

**City of Maple Ridge & City of Pitt Meadows
Municipal Advisory Committee on Accessibility & Inclusiveness (MACAI)**

AGENDA

Thursday, November 25, 2021 at 4:30 pm

Held via Zoom Teleconference

Meeting Access Information

To practice social distancing during the COVID-19 pandemic we will be holding the MACAI meeting via Zoom teleconference. All participants including members of MACAI and the public are asked to join the meeting from home using the access information provided below.

Join the meeting from your computer, tablet or smartphone

<https://mapleridge-ca.zoom.us/j/84561731907?pwd=dIVSdnpUN2p4bk4zYWVKY0NXaOgxUT09>

Or join the meeting using your phone

Dial: 1-778-907-2071 Meeting ID: 845 6173 1907 Passcode: 716986

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – September 23, 2021
4. **DELEGATIONS**
 - 4.1 Strategic Transportation Plan Overview – Mark Halpin, Manager of Transportation
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1. Inclusive and Accessible Events and Volunteerism
 - 5.2. 2022 Business Plan (Final)
6. **LIAISON UPDATES**
 - 6.1. City of Pitt Meadows
 - 6.2. City of Maple Ridge
 - 6.2.1 Maple Ridge Accessibility and Inclusiveness Strategy
7. **SUBCOMMITTEE AND TASK FORCE UPDATES**
 - 7.1. Age-Friendly Subcommittee
 - 7.2. 2021 Work Plan Update
 - 7.3. 2021 MACAI Awards
8. **QUESTION PERIOD FOR THE PUBLIC**
9. **ROUNDTABLE**
10. **ADJOURNMENT**

Next Meeting: February 17, 2022

Agenda Items Submission Deadline: February 3, 2022

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments on subjects that are of concern to them. Each person will be given 2 minutes to speak.

Up to ten minutes in total is allotted for Question Period.

**MAPLE RIDGE/PITT MEADOWS
MUNICIPAL ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS**

The Minutes of the Regular Meeting of the Maple Ridge/Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness, held via Zoom teleconference on September 23, 2021 at 4:30 pm.

COMMITTEE MEMBERS PRESENT

Councillor Chelsa Meadus	Council Liaison, City of Maple Ridge
Councillor Gwen O’Connell	Council Liaison, City of Pitt Meadows
Laurie Geschke, Chair	Member at Large, Maple Ridge
Kim McLennan	Fraser Health Representative
Trina Prince	Member at Large, Pitt Meadows
Katie Sullivan	School District 42 Board Trustee

STAFF PRESENT

Petra Frederick	Staff Liaison, City of Maple Ridge
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ABSENT

Michael Biggar	Member at Large, Maple Ridge
Don Mitchell	Member at Large, Maple Ridge
Carolina Echeverri	Family Education and Support Centre Representative
Jackie Senchyna	Staff Liaison, City of Pitt Meadows

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-011

It was moved and seconded

That the September 23, 2021 Maple Ridge Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

R/2021-012

It was moved and seconded

That the minutes of the Maple Ridge Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness dated April 15, 2021 be adopted as circulated.

CARRIED

4. DELEGATIONS

The Committee expressed interest in inviting the City of Maple Ridge’s Community Safety Officer as a delegation to the November meeting to provide an update on the Community Safety Plan.

5. NEW AND UNFINISHED BUSINESS

5.1. 2022 Committee Work Plan Draft

The Committee discussed 2021 deliverables, found milestones and 2022 deliverables.

R/2021-013

It was moved and seconded

That the Municipal Advisory Committee on Accessibility and Inclusiveness supports the 2022 Committee Work Plan as proposed and recommends approval by Council.

CARRIED

5.2. COVID-19 Safety Update

P. Frederick provided a brief update to members regarding the implementation of the vaccine passport within Parks, Recreation and Culture (PRC) services along with opportunities for community members to access their vaccine card through the Maple Ridge Library or BC Government Service agency.

5.3. Inclusive and Accessible Volunteerism (discussion)

P. Frederick introduced to the committee a draft supplemental guide 'Creating Accessible and Inclusive Events'. P. Frederick will distribute the guide with committee members for their review, comments and feedback. The final version will be presented at the November meeting for adoption.

6. LIAISON UPDATES

6.1 City of Pitt Meadows

The City of Pitt Meadows is open for business with a masking mandate still in effect. The new BC Housing building located directly behind the Pitt Meadows Family Recreation Centre offering attainable rent has been approved and the start date is to be announced. The new Community Services building is slated to open January 1, 2022 and will offer residents of both Maple Ridge and Pitt Meadows a one-stop shop for accessing community services along with some attainable housing options, including Youth beds (18 to 25 years old). At this time the building manager has been hired. Pitt Meadows is a growing community and continues to see traffic issues, which the city is working through.

