



AGENDA
SPECIAL ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS

May 20, 2020, 3:00 P.M. - 5:00 P.M.
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

	Pages
1. CALL THE SPECIAL MEETING OF THE ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS TO ORDER:	
2. INTRODUCTION OF LATE ITEMS:	
3. ADOPTION OF AGENDA:	
4. ADOPTION OF MINUTES:	
a. Minutes	3 - 5
Minutes of the Special Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2020-FEB-26, at 5:00 p.m.	
5. PRESENTATIONS:	
a. "City Spark" Coordinated Strategic Policy Review 2020-2021	6 - 14
Lisa Bhopalsingh, Manager, Community Planning, to provide an overview of "City Spark" - the City's Coordinated Strategic Policy Review which will be taking place in 2020-2021.	
b. Maffeo Sutton Park Inclusive Playground Project	15 - 23
To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.	
Kirsty MacDonald, Parks and Open Space Planner, and Scott Newlands, Parks Project Coordinator, to provide a presentation regarding the Maffeo Sutton Park Inclusive Playground Project.	

6. REPORTS:

- a. Advisory Committee on Accessibility and Inclusiveness Draft 2020 Workplan** 24 - 25

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Purpose: To provide an overview and opportunity for feedback on the Advisory Committee on Accessibility and Inclusiveness' draft 2020 workplan, prior to making a recommendation to Council.

- b. Advisory Committee on Accessibility and Inclusiveness 2020 Key Date Calendar** 26 - 28

To be introduced by Karen Robertson, Deputy City Clerk.

Purpose: To present the Advisory Committee on Accessibility and Inclusiveness with their draft 2020 Key Date Calendar and request that they recommend Council approve the calendar.

Recommendation: That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2020 Key Date Calendar.

7. OTHER BUSINESS:

8. ADJOURNMENT:

MINUTES
SPECIAL ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2020-FEB-26, AT 5:00 P.M. TO 7:00 P.M.

Present: Councillor S. D. Armstrong, Chair
Councillor Z. Maartman
A. Breen
S. Cameron
L. Derksen
S. Hamel
R. Harlow
D. Hollins
J. Maffin (arrived 5:05 p.m.)
E. Williamson

Absent: T. Davenock
L. Malbon
R. Pike

Staff: R. Harding, A/Chief Administrative Officer
L. Clarkson, A/Director, Parks, Recreation and Culture
S. Snelgrove, Deputy Corporate Officer
K. Gerard, Recording Secretary

1. CALL THE SPECIAL ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING TO ORDER:

The Special Advisory Committee on Accessibility and Inclusiveness Meeting was called to order at 5:03 p.m.

2. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

J. Maffin entered the Boardroom at 5:05 p.m.

3. REPORTS:

(a) Introductions

1. Committee members introduced themselves and advised of their experience, both positive and negative, with accessibility and inclusiveness and stated their enthusiasm for this advisory committee.

2. City of Nanaimo Staff introduced themselves and explained their role regarding the Advisory Committee on Accessibility and Inclusiveness.

(b) Meeting Procedures

Sky Snelgrove, Steno Coordinator, provided the Advisory Committee on Accessibility and Inclusiveness (the Committee) with a presentation regarding meeting procedures, meeting practices, a future meeting schedule, operating and procedural guidelines.

(c) Terms of Reference

Richard Harding, General Manager, Parks, Recreation and Culture provided the committee with an overview of the Terms of Reference and stated that meeting frequency can be adjusted based on workload and projects the committee may be involved in.

(d) Next Meeting Date

The Committee agreed that the next meeting will be held on Wednesday, 2020-MAR-25, from 5:00 p.m. to 7:00 p.m. in the Service and Resource Centre Boardroom.

(e) Future Meeting Items

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Mr. Harding stated that the Committee may be asked to participate in a review of the Official Community Plan (OCP), the Active Transportation Master Plan, Maffeo Sutton Park Plan – Phase 2 and the Parks, Recreation Master Plan and others as they come forward for review.

