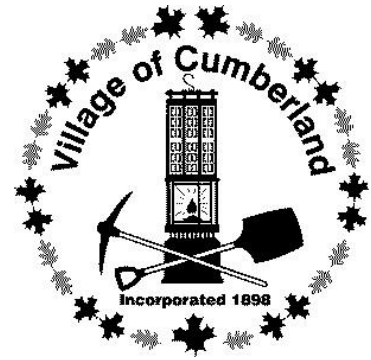


REGULAR AGENDA

15/2020/R



The Corporation of the Village of Cumberland

Regular Council Meeting August 10, 2020 at 5:30 p.m.

*We are honoured to gather on the unceded traditional territory
of the K'ómoks First Nation.*

This meeting to be held through electronic facilities as authorized under Order M192 of the Minister of Public Safety and Solicitor General during the declaration of a state of emergency made March 18, 2020 in order to conduct business in accordance to public health advisories related to the COVID-19 pandemic.

The meeting will be live streamed via the [Village of Cumberland YouTube Channel](#).

1. Approval of Agenda

1.1 Agenda for regular Council meeting, August 10, 2020

Recommendation:

THAT Council approve the agenda for the August 10, 2020
Regular Council meeting.

2. Minutes

2.1 Adoption of Minutes

Recommendation:

THAT Council adopt the following minutes:

- | | |
|--|----|
| • July 13, 2020 Regular Council Meeting | 1 |
| • July 13, 2020 Special Council Meeting | 6 |
| • July 20, 2020 Village Hall Meeting | 8 |
| • July 27, 2020 Committee of the Whole Meeting | 10 |

2.2 Receipt of Committee & Commission Minutes

Recommendation:

THAT Council receive the following minutes:

- | | |
|---|----|
| • April 15, 2020 Advisory Planning Commission | 16 |
|---|----|

3. Delegations

- 3.1 Hugh Fletcher, Owner, regarding the ILO ILO and King George Hotel 21

Recommendation:

THAT Council receive the delegation from Hugh Fletcher, Owner, regarding the ILO ILO and King George Hotel.

- 3.2 Rosslyn Shipp, Executive Director and Karen Melnyk, Board Member, 22
Cumberland & District Historial Society regarding renovations and
improvement plans at the Cumberland Museum
& Archives.

Recommendation:

THAT Council receive the delegation from Rosslyn Shipp, Executive Director and Karen Melnyk, Board Member, Cumberland & District Historial Society regarding renovations and improvement plans at the Cumberland Museum & Archives.

4. Unfinished Business

5. Correspondence

- 5.1 A. Howe regarding the need for Mental Health Outreach in the 26
Comox Valley

Recommendation:

THAT Council receive the correspondence from A. Howe regarding the need for Mental Health Outreach in the Comox Valley.

6. Reports

- 6.1 2019 Statement of Financial Information (SOFI) 28
Prepared by Michelle Mason, Chief Financial Officer/Deputy CAO

Recommendation:

- i. THAT Council receive the 2019 Statement of Financial Information (SOFI) report;
- ii. AND THAT Council approve the Corporation of the Village of Cumberland 2019 Statement of Financial Information for filing with the Ministry.

- 6.2 Progress Update on Wastewater Upgrade Project 63
Prepared by Paul Nash, Liquid Waste Management Planning Project Coordinator
Recommendation:
THAT Council receive the “Progress Update on Wastewater Upgrade Project” report for information.
- 6.3 2020 Roads and Utilities Capital Works Projects 69
Prepared by Rob Crisfield, Manager of Operations
Recommendation:
i) THAT Council receive the 2020 Roads and Utilities Capital Works Projects Report;
ii) THAT Council approve the award of the 2020 Roads and Utilities Capital Works Tender to Leuco Construction for the mandatory work at a bid price of \$820,312;
iii) THAT Council approve the award of the additional scope of work to Leuco Construction at a cost of \$282,923;
iv) THAT Council direct staff to reflect the additional funds required to complete either just the mandatory work or both the mandatory and optional work, in the next budget amendment.
v) THAT Council approve the direct award of the road resurfacing on the south section of Union Road and on Comox Lake Road to Shades Contracting at a cost of \$97,859.
- 6.4 Heritage Alteration Permit and Development Variance Permit - 2731 74
Dunsmuir Avenue
Prepared by Karin Albert, Senior Planner
Recommendation:
i) THAT Council receive the Heritage Alteration and Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020.
ii) THAT Council refer the Heritage Alteration and Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020, to the Heritage Committee for a recommendation.
iii) THAT Council refer the Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020, to the Advisory Planning Commission for a recommendation.

- 6.5 Application for a Temporary Use Permit for Unit 4, 4640 Cumberland Road 85
Prepared by Karin Albert, Senior Planner
Recommendation:
- i) THAT Council receive the report “Application for a Temporary Use Permit – Unit 4, 4640 Cumberland Road”, dated July 28, 2020.
 - ii) THAT Council refer the “Application for a Temporary Use Permit for Unit 4, 4640 Cumberland Road” report, dated July 28, 2020 to the Advisory Planning Commission for a recommendation.
 - iii) THAT staff include a definition for private fitness facilities in a future update of the Zoning Bylaw and explore other zones where this use could be permitted.
- 6.6 Application for an OCP Amendment and Rezoning of 3339, 3341, 3345 93
Second Street
Prepared by Karin Albert, Senior Planner
Recommendation:
- i) THAT Council receive the report “Application for an OCP Amendment and Rezoning of 3339, 3341, 3345 Second Street”, dated July 28, 2020.
 - ii) THAT Council refer the application for an OCP Amendment and Rezoning of 3339, 3341, and 3345 Second Street, legally described as Lots 3, 4, and 5, Block 32, District Lot 24, Nelson District, Plan 3268, to the next meeting of the Advisory Planning Commission for a recommendation.
- 6.7 Development Permit – 2767 Derwent Avenue 112
Prepared by Karin Albert, Senior Planner
Recommendation:
- i) THAT Council receive “Development Permit – 2767 Derwent Avenue” report dated July 23, 2020.
 - ii) THAT Council refer the application (2020-05-DP) for a Development Permit on property described as Lot 11, Block 17, District Lot 21, Nelson District, Plan VIP522A (2767 Derwent Avenue) to the Advisory Planning Commission for a recommendation.
 - iii) THAT Council waive the requirement for a neighbourhood public meeting for the Development Permit.

- 6.8 Application for a Development Variance Permit – 2814 Dunsmuir Avenue 118
Prepared by Karin Albert, Senior Planner
Recommendation:
i) THAT Council receive the report “Application Development Variance Permit – 2814 Dunsmuir Avenue” dated July 27, 2020.
ii) THAT Council approve the application for a Development Variance Permit for property legally described as Lot 1, Block 27, District Lot 21, Nelson District, Plan 522C (2814 Dunsmuir Avenue) which varies a rear yard setback for principal dwellings from the required 4.5metres to 1.6metres as shown on the site drawing attached as Schedule A to the Permit dated July 9, 2020.
- 6.9 Development Permit – 2020-07-DP - 3190 Royston Road 124
Prepared by Meleana Searle, Planner
Recommendation:
i) THAT Council receive the Development Permit - 2020-07-DP - 3190 Royston Road report dated July 29, 2020; and
ii) THAT Council approve Development Permit 2020-07-DP for the property described as Lot A, Section 30, Township 11, Nelson District, Plan VIP69479 (3190 Royston Road) substantially in compliance with the Development Permit dated August 10, 2020.
- 6.10 Coal Valley Estates Phase 11 – Application for an Environmental Protection (DPA #1) and Wildfire Urban Interface Development Permit (DPA #4) 150
Prepared by Meleana Searle, Planner
Recommendation:
i) THAT Council receive the “Coal Valley Estates Phase 11– Residential/Commercial Development Remainder DL 24, Nelson District Development Permit Application” report dated July 30, 2020.
ii) THAT Council refer the Application for a Development Permit (File 2019-08-DP) dated July 30, 2020 for property legally described as DISTRICT LOT 24, NELSON DISTRICT, EXCEPT PARTS IN PLANS 21 RW, 522E, 3130, 3268, 4222, 4661, 4824, 4869, 6793, 6794, 11068, 12569, 13409, 13580, 13640, 14028,

15750, 23224, 19381, 19382, 19383, 20746, 21025, 22199, 23092, 23237, 23600, 23685, 24001, 24314, 24868, 25906, 26084, 26131, 26455, 26629, 26885, 27337, 27857, 29860, 30068, 30809, 32692, 35790, 36785, 35098, 50021, VIP64546 VIP65968, VIP65482, VIP67269, VIP71673 AND EXCEPT PARCEL A (DD 27356N) AND PARCEL B (DD M7897) AND EXCEPT PARTS IN PLANS VIP72020, VIP72021, VIP72022, VIP73804, VIP74156, VIP75434, EPP15708, EPP17313, EPP18594, EPP20118 EPP53358 , EPP71701, EPP79979 AND EPP90590 (Shown on Schedule B) to the next Advisory Planning Commission meeting.

- | | | |
|------|--|-----|
| 6.11 | CVRD 3L Developments Inc. 0768816 BC Ltd. Referral
Prepared by Ken Rogers, Manager of Development Services
Recommendation:
i) THAT Council receive the Comox Valley Regional District 3L Developments Inc. 0768816 BC Ltd. Referral report;
ii) THAT Council direct staff to provide the following comments to the Comox Valley Regional District 3L Developments Inc. 0768816 BC Ltd. Referral:
THAT the Council for the Village of Cumberland not support the proposed 3L Developments Inc. 0768816 BC Ltd. Request to the CVRD with the following comments:
The proposal does not meet the RGS requirement that Settlement Nodes are not (or planned to be) contiguous with Municipal Areas. | 245 |
| 6.12 | 2020-2023 Strategic Priorities
Prepared by Rachel Parker, Corporate Officer
Recommendation:
THAT Council receive the 2020-2023 Strategic Priorities report. | 264 |
| 6.13 | 2019 Annual Meeting
Prepared by Rachel Parker, Corporate Officer
Recommendation:
THAT Council receive the 2019 Annual Meeting report and receive any submissions and questions from the public. | 277 |

- 6.14 Updated - Workplace Bullying and Harassment Policy and Policy Statement 323
Prepared by Clayton Postings, Chief Administrative Officer

Recommendation:

- i) THAT Council receive the Village of Cumberland Workplace Bullying and Harassment policy and policy statement report;
- ii) THAT Council adopt the Village of Cumberland Workplace Bullying and Harassment policy and policy statement.

- 6.15 Committee of the Whole Report 333

Recommendation:

- i) THAT Council receive the Committee of the Whole Report.
- ii) THAT Council refer the Bevan Industrial Lands Conceptual Master Plan to the Economic Development Steering Committee for discussion, and to provide feedback to Council for consideration.

7. Bylaws

8. New Business

9. Notices, Motions and Announcements

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.

- Economic Development Advisory Committee – September 2, 2020 at 6:00 p.m.
- Advisory Planning Commission – August 13, 2020 at 4:00 p.m.
- Drop-in Outdoor Open House – 3339 Second Street (behind Cumberland Lodge) regarding a proposed multi-family affordable rental housing development – Thursday, August 27 from 9:00 a.m. to 12:00 p.m.

10. Question Period

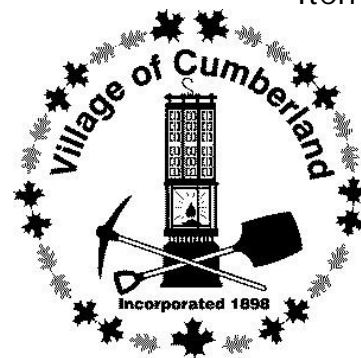
A member of the public may only inquire about items included on the agenda for that meeting during a question period.

- Please send questions by email to info@cumberland.ca using subject line “Question Period”; Note: please limit to questions only - comments will not be read.

11. Adjournment

REGULAR MINUTES

14/2020/R



The Corporation of the Village of Cumberland

Regular Council Meeting
July 13, 2020 at 5:30 p.m.

This meeting was held through electronic facilities as authorized under Order M192 of the Minister of Public Safety and Solicitor General during the declaration of a state of emergency made March 18, 2020 in order to conduct business in accordance to public health advisories related to the COVID-19 pandemic. The meeting was live streamed via the [Village of Cumberland YouTube Channel](#).

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Rachel Parker, Corporate Officer
Michelle Mason, Chief Financial Officer/Deputy CAO
Kevin McPhedran, Parks and Outdoor Rec Coordinator

1. Approval of Agenda

- 1.1 Agenda for regular Council meeting, July 13, 2020
Motion 20-183

Sullivan/Sproule

THAT Council approve the agenda for the July 13, 2020 Regular Council meeting.

Carried Unanimously

2. Adoption of Minutes

- 2.1 Adoption of Minutes
Motion 20-184

Brown/Ketler

THAT Council adopt the following minutes:

- June 22, 2020 Regular Council Meeting
- June 29, 2020 Special Council Meeting

With a correction to the June 22, 2020 meeting to include the resolution to write a letter to the Minister of Health and Provincial Health Officer advocating for increasing the safe supply of substances for overdose prevention, including

extending safe supply beyond COVID-19 pandemic, and provide training for positions on prescriptions and administering safe supply, and to copy the letter to the Island Health Authority board.

Carried Unanimously

3. Delegations

None

4. Unfinished Business

None

5. Correspondence

None

6. Reports

6.1 COVID-19 – Open Council Meetings

Motion 20-185

Sproule/Sullivan

THAT Council receive the COVID-19 – Open Council Meetings report.

Carried Unanimously

Motion 20-186

Sullivan/Sproule

THAT Council determine that members of the public not attend open meetings of Council and other bodies until staff have developed a safety plan for open meetings; and THAT Council continue to hold open Council meetings electronically until there are facilities available that allow in-person attendance without compromising the option of viewing the meeting electronically (live stream or recorded); and THAT Council ensure openness, transparency, accessibility and accountability for open Council meeting by

- a) Providing notice of the meeting on the Village website and the Village office window,
- b) Providing the full agenda package on the Village website,
- c) Allowing the public to hear and see the proceedings by electronic means, and
- d) Allowing the public to submit questions for Question Period by email.

Carried Unanimously

6.2 Village Park Court Upgrades: Project Scope Update and Budget Reallocation

Motion 20-187

Brown/Sullivan

THAT Council receive the Village Park Court Upgrades: Project Scope Update and Budget Reallocation report.

Carried Unanimously

Motion 20-188

Brown/Sullivan

THAT Council reallocate the funding source from the following projects in the Village's 2020-2024 Financial Plan Bylaw to the Village Park Court Upgrades Project:

- a. \$8,695 from No. 6 Mine Playground Replacement Project in the Village's 2020 Parks Capital Budget (Cfwd accumulated surplus funds);
- b. \$20,000 from the Lake Park Boat Launch Dock Improvements Project in the Village's 2020 Parks Capital Budget (host amenity funds); and
- c. \$14,055 from the general financial stabilization reserve.

AND THAT Council direct staff to amend the 2020-2024 Financial Plan Bylaw to reflect the change.

Carried Unanimously

6.3 Village Office Reconfiguration Plans

Motion 20-189

Sproule/Brown

THAT Council receive the Village Office reconfiguration plans report.

Carried Unanimously

Motion 20-190

Sullivan/Brown

THAT Council authorize the work associated with Phases one relating to the Village Office modification concept; and THAT Council direct staff to bring forward an amendment to the 2020-2024 Financial Plan Bylaw to add a budget up to a maximum of \$120,000.00 for phase one of the municipal office renovations to be funded by the General Asset Renewal Reserve.

Carried Unanimously

6.4 Annual Property Tax Sale Deferral Option

Motion 20-191

Sullivan/Ketler

THAT Council receive the Annual Property Tax Sale Deferral Option report.

Carried Unanimously

6.5 2019 Annual Municipal Report

Motion 20-192

Brown/Sullivan

THAT Council receive the 2019 Annual Municipal Report.

