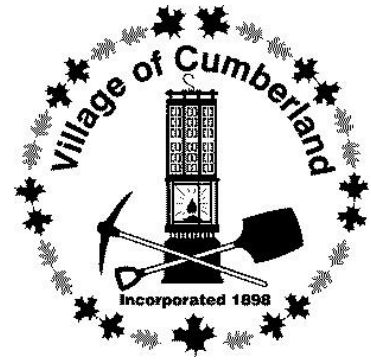


# C.O.T.W. AGENDA

02/2021/COTW



## The Corporation of the Village of Cumberland

### Committee of the Whole Meeting

April 26, 2021 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 Committee of the Whole meeting, April 26, 2021

#### **Recommendation:**

THAT the Committee approve the agenda for the April 26, 2021 Committee of the Whole meeting.

### 2. Delegation

2.1 Island Health, Mental Health Support Services

Max Jajszczok, Executive Director, Comox Valley, Campbell River & North Island  
Lisa Murphy, Director MHSU Operations North Island

#### **Recommendation:**

THAT Council receive the delegation from Island Health regarding Mental Health Support Services.

### 3. Reports

3.1 Cumberland Lake Park Boat Launch: Future Considerations and Safety Improvement Project

Prepared by Kevin McPhedran, Manager of Parks and Recreation

1

**Recommendation:**

- i. THAT the Committee receive the *Cumberland Lake Park Boat Launch: Future Considerations and Safety Improvement Project* report for discussion.
- ii. THAT the Committee receive a presentation from Tim O'Brien, Outlook Engineering and Landscape Architecture.

- 3.2 VIU Student Projects – Statement of Significance for the King George Hotel and Density Bonusing in the VCMU-1 zone 17

Prepared by Karin Albert, Senior Planner

**Recommendation:**

THAT the Committee of the Whole receive the “VIU Student Projects – Statement of Significance for the King George Hotel and Density Bonusing in the VCMU-1 zone” report and the presentations on their projects by VIU students Neethu Syam and Jacob Burnley for information.

- 3.3 Cumberland 125<sup>th</sup> Anniversary, Celebration and Funding Opportunities 39  
Prepared by Mayor Baird

**Recommendation:**

- i. THAT the Committee receive the Cumberland 125<sup>th</sup> Anniversary, Celebration and Funding Opportunities report.
- ii. THAT the Committee request staff to work with Mayor Baird to draft terms of reference for a Cumberland 125<sup>th</sup> Anniversary Select Committee and report back to Council.

- 3.4 Quarterly Report to Council, January – March 2021 81

**Recommendation:**

THAT the Committee receive the Quarterly Report to Council, January – March 2021.

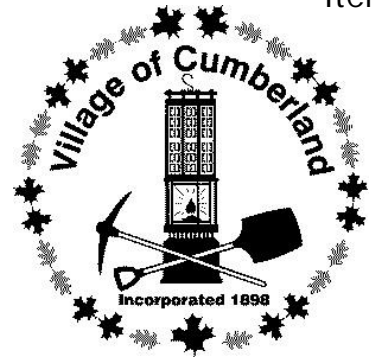
**4. Question Period**

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](mailto:info@cumberland.ca) using subject line “Question Period”; Note: please limit to questions only - comments will not be read.

**5. Adjournment**

# COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 4/20/2021  
 MEETING DATE: 4/26/2021

TO: Mayor and Councillors  
 FROM: Kevin McPhedran, Manager of Parks & Recreation  
 SUBJECT: Cumberland Lake Park Boat Launch: Future Considerations and Safety Improvement Project

## RECOMMENDATION

- 1) THAT the Committee receive the *Cumberland Lake Park Boat Launch: Future Considerations and Safety Improvement Project* report for discussion.
- 2) THAT the Committee receive a presentation from Tim O’Brien, Outlook Engineering and Landscape Architecture.

## PURPOSE

The purpose of this report is to present information and options for the design and management of the Cumberland Lake Park boat launch to the Committee for discussion. Upon receipt of Committee comments on the long-term vision for the boat launch at Cumberland Lake Park, staff will proceed to either:

- a. Planning, design and implementation of the 2021-23 boat launch safety improvements project based on current service levels; OR
- b. Report back to Council to seek further direction should significant changes to boat launch policy or services levels be considered.

## PREVIOUS COUNCIL DIRECTION

2020-10-13	THAT Council direct staff to submit an application to Community Economic Recovery Infrastructure Program, under Community Economic Resilience stream, for funding in support of infrastructure upgrades and/or improvements for Cumberland Lake Park, with a maximum project value of \$200,000
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## BACKGROUND

The Village is currently working on planning and design works for safety improvements to the boat launch and shoreline/retaining wall at the waterfront area of Cumberland Lake Park. In support of this work, the Village was the successful recipient of a \$169,000 grant from the provinces Community Economic Recovery Infrastructure Program. In addition to these funds, the Village also has \$43,000 in the 2021 Parks Capital budget to contribute for a total available project budget of \$212,000. The project is expected to be implemented in phases beginning this year, and culminating in early 2023.

Both retaining wall design/replacement and boat launch design work are in the planning and conceptual design phase of the project. This report is focused on the boat launch improvement component of the project.

The Village has retained Outlook Engineering and Landscape Architecture (OELA) for project planning and design services. For the boat launch component of the project and in order to inform Council's feedback and direction, OELA has produced the attached draft "*Preliminary Report: Long Range Planning Options – Cumberland Lake Park Boat Launch*". Tim O'Brien of OELA is available to present the draft report and review the various factors and options that the Committee may wish to consider at this time.

Note that a variety of complex factors exist in recreational freshwater access facility planning at this location, including jurisdictional authorities, parks/lands governance, regional growth projections, drinking water protection, water level fluctuations, and other factors as described in the attached draft OELA report. In consideration of these factors, this report is intended to provide the background information necessary for the Committee to engage in long term visioning discussions for the Village's role in offering a boat launch service on Comox Lake. Pending the outcomes of this discussion, staff may then move forward to implement safety improvements to the site consistent with current boat launch service levels, or alternatively pursue further research to inform future direction on such topics as:

- significant changes to boat launch facility which would impact current service levels;
- implementing vessel size or other restrictions on use of the Village launch;
- service fee changes;
- a reservation service; and/or
- webcam system at the launch.

Following this, staff will continue to work with OELA and the Park Operator to inform next steps in the project, including potential revisions and updates to OELA's draft report.

Finally, in recognition that the existing boat launch log floats / ramps that access newer docks (upgraded in 2014) have reached the end of their service life, staff are also actively working with Campbell River Engineering (structural engineer) to design new access ramps to the existing docks. The need for a custom design is based on the stresses on the structure resulting from Comox Lake being a hydroelectric reservoir whereby lake levels fluctuate on average about 3m (10') annually. The goal is to have at least one new ramp installed to access the docks in summer 2021. Replacement of the access ramp to the second dock is under review pending clarity on what will

be required in the long term, and the determination of what level of importance a second dock serves when trailer parking and traffic flows dictate overall facility capacity constraints.

**ALTERNATIVES**

1. THAT the Committee recommend that Council Direct staff to bring a report to Council on service level changes to the Cumberland Lake Park boat launch.
2. Not proceed with any action at this time.

**STRATEGIC OBJECTIVE**

- Healthy Community
- Quality Infrastructure Planning and Development
- Comprehensive Community Planning
- Economic Development

**FINANCIAL IMPLICATIONS**

The Cumberland Lake Park waterfront safety improvements project is currently included within the Parks Capital project list in the 2021 Financial Plan and funded at \$212,000, which is to cover design and implementation of both boat launch and retaining wall projects. As the project moves from concept design into detail design and construction, available budget will guide final scope of work.

**OPERATIONAL IMPLICATIONS**

This project is included in the Village’s Parks and Recreation Department staff work plan.

**ATTACHMENTS**

- A. *Draft* Preliminary Report: Long Range Planning Options – Cumberland Lake Park Boat Launch. Outlook Engineering and Landscape Architecture, April 17 2021.

**CONCURRENCE**

Rachel Parker, Corporate Officer RP

Respectfully submitted,

Kevin McPhedran

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Kevin McPhedran  
Manager of Parks and Recreation

Clayton Postings

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Clayton Postings  
Chief Administrative Officer



April 17, 2021

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

Attention: Kevin McPhedran, Manager of Parks and Recreation

## **Preliminary Report: Long Range Planning Options – Cumberland Lake Park Boat Launch**

### **Introduction**

The Village of Cumberland is planning safety improvements to their existing boat launch facilities at the Cumberland Lake Park Campground. The purpose of this report is to present a range of possible long-range options for the boat launch. This is to assist the Village in making investments aligned with long range goals. A planning time frame of thirty years is suggested as suitable for municipal infrastructure planning.

draft

To develop this report the following tasks were undertaken:

- Site review with parks staff and the park operator.
- Topographical survey of study area.
- Background research e.g., reservoir operating regimes, 2014 Cumberland Lake Park Masterplan.
- Alternate concepts.
- Comments received park operator, parks staff.
- Professional Biologist input.
- Preliminary report.

The report is for discussion purposes only. Some of the information presented has been provided by parks staff or the park operator.

### **Background**

The Cumberland Lake Park boat launch provides motorized and non-motorized vessel operators access to freshwater recreation boating experiences on Comox Lake. It is the only boat launch open to the public on Comox Lake, although the private Courtenay Fish and Game Club provides a launch to its members.

Other background information includes:

- The facility has been in existence for decades and likely evolved in an ad hoc manner. A wide variety of vessels use the launch ranging from canoes, paddle boards and kayaks to small aluminum fishing boats to large horsepower waterski/wakeboard/surf and live-aboard craft. During peak periods boats on trailers are the dominant users.
- Space constraints combined with peak period demand create congestion on Comox Lake Road. Enforcement of parking in this area is outside of the Village's jurisdiction, although it has been identified as an enforcement priority with the RCMP.
- The main capacity limitations are roadway safety, trailer storage and vehicle parking. Notably, expansion of docks and ramp width will not increase launching capacity.
- The Comox Valley population is approximately 66,000 and assuming 2% growth may reach 115,000 or more in thirty years. Demand for recreational access could conceivably double over the planning time frame of this report.
- The launch is used by the public coming from as far afield as Victoria. The percentage of users from the Village of Cumberland is believed to be a minority. Comox Lake cabin owners also gain access from this launch.
- The Cumberland Fire and Rescue occupies dock space during the summer months.
- The launch and docks are used by the Comox Lake Wilderness Society programs, for example docking of the voyageur canoe used in interpretive programming. The Vancouver Island Paddling Club also uses these facilities.
- The launch is open 12 months a year.
- The Village has not placed restrictions on any vessel size or type using the launch. The federal *Canada Shipping Act* governs vessel operation while on the water. There are no size restrictions in place on Comox Lake. Implementation of on-water restrictions is federal authority outside the Village's jurisdiction.
- A launch fee is collected by the park operator from May to September (\$8 per launch for private motorized vessels); commercial and seasonal rates also exist.
- No parking fees (e.g., hourly, daily, overnight) for vehicles with trailers are currently collected. Vehicles with trailers require large areas to maneuver and park.
- Comox Lake is the CVRD's primary source of drinking water. The CVRD's Comox Lake Watershed Protection Plan (CLWPP) provides guidance and direction in watershed protection planning and decision making. The CLWPP does not specifically identify the activity of launching a boat as high risk to drinking water quality; however, the plan does identify several risks to drinking water protection that a boat launch may contribute to such as: fueling of boats and risk of spills;

body contact recreation; and unsanctioned recreational activities such as camping, and campfires accessed by boaters.

- Comox Lake is a hydroelectric reservoir operated by BC Hydro and is subject to significant seasonal fluctuations in water levels; this creates challenges and additional expenses in operating a boat launch (e.g., more complex ramp systems required for dock facilities).
- The existing log floats / ramps that access newer docks (upgraded in 2014) have reached the end of their service life and are due for replacement.



Peak period congestion on Comox Lake Road at park and boat launch entry

## Design Options

This report presents a continuum of long-range options ranging in intensity from optimizing motorized boat launching (Option 1) to a child friendly beach park setting suiting hand launched watercraft (Option 3). Option 2 represents a middle ground between Options 1 and 3.

All options below assume that if launching capacity is to keep pace with population projections, then a third boat launch will be required somewhere on Comox Lake.

### Option 1: Status Quo Upgrades

Continued provision of a boat launch similar to status quo, with upgrades focusing on improvements to parking, signage, surfacing, and docking infrastructure. Increasing the area dedicated to trailer parking, would increase capacity but would need to be off-site in some undetermined location. To reduce congestion, on-line pre-booking could be effective. This could be administered by the park operator. Under this scenario, boaters would book a launch time and necessary parking space. This would operate similarly to golf tee-off times.

A sketch illustrating this concept is appended.

## Option 2: Beach Park and Launch with Trailer Parking

On site trailer parking is reduced and replaced with beach and green space complementary to self-propelled watercraft. This option would see one set of docks upgraded, and one set of docks removed to create contiguous beach and green space for canoes and other small craft. Like Option, 1 pre-booking is suggested to manage congestion. Off-site trailer parking is of less priority than in Option 1. Assuming off-site trailer parking could be made available, similar launching rates could be achieved compared to Option 1. A drop off area for boats to be hand launched could allow for delivery of boats to the launch area with parking elsewhere as necessary. The Village could put in place a size restriction on boats being launched at this facility.

A reduction to one dock could reduce Village capital asset responsibilities and liabilities.

A sketch illustrating this concept is appended.

## Option 3: Beach Park and Launch

This option creates a park like green area where hand launching is most prevalent. Trailer launching is still accommodated on a reduced scale. Trailer parking would be located off site. Trailerized launching would be a fraction of today's rate. A booking system would likely not be required. Off season launching would be mostly unaffected.

On the topic of hand launching, there could be opportunities for this to occur adjacent the swimming area beaches away from the current launch area. This is outside the scope of this report.

A sketch illustrating this concept is appended.

## Operational Considerations:

This report is focused on physical planning of the launch area over a thirty-year time frame. However, management techniques should also be mentioned. These might include:

- Online reservation system for launching and parking.
- Tiered fees based on vessel size/horsepower.
- Restrictions on vessel size using the ramp.
- Resident and nonresident rates.
- Implement small boat size encouragement policies.
- Website cam to help users avoid congestion.

Vessel size or horsepower restrictions can reduce the areas needed for manouevering and smaller craft are also faster and safer to launch. Lower horsepower boats on average tend to create smaller wakes and less overall disturbance.

An approach to determining actual fee amounts could be modeled on development cost charges, where capital costs are estimated, and recovery rates determined over a set period.

## Comparison Table of Options 1 to 3

The table below compares the three concepts. The concepts are quick renditions prepared to illustrate the continuum of development in long range planning. Further optimization and blending of the various options is expected as input is received.

<b>Table 1 Comparison of Options 1 – 3 During Peak Use Periods.</b>			
<b>Time Frame Years 2020-2050</b>			
	<b>Option 1: Status Quo Upgrades</b>	<b>Option 2: Beach Park and Launch with Trailer Parking</b>	<b>Option 3: Beach Park and Launch</b>
Trailer parking spaces	18 (plus any offsite)	8 (plus any offsite)	Nil (or offsite)
Dock tie-up capacity	18- 20 boats	10-12 boats	Nil, watercraft hand launched or pulled up on beach.
Cartop/Passenger car parking	Nil	14	24
Bike parking options	Nil	Moderate	Unlimited
Hand launching	Off peak periods only	Moderate	Considerable
Landscape Setting	Intense vehicle activity	Child friendly beach park / intense vehicle activity	Child friendly active beach park
Land Needs	More land is needed for trailer parking to improve service levels.	More land may be needed for trailer parking depending on service level determined.	More land may be needed for trailer parking if a new launch facility has not been built.
Reservation system and/or webcam	Recommended	Recommended	Could be of benefit

## Summary

Low season operation is well within capacity. The topographic survey indicates the internal geometry of the launch area is quite suitable.

The facility reportedly operates at overcapacity and less than safe conditions during peak periods. Additional land and/or operational procedures are necessary to improve service to acceptable levels. Maneuvers required at the launch entry (also the park and campground entry) are poorly suited to the public roadway. Trailer parking capacity is insufficient relative to demand.

As the regional population grows the Cumberland lake park launch will not satisfy peak demand without high investments for roadway and topographic changes. These would have negative landscape impacts.

Existing docks and surfacing require repair. Depending on the extent, costs may become significant. Prior to significant investments, a thirty-year vision can help direct funds for greatest value.

## Additional Tasks

Additional tasks that could be undertaken include:

- Assessing reservation and webcam systems in more detail.
- Assessing if there are any practical trailer storage areas in the subject area (note this is expected to be unlikely).
- Updating this report and design sketches to reflect further input from various sources.

## Closing

We trust the foregoing discussion and appended drawings are helpful in guiding discussions as to what the preferred long-term scenario is for the launch facility. Please do not hesitate to contact Outlook with any questions or if additional concept development or other services are desired.

Sincerely,

Outlook Engineering and Landscape Architecture Inc.

Per

Tim O'Brien,



P. Eng., LMBCSLA

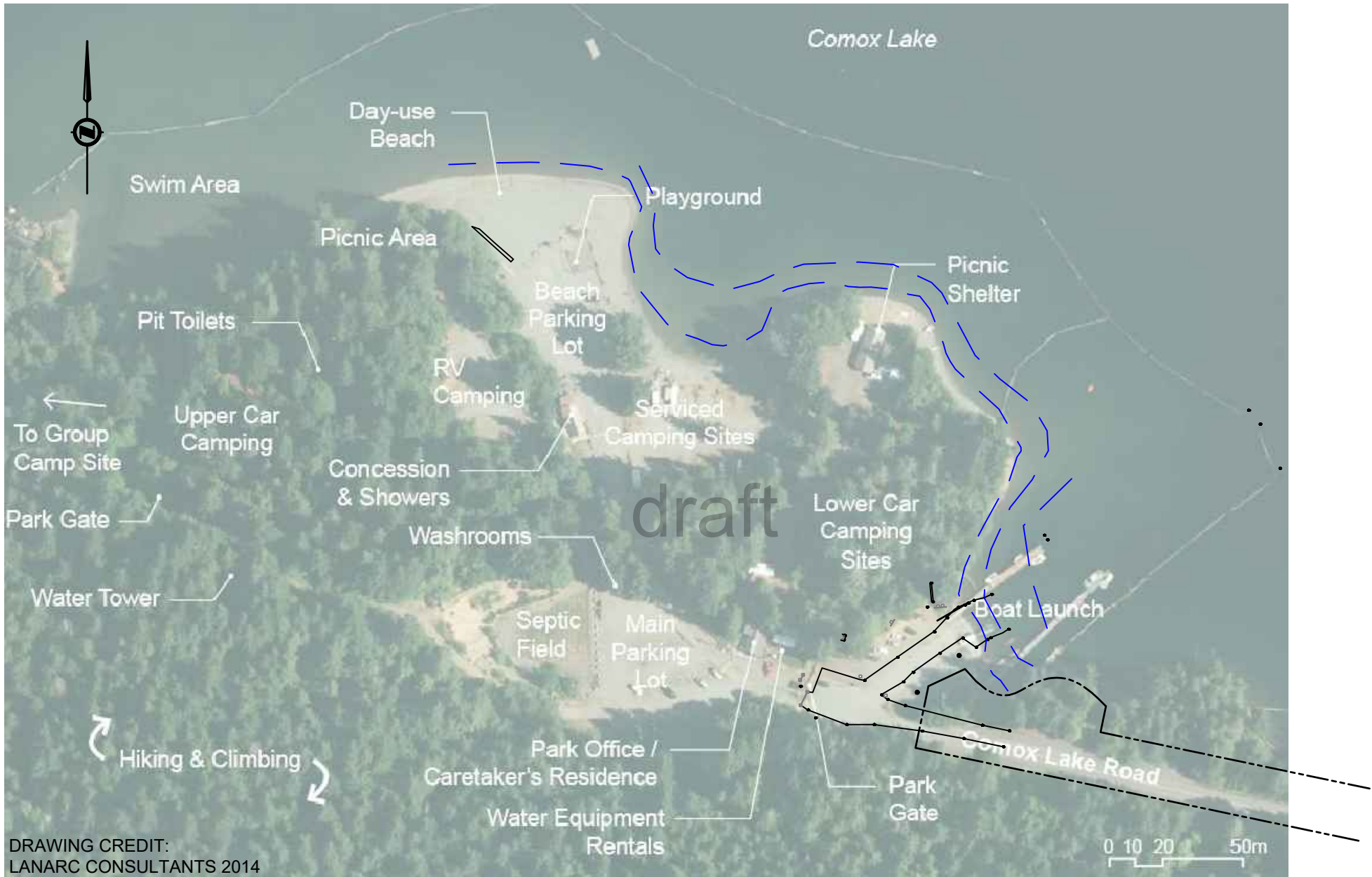
draft

Professional Engineer (Civil), Landscape Architect

Email: [tim@outlookela.com](mailto:tim@outlookela.com)

## APPENDED DRAWINGS

1. Project Context
2. Site Photos
3. Existing Conditions
4. Option 1 Status Quo Upgrades
5. Option 2 Beach Park and Launch with Trailer Parking
6. Option 3: Beach Park and Launch
7. Comox Lake Water Levels



DRAWING CREDIT:  
LANARC CONSULTANTS 2014

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outlookela@shaw.ca  
1326 Doodiddle Road  
Comox BC  
V9M 2P9  
outlookela.com

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B	2021-04-18	TOB	FOR REVIEW	TOB
A	2021-03-08	TOB	FOR REVIEW	TOB

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Sheet 1 of 7	
Outlook Project No. 356-3	

Client	VILLAGE OF CUMBERLAND
Project	BOAT LAUNCH AREA PLANNING SKETCHES
Dwg Title	PROJECT CONTEXT
Dwg No.	356-3- REV B

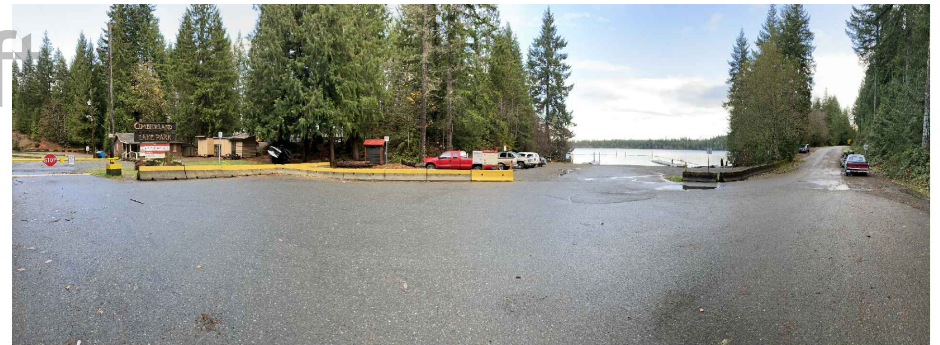


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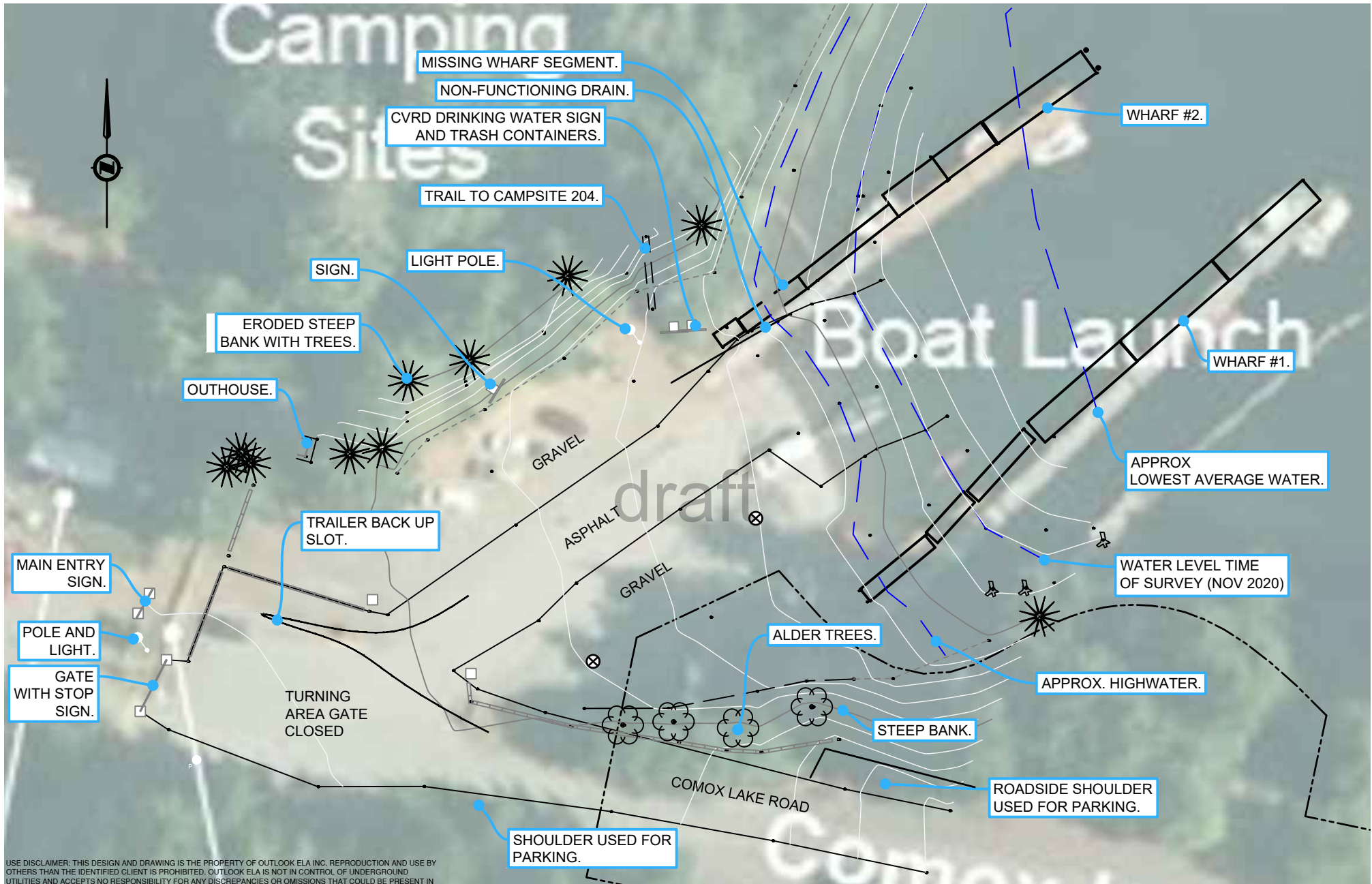
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Sheet <b>2</b> of <b>7</b>	
Outlook Project No. <b>356-3</b>	

