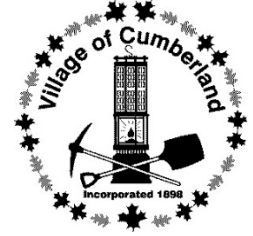


Accessibility and Inclusion Select Committee
Agenda
December 4, 2023 at 3 p.m.
Council Chamber, 2675 Dunsmuir Avenue



1. **Approval of Agenda**
2. **Adoption of Minutes:** July 17, 2023
3. **Presentations**
 - 3.1 Official Community Plan Review
Presented by Karin Albert, Senior Planner
4. **Unfinished Business – For Discussion**
 - 4.1 Accessibility Plan

May 8, 2023 Council resolution:

That Council participate in the collaborative development of a regional accessibility framework provided that socio-economic and political inclusion and diversity are not excluded by the framework and enter into an agreement with Comox Valley Social Planning Society for the services of a regional Accessibility Committee along with other regional local government partners.

October 16, 2023 Council resolution:

That Council endorse the Comox Valley Local Governments Accessibility Framework.

That Council direct staff to include an equity, diversity and inclusion (EDI) lens in the scope of the Accessibility Assessment and Action Plan.

That Council refer the Accessibility Assessment and Action Plan scope to the Accessibility and Inclusion Committee.

That Council direct staff to prepare an updated Accessibility and Inclusion Committee terms of reference.

Next Steps:

- Council approved \$25,000 for an Assessment and Action plan in 2025
- Next meeting: consider the scope of the plan and make recommendations

5. **New Business**

6. **Reports from committee members**

7. **Upcoming meetings:**
 - February 5 at 3 p.m.
 - April 15 at 3 p.m.
 - June 17 at 3 p.m.
 - September 23 at 3 p.m.
 - December 16 at 3 p.m.

8. **Adjournment**

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



**July 17, 2023 at 3 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present:

Judy Norbury, chair
Brenda Lenahan
Suzanna Wong
Rhianna Walz

Regrets:

Troy Therrien, Councillor

Staff Present:

Rachel Parker, Corporate Officer
Ryan Parton, Acting Manager of Parks and Recreation

Ms. Norbury called the meeting to order at 3:01 p.m.

1. Approval of Agenda
approved

2. Adoption of Minutes: May 15, 2023
approved

3. Presentations

3.1 Adaptive Trails, United Riders of Cumberland,
Dougal Browne, Executive Director, and Adam Speigel, UROC Board Chair

Adam recognized that the trails and work of UROC are on unceded traditional territory of the K'ómoks First Nation. And that UROC undertakes management practices for biking and other uses and have become more aware of impact on community. Four years ago at Whistler MTB symposium workshops Kootenay Adaptive Sport Association (KASA) presented from Nakusp trail system. The UROC Board looked more in depth at improving practices and looked at board composition to be more reflective of community through meaningful recruitment. Use the term "trail users" to reflect community.

Dougal review of trail network and use, land ownership, UROC goals and objectives including to "design trails to provide access to points and zones, maximize terrain and enhance user experience". Through this objective

trail zones and trail development and maintenance work has been undertaken, and improving transitions between zones: the blue square zone, skills zone, and village parkland trails are important for adaptive trails.

The trails were originally designed without consideration of adaptation. UROC now uses KASA standards. There are no green trails or white circle trails that can be adapted, therefore UROC is looking at blue square trails to be adapted to black diamond for 3 wheel bike use and individuals with prosthetic limbs using e-bikes. UROC is also providing training for volunteers. Existing trails have been built too narrow and these trails have been widened: Thirsty Beaver, Potluck as well as bridges. UROC is looking at loops and continuity between trails. The skills area is adapted. Bronco's trail on Village land is difficult to adapt due to slopes and protected by covenant. The upgraded trails are not yet able to designate as adaptive but are being tested and working towards designation. The focus has been to provide adapted trails to local community at this point.

Discussion took place that it is good to be cautious on designation and accessible accommodation are needed for visitors. UROC is doing all the right things and easing trail users into the idea and to let users know that it is a demographic they could join at any time. Unadapted trails is a form of discrimination for years.

Discussion took place on the use of a trailrider, and previous response to use on the trails and it will take time for users to accept.

