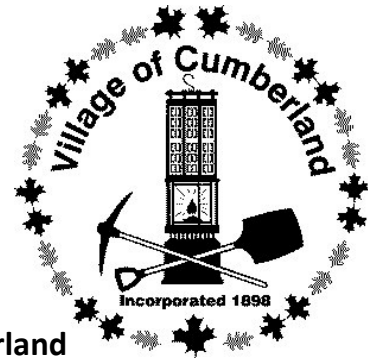


C.O.T.W. AGENDA

03/2022/COTW



**The Corporation of the Village of Cumberland
Committee of the Whole Meeting
January 24, 2022 at 2:00 p.m.**

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

This meeting will be held through electronic facilities due to public health concerns related to COVID-19.

The public may view live on the [Village of Cumberland YouTube channel](#) or may attend at the Council Chambers at 2675 Dunsmuir Avenue to view the online meeting.

1. Approval of Agenda

1.1 Agenda for Committee of the Whole meeting, January 24, 2021

1

Recommendation:

- i. THAT the Committee approve the agenda for the January 24, 2022 Committee of the Whole meeting.

2. Delegations

2.1 Kevin Plummer, Senior Program Manager, RCMP Contract Administration & Katherine St. Denis, Director of the B.C. RCMP Service Delivery Police Services, Division Policing and Security Branch, Ministry of Public Safety and Solicitor General, regarding RCMP Policing Contract with Local Governments

Recommendation:

- i. THAT the Committee receive the delegation of Kevin Plummer, Senior Program Manager, RCMP Contract Administration & Katherine St. Denis, Director, B.C. RCMP Service Delivery Police Services Division Policing and Security Branch, Ministry of Public Safety and Solicitor General, regarding RCMP Policing Contract – with Local Governments

3. Reports

- 3.1 Asset Management Draft Policy 3
Prepared by: Clayton Postings, Chief Administrative Officer
Recommendation:
i. THAT the Committee recommend that Council adopt the Asset Management Policy dated January 24, 2022.
- 3.2 Recreation, Arts and Culture Master Plan: Process Overview 10
Prepared by Kevin McPhedran, Manager of Parks and Recreation
Recommendation:
i. THAT the Committee receive the Recreation, Arts and Culture Master Plan: Process Overview report for discussion.
- 3.3 Strategic Priorities Quarterly Reports, October – December 2021 14
Recommendation:
i. THAT the Committee receive the Quarterly Reports to Council, October -December 2021.

4. Closed Portion

Recommendation:

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

5. Adjournment

COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 1/14/2022
 MEETING DATE: 1/24/2022

File No.

TO: Committee of the Whole
 FROM: Clayton Postings, Chief Administrative Officer
 SUBJECT: ASSET MANAGEMENT DRAFT POLICY

RECOMMENDATION

THAT the Committee recommend that Council adopt the Asset Management Policy dated January 24, 2022.

PURPOSE

The purpose of this report is to provide the Draft Asset Management Policy for review and consideration.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
2021-02-22	<p>THAT Council direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Asset Management Program for Village of Cumberland Asset Management project. Be it therefore resolved that the Village of Cumberland commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:</p> <ul style="list-style-type: none"> • Development of Village asset management policy and plan, • Training and organizational development. <p>Be it resolved that the Village of Cumberland commit \$4,000 from its budget toward the costs of this initiative; and</p> <p>THAT Council approve the expenditure of up to \$20,000 for an asset management policy and strategy, training and development with:</p> <ol style="list-style-type: none"> a) \$16,000 to be funded through an FCM grant and b) \$4,000 to be funded through the general financial stabilization reserve; and <p>AND THAT Council direct staff to bring forward an amendment to the adopted 2021-2025 Financial Plan Bylaw to reflect this expenditure.</p>

BACKGROUND

As part of then 2020-2023 Village of Cumberland Strategic Priorities, Council identified Asset Management (AM) as a priority initiative. In 2021 the Village Staff and Council completed two workshops, these workshops were provided by Xyst Asset Management Consultants with the objective to provide Council and Staff with a common understanding of the key aspects of AM, while also reviewing where the Village currently is in the AM cycle. This initial phase was part of the Assess phase, as described below in the Asset Management BC (AMBC) Framework diagram.



