclusion Advisory Committee has not yet verified the information.*

## City of Campbell River

### Specialized Recreation Programs

The City of Campbell River, through their Recreation and Culture Department provides inclusive recreation programs which are open to “all ages, stages, and abilities”. Programming includes [drop ins](#) and planned events which are shared via a [Specialized Recreation Calendar](#).

### Accessible Bathrooms at the Campbell River Art Gallery

The [Campbell River Art Gallery](#) is wheelchair accessible with an accessible parking space at the rear of the building. The gallery also has two accessible washrooms, which were updated with support from City of Campbell River.

### Accessible Viewing Platforms in Local Parks

In August 2018, City of Campbell River celebrated the addition of new accessible viewing platform at the north end of Spruce Street in Campbellton. The viewing platform is accessible via a crushed gravel pathway and ramp. The project was a partnership between City of Campbell River Parks Department, Campbellton Neighbourhood Association and FortisBC.

In August 2018, City of Campbell River also celebrated the opening of a new wheelchair accessible viewing platform at Dick Murphy Park. The accessible viewing platform offers spectacular views of the Campbell River estuary. The project was a partnership between City of Campbell River and the Rotary Club of Campbell River. The Rotary Club championed design, construction and installation of the platform using a variety of in-kind community support. This included volunteers, material suppliers, and construction contractors.

## City of Campbell River Proclamation of Access Awareness Day

In June 2015, the City proclaimed June 6th, 2015 as Access Awareness Day. The [proclamation](#) noted that the “citizens of Campbell River recognize the importance of ensuring that people with disabilities have equitable access to the opportunities that are important to them and live in an accessible community.”

## Village of Tahsis

In 2019, Village of Tahsis developed an [Age-Friendly Community Action Plan](#) which addresses the overlapping accessibility issues as community members age in place. In 2020, Village of Tahsis also led development of an [Age-Friendly Transportation Planning Study](#) which also applies an accessibility lens to this critical area.

## Village of Gold River

In 2020, Gold River received a Union of BC Municipalities (UBCM) Age-Friendly Communities grant to develop a local Age-Friendly Plan. In 2021, they published the [Gold River Age Friendly Plan](#) which recognizes the accessibility needs that may arise as residents age, including the need to consider units without stairs or including other accessibility features.

## Strathcona Regional District

### Strathcona Gardens Recreation Complex

At the [Strathcona Gardens Recreation Complex](#) there are several initiatives and programs that support accessibility. This includes:

- fitness, wellness, and rehabilitation programs for adults with short-term and long-term disabilities
- the Leisure Involvement for Everyone (LIFE) program offers discounted programs for community members facing financial challenges
- free events throughout the year
- collaborations with School District 72 on activities for students with diverse abilities
- wheelchairs are welcomed on the ice during public skating.

## Accessibility in Upcoming Regional Projects

### Strathcona Gardens

An Accessibility lens has been applied to the design of the [Strathcona Gardens REC-REATE Project](#). The goal of REC-REATE is to renew the facility to address aging components and to deliver recreation services that the community desires in an exciting, sustainable, safe, and inclusive environment. Phase One of the project will include an application for Rick Hansen Certification.

### Just Like Home Lodge

The final design for the [Just Like Home Lodge](#) will have at least 2 rooms that are deemed accessible.

### Connected Coast Project

The [Connected Coast Project](#) will improve high-speed Internet accessibility throughout the region and therefore make online access to programs and services more accessible.

### Strathcona Community Health Network

The Strathcona Community Health Network projects aim to address the social determinants of health and improve health and well-being of communities in the Strathcona region. The Network's mission is to improve the health, wellness, and equity of communities and territories of the Ligwilda'xw, Nuuchah Nulth, and Coast Salish within the Strathcona region by facilitating collaborative action on root causes before people get sick.

### West Coast Transportation Study

The [West Coast Transportation Study](#) is exploring transportation needs in the region. The study specifically asks about accessibility needs for the region.

# Vancouver Island Regional Library (VIRL)

In March 2023, [Vancouver Island Regional Library](#)'s renewed vision, mission, values, and [strategic plan framework](#) received unanimous support from the Board of Trustees. During strategic planning, we heard how important accessibility is to staff, trustees, and the communities we serve. As a result, we have embedded accessibility as a value in our emergent strategic plan.

## Accessibility Community of Practice

VIRL created an internal Accessibility Community of Practice that represents staff from a cross section of the organization. The development and practice within our group is one of the ways we hope to make our Collective Services increasingly more accessible. Initial areas of focus include an accessibility internal assessment, following an opportunity for accessibility training.

