



## Accessibility Committee Meeting

Tuesday, December 9, 2025

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

10:00 AM

### Regular Agenda

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Watch the meeting live at: <https://www.acrd.bc.ca/events/9-12-2025/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_GXNrC5pgSDOvPnw-Vna7gQ#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_GXNrC5pgSDOvPnw-Vna7gQ#/registration)

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#### 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. **DELEGATIONS (10-minute maximum)**

- a. **Sam Turcott, Assistant Deputy Minister, Accessibility Directorate, Ministry of Social Development and Poverty Reduction**
- b. **Alex Hunter, Constituency Assistant, Office of Gord Johns, MP for Courtenay-Alberni regarding the Disability Tax Credit**
- c. **David Calver, Founder, Society for Inclusion and Participation regarding Occupational Therapy and Accessibility in the ACRD**

5. **MINUTES**

- a. **Accessibility Committee Meeting held May 13, 2025**

3-5

*THAT the minutes of the Accessibility Committee meeting held on May 13, 2025 be adopted.*

- b. **Accessibility Committee Meeting held September 9, 2025** **6-8**

*THAT the minutes of the Accessibility Committee meeting held on September 9, 2025 be adopted.*

**6. CORRESPONDENCE FOR INFORMATION**

- a. **BC PARKS** **9-10**  
Response to Letter re: Accessibility Issues at MacMillan Provincial Park
- b. **BC ACCESSIBILITY HUB** **11-15**  
[E-learning Opportunities](#)

*THAT the Accessibility Committee receives these items for correspondence.*

**7. REQUEST FOR DECISIONS**

**8. REPORTS**

**9. LATE BUSINESS**

**10. 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](mailto:responses@acrd.bc.ca)

**11. ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON TUESDAY, MAY 13, 2025, 10:00 AM

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

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### MEMBERS

#### PRESENT:

Nicole Uzelman, Member at Large, Vice - Chairperson  
Vaida Siga, Director, Area C – Long Beach  
Dustin Dame, Alternate Councilor, City of Port Alberni  
Amber Severinson, Member at Large  
Deanna Spencer, Member at Large  
Jamie Tattrie, Member at Large  
Kat Belisle, Member at Large  
Deserray McClary, Member at Large

#### REGRETS:

Cindy Solda, Councilor, City of Port Alberni, Chairperson

#### STAFF PRESENT:

Heather Zenner, Manager of Administrative Services, ACRD  
Kristin Kerr-Donohue, Administrative Assistant, ACRD  
Karen Freethy, Manager of Protective Services, ACRD  
Sara Darling, Director of Corporate Services, City of Port Alberni

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

<https://www.acrd.bc.ca/events/13-5-2025/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00 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.

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

### 2. APPROVAL OF AGENDA

*MOVED: D. Dame*

*SECONDED: K. Belisle*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

#### 4. **MINUTES**

##### a. **Accessibility Committee Minutes – February 11, 2025**

MOVED: V. Siga  
SECONDED: D. Dame

*THAT the minutes of the Accessibility Committee meeting held on February 11, 2025 be adopted.*

**CARRIED**

#### 5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

##### a. **Deserray McClary and Hailee Down, Inclusive Play PA Society regarding accessible playgrounds in the region.**

2025 Pediatric Stoke Walk is scheduled for June 7, 10 am – 1 pm at Blair Park. Refreshments, music and children’s entertainment planned.

<https://www.facebook.com/share/16WTzjnxei/?mibextid=wwXlfr>

Apparel may be purchased, and donations made through the website at <https://pediatric-stroke-walk.square.site/>.

#### 6. **CORRESPONDENCE**

##### a. **BC GOV NEWS**

BC Building Code, Adaptable-dwelling and seismic provisions took effect March 10, 2025.