Committee discussion took place regarding:

- T-Looping in all City of Nanaimo owned facilities and ensure a Staff member at each facility knows how to operate the system
- Ensuring that inclusive language is used in all City documents and policies
- Encourage the use of existing technology and apps to assist people of all abilities navigate Nanaimo safely and effectively
- Ensure that issues of accessibility and inclusiveness are corrected and that steps taken already to improve accessibility and inclusiveness are implemented City wide
- Use GIS Mapping to show all residents issues such as step slope areas and improvements such as textured walking surface indicators
- Standardized across the City to ensure that every crosswalk in Nanaimo has the crosswalk noise indicators for the visually impaired or blind
- Create a document that includes the accessibility and inclusiveness priorities on a 2 – 5 year timeline and how these can be priorities can be implemented
- Offer City Staff, Mayor and Council gender sensitive training by Trans Care BC and look at best practices adopted by other communities
- Policies on gender neutral pronouns in City documents

- Foundational policy work to shift the discourse of how disabilities are viewed
- Ensuring that Parks and Recreation programs are accessible to all ages and abilities and to not segregate those with diverse needs from others
- How to assist Staff, Mayor, Council and the community at-large to change the perception of accessibility and inclusive
- Nanaimo could see an increase in visitors and tourism if it was known as a safe and accessible place for people of all ages, abilities and walks of life
- Recognizing and correcting small, basic human needs barriers can make a significant difference
- Ensuring that all public men's and women's washrooms contain feminine hygiene products
- Committee's ability to choose agenda topics and dedicate a meeting to one topic of importance

Richard Harding, General Manager, Parks, Recreation and Culture, advised the Committee that there are issues that Staff aren't aware of that the Committee would be able to help with and encouraged members to focus on small wins which will eventually lead to long-term, positive changes for people of all walks of life.

Committee discussion took place regarding:

- Creating a forum where people can rate or give helpful information regarding places, restaurants, parks and washrooms that are accessible and inclusive to all
- Access Now, Google and Refuge Restrooms are all apps that provide ratings and locations of accessible and inclusive friendly places, restaurants, washrooms, hotels and parks
- Members of the Committee joining Staff during needs assessment tours of facilities, parks and other City owned areas to help identify needs or concerns

Richard Harding, General Manager, Parks, Recreation and Culture, advised the Committee that there is no set agenda for this committee and Staff will be bringing forward a work plan to the Committee at the next scheduled meeting.

Councillor Armstrong advised the Committee that each meeting could focus on one or two agenda items of importance brought forward by the Committee or Staff. Special meetings, outside of the key date calendar, could be scheduled if the Committee recognizes a hot topic or emerging priority.

4. ADJOURNMENT:

It was moved and seconded at 7:02 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER



**Coordinated Strategic Policy
Review
2020-2021**



1

Overview

CITY OF NANAIMO
THE HARBOUR CITY

Integration of key strategic plans

1. Official Community Plan
2. Parks, Rec & Culture Plan
3. Climate Action Plan
4. Water Supply Strategic Plan
5. Economic Dev't Plan



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Overview Continued...

CITY OF NANAIMO
THE HARBOUR CITY


Important Considerations

Climate Change

Reconciliation


Sustainable Service Delivery

Inclusion and Diversity




1 Overview Continued...

Guiding Principles



- Build on successful policies in existing documents
- Incorporate Council's strategic themes as identified in the Strategic Plan
 - Economic Health
 - Environmental Responsibility
 - Governance Excellence
 - Livability
- Acknowledge the priorities of climate change, reconciliation, and sustainable service delivery
- Include robust community engagement in the creation of plans and strategies
- Provide a clear and coordinated vision to guide community building for the next 25 years
- To provide a method which allows for the evaluation and measurement of plans and strategies

1 Terms of Reference



CITY OF NANAIMO
THE HARBOUR CITY

**TERMS OF REFERENCE
COORDINATED STRATEGIC POLICY
REVIEW (2020-2021)
CITY OF NANAIMO**

INTRODUCTION

The City of Nanaimo is initiating a comprehensive update of a number of key strategic planning policy documents in 2020-2021. Central to this undertaking is an update of Nanaimo's 2008 Official Community Plan (OCP), the 2005 Parks, Recreation and Culture Plan (PRCP) and the Active and Sustainable Transportation Plan (ASTP).

