



AGENDA
ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS

July 29, 2020, 3:00 P.M. - 5:00 P.M.
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. CALL THE MEETING TO ORDER:

[Note: This meeting will be video recorded for the public.]

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-May-20, at 3:00 p.m.

5. PRESENTATIONS:

a. Update on Metral Drive Complete Streets Universal Design Elements

To be introduced by Bill Sims, General Manager, Engineering and Public Works.

Presentation:

1. Annalisa Fipke, Capital Project Management Specialist.

b. Summer Camp Integration Program

Richard Harding, General Manager, Parks, Recreation and Culture, to provide the Advisory Committee on Accessibility and Inclusiveness a presentation regarding the Summer Camp Integration Program.

6. REPORTS:

a. Committee Discussion regarding Accessibility Equipment for Front Desk Staff

6

[Note: A link to the Canadian Hearing Services webpage and video titled “Creating Accessible Recreation Facilities for People who are Deaf and Hard of Hearing”, is attached for information.]

b. Leisure Economic Access Pass (LEAP) Program Review Presentation

7 - 19

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

Purpose: To present a proposed review plan for the Leisure Economic Access Policy (LEAP) program.

Presentation:

1. Lynn Wark, Director, Recreation and Culture.

Recommendation: That the Advisory Committee for Accessibility and Inclusiveness approves of and conducts the review process for the Leisure Economic Access Policy (LEAP) program.

7. OTHER BUSINESS:

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
SPECIAL ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2020-MAY-20, AT 3:00 P.M. TO 5:00 P.M.

Present: Councillor S. Armstrong, Chair
Councillor Z. Maartman
A. Breen (joined electronically)
T. Davenock (joined electronically)
L. Derksen (joined electronically 3:39 p.m.)
S. Hamel (joined electronically)
R. Harlow (joined electronically)
D. Hollins (joined electronically)
E. Williamson (joined electronically, disconnected 4:30 p.m.)

Absent: S. Cameron
J. Maffin
L. Malbon
R. Pike

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
L. Wark, Director, Recreation and Culture
L. Clarkson, Manager, Recreation Services
L. Bhopalsingh, Manager, Community Planning
S. Newlands, Parks Project Coordinator
K. MacDonald, Parks and Open Space Planner
M. Koch, Active Transportation Project Specialist
K. Robertson, Deputy City Clerk
K. Gerard, Recording Secretary

1. CALL THE MEETING TO ORDER

The Advisory Committee on Accessibility and Inclusiveness Meeting was called to order at 3:00 p.m.

2. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda be adopted, as amended, to include a discussion on the impacts of COVID 19 under Other Business. The motion carried unanimously.

3. ADOPTION OF THE MINUTES:

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

4. PRESENTATIONS:

(a) “City Spark” Coordinated Strategic Policy Review 2020-2021

Lisa Bhopalsingh, Manager, Community Planning, provided an overview of City Spark (a Strategic Policy Review 2020 – 2021) which included the key strategic plans, guiding principles, current status, and next steps.

(b) Maffeo Sutton Park Inclusive Playground Project

Kirsty MacDonald, Parks and Open Space Planner, and Scott Newlands, Parks Project Coordinator, provided an overview of the Maffeo Sutton Park Inclusive Playground Project, which will be a fully inclusive playground, and the first of its kind in Nanaimo. It was noted that the playground will include equipment for all ages and abilities and will incorporate elements of the Snuneymuxw First Nations people and their history in Maffeo Sutton Park.

L. Derksen joined the meeting electronically at 3:39 p.m.

The Committee discussed wheelchair accessibility, the measures taken to accommodate the visually impaired (i.e. the possibility for brail signage) as well as the potential for more rubberized material in future phases should grant funding become available.

5. REPORTS:

(a) Advisory Committee on Accessibility and Inclusiveness Draft 2020 Workplan

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

Committee discussion took place regarding the Draft 2020 Workplan. Highlights included:

- Review of the LEAP program
- Guiding principles
- Ongoing community engagement
- Ensuring information and community notices are accessible to all citizens including the visually impaired
- Active Transportation

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness endorse the Draft 2020 Workplan, with the addition of the topic active transportation, as outlined in the May 20, 2020 report by the Manager of Recreation Services, as the Committee’s mandate; and that the Draft 2020 Workplan be forwarded to Council for approval. The motion carried unanimously.

