



**AGENDA**  
**ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS**

November 25, 2020, 5:00 P.M. - 7:00 P.M.

Board Room, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

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	Pages
<b>1. CALL THE MEETING TO ORDER:</b>	
[Note: This meeting will be live streamed and video recorded for the public.]	
<b>2. INTRODUCTION OF LATE ITEMS:</b>	
<b>3. ADOPTION OF AGENDA:</b>	
<b>4. ADOPTION OF MINUTES:</b>	
<b>a. Minutes</b>	3 - 8
Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-SEP-30, at 3:00 p.m.	
<b>5. PRESENTATIONS:</b>	
<b>a. Leisure Economic Access Pass (LEAP) Program Review Update</b>	9
<u>Presentation:</u>	
1. Lynn Wark, Director, Recreation & Culture.	
<b>6. REPORTS:</b>	
<b>a. 2021 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar</b>	10 - 12
To be introduced by Karen Robertson, Deputy City Clerk.	
<i>Purpose: To request that the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.</i>	
Recommendation: That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.	
<b>b. Committee Discussion regarding the 2020-SEP-30 REIMAGINE NANAIMO</b>	13 - 16

## **Presentation**

To be introduced by Lynn Wark, Director, Recreation and Culture.

### Presentation:

1. Karin Kronstal, Social Planner.

### Questions for Discussion:

1. What do you think is Nanaimo's one biggest OPPORTUNITY to embrace in the coming years?
2. What do you think is Nanaimo's one biggest CHALLENGE to tackle in the coming years?

#### **c. Inclusion and Diversity**

Committee discussion to take place regarding Diversity and Inclusion in the City of Nanaimo.

## **7. OTHER BUSINESS:**

#### **a. Committee Member Check In**

17 - 19

[NOTE: Terms of Reference and Membership List attached for information.]

#### **b. Advisory Committee on Accessibility and Inclusiveness 2020-SEP-30 Recommendations - For Information**

The following motion was made at the 2020-OCT-19 Regular Council Meeting:

It was moved and seconded that Council defer consideration of the following motions and direct Staff to prepare a report:

1. That Council direct Staff to prepare a bylaw, which prevents garbage cans and recycling cans from being placed on sidewalks, in order to improve accessibility in the City of Nanaimo
2. That Council direct Staff to make all transit stops within the City of Nanaimo uniform and highly visible so they are accessible for all citizens.

## **8. ADJOURNMENT:**

**MINUTES**  
**ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING**  
**SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,**  
**80 COMMERCIAL STREET, NANAIMO, BC**  
**WEDNESDAY, 2020-SEP-30, AT 3:00 P.M.**

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Present: Councillor S. Armstrong, Chair  
Councillor Z. Maartman  
A. Breen, At Large Member (joined electronically)  
S. Cameron, At Large Member (joined electronically)  
L. Derksen, At Large Member (joined electronically)  
R. Harlow, At Large Member (joined electronically)  
D. Hollins, At Large Member (joined electronically)  
J. Maffin, At Large Member (joined electronically)  
E. Williamson, At Large Member

Absent: S. Hamel, At Large Member  
L. Malbon, At Large Member  
R. Pike, At Large Member

Staff: R. Harding, General Manager, Parks, Recreation and Culture  
L. Wark, Director, Recreation and Culture  
J. Rose, Manager, Transportation  
L. Bhopalsingh, Manager, Community Planning  
L. Clarkson, Manager, Recreation Services  
B. Thomas, Assistant Manager, Transportation  
M. Koch, Active Transportation Project Specialist  
K. Kronstal, Social Planner  
C. Barr, Communications and Marketing Specialist (joined electronically)  
S. Snelgrove, Deputy Corporate Officer  
K. Gerard, Recording Secretary

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

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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. The motion carried unanimously.

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2020-JUL-29, at 3:00 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

a. REIMAGINE NANAIMO - Introduction for the Advisory Committee on Accessibility and Inclusiveness

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Introduced by Lisa Bhopalsingh, Manager, Community Planning.

