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APPENDIX GLOSSARY OF TERMS

12.0 GLOSSARY OF TERMS

The following identifies the common understanding of frequently used terms but are not intended as formal definitions. Deference is given to the statutory and legal meaning of terms, and their use in context of the relevant bylaw.

Adaptive Planning: Planning techniques (such as land use or building design) that can evolve over time as changing demands occur.

Accessibility: The degree to which a product, device, service or physical environment is easily reached, obtained or used by as many people as possible. The concept focuses on people with disabilities or special needs and their right of access or use. Accessibility is related to *Universal Design*.

Accessory Dwelling Unit: A secondary dwelling unit established in conjunction with and clearly subordinate to a single family detached dwelling unit on a fee simple lot.

Aging in Place: A concept that supports the opportunity for residents to remain living in their own neighbourhood or community as they age through the availability of appropriate services, facilities and housing options.

Affordable Housing: Housing (mortgage/rent payments plus taxes) which cost no more than 30 percent of one's total income.

Aquatic ecosystem: Any body of water, such as a stream, lake, estuary, or wetland, and all of the organisms and non-living components within it functioning together as a natural system.

Attainable Housing: In order for housing to be attainable, it must first be affordable. In a broader sense, attainable housing also refers to the ability of one to enter the housing market and gradually increase into successive levels of the market.

Bill 27: Also known as the *Local Government (Green Communities) Statutes Amendment Act* (2008), provides local governments with some additional powers to make changes in their communities with the objective of reducing Greenhouse Gas (GHG) Emissions by 33 percent below 2007 levels by 2020. This provincial Bill was enacted after the Union of British Columbia Municipalities and the Province committed to addressing climate change implications by signing onto the *BC Climate Action Charter*.

Bio swale: A drainage system that uses plants and soil or composted materials to retain and cleanse runoff from a site, roadway, or other source (e.g., vegetated ditch or depression).

Brownfields: As per Canada's National Round Table on the Environment and the Economy (NRTEE), brownfields are defined as "abandoned, vacant, derelict or underutilized commercial and industrial properties where past actions have resulted in actual or perceived contamination and where there is an active potential for redevelopment". Furthermore, "Redeveloped and returned to productive use, brownfield sites can generate significant economic, social and environmental benefits and more sustainable communities overall. "

Building Footprint: The area within the perimeter of a building measured at the foundation. It shall include roofed areas and any cantilevered portions of the building. The term "building footprint" shall not include open uncovered patios, decks, unroofed stoops or stairs or roof projections. It shall not include one-story open porches or porticos extending up to 3.7metres from the exterior walls of a structure. Any portion extending more than 3.7metres from the exterior walls shall be included in the building footprint. A "porch" or "portico" shall be defined as an outdoor roofed space attached to a structure without screens, walls or windows (rails are allowed). The porch or portico may have an occupiable deck as long as the roof deck does not have an enclosure of any kind beyond a rail around the perimeter.

Climate Change: The term used to describe changes in long-term trends in the average climate conditions, such as changes in average temperatures. According to the United Nations Framework Convention on Climate Change (UNFCCC), climate change is a change in climate that is attributable directly or indirectly to human activity that alters atmospheric composition.

Coach House: A separate, smaller dwelling unit, often located above or attached to a garage, built on a residential lot occupied by a primary residence. The term "Coach House" is interchangeable with Carriage or Laneway Houses.

Community Engagement: Timely and meaningful citizen and stakeholder involvement in civic priority setting, decision-making, program development, and service delivery. The goal is to ensure that the decision-making is well-informed and offers citizens the chance to contribute their ideas and knowledge to policy development.

Complete Communities: Applies to the entire Village as a whole. Complete communities have a mix of uses and are walkable, with many of a resident's daily needs—shops, offices, transit, civic and recreational places—within a short distance of home. Complete Communities consume less open space and enable multiple choices and modes of transportation, including bicycles, cars, and mass transit. A wide variety of building types provides options to residents and businesses, encouraging diversity in population. This mix of uses, public spaces, transportation, and population makes complete communities economically, socially, and environmentally sustainable.

Crime prevention through environmental design (CPTED): is a pro-active crime prevention strategy utilized by planners, architects, police services, security professionals and everyday users of space. CPTED surmises that the proper design and effective use of the built environment can lead to a

reduction in the incidence and fear of crime and improve the quality of life. Emphasis is placed on the physical environment, productive use of space, and behavior of people to create environments that are absent of environmental cues that cause opportunities for crime to occur.

Development Permit: A document that is required in areas designated in an Official Community Plan that regulates development, includes conditions of approval including site development, environmental controls and building design for multiple dwellings, small lots or commercial uses.

Development Permit Areas (DPAs): Designated in accordance with Section 919.1 of the *Local Government Act*, DPAs allow the municipality to manage types of development that occur in specific areas. DPA guidelines reflect certain objectives, and may be designated for a variety of purposes.

