



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

Wednesday, May 14, 2025, 4:00 p.m. - 6:00 p.m.

Boardroom, Service and Resource Centre

411 Dunsmuir Street, Nanaimo, BC

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**Pages**

**1. CALL THE MEETING TO ORDER:**

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

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

a. Minutes

3 - 8

Minutes from the Advisory Committee on Accessibility and Inclusiveness  
Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir  
Street, Nanaimo, BC, on 2025-MAR-12, at 4:00 p.m.

**5. COUNCIL COMMUNICATIONS:**

a. Westwood Lake Park Accessible Wayfinding Signage

During the 2025-APR-07 Regular Council Meeting, Council adopted the  
following motion:

"That Council endorse blue as the colour palette for Westwood Lake Park  
wayfinding and signage as part of the Westwood Lake Park Amenity  
Improvements project."

**6. PRESENTATIONS:**

a. Integrated Action Plan Recreation - Mini-Workshop

9 - 12

To be introduced by Damon Johnston, Manager, Recreation Services, and  
Adrienne Breen, Manager, Culture and Special Events.

This workshop will focus on:

- Identifying and Reducing Barriers in Recreation and Wellness

Programs

- Creating Welcoming and Inclusive Facilities

b. Update re: Transportation 2025 Workplan

13

To be introduced by Jamie Rose, Manager, Transportation.

**7. REPORTS:**

a. Pedestrian Infrastructure Upgrade Priorities

14 - 24

To be introduced by Jamie Rose, Manager, Transportation.

*Purpose: To present the Advisory Committee on Accessibility and Inclusivity with information on the pedestrian improvement projects being recommended to Council for expenditure of their \$300,000 Pedestrian Unallocated Budget for 2025.*

Presentation:

1. Jamie Rose, Manager, Transportation

**8. OTHER BUSINESS:**

a. National AccessAbility Week

To be introduced by Dale Burgos, Manager, Corporate Communications and Community Relation.

b. Verbal Update re: City Statement on Accessibility, Equity and Inclusion

To be introduced by Dale Burgos, Manager, Corporate Communications and Community Relation.

c. Verbal Update re: Committee Member Recruitment

To be introduced by Nikolina Vracar, Deputy Corporate Officer.

d. Request for a Presentation by the City of Nanaimo and Regional District of Nanaimo regarding Accessibility at Transit Stops

To be introduced by Richard Harlow, Member-at-Large.

**9. ADJOURNMENT:**



## MINUTES

### ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING

Wednesday, March 12, 2025, 4:00 P.M.  
Boardroom, Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

Present: Councillor H. Eastmure, Chair  
Councillor S. Armstrong  
L. Derksen, At Large Member\* (joined at 4:02 p.m.)  
S. Enns, At Large Member  
R. Harlow, At Large Member  
T. Hirasawa, At Large Member  
B. Kinrade, At Large Member\* (joined at 4:06 p.m.)  
J. Maffin, At Large Member\*  
S. Pump, At Large Member\*  
A. Stuart, At Large Member  
N. Sugiyama, At Large Member\*

Absent: T. Brzovic, At Large Member  
S. Roden, At Large Member

Staff: B. Sims, General Manager, Engineering and Public Works  
D. Osborne, Director, Parks, Recreation and Culture  
N. Vracar, Deputy Corporate Officer  
C. Davis, Deputy Director, Parks and Natural Areas  
L. Clarkson, Manager, Recreation Services  
J. Rose, Manager, Transportation  
K. Lundgren, Zoom Moderator  
L. Young, Recording Secretary

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

**1. CALL THE MEETING TO ORDER:**

The Advisory Committee on Accessibility and Inclusiveness (the Committee) Meeting was called to order at 4:00 p.m.

**2. ADOPTION OF AGENDA:**

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

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the minutes of the Advisory Committee on Accessibility and Inclusiveness held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2025-JAN-08 at 4:00 p.m., be adopted. The motion carried unanimously.

L. Derksen joined the meeting electronically at 4:02 p.m.

**4. PRESENTATIONS:**

(a) Westwood Lake Park Accessible Wayfinding Signage

Introduced by Charlotte Davis, Deputy Director, Parks and Natural Areas.