**Source: Asset Management BC*

The development of an AM policy is the first step in the Plan phase. The Village continued to work with Xyst Consultants on the development of a draft AM Policy, several staff workshops occurred, discussing how the policy could be developed and implemented.

The following is described by AMBC as what should be considered in the AM policy

The asset management policy is a document that formalizes corporate commitment to asset management. The policy broadly outlines the principles and guides the development and implementation of asset management across the organization in a systematic and coordinated way, consistent with the organization's plans. The asset management policy will identify the connection between community objectives and the management of infrastructure assets; principles to guide decision-making about assets and services, such as connection to levels of service and risk; the integration of asset management into other documents, plans, and processes (such as land use planning); and the organization's approach to asset renewal and financing.

Village staff are recommending the Council adopt the draft AM policy. Following the adoption and implementation of the AM Policy, the Village will then begin the development of specific AM Plans and work toward including these plans into the long term financial plan. Further reports will be provided to Council relating to next steps by late Spring.

ALTERNATIVES

1. The Committee may provide and changes or request additional information relating to the Asset Management Policy
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

Currently the Village has developed the Asset Management Policy with the existing approved project budget of \$4,000. Further activities relating to developing Asset Management Plans and Strategies, are part of existing FCM grant application. If the funding is not approved through this FCM application, Staff will provide Council with options to be considered to continue to support moving these priorities forward. If the funding is approved through this FCM application, matching funds of approximately \$2,500 will be needed.

Asset Management as it relates to the Village maintaining and replacing Village assets, will be considered during the annual Financial Plan process.

OPERATIONAL IMPLICATIONS

Asset Management is currently being operationalized, with Village staff receiving training and education relating to best practices and Asset Management implementation. This activity will take time to roll-out and it is expected the organization will need to adjust a number of the existing policies, which will require staff time to complete.

ATTACHMENTS

1. Village of Cumberland Draft Asset Management Policy

Respectfully submitted,

C. Postings

Clayton Postings
Chief Administrative Officer

Village of Cumberland

Asset Management Policy

1. Background

The Village of Cumberland delivers a wide variety of core services to the residents. Engineered and natural assets are combined to deliver these services. The policy will recognize and honor the agreements and partnership with adjacent Indigenous landowners and communities. The Village of Cumberland is committed to developing and continually improving the service delivery model by aligning with best asset management practices. Sustainable Service Delivery ensures that services are delivered in a socially, economically, and environmentally responsible manner that does not compromise the ability of future generations to make their own choices.

2. Purpose

The purpose of this policy is to provide direction and commitment to asset management practices and a set of guidelines for implementing consistent asset management processes throughout the organization.

3. Definitions

- 3.1. **Asset** – an item, thing or entity that has potential or actual value to our organization. There are three primary categories of municipal assets:
 - 3.1.1. **Natural Assets.** These are assets from the natural environment such as streams, wetlands, watersheds, or forest.
 - 3.1.2. **Living Assets.** These are biological assets that are constructed or installed such as sports fields, urban parks / forests, or bioswales.
 - 3.1.3. **Engineered Assets.** These are non-biological/non-living assets that are constructed such as buildings, roadways, or pathways.
- 3.2. **Asset Management** – The whole life-cycle management (physical, financial, economic, engineering and other practices) applied to assets with the objective of providing the required level of service in the most cost-effective manner.
- 3.3. **Asset Management System** – a management system for asset management (as defined in ISO 55000); where asset management is the effective control and governance of assets to realize value through managing risk and opportunity, to achieve the desired valance of cost, risk and performance.