Dougal spoke to changing trail features that are rideable in an adaptive way so increases the experience for all users. Important to connect a green trail in Village land, e.g. colliery line to swamp bridge into big loop, and is in the UROC in strategic plan. And then to improve other half in the network to make a loop. Connections to get people into the forest.

Discussion took place on accessibility to all socio-economic groups and the message that everyone is welcome. Adam spoke to limits to resources, and importance to bring to attention to Council as a priority, to enable council to make a priority construction as community amenity. Complex covenants on lands need work with Village to navigate and approval to develop such a trail.

Dougal spoke to recent work on trail etiquette work and trail signage, cleaning up sightlines, and noted training through Community School Society and businesses with youth camps.

Discussion took place on movement towards side by side bikes, trail bikes, wheelchair bikes, and the need for wider bridges. There are "Cycling

without Age” grants for this kind of work and through the Island Coastal Economic Trust.

3.2 Financial Access to Regional Recreation

Ryan Parton reviewed the FAIR and LEAP programs available to resident families and individuals who are working low-income. The Village has sold 50 youth LEAP passes since January 2023 and a total of 156 passes in 2023 to date.

Discussion took place on promoting the program and resources on the website, Facebook and in the Recreation Guide. Discussion also took place on expanding the program to people with disabilities because of added costs to support family with disability and efforts to reduce barriers. Ryan advised that it could be considered at the next review of program.

3. Unfinished Business – For Discussion

3.1 Review and Update of Committee Work Plan

- June meeting with the Cumberland Business Association: CBA not ready to support, many businesses on line.
- <https://women-gender-equality.canada.ca/en/gender-based-analysis-plus/resources/unconscious-bias.html>

3.2 Regional Accessibility Framework: Referral for Feedback

- Members gave feedback that the draft framework was difficult to read.

Once the framework is completed in fall 2023, each local government will develop its own accessibility assessments and action plans, which Council will discuss during 2024 budget development.

3.4 Official Community Plan review

- Consultation with committee likely at September meeting

3.5 Transportation Master Plan review

- Register at connectcumberland.ca for updates

5. New Business

Discussion took place on adaptive trails south the Village and to consider possible trail loop for seniors and Lodge residents, and to determine costs, and include interpretation, a community project, gratitude walk for therapy tool, and nature bath opportunity.

Walz/Norbury: That the Committee recommend that Council undertake a feasibility review for an accessible trail loop connecting the Wellington Colliery trail to the lower trail system for all levels of users, including the use of side by side tandem and tri-shaws adaptive bikes, and that could be used for nature therapy for seniors and others, and recognize Indigenous connections, natural landscape, and historical aspects through interpretive signage.

Carried

6. Reports from committee members

- Comox Valley Disability Audit in Cumberland in August
- DABC grant program for community accessibility projects:
<https://disabilityalliancebc.org/program/accessibility-projects/>
- Work on accessible parking and washrooms to support accessible trails
- Need accessible portable toilet for temporary washroom at Village Park.

7. Upcoming meetings: Third Monday every second month.

September 11, 2023 at 3 p.m.

- Official Community Plan review consultation

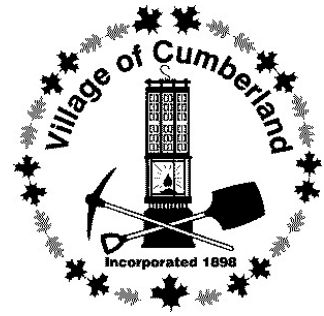
November 20, 2023

8. Adjournment

Adjourn at 4:49 p.m.

MEMO

ACCESSIBILITY AND INCLUSION COMMITTEE



REPORT DATE: 12/1/2023

MEETING DATE: 12/4/2023

File No. 0540 Council Committees

TO: Committee members

FROM: Karin Albert, Senior Planner

SUBJECT: OCP Review

At their April 11, 2023 meeting Village Council endorsed the [Official Community Plan Review Process and Community Engagement Plan 2023-2024](#) (agenda item 7.5, p. 79-92). The Plan outlines the Official Community Plan (OCP) review process. The review includes the following public engagement phases:

Phase 1: Visioning and Goal Setting

Phase 2: Policy Exploration and Growth Scenarios

Phase 3: Review of Options and Recommendations

Phase 4: Draft Bylaw and Formal Bylaw Review Process

Phase 1 has been completed. Activities to engage the public in developing a community vision and goals for the new OCP were held in spring 2023. Information about the OCP Review process and a report on the first phase of public engagement has been posted to the project webpage at: <https://connectcumberland.ca/official-community-plan-review>.