Client	VILLAGE OF CUMBERLAND
Project	BOAT LAUNCH AREA PLANNING SKETCHES
Dwg Title	<b>PHOTOS</b>
Dwg No.	<b>356-3-</b> <span style="float: right;"><b>REV B</b></span>



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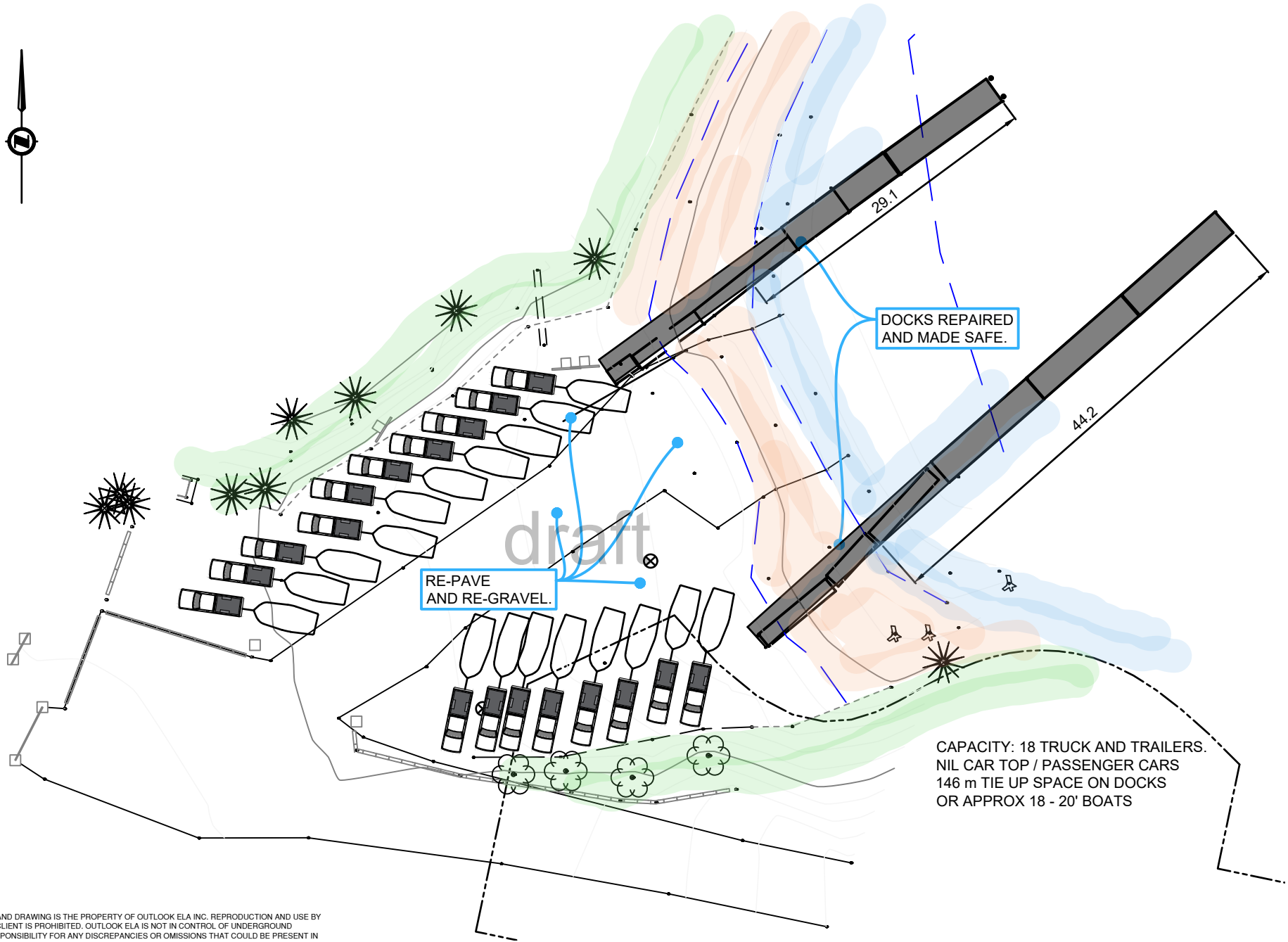
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V9M 2P9  
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Sheet	3 of 7
Outlook Project No.	356-3

Client	VILLAGE OF CUMBERLAND
Project	BOAT LAUNCH AREA PLANNING SKETCHES
Dwg Title	EXISTING CONDITIONS
Dwg No.	356-3-REV B



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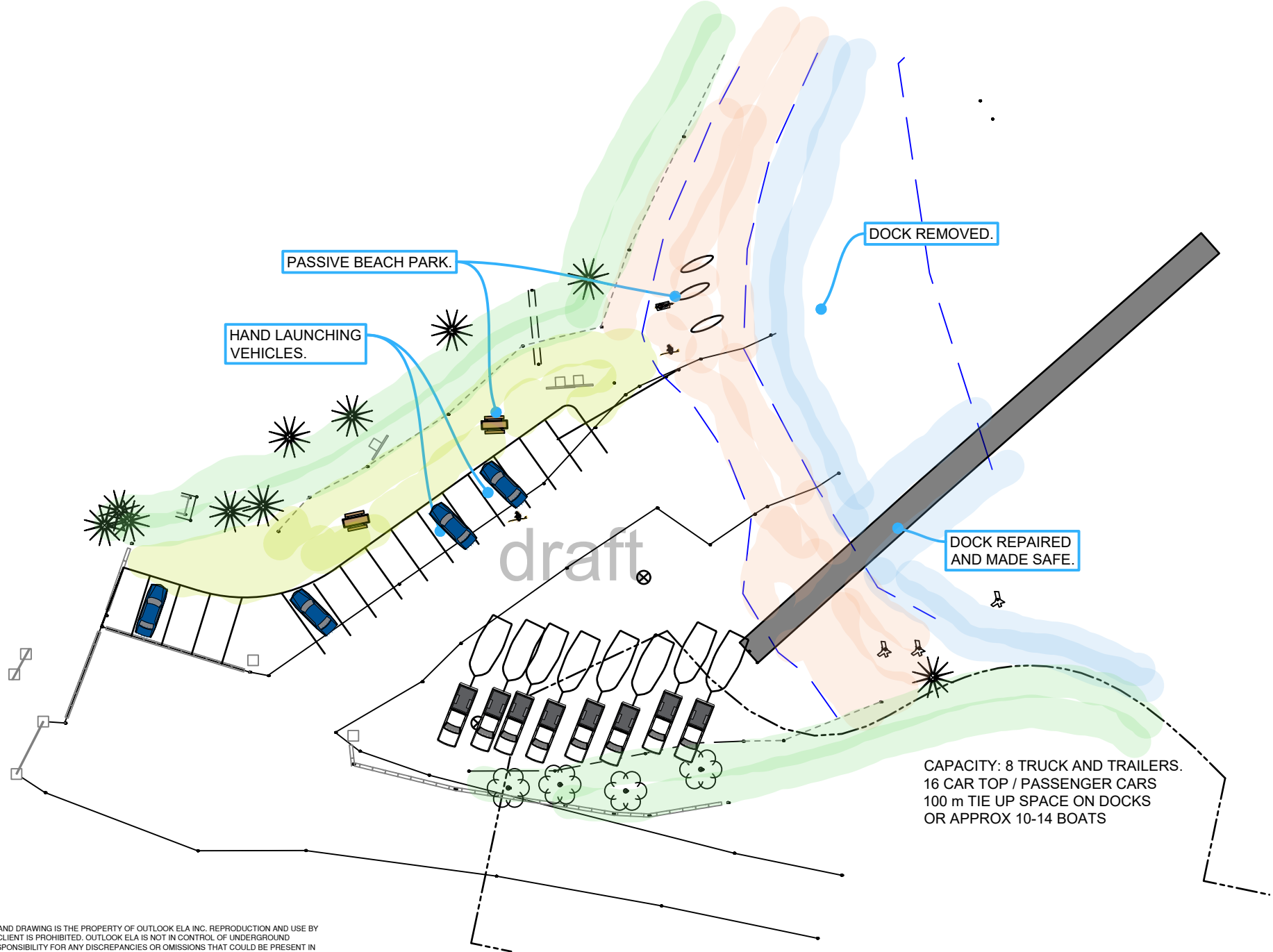
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A	2021-03-08	TOB	FOR REVIEW	TOB

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Sheet 4 of 7	
Outlook Project No.	356-3

Client	VILLAGE OF CUMBERLAND
Project	BOAT LAUNCH AREA PLANNING SKETCHES
Dwg Title	OPTION 1: STATUS QUO UPGRADES
Dwg No.	356-3- REV B



CAPACITY: 8 TRUCK AND TRAILERS.  
 16 CAR TOP / PASSENGER CARS  
 100 m TIE UP SPACE ON DOCKS  
 OR APPROX 10-14 BOATS

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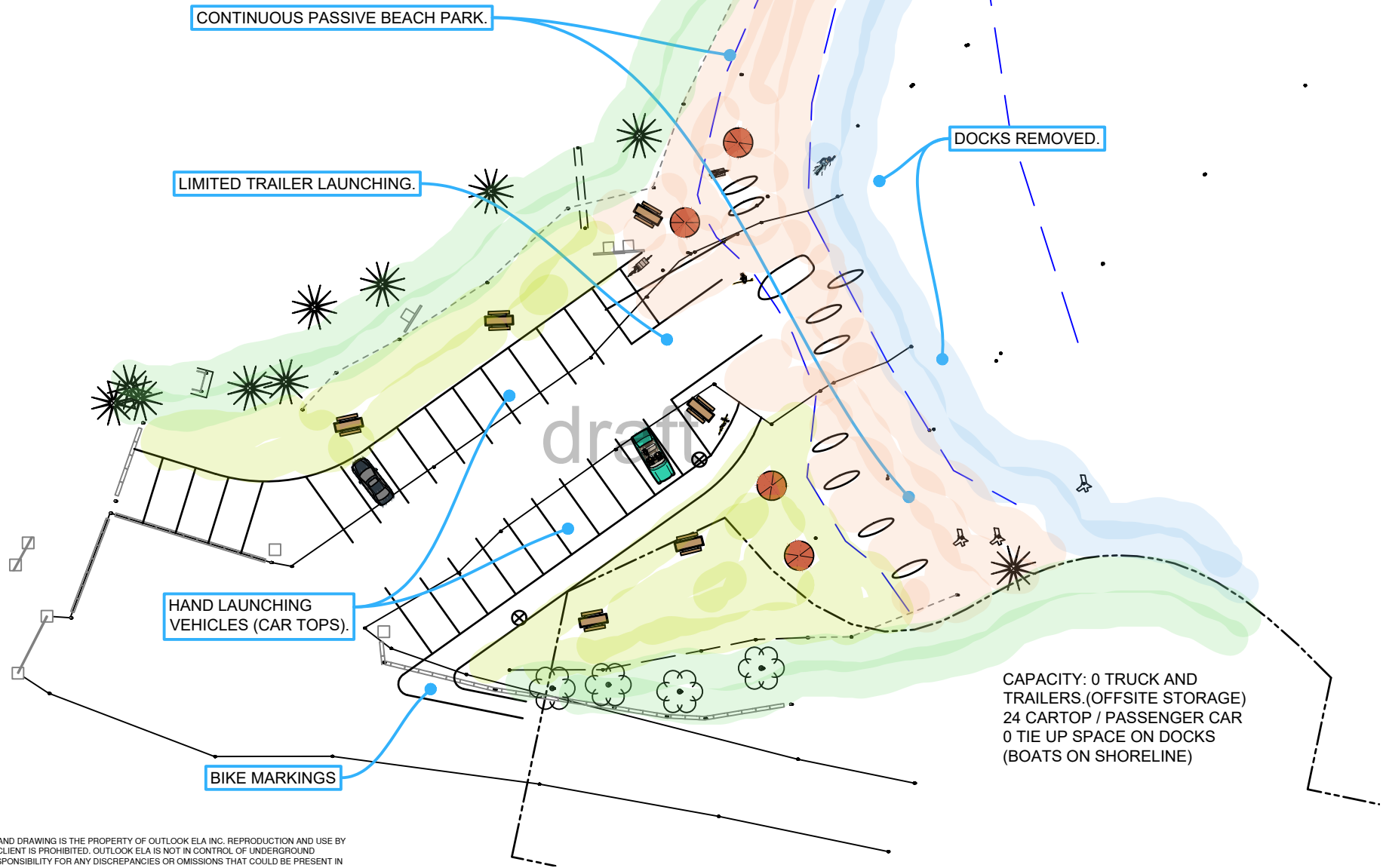
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A	2021-03-08	TOB	FOR REVIEW	TOB

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Sheet 5 of 7	
Outlook Project No.	356-3

Client	VILLAGE OF CUMBERLAND
Project	BOAT LAUNCH AREA PLANNING SKETCHES
Dwg Title	OPTION 2: BEACH PARK AND LAUNCH WITH TRAILERS
Dwg No.	356-3- REV B



CAPACITY: 0 TRUCK AND TRAILERS. (OFFSITE STORAGE)  
 24 CARTOP / PASSENGER CAR  
 0 TIE UP SPACE ON DOCKS (BOATS ON SHORELINE)

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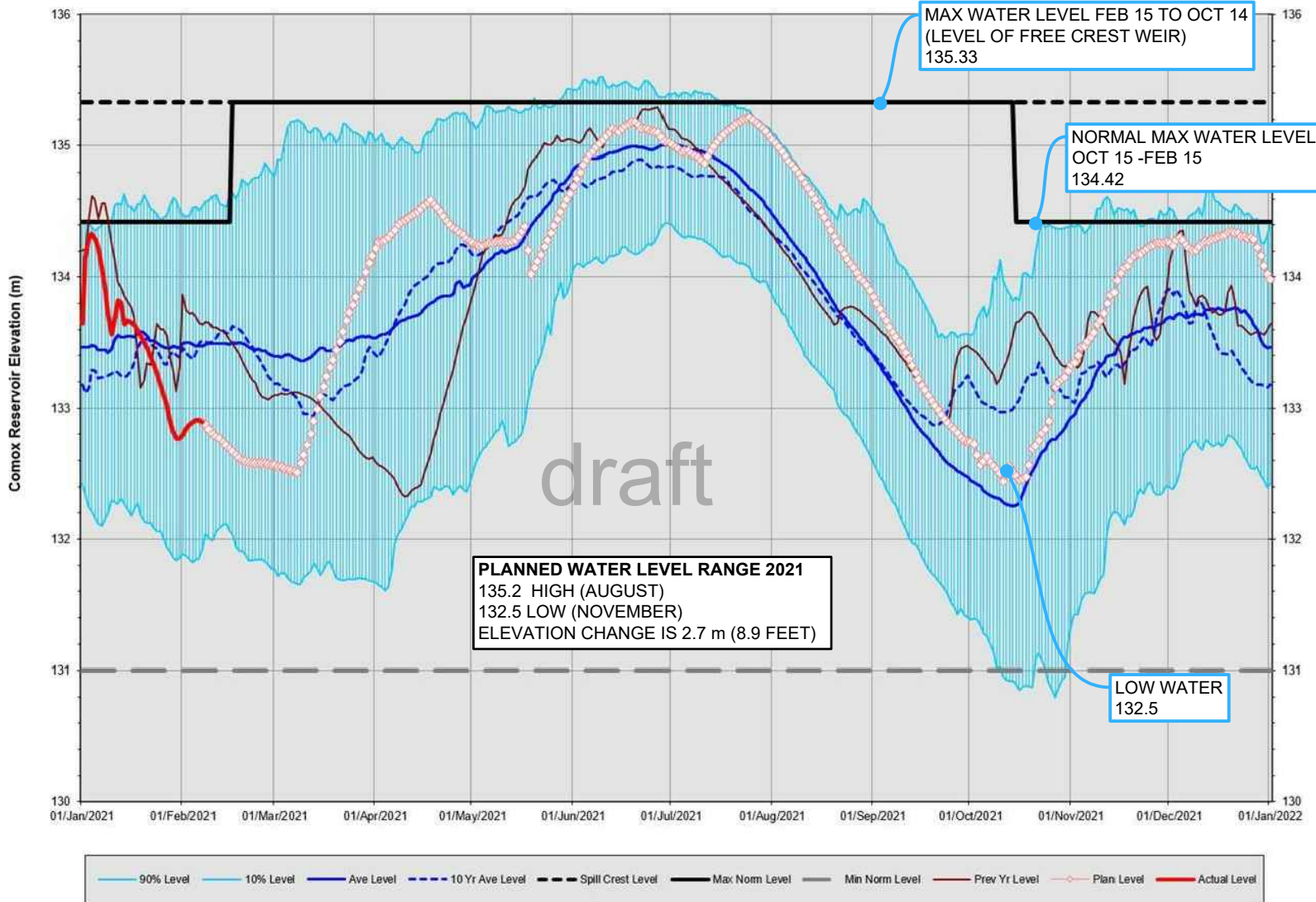
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Sheet <b>6</b> of <b>7</b>	
Outlook Project No. <b>356-3</b>	

Client	VILLAGE OF CUMBERLAND
Project	BOAT LAUNCH AREA PLANNING SKETCHES
Dwg Title	<b>OPTION 3: BEACH PARK AND LAUNCH</b>
Dwg No.	<b>356-3- REV B</b>

# COMOX-PUNTLIDGE OPERATION SYNOPSIS: COMOX RESERVOIR LEVELS

Operation Period from 01/Jan/2021 to 01/Jan/2022 and Historical Data from 1963 - 2020



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Comox BC  
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A	2021-03-08	TOB	FOR REVIEW	TOB

Scale horiz.	Scale vert.
Sheet 7	of 7
Outlook Project No.	356-3

Client	VILLAGE OF CUMBERLAND
Project	BOAT LAUNCH AREA PLANNING SKETCHES
Dwg Title	COMOX LAKE WATER LEVELS
Dwg No.	356-3-REV B

# COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 4/16/2021  
MEETING DATE: 4/26/2021

File No. 6800

TO: Mayor and Councillors  
FROM: Karin Albert, Senior Planner  
SUBJECT: VIU Student Projects – Statement of Significance for the King George Hotel and Density Bonusing in the VCMU-1 zone

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## RECOMMENDATION

- i. THAT the Committee of the Whole receive the “VIU Student Projects – Statement of Significance for the King George Hotel and Density Bonusing in the VCMU-1 zone” report and the presentations on their projects by VIU students Neethu Syam and Jacob Burnley for information.

## PURPOSE

The purpose of this report is to present two research projects completed by Vancouver Island University (VIU) Master of Community Planning students for the Village between January and April of this year.

The two research projects are:

- a. research and writing of a Statement of Significance (SoS) for the King George Hotel, and
- b. a review of density bonusing and community amenity contributions and their possible application in the VCMU-1 zone.

## BACKGROUND

The VIU Master of Community Planning Program includes a 70-hour practicum that exposes graduate students to a community planning project or problem. Cumberland submitted two practicum proposals to the Program last fall and was fortunate to be able to recruit students for both projects. The following provides a brief overview of the two projects. Further details will be provided by the students in their presentations to Council.

### ***Statement of Significance for the King George Hotel***

In its 2020 work plan, the Heritage Committee identified the King George Hotel as one of the heritage features to add to the Village’s Community Heritage Register. A listing on the Heritage Register requires completion of an SoS which describes the historic, social and cultural values of the heritage feature.

As part of her practicum project, Neethu Syam completed the SoS for the King George Hotel. Neethu attended two meetings of the Heritage Committee to receive background information and feedback

on drafts of the SoS. She consulted various sources for the project, including the Cumberland Museum archives, and interviewed residents who are familiar with the King George Hotel and its historic, social and cultural value to the community.

At the April 6, 2021 meeting, the Heritage Committee recommended that Council accept the Statement of Significance for the King George Hotel and add the heritage feature to Cumberland’s Community Heritage Register. Staff will present the SoS with a recommendation to add it to the Heritage Register at an upcoming Council meeting.

**Density Bonussing and Community Amenity Contributions in the VCMU-1 zone**

Section 482 of the *Local Government Act* allows zoning bylaws to include a bonus density in a given zone. In zones where a density bonus is available, developers can build either to the “base” density or to a higher level of density, if they provide certain amenities, affordable housing, or meet other specified conditions. If set at the right level, a density bonus incentivizes developers to build to the higher density and provide the desired community amenity.

A further tool available to local governments to ensure communities benefit from development are Community Amenity Contributions (CACs). CACs are amenity contributions agreed to by the developer and the municipality typically as part of a rezoning process initiated by the developer. CACs can take several forms including offsite infrastructure and upgrades, affordable housing and financial contributions towards infrastructure that cannot be obtained through Development Cost Charges such as recreation facilities or a fire hall. The agreed-to voluntary contribution is obtained by the local government if, and when, the local government decides to adopt the zoning amendment bylaw.

Cumberland has integrated a community amenity contribution as part of a density bonus in its C-2 Village Entry Commercial Zone.

Table 1 identifies the density bonuses currently provided in the Village’s Zoning Bylaw.

**Table 1: Existing Density Bonuses in Zoning Bylaw No. 1027**

Zone	Density Bonus
RM-1 Ground Oriented Residential Multi-family Zone	Where 30% or more of the total number of multi-family dwelling units are affordable housing units, the maximum number of multi-family dwelling units may be increased by 10 units per hectare.
RM-2 Residential Multi-Family Zone	Where 20% or more of the total number of multi-family dwelling units are affordable housing units, the maximum number of multi-family dwelling units may be increased by 25 units per hectare.
RM-3 Comprehensive Residential Multi-Family Zone	Where 30% or more of the total number of multi-family dwelling units are affordable housing units, the maximum number of multi-family dwelling units may be increased by 10 units per hectare.
C-2 Village Entry Commercial Zone	The floor area ratio may be increased to a maximum density of 0.5 where an owner pays into alternative funds for a community amenity (e.g. parks dedication, offsite infrastructure) a sum of \$16.50 per building square metre of permitted GFA of principal building, and as mutually agreed between the Village and the Owner.

Zone	Density Bonus
	Applicable Community Amenities for Density Bonus: a) Affordable housing with housing agreement b) Park dedication (in addition to minimum requirements) c) Fire & emergency services department contributions d) Provision of off-site infrastructure and upgrades e) Inclusion of universal designed and adaptable housing

As part of his practicum with the Village, Jacob Burnley researched the potential for density bonussing and community amenity contributions in the VCMU-1 zone. Jacob presented his research for discussion and input to the Advisory Planning Commission, the Heritage Committee and the Homelessness and Affordable Housing Committee. A summary of his research is attached to this report.

**ALTERNATIVES**

This report is presented for information and discussion. Staff will provide recommendations and alternatives at the time that the SoS is introduced to Council for addition to the Heritage Register and as part of an upcoming report on the project to enhance heritage protection tools.

**STRATEGIC OBJECTIVE**

- Healthy Community
- Quality Infrastructure Planning and Development
- Comprehensive Community Planning
- Economic Development

**FINANCIAL IMPLICATIONS**

As part of the practicum agreement, the Village is paying each student a \$1,000 honorarium.

**OPERATIONAL IMPLICATIONS**

The development of Statements of Significance and maintenance of the Community Heritage Register requires designated staff time and are part of the services provided by the Development Services Department.

Opportunities for density bonussing and CACs in the VCMU-1 zone will be considered as part of the 2020-2023 Strategic Priority project to enhance heritage protection tools.

**ATTACHMENTS**

1. Statement of Significance for the King George Hotel
2. Summary report on Density Bonussing and Community Amenity Contributions

**CONCURRENCE**

Courtney Simpson, Manager of Development Services **CS**

Respectfully submitted,

Karin Albert

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Karin Albert  
Senior Planner

Clayton Postings

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Clayton Postings  
Chief Administrative Officer

Village of Cumberland  
Statement of Significance (Final Draft)



# King George Hotel

2723 Dunsmuir Avenue, Cumberland B.C.



*Figure 1 : King George Hotel, Royal BC Museum Archives, 1930s (G093862)*

Prepared by Neethu Syam  
Master of Community Planning Student, Vancouver Island University

April 2021



### Description of Historic Place

The *King George Hotel* is located at 2723 Dunsmuir Avenue in Cumberland, BC. The hotel is a modest two-storey, minimalist Georgian style hip-roofed rectangular building with a central recessed entry. It is situated at the core of Cumberland’s historic downtown within a Heritage Conservation Area.

### Heritage Values

The King George Hotel has historical, architectural, social and cultural values as a significant reminder of Cumberland's lively social life. For over 100 years, this establishment served this once bustling mining community as a social gathering place through the decades' peaks and troughs.

This 1933 hotel building is the second iteration of the King George Hotel, built after the first hotel building, constructed in 1909, was destroyed in the disastrous fire of 1933. The Hotel’s reconstruction immediately after the fire stands as testament to the optimism, resiliency and economic clout of the community that, similar to everywhere else in the province, was in the midst of the Depression.

The original and reconstructed buildings, both confined to the same building lot, represent a legacy of more than a century of operating as a family-run establishment, pub and social

gathering hub for the community. The Hotel also included living quarters with space rented out for special events. It exemplifies those spirited days gone by, warmly remembered by many.

The east side of the hotel functioned as a BC government Liquor Store, and in the early 1950s was recorded being used as a storage room briefly. In 1968, the liquor store relocated to a different location, and the space was later converted into a sitting and meeting room, an extension to the main lobby, which went on to become a leading centre of activity.

The King George hotel has gone through several iterations of its physical structure, ownership and management, but the name never changed. The 1933 hotel was designed in a minimalist Georgian style, fronted by a one-story commercial façade by Victoria architect John Graham Johnson<sup>1</sup>, who also designed the 1933 Cumberland Hotel. The hotel provided accommodation with nine bedrooms on the second floor and beer parlours located on the ground floor.

The hotel is especially valued for its association with the Brown family, who owned and operated the hotel from 1971 until its closure in 2014. Percy Brown, commonly referred to as '*Brownee*,' made everyone who visited the hotel feel comfortable and welcome. It was a perfect place for anybody to host events as one did not have to get a liquor license which took much pressure off families during tough times. The Brown family endeared themselves to the community through their personal and financial support of community functions over 40 years, for example Empire Day, supporting various sports teams over the years.

