

## AGENDA

### Accessibility Advisory Committee

Wednesday, December 10, 2025 at 7:00pm  
Frank Jameson Community Centre Lower Program Room, 810 6<sup>th</sup> Avenue

**Mandate:** *The primary function of the Accessibility Advisory Committee is to identify barriers to inclusion and accessibility, and to make recommendations to Council as to how to remove and prevent these barriers.*

#### 1. CALL TO ORDER AND ACKNOWLEDGEMENT (7:00pm)

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.

#### 2. AGENDA APPROVAL

**Recommendation:**

That the Committee approve the agenda for the December 10, 2025 Accessibility Advisory Committee as presented.

#### 3. INTRODUCTIONS

#### 4. REVIEW TERMS OF REFERENCE AND ELECTION OF CHAIR Pages 2-4

#### 5. MINUTES APPROVAL Pages 5-6

Minutes of the meeting held May 28, 2025 (attached) for approval.

**Recommendation:**

That the Committee approve the minutes from the May 28, 2025 Accessibility Advisory Committee Meeting.

#### 6. PARKS, RECREATION & CULTURE UPDATE Page 7

#### 7. ACCESSIBILITY PLAN REVIEW (hard copies circulated at the meeting)

Staff have made revisions to the Accessibility Plan based on specific public feedback. The Committee may offer further guidance on other potential revisions. The next step will be to bring the updated Plan to Council in early 2026, along with recommendations to support ongoing public reporting of accessibility barriers within the Town.

#### 8. NEW BUSINESS

## ACCESSIBILITY ADVISORY COMMITTEE

### Establishment

The Accessibility Advisory Committee is a Select Committee of Council pursuant to section 142 of the *Community Charter*.

The Town of Ladysmith is required under the *Accessible BC Act* to establish an Accessibility Committee to assist the organization in identifying barriers to individuals in the organization or interacting with it, and to advise the organization on how to remove and prevent such barriers.

### Mandate

The primary function of the Accessibility Advisory Committee is to identify barriers to inclusion and accessibility, and to make recommendations to Council as to how to remove and prevent these barriers.

In fulfilling its mandate the Accessibility Advisory Committee may undertake the following:

- Identify best practices in other communities and make recommendations based on the findings
- Participate in reviewing Town of Ladysmith draft plans, policies, and procedures
- Assist in developing Town of Ladysmith plans and strategies relating to accessibility
- Discuss other issues referred to the Committee by Council, the CAO, or Senior Management

### Authority

The Committee will review matters as outlined within its mandate and make recommendations to Council.

### Membership and Terms

The Committee shall include 7 voting members:

- Town Council representative (and alternate) (1)
- Members at large from the community (6)
  - Members at large will be appointed by Council based on their experience and involvement related to issues of accessibility. To the extent possible, the membership should reflect the following:
    - a. At least half of the total members of the Committee should be persons with disabilities or persons representing a disability-serving organization.
    - b. At least one member who is an Indigenous person should be appointed.

Members are appointed for 2-year terms. The Council representative and alternate is

confirmed annually by the Mayor.

Non-Council representatives may serve up to a maximum of three consecutive terms (6 years) unless authorized by Council to serve additional consecutive terms.

Members of the Committee will represent the diversity of the community.

**Staff Support**

The Committee will be supported by one staff liaison from the Corporate Services Department (this is an *ex-officio* or non-voting role). Other department staff will provide support as needed.

**Reporting**

Committee minutes will be circulated to Council when the Committee meets.

**Meeting Management****(a) Chairperson**

- The Chairperson will be selected annually by the members.
- The first Chairperson will be selected at the first meeting of the Committee, and annually thereafter at the first meeting following July 1st.
- If the Chairperson is unable to attend a meeting, the members present will select an acting Chairperson for that meeting.
- An ex-officio member may not serve as Chairperson of the Committee.

**(b) Meeting Times and Location**

- The Committee will meet as called upon for special projects or if there are referrals to consider.
- Meetings will take place at either City Hall, Frank Jameson Community Centre, or at the Ladysmith Seniors' Centre as determined by the staff liaison in consultation with the Chairperson.
- The Procedure Bylaw of the Town applies to meetings of this Committee.

