

Accessibility and Inclusion Select Committee
Agenda
February 5, 2023 at 3 p.m.
Council Chamber, 2675 Dunsmuir Avenue



1. **Approval of Agenda**
2. **Adoption of Minutes:** December 5, 2023 3
3. **Presentations**
4. **Unfinished Business – For Discussion**
- 4.1 Official Community Plan Review - Karin Albert, Senior Planner 5

Questions for discussion:

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 Official Community Plan that you would like to see?

4.2 Accessible Trail Loop

Request from Committee: 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.

Update from Park and Recreation:

Parks staff are reviewing a potential retrofit of a section of Josh's trail to better align it with the needs of beginner and accessibility focused trail users within current allocated resources. Further trail loop design and construction may be considered in future budgeting years.

4.3 Accessibility Plan

1. Background:

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.

2. Review and Feedback of Draft Scope of Accessibility Assessment and Action Plan.

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3. Next Steps:

- Review Funding Opportunities with SPARC BC
- Finalize Scope for funding application and consultant request for proposal for Plan to developed in 2025.

5. **New Business**

6. **Reports from committee members**

7. **Upcoming meetings:**

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**



**December 5, 2023 at 3 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present:

Suzanna Wong, chair
Brenda Lenahan (by video)
Judy Norbury, chair (by video)
Troy Therrien, Councillor

Regrets:

Rhianna Walz

Staff Present:

Rachel Parker, Corporate Officer
Karin Albert, Senior Planner

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

- 1. Approval of Agenda**
Approved by consensus.
- 2. Adoption of Minutes: July 17, 2023**
Approved by consensus.
- 3. Presentations**
 - 3.1 Official Community Plan Review**

Ms. Albert presented the Official Community Plan review and process, housing and land use designations, opportunities to include policy on equity, diversity and inclusion, and accessibility, as well as development permit requirements for the business core and multi-family development form and character.

Discussion took place on ways to incentivize accessibility and universal design in housing, seniors housing and opportunities to age in place, rental housing for people with disabilities. Ms. Albert advised that provincial changes will result in no new single family development, and density usually means building up which is challenging for accessibility. Discussion on making first floor access no step and bedrooms on first floor, and opportunities for small elevators, desire to inspire better practices for inclusive community, and if there is ability to control internal building form as that is provincial jurisdiction.

Ms. Norbury entered the meeting at 3:43 p.m.

Discussion took place on long term vision, transportation and transit planning related to development, safe cycling, improving transit loops for seniors to reach Cumberland business core. Suggestion to use high colour contrast for changes in elevation and slopes.

Discussion took place on using suitable language in policy, such as the terms equity, social opportunities, and marginalized. Suggestion to expand advisory committees for active presentation and better feedback and whether there will be more open consultation on the review.

Discussion took place on barriers to cultural customs, intergenerational family units, to ask seniors if seniors prefer all-senior housing or mixed units with all ages. Suggestion for housing spaces for live-in caregivers, and opportunities to learn from different cultures, tax credits for multi-generational homes, plain language policies, ways to prevent isolation of people with disabilities within the community. Ms. Albert noted that there is a shift away from single family housing to diversity in housing. Opportunities to consult with Immigrant Welcome Centre and the Early Years Collaborative on integration of seniors with children.

Discussion on renaming committee to the Equity, Diversity and inclusion Committee.

Ms. Albert noted that she could attend a future committee meeting and in the interim members can submit further comments.

4. Unfinished Business – For Discussion

4.1 Accessibility Plan 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

None

6. Reports from committee members

- The outside of new childcare centre has good features
- Comox Valley Accessibility Committee is working on completing the regional accessibility audit

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**

Adjourned at 4:38 p.m.

Official Community Plan Review - Accessibility and Inclusion Presentation at December 5, 2023 Committee meeting

THE VILLAGE OF CUMBERLAND

Official Community Plan Review

285-236-2291
info@cumberland.ca
cumberland.ca

2073 Dundas Avenue
Box 266, Cumberland, BC
V0R 1S0

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Outline

- Role of the OCP in Land Use Planning
- OCP Review Process
- Timeline
- Accessibility and Inclusion - Concepts
- Examples of Village initiatives
- Examples from other Jurisdictions
- Discussion

OCP Review

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Official Community Plan (OCP)

- Long term vision for the community
- Goals with respect to key policy areas:
 - housing
 - transportation
 - municipal infrastructure
 - recreation
 - environmental protection
 - community well-being,
- Policies to direct action over next 5 – 10 years
- Growth management – how and where do we want to grow?
- Regulatory (thou shalt) component:
 - development and heritage conservation permit area guidelines

OCP Review

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How and where do we want to grow?