The King George Hotel is significant for its strong social and cultural ties to the community. As one of five beer parlours located on Cumberland's main thoroughfare, the King George Hotel quickly became a central gathering place, with regulars having designated spots at the bar, to a money pot on every table where it was customary to contribute a token to buy a round of drinks for everybody. During "*Brownee's*" era, the hotel had a distinctive community spirit. Weddings, anniversary parties, funerals, cultural events and many more events were held. Various political gatherings such as the *Chamber of Commerce* and *Cumberland's Hospital Employees Union*, to Service Club, Union and community meetings made the hotel a focus of activity for the community.

The King George Hotel is valued as a place of shared memories. Not only did the hotel function as a community gathering place for several decades, but it became an immutable part of the village. The hotel is tangible evidence of Cumberland's social and cultural landscape.

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<sup>1</sup> John Graham Johnson is known for his work as Resident Architect with the Canadian Pacific Railway, supervision of construction of the north and south wings of the Banff Springs Hotel, and the north wing, power house, and laundry of the Victoria Empress Hotel. Johnson was also involved in numerous projects in the Victoria area as partner in the architectural firm Johnson and Stockdill.

## Character Defining Elements

The elements that define the heritage character of the King George hotel are its:

- location in the historic Cumberland downtown
- part of the original commercial streetscape of Dunsmuir Avenue
- continuous commercial and residential use until 2014
- wide two-storey rectangular façade
- set-back hipped-roof with wide overhang and tongue-and-groove wood soffit
- second storey wide deck across the back of the building
- wood frame storefront with recessed entry including transom window arrangement and paired entry doors with inset glazing
- the original six-sash windows and multi-paned French doors on the second storey, with wood trim
- rough stucco cladding
- the signboard which reads “KING GEORGE HOTEL”

**Current Images**



*Figure 2: Front View from Dunsmuir Avenue, 2012*



*Figure 3: South-East View of the King George Hotel. January 2020*



*Figure 4: Rear of the King George Hotel, April 2021*



*Figure 5: West side view of the King George Hotel, April 2021*



Figure 6: Current entrance of the Hotel



Figure 7: Garage on the King George Hotel property

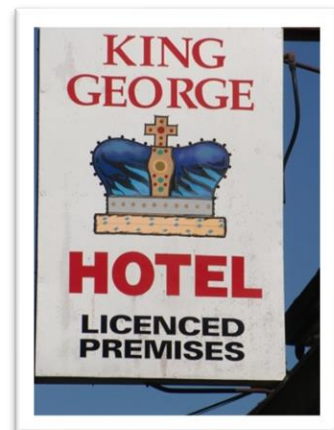


Figure 8: The current sign for the King George Hotel

Newspaper Clippings and Advertisements

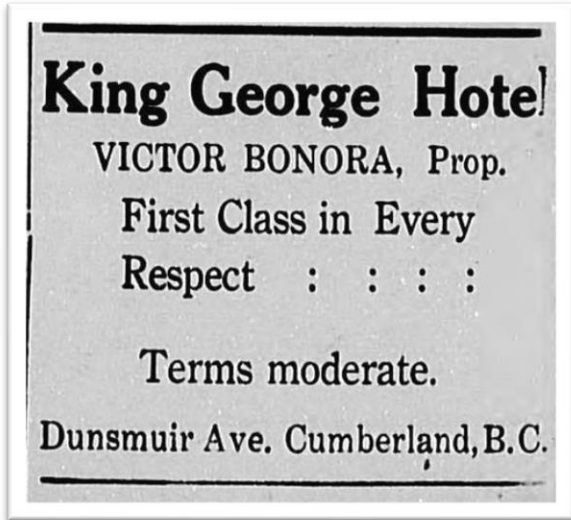


Figure 9: 1894 Advertisement, *The Islander*



Figure 10: 1912 Advertisement, *The Islander*

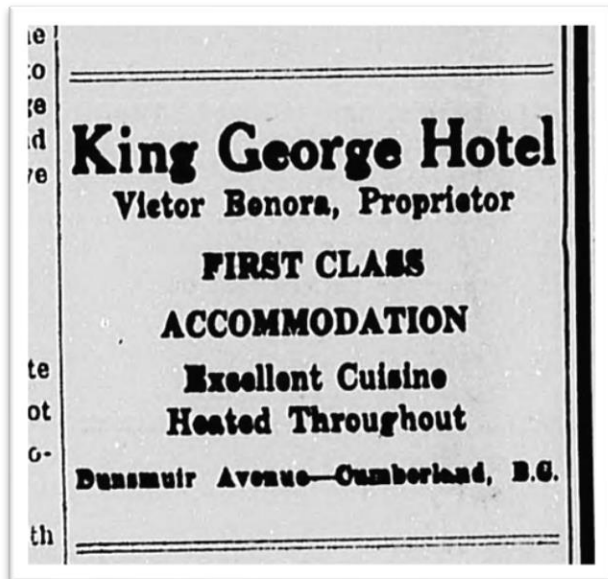


Figure 11: 1924 advertisement, *The Cumberland Islander*

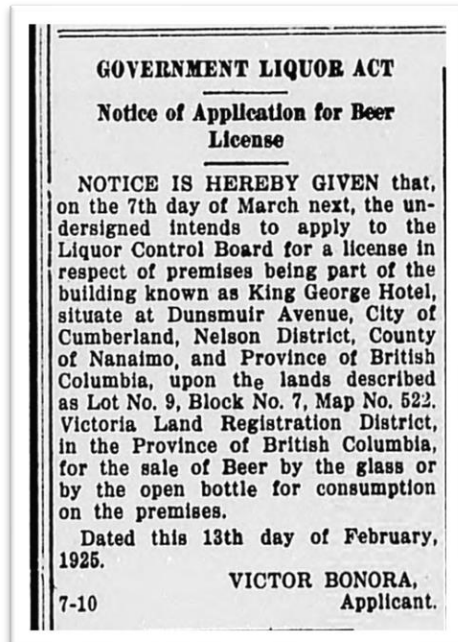


Figure 12: 1925 Advertisement, *The Cumberland Islander*

**WEATHER FORECAST**  
 Victoria and Vicinity—Moderate to fresh westerly winds, continued fine and warmer.  
 Vancouver and Vicinity—Light to moderate winds, continued fine and warm.

# The Daily Colonist.

**COLONIST TELEPHONES**  
 Advertising ..... Empire 4114  
 Business Office ..... Empire 4114  
 Circulation ..... O Arden 1812  
 Job Printing ..... O Arden 3281  
 Editorial Rooms ..... Empire 4111  
 Social Editors ..... Empire 2511

NO. 184—SEVENTY-FIFTH YEAR

VICTORIA, BRITISH COLUMBIA, FRIDAY, JULY 14, 1933

EIGHTEEN PAGES

## DISASTROUS FIRE SWEEPS CUMBERLAND

### NO DECISION ON MEAL TAX COURT TEST

Levy Held Ultra Vires on Two Points by Defence in Vancouver

SIMILARITY TO FUEL OIL IMPORT STRESSED

VANCOUVER, July 13 (CP)—With decision reserved by Magistrate J. A. Puckey, first test of the validity of the Provincial Government's meal tax, imposed under the Hospitals Aid Act, was brought up in police court here today.

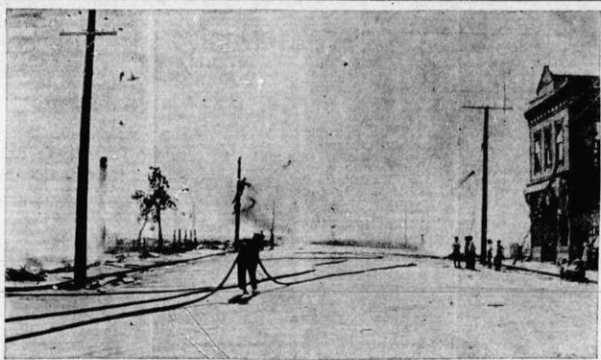
P. C. Elliott, K.C., of Victoria, is charged with refusing to pay a 14-cent tax on a \$2.50 meal consumed by a wife here several weeks ago. He was summoned and announced his intention of making his action a test case.

Validity of the tax was attacked on two points by Mr. B. O'Dell, counsel for Mr. Elliott, who claims the act is ultra vires the Provincial Legislature.

**TWO POINTS STRESSED**  
 Mr. O'Dell contended that the meal tax is in point of fact an excise tax and as such cannot be imposed by the Provincial Legislature, inasmuch as it conflicts with the powers vested in the Dominion Government by the British North America Act.

His second contention was that no penalty is imposed by the Ho-

### Business Area of Coal City Is Wiped Out



—Photograph by C. W. Sillman, Boston.

THE above view of the main business street of Cumberland was taken at 4 o'clock yesterday afternoon after fire had made a sweep through the closely-constructed shopping district of the town. Only a few chimneys remain to show where blocks were located. The picture was taken from the post office looking up the street, and was rushed to The Colonist by special automobile relay. Owing to the dense pall of smoke and terrific heat, it was impossible, at the time, to obtain additional photographs, but the picture above gives a clear idea of the manner in which the fire swept through the section, taking everything before it, until stayed by the sacrifice of buildings by blowing them up with dynamite.

### Royal Bank Blown Up To Check Flames and Prevent Clean Sweep

#### Injured Man Says He Was Beaten and Robbed of \$10,000

CUMBERLAND, July 13 (CP)—Police tonight are investigating circumstances surrounding injuries received by Rham M O'SOYM, apartment house owner of Laguna Beach, Cal., who was found in a city street last night with a badly lacerated arm and rushed to hospital after informing police he had been robbed of \$10,000 by two men and a woman. He stated the two men attacked him while the woman attempted to secure his pocketbook, which she thrust into his arm. The men hit him over the head also, M'osom said, and displayed a badly bruised skull.

Ten Homes, Eighteen Business Premises and Numerous Smaller Buildings Destroyed—Many Homeless—No Serious Casualties—Loss Estimated to Total \$110,000

CUMBERLAND, July 13.—Fire, believed to have started in the King George Hotel, swept along the main street of this town today, razing eighteen business premises and ten homes. Damage was conservatively estimated at \$110,000. The Royal Bank of Canada was dynamited to halt the onslaught of the flames, which threatened to jump Dunsmuir Street, and spread to another block of buildings. Fortunately no person was injured, although a number are homeless.

Buildings destroyed are as follows: Pay and Save Grocery, McLean's jewelry store, King George Hotel, Mumford's grocery store, Lang's drug store, McKinnon's drygoods store, Royal candy store, Scavarda's grocery, Marocchi's bakery, Cumberland Hotel, Welsh Society Hall, Farmer's cafe, Campbell Bros' departmental store, Spooner's barber shop, Galbraith's shoe repairing, King's stationery, the Royal Bank of Canada, and the Government liquor store.

#### MANY HOMES BURNED

Homes destroyed are owned by: John Thomson, Miss M. Mitchell, Caleb Dando, Jr., Charles Walker, Harry Parkinson, James Gish, J. Hill, Scavarda and J. Marocchi, Mayor Alex Maxwell, and a house belonging to the estate of the late J. J. Weir. Numerous outbuildings also were destroyed. Firemen

### TAKING LEAD IN NEW PLAN

Figure 13: July 14 1933 News article in The Daily Colonist

ne building will be re- a, turning the re-  
 ney over to her fam-  
 C.D.P. March 13, 1941  
 10/10

### King George Hotel To Re-Open Next Week

CUMBERLAND, March 13—Mr. and Mrs. S. J. McCreery, of Victoria, arrived in Cumberland last week to take active control of their newly acquired property, the King George Hotel. After being closed for a long time it is expected the hotel will be re-opened on Monday, March 17.

That is the date set by Mr. McCreery and in order to be ready he is rushing alterations. The downstairs portion is being entirely renovated, a large new frigidaire is being installed and the ladies parlor increased in size. New floor coverings are being laid and the whole place being given a new coat of paint.

The upstairs portion of the hotel will be re-decorated just as soon as arrangements can be made. Mr. McCreery also hopes to paint the outside of the building shortly.

Figure 14: March 13 1941 News Article, The Cumberland Islander

Archival Photographs



*Figure 15: 2723 Dunsmuir, King George Hotel 1912-1920*  
Source: Cumberland Museum Archives (C030-019)



*Figure 16: Cumberland's historic 1933 fire - Close up of the King George Hotel in flames*  
Source: Cumberland Museum Archives (C100-006)



*Figure 17: King George Hotel, 1930s  
Source: Royal BC Museum Archives (G-03862)*



*Figure 18: King George hotel after 1933 sign on left of hotel states government liquor store, c.1950s  
Source: Cumberland Museum Archives (C030-157)*



Figure 20: Dunsmuir Avenue south side, Japanese funeral following No.4 Mine explosion 30 August 1922; old King George Hotel in centre, with solarium on east side.

Source: Cumberland Archives (C140-289) and Cumberland Heritage

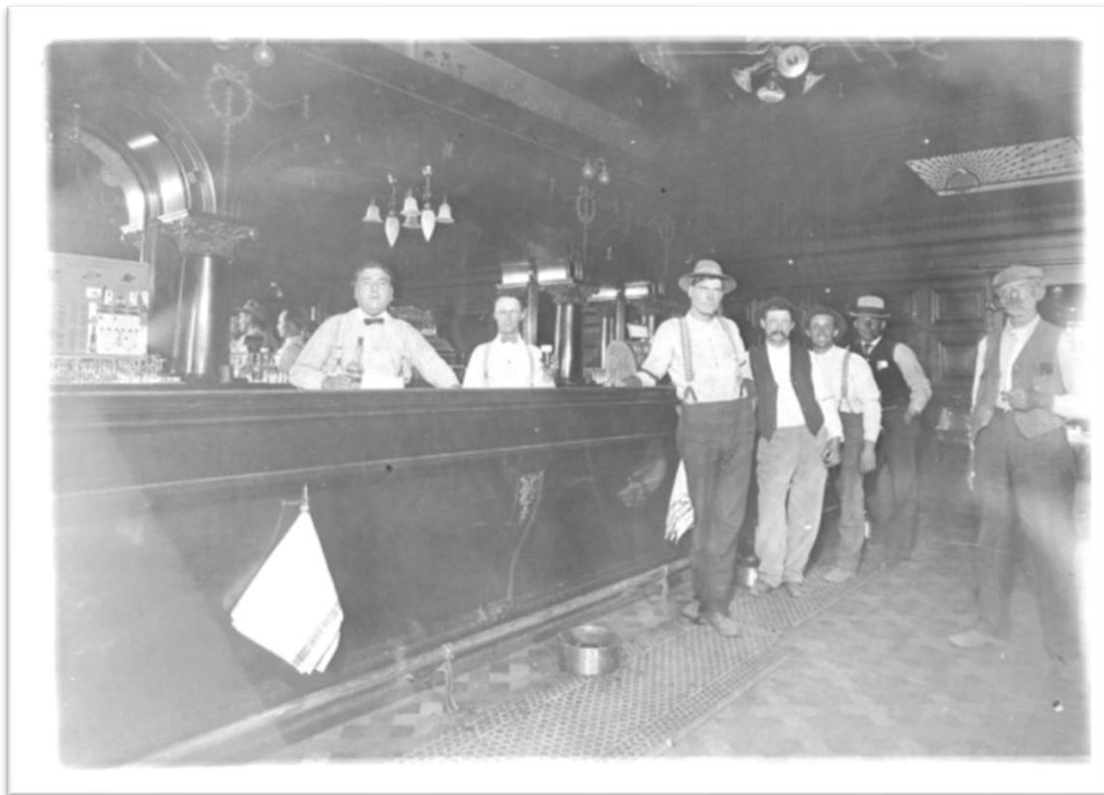


Figure 19: The bar at the King George Hotel, pre-1933 fire

Source: Cumberland Museum Archives (C030-008)

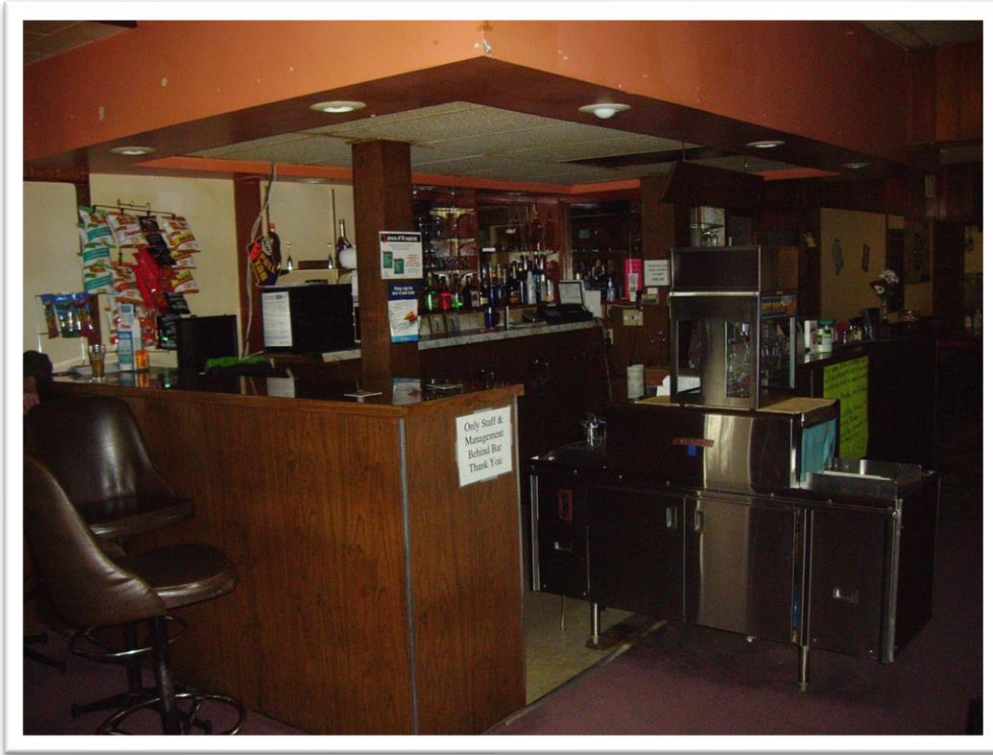
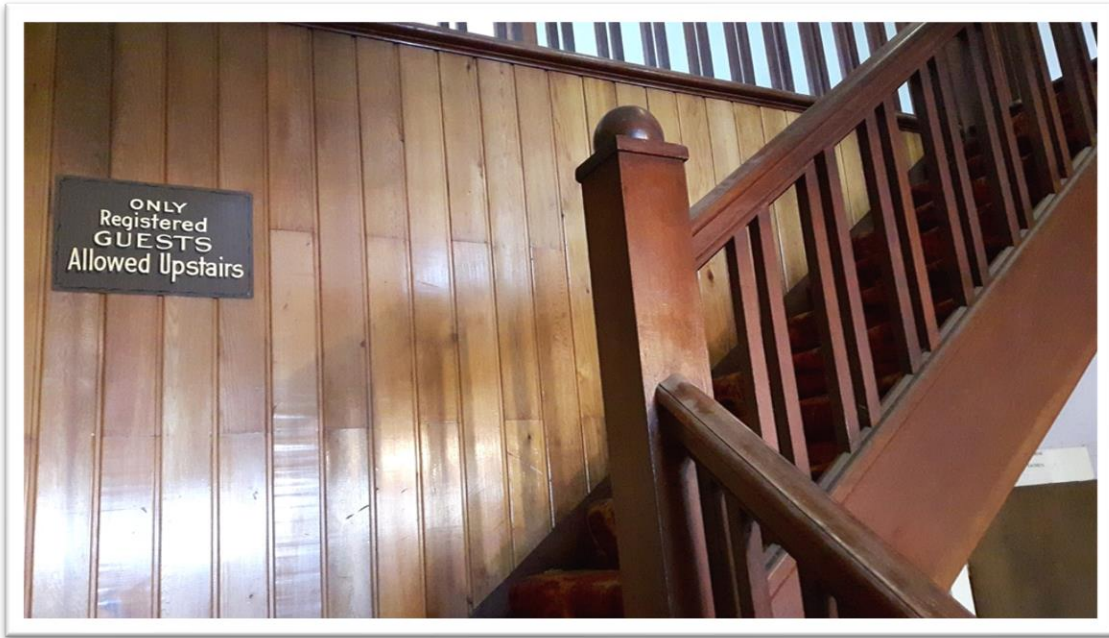


Figure 22: The Bar at the King George Hotel, photo by Glen Mofford taken prior to its closing in 2014



Figure 21: Terry-Towel cover tops on the tables in the King George Hotel, photo taken prior to its closing by Glen Mofford



*Figure 23: The iconic staircase in the King George Hotel*

## **RESEARCH RESOURCES**

Barr, Jennifer. (1997). *Cumberland Heritage: A Selected History of People, Buildings, Institutions and Sites 1888-1950*. Corporation of the Village of Cumberland.

Luxton, Donald. (2007). John Graham Johnson 1882 – 1945 (p.431). *Building the West: Early Architects of British Columbia*.

Cumberland Islander – various archival editions

Cumberland Museum and Archives – The King George Hotel file and archival photographs

Mofford, Glen. (2012). Interior photographs of the King George prior to shut down. *Historic Hotels & Pubs of British Columbia* (Facebook group).

Royal BC Museum Archives – Archival photograph of the King George Hotel

The Daily Colonist – 1933 archival edition.

## APPENDIX

### Fact Chronology

- 1918** In October 1918, the first cases of Spanish Influenza were confined first to the King George Hotel where the sick was cared for, until 24 beds in Cumberland Elementary School could be prepared, and teachers and volunteers could be trained.
- 1921** Following the repeal of the Prohibition Act in BC, Victor Bonora rented part of the main floor to the Liquor Control Board.
- Post 1921** There was a unique feature about the beer parlour at the King George. Patrons recall that post the 1921 Prohibition Act, many beer parlours across BC, including the one in King George, had gender segregation regulations in place where there were separate areas with two separate entrances for men and women. Women accompanied by their partners were allowed to sit anywhere.
- 1933** The King George Hotel is significant for its connection with a defining event in Cumberland's history. The disastrous 1933 fire began at the hotel when the hotel's first owner's wife, Carlotta Bonora, was lighting a candle to her husband's memory in her private chapel at the King George Hotel accidentally set fire to the curtains. Within two hours, the fire destroyed almost half of Cumberland's commercial district, where a total of ten houses and 18 commercial buildings were lost in the fire.
- 1941** The King George hotel property was sold at auction in January 1941, to Mr. and Mrs. Samuel James McCreery of Victoria for \$14,000.
- 1970s** Beer parlours were converted to hotel pubs making it an inclusive space for both men and women.

Short Summary: Student Internship- Village of Cumberland  
Exploring Next Steps for Establishing a Density Bonusing Scheme in the VCMU-1  
Heritage Commercial Core Zone of Cumberland

Jacob D. Burnley  
April, 2021

**Background on Internship & Task**

A lot of smaller and mid-sized communities across British Columbia are currently looking into density bonusing as an avenue through which to secure affordable and below-market housing units. The purpose of this project is explore the potential for the introduction of a density bonusing scheme in the VCMU-1 Heritage Commercial Core Zone of Cumberland, identify potential challenges, and illustrate the different ways other communities have outlined their programming. The final deliverable is to package suggestions and feedback for the planning team at the Village of Cumberland.

**What is Density Bonusing?**

Density bonusing is a land use incentive mechanism designed to encourage the production of affordable housing and the development of important community amenities. Density bonusing allows developers the option to build more units than would ordinarily be allowed on a site, allowing a development to exceed existing density or height restrictions up to a prescribed maximum.

Through research, it has been identified that this tool is implemented mainly via one of two ways. Either through a commitment from the developer to include a certain number of below-market units in the development, or in exchange for a significant cash contribution to a community amenity program or fund (for heritage protection or other community-oriented purposes).

**Approach to Research**

Beyond establishing an understanding of the role and purpose of density bonusing via academic literature, existing practices were explored by looking into a number of case study communities of various sizes in and around Southwestern British Columbia, including the City of New Westminster, City of North Vancouver, City of Campbell River, and the City of Parksville.

## General Findings and Common Themes

From this preliminary research, the following key themes were identified:

- It is difficult to create density bonusing programming that is attractive to developers particularly in smaller communities. In many communities, few developers have taken advantage of the programs in place, seeing exchanges as unattractive for financial reasons. With little uptake from developers, potential benefits (identified in the earlier planning process have not been realized.
- Plenty of information has been published and research done on the potential benefits of density bonusing, but little discussion taking place on existing best practices. Beyond information provided by organizations such as BC Housing in guides outlining potential tools through which to secure affordable housing, there is no central learning forum for smaller communities.
- Due to limited capacity on the part of some communities, there is a lack of assessment on existing density bonusing programs themselves as they age.
- May be difficult to institute a density bonusing scheme in a heritage area. If the Village of Cumberland is to move forward with establishing density bonusing in the VCMU-1 zone, incentives should be offered for restoration and preservation and heritage buildings must be viewed as a community amenity.

## Next Steps and Notes for the Village of Cumberland

For this research and assessments of various existing programs, it appears that there is general support for these programs amongst planners and policy makers, and they are attractive in theory, but in practice, calculations, and the exchanges that have subsequently been offered have fallen short.

From interviews conducted and via the literature consulted, for the Village of Cumberland, a next step will be to understand, via land value figures, how much revenue or affordable housing supply the community could actually generate from bonus density or amenity contribution programs. In that regard, an option for the community could be to work with a land economist to help them calculate what that is. Getting more data and those essential figures from someone who specializes in land economics is crucial in helping to build understanding around what you're giving to developers versus what you're getting in return.

**\*Note: This is a short overview of the research and project findings. A full report will be submitted to the Planning Department at the Village of Cumberland at the conclusion of this internship.**

# COMMITTEE OF THE WHOLE REPORT



REPORT DATE: April 16, 2021

MEETING DATE: April 26, 2021

File No. 1850-20

TO: Mayor and Councillors

FROM: Mayor Baird

SUBJECT: Cumberland 125<sup>th</sup> Anniversary, Celebration and Funding Opportunities

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## RECOMMENDATION

THAT the Committee receive the Cumberland 125<sup>th</sup> Anniversary, Celebration and Funding Opportunities report.

THAT the Committee request staff to work with Mayor Baird to draft terms of reference for a Cumberland 125<sup>th</sup> Anniversary Select Committee and report back to Council.

## PURPOSE

The purpose of this report is to give the Committee of the Whole an opportunity to discuss opportunities for a celebration and project to commemorate Cumberland's 125<sup>th</sup> anniversary.