Each DPA is subject to its own specific guidelines as set out in the official community plan. Within designated DPAs land must not be subdivided or altered and buildings or structures cannot be constructed or altered, unless the owner has first obtained a Development Permit, which is issued by Council (some exemptions apply).

Ecosystem: A complete system of living organisms interacting with the soil, land, water, and nutrients that makes up their environment. An ecosystem is not complete without three elements: composition, structure, and function. The composition includes the pieces that make up the ecosystem (e.g., species); structure refers to the physical and spatial aspects of an ecosystem; and function is about natural processes such as fire, floods, insect outbreaks and wind throw that shape it. An ecosystem can be any size—a log, pond, field, forest, or the earth’s biosphere—but it always functions as a whole unit. Ecosystems are commonly described according to the major type of vegetation—for example, old-growth forest or grassland ecosystem.

Easement: A right of use over the property of another. Easements can be conveyed from one individual to another by will, deed, or contract, and are registered on title of the affected parcel through Land Titles. Easements can be affirmative in nature, which entitles the holder to do something on another individual’s land.

Efficient Infrastructure: An adaptable term used to describe an array of products, technologies, and practices that use natural systems—or engineered systems that mimic natural processes—to enhance overall environmental quality and provide less strain on utility services.

Floor Area Ratio (FAR): A ratio of the built floor area of a structure to the area of the lot it occupies. This is a method of controlling the size of building that can be built on a property, calculated by multiplication of the lot area times the FAR.

Fish Habitat: The area in or about a stream—such as spawning grounds and nursery, rearing, food supply, and migration areas—on which fish depend directly or indirectly in order to carry out their life processes, as defined by a QEP or applicable federal or provincial legislation.

Food System: An interconnected network of practices, processes and places involved in feeding a population, including food production, processing, distribution, consumption and disposal of food and food-related items, and the inputs and outputs at each stage.

Greenfield: An undeveloped or agricultural tract of land that may have potential for industrial or urban development.

Greenhouse Gas (GHG): A collective term for those gases which reduce the loss of heat from the earth's atmosphere, and thus contribute to global warming and climate change.

Greenway: In general, "Greenway" means a corridor of open space that (1) may protect natural resources, preserve scenic landscapes and historical resources or offer opportunities for recreation or non-motorized transportation, (2) may connect existing protected areas and provide access to the outdoors, (3) may be located along a defining natural feature, such as a waterway, along a man-made corridor, including an unused right-of-way, traditional trail routes or historic industrial activities (former rail lines or equivalent) , or (4) may be a green space along a highway or around the village.

Greenways: Networks of linked green space that provide wildlife habitat and recreational opportunities. Some greenways include trails; others do not provide public access. On the ground, greenways are created as part of an integrated approach to land planning, balancing the needs of human communities and natural systems. A Detailed description of greenways can be found in Nature without Borders 2nd Edition April 2013.

Heritage Resource or Property: A structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

Heritage Value: The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a heritage resource is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Historic Village Commercial Core: means the area designated within the Heritage Conservation District. This area is considered to be the historic centre of Cumberland's commercial activities with a remaining stock of heritage commercial and residential buildings within this area.

Human Scale: The experience or comfort and fit between the size (height, distance, aerial extent, details) of physical surroundings and its natural and built elements relative to the size of a human person with normal vision, hearing and walking ability.

Infill: The development of a property, site or area at a higher density that currently exists through: a) redevelopment; b) the development of vacant or underutilized lots within previously developed areas; and c) the expansion or conversion of existing buildings.

Local Food: Agricultural products grown or produced within the Comox Valley Regional District.

Low Impact Development (LID): Refers to the practice of mitigating stormwater runoff by utilizing the natural drainage patterns of the land. This practice also seek to reduce conventional stormwater conveyance infrastructure and treatment to minimize costs and maximize natural processes such as retention ponds, wetlands, bioswales, landscape buffers and vegetative roof systems on buildings. Design using LID principles follows four simple steps:

- a. Determine pre-developed conditions and identify the hydrologic goal (some jurisdictions suggest going to wooded conditions).
- b. Assess treatment goals, which depend on site use and local keystone pollutants.
- c. Identify a process that addresses the specific needs of the site.
- d. Implement a practice that utilizes the chosen process and that fits within the site's constraints.

Multi-Modal Transportation: An interconnected transportation system that supports vehicles, bicycles, pedestrians, and public transit.

Natural Area: Open space containing unusual or representative biological, physical or historical components. It either retains or has had re-established a natural character, although it does not necessarily have to be completely undisturbed.

Objectives: These define strategies or implementation steps to achieve or support the land use goals and the overall vision. Objectives are usually more specific than goals and contain prescription about how to attain the desired land use outcomes. Objectives should be “SMART”—Specific, Measurable, Achievable, Realistic and Time-bound. There can often be many objectives that will contribute to the same goal. Short term objectives should be initiated within 3 years. Medium Term objectives should be initiated in 3 to 5 years and Long Term objectives should be initiated when resources permit or within 5 to 10 years. Where an objective is classified as immediate or ongoing it has already been initiated or is an accepted ongoing responsibility of a municipal department.