- Land use designations express type of land use desired in a given area
- Developers can apply to amend the OCP to change the land use designation for property
- Requires an OCP amendment bylaw, public information meeting and public hearing

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Development Permit Areas (DPAs)

- Permit required for renos, additions, new developments
- Development permit area guidelines for:
 - Industrial
 - Commercial
 - Multi-family residential
 - Mixed-use
- Village cannot require development permits for single family residential (as per provincial legislation)

OCP Review

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A&I Committee Role

- Council referral for comment on development permit application
- Committee can't change requirements, can comment on whether application meets requirements
- Guidelines can be changed at time of OCP review

OCP Review

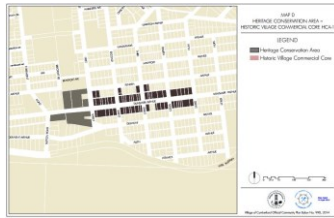
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Heritage Conservation Areas

- OCP may designate certain areas as HCA
- Heritage alteration permit (HAP) required prior to construction of a building or an addition to an existing building
- HCA guidelines include requirements to preserve heritage character of the area.
- Permit can impose conditions on:
 - form and character of building
 - exterior design and finish
 - landscaping and siting
 - water and energy conservation



OCP Review

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OCP Review Process



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Accessibility and Inclusion



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Accessibility and Inclusion – Key Concepts

Accessibility:

- Removing barriers to ensure equal access for those with disabilities

Key Concepts

- **Equality** – people are given the same resources and opportunities
- **Equity** –each person has different circumstances, and therefore different resources and opportunities are needed to ensure fairness, access and opportunity for all
- **Inclusion** – addressing systemic barriers that prevent people from having a voice and accessing what they need
- Inclusion helps individuals of all ages and backgrounds to feel welcome in a community, feel safe, respected and valued for who they are, and be included in decisions that affect them.

OCP Review

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What the Village Can Do to Support Accessibility and Inclusion

- Be aware of marginalized individuals and groups
 - children
 - youth,
 - seniors
 - socioeconomically disadvantaged
 - racial or ethnic minorities
 - people with a disability
 - people living alone
 - people living with a mental illness
 - people with certain medical condition
- Work actively to remove barriers and support social inclusion

OCP Review

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Specific Initiatives

- Reconciliation with First Nations
- Inclusive services (e.g. in-person as well as digital)
- Inclusive public spaces and amenities (ensure physical accessibility but also making people feel welcome)
- Affordable housing, accessible and adaptable housing
- Access to transit
- Access to employment
- Access to greenspace
- Access to recreation programs and community events
- Food security

OCP Review

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Examples of Village Initiatives

- Support local food production (urban agriculture, market gardens, farm gate sales, backyard chickens, urban bee keeping)
- Community well-being (rec financial assistance programs FAIR and LEAP)
- Community engagement – provide opportunities for engagement, ensure engagement of vulnerable groups
- Affordable housing initiatives
- Increase alternative transportation options (public transit, bike lanes, sidewalk improvements)
- Support to local not-for-profit organizations through community grants
- Ageing in place (seniors housing in Coal Valley, Age-Friendly Community Plan)
- Accessible parking spaces
- Development permit requirements

OCP Review

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Examples from other Jurisdictions

City of Richmond – OCP focusses on:

- updating plans to support an equitable and inclusive community
- Active engagement of everyone in community affairs
- Comprehensive and high quality child care services
- Provision of space for community service organizations
- Partnerships with senior governments and community partners

OCP Review

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Examples from other Jurisdictions

City of Victoria – OCP focusses on:

- Equal access to public services (e.g. distribution across community, fee structure)
- Accessible public and private spaces
- Multi-generational neighbourhoods (child care, senior’s facilities, foster social interaction, ...)
- A mix of housing, services, facilities and programs that support a socio-economically and culturally inclusive community
- Schools (encourage diverse housing suitable for families,...)
- Civic engagement (transparent decisions, involve those potentially affected by a decision, address barriers to participation, ...)
- Safe public spaces, homes and work places

OCP Review

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Questions for Discussion

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?