## PREVIOUS COUNCIL DIRECTION

None

## BACKGROUND

The Village of Cumberland's 125<sup>th</sup> anniversary of incorporation as a municipality is taking place in 2023. Canadian Heritage has two funding programs for anniversary projects. The deadline for applications is April 20, 2022.

1. Community Anniversaries: Historical commemoration event that may include a minor capital project (up to \$25,000) for 100% of eligible expenses to a maximum of \$200,000.
2. Legacy Fund: Capital project that restores, renovates, or transforms an existing building or exterior space, e.g. statue, community hall renovation, monument, garden

I would like Council to consider the appointment of a select committee made up of representatives of community event organizations that would develop a celebration plan, prepare a budget, and draft an application for the Canada Heritage Community Anniversaries program. In order to do so, I am asking the Committee to ask staff to draft terms of reference and bring back for Council's consideration. The terms of reference would not include the task of considering a minor capital project, but rather this could be considered by Council in consultation with staff for a

project such as recognition of Indigenous peoples and/or the Mines survey mark, or other heritage or art project.

For any application to the Legacy Fund for a capital project, I have asked that the Chief Administrative Officer to consider this fund for projects already in our plans.

**STRATEGIC OBJECTIVE**

- Healthy Community
- Quality Infrastructure Planning and Development
- Comprehensive Community Planning
- Economic Development

**FINANCIAL IMPLICATIONS**

There is currently no funding in the 2021-2025 for this purpose.

**OPERATIONAL IMPLICATIONS**

Unknown at this time.

**ATTACHMENTS**

1. Canadian Heritage, Component II – Canadian Anniversaries Guide
2. Canadian Heritage, Legacy Fund Guide

**CONCURRENCE**

Respectfully submitted,

Mayor Baird

---

Mayor Baird



Canadian  
Heritage

Patrimoine  
canadien

Canada



# Building Communities Through Arts and Heritage

Component II — Community Anniversaries  
Guide



*Cette publication est également disponible en français.*

©Her Majesty the Queen in Right of Canada, (2014).  
Catalogue No. CH36-4/8-2-2014E-PDF  
ISSN 2292-4051

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# ***Building Communities Through Arts and Heritage —*** **Introduction**

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Every year, all across the country, Canadians enrich local community life by organizing and participating in arts and heritage activities such as festivals, commemorative events and legacy projects.

The Government of Canada's *Building Communities Through Arts and Heritage* program supports local arts and heritage festivals, commemorations and legacy projects that encourage community engagement through the active involvement of volunteers, community partners, local artists, artisans, heritage specialists or performers and the local population at the event.

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## **PROGRAM OBJECTIVE**

To engage citizens in their local communities through performing and visual arts, as well as through the expression, celebration, and preservation of local historical heritage.

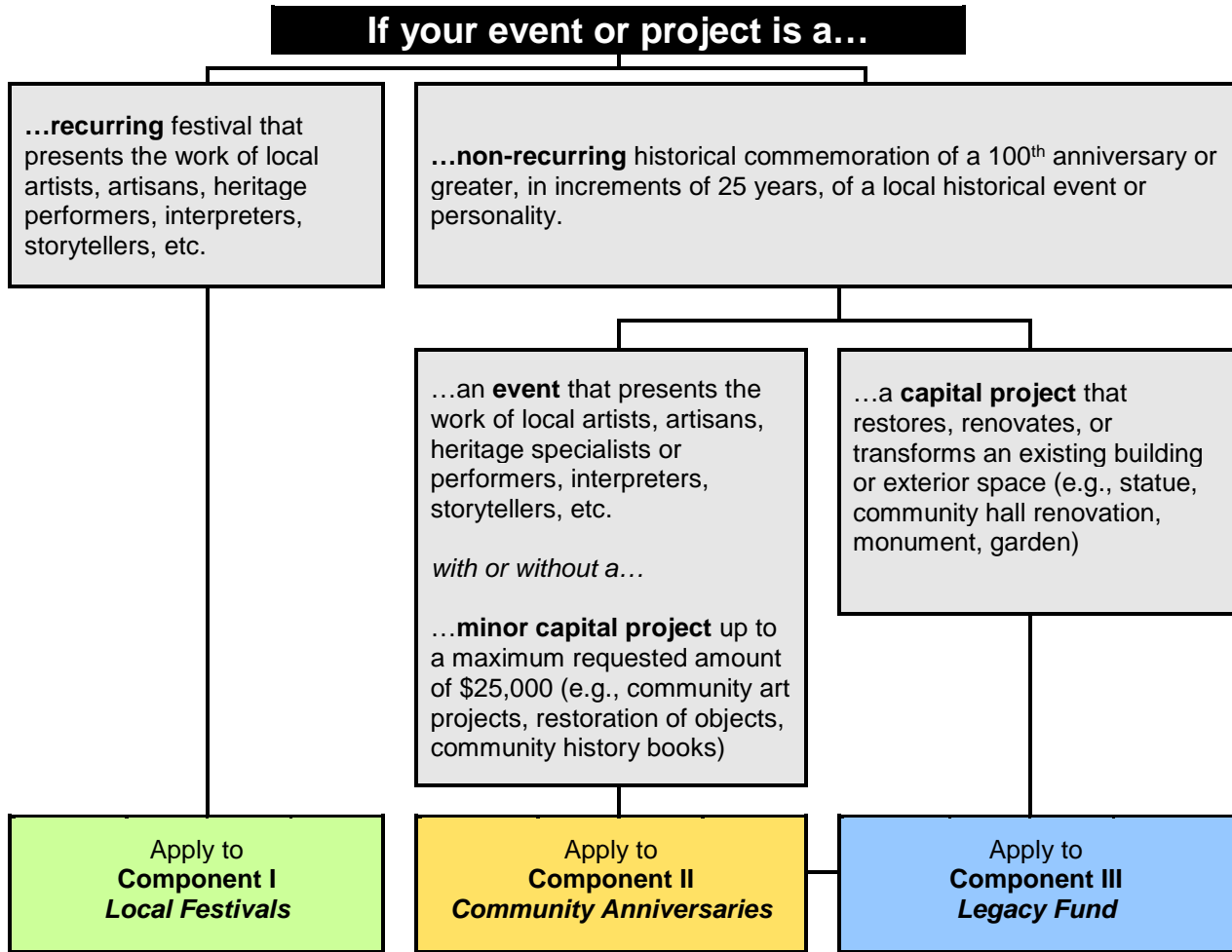
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## **EXPECTED RESULTS**

- Local citizens are provided with opportunities to engage in their communities through local arts and heritage
- Local partners within the community provide support to funded local festival, community anniversary and/or legacy projects
- Local citizens have opportunities to be exposed to local arts and heritage
- Local artists, artisans and/or heritage performers are provided with opportunities to engage in their communities through local arts and heritage

Terms that are underlined are defined in the Glossary.

**TO WHICH PROGRAM COMPONENT SHOULD YOU APPLY?**



NOTE: If you are planning to apply for a capital project of the following type - a statue, monument, fountain, garden, permanent exhibition, public art installation, mural - please contact the *Legacy Fund* to discuss whether the project fits best with the *Community Anniversaries* or *Legacy Fund* component. Please call 1-866-811-0055 and ask to speak to a Program Officer working in the *Legacy Fund* component of *Building Communities Through Arts and Heritage*.

Terms that are underlined are defined in the Glossary.

## Guidelines for Component II — *Community Anniversaries*

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The *Community Anniversaries* component provides funding to events and minor capital projects that are linked to the celebration of a 100<sup>th</sup> anniversary or greater, in increments of 25 years (100, 125, 150, etc.), of a significant local historical event or local historical personality. The projects must present the work of local artists, artisans and historical performers.

Successful applicants may receive up to 100 percent of eligible expenses to a **maximum of \$200,000**. Please note that *Building Communities Through Arts and Heritage* is a highly competitive program and the demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support.

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### APPLICATION DEADLINE

April 30

If your commemoration event or project occurs between January 1 and December 31, the deadline for application is April 30 of the previous calendar year.

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### WHO CAN APPLY?

To be **eligible** for funding from the *Community Anniversaries* component, your group must be one of the following:

- a local non-profit incorporated organization
- a local unincorporated non-profit group
- a local band council, local tribal council or other local Aboriginal government (First Nations, Inuit, or Métis) or equivalent organizations
- a municipal administration, or equivalent authority, a municipal agency, a public authority of the municipality

In addition, all applicants must encourage local community engagement through activities that promote, celebrate, and preserve local performing and visual arts or local heritage.

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### WHO CANNOT APPLY?

- individuals
- for-profit entities
- federal, provincial or territorial governments, including their Public Institutions (such as schools and universities) and Public Authorities (such as school boards or commissions, public library

Terms that are underlined are defined in the Glossary.

boards) that are not connected to the municipal government, with the exception of band councils and equivalents, as provided above

- educational institutions including universities, colleges and school boards; public libraries, hospitals
- groups with an exclusively provincial, territorial, national, or international mandate
- groups whose complete final reports for festivals, events, or projects previously funded by *Building Communities Through Arts and Heritage* have not been received by the Department

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## WHAT PROJECTS ARE ELIGIBLE?

To be **eligible** for funding from the *Community Anniversaries* component, your event and any minor capital project must:

- present local performing artists and/or the work of local creators and/or aspects of local heritage as a primary component of the project
- actively encourage local community engagement through volunteerism and citizen involvement in the planning and management of the event, through the creation of community partnerships and by providing opportunities for local artists to interact with the community
- mark a 100<sup>th</sup> anniversary or greater, in increments of 25 years (e.g., 125<sup>th</sup>, 150<sup>th</sup>) of a significant local historical event or a significant local historical personality (e.g., the person's birth, death, or the year of their significant achievement).
- present eligible activities which occur during the calendar year of the anniversary
- demonstrate a clear link with the anniversary
- have a duration of at least one day and not more than one year
- demonstrate support, in-kind and/or organizational support from the local community
- provide written confirmation of financial or other tangible support from the municipal government or equivalent authority for the project if the applicant is a local, non-profit organization
- present local artists, artisans and/or performers of local heritage
- be intended for the general public
- be barrier-free, easily accessed and appropriately promoted

If you **are not** a municipal administration or equivalent authority, your organization must have the written support of your municipal administration or equivalent authority, in the form of cash and/or in-kind support.

**NOTE:** The Department of Canadian Heritage will fund one *Community Anniversary* project per community to commemorate the same event or person. If the Department receives more than one such application, the applicants will be required to contact their municipal administration or equivalent authority to determine which project will be submitted to the *Community Anniversaries* component.

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Terms that are underlined are defined in the Glossary.

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## WHAT PROJECTS ARE NOT ELIGIBLE?

- events that do not feature local performing arts, visual arts and/or heritage activities as a primary component
- events that forecast a deficit
- events or activities whose primary purpose is fundraising or competition
- projects that receive financial support under the *Canada Arts Presentation Fund*, the *Canada Cultural Spaces Fund*, or components of the *Celebration and Commemoration Program* of the Department of Canadian Heritage
- activities celebrating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), or Canadian Multiculturalism Day (June 27)
- activities celebrating the national days, historical events, or personalities of other countries, or projects taking place outside Canada
- activities or projects that are primarily intended for recreation or sport, unless celebrating the anniversary of a locally significant sport or recreational activity
- projects on grave sites or cemeteries
- any activities presented by performing and visual arts or heritage groups or organizations (e.g., theatre or music organizations, museums, art galleries) that are assessed to be part of, or an extension of, their regular, ongoing performance or exhibition program
- events and activities of a primarily religious, political, or commercial nature, including food sales, art and craft sales, or book fairs
- conferences, workshops, and other activities that are not intended for the general public

If your event does not meet the Program's requirements, please visit the Funding Opportunities section of our website for more funding options by clicking [here](#).

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## WHAT EXPENSES ARE ELIGIBLE?

The Program funds expenses that are directly linked to activities that encourage and promote community engagement and that reflect the expected results of the Program, through events that commemorate a significant historical event or personality, and by the presentation of local performing and visual arts and/or heritage. Some examples include:

- costs of recruiting, training, supporting and recognizing local volunteers (e.g., food, non-alcoholic beverages, distinctive clothing)
- fees and expenses for local artists, artisans, and performers of local heritage activities
- fees and expenses related to the exhibition of artwork by local artists and artisans
- fees related to copyright and other related permits except for alcohol
- costs of publicity aimed at the local population
- presentation expenses, including equipment rental costs (e.g., rental of costumes, lighting, sound equipment, tents)
- logistical expenses (e.g., traffic barriers, portable toilets, garbage bins)
- venue rental and set-up costs

Terms that are underlined are defined in the Glossary.

- fees and expenses, up to a maximum requested amount of \$25,000 for minor capital projects related to the creation, restoration, purchase and/or commission of objects such as community art projects, works of art, plaques, written or visual materials
- cost of insurance for eligible activities
- expenses related to transportation, accommodation, etc., of persons associated with the anniversary
- expenses related to financial audits when one is required by the Program
- expenses related to environmental assessments when required by the Department

Applicants who incur expenses for a project before receiving written confirmation of funding do so at their own risk. Even if a project is approved, the Department cannot fund expenses incurred before the application deadline.

**Example:** You are celebrating the municipality's centenary through exhibitions and musical performances. The project has total eligible expenses of \$35,000. However \$5,000 of the materials were purchased before your completed application is submitted. You are therefore allowed to apply for up to 100 percent of \$30,000 only or a maximum of \$30,000.

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## WHAT EXPENSES ARE NOT ELIGIBLE?

- operating expenses of your group (e.g., salaries, travel, office equipment or furniture, vehicles)
- fees and expenses for non-local artists, artisans, or heritage performers (except for fees and expenses related to capital projects)
- creation costs for a performance (e.g., writing, artistic direction, rehearsals) or an exhibition
- creation, production and/or distribution of souvenirs
- expenses associated with creating parade floats
- expenses related to competitions (e.g., purchase of prizes, expenses of jury members) except for capital projects
- creation and/or commission of non-tangible works of art including theatre, music, multi-media work and dance works
- food and beverages, other than those allowed for volunteers
- purchase of equipment (e.g., computers, stage equipment, risers, lighting, sound equipment)
- purchase, commission, or restoration of religious art or artifacts currently used, or projected for use, in the practice of religious rites or ceremonies
- restoration of grave sites or cemeteries
- expenses related to archaeological digs
- purchase, commission, or restoration of items that are intended for sale
- security or paramedic services
- fireworks

Terms that are underlined are defined in the Glossary.

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## **COMMUNITY ANNIVERSARIES AND THE CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012**

If your activities are being carried out on federal lands, you are required to contact your Regional Office of the Department to validate if an environmental evaluation will be required or not for your project.

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### **HOW ARE APPLICATIONS EVALUATED?**

The Department of Canadian Heritage will assess your application under the following considerations:

- The degree to which your event engages the local community
- The degree to which your event features local arts and/or local heritage as a primary component
- The degree to which your event increases the exposure of local arts and/or local heritage in the community
- Your ability to manage the event as proposed

Specific factors to be considered include:

- the number of volunteers involved in your event/project
- the contribution of volunteers and other members of your community to the planning, implementation, and evaluation of your event/project
- the number of community partners involved in your event or project (e.g., community associations, historical societies, service clubs, local businesses, individuals)
- the degree to which your community partners actively participate in the event
- the level of cash and the nature of in-kind support from your community partners
- the significance to your community of the local historical event or local historical personality being commemorated
- how your activities/capital project(s) will enhance community exposure to local heritage
- how you demonstrate that your capital project(s) is linked to the anniversary you are commemorating
- the number of local artists, artisans, and performers of local heritage involved in your event/project
- the degree to which you feature your local artists, artisans and heritage performers
- the degree to which your event provides opportunities for interactive activities between the broader community and the local artists, artisans and heritage performers
- how you demonstrate that your event is intended for the general public and the level of participation of the local community
- how you demonstrate that your event is barrier-free, easily accessed and appropriately promoted
- a reasonable balanced budget (no surplus or deficit) and your capacity to manage the event/project. This will be assessed through:
  - expertise within your organization and available resources
  - work already completed including planning and community consultations

Terms that are underlined are defined in the Glossary.

- the degree to which the objective of the *Building Communities Through Arts and Heritage* program was met by previously funded projects (where applicable)

The assessment process takes into account the size of your geographic community and may include an examination of your website, media coverage of your project and/or your group and its activities, and other public documents.

Funding decisions are based on the number and quality of requests received for each deadline. Projects must pass each of the evaluation sections in order to be considered for funding.

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## APPLICATION PROCESSING TIME

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application. If you do not receive an acknowledgment after that period, please contact your Regional Office.

The goal is to issue official written notification of the funding decision within 26 weeks of the Program's application deadline dates. Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. All applicants will be notified in writing about the results of their application.

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## IF YOU RECEIVE FUNDING

The maximum funding for any one event/project from the *Community Anniversaries* component is \$200,000.

For funding amounts of \$50,000 or less, the Department of Canadian Heritage will determine if the funding will be disbursed as a grant or as a contribution. Funding amounts of more than \$50,000 are disbursed through a contribution agreement.

Some eligible expenses under the *Community Anniversaries* component may receive funding from other government sources (federal, provincial/territorial, municipal governments). The combination of financial assistance received from the *Community Anniversaries* component and other government sources cannot exceed 100 percent of the total eligible expenses of these activities.

If your application is approved for a grant, your initial payment will be processed within 28 days of the Department's receipt of the signed Liability Waiver Form, by which you indemnify the Crown and all its employees from the results of the undertakings of your group.

If your application is approved for a contribution, your initial payment will be processed within 28 days of the Department's receipt of the signed contribution agreement and a request for payment. Please note that in the case of a contribution, a waiver of liability is included in the contribution agreement.

Terms that are underlined are defined in the Glossary.

Recipients are strongly encouraged to obtain insurance to cover their own and their volunteers' activities within the context of the event/project.

Recipients may be required to provide a revised budget and a monthly cash flow for the duration of the event/project. If the Department determines that your project will require an environmental evaluation consistent with the Canadian Environmental Assessment Act, 2012, funding will be conditional on receipt and acceptance of the evaluation. In some cases, funding may also be conditional on the completion of steps to mitigate damage to the environment.

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials in a manner consistent with the guidelines found by clicking [here](#). Consult your Regional Office of the Department of Canadian Heritage for advice.

If your application is approved for a capital project, you are required to publicly acknowledge the commemoration of the historical event or personality. For example, a plaque attached to a mural created by the community could read, "This mural (title) was created by the community of (name) in 2010 to commemorate the 100<sup>th</sup> anniversary of the incorporation of the town in 1910." Or, in the case of the publication of a local history, the dedication might include, "This local history was created by the citizens of Our Town to commemorate the 200<sup>th</sup> anniversary of its founding in 1810."

The Department will, at its discretion, provide a plaque acknowledging the Government of Canada's financial assistance to capital projects, for placement on, or within a reasonable distance of the project. Plaques will be prepared and shipped at the Department's expense.

All recipients are required to submit a complete final report to the Department of Canadian Heritage. The report template is available on the Department's website.

Recipients of contributions of \$200,000 are required to submit an audited financial report of their project.

The Department may undertake to monitor your anniversary activities by various means including site visits, email or telephone inquiries and/or a review of media coverage.

The historical accuracy and content of the project are solely the responsibility of the recipient.

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## HOW TO APPLY

**IMPORTANT:** If you are planning to apply for a capital project of the following type - a statue, monument, fountain, garden, permanent exhibition, public art installation, mural - please contact the *Legacy Fund* to discuss whether the project fits best with the *Community Anniversaries* or *Legacy Fund* component. Please call 1-866-811-0055 and ask to speak to a Program Officer working in the *Legacy Fund* component of *Building Communities Through Arts and Heritage*.

Terms that are underlined are defined in the Glossary.

## USING THE INTERACTIVE FORMS

The Application Form and the Budget are available on the Department's website.

## USING THE PAPER FORMS

If you wish to apply using the paper format, you can obtain a complete application package by contacting your Regional Office of the Department of Canadian Heritage. The Contact List is published in this Guide and is available on the website.

### Step 1 – Complete the forms

Complete and provide signatures as required:

- Application Form Parts A to E (signatures required)
- Part F – Environmental Assessment Exclusion Questionnaire
- Part G - *Unincorporated Applicant Acceptance of Liability* form (if applicable and signatures required)
- Part H - Application Checklist (signature required)
- Part I - *Community Anniversaries Budget* – **MUST BALANCE (no surplus or deficit)**
- Proof of the anniversary date

### Step 2 – Assemble the application package

Using the Application Checklist as a guide, assemble the application package. Be sure to include the signed Application Checklist itself in the application package. Please note that incomplete applications may not be assessed.

In addition to the forms completed in Step 1, include the following documents, as per the Application Checklist:

#### Incorporated applicants

- a copy of your organization's letters patent and documents of incorporation
- a copy of your organization's bylaws (not mandatory in Quebec)
- a copy of your organization's two most recent financial statements (audited if available)
- a list of your Board of Directors with a clear indication of which members are elected officials or employees of any level of government

#### Unincorporated applicants

- a copy of your articles of association
- a copy of your two most recent financial statements (audited if available)

### Step 3 – Submit the application to the Department

**Applicants are responsible for sending their applications no later than the application deadline.**

Choose only ONE of the following two means to submit your complete application including supporting material.

Terms that are underlined are defined in the Glossary.

## **1. Email**

Email all the items listed in Step 1 no later than the application deadline to the appropriate email address of the Regional Office of the Department of Canadian Heritage as specified in the Contact List, which is published in this Guide and is available on the website.

All scanned signatures on all emailed documents must be handwritten and legible. Emailed applications that do not have all the required signatures will be considered incomplete.

### **Proof that an applicant has respected this eligibility criterion is established as follows:**

- Complete applications must be postmarked by the deadline date. When a submission deadline falls on a weekend or statutory holiday, it is extended to the following working day. The postmark provides proof of the date sent.
- The embedded “sent” date must be no later than 11:59 p.m. local time on the date of the application deadline.

**Or**

## **2. Mail, Courier or Hand-deliver**

Mail, courier or hand-deliver all the items in Steps 1 and 2 no later than the application deadline to the appropriate mailing address of the Regional Office of the Department of Canadian Heritage as specified in the Contact List, which is published in this Guide and is available on the website.

Mailed, couriered or hand-delivered applications that do not have all the required signatures will be considered incomplete.

### **Proof that an applicant has respected this eligibility criterion is established as follows:**

- Complete applications must be postmarked by the deadline date. When a submission deadline falls on a weekend or statutory holiday, it is extended to the following working day. The postmark provides proof of the date sent.
- For mailed materials: the envelope must be postmarked no later than the application deadline.
- For couriered and hand-delivered materials: the envelope must be stamped and receipted in a Regional Office of the Department of Canadian Heritage no later than 5:00 p.m. local time on the date of the application deadline.

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application. If you do not receive an acknowledgment after that period, please contact your Regional Office.

**For any assistance you may require, please contact your Regional Office of the Department of Canadian Heritage.**

Terms that are underlined are defined in the Glossary.

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## GLOSSARY

For the purpose of the *Community Anniversaries* component, the following definitions apply:

**Artisan:** Submissions featuring artisans must present arts and crafts (textiles, fashion, glass, wood, stone, folk art, floral art, etc.). Artisans from other areas, including food artisans who produce food for tasting, without a direct relation to local heritage tradition are not eligible under this Program because it is not a question of artistic activity, or activity within the local heritage.

***Canadian Environmental Assessment Act, 2012:*** An Act that ensures that the environmental effects of projects are carefully reviewed before federal authorities take action in connection with them so that projects do not cause significant adverse environmental effects.

**Cash flow:** A presentation of all anticipated revenue and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow presentation will forecast revenue and expenses to help you manage your funds. Over time your cash flow presentation will need to be updated to reflect the actual revenue and expenses.

**Commemoration:** Non-recurring local events or activities that pay tribute to an historical event or historical personality of significance for the community.

**Community:** The persons residing in and sharing a common geographic area that is smaller than a province or territory.

**Competition:** A contest in which participants are evaluated or judged. The Program will not fund any activities that rank or grade

participants, give prizes or ribbons (e.g., music/dance competitions, dog-sled racing, and agricultural competitions).

**Contingency:** A budgeted amount equal to 10 percent of the total planned expenses for the capital component, that may or may not be required, and that is intended to cover unforeseen expenses, variances, cost overruns, etc.

**Contribution:** A payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose, as outlined in a contribution agreement signed by the Department and the recipient. Recipients of a contribution are required to submit activity reports and revenue and expense reports.

**Engagement:** Identification of one's self as a part of a community; commitment to one's community.

**Festival:** A period of celebration that includes a number of local arts and/or heritage activities that are held in a particular geographic community.

**Grant:** A payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose. An organization or group that receives a grant is not required to submit revenue and expense reports, but must submit a final report to the Department upon project completion.

Terms that are underlined are defined in the Glossary.

**Heritage:** Comprises activities related to tangible or intangible attributes related to arts and/or history for the purpose of this Program. Examples: artifacts, arts objects, archives, stories, songs, legends, tradition, historical sites and events, but not restricted to them.

**In-kind support:** Donated goods or services (by a third party or by the applicant) without expectation of compensation or remuneration. In-kind support is considered to be a real contribution to the total planned expenses, but is not reimbursable by the *Building Communities Through Arts and Heritage* program. Donated goods or services may be eligible if they:

- are essential to the event's success, are eligible under the Program Guidelines, and would otherwise be purchased by the recipient
- can be assessed at fair market value (i.e., in relation to the purchase of similar materials and services)
- are recorded in the budget at fair market value such that total in-kind expenses equal total in-kind revenue

**Local:** Pertaining to a geographic area that is smaller than a province or territory, with a population characterized by a common culture, economic activity, or heritage, etc.; and by extension:

- **Local artist or artisan:** An artist or artisan born in, residing in, or having a significant connection to the geographic community identified by the applicant.
- **Local group or organization:** A group or organization that, through either its mandate, objectives or activities, clearly engages the geographic community in which it operates.

- **Local heritage:** Historical events or personalities directly linked to the history of the geographic community identified by the applicant.
- **Local historical event:** An occurrence in the past that contributed to shaping the geographic community identified by the applicant.
- **Local historical personality:** A person who was born in, resided in, or had a significant connection to the geographic community identified by the applicant.

**Persons associated with the anniversary:** Descendants or close relatives of the person who played a key role in the event or whose anniversary is being celebrated.

**Participation:** The members of a community taking part in activities such as festivals, events or projects. This participation can take various forms including donations of time, money, goods, services, etc.

