



ACCESSIBILITY COMMITTEE OF COUNCIL  
Wednesday, August 14<sup>th</sup>, 2024 @ 3:30 pm  
Ucluelet Community Centre  
500 Matterson Drive, Ucluelet

#### AGENDA

1. CALL TO ORDER
  - 1.1. ACKNOWLEDGEMENT TO THE YUUTUʔIʔATH  
The committee would like to acknowledge Yuutuʔiʔath on whose traditional territories the District of Ucluelet operates.
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
  - 3.1. May 29, 2024
4. REPORTS/INFORMATION
  - 4.1. Final review of Working Grid & principles
5. CORRESPONDENCE/INFORMATION ITEMS
  - 5.1. Accessibility Grant letter of support
6. NEW BUSINESS
  - 6.1. Next Steps – Open House set-date
  - 6.2. Timing Advertising
7. ADJOURNMENT



ACCESSIBILITY COMMITTEE OF COUNCIL  
Wednesday, May 29<sup>th</sup>, 2024 @ 3:30 pm  
Ucluelet Community Centre  
500 Matterson Drive, Ucluelet

Present: Chair: Councillor Ian Kennington  
Committee: Margaret Morrison, Scott Murray, Mary Ruff, Todd Smith  
Staff: Abby Fortune, Director of Community Services  
Judy Bloedorn, Recreation Administrative Coordinator

1. CALL TO ORDER

The May 29<sup>th</sup>, 2024, Accessibility Committee Meeting was called to order at 3:38pm.

The committee would like to acknowledge Yuuṭuʔiʔaṭṭ on whose traditional territories the District of Ucluelet operates.

2. APPROVAL OF THE AGENDA

2.1. May 29, 2024, Accessibility Committee Agenda

- i. It was moved and seconded THAT the May 29, 2024, Accessibility Committee Meeting Agenda be approved as presented TS approved, SM seconded
  - i. CARRIED

3. ADOPTION OF MINUTES

3.1. April 24, 2024, Accessibility Committee Meeting Minutes

- i. It was moved and seconded THAT the May 29, 2024, Accessibility Committee Meeting Agenda be approved as presented, TS, SM
  - i. CARRIED

4. UNFINISHED BUSINESS

4.1. Final Working grid and action items

5. REPORTS/INFORMATION

5.1. Working Grid

5.2. Layout (verbal)

## 6. CORRESPONDENCE/INFORMATION ITEMS

- Use District map to identify areas that could use Accessibility updates (stickers and feedback sheets)
- Mission Statement – (Todd and Abby to put together a mission statement)
- Mandate, review, and ensure that we are following
- Use the Leads column for collaboration (mandate oriented)
- Action items can be lumped together under mandate items
- Principals and how they meet/address the items (Abby & Judy)

## 7. NEW BUSINESS

### 7.1. Next Steps – Open House

- i. August 28, 2024, and September 25, 2024, two dates

### 7.2. Timing Advertising

- Survey to follow the open house (launched on the day of the open house)
- QR code
- newspaper ads,
- posters (accessible parking spots, accessible washrooms, co-op, chiropractor, clinics, WCCRS, bus stops, on buses, Hitacu, CBT),
- Chamber of Commerce
- Forest Glen,
- Mayor makes an announcement on the radio segment
- District Office
- Councilor Sean Anderson (Health advocate?)
- RCMP
- Ambulance
- Mental Health Office
- Coastal Queer Alliance