Presentation:

1. Kelsi Hurlbut, Principal Landscape Architect, The TULA Project, provided an on-screen presentation included in the agenda package advising the following:
  - The TULA Project is working on designing accessible wayfinding signage for all of Westwood Lake Park (the park) in conjunction with the Westwood Lake Beach Enhancements and Washroom Upgrades
  - There are many defined standards regarding accessible wayfinding indoor signage; however, accessible outdoor wayfinding signage standards are less comprehensive

B. Kinrade joined the meeting electronically at 4:06 p.m.

- Requested feedback regarding the location of signage at First Beach

Committee discussion took place. Highlights included:

- The welcome signage displaying the park name and some directional arrows would face north to greet people as they enter the park via Westwood Road
- Suggestion to change the wording on the directional vehicular signage from “First Beach” to “First Beach Parking”, “Second Beach” to “Second Beach Parking”, and move “Boat Launch” to the bottom of the sign
- Directional pedestrian signage is intended to direct users once they have entered the park
- The potential to add another sign in the parking lot to indicate how to get to parking for Second Beach
- A suggestion to include signage that directs users to accessible parking
- Concerns regarding the directional vehicular sign at the park entrance being placed on the left side of the road and potentially blocking vision
- Directional pedestrian signs are intended to be placed at points in the park where small decisions about direction will be made. These signs are flagpole design with arrows and a small map
- A lack of standards for braille on outdoor signage is a systemic issue
- Importance of all relevant signage information being available to people with visual impairments

Kelsi Hurlbut, Principal Landscape Architect, The TULA Project, continued the presentation and reviewed the colour palette options for wayfinding and signage in the park.

Committee discussion took place regarding the colour palette options with the observation that blue provides more contrast against the brown and green colours in the forest.

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness recommend that Council endorse blue as the colour palette for Westwood Lake Park wayfinding and signage as part of the Westwood Lake Park Amenity Improvements project. The motion carried unanimously.

Committee and Staff discussion continued. Highlights included:

- A suggestion to include significant accessibility points on the park maps
- If Committee members have additional feedback regarding accessible wayfinding and signage they can send their suggestions to C. Davis, Deputy Director, Parks and Natural Areas

## 5. REPORTS:

### (a) Parking and Curbside Management: Accessibility Challenges and Opportunities in Nanaimo

Jamie Rose, Manager, Transportation, provided an on-screen presentation included with the report in the agenda package and advised the following:

- Due to quickly evolving industry standards, the City is conducting a Citywide Parking Review and Bylaw Update
- A survey is available on the Get Involved Nanaimo website and the deadline has been extended to 2025-MAR-28
- Encouraged Committee members to complete the survey, and provide specific feedback regarding accessibility challenges and opportunities

Committee discussion took place. Highlights included:

- Concerns regarding the accessible parking in the Gordon Street Parkade due to the reliance on the elevators to get to Commercial Street
- Concerns regarding medical facilities not offering enough accessible parking spaces
- The angle parking on Wesley Street can be a challenge from an accessibility standpoint due to the orientation of spaces and lack of aisle space
- The importance of encouraging alternative modes of transportation to increase availability of accessible parking
- Potential to create temporary accessible parking spaces for special events
- The importance of clearing accessible spaces during snow events

- Concerns regarding a lack of visitor parking in newer developments putting pressure on on-street parking and preventing those with mobility issues from parking within a reasonable distance of their destination
- The impact of recent Provincial legislation regarding reduced parking requirements in new developments
- The importance of on-street accessible parking spaces with curb cuts nearby
- The importance of enforcement for maintaining available accessible parking stalls

**6. OTHER BUSINESS:**

(a) Verbal Update re: Bylaw Update for Accessible Parking in Parkades

J. Rose, Manager, Transportation, advised the Committee that the City is updating “Traffic and Highways Regulation Bylaw 1993 No. 5000” to remove unclear language regarding accessible parking in parkades. Signage will be used to provide clarity on accessible parking downtown.

(b) Verbal Update re: Neck Point Park Parking Lot

C. Davis, Deputy Director, Parks and Natural Areas, advised the Committee that several updates were made to the Neck Point Parking Lot after receiving feedback from the Committee at the 2025-JAN-08 meeting, including curb cuts for accessible parking spaces, multiple locations for accessible parking spaces, a trailway for parking spaces, and a second raised crosswalk. Staff expect the parking lot to be completed later this year.

(c) Verbal Update re: Leisure Economic Access Pass (LEAP)

Darcie Osborne, Director, Parks, Recreation and Culture, advised the Committee that the City launched its partnership with the Port Theatre for the LEAP Program. The Port Theatre offered 30 free tickets to all LEAP Programs users through the Theatre Angels Program for a show called “A Simple Space”, and all the tickets were claimed in less than an hour. The City is excited to continue this partnership with the Port Theatre and seek other potential partners.