**Primarily arts and heritage:** Arts and heritage are the main focus of the events rather than an accessory.

**Souvenirs:** Objects meant to commemorate events, people, places, or periods of time, that are produced in large numbers, either for sale, or free as promotional material. Examples include: pens, pins, snow globes, plates, miniatures, etc.

**Unincorporated non-profit group:** A group of at least three individuals who come together to conceive and carry out planned activities, operate on a cost recovery basis, and do not in any manner, distribute any income in excess of expenses to their members. Such a group is not

Terms that are underlined are defined in the Glossary.

a legal entity, nor is it necessarily permanent.

**Venue:** The place or site where activities occur (e.g., local theatre, park, school gymnasium, library, soccer stadium, farmer's field).

**Volunteers:** Individuals who of their own free will offer time, energy and skills with no expectation of monetary reward.



Terms that are underlined are defined in the Glossary.

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## CONTACT LIST

### Atlantic Region

#### Moncton

1045 Main Street, Third Floor, Unit 106

Moncton, New Brunswick E1C 1H1

Email: [pch-atlan@pch.gc.ca](mailto:pch-atlan@pch.gc.ca)

Telephone: 506-851-7066

Fax: 506-851-7079

Toll-free: 1-866-811-0055

#### Halifax

1869 Upper Water Street

Pickford & Black Building, PB301

Halifax, Nova Scotia B3J 1S9

Email: [pch-atlan@pch.gc.ca](mailto:pch-atlan@pch.gc.ca)

Telephone: 902-426-2244

Fax: 902-426-5428

Toll-free: 1-866-811-0055

#### Charlottetown

Jean Canfield Government of Canada Building

191 Great George Street

Charlottetown, Prince Edward Island C1A 4L2

Email: [pch-atlan@pch.gc.ca](mailto:pch-atlan@pch.gc.ca)

Telephone: 902-566-7188

Fax: 902-566-7186

Toll-free: 1-866-811-0055

#### St. John's

John Cabot Building

10 Barters Hill, Third Floor

P.O. Box 5879

St. John's, Newfoundland and Labrador

A1C 5X4

Email: [pch-atlan@pch.gc.ca](mailto:pch-atlan@pch.gc.ca)

Telephone: 709-772-5364

Fax: 709-772-2940

Toll-free: 1-866-811-0055

### Quebec Region

#### Montreal

Dominique-Ducharme Building

105 McGill Street, Second Floor, Unit 200

Montreal, Quebec H2Y 2E7

Email: [pch-qc@pch.gc.ca](mailto:pch-qc@pch.gc.ca)

Telephone: 514-283-8592

Fax: 514-283-3126

Toll-free: 1-866-811-0055

### Ontario Region

#### Toronto

180 Queen Street, 9<sup>th</sup> floor

Toronto, Ontario M5V 3X3

Email: [pch-ontario@pch.gc.ca](mailto:pch-ontario@pch.gc.ca)

Telephone: 416-954-0395

Fax: 416-973-6542

Toll-free: 1-866-811-0055

### Prairies and Northern Region

#### Yellowknife

Government of Canada Building

5101 - 50<sup>th</sup> Avenue, Suite 306

Yellowknife, Northwest Territories X1A 2N4

Email: [pnr.rpn@pch.gc.ca](mailto:pnr.rpn@pch.gc.ca)

Telephone: 867-766-8480

Fax: 867-766-8489

Toll-free: 1-866-811-0055

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## **Regina**

1975 Scarth Street, Suite 400  
Regina, Saskatchewan S4P 2H1  
Email: [pnr.rpn@pch.gc.ca](mailto:pnr.rpn@pch.gc.ca)  
Telephone: 306-780-7287  
Fax: 306-780-6630  
Toll-free: 1-866-811-0055

## **Winnipeg**

240 Graham Avenue, Suite 510  
P.O. Box 2160  
Winnipeg, Manitoba R3C 3R5  
Email: [pnr.rpn@pch.gc.ca](mailto:pnr.rpn@pch.gc.ca)  
Telephone: 204-983-3601  
Fax: 204-983-5365  
Toll-free: 1-866-811-0055

## **Western Region**

### **Edmonton**

Canada Place  
1132 – 9700 Jasper Avenue  
Edmonton, Alberta T5J 4C3  
Email: [wr-ro@pch.gc.ca](mailto:wr-ro@pch.gc.ca)  
Telephone: 780-495-3350  
Fax: 780-495-4873  
Toll-free: 1-866-811-0055

### **Vancouver**

205 – 351 Abbott Street  
Vancouver, British Columbia V6B 0G6  
Email: [wr-ro@pch.gc.ca](mailto:wr-ro@pch.gc.ca)  
Telephone: 604-666-0176  
Fax: 604-666-3508  
Toll-free: 1-866-811-0055

Terms that are underlined are defined in the Glossary.



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[Canada.ca](#) > [Culture, history and sport](#) > [Funding](#)

> [Building Communities Through Arts and Heritage](#)

> [Legacy Fund – Building Communities Through Arts and Heritage](#)

# Application Guidelines - Legacy Fund

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## Building Communities through Arts and Heritage

On this page:

- [Objectives and expected results for the Building Communities through Arts and Heritage program](#)
- [Objectives and expected results for the Legacy Fund](#)
- [Application deadline](#)
- [Who can apply](#)
- [Eligible projects](#)
- [Eligible expenses](#)
- [Eligibility](#)
- [Limits of government assistance](#)
- [Applying for more than 12 months](#)
- [How to apply](#)
- [Application process](#)
- [How applications are evaluated](#)
- [Evaluation criteria](#)
- [Application processing time](#)
- [Funding decisions](#)

- How funding is provided
- Funding conditions
- Official languages requirements
- Diversity and inclusion
- Acknowledgement of financial assistance
- Impact Assessment Act
- Preservation of Historic Places in Canada
- Access to information requests
- Disclosure of information
- Audits of recipients and evaluation of the Program
- Contact us
- Glossary

## Objectives and expected results for the Building Communities through Arts and Heritage program

The Building Communities through Arts and Heritage program helps you celebrate your community, its past and its present. The Program increases opportunities for local artists, artisans, heritage performers or specialists and First Nations, Inuit and Métis cultural carriers to be involved in their community. It also allows local groups to commemorate their local history and heritage. The expected results of the program are as follows:

- citizens have the opportunity to get involved in their community through the arts and heritage;
- partners within the local community support the festivals and local commemorative projects;
- citizens have access to arts and local heritage; and

- artists, artisans, heritage performers or specialists and cultural carriers have the opportunity to get involved in their community.

## Objectives and expected results for the Legacy Fund

The Legacy Fund component supports community-initiated capital projects that restore, renovate or transform an existing building or exterior space (such as a statue, community hall, monument, garden or work of art) intended for community use. The expected results of the Legacy Fund component are as follows:

- more existing buildings or exterior spaces in local communities that are restored, renovated or transformed, and therefore available for community use; and
- citizens have the opportunity to get involved in the preservation of heritage in their community.

## Application deadline

There is no established deadline date to submit a funding application under Legacy Fund component, as applications are accepted on a continuous basis. However, you must submit your application no later than the date of the anniversary being celebrated. You are encouraged to submit your application at least 12 months prior to the proposed start date for your project (or six months prior for smaller projects with total costs of 200K or less).

## Who can apply

To be eligible for funding, your organization must have been in operation for at least two years, plan to continue operating after this project's completion, and be one of the following:

- a local non-profit incorporated organization; or
- a local band council, local tribal council, or other local Indigenous government (First Nations, Inuit or Métis) or equivalent organization; or
- a municipal administration or any of its agencies, boards or commissions that, for the purposes of your proposed commemoration project, demonstrate an active partnership with at least one community-based group.

In addition, all applicants, including the community-based groups that will partner with municipal governments, must:

- have a publicly stated objective that is linked to the local community; and
- encourage local community engagement through activities that promote, celebrate, and preserve local arts or local heritage.

For projects with multiple stakeholders, the applicant must be responsible for implementing the project, including managing the finances and taking legal responsibility.

The following groups or individuals **are not eligible**:

- ad hoc groups and organizations without legal incorporation;
- for-profit businesses;
- federal, provincial or territorial governments and their agencies, councils or commissions that are not connected to the municipal government, with the exception of band councils and equivalents, as provided above;

- educational institutions, including universities, colleges and school boards; public libraries, hospitals;
- groups with an exclusively provincial, territorial, national or international mandate;
- groups whose complete final reports for festivals, events, or projects previously funded by the Building Communities Through Arts and Heritage program have not been received by the Department; and
- individuals.

## Eligible projects

To be eligible for funding from the Legacy Fund, your project must be a community-initiated project that is intended to commemorate a significant local historical event or pay tribute to a significant local historical personality marking a 100th anniversary or greater, in increments of 25 years (e.g. 125th, 150th). The project must involve the restoration, renovation, or transformation of an existing building and/or exterior space intended for community use, such as, but not limited to:

- a community museum or theatre;
- a longhouse;
- a public garden or park for which over half the costs deemed reasonable by us are devoted to the arts and heritage elements (the legacy) of the anniversary; and
- a formerly religious building transferred to secular use.

Eligible projects also include the purchase, commissioning, restoration, and/or installation of objects that will transform an existing building and/or exterior space intended for community use, such as, but not limited to:

- a work of art;

- a monument;
- a sculpture; and
- a public mural.

The following projects **are not eligible**:

- buildings celebrated for their architectural history, unless they have played a significant role in the enhancement of community life;
- projects that forecast a deficit;
- projects that receive financial support under the Canada Cultural Spaces Fund or components of the Celebration and Commemoration Program of the Department of Canadian Heritage, including Celebrate Canada;
- projects commemorating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), or Canadian Multiculturalism Day (June 27);
- projects commemorating the national days, historical events, or personalities of other countries or projects taking place outside Canada;
- projects that are primarily intended for recreation or sport, unless celebrating a locally significant anniversary of a sport or recreational activity;
- projects that are of a religious, political, or commercial nature;
- projects on grave sites or cemeteries (including cenotaphs);
- public works projects such as the building or restoration of roads, wharves, and sewers;
- construction of a new building; and
- historical building renovations that are not directly linked to the commemoration (e.g., buildings less than 100 years old).

If your project does not meet the Legacy Fund's requirements, please visit the [Funding Opportunities](#) section of our website for more funding options.

## Eligible expenses

Only project-related expenses, which can be of cash and in-kind value (see definition in the Glossary), are eligible. They must be directly linked to activities that encourage and promote community engagement and reflect the expected results of the Legacy Fund, through projects that commemorate a significant historical event or personality. Some examples include:

- costs related to the restoration, renovation, or transformation of a building and/or an exterior space, including demolition, excavation, materials, labour and specialized equipment;
- costs related to the commissioning and/or installation of statues, murals, works of art, and Indigenous gathering circles;
- acquisition of land, buildings, or significant objects;
- costs associated with the unveiling/launch of the commemorative project of up to 10 percent of total eligible project costs to a maximum of \$10,000;
- the commissioning of planning and design studies for the project (e.g., architectural drawings, engineering studies, environmental assessments, heritage reports);
- costs incurred in conducting project financial audits for requests over \$250,000;
- costs of recruiting, training, and supporting local volunteers who are directly involved in the transformation of a building/exterior space;
- project contingency of up to 10 percent of cash expenses directed towards planning, acquisition, construction, or material costs of the

project;

- cost of insurance for eligible activities; and
- HST, PST, GST: only the portion of the applicable tax that is not reimbursable by the federal government through its tax credit program is eligible.

The following expenses **are not eligible**:

- costs related to routine maintenance;
- operating expenses of your organization (e.g., salaries, business travel expenses, office equipment and furniture, vehicles);
- purchase, commission, or restoration of religious art or artifacts currently used or projected for use in the practice of religious rites or ceremonies;
- archaeological digs;
- costs related to public works infrastructures such as building/restoration of roads, wharfs, or sewers;
- restoration of cemeteries or grave sites (including cenotaphs); and
- purchase, commission, or restoration of items that are intended for sale.

We cannot fund expenses incurred before we receive your application. If you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.

## Eligibility

We are responsible for determining the eligibility of each applicant, its project and project-related expenses.

The Legacy Fund is highly competitive. Requests for funding typically exceed our available resources. If your organization is eligible, submitting an application does not guarantee funding.

## Limits of government assistance

To ensure the success of your project, we encourage you to have other funding sources. This may include contributions from your organization, the private sector or other levels of government.

The total financial assistance received from the Legacy Fund and other levels of government (federal, provincial, territorial and municipal) cannot exceed 100% of your total project-related costs.

We can fund up to 50% of your project's total eligible expenses. Grants may be awarded in a single fiscal year, up to a maximum of \$50,000.00 per project. Contributions may be awarded up to a maximum of \$500,000.00 per project, regardless of the number of fiscal years.

We will accept only one project per community commemorating a single person or event through the Legacy Fund. If we receive more than one such application, we will inform you and you will be required to contact the municipal administration or equivalent authority to determine which project will be submitted.

## Applying for projects that are more than 12 months

You may request funding for a project spanning more than 12 months. You must then show that there is a need for a multi-year commitment and that you have the capacity to complete the project. This is demonstrated with a

realistic project timeline and budget projections as well as sound governance.

## How to apply

Read these Application Guidelines in their entirety and contact a Legacy Fund officer before completing your application.

You must meet all eligibility requirements and submit a complete application package to be considered for funding. A complete application package is comprised of the General Application Form (PDF (Portable Document Format), 351 KB (Kilobyte)) and the documents identified on the last page of the general application form, which includes the following items that are required to determine the applicant and project eligibility:

- the Application Form (signatures required);
- the Legacy Fund Budget;
- a proof of the anniversary date;
- a copy of your organization's letters patent and/or documents of incorporation;
- a copy or weblink of your organization's by-laws;
- a copy of your organization's two most recent financial statements (audited if available); and
- documentation of ownership or long-term facility lease (minimum ten years) or operational agreements between the organization and the facility owner.

If you are a local non-profit incorporated organization:

- a letter of support from the municipal administration or equivalent authority that includes:

- endorsement over all others in your community of the capital project to commemorate this anniversary; and
- the monetary value of the cash and/or in-kind support to this project, presented separately.

If you are a municipality:

- a letter of support from your local partner group in which it describes its role in the project, and how the completed project supports its mandate. The partner group must also demonstrate that its members will:
  - have a meaningful degree of decision-making authority from conception to execution of the project; and
  - be primarily or jointly responsible for the operations, programming or maintenance of the completed project (where relevant).

If the project will have ongoing activities after its completion, please include any signed agreements between the two parties.

## Application process

- Complete, sign and date the Application Form (PDF (Portable Document Format), 351 KB (Kilobyte));
- Attach all the required supporting documents; and
- Submit your application in only **one format**.

### Mail or in-person submissions

You can mail, courier or hand-deliver your complete application package to the nearest office of the Department of Canadian Heritage.

### Email submissions

We encourage you to submit your application package electronically to the following email address: [PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca).

Please [contact us](#) if you wish to submit your application package by fax.

## How applications are evaluated

We fund projects that have clear objectives and measurable results. Your application will be evaluated based on the evaluation criteria below by a review committee who will compare it with other applications and prioritize it in relation to the funds available.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a rejection of your new application.

## Evaluation criteria

The following factors will be considered:

How does your project engage the local community?

- Volunteers directly involved in the project;
- Community partners that provide cash or in-kind support to the project;
- Visibility of the project, during and after its completion; and
- Accessibility of the finished project for the community and visitors.

In what way are the arts and heritage featured during the anniversary commemoration activities and to what extent will your project make local arts and heritage better known in the community?

- The impact which the event or person had on the community (relevance of the anniversary);

- Elements of the project that are directly linked to the event or person(s) being celebrated;
- Engagement of local artists, artisans and specialists and/or cultural carriers during the project;
- Future arts and/or heritage activities planned for the project site; and
- The impact the project will have on community awareness of the person or event being celebrated.

To what extent does your organization have the ability to successfully carry out the project as proposed?

- Your ability to carry out the project on a reasonable and balanced budget (without surplus or deficit).

## Application processing time

Please refer to the [Service standards for Canadian Heritage funding programs](#) or [contact the Program](#).

We will acknowledge receipt of your application within two weeks of receiving it. If you do not receive an acknowledgement of receipt within this time, please contact us.

## Funding decisions

We determine funding amounts based on your financial need. Please note that decisions regarding eligibility and funding amounts are final.

## How funding is provided

We will determine if funding will be disbursed as a grant or as a contribution.

A grant is a payment issued to a recipient for a project. The conditions you agreed to at the time of application will apply. At the end of your project, you may be required to submit a report and/or participate in the evaluation of results.

A contribution is a conditional payment issued to your organization for a specific purpose, as outlined in a funding agreement. The agreement is signed by your organization and by us and specifies the terms and conditions to receive payment. At the end of your project, you must submit a final report.

## **Funding conditions**

You may be required to submit interim reports during your project. If you receive \$250,000 or more as a contribution, you are required to submit an audited financial report. Additional conditions may apply and, if applicable, will be included in your funding agreement.

## **Official languages requirements**

We are committed to taking positive measures to enhance the vitality of official-language minority communities and to promote the use of English and French in Canadian society. If you receive funding, you agree to comply with the official languages requirements set out in your application and in your funding agreement.

## **Diversity and inclusion**

It is expected that all activities undertaken as part of funded projects will take into consideration the needs of diverse Canadians, including but not limited to Indigenous Peoples, Canadians of various faiths, cultures,

ethnicities, abilities, sexual orientations and gender identities.

## Acknowledgement of financial assistance

If you receive funding, you must publicly acknowledge – in English and in French – the financial support received from the Government of Canada in all communications materials and promotional activities. Additional requirements may be included in your funding agreement.

For additional information, please refer to our [Guide on the public acknowledgement of financial support](#).

## Impact Assessment Act

If you receive funding, your project may be subject to the provisions of the [Impact Assessment Act](#). If your activities are to be carried out on federal lands, we will contact you for additional information prior to the start of your project.

## Preservation of Historic Places in Canada

If your project includes the restoration and/or renovation of a historic place recognized by a municipal, provincial or territorial government and/or is listed with the Canadian Register of Historic Places, we will seek assurance of adherence to the Standards and Guidelines for Conservation of Historic Places in Canada, available at [www.historicplaces.ca](http://www.historicplaces.ca), and that provincial, territorial and/or municipal regulations and laws protecting heritage value will be respected.

## Access to information requests

We are subject to the [Access to Information Act](#) and the [Privacy Act](#). The information you submit in your application may be disclosed in accordance with these acts.

## Disclosure of information

By submitting your funding application, you authorize us to disclose any information submitted with this application within the Government of Canada or to outside entities for the following purposes:

- to reach a decision;
- to evaluate the results of the project; and
- to support transparency, accountability and citizen engagement.

## Audits of recipients and evaluation of the Program

We reserve the right to audit your accounts and records to ensure compliance with the terms and conditions of your funding agreement. We also conduct periodic program evaluations, during which you may be required to present documentation.

You must keep any records, documents, or other information that may be required to perform the audit or the evaluation for five years.

Demonstrated failure to maintain such records may result in the repayment of amounts previously received.

## Contact us

For further information, please contact us.

Department of Canadian Heritage  
Building Communities through Arts and Heritage  
15 Eddy Street  
Gatineau, Quebec  
K1A 0M5

**Email**

[PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca)

**Telephone**

819-997-0055  
1-866-811-0055 (toll free)

**TTY (teletypewriter)**

1-888-997-3123 (for people who are deaf, hard of hearing or speech-impaired).

Agents are available to answer your questions Monday to Friday from 8:30 to 5:00 (ET).

## Glossary

**Artisan**

An individual who makes crafts using glass, wood, stone, textiles and leather, etc. according to ancestral traditions.

**Artist**

An individual who practices an artistic discipline (i.e., music, dance or theatre) or one of the applied arts.

**Audited financial report**

An audited financial report includes a statement of operations for the given period with regard to the Project and is prepared by a certified accountant who is not part of your organization.

**Audited financial statements**

A complete set of financial statements including a statement of financial position; a statement of operations; and a statement of changes in financial position. Audited financial statements are completed by a certified accountant who is not part of your organization. The certified accountant performs auditing activities in accordance with generally accepted accounting principles.

### **Business plan**

A written document that describes your organization's current status and plans for two to five years. It identifies future opportunities and includes the financial, operational and marketing strategies to achieve your goals.

### **Cash flow**

A presentation of all anticipated revenues and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow will have only forecasted revenues and expenses. Over time, your cash flow will be updated to reflect the actual revenues and expenses.

### **Community**

People who live in and share the same geographical area, which is smaller than a province or a territory.

### **Community engagement**

Community engagement represents the collaboration of members of a community regarding a common cause.

### **Cultural carriers**

Cultural Carriers are individuals whose role within First Nations, Inuit and Métis communities supports the preservation, retention, maintenance, and knowledge production/transfer of specific Indigenous worldviews, cultural practices and traditions through art and creative practice. This may include Elders, knowledge keepers, traditional educators and language holders.

### **Ethnocultural communities**

A group of people whose members identify with each other, through a common heritage. For the purpose of this definition, ethnocultural

communities include Canadians of diverse culture such as, but not limited to African, Arab, Asian, Latin American or mixed heritage.

### **Final financial report**

A final financial report includes, as separate items, the budget as well as all of the revenues realized and expenditures incurred for the given period with regard to the Project being funded.

### **Final report**

A final report is submitted at the end of your project based on the requirements in the funding agreement. Your final report needs to provide the results of the activities you have undertaken for the duration of your project and include a final report of actual revenues and expenses.

### **Financial statements**

A complete set of financial statements, including a statement of financial position; a statement of operations; and a statement of changes in financial position. Financial statements may be audited or unaudited.

### **Heritage**

Comprises activities related to tangible or intangible attributes related to history for the purpose of this program. Examples: artifacts, art objects, archives, stories, songs, legends, traditions, historical sites and events, but not restricted to them.

### **Indigenous communities**

Indigenous communities include First Nations, Métis and Inuit communities.

### **In-kind contribution (in-kind support)**

In-kind support is considered to be a real contribution to the total planned expenses, but is not reimbursable. Donated goods or services may be eligible if they:

- are essential to the project's success;
- are eligible expenses and would otherwise be purchased by the recipient;

- are assessed at fair market value (in relation to the purchase of similar materials and services); and
- are recorded in the budget at fair market value such that total in-kind expenses equal total in-kind revenue.

## Interim reports

Interim reports are submitted during your project based on the requirements in the funding agreement. Your interim report will provide the results of the activities you have undertaken for a specific period, a report on the status of work to be accomplished and include updated revenue and expense reports.

## Local

Pertaining to a geographic area that is smaller than a province or territory, with a population characterized by a common culture, economic activity, heritage, etc.; and by extension:

- **local artist or artisan or cultural carrier:** an artist or artisan or cultural carrier born in, residing in, or having a significant connection to the geographic community identified by the applicant;
- **local historical event:** an occurrence in the past that contributed to shaping the geographic community identified by the applicant;
- **local group or organization:** a group or organization that, through either its mandate, objectives or activities, clearly engages the geographic community in which it operates;
- **local heritage:** historical events or personalities directly linked to the history of the geographic community identified by the applicant; and
- **local historical personality:** a person who was born in, resided in, or had a significant connection to the geographic community identified by the applicant.

## Official-language minority communities

Official-language minority communities are the Francophone communities located outside of Quebec and the Anglophone communities located in Quebec.

## **Participation**

The members of a community taking part in activities such as festivals, events or projects. This participation can take various forms including donations of time, money, goods, services, etc.

## **Volunteer**

An individual working on behalf of others without receiving financial or material gain.

### **Date modified:**

2020-05-25



# QUARTERLY REPORT TO COUNCIL

January – March 2021



THE VILLAGE OF  
**CUMBERLAND**

250.336.2291  
info@cumberland.ca  
cumberland.ca

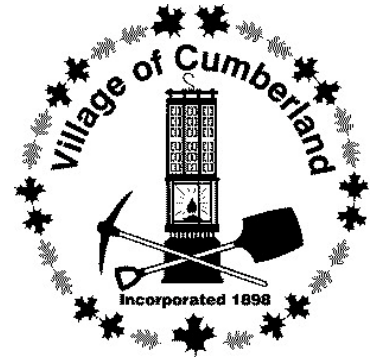
2673 Dunsmuir Avenue  
Box 340, Cumberland, BC  
V0R 1S0



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# STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: April 22, 2021  
REPORT PERIOD: January to March 2021  
FROM: Clayton Postings, Chief Administrative Officer

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The attached report is for the period of January to March 2021 and summarizes activities relating to the Village's Strategic Priorities and major projects. As well the following department quarterly reports are included.

- Fire Department
- Bylaw Services
- RCMP
- Development Services
- Legislative Services (Council Resolution list)

## QUARTERLY SUMMARY

2021 continues where 2020 left off, with many challenges relating to the ongoing pandemic response and numerous Public Health Orders. For the most part impact to the Village operations, initiatives and projects has been limited, though there were some delays to activities, as staff are often responding to Public Health Orders, or having to adapt work processes. Staff continue to adjust work plans and look at creative ways to continue to ensure Village Services are not impacted.