Karin Kronstal, Social Planner, provided the Advisory Committee on Accessibility and Inclusiveness with a PowerPoint presentation regarding ReImagine Nanaimo. Highlights included:

- The goal of REIMAGINE NANAIMO is to update many City plans based on community feedback and engagement
- Staff had to adapt to COVID-19 regulations by using interactive tools, online idea boards and online surveys
- Phase 1 is in progress, which includes COVID-19 friendly engagement activities, marketing tools to get the community involved and pop-up kiosks around parks and trails
- Community members can sign up for project updates and can receive up-to-date emails by subscribing to REIMAGINE NANAIMO through [www.getinvolvednanaimo.ca](http://www.getinvolvednanaimo.ca)
- Online community mapping includes building a collective picture of what the community enjoys about Nanaimo and ideas for the future
- Social media platform allows residents to view posts and responses from other community members and share their own ideas
- Online input questionnaires are open to all residents and include one main questionnaire and/or six specific topic questionnaires
- Static stations and pop-up tents were set up outdoors from August 4th to September 4th and are ongoing with times and locations posted on the City of Nanaimo Facebook page
- Further outreach includes working with Literacy Nanaimo and mail outs, for those who are unable to take the survey online or have difficulties with the surveys

Committee discussion took place regarding ReImagine Nanaimo. Highlights included:

- Direct mail out will include all areas of Nanaimo
- Ensuring that the surveys are fully accessible to all residents and using simple language

Karin Kronstal, Social Planner, continued her presentation:

- Literacy Nanaimo is working to make a scaled down version of the survey based on different reading levels
- All surveys are online now with backgrounders which are a summary to introduce key topics
- The survey results will be the starting points for discussions and more community engagement
- The Nanaimo Chamber of Commerce and other businesses are helping market the REIMAGINE NANAIMO surveys and engagement

- Staff are reaching out to local groups and organizations to discuss how to better connect with their clientele
- A kids activity book is being distributed by School District #68
- City Staff have presented to the Vancouver Island University (VIU) Masters of Planning class and would like to present to school age children, seven to fourteen
- Requesting that Committee members provide Staff with feedback on two key elements:
  - What do you think is Nanaimo's one biggest opportunity to embrace in the coming years?
  - What do you think is Nanaimo's one biggest challenge to tackle in the coming years?

Committee discussion took place. Highlights include:

- Nanaimo Family Life has reached out to the City of Nanaimo (the City) and asked to assist in connecting with the elderly population
- Connecting with the Vice President of Community Relations at VIU
- Ensuring that all demographic groups including homeless community, Indigenous, the Pride Society and LGBTQIA2S+ have representation in the survey and engagement
- Requested that the two key questions from the presentation be placed on the 2020-NOV-25 Agenda for discussion

b. Madeleine Koch, Active Transportation Project Specialist, re: "Intro to the City's Transportation Group"

Madeleine Koch, Active Transportation Project Specialist, provided the Advisory Committee on Accessibility and Inclusiveness with a PowerPoint presentation titled "Intro to the City's Transportation Group". Highlights included:

- Reviewed the role of the Transportation department including maintenance and development of sidewalks, roads and bike lanes
- The work the Transportation department does is guided by City plans, design standards and availability of resources
- The Nanaimo Transportation Master Plan (the Plan) includes safety, mobility, accessibility, connectivity, sustainability and affordability
- The priorities of the Plan includes pedestrians, bicycles, transit, commercial vehicles and cars
- The Plan focuses development around major transportation hubs in the City
- Recently adopted the Complete Streets standards which supports a high standard of accessibility
- Limited resources such as budget means that Staff must prioritize projects that will have the greatest positive impact
- Accessibility and inclusion in transportation include a heightened awareness of the critical importance of accessibility and inclusiveness in city services
- Future transportation planning will include the suggestions and feedback from the REIMAGINE NANAIMO initiative and public engagement

1. Questions for Discussion re: Transportation

1. What are the biggest challenges with accessibility and inclusion in Nanaimo's transportation system?
2. What are the biggest opportunities to improve accessibility and inclusion in Nanaimo's transportation system?

Committee discussion took place regarding challenges with accessibility and inclusion in Nanaimo's transportation system. Highlights included:

- Trailheads are inaccessible for people with wheelchairs because of bollards which are meant to keep out dirt bikes
- Ensuring sidewalks are cleared during snow falls as it causes people using scooters or wheelchairs to be housebound
- Finding ways to encourage more people to walk or cycle instead of being so reliant on vehicles
- Transit system lacks flexibility and access to certain areas which decreases the options for people looking for affordable housing who do not own vehicles
- The City works closely with the Regional District of Nanaimo (RDN) to move, add or remove transit stops in and around Nanaimo
- Bus stops are not visible or clearly marked, no room for ramps and are poorly designed in some areas in regards to safety
- Concerns regarding crosswalk indicator buttons include:
  - Placement is set back from the road and not easily accessible for people in wheelchairs and those who use walkers
  - Branches and shrubs are overgrown hiding the indicator button
  - Steep crosswalk islands close to the road

Madeleine Koch, Active Transportation Project Specialist, advised the Committee that, the City has applied for a grant that, if awarded, will provide money for accessibility improvements to bus stops. Ms. Koch stated that the funding provided could improve eight to ten bus stops in Nanaimo and research is currently taking place to see which bus stops this funding would be applied to if awarded to the City.