Official Community Plan (OCP): In accordance with the *Local Government Act*, ‘an official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government’ (Section 875(1)). An OCP provides a long term vision for the Corporation of the Village of Cumberland by identifying a broad vision with supporting goals and objectives to guide Council on planning and land use decisions.

Open Space: Open space is taken to mean all open space of public value, including not just land, but also inland bodies of water such as rivers, lakes and reservoirs which offer important opportunities for sport, environmental protection, education, passive and active outdoor recreation, as well as a visual amenity.

Owner: A person registered in the land registry records as owner of land or of a charge on land, whether entitled to it in his own right or in a representative capacity or otherwise.

Park: Dedicated parks or other publicly owned, publicly managed, or publicly accessible land, which serves a recreational function, or has the primary purpose of enhancement of landscape character, or protection of environmental resources.

Passive Heating: Use of building components to collect, store, and distribute solar heat gains to reduce the energy demand for space heating.

Policy: These prescribe how land use objectives can be implemented and what considerations may need to be accounted for during the process. Policies are applicable to actions undertaken by the Village but also provide guidance to landowners.

Public Realm or Public Space: All exterior places, linkages and built form elements that are physically or visually accessible. These elements can include, but are not limited to, streets, pedestrian ways, bikeways, bridges, plazas, nodes, squares, gateways, parks, waterfronts, natural features, view corridors, landmarks, and building interfaces.

Publicly Accessible Space: Lands in private ownership that are commonly open to and accessible to the general public

Recreation Facilities: Public and private spaces that support both indoor and outdoor recreation, sports and leisure activities.

Regional Growth Strategy: The purpose of a regional growth strategy is “to promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources” (*Local Government Act*, Section 849(1)).

Restricted Development Zone: The area containing an environmentally sensitive feature that is to be preserved and protected from development.

Riparian ecosystem: the area adjacent to a stream which may be subject to temporary, frequent, or seasonal inundation. The area supports plant species that are typical of an area of inundated or saturated soil conditions and that are distinct from plant species on freely drained adjacent upland sites. The riparian ecosystem is influenced by, and exerts an influence on, the associated aquatic ecosystem.

Sense of Place: The subjective experience of a place as having physical and social attributes that make it distinctive and memorable.

Sensitive ecosystems: rare and/or fragile ecosystems that have been identified during a Sensitive Ecosystems Inventory.

Smart Growth: a collection of land use and development principles that aim to enhance our quality of life, preserve the natural environment, and save money over time. Smart growth principles ensure that growth is fiscally, environmentally and socially responsible and recognizes the connections between development and quality of life. Smart growth enhances and completes communities by placing priority on infill, redevelopment, and densification strategies.

Stakeholders: Organizations, community groups, and more formal associations that are representative of the wider community and have related interests.

Universal Design: The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent of the universal design concept is to simplify life for everyone by making products, communications, and the built environment more usable by more people, while emphasizing dignity and independence by providing those features that will allow people to function in their day-to-day setting without assistance, at little or no extra cost. The universal design concept targets all people of all ages, sizes, and physical or cognitive abilities.

Urban Sprawl: The term used to describe development that encroaches into Greenfield or undeveloped land not in close proximity to the Historic Village Commercial Core.

Village: means the Council of the Village of Cumberland or the area within the boundaries of the Village.

Village Centre: The Village Centre will remain the focus for the surrounding neighbourhoods within reasonable walking and cycling distance for a range of ages. Good connectivity to the Interchange Lands to the east will also be encouraged. The Village centre will have a range of shops and services to meet most daily needs, but does not include major “destination” retail establishments such as department stores. Mixed-use development, such as live/work units situated over shops, is a typical building form within the commercial core, with lower density single family and multi-family housing (such as coach houses, duplexes or townhouses) forming a peripheral area adjacent to the core. The objective for the Village Centre is to continue to build on the unique heritage values of a former coal mining community, while encouraging a distinct contemporary village environment to meet future local and regional economic and social demands.

Vision Statement: A statement about the future desired for a particular area or an organization. The vision statement in this official community plan describes the future desired in the Village. It frames the goals for the Village and sets the basic direction for planning, policies and actions.

Visual Absorption Capability: a tool to assess a landscape's susceptibility to visual change caused by human activities.

Walkable: A community is walkable when it is scaled, dimensioned and provided with facilities and a mix of uses and activities that make walking an easy, convenient way to get around to people of all ages and abilities. As a general rule most people will not walk much more than 10 minutes to shop or reach services such as libraries and schools.

Zoning: The division of the Village by bylaw into discreet areas in which the use and development of land, including the density, siting, size and height of buildings, and the shape, area and dimensions of parcels, are regulated.