Some of the key highlights of the first quarter of 2021 include:

- New Fire Hall construction complete
- New Water treatment plant operational
- Village was a recipient of \$169k for improvement to the boat launch and waterfront at Lake Park

- Village Forest Land Management Strategy adopted
- Zoning Bylaw amendments and update complete
- Cumberland Investment Attraction plan adopted by Council
- Windermere Rd. and sidewalk upgrades complete
- Phase 1 of Village office reopen plan complete

#### **ATTACHMENTS**

1. Village of Cumberland Strategic Priorities 2021 first quarter report



**122**  
GOALS

**45%**  
GOAL COMPLETION

**STRATEGIC PRIORITIES 2020-2023 PLAN**  
**QUALITY INFRASTRUCTURE PLANNING AND DEVELOPMENT**







Goal	Details	2...	2021	2022	2023	2024	2025	Comment	Current Completion	Task
<b>Asset Management</b>	Maintain a high-level, systematic approach that supports the Village in moving toward service, asset and financial sustainability.		[Green bar spanning 2021-2024]						On Track	
→ <b>Civic facilities and properties review</b>	Conduct a review of existing and future civic facilities and properties including partnership opportunities, space requirements, and service levels.			[Yellow bar]				<b>NEW</b> The RFP for this project closed in March and the Village did receive some submissions. Staff review of the submissions has confirmed that the proposals are not within the budget and scope. Staff are looking options to move forward with the project.	Behind	
→ <b>Asset Management Policy</b>	Policy that outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.			[Green bar]				<b>NEW</b> The Village has submitted application to the FCM Municipal Asset Management program, seeking financial support to expand the asset management project. The Village should be made aware of the status of the application in April 2021. The project will commence with the funding or without in May 2021.	Not started	

<p>→ <b>Construct new Fire Hall</b></p>	<p>Construct a new Village fire hall building which replaces the existing fire hall.</p>		<p><b>NEW</b> The new Fire Hall construction project is now complete and the fire department has now moved into the new facility. There does remain a number of activities relating to moving the office and other equipment which will occur over the coming months. Village staff are working with the Project Manager (MKM) on finalizing all contract payments, a financial report will be provided once all invoices are processed.</p>	<p>Complete</p>	
<p>→ <b>Inventory Natural Assets</b></p>	<p>Identify environmentally sensitive areas to ensure an appropriate balance between future growth of community and preservation of key natural assets.</p>		<p><b>NEW</b> Draft report submitted by MNAI has been reviewed and recommendation revise scope to focus on Perseverance Watershed. The Village will continue to work with the committee to determine next steps</p>	<p>On Track</p>	
<p><b>Liquid Waste Management</b></p>	<p>Develop an environmentally sustainable method of treating the Village's liquid waste.</p>			<p>On Track</p>	
<p>→ <b>High performance waste water treatment project</b></p>	<p>Satisfy conditions of existing operating permit through upgrades to existing Liquid Waste Treatment system. Project part of ICIP grant funding.</p>		<p><b>NEW</b> RFP for project engineer, project and construction management complete. Council has approved contractors. Staff are currently finalizing contracts details.</p>	<p>On Track</p>	
<p>→ <b>Future Waste Water Treatment Approval</b></p>	<p>Proceed toward registration under the MWR or LWMP operational certificate. Completion by 2025.</p>			<p>Not started</p>	
<p><b>Drinking Water</b></p>	<p>Maintain high quality safe drinking water supply and service that meets the all regulatory requirements.</p>		<p>The new Water Treatment Facility was brought online in December 2020. Island Health provided the Village the updated permit and drinking water to the community now runs through the new facility.</p>	<p>On Track</p>	

→ <b>Dam #2 reconstruction funding confirmation</b>	Based on the preliminary design the Village will seek funding to complete detailed design, construction, and creek restoration.					<b>NEW</b> The Village has not been provided a response relating to the ICIP funding application for the reconstruction of the Dam #2 which was submitted in October 2020.	On Track	
→ <b>Watershed Management Plan</b>	2016 Village watershed management plan actions, including: stakeholder engagement, infrastructure and water monitoring, mitigation strategies, education and reporting.					Recommendations from the WMP are starting to be included in annual budgeting and for 2021 we are looking to install monitoring equipment at Stevens Lake.	On Track	
<b>Transportation Assessment</b>	Review risk and opportunities relating to active transportation, parking, walkability, connection/paths, accessibility, sidewalks, transit.						Not started	
→ <b>Traffic and Pedestrian data collection</b>	Collect data to inform updated transportation master plan. Including: vehicle, bicycle, pedestrian and parking.						Not started	
→ <b>Transportation Master plan</b>	Plan and inform corridors and standards relating to roads and pathways.					<b>NEW</b> Staff are working on inviting a consultant to deliver to Council a workshop to review the process relating to transpiration master plans and outline key considerations.	Not started	<b>Community wide speed limit reduction option</b> <input type="checkbox"/> Council directed Staff to include in the transportation review the option of a speed limit reduction or blanket 30km zone throughout community.

## COMPREHENSIVE COMMUNITY PLANNING

Goal	Details	2020	2021	2022	2023	Comment	Current Completion	Task
<b>Community Climate Change Assessment</b>	As per the OCP, consider climate change impacts and risk and provide options to enable adaptation.						Not started	
→ <b>Climate assessment, mitigation and adaption</b>	Based on principles in the Comox Valley Sustainability Strategy target in the Regional Growth Strategy of 2011, Develop Village assessment for measures to undertake to deal with climate change impacts. As per the OCP, assist developers and stakeholders as they consider climate impacts and provide resources and conducting research to enable adaptation.						Not started	

<p><b>Zoning Bylaw Update</b></p>	<p>Updates to Zoning Bylaw No. 1027, 2016</p>		<p><b>NEW</b> Zoning Amendment Bylaw No. 1133, 2020 adopted on March 8, 2021</p>	<p>Complete</p>	
<p>→ <b>Zoning bylaw review</b></p>	<p>First major update to the Bylaw since adoption. Updates are to address areas within the language of the bylaw that enables it to be more workable when applying the regulations and provisions of the bylaw</p>		<p><b>NEW</b> Complete with bylaw adoption March 8, 2021</p>	<p>Complete</p>	
<p><b>Official Community Plan Updates</b></p>	<p>OCP to receive various section updates relating to Heritage, Housing, Regional Growth which will precede the next OCP review</p>		<p>On Track</p>		
<p>→ <b>Enhance Heritage protection tools</b></p>	<p>Develop the necessary heritage protection tools, special requirements related to heritage situations can be enabled either through Heritage Alteration Permits or other heritage protection tools.</p>		<p>Council referred initial report on heritage protection tools to the Heritage Committee for comment and recommendations. VIU students are currently investigating density bonusing and heritage revitalization agreements. Follow up report outlining potential projects anticipated in Spring 2021.</p>	<p>On Track</p>	<p><b>Parking</b> <input type="checkbox"/> Explore reduction of or exemption from parking regulations for heritage properties.</p> <p><b>Camp Road Neighbourhood</b> <input type="checkbox"/> With Statement of Significance now complete, consider heritage designation. Consider reducing minimum setback from Camp Road to 0 m and establishing maximum setback of 2 m.</p>
<p>→ <b>Housing Needs Assessment report</b></p>	<p>Housing needs reports are a way for communities to better understand their current and future housing needs. These reports can help identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. A housing needs report is critical to developing a housing strategy or action plan.</p>			<p>Complete</p>	
<p><b>Urban Forest</b></p>	<p>Urban forest management program will occur through education, with a primary focus of clearly illustrating the environmental, economic and social benefits of trees to the public, land owners and developers.</p>		<p>On Track</p>		

→ <b>Urban Forest Management Consultation</b>	Final development of an urban forest management plan includes the requirement to seek public input on the recommendations, the priorities for implementation and the canopy cover target for the Village.					<b>NEW</b> Public outreach session has not occurred due to COVID-19. Plan posted to website. This item closed and public engagement to be planned with urban forest bylaw and policy development.	Complete	
→ <b>Urban Forest Bylaw and Policy Development</b>	Trees are a collective community resource; the benefits of trees can extend far beyond property lines. As such, there is a need to protect trees on both public and private land in order to ensure the long-term sustainability of the urban forest.						Not started	







## HEALTHY COMMUNITY

Goal	Details	2020	2021	2022	2023	Comment	Current Completion	Task
<b>Food Security</b>	Food security efforts to support that all people have sufficient, safe and nutritious food for an active and healthy life. Healthy food needs to be available and accessible so people can make healthy food choices.						On Track	
→ <b>Regional Food Policy Council participation</b>	As per the OCP, Consider new and innovative approaches to urban food production that increase food security, in partnership with citizens, community groups, and other stakeholders.					<b>NEW</b> Councillor Brown is the Village of Cumberland representative on the Comox Valley Food Policy Council.	On Track	<b>Vancouver Island Food Charter</b> <input type="checkbox"/> Council direction to consider the Vancouver Island Food Charter during future OCP updates.
<b>Child Care Space Creation</b>	The Village of Cumberland has developed a child care inventory and child care space creation plan to help support the healthy development of our children as well as the economic development of the community.  The Village is utilizing this Plan along with the creation/update of Village policy towards the development/creation of new childcare space.						On Track	
→ <b>BC Child Care New Spaces Fund Application</b>	Apply for Provincial funding through the Community Child Care Space Creation Program to create new child care spaces within the Village.					The Village submitted a funding application for the BC New Child Care Space Creation program for \$3M for the development of new childcare spaces. Status of the application should be provided to the Village in Spring 2021.	Complete	

↳ <b>Child Care Policy and Bylaw Development</b>	Implement Policy and Bylaw recommendations identified in Child care Action Plan							Not started	
<b>Arts and Culture</b>	Arts and culture in Cumberland make up an important aspect of the Village's identity and quality of life. .							Not started	
↳ <b>Arts and Culture Master plan</b>	Development of an Arts and Culture Action Plan to provide a more comprehensive and strategic approach to strengthen and support the arts and culture sector in Cumberland.  Also see Economic Development Strategy							Not started	

## ECONOMIC DEVELOPMENT

Goal	Details	2020	2021	2022	2023	Comment	Current Completion	Task
<b>COVID- 19 Recovery</b>	Village activities relating to COVID-19 emergency response and recovery.						On Track	
↳ <b>Regional Economic Development recovery initiatives</b>	COVID-19 Regional Economic Task group created with Village participation. Identify economic recovery efforts for the Village and region.					<b>NEW</b> COVID related regional economic development initiatives are currently active, while the CVRD reviews/ revises its approach to economic development services.  Village staff continue to plan/work in support of regional initiatives and will continue to engage staff/colleagues in other regional jurisdictions in support of these efforts.	On Track	
↳ <b>Village Administrative Functions</b>	Develop and implement response and adaptation plan for Village Service delivery, including Council activities and Village office.					With COVID continuing to impact the community and organization into the future, this priority area is expected to continue through 2021. Staff are working at ensuring service delivery is maintained and adjustments occur as required.	On Track	
<b>Economic Development Strategy</b>	Economic Development Strategy and Implementation Plan will guide economic development initiatives and decision-making. It provides a long-term vision and implementation framework for economic development work.						On Track	

→ <b>Leverage Industrial Assets</b>	The Bevan Industrial Lands contain approximately 500 ha of land zoned for industrial use, which represents approximately 84% of the remaining industrial lands within the entire Comox Valley. Explore options to diversify its non-residential tax base by attracting new investment, business, and development in this area			On Track	
→ <b>Bevan Industrial Lands Concept Plan</b>	Develop conceptual master plan for the Bevan Industrial Lands			Complete	
→ <b>Develop Area Plan for Bevan Industrial Lands</b>	Area Plan will aid Approving Officer in approvals of subdivisions in a well planned out development layout of the industrial lands.			Not started	
→ <b>Bevan Lands Servicing plan</b>	Conceptual plan to aid Approving Officer in approvals of subdivisions in a well planned out development layout of the industrial lands.		<b>NEW</b> The Village was advised in March 2021 that the application (water servicing to Bevan lands) to the CERIP grant program was not successful. Village staff are expecting some servicing options may be attained through planned development and developers.	Behind	
→ <b>Village Business Association</b>	Organized business group to which would be eligible to partner and promote Village business opportunities.		The Village and CBA are currently working towards a partnership agreement that will support and align common interests and values, facilitate better collaboration between organizations.	On Track	
→ <b>Community Development Corporation/Investment Fund</b>	This strategy consists of supporting interested community members in exploring and establishing a shared investment mechanism.  If successful, a community development corporation or investment fund will allow Cumberland residents to pool their resources and be involved in any number of ventures that support the community's development objectives			Not started	

→ <b>Accommodation Strategy</b>	An Accommodation Strategy will involve thinking through how Cumberland would like to move forward with accommodation expansion in the Village, providing a comprehensive picture and roadmap for the future							Not started	
→ <b>Diversification/Packaging of Tourism Opportunities</b>	Diversification within the tourism industry can be accomplished by the groups operating in the tourism sector connecting and exploring the ways they can expand their offerings. Another way is to support better packaging and the linking of offerings so that tourists arriving for one reason, can easily find more reasons to stay longer and spend more. This will help to create a more robust and resilient tourism economy in Cumberland.							Not started	
→ <b>Conduct Investment Attraction</b>	This strategy would involve a set of promotional and outreach activities guided by an Investment Attraction Plan. Through the investment attraction plan, the work will prioritize shaping development of key properties (i.e. interchange lands) sectors (e.g. health care, light industrial), and gaps in the economy (e.g. accommodations).							Complete	
→ <b>Investment Attraction Action Plan</b>	Strategy identifies competitive advantages and opportunities within the Village, with recommendations to achieve investment attraction.					<b>NEW</b> The Cumberland Investment Attraction Plan was completed/adopted in January 2021		Complete	
→ <b>Business Friendly Environment</b>	This strategy represents efforts to address the business community's concerns, and to improve transparency and understanding of Village requirements.							On Track	
→ <b>Economic Development webportal</b>	Website for interested groups to attain information relating to business opportunities within the Village.  Staff are currently working with TVI to better support local tourism operators					Complete - A soft-launch of the Web-portal took place in February 2021		Complete	

## OPERATING AND CAPITAL PROJECTS

Goal	Details	2020	2021	2022	2023-92-	Comment	Current Completion	Task
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**Administration Projects**

				Behind
→ <b>Records Management Classification System</b>	Develop records management plan.		RFP being drafted and scheduled to be released in late spring 2021.	Behind
→ <b>Electronic utility billing</b>	Utility billing process to streamline utility billing system.		Project has been approved in the 2021 budget and will be implemented in the fall of 2021.	Not started
→ <b>Recreation Software Conversion</b>	Transition from existing web based recreation registration and booking system to new system.		<b>NEW</b> Software conversion complete, March 2021.	Complete
→ <b>Cumberland Cemetery Central Area Preliminary Design</b>	Design plan to identify and plan long term objectives for the cemetery.		Project has not commenced, staff reviewing options relating to how best to proceed.	Overdue

**Protective Services Capital**

				On Track
→ <b>Fire Boat replacement</b>			The new fire boat is scheduled to be completed in spring of 2021. As part of the 2021 financial plan a new engine will be part of the new fire boat.	Behind
→ <b>Breathing Apparatus replacement</b>				Complete
→ <b>Fire Truck replacement</b>				Complete
→ <b>Electric Cutting Tool</b>				Complete
→ <b>Spill Kit Emergency Trailer</b>				Overdue
→ <b>Bylaw vehicle replacement</b>				On Track

**Operations Capital**

				Behind
→ <b>Electric vehicle charging station</b>			<b>NEW</b> A draft Participant Agreement is being circulated and staff will be participating in a Mid-Island EV Charging Network Advisory Committee meeting on May 5, 2021.	Behind

→ 2020 Roadway and Utility improvements			<b>NEW</b> All projects part of the 2020 roads and utilities improvements are now complete.	Complete
→ Comox Lake Road resurfacing treatment				Complete
→ Union Rd resurfacing treatment				Complete
→ Windermere Road and Sidewalk			<b>NEW</b> The project has now been completed.	Complete
→ Derwent and Maryport road reconstruction			The road and utilities works for these sections of roads were complete in December 2020. Project is now complete.	Complete
→ 2020 Water projects			<b>NEW</b> 2020 water related projects are now complete.	Complete
→ Allen Lake geotechnical phase 2			Project complete, final report under review with staff.	Complete
→ SCADA Modernization			Substantial completion of the SCADA system has occurred and went live and operational late December in conjunction with the start-up of the new water treatment facility. There is some minor aspects currently being reviewed to ensure system is fully operational.	Complete
→ Public Works mini dump truck			Truck received and in service.	Complete
→ Solar crosswalk lighting system - Cumberland Rd./ Bruce Street				Not started
→ 2021 Roadway and Utility improvements				Not started
→ Hope Road chip sealing				Not started
→ Sidewalks project				Not started
→ 2021 Water projects				Not started

↳ Dam monitoring equipment				On Track
<b>Parks and Facilities Capital</b>				
↳ Museum renovation project	In partnership with eth Cumberland Museum Society the museum is receiving extensive facility improvements.		<b>NEW</b> The project is well underway and project timelines have the renovation being complete in May 2021, with the Museum commencing move in and display development during the months of May and June, with official opening tentatively set for late June.	Behind
↳ Orchard Trail improvements (Rotary partnership)				Complete
↳ Chinatown Parking Apron Improvements			Change in road paving plans (move to chipseal) means project has been delayed until Village undertakes suitable hot mix asphalt project	Complete
↳ Village Park Boundary Bridge replacement				Complete
↳ Campsite improvements				Complete
↳ Cumberland Lake Park Waterfront Safety Improvement Projects	Waterfront safety improvements to swimming area, boat launch and campsite retaining wall facilities, supported by \$169,000 in provincial COVID response Grant Funding.			On Track
↳ Lake Park Swimming Area	Replace log booms with buoys to demarcate swimming area			Not started
↳ Boat Launch Safety Improvements	To address safety issues at the launch by assessing and improving facility layout, infrastructure and policy options.		<b>NEW</b> Project planning and conceptual design work underway; however, specific boat launch dock safety upgrades to to be implemented in summer 2021.	On Track
↳ Waterfront Campsite Retaining Wall Upgrade	Repair and/or replace existing retaining wall in front of the 100 series of waterfront campsites that has reached the end of its service life.		<b>NEW</b> Conceptual design work in progress.	On Track

→ Cemetery fence replacement			<b>NEW</b> Project moved to 2021 workplan and Parks Staff are reviewing options to scope and project plan.	Overdue
→ Parks vehicle (truck) purchase				Complete
→ Tennis and Basketball court refurbish				Complete
→ Rotary Pathway to Recreation	Construction of 700m of pathway adjacent to Comox Lake Road, including bridge crossing of Perseverance Creek.		<b>NEW</b> Concept plan and design completed in January 2021; project to proceed to detailed design and tendering in 2021 subject to receipt of provincial grant funding.	Behind
→ Village Park Playground Works	Zipline repairs and wood chip safety surfacing top up.		<b>NEW</b> Zipline repairs scheduled for late spring 2021.	On Track






## OPERATIONAL ACTIVITIES

Goal	Details	... Q3... Q4... Q1... Q2... Q3... Q4... ..	Comment	Current Completion	Task
<b>Collective Agreement Bargaining</b>	Existing Collective agreement expires on December 31st 2020.			On Track	
<b>Organizational Service Delivery update</b>	Review all service delivery process and areas requiring clarification and additional support.		The review of Villages service delivery and organizational model is complete and implementation of action items is underway. Departments are now working through their own action plan items and implementing recommendations. Project complete.	Complete	
<b>Village Forest Land Management Strategy</b>	Develop a Management Direction Statement for Village Forest Lands		<b>NEW</b> Land Management Direction Statement adopted by Council February 2021.	Complete	
<b>Animal Control Bylaw Amendments</b>	Update Animal Control Bylaw to allow greater flexibility and authority.		Bylaw adopted in October 2020. Staff will now work through ticketing program.	Complete	
<b>Cumberland Trail Network Agreement</b>	Engagement with UROC, Mosaic and Hancock to revise and update the model for collaborative management of the Cumberland Trail Network.		<b>NEW</b> Draft Collaborative Trail Management MOU under review	On Track	






<b>Cumberland Lake Park: Operations and Improvement Agreement</b>	Develop 10 year Operating and Improvement agreement with CLWS.								Pursue a 10 year Operating and Improvements Agreement with CLWS. Motion from 11/23/2020 Council Meeting: THAT Council direct staff to enter into formal deliberations with Cumberland Lake Wilderness Society on a 10-year Park Operations and Improvements Agreement (2022-2031), and report back to Council with an agreement proposal.	Not started	
<b>Regional Solid Waste Collection</b>	Existing solid waste collection contract for entire region expires in 2022, regional partners plan to collaborate of developing and releasing a joint RFP									Not started	

**EMERGING ITEMS**

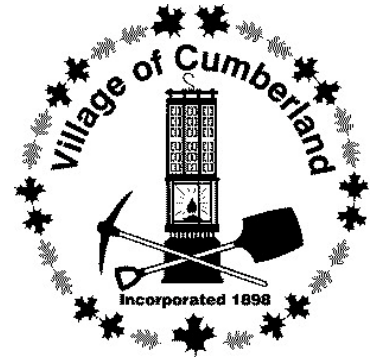
Goal	Details	2020	2021	2022	2023	Comment	Current Completion	Task
<b>COVID-19 Restart Funding</b>	The Village received \$1.3M in COVID-19 restart funding directed toward supporting the Village through the pandemic recovery.					<b>NEW</b> The Village received \$1,312,000 under the Provinces COVID-19 Restart Funding Program. To-date, Council has directed \$653,900 of the Village's funding.  Staff continue to report to and work with Council in utilizing/distributing the Restart Funding. To-date approved spending has been directed in support of Village office and IT improvements, community spaces (signs, benches, tables) and grant contributions to CCSS, CBA and CV Farmers Market.	On Track	

→ <b>IT service improvements</b>	Investigate alternatives relating to IT service support.		<p><b>NEW</b> Council provided direction at the March 8, 2021 Council meeting for staff to commence implementation of Server upgrades, remote access improvements, transfer to Microsoft 365, also purchase of mobile devices to increase accessibility. These projects are being funded through the COVID-19 Restart funds.</p>	On Track	
→ <b>Phase 1 Village Office Upgrades</b>	Phase 1 Village Hall upgrades includes front reception and administration area improvements, along with accessibility upgrades.		<p><b>NEW</b> The Village office phase 1 upgrades have been completed early March, 2021 and the office is now open for in person service.</p>	Complete	
→ <b>Back-up Generator New Fire Hall</b>	Back-up power supply for new fire hall.		<p><b>NEW</b> The generator has been ordered expected to arrive Summer 2021.</p>	On Track	
→ <b>Phase 2 Village Office Upgrades</b>	Phase 2 includes relocation of Public Works staff to Old Fire Hall, creation of Community Policing Office in Old Fire Hall, upgrades to planning and recreation work places.		<p><b>NEW</b> Staff are currently working through costing and scope of the project. The project will commence once the Fire Department has completely moved out of the old fire hall.</p>	Not started	
→ <b>Community Group Support</b>	Restart funding provided by Council to community organizations.		<p><b>NEW</b> On April 12, 2021, Council directed the following funding be provided via the Village's Restart funds:</p> <ul style="list-style-type: none"> <li>• CBA - \$10,000 was awarded towards the hiring of an Executive Director</li> <li>• CCSS - \$35,000 in operating funds for the 2021 Food Share Program</li> <li>• CVFMA - \$5,400 in support of the Farmers Market Nutrition Coupon Program</li> </ul>	On Track	

<b>Regional Recreation Low Income Pass (FAIR Program)</b>	In coordination with Comox Valley Regional District's member municipalities, implement low income recreation access program.		<b>NEW</b> Program implemented and now accepting applications	Complete
<b>Boulevard Tree Policy</b>	Develop Policy to guide boulevard tree installation and maintenance			Not started
<b>Joint Parks and Recreation Facility Use Agreement with SD 71</b>	Pursue an agreement with SD 71 for joint use of facilities.			Not started
<b>Cumberland Community Forest Park Initiatives</b>				On Track
→ <b>Community Forest acquisition</b>	Land acquisition in partnership with Cumberland Community Forest Society.		90 hectare acquisition completed September 2020; press release and public acknowledgment event followed in October.	Complete
→ <b>Interim Cumberland Community Forest Park Trail Management Plan</b>	Interim plan to guide trail management in park in 2021 and 2022.		<b>NEW</b> Draft plan developed and referred to strategic trail stakeholders for review and comments.	On Track
→ <b>Cumberland Community Forest Park Management Plan</b>	Complete comprehensive management plan for 200 hectare park per covenant requirements.			Not started
→ <b>Cumberland Community Forest Society MOU</b>	Pursue MOU agreement with Cumberland Community Forest Society to guide strategic partnership work.			On Track
<b>Cultural Centre - Buchanan Hall Future Use</b>	Investigate and report to Council potential future uses of the main floor room (formerly occupied by OAP)			Not started
<b>Age Friendly Community status</b>	Apply for Age-Friendly BC designation		<b>NEW</b> Age-Friendly Assessment and Action Plan accepted by Council. Next step to apply for Age-Friendly BC designation.	Not started
<b>Affordable Housing</b>				On Track
→ <b>Cumberland Community Housing Society memorandum of understanding</b>	Village of Cumberland and Cumberland Community Housing Society to development a memorandum of understanding.		No update to this project, Village staff are seeking an update from committee.	Behind
→ <b>Vacation rental regulations review</b>	Review vacation rental regulations after completion of the 2019/2020 Housing Needs Assessment.		<b>NEW</b> Report outlining the project participated in Spring 2021	On Track

<p>→ Residential rental tenure zoning</p>	<p>Prepare a report to Council with options for residential rental tenure zoning.</p>			<p>Not started</p>	
<p>→ Co-operative Housing</p>	<p>Prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated to Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.</p>		<p><b>NEW</b> To be considered within Civic Facilities and Properties Review</p>	<p>Not started</p>	
<p><b>Green New Deal</b></p>	<p>Investigate ways Cumberland as a community can promote new ways of economic growth, social responsibility and environmental sustainability.</p>		<p><b>NEW</b> The New Green Deal activities has been referred to staff to review and report back to Council on recommended next steps.</p>	<p>Not started</p>	
<p><b>Local Government (UBCM) Development Approvals Program Application</b></p>	<p>Funding opportunity to review and update development approval processes.</p>		<p><b>NEW</b> Funding application to be submitted by May 7, 2021.</p>	<p>On Track</p>	
<p><b>Regional Parks Service Review</b></p>	<p>CVRD will be leading a review of potential regional parks services. All regional local government partners will be participating in this project.</p>		<p><b>NEW</b> CVRD award the project contract in late March. Village staff are scheduled in mid April to begin working with CVRD and other regional parks representatives, as well as the project consultant initiate project activities.</p>	<p>On Track</p>	

# FINANCIAL SERVICES QUARTERLY REPORT



MEETING DATE: April 15, 2021  
REPORT PERIOD: January to March 2021  
FROM: Michelle Mason, Chief Financial Officer/Deputy CAO

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## QUARTERLY SUMMARY

Revenue and expense items are currently running within the approved budget. There are no significant concerns to note at this time. Property and Parcel Taxes for 2021 will not be levied until May and therefore there is currently a deficit based on financial plan of \$1,910,653. Once taxes are levied and the revenue is recognized, there will be a surplus.

Attached to the report are financial summaries as at March 31, 2021 with comparisons to the 2021 financial plan and 2020 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets, year-end adjusting entries and final expense accruals are not booked. The summaries are intended for internal purposes only.

The following statements as at March 31, 2021 are attached and provide information in financial statement format:

- *Attachment 1: Statement of Financial Position*
- *Attachment 2: Statement of Operations and Accumulated Surplus*
- *Attachment 3: Statement of Change in Net Financial Assets / (Debt)*

*Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus* as at March 31, 2021 is attached and provides a list of adjustments to reconcile surplus for financial statement reporting purposes to surplus for financial plan purposes.

