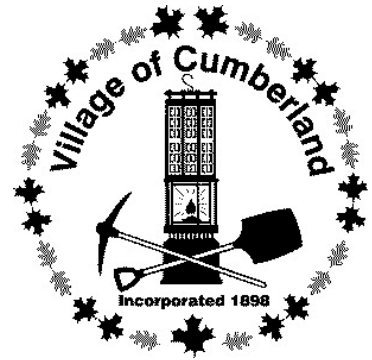


# COUNCIL POLICY



<p>Title: <b>Accessibility and Inclusion Select Committee, Terms of Reference</b></p> <p>Adopted Date: January 26, 2015 Amended Date: February 12, 2018 Amended Date: December 9, 2019 Amended Date: July 11, 2021</p>	<p>No. 1.7</p> <p>Section: Administration Motion No. 15-41, 18-85</p>
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## Policy Statement

The 2014 official community plan sets out the following universal design policies:

- Public spaces, facilities, services and places of employment shall be accessible to people of all abilities.
- The Village will encourage business partners, governments, and employers on public and private lands to improve the physical accessibility of their property and facilities.
- Provide adequate designated parking for people with disabilities.

## Purpose of the Committee

The purpose of the committee is to act as a resource to council, village staff, and other community representatives as directed by Council on issues related to accessibility and inclusion in the Village of Cumberland. The Accessibility and Inclusion Committee aims to collaborate, educate and advise on matters of accessibility and inclusion in the Village.

## Scope of Work

1. (a) To make recommendation to Council on a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements to the built environment and to create environments that are inclusive to all community members.
- (b) Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators.
- (b) Consult with emergency planning staff on accessibility and inclusion and provide resources on emergency preparedness.
- (c) Explore and investigate accessible tourism, and parks and trails mapping.
- (e) Recognize businesses and community members who are engaging in efforts to make Cumberland a more inclusive and accessible place to live and visit.
- (f) Monitor and support recommendations of the 2016 Facility and Infrastructure Review (SPARC BC).

- (g) Matters referred to it by Council.
2. To make recommendation to Village staff on Village facilities, service provision, and other matters upon request.
    - 2.1. To promote social and political equity as follows:
      - (a) Identify barriers to social inclusion and accessibility and make recommendations as to how to remove these barriers;
      - (b) Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
      - (c) Participate in reviewing the Village of Cumberland’s draft plans, policies and procedures to prevent the creation of barriers in the future;
      - (d) Draft a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
      - (e) Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizen

### **Reporting**

3. The Committee will report to the Council through
  - (a) meeting minutes, which may include recommendations to Council,
  - (b) reports, and
  - (c) consultant reports.

### **Membership**

4. Council will appoint up to seven members to the committee, including
  - (a) one member of council who may not sit as chair or vice-chair,
  - (b) up to six community-at-large members, with a preference given to individuals with knowledge of accessibility-related issues as they pertain to the built environment and individuals with disabilities.
5. The members must select a chair and a vice-chair from amongst the members.
6. Representatives from local and regional not-for-profit organizations and community service organizations may attend Committee meetings as non-voting liaisons.

### **Procedures and Administration**

7. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
8. The Committee will meet at least five times a year.

9. The Committee will have the following staff resources:
  - (1) Administrative support for
    - Scheduling and public notice of meetings
    - Preparation of meeting agendas and agenda items for discussion
    - Assistance with the preparation of work plans and budgets
    - Taking of the minutes
    - Submission of minutes to Council agenda for receipt
  - (2) Planning staff support for
    - BC Building Code advice
    - Guidance on the official community plan and any zoning bylaw review
    - Provision of data and resources
10. Each year by August , the Committee must develop and submit to Council a work plan and budget request for the following year.