4. Objectives

To ensure adequate provision is made for the long-term management and replacement of assets by the following actions:

- Provide services and infrastructure in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Monitor, review and amend the required standards and levels of service.
- Adopt risk-based decision-making processes that consider the probability and consequences of asset failure.
- Ensure resources and operational capabilities are identified throughout the organization.
- Develop and implement appropriate asset management strategies and appropriate financial resources for those assets.
- Council and administration will demonstrate leadership by creating and sustaining an asset management culture throughout the organization.
- Roles are clearly identified and assigned to positions responsible for asset management.
- Adhere to legislative requirements for asset management.
- Demonstrate transparent and responsible asset management processes that align with industry best practice.

5. Policy

5.1. Scope

This policy applies to all the Village of Cumberland operating departments, employees and contractors engaged with the planning and management of assets. Council for the Village of Cumberland is the executive sponsor of the policy.

5.2. Principles

The Village of Cumberland sustainable service delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of living and engineered capital assets, and protection of natural assets by:

1. Ensuring that the Village of Cumberland natural, living and engineered assets are provided in a manner that respects financial, cultural, economic, and environmental sustainability.
2. Meeting all relevant legislative and regulatory requirements.

3. Demonstrating transparent and responsible asset management processes that align with industry best-practices (ISO 55001).
4. Implementing sound asset management strategies and plans, and provide sufficient financial resources to accomplish them by aligning with the Asset Management Cycle (Plan, Do, Check, Act):

4.1 Plan

- a. Asset management plans will be developed and implemented for all major asset / service areas.
- b. The Village of Cumberland's Long-Term Operational / Capital Plan will incorporate expenditure projections from asset management plans.
- c. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- d. Future service levels with associated delivery costs will be determined in consultation with the community.

4.2 Do

- e. Provide our citizens with services and levels of service for which they are willing and able to pay.
- f. Provide necessary awareness, training and professional development to create and foster a corporate culture where all employees play a part in overall care for the Village of Cumberland natural, living and engineered assets.
- g. Ensure necessary capacity and other operational resources / capabilities are provided and asset management responsibilities are effectively allocated throughout the corporation.
- h. Establish a Corporate Asset Management Committee with membership from all business units (operating, capital and financial). This committee shall provide regular asset management performance reports to the CAO to ensure sustainable and continued achievement of corporate objectives.
- i. Incorporate industry best-practice strategies to enhance resiliency in the design, construction, maintenance, stewardship and life-cycle renewal of all assets.

4.3 Check

- j. Regular and systematic reviews will be applied to all asset plans to ensure that living and engineered assets are managed, valued, and depreciated in accordance with industry best practice.
- k. Regular inspections will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.

- l. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.

4.4 Act

- m. Appropriate actions shall be taken to implement necessary changes and/or corrective actions determined through internal reviews.

6. Related Documents

- Cumberland Official Community Plan Bylaw No. 990, 2014
- Asset Management Strategy (as developed)
- Asset Management Plans (for operating service owners)
- Long Term Financial Plan (operating and capital forecasts)

7. Responsibility

Council is responsible for adopting the policy, defining service and allocating resources, and providing high level oversight of the delivery of the Village of Cumberland’s asset management strategy and plans. The Council is also responsible for ensuring that resources are appropriately allocated to ensure sustainable service delivery.

The **Chief Administrative Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the Village of Cumberland.

8. Review Date

This policy shall remain in effect, upon Council approval and be reviewed at the discretion of the current Council.

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Authorization

Council Meeting Date

COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 12/15/2021
MEETING DATE: 1/24/2022

TO: Mayor and Councillors
FROM: Kevin McPhedran, Manager of Parks & Recreation
SUBJECT: Recreation, Arts and Culture Master Plan: Process Overview

RECOMMENDATION

THAT the Committee receive the *Recreation, Arts and Culture Master Plan: Process Overview* report for discussion.

PURPOSE

The purpose of this report is to provide Council with a project update and to provide further information on the planning process for the development of the Recreation, Arts and Culture Master Plan.

