

COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING – AGENDA



Agenda for the Community Engagement, Culture and Inclusion Committee
Meeting scheduled for Thursday, February 22, 2024 at 6:00 p.m.
in the Boardroom of the Anmore Community Hub,
2697 Sunnyside Road, Anmore, BC

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

Recommendation: That the agenda be approved as circulated.

3. MINUTES

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(a) Minutes of the Meeting held on July 22, 2021

Recommendation: That the Minutes of the Community Engagement, Culture and Inclusion Committee meeting held on July 22, 2021 be adopted, as circulated.

4. BUSINESS ARISING FROM THE MINUTES

5. UNFINISHED BUSINESS

6. NEW BUSINESS

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(a) Committee Orientation

Staff to provide overview of CECI Committee roles and responsibilities. Provided for reference:

- CECI Committee Terms of Reference
- Excerpt from Anmore Procedure Bylaw (Procedure Bylaw available at <https://anmore.com/village-hall/bylaws>)

(b) Meeting Schedule for Current Term

Recommendation: That the Community Engagement, Culture, and Inclusion Committee set the meeting schedule for the current term ending March 31, 2025 as follows, with additional meetings called by the Chair, as needed:

Thursday, April 4, 2024 at 6pm

Thursday, July 4, 2024 at 6pm

Thursday, October 3, 2024 at 6pm

Thursday, January 9, 2024 at 6pm

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(c) Accessibility Act

Provided for reference:

- Memo dated February 20, 2024
- Requirements for Local Governments under the Accessible B.C. Act Guidance Document
- Email dated November 27, 2023 from Disability Alliance BC

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(d) 2024 Work Plan

Committee members to discuss areas of focus for 2024.

Provided for reference:

- CECI 2019 Review and 2020 Goals
- CECI 2020 Review and 2021 Goals

7. ADJOURNMENT

COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING – MINUTES



Minutes for the Community Engagement, Culture and Inclusion Committee Meeting scheduled for Thursday, July 22, 2021 at 5:00 p.m. at Village Hall, Council Chambers 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

Councillor Polly Krier, Chair
Chloe Heisler
Trudy Schneider

MEMBERS ABSENT

Kerri Palmer Isaak
Addie Southam

1. CALL TO ORDER

Chair Krier called the meeting to order at 5:15 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

That the agenda be approved as circulated.

Carried Unanimously

3. MINUTES

(a) Minutes of the Meeting held on May 13, 2021

It was MOVED and SECONDED:

That the Minutes of the Community Engagement, Culture and Inclusion Committee meeting held on May 13, 2021 be adopted, as circulated.

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS**(a) 2021 Community Engagement**

The committee discussed 2021 community engagement and key points of discussion were:

- Ma Murray Day
- Bring Your Own Everything Picnic – whether this could go ahead under current Covid restrictions and situation

Action Item: Committee requested that “a celebration of our founding families” tag be added to Ma Murray Day

7. ADJOURNMENT

It was MOVED and SECONDED:

That the meeting be adjourned at 5:45 p.m.

Carried Unanimously

Certified Correct:

Approved:

Karen Elrick
Manager of Corporate Services

Councillor Polly Krier
Chair, Community Engagement, Culture
and Inclusion Committee



COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE TERMS OF REFERENCE

Purpose

To provide Council with advice and recommendations on issues related to community engagement, accessibility, and inclusiveness, as outlined below, and as aligned with the Corporate Strategic Plan.

Mandate

The Committee will provide advice and recommendations, on the request of Council, in the following areas.

- The development or enhancement of age-friendly policies, services, and programs;
- The development, and subsequent reviews, of an accessibility plan as defined in the Accessible British Columbia Act;
- Development of a mechanism for public feedback on accessibility;
- The enhancement of interest and participation at Anmore's public meetings and community events;
- The protection or enhancement of Anmore's heritage;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

Membership

One (1) Council member will be Chair, as appointed by the Mayor. The Committee will consist of up to a maximum of six (6) volunteer members as appointed by Council. Per Section 9 of the Accessible British Columbia Act, members of the Committee should reflect the diversity of persons with disabilities in BC. The committee will be comprised of at least four (4) persons with disabilities or individuals who support persons with disabilities or represent organizations that support persons with disabilities, at least one (1) Indigenous community member, and one (1) community member at large. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect for two (2) years commencing April 1 of each odd numbered year. The Mayor is an ex-officio of the Committee and when present may constitute a quorum.

