

**MINUTES**  
ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING  
BOARDROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2020-JUL-29, AT 3:00 P.M.

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Present: Councillor Armstrong, Chair  
Councillor Maartman  
A. Breen, At Large Member (joined electronically)  
T. Davenock, At Large Member (joined electronically)  
L. Derksen, At Large Member (joined electronically)  
S. Hamel, At Large Member (joined electronically)  
R. Harlow, At Large Member (joined electronically)  
J. Maffin, At Large Member (joined electronically)

Absent: S. Cameron  
D. Hollins  
L. Malbon  
R. Pike  
E. Williamson

Staff: R. Harding, General Manager, Parks, Recreation and Culture  
P. Rosen, Director, Engineering  
L. Wark, Director, Recreation and Culture  
L. Clarkson, Manager, Recreation Services  
D. Osborne, Manager, Recreation Services  
T. Stuart, Recreation Coordinator  
A. Fipke, Capital Project Management Specialist  
S. Gurrie, City Clerk  
K. Gerard, Recording Secretary

1. CALL THE ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS 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. 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-MAY-20, at 3:00 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

(a) Update on Metral Drive Complete Streets Universal Design Elements

Introduced by Poul Rosen, Director, Engineering.

Annalisa Fipke, Capital Project Management Specialist provided the Committee with a PowerPoint presentation. Highlights included:

- The goal of the Metral Drive Complete Streets project is to make the road safe and accessible for every person, age and ability
- Metral Drive Complete Streets project has been nationally recognized and has won a Sustainable Urban Transportation Award from the Transportation Association of Canada
- Staff have reviewed and researched best practices and “lessons learned” from other municipalities and incorporated those findings into the project
- Issues raised with the current state of Metral Drive include:
  - Little or no separation from moving vehicles
  - Pedestrian crossings are too close to vehicles
  - Large curb rails allow for drivers to turn corners at a greater speed
  - Drainage issues
  - Missing sidewalks connections and crosswalks
- Improved physical considerations include:
  - Driveway crossing with level sidewalk and bike paths
  - Floating busses stops to ensure people getting on or off the bus are not impeding pedestrians and cyclists
  - Raised intersections to ensure vehicle traffic, pedestrians and cyclists are separated
  - Two stage crosswalks which allow for refuge space in the middle of the road
  - Curb extensions, offset crosswalks, protected intersections and benches
- Staff met with a representative from the Canadian National Institute for the Blind (CNIB) to review the project plans and consult on the various visual considerations that could be implemented
- Suggestions included directional scorelines, tactile warning surface indicators, audible crosswalk signals at all crosswalks and shoreline detection
- Comfort considerations implemented into the plan include boulevard separation, modal separations, advanced stop lines and street lighting

Committee discussion took place. Highlights included:

- Vehicle and pedestrian separation
- Current condition of Metral Drive does not allow for continuous sidewalks and crosswalks are far apart
- CNIB’s involvement in the project
- Bus and bench covers and/or shelters
- The directional flow of the cyclist’s lanes
- Size and type of trees chosen

Annalisa Fipke, Capital Project Management Specialist, continued her presentation. Highlights included:

- Staff conducted a walking tour of Metral Drive with the representative from CNIB and provided the plans to CNIB for review
- Bus and bench covers are not currently part of the project but will be considered after Phase 1 is complete
- Bike lanes will follow the direction of traffic
- Landscape and natural barriers were chosen to ensure no low hanging branches and overgrown shrubs on sidewalks

(b) Summer Camp Integration Program

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

Darcie Osborne, Manager, Recreation Services and Tracy Stuart, Recreation Coordinator, provided the Committee with a PowerPoint presentation. Highlights included:

- Staff have updated the summer camp program this year to ensure that children with diverse abilities can be included in the summer camps
- Parks, Recreation and Culture (PRC) have a long standing partnership with the Ministry of Children and Family Development (MCFD) who provide funding for children with diverse needs
- Modification for integration in 2020 included 7 weeks of programmed camps instead of 8 weeks, 24 campers with 2 integration campers per camp and one leader per child with diverse abilities
- Benefits of the integration program for children of all abilities include social interaction, physical activity, mental stimulation and relief and support for parents
- Staff have taken on new and enhanced cleaning measures to ensure the health and safety of each child especially those who are immune compromised
- Feedback from parents has been very positive

Committee discussion took place. Highlights included:

- Qualifications to attend the summer camps
- The application process and deadline being a barrier to attendance
- Statistics on the amount of applicants versus attendees
- Suggestion of program leaders wearing see-through masks or face shields

5. REPORTS:

(a) Committee Discussion regarding Accessibility Equipment for Front Desk Staff

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

Sheila Gurrie, Director, Legislative Services, advised that the video is unavailable through the link provided in the agenda due to a temporary closure of the Canadian Hearing Services website. The video is available online through YouTube.