PREVIOUS COUNCIL DIRECTION

2021-09-27	THAT Council allocate \$75,000 in COVID-19 Safe Restart Grant for Local Government funds to fund the development of a Recreation, Arts and Culture Master Plan.
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BACKGROUND

In September 2021, Council directed staff to proceed to develop a Recreation, Arts and Culture Master Plan, with the overall project objectives described as:

- Engaging residents and stakeholders on recreation, arts and culture services to be delivered by the Village.
- Research best practices and emerging trends in recreation and culture facility design, programming, special event provision, partnerships, and related topics.
- Inform Village infrastructure and facility planning and design.
- Create an implementation plan to guide the Village’s strategic delivery of recreation and cultural services over a 10 year horizon.
- Provide the foundational pieces (community engagement and organization) that will support the advancement of the Economic Development Strategy and provide guidance to the Village in supporting arts and culture as an economic driver in the community.

In October and November 2021, staff proceeded to issue a Request for Proposal to obtain a recreation and cultural planning consulting firm to lead the project. The RFP received three responses, each from qualified, reputable planning firms with significant experience in the sector. Based on a thorough review and evaluation process, staff ultimately awarded the project to hcma, who partnered with GDH Solutions (GDH), and submitted a very strong proposal based on the extensive knowledge and experience of the project team, demonstrated understanding of our project needs - including facility planning, a thorough understanding of local and regional context, their social procurement submission, and other factors.

A start up meeting was held with hcma/GDH in December, and the project is now well underway.

An overview of the project work plan and schedule is as follows:

<u>SCOPE</u>	<u>ACTIVITY</u>	<u>TASKS</u>	<u>SCHEDULE</u>
#1: Data Collection and Review	Contract Award and Start up	<ul style="list-style-type: none"> initial meeting background document collection 	December 2021
	Background report review and inventories	<ul style="list-style-type: none"> Village recreation and culture building and site plan inventory, including site visits document recreation and cultural facilities, events, programs and activities engage economic development services inventory other village and regional recreation and cultural facilities 	December 2021 to January 2022
	Demographics, Trends and Best Practices	Research and document	January to February 2022
#2: Engagement	Engagement Plan	Prepare engagement plan	January to April 2022
	Public Engagement	<ul style="list-style-type: none"> online survey; one in person open house; one online open house 	February-March 2022
	Stakeholder Engagement: workshops and/or interviews	<ul style="list-style-type: none"> key local community groups/non profits CVRD Recreation and SD 71 Relevant local business Village staff Village Committee's Village Council workshop (in person or online) 	February-March 2022

	Engagement Reporting	Summary of outcomes of public and stakeholder engagement activities	April 2022
#3: Analysis and Plan Development	Service delivery analysis	<ul style="list-style-type: none"> • Recreation and culture programs and services • Events and festivals 	March-April 2022
	Infrastructure	Develop asset strategy (preliminary options for infrastructure assets, including costing options)	April 2022
	Reviews and implementation planning	<ul style="list-style-type: none"> • Staff review • Refine options and development implementation plan 	April-May 2022
#4: Final Plan	Recommendations	<ul style="list-style-type: none"> • Operational • Facilities 	May-June 2022
	Reviews	<ul style="list-style-type: none"> • Staff • Presentation to Council 	June-July 2022
	Final Report		August 2022

Per the above work plan, a Council Workshop is proposed for near the end of Scope #2 (the engagement phase), at which time a significant amount of planning work will have occurred to understand the current context of service delivery in the Village, as well as information collected from community stakeholders and residents. This workshop is scheduled to occur in about March 2022.

Council will then be presented the plan for final review and comment in summer 2022.

At this time, staff request that Council provide any feedback on the proposed process, workplan or other factors relevant to moving the plan development forward.

ALTERNATIVES

None.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

This project is funded by the Province’s COVID 19 Restart Grant.

OPERATIONAL IMPLICATIONS

This project is included as a priority item in the work plan of Village staff, lead by the Manager of Parks and Recreation, and supported by the Recreation and Culture Supervisor, Parks, Trails and Lands Supervisor, Economic Development Officer, and others.