## Accessibility Lens on New Projects

VIRL has engaged an accessibility consultant for the Masset Branch Library and Haida Language Lab project to review the design drawings for accessibility and universal design best practices. As we begin the work of reducing barriers in our built environments, the information we glean from the review of the Masset project will inform design for staff and public spaces in future projects.

## Support for Print Disabilities

Nearly 10% of Canadians have print disabilities. In this context, VIRL offers a variety of collection formats including Large Print and different types of audiobooks, via our service partners, the [Centre for Equitable Library Access \(CELA\)](#) and the [National Network for Equitable Library Service \(NNELS\)](#). We also loan e-readers that are compatible with accessible content formats like DAISY discs, mp3 discs, and CDs. Many of VIRL's subscription databases support most screen readers, keyboards, and other assistive technologies.

We are planning a review of our website's accessibility. Current accessibility features include font size toggles, language toggles, and our Communications team utilizes alt tags to provide image descriptions.

## Critical Third Space in the community

Finally, VIRL offers essential Third Space in 38 communities – that is, a free, accessible, and attractive spaces for residents and visitors to gather.

# Vancouver Island West School District 84

## Board Policies

The Vancouver Island West School District 84 (SD 84) has extensive policies that address accessibility and inclusion, beginning with [foundational statements](#) that embrace values such as inclusion, safety and well-being.

These values are also embedded in the descriptions of the roles of key board members including the [Superintendent-Secretary-Treasurer](#).

## Individual Education Plans

SD 84 is also making a shift to competency-based Individual Education Plans (IEPs). The [Competency-Based IEP](#) starts with the premise that all students can learn, regardless of how they communicate or how they access knowledge. Competency based IEP's emphasize student voice and parent consultation.

## Administrative Procedures

Similarly, administrative policies aim to be inclusive, such as:

- Procedures that govern [Parent Advisory Councils](#).
- AP201 – [Selection of Learning Resources](#), which describes the selection criteria that will accommodate a diversity of appeal to meet the needs of students and teachers.
- AP 221 – [Individualized Education Plans](#), which describes the process for supporting students with disabilities
- AP 232 – [Targeting Early Learning Outcome Success](#), which affirms the commitment to providing support to children ages 0-5 years.
- AP 234 – [Correspondence and Distance Learning](#), which provides flexible learning options and increases the equity of access to education, specifically providing choice for those students who have restricted options.
- AP 317 – [Anaphylaxis Policy](#), which acknowledges the right of students and staff who are susceptible to anaphylaxis to attend school or work in a safe environment. -
- AP 540 – [Transportation Assistance Policy](#), which directs the School District to consider accessibility requirements to allow students with disabilities to have equal access to transportation.



## Facilities and Resources

- Vancouver Island West School District 84 is developing an accessible playground at Captain Meares Elementary Secondary School (Tahsis).
- Vancouver Island West School District 84 has an accessible bus.
- Work is underway to build a wheelchair ramp for the Health Hub.
- All school parking lots have accessible parking spots.
- Recently, two schools installed sensory rooms.
- Schools also have assistive technology available including Chromebooks, and assistive software.
- Accessible change rooms with beds and lifts are available at Gold River Secondary School and Ray Watkins Elementary School (Gold River).





# Next Steps

The Partner Organizations responsible for this first regional accessibility plan will continue to work together to identify actions we can take on as a group or as individual organizations to advance the spirit of the Accessible BC Act.

By consulting with the joint Strathcona Accessibility and Inclusion Advisory Committee, we will continue to identify and remove barriers to accessibility across our region.

## Initial Action Items Include:

### 1. Feedback Mechanism Implementation

Providing a feedback mechanism is a legislated requirement and is fundamental to allowing the general public to share information regarding barriers to accessibility. All partners will integrate links from their websites to the Strathcona Accessibility Feedback Form to facilitate greater access.

### 2. Feedback Review and Barrier Sharing

Partners have committed to reviewing identified barriers collectively to determine where there are opportunities to address barriers together and to learn from each other's innovations and solutions. This will be done quarterly. Knowing how to remove barriers and making sure that they are not replaced with others represents a learning curve. Partners can learn from one another and build their capacity to identify and remove barriers.

Each member partner will also take responsibility for planning and implementing strategies to address barriers within their respective organizations.

### 3. Awareness, Education and Training

The Accessibility Plan will be presented to partner organizations internally and externally to raise awareness of accessibility and the need for improved accessibility and inclusion.

In 2024, partners will participate in Disability Alliance BC (DABC) training to learn more about accessibility and how accessibility can be improved within the provision of public programs and services.