A discussion ensued regarding sidewalk accessibility and other active transportation barriers.

Councillor Armstrong suggested that members send any topics related to active transportation barriers to the Legislative Services department who will then forward to Ms. Koch to be included as part of a presentation to be made at a future meeting.

(b) Advisory Committee on Accessibility and Inclusiveness 2020 Key Date Calendar

Introduced by Karen Robertson, Deputy City Clerk.

It was moved and seconded 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. The motion carried unanimously.

6. OTHER BUSINESS:

(a) Richard Harlow re: COVID-19 Impact

The Committee engaged in a roundtable discussion regarding the impact of COVID-19 for community members with accessibility and inclusiveness concerns. Highlights included:

- Businesses propping their doors open which may eliminate space on the sidewalk
- Automatic soap, water and paper towel dispensers mandatory for all businesses
- Ensuring social distancing requirements can be met on pathways and sidewalks
- Low hanging branches on pathways and sidewalks
- Creating a resource where people with different abilities can locate business and recreational spaces that accommodate all ages and abilities
- Ensuring people with auditory impairments can still communicate with business owners and the community as many rely on lip reading, which is not possible when people wear masks. Suggest business owners wear full-face shields.
- Encouraging businesses to use a tactile or thicker tape on their floors in high visibility areas to direct patrons who are visually impaired.

E. Williams left the meeting at 4:30 p.m.

Councillor Maartman stated that she would relay the Committee's comments to the Chamber of Commerce.

7. ADJOURNMENT:

It was moved and seconded at 4:36 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER

Please click on the link below to access the Canadian Hearing Services webpage and video titled “Creating Accessible Recreation Facilities for People who are Deaf and Hard of Hearing”.

<https://www.chs.ca/creating-accessible-recreation-facilities-people-who-are-deaf-and-hard-hearing>

Staff Report for Decision

DATE OF MEETING JULY 29, 2020

AUTHORED BY LYNN WARK, DIRECTOR OF RECREATION & CULTURE

SUBJECT LEAP PROGRAM REVIEW

OVERVIEW

Purpose of Report

To present a proposed review plan for the Leisure Economic Access Policy (LEAP) program.

Recommendation

That the Advisory Committee for Accessibility and Inclusiveness approves of and conducts the review process for the Leisure Economic Access Policy (LEAP) program.

BACKGROUND

At their meeting held 2020-MAR-18, Council approved a motion to approve a review and update of the Leisure Economic Access Policy (LEAP) program in 2020; and refer the review of the program to the Advisory Committee on Accessibility and Inclusiveness to develop recommendations for changes for Council's consideration.

DISCUSSION

The LEAP program was initiated in 1993 with the purpose that *"all citizens of Nanaimo shall have access to programs and services provided by the Department of Parks, Recreation and Culture regardless of the ability to pay."*

The objectives of the program were:

- to target groups and individuals in economic need by offering free community programs (i.e. floor hockey);
- to offer a 50% reduction in program fees and a "children's rate" for swim, fitness centre and skate; and
- to offer 50 free swim or skate sessions to children in families that qualified for LEAP.

Since 1993, there have been various changes made to the program but a full review has never been completed. A copy of the current LEAP Information Sheet and Application Form is included as Attachment A.

Currently, the program policy remains essentially the same. In recent years, there has been a dramatic decrease in the number of people accessing the LEAP program. This could be attributed to a number of variables including, but not limited to, changing demographics, increased program requirements, different opportunities available in the community, other barriers in accessing recreation services, etc. In order to fully understand these changes, and to determine if the program is still meeting the needs of the community, it is recommended that a review of the program be conducted.

The proposed review process is structured as follows:

Stage 1 – Information gathering

- Connect with key stakeholders (i.e. current and former LEAP passholders, Ministry of Family & Child Development, etc.).
- Gather information/feedback about financial assistance programs in other communities (ex: comparator communities, other Island municipalities).
- Conduct City-wide inventory of free/low cost program options.
- Access the Reimagine Nanaimo engagement results.

Stage 2 – Information review

- To understand why program participation has declined in recent years.
- To analyze best practices from communities with successful financial assistance programs.
- To identify current needs for Nanaimo residents living in poverty.
- To include a holistic look at other barriers to participation in recreation.