Carried Unanimously

Motion 20-193

Sullivan/Brown

THAT Council give notice of the meeting on August 10, 2020 at which Council will consider the 2019 annual report and submissions and questions from the public.

Carried Unanimously

- 6.6 Union of BC Municipalities, Cabinet Minister Meetings
Motion 20-194

Sproule/Ketler

THAT Council receive the Union of BC Municipalities, Cabinet Minister Meetings.

Carried Unanimously

Council discussed requesting the following meetings with provincial representatives at UBCM:

1. Premier – Private Managed Forest Land: slash burning and watershed protection; community policing model; casino revenue sharing; and groundwater extraction
2. Education – with School Board 71 chair) additional space for Cumberland Community School and school funding model
3. Public Safety – community policing, use of force, implicit bias, mental health and addiction services
4. Energy - renewable energy project Standing Offer Program, and power source to water treatment plant
5. Island Health – Cumberland housing facility
6. BC Hydro – Clean Energy standing offer program and power source to water treatment plant

7. Bylaws

- 7.1 Council Procedure Amendment Bylaw No. 1132, 2020
Motion 20-196

Sullivan/Brown

THAT Council adopt Council Procedure Amendment Bylaw No. 1132, 2020.

Carried Unanimously

8. New Business

None

9. Notices, Motions and Announcements

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.

- Village Hall, July 20, 2020 @7 pm by registration to info@cumberland.ca
- Accessibility Committee, July 21, 2020 @ 10:30 am by video

10. Question Period

There were no questions received.

11. Adjournment

Brown/Ketler

THAT Council adjourn the meeting at 6:32 p.m.

Carried Unanimously

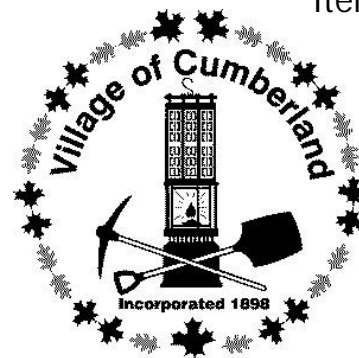
Certified Correct:

Mayor

Corporate Officer

SPECIAL COUNCIL MINUTES

15/2020/S



The Corporation of the Village of Cumberland
Special Council Meeting
July 13, 2020 at 3 p.m.
Council Chamber

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Rachel Parker, Corporate Officer
Ken Rogers, Manager of Development Services
Karin Albert, Senior Planner
Kevin McPhedran, Parks and Outdoor Rec Coordinator

Mayor Baird called the meeting to order at 3 p.m.

1. Approval of Agenda

Sproule/Ketler

THAT Council approve the agenda for the July 13, 2020 Special Council meeting.

Carried Unanimously

2. Closed Portion

Sproule/Ketler

THAT Council close the meeting to the public pursuant to Section 90 of the *Community Charter* to consider:

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- labour relations or other employee relations.

Carried Unanimously

3. Adjournment of Closed Portion

The meeting was adjourned at 5:12 p.m. in order to commence the regular Council meeting at 5:30 p.m., and was reconvened at 6:26 p.m.

The meeting was finally adjourned at 7:01 p.m.

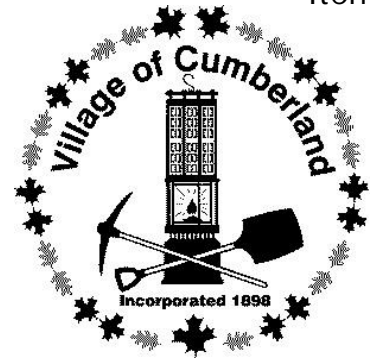
Certified Correct:

Mayor

Corporate Officer

VILLAGE HALL MINUTES

15.20.VH



The Corporation of the Village of Cumberland

Village Hall Meeting

July 20, 2020 at 7:00 p.m.

No. 6 Mine Heritage Park

Public attendance by registration only due to COVID-19 pandemic.

Council Present:

Mayor Leslie Baird

Councillor Vickey Brown

Councillor Jesse Ketler

Councillor Gwyn Sproule

Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer

Rachel Parker, Corporate Officer

Michelle Mason, Chief Financial Officer/Deputy CAO

Mayor Baird called the meeting to order at 7 p.m.

1. Approval of Agenda

Ketler/Sproule

THAT Council approve the agenda for the Village Hall Meeting, July 20, 2020.

Carried Unanimously

2. Topics for Discussion

Ketler/Sullivan

THAT Council receive and discuss the following items with members of the public:

- Items brought forward by local residents

Carried Unanimously

The following matters were brought forward from residents and discussed:

- Status of wastewater treatment plant project and updates for neighbours
- Airborne transmission of corona virus from the wastewater lagoons
- Tree watering bags for boulevard trees
- Tree maintenance and monitoring at Ravenwood Park
- Coal Valley Estates future development - development practices and effect on watercourse drainage, protection of watercourses and adjacent wetlands
- The new Cumberland Business Association and information for visitors to the community on safe practices for COVID-19 prevention
- Smoking in public parks

- Bicycle riders' disregard for traffic control and enforcement
- Accessing information regarding the Coal Valley Estates development
- Accessing information on Village's financial position and other financial reports
- Whether the watercourse in the Camp Road greenway is riparian or fish bearing
- Status of the Bevan Road industrial lands development
- Advertisement and public input at developers' public input meetings
- Multi-family and seniors housing at Coal Valley Estates
- Fire Hall construction and roadwork and sweeping
- Future development on property on Hope Road
- Uninsured vehicles stored on private property
- On-street parking due to suites and accessory dwelling units
- Site lines at intersections
- Impact of developments on parking on Dunsmuir Avenue, signage for parking behind Cultural centre, parking in lieu for developments
- Regulation of vacation rentals and parking requirements
- Porta potties in parks
- Leasing Village-owned land for long term revenue

3. Adjournment

The meeting was adjourned at 8:35 p.m.

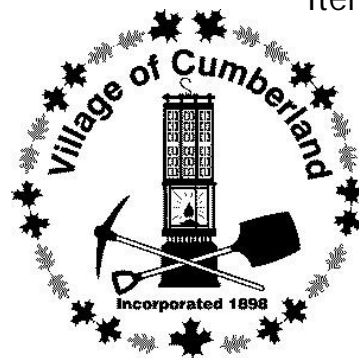
Certified Correct:

Mayor

Corporate Officer

C.O.T.W. MINUTES

5/2020/COTW



The Corporation of the Village of Cumberland

Committee of the Whole Meeting

July 27, 2020 at 5:30 p.m.

Moncrief Hall, Cultural Centre, 2674 Dunsmuir Avenue

Public attendance was limited to meet physical distancing requirements under order of the Public Health Officer. The meeting was video recorded and was made available within 48 hours on the the [Village of Cumberland YouTube Channel](#).

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Michelle Mason, Chief Financial Officer/Deputy CAO
Rachel Parker, Corporate Officer
Ken Rogers, Manager of Operations
Kaelin Chambers, Economic Development Officer
Karin Albert, Senior Planner

Mayor Baird called the meeting to order at 5:30 p.m.

1. Approval of Agenda

1.1 Agenda for Committee of the Whole meeting, July 27, 2020

Ketler/Sproule

THAT the Committee approve the agenda for the July 27, 2020 Committee of the Whole meeting.

Carried Unanimously

2. Reports

2.1 Amendment Request – Coal Valley Estates Comprehensive Development Agreement

Ketler/Brown

THAT Committee of the Whole receive the “Amendment Request – Coal Valley Estates Comprehensive Development Agreement” report dated July 15, 2020.

Carried Unanimously

The Senior Planner reviewed the application and noted that since the original approval of the comprehensive development agreement (CDA) application in 2011, the Village's needs have changed with the completion of affordable housing studies and alternative transportation priorities.

Chris Durupt, P.Eng. of McElhanney and Dave Atkinson of Wacor Holdings were in attendance for the applicant.

Requested CDA Amendments

A) Re-align the Penrith Avenue extension and re-configure the Fan House Park

Members discussed the need for walkable communities, traffic calming, retaining the existing site topography for a winding roadway, stabilizing the slope above the Fan House with natural vegetation. Members discussed the need for memorializing the historic fan house at its original location versus creating a play space park closer to residential areas. The proposed fire and multi- and single-family access lane, which would encroach on the ravine park and collector corridor were discussed. Members sought more information on where blasting would be required and expressed concern for blasting near the greenways and wetlands, and discussion took place on the determination of the riparian setback. Staff was asked to explore options on parks in the development, including the design for Soleport Park with options of retaining trees, creating a play space, consultation with residents, and future parks and uses.

B) Re-align the West End of Kendal to Terminate in Cul-de-Sac

Members commented on the need for connectivity and the need for a traffic study for all phases of the development to guide the Village, including walkability to determine best location for seniors and multi-family housing, using traffic calming and complete streets model.

Mr. Durupt noted that a traffic study has been completed and submitted to the Village. Discussion ensued on the focus of the study, the unit counts used, and the proposed multi-use path running the north/south length of the development, and traffic calming at the location of the Yew tree on Penrith Avenue, the proposed private road into the seniors strata housing area.

C) Delete the Road through the Southwest Corner of the Property

Members discussed the proposal to relocate the multi-family and seniors housing areas, the proposed size of those areas, opposition to any 'gated' community, public access into proposed seniors area, housing affordability, preferred location next to existing seniors area, definition of patio home,

preference for mixed development including affordable housing, duplexes, patio homes. Members expressed preference for existing location of multi-family and seniors housing areas.

Discussion took place on assisted living and aging in place, sense of community with multi-generations within the neighbourhood, and retaining small commercial nodes to service the neighbourhood.

D) Add a Lane from the New Cul-de-sac Bulb at the West End of Kendal Avenue

Members discussed concerns about cutting into the greenway for the proposed lane and the orientation of the single family homes.

Mr. Atkinson provided background on the proposed traffic flow, retention of trees, and Penrith roadway design, slopes and blasting.

E) Relocate the Southern Portion of Proposed Greenway/Walkway

A request was made for detailed topographical mapping, and the need to define the riparian areas, and request for park plan with proper environmental protection.

F) Swap the Seniors Housing Area and the Multi-Family Area

Discussion took place on the number of multi-family units required to be constructed in the two proposed multi-family areas.

G) Remove Approximately 0.099 ha of Riparian Area to Allow Laneway Access

Members discussed concern for reducing the setback and blasting near the riparian area and the effect on hydrology of the area to ensure the directional flow of water not affected.

H) Reduce the Commercial/Residential Area to 0.4 ha

Discussion took place on the proposed reduction in trade for additional greenspace with tree retention, demand for small commercial spaces to service the neighbourhood, provide gather spaces and to promote walkability,

I) Minor adjustments to Multi-Family

No comments were made on this proposal.

Requested Off-Site Infrastructure Improvements

Discussion took place on the trigger for the Cumberland Road/Fourth Street intersection reconfiguration, and the reason why it would be delayed to secure access through Penrith Avenue, the detailed design of the intersection, the design of the Penrith walkway, and the financing and construction of these off-site works and development cost charges credit if constructed by the developer.

Proposed Amenities in Exchange for the Requested CDA Amendments

A) Construction of Storm Main

Members discussed storm water management, the water balance model to continue predevelopment filtration of storm water, retaining as many mature trees as possible, ineffectiveness of infiltration galleries when soil removed from site, need for hydrology studies, and concern for blasting near the greenways. Members also mentioned the current water issues of residents on Dunsmuir Avenue with water flowing from the subject property.

Mr. Drupt provided some information on the proposal to incorporate previous feedback and retain as much water in upper pond area with a slow release control structure and through new piping via right of ways to avoid backyards and then open piping in parks to discharge into wetland, which would mimic current flow.

Discussion ensued on the flow of storm water below Comox Lake Road, whether a biologist's report is included in storm water management report, capacity of greenway for receiving water, and expansion of ravine greenspace to provide infiltration galleries to reduce piping.

B) Complete Ground Preparation for Development of Soleport Park

C) Construction of Fan House Park

It was noted that staff will come back with options for park development. Discussion ensued on options for Soleport Park and meaning of 'ground preparation', tree retention on the slope of Soleport Park, original intent for children's play space in Soleport Park, process if the CDA is amendment – would include public hearing and public input meeting.

D) Provide 1 ha of Raw Land to a "Not for Profit" Affordable Housing Provider

Members discussed slopes in the proposed area, isolation from other areas of the development due to topography and the low wet area.

Mr. Atkinson suggested that the applicant proceed with initial approved CDA rather than the requested amendments.

Members further discussed the requested reports on wetland area boundaries, and stormwater, and tree retention. Mr. Atkinson noted the areas proposed to be left for tree retention in high sloped areas. Further discussion took place on housing needs report, the necessity for tree retention to assist stormwater flows. Mr. Atkinson commented on the necessity to blast to construction roadways and the best fit for site contours.

Discussion took place on the requirement for public process for different amendments to the CDA based on whether they are major or minor amendments, including the laneway proposal for the multi-family access.

Ketler/Brown

To charge a fee and recovery of peer review and legal expenses consistent with other significant development covenants and provide direction to staff to negotiate with Coal Valley Estates on the amendment request.

Carried Unanimously

2.2 Bevan Industrial Lands Conceptual Master Plan Report

Brown/Ketler

THAT the Committee receive the Bevan Industrial Lands Conceptual Master Plan Report and presentation.

Carried Unanimously

The meeting was recessed from 7:52 pm to 7:57 pm.

Mr. Chambers presented the report. Discussion took place on a potential road link to end of Memorial Way north of Maple Lake to Lake Trail Road, the impact on Morrison Creek, the watershed buffer and 200m greenway, the potential for food truck rather than having non-compatible uses, the need to define lot sizes in the development permit area and that lot sizes are determined by the Zoning Bylaw. The landfill gas project was also discussed.

Brown/Sproule

THAT the Committee recommend to Council to refer the Bevan Industrial Lands Conceptual Master Plan to the Economic Development Steering Committee for discussion, and to provide feedback to Council for consideration.

Carried Unanimously

2.3 Council Policy on Video Recording of Open Meetings

Brown/Sullivan

THAT the Committee receive the Council Policy on Video Recording of Open Meetings report.

Carried Unanimously

Members briefly discussed the proposed policy and its implementation.

2.4 Quarterly Report – January to June 2020

Brown/Sullivan

THAT the Committee receive the Quarterly Report, January to June 2020.

Carried Unanimously

Members discussed the new reporting layout and the percentage change field. Questions were received on a number of items included in the reports, including subdivision expiry, bylaw enforcement reporting stats, regulation of boat size at the Lake Park boat launch and unauthorized trail building.

3. **Question Period**

There were no questions received from the public.

4. **Adjournment**

Sullivan/Ketler

THAT the meeting be adjourned at 9:07 pm.

Carried Unanimously

Certified Correct:

Mayor

Corporate Officer



Corporation of the
Village of Cumberland

*Advisory Planning
Commission*

Minutes

The meeting of the APC was held on Thursday April 16, 2020 virtually by Zoom, and streamed live on the Village of Cumberland's YouTube Channel, commencing at 4:03pm.

PRESENT:	Nick Ward, Chair	Roger Kishi
	Janet Bonaguro, Secretary	Jaye Mathieu
ABSENT:	Eric Krejci	Neil Borecky
	Dan Griffin	
STAFF:	Clayton Postings, Chief Administrative Officer	
	Karin Albert, Planner	
	Joanne Rees, Planner	

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Bonaguro / Mathieu: THAT the agenda be approved with the following amendments:
Add an update from Clayton Postings, CAO Village of Cumberland.

CARRIED

3. APPROVAL OF MINUTES

Mathieu / Kishi: THAT the minutes of the meeting held February 13, 2020 be approved.

CARRIED

Mr. Postings provided an update regarding Village status with regard to the current COVID19 protocols. He referred the Commission to the website for up-to-date status.

Mr. Postings left the meeting.