As part of the engagement activities, Council Select Committees are invited to provide input on the topic areas within their mandate.

The purpose of this agenda item is to:

1. Review the role of the OCP in land use planning with the Committee
2. Provide existing OCP policies on accessibility and inclusion for reference (Attachment 1)
3. Share ways that local governments can support accessibility and inclusion
4. Receive Committee input on their priorities for policies and actions related to accessibility and inclusion.

The Committee will receive a presentation on the role of the OCP and ways that local governments can support accessibility and inclusion in their OCP at the meeting. Following is a brief summary.

1. Role of the OCP in land use planning

Community Vision

The OCP lays out the long-term vision for the community. The vision describes what kind of community residents want Cumberland to be in a decade and beyond.

Goals, Objectives and Policies

An OCP also identifies key goals for the community. Objectives and policies provide directions for achieving the key goals. For example, one of the goals that was identified by Cumberland residents during the first phase of public engagement on the OCP was “A diverse and socially inclusive community”. The next step in the OCP review process is to identify objectives and policies that support that goal.

Land Use Designations

One of the most important roles of the OCP is to identify and describe the types of land uses in the community and where those land uses should occur. This is done by describing and mapping the land use designations. Existing land use designations can be found on Map A of the OCP and are described in Part C. Both are available at <https://cumberland.ca/ocp/>

Development Permits

The OCP is primarily a policy document. OCP policies are implemented through other bylaws, such as the Zoning Bylaw and the Subdivision Servicing Bylaw, and through Council policy. However, the OCP also includes development permit area guidelines. These are regulatory. Development permit area guidelines set regulations that developers have to follow if they want to develop property in environmentally sensitive areas, within a certain distance from the urban-wildlands interface, or adjacent to farmland. Development permit guidelines also regulate the form and character of multi-family residential, commercial and industrial development. In addition, Cumberland has a Heritage Conservation Area which has guidelines for developing within the downtown core.

2. Existing OCP policies on accessibility and inclusion

The existing OCP has policies that support accessibility and inclusion throughout the document. For reference, the policies are provided in attachment 1 to this memo. For a broader context, the entire OCP document is available at <https://cumberland.ca/ocp/>

3. Ways local government can support accessibility and inclusion

Accessibility and inclusion are central to community well-being and creating a vibrant, healthy, and safe community where all residents have the opportunity to thrive.

Through their processes, policies, bylaws, and regulations, local governments can have some level of influence over many areas that affect people’s lives and well-being.

For example, local governments can:

- work towards reconciliation with First Nations
- connect people with meaningful services and amenities

- ensure all community members have the opportunity to participate in civic affairs and public engagement by removing systemic barriers
- enable a diversity of housing in the community
- enable residential development close to transit
- improve alternative transportation options
- enable mixed-use, mixed-income development
- provide access to greenspace
- make public spaces fully accessible
- remove regulatory barriers for community events and programming
- remove barriers to access leisure and cultural programs
- include universal design requirements in development permit guidelines
- promote community economic development, e.g. by expanding options for home occupations
- support local food security by enabling urban agriculture and local food gardens
- remove systemic barriers for equity seeking groups to participate in public engagement on proposed plans, policies, and regulations
- Etc.

The staff presentation at the December 4 meeting will provide examples of what some other municipalities have done to support accessibility and social inclusion.

4. Committee input on priorities for policies related to accessibility and inclusion

Committee members are encouraged to consider their vision for accessibility and inclusion in the Village and what policies and actions Cumberland can take to achieve that vision. Following are a few discussion questions for the meeting.

1. What is your long-term vision for accessibility and inclusion in Cumberland?
2. What is working well in Cumberland when it comes to accessibility and inclusion?
3. What areas need improvement to better support accessibility and inclusion?
4. Are there specific updates to the OCP that you would like to see?