Stage 3 – Revised program proposal

- Create a new framework for a financial assistance program which will meet the needs of the community (may include other forms of service delivery such as community based programming).

Stage 4 – Revised program implementation

- Recommend revised program to Council for implementation by March 2021, to coincide with the spring/summer season.

OPTIONS

1. That the Advisory Committee for Accessibility and Inclusion approves of and conducts the review process for the Leisure Economic Access Policy (LEAP) program.
 - The advantages of this option: This review provides the Committee with an item to begin working on from their workplan, and will allow work to commence immediately toward the development of a new program.
 - The disadvantages of this option: None
 - Financial Implications: None.
2. That the Advisory Committee for Accessibility and Inclusion provides an alternate option to consider for the review process for the Leisure Economic Access Policy (LEAP) program. |
 - The advantages of this option: Provides the opportunity for an alternate idea.
 - The disadvantages of this option: Might delay the review process.
 - Financial Implications: None.

SUMMARY POINTS

- A review of the Leisure Economic Access Policy (LEAP) program was recommended by Council in March 2020.
- The recently formed Advisory Committee for Accessibility and Inclusion added the Leisure Economic Access Policy (LEAP) program review to their 2020 work plan.
- A review process of the LEAP program has been developed for consideration by the ACAI Committee.

ATTACHMENTS:

ATTACHMENT A: LEAP Information Sheet & Application Form

ATTACHMENT B: LEAP Powerpoint Presentation

Submitted by:

Lynn Wark
Director of Recreation & Culture

Concurrence by:

Richard Harding
General Manager of Parks, Recreation and
Culture

LEAP

ATTACHMENT A *Leisure Economic Access Pass*

Creating Recreational Opportunity For Those In Need

What is the Leisure Economic Access Pass (LEAP)?

A LEAP pass entitles you and qualified family members to a **50% discount** (up to a maximum of \$40) on Parks & Recreation programs in the Activity Guide for **4 programs per person per year**. A LEAP pass also entitles each applicant to **50 free admissions**. These admissions give access to:

- Public Swim & Skate Sessions
- Aquacise Classes
- Weight Rooms
- Drop-in Sports at Oliver Woods Community Centre
(please refer to the online drop-in schedule as it changes seasonally)

LEAP Eligibility

LEAP provides access to the City of Nanaimo recreation facilities for families in FINANCIAL NEED. This is based on income from the previous year's taxes. The following needs to be submitted along with a LEAP application:

- Notice of Assessment from the previous year for ALL adults in the home
- T1 General Form if Line 150 on NOA is less than \$9,000 (self-employed/rental income)
- Other income declarations (child/spousal support, investment, homestay student, band, etc.)
- Current Child Benefit Statement listing dependents (a care card and/or birth certificate may be requested)
- Proof of Nanaimo residency - photo ID with current address or rent receipt/utility bill, etc.
- Adults must show photo ID

Who is NOT eligible?

- Applicants whose income is above the levels listed on the LEAP application
- Students attending post-secondary
- Those who do not reside in Nanaimo or qualifying electoral areas

FAQs

Who is the pass available to?

The LEAP pass is available to City of Nanaimo residents, City of Lantzville residents and those living in Electoral areas A, B and C who meet the eligibility criteria.

Electoral A - Cranberry, Cedar, South Wellington

Electoral B - Gabriola

Electoral C - Extension, East Wellington

FAQs

How long will it take for my application to be approved?

Please allow 7 to 10 days for processing. You will receive a phone call if you are approved, not approved or if your application is missing something.

What happens after the application has been approved?

When a LEAP application is approved, photos will be taken and scan passes issued. LEAP passes are valid for 1 year from the date of approval. Eligibility must be verified each year and a new application is required each time.

What happens after I receive my scan pass?

Your approved scan pass has 50 free admissions and 4 programs discounts ready for use. Check out the current Activity Guide for current drop-in schedules and programs. You can check with the front desk at any of the recreation centres to find out how many scans you have left or what your expiry date is.

How does the LEAP scan pass work?

You can scan your LEAP pass at a recreation centre front desk. This will record your visit. One of the 50 free admissions will automatically be removed. LEAP passes are only to be used by the person it was issued to. Please advise the registration clerk if you would like to use one of your discounts when registering for a program. Some restrictions may apply.