ATTACHMENTS

None

CONCURRENCE

Kaelin Chambers, Economic Development Officer KC

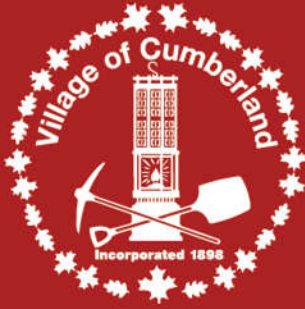
Respectfully submitted,

K. McPhedran

Kevin McPhedran
Manager of Parks and Recreation

C. Postings

Clayton Postings
Chief Administrative Officer



QUARTERLY REPORT TO COUNCIL

October to December 2021



THE VILLAGE OF
CUMBERLAND

250.336.2291
info@cumberland.ca
cumberland.ca

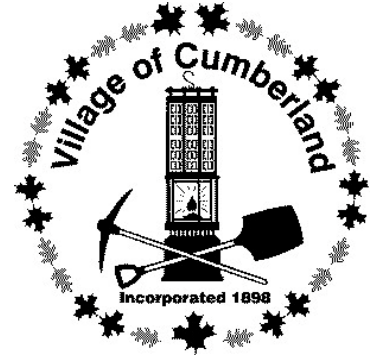
2673 Dunsmuir Avenue
Box 340, Cumberland, BC
V0R 1S0



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STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: January 24, 2022
REPORT PERIOD: October to December 2021
FROM: Clayton Postings, Chief Administrative Officer

The attached report is for the period of October to December 2021 and summarizes activities relating to the Village's Strategic Priorities and major projects and initiatives. As well the report includes the following departmental quarterly updates.

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

QUARTERLY SUMMARY

This report summarizes the final quarter of 2021. The Strategic Priorities report also lists all 2021 active projects and projects completed in 2021.

The end to 2021 continued to add challenges relating to COVID response, with another wave beginning in late 2021. The onset of the Omicron and additional public health orders issued, resulted in a number of operational changes, such as reverting back to virtual meetings, closing the fitness centre and the reintroduction of an updated Village safety plan. All this work Village staff completed and continue to monitor and respond, with a priority of ensuring the ongoing health and safety of Village staff and visitors to our facilities.

Another challenge faced in the Fall of 2021 was the devastating atmospheric river weather event that occurred in November. The Village and most of Vancouver Island did not see substantial impact of the storm, though the aftereffects were present across the entire organization, due to supply chain issues, following provincial emergency orders, and re-evaluating existing policies and projects and how these projects are developed and engineered. The other weather related event was a significant amount of snow fall that occurred late December, the Village again was able to respond and our staff worked through the holiday season keeping the roads and sidewalks clear, as well as the Fire Department responded to numerous MVA on the Inland Highway. It was a very busy three-week period for all staff.

Some projects that completed in the fourth quarter included the development of utility and tax notice e-billing for 2022, Stevens Lake Dam – monitoring equipment installed and connected to SCADA system and BC Hyrdo switch to LED streetlights. As well we had a number of projects commence including the Development Modernization project and the Recreation, Arts and Culture Master Plan. Both of these projects will be part of the 2022 work plans, and it is exciting to see these underway.

Lastly one of the highlights of this quarter was the opportunity to celebrate with the Cumberland and District Historical Society the reopening of the newly renovated Museum and Archives facility. This project had been in the works for many years and under constriction for almost a year. The newly renovated space is amazing and another valued asset for the community and visitors to enjoy.

ATTACHMENTS

1. Village of Cumberland Strategic Priorities 2021 fourth quarter report



106
GOALS

40%
GOAL COMPLETION

STRATEGIC PRIORITIES 2020-2023 PLAN

QUALITY INFRASTRUCTURE PLANNING AND DEVELOPMENT

Initiative	Description	2... 2021 2022 2023 20... 2025	Updates	Actions	Status
Asset Management	Maintain a high-level, systematic approach that supports the Village in moving toward service, asset and financial sustainability.				On Track
→ Asset Management Policy	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.		<p>NEW</p> <p>Staff have finalized a draft asset management policy for Council's consideration. The draft policy will be presented to Council at the January Committee of the Whole. Once the policy is adopted Staff will commence working on specific asset management plans.</p> <p>Currently the status of the Village FCM Asset Management grant application is still unknown, though the Village was advised in December 2021 that it is now being reviewed and that a decision should be provided soon.</p>		On Track

