Minutes of the Town of Qualicum Beach Accessibility Advisory Team held on Monday, April 27, 2026 at 1:30pm in the Town Hall Committee Hall, 660 Primrose St., Qualicum Beach, BC

Present: Linda Feil
Darwin Fraser
Barbara Deederly
Rebecca Fenton
Tracy Meikle
Lou Varela, *CAO*
Oliver Watson, *Manager of Capital Projects*
Kate Usher, *Planning Technician*

DISCUSSION

Roundtable Introductions

1. Accessibility Advisory Team Framework | Review

The Town of Qualicum Beach has structured the Accessibility Advisory Team as a staff-supported advisory team rather than a formal committee.

Summary of Accessibility Advisory Team Framework:

- Staff will serve as chair
- Accessibility initiatives are linked to Council's strategic planning, with $50,000 allocated annually for accessibility-related projects.
- Members can serve two (2) year terms and members can be reappointed.

Staff will bring forward plans related to public spaces to the Team for comment and recommendations from the Accessibility Advisory Team will be presented to Council by the CAO.

2. Establish Meeting Schedule

Minimum of three (3) meetings per year

- Initial meeting
- Strategic Initiative Prioritization
- Recommendations to Council for Q1

The Accessibility Advisory Team's recommendations regarding strategic initiatives will be considered during the Monday, September 21, 2026 Accessibility Advisory Team meeting.

3. Budget

The budget for the Accessibility Advisory Team is $50,000, annually. If the budget is not spent it is rolled over to next year's budget.

Accessibility Capital Projects will be proposed by staff, but the Accessibility Advisory Team will determine which projects are brought forward and prioritized.

Accessibility Advisory Team 2026 | Approved Projects include:

Project	**Budget**
Washroom doors at Town Hall (lobby – 3 doors)	$21,000
Dollymount Trail repair root damage	$20,000
Leigh House washroom doors	$7,000

Future projects for consideration:

Tapping Rail (similar to that found on Lighthouse Trail in Bowser) that is flush with the asphalt
Bennett Road (left, passed the school) letdowns and sidewalk cutaways to allow for easy access to cross the road
Seawall walking path improvements

Minimum standards are the minimum. We absolutely can do more and do better.

NEXT MEETING: September 21, 2026

ADJOURNMENT
The Accessibility Advisory Team adjourned at 2:40pm.