What if I cannot find my Notice of Assessment?

Call Canada Revenue Agency at 1-800-959-8281.

What if I cannot find my Canada Child Benefit Statement?

Call Child Benefit Information at 1-800-387-1193.

What else do I need to know?

What is a "Family"?

A family consists of anyone living at the same address, including all extended family members of all ages, who are related by blood, common law, adoption or marriage. The same address can include separate living areas in the same house, such as different floors of a multi-unit house or single rooms in a house.

What is "Gross Family Income"?

Gross family income is the combined amount of money earned before taxes of all family members who contribute to the Nanaimo household. This includes employment income of all types (full and part-time, reported or not reported). This also includes other income such as investments, pensions, child support payments, rental revenue, funds in trust, disability benefits, overseas income, gross business income, and all other sources of income. In some cases substantial assets (see below) will be taken into consideration.

What is a "Substantial Asset"?

Within the guidelines of the Ministry of Social Development, substantial assets include:

- Secondary homes
- RRSP total (Registered Retirement Savings Plans)
Money held in RRSPs is considered an asset for the purpose of determining eligibility for assistance. RRSPs may include any of the following: GICs (Guaranteed Income Certificates), Stocks, Bonds, Treasury Bills, Mutual Funds
- Cash/Savings of more than \$3,000.00

If you find you do not fall within the financial criteria, please consider Economy Cards, monthly RecPasses (scheduled payments available for 6 and 12-month passes) or the \$3 drop-in times (see the schedules in the Activity Guide) for some more affordable options.

LEAP APPLICATION FORM

Parks and Recreation
250-756-5200



Date Received/Location/Staff

The LEAP (Leisure Economic Access Pass) program provides access to the City of Nanaimo recreation facilities for families in *FINANCIAL NEED* that are living in the City of Nanaimo, City of Lantzville, and the surrounding area, including Electoral Areas A (Cranberry, Cedar, South Wellington), B (Gabriola Island), and C (Extension, East Wellington).

STEP 1 - Applicant Information - Each person living in the house MUST be listed. Please list main contact first.

Street Address

City

Province

Postal Code

Email

Primary Phone Number

Additional Phone Numbers

Last Name

First Name

M/F

Date of Birth (DD/MMM/YY)

STEP 2 - Eligibility - All persons 19 years & older MUST provide Notice of Assessments from the previous tax year.

Post-secondary students are NOT eligible for the LEAP Program.

CHECKLIST - You must bring the following:

☐

Completed Application

☐

Photo ID (adults) & Proof of Residency

☐

Income Tax Notice of Assessment (19 years & older)

☐

T1 General if NOA Line 150 is less than \$9,000 (self-employed/rental income)

☐

Canada Child Benefit Statement (all dependents listed)

☐

Other Income (child/spousal support, investment, etc.)

Don't have your Notice of Assessment?

Call Canada Revenue Agency at **1-800-959-8281**.

Don't have your Canada Child Benefit Statement? Call Child Benefit Information at **1-800-387-1193**.

What is an acceptable proof of residency? Photo ID, rent receipt, residential tenancy agreement or utility bill (hydro/phone/gas/etc.) in the name of the applicant.

OFFICE USE ONLY

Line 150 NOA

\$

all adults

T1 Lines 162-170

\$

gross self employment income all adults

T1 Line 160

\$

gross rental income

Child Benefits

\$

1 month x 12 for yearly total, include Universal Child Tax Credit

Other Income

\$

investment, band, homestay student, child/spousal support

TOTAL Yearly Gross Household Income

\$

LEAP APPLICATION FORM page 2

Parks and Recreation
250-756-5200



STEP 3 - Signature of Consent

I (print name) declare that the information contained on this form is true and correct to the best of my knowledge and I have fully disclosed my family income. If requested, I agree to meet with a representative of the City of Nanaimo and will provide the financial information that is required. Any inaccurate or false information provided in order to secure financial assistance will result in the termination of LEAP cards and withdrawals from any courses registered for under the program. I have provided this information to the City of Nanaimo, Parks and Recreation department to be used to determine my eligibility for the LEAP program. It is considered confidential and will not be disclosed except as required by law.