Initiative	Description	2... 2021 2022 2023 20... 2025	Updates	Actions	Status
→ Inventory Natural Assets	Identify environmentally sensitive areas to ensure an appropriate balance between future growth of community and preservation of key natural assets.		<p>Asset Management policy development is underway, which will include Natural Assets into the policy. Council will receive the policy in January 2022.</p> <p>The Village commenced a review of the Village water shed in 2021, with the initiative being termed Perseverance Watershed Initiative (PWI). The Village presented an update to this project to KFN, CVRD and other regional stakeholders, seeking participation. This project will now become a independent initiative and reported out on separately.</p>	<p>Village Asset Management Policy - Natural Asset included <input type="checkbox"/></p> <p>Regional Municipal Natural Asset Initiative (MNAI) project <input type="checkbox"/></p> <p>Perseverance Watershed Initiative <input type="checkbox"/></p>	On Track
→ Construct new Fire Hall	Construct a new Village fire hall building which replaces the existing fire hall.		Project complete grand opening occurred in September 2021.		Complete
Liquid Waste Management	Develop an environmentally sustainable method of treating the Village's liquid waste.				On Track
→ High performance waste water treatment project	Satisfy conditions of existing operating permit through upgrades to existing Liquid Waste Treatment system. Project part of ICIP grant funding.		<p>NEW</p> <p>Concept design process complete and the project has moved into preliminary design. Next steps to to procure long lead time equipment items. Project costing updated in early 2022 with a plan to bring project update report to Council.</p>		On Track
→ Future Waste Water Treatment Approval	Proceed toward registration under the MWR or LWMP operational certificate. Completion by 2025.				Not started
Drinking Water	Maintain high quality safe drinking water supply and service that meets the all regulatory requirements.				On Track
→ Dam #2 reconstruction funding confirmation	Based on the preliminary design the Village will seek funding to complete detailed design, construction, and creek restoration.		<p>NEW</p> <p>No update relating to the funding application.</p>		Behind

Initiative	Description	2... 2021 2022 2023 20... 2025	Updates	Actions	Status
↳ Watershed Management Plan	2016 Village watershed management plan actions, including: stakeholder engagement, infrastructure and water monitoring, mitigation strategies, education and reporting.		NEW Dam monitoring equipment was installed in Stevens Lake Fall 2021, is now fully functional. Further recommendations from the WMP continue to be included in future annual budgeting and capital plans.		On Track
Transportation Assessment	Review risk and opportunities relating to active transportation, parking, walkability, connection/paths, accessibility, sidewalks, transit.				On Track
↳ Traffic and Pedestrian data collection	Collect data to inform updated transportation master plan. Including: vehicle, bicycle, pedestrian and parking.		NEW Count data collection scheduled for 2021 was delayed due to Provincial flooding, as equipment was unavailable. The equipment has now become available and the project will commence once weather/road conditions improve.		Behind
↳ Transportation Master plan	Plan and inform corridors and standards relating to roads and pathways.		NEW Draft RFP document is in the final review stage and expected to be release in January 2022.	Active Transportation Planning project <input type="checkbox"/> Community wide speed limit reduction option reviewed <input type="checkbox"/>	Behind

COMPREHENSIVE COMMUNITY PLANNING

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Community Climate Change Assessment	As per the OCP, consider climate change impacts and risk and provide options to enable adaptation.							Behind
↳ Climate assessment, mitigation and adaption	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.						Staff are developing a process which ensures strategic priorities and other Village projects and initiatives include key review and considerations relating to climate change response. This process will be a tool which allows the Village to respond as well as plan for climate change as part of regular operational activitie.	Not started
Zoning Bylaw Update	Updates to Zoning Bylaw No. 1027, 2016							Complete
↳ Zoning bylaw review	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							Complete
Official Community Plan Updates	OCP to receive various section updates relating to Heritage, Housing, Regional Growth which will precede the next OCP review							On Track
↳ Enhance Heritage protection tools	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.						Implementing website updates and other ongoing initiatives