4. REFERRALS FROM COUNCIL

a) Development & Development Variance Permit – 4708 Cumberland Road

The applicant was present.

Bonaguro / Mathieu: THAT the Advisory Planning Commission receive the report "Application Development Variance Permit – 4708 Cumberland Road" dated March 2, 2020.

CARRIED

DISCUSSION

- Staff provided an overview of the application and staff report
- No comments or complaints from neighbors when notification sent
- There is a small existing garden shed which will be replaced
- A fence already exists at the rear of the lot
- Applicant will still need to satisfy building permit requirements

Bonaguro / Kishi: THAT the Advisory Planning Commission recommend that Council approve the application for a Development Variance Permit for property legally described as Lot 2, District Lot 24, Nelson District, Plan VIP53952 (4708 Cumberland Road) which varies the rear yard setback for principal dwellings from the required 4.5metres to 2.6metres as shown on the site drawing attached to the Staff Report as Schedule A.

CARRIED

b) Development & Development Variance Permit – 2821 Windermere Avenue

The applicant was present.

Mathieu / Kishi: THAT the Advisory Planning Commission receive “Development Permit & Development Variance Permit – 2821 Windermere Avenue” report dated March 2, 2020.

CARRIED

DISCUSSION

- Staff provided an overview of the application and staff report
- Notice was sent out and did not receive any questions or concerns on DP or DVP
- Building is staying the same, no change to building height, minimal visual change to the building other than exterior improvements

Bonaguro / Kishi: THAT the Advisory Planning Commission recommends that Council approve the applications (2020-01-DP & 2020-02-DV) for Development Permit & Development Variance Permit on property described as Lot 10, Block 25, District Lot 21, Nelson District, Plan 522C (2821 Windermere Avenue) substantially in compliance with the attached draft Development Permit & Development Variance Permit attached to the Staff Report.

CARRIED

c) Zoning Bylaw Amendment to Permit Rooftop Beekeeping in the VCMU-1 Zone

Mathieu / Bonaguro: THAT the Advisory Planning Commission receive the ‘Zoning Bylaw Amendment to Permit Rooftop Beekeeping in the VCMU-1 Zone’ report dated March 4, 2020.

CARRIED

DISCUSSION

- Staff provided an overview of the staff report and the origin of the proposal
- Proposed restriction to rooftop location/use to reduce interaction with pedestrians

Bonaguro / Kishi: THAT the Advisory Planning Commission recommend that Zoning Bylaw No. 1027, 2016 be amended to permit keeping two beehives and two nucs on the rooftops in the VCMU-1 zone, permit keeping two nucs in addition to the permitted beehives as part of the 'urban agriculture' use, and add beekeeping to the definition of 'agricultural use', and add a definition for the term "nuc".

CARRIED

(a) Zoning Bylaw Amendment To Prohibit Water Bottling

Kishi / Bonaguro: THAT the Advisory Planning Commission receive the "Zoning Bylaw Amendment to Prohibit Water Bottling" report, dated March 4, 2020.

CARRIED

DISCUSSION

- Staff provided an overview of the staff report and the origin of the proposal
- Intent is to protect aquifer groundwater
- Staff recommendation is to prohibit water and beverage bottling in all zones except where the source is the municipal water supply
- Local governments cannot regulate the extraction of groundwater, as this is provincial jurisdiction, but can prohibit particular uses (i.e. water and beverage bottling) in the zoning bylaw
- Existing Municipal Water Regulation and Fees Bylaw No. 1023, 2015 (Part D Section 1ciii) already prohibits the use of municipal water as follows:
Without first obtaining written approval from the MoO, a person must not:
iii) sell, give, or convey water beyond the premises to which the water is supplied under this Bylaw.
- Bylaw 1023 does not describe the criteria for the Manager of Operations for giving/not giving approval, would be useful to have a set of criteria to follow.
- Unclear how Bylaw 1023 might apply to existing users and uses of municipal water for the purpose of making bottled beverages in the community (e.g. water use and beverage bottling for commercial beer, kombucha, and juice production and sales). Unclear if that Bylaw is intended to prohibits these uses.
- If the intent is just to restrict the bottling of raw water but not all beverages that might use groundwater for production, then that would allow something like the operation of a major soft drink beverage production plant using

groundwater. Unclear if this is the intent of Council to restrict these commercial/industrial uses of water for processed beverages.

- This prohibition is intended to apply to commercial or industrial use but it is not clear that it may not be applicable to residential (non-commercial) use. Consider focusing the restriction to more specific uses such as commercial and industrial uses, specifically excluding residential use for water and beverage bottling.
- If this recommendation is approved, a zoning bylaw amendment would be required to permit water and beverage bottling that uses a groundwater source
- Unclear if the definition of “bottling” also encompasses “processing” – processing may occur on site but bottling may not.
- Need to be consistent in terms of water bottling and beverage bottling permitted uses and terminology in other municipal documents (e.g. Bylaw 1023)
- If the intent of this recommendation is to protect groundwater then consideration should be given to all major water uses for consistency (not just bottling and beverages but include other industrial and commercial uses of water)
- Recognize the need to provide specific criteria in the Municipal Water Regulations and Fees Bylaw 1023 to allow the Manager of Operations to limit the use of water for bottling in the event of a water shortage.

Kishi / Mathieu: THAT Advisory Planning Commission recommend that Zoning Bylaw No. 1027, 2016 be amended to prohibit water and beverage bottling in all zones except where the source is the municipal water supply supplied directly to the property on which the bottling is taking place.

CARRIED

Ward / Kishi: THAT the APC recommend that Bylaw 1023 be amended to add criteria which would allow the Village to prohibit water and beverage bottling from a municipal source to address any water system capacity concerns.

CARRIED

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. NEXT REGULAR MEETING

Thursday, May 14 at 4:00pm.

8. TERMINATION:

Kishi: THAT the meeting terminate.

Time: 5:40pm

Certified Correct: _____ Nick Ward, Chair	Confirmed: _____ Corporate Officer
---	--



Proposal for ILO ILO and King George Hotel

To Mayor Baird and Councillors,

July 27th, 2020

Thank you for the opportunity to have a discourse about these two buildings. With the newly announced “heritage registry” and the heritage protection mandate, we were hoping to start a dialogue with regard to these two buildings in particular.

Are these buildings the type of buildings that will require measures such impact assessments, temporary protection orders, grants to non-profits or tax exemptions? Have the seven steps been ratified: adding to the Community Heritage Register, creating a brochure about tools to protect heritage, contacting owners to encourage further protection, reviewing the addition of heritage conservation areas, reviewing design guidelines for the existing permit process, providing training for the heritage committee to review designs and recruiting heritage professionals to the committee?

Hugh has a strong history of renovating and saving buildings in the Village. By saving these other buildings, Hugh helped keep people in the Village. Hugh would like to continue to work in cooperation with the Village.

Can the Village define their vision for Cumberland? Which is more important: housing or commercial or an arts component? Is the Village more interested in retaining heritage or revitalizing the downtown core? What balance is the Village looking for between commercial / boutiques / residential / vacation rental? there a small planning team we can coordinate with?

ILO ILO:

- 1) Old building: costs to keep it from falling down / continuing maintenance / taxes / utility bills / insurance / liability
- 2) What is the importance to the community is the ILO ILO? What use does the municipality see as viable uses? Much interest in redeveloping it will need to center around the Village’s desired use? What is the Village’s vision with respect to the theatre itself? Is an art center? What if the façade was recreated but after removal of the building? Is the Village looking for a complete reno? A new build that saves the façade? A newer style of building? Commercial down and residential up? Type of commercial enterprise
- 3) Would reclaiming the building’s wood and other useful elements, to be given to the community during a demolition, a sufficient alternative to renovating the theatre?
- 4) What types of concessions can Village provide for remodeling or new builds? Parking variances? Tax exemptions?

King George:

- 1) Old building: costs to keep it from falling down / continuing maintenance / taxes / utility bills / insurance / liability
- 2) What is the importance to the community? What use does the municipality see as viable uses of the hotel?
- 3) Is the Village looking for a complete reno? A new build? What would they want next to Wayne Rideout’s new project?
- 4) What types of concessions can Village provide? Parking variances? Tax exemptions?

Any additional information required will gladly be supplied. Thanks again for you time.

Hugh Fletcher



Cumberland & District Historical Society
 2680 Dunsmuir Ave, Cumberland, BC V0R 1S0
 cumberlandmuseum.ca

Village of Cumberland
 2673 Dunsmuir Ave
 Cumberland, BC V0R 1S0

Thursday, July 30, 2020.

RE: Request to speak at a Village of Cumberland Council Meeting

This request is being made by the Cumberland & District Historical Society to provide updates to renovations and improvements plans at the Cumberland Museum & Archives. Speaking Points will briefly cover:

- Interior Building Improvements
 - Mechanical systems, lighting, flooring, painting
 - Increase accessibility
- Build Environmental Improvements for organizational capacity growth
 - Increase to area used for collections storage
 - Reconfiguration of the layout to enhance mechanical system use
 - Improved public access to the archival collection
- Review of Budget:
 - Y.P. Heung Foundation
 - Cumberland Museum & Archives
 - Village of Cumberland
 - Grant Opportunities - Canadian Heritage: Canadian Cultural Spaces Fund
- Public Engagement during renovation closure
 - Renovation Timeline
 - Current discussion with Village Administration have included use of the currently closed Cultural Centre as an access point for research and a small possible pop-up exhibition
 - Use of the Cultural Centre as safe storage of the museum's artefact and archival collections as well as a temporary workspace.

The delegation to speak at the Council Meeting will be Cumberland Museum & Archives Executive Director, Rosslyn Shipp and in attendance, Board Member, Karen Melnyk.

The delegation wishes to participate in the August 10th, 2020 Village Council Meeting or the next available council meeting.

Thank you for your consideration.

Sincerely,

Roger Albert
 Chair, Board of Directors
 Cumberland & District Historical Society



Project Plan | 2020 Museum & Archives Renovation Proposal
Prepared on: Wednesday July 29, 2020
Prepared by: Rosslyn Shipp, Executive Director

Executive Summary

The Cumberland Museum and Archives is an anchor for the community as a place that is entrusted with the contextual and artefactual history of the Village of Cumberland. In order to better serve the community and increase the CMA's organizational capacity a building renovation project is being proposed that will improve the interior of the museum's leased spaces at 2680 Dunsmuir Street, which is owned by the village and operated by the Cumberland & District Historical Society. The improved infrastructure project will see the replacement of major building systems, an alteration of the floor plan and improvements to exhibitions and collections storage. The proposed project has an estimated financial investment of \$750,000 and is being made possible through the support of the Y.P. Heung Foundation.

Project Background

The need for improvement to the facility that houses the Cumberland Museum and Archives was identified in 2016. Over the course of 3.5 years a number of ideas were considered including the construction of a new building however this proposal will take a closer look at what improvements can be made to the existing building to help increase building efficiencies, use of space and improve public engagement.

Project Objectives

This project includes three overarching objectives:

1. Physical improvements to the interior of the building
2. Enhancement in the build environment to increase operational efficiency and capacities
3. Enrichment of exhibitions and increased access to museum collections

Project Partners

This project includes three principal partners.

Cumberland & District Historical Society (CDHS)

The CDHS is a legal non-profit responsible for the operations of the Cumberland Museum & Archives (CMA) and is the lease holder on the building for which alterations and renovations are being proposed.

Village of Cumberland (VOC)

The VOC is the owner of the building for which the alterations and renovations are being proposed and in accordance with the lease agreement signed in 2017, all alterations and renovations must be reviewed and pre-approved in writing.

Y.P. Heung Foundation

The generosity of the Y.P. Heung foundation is providing the financial support for this project.



Project Components

Interior Building Improvements include:

- the removal of hazardous material
- laying new flooring, painting interior walls
- Updating of critical systems:
 - HVAC (heating and cooling)
 - Lighting and electrical upgrades to meet code and supply demand

Enhancement to the build environment includes:

- Redesigning the floor layout to include the following infrastructure
 - An accessible bathroom (to code) for public visitors
 - Separate office spaces
 - Relocation of the Community Research Room to be adjacent to the archival collection to increase accessibility and interest in the museum holdings.
 - Increased storage space for artefact storage to meet museum standards of collections care best practices.

Project Milestones

- CDHS Board approval of Project Proposal
- Confidence and approval from the Village of Cumberland
- Architectural Drawings [Martin Hagarty Architects] Completed
 - Approval of Drawings by CMA
 - Approval of Drawing by VOC
- LaCasse Construction to provide updated budget
- Approval of updated budget - Y.P. Heung Foundation
- Confirmation of additional Funding Sources
 - Canadian Heritage: Canadian Cultural Spaces Fund
 - Province of BC: Community Gaming Grant [Approved July 28, 2020]
- CMA Closure
 - Removal of artefacts and office resources
 - Renovations begin
 - Renovation Completed
 - Exhibition Installation
- CMA Reopens celebrating their 40th Anniversary

Estimated Project Budget

Cost Description	Estimated Cost
Construction details	\$600,000
Exhibition Improvements	\$30,000
Collections Storage Improvements	\$45,000
Operational Project Costs	\$75,000
Estimated Project Budget Total	\$750,000



Cumberland & District Historical Society
2680 Dunsmuir Ave, Cumberland, BC V0R 1S0
cumberlandmuseum.ca

The financial commitment of Y.P. Heung Foundation will support the majority of the project costs and is holding a contingency for additional unforeseen expenses. The CMA will budget a portion of operational costs it would regularly incur to cover part of the operation project costs. In addition the Village of Cumberland has previously agreed to \$41,300 of dollars towards the project. The CMA will be seeking opportunities as they arise to find additional funding through grants to supplement the commitment made by Y.P. Heung Foundation.

Village of Cumberland

Subject: FW: Mental Health Outreach needed in Comox Valley

Subject: Mental Health Outreach needed in Comox Valley

Dear Scott Fraser,

I am writing to make a request to the provincial government for an Assertive Community Treatment (ACT) team in the Comox Valley.

Assertive Community Treatment (ACT) is an Island Health mental health program that focuses on individual clients and their recovery. They offer outreach and crisis intervention, among many other services, for those suffering from mental health issues. Here is a link <https://www.islandhealth.ca/our-services/mental-health-substance-use-services/assertive-community-treatment>

The other evening I was looking for help for an individual who was on the main street in Cumberland, who was clearly experiencing a mental health episode, and who was acting erratically and was verbally aggressive.

I did not want to call the police because they do not have mental health workers with the necessary skills.

I reached out to find out what resources are available in the Comox Valley for emergency outreach intervention and found that there is nothing available in the Comox Valley for those who are having a mental health crisis, especially if this is happening out of office hours at night.

ACT has teams offering crisis intervention for people suffering from mental health issues in Campbell River, Nanaimo, Cowichan Valley, and Port Alberni. All the large centres around us - but not here.

This is a glaring hole that we need to fill.

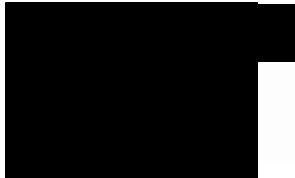
We already know that the effects of COVID are being felt in our communities in many ways, one of which is that many people are struggling with mental health issues. This impact on our communities means there will be even greater need for mental health outreach workers.

I am requesting the province to provide the Comox Valley with an ACT team as soon as possible.

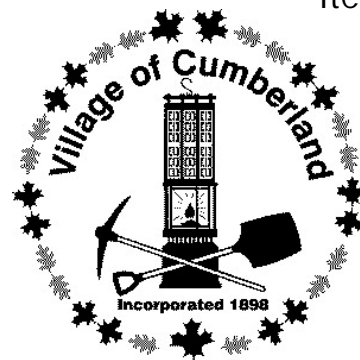
I am also writing to Ronna Rae Leonard, to Gord Johns, to Adrian Dix, and I have written to Mayors and Councils of the Village of Cumberland, City of Courtenay, and Town of Comox.