#### 7. **REQUEST FOR DECISIONS**

#### 8. **REPORTS**

##### a. **ACRD Accessibility Updates – Heather Zenner, Manager of Administrative Services, ACRD (Verbal)**

Heather recently attended Sproat Lake Provincial Park with BC Parks staff. They will be adding an additional accessible parking spot by the boat launch, installing more accessible picnic benches, and have upgraded the pathway to a firmer gravel surface.

An automatic door has been installed in the accessible entrance at the ACRD office.

The ACRD received funding for accessibility training, Heather is working on a Request for Proposal for staff to receive this training.

Working on the internal ACRD Procurement Policy, advocating for accessibility to be included in the agreements, especially for public engagement portions of projects.

J. Tattrie joined 10:30 am

**b. Emergency Preparedness – Karen Freethy, Manager of Protective Services, ACRD (Verbal)**

Karen provided an overview of personal emergency preparedness. Knowing local hazards, making a plan that is unique to your household, and preparing 3-7 days' worth of supplies in advance of an emergency.

The committee discussed how the emergency plan could be more inclusive, how reception centres could be more accessible to evacuees, or any other ideas they can think of regarding emergency preparedness or evacuation situations.

- Suggestion from the committee is to source accessible accommodations and have this knowledge ahead of an emergency.

The committee discussed the locations that are used for reception centres and group lodging and the process to establish these supports.

**9. LATE BUSINESS**

**10. 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).

**13. ADJOURN**

*The meeting was adjourned at 11:05 am.*

**CARRIED**

Certified Correct:

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Nicole Uzelman,  
Vice- Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING

HELD ON TUESDAY, SEPTEMBER 9, 2025, 10:00 AM

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

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### MEMBERS

#### PRESENT:

Vaida Siga, Director, Area C – Long Beach  
Cindy Solda, Councilor, City of Port Alberni  
Jamie Tattrie, Member at Large  
Kat Belisle, Member at Large

#### REGRETS:

Nicole Uzelman, Member at Large  
Amber Severinson, Member at Large  
Deanna Spencer, Member at Large  
Deserray McClary, Member at Large

#### STAFF PRESENT:

Heather Zenner, Manager of Administrative Services  
Sara Darling, City of Port Alberni

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

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

<https://www.acrd.bc.ca/events/9-9-2025/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:03 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.

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

### 2. APPROVAL OF AGENDA

### 3. DECLARATIONS

### 4. MINUTES

## 5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Jacob Burnley, Transit Planner, Seth Wright, Senior Government Relation Manager, BC Transit, Future Service Plan for Port Alberni and Alberni Valley**
- b. **Adam Bishop, Manager of Accessible Transit, BC Transit, Custom Transit Services**

BC Transit provided a presentation highlighting the Future Service Plan and Custom Transit Services (also referred to as HandyDART).

Committee requested feedback on emergencies and how decisions are made with respect to service interruptions. BC Transit acknowledged there were some recent challenges with the Mount Underwood Fire with communications and the impact this had on users.

Committee expressed that there have been some recent complaints regarding HandyDART service. Complaints to BC Transit can be sent via a form on the Contact Us link on the BC Transit website, or directly to Seth Wright at [swright@bctransit.com](mailto:swright@bctransit.com).

Committee enquired about how to access HandyDART. HandyDART application is found online on the BCTransit website, applicants are then contacted by the local HandyDART office to assess needs and potentially conduct a site assessment of the requested pick-up location, no physician referral is required.

## 6. CORRESPONDENCE FOR INFORMATION

- a. **ALBERNI CLAYOQUOT REGIONAL DISTRICT**  
Planning Accessible Events in the Alberni-Clayoquot Regional District
- b. **ALBERNI CLAYOQUOT REGIONAL DISTRICT**  
Sproat Lake Accessible Parking and Picnic Table Update

Committee shared information regarding the improvements at Sproat Lake Provincial Park. The committee is appreciative of the accessible parking improvements and the installation of the accessible picnic table. Committee members who utilize wheelchairs noted that gravel is tough to maneuver with a wheeled device. Mobi mat would need to be installed to access the beach as the sandy portion is not accessible (not boat launch).