#### **4. Integration of an Accessibility Lens**

Through education and training, partners will work to establish their own internal processes to incorporate an accessibility lens to new plans and initiatives. This will lead to accessibility and inclusion becoming embedded in operations and accountability.

Partners will collaborate with the Strathcona Accessibility and Inclusion Advisory Committee to determine preferred methods of engagement for providing feedback on organization projects and plans.

#### **5. Adherence to WCAG Standards**

Partners commit to incorporating Web Content Accessibility Guidelines (WCAG) standards when revising websites, ensuring improved online accessibility for all users.

#### **6. Reporting**

Partners will report back to each other and the Strathcona Accessibility and Inclusion Advisory Committee annually.

#### **7. On-going Collaboration**

Partners may collaborate on shared funding applications, training, or public awareness campaigns when opportunities arise.

We know that the work to come will be both challenging and meaningful for our communities.

#### **8. Framework**

Expand the Strathcona Accessibility Plan framework to go beyond the categories that the BC Government has identified for future standards development.

# Public Feedback

The Strathcona Regional District launched a webpage to collect feedback [srd.ca/accessibility](https://srd.ca/accessibility). The SRD will collect the feedback to share with the committee and partners.

Members of the public can use the form to describe their experiences and the impact or make recommendations for improvement. The public is also welcome to share about the things we are doing right that have the biggest impact on increasing accessibility.

Community members can also send an email to [accessibility@srd.ca](mailto:accessibility@srd.ca) or **250-830-6700**.



# Monitoring and Evaluation

This plan will be reviewed with the partner communities and the Strathcona Accessibility and Inclusion Advisory Committee in September 2024.

At that time, the partner communities are expected to have considered their own organizational plans to reduce barriers. Together, Partner Organizations will determine if there is appetite for continuing with a regional accessibility plan.



# Appendices

# Appendix 1

## Strathcona Regional Accessibility and Inclusion Committee Accessible Meeting Agreements

All committee members are encouraged to share their access needs and to consider requests from their colleagues with respect and a spirit of collaboration.

### General Principles:

- We will aim to offer accessible meetings by default, knowing that as we learn more about each other, the exact definition of accessible may need to change.
- We understand that disability is often dynamic and access needs may change over time. Committee members will be invited to share any changes to their access needs as part of the RSVP process for each meeting. Any new info that the committee needs to know about will be mentioned in a standing agenda item at the beginning of each meeting.
- Committee members will be provided with options for the date and time of meetings.
- Committee members will be offered the option to attend remotely and in person.

### Meeting Structure:

- All meeting attendees are encouraged to take breaks when needed and will have the support of the rest of the committee in making decisions to take care of themselves.
- Meetings over 60 minutes will include an official break in the agenda.
- Remote meeting options will have auto-captions enabled.
- Meeting materials including the agenda and any materials for review will be made available in an accessible format at least 48 hours in advance of the scheduled meeting.
- In-person attendees will be asked to minimize their use of scented products like cologne, perfume, and scented hair products when coming to a meeting.
- All presenters will be invited to present with minimal slide decks and to be prepared to provide verbally a description of any images or graphs in the deck.

# Appendix 2

## Key Definitions

### **Accessibility:**

Accessibility is the work we do to ensure that people with disabilities can participate in all aspects of our society on an equal basis with others. It is a systemic approach to identifying, removing, and preventing barriers.

### **Barrier:**

A barrier is anything that hinders the full and equal participation in society of a person with an impairment. Barriers can be caused by environments, attitudes, practices, policies, or how information and communication is delivered.

### **Disability:**

Disability means an inability to participate fully and equally in society because of the interaction of an impairment and a barrier.

### **Impairment:**

Includes a physical, sensory, mental, intellectual, or cognitive impairment, whether permanent, temporary, or episodic.

### **Inclusive Language:**

Inclusive language seeks to avoid reinforcing stigma, biases, or stereotypes that contribute to marginalization.



# Appendix 3

## Accessibility Resources

[Developing Your First Accessibility Plan: A Guide for BC Prescribed Organizations](#) was developed by Disability Alliance BC and includes guidance and templates for the development of accessibility plans and committees.

The [Disability Inclusive Employer Self-Assessment](#) tool is a free online questionnaire that helps employers compare their current practices to 35 of the most promising practices that create a disability inclusive workplace.

Accessible Employers offers a [catalogue of free accessibility courses](#) on topics such as how to Create an Accessible Workplace, how to Support Self-Disclosure, and how to Develop Your Accessibility Action Plan.

[Accessible Social](#) is a free resource and education hub that shares best practices for creating accessible and inclusive social media content.

The BC Accessibility Hub offers a [glossary of terms](#) related to accessibility planning.



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