(d) Verbal Update re: Local Community Accessibility Grant

D. Osborne, Director, Parks, Recreation and Culture, advised the Committee that the City received a \$25,000 Local Community Accessibility Grant through the Social Planning and Research Council of BC (SPARC BC) to purchase and install seven hearing devices for the front counters at

the recreation centres. This project is now complete, with the exception of one wicket at the Beban Park Pool. The City also allocated operational funds to purchase one more hearing device for the front counter at the Beban Park Social Centre.

Committee and Staff discussion took place regarding the details of the grant, which was a one-time grant of up to \$25,000.

**7. QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

Committee and Staff discussion took place regarding the Transportation 2025 Workplan which was presented to the Committee at the 2025-JAN-08 Meeting. Staff will provide an update regarding the progress of the Workplan at a future Committee meeting.

**8. ADJOURNMENT:**

It was moved and seconded at 5:36 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DEPUTY CORPORATE OFFICER



# **Parks, Recreation & Culture**

## **Identifying and reducing barriers in recreation & wellness programs**

**&**

## **Creating welcoming & inclusive facilities**

*Parks, Recreation & Culture*

### **Today's Agenda:**

1. Review the Scope of today's conversations
2. Discussion 1 – identifying barriers and ways to reduce them in Recreation & Culture programs.
3. Discussion 2 – ideas for how to make City Recreation and Culture facilities feel more welcoming & inclusive.
4. Next Steps - What will we be doing with the feedback & the timing.

*Parks, Recreation & Culture*

## Scope of today's discussions:

- Following the Integrated Action Plan (IAPs)
- Recreation and Wellness programs and events (ie. Activity Guide)
- Welcoming & Inclusive spaces at Recreation & Culture facilities

## *Parks, Recreation & Culture*

## A Healthy Nanaimo: Recreation, Culture & Wellness

City Plan: 3.6.11 – Strive to make all recreation and wellness programs inclusive and accessible.

IAP: C3.6.3 Continue to review programs and services offered to ensure they are accessible and inclusive to all

- What barriers are you aware of for people participating in recreation & culture programs?
- What can we do to reduce these barriers and make programs more accessible & inclusive?

## *Parks, Recreation & Culture*

## An Empowered Nanaimo: Equity & Inclusivity

IAP: C4.2.13 Work with the Advisory Committee on Accessibility & Inclusiveness and other organizations to identify ways to create a welcoming, inclusive atmosphere in the City, including City owned facilities.

- What ideas do you have for making City recreation and culture facilities more inclusive & welcoming?
- What about the atmosphere around the City in general?

*Parks, Recreation & Culture*

### Next steps:

- Information gathered today will be shared with City staff in various work groups (ie. Recreation coordinators, facility managers, senior leadership team etc)
- Timeline: for programming, spring/summer guide is printed so changes may take effect next fall or winter seasons.
- Timeline: for facilities will be on-going. If budget is required items may be added to 2026 budget planning cycle.
- Staff will track changes and if desired, will report back to ACAI at a future meeting.

*Parks, Recreation & Culture*



# Questions?



*Parks, Recreation & Culture*



# Transportation 2025 Workplan Update



## **Planning Stage**

- Norwell Drive Project

## **Ongoing**

- End of Trip Cycling Facilities
- Parking Study
- Wayfinding
- Vision Zero Strategy
- Pedestrian Unallocated
- Communicating with the Community
- Downtown Transit Hub

## **Upcoming construction**

- Third Street Pedestrian Upgrades
- Hammond Bay Road Area Utilities Project
- Commercial Street Upgrades



Walking  
& Rolling



Cycling



Transit



Goods  
Movement



Personal  
Vehicles



Networks



Placemaking

DATE OF MEETING MAY 14, 2025

AUTHORED BY MADELEINE KOCH, ACTIVE TRANSPORTATION PROJECT SPECIALIST

SUBJECT PEDESTRIAN INFRASTRUCTURE UPGRADE PRIORITIES

## **OVERVIEW**

### **Purpose of Report:**

To present the Advisory Committee on Accessibility and Inclusivity with information on the pedestrian improvement projects being recommended to Council for expenditure of their \$300,000 Pedestrian Unallocated Budget for 2025.

## **BACKGROUND**

Each year, Nanaimo City Council allocates \$300,000 towards pedestrian mobility and safety projects throughout the City. This Pedestrian Unallocated Budget is intended to address smaller-scale pedestrian improvement projects more quickly than would be possible via the typical financial planning process.