Committee discussion took place. Highlights included:

- Installing light flashing fire alarms in all facilities for those who are deaf or hard of hearing
- Researching alternative ways that front counter Staff can communicate with people who are deaf or hard of hearing
- Researching alternative ways to communicate with children during swim lessons and other PRC programs such as visual aids
- Updating new employee training to include a piece to address customers with visual and hearing impairments and/or diverse needs
- Reviewing the process for implementing recommendations and making recommendations to Council in the Fall
- Rick Hansen Foundation offers audits on all spectrums of disabilities and provides a walk-through of facilities to make suggestions on different accessibility options that could be implemented

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

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

Presentation:

1. Lynn Wark, Director, Recreation and Culture, provided the Committee with a presentation. Highlights included:
  - The LEAP Program was developed in 1993 and eligibility is based on a referral from a social service agency or proof of financial situation
  - Currently the program offers a 50% discount on registered programs and 50 free admissions for swimming, skating, aqua fit, weight rooms and Oliver Woods Community Centre drop-in activities
  - The following information is required:
    - Application form
    - Notice of Assessment and/or proof of residency
    - T1 General Form
    - Other income declarations
    - Current child tax benefits statement
  - From 2011 to 2019 usage has decreased from 2556 users to 579 users
  - PRC offers other low cost programs such as free sponsored public skating and swimming, \$3.00 gym and swim sessions and active passes for students in Grade 5 and 6
  - The proposed LEAP review process will involve four steps including:
    - Step 1 – information gathering (September and October 2020)
    - Step 2 – information review (November and December 2020)
    - Step 3 – revised program proposal (January and February 2020)
    - Step 4 – revised program implementation (March 2021)

Committee discussion took place. Highlights included:

- Timeline for completion and implementation of the revised program
- Statistics of usage of facilities and programs compared to the LEAP program
- Barriers of access to the LEAP program including comprehensive application process
- Engaging with low income families and residents to understand why they do not use the LEAP program
- The cost increases in registered programs since 2011
- Promotion and communication of the LEAP program
- Which programs in the Activity Guide the 50% discount can be used for

Councillor Armstrong suggested that Committee members write down their suggestions for improvements and barriers to the LEAP program and these will be compiled and reviewed at the next meeting of the Advisory Committee on Accessibility and Inclusiveness scheduled for 2020-SEP-30.

Sheila Gurrie, Director, Legislative Services, advised the Committee to send correspondence regarding the LEAP program to [legislative.servicesoffice@nanaimo.ca](mailto:legislative.servicesoffice@nanaimo.ca) and Staff will compile the feedback and add to the agenda for the next meeting on 2020-SEP-30.

By unanimous consent, the Advisory Committee on Accessibility and Inclusiveness agreed that the Leisure Economic Access Pass (LEAP) Program Review be added as a standing item to all future Committee agendas.

Committee discussion continued. Highlights included:

- Building partnerships with social service agencies and other service providers to promote the LEAP program and assist with the application process
- Claiming net income versus gross income on the application
- Access to the program for students of Vancouver Island University
- Partnering with the Regional District of Nanaimo Transit to offer bus passes along with the LEAP program
- Creating a form that can be filled out and submitted online

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness approves of and conducts the review process for the Leisure Economic Access Policy (LEAP) program. The motion carried unanimously.

## 6. OTHER BUSINESS:

### (a) Round Table Discussion

Committee discussion took place regarding:

- Committee member attendance at meetings
- Wheelchairs that are water accessible
- Adding members to the Committee from visual minorities, service providers and other agencies

7. ADJOURNMENT:

It was moved and seconded at 4:42 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