Committee discussion continued. Highlights included:

- Scent sensitivity on busses
- Designing bus stops for safety and accessibility
- Input in curb cuts and ensuring curb cuts are accessible

Jamie Rose, Manager, Transportation, advised the Committee that currently, there is no remediation plan for curb cuts in Nanaimo and curbs are removed or reset based on complaints from the public. The Transportation department could create a list or program to address these types of accessibility issues.

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness recommend that Council direct Staff to make all transit stops within the City of Nanaimo uniform and highly visible so they are accessible for all citizens. The motion carried unanimously.

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness recommend that Council direct Staff to prepare a bylaw which prevents garbage cans and recycling cans from being placed on sidewalks, in order to improve accessibility in the City of Nanaimo. The motion carried unanimously.

5. REPORTS:

(a) Leisure Economic Access Pass (LEAP)

Richard Harding, General Manager, Parks, Recreation and Culture, advised Committee members that the deadline for suggestions and feedback from members has been extended to October 31, 2020, and encouraged all members to provide feedback.

6. OTHER BUSINESS:

(a) Treat Accessibly Program

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

Committee discussion took place. Highlights included:

- Video states that the Federal and Provincial Governments are on board with the proposal
- The City's role in the initiative is marketing and communications to the public
- Signs can be picked up Remax offices and Home Depot
- The program promotes accessibility and is safer for kids to stay at the curb with their parents to collect candy

Richard Harding, General Manager, Parks, Recreation and Culture, advised that the Parks and Recreation Staff would look at ways to promote the Treat Accessibly program throughout Nanaimo.

(b) Committee Roundtable

Committee discussion took place regarding:

- Focus on diversity and inclusion at the next meeting, as accessibility has been the focus of the past couple of meetings
- Process for taking action and making motions, best use of time and best way to help the community
- Requesting members of different community groups such as the Pride Society, LGTBQIA2S+ and service providers speak at Committee meetings
- Forward ideas, suggestions or recommendations regarding accessibility or inclusion to the Legislative Services department and they will forward to the correct Staff member for response

Future meeting topics:

- Check in with all Committee members
- Diversity and inclusion

Sky Snelgrove, Deputy Corporate Officer, advised the Committee that the Legislative Services department would follow up with members who have not been attending meetings to inquire if they are still interested in being members of the Advisory Committee on Accessibility and Inclusiveness.

7. ADJOURNMENT:

It was moved and seconded at 4:40 p.m. that the meeting adjourn. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER



# Proposed LEAP Review Process

- **INFORMATION GATHERING**

~~Oct~~ Dec 2020

- **INFORMATION REVIEW**

~~Dec 2020~~ Feb 2021 (present Feb 24)

- **REVISED PROGRAM PROPOSAL**

~~Feb~~ April 2021 (present Apr 28)

- **REVISED PROGRAM IMPLEMENTATION**

~~Mar~~ Aug 2021 (to align with fall program registration)



DATE OF MEETING November 25, 2020

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR AND DEPUTY CORPORATE OFFICER

SUBJECT **2021 ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS KEY DATE CALENDAR**

## **OVERVIEW**

### **Purpose of Report**

To request that the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.

### **Recommendation**

That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.

## **BACKGROUND**

Prior to December 31<sup>st</sup> of each year, committee key date calendars are prepared and presented to Council for approval. The calendar is prepared based on "Council Procedure Bylaw 2018 No. 7272", Committee Operating Guidelines and the Advisory Committee on Accessibility and Inclusiveness (ACAI) Terms of Reference. In accordance with these documents the Corporate Officer determines the schedule of meetings including the day and times. During the beginning of the COVID-19 pandemic meetings were held from 3:00 p.m. to 5:00 p.m. Meetings will continue to be held during this time for 2021. Meetings will be conducted virtually over Zoom. If health recommendations and guidelines change, the Corporate Officer may consider reinstating in-person meetings. The Chair and staff liaisons for each meeting will meet in person, maintaining physical distancing while members participate electronically. When the committee was originally struck, it was determined that meetings would be held every two months and the 2021 key date calendar is consistent with that schedule. Special meetings may be held if required.