Planning and engagement on these plans will be done as part of a broader process that involves coordinating engagement to inform the review of other strategic plans including:

- Economic Development Strategy (EDS),
- Water Supply Strategy-Plan Update (WSSP), and
- Sustainability (GHG and Adaptation) Plan (SP).

Coordinating community engagement on these interrelated policy documents is intended to maximize community participation, ensure consistency between the plans, ensure efficient resource use, and avoid public confusion and potential engagement fatigue from multiple overlapping planning processes.

PURPOSE AND GOALS

The goals of this project are to:

- Design and implement a coordinated planning and engagement process that informs the review and development of the OCP, PRCP, ASTP, EDS, WSSP and SP.
- Develop an updated OCP, PRCP, and ASTP for Council consideration by Fall, 2021.

Purpose and objectives of this project are to:

- Update the OCP to include the significant policy documents created since 2008 (e.g. Transportation Master Plan and Affordable Housing Strategy).
- Identify future Parks, Recreation, and Culture service delivery and development priorities for the next 10 years, including directives for facility development, service delivery, and parks and open space management.
- Fill information gaps with data generated through updated population models, land capacity analysis, and needs assessments.
- Evaluate existing policies and practices (e.g. land use designations for nodes, corridors, and neighbourhoods, step-up development permit area guidelines, park acquisition framework, park classification system).
- Consider combining several plans into one comprehensive document.
- Include new priorities into the City's strategic policy fabric (e.g. Council's 2019-2022 Strategic Plan, Truth and Reconciliation, diversity and inclusion, climate change, and asset management), and
- Develop an implementation and measurement framework towards the new and updated policy objectives.

TOR Key Elements:

- Purpose and Goals
- Guiding Principles
- Process and Timeline
- Steering Committee
- City Committees
- Public Consultation
- Resources


1
OCP


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Strategic Importance:
Statement of objectives and policies
**guides decisions on planning
and land-use management**

1
OCP

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*Building on Success:
Sustainability – Vision and Guiding Principle*



2

Status

- ☒ Terms of Reference Approved by Council
- ☒ Internal Teams Coordinated
- ☒ Consultants confirmed
- ☒ Engagement Branding & Software Selected
- ☒ Background Research Completed
- ☒ COVID-19 Adaptations Made

11


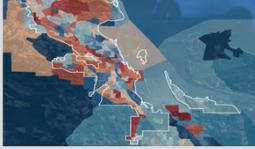
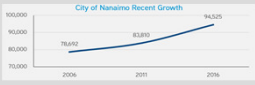
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Status Continued....


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Background Research

- ☒ Parks, Recreation & Culture GIS Analysis
- ☒ Land Inventory & Capacity Analysis
- ☒ Demographic Analysis

~ Steep Slopes Development Permit Area (DPA) Review



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Status

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COMMUNITY ENGAGEMENT APPROACH

As the City's foundational plans affects everyone in Nanaimo, every citizen is a stakeholder and will have the opportunity to participate in this process through public engagement.





3

Next Steps



May 25 2020:

Draft Engagement Strategy for Council Approval

Pending Council approval return to Committees for support and feedback on implementing Engagement Strategy



Huy steep q'u

Thank you all

Questions?



Maffeo Sutton Park Inclusive Playground Project

Maffeo Sutton Park Inclusive Playground Project

Parks, Recreation & Culture

Project Partners



children's
HEALTH FOUNDATION
OF VANCOUVER ISLAND

Parks, Recreation & Culture

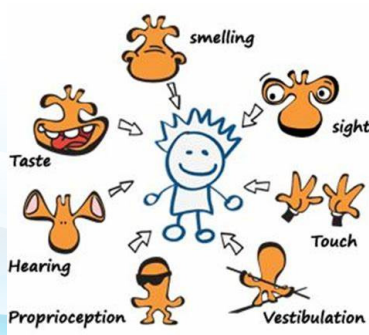
Inclusive Playground

Inclusive play is a best practice to create a meaningful play environment for people of all ages and abilities.