I have also written to Ronna Rae Leonard because this issue and the team that we need in the Comox Valley crosses the boundaries of the two ridings.

Sincerely,
Amanda Howe



COUNCIL REPORT



REPORT DATE: July 30, 2020
MEETING DATE: August 10, 2020

File No. 1680-Audits/SOFI

TO: Mayor and Councillors
FROM: Michelle Mason, Chief Financial Officer/Deputy CAO
SUBJECT: 2019 Statement of Financial Information (SOFI)

RECOMMENDATION

- i. THAT Council receive the 2019 Statement of Financial Information (SOFI) report.
- ii. AND THAT Council approve the Corporation of the Village of Cumberland 2019 Statement of Financial Information for filing with the Ministry.

PURPOSE

The purpose of this report is to present the 2019 Statement of Financial Information (SOFI), prepared in accordance with the BC Financial Information Act to Council for approval.

PREVIOUS COUNCIL DIRECTION

n/a

BACKGROUND

Pursuant to the BC Financial Information Act, public bodies must prepare statements of financial information in accordance with Section 2 and as prescribed by the Lieutenant Governor in Council, within six months of the Corporation's fiscal year end.

The Statement of Financial Information is attached to this report. The Act requires that the Statement of Financial Information be approved by Council and by the Officer assigned responsibility for financial administration and then forwarded to the Ministry.

ALTERNATIVES

1. Council can direct staff to bring additional information back before accepting the 2019 Statement of Financial Information (SOFI) report however, it's important to note that the deadline is August 31, 2020 and the next Council meeting is after this deadline on September 14, 2020.

STRATEGIC OBJECTIVE

n/a

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

The Statement of Financial Information (SOFI) report is a statutory requirement. Staff extract the SOFI information annually from the Village's financial system's payroll and purchasing modules. Staff need to reconcile and review this information for accuracy and enter the information into the required format.

ATTACHMENTS

1. The 2019 Statement of Financial Information (SOFI)

CONCURRENCE

Odie Morin, Deputy Financial Officer_OM

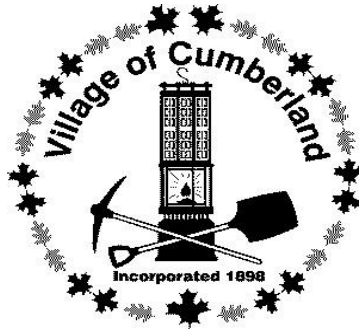
Respectfully submitted,

Michelle Mason

Michelle Mason
Chief Financial Officer/Deputy CAO

Clayton Postings

Clayton Postings
Chief Administrative Officer



THE CORPORATION OF THE VILLAGE OF CUMBERLAND

STATEMENT OF FINANCIAL INFORMATION

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019

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FINANCIAL STATEMENTS

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SCHEDULE OF SEVERANCE

SCHEDULE OF PAYMENTS MADE TO SUPPLIERS

SUPPLEMENTARY SCHEDULE OF GRANTS IN AID

APPROVAL OF FINANCIAL INFORMATION

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(2)(a-c)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019**

*2019 FINANCIAL STATEMENTS FOR THE CORPORATION OF THE VILLAGE OF CUMBERLAND
ATTACHED*



**THE CORPORATION OF THE
VILLAGE OF CUMBERLAND**

FINANCIAL STATEMENTS

DECEMBER 31, 2019

**THE CORPORATION OF THE
VILLAGE OF CUMBERLAND**
Index to Financial Statements
For the year ended DECEMBER 31, 2019

INDEPENDENT AUDITOR'S REPORT

STATEMENTS

- A Statement of Financial Position
- B Statement of Operations and Accumulated Surplus
- C Statement of Change in Net Financial Assets
- D Statement of Cash Flows

NOTES TO FINANCIAL STATEMENTS

SCHEDULES

- 1 Tangible Capital Assets
- 2 Debenture and Long-Term Debt
- 3 Segment Disclosure
- 4 Segment Disclosure with Budget Information

Independent Auditor's Report

To the Mayor and Council of Corporation of the Village of Cumberland:

Opinion

We have audited the financial statements of Corporation of the Village of Cumberland (the "Village"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements of the Village for the year ended December 31, 2018 were audited by another firm of public accountants who issued an unqualified audit opinion on April 23, 2019.

Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and the Council for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Courtenay, British Columbia

April 27, 2020

MNP LLP

Chartered Professional Accountants

STATEMENT A

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Financial Position
As at December 31, 2019

	<u>2019</u>	<u>2018</u>
Financial Assets		
Cash and cash equivalents	\$ 8,619,393	\$ 5,150,175
Property taxes receivable	143,002	162,488
Accounts receivable (Note 2)	1,150,127	2,477,911
Investments (Note 3)	4,804,133	4,632,214
	<u>14,716,655</u>	<u>12,422,788</u>
Liabilities		
Accounts payable and accrued liabilities (Note 4)	1,103,626	1,815,534
Service and other deposits (Note 5)	967,711	1,171,983
Deferred revenue (Note 7)	5,304,716	3,612,887
Debenture and long term-debt (Note 9, Schedule 2)	4,573,894	3,154,008
	<u>11,949,947</u>	<u>9,754,412</u>
Net Financial Assets	<u>2,766,708</u>	<u>2,668,376</u>
Non-financial Assets		
Tangible capital assets (Schedule 1)	58,129,282	53,985,805
Inventories	115,515	121,390
Prepaid expenses	153,610	43,234
	<u>58,398,407</u>	<u>54,150,429</u>
Accumulated Surplus (Note 16)	<u><u>\$ 61,165,115</u></u>	<u><u>\$ 56,818,805</u></u>

Contingent liabilities (Note 8)
Contractual rights and commitments (Note 17)
Subsequent event (Note 19)

See accompanying notes to the financial statements

Approved by:

Leslie Baird

Leslie Baird
Mayor

Michelle Mason

Michelle Mason
Chief Financial Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
For the Year Ended December 31, 2019

	2019 Budget	2019 Actual	2018 Actual
	(Note 14)		
Revenues			
Taxes	\$ 2,785,415	\$ 2,966,965	\$ 2,581,029
Grants in lieu of taxes	53,610	53,123	50,483
Frontage taxes	423,105	498,634	366,142
Sale of services	1,857,405	2,048,584	1,761,721
Transfers from other governments	4,194,815	2,848,805	4,145,133
Services to other governments	421,570	403,398	401,618
Other revenue	697,010	859,447	988,888
Development cost charges	1,436,075	46,464	13,118
Contributed assets	-	1,595,885	1,858,601
	<u>11,869,005</u>	<u>11,321,305</u>	<u>12,166,733</u>
Expenses			
General government services	1,025,600	1,079,010	857,363
Transportation services	1,552,165	1,505,589	1,397,039
Protective services	687,035	678,381	693,667
Environmental health services	2,058,530	1,898,487	1,747,601
Public health services	37,090	44,856	32,770
Environmental planning and development services	478,840	488,504	359,562
Recreation and cultural services	1,287,395	1,280,168	1,220,705
	<u>7,126,655</u>	<u>6,974,995</u>	<u>6,308,707</u>
Annual Surplus	4,742,350	4,346,310	5,858,026
Accumulated Surplus, Beginning Of Year	<u>56,818,805</u>	<u>56,818,805</u>	<u>50,960,779</u>
Accumulated Surplus, End Of Year	<u>\$ 61,561,155</u>	<u>\$ 61,165,115</u>	<u>\$ 56,818,805</u>

Please see accompanying notes to the financial statements.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Changes in Net Financial Assets (Debt)
For the Year Ended December 31, 2019

	2019 Budget	2019 Actual	2018 Actual
	(Note 14)		
Annual Surplus	\$ 4,742,350	\$ 4,346,310	\$ 5,858,026
Amortization of tangible capital assets	1,403,775	1,368,548	1,317,356
Change in supplies inventories	-	5,875	(3,835)
Change in prepaid expense	-	(110,376)	3,808
Proceeds on disposal of tangible capital assets	-	-	21,972
(Gain) loss on disposal of tangible capital assets	-	18,748	(5,991)
Acquisition of tangible capital assets	(13,090,555)	(5,530,773)	(6,997,940)
Change In Net Financial Assets	(6,944,430)	98,332	193,396
Net Financial Assets, Beginning Of Year	2,668,376	2,668,376	2,474,980
Net Financial Assets/(Debt), End Of Year	<u><u>\$ (4,276,054)</u></u>	<u><u>\$ 2,766,708</u></u>	<u><u>\$ 2,668,376</u></u>

Please see accompanying notes to the financial statements.

STATEMENT D

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Cash Flows
For the Year Ended December 31, 2019

	2019	2018
Cash Flows From Operating Transactions		
Annual surplus	\$ 4,346,310	\$ 5,858,026
Non-cash items		
Amortization	1,368,548	1,317,356
Contributed assets	(1,595,885)	(1,858,601)
Long-term debt actuarial reduction	(27,871)	(23,954)
(Gain) loss on disposal of tangible capital assets	18,748	(5,991)
Change in prepaid expense	(110,376)	3,808
Change in inventories	5,875	(3,835)
Change in deferred revenue	1,691,829	321,764
Change in working capital		
Change in property taxes receivable	19,486	(25,526)
Change in accounts receivable	1,327,784	(843,909)
Change in accounts payable	(711,908)	460,576
Change in trust and other deposits	(204,272)	654,469
Cash provided by operating transactions	<u>6,128,268</u>	<u>5,854,183</u>
Cash Flow From Capital Transactions		
Purchase of tangible capital assets	(3,934,887)	(5,139,339)
Proceeds on disposal of tangible capital assets	-	21,972
Cash applied to capital transactions	<u>(3,934,887)</u>	<u>(5,117,367)</u>
Cash Flow From Financing Transactions		
New debt issued	1,796,102	507,408
Long-term debt repaid	(348,346)	(262,096)
Cash applied to financing transactions	<u>1,447,756</u>	<u>245,312</u>
Cash Flow From Investing Transactions		
Change in investments	(171,919)	(727,763)
Cash applied to investing transactions	<u>(171,919)</u>	<u>(727,763)</u>
Increase in Cash and Cash Equivalents	3,469,218	254,365
Cash and Cash Equivalents, Beginning Of Year	<u>5,150,175</u>	<u>4,895,810</u>
Cash and Cash Equivalents, End Of Year	<u><u>\$ 8,619,393</u></u>	<u><u>\$ 5,150,175</u></u>
Interest Included In Operating Transactions		
Interest received in the year	\$ 300,677	\$ 216,907
Interest paid in the year	\$ (142,038)	\$ (110,814)

Please see accompanying notes to the consolidated financial statements.

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

The Corporation of the Village of Cumberland (the “Municipality”) was incorporated in 1898 under the provisions of the *British Columbia Municipal Act* and is subject to the provisions of the *Community Charter and related legislation*. Its principal activities are the provision of local government services to the residents of the Municipality.

1. SIGNIFICANT ACCOUNTING POLICIES

- a) It is the Municipality’s policy to follow Canadian public sector accounting standards (PSAS) as developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.
- b) In accordance with PSAS, the Municipality reports a combination of all funds. The financial statements reflect the removal of internal transactions and balances.
- c) Financial instruments consist of cash and cash equivalents, receivables, investments, accounts payable and accrued liabilities, trusts and other deposits, and debenture and long-term debt. Unless otherwise noted, it is management’s opinion that the Municipality is not exposed to significant interest, currency or credit risk arising from these financial instruments.
- d) Tangible capital assets and other non-financial assets are accounted for as non-financial assets by the Municipality because they can be used to provide municipal services in future periods. These assets do not normally provide resources to discharge liabilities unless they are sold.
- e) Cash and cash equivalents include short-term deposits held both with the Municipal Finance Authority (in its Money Market Fund) and with the First Credit Union and are carried at cost, which approximates market value. The short-term deposits have maturities of less than 90 days at the time of purchase and/or can be liquidated on demand.
- f) Investments represent term deposits with maturities in excess of 90 days and are recorded at cost.
- g) Inventories are valued at the lower of cost and replacement value.
- h) Sources of Funds for the Municipality
 - i) Tax revenues are recognized in the year that they are levied.
 - ii) Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Restricted grants are recognized when the related expenses are incurred and when collection is reasonably assured.
 - iii) Other transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
 - iv) Sewer and water fees are recognized when the commodity has been used by the customer.
 - v) Other sales of services and other revenue from own sources are recognized when the service is provided or the amount is earned and when the amount can be estimated and collection is reasonably assured.
 - vi) Restricted revenues from collections of development cost charges are deferred and then recognized as revenue in the year that an expense, authorized by bylaw, is incurred.

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

- i) The Municipality is statutorily obligated to collect and transmit the tax levies of the following bodies:

- i) Provincial Government – Schools;
- ii) Provincial Government – Police;
- iii) Comox Valley Regional District;
- iv) Regional Hospital District of Comox Strathcona;
- v) British Columbia Assessment Authority;
- vi) Municipal Finance Authority; and
- vii) Vancouver Island Regional Library.

Such levies are not included in the revenues of the Municipality.

- j) Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.
- k) The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring the use of estimates include the ability to collect property taxes receivable and accounts receivable, obsolete or damaged inventory, amortization of tangible capital assets and post employment benefits. Actual results may vary from the estimates and adjustments, if any, will be reported and reflected in operations, as they become known.
- l) The Municipality recognizes the expenses relating to employee benefits in the period in which the employees render the services in return for the benefits, including compensated employee absences that accumulate but do not vest. Absences due to employee illness are paid when an injury or illness occurs, but entitlement to such compensation arises as employees render service. Entitlement to compensated absence due to illness or injury is measured as the expected future utilization of this benefit.

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

- m) Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25-40
Equipment, furniture and vehicles	5-15
Water and waste water plant and networks	
Underground networks	60-100
Plants and lift stations	50-100
Pumping stations and reservoirs	100
Other infrastructure	50-100
Transportation	
Road surfaces	15-25
Road base structure	75
Poles and luminaries	100
Parks and other	
Land improvements	10-40
Playing fields and trails	15-20
Parking lots	10-20

Contributions of tangible capital assets are recorded as an asset at their fair value at the date of receipt and as revenue.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases and the associated asset is recorded at the lower of the present value of future minimum lease payments or fair value.

- n) Liability For Contaminated Sites

Contaminated sites are a result of contamination of a chemical, organic or radioactive material or live organism that exceeds an environmental standard, being introduced into soil, water or sediment. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- i) an environmental standard exists;
- ii) contamination exceeds the environmental standard;
- iii) the Municipality is directly responsible or accepts responsibility; and
- iv) is directly responsible; or
- v) accepts responsibility; and
- vi) a reasonable estimate of the amount can be made.

As at December 31, 2019 and 2018 the Municipality has reported no liabilities related to contaminated sites.

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

2. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of the following:

	2019	2018
Due from federal government	\$ 313,883	\$ 1,580,244
Due from provincial government	197,264	216,914
Due from other governments	54,360	46,129
Other receivables	584,620	634,624
	<u>\$ 1,150,127</u>	<u>\$ 2,477,911</u>

3. INVESTMENTS

Investments are comprised of the following:

	2019	2018
Credit Union Term Deposits with interest rates of 2.64% (2018 – 2.70%)	\$ 3,880,000	\$ 4,082,627
Emergency & Safety Reserve Term Deposit with interest rate of 2.64% (2018 – 2.70%)	502,000	209,924
Parkland Reserve Credit Union Term Deposit with interest rate of 2.64% (2018 – 2.70%)	106,133	102,300
Sewer Capital Reserve Term Deposit with interest rate of 2.64% (2018 – 2.70%)	316,000	237,363
	<u>\$ 4,804,133</u>	<u>\$ 4,632,214</u>

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Account payable is comprised of the following:

	2019	2018
Due to federal government	\$ 4,609	\$ 3,213
Due to provincial government	25	235
Due to other government	429	1,507
Salaries, wages and benefits payable	562,622	394,333
Other payables	535,941	1,416,246
	<u>\$ 1,103,626</u>	<u>\$ 1,815,534</u>

5. SERVICE AND OTHER DEPOSITS

Service and other deposits are securities and deposits held by the Municipality to ensure performance of requirements under contract or for approval of development or subdivision applications, or to safeguard against damages to facilities and infrastructure. The balance includes deposits collected for building, plumbing and development permits, subdivision and landscaping performance bonds, lien holdbacks and park and facility rentals.