## **DISCUSSION**

The Advisory Committee on Accessibility and Inclusiveness is requested to recommend that Council approve their key date calendar as presented. If endorsed by the committee, the recommendation will be forwarded to a Council meeting for approval then invitations will be sent out.

## **OPTIONS**

1. That the Advisory Committee on Accessibility and Inclusiveness recommend that Council approve their 2021 Key Date Calendar.

- The advantages of this option: The committee will have a reoccurring meeting date and time.
  - The disadvantages of this option: The committee may wish to meet more or less frequently than proposed.
  - Financial Implications: The committee has a budget for scheduled meetings.
2. That Advisory Committee on Accessibility and Inclusiveness provide alternative direction.
- The advantages of this option: The Advisory Committee on Accessibility and Inclusiveness may wish to amend their meeting schedule.
  - The disadvantages of this option: Based on direction received Staff would review the suggested alternative to determine if there are sufficient resources such as room, staff and chairperson availability, to accommodate the change.
  - Financial Implications: To be determined based on alternative direction. |

#### **SUMMARY POINTS**

- The Advisory Committee on Accessibility and Inclusiveness is requested to recommend Council approve their 2021 key date calendar.
- Advisory Committee on Accessibility and Inclusiveness meetings are scheduled on select Wednesdays, from 3:00 p.m. to 5:00 p.m., via Zoom.
- The meeting schedule is prepared based on “Council Procedure Bylaw 2018 No. 7272”, Committee Operating Guidelines and the Terms of Reference.

#### **ATTACHMENTS:**

Attachment A: Draft 2021 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar |

#### **Submitted by:**

Sheila Gurrie  
Director, Legislative Services |

#### **Concurrence by:**

Richard Harding,  
General Manager, Parks, Recreation and  
Culture |

ATTACHMENT A

City of Nanaimo

**ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS  
KEY DATE CALENDAR – 2021**

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

<b>Committee</b>	<b>Start Time</b>	<b>End Time</b>	<b>Day of the Month</b>
<b>Advisory Committee on Accessibility and Inclusiveness</b>	3:00 p.m.	5:00 p.m.	Select Wednesdays, every two months

