



## Accessibility Committee Meeting

Tuesday, February 11, 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/11-2-2025/7611/?catid=0>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_4\\_j6AB6PTT-r\\_yAMJD5oTQ#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_4_j6AB6PTT-r_yAMJD5oTQ#/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. **ELECTION OF CHAIRPERSON**

3. **APPROVAL OF AGENDA**

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

4. **DECLARATIONS**

*(conflict of interest)*

5. **MINUTES**

a. **Accessibility Committee Meeting held May 14, 2024**

3-5

*THAT the minutes of the Accessibility Committee meeting held on May 14, 2024 be adopted.*

b. **Accessibility Committee Meeting held December 10, 2024**

6-9

*THAT the minutes of the Accessibility Committee meeting held on December 10, 2024 be adopted.*

- c. **Accessibility Committee Meeting held December 17, 2024** **10-12**

*THAT the minutes of the Accessibility Committee meeting held on December 17, 2024 be adopted.*

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

7. **CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION** **13**  
Response from Accessibility Directorate re: Letter from ACRD Board of Directors regarding accessibility concerns at Sproat Lake Park

*THAT the Accessibility Committee receive this item for information.*

8. **REQUEST FOR DECISIONS**

9. **REPORTS**

- a. **City of Port Alberni Master Plan Update Presentation, David Arsenault, Project Manager, City of Port Alberni**
- b. **SPARC Grant Update, Heather Zenner, Manager of Administrative Services, ACRD (Verbal)**
- c. **ACRD Accessible Events Checklist, Heather Zenner, Manager of Administrative Services, ACRD** **14-18**
- d. **Regional Transit Update & Accessible Bus Shelters - West Coast Transit System, Eddie Kunderman, Operations Manager, ACRD (Verbal)**

*THAT the Accessibility Committee receives reports a-d.*

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

12. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON TUESDAY, MAY 14, 2024, 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, Councillor, City of Port Alberni  
Amber Severinson, Member at Large  
Nicole Uzelman, Member at Large  
Rainie O’Connor, Member at Large
- REGRETS:** Jamie Tattrie, Member at Large  
Deanna Spencer, Member at Large  
Helen Dick, Member at Large
- STAFF PRESENT:** Heather Zenner, Manager of Administrative Services  
Sara Darling, City of Port Alberni  
Cara Wilkie, Consultant, Left Turn Right Turn Ltd.  
Christopher Rootsart, 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/14-5-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:05am.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth 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: V. Siga*

*SECONDED: N. Uzelman*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

#### 4. MINUTES

##### a. **Accessibility Committee Minutes – April 9, 2024**

*MOVED:* N. Uzelman

*SECONDED:* V. Siga

*THAT the minutes of the Accessibility Committee meeting held on April 9, 2024 be adopted.*

**CARRIED**

#### 5. REPORTS

##### a. **Accessibility Plan Recommendations – Left Turn Right Turn, Ltd.**

*MOVED:* V. Siga

*SECONDED:* A. Severinson

*THAT the Accessibility Committee accept the recommendations as presented and recommend approval to the City of Port Alberni Council and ACRD Board of Directors.*

**CARRIED**

#### 6. NEXT MEETING

##### a. **Discuss and Schedule the Remaining 2024 Quarterly Meeting Dates**

The Committee discussed and agreed on the following dates for the remaining 2024 Accessibility Committee Meetings; October 8<sup>th</sup> at 10am and December 10<sup>th</sup> at 10am.

#### 7. LATE BUSINESS

#### 8. 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).

#### 9. ADJOURN

The meeting ended at 11:10am.

Certified Correct:

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Cindy Solda,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING

HELD ON TUESDAY, DECEMBER 10, 2024, 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, Director, City of Port Alberni  
Amber Severinson, Member at Large  
Jamie Tattrie, Member at Large

#### REGRETS:

Helen Dick, Member at Large  
Deanna Spencer, Member at Large  
Nicole Uzelman, 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 informational purposes.

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

<https://www.acrd.bc.ca/events/10-12-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:05 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**

**6. CORRESPONDENCE FOR INFORMATION**

- a. **Community, Conversation and Connection: Port Alberni and Surrounding Areas**  
Port Alberni Association for Community Living

**7. CORRESPONDENCE FOR ACTION**

- a. **Sproat Lake Provincial Park Accessibility, Correspondence & Discussion**  
Michael Grandbois, Clayoquot Area Supervisor, BC Parks & Owen Catherall, Recreation Services Officer, Mid/North Island, BC Parks

Heather Zenner provided an overview of the correspondence received regarding accessibility issues at Sproat Lake Park. Committee members and the public shared experiences and suggestions on how the location could be more accessible.

The committee and the representatives from BC Parks discussed the Sproat Lake Park and identified the following issues:

- Lack of accessible parking spaces, only one located at the boat launch, and is often taken by vehicles without a Disability Parking Permit displayed.
- Walking trails are uneven or have a steep grade, leaving the boat launch area as the main accessible option for those with limited mobility.
- Tables designed to accommodate wheelchairs and other mobility aids are located in an area of the park that is not accessible for those who require them.
- Communications with the park operators is difficult when there is an issue with parking.