Committee Support

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

Meetings

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet quarterly, or at the call of the Chair.

This Committee is not authorized to hold a meeting In-Camera.

Agendas and Minutes

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

Governance

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act*, *Community Charter*, *Anmore Procedure Bylaw*, and *Anmore Code of Conduct*.

Excerpt from Anmore Procedure Bylaw 541-2015

Conflict of Interest

105. A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the *Community Charter*.
106. If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
107. After making the declaration, it is the member's responsibility to ensure that they do not:
 - (a) remain at or attend any part of a meeting when the matter is under consideration;
 - (b) participate in any discussion of the matter at such meeting;
 - (c) vote on a question in respect of the matter at such meeting; or
 - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
108. When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.

Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies

PART 11 – COMMISSIONS

Schedule of Commission Meetings

172. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
173. The Chair of a commission may call a meeting of the commission in addition to the schedule meetings or may cancel a meeting.

Notice of Commission Meetings

174. Subject to clause 170, after the commission has established the regular schedule of commission meetings, including the times, dates and locations of meetings, notification must be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each member of the commission.
175. Where revisions are necessary to the annual schedule of the commission meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.
176. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause 171 to be given to all members of the Commission at least 24 hours before the time of the meeting.

Minutes of Commission Meetings to be Maintained and Available to the Public

AMENDED BY BYLAW NO. 581-2018

177. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
 - (b) certified by the Manager of Corporate Services or their delegate;
 - (c) approved by the member presiding at the meeting and open for public inspection in accordance with *Community Charter* section 97(1)(c).

Quorum

178. The quorum of a commission is a majority of all of its members.



Village of Anmore

Memo

Date: February 20, 2024

Re: Accessible British Columbia Act Requirements

To: Community, Engagement, Culture and Inclusion Committee

The Accessible British Columbia Act (the Act) received royal assent on June 17, 2021 and came into effect September 1, 2022. All affected organizations were given one year to come into compliance with the regulation. Part 3 Section 9 of the Act requires local governments to establish or join an accessibility committee and develop an accessibility plan to advise the organization on identifying, removing, and preventing barriers to individuals in or interacting with the organization.

On September 12, 2023, Council adopted the Community, Engagement, Culture and Inclusion Committee Terms of Reference which included the mandate to develop an accessibility plan for the organization as defined in the Accessible British Columbia Act.

The Act states that an accessibility committee may be included in an already established committee as long as the committee meets the requirements set out in the Act:

- at least half of the members are persons with disabilities, or individuals who support, or are from organizations that support persons with disabilities,
- at least one of the members is an Indigenous person, and
- the committee reflects the diversity of persons in British Columbia.

With direction from Council, staff ran a committee recruitment campaign from August 21st to September 15th, 2023. A variety of communication methods were used to garner responses, including:

- Direct email to current committee members
- Email to all community members who subscribe to Village notices
- Mail drop of recruitment information
- Social media (Facebook)
- Ad in the Anmore Times
- Poster in the Village Office
- Village website

None of the applicants identified themselves as Indigenous or having a disability or representing a person or organization with a disability.

The attached guidance document from the Ministry of Social Development and Poverty Reduction and the Disability Alliance BC provides detail on developing an accessibility plan and feedback mechanism as well as resources to support the committee in their efforts.

Attachments: 1. Requirements for Local Governments under the Accessible B.C. Act Guidance Document
2. Email dated November 27, 2023 from Disability Alliance BC

Requirements for Local Governments under the *Accessible B.C. Act*

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.