**February 24..... Advisory Committee on Accessibility and Inclusiveness**

*April 2 ..... Good Friday*

*April 5 ..... Easter Monday*

**April 28 ..... Advisory Committee on Accessibility and Inclusiveness**

*July 1 ..... Canada Day*

**June 23..... Advisory Committee on Accessibility and Inclusiveness**

*No August meetings*

*September 7..... Labour Day*

**September 22..... Advisory Committee on Accessibility and Inclusiveness**

*November 11..... Remembrance Day*

**November 24..... Advisory Committee on Accessibility and Inclusiveness**

# REIMAGINE NANAIMO

## Accessibility and Inclusion Committee

### 2020-NOV-25

What is in  
**REIMAGINE  
NANAIMO?**

OCP Update

Parks, Rec &  
Culture Plan  
Update

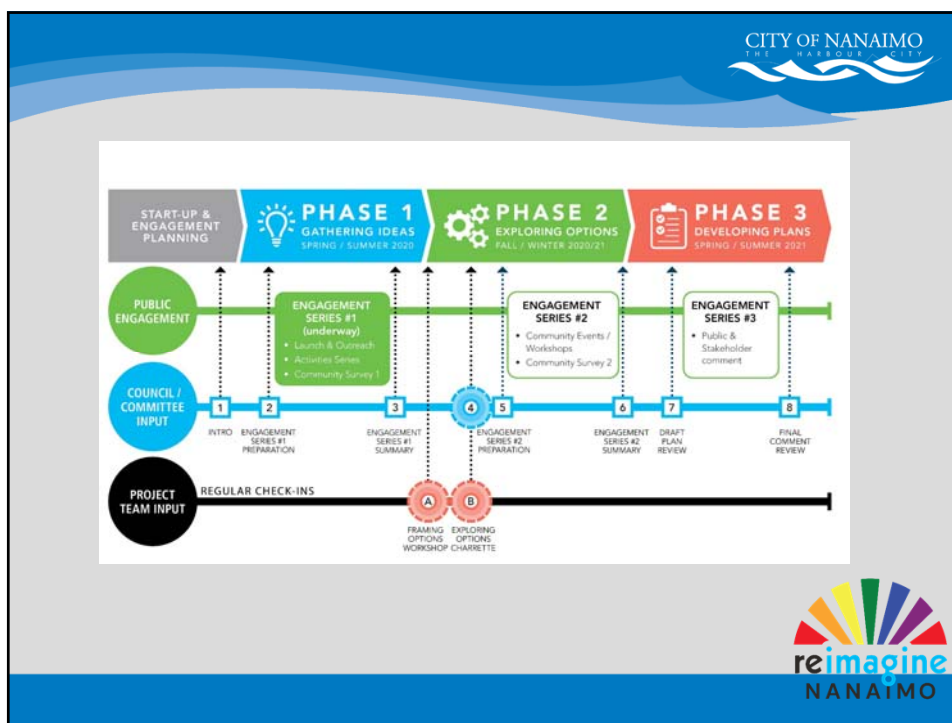
Active  
Transportation  
Plan

Climate Action  
Plan

Economic  
Development  
Plan

Water Supply  
Strategic Plan

2



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## Accessible Survey Launched!

Lower barrier survey available on website and shared directly with Literacy Nanaimo, Multicultural Association, ACAI, etc. Open till Nov 30<sup>th</sup>.

**PART 1 | YOUR IDEAS**

The following questions ask about your overall ideas, thoughts and experiences for Nanaimo.

1) What do you **LOVE MOST** about Nanaimo today?

2) What do you think are our City's greatest **CHALLENGES**?

3) When you imagine Nanaimo for our next generation, what is **ONE IDEA** that is important for a better future here?


4) **Additional Comments:** Do you have additional comments or ideas you would like to share?

**reimagine NANAIMO**

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## Stakeholder Outreach Meetings -


- Staff anticipate that over 100+ groups will be engaged at the stakeholder meeting level
- Meetings adapted to the format chosen by participants
- Funding redirected to lower barriers to participation



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## Key Question #1:

What do you think is Nanaimo's biggest  
**OPPORTUNITY**  
to embrace in the coming years?



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**Key Question #2:**

**What do you think is Nanaimo's biggest  
CHALLENGE  
to tackle in the coming years?**

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NANAIMO

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**Next Steps / Questions?**



← Shaw Auditorium →

reimagine  
NANAIMO

**Hay ch q'a/Thank you**



**Advisory Committee on Accessibility and Inclusiveness**

Chair: Councillor Sheryl Armstrong

Alternate Chair: Councillor Zeni Maartman

Staff Liaison: Richard Harding

\*Quorum = 7.

Name / Appointment Type
<i>Councillor S. Armstrong, Chair</i>
<i>Councillor Z. Maartman, Co-chair</i>
<i>Adrienne Breen</i>
<i>Tarita Davenock</i>
<i>Dr. Linda Derksen</i>
<i>Sandra Hamel</i>
<i>Richard Harlow</i>
<i>Deborah Hollins</i>
<i>Lindsay Malbon</i>
<i>Rachel Pike</i>
<i>Eileen Williamson</i>
<i>Sarah Cameron</i>
<i>Jocelyn Maffin</i>



## **TERMS OF REFERENCE**

### **ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS**

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#### **PURPOSE:**

The purpose of the Advisory Committee on Accessibility and 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 Advisory Committee on Accessibility and Inclusiveness will:

- Identify barriers to inclusion and accessibility and make recommendations as to how to remove these barriers;
- Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
- Participate in reviewing City of Nanaimo draft plans, policies and procedures to prevent the creation of barriers in the future;
- Assist in developing a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
- Discuss other issues referred to the Committee by Council, the CAO, GM's or Directors; and,
- Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizens.

#### **MEMBERSHIP:**

The Committee shall be comprised of thirteen (13) voting members:

- a) Two members of Council
- b) Eleven members at large from the community, who will be chosen based on their experience and involvement related to issues of accessibility and/or inclusiveness

#### **ELIGIBILITY:**

The members at large shall be appointed by resolution of Council and all residents are eligible to apply. Members of the Committee shall:

- Reflect a broad cross-section of City of Nanaimo residents
- Be appointed on the basis of their availability and commitment to increasing accessibility and inclusiveness within the City of Nanaimo

- Have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves

**MEETING FREQUENCY:**

Meetings will be held once every two months. In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

**STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Office of the Chief Administrative Officer
- Legislative Services and Communications
- Parks, Recreation & Culture
- Development Services
- Engineering and Public Works
- Other Staff as required

**OBSERVERS & COMMUNITY SUPPORTS:**

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.