Suggestions from the group to improve accessibility:

- Increase the number of accessible parking spaces in the boat launch area, and properly enforce.
- Increase signage to discourage overnight parking.
- Move the accessible tabletops from the park areas which are not accessible and move to the more accessible locations.
- Pave the pathway, add railings in some areas.

The committee discussed having Director Siga bring a motion forward at the December 11, 2024 Board of Directors meeting, asking the Board to submit the Accessibility Committee feedback on Sproat Lake to the Province.

BC Parks staff provided their insight into options for accommodation to allow greater access. The topography of Sproat Lake makes finding accessible locations difficult as nearly all entry points are on a steep grade. BC Parks staff were receptive and supportive having more accessible parking and accessible picnic tables installed at the boat launch area by summer 2025 and other accessibility improvements within the next three years. BC Parks staff committed to take these action items and review with other BC Parks manager will revisit the Accessibility Committee in the spring of 2025 to discuss.

## **8. REQUEST FOR DECISIONS**

- a. **Request for Decision regarding SPARC BC – Local Government Accessibility Grant**

## **9. REPORTS**

- a. **City of Port Alberni Master Planning, S. Darling, Director of Corporate Services, City of Port Alberni.**

The City of Port Alberni recently completed the Parks, Recreation, and Culture Project (phase 1). The consultants and City staff who worked on this project will attend the February 2025 Accessibility Committee meeting to present their results.

The remaining phases of master planning include Fire Services, Storm Water, Transportation, Watershed Protection, Greenhouse Gas Management, and Wastewater/Water.

Request to the committee members to provide their input on the Let's Connect PA site.

## **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 11:08 am*



Certified Correct:

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Cindy Solda,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON TUESDAY, DECEMBER 17, 2024, 11:45 AM

Via Zoom

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### MEMBERS

#### PRESENT:

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

#### REGRETS:

Helen Dick, Member at Large

#### STAFF PRESENT:

Heather Zenner, Manager of Administrative Services  
Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/17-12-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 11:46 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: N. Uzelman*

*SECONDED: V. Siga*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

### 4. MINUTES

**a. Accessibility Committee Minutes – October 8, 2024**

*MOVED: V. Siga*  
*SECONDED: N. Uzelman*

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

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

A. Severinson joined at 11:50 am

**a. Request for Decision regarding SPARC BC – Local Government  
Accessibility Grant**

*MOVED: N. Uzelman*  
*SECONDED: V. Siga*

*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.*

**CARRIED**

**8. REPORTS**

**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**

*MOVED: J. Tattrie*

*SECONDED: V. Siga*

*THAT the meeting be adjourned at 11:52 am.*

**CARRIED**

Certified Correct:

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Cindy Solda,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant

**From:** [SDPR Accessibility Directorate SDPR:EX](#)  
**To:** [Kristin Kerr-Donohue](#)  
**Subject:** RE: Letter Regarding Accessibility Concerns at Sproat Lake Park  
**Date:** January 2, 2025 11:19:57 AM  
**Attachments:** [Letter Regarding Accessibility Concerns at Sproat Lake Park.msg](#)

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

Hello, Kristin (OBO John Jack, Chairperson ACRD),

Thank you for sharing your accessibility concerns related to Sproat Lake Park. Your feedback has been shared with the Ministry of Environment and Parks as well as regional authorities. The barriers you have identified (and your suggestions for how to remove them) will be shared with the Provincial Accessibility Committee and Technical Committees to inform the development of accessibility standards under the Accessible B.C. Act.

Warm regards,

**Accessibility Directorate**

Ministry of Social Development and Poverty Reduction

We acknowledge with respect that the Public Service operates throughout B.C. on the traditional lands of Indigenous Peoples.



# Planning Accessible Events in the Alberni-Clayoquot Regional District

*This resource is intended to assist Alberni-Clayoquot Regional District (ACRD) staff and contractors in planning events, public engagement, celebrations, training, and other occasions so that these opportunities can be equally accessible to all. Information in this document was graciously pulled from the [UBC - Checklist for Accessible Events](#), [City of Vancouver - Accessible Events Checklist & Resources](#), [Province of Ontario - Planning Accessible Events](#), and [Ingenium Accessibility Standards for Exhibitions](#).*

*We welcome and encourage community groups, non-profits, and for-profit businesses and organizations who host events to use this resource.*



### Accessible Venues

- Consider size of venue required (estimate number of attendees, be liberal in assessing space required to comfortably accommodate persons using mobility aids, persons with visual disabilities, and assistance dogs).
- Utilize surfaces that are concrete, asphalt, linoleum, and tight-weave carpets.
- Avoid surfaces such as wet grass, wood chips or bark mulch.
- Avoid slopes where possible (no more than 5% slope).
- Ensure entranceways are accessible (no stairs or ledges/lips to doorways; doors have a minimum width of 39 inches).
- Ensure automatic door openers are activated (otherwise, wedge the door open if allowed by fire regulations).
- Ensure washrooms are accessible (grab bars, accessible sinks, soap, and paper towels) with non-scented products.
- Ensure at least one single-user washroom with signage to reflect universal designation.
- Ensure there is sufficient accessible parking (with signage).
- Ensure there are chairs for people who find it difficult to stand for long periods, including a variety of chairs with and without armrests.
- Ensure there are spaces without chairs at tables for those using a wheelchair (scattered throughout the space).
- Ensure podium can be adjusted down for persons sitting down or ensure use of a stand-alone microphone.



