



NOTICE OF MEETING AND AGENDA ACCESSIBILITY COMMITTEE

Monday, April 28, 2025, 10:00 AM
Village Office, 495 Hot Springs Road,
Harrison Hot Springs, BC V0M 1K0

THIS MEETING WILL BE CONDUCTED IN-PERSON AND VIA ZOOM VIDEO CONFERENCE

1. CALL TO ORDER
Meeting called to order by Councillor Facio, Chair.
2. LAND ACKNOWLEDGMENT
Acknowledgement of Sts'ailes traditional territory.
3. INTRODUCTION OF LATE ITEMS
4. APPROVAL OF AGENDA
5. ADOPTION OF MINUTES
(a) THAT the Accessibility Committee Meeting minutes of December 11, 2024 be adopted. Page 1
6. ITEMS FOR DISCUSSION
(a) Report of Corporate Officer dated April 28, 2025 Page 5 Re: Council Procedure Bylaw No. 1216, 2025 and Updated Terms of Reference Recommendation: THAT the updated Accessibility Committee Terms of Reference be endorsed by the Committee and forwarded to Council for approval.
(b) Verbal Report of Community Services Manager Re: Village Washroom Inventory
(c) Verbal Report of Community Services Manager Re: Accessible Parking Stalls
(d) Accessibility Feedback
(e) Next Meeting Date: TBD
7. ADJOURNMENT

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ACCESSIBILITY COMMITTEE**

DATE: Wednesday, December 11, 2024
TIME: 10:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Councillor Leo Facio, Chair
Sharon Chatenay
Shell De Martin
Stephanie Gallamore (Until 11:00 a.m.)
Geraldine Mailhot

Amanda Graham, Corporate Officer
Christy Ovens, Community Services Manager
Kalie Wiechmann, Community Services Clerk Receptionist

ABSENT:

1. **CALL TO ORDER**

Chair Facio called the meeting to order at 10:03 a.m.
Chair Facio acknowledged the traditional territory of Sts'ailes.

2. **INTRODUCTION OF LATE ITEMS**

None.

3. **APPROVAL OF AGENDA**

Moved by Stephanie Gallamore
Seconded by Shell De Martin

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
AC-2024-12-01

4. **ADOPTION OF MINUTES**

Moved by Stephanie Gallamore
Seconded by Sharon Chatenay

THAT the Accessibility Committee Meeting minutes of October 9, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
AC-2024-12-02

*Village of Harrison Hot Springs
Minutes of the Accessibility Committee
December 11, 2024*

5. ITEMS FOR DISCUSSION

(a) Council Procedure Bylaw / Committee Reporting Structure

The Corporate Officer provided a brief overview of Committee procedure, function and reporting to Council.

(b) Report of Community Services Manager dated December 11, 2024
Re: Accessible Parking Awareness Event

Moved by Geraldine Mailhot
Seconded by Stephanie Gallamore

THAT the Community Services Manager's report regarding the Accessible Parking Awareness Event be received for information.

**CARRIED
UNANIMOUSLY**
AC-2024-12-03

The Committee discussed accessibility barriers as follows:

- Lack of gender-neutral accessible washrooms to make it easier for adults in care
- Noise in the washrooms can be challenging for those who are neuro-divergent, especially loud echoes and hand dryers
- Lack of hooks or fold down shelves in accessible washrooms for people to place supplies/personal items
- Lack of safety/wall bars
- The distance between the Rendall Beach and Plaza Washrooms and potentially placing a washroom closer to Memorial Hall
- Lack of ramps and washrooms west of the Plaza
- Creating more durable washrooms with metal toilets and lights that indicate whether the stall is occupied

The Community Services manager advised that she would like to conduct an inventory on the current state of the washrooms for a future meeting. The Committee discussed potentially using grant funding to hire a company to prepare an audit.

(c) Accessibility Grant

The Community Services Manager announced that the Village was successful in its \$25,000 grant application. The grant will be used to fund automatic doors for accessible washrooms, updating public facility signage to include braille, the addition of two accessible picnic tables, street marking and signage for additional accessible parking stalls, staff training, and website modifications for accessibility.

(d) Accessible Playground

The Community Services Manager advised that the Village will be holding a Grand Opening/Ribbon Cutting event for the new Accessible Playground at the beachfront

*Village of Harrison Hot Springs
Minutes of the Accessibility Committee
December 11, 2024*

park on Friday, December 20, 2024 at 1:00 p.m. All are welcome to attend, and a digital invitation will be sent out.

(e) Accessibility Feedback

Through the Village's website, accessibility feedback was received anonymously regarding the accessible parking stall on Lillooet Avenue near Spring Park. The feedback indicates that many people park there for extended periods of time without a valid placard and requested additional patrols by bylaw enforcement and clearer/extra signage. The Community Services Manager will look into signage and the Corporate Officer will bring forward this concern with the Bylaw Enforcement Officer.

Feedback was received from Councillor Facio at a Regular Council Meeting regarding individuals in the community who require additional household waste pickup due to medical needs. The Committee discussed various options as to how best to implement such a program. The Community Services Manager will research the matter further and return to the Committee.

The Committee discussed steps without railings on either sides, adding additional hooks into existing accessible washroom stalls, the timing of crosswalk lights, tactile pieces at the base of crosswalks, mobi-mats at Rendall Park, mobi-mat placement to ensure that the start is not in deep sand.