### 7.3. Next Meeting July 17, 2025

## 8. ADJOURNMENT at 4:13 pm

## District of Ucluelet Accessibility Committee Recommended Actions

Action Name		First Steps	Next Steps	Lead(s)	Funding
1.	Hiring process - diversity/anti-discrimination (components)	<ul style="list-style-type: none"> <li>current policy, upscale gap analysis of knowledge/training</li> <li>level of expertise</li> <li>proactive, willingness to accommodate</li> <li>pay transparency</li> <li>active</li> <li>look for balanced representation</li> </ul>	<ul style="list-style-type: none"> <li>updated policy, information out/advertising campaign</li> <li>recruiting diversity</li> <li>internal training</li> <li>language/definition inclusive language in postings</li> <li>interview structure</li> <li>performance development review - tenure, retention, support, benefits, education, training</li> </ul>	<ul style="list-style-type: none"> <li>admin</li> <li>contract/3rd party</li> </ul>	<ul style="list-style-type: none"> <li>\$ benefit</li> <li>Training</li> </ul> <p style="color: red;">Grant Funding annual review tie in for ALL points</p>
2.	Policy for accessibility Festival/Events/facilities	<ul style="list-style-type: none"> <li>audit current policies, staffing, volunteers, events, facilities</li> <li>planned growth &amp; accessibility</li> <li>special events forms</li> <li>audit to events other than DOU - complimentary organization</li> <li>inventory for physical resources</li> <li>research what has been done successfully</li> <li>research national guidelines - SPARC</li> </ul>	<ul style="list-style-type: none"> <li>timing/awareness</li> <li>identify opportunities to close gaps in audit - new events/ facilities.</li> <li>outreach to other organizations like policies</li> <li>understanding what is needed</li> <li>communication of resources - templates, guidelines</li> <li>feedback/public input</li> </ul>	<ul style="list-style-type: none"> <li>P &amp; R</li> <li>Chamber of Commerce</li> <li>WCRS</li> <li>Prov of BC</li> <li>Health Network</li> <li>ACRD</li> <li>Mid-Island</li> <li>CBT</li> <li>CQA</li> </ul>	<ul style="list-style-type: none"> <li>opportunities outside</li> <li>RMI - tie in</li> </ul>
3.	Sidewalks/Crosswalks/lighting/Continuity (mobility/safety) Parks Access/curbs	<ul style="list-style-type: none"> <li>Inventory/identify-map of Ucluelet to mark out network</li> <li>desired lines/unbuilt</li> <li>prioritize</li> <li>lighting identification/need</li> <li>create zones</li> <li>core needs: health wellness, recreation, tourism</li> <li>public input/framework</li> <li>Parks &amp; playgrounds review</li> </ul>	<ul style="list-style-type: none"> <li>mapping it out/continuity</li> <li>integrate into OCP (public input for these first two points)</li> <li>scope: i.e. mobility vs other disabilities</li> <li>standards/appropriate</li> <li>policy, types of service, level of service within zones</li> <li>plan to move forward</li> <li>strategic plan (Council)</li> <li>Bus stops/bus fleet – review for accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Planning Department: mapping and OCP</li> <li>Parks &amp; Rec: trails and pathways</li> </ul>	<ul style="list-style-type: none"> <li>5 - 20-year budgeting</li> <li>grants</li> <li>RMI</li> <li>partnership with service clubs</li> </ul>
4.	Rest areas local/tourism/signage (ranking difficulties) Wayfinding  <span style="color: red;">**Overlap with tourism? **</span>	<ul style="list-style-type: none"> <li>audit - wayfinding – washrooms – mapping -linkages - charge points - signage = accessible!</li> <li>pet/support/infrastructure</li> <li>identify priorities</li> <li>sustainment/legacy-mtn.</li> </ul>	<ul style="list-style-type: none"> <li>frequency of opportunities for rest - options/grading - symbols</li> <li>signage/what is coming up</li> <li>water fountains</li> <li>connecting with organizations</li> <li>mapping future builds</li> <li>P&amp;R Masterplan/OCP</li> <li>continuity of surfaces</li> <li>priority paving</li> <li>WPT - levels</li> <li>community focused</li> <li>RES info/guides built in</li> </ul>	<ul style="list-style-type: none"> <li>P&amp;R, Planning, Public works, Operations-mtn.</li> <li>First nations consult</li> </ul>	<ul style="list-style-type: none"> <li>Clean BC electrical charge-scooter</li> <li>taxes</li> <li>New Horizons</li> <li>National parks</li> </ul>