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

6. BANK INDEBTEDNESS

The Municipality has an available unsecured line of credit of \$2 million from the First Line Credit Union bearing interest at prime. No balance was drawn on the line of credit as at December 31, 2019 (2018 – \$Nil).

7. DEFERRED REVENUE

	Balance 31-Dec-18	Collections	Recognized As Revenue	Interest Income	Balance 31-Dec-19
Deferred Revenue – DCC					
Parks	\$ 483,997	\$ 207,390	\$ (5,382)	\$ 14,230	\$ 700,235
Roads	553,468	209,929	(15,035)	15,986	764,348
Sanitary Sewer	1,564,848	843,914	(15,282)	47,833	2,441,313
Storm Drainage	94,334	76,162	(5,382)	3,064	168,178
Waterworks	225,302	283,313	(5,382)	8,075	511,308
	2,921,949	1,620,708	(46,463)	89,188	4,585,382
Other Deferred	690,938	696,220	(677,629)	9,805	719,334
	\$ 3,612,887	\$ 2,316,928	\$ (724,092)	\$ 98,993	\$ 5,304,716

8. CONTINGENT LIABILITIES

- a) The Municipality's loan agreements with the Comox Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments required are not sufficient to meet obligations in regards to borrowings, the resulting deficiency becomes a joint and several liability of the Municipality and the other member Municipalities.
- b) The Municipality is involved with a number of legal actions, the outcomes of which cannot be determined at this time. Management has determined that any potential liabilities arising from these outstanding claims are not significant.
- c) As at December 31, 2019, the Municipality has no record of any assessment appeals pending with respect to properties.
- d) The Municipality is a Subscribed member of the Municipal Insurance Association of British Columbia (the "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered in to by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.
- e) The Municipality makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

In 2019, the Municipality received a notice from the Ministry of Environment and Climate Change Strategy (MOE) notifying them that the MOE was considering imposing a number of administrative penalties. The Municipality has been in remediation meetings with the MOE, and at this point is unable to determine the administrative penalties to be levied and as a result, no liability has been recorded.

9. LONG-TERM DEBT

- a) The Municipality is party to several equipment loans financed through the Municipal Finance Authority for the acquisition of vehicles and operating equipment. Loan terms are five years or less. The vehicles and equipment under these loans have a carrying value of \$564,753 (2018 - \$608,894) and are recorded as non-financial assets in the statements.

The following is a schedule of future minimum loan payments under the equipment financing loans with various expiry dates to 2024 together with the balance of the obligations under the loans, which is included in the debenture and long-term debt as detailed in Schedule 2:

2020	\$	142,521
2021		83,610
2022		74,565
2023		59,765
2024		7,006
Total minimum loan payments		367,467
Less: amount representing interest (December 31 st at 2.58%)		(15,118)
Obligations under equipment loans	\$	352,349

- b) Principal payments on debenture and long-term debt over the next five years are as follows:

2020	\$	299,713
2021		1,770,862
2022		306,547
2023		311,128
2024		287,504
Thereafter		1,245,791
	\$	4,221,545

Total balance for equipment loans, debenture and long-term debt equal \$4,573,894 (2018 - \$3,154,008).

10. DEPOSITS AND RESERVES – MUNICIPAL FINANCE AUTHORITY

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Municipality is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As the debt principal is retired, demand notes are released and the cash deposits are refunded and recorded as operating income in the period received.

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default, and together with the demand notes are not recorded in the accounts. If the debt is repaid without default, the deposits are refunded to the Municipality.

Cash deposits at December 31, 2019 equal to \$35,213 (2018 - \$34,412) and are not reported elsewhere in these financial statements.

11. EMPLOYEE BENEFITS LIABILITY

Employees who retire qualify for a one-time payout of up to 72 days of their accumulated unused sick leave bank after 10 years of service. The Municipality calculates the value of this liability for employees based on review of the total vested and non-vested accrued time to date.

Probabilities of 10 – 100% are assigned based on years of service and length of time to retirement and discounted at 2.58% (2018 – 2.80%). At December 31, 2019, the value of sick leave for all vested employees is calculated at \$75,765 (2018 - \$78,524). The total estimated employee retirement benefit liability at December 31, 2019 is \$245,939 (2018 - \$222,122). Employee retirement benefit amounts are being funded by an accounting charge on sick time accrued during the year and are included in the accounts payable and accrued liabilities.

12. PENSION LIABILITY

The Municipality and its employees contribute to the Municipal Pension Plan (the “Plan”), a jointly trustee pension plan. The Board of trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2018, the Plan has approximately 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary’s calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2021 with results available later in 2022. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Municipality paid \$191,872 (2018 - \$170,499) for employer contributions while employees contributed \$168,879 (2018 - \$150,268) to the Plan in fiscal 2019.

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

13. TRUST FUNDS

Cash and cash equivalents at December 31, 2019 held in trust by the Municipality for cemetery care equal to \$64,957 (2019 - \$59,282). Neither the assets nor related liabilities have been recorded in the financial statements.

14. ANNUAL BUDGET

Budget figures are based on the *2019-2023 Financial Plan Bylaw No. 1092, 2018* approved by Council in January of 2019. Figures are presented on the basis used for actual results and were adjusted as follows to comply with financial statement presentation:

Surplus per 2019 – 2023 Financial Plan	\$ -
Remove proceeds from borrowing	(5,891,725)
Remove principal payments on debt	407,030
Add back amortization	(1,403,775)
Remove capital acquisitions	13,090,555
Transfer to reserves	(1,459,735)
Surplus restated for financial statement purposes	<u>\$ 4,742,350</u>

During the year, the adopted budget can be amended and Council will adopt a new bylaw to reflect the approved amendments. A reconciliation between the original financial plan adopted by Council by May 15th of each year and the final amended financial plan bylaw is as follows:

	Original Financial Plan Bylaw 1092	Final Amended Financial Plan Bylaw 1124	Difference
Revenues	\$ (10,432,930)	\$ (10,755,145)	\$ (322,215)
Expenses			
General government services	1,025,600	1,037,600	12,000
Transportation services	1,552,165	1,562,815	10,650
Protective services	687,035	712,035	25,000
Environmental health services	2,058,530	2,127,280	68,750
Public health services	37,090	37,090	-
Environmental planning and development services	478,840	528,840	50,000
Recreation and cultural services	1,287,395	1,291,400	4,005
	<u>7,126,655</u>	<u>7,297,060</u>	<u>170,405</u>
Net (Revenues) Expenses	<u>(3,306,275)</u>	<u>(3,458,085)</u>	<u>(151,810)</u>
Adjustments	6,202,085	6,225,105	23,020
Transfers (from) to reserves	(1,459,735)	(1,330,945)	128,790
Development costs charges	(1,436,075)	(1,436,075)	-
	<u>3,306,275</u>	<u>3,458,085</u>	<u>151,810</u>
Transfer to/(from) accumulated surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

15. FEDERAL GAS TAX AGREEMENT FUNDS

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated categories that include public transit, community energy, water, wastewater, solid waste, transportation, tourism, sports, culture and recreation infrastructure, disaster mitigation and capacity building projects, as specified in the funding agreements.

Revenues under the Community Works Fund portion of the program will be recognized when allocated to the Municipality.

The Municipality continues to track the unspent amounts in the Community Works Reserve Fund. The continuity of this fund is presented in the table below:

	2019	2018
Opening balance of unspent funds	\$ 157,996	\$ 211,593
Add:		
Amounts received during the year	418,369	205,269
Interest earned on funds	7,249	7,230
Less:		
Amounts allocated to projects during the year	(183,551)	(266,096)
Closing balance of unspent funds	\$ 400,063	\$ 157,996

The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2019

16. ACCUMULATED SURPLUS

Operating Funds - comprise the principal operating activities of the Municipality and are separated into General, Water, and Sanitary Sewer Funds.

Reserve Funds - created to hold cash, and investments for specific future requirements.

Equity In Tangible Capital Assets - used to record the acquisition and disposal of tangible capital assets and related financing and similarly separated into General, Water and Sanitary Sewer Funds.

Accumulated Surplus:	2019	2018
Operating Funds:		
General Fund	\$ 1,190,647	\$ 2,893,994
Water Fund	441,416	963,286
Sanitary Sewer Fund	362,945	466,640
	<u>1,995,008</u>	<u>4,323,920</u>
Reserve Funds:		
Community Works Funds Reserve	400,063	-
Emergency & Safety Reserve	510,031	212,299
Fire Vehicles & Protective Equipment Replacement	483,870	-
General Financial Stabilization Reserve	1,104,977	-
General Village Assets Reserve	3,103	-
Host Amenity Funds Reserve	236,205	-
Infrastructure Asset Renewal Reserve	1,190,347	1,057,881
Land Sale Reserve	1,161	1,133
Parkland Reserve	155,708	150,808
Sewer Stabilization Reserve	206,038	-
Water Meter Renewal Reserve	387,685	-
Water Stabilization Reserve	300,000	-
Water & Sewer Infrastructure Asset Renewal Reserve	635,531	240,967
	<u>5,614,719</u>	<u>1,663,088</u>
Equity In Tangible Capital Assets:		
General Fund	22,365,366	21,819,236
Water Fund	16,119,344	14,718,409
Sanitary Sewer Fund	15,070,678	14,294,152
	<u>53,555,388</u>	<u>50,831,797</u>
Accumulated Surplus	<u>\$ 61,165,115</u>	<u>\$ 56,818,805</u>

17. CONTRACTUAL RIGHTS AND COMMITMENTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2019, the Municipality had the following contractual rights and significant commitments:

The significant contractual rights of the Municipality consisted of developer contributions. These rights exist as the Municipality has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the Municipality, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution. The contributions will be recorded as revenue based on the fair value of the assets received at the time that the Municipality assumes the risks and responsibilities related to the assets.

On December 11, 2018, the Municipality entered into an agreement with Fort Garry Fire Trucks Ltd. to purchase a fire truck with delivery date of November 22, 2019 for \$501,869 before taxes. Due to modifications to the original design, the cost increased to \$543,884 inclusive of PST and the fire truck was received on March 6, 2020.

18. SEGMENTED INFORMATION

The Municipality is a diversified local government institution that provides a wide range of services to its citizens, including the provision of water, sewer, garbage disposal, recreation, parks, and cemetery services. The services and functions of the Municipality have been segregated or grouped based on factors such as delivery method, similarity in regulations, restrictions or cost recovery and the nature of the service as voluntary or essential services. Consideration has been given to comparability to other Municipal bodies.

The segments are categorized and described as follows:

General Government Services

This segment includes activities pertaining to the general administration and governance of the organization and those services that are provided on a centralized basis for all other segments and departments of the organization. Council, management, corporate and financial services are included as are other general costs which are not easily allocated to individual activity areas.

Transportation Services

This segment includes general roadway maintenance and upgrade, street lighting, sidewalk and other general duties of the Public Works department. The Department is responsible to ensure transportation infrastructure is safe and well maintained.

Protective Services

This segment includes fire protection services, emergency preparedness, bylaw enforcement and animal control. The function's mandate is to ensure the safety of the lives and property of citizens and preserve peace and good order.

Environmental Health Services

The Water and Waste segment consists of three distinct utilities: sewerage and drainage, water, and solid waste disposal. The department provides collection and treatment of sewage and storm water, treatment and delivery of drinking water and contracts garbage collection and recycling services. Ensuring environmental and public safety standards are the key concern for the functions within this segment.

Public Health Services

The Municipality owns and/or operates three cemeteries. Although some of the maintenance activities are similar to those provided in the Parks function, a larger portion of the cost and activity is specific to performing cemetery services. The function has been segregated due to the unique regulatory requirements and because these services would be delivered as a separate business function in the private sector. The administrative and maintenance services for this function are divided between two departments but costs for administration are not substantial nor easily attributed to this function and are, therefore, not reallocated from General Government.

Environmental Planning and Development Services

The Planning Department manages land use planning, building and development functions. The department is responsible for ensuring that these functions are planned and managed to address environmental and building regulations, heritage matters and community and public concerns.

Recreation and Cultural Services

This segment captures all activities relating to the health and well-being of the citizens and community. The function includes recreational services such as a fitness centre and gym, facilities rentals and contributions to community and cultural events as well as provision and maintenance of parks and park facilities. The services in this category are not considered essential services but are important for economic and community development.

For each reported segment, revenues represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Property taxes, payments in lieu and the small community grant funds are apportioned based on budget with any variance in actual revenue being attributed back to General Government. All other revenues can be directly attributed to a particular segment. With the exception of some general fiscal services and centralized supply and services charged directly to the General Government function, all other costs are instigated for and charged directly to the specific segments when incurred.

19. SUBSEQUENT EVENT

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian provincial and municipal governments regarding travel, municipality operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Corporation of the Village of Cumberland as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Tangible Capital Assets
For the Year Ended December 31, 2019

			Equipment /	Engineering Structures			Land	Assets Under	2019	2018
	Land	Building	Furniture / Vehicles	Water	Sewer / Drainage	Roads				
Cost										
Opening balance	\$ 6,302,427	\$ 1,918,572	\$ 4,014,734	\$ 13,180,881	\$ 18,882,779	\$ 23,820,600	\$ 3,042,360	\$ 4,001,132	\$ 75,163,485	\$ 68,492,164
Add: Additions	1,053,148	-	75,857	410,689	857,672	1,074,314	77,380	2,050,582	5,599,642	7,648,842
Less: disposals	-	-	-	(9,101)	(8,398)	(60,339)	(11,967)	(68,870)	(158,675)	(977,521)
Closing balance	7,355,575	1,918,572	4,090,591	13,582,469	19,732,053	24,834,575	3,107,773	5,982,844	80,604,452	75,163,485
Accumulated Amortization										
Opening balance	-	1,396,157	2,392,285	2,827,057	2,930,510	10,300,958	1,330,713	-	21,177,680	20,170,962
Add: amortization	-	19,676	271,743	145,309	200,901	597,439	133,480	-	1,368,548	1,317,356
Less: disposals	-	-	-	(5,291)	(8,258)	(49,132)	(8,377)	-	(71,058)	(310,638)
Closing balance	-	1,415,833	2,664,028	2,967,075	3,123,153	10,849,265	1,455,816	-	22,475,170	21,177,680
Net Book Value, December 31, 2019	\$ 7,355,575	\$ 502,739	\$ 1,426,563	\$ 10,615,394	\$ 16,608,900	\$ 13,985,310	\$ 1,651,957	\$ 5,982,844	\$ 58,129,282	
Net Book Value, December 31, 2018	\$ 6,302,427	\$ 522,415	\$ 1,622,449	\$ 10,353,824	\$ 15,952,269	\$ 13,519,642	\$ 1,711,647	\$ 4,001,132		\$ 53,985,805

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Debenture and Long-Term Debt
As at December 31, 2019

	<u>2019</u>	<u>2018</u>
General Capital Fund		
Equipment Financing Loans with various expiry dates to 2021, interest charged at floating rate (December 31st at 2.58%), secured by equipment with carrying value of \$564,753 (2018 - \$608,894)	\$ 352,349	\$ 313,528
Short-term loan		
Comox Lake Road 5 year loan # 305-6 interest charged at floating rate (December 31st at 2.58%)	-	21,395
Land Purchase-LUAR 4.1 5 year loan #305-6 interest charged at floating rate (December 31st at 2.58%)	933,419	-
	<u>1,285,768</u>	<u>334,923</u>
Water Capital Fund		
Interim Construction Financing		
Temporary Borrowing Bylaw #982, interest charged at floating rate (December 31st at 2.58%)	447,021	447,021
Temporary Borrowing Bylaw #1066 interest charged at floating rate (December 31st at 2.58%)	1,021,700	450,827
	<u>1,468,721</u>	<u>897,848</u>
Sewer Capital Fund		
Debenture Debt		
Sanitary Sewer Improvements Bylaw #781, due 2036 interest charged at 2.1% annual principal payment of \$15,797	623,338	648,630
Sanitary Sewer Improvements Bylaw #914, due 2031 interest charged at 3.25% annual principal payment of \$58,164	1,196,067	1,272,607
	<u>1,819,405</u>	<u>1,921,237</u>
Total Debenture and Long-Term Debt	<u><u>\$ 4,573,894</u></u>	<u><u>\$ 3,154,008</u></u>