Staff prepare a report annually for Council with potential projects for their consideration. The 2025 Staff report will be provided to Council later this spring. Projects that improve crosswalk safety are commonly recommended by Staff, as research shows that most collisions between drivers and pedestrians occur at crossings.

Staff identify priority crosswalks using our Crosswalk Improvement Prioritization Tool. This map-based tool assigns a score to each crosswalk in Nanaimo, with higher scores indicating higher priority for improvements. Scores are based on trip-generation factors and risk factors. More details on the tool and its prioritization factors can be found on the [City's website](#).

## **DISCUSSION**

For 2025, Staff will be recommending that Council allocate funding towards high priority pedestrian crosswalks. Note that the high scoring crosswalks identified by the Crosswalk Improvement Prioritization Tool were refined by excluding the following types of crosswalks:

- Those at controlled intersections (either traffic lights or stop signs), since the rights and responsibilities of both pedestrians and drivers are understood at these types of intersections. Furthermore, interventions to improve pedestrian safety at these intersections are typically quite complex and costly.
- Those that are within the scope of an upcoming capital project, as these projects typically provide an opportunity to make improvements to transportation infrastructure - often at a reduced cost.

## 2025 Projects for Council's Consideration

For 2025, Staff will be recommending the following projects for Pedestrian Unallocated funding:

### **Townsite Road at St. Patrick Crescent**

*Crosswalk Improvement Prioritization Tool Score: 50*

*Recommended Treatment: Raised crosswalk and lighting improvements*

*Cost Estimate: \$100,000*

#### *Rationale:*

This crosswalk's high score is primarily due to trip generation factors. These include proximity to a highly used transit stop, its location within the Hospital Urban Centre, and economic equity considerations. Risk factors affecting this crossing include high traffic volumes and a known collision involving an active transportation user.

### **Wallace Street at Franklyn Street**

*Crosswalk Improvement Prioritization Tool Score: 48*

*Recommended Treatment: New raised crosswalk on north side of intersection*

*Cost Estimate: \$100,000*

#### *Rationale:*

This crosswalk's high score is primarily due to trip generation factors. These include its location within the Primary Urban Centre land use designation, economic equity considerations, and its high WalkScore rating. The most significant risk factor affecting this location is traffic volume.

Staff propose adding a new raised crosswalk at the north side of the intersection. In addition to slowing traffic, this new crossing location provides a shorter crossing distance and reduces the potential for conflicts between pedestrians and drivers.

### **Portsmouth Road at Applecross Road**

*Crosswalk Improvement Prioritization Tool Score: 47*

*Recommended Treatment: Raised Crosswalk*

*Cost Estimate: \$100,000*

#### *Rationale:*

This crosswalk's high score is primarily due to trip generation factors. These include its location within an Urban Centre, having a high WalkScore rating, and proximity to a highly-used transit stop. Crossing distance is the most significant risk factor affecting this location.

Pedestrian improvements at this crossing were strongly supported during community consultation for the Woodgrove Area Plan.



## 2025 Secondary Projects

The following potential projects have also been reviewed by Staff but are not included in the recommendation to Council for 2025, as the budget would be exceeded. However, Council may consider re-prioritising any of the following projects for funding in 2025, either by removing projects from the recommended list above, or by allocating additional funds from other budgets to cover costs over and above the \$300,000 Pedestrian Unallocated budget.

### **Waddington Road at Dufferin Crescent**

*Crosswalk Improvement Prioritization Tool Score: 47*

*Recommended Treatment: Raised crosswalk*

*Cost Estimate: \$100,000*

#### *Discussion:*

This location has the same ranking as Portsmouth @ Applecross and is driven by similar trip generation and risk factors. Ultimately, Staff are recommending Portsmouth @ Applecross over this location given the strong public support expressed during recent community consultation for the Woodgrove Area Plan.

### **Mary Ellen Drive at Dover Road**

*Crosswalk Improvement Prioritization Tool Score: 46*

*Recommended Treatment: Two-stage crossing*

*Cost Estimate: \$150,000*

#### *Discussion:*

As the existing crosswalk crosses multiple vehicle lanes, this location is a strong candidate for a two-stage crossing including flashing lights and a pedestrian refuge area at the half-way point of the crossing.

Staff excluded this project from the 2025 recommendations as it would require a substantial portion of the Pedestrian Unallocated budget. It is possible to fund three raised crosswalk projects within the budget. However, if this two-stage crossing were funded, only two projects would be possible with the 2025 funds.

