



ACCESSIBILITY COMMITTEE OF COUNCIL  
Wednesday, April 24<sup>th</sup>, 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. January 24, 2024
4. UNFINISHED BUSINESS
  - 4.1. Final Brainstorming Working grid and action items
5. REPORTS/INFORMATION
  - 5.1. Working Grid
6. CORRESPONDENCE/INFORMATION ITEMS
7. NEW BUSINESS
  - 7.1. Next Steps – Open House
8. ADJOURNMENT



ACCESSIBILITY COMMITTEE OF COUNCIL  
Wednesday, January 24<sup>th</sup>, 2024 @ 3:30 pm  
Ucluelet Community Centre  
500 Matterson Drive, Ucluelet

Present: Chair: Councillor Ian Kennington  
Committee: Scott Murray, Todd Smith, Margaret Morrison, Mary Ruff – not in attendance  
Staff: Abby Fortune, Director of Community Services  
Judy Bloedorn, Recreation Admin Coordinator

1. CALL TO ORDER

The January 24, 2024 Accessibility Committee Meeting was called to order at 3:34 pm.

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

2. APPROVAL OF THE AGENDA

2.1. January 24, 2024 Accessibility Committee Agenda

- i. It was moved by Todd Smith and seconded by Scott Murray THAT the January 24, 2024 Meeting Agenda be approved as presented.
- i. CARRIED

3. ADOPTION OF MINUTES

3.1. It was moved by Todd Smith and seconded by Scott Murray THAT the December 13, 2023 Accessibility Committee Meeting minutes be adopted as presented.

- i. CARRIED

4. UNFINISHED BUSINESS

4.1. Brainstorming Working grid and action items

5. REPORTS/INFORMATION

5.1. Working Grid

6. CORRESPONDENCE/INFORMATION ITEMS

7. NEW BUSINESS – March 20, 2024 meeting at 3:30pm

8. ADJOURNMENT at 4:41 pm

## District of Ucluelet Accessibility Committee Recommended Actions

Action Name		First Steps	Next Steps	Lead(s)	Funding
1.	Hiring process - diversity/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>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> </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 moving forward</li> <li>strategic plan (Council)</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> <li>Tester</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> </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. Getting the info out/website	<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</li> <li>• training/knowledge</li> <li>• updating info</li> <li>• actionable items/resources available</li> <li>• create environment</li> <li>• tie in/apply</li> </ul>	DOU	n/a
8. Tourism	<ul style="list-style-type: none"> <li>• inventory - who is doing what?</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>• 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>• 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</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> </ul>		

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