

MINUTES

SPECIAL ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE, 411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2023-JUN-07, AT 4:00 P.M.

Present: Councillor S. Armstrong, Chair
T. Brzovic, At Large Member (joined electronically)
J. Cowan, At Large Member
L. Derksen, At Large Member
W. Hall, At Large Member
R. Harlow, At Large Member
T. Hirasawa, At Large Member (joined electronically)
B. Kinrade, At Large Member
J. Maffin, At Large Member (joined electronically)
A. Stuart, At Large Member
N. Sugiyama, At Large Member

Absent: H. Eastmure, Councillor
S. Enns, At Large Member

Staff: D. Lindsay, General Manager, Development Services\Deputy Chief
Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
B. Sims, General Manager, Engineering and Public Works
D. Osborne, Director, Recreation and Culture
L. Brinkman, Manager, Community Planning
L. Clarkson, Manager, Recreation Services
K. Robertson, Deputy City Clerk
N. Sponaugle, Communications Advisor
K. Lundgren, Steno, Legislative Services
A. Chanakos, 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 4:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 8(c) – Correspondence re: *Accessibility Canada Act*

3. APPROVAL OF THE AGENDA:

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

4. CHAIR'S REPORT:

(a) Introductions – Councillor Armstrong

Councillor Armstrong provided a summary of her work history and experience chairing the previous Advisory Committee on Accessibility and Inclusiveness (ACAI). She noted that despite best efforts from Staff, the Committee did not obtain Indigenous representation, or any members from the LGBTQIA2S+ community. Committee members and Staff were then given the opportunity to introduce themselves.

5. REPORTS:

(a) Terms of Reference

Richard Harding, General Manager, Parks, Recreation and Culture, reviewed the Terms of Reference with the Committee and commended all the work that was achieved by the Committee during the previous term.

6. PRESENTATIONS:

(a) Committee Orientation/Meeting Procedures

Karen Robertson, Deputy City Clerk provided the Committee with an overview of meeting procedures. Highlights of her presentation were as follows:

- The role of the Committee is to provide guidance and recommendations to Council in a variety of different areas;
- Key responsibilities include preparing for meetings by reading the Agenda ahead of time and contributing to the work and direction of the Committee where possible;
- “Council Procedure Bylaw 2018 No. 7272” (procedure bylaw) outlines procedures for Council and Committee meetings;
- Committees are formed to consider, report, and make recommendations on matters that have been referred to the Committee by Council;
- Motions endorsed by the Committee are forwarded to Council for consideration;
- There are provisions in the procedure bylaw to allow members to attend electronically if necessary;
- The full agenda process takes approximately two weeks, and agendas are circulated three business days prior to the meeting date;
- Late items are not recommended once the agenda has been circulated unless matters are emergent as it doesn't give Committee members or Staff the proper time to prepare. However, if a late item needs to be added, requests can be made through the Chair prior to the meeting;
- Debates should not be had by email. Any discussion must be held during the Committee meeting;
- Robert's Rules of Order are used to facilitate meetings and protect the rights of its members;

- Motions need to be seconded in order to have a discussion. If a motion is not seconded, it fails, and is not recorded in the minutes;
- Secondary motions may happen during the debate of a main motion. In those cases, the secondary motion is voted on first, then the main motion is voted on with any amendments, if any;
- The City utilizes action minutes and debate is not recorded. However, Committee minutes do include a few more details in order to provide context;
- The “Code of Conduct Bylaw 2022 No. 7348” was put into effect 2022-OCT-15 and was made mandatory by the provincial government;
- Committee Member Statements must be signed by all Committee members affirming they will abide by the Bylaw; and,
- If a Committee member notes a conflict of interest for an agenda item, the Chair must be advised and the member must excuse themselves from the meeting until the topic discussion is over.

(b) Accessibility and Inclusion Plan – City Plan (Nanaimo Reimagined)

Introduced by Lisa Brinkman, Manager, Community Planning.