### Other Locations Considered:

The following locations have substantial scores but were excluded from Staff's recommendation in favour of the higher-scoring crosswalks noted above. As the higher-scoring crosswalks receive improvements, it is likely that future pedestrian unallocated funding will support recommendations at the locations listed below.

In addition to the prioritization scoring, these crosswalk locations have been brought to Staff's attention through requests from the public.



Location	Score	Notes
Elizabeth St at Howard Ave	41.5	Members of the Fairview Elementary School community have submitted 19 requests for safety enhancements at this crossing, and the crossing at Second St @ Kamp Pl.
Second St at Kamp Pl	39.5	See above
Hammond Bay Rd at Kenwill Dr	41	Staff have received four requests for safety improvements at this crosswalk, some in anticipation of Rutherford Elementary School re-opening this September.
Sierra Way at McGirr Rd	38.5	Staff have received a request for safety improvements to the crosswalk on McGirr Rd. Traffic safety improvements at this location are also supported by the McGirr Elementary Active School Travel Plan.

### Previous Year Project Update

Following is a table showing the pedestrian unallocated projects approved since 2023, and the completion status of these. See Attachment A for a map of project locations over the past five years.

Location	Project	Status
<b>2023</b>		
Departure Bay Rd south sidewalk (Alan-A-Dale to Wardropper Park)	Sidewalk	Completed Aug 2024
Dufferin Cres at Grant Ave	Raised crosswalk and curb return	Design in progress
Pine St and Wentworth St	Rectangular rapid flashing beacons (RRFBs), improved street lighting, shortened crossing	Design in progress
Howard Ave at Regal St	Raised crosswalk	Completed Sept 2024
Dover Rd at Applecross Rd	RRFBs	Design in progress
Brickyard Rd at Broadway Rd	Islands, centre line signage, revised pavement markings	Under construction
3700 Block of Departure Bay Rd	RRFBs	Completed Sept 2024
400 Block of Campbell St	Raised crosswalk	Design in progress
<b>2024</b>		
Albert St at Dunsmuir St	Raised crosswalk	Design in progress
Albert St at Selby St	Raised crosswalk	Design in progress

### CONCLUSION

The Crosswalk Improvement Prioritization Tool continues to support high value pedestrian infrastructure investments across Nanaimo. This year's recommended projects have been prioritized primarily due to their relatively high prioritization scores.

### **SUMMARY POINTS**

- Each year, Nanaimo City Council allocates \$300,000 towards smaller-scale pedestrian improvement projects throughout the City.
- Staff will be recommending that Council consider allocating 2025 funds towards three raised crosswalk projects in Nanaimo.
- The recommended sites were identified using Staff's Crosswalk Improvement Prioritization Tool, along with site and costing analysis.