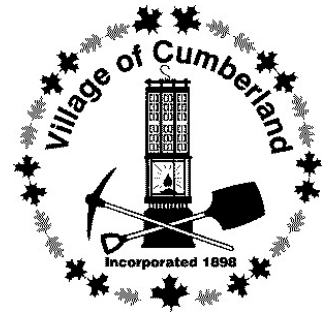


OCP Review

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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

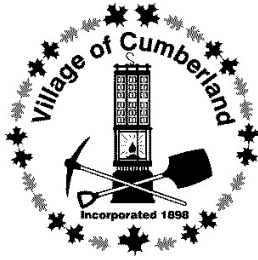
Accessibility: The degree to which a product, device, service or physical environment is easily reached, obtained or used by as many people as possible. The concept focuses on people with disabilities or special needs and their right of access or use. Accessibility is related to Universal Design.

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.



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 3710

January 19, 2024

Inclusion Assessment and Action Plan Proposed Scope **DRAFT**

The Village is developing an assessment and action plan that will guide the Village in taking steps to identify, remove and prevent barriers to equity, diversity and inclusion. This plan will also address barriers that hinder the full and equal participation in society of a person with an impairment, including physical, sensory, mental, intellectual or cognitive impairment.

Village Services

Cumberland is a community of approximately 4500 residents with a small commercial core. The Village is a full-service municipality with a staff compliment of 60 permanent and casual employees that offers the following services:

- Public Council meetings and other public meetings and meeting space
- Website and other public engagement tools
- In person customer service at Village office and recreation centre
- Land use planning regulation
- Community recreation services and programming at a recreation centre and other community facilities
- Community parks and trails
- Cemetery services
- Fire protection and prevention services and a publicly accessible fire hall
- Utility services, including drinking water, wastewater, stormwater, and solid waste collection
- Public works and operations that includes streets and sidewalk maintenance; snow and ice control; wastewater collection, treatment and disposal; drinking water treatment and distribution; transit shelters,
- Transportation planning and management
- Bylaw enforcement services

Accessibility Committees

The Village has an Accessibility and Inclusion Select Committee that advises Cumberland Council on specific matters relating to equity, diversity and inclusion.

The Village also participates in a regional Accessibility Committee funded by the regional district and administered by the Comox Valley Social Planning Society.

Past Work on Removing Barriers to Accessibility

In 2016, under the guidance of the then Accessibility Committee, the Village undertook the Facility and Infrastructure Review to further the accessibility-related policy statements in the 2014 Official Community Plan through a 10 year planning framework for Village-owned facilities, parks and public spaces, brochure to encourage owners of commercial buildings and businesses to make accessibility improvements, and ways to better meet accessible parking in the Village.

This work was further augmented in 2019 by Rick Hansen Foundation ratings of the Village office and Council Chamber, the Cultural Centre, South Wellington Colliery Trail, and Chinatown Walking Tour trail.

Since the 2016 Review and the 2019 Rick Hansen Foundation work, many of the recommendations have been implemented either through specific small projects or incorporated into significant capital projects. Some recommendations remain outstanding as the Village works on planning for major projects, e.g. Village Park field house, some on-street parking as part of larger construction projects.

In 2023, the Comox Valley Accessibility Committee (funded by the CVRD through the Comox Valley Social Planning Society) is undertaking accessibility audits through the region. Village staff are expected to utilize the recommendations provided by the CVAC in future work plans.

With much of the work on removing barriers has focused on the built environment, the path forward for the Village is proposed to look at other services, policies, and programs.

Assessment and Action Plan Scope

The Plan will be policy and practice-focused and will

- Assess the Village's current position and service area needs with service area staff, and
- Make recommendations for actions in the areas set out below.
 - Each action will include a realistic time frame option identified as short (one to two years), medium (three to five years) and long-term (more than five years) time frames
 - Each action will include high-level, but realistic identification of resources required, including staff hours, consultant time, and budget.

Assessment and Action Areas:

1. **Built Environment:** Assessment and identification of standards and guidelines for amenities, facilities, and infrastructure for public spaces; and approaches for upgrades to the built environment where there are no required standards and that the Village can reasonably achieve within its available resources.
2. **Education and Awareness:** Recommended staff training and education for all service areas.

3. Policy, Programs, and Inclusive Practices: Review of current practices and programs to explore actions to identify and remove potential barriers
 - to participation in public service areas and
 - internal administration and employment, and
 - equitable access to decision-making and governance.
4. Communication and Engagement: Actions to strengthen current communication and engagement practices, including web content and online guidelines.
5. The use of technology: Actions to support active participation in services through use of assistive devices and technology.