



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

AGENDA

1. CALL TO ORDER
 - 1.1. ACKNOWLEDGEMENT TO THE YUUTU?I?ATH
The committee would like to acknowledge Yuutu?i?ath on whose traditional territories the District of Ucluelet operates.
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
 - 3.1. April 24, 2024
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
7. NEW BUSINESS
 - 7.1. Next Steps – Open House
 - 7.2. Timing Advertising
8. ADJOURNMENT



ACCESSIBILITY COMMITTEE OF COUNCIL
Wednesday, April 24th, 2024 @ 3:30 pm
Ucluelet Community Centre
500 Matterson Drive, Ucluelet

Present: Chair: Councillor Ian Kennington
Committee: Margaret Morrison, Mary Ruff, Todd Smith, Scott Murray
Staff: Abby Fortune, Director of Community Services
Candice Bone, Recreation Assistant

1. CALL TO ORDER

The April 24, 2024 Accessibility Committee Meeting was called to order at 3:31pm

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

2. APPROVAL OF THE AGENDA

a. April 24, 204 Accessibility Committee Meeting Agenda

i. It was moved Mary and seconded by Todd THAT the April 24, 2024 Accessibility Committee Meeting Agenda be adopted as presented

I. CARRIED

3. ADOPTION OF MINUTES

a. January 24, 2024

i. It was moved Mary and seconded by Todd THAT the April 24, 2024 Accessibility Committee Meeting Minutes be adopted as presented

II. CARRIED

4. UNFINISHED BUSINESS

- a. Final Brainstorming Working grid and action items
- b. add timelines to next steps
- c. adjust any action items

5. REPORTS/INFORMATION

a. Working Grid

6. CORRESPONDENCE/INFORMATION ITEMS

7. NEW BUSINESS

a. Next Steps – Open House

- i. Ensure access to seniors by getting the information out to them
- ii. Put a package together for Council for input/approval
- iii. Council review package and give any input to the Committee
- iv. Committee submits revised package for final input

Open House:

Display boards for open house

- Mission Statement
- Mandate
- Provincial Policy
- Terms of Reference

Each Committee Member will take on a “point” from the Recommended Actions and that will be their “station” at the open house. Each station will include an engaging question.

- For each section, have the current policy displayed
- Each section will offer an opportunity for the public to “fill in the gaps” and give feedback on that policy. “What would make this inclusive/accessible for me?”
- Incorporate feedback from Open House into new policy.
- Action points #3 and #4 - Gather feedback by including visual map using stickers to identify locations/areas people see as problem areas. Use this information when prioritizing/planning sidewalks etc.
- Action point #4 keep this as a separate point as opposed to tying it to #3
- Prioritize groups.
- Identify paths.
- Board with question What works for you? Provide sticky notes for feedback.
- Action point #7 to include Ballot Boxes

At the Open House have a “host” who can assist people with visual disabilities – someone on the Committee.

Have available online for people at home. Online questions for each station? Have a paper version as well.

Careful of having a full online survey before Open House as people may not come to provide their input. Give the public notification and things to think about.

Open Houses - first week of June (June 5?) – on the same day have one at the Seniors Luncheon in the Main Hall and have one in the evening in an Activity Room.

Booth at Ukee Days for accessibility – maybe too busy for this?

May 29th 3:30 pm – Review of all materials for the Open House

July 17th 3:30 pm – to review feedback from Open House

August 14th 3:30 pm – Meeting for implementation

liv. Other business

Ian is attending workshops May 9 & 10

Mary is attending an Inclusive Employer workshop by Small Business BC

8. ADJOURNMENT

- i. Meeting adjourned at 4:26 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"> current policy, upscale gap analysis of knowledge/training level of expertise proactive, willingness to accommodate pay transparency active look for balanced representation 	<ul style="list-style-type: none"> updated policy, information out/advertising campaign recruiting diversity internal training language/definition inclusive language in postings interview structure performance development review - tenure, retention, support, benefits, education, training 	<ul style="list-style-type: none"> admin contract/3rd party 	<ul style="list-style-type: none"> \$ benefit Training <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"> audit current policies, staffing, volunteers, events, facilities planned growth & accessibility special events forms audit to events other than DOU - complimentary organization inventory for physical resources research what has been done successfully research national guidelines - SPARC 	<ul style="list-style-type: none"> timing/awareness identify opportunities to close gaps in audit - new events/ facilities. outreach to other organizations like policies understanding what is needed communication of resources - templates, guidelines feedback/public input 	<ul style="list-style-type: none"> P & R WCRS Prov of BC Health Network ACRD Mid-Island CBT CQA 	<ul style="list-style-type: none"> opportunities outside RMI - tie in
3.	Sidewalks/Crosswalks/lighting/Continuity (mobility/safety) Parks Access/curbs	<ul style="list-style-type: none"> Inventory/identify-map of Ucluelet to mark out network desired lines/unbuilt prioritize lighting identification/need create zones core needs: health wellness, recreation, tourism public input/framework 	<ul style="list-style-type: none"> mapping it out/continuity integrate into OCP (public input for these first two points) scope: i.e. mobility vs other disabilities standards/appropriate policy, types of service, level of service within zones plan to move forward strategic plan (Council) Bus stops/bus fleet – review for accessibility 	<ul style="list-style-type: none"> Planning Department: mapping and OCP Parks & Rec: trails and pathways 	<ul style="list-style-type: none"> 5 - 20-year budgeting grants RMI partnership with service clubs
4.	Rest areas local/tourism/signage (ranking difficulties) Wayfinding **Overlap with tourism? **	<ul style="list-style-type: none"> audit - wayfinding – washrooms – mapping -linkages - charge points - signage = accessible! pet/support/infrastructure identify priorities sustainment/legacy-mtn. Tester – Scott to test areas 	<ul style="list-style-type: none"> frequency of opportunities for rest - options/grading - symbols signage/what is coming up water fountains connecting with organizations mapping future builds P&R Masterplan/OCP continuity of surfaces priority paving WPT - levels community focused RES info/guides built in 	<ul style="list-style-type: none"> P&R, Planning, Public works, Operations-mtn. First nations consult 	<ul style="list-style-type: none"> Clean BC electrical charge-scooter taxes New Horizons National parks

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

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