



## **MINUTES**

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

Wednesday, May 14, 2025, 4:02 P.M.  
Boardroom, Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

- Present:** Councillor H. Eastmure, Chair  
R. Harlow, At Large Member  
T. Hirasawa, At Large Member  
B. Kinrade, At Large Member\* (disconnected at 5:32 p.m.)  
J. Maffin, At Large Member\*  
S. Pump, At Large Member\*  
A. Stuart, At Large Member  
N. Sugiyama, At Large Member
- Absent:** Councillor S. Armstrong  
T. Brzovic, At Large Member  
L. Derksen, At Large Member  
S. Enns, At Large Member
- Staff:** A. Breen, Manager, Culture and Special Events  
D. Burgos, Manager, Corporate Communications Community  
Relation  
L. Clarkson, Manager, Recreation Services  
D. Johnston, Manager, Recreation Services  
J. Rose, Manager, Transportation  
N. Vracar, Deputy Corporate Officer  
L. Young, Zoom Moderator  
K. Lundgren, Recording Secretary

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

The Advisory Committee on Accessibility and Inclusiveness (ACAI) Meeting was called to order at 4:02 p.m.

Councillor Eastmure recognized that 2025-MAY-15 is Moose Hide Campaign Day where Canadians are called to join together to take a stand against violence towards women and children.

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

**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 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., be adopted. The motion carried unanimously.

**4. COUNCIL COMMUNICATIONS:**

(a) Westwood Lake Park Accessible Wayfinding Signage

Nikolina Vracar, Deputy Corporate Officer, advised the Committee that 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."

**5. PRESENTATIONS:**

(a) Integrated Action Plan Recreation - Mini-Workshop

Damon Johnston, Manager, Recreation Services, introduced the workshop and requested the Committee's input on identifying barriers to participating in City of Nanaimo (the City) recreation and culture programs and potential ways to reduce those barriers.

Committee discussion took place. Highlights included:

- Physical disabilities often require adaptive recreation equipment, and the access, maintenance, storage of this equipment is a barrier
- The kitchens for cooking programs are often too small to accommodate more than one or two people with disabilities
- Paperwork and reading materials can be challenging for those with literacy difficulties, brain injuries or neurodiversity
- Encouraged the use of colourful graphics, succinct messages and the use of social media to promote recreation events
- Encouraged more drop-in programs to reduce registration barriers
- Importance for children to see themselves represented, and encouraged offering more accessible programs for youth

- Suggestions for low sensory areas/times to accommodate those with sensory-related barriers to escape when echoes, noise or music is too overwhelming
- Offering services that can help facilitate preparing children to participate in the programs (e.g. a private instructor to work with children so they are ready for group swimming lessons)
- Challenges with the universal changeroom at the pool as the height of the change table is not adjustable, and there is difficulty fitting a wheelchair in the space
- Camp Sunsation and Camp Integration summer programs' staff's skills/training could be utilized to provide services throughout the year
- Partnering with Vancouver Island University students who want experience working with people with disabilities
- Concerns that the registration paperwork for Camp Sunsation is still being sent by mail
- Suggestion to partner with Nanaimo Pride Society to offer a Pride swimming event during Pride Month to provide a more welcoming environment at the pool
- Consideration for equipment/partnerships to offer TrailRiders (wheelchairs designed for remote/uneven trails) for trail accessibility
- Consideration for tactile trails for people with vision loss or programming to help new hikers explore trails with adaptive guides

Adrienne Breen, Manager, Culture and Special Events, continued the presentation and requested input from the Committee on ways to make City recreation and culture facilities more inclusive and welcoming.

Committee discussion took place. Highlights included:

- While lobbies of City recreation facilities are often used as warming/cooling spaces, those spaces are not seen as welcoming to the vulnerable population, with the exception of the Senior Centre at Bowen Park which offers soft seating, carpet, and activities
- Challenges with accessible parking at Maffeo Sutton Park during special events
- Individuals are often unaware of options available to them, and it would be beneficial to have a central point of contact that has knowledge/experience with adaptive recreation
- Representation of adaptive equipment in the Activity Guide images so individuals can better see what is available

- Considerations around language translation capabilities for new families to Canada
- Displaying symbols of inclusive spaces such as the Pride Flag, Indigenous artwork, and pronouns on name tags

A. Breen, Manager, Culture and Special Events, continued the presentation. Highlights included:

- Information gathered will be shared with City staff and could be incorporated into the next fall or winter programming guide
- For facilities, if budget is required, items may be added to the 2026 budget planning cycle
- Staff intend to track changes and report back to the Committee at a future meeting

(b) Update re: Transportation 2025 Workplan

Jamie Rose, Manager, Transportation, provided an update on the Transportation 2025 Workplan, and spoke regarding projects that are in the early planning stages, ongoing and upcoming.

Committee and Staff discussion took place regarding the accessibility features that are regularly included in transportation projects such as dedicated sidewalks, Tactile Warning Surfaces Indicators (TWSIs), and touch-free crosswalk buttons.

## 7. **REPORTS:**

(a) Pedestrian Infrastructure Upgrade Priorities

J. Rose, Manager, Transportation, provided an on-screen presentation, included in the agenda package. Highlights included:

- The City allocates \$300,000 each year towards pedestrian mobility and safety projects throughout the City
- An overview of the following recommended projects for the pedestrian unallocated funding:
  - Townsite Road at St. Patrick Crescent
  - Wallace Street at Franklyn Street
  - Portsmouth Road at Applecross Road
  - Waddington Road at Duffering Crescent
  - Mary Ellen Drive at Dover Road

Committee and Staff discussion took place. Highlights included:

- The need for accessible parking for the office building at 256 Wallace Street
- Accessibility considerations around construction sites
- Considerations for the type of fencing used around constructions sites as some can cause hazards

B. Kinrade disconnected from the meeting at 5:32 p.m.

- Support for the recommended project at Portsmouth Road at Applecross Road considering the Harvest Church, bus stop and pedestrian traffic in the area

## 8. OTHER BUSINESS:

### (a) National AccessAbility Week

Dale Burgos, Manager, Corporate Communications and Community Relation, spoke regarding National Accessibility Week and advised that the City's draft News Release mentions the Committee's work.

Committee discussion took place regarding the Disability Pride Flag.

### (b) Verbal Update re: City Statement on Accessibility, Equity and Inclusion

D. Burgos, Manager, Corporate Communications and Community Relation, presented the City's statement on Accessibility, Equity and Inclusion which was revised based on feedback received at the 2025-JAN-08 ACAI Meeting. The City is actively working on improving its accessibility on the website homepage including adding icons, alternative text on all images, and an accessibility feedback tool on the web pages.

### (c) Request for a Presentation by the City of Nanaimo and Regional District of Nanaimo regarding Accessibility at Transit Stops

Richard Harlow, Member, ACAI, spoke regarding barriers experienced at bus stops throughout the City.

Committee and Staff discussion took place regarding the potential to have a discussion with Regional District of Nanaimo staff regarding transit stops at a future Committee meeting. Staff noted that they would undertake follow up

### (c) Verbal Update re: Committee Member Recruitment

N. Vracar, Deputy Corporate Officer, advised that Sahara Roden has resigned from their position on the Committee, and the City has commenced the recruitment process to fill the vacant position.

**9. ADJOURNMENT:**

It was moved and seconded at 5:55 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DEPUTY CORPORATE OFFICER