ATTACHMENTS

1. Current OCP accessibility and inclusion policies

Respectfully submitted,

Karin Albert

Karin Albert
Senior Planner

ATTACHMENT 1: CURRENT OCP POLICIES RELATED TO ACCESSIBILITY AND INCLUSION

OCP Goals

Goal 8–Local Food Production

The Village will encourage a secure supply of affordable, healthy and locally, or regionally, produced food for all residents.

Goal 10–Views and Landscape Character

The Village will protect and celebrate Cumberland’s visual values as intrinsic to the community’s sense of place and economic development.

Goal 14–Community Well Being

The Village will encourage residents to live healthy, active lifestyles no matter their stage of life.

Goal 15–Community Engagement

The Village will encourage opportunities for residents, stakeholders, and First Nation communities to actively participate in community planning and decision making.

5.1.5 General Land Use Policies

- 6) Zoning and OCP amendment applications shall demonstrate that the project proposed will provide benefit to the community as a whole. Council and staff will evaluate the proposal on this basis. Demonstrable community benefit includes:
 - a. Providing a use that is responding to community need
 - b. Providing an amenity that will benefit the residents of Cumberland (including, but not limited to):
 - i. Affordable housing, with a signed housing agreement with the Village
 - ii. Park dedication (in addition to the minimum requirements for subdivisions that trigger a five percent dedication)
 - iii. Fire and emergency services department contributions
 - iv. Provision of off-site infrastructure, or upgrades
 - v. Inclusion of universal designed and adaptable housing
 - c. Appropriateness of the development proposal
 - d. Integration with the immediate community

5.2.3 Housing Policies

- 2) Encourage alternative housing tenures within residential areas such as cohousing, cooperative housing, and fee-simple town homes, especially where these meet an affordable housing need.
- 3) Integrate seniors and special needs housing into the community where there is good access to public transit and basic support services.
- 5) Support the location of supportive or transitional housing within the Village for special needs groups, such as the physically or mentally disabled, young people and others who have unique social needs (The provisions of the *Community Care and Assisted Living Act* govern many aspects of these homes).

5.6.3 General Transportation Policies

- 7) Work to improve accessibility, quality, and safety of existing roads and laneways.
- 5) Place increased emphasis on alternative modes of transportation (walking, cycling, transit) while maintaining automobile, commercial goods, and emergency vehicle mobility.
- 6) Transportation infrastructure will be funded, designed, constructed, and maintained to meet the needs of users and according to the following priority:
 - a. Active Transportation (Walking and Cycling)
 - b. Transit
 - c. Movement of Goods & Services
 - d. Traffic Calming. At rezoning encourage that all local and minor collector roads be traffic calmed, in the interest of public safety, at developer's cost if they are connected to a new development.

5.6.4 Pedestrian and bicycle-Oriented Policies

- 8) Promote Cumberland as a pedestrian and bicycle friendly community, with connectivity networks that integrate with transit services.
- 4) Streets should be:
 - a. Accessible, with wheelchair ramps, sufficient numbers of benches with shade, sidewalks on all streets.
 - b. Well-connected, with streets forming a connected grid that improves traffic by providing many routes to any destination
 - c. Built for an appropriate speed, with narrow lanes or traffic calming in place to control speed where required
 - d. Pedestrian medians at intersections, provisions for cyclists, protected bus shelters, and tree lined streets

- 5) Ensure that new residential developments and subdivisions have active transportation links to the nearest arterial or major collector roads at developer cost.
- 11) Work with BC Transit and the CVRD to ensure future routes incorporate proper standards to accommodate buses.

5.6.6 Transit Policies

- 6) Work with BC Transit, the CVRD and the Comox Valley Regional Transit System to maintain a base level of transit service (every 30 minutes) to facilitate convenient access to transit in areas with sufficient population and employment intensity to achieve acceptable performance standards and return on investment.

6.3.2 Local Food Production Objectives

- 7) Increase local food growing opportunities on public and private lands.
- 8) Develop clear guidelines supported by appropriate bylaws for food production and sales on private lands. All guidelines and bylaws shall be prepared to comply with current requirements of provincial and federal regulations for food production, safety, handling and sales.