**(c) Agendas and Minutes**

- Staff, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the Committee one week prior to the meeting date.
- Recording of the meeting will be assigned to the staff person in attendance. Draft minutes will be reviewed by the Chairperson for accuracy only.
- Draft minutes will be distributed with the agenda package for the next meeting.

**Code of Conduct**

- The members are expected to be respectful and work cooperatively to achieve the common goals of the Accessibility Advisory Committee.
- The expectation is that each member will conduct him/herself in the best interest of the community and the Committee.
- Conflict of interest – a Committee member must ensure there is no potential conflict of interest and must consult with the staff liaison or Chairperson as appropriate.

**Meeting Frequency**

The Committee will meet twice annually. Additional meetings may be held at the request of Council, and pending the availability of Committee members.

**Alignment with Council Strategic Priorities**

- ☒ Core Infrastructure
- ☒ Official Community Plan Implementation
- ☐ Waterfront Area Plan
- ☐ Economy
- ☐ Leadership

**Terms of Reference adopted by Council: *June 20, 2023***

**MINUTES OF THE ACCESSIBILITY ADVISORY COMMITTEE**  
**WEDNESDAY, MAY 28, 2025**  
**MEETING HELD ELECTRONICALLY VIA ZOOM**

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**MEMBERS PRESENT**

Diane Hobelaid, Chair  
 Jordan Herbison  
 Andy Hobelaid

Councillor Amanda Jacobson  
 Shaun McKenzie  
 Christina Stephen

**STAFF PRESENT**

Sue Bouma (Manager of Corporate  
 Services)

Nick Pescod (Communications &  
 Engagement Specialist)

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**CALL TO ORDER AND  
ACKNOWLEDGEMENT**

Ms. Hobelaid, Chair, called the Accessibility Advisory Committee meeting to order at 7:09 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

**AGENDA APPROVAL**

*Moved and seconded:*

That the agenda for the May 28, 2025 meeting of the Accessibility Advisory Committee be approved as presented.

*Motion carried.*

**MINUTES APPROVAL**

*Moved and seconded:*

That the minutes of the January 8, 2025 Accessibility Advisory Committee meeting be approved.

*Motion carried.*

**ACCESSIBILITY PLAN  
REVIEW**

The Committee reviewed the Accessibility Plan and expressed their approval of the design, highlighting the inclusive imagery and the appealing, well-considered colour scheme and layout. They also proposed a number of edits for further refinement. Next steps involve seeking public opinion through the Town's social engagement platform "Let's Talk Ladysmith", after which staff will present the plan to Council.

**NEW BUSINESS****NEXT MEETING**

TBD

**ADJOURNMENT**

*Moved and seconded:*

That this Accessibility Advisory Committee Meeting be adjourned at 8:09 p.m.

*Motion carried.*

RECEIVED:

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Diane Hobelaid  
Chair

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Sue Bouma  
Corporate Officer

## PRC DEPARTMENT UPDATE

### Summary of Work Completed:

#### 2024/25 Capital Work

**Accessibility Improvements** - As part of our 2024 capital projects, we implemented a variety of accessibility enhancements based on an audit completed in collaboration with the Rick Hansen Society. The audit helped us identify key areas where we could improve accessibility for patrons with physical challenges. These changes contribute to creating a more inclusive and welcoming environment for all users of our facility.

Key upgrades included:

- Installed Automatic door openers in 2 key areas. One from the everyone changerooms to the pool deck. This is the main entrance to the pool from our handicap changeroom. So having this have the ability to open automatically helps our patrons with mobility challenges easily access the pool.
- A second ADO was installed at the main entrance to the Fitness Area, providing improved access for all users and particularly benefiting those with physical disabilities or mobility aids.
- Tactile Indicators. Tactile strips were installed on all staircases and landings throughout the facility. These tactile indicators provide important guidance for individuals with vision impairments, helping them detect changes in elevation, such as stairs or the tops of stairwells. This enhancement significantly improves safety and navigation for visually impaired patrons.
- Replacement of doorknobs. All conventional round doorknobs throughout the facility were replaced with cam-style lever handles. These new handles are significantly easier to operate, especially for patrons with dexterity or grip-strength challenges, improving independent access and usability for all visitors.
- Braille Signage. Braille signage was added to all key public areas within the facility. This includes doors accessing the Main Gym, as well as the Everyone, Men's, and Women's, and all. These signs improve navigation and support greater independence for patrons who are blind or have low vision.