For budget variance analysis, we recommend focusing on the *Statement of Operations and Accumulated Surplus (Attachment 2)* and the *Reconciliation of Financial Statement Surplus to Financial Plan Surplus (Attachment 4)*. In reviewing budget variance please note

that asset amortization is a significant accounting expense that is not being recorded throughout the year and is not within budget managers' ability to control. Consequently, Attachment 2, 3 and 4 have been modified to show the 2021 financial plan figures with and without amortization in order to provide a better comparative figure for a review of performance against budget.

Based on the above information and the fact that some invoices are still outstanding, and some expenses are not recognized until year-end, we can expect an approximate 20-25% use of budget for operating expenses. Brief comments are included on Attachment 2 and 4 and expanded information regarding variances and other items of note are provided below.

### **Attachment 1: Statement of Financial Position**

Property tax receivables are lower at this time of the year until the levy in May; however, the balance does include utility balances that were outstanding as at December 31, 2020 and consequently were transferred to tax accounts in January of 2021. Outstanding grant claims at year-end in 2020 have been settled in the first quarter of 2021 and therefore, the accounts receivable balance for the first quarter is lower than the 2020 balance and the accounts payable balance is lower than the previous year based on year-end payable accruals being paid in January of 2021. Something to note is that the general operating funds municipal position has reduced from \$2,150,292 (2020) to 221,411 (2021). This variance is caused by the deficits in the annual surplus for general funds for the first quarter that will remain until the end of May when property taxes are levied. Some municipalities borrow temporarily to cover deficits for this period; however, the Village has sufficient accumulated surplus.

### **Attachment 2: Statement of Operations and Accumulated Surplus**

#### **Revenues**

Property and frontage tax revenues totaling over \$3.5 million will be levied and recognized in May 2021. Cumberland Fire Protection District service fees revenue of \$196,760 will be invoiced in August 2020. The small community unconditional operating grant from the Province is expected to be received in June. The small community grant is an important source of funding for small communities and without it, the property tax revenues required for the same level of municipal services would increase by approximately 14% in 2021. Other grants are expected to reflect similar timing to related capital project expenses.

#### **Operating Expenses**

Most of the 2021 special operating projects are in progress and we expect to incur costs for these over the next nine months. Therefore, the departments are lower than budgets at this point (with the exception to general government at 33% of budget) but are expected to catch up in the second and third quarters. A municipal renovation project of over \$100k that has been carried forward from 2020 has been completed in 2021; however, the budget has not been amended to add this carry forward project at this time so general government expenses are currently 33% of the 2021 budget which is higher than would be expected without this.

**Attachment 3: Statement of Change in Net Financial Assets**

The Village is currently in a net financial assets position of \$91,863. Currently the Village’s financial assets are slightly greater than its liabilities. The fire hall construction debt proceeds in the early months of 2021 has decreased this net financial asset position to \$91k from \$1.8m in 2020.

**Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus**

The financial plan deficit to date is \$1,910,653 which is expected in the first quarter of each year. There is a deficit because there is only 5% of budgeted revenues recognized at this point (taxes are not levied until May); whereas, there is 22% use of operational expenditures and 10% use of capital expenditures as of March 31, 2021. There are also other funding sources for the capital projects that are not recorded in the financial statements until 100% of the costs for the projects are recognized.

**Spending Commitments between \$50,000 and \$200,000 as per the Purchasing Management Services Policy**

Appendix A of the Purchasing Management Services policy requires a summary to be provided to Council quarterly for commitments that have been made between \$50,000 and \$200,000. Council approves commitments in excess of \$200,000.

There has been no commitments made for 2021 between \$50,000 and \$200,000 as at March 31, 2021.

**ATTACHMENTS**

1. Attachment 1 - Statement of Financial and Municipal Position as at March 31, 2021;
2. Attachment 2 - Statement of Operations and Accumulated Surplus as at March 31, 2021;
3. Attachment 3 - Statement of Change in Net Financial Assets as at March 31, 2021; and
4. Attachment 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at March 31, 2021.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement Of Financial Position As At**  
**March 31, 2021**  
**UNAUDITED**

	<b>2021</b>	<b><u>2020</u></b>
	<i>(Note 1)</i>	
<b>FINANCIAL ASSETS</b>		
Cash, equivalents and investments	16,902,149	18,446,174
Property taxes receivable	298,898	180,066
Accounts receivable	733,489	980,564
	<u>17,934,536</u>	<u>19,606,804</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	(1,123,279)	(2,582,277)
Service and other deposits	(730,888)	(851,496)
Deferred revenue	(8,431,812)	(8,204,507)
Debenture and long term-debt	(7,556,694)	(6,192,033)
	<u>(17,842,673)</u>	<u>(17,830,313)</u>
<b>NET FINANCIAL ASSETS / (DEBT)</b>	<b>91,863</b>	<b>1,776,491</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets	64,981,692	63,867,976
Inventories	122,147	122,147
Prepaid expenses	16,629	22,150
	<u>65,120,468</u>	<u>64,012,273</u>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 65,212,331</b>	<b>\$ 65,788,764</b>
<b>MUNICIPAL POSITION</b>		
Operating funds	(221,411)	(2,150,292)
Statutory/Bylaw Authorized Reserves	(7,565,921)	(5,962,529)
Equity in capital assets	(57,424,999)	(57,675,943)
	<u>\$ (65,212,331)</u>	<u>\$ (65,788,764)</u>

**Note 1:**

*These statements are not audited and do not comply with all applicable accounting standards.*

*They are intended for internal management purposes only.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Operations and Accumulated Surplus**  
**Interim Statement as at**  
**March 31, 2021**  
**Unaudited**

	2021 Amended Financial Plan	Remove Amortization	2021 Adjusted Financial Plan <i>(Note)</i>	2021 Actual-YTD <i>(Note)</i>	% Use Of Financial Plan	Variance	2020 Actual	Comments
<b>Revenue</b>								
Property taxes and P.I.L.	\$ 3,506,060	\$ -	\$ 3,506,060	\$ (14,895)	0%	\$ 3,520,955	\$ 3,266,657	Property Taxes levied in May each year
Parcel taxes	674,730	-	674,730	-	0%	674,730	518,949	Parcel Taxes levied in May each year
Sale of services & fees	2,101,450	-	2,101,450	465,226	22%	1,636,224	1,948,566	Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)
Sale of services to other governments	470,530	-	470,530	52,647	11%	417,883	409,383	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other govts-unconditional	515,000	-	515,000	-	0%	515,000	508,662	Small Community Grant received in June each year
Transfer from other govt's-conditional	7,703,500	-	7,703,500	160,116	2%	7,543,384	2,012,856	Grants relate to timing of projects plus Host Amenity & Community Works Funds
Other revenue	672,760	-	672,760	152,424	23%	520,336	2,968,899	Permits & Licensing/donations/Interest & miscellaneous
Development cost charges	-	-	-	-		-	1,835	
	<u>15,644,030</u>	<u>-</u>	<u>15,644,030</u>	<u>815,518</u>	<u>5%</u>	<u>14,828,512</u>	<u>11,635,807</u>	
<b>Operating Expenses</b>								
General government services	1,082,170	(16,700)	1,065,470	351,694	33%	713,776	824,999	Projects in progress/large carry forward project completed
Transportation services	1,613,330	(798,200)	815,130	229,625	28%	585,505	1,488,729	Projects in progress/snow/some up front expenses
Protective services	987,210	(62,000)	925,210	131,566	14%	793,644	692,373	Projects in progress/fire fighter remuneration paid in December each year
Environmental health services	2,200,060	(449,020)	1,751,040	333,807	19%	1,417,233	2,222,913	Projects in progress
Cemetery Services	44,350	(3,100)	41,250	3,589	9%	37,661	32,890	Projects in progress/maintenance will ramp up in spring/summer
Planning, development & environment	524,970	-	524,970	87,558	17%	437,412	477,349	Projects in progress
Recreation services	780,130	(33,250)	746,880	196,874	26%	550,006	665,612	
Cultural and community events	114,590	-	114,590	17,444	15%	97,146	78,583	Community Grant paid in June each year
Parks Services	504,120	(107,000)	397,120	39,794	10%	357,326	528,710	Projects in progress/parks maintenance will ramp up in spring/summer
	<u>7,850,930</u>	<u>(1,469,270)</u>	<u>6,381,660</u>	<u>1,391,951</u>	<u>22%</u>	<u>4,989,709</u>	<u>7,012,158</u>	
<b>Annual Surplus</b>	7,793,100	1,469,270	9,262,370	(576,433)	-6%	9,838,803	4,623,649	
<b>Accumulated Surplus, Beginning of Year</b>	65,788,764	-	65,788,764	65,788,764			61,165,115	
<b>Accumulated Surplus, End of Year</b>	<u>\$ 73,581,864</u>	<u>\$ 1,469,270</u>	<u>\$ 75,051,134</u>	<u>\$ 65,212,331</u>	<u>87%</u>	<u>\$ 9,838,803</u>	<u>\$ 65,788,764</u>	

Note:  
 These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Change in Net Financial Assets**  
**Interim Statement as at**  
**March 31, 2021**  
**Unaudited**

	<b>2021</b> <b>Amended</b> <b>Financial Plan</b>	<b>Remove</b> <b>Amortization</b>	<b>2021</b> <b>Adjusted</b> <b>Financial Plan</b> <i>(Note)</i>	<b>2021</b> <b>Actual-YTD</b> <i>(Note)</i>	<b>% Use Of</b> <b>Financial</b> <b>Plan</b>	<b>Variance</b>	<b>2020</b> <b>Actual</b>
<b>Annual Surplus</b>	7,793,100	1,469,270	9,262,370	(576,433)	(6%)	9,838,803	4,623,649
Amortization	1,469,270	(1,469,270)	-	-		-	1,544,032
Change in supplies inventories	-	-	-	-		-	(6,632)
Change in prepaid expenses	-	-	-	5,521		(5,521)	131,460
Proceeds on disposal of tangible capital assets	-	-	-	-		-	-
Loss on sale of tangible capital assets	-	-	-	-		-	40,312
Acquisition of tangible capital assets	(10,800,750)	-	(10,800,750)	(1,113,716)	10%	(9,687,034)	(7,323,038)
<b>Change in Net Financial Assets / (Debt)</b>	(1,538,380)	-	(1,538,380)	(1,684,628)	110%	146,248	(990,217)
<b>Net Financial Assets, Beginning of the Year</b>	1,776,491	-	1,776,491	1,776,491		-	2,766,708
<b>Net Financial Assets / (Debt), End of the Year</b>	<b>\$ 238,111</b>	<b>\$ -</b>	<b>\$ 238,111</b>	<b>\$ 91,863</b>	<b>39%</b>	<b>\$ 146,248</b>	<b>\$ 1,776,491</b>

**Note:**

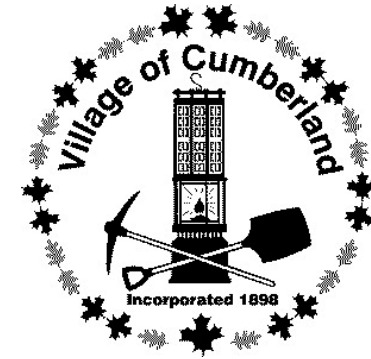
*These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Reconciliation of Financial Statement Surplus to Financial Plan Surplus**  
**Interim Statement as at**  
**March 31, 2021**  
**Unaudited**

	<u>2021</u> <u>Amended</u> <u>Financial Plan</u>	<u>Remove</u> <u>Amortization</u>	<u>2021</u> <u>Adjusted</u> <u>Financial Plan</u>	<u>2021</u> <u>Actual-YTD</u>	<u>% Use Of</u> <u>Financial</u> <u>Plan</u>	<u>Variance</u>	<u>2020</u> <u>Actual</u>	<u>Comments</u>
<b>Annual Surplus</b>	7,793,100	1,469,270	9,262,370	(576,433)	-6%	9,838,803	4,623,649	
<b>Adjustments as per Financial Plan</b>								
Acquisition of tangible capital assets	(10,800,750)	-	(10,800,750)	(1,113,716)	10%	(9,687,034)	(7,323,038)	<i>Projects in progress</i>
Add back amortization expenses	1,469,270	(1,469,270)	-	-		-	1,544,032	
Proceeds on borrowing	2,684,000	-	2,684,000	1,437,624	54%	1,246,376	2,076,609	
Principal payments on debt	(463,660)	-	(463,660)	(72,964)	16%	(390,696)	(458,470)	
Add Non-cash adjustments	-	-	-	-		-	40,312	
<b>Change in Consolidated Balances</b>	<u>681,960</u>	<u>-</u>	<u>681,960</u>	<u>(325,489)</u>	<u>(48%)</u>	<u>1,007,449</u>	<u>503,094</u>	
<b>Transfer (To) / From Reserves</b>								
To reserves	(2,230,100)	-	(2,230,100)	(1,587,662)	71%	(642,438)	(3,858,046)	
From reserves	1,548,140	-	1,548,140	2,498	0%	1,545,642	3,904,737	
<b>Transfer (To) / From Reserves</b>	<u>(681,960)</u>	<u>-</u>	<u>(681,960)</u>	<u>(1,585,164)</u>	<u>232%</u>	<u>903,204</u>	<u>46,691</u>	
<b>Surplus / (Deficit) Per Financial Plan</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,910,653)</u>		<u>\$ 1,910,653</u>	<u>\$ 549,785</u>	

*Note:*  
*These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.*

# PROTECTIVE SERVICES QUARTERLY REPORT



REPORT PERIOD: January - April 2021

FROM: Mike Williamson, Fire Chief / Manager of Protective Services

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## **Fire Rescue Service Quarterly Summary**

We have had a slow start to the year with fire rescue responses, but have had a very busy time with the new hall and new fire boat. Getting moved into the new fire hall has been great but very busy getting kinks worked out and things set up for operations. At this time operations are working well out of the new hall. Offices to connected to Village is the next big deal but seems to be progressing.

The new boat for the lake is coming along great and soon will be stationed on the lake. We have had two emergencies call on the lake this year already as many more people are using the lake to isolate from Covid I think. But all in all, very good start to the year.

We have gone back to some training with small groups of members and new recruits as we need to keep our hands on skills intact. This is important and Covid is slowing us down on training new personnel. It is too bad Valley fire departments were not given priority to be vaccinated up front. Our Volunteers were and still are at high risk with the job we do for the public and we were not considered as a high priority. The Valley Chief Association has raised these concerns with a letter to the OFC and Government.

**Fire Services Response**

Response Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021
Fire	6	3	3	2									
Rescue			1	1									
First Responder	5	10	7	7									
MV Incident	2	2	3	2									
Duty Officer	2	1	6	3									
Total Monthly	15	16	20	13									64

Response Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020
Fire	4	4	3	7	3	3	6	7	2	5	3	6	40
Rescue	1	1	0	1	1	1	4	1	0	2	0	0	10
First Responder	16	7	10	1	3	1	6	3	4	8	4	11	51
MV Incident	4	3	3	2	1	1	6	2	3	2	0	2	25
Duty Officer	5	2	6	9	5	5	7	3	2	3	5	5	34
Total Monthly	30	17	22	20	13	12	29	16	11	20	12	24	170

**Membership Status**

Regular Members	27
Junior Members	0
Probationary Members	4
Pending Applications	0

**Bylaw Enforcement Services**

Bylaw has been very busy working on several larger files and handling customer service requests, primarily complaints, and the associated administrative and court work related to these files. As a result, there have been few proactive patrols for any bylaws this past quarter. That said, what does not appear in stats below and should be noted are:

- three assists with RCMP for towing jobs,
- 18 dogs off leash in the Village Park (part of dog warning), and
- five legal document service attempts.

It has become apparent that certain bylaw infractions have greatly increased due to the lack of enforcement in the last quarter or more.

Bylaw Response Type	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Total Apr – Dec 2020	Q1 2021
<b>Animal Control</b>						
Dog calls		55	11	3	69	11
Dog warnings		49	8	5	62	25
Dog at large			1	9	10	11
Dog attack			3	3	6	5
Other animal complaints		13	3	3	19	9
Wildlife complaints		7	0	2	9	0
<b>Zoning/Building/Business</b>						
Illegal suites/vacation rentals		7	0	2	9	2
Illegal BNB/vacation rental		5	0	5	10	2
Property inspections		19	16	12	47	12
Business complaints		9	0	2	11	3
Do not occupy orders				1	1	0
Stop work orders served			4	1	5	1
<b>Noise, Vandalism and Parks</b>						
Vandalism		5	0	not monitored	5	not tracked
Illegal camp			4	1	5	5
Closed park warnings		12	0	0	12	n/a
Illegal dumping		7	5	5	17	6
Noise complaints		15	6	2	23	5
<b>Parking</b>						
parking/traffic calls		34	7	5	46	6
Parking tickets		37	0	8	45	6
Parking Notices		175	20	10	205	18
Vehicles towed				2	2	0
<b>Administrative</b>						
Covid-19 complaints		6	3	1	10	1
RCMP calls/assists court calls		15	5	2	22	2
Tickets served		42	16	5	63	11
Ticket calls/ disputed		25	3	2	30	3
General Customer service request			12	2	14	27
<b>Total All Files</b>					<b>757</b>	



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Mayor Leslie Baird  
2673 Dunsmuir Avenue  
Cumberland, B.C. V0R 1S0

OIC RCMP  
Comox Valley Detachment  
800 Ryan Road  
Cumberland, B.C. V9N 7T1

Dear Mayor Baird

Re: Village of Cumberland Quarterly Report

January 1, 2021 to March 31, 2021

The Comox Valley Royal Canadian Mounted Police (RCMP) will be providing quarterly updates on policing in the community. This will include Calls for Service (CFS), crime types and Traffic statistics. Quarterly reporting reports will coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community priorities.

First Quarter: April 1<sup>st</sup> to June 30<sup>th</sup>  
Second Quarter: July 1<sup>st</sup> to September 30<sup>th</sup>  
Third Quarter: October 1<sup>st</sup> to December 31<sup>st</sup>  
Fourth Quarter: January 1<sup>st</sup> to March 31<sup>st</sup>

## 2020 4TH QUARTER COMMUNITY REPORT - CUMBERLAND

### CALLS FOR SERVICE

Between January 1, 2019 and December 31, 2019, there were 766 Calls for Service in Cumberland whereas, between January 1, 2020 and December 31, 2020, there were 710 Calls for Service in Cumberland. The difference represents a 7.3% decrease in Calls for Service over a Calendar Year.

Canada

Page 1 of/de 4

RCMP GRC 2823 (2002-11) WPT

Relative to the Fourth Quarter in 2020, there was a decrease of 7 Calls for Service in the Fourth Quarter of the current year for Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	64	47	50	67	85	89	75	83	59	63	37	47
<b>2020</b>	47	38	59	58	67	70	90	71	58	66	37	49
<b>2021</b>	32	46	59									

## TRAFFIC

Between January 1, 2019 and December 31, 2019, there were 83 Traffic files in Cumberland whereas, between January 1, 2020 and December 31, 2020, there were 86 Traffic files in Cumberland. The difference represents an increase of 3 Traffic files over a Calendar Year.

Relative to the Fourth Quarter in 2020, there was a decrease of 10 Traffic files in the Fourth Quarter of the current year for Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	0	9	6	5	7	14	7	9	10	7	3	6
<b>2020</b>	3	8	9	10	5	3	12	11	11	5	3	6
<b>2021</b>	3	4	3									

## BREAK AND ENTERS

Between January 1, 2019 and December 31, 2019, there were 20 Break and Enter files in Cumberland and, between January 1, 2020 and December 31, 2020, there were 20 Break and Enter files in Cumberland.

Relative to the Fourth Quarter in 2020, there was a decrease of 1 Break and Enter file in the Fourth Quarter of the current year for Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	4	1	0	1	1	1	3	6	1	1	1	0
<b>2020</b>	0	1	2	1	0	2	4	1	2	3	0	4
<b>2021</b>	1	0	1									

## THEFT FROM VEHICLE

Between January 1, 2019 and December 31, 2019, there were 30 Theft from Vehicle files in Cumberland whereas, between January 1, 2020 and December 31, 2020, there were 13 Theft

from Vehicle files in Cumberland. The difference represents a decrease of 17 Theft from Vehicle files over a Calendar Year.

Relative to the Fourth Quarter in 2020, there was a decrease of 3 Theft from Vehicle files in the Fourth Quarter of the current year for Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4	1	0	1	5	7	1	7	1	1	1	1
2020	4	2	0	0	1	2	3	0	0	1	0	0
2021	0	1	2									

### ASSAULT

Between January 1, 2019 and December 31, 2019, there were 22 Assault files in Cumberland whereas, between January 1, 2020 and December 31, 2020, there were 13 Assault files in Cumberland. The difference represents a decrease of 9 Assault files over a Calendar Year.

Relative to the Fourth Quarter in 2020, there was an increase of 1 Assault file in the Fourth Quarter of the current year for Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4	1	3	3	3	1	1	0	2	3	1	22
2020	0	1	2	1	1	1	2	2	0	2	1	13
2021	0	1	3									4

### SEX OFFENCES

Between January 1, 2019 and December 31, 2019, there were 5 Sex Offence files in Cumberland whereas, between January 1, 2020 and December 31, 2020, there were 7 Sex Offence files in Cumberland. The difference represents an increase of 2 Sex Offence files over a Calendar Year.

Relative to the Fourth Quarter in 2020, there was an increase of 1 Sex Offence file in the Fourth Quarter of the current year for Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	1	0	0	1	0	1	0	0	1	0	1
2020	0	1	1	2	1	1	0	0	1	0	0	0
2021	2	1	0	0	0	0	0	0	0	0	0	0

### DOMESTIC (PARTNER/SPOUSAL) VIOLENCE

Between January 1, 2019 and December 31, 2019, there were 23 files flagged for Domestic Violence in Cumberland whereas, between January 1, 2020 and December 31, 2020, there were 14 files flagged for Domestic Violence in Cumberland. The difference represents a decrease of 9 files flagged for Domestic Violence over a Calendar Year.

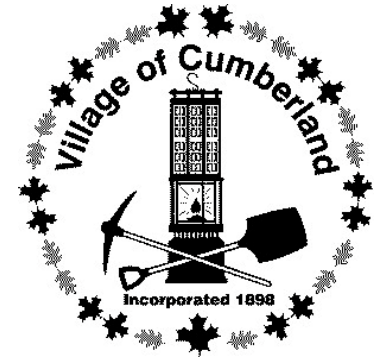
Relative to the Fourth Quarter in 2020, there was decrease of 3 files flagged for Domestic Violence in the Fourth Quarter of the current year for Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	2	2	5	1	3	1	2	1	0	2	2	2
<b>2020</b>	1	0	2	1	0	2	1	4	1	0	0	2
<b>2021</b>	0	0	0									

Yours truly,

Insp. M.J. Kurvers  
 OIC Comox Valley Detachment

# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: April 26, 2021  
 REPORT PERIOD: January to March 2021  
 FROM: Courtney Simpson, Manager of Development Services

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## QUARTERLY SUMMARY

In the first quarter of 2021 the Village received 13 new development applications including bylaw amendment, permits and subdivision. Five applications were closed (completed) and 29 are ongoing. In addition, there were 25 new building permit applications during this period. If applications continue to be received at the same pace for the rest of 2021 the Village is on track for a higher number of applications than the last three years and on par with 2017 when the highest number of applications were received in any year so far.

## Development Application Summary

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	1	2	0	3
Temporary Use Permits (TUP)	1	1	0	2
Heritage Alteration Permits (HAP)	1	3	0	4
Development Variance Permits (DV)	3	4	3	10
Development Permits (DP)	5	5	1	11
Subdivision	2	14	1	17
<b>Total</b>	<b>13</b>	<b>29</b>	<b>5</b>	<b>47</b>

## **ATTACHMENTS**

1. Amendment Applications List to March 31, 2021
2. Permit Applications List to March 31, 2021
3. Subdivision Applications List to March 31, 2021
4. Building Permit Applications List to March 31, 2021

**Attachment 1**

**Amendment Applications List to March 31, 2021**

<b>File Number</b>	<b>Address</b>	<b>Purpose</b>	<b>Recent Activity</b>
<b>2021-01-OCP</b>	2782 Ulverston Ave	OCP and Zoning Amendment for up to 10 rental apartments	Initial staff report to April 12, 2021 Council meeting.
<b>2020-02-OCP</b>	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22 unit affordable rental apartment building	Third Reading Dec 14 2020. Working on completion of conditions (lot consolidation, access agreement with Island Health, housing agreement).
<b>2019-02-OCP</b>	Comox Lake Land Corp	OCP and Zoning Amendment	Internal review of studies.

**Attachment 2**

**Permit Applications List to March 31, 2021**

***Temporary Use Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2021-01-TUP</b>	4693	Cumberland Road	Automotive Shop	Open	Reviewing Application.
<b>2020-01-TUP</b>	4640	Cumberland Road	Yoga, fitness and dance studio	Open	Permit approved Oct 14 2020 pending completion of conditions (EV plug-in and bike rack).

***Heritage Alteration Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2021-01-HAP</b>	3274	Third Street	Construction of urban bazaar	Open	Initial staff report to April 12, 2021 Council Meeting.
<b>2020-01-HAP</b>	2731	Dunsmuir Avenue	Mixed use building	Open	Considered by the Heritage Committee on September 21 Council meeting October 14, 2020. Conditions fulfilled. HAP ready to be issued.
<b>2019-01-HAP</b>	2700	Dunsmuir Avenue	Mixed use building	Open	Permit approved Nov 26 2019 pending conditions. (Applicant to submit new mural proposal for side wall. Waiting for security deposit to issue HAP.)
<b>2015-01-HAP</b>	2692	Dunsmuir Avenue	Renovation	Open	Outstanding issues with HAP. Final inspection ready to be scheduled.

**Development Variance Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
2021-03-DV	2607	Maryport Avenue	To vary front setback for ADU conversion	Intake	Reviewing application.
2021-02-DV	2781	Maryport Avenue	To vary rear setback for ADU conversion	Open	Referred to APC.
2021-01-DV	2749	Derwent Avenue	To vary height for ADU	Issued	Issued Feb 22 2021 (to be re-issued April 12 after notification).
2020-11-DV		Bevan Road (Tree Island Yogurt)	To vary lot size for subdivision servicing	Issued	Issued Jan 11 2021.
2020-10-DV	2720	Derwent Avenue	To vary side setback for ADU access	Open	Referred to APC March 11 2021.
2020-09-DV	3268	Fifth Street	To vary side setback and lot coverage for ADU	Issued	Issued Jan 11 2021.
2020-08-DV	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
2020-03-DV	3284	Second Street	ADU conversion	Open	Reviewing Application. See also 2020-06-DP
2019-11-DV		Bevan Road	DV amendment	Issued	Issued Dec 14 2020.
2016-04-DV	2613	Dunsmuir Avenue	To vary setback, height and lot coverage for existing dwelling and proposed ADU	Open	Reviewing.