Signature

Date

I understand that LEAP is valid for 1 YEAR ONLY from the date of issue and that I must fill out a new application with all required information again after my current LEAP has expired.

Initial

FOR YOUR INFORMATION

Family household annual income needs to be below the Statistics Canada Low Income Cut-offs (LICOs) for eligibility in the LEAP program. Statistics Canada uses "the economic family, that is, all persons living in the same dwelling and related by blood, marriage, common-law relationships or adoption". We need to gather this information from you. Each person living in the house must be listed on this application. Each person 19 years and older must provide a Notice of Assessment, as the total gross household income is the determining factor for qualification.

Gross Household Low Income Cut-offs

updated in 2016 (LICOs)

1 person	2 people	3 people	4 people	5 people	6 people	7 people
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
\$21,354	\$26,583	\$32,681	\$39,680	\$45,004	\$50,758	\$56,511

Initial

Bring in your completed application to the front desk at any of the following City of Nanaimo Recreation Centres:
Beban Park, Bowen Park, Nanaimo Aquatic Centre, Nanaimo Ice Centre, Oliver Woods Community Centre

PLEASE ALLOW 7 TO 10 DAYS FOR PROCESSING APPLICATIONS.

THIS FORM WILL EXPIRE 30 DAYS FROM THE DATE SIGNED.

Updated 2019-Feb-13

Freedom of Information & Protection of Privacy Act Statement:

Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the Act. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, uses, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services department at 250-755-4405.

OFFICE USE ONLY

Processed at

Class Account Updated

Processed by

Notes

Date

LEAP

Leisure Economic Access Policy



City of Nanaimo

Leisure Economic Access Policy - REVIEW


History of LEAP

1993 Policy Statement:
All citizens of Nanaimo shall have access to programs and services provided by the Department of Parks, Recreation and Culture regardless of the ability to pay.

Program Eligibility:

Referral – recognized social service agency

Or Proof of Financial Situation



City of Nanaimo

Leisure Economic Access Policy - REVIEW

Current LEAP Program

2020:

LEAP Eligibility Includes:

50% discount on registered programs (up to a maximum of \$40) for 4 programs per year

50 free admissions for:

- Public swimming & skating
- Aquafit
- Weight rooms
- Drop-in sports at Oliver Woods Community Centre



Leisure Economic Access Policy - REVIEW

Current LEAP Program

2020:

The following information is required:

LEAP application form


Notice of Assessment from the previous year for all adults in the home

T1 General Form if line 150 on Notice of Assessment is less than \$9,000

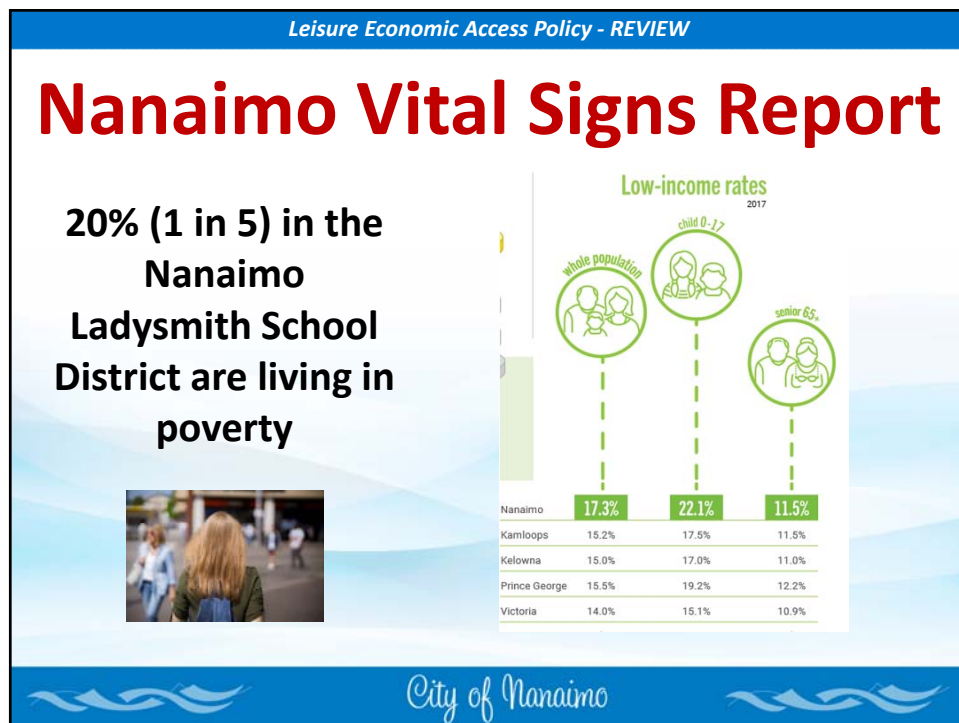
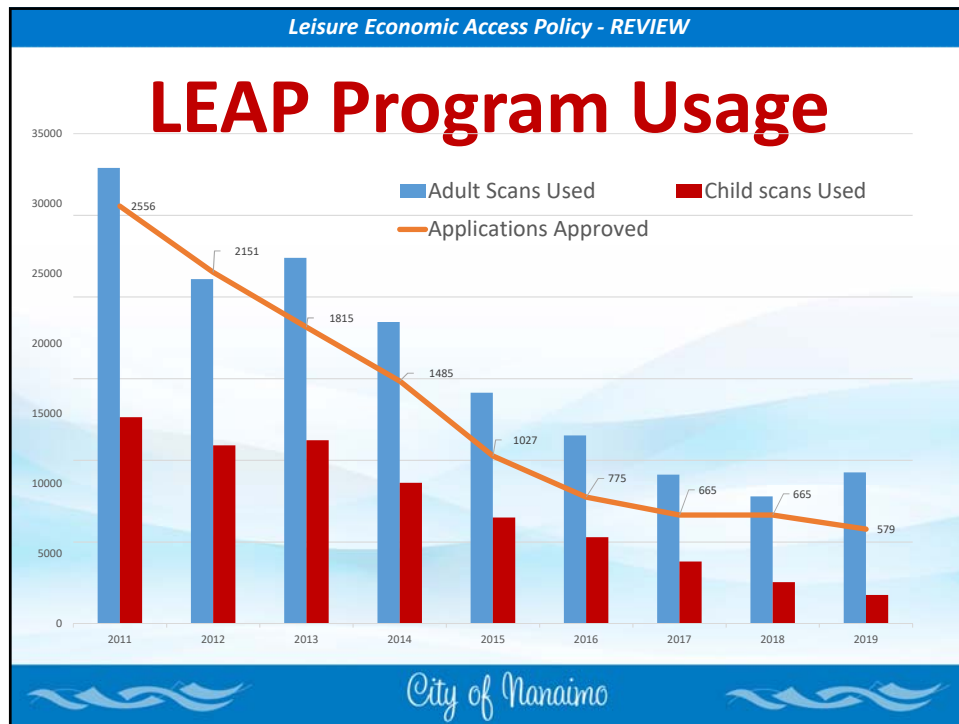
Other Income Declarations (child/spousal support, investments, homestay students, band, etc.)

Current Child Tax Benefit Statement listing dependents

Proof of Residency



City of Nanaimo



Other Free/Low Cost Programs

Free public skating & swimming sessions (sponsored)

\$3 gym/swim sessions

Age 2 & under get free admission for skating and swimming

Seniors 80 & over get free public drop-in admission

Events: Canada Day, Concerts in the Park, Playground Program, Free Family Fun Nights

Programs, such as JumpStart, RecBucks Kids Sport

Swim to Survive

Active Passes for students in Grade 5 & 6

Positive Ticketing Program with RCMP



City of Nanaimo

Proposed LEAP Review Process

1. INFORMATION GATHERING (Sep/Oct 2020)

- Connect with key stakeholders
- Gather information/feedback about financial assistance programs in other communities
- Conduct city-wide inventory of free/low cost program options
- Access the PRC strategic plan engagement results



City of Nanaimo

Leisure Economic Access Policy - REVIEW

Proposed LEAP Review Process

2. INFORMATION REVIEW (Nov/Dec 2020)



City of Nanaimo

Leisure Economic Access Policy - REVIEW

Proposed LEAP Review Process

3. REVISED PROGRAM PROPOSAL (Jan/Feb 2021)



City of Nanaimo

Proposed LEAP Review Process

4. REVISED PROGRAM IMPLEMENTATION (Mar 2021)

- Ready for Spring/Summer program registration



City of Nanaimo

Comments & Questions



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