### **ATTACHMENTS**

Attachment A – Pedestrian Unallocated Project Map 2020-2024 |

#### **Submitted by:**

Madeleine Koch  
Active Transportation Project Specialist  
Transportation |

#### **Concurrence by:**

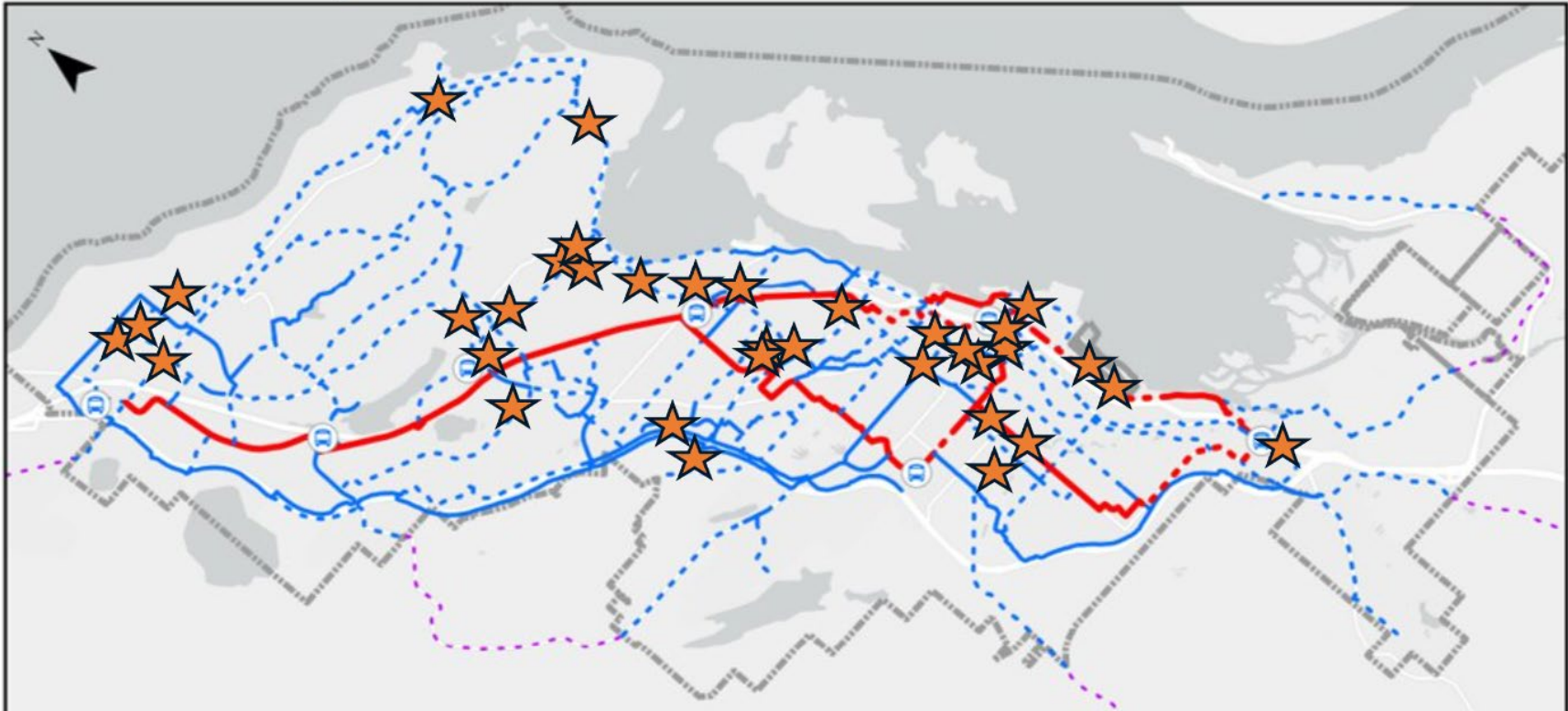
Jamie Rose  
Manager, Transportation

Poul Rosen  
Director, Engineering

Bill Sims  
General Manager, Engineering & Public  
Works |

## ATTACHMENT A

### Pedestrian Unallocated Project Locations 2020-2024

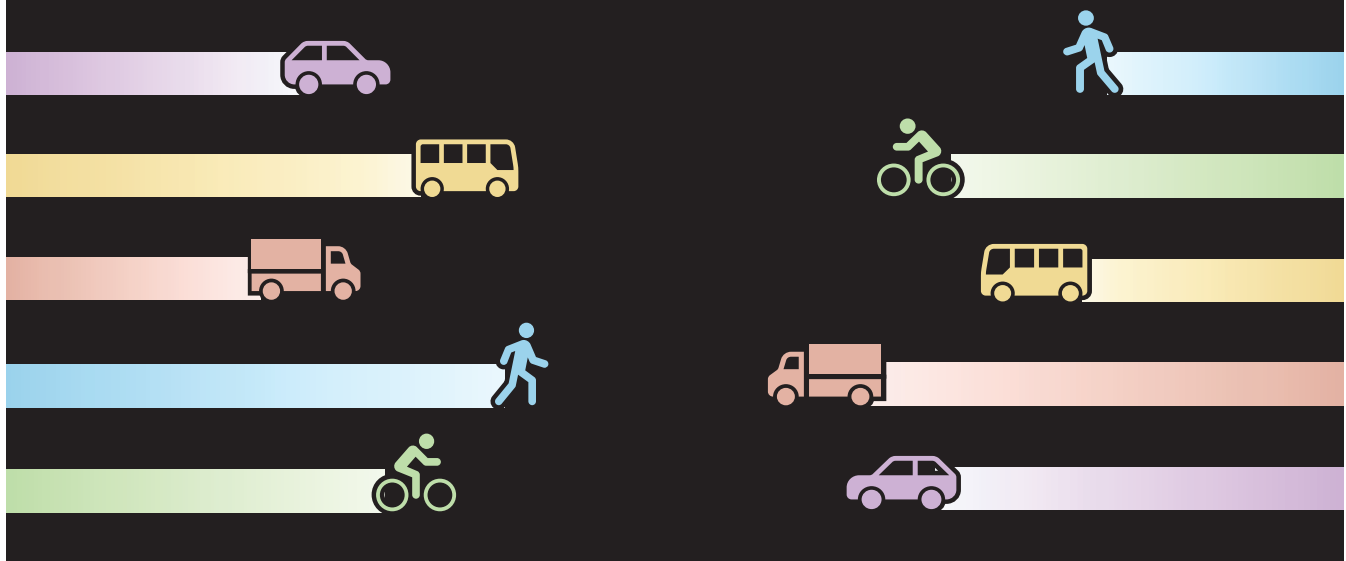


★ = Project Location

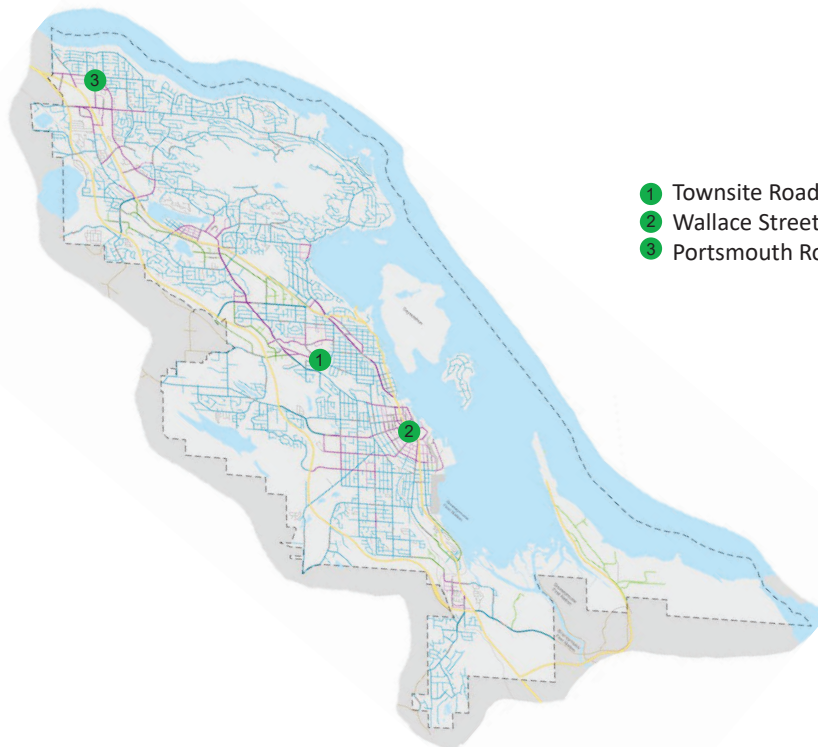
Note: This map mostly shows the locations of crosswalk and sidewalk upgrade projects. It does not show the 11 pedestrian signals and 20 transit stops that received accessibility upgrades with pedestrian unallocated funding.

# Pedestrian Infrastructure Upgrade Priorities

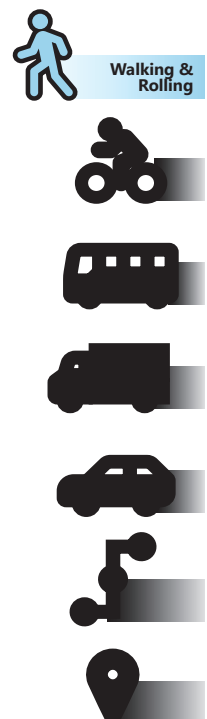
## 2025 Recommended Projects



## Project Location Map



- ① Townsite Road @ St. Patrick Crescent
- ② Wallace Street @ Franklyn Street
- ③ Portsmouth Road @ Applecross Road





# 1 Townsite Rd @ St. Patrick Cres



View looking west down Townsite Road.