Parks, Recreation & Culture

Inclusive Play addresses the 7 senses



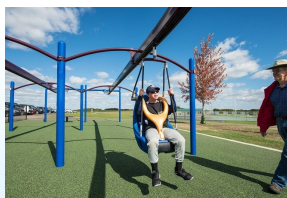
Parks, Recreation & Culture

Inclusive Play engages the sense through actions



Parks, Recreation & Culture

All ages and abilities



Parks, Recreation & Culture

Playground location at Maffeo Sutton Park



Parks, Recreation & Culture

Previous playground



Parks, Recreation & Culture

3 phase project is planned



Parks, Recreation & Culture

Donated piece of equipment



[Super Netplex by Landscape Structures](#)



Parks, Recreation & Culture

Currently in progress



Parks, Recreation & Culture

New inclusive playground elements

[We-Go-Round](#)



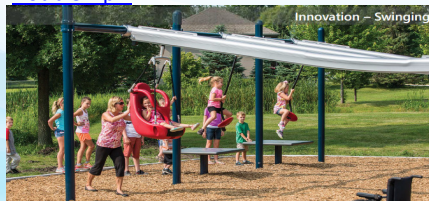
[Sway Fun](#)



Parks, Recreation & Culture

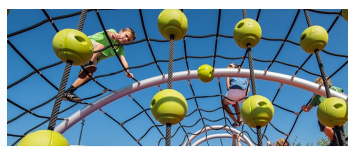
New inclusive playground elements

Double zip k



Innovation – Swinging

Tactile finishes



Parks, Recreation & Culture

Materials and Public art



Parks, Recreation & Culture

Future Phases



Parks, Recreation & Culture

Next steps



Parks, Recreation & Culture

DATE OF MEETING 5/20/2020

AUTHORED BY LAARA CLARKSON, MANAGER, RECREATION SERVICES

SUBJECT ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS DRAFT 2020 WORKPLAN

OVERVIEW

Purpose of Report:

To provide an overview and opportunity for feedback on the Advisory Committee on Accessibility and Inclusiveness' draft 2020 workplan, prior to making a recommendation to Council.

BACKGROUND

The purpose of the City of Nanaimo's Advisory Committee on Accessibility & Inclusiveness is to promote social and political equity within existing and proposed City plans, policies, bylaws and infrastructure; and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life.

The proposed draft 2020 workplan is intended to establish how the Committee will meet its mandate and offer input and advice on accessibility and inclusiveness to Council.

DISCUSSION

DRAFT 2020 WORKPLAN		
Topic	Lead Department / Section	Overview
City Spark		Participate in engagement process for City Spark specifically with accessibility audits of facilities, infrastructure and parks.
Undertake review of LEAP program	Parks, Recreation & Culture	Conduct a thorough review of the LEAP program to identify opportunities for change or improvement.
Guiding principles summary		Create a guiding principles summary, to help guide decision making, specifically related to accessibility & inclusion for use in various areas of City operations.
Projects as referred by Council	Legislative Services	Review & provide input into existing and future projects and plans as directed.

Ideas for future consideration (for example, reviews or projects in the following areas):

- Age friendly report
- Technology
- Gender awareness
- Safe space policy
- Barriers
- Best practices of other communities
- Engagement strategy
- Other?

In addition to this draft workplan, additional topics that fall under the Committee's mandate may arise that require Council's attention or may be referred by Council for the Committee to consider.

SUMMARY POINTS

- The draft 2020 workplan is intended to illustrate how the Committee will meet its mandate and offer input and advice to Council.
- The Committee recognizes that in addition to this proposed workplan, additional topics that fall under the Committee's mandate may come up that require Council's attention or may be referred by Council for the Committee to consider.