## District of Ucluelet Accessibility Committee Recommended Actions

Action Name	First Steps	Next Steps	Lead(s)	Funding
5. Climate change/Emergency planning, Future needs	<ul style="list-style-type: none"> <li>• Facilities - cooling centre, warming centre</li> <li>• UCC outfitting for emergencies</li> <li>• Tsunami - audit info, update</li> <li>• Coast smart</li> <li>• Standards - building code requirements</li> <li>• EOC/ESS training accessibility</li> <li>• Weather - snow accessibility</li> <li>• Accessible routes for emergency access</li> <li>• Focus on muster points – signage/auditory cues</li> <li>• Prioritize upgrades on emergency routes</li> <li>• Rest benches have GIS or id# to identify location in emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Defining scope of responsibility (DOU)</li> <li>• Fire/earthquake</li> <li>• Climate (builds)</li> <li>• Updated emergency plan – ensuring accessibility</li> <li>• Retrofit to meet code \$</li> <li>• Trails standards</li> <li>• Training lens</li> <li>• Contingency fund for shortfall (proactive)</li> </ul>	<ul style="list-style-type: none"> <li>• District - All depts.</li> <li>• Fire/Emergency , gaps (lens of accessibility)</li> </ul>	<ul style="list-style-type: none"> <li>• ESS grants available</li> <li>• A/C grants? ***</li> </ul>
6. Accessibility standards for new website (getting the info out)	<ul style="list-style-type: none"> <li>• Redoing website - user friendly, accessibility standards, resources (for info), accessibility page/portal?</li> <li>• Ukee Mail - accessibility, info out, events opportunities (tie in Chamber of Commerce (Rec Guide))</li> <li>• Medium type - evaluate, look at need</li> <li>• Social Media - consistency/intent, literal translation, focus on one area, driving to the site, how to respond</li> <li>• Welcome wagon - info?</li> <li>• Chamber - business, info, resources</li> <li>• Partners - consistent messaging</li> <li>• Bylaws, council meetings, zoning, OCP are searchable</li> </ul>	<ul style="list-style-type: none"> <li>• Opt in partner - messaging Standards/policy</li> <li>• Champions for inclusion/advocate, test group</li> <li>• RFP – expectations</li> <li>• Ukee Mail - audio? Text, reboot</li> <li>• Colour standards – design</li> <li>• Partners/communication</li> <li>• Community calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Admin - dept heads</li> <li>• IT</li> <li>• Legal obligation</li> </ul>	<ul style="list-style-type: none"> <li>• Grant</li> </ul>
7. Hidden disabilities/Social norms. Immutable characteristics of mental, social, physical - being identity	<ul style="list-style-type: none"> <li>• Awareness</li> <li>• info knowledge</li> <li>• safety - OH&amp;S</li> <li>• policy</li> <li>• code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>• signage - messaging positive</li> <li>• training/knowledge</li> <li>• updating info</li> <li>• actionable items/resources available</li> <li>• create environment, scent free, lighting, inclusive</li> <li>• tie in/apply</li> </ul>	DOU	n/a
8. Tourism	<ul style="list-style-type: none"> <li>• inventory - who is doing really well in BC? (4VI website initiative)</li> <li>• access through tourism lens</li> <li>• 4VI - review info collected</li> <li>• research/standards</li> <li>• stop gap measures</li> </ul>	<ul style="list-style-type: none"> <li>• small business funding</li> <li>• outreach partnership, accessibility in region, best practices</li> <li>• incentive - feature businesses, website</li> <li>• WPT trail chair</li> <li>• Accessibility map - what can be accessed?</li> </ul>	<ul style="list-style-type: none"> <li>• Chamber of Commerce</li> <li>• Community services</li> <li>• Planning Department</li> <li>• Council</li> <li>• IT/Admin</li> </ul>	<ul style="list-style-type: none"> <li>• grants/CBT</li> <li>• time</li> <li>• RMI funding</li> </ul>
9. General recommendations	<ul style="list-style-type: none"> <li>• EDI (equity diversity inclusion)</li> <li>• Ombudsmen</li> <li>• grant audit</li> <li>• tester</li> <li>• resolution tracker</li> <li>• inventory/district scope</li> <li>• audit, communication</li> <li>• accountability of policy</li> <li>• benchmarks/metrics</li> <li>• Synergy with other existing strategies</li> <li>• Inclusion First Nation (prioritize)</li> </ul>	<ul style="list-style-type: none"> <li>• back check on how often this occurs annually? Every two years</li> <li>• Prioritize companies with Accessibility policy (tie into #1)</li> <li>• Benchmarks</li> <li>• Accountability</li> <li>• Identify a phased approach to all points</li> </ul>		

(Intro paragraph and conclusion paragraph approaches to all categories as seen through the DOU)

## Abby Fortune

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**From:** Tessa Ma (WCRS) <ppm@wccrs.ca>  
**Sent:** July 30, 2024 1:24 PM  
**To:** Abby Fortune  
**Subject:** FW: Accessibility Grant

[External]

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**From:** Tessa Ma (WCRS)  
**Sent:** Tuesday, July 30, 2024 1:23 PM  
**To:** afortune@uclulet.ca  
**Subject:** Accessibility Grant

Hello Abby,

Would it be possible to write a letter of support from the District's accessibility committee for installing the automatic door at the library and fixing the one at the Hub? It is required for the accessibility grant application.

Thank you,

Tessa Ma (*she/her*)  
Program and Personnel Manager  
Westcoast Community Resources Society  
500 Matterson Dr, PO Box 868, Ucluelet, BC V0R 3A0  
[www.wccrs.ca](http://www.wccrs.ca)

*I respectfully acknowledge the traditional unceded territories of the ʕaahʕuusʔath (Ahousesht), hiškʷiiʔath (Hesquiaht First Nation), ʕaʕuukʷiʔath (Tla-o-qui-aht First Nations), tukʷaaʔath (Toquaht Nation) and Yuuluʕiʕʔath (Ucluelet First Nation) peoples.*