Walking & Rolling

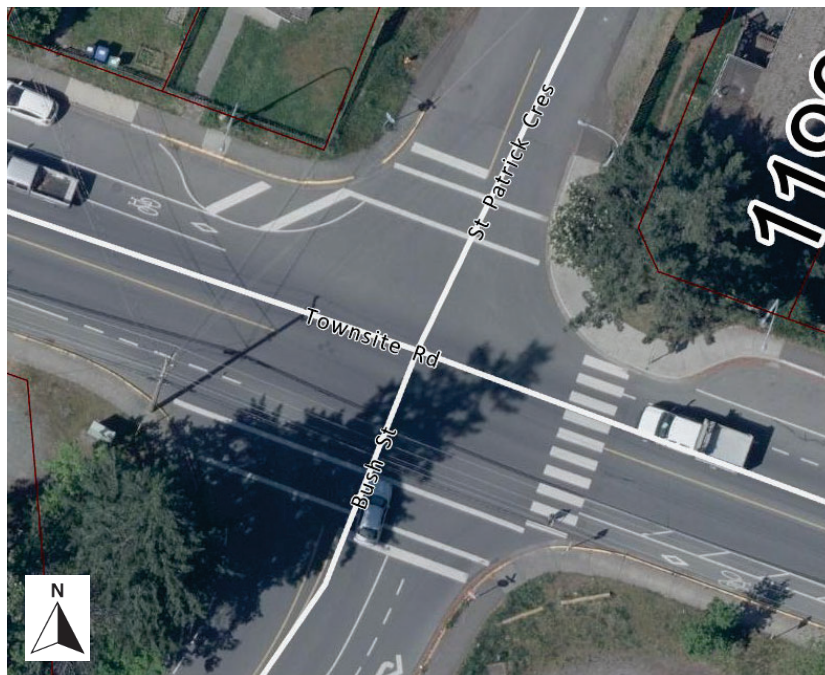


# 1 Townsite Rd @ St. Patrick Cres

**Score**  
50

**Recommended Treatment**  
Raised crosswalk

**Cost Estimate**  
\$100,000



Walking & Rolling



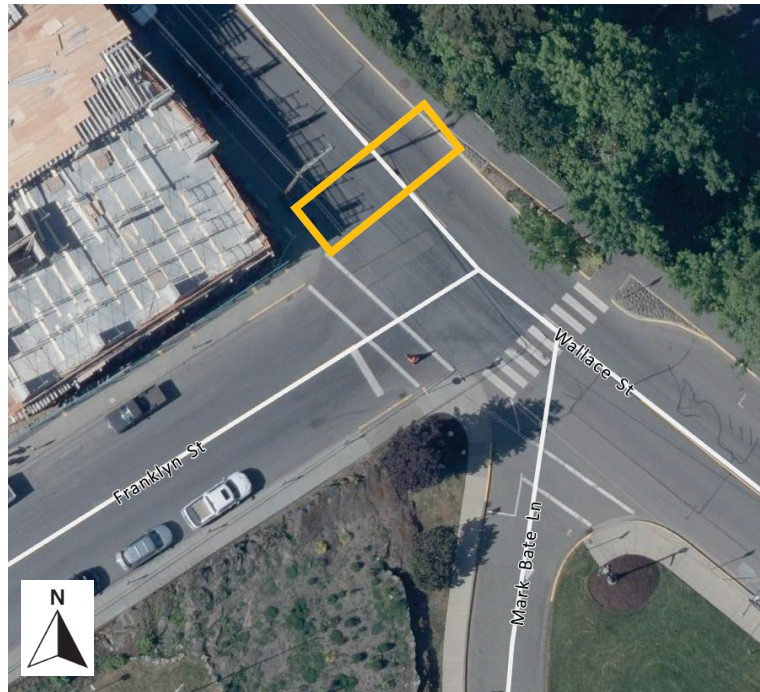



## 2 Wallace St @ Franklyn St

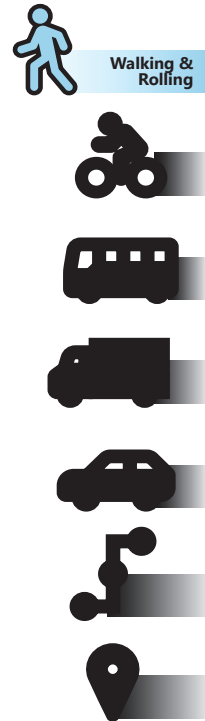
Score  
48

**Recommended Treatment**  
New Raised crosswalk

**Cost Estimate**  
\$100,000





 General location of proposed raised crosswalk



## 2 Wallace St @ Franklyn St



View looking south down Wallace St.

 General location of proposed raised crosswalk  
 Existing crosswalk location



# 3 Portsmouth Rd @ Applecross Rd

Score  
48

Recommended Treatment  
Raised crosswalk

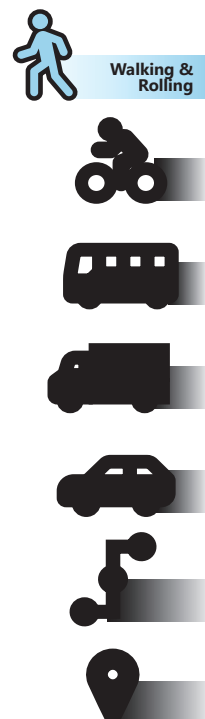
Cost Estimate  
\$100,000



# 3 Portsmouth Rd @ Applecross Rd



View looking north up Applecross Road.



# Questions?