**Development Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2021-05-DP</b>	2601	Dunsmuir Avenue	New ADU	Intake	Reviewing application.
<b>2021-04-DP</b>	2694	Penrith Avenue	New ADU	Intake	Reviewing application.
<b>2021-03-DP</b>	3901	Bevan Road	New warehouse and processing facility	Intake	Reviewing application.
<b>2021-02-DP</b>	2781	Maryport Avenue	ADU conversion	Open	Reviewing application.
<b>2021-01-DP</b>	2522	Dunsmuir Avenue	New ADU	Open	Referred to APC March 11 2021.
<b>2020-12-DP</b>	3132	Grant Street	Subdivision and new construction	Open	Referred to APC March 11 2021.
<b>2020-11-DP</b>	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH Committee (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
<b>2020-08-DP</b>	4135	Cumberland Road	Portable asphalt plant	Open	Referred to APC Dec 10 2020. Waiting on further information from applicant on stormwater management.
<b>2020-06-DP</b>	3284	Second Street	ADU conversion	Open	Reviewing Application. See also 2020-03-DVP. Had been put on hold by applicant recently re-started.
<b>2020-04-DP</b>	3226	Sutton Road	New ADU	Issued	Permit approved Jan 11 2021.
<b>2019-15-DP</b>		Coal Valley Estates	Phase 10 subdivision	Open	Put on hold during CDA amendment discussions. Report to Council Dec 14, 2020 – to be processed in conjunction with subdivision application. Applicant conducting peer review of stormwater management plan and responding to Council requests for information.

**Attachment 3**

**Subdivision Applications List to March 31, 2021**

<b>File number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>PLR Expiry</b>	<b>Maintenance Period End</b>
<b>2021-02-SV</b>		Coal Valley Estates	Coal Valley Estates Phase 11, 69 lots	Review		
<b>2021-01-SV</b>		Bevan Road	6-lot subdivision	PLR	2022-04-01	
<b>2020-10-SV</b>	3132	Grant Road	3 lot bare land strata with building conversion	PLR	2022-03-17	
<b>2020-11-SV</b>		Bevan Road	2 lot subdivision	Completed		
<b>2020-09-SV</b>	2631	Derwent Avenue	4 lots	PLR	2022-03-05	
<b>2020-08-SV</b>	3268	Fifth Street	2 lots	PLR	2021-09-28	
<b>2020-07-SV</b>	2798	Ulverston Avenue	7 lots	PLR	2022-03-30	
<b>2020-06-SV</b>		Second Street	Consolidation for VIHA Housing Project	Review		
<b>2020-05-SV</b>	4703	Cumberland Road	3 lots	PLR	2022-03-26	
<b>2020-04-SV</b>	2814	Dunsmuir Avenue	2 lots	PLR	2021-10-07	
<b>2019-08-SV</b>		Maple Street	24 lots	PLR	2022-03-23	
<b>2019-05-SV</b>	2828	Maryport Avenue	2 lots	PLR	2021-11-25	
<b>2019-03-SV</b>	4700	Cumberland Road	2 lots	PLR	2021-07-03	
<b>2019-02-SV</b>	2640	Derwent Avenue	3 lots	PLR	2021-07-03	
<b>2017-04-SV</b>		Carlisle Lane	8 lots	Maintenance		2024-06-22
<b>2017-02-SV</b>		Coal Valley Estates	Phase 8 – 22 lots	Maintenance		2024-04-18
<b>2015-03-SV</b>	3216	Sutton Road	3 lots	PLR	2021-02-07	

**Attachment 4**

**Building Permit Applications to March 31, 2021**

	<b>2020 Totals</b>	<b>2021 to Date</b>
<b>Single Family Dwellings</b>	36	6
<b>Secondary Suite Conversions</b>	14	2
<b>Duplex</b>	0	0
<b>SFD Addtns &amp; Reno's</b>	19	1
<b>Accessory Dwelling Units</b>	4	3
<b>Residential Accessory</b>	7	10
<b>Multi-family</b>	2	1
<b>Industrial &amp; Utility</b>	1	2
<b>Commercial</b>	2	0
<b>Institutional</b>	1	0
<b>Demolition</b>	2	0
	<b>88</b>	<b>25</b>

Res #	Date	Resolution	Assigned To	Status
	2019-11-25	THAT Council approve the 2019-01-HAP for property described as Parcel B (DDA26122) of Lots 3 and 4, Block 3, District Lot 21, Nelson District, Plan 522 (2700 Dunsmuir Avenue) substantially in compliance with the Heritage Alteration Permit (2019-01-HAP), dated November 14, 2019; and THAT Council approve the 2019-08-DV permit for property described as Parcel B (DDA26122) of Lots 3 and 4, Block 3, District Lot 21, Nelson District, Plan 522 (2700 Dunsmuir Avenue) substantially in compliance with the Development Variance Permit (2019-08-DV), dated November 14, 2019.	DS	Complete
	2020-09-14	THAT Council refer the request from Hugh Fletcher for Council feedback in regard to development and heritage retention of the Ilo Ilo (2691 Dunsmuir) and King George (2723 Dunsmuir) buildings to staff to prepare a report briefly summarizing existing land use and development policies and application options for commercial heritage properties that are available within the Official Community Plan, Heritage Management Plan, and Council's Strategic Priorities.	DS	Complete
	2020-09-14	THAT Council refer the article If We Care about the Homeless, We'll Build Lots of Tiny Homes, Fast (Condon, The Tyee Aug 19 2020) to the Homelessness and Affordable Housing Committee for information along with Portland just Showed Vancouver fix its Housing Crisis (Condon, The Tyee Aug 28 2020) to the Homelessness and Affordable Housing Committee and the Advisory Planning Commission.	DS	Complete
	2020-10-13	THAT Council refer the Development Permit application 2020-08-DP for 4135 Cumberland Road to the Advisory Planning Commission for comment; and THAT Council waive the requirement for a neighbourhood public meeting for Development Permit 2020-08-DP.	DS	Complete
	2020-10-13	THAT Council approve the Temporary Use Permit (2020-01-TUP) for Unit 4 at 4640 Cumberland Road, legally described as Lot 1, Section 25, Township 10, Comox District, Plan 35738 substantially in compliance with the Permit attached to this report for the purposes of operating a yoga, fitness and dance study in Unit 4 on the property.	DS	Complete
	2020-11-09	THAT Council refer the applications (2020-08-DV and 2020-11-DP) for a Development Variance Permit and a Development Permit for 3339, 3341, 3345 Second Street to the Advisory Planning Commission for comment; and THAT Council refer the applications (2020-08-DV and 2020-DV) for a Development Permit for 3339, 3341, 3345 Second Street to the Homelessness and Affordable Housing Committee for comment; and for staff to report back on analysis on the property values of the gifted Village lands and possibly to those referrals as well.	DS	Complete
	2020-12-14	THAT Council endorse Bill C-213, Canadian Pharmacare Act through a letter to Peter Julian, MP, New Westminster-Burnaby.	LS	Complete
	2020-12-14	That Council support the creation and implementation of a Regional Emergency Operations Centre Policy Group and that the Mayor be appointed as the Village of Cumberland representative.	LS	Complete
	2020-12-14	THAT Council refer the application for a Development Variance Permit (2020-10-DV) for 2720 Derwent Avenue to the Advisory Planning Commission.	DS	Complete
	2020-12-14	THAT Council approve the Village entering into an lease agreement with the Cumberland and District Historical Society for the use of the museum building located at 2680 Dunsmuir Avenue for a ten-year term with a five year extension upon mutual agreement; and THAT Council approve the removal of the clause to enable the Village to terminate the lease without cause; and THAT Council direct staff to negotiate final terms of the lease for execution by the Mayor and Chief Administrative Officer.	LS	Complete
21-6	2021-01-11	THAT Council approve the Development Permit (2020-04-DP) for the property legally described as Lot 14, DL 24, Plan VIP27906 (3226 Sutton Road), substantially in compliance with the Development Permit dated December 21, 2020.	DS	Complete
21-41	2021-02-08	THAT Council refer the application (2021-01-DP) for a Development Permit on property described as Lot 6, DL 24, Plan VIP13640 (2522 Dunsmuir Avenue) to the Advisory Planning Commission for a recommendation.	DS	Complete
21-51	2021-02-08	THAT Council amend "Zoning Amendment Bylaw, No. 1133, 2020" as shown in the "Version B" bylaw attached to the report received by Council on February 8, 2021 and to further amend "Zoning Amendment Bylaw, No. 1133, 2020" to only allow payment of cash in lieu for up to 30% percent of required residential parking.	DS	Complete
21-57	2021-02-22	THAT Council support the Royal Canadian Legion Branch 76 application to the Canadian Mortgage and Housing Corporation for funding to determine the number of homeless veterans in the Oceanside and Comox Valley regions, and THAT Council consider funding support up to \$3,000 for the project through its Community Grant Program budget.	LS	Complete

Council Resolutions - Outstanding Action Items

21-59	2021-02-22	THAT Council be a signatory to the letter to Minister Osborne, Ministry of Municipal Affairs, requesting Provincial funding for essential local fire and road rescue services, and authorize the Mayor to sign the letter on behalf of Council.	LS	Complete
21-61	2021-02-22	THAT Council direct staff to write a letter in support of Director Richard Clarke to the Comox Valley Airport Commission.	LS	Complete
21-63	2021-02-22	THAT Council write a letter of support to Minister Osborne (Municipal Affairs), Minister Heyman (Environment and Climate Change Strategy), Minister Ralston (Energy, Mines and Low Carbon Innovation), and Minister Eby (Attorney General and Minister Responsible for Housing) in support of Property Assessed Clean Energy (PACE) BC and ask for Provide-wide third party enabling legislation.	LS	Complete
21-65	2021-02-22	THAT Council write a letter of support to the Minister of Environment and Climate Change Strategy, Minister of Energy, Mines and Low Carbon Innovation, the Minister of Municipal Affairs, Attorney General, Minister Responsible for Housing, and the Minister of Finance endorsing the Help Cities Lead Campaign.	LS	Complete
21-67	2021-02-22	THAT Council refer the Development Permit application 2020-12-DP for 3132 Grant Road to the Advisory Planning Commission for comment.	DS	Complete
21-71	2021-02-22	<p>THAT Council recommend to the Liquor Control and Licensing Branch that in regards to the application Manufacturing Facility Structural Change at 2732 Dunsmuir Avenue for the Cumberland Brewing Company Ltd., that the increased Occupant Load be authorized based on the information provided:</p> <p>a. Previous Engagement and Commitments Recognizing that previous engagement in 2018 identified potential for noise or negative impact on the community due to the increase in capacity and that these concerns have been mitigated by adjustments to the business operating hours. That the building owner and neighbouring tenants have expressed support for past and current applications. Those previous commitments by the business owner, including a midnight closing hour within the Lounge, and a modified closing time for the patio for Sunday night, will continue to be reflected in the Brewery's liquor licence and operations.</p> <p>b. The impact on the community if the application is approved Increased noise, traffic, and parking issues. Increased patronage of other local businesses.</p> <p>c. The local government recommendations and the reasons on which they are based The Village has considered: i) The applicant's request for an increased Occupant Load of 16 persons, from 94 to 110, which includes a maximum of 29 in the Lounge and 81 total on the expanded patio. ii) The Building Inspector has certified in principle that the provided design and current number of washrooms meets with the BC Building Code for this purpose. iii) The staff reports for Liquor License Application for a Manufacturing Facility Structural Change and Temporary Patio Extension affecting 2730 and 2732 Dunsmuir Avenue dated June 2020, 2018 and February 11, 2021; AND THAT Council recommend to the Liquor Control and Licensing Branch that the application for a temporary patio extension at 2732 Dunsmuir Avenue for the Cumberland Brewing Company Ltd. be authorized based on the information provided: a. The Temporary Patio Expansion does not require and/or result in load occupancy increase beyond the approved liquor licence. b. That the temporary structure is permitted until October 31, 2021 as per the terms of the Province's COVID Temporary Extension Application.</p>	DS ED	Complete
21-74	2021-02-22	THAT Council approve the extension of the 2020 community grant provided to the Cumberland Business Association in the amount of \$4,000 to December 31, 2021 with final reporting by January 31, 2022.	LS	Complete
21-78	2021-02-22	<p>THAT Council direct staff to submit the following resolutions to AVICC:</p> <ul style="list-style-type: none"> <li>• Watershed Protection and Private Managed Forest Land</li> <li>• Farmers' Markets as Essential Services During Local Emergencies</li> <li>• Clean and Renewable Energy Framework</li> </ul>	LS	Complete

Council Resolutions - Outstanding Action Items

21-90	2021-03-08	THAT Council support the application from the Cumberland Lake Wilderness Society for funding from the Canada Healthy Communities Initiative for a waterfront upgrade project to include upgrades to the picnic shelter and a new nature playground at Cumberland Lake Park.	LS	Complete
21-92	2021-03-08	THAT Council refer the application (2021-02-DP) for a Development Permit and (2021-02-DV) for a Development Variance Permit on the property described as Lot 9, Block 12, DL 21, Plan VIP522A (2781 Maryport Avenue) to the Advisory Planning Commission for a recommendation; and THAT Council waive the requirement for a neighbourhood public meeting for the Development Permit.	DS	Complete
21-122	2021-04-12	THAT Council approve the Village of Cumberland Audited Financial Statements for the year ended December 31, 2020.	FS	Complete
21-124	2021-04-12	THAT Council provide feedback on Community Priority Issues for the Comox Valley RCMP Annual Performance Plan to retain priorities of crime reduction, police/community relations, watercraft safety, traffic and road safety including off road vehicles, and parks and campgrounds, and authorize Mayor Baird to approve the acknowledgement of consultation.	LS	Complete
21-43	2021-02-08	THAT Council approve the Community Grant Program Guidelines dated January 29, 2021; and THAT Council direct staff to explore contributing \$1,000 each year to the Comox Valley Community Foundation during the 2022-2026 financial plan process.	LS	Complete In Process
21-45	2021-02-08	THAT Council allocate \$1,000 to each Councillor and \$1,500 to the Mayor from any conference savings in 2021 for that member to use at their discretion for professional development, conferences or forums in 2021; and THAT Council amend the Council Conference Policy to remove subsection (1) and add maximum expenditures in section (3) of \$500 for the mayor plus \$1,000 for each Council member, and to direct staff to bring forward an increase in the Council Travel and Conferences budget for 2022;	LS	Complete In Process
	2012-04-10	THAT Council request staff to get more clarification regarding Coal Valley Estates' responsibility in regards to the runoff from their proposed development adjacent to Camp Road in relation to the Official Community Plan section that states development needs to keep 90 percent of rain on their development properties.	DS	In Process
	2018-11-13	THAT Council direct staff to draft a policy on committee procedures for Council's consideration.	LS	In Process
	2018-11-26	THAT Council follow up the Bear Hazard Assessment Report with the development of a Bear Conflict Management Plan.	PS	In Process
	2018-12-10	THAT Council allocate the \$41,300 from 2018 growth taxes to the Cumberland Museum and Archives in equal payments over five years through an agreement to be negotiated with the Cumberland and District Historical Society that includes a clause that the funding be contingent on the Museum receiving funding from the Heung Foundation for the expansion of the Museum.	CAO FS	In Process
	2019-03-11	THAT Council participate in the Municipal Survivor Climate Challenge.	Cllr Ketler	In Process
	2019-07-22	THAT Council direct staff to collaborate with Fortis BC to find a suitable location within the Village of Cumberland or the region to construct a compressed natural gas (CNG) or renewable CNG multi-fueling station; THAT council direct staff to consider a requirement for CNG, or heavier weighting for request for proposals with CNG or R-CNG fuelling in new waste collection contracts;	ED OP	In Process
	2019-11-25	THAT Council direct staff to use the existing concrete slabs onsite and look at options of incorporating a concrete bench from design 2 into design 3 for the No. 5 Mine Fan House design concept.	DS	In Process
	2019-11-25	THAT Council direct staff to develop a letter of agreement with the owner of the land known as Coal Valley Estates for the development of the No. 5 Mine Fan House Park.	DS	In Process
	2020-05-25	THAT Council direct staff to write a letter of support regarding regulation for independent cannabis producers.	LS	In Process
	2020-06-22	THAT Council direct staff to bring forward a report to Council on the Cumberland Culture and Art Society's mural proposal for Village Park.	PR	In Process
	2020-11-09	THAT Council approve the revised Heritage Alteration Permit (2019-01-HAP REV) to collect a security for a mural or other decorative treatment of the east-facing wall of 2700 Dunsmuir Avenue and direct staff to prepare a report with mural options and process to complete the project for Council's consideration.	DS ED	In Process

Council Resolutions - Outstanding Action Items

	2020-11-09	THAT Council direct staff to provide report to Council with recommendations to the Village’s Business Licence Bylaw (No. 896, 2009), Inter-Community Business Licence Bylaw (No. 995, 2013) and/or other policy needs such as vacation rental and/or mobile vending regulations.	ED	In Process
	2020-12-14	THAT Council request that staff provide the information requested by Council on the Coal Valley Estates development proposal before considering referral of the Environmental Protection (DPA #1) and Wildfire Urban Interface Development Permit (DPA #4) to the APC.	DS	In Process
	2020-12-14	THAT Council confirm that, pursuant to its Development Procedures and Fees Bylaw No. 1073, 2018 and statutory requirements, early and on-going consultation was undertaken, including but not limited to a notice sign on the property, delivery of flyers and mailed notifications to neighbours within a 75 metre radius, public information meetings and a public hearing; THAT Council amend “Official Community Plan Amendment Bylaw No. 1136, 2020” in section 3 by striking out “3329” and substituting “3339”; THAT Council give third reading to “Official Community Plan Amendment Bylaw No. 1136, 2020” as amended; THAT Council give third reading to “Zoning Amendment Bylaw No. 1137, 2020”; and THAT final consideration of Bylaw No. 1136 and Bylaw No. 1137 be subject to: a) Registration of a section 219 Land Title Act covenant and housing agreement on title of 3345, 3341 and 3339 Second Street, legally described as Lots 3, 4, and 5, Block 32, District Lot 24, Nelson District, Plan 3268 with terms as outlined generally by the Senior Planner at the Public Hearing held on November 18, 2020. b) An access agreement, or assurance thereof, in a form satisfactory to the Village to permit the applicant to access their proposed on-site parking spaces off the Island Health rear driveway. c) Registration of a section 219 Land Title Act covenant requiring the consolidation of the three lots prior to any development, further subdivision (consolidation) or use.	DS	In Process
21-19	2021-01-11	THAT Council authorize the sole sourcing of the contract for the Village Hall Phase 1 renovation Project to Lacasse Construction up to \$83,819 plus tax as per section 5.9 (vii) as per the Village of Cumberland Purchase Management Services Policy.	CAO	In Process
21-21	2021-01-11	*See Remedial Action Resolution - 2721 Derwent Avenue	PS	In Process
21-35	2021-02-08	THAT Council write to the District of Saanich in support of efforts to address the overdose crises and advise that the Village of Cumberland is working on similar action.	LS	In Process
21-37	2021-02-08	THAT Council support the Cumberland Community School Parent Advisory Committee Cumberland Outdoor Learning and Gathering Space concept in principle and seek further information including information on funding.	LS	In Process
21-39	2021-02-08	THAT Council send letter to Premier and Minister of Municipal Affairs to support libraries as essential services in BC.	LS	In Process
21-45	2021-02-08	THAT Council direct Staff to develop a Village of Cumberland Complaint Handling Policy and staff to report back to Council with the draft policy and procedures for Council’s consideration;	CAO	In Process
21-47	2021-02-08	THAT Council approve the following activities: • Hire a temporary full time Engineer Technician for a term of 22 months, ending December 2022 to be funded from the infrastructure asset renewal reserve. • Increase Development Service consulting services budget by \$20,000 in 2021 and 2022 to be funded from the general financial stabilization reserve. • Direct staff to bring forward an amendment to the adopted 2021-2025 Financial plan bylaw to reflect these expenditures, and THAT Council not transfer from the infrastructure asset renewal reserve the amount over the optimum balance as per the reserve and surplus policy until 2023.	OP FS	In Process
21-88	2021-03-08	THAT Council continue to support and participate in the regional active transportation project lead by the CVRD, also that Council commits to including cycling infrastructure considerations as part of the future Village Transportation Master Plan, and that Council direct staff to monitor and report on any potential cycling infrastructure funding opportunities.	OP DS	In Process
21-96	2021-03-08	THAT Council appoint Courtney Simpson approving officer for the Village of Cumberland.	LS	In Process
21-98	2021-03-08	THAT Council approve \$223,500 for the Information Technology and Fire Hall generator expenditures to be funded through the general financial stabilization reserve – COVID-19 Restart Funds and direct staff to amend the adopted 2021-2026 Financial Plan bylaw to reflect this expenditure.	FS	In Process

21-112	2021-03-22	THAT Council refer the request from Steve Morgan, Cumberland Wetlands Working Group, to commit to protecting the natural areas, and to engaging qualified professionals in evaluating the effect of the proposed development on all of the existing natural systems inside and outside the development area, to staff as part of the Environmental and Wildfire development permit area application for Phase 10 of the Coal Valley Estates development.	DS	In Process
21-127	2021-04-12	WHEREAS ancient high productivity (big tree) old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and bank of biodiversity; AND WHEREAS, of the 2.7% of the original high productivity (big tree) old-growth forests (less than 1% of BC’s total current forested area), 75% are still slated to be eliminated through logging; THEREFORE BE IT RESOLVED, THAT the Village of Cumberland call on the provincial government to immediately defer logging in all high productivity, rare, oldest, and most intact old-growth forests as recommended by the Old-Growth Strategic Review, until all 14 of the panel’s recommendations have been implemented; including deferrals in such at-risk old-growth forests as, the headwaters of Fairy Creek, the Upper Walbran Valley, Nahmint Valley, Eden Grove, Edinburgh Mountain, Upper Tsitika Valley, East Creek, Klaskish Valley, Nimpkish Lake and the Inland Old-Growth Temperate Rainforest. AND THAT the Village of Cumberland formally oppose the logging of at-risk old-growth forests; AND THAT the Village of Cumberland call on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nation communities from unsustainable old-growth logging for the development of long-term sustainable local economies.	LS	In Process
21-129	2021-04-12	THAT the Village of Cumberland Council endorses the Comox Strathcona Waste Management’s targeted amendment of its 2012 Solid Waste Management Plan and that a letter of support be provided to the Ministry of Environment and Climate Change Strategy.	LS	In Process
21-131	2021-04-12	WHEREAS the toxic drug supply crisis is one of the largest public health emergencies of our lifetime, with a death about every two hours on average and a death toll of over 16,360 since 2016 (January 2016 to March 2020); AND WHEREAS other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use; AND WHEREAS the federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well; AND WHEREAS supports are needed, but measures that save lives are essential if people are to survive and access supports; AND WHEREAS the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests “decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use”; AND WHEREAS the toxic drug supply crisis rages, showing few signs of abating; THEREFORE BE IT RESOLVED that Council request that the Government of Canada: a) declare the toxic drug supply crisis a national public health emergency; and b) immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of legal reforms that other countries have implemented to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use.	LS	In Process
21-135	2021-04-12	THAT Council deny Development Permit (2021-01-DP) for an accessory dwelling unit on property described as Lot 6, DL 24, Plan VIP13640 (2522 Dunsmuir Avenue); and THAT that the proponents are asked to provide a design that is more sensitive to the scale, mass, and form of the adjacent buildings.	DS	In Process
21-137	2021-04-12	THAT Council refer the application (2021-01-OCP&RZ) for an OCP Amendment and Rezoning of 2782 Ulverston Avenue, legally described as Lot 1, DL 24, Nelson District, Plan 28034, except part in plan VIP8213, to the Advisory Planning Commission for a recommendation.	DS	In Process

Council Resolutions - Outstanding Action Items

Last Updated: April 21, 2021  
File No. 0550-01

21-139	2021-04-12	THAT Council refer the “Heritage Alteration Permit and Variance Application – 3274 Third Street (2021-01-HAP)” report, dated March 31, 2021, to the Heritage Committee for comment; and THAT Council require that the applicant host an information meeting, outdoors or on-line, to provide an opportunity for input on their Heritage Alteration Permit and Variance Application – 3274 Third Street (2021-01-HAP).	DS	In Process
21-140	2021-04-12	THAT Council refer the application (2021-01-OCP&RZ) for an OCP Amendment and Rezoning of 2782 Ulverston Avenue, legally described as Lot 1, DL 24, Nelson District, Plan 28034, except part in plan VIP8213, to the Homelessness and Affordable Housing Committee for a recommendation.	DS	In Process
21-142	2021-04-12	THAT Council allocate the Community Grant Program funding at 70% of the requested amount, as follows: - Cumberland Community School Parents Association Covered, secure bike rack on school property \$2,625 - Cumberland Culture & Arts Society Improved quality administrative functions by updating our systems, internal governance review and task forces. \$2,800 - Royal Canadian Legion Branch Research project for the Cumberland, Comox Valley, and Oceanside region to determine the number of homeless or near homeless Veterans \$2,100 - Youth and Ecological Restoration Program (YER) Youth support worker to train and supervise youth for cedar tree documentation and western toad project. \$2,100 And that remainder in the amount of \$375 be donated to the Comox Valley Broombusters.	LS FS	In Process
21-146	2021-04-12	THAT Council approve a licence of occupation of the BMX track area in Village Park to the Coal Hills BMX Association for a five year period.	LS	In Process
21-133	2021-04-12	THAT Council rescind resolution 20-69 “THAT Council approve the Development Variance Permit (2021-01-DV) variance of 8” in height for the property legally described as Lot 9, Block 12, DL 21, Plan VIP522A 2749 (2749 Derwent Avenue).”; and THAT Council approve the Development Variance Permit (2021-01-DV) variance of 8” in height for the property legally described as Lot 9, Block 12, DL 21, Plan VIP522A 2749 (2749 Derwent Avenue), having completed the neighbourhood notification.	LS DS	In Process Complete
21-69	2021-02-22	THAT Council approve the Development Variance Permit (2021-01-DV) variance of 8” in height the for the property legally described as Lot 9, Block 12, DL 21, Plan VIP522A 2749 (2749 Derwent Avenue).	DS	Rescinded