6.3.3 Local Food Production Policies

- 1) Participate in regional initiatives such as the IH Food Security HUB endorsed by Let Us Share the Harvest (LUSH) organization, to develop a more sustainable food system, including food production, processing, transportation, and waste diversion.
- 4) Support the use of public spaces for farmers markets and community food events.
- 5) Support the keeping of animals for food production within designated land-uses as further defined in the Zoning Bylaw.
- 7) Seek opportunities to pilot urban food production and edible landscapes in greenways.
- 8) Consider new and innovative approaches to urban food production that increase food security, in partnership with citizens, community groups, and other stakeholders.
- 9) Encourage small-scale, neighbourhood-level food production within the community.

8.1.2 Health and Wellness Objectives

- 1) Create opportunities to promote healthy lifestyle practices through educational tools and community outreach. This should be tailored to all age groups in the community.
- 2) Place public health as a priority in land use planning with goals and objectives that are explicitly about health, active living, and address the multiple impacts of the built environment.
- 3) Provide a safe community by maintaining public safety and security through a focus on strategic prevention activities and timely emergency services. Adopt CPTED (Crime Prevention Through Environmental Design) principles as appropriate.

- 4) Seek private and public partnerships that promote health, wellness, and healthy lifestyles.
- 5) Work to enable community health and social service facilities to meet the physical, mental, spiritual, and social needs of residents and visitors.

8.1.3 Health and Wellness Policies

- 1) The Village will explore the development and implementation of a youth engagement strategy in the Village community.
- 2) The Village shall encourage services, programs, and facilities that promote the health and social needs of youth and young adults.
- 3) The Village should, in close coordination with SD 71, encourage the design and optimum use of school district facilities to provide additional recreational, cultural and adult education services to the community.
- 4) The Village should work with Vancouver Island Health Authority in reviewing health care infrastructure capacity in conjunction with future community development.
- 5) The Village should work with relevant agencies and stakeholders to assess the need and delivery strategies for adult and senior care facilities in the community.
- 6) The Village should continue to support where possible collaborative efforts within community to strengthen the Village's arts, culture, and heritage.

8.22 Recreation, Parks and Greenways Objectives

- 1) Through partnerships, provide indoor and outdoor recreation opportunities, facilities, and services that:
 - a. Are diverse
 - b. Improve community and individual health
 - c. Are accessible to all—regardless of age, income or ability
 - d. Provide both unstructured and structured recreation and play opportunities
 - e. ...

8.2.9 Universal Design Policies

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

8.2.10 Age in Place Policies

- 1) All development applications and new Village infrastructure developments or upgrades should consider the needs of seniors and, where appropriate, incorporate design features to improve their friendliness to seniors.

- 2) Where feasible, Village sidewalks, roads, public places, and facilities should be safe and accessible to seniors.
- 3) Through partnerships, the Village will encourage public transportation services to reach key destinations needed by seniors.
- 4) Support the development of assisted living options within the health care framework of the Village.

Part C Development Permit Guidelines for Industrial, Commercial and Residential Infill and Multi-family, Mixed Use Development, Interchange Lands

3) Accessibility

- a. Accessibility features shall be integrated into the overall design concept and identified on the site plans
- b. Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and should incorporate barrier-free universal design principles
- c. Accessible travel routes shall be of a hard, slip- resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC)
- d. Accessible travel routes shall conform to the requirements of the most current edition of the BCBC

7) Access & Parking

- i. Recreation and play areas should be provided within each project and should be sensitive to the needs of all groups likely to reside within the development. Where possible, recreation and play areas should be sited such that all units within a development may view them.
- k. Development proposals require the identification and layout of open spaces that:
 - iv. Is freely accessible to all residents and visitors within the Village

Heritage Alteration Permit Guidelines in the Downtown Core

4) Accessibility

- a. All new construction will require the installation of sidewalks along the frontage and, if on a corner lot, along the adjacent side street to the rear lane
- b. Accessibility features shall be integrated into the overall design concept and identified on the site plans.
- c. Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and shall incorporate barrier-free universal design principles.

- d. Accessible travel routes shall be of a hard, slip- resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC)
- e. Accessible travel routes shall conform to the requirements of the most current edition of the BCBC

Glossary

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.

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.

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.

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

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.