## 7. REQUEST FOR DECISIONS

## 8. REPORTS

a. Burde Street Update, Verbal Update – S. Darling

City has made some infrastructure improvements; bump outs and letdowns have been installed. Extension of the sidewalk and reduce the distance the pedestrians have to cross the road. Enhanced visibility makes the intersections safer. The letdowns support improve accessibility and make the intersections easier to navigate. Bike lanes have been identified, encouraging active transportation.

b. City Hall Lobby Update, Verbal Update – S. Darling

Have moved their front desk to the foyer of the city hall to create more office space. Move has increased accessibility

c. ACRD Accessibility Training, Verbal Update – H. Zenner

All ACRD staff will be taking Accessibility Training in September, followed by a session for People Leaders, and a separate session for communications and engagement staff.

## 9. **LATE BUSINESS**

No Frills/Winners have recently installed 'Not all disabilities are visible' parking spots in the parking lot.

## 10. **QUESTION PERIOD**

Questions/Comments from the public. The Manager of Administrative Services 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).

## 11. **ADJOURN**

*The meeting was adjourned at 11:31 am.*

Certified Correct:

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Cindy Solda,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services

**From:** [Rikley, Christine ENV:EX](#)  
**To:** [Heather Zenner](#)  
**Subject:** RE: Cathedral Grove Accessibility  
**Date:** October 16, 2025 2:20:25 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)  
[image007.png](#)  
[image012.png](#)  
[image014.png](#)

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**[CAUTION]** This email originated from outside of the ACRD

Hello Heather

Thank you for reaching out and sharing your Accessibility Committee's concerns regarding accessibility in MacMillan Provincial Park. We appreciate your government's feedback and the thoughtful attention your team is giving to inclusion in outdoor spaces.

At BC Parks, we are committed to building a provincial parks system that is welcoming and meaningfully accessible to all. We recognize that for many individuals and communities, barriers—both visible and invisible—can limit access to nature. That's why we've developed the [BC Parks Commitment to Inclusion](#), a framework guiding our efforts to remove these barriers and create inclusive environments across the province.

Recent initiatives throughout the province include:

- **Upgrading facilities** such as washrooms, parking lots, pathways, and docks to meet accessibility standards.
- **Incorporating universal design principles** into all new campground and recreation expansion projects.
- **Partnering with community organizations** to support adaptive recreation equipment and inclusive programming.
- **Providing training for staff** and developing accessible publications and signage that reinforce our values of diversity and inclusion.

While we are proud of the progress made—over 25 accessibility-related projects were completed last year and more than 20 are underway this year—we also acknowledge that not every park can be made fully accessible immediately. We are actively exploring options and prioritizing upgrades based on need, feasibility, and available resources. Your patience and continued collaboration are greatly appreciated as we work toward these goals.

We've reviewed your committee member's feedback, and understand their frustration with the parking situation at MacMillan. We've worked with our contractor to brainstorm a few ideas. Initial solutions like moving the parking barriers forward to create more pathway space are unfortunately not possible when trying to balance highway right of way safety concerns that I know the ACRD is also concerned about. We are looking at other ways to possibly expand the pathway behind the barriers, but appreciate your committee's patience as we balance other urgent facility repairs and upkeep with a limited budget for improvements. We are also working on updating the [accessibility information](#) on the MacMillan Park and other park pages.

