ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Accessibility Committee Meeting
Tuesday, September 9th, 2025
Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC
10:00 am

Regular Agenda

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

Register to participate via Zoom Webinar at:
https://acrd-bc-ca.zoom.us/webinar/register/WN_DIES6tqDQQejt8lrH7ZGig#/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 May 13, 2025**   3-5

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

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

   a. **Jacob Burnley, Transit Planner, Seth Wright, Senior Government Relation Manager, BC Transit, Future Service Plan for Port Alberni and Alberni Valley**

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b. **Adam Bishop, Manager of Accessible Transit, BC Transit, Custom Transit Services**

6. **CORRESPONDENCE FOR INFORMATION**

   a. **ALBERNI CLAYOQUOT REGIONAL DISTRICT**   **6-9**
      Planning Accessible Events in the Alberni-Clayoquot Regional District
   b. **ALBERNI CLAYOQUOT REGIONAL DISTIRCT**   **10-11**
      Sproat Lake Accessible Parking and Picnic Table Update

   THAT the Accessibility Committee receive items a-b for information.

7. **REQUEST FOR DECISIONS**

8. **REPORTS**

   a. Burde Street Update, Verbal Update – S. Darling
   b. City Hall Lobby Update, Verbal Update – S. Darling
   c. ACRD Accessibility Training, Verbal Update – H. Zenner

   THAT the Accessibility Committee receives reports a-b.

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**

11. **ADJOURN**

    Next Meeting: **Tuesday, December 9ᵗʰ at 10:00am Hybrid – ACRD Boardroom/Zoom**

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![Alberni-Clayoquot Regional District logo] **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

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/16WTzjnxej/?mibextid=wwXIfr

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.

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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.

13. ADJOURN

The meeting was adjourned at 11:05 am.

CARRIED

Certified Correct:

_____   _____
Nicole Uzelman,   Kristin Kerr-Donohue,
Vice- Chairperson   Administrative Assistant

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Planning Accessible Events in the Alberni-Clayoquot Regional District

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

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, Coastal Queer Alliance, and Ingenium Accessibility Standards for Exhibitions*.

Venues

Surfaces

☐ Utilize surfaces that are concrete, asphalt, linoleum, and tight-weave carpets.

⊗ **AVOID**
- AVOID surfaces such as wet grass, wood chips or bark mulch.
- AVOID slopes where possible.

5° NO MORE THAN 5% SLOPE

Accessibility

☐ **Ensure** there is sufficient accessible parking (with signage).

☐ **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).

Washrooms

- Using the washroom is a **basic right**, and every person deserves to use public washrooms without fear of harassment, discrimination, or anxiety.

☐ **Ensure** washrooms are accessible (grab bars, accessible sinks, soap, and paper towels) with non-scented products.

☐ **Ensure** at least 1 single-user washroom is available, with signage to reflect gender neutral washrooms (communicate this in promotional materials).

Presentation Space

☐ **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.

☐ 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.

Considerations

☐ **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.

Planning Accessible Events in the ACRD

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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.

Invitations and Communication Materials

Design

- Recommended text size is 14 or larger using a sans serif font (Ex. Arial, Calibri).

    Arial 14pt. / Calibri 14 pt.

- Use **high contrast** colours (dark text on light background or light text on dark background).

- **Consider** using symbols and annotation (rather than relying on colour).

CONSIGER (!)

- ▪ Utilize black & white (universally accessible).
- ▪ **AVOID** red (especially with green).

Accessibility

- 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 and email contacts).

Signage & Displays

- **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:
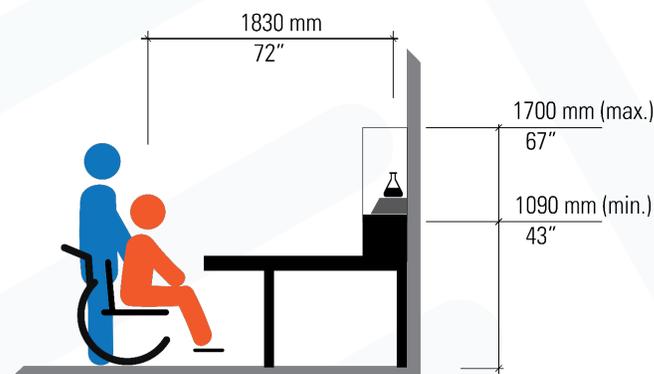
Object Viewing Heights at a Presumed Distance of 1830 mm

Planning Accessible Events in the ACRD

Be Considerate

Food & 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).

- <u>Consider</u> 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.

- <u>Consider</u> 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.

<u>Consider</u> 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.

For more information, please contact:

Heather Zenner,
Manager of Administrative Services
Tel: (250) 720-2731
Email: hzenner@acrd.bc.ca

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