SCHEDULE 3

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure
For the Year Ended December 31, 2019

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Revenue																
Tax revenue	\$ 921,958	\$ 583,443	\$ 893,018	\$ 791,142	\$ 449,700	\$ 439,479	\$ 423,419	\$ 366,142	\$ 14,560	\$ 34,258	\$ 194,333	\$ 138,780	\$ 621,734	\$ 644,410	\$ 3,518,722	\$ 2,997,654
Sale of services	-	-	-	-	168,256	173,656	1,910,604	1,701,225	31,801	15,993	-	-	341,321	272,465	2,451,982	2,163,339
Transfer from other governments	886,256	689,807	161,646	192,511	123,128	138,060	1,459,350	2,924,915	1,943	1,379	86,577	10,649	129,905	187,812	2,848,805	4,145,133
Other revenues and contributions	261,621	201,830	913,565	688,521	28,615	30,544	980,828	1,487,557	168	110	264,900	355,218	52,099	96,827	2,501,796	2,860,607
Total revenues	2,069,835	1,475,080	1,968,229	1,672,174	769,699	781,739	4,774,201	6,479,839	48,472	51,740	545,810	504,647	1,145,059	1,201,514	11,321,305	12,166,733
Expenses																
Wages, salaries and benefits	1,058,748	415,656	490,445	429,371	366,388	364,721	288,182	677,022	21,696	14,185	293,233	230,339	564,649	533,813	3,083,341	2,665,107
Good and services	3,573	422,821	250,774	266,261	267,437	281,790	1,068,433	566,788	20,078	15,849	195,271	129,223	575,231	553,876	2,380,797	2,236,608
Debt expense	-	-	18,041	6,357	813	1,483	103,983	86,718	-	-	-	-	724	1,069	123,561	95,627
Amortization	16,689	18,886	731,532	709,349	43,743	45,673	433,938	409,592	3,082	2,736	-	-	139,564	131,120	1,368,548	1,317,356
Loss/(Gain) on disposal of assets	-	-	14,797	(14,299)	-	-	3,951	7,481	-	-	-	-	-	827	18,748	(5,991)
Total Expenses	1,079,010	857,363	1,505,589	1,397,039	678,381	693,667	1,898,487	1,747,601	44,856	32,770	488,504	359,562	1,280,168	1,220,705	6,974,995	6,308,707
Annual Surplus (Deficit)	\$ 990,825	\$ 617,717	\$ 462,640	\$ 275,135	\$ 91,318	\$ 88,072	\$ 2,875,714	\$ 4,732,238	\$ 3,616	\$ 18,970	\$ 57,306	\$ 145,085	\$ (135,109)	\$ (19,191)	\$ 4,346,310	\$ 5,858,026

SCHEDULE 4

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

Segment Disclosure With Budget Information

For the Year Ended December 31, 2019

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue																
Tax revenue	\$ 921,958	\$ 756,445	\$ 893,018	\$ 811,650	\$ 449,700	\$ 446,535	\$ 423,419	\$ 423,105	\$ 14,560	\$ 14,490	\$ 194,333	\$ 192,900	\$ 621,734	\$ 617,005	\$ 3,518,722	\$ 3,262,130
Sale of services	-	-	-	-	168,256	186,570	1,910,604	1,822,555	31,801	15,900	-	-	341,321	253,950	2,451,982	2,278,975
Transfer from other governments	886,256	701,145	161,646	158,410	123,128	118,530	1,459,350	3,040,390	1,943	1,900	86,577	37,120	129,905	137,320	2,848,805	4,194,815
Other revenue and contributions	261,621	145,200	913,565	171,075	28,615	24,560	980,828	1,486,240	168	160	264,900	247,820	52,099	58,030	2,501,796	2,133,085
Total revenue	2,069,835	1,602,790	1,968,229	1,141,135	769,699	776,195	4,774,201	6,772,290	48,472	32,450	545,810	477,840	1,145,059	1,066,305	11,321,305	11,869,005
Expenses																
Wages, salaries and benefits	1,058,748	993,390	490,445	493,050	366,388	377,200	288,182	395,445	21,696	16,140	293,233	331,970	564,649	638,175	3,083,341	3,245,370
Good and services	3,573	13,310	250,774	288,310	267,437	243,565	1,068,433	1,124,365	20,078	17,810	195,271	146,870	575,231	513,020	2,380,797	2,347,250
Debt expense	-	-	18,041	24,675	813	5,190	103,983	100,255	-	-	-	-	724	140	123,561	130,260
Amortization	16,689	18,900	731,532	746,130	43,743	61,080	433,938	438,465	3,082	3,140	-	-	139,564	136,060	1,368,548	1,403,775
Loss/(Gain) on disposal of assets	-	-	14,797	-	-	-	3,951	-	-	-	-	-	-	-	18,748	-
Total expenses	1,079,010	1,025,600	1,505,589	1,552,165	678,381	687,035	1,898,487	2,058,530	44,856	37,090	488,504	478,840	1,280,168	1,287,395	6,974,995	7,126,655
Annual Surplus (Deficit)	\$ 990,825	\$ 577,190	\$ 462,640	\$ (411,030)	\$ 91,318	\$ 89,160	\$ 2,875,714	\$ 4,713,760	\$ 3,616	\$ (4,640)	\$ 57,306	\$ (1,000)	\$ (135,109)	\$ (221,090)	\$ 4,346,310	\$ 4,742,350

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(2)(d)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019**

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(a)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019**

SCHEDULE OF REMUNERATION

1. Council / Elected Officials

Name	Position	Remuneration	Expenses
Baird, Leslie	Mayor	\$ 20,606	\$ 11,000
Brown, Vickey	Councillor	10,693	5,340
Ketler, Jesse	Councillor	10,693	3,915
Sproule, Gwyn	Councillor	10,693	5,171
Sullivan, Sean	Councillor	10,693	5,369
Total: Council/Elected Officials		\$ 63,378	\$ 30,795

2. Other Employees

Name	Position	Remuneration	Expenses
Barker, Daryl	Mechanic/Operator	\$ 76,684	\$ 758
Coltura, Ryan	Manager of Recreation	84,340	599
Crisfield, Robert	Manager of Operations	110,166	1,964
Mason, Michelle	Financial Officer	116,826	5,195
Morin, Teodora	Deputy Financial Officer	82,717	3,899
Murgatroyd, Gavin	Public Works Foreman/Coordinator	89,264	1,511
Parker, Rachel	Corporate Officer	88,851	523
Rogers, Kenneth	Manager of Development Services	103,474	2,382
Topham, Sundance	CAO	129,896	2,825
Williamson, Michael	Manager of Protective Services	96,419	3,105
Consolidated total of other employees with remuneration and expenses of \$75,000 or less		1,380,399	56,368
Total: Other Employees		\$ 2,359,036	\$ 79,129

3. Reconciliation

Total remuneration - Council/Elected Officials	\$ 63,378
Total remuneration - Other Employees	2,359,036
Subtotal	2,422,414
Reconciling Items	Note 1
Total per Statement of Revenue and Expenditure (Schedule 3)	3,083,341
Variance Note 1	\$ 660,927

Note 1 - Reconciling Items

Financial statement figures include employer wage and pension costs and consequently does not reconcile to the expenses noted on the Financial Statements.

Note 2 - Receiver General CPP and EI employer payments

CPP	\$ 88,866
EI	36,258
Total	\$ 125,124

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019**

STATEMENT OF SEVERANCE AGREEMENTS

There was one severance agreement under which payment commenced between The Corporation of the Village of Cumberland and its non-unionized employees during 2019. This agreement represented 15 months of compensation.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(b)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019

SCHEDULE OF PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier name	Aggregate amount paid to supplier
094651 BC Ltd	\$ 92,498
1077823 BC Ltd.	29,663
Assessment Authority, BC	37,421
BC Hydro	41,067
Carvello Law Corporation	70,854
Chambers, Kaelin	30,969
Coal Valley Estates Ltd BC0708223	299,051
Coastal Mountain Fuels	41,659
Cumberland & District Historical Society	30,270
Diamond Software Inc	27,501
Ecofish Research Ltd.	35,703
Ecoplan International Inc	31,976
Finlayson Bonet Architecture Ltd	125,896
Fortis BC - Financial Accounting	34,682
Hand in Hand Early Years Nature Education	69,072
Hesse, Tanalee	47,666
Hydro & Power Authority, BC	164,077
Insurance Corporation of British Columbia	26,470
Knappett Industries (2006) Ltd.	2,485,694
Knickle & Grant Fine Homes Ltd.	34,200
Koers & Associates Engineering Ltd.	230,076
Lacasse Construction	32,843
Leuco Construction Inc.	723,067
Mainroad Maintenance Products	26,166
McElhanney Consulting Services Ltd.	33,275
McMillan LLP	50,007
Minister of Finance - PTB	683,661
Ministry of Finance - EHT	32,013
MKM Projects Ltd	25,659
Mountain Shelter Solutions	27,802
Muchalat Construction	30,747
Municipal Finance Authority	324,127
Municipal Insurance Association of British Columbia	26,175
Municipal Pension Plan	360,751
Pacific Blue Cross	154,898
Queenswood Consulting Group	25,200
Receiver General - GST/HST	50,150
Receiver General For Canada	636,728
Regional District, Comox Valley	1,071,507
Regional Hospital District, Comox Strathcona	523,174
Regional Library, Vancouver Island	171,808
Sun Coast Waste Services	35,685
Tayco Paving Company	38,626

Supplier name	Aggregate amount paid to supplier
Tetra Tech Canada Inc.	53,486
Troy David Vassos Inc.	28,830
Update Company, The	28,950
Urban Systems Ltd	40,259
Waste Management of Canada Corporation	110,852
Wedler Engineering	105,329
West Fraser Mills Ltd.	954,652
WorkSafeBC	52,355
Total aggregate amount paid to suppliers	\$ 10,445,247

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

	\$ 1,501,560
--	---------------------

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	\$ 30,000
Consolidated total of contributions exceeding \$25,000	-
Consolidated total of all grants and contributions exceeding	\$ 30,000

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to sup	\$ 10,445,247
Consolidated total of payments of \$25,000 or less paid to su	1,501,560
Consolidated total of all grants and contributions exceeding	30,000
Subtotal	11,976,807
Total per Schedule 3 to financial statements (goods and ser	2,380,797
Variance (Note 2)	\$ 9,596,010

Note 1:

A listing of grants in aid under \$25,000 is attached for information.

Note 2:

Vendor listing includes all vendor payments, including balance sheet items, payments to other taxing authorities, capital expenditures and payroll expenses and consequently does not reconcile to the expenses noted on the Financial Statements.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(b)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019**

**SUPPLEMENTARY SCHEDULE FOR GRANTS IN AID
(Grants under \$25,000)**

Cascadia Poetics Lab Society	\$ 2,000
Coal Hills BMX Association	1,500
Cumberland Community Schools Society	17,000
Comox Valley Farmers Market Association	2,000
Comox Valley Pipeband Society	1,000
Cumberland Empire Events Society	2,000
Cumberland Culture and Art Society	260
Cumberland Events Society	14,600
Steam Donkey Racing Club	1,000
United Riders of Cumberland	15,000
Total	\$ 56,360

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019**

STATEMENT OF FINANCIAL INFORMATION APPROVAL

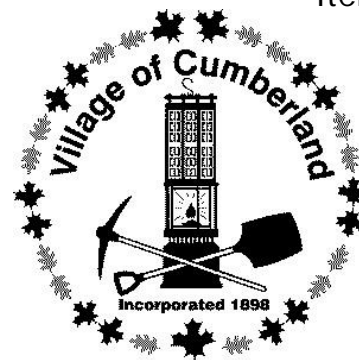
The undersigned, as authorized by the Financial Information Regulation, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Michelle Mason
Financial Officer

Leslie Baird
Mayor

dated this 24th day of August , 2020

COUNCIL REPORT



REPORT DATE: August 5, 2020
MEETING DATE: August 10, 2020

TO: Mayor and Councillors
FROM: Paul Nash, Liquid Waste Management Planning Project Coordinator
SUBJECT: Progress Update on Wastewater Upgrade Project

RECOMMENDATION

- i. THAT Council receive the “Progress Update on Wastewater Upgrade Project” report for information.

SUMMARY

In August 2019, Cumberland received confirmation that its application for \$7.1M in federal and provincial funding had been successful. This allows Cumberland to proceed with the entire scope of the \$9.7M wastewater upgrade project, which is planned for completion by the end of 2022.

Pre-planning has been ongoing in 2020, but there has been delay caused by COVID-19 and other factors, but the target date for completion of the works remains September 2022

This report outlines the proposed implementation plan for the project.

BACKGROUND

Planning and Financing

The Liquid Waste Management Plan (LWMP) process was restarted in 2016 to identify a “made in Cumberland” solution to wastewater treatment, and the process wrapped concluded in mid 2018 with a with a \$9.7M plan for a comprehensive and innovative lagoon upgrade project that will meet Cumberland’s current and future regulatory and capacity requirements, and deliver enhanced environmental performance.

Grant funding was pursued in 2018, and confirmation of various funding sources, totaling \$7.1M, was received in August 2019. Some long term borrowing by the Village of Cumberland is also required and elector assent was received at a referendum in October 2018. Completion of these two financial components makes the project fully funded and allows it to proceed to implementation.

Project Components

The project consists of three main components; the lagoon upgrades, the biochar reed bed and the wetlands enhancement, as described in Table 1.

Table 1 –Project Components

Component	Purpose	Approx. Costs (incl 20% contingency)
Lagoon Upgrades	Improve treatment to achieve regulatory Permit Compliance	\$6.7M
Biochar Media Reed Bed	Filtering of final (disinfected) effluent to remove pharmaceuticals and other trace contaminants	\$1M
Wetlands enhancement	Use of treated water to restore wet conditions and enhance to adjacent drained wetlands, and provide an alternative to direct discharge to Maple Lake Creek.	\$1M
Owners costs	Management of the project – consultants, procurement, environmental studies etc.	\$1M
Total		\$9.7M

The completion of all these components will not only achieve Permit compliance, but also produce a higher than required quality of water, and provide treatment capacity for Village growth to 7000 people.

ANALYSIS/COURSE OF ACTION

Procurement Strategy

It is proposed to procure the three components (lagoon upgrades, reed bed and wetland) separately. However, it makes sense to have the same project manager and design engineer for all three components, to ensure coordination and integration, though the works will be procured as separate contracts.

It had been planned to execute the main component – the lagoon upgrades – as a Design-Build procurement, instead of the traditional Design-Bid-Build process.

However, as pre-planning work has proceeded, the works have become more defined and prescriptive in their type and location, and there is much less scope for design freedom normally desired for a design build process. Also, the “retrofit” nature of the project means that flexibility must be retained for making design changes if required by unexpected ground or infrastructure conditions, which is a poor fit for the Design-Build process.

An alternative procurement model is being investigated – “Construction Management” – where the Village retains a procurement manager, design engineer and general contractor via a qualification based bidding process, and then works are procured as a series of “work packages”. This is the approach that is currently being used for the new Fire Hall.