Presentation:

Lisa Brinkman, Manager, Community Planning, provided a PowerPoint presentation. Highlights included:

- The *Accessible British Columbia Act* requires the City to have an accessibility committee and an accessibility plan to identify, remove and prevent barriers to individuals who interact with the City of Nanaimo;
- The City Plan replaced the previous Official Community Plan implemented in 2008, and integrates six plans into one;
- A staff report will be presented at the 2023-JUN-12 Governance and Priorities Committee meeting outlining ways to increase the number of adaptable units in the City; and,
- Sections C4.2, C4.3 and C4.4 in the Empowered Nanaimo section of City Plan outline ways to be more inclusive, and many of the policies in these sections were formed with assistance from previous Advisory Committee on Accessibility and Inclusivity (ACAI) members.

Richard Harding, General Manager, Parks, Recreation and Culture noted that previous ACAI members were heavily involved in the Maffeo Sutton Inclusive Playground and helped test the Mobi-Mat installed at Departure Bay Beach.

Bill Sims, General Manager, Engineering and Public Works, spoke regarding pedestrian upgrades in the City. Highlights included:

- The rainbow brick crosswalk on Commercial Street will be upgraded as part of the Design Commercial Street project to be more pedestrian and rolling friendly;
- The Metral Drive Complete Street project has increased the number of cyclists and pedestrians along that street, and has improved safety for elementary school students;

- Tactile warning strips are being added where possible at crosswalks, as well as wave-activated crosswalk signals;

Lisa Brinkman, Manager, Community Planning, continued the presentation. Highlights included:

- The Integrated Action Plan (IAP) is a library of actions the City can perform to implement the City Plan;
- Endorsement of the IAP is expected to occur in June, and a draft version is available on the City's website; and,
- The Monitoring Strategy helps ensure the City stays on track with actions working towards the goals in the City Plan.

Committee discussion took place regarding features of the wave-activated crosswalk signals and the potential for increased transit at the new Westwood Lake parking lot.

7. OTHER BUSINESS:

(a) Correspondence re: Speech to Text

Councillor Armstrong provided email correspondence outlining the potential to use the speech-to-text app Google Live Translate to improve hearing in City facilities for those with hearing impairments.

Committee discussion took place regarding different options for hearing assistance.

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness recommend that Council direct Staff to prepare a report on the feasibility of audio enhancement and closed captioning options to assist hearing impaired individuals at City facilities. The motion carried unanimously.

(b) Correspondence re: Local Community Accessibility Grant Program Information Session

Councillor Armstrong provided an overview of the email wherein she highlighted the available webinars through the Social Planning and Research Council of BC on the Local Community Accessibility Grant Program.

(c) Correspondence re: *Accessibility Canada Act*

Councillor Armstrong noted that the correspondence was attached for the Committee's information and requested that the topic be added as an agenda item at the 2023-SEP-06 ACAI meeting.

(d) Future Meeting Items

Richard Harding, General Manager, Parks, Recreation and Culture, facilitated a roundtable discussion to identify potential future agenda topics. | Topics included:

- Braille on washroom doors, as well as how and where braille can be used throughout the City;
- The Rick Hansen Foundation Report;
- Accessible change room at the Nanaimo Aquatic Centre;
- Policy and procedures for turning on and locking of accessible features in City facilities;
- Installation of an accessible playground in the Rocky Point neighbourhood;
- Navigation of streets and indoor spaces for those who are visually impaired and those in wheelchairs;
- Timing of lights at crosswalks;
- Formal feedback process on the City’s website for concerns or complaints;
- Snow on sidewalks and in parking lots;
- More inclusivity on trails and trailheads;
- More accessible housing; invite a Staff member from Social Planning to provide a presentation to the Committee;
- Transportation – not enough buses and handy dart services; and,
- Accessible communication using plain language.

8. QUESTION PERIOD:

- No one was in attendance to ask questions.

9. ADJOURNMENT:

It was moved and seconded at 5:44 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CITY CLERK