6. ADJOURNMENT

Moved by Sharon Chatenay
Seconded by Shell De Martin

THAT the meeting be adjourned at 11:04 am.

**CARRIED
UNANIMOUSLY**
AC-2024-12-04

Leo Facio, Chair
Accessibility Committee

Amanda Graham
Corporate Officer

File No: 0360-20-08

Date: April 28, 2025

To: Accessibility Committee
From: Amanda Graham, Corporate Officer
Subject: Council Procedure Bylaw No. 1216, 2025 and Updated Terms of Reference

RECOMMENDATION

THAT the updated Accessibility Committee Terms of Reference be endorsed by the Committee and forwarded to Council for approval.

SUMMARY

To provide the Committee with information regarding recent changes to the Village's Council Procedure Bylaw which impact Committee procedures.

BACKGROUND

At the March 17, 2025 Regular Council Meeting, Council adopted a new Council Procedure Bylaw No. 1216, 2025. This bylaw formalizes many practices that are already in place, and contains several new provisions for Committees including the following:

- Council must approve Terms of Reference developed by the Committee
- Reports and recommendations to Council must be made at the next Regular Council Meeting
- Select Committee chairs must be appointed by resolution of the Committee
- Committee members will serve a term that runs concurrently with the Council term. After each general local election, the new Council may either dissolve or reconstitute the Committee. Previous members may be re-appointed at that time.
- Select Committee members wishing to resign must do so in writing to the CAO
- The Committees may develop and submit annual work plans to Council
- The Committees will report to Council annually on their activities and work plan progress
- Committee meeting minutes, once adopted, must be forwarded to Council at the next Regular Council Meeting for receipt

DISCUSSION

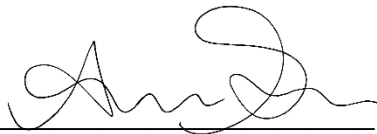
With the above changes, some provisions of the previous Terms of Reference are no longer compatible with the new bylaw. Attached to this report is an updated draft Terms of Reference for the Committee's consideration.

A summary of the changes as compared to the previous Terms of Reference include:

- Citing the new procedure bylaw as the guiding document for procedures
- Removal of aspects now dealt with in the bylaw, including selection of a Chair, open meeting requirements, delegations and forwarding adopted minutes to the next regular Council meeting
- One additional section was added to the purpose, to highlight the Committee's role in responding to accessibility feedback.

There were no changes to the Committee's purpose or membership goals as those are consistent with the *Accessible British Columbia Act*.

Respectfully submitted:



Amanda Graham
Corporate Officer

Attachment: Draft Terms of Reference dated April 28, 2025

Committee Approval Date: _____

Council Approval Date: _____

1. PURPOSE

The Accessibility Committee is a Select Committee of Council established pursuant to section 9(1) of the *Accessible British Columbia Act S.B.C. 2021, Chapter 19* to assist the Village in identifying barriers to individuals in or interacting with the Village, to advise the Village on how to remove and prevent such barriers and to provide recommendations and advice to Council on matters relating to the Village's Accessibility Plan.

2. PROCEDURES

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the Committee will conduct its proceedings in accordance with the procedures established by Council Procedure Bylaw No. 1216, 2025.

3. MEMBERSHIP

- (a) In accordance with section 9(2) of the *Accessible British Columbia Act*, the Committee's membership will, to the extent possible, have members who are selected in accordance with the following goals:
- (i) At least half of the members are persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities
 - (ii) Members reflect the diversity of persons with disabilities in BC
 - (iii) At least one member is an Indigenous person
 - (iv) Members reflect the diversity of persons in BC
- (b) The Committee will consist of up to five (5) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

- (a) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.
- (b) Notwithstanding section 4(a), the Chair may call a meeting at any time.
- (c) The Committee will ordinarily meet in Council Chambers at the Village Office, 495 Hot Springs Road, Harrison Hot Springs, however, it may also meet at Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs if required as determined by the Chair.
- (d) If a Committee member is absent for two (2) consecutive meetings without leave of the Chair, that Committee member may be disqualified from holding office as a Committee member. This section is not applicable in the case of illness or injury

which impedes the Committee member's ability to attend and participate in meetings.

- (e) Provided that the Village is able to facilitate electronic participation, meetings will be live-streamed via Zoom video conference but will not be uploaded to the Village's Youtube page.

5. RESPONSIBILITIES

- (b) The Committee will consider the following or other matters as directed by Council:
 - (i) Provide advice on the Village's Accessibility Plan and how to identify, remove and prevent barriers
 - (ii) Bring forward items of interest in improving accessibility within the Village
 - (iii) Monitor changes to the *Accessible British Columbia Act*
 - (iv) Make recommendations to the Village on a regular basis to continue accessibility initiatives
 - (v) Respond to and consider accessibility feedback received by the Village
- (c) In the provision of their services to the Village, the Committee and its members have a responsibility to act in the best interests of the Village and in accordance with bylaws, procedures, policies and guidelines established by the Village.

6. REPORTING AND AUTHORITY

- (a) The Chair will act as the spokesperson for the Committee.
- (b) The Committee does not have the authority to directly change bylaws or policies.
- (c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.