



# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON MARCH 5, 2024, 10:00 AM

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

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### MEMBERS

#### PRESENT:

Cindy Solda, Chairperson, Councillor, City of Port Alberni  
Vaida Siga, Director, Area C – Long Beach  
Amber Severinson, Member at Large  
Helen Dick, Member at Large  
Deanna Spencer, Member at Large  
Nicole Uzelman, Member at Large  
Rainie O'Connor, Member at Large  
Jamie Tattrie, Member at Large

#### STAFF PRESENT:

Heather Zenner, ACRD, Manager of Administrative Services  
Donna Monteith, City of Port Alberni, Director of Corporate Services  
Kristin Kerr-Donohue, ACRD, Administrative Assistant  
Cara Wilkie, Consultant, Left Turn Right Turn Ltd.  
Haley Gienow-McConnell, Consultant, Left Turn Right Turn Ltd.  
Kaila Hunte, Consultant, Left Turn Right Turn Ltd.

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/5-3-2024/>

### 1. CALL TO ORDER

The Manager of Administrative Services (MAS) called the meeting to order at 10:00am.

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

The MAS reported 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. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2024

#### a. ELECTION OF CHAIRPERSON

The Manager of Administrative Services (MAS) conducted the election for Chairperson of the Accessibility Committee for 2024.

The MAS declared Cindy Solda to the position of Chairperson of the Accessibility Committee for 2024.

**b. ELECTION OF VICE-CHAIRPERSON**

The MAS conducted elections for Vice-Chairperson of the Accessibility Committee for 2024.

The MAS declared Nicole Uzelman to the position of Vice-Chairperson of the Accessibility Committee for 2024.

C. Solda assumed the Chair.

**3. APPROVAL OF AGENDA**

*MOVED: N. Uzelman*

*SECONDED: J. Tattrie*

*THAT the agenda be approved as circulated.*

**CARRIED**

**4. DECLARATIONS**

The MAS reviewed conflict of interest and what would be considered a conflict, and what the process is if a conflict is declared.

**5. DISCUSSION**

**a. Terms of Reference – H. Zenner, Manager of Administrative Services**

The Manager of Administrative services reviewed the Accessibility Committee's Terms of Reference.

**b. Committee Members Expense Forms – K. Kerr-Donohue, Administrative Assistant**

The Administrative Assistant reviewed the Remuneration Policy and process.

**6. PRESENTATIONS**

**a. Donna Monteith, Director of Corporate Services, City of Port Alberni. Overview of City Services.**

D. Monteith provided an overview of the different departments at the City of Port Alberni and the services they provide.

**b. Heather Zenner, Manager of Administrative Services. Overview of ACRD Services**

H. Zenner reviewed the purpose of the Regional District and services provided by the ACRD in the region.

**c. Left Turn Right Turn, LTD. Project Overview, Accessibility Committee Role in Accessibility Planning, Consultation Process.**

The consultants from Left Turn Right Turn (LTRT) presented a review of their organization, staff, and services provided.

LTRT also provided an overview of the work that has been and will be done for the ACRD and City of Port Alberni, to develop two Accessibility Plans for adoption by each local government.

LTRT discussed the upcoming public accessibility survey and asked the committee for feedback on what features or questions should be included in this survey and what organizations should we direct the survey to. Committee provided feedback including adding attitudinal barriers and provided further organizations to share the survey with.

The Committee requested that the *Accessible BC Act*, examples of other communities' Accessibility Plans, a draft list of survey questions, and all three presentations be distributed for review 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](mailto:responses@acrd.bc.ca).

## **9. ADJOURN**

The meeting was adjourned at 11:57 am.

Certified Correct:

*Cindy Solda*

Cindy Solda,  
Chairperson

*Kristin Kerr-Donohue*

Kristin Kerr-Donohue,  
Administrative Assistant