



Accessibility Committee Meeting

Tuesday, December 17, 2024

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

11:45 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/17-12-2024/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_Z8frAbQ2Q-m4Ewd1AagvFA#/registration

PAGE #

1. **CALL TO ORDER**

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

3. **DECLARATIONS**

(conflict of interest)

4. **MINUTES**

a. **Accessibility Committee Meeting held October 8, 2024**

3-5

THAT the minutes of the Accessibility Committee meeting held on October 8, 2024 be adopted.

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)**

6. **CORRESPONDENCE FOR INFORMATION**

7. **CORRESPONDENCE FOR ACTION**

8. **REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION** **6-8**
SPARC BC – Local Government Accessibility Grant

THAT the Accessibility Committee provide a letter of support and recommend the Alberni-Clayoquot Regional District Board of Directors direct staff to apply for the SPARC BC Local Community Accessibility Grant.

9. **REPORTS**

10. **LATE BUSINESS**

11. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

12. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON OCTOBER 8, 2024, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS

PRESENT:

Cindy Solda, Director, City of Port Alberni
Amber Severinson, Member at Large
Nicole Uzelman, Member at Large
Jamie Tattrie, Member at Large

REGRETS:

Vaida Siga, Director, Area C – Long Beach
Helen Dick, Member at Large
Deanna Spencer, Member at Large
Rainie O'Connor, Member at Large

STAFF PRESENT:

Heather Zenner, Manager of Administrative Services
Kristin Kerr-Donohue, Administrative Assistant
Sara Darling, City of Port Alberni

Note: Quorum was not achieved for this committee meeting; therefore meeting was held for information purposes.

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/8-10-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:02 AM

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. APPROVAL OF AGENDA

The agenda was approved with the addition of late item 7.1, Invitation to Webinar on Accessibility BC Act.

3. DECLARATIONS

4. MINUTES

5. **CORRESPONDENCE**

a. **Sproat Lake Provincial Park Accessibility**

Michael Grandbois, Clayoquot Area Supervisor, BC Parks

H. Zenner provided an overview and suggested an invitation go out to BC Parks to attend an upcoming Accessibility Committee meeting.

6. **REPORTS**

a. **Inclusive Play Society Presentation to City of Port Alberni Committee of the Whole – S. Darling, Director of Corporate Services, City of Port Alberni**

S. Darling provided a verbal report of the Inclusive Play Society presentation to the September City of Port Alberni Committee-of-the-Whole Meeting requesting an inclusive park in the community. City of Port Alberni's Director of Parks, Recreation and Culture has met with the Society and will invite the Society to attend the community engagement sessions that are specific to user groups.

Committee to invite the Inclusive Play Society to an upcoming Accessibility Committee Meeting.

b. **City of Port Alberni Master Planning – S. Darling, Director of Corporate Services, City of Port Alberni**

S. Darling provided an explanation and update on the City of Port Alberni's Master Plan Program. Community engagement surveys are available on the Let's Connect page. <https://www.letsconnectpa.ca/master-planning>

c. **ACRD Accessibility Work Plan – H. Zenner, Manager of Administrative Services, ACRD**

H. Zenner reviewed and provided an update on the ACRD's Accessibility Work Plan. Priorities for this quarter are to develop a policy and process for ACRD events, develop and implement an accessible events checklist, and source staff accessibility training.

7. **LATE BUSINESS**

a. **Correspondence from Disability Alliance, Invitation to Webinar on Accessibility BC Act**

This invitation will be distributed to the committee following the meeting.

8. **QUESTION PERIOD**

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. **IN-CAMERA**

The meeting was closed to the public as per the Community Charter, sections:

- 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- 21 (1) (ii): commercial, financial, labour relations, scientific or technical information of or about a third party,*

The meeting was closed to the public at 10:26 AM.

The meeting was re-opened to the public 10:34 AM.

