

Corporation of the Village of Cumberland

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Accessibility and Inclusion Select Committee Agenda November 21, 2022 at 3 p.m. Council Chamber, 2675 Dunsmuir Avenue

1. **Approval of Agenda**
2. **Adoption of Minutes:** September 12, 2022
3. **Unfinished Business**
 - 3.1 Public event to promote social equity and inclusion – November 2022
 - AMSSA *Respect for All* workshops facilitated by Mosaic, November 23 at 3 p.m.
 - 3.2 BC Building Code Accessibility Working Group
 - June 29-30, 2022
 - September 21, 2022

Topics	Objectives
Accessibility Features	Identify opportunities to enhance functional accessibility features to improve accessibility for people navigating new buildings.
Adaptable Buildings	Identify opportunities for homes to be designed and built to be more easily and cost-effectively changed to meet peoples' evolving accessibility needs.
Safe Evacuation	Identify changes to the BC Building Code that could enhance safe evacuation from new buildings.
Visitable Buildings	Identify enhanced standards that would help make new buildings more visitable.

4. New Business

4.1 Accessibility for Events - Development of Checklist for Community Events

Resources and Examples

- <https://www2.gov.bc.ca/gov/content/home/accessible-government/toolkit/meetings-and-events/events>
- <https://www.sparc.bc.ca/wp-content/uploads/2020/11/Measuring-Up-Accessible-Public-Event-Guidelines.pdf>
- <https://accessibilitycanada.ca/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf>
- <https://equity.ubc.ca/resources/accessible-events/>
- <https://accessibility.cornell.edu/event-planning/accessible-meeting-and-event-checklist/>
- <https://vancouver.ca/people-programs/accessible-events-checklist-and-resources.aspx>
- <https://splashthat.com/blog/accessible-event-planning>
- <https://autisticadvocacy.org/wp-content/uploads/2019/05/Accessible-Event-Planning.pdf>

5. Reports from committee members

6. Upcoming meetings: Third Monday every second month.

- January 16, 2022 at 3 p.m.

7. Adjournment

Committee Workplan attached as reference

**The Corporation of the Village of Cumberland
Accessibility and Inclusion Select Committee Minutes**



**September 12, 2022 at 3 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present:

Judy Norbury, chair
Suzanna Wong
Brenda Lenahan (by video)
Jaye Mathieu
Rhianna Walz

Regrets: Vickey Brown, Councillor

Staff:

Rachel Parker, Corporate Officer
Courtney Simpson, Manager of Development Services
Meleana Searle, Planner
Sydney Rankmore, Planner, Urban Systems (by video)

Ms. Norbury called the meeting to order at 3:04 pm.

- 1. Approval of Agenda**
- 2. Adoption of Minutes:** Norbury/Mathieu: Adopt the July 18, 2022. **Carried**
- 3. Unfinished Business**
 - 3.1 Streamlining Accessory Dwelling Unit Approval Process

Committee members gave positive feedback on the guide, including visitable and step-free access with level entry and accessible bathrooms even though not completely accessible. It was suggested to encourage or incentivize accessible features. Positive feedback was given on the brochure layout and that the information presented is easy to understand.

Mathieu/Norbury:

That the Accessibility and Inclusion Committee recommend support of the proposed bylaws to streamline the accessory dwelling unit approval process; and That the Accessibility and Inclusion Committee recommend no changes to the Accessory Dwelling Unit How-To Guide and accept as presented.

Carried

- 3.2 Public event to promote social equity and inclusion – November 2022
- AMSSA *Respect for All* workshops in late November 2022 with three sessions: two for staff and one for Council/A&I Committee and invited community organization representatives
 - Each session 2.5-3 hours, maximum 20 attendees with nine spaces for community representative invitations
 - Option for online option for people with barriers was discussed and to explore option for second public session
 - Committee members suggested inviting the following organizations to participate:
 1. Cumberland Community School Principal
 2. Cumberland School District 71 Trustee
 3. Cumberland Community Schools Society
 4. Cumberland Business Association
 5. Cumberland Community Forest Society
 6. Cumberland Parent Advisory Committee
 7. Cumberland Museum and Archives
 8. Cumberland Lake Wilderness Society
 9. Cumberland Arts and Culture Society
 10. United Riders of Cumberland
 11. Weird Church
 12. Cumberland Community Church
 13. One at large
 14. One at large
- 3.3 BC Building Code Accessibility Working Group
- June 29-30, 2022: Judy reported on the Accessibility Features break out.
 - Two members will submitted to attend the September 21, 2022 sessions.
- 3.4 Committee Work Plan Development for 2023
- Discussion on reviewing Committee Terms of Reference in January 2023
 - Accessibility and events in Cumberland – look at accessibility guide for events, use an infographic one pager
- 3.5 Budget requests submitted for 2023:
Accessibility Plan: \$20,000
Annual training for Committee members: \$1,500

4. New Business

- 4.1 FYI: Small Business BC offers grant funding and free education for Disability Employment Month
- 4.2 FYI: Comox Valley Social Planning Society, Everyday Ableism Workshops

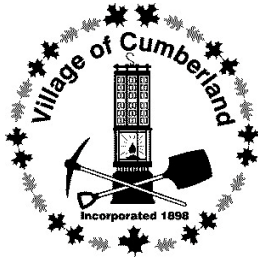
4.2 FYI: Lake Park – Accessibility Update.