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Requirements for Local Governments under the *Accessible B.C. Act*

- 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 an accessibility lens.
- 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



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Requirements for Local Governments under the *Accessible BC Act*

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 June 30, 2023)

- With funding provided through the Province, SPARC BC has launched the [Local Community Accessibility Grant Program](#). This program is designed to support persons with disabilities by funding the removal of barriers identified by local governments Accessibility Committees, feedback mechanisms or Accessibility Plans. All municipalities and regional districts in British Columbia can apply. Each municipality or regional districts is eligible to submit one application, regardless of collaboration with other districts. Applications are being accepted on an ongoing basis until the program closes in March 2026.
- 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. <https://planh.ca/news/bc-healthy-communities-steps-age-friendly-communities-grant-administration-role>



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From: [Anna Wijesinghe](#)
To: [Karen Elrick](#); [Rhonda Schell](#)
Cc: [Mike Prescott](#)
Subject: Accessibility BC Act (ABCA)-Anmore
Date: November 27, 2023 2:27:16 PM
Attachments: [image001.png](#)

Some people who received this message don't often get email from anna@disabilityalliancebc.org. [Learn why this is important](#)

Greetings Karen, Rhonda and the Anmore Community Engagement, Culture and Inclusion Committee,

Disability Alliance BC is reaching out to accessibility committees in British Columbia to make funds available to them for working on their accessibility plans. If you need a resource (or free up an internal resource) to help you with developing or reviewing your plan, we urge you to contact Mike Prescott to discuss:

Mike Prescott PhD, MA, MBA, BSc (he/him)
Project Manager, Accessible Organizations Project

604.679.3690
mike@disabilityalliancebc.org

Also, check out the Accessibility Hub (www.bcaccessibilityhub.ca) for the Accessibility Planning Toolkit, templates, and examples of other plans.

Note: Funding levels will depend on funding already received, the work that will be done with the funds and the number of Prescribed Organizations (about \$2,000 - \$5,000 per Prescribed Organization) that sit on your committee if you are a joint committee.

To ensure that we have connected with the right individuals, **please respond that you are the right contact for your committee.**

Cheers,
Anna

Anna Wijesinghe

Consultant, Accessible Organizations Project,
Disability Alliance BC
Email: anna@disabilityalliancebc.org
cell: 604-838-8357

Website: www.disabilityalliancebc.org

Image



DABC is located on the unceded traditional lands of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) peoples, now home to many diverse First Nations, Inuit and Métis people. Our work extends across the homelands of many diverse Indigenous peoples within the area we often call British Columbia. We honour the many territorial keepers of the lands. To find out whose land you are on you can visit: <https://native-land.ca>



Community Engagement, Culture and Inclusion Committee
2019 Recap & 2020 Goals

2019 Accomplishments

- Dementia Focus – Information Session and Dementia Friendly Café's
- BYOEverything
- Ma Murray Day – Ma Murray display of archives
- Event Survey
- _____
- _____

Potential Projects Considered

- | | |
|------------------------------|------------------------------------|
| • Welcome to Anmore Brochure | • Maintain Anmore Heritage/Stories |
| • English Classes | • Easter |
| • Yoga at Village Hall | • Music in the Park |
| • Snow Angels | • _____ |
| • Culture Celebration | • _____ |
| • May Day | • _____ |

2020 Goals

1. _____

2. _____

3. _____

4. _____

5. _____



Community Engagement, Culture, and Inclusion Committee

2020 Recap & 2021 Goals

2020 Accomplishments

- Collected donations for 3030 Gordon Transitional Housing & Shelter
- Welcome to Anmore Guide - content discussion completed; passed on to designers

Potential Projects Considered

- English Classes
- Yoga at Village Hall
- Snow Angels
- Culture Celebration
- May Day
- Maintain Anmore Heritage/Stories
- Easter

2021 Goals

1. Welcome to Anmore Booklet - complete design, publish online, distribute to all residents with the intent to continue distributing to newcomers
2. Village of Anmore Archives – how do we catch-up and create a plan for keeping the archives up to date. Delegation to Council
3. Maintain Anmore Heritage/Stories – update storyboards at Village Hall and online. Call out for volunteers to gather information and do interviews.
4. Village Instagram Account – discuss feasibility with Village staff
5. Collect donation items for a yet to be determined charity
6. Candy Cane Lane
7. Anmore “Angels” – discuss the pros and cons.

Potential 2022 Goals

1. May Day Basket Fundraiser
2. BYOEverything - add 3030 donations, cultural celebration, and Music in the Park
3. Local Phonebook
4. Beginner Yoga at Village Hall