10. **ADJOURN**

The meeting was adjourned at 10:34 AM

Certified Correct:

Cindy Solda,
Chairperson

Kristin Kerr-Donohue,
Administrative Assistant



To: Accessibility Committee

From: Heather Zenner, Manager of Administrative Services

Meeting Date: December 17, 2024

Subject: SPARC BC – Local Community Accessibility Grant

Recommendation:

THAT the Accessibility Committee provide a letter of support and recommend the Alberni-Clayoquot Regional District Board of Directors direct staff to apply for the SPARC BC Local Community Accessibility Grant.

Desired Outcome:

For the Alberni-Clayoquot Regional District (ACRD) to implement recommendations of the ACRD Accessibility Plan. Applying for the SPARC BC Local Community Accessibility Grant will allow for the ACRD to secure funds to access training opportunities for staff. A contractor would be sought to deliver specific staff training and will include:

- customer service (foundational understanding of accessibility, including unconscious bias) training.
- communication (signage, website, social media, closed captions, screen-reader compatible platforms, reports, alternative text/descriptive text) training.
- accessible meetings and community engagement training
- accessibility training for managers

Background:

In June 2021, the *Accessible British Columbia Act (ABCA)* was enacted, followed by the *Accessible British Columbia Regulation* on September 1, 2022. The purpose of the Act is to establish a framework for government and organizations to work with people with disabilities and the broader community to identify, remove and prevent barriers to accessibility.

Local governments were required to put into place the following by September 1, 2023:

- 1) An accessibility committee
- 2) An accessibility plan
- 3) A tool to receive feedback on accessibility.

The ACRD Board of Directors adopted the first Accessibility Plan in June 2024, outlining 41 recommendations for ACRD to work on. Staff training for ACRD employees is a first step to build an accessible culture in our organization.

To be eligible to apply for the SPARC BC grant, a letter of support is required from the Accessibility Committee. ACRD staff have drafted an example letter (attached) that the Accessibility Committee could consider providing as part of the ACRD grant application.

Time Requirements – Staff & Elected Officials:

A grant application would take approximately five hours of staff time. If the grant request is successful, it would take approximately 10 hours of staff time to develop a request for proposal to hire a contractor to deliver the training to staff. The majority of ACRD staff would be required to take the accessibility training that is relevant to their job type.

Financial:

The SPARC grant provides local government with up to \$25,000 in funding to remove barriers for persons with disabilities by implementing one of the initiatives identified in an Accessibility Plan, or by the Accessibility Committee. The grant is 100% funded, therefore no matching funds are required.

Strategic Plan Implications:

This project is legislatively required and not specifically addressed in the ACRD Strategic Plan.

Policy or Legislation:

The *Accessible British Columbia Act (ABCA)* and the *Accessible British Columbia Regulation* apply. The ABCA requires that the ACRD have an Accessibility Plan, an Accessibility Committee and a feedback mechanism to receive input on accessibility in the ACRD.

Submitted by: Heather Zenner
Heather Zenner, MA, Manager of Administrative Services

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

December 17, 2024

Social Planning and Research Council
of British Columbia (SPARC BC)
Local Community Accessibility Grants Program
4445 Norfolk Street,
Burnaby BC, V5G 0A7

accessibiity@sparc.bc.ca

Alberni-Clayoquot Regional District Accessibility Committee Letter of Support for SPARC BC Grant Application

Dear SPARC BC,

The Alberni-Clayoquot Regional District (ACRD) Accessibility Committee met on December 17, 2024, to review the proposal by ACRD to apply for the SPARC BC Local Community Accessibility Grant.

Our Accessibility Committee supports the ACRD grant application that requests funding to deliver training opportunities for ACRD staff. Several of ACRD's Accessibility Plan recommendations are centered around training for employees and will support the building of an accessible culture at the ACRD. Our Accessibility Committee expressed the importance of increasing awareness and reducing attitudinal barriers during the development of the Accessibility Plan. The ACRD Accessibility Plan adopted these recommendations and training staff will help implement these recommendations.

We wish the ACRD success in receiving the SPARC BC Grant to provide training opportunities for staff.

Sincerely,

Cindy Solda, Chairperson
ACRD Accessibility Committee