5. Reports from committee members

6. Upcoming meetings: Third Monday every second month.

- November 21, 2022 at 3 p.m.

7. Adjournment: 4:47 pm



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File No. 0540-20
May 11 2022

Accessibility and Inclusion Committee - Work Plan

	Approved Task	Status	Next Steps
1.	To make recommendations 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.	In progress	<ol style="list-style-type: none"> 1. Distribution by mail through business licence data – Completed 2019 2. hand deliver to downtown businesses – completed 2019 3. Recognize accessibility improvements at 2019 June Accessibility Day 4. Liaise with business community through CBA and Ec Dev Coordinator 5. Liaise with CBA on mapping project to identify accessible businesses
2.	Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators.	In progress	<ol style="list-style-type: none"> 1. Review Community Event Manual - completed 2. Make recommendations for staff review – completed 3. Outreach with event coordinators spring 2020 once new manual available – delayed by COVID restrictions
3.	Consult with emergency planning staff on accessibility and inclusion and provide resources on emergency preparedness.	Complete	<ol style="list-style-type: none"> 1. Met with regional emergency support services: Sep 24 2018 2. April 15 2019 tour of emergency reception centres: CRI & CC 3. Provided communication boards to CVEP ESS in 2019
4.	<p>Explore and investigate accessible tourism, and parks and trails mapping</p> <p><i>The Facility and Infrastructure Accessibility Review</i> recommendations:</p> <p>a) Continue to identify two or three potential pilot sites to help to</p>	In progress	<ul style="list-style-type: none"> • Rick Hansen rating complete for South Colliery Trails and Chinatown Walking tour • Trails Coordinator to undertake adaptive MTB trail assessment and feasibility – 2018: An a-MTB trail requires a specific type of terrain that may not exist on Village property and may impact CCF covenant. For private

	<p>expand the current network of accessible trails</p> <p>b) Consider developing trail profiles similar to the approach adopted by the Capital Regional District and make this information available at the local tourist office.</p>		<p>land, UROC would need capacity to be partner.</p> <p>Committee discussion:</p> <ul style="list-style-type: none"> • \$15,000 budget grant funding in 2020 for general tourism accessibility mapping/web portal? • Committee preliminary assessment/inventory team • Committee input into deliverables for RFP for mapping/web portal project • grant opportunities for Village Park, • updating signage for Village trails, mapping and brochure; • Trail Forks website update, apps and online mapping; • pursue grant funding for words and graphics
5.	Recognize businesses and community members who are engaging in efforts to make Cumberland a more inclusive and accessible place to live and visit.	In Progress	<ul style="list-style-type: none"> • Liaise with CBA to recognize businesses for a fall 2022 target date
6.	Monitor and support recommendations of the 2016 Facility and Infrastructure Review		
7.	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		

New recommendations from Committee

		ToR	
	Review of Official Community Plan development permit guidelines related to accessibility – budgeted for 2021		
July 2018	Recommendations for inclusive and accessible playground equipment and grants		
	Presentation to Comox Valley Development and Construction Association	Y	Ec Dev coordinator support
	SAFERhomes program & encouraging developers to build to universal or universal-ready standards; Review of Official Community Plan development permit guidelines related to accessibility		Recommended to 2019 budget Not supported by staff as value for cost Not approved by Council
September 5 2018	Lake Park beach mats (and wheelchair), and reserved parking		Refer to Rec Mgr – check Goose Spit Wait for grant opportunity
	Update 2016 Facility Review /additional Rick Hansen Rating		budget
	Adaptive mountain biking – trail assessment and construction		
	An event like what the original ec dev committee did. It would be for information gathering and we could have stations related to the various things in cumberland... I.e parks, businesses, parking and roads, camping, etc. and people could come and identify accessible goals or feedback for those issues. Then from there we could generate the results. It could help us with our terms of reference too. To make it more fun, we could serve food and beverages, and maybe have a speaker of some sort		

Nov 2018	Access Awareness messages on Facebook		
March 2019	Snow loading in accessible parking spots: include awareness in 2019 Snow and Ice Control message to businesses to clear way from parking spaces for people with disabilities.		Rachel – PW will clear reserved parking spaces as resources and conditions allow
March 2019	Benches in downtown core: Explore bench placement in front of post office and medical clinic, potentially with Rotary.		
April 2019	Identify grant opportunities for accessibility projects, and prepare application wording and budgets		
May 2019	Age-Friendly Community project through summer 2019		