Submitted by:

Laara Clarkson
Manager, Recreation & Culture Services

Concurrence by:

Lynn Wark
Director, Recreation & Culture Services

Richard Harding
General Manager, Parks, Recreation &
Culture

DATE OF MEETING | MAY 20, 2020 |

AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER |

SUBJECT | **ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS 2020 KEY DATE CALENDAR** |

OVERVIEW

Purpose of Report

To present the Advisory Committee on Accessibility and Inclusiveness with their draft 2020 Key Date Calendar and request that they recommend Council approve the calendar. |

Recommendation

That the Advisory Committee on Accessibility and Inclusiveness endorse the 2020 Key Date Calendar as attached to the staff report and forward it to Council for approval.

BACKGROUND

The Advisory Committee on Accessibility and Inclusiveness (the Committee) was formed to promote social and political equity within existing and proposed City plans, policies, bylaws and infrastructure and make recommendations to ensure that they are inclusive and accommodating to citizens of all ages, abilities and walks of life. |

DISCUSSION

At their meeting held 2020-FEB-26 the Committee determined by consensus that an evening meeting time works best for the majority of members. Due to the limited availability of the Boardroom, Staff have proposed meetings be held on select Wednesdays from 5:00 p.m. to 7:00 p.m. The Terms of Reference state that meetings will be held every two months. The calendar outlining the specific dates is attached (Attachment A). Following the City's general practice no meetings will be held in August. The calendar has been prepared taking into consideration Staff's capacity and other scheduling obligations. If the Committee passes the recommendation, it will be brought forward to Council for approval at a future Council Meeting. During the COVID-19 pandemic committee meetings are to be held from 3:00 p.m. and 5:00 p.m. If meetings are held during the pandemic, they will be scheduled accordingly. |

OPTIONS

1. That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve its 2020 Key Date Calendar.

- The advantages of this option: Staff and Council representatives have confirmed their availability to attend these meetings. Room bookings have been confirmed. The Committee members determined by consensus that evening meetings work best for the majority of the group.
 - The disadvantages of this option: The Committee may wish to meet on a different day of the week.
 - Financial Implications: Light snacks are typically provided at evening committee meetings. The Committee has a budget for these costs.
2. That the Advisory Committee on Accessibility and Inclusiveness recommend that Staff determine alternate dates for their meetings.
- The advantages of this option: The Committee may wish to meet on a different day.
 - The disadvantages of this option: Depending on the dates chosen the Boardroom may not be available and Staff and Council representatives may have scheduling conflicts.
 - Financial Implications: Light snacks are typically provided at evening committee meetings. The committee has a budget for these costs. |

SUMMARY POINTS

- The draft 2020 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar has been prepared.
- Meetings are scheduled from 5:00 p.m. to 7:00 p.m. on Wednesdays, approximately every two months.
- During the COVID-19 pandemic, meetings will be held from 3:00 p.m. to 5:00 p.m.
- The Committee is requested to recommend that Council approve the calendar.

ATTACHMENTS:

Attachment A: Draft 2020 Key Date Calendar |

Submitted by:

Sky Snelgrove
Steno Coordinator/
Deputy Corporate Officer|

Concurrence by:

Karen Robertson
Deputy City Clerk

Richard Harding
General Manager,
Parks, Recreation and Culture |

City of Nanaimo

ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS KEY DATE CALENDAR – 2020

The Advisory Committee on Accessibility and Inclusiveness meetings are held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, unless otherwise stated.

Committee	Start Time	End Time	Day of the Month
Advisory Committee on Accessibility and Inclusiveness	5:00 p.m.	7:00 p.m.	Select Wednesdays, every two months
During COVID-19:	3:00 p.m.	5:00 p.m.	

February 26..... Advisory Committee on Accessibility and Inclusiveness

May 18..... Victoria Day

May 20 Special Advisory Committee on Accessibility and Inclusiveness

July 1 Canada Day

July 29 Advisory Committee on Accessibility and Inclusiveness

No August meetings

September 7..... Labour Day

September 30..... Advisory Committee on Accessibility and Inclusiveness

November 11..... Remembrance Day

November 25..... Advisory Committee on Accessibility and Inclusiveness

December 25..... Christmas Day