On July 30, a “Project Risk & Execution Workshop” was held by Colliers Project Leaders (a specialized project management company) with Cumberland staff, to consider the various

procurement models. Construction Management offers the fastest execution and the most flexibility to react to changing conditions good cost control, but the overall cost of the project is not known until the end of the project, rather than at the start as is the case with Design-Build and Design-Bid-Build. Of note, the intention with construction management is not that it will achieve cost savings, but that it is the best fit for managing the execution of the project.

At this workshop, a consensus decision was reached that the Construction Management procurement model is the best fit for where Cumberland is now at on this project. A request for a decision to hire the Project Manager and commence the procurement process will be coming to a Council meeting in September.

Schedule

The project is expected to take four years for overall completion, as shown in Table 2, but the major milestone is the commissioning of the lagoon upgrades to bring Cumberland into compliance with the discharge Permit, and this is expected to be in Q3 of 2021. There has been some delay in 2020 due to the COVID-19 pandemic, but progress has been resumed

Table 2 Project Timeline

Year	Original Schedule	Current Schedule
2019	Finalize funding agreements, commence biochar reed bed field trial	Finalize Funding Agreements
2020	Hire owners team – Project Manager, Owner’s Engineer Design Build procurement process RFP process for lagoon upgrades; Conclude reed bed trial Environmental study on wetland area	Environmental study on wetland area Commence biochar media reed bed field trial Hire Procurement manager Construction Management procurement process (hire engineer and general contractor)
2021	Major lagoon construction work Commissioning of lagoon upgrades for Q3 to achieve Permit compliance Design process for reed bed and wetland	Conclude reed bed trial Construction Management team begins work on design and pre-construction Public engagement on lagoon upgrades Commence work on lagoon upgrades Design process on reed bed and wetlands, public input into wetlands design
2022	Procure, construct and commission reed bed and wetland components. Deadline for GMF Funding is Sep 2022	Complete work on lagoon upgrades for Q2 to achieve Permit compliance Procure, construct and commission reed bed and wetland components. Deadline for GMF Funding is Sep 2022
2023	Post construction optimization and environmental monitoring. Provincial target to achieve Permit compliance	Post construction optimization and environmental monitoring. Provincial target to achieve Permit compliance
2024	Deadline for federal and provincial funding is March 2024	Deadline for federal and provincial funding is March 2024

The major time driver for the project is the need to achieve provincial regulatory permit compliance as soon as possible, to avoid potential future compliance warnings and additional fines. The primary funding driver is the timeframe for the GMF funding of September 2022. This is considered achievable, but there is not much scope for delay. If the project is completed, by this time, then the federal deadline of 2025 will not be an issue.

One important note on implementation is that the reed bed and wetland components can be built in parallel with the lagoon upgrades, but they cannot be commissioned until after the lagoon upgrades are completed and disinfected, permit compliant water is being produced.

Public Engagement

Public engagement has been and will continue to be a key part of the planning process for this project. There has been no public engagement in 2020 to date as there has not been any significant change to the project. The planned public engagement is along two streams;

1. The lagoon upgrades. Once the team is hired, and design details are advanced to the point where site layouts can be presented, public sessions will be held to **inform** about the project, details and implementation process. This is expected to be in Q1/2 of 2021
2. The wetlands augmentation. Once the environmental studies are completed and the area to be used is defined, planning can begin on options for the water distribution and wetland enhancement. It is planned to seek public **input** into this process, relating to habitat enhancement and public access/amenity features. This process planned for Q2/3 of 2021, to allow finalization of design in Q4, and implementation in early 2022.
3. Regulatory Authorizations. This will either include registration under the MWR or completion of stage 3 of the Liquid Waste Management Plan.?

FINANCIAL IMPLICATIONS

Funding for the project is a combination of various federal and provincial grants, and contributions from Cumberland reserves, as outlined in Table 3.

Table 3 Wastewater Upgrade Funding Structure

Funding Components	Costs (\$ Millions)
Project Scope	Phase 1&2
Project Cost	\$9.7 million
Funding Sources	
Investing in Canada Infrastructure Program (ICIP), Federal Component	\$3.898
Investing in Canada Infrastructure Program (ICIP), Provincial Component	\$3.215
"Green Municipal Fund" (GMF) Loan	\$2.250
"Green Municipal Fund" (GMF) Grant (15% of loan amount)	\$0.337
Cumberland wastewater reserves	\$0
Total Funding Sources	\$9.7 million

The zero contribution from reserves is a change from the original financing structure, made possible by the different rules for the ICIP and GMF funding. ICIP requires the municipality to contribute 27% to the project, and GMF funds are considered to be municipal funds, and so can be used for the 27% municipal portion.

The grant funds are paid out on a claims basis as the project proceeds, so Cumberland will still require short term financing to bridge the gap until the grant funds can be claimed.

OPERATIONAL IMPLICATIONS

The existing lagoon treatment system will continue to operate throughout the project with minimal interruption, and will require the continued attention of the operations staff.

The operations staff will also be involved in the planning of the project, but not the day to day construction activities.

STRATEGIC OBJECTIVE

Implementation of the wastewater upgrades will achieve Council's 2020-23 strategic objective of;
Developing an environmentally sustainable method of treating the liquid waste that is produced by the Village.

It also actions the LWMP Wastewater Advisory Committee's expanded objective of;

"Develop an environmentally sustainable method to treat the liquid waste that is produced by the Village, that is affordable, and, ideally, economically productive, environmentally enhancing and socially beneficial"

It is also advances the Official Community Plan policies for infrastructure of;

5.5.3 (2) Support opportunities for Federal, Provincial, and First Nation partnerships for infrastructure to manage costs and risk to the Village and tax payers.

And, (especially)

5.5.3 (5) Seek maximum funding for infrastructure development from senior levels of government by taking advantage of special financing opportunities available for innovative efficient infrastructure development.

CONCURRENCE

Michelle Mason, Financial Officer	MM
Rob Crisfield, Manager of Operations	RC

ATTACHMENTS

None

OPTIONS

1. THAT Council receive the Application to the “Progress Update on Wastewater Upgrade Project” report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Paul Nash

Paul Nash
Liquid Waste Management Planning Project Coordinator
Village of Cumberland

Clayton Postings

Clayton Postings
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 4, 2020
MEETING DATE: August 10, 2020

TO: Mayor and Councillors
FROM: Rob Crisfield, Manager of Operations
SUBJECT: 2020 Roads and Utilities Capital Works Projects

RECOMMENDATION

1. THAT Council receive the 2020 Roads and Utilities Capital Works Projects Report;
2. THAT Council approve the award of the 2020 Roads and Utilities Capital Works Tender to Leuco Construction for the mandatory work at a bid price of \$820,312;
3. THAT Council approve the award of the additional scope of work to Leuco Construction at a cost of \$282,923;
4. THAT Council direct staff to reflect the additional funds required to complete either just the mandatory work or both the mandatory and optional work, in the next budget amendment.
5. THAT Council approve the direct award of the road resurfacing on the south section of Union Road and on Comox Lake Road to Shades Contracting at a cost of \$97,859.

PURPOSE

To update Council with respect to the large 2020 roads and utilities infrastructure upgrade projects, seek Council approval to leverage funds from the Infrastructure renewal reserve fund to complete additional works as described below, and to also seek Council approval to award the tender to the lowest Bidder.

In addition to the above work, staff is also seeking direction from Council to proceed with direct award of work related to road resurfacing on Union and Comox Lake Roads.

PREVIOUS COUNCIL DIRECTION

While there is no specific council resolution, these projects were approved by Council as part of the 2020-2024 budget process.

BACKGROUND

2020 Road and Utilities Tender

The 2020 Roads and Utilities Capital Projects tender was delayed in being issued due to the Covid-19 outbreak and subsequent uncertainty of the construction market to provide competitive bids and/or to have the ability to complete projects. A second challenge has been the fact the construction costs continue to rise and a review of our budget pricing for these projects earlier this year showed insufficient funding. That being said, the construction market seemed to recover quickly and the sense was there would be a good response if the Village were to issue a construction tender. Staff also thought that it would be good to issue tender to determine what bid pricing looked like.

As in previous years, a number of capital projects were bundled in order to attract potential bidders and create some competitive bid pricing. The projects in the 2020 Road and Utilities tender include:

- Maryport Avenue (3rd – 4th) – road reconstruction and storm sewer
- Derwent Avenue (5th – 6th) – road reconstruction
- Lane N of Dunsmuir (East end – 3 lots only) – sanitary sewer upgrade and new storm sewer
- Sixth Street – (Lane N of Dunsmuir – Allen) – half a block of sanitary sewer upgrade and new storm sewer to Allen Ave.
- First Street (Maryport to Windermere) – storm sewer installation
- First Street (Maryport – Ulverston) – water main replacement and looping
- Windermere Avenue (Lane W of 1st – 2nd) – sidewalk and curb and gutter construction

Included in the tender document was additional project scope to the Windermere area as the road grades and drainage are challenging. This additional work was added as ‘Optional Work’ to the tender and included full road reconstruction of Windermere Avenue from the junior high school to Second Street, along with the extension of storm sewer up Second Street. The reason for the roadwork and storm work is to deal with a failed road and storm water runoff for the entire block and a half. Originally, only the storm sewer extension up First Street was being considered but after reviewing the road design, it was recommended by the engineering consultant to add the additional optional scope of work in order to mitigate the runoff concerns and deal with a badly deteriorated road. One other optional scope of work that was included was the installation of a storm sewer behind the Museum. This project is crucial in order to redirect water away from both the cultural Centre and Museum. Currently we are struggling with water flooding the basement of the Museum during significant rain events.

The Village received five bid responses to our tender call. The lowest bid was from Leuco Construction) at a bid of \$820,312 with the optional work at a bid price of \$282,922.83. Both bid prices are the lowest of bid pricing received and approximately \$100k lower than the next lowest bid, based on the final bid review. The highest bid price including the optional work was \$1,468,232.25.

The driving force behind the sidewalk construction and curb and gutter on Windermere Avenue was the Safe Route Travel Planning exercise from a few years ago through School District 71. The other concern was the welfare of the existing trees along this stretch of road and effort to

try to save them. As part of the sidewalk design, signage and crosswalk markings, ICBC has committed to providing \$37,000 in funding towards this project.

It should be noted that included within total budget figure of \$932,623 noted below, was a scope of work to complete the installation of a new storm sewer on Maryport Avenue along with the road reconstruction. As there is an existing CSP pipe that is actually in good condition on the north side of the road, staff made the decision to remove this scope of work during the design process, knowing the challenges faced with the storm sewer on the Windermere project.

Union Road and Comox Lake Road Resurfacing

In an effort to prevent roads from further deterioration and extend their lifespan, staff have been investigating micro surfacing solutions. This road surface treatment is used in various communities in BC and across the country and is intended to seal the road and extend its life by a further 7-10 years. Staff included a four-year micro surfacing program in the current five-year budget approved by Council. Unfortunately, micro surfacing prices have increased considerably and are beyond the budget of \$254,175 for these two streets in 2020. Aside from this challenge, staff have also been in discussions with a contractor on the Island as well as staff from Main Road Contracting. Their recommendation is to use a chip seal surface treatment for these two streets as opposed to micro surfacing. Not only is the application more suitable, but the cost is half of that for micro surfacing. Both Union Road (the south portion) and Comox Lake Road require immediate attention. Staff are seeking Council approval to direct award the chip sealing of these streets to a Vancouver Island company, Shades Tankers out of Duncan for an approximate cost of \$97,859. The reason for sole sourcing is that this company is located on Vancouver Island, they perform a lot of highway maintenance and therefore very experienced, and the mob and demob costs are minimal compared to costs to have a company come from the mainland. When staff attempted to price out 'Micro Surfacing' from a company located in the lower mainland, the mob and demob costs were considerable. Staff also attempted to acquire a cost comparison from another company located outside of Calgary, but were not successful. It should be noted that this cost is subject to change as there are some areas on Comox Lake Road that may need additional level coursing or treatment. There will also be some minor costs incurred by Public Works associated with this project.

ALTERNATIVES

1. Not award the 'Optional Work' at this time. Delaying the optional work will have increased cost implications when the work is completed in the near future.
2. Not proceed with award for any of the 2020 capital works projects. Again this will lead to higher costs in the future when the work is completed.

STRATEGIC OBJECTIVE

- ☒ Quality Infrastructure Planning and Development
- ☐ Comprehensive Community Planning

- ☐ Healthy Community
- ☐ Climate Change
- ☐ Effective communication, administrative, financial and support services

FINANCIAL IMPLICATIONS

Currently the total budget funding for these projects is \$932,623. The lowest bid for the original scope of work is \$820,312 and with the optional work included brings the total to \$1,058,062.27. The estimated total cost for this is \$1,208,093 (bid pricing with engineering and contingency including funding from ICBC), meaning an additional \$275,000 would be required to be funded. These funds could come from the asset renewal reserve. If Council chooses not to proceed with the optional work, there is still a small budget shortfall when including engineering services and a 10% construction contingency, of approximately \$20,000.

Both the Financial Officer and the Manager of Operations need to spend time reviewing project costs and timing of projects and update the current asset renewal projects over the next five years. This may lead to a reduced scope of work next year and pushing out of projects further in the coming years to reflect ever increasing construction costs.

OPERATIONAL IMPLICATIONS

There is some effort accounted for in the 2020 budget for Public works involvement with these projects.

ATTACHMENTS

1. Project Location Drawing.

CONCURRENCE

Michelle Mason, Chief Financial Officer

MM

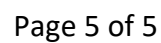
Respectfully submitted,

Rob Crisfield

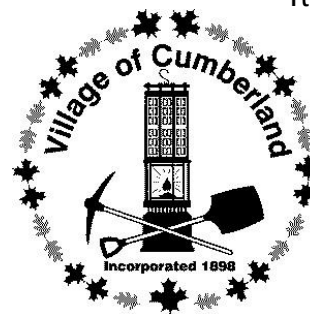
Rob Crisfield
Manager of Operations

Clayton Postings

Clayton Postings
Chief Administrative Officer



COUNCIL REPORT



REPORT DATE: July 28, 2020
 MEETING DATE: August 10, 2020
 TO: Mayor and Councillors
 FROM: Karin Albert, Senior Planner
 SUBJECT: Heritage Alteration Permit and Development Variance Permit - 2731 Dunsmuir Avenue

FILE:	2020-01-HAP	
OWNER:	Handyside Development Corporation, Inc BC. No. 1220513	
AGENT:	Rob Rochon	
PID:	008-974-861	Folio No.: 516-00084.000
LEGAL DESCRIPTION:	Lot 7, Block 7, District Lot 21, Plan VIP522	
CIVIC ADDRESSES:	2731 Dunsmuir Ave	
OCP DESIGNATION:	Commercial Mixed Use	
ZONE:	VCMU-1 Village Core Commercial Mixed use	
	Zoning Regulation	Requested Variance
LOT COVERAGE:	Max. 75%	Max. 87.5%
PARKING:	5	4
OTHER REQUESTS:	1 dedicated on-street parking space for commercial tenant	
	1 dedicated on-street commercial loading zone space	

RECOMMENDATION

1. THAT Council receive the Heritage Alteration and Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020.
2. THAT Council refer the Heritage Alteration and Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020, to the Heritage Committee for a recommendation.
3. THAT Council refer the Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020, to the Advisory Planning Commission for a recommendation.



Figure 1: Aerial View of 2731 Dunsmuir Ave

PURPOSE

The purpose of this report is to present an application for a Heritage Alteration Permit for a new mixed-use commercial and residential development at 2731 Dunsmuir Avenue.

In addition to the Heritage Alteration Permit, the owner has requested to vary the required number of parking stalls from five to four and the lot coverage from 75% to 87.5%.

The owner is also requesting dedicated parking spaces for the commercial tenant.

PREVIOUS COUNCIL DECISIONS

There are no previous Council resolutions with respect to this application.

BACKGROUND

The currently vacant property at 2731 Dunsmuir Avenue is located between the Seeds grocery store and a proposed 24 micro-unit mixed-use rental apartment building.