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

- Make aisles wide (1 m) and provide space around tables for people using mobility aids.
- Cover electrical cables or cords that cross aisles and pathways.
- Consider locations that are on public transportation routes.
- Consider the impact of ambient noise for people hard-of-hearing.
- Consider lighting. Good lighting helps people who are Deaf or hard of hearing read lips or communicate with sign language. Direct natural light can cause shadows and glare, making it difficult for people with low vision to see.

### **Invitations and Communication Materials**

- Ensure event is communicated broadly and in ways (email, social media, websites, posters, flyers, newspaper, etc.) that include all community members with all types of disabilities.
- Recommended text size is 14 or larger using a sans serif font (Ex. Arial, Calibri).
- Use high contrast colours (dark text on light background or light text on dark background).
- Make materials for the event available in alternate formats, such as an electronic version as well as a hard copy (and provide in advance upon request).
- Ask speakers to verbally describe any visual content in their presentations.
- If film or video materials are being used, ideally, they should be captioned.
- Include a statement in communications that anyone requiring accommodation can contact the event planner (provide both phone number & email contacts).
- Ensure signage does not block sidewalks or create a tripping hazard.





- Ensure signage uses short sentences using plain language.
- Ensure that displays and all materials can be accessible to all. The *Ingenium Accessibility Standards* provides the following image as guidance for display materials:

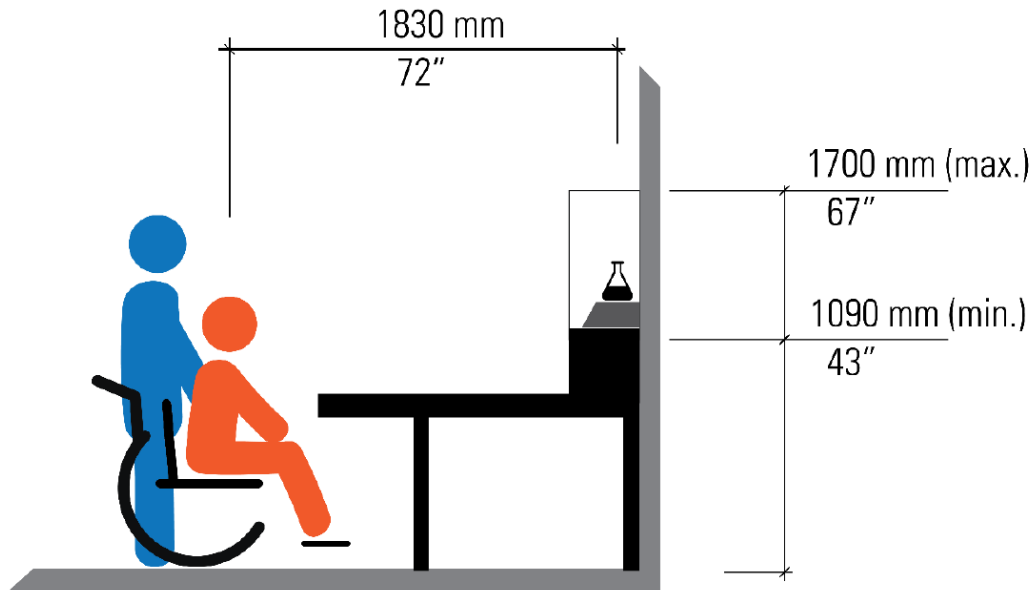


Figure 2.1.2 Object viewing heights at a presumed distance of 1830 mm

### **Food and Refreshments** (*consider if your event is providing*)

- Accommodate food sensitivities and dietary requirements (clearly labelled).
- Provide water in pitchers and help with pouring.
- Have bendable straws as well as some cups with handles (to help those with limited use of their hands).
- Consider serving accommodated meals first (in case a correction is needed) but be mindful that all attendees want to enjoy their meals at the same time.



### Other Considerations

- Encourage attendees to help maintain a scent-free environment by including this information in promotional materials and by way of signage at event.
- Utilize non-scented markers.
- Consider assistance dogs and their needs (water bowls, space requirements).
- If hosting an outdoor event, utilize signage to highlight accessible access points and consider utilizing Mobi-Mats to provide further accessible locations.

### Final Check

Shortly prior to the event, following the event setup, walk through the event site, review the food and the program details along with this guidance document.

Consider the experience from the perspective of those:

- Using a variety of mobility assistance devices,
- Accompanied by an assistance dog,
- With a mental, intellectual or cognitive impairment,
- With low vision,
- With an auditory disability,
- With a chemical sensitivity.

***“Accessibility is not a problem to be solved. It is a culture to be built.”***

***Sheri Byrne-Haber***