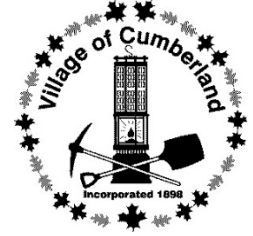


Accessibility and Inclusion Select Committee
Agenda
January 16, 2023 at 3 p.m.
Council Chamber, 2675 Dunsmuir Avenue



1. **Approval of Agenda**
2. **Adoption of Minutes:** November 21, 2022 2
3. **Unfinished Business**
 - 3.1 Public event to promote social equity and inclusion – November 23, 2022
 - Review and feedback
 - 3.2 Accessibility for Events - Development of Checklist for Community Events 4
 - Review of draft checklist
 - Outreach with event organizations – meetings or workshop

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://splashtat.com/blog/accessible-event-planning>
 - <https://autisticadvocacy.org/wp-content/uploads/2019/05/Accessible-Event-Planning.pdf>
 - 3.3 Committee Work Plan Review 6
4. **New Business**
5. **Reports from committee members**
6. **Upcoming meetings:** Third Monday every second month.
 - March 20, 2023 at 3 p.m.
7. **Adjournment**

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



**November 21, 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 (by video) arrived at 3:14 pm

Regrets:

Troy Therrien, Councillor

Staff Present:

Rachel Parker, Corporate Officer
Ryan Parton, Manager of Recreation

Ms. Norbury called the meeting to order at 3:05 p.m.

- 1. Approval of Agenda:** Approved.
- 2. Adoption of Minutes:** September 12, 2022. Approved.
- 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. for members of Council, Accessibility and Inclusion Committee, and representatives from community groupsDiscussion took place on focusing on accessibility in inclusion and the possibility of video access to the sessions.
 - 3.2 BC Building Code Accessibility Working Group Input
Discussion on Committee members' participation in these working groups on adaptable buildings and accessibility features in the BC Building Code. It was noted new building are not required to have elevators and suggestion that new housing be accessible and visitable.
- 4. New Business**
 - 4.1 Accessibility for Events - Development of checklist for Community Events

Discussion on how to ensure accessibility requirements are met by event organizers, universally accessible and inclusive approach, and focus on basics including washrooms and parking with guidance on how to provide amenities.

Members agreed to draft a checklist based on examples, such as SPARC BC guide, and review before next regular meeting. Discussion on holding a seminar in early February.

5. Reports from committee members

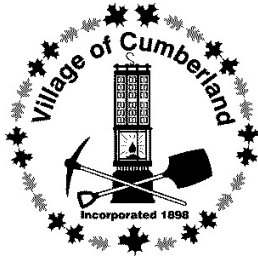
- Discussion on portable toilets in Village parks, whether playground bark mulch is being racked, sidewalk access from parking spots at Dunsmuir and Fourth Street, pathway redesign on Egremont from the Westwood subdivision, update of the 2016 Facility and Infrastructure Review
- Brenda noted a meeting with the School District 71 Superintendent on the new Childcare Centre and discussion on playgrounds and standards for outdoor spaces
- Judy noted funds for an accessible trail in CVRD Seal Bay Park
- Rachel noted opportunity to participate in Canadian Commission on Building and Fire Code public review
- Rachel noted 4VI Experience Comox Valley Accessibility Guide and will send to CBA and CMA

6. Upcoming meetings: Third Monday every second month.

- January 16, 2022 at 3 p.m.
 - Bring Facilities review tracking sheet

7. Adjournment

The meeting was adjourned at 4:41 p.m.



Corporation of the Village of Cumberland

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File No. 2470-01
January 2023

Checklist for Accessible and Inclusive Events

The Accessibility and Inclusion Committee has developed this basic checklist to help those organizing events think about how to make events more inclusive. This checklist can be used for both public events and for private events. Please see the resources section at the end of this checklist for more information.

When planning your event, consider the experience from the perspective of an individual with low vision or an auditory disability, using a mobility device, or with a cognitive disability.

Events in Cumberland take place on the unceded traditional territory of the K'ómoks First Nation. Consider a territorial acknowledgement on digital and printed material and at the event.

Event Venue

- Venue is accessible with no step access, 32" doorways, hard pathways if outdoors, and emergency evacuation routes.
- Accessible washrooms on site or within a reasonable distance. If your event is public, rent an accessible portable toilet on site. Preference for use by people with disabilities only and should have signage to reserve use.
- Sufficient reserved parking spaces near the entrance for people with disabilities. Borrow temporary reserved parking cones and signs from the Village.
- Accessible by public transit. If not, use a shuttle bus.

Seating, and Displays

- Entrances, exits and pathways are well lit and allow for easy movement of mobility equipment.
- Tables and chairs are set up with enough space to allow for easy movement of wheelchairs, scooters or other mobility equipment.

- Create a sheltered place of refuge with seating and water. A good location is next to a first aid station and washroom.
- Reserved viewing for people with disabilities and their guests with space for mobility equipment as well as standard chairs.
- Tripping hazards are covered, including electrical cables and cords.
- Performing and speaker areas are accessible.

Staff and Volunteer Training

- Volunteers know about all accessible features.
- Share information on respectful assistance to people with disabilities and how to respond to, or seek help for, for any issues that may arise.

Advertising and Signage

- A schedule is easily available well in advance of the event.
- Site layout showing accessible features is available in advance of the event.
- On site signage shows the location of accessible features and uses plain language and is legible.
- On site accessible features are easily identified.

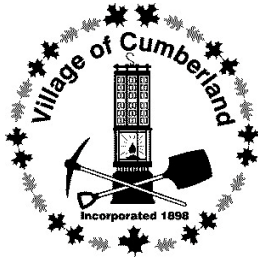
More Resources

SPARC BC, Accessible Public Event Guidelines: <https://www.sparc.bc.ca/wp-content/uploads/2020/11/Measuring-Up-Accessible-Public-Event-Guidelines.pdf>

BC Government, Hosting Inclusive Events: <https://www2.gov.bc.ca/gov/content/home/accessible-government/toolkit/meetings-and-events/events>

Ontario Government, Planning Accessible Events: <https://accessibilitycanada.ca/wp-content/uploads/2016/06/Planning-Accessible-Events-May-2016.pdf>

SFU Equity, Diversity and Inclusion Checklist for Events: <http://www.sfu.ca/ceremonies/toolkit/edi-checklist.html>



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File No. 0540-20
Jan 9 2023

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 4. Create Checklist for event organizers – in progress
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.	Explore and investigate accessible tourism, and parks and trails mapping	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

	<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 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>requires a specific type of terrain that may not exist on Village property and may impact CCF covenant. For private 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	In Progress	
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 2022 updated Lake Park Master plan – new designs in 2023
	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		
Nov 2022	New Facilities and infrastructure review		