The applicant wishes to develop the property with a two storey building with a 76m² (819 sqft) retail area on the ground floor and four units with lofts on the second floor. Two of the units will be 65.5m² (705sqft) and two will be 83m² (894 sqft). The units have open floor plans with two storey high windows. To reduce solar heating of the two units facing south (the lane), the design provides for awning over the lower windows in the rear.

Since the proposed development is within the Historic Village Commercial Core (Heritage Conservation Area), it requires a Heritage Alteration Permit.



The design (see concept to the left) shows a recessed ground floor façade to allow for planters, outdoor seating, or displays with merchandise as well as a covered bicycle parking area.

Access to the residential units is via two staircases, one accessed from Dunsmuir Avenue and the other from the rear of the building.

As all properties in the downtown core fronting Dunsmuir Avenue, this development is required to provide a 1.5metre Statutory Right of Way at the lane. As well, the applicant is required to enter

into a Highway Encroachment Agreement with the Village for the extension of any awnings and lights into the public right-of-way over the sidewalk.

The lot is narrow at 9.1 metres wide. As a result, it is difficult to fit the required number of parking stalls. The site plan provides for parking of four vehicles, one for each of the residential units, at the rear of the building with access from the lane. As per the Zoning Bylaw No. 1027, five parking stalls (one per residential unit and one for the commercial tenant) or cash-in-lieu are required. A loading space for the commercial tenant is also required.

The applicant is applying for a heritage alteration permit for the building, a variance to allow for greater lot coverage and a variance to reduce the required number of parking stalls from five to four. The applicant is also requesting a dedicated space for the commercial tenant and a dedicated loading zone for the commercial unit.

Heritage Alteration Permit

The Official Community Plan (OCP) identifies the Dunsmuir heritage conservation area as one of few surviving early mining town commercial areas on Vancouver Island. The historic form and scale of the commercial buildings is integral to the Village's appearance and ambience. The objective of the heritage conservation area designation of the commercial core is to ensure that "revitalization or new development in the downtown area is compatible with the scale and character of the existing downtown heritage character." (OCP Bylaw No. 990, 2014, p. 157) The heritage alteration permit guidelines in the OCP state:

"It is essential to the integrity of a Heritage Conservation Area to have the established heritage character serve as inspiration for new development.

- 1) Property owners proposing to construct new buildings in the HCA shall look to the unique and special characteristics of the HVCC for design cues and guidance. Most important of these is the scale of the commercial area. The existing Downtown Commercial Core in Cumberland is a pedestrian scaled environment, with a range of with one and two storey commercial buildings built from the late 19th century to the present day. This does not however, preclude an increase in storeys within the HCA, to encourage densification and multiple uses. New construction shall enhance this quality of the historic downtown core, as well as respect the scale and massing of adjacent buildings. Stepping back storeys from the setback line above commercial floors, allows for balconies and reduced impact of taller buildings in the pedestrian streetscape."

The heritage alteration permit guidelines require that new buildings are not set back from the street or side property lines and that parking is at the rear of the building. New buildings are also required to respect the design of adjacent buildings by, for example, carrying through a cornice line in the new structure or repeating the window pattern of an adjacent building. The guidelines also require new buildings to have large window openings onto the street. Building massing is to respond to a human scale with materials and details that are proportionate to human height and provide visual interest at the street and sidewalk level.

Aside from form and character guidelines, new developments also have to meet sustainable building design guidelines to include passive heating, lighting and cooling features, include solar ready features and an electric vehicle plug-in.

Staff will review the extent to which the building meets the guidelines with the Heritage Committee.

Development Variance Requests

The applicant is requesting a variance to lot coverage from the maximum 75% coverage permitted in the Zoning Bylaw to 87.5% to allow for a viable development on the narrow lot. The proposed floor area ratio (ratio of floor area to lot area) is 1.13 which is below the permitted 2.0.

The attached site plan identifies parking for four vehicles for the residential units. A fifth space cannot be fit due to the narrow width of the lot. The applicant is seeking to reduce the number of parking stalls from five to four. He had also submitted a request for the Village to allocate a space on the street for the commercial tenant and provide a loading zone.

The applicant has provided the following statement to explain the requested parking variance:

“The parking bylaw in Part 6 (of the Zoning Bylaw) outlines the following provisions:

6.2 (d) Cash-in-lieu Provision: An owner of a Parcel, building or structure may at their option (emphasis added by applicant), pay to the Village \$3,800 per vehicular parking stall in the VCMU-1 and R-1A zones in-lieu of the provision of the required vehicular parking stalls.

There are two contentious issues with 6.2 d).

1. this provision implies that in our circumstance that we have an option to design our building to accommodate all required parking. However, the Village standard is impossible to meet without simply deleting the commercial use space that we’re required to provide at ground level as per the Bylaw, therefore, we have no option but to seek on street parking and be forced to pay the \$3,800 cash-in-lieu.

2. This provision implies that the City, with payment of \$3,800, can guarantee it will accommodate on street parking for this occupancy if we exercise this provision. We contend that it cannot guarantee it can meet this commitment as the Village has approved the neighbouring development which has 24 residential units plus commercial space but only provides 7 parking stalls on its site. The street will be flooded with vehicles competing for parking as soon as the proposed development is constructed which will bring hardship to the owner of our property who is required to park on the street.

We have been informed by the city that it is aware of this future parking issue and is planning to do a parking study in the future. However, it has advised that it cannot contemplate any proposed solutions provided until this parking study is complete. It is our position that the Village doesn’t have to wait until completion of a parking study to determine that our request should be granted.

It is unnecessary for the Village to wait for a study to be executed. Regardless of the conclusion of a study reviewing future parking affected by construction of the neighbouring property the only appropriate solution would be to grant our variance request: if the parking study on future use determines that there will not be overcrowding of street parking then granting us this variance has no deleterious effect on any of the neighbouring properties; and if the parking study on future use determines that there is overcrowded street parking then our hardship claim has been proven legitimate and thus the Village should rightly grant the variance as requested.”

The applicant also states that he needs certainty that the commercial tenant is provided adequate parking and loading to carry out their business effectively and allow the applicant to market the spaces. The applicant concludes by writing: "Issues like this will negatively affect revenue therefore we believe that it is incumbent on the Village to accommodate this request so that we can proceed with this development. It is in everyone's best interest – our company, neighboring businesses, the local economy, the taxpayer and the Village that we proceed with construction".

The parking requests are supported by Don Hughes, the owner of the adjacent property which houses Seeds grocery store (letter attached to this report).

Staff recommends to forward the variance requests and request for dedicated parking for the commercial tenant and a commercial loading zone to the Advisory Planning Commission for review and a recommendation.

Public Notification and Consultation

Pursuant to the Village's Development Procedures and Fees Bylaw No. 1073, 2018, Council may require applicants applying for a heritage alteration permit to host a neighbourhood public meeting, the cost of which is to be borne by the applicant. Due to the high visibility of the new building in the downtown core, staff recommend that a neighbourhood meeting be held.

As per the Village's Procedures and Fees Bylaw, if Council refers the application to the APC, staff will mail a notice to owners of neighbouring properties within a 75.0m radius of the proposed development prior to the APC meeting and a minimum of 10 days prior to final decision by Council.

As required by the Procedures and Fees Bylaw No. 1073, 2018 the applicant will place a notification sign on-site.

Referrals

As Bylaw No. 999, a bylaw to establish an Advisory Planning Commission, Council may refer to the Commission matters respecting Development Variance Permits.

As per Council Policy Council 1.6, the Heritage Committee advises Council on matters referred to it by Council and reviews and makes recommendations on development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit through a referral from Council.

ALTERNATIVES

1. THAT Council refer the Heritage Alteration Permit and Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020, to the Heritage Committee for recommendation; and THAT Council refer the Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020, to the Advisory Planning Commission for recommendation.
2. That Council not refer the Heritage Alteration Permit and Development Variance Permit Application – 2731 Dunsmuir Avenue report, dated July 28, 2020, to the Heritage Committee or Advisory Planning Commission at this time but request more information prior to referral.

STRATEGIC OBJECTIVE

- ☐ Quality Infrastructure Planning and Development
- ☒ Comprehensive Community Planning
- ☐ Healthy Community
- ☐ Climate Change
- ☒ Effective communication, administrative, financial and support services

FINANCIAL IMPLICATIONS

The review of Heritage Alteration and Development Variance applications are part of the services provided by the Planning Department.

If the requested development variance of the number of parking stalls is not granted by Council, cash-in-lieu of parking in the sum of \$3,800 will be required.

OPERATIONAL IMPLICATIONS

Processing of Heritage Alteration and Development Variance Permits are part of the regular services provided by the Development Services Department.

ATTACHMENTS

1. Exterior Views of Building
2. Building Floor Plan
3. Letter of Support of the Application by Don Hughes, owner of 2733 Dunsmuir Avenue

CONCURRENCE

Ken Rogers, Manager of Development Services _ KR

Respectfully submitted,

Karin Albert

Karin Albert
Senior Planner

Clayton Postings

Clayton Postings
Chief Administrative Officer

EXTERIOR VIEWS OF BUILDING





AWNINGS FOR UNITS FACING SOUTH TO REDUCE SUN EXPOSURE

RESIDENTIAL LOFTS

WOOD SLAT SCREEN FOR BALCONY PRIVACY

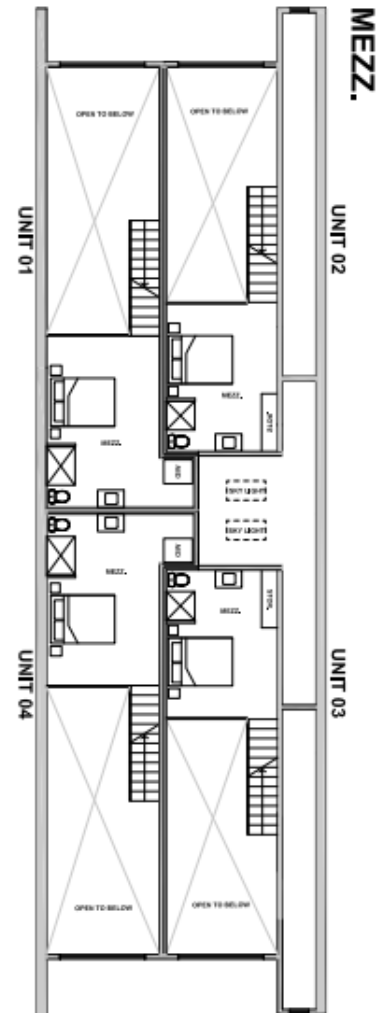
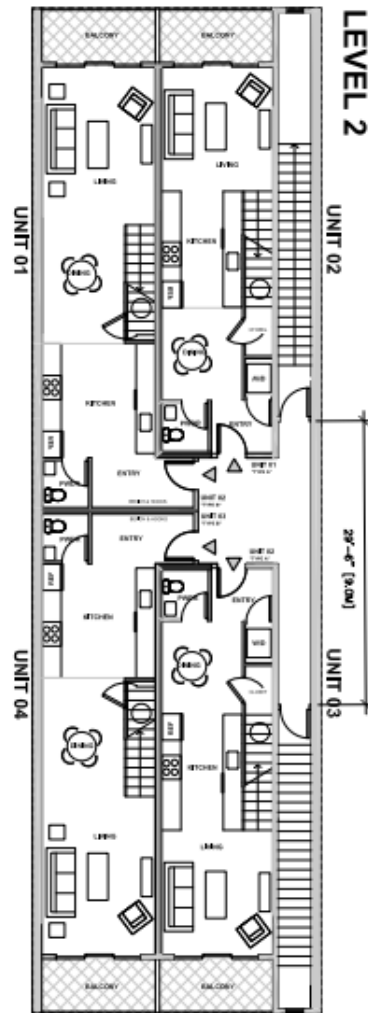
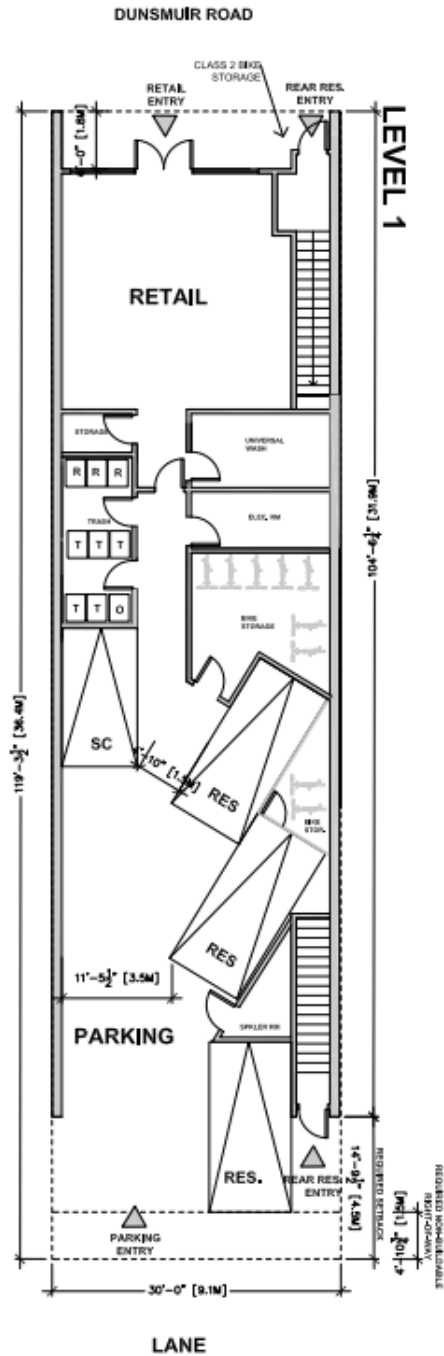
REAR ENTRY TO RESIDENTIAL UNITS

REAR ENTRY TO RETAIL

BIKE ROOM ENTRY

REAR ELEVATION (LANE)

Building Floor Plan



July 8, 2020

Attn: Karin Albert – Senior Planner
Village of Cumberland
250.336.3011

From: Don Hughes – Owner

RE: Handyside Development Corp. application for parking variance – designated commercial tenant street parking plus designated loading zone for 2731 Dunsmuir Ave. location

Dear Karin;

Please accept this letter as our written support in favour of the application submitted by Handyside Development Corp. and their request for parking variance at 2731 Dunsmuir Ave.

Mr. Rochon has given me the courtesy of reviewing their plans for their site next door to our building located at 2733 Dunsmuir Ave currently known as Seeds Food Market. I agree that his concerns regarding the future street parking situation along Dunsmuir Ave. is valid in consideration of the existing development plan approvals for the area.

I have been the owner of this property located next door to the Handyside property for over 16 years and we have seen the area grow tremendously over this time along with a corresponding demand for street parking. In particular, the demand for parking grows tremendously during the summer months when both tourists and residents flock to our community and this street to compete for parking. It is obvious to us that with the construction of the other proposed development located at 2727 Dunsmuir Ave. with their need for at minimum nearly two dozen additional street parking spots that it will be a challenge for their commercial tenants and customers alike to locate parking within a reasonable distance of their building, and will impose logistical challenges for supplier deliveries if they do not have designated parking.

The uncertainty of the parking situation will definitely affect the marketability of their commercial space if designated parking isn't provided for a) one commercial loading zone for their property and the immediate neighboring properties; and b) a commercial tenant parking spot.

Even on the day of this letter at 11am it was observed that there were only eleven free street parking spots within a 1 block radius of the intersection of Third St. and Dunsmuir Ave. And this is still in the middle of dealing with the COVID 19 pandemic where commercial traffic has dropped dramatically and the development of 2727 is still in the permit stages.

The concerns of our neighbors regarding street parking are well-founded and I would wholly support their application.

Thank you for taking this letter into consideration.

Best regards;

A handwritten signature in black ink, appearing to read 'Don Hughes', with a long horizontal flourish extending to the right.

Don Hughes – Owner
2733 Dunsmuir Ave.
Cumberland BC