We'd also welcome the opportunity to learn more about the scope and focus of your accessibility committee's work. Understanding your priorities and initiatives could help us align efforts and identify opportunities for partnership between BC Parks and ACRD on mutual priorities. BC Parks is collaborating with community organizations through its Inclusion Steering Committee. Would the ACRD be interested in having a representative join that committee? The time commitment is 2-3 meetings per year, each normally 90 min. Sometimes projects

are shared for feedback via email. Different staff members present on their projects and receive accessibility, equity and inclusion related feedback. Committee members also get a chance to share what they are working on. The current member organizations can be found in the middle of this page: <https://bcparks.ca/plan-your-trip/accessibility/>

Additionally, we encourage your committee to engage with the [Accessibility Directorate of the B.C. Government](#), which is leading province-wide efforts to improve accessibility across sectors. Their work complements ours and offers avenues for broader involvement and impact.

Thank you again for your advocacy and commitment to making B.C.'s natural spaces more inclusive. We look forward to continuing this important conversation.

**Christine Rikley (she/her)**

Section Head – Mid Vancouver Island / Haida Gwaii  
West Coast Region | Coast Area  
Parks and Recreation Program | Ministry of Environment and Parks  
778.698.4263 | [Christine.Rikley@gov.bc.ca](mailto:Christine.Rikley@gov.bc.ca)

*I acknowledge with gratitude that I live and work on the traditional territories of the Coast Salish speaking people including the Snaw'naw'as and Qualicum Nations.*



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**From:** Heather Zenner <hzenner@acrd.bc.ca>  
**Sent:** Wednesday, September 24, 2025 9:14 AM  
**To:** Rikley, Christine ENV:EX <Christine.Rikley@gov.bc.ca>  
**Subject:** Cathedral Grove Accessibility

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Christine,

Please see attached photos that identify an accessibility issue at the Cathedral Grove parking lot. These were provided by an ACRD Accessibility Committee member who uses a wheelchair. When folks back vehicles up to the concrete parking barriers, this leaves little room for those in a wheelchair to navigate behind. She also identified that the Accessible Washrooms are also completely blocked by parking blocks, with only 1 foot between them (no pictures available).

Our next Accessibility Committee meeting is on December 9<sup>th</sup>. Would you be able to provide a written response to these concerns that I could share with our Accessibility Committee?

Thank you,

Heather Zenner, MA

# Learning

## Get ready to learn!

These self-directed, online courses are designed for employees at public sector organizations, local governments, and committee members. They were created in consultation with community advocates, Disability Alliance BC, and funded by the Government of BC.

### **Registration instructions:**

- Create an account (name, email, organization type).
- Check your email for the welcome message and enrolment link.
- Get learning! Or pause and restart.

The first e-learning in this series explores the vital Accessibility Committee. Developed with funding from the Province of BC, guided by the leadership of DABC and created by the team at Untapped Accessibility, the AOP team is delighted to offer this free resource for public sector organizations.

Take the online course that interests you



## Establish a Committee

Accessibility and inclusion practices are for everyone!

This Guide will take you step-by-step through the process of establishing an Accessibility Advisory Committee.

**[Use the Flip Book Guide to help you Establish a Committee](#)** (opens in new window)



# Join Effective Accessibility Committees

For new or existing members of accessibility committees.

- approx 2 hours
- 3 modules

**REGISTER**



## Host Effective Accessibility Committees

For anyone who will host or chair accessibility committee meetings.

- approx 2 hours
- 3 modules

### **REGISTER**

Resources to support prescribed organizations in meeting the requirements of the Accessible BC Act are continually being developed. Trainings will be based on feedback from the public sector, and in collaboration with other organizations. Webinars will be listed on the blog as they are announced.

For those that want accessibility audit training or inclusion education, The Rick Hansen foundation **offers these courses.**

The courses and program measures and certifies the meaningful accessibility of buildings from the perspective of people with disabilities affecting their mobility, vision and hearing and provides building owners and managers with a roadmap for improvements.

The Foundation also offers **Accessibility and Disability Inclusion education.**

**ABC Act**

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**Accessibility Consulting Network**

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**Best Practices and Research**

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**Glossary**

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**Learning**

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**Resources for Local Governments**

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**Templates and Examples**

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**Websites**

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Email Address (required)

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