6.2 City of Maple Ridge

The City of Maple Ridge is in the process of hiring a new Chief Administrative Officer (CAO), as the outgoing CAO Al Horseman has resigned from his position. Council hopes to have a new CAO in place by October 2021 and is looking for someone that can offer long-term guidance, growth and communication. The City's new Community Safety Officer program is in full operation, with six staff members and runs seven days per week, 16 hours per day.

7. SUBCOMMITTEE AND TASK FORCE UPDATES

7.1 Age-Friendly Subcommittee

Age-Friendly Subcommittee hosted a workshop for building managers, building owners and strata councils who are supporting senior residents and providing attendees with resources pertaining to Building Emergency Preparedness, Community Safety and Senior-based resources, to support 'Aging Well in Place'. The workshop had 23 participants with 20 buildings and/or strata's representatives.

7.2 2021 Work Plan Update – reviewed during agenda item 5.1

7.3 2021 MACAI Awards

The 2021 MACAI award nominations have now closed with nine nominations. It was noted that P. Frederick will work with the same photographer from last year and staff to put together the virtual video of the 2021 award nominees.

8. ROUNDTABLE – NIL

9. ADJOURNMENT – 6:06 p.m.

Laurie Geschke, Chair

/pf

Festivals Resource Guide:
Creating Accessible and Inclusive Events

Supplemental Guide

Last Updated: November 2021

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Introduction

“Culture is vital to a healthy community” – Maple Ridge Official Community Plan

Festivals are an essential component of place-making, citizen engagement and quality of life. The City of Maple Ridge recognizes that festivals are special events hosted by community organizations and individuals contribute to the diversity of cultural expressions, vibrancy and activities available to residents and visitors.

(City of Maple Ridge Festival Resource Guide)

Everyone who participates and/or volunteers at a community event should be able to enjoy the event to the fullest and feel welcome. Event participation and involvement can result in a happier and safer community for all and can improve an individual's sense of belonging, empowerment, community participation/ involvement and quality of life.

Planning an inclusive and diverse event and/or volunteer role begins before the first person attends. When keeping the needs of all visitors and volunteers in mind during the planning phase, we are better able to support our diverse community members.

Inclusion is achieved by offering flexible opportunities for community members to participate and/or give back to their community and benefits all visitors/ volunteers.

How to use this Guide

This document acts as a supplementary resource guide and provides event organizers with practical suggestions to be considered when planning an event/ festival. The check lists provided below are examples of initiatives to be considered to promote inclusivity and diversity for all community members to feel welcome and supported.

Planning Inclusive and Diverse Events

This check list is intended to assist in the planning of an accessible and inclusive event/ festival. Please ensure that you have reviewed and followed all requirement to hosting an event or festival as listed in the Festival Resource Guide - [Special-Event-Manual \(mapleridge.ca\)](http://mapleridge.ca/Special-Event-Manual)

Event Promotion & Communication

Please consider:

...event information is available in multiple formats (large print, braille, ASL) and alternate languages.

...an outline of all accessibility and/or inclusive features is available on advertisements and site maps.

...event contact information includes multiple options (phone, text, email etc.).

...event/ festival posters (electronic versions) include only text formats to be more compatible with screen readers.

Staff & Volunteers

Please consider:

...recruiting staff and volunteers who have experiences and/ or knowledge of accessibility and inclusion (diversabilities, diverse cultures, LGBTQ etc.)

...staff and volunteers with sensitivity training in the areas of disability awareness, cultural diversity, LGBTQ and the events accessibility and inclusiveness safety features.

...stationing volunteers who have experiences and/or knowledge of accessibility and inclusion at the entrances of the venues and information booths etc.

(Please see Appendix A for a more in-depth information)

Event Day

Please consider:

... there is a staff /volunteer with experience assigned to the event information booth to provide specific accessibility and inclusion information/ support.

...providing an American Sign Language (ASL) interpreter or Real Time Captioning for any formal/ formal presentations scheduled throughout the day.

...providing language translation for formal/ informal presentations

...that service animals are identified and permitted in the venue to accompany those needing assistance

- Identify an area within the venue for service dogs to relieve themselves
- Identify and provide an area within the venue for service dogs to access drinking water and shade for rest.

... identifying and providing a 'quiet' or 'sensory reducing' zone where noise is eliminated/ reduced, seating and shade is available and is wheelchair accessible.

...accessible viewing area(s) with seating available and that is wheelchair accessible.

... adding an accessible scooter charging stations and/or parking (ensure area is within close walking distance to central seating/ entertainment etc.

...an alternate line/ entry for persons with diversabilities and those with fatigue related circumstances.

LGBTQ Inclusion

Please consider:

...providing name tags for staff and volunteers and space to indicate individuals preferred pronouns.

...that when addressing the audience, you are using terminology that is inclusive (such as 'everyone' or 'folks' instead of gender-based words)

...there are gender neutral washroom options, when possible.

Accessible Drop Off and Parking

Please consider:

...an area for accessible drop off/ pick up, including personal vehicles, taxies, private busses etc.

...accessible and convenient parking options for both commuter and over height vehicles.

Safety

Please consider:

...regularly announcing evacuation plans and that the plans are available in multiple formats.

...that evacuation plans include procedures for persons with diversabilities, (wheelchair access, deaf, hard of hearing, blind or vision loss, English as a second language etc.)

...evacuation routes are free of obstructions and well-lit.

Way Finding

Please consider:

...signage with large print and contrasting colors to identify major venue points (parking, stage, vendors etc.)

...that the venue space has large, unobstructed pathways and walkways with accessible surfacing.

...that the venue is accessible for mobility devices such as wheelchairs, scooters, walkers, canes and strollers etc.

... that entrances and exits are well identified and accessible within the venue (wide and unobstructed).

...there is clear and unobstructed signage identifying the information table, washrooms, emergency personnel etc.

Service Counters

Please consider:

...asking all service counter providers (information booths, eateries, vendors) to offer a lower accessible counter option for participants/ volunteers with diversabilities.

...adding a line for persons with diversabilities and those with fatigue related needs.

...that there are chairs and/or other seating options available at service counters to assist individuals who have difficulty standing for long periods of time.

...a reduce price point or complimentary fees for support attendants, assisting a participant with diversabilites.

Washrooms

Please consider:

...that washroom access and/or portable toilets are accessible, offering a gender-neutral option and equipped with baby change tables for use by caregivers of any gender.

Other

Please consider:

...there is adequate and accessible seating through out the venue

...there are food options for individuals with allergies, food sensitivities as well as vegan and vegetarian options.

Appendix A

Inclusive and Diverse Volunteer Opportunities

This check list is intended to assist in the recruitment and support of event/ festival volunteers in an accessible and inclusive environment. Please ensure that you have reviewed and followed all requirement to hosting and/or recruiting volunteers as outlined in the Festival Resource Guide - [Special-Event-Manual \(mapleridge.ca\)](#)

Recruitment

Please consider:

...using recruiting messages that include words as well as imagery of diversity and accessibility (volunteers).

...recruiting members of the diverse and accessible community by advertising and/ or networking with organizations who support diversity and accessibility.

...that all media materials reflect that you are inclusive.

...using plain language in communication materials.

...that your social media, websites and other digital advertising are accessible to all individuals.

Training

Please consider:

...that training materials:

- Are easy to perceive and includes images with discriptions, videoes with transcripts and/or captions etc.
- Are available in a variety of formats (hard copies vs digital formats)
- Uses plain and easy to understand language
- Are presented in the newest technology formats to enhance the accessibility of training material (online – self pacing, training videos, auto captions etc.)

Task Development

Please consider:

...options on how to modify volunteer tasks to fit individual needs.

...volunteer options that can be carried out in partnership with other volunteers.

Volunteer Support

Please consider:

...if possible, there are opportunities for volunteers to work in pairs.

...opportunities with flexible start and end times.

... offering volunteers accessible parking options and/or alternate modes of transportation to and from volunteer site (bus fare etc.)

References:

AdviceLink. *Inclusive and Accessible Events – A guide for event organizers*. Available at: [accessible-events.pdf \(visitscotland.org\)](#).

Employment and Social Development Canada (ESDC). *Supporting Volunteerism by People with Disabilities*. Available at: [Supporting Volunteerism by People with Disabilities Guidebook | Volunteer Canada](#).

Employment and Social Development Canada (Office of Disability Issues). March 2018. *Planning Inclusive and Accessible Events – A handbook for Federal Public Servants*.

Nova Scotia. *A Guide to Planning Accessible Meetings and Events*. Available at: [Guide to Planning Accessible Meetings and Events \(kentville.ca\)](#)

Ontario. *Planning Accessible Events – So everyone feels welcome*. Available at: [Planning Accessible Events \(accessibilitycanada.ca\)](#)