Discussion outline for the Town of Qualicum Beach Accessibility Advisory Team for the 1:30 pm Monday, April 27, 2026 meeting to be held in the Committee Room, Town Hall, 660 Primrose Street, Qualicum Beach, BC

TOPICS TO BE DISCUSSED:

1. **Accessibility Advisory Team Framework | Review**

   Background Information

   THAT Council endorses the "Town of Qualicum Beach Accessibility Advisory Team Framework" as the structure for the Town's ongoing accessibility work as outlined in Attachment 1 of the March 25, 2026, Staff Report to Council; AND FURTHER THAT Council confirms the continuation of the majority of the current Team membership under this Framework. [Resolution No. 26-079]

(p.2-4) Overview of team mandate, roles, and responsibilities (*Accessibility Advisory Team Framework attached*).

2. **Establish Meeting Schedule**
   Below are excerpts from the Accessibility Advisory Team Framework as it relates to scheduling of meetings for the Team to be held three (3) times per year:

   (a) Review the Framework and proposed meeting schedule. *

   (b) Provide recommendation for Strategic Planning and budget processes.
   Scheduled for Monday, September 21, 2026 at 1:30pm

   (c) Provide recommendations to Town staff in Q1 of each year on how best to allocate Council approved funding, provided through the annual budget process, to address accessibility barriers.*
   For 2026, meetings 1 and 3 will be combined for the April 27, 2026 meeting.

3. **Budget**
   Background Information

   THAT an annual $50,000 capital expenditure budget provision for Accessibility Improvements be advanced to the 2026-2030 Financial Plan. [Resolution No. 25-350]

(p.5) (a) Recommended list of projects for the Accessibility Advisory Team to consider (attached).

4. **Timely Decision-making** for items arising from the Accessibility Advisory Team's April 27, 2026 agenda.

Adjournment

Next Regular Meeting: September 21, 2026 at 1:30pm

TOWN OF QUALICUM BEACH
ACCESSIBILITY ADVISORY TEAM FRAMEWORK

1. PURPOSE OF TEAM

The purpose of the Accessibility Advisory Team ("Team") is to:

(a) provide recommendations to Council through the Town's annual Strategic Planning and Budget processes on initiatives intended to address barriers to individuals in, or interacting with, the Town of Qualicum Beach in accordance with the *Accessible BC Act;*

(b) provide input to Town staff on how to best allocate Council approved funding, provided through the annual budget process, to address accessibility barriers;

(c) provide input on matters, such as public space planning, when referred to the Team by Council or Town staff;

(d) provide input to staff on accessibility planning documents, including the Accessibility Plan when referred to the Team by Council or Town staff.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE TEAM

The Team has no delegated authority from Council and is not empowered to manage any property, aspect, or role of the Town's responsibilities.

3. COMPOSITION OF THE TEAM

The Accessibility Advisory Team ("Team") will consist of a minimum of five, and a maximum of seven members, who, be resolution of Council, will be a member of the Team, and based on their experience and credentials, and to the extent possible, include representation as follows:

(a) persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities;

(b) racialized populations; and

(c) at least one member of Council to serve as Council Liaison who will be a non-voting member.

4. ADVISORY PERSONS TO THE TEAM

Town staff will participate in meetings of the Team in an advisory capacity but shall not vote.

5. SELECTION AND MEMBERSHIP

(a) **Selection**

Advisory Team members will be invited from the community when a vacancy occurs or a Team member term completes. From responses received, Council will select Advisory Team members and may, in any case, decline selection of an applicant.

(b) **Chairperson**

Staff will serve as Chair of the Team in a non-voting capacity.

(c) **Term and Termination**

(i) Members of the Team shall serve at the pleasure of the Council with a term of approximately two years, ending December 31st of the second year of their term. Team members may be reappointed for an additional term or terms.

(ii) Council may terminate the appointment of any member of the Team at any time.

(d) **Resignation and Absenteeism**

A member may resign from the Team by written notice to the Chairperson. Any member, other than the Mayor or a member of Council, who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Team.

(e) **Vacancies**

Any vacancy on the Team, other than a vacancy caused by the resignation of a Council member, shall remain vacant for the remainder of the term, or Council may invite an individual from the community to join the Advisory Team for the remainder of that term.

(f) **Remuneration**

All members of the public selected to the Team shall serve without remuneration.

6. MEETINGS

(a) The Team will meet a minimum of three times per year as follows:

- once to review the Framework and proposed meeting schedule;
- once to provide recommendations for Strategic Planning purposes and the Budget process; and
- once to provide recommendations to Town staff in the 1st Quarter of each year on how best to allocate Council approved funding, provided through the annual budget process, to address accessibility barriers.
- additional meetings will be held at the call of Council or staff.

(b) **Recommendations**

(i) Decisions of the Team shall be made in the form of recommendations to Council.

(ii) Each member of the Team has one vote on any recommendation.

(iii) A recommendation before the Team is decided by a simple majority of the Team members present.

(iv) If the vote of the Team members present at the time of voting are equal for and against the recommendation, the recommendation is defeated.

7. Deliverables

(a) The Team will provide recommendations to Council through the annual Strategic Planning and Budget processes on initiatives to address barriers to individuals in, or interacting with, the Town of Qualicum Beach in accordance with the *Accessible BC Act* and the Accessibility Plan.

(b) The Team will provide recommendations to Town staff in the 1st Quarter of each year on how to best allocate Council approved funding, provided through the annual budget process, to address accessibility barriers.

(c) At the call of Town staff, the Team will provide input on ways to consider principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design in the planning of public spaces.

(d) The Team will support staff by providing input on accessibility planning when directed by Council or staff.

Accessibility Capital Projects

($50,000 Budget Provision in the 2026-2030 Financial Plan)

Project	Location	Details	Estimated Cost
Town Hall Lobby	Town Hall	Accessible doors to access the washrooms	$14,000
Physio Clinic	Clinic entrance	Accessible doors to the clinic	$7,000
Physio Clinic	Outside IT Office (Town Hall)	Construct a wheelchair letdown outside of the IT Office at Town Hall to provide better access to the Physio office	$7,000
Trails	Dollymount	Repair root damage	$20,000
Beach Access	Judges Row Seacrest Place Butterball Drive	Make more accessible with large, flat rocks positioned as stairs to reach the beach	$30,000
Primrose Street	QB Commons	Create designated accessible parking spots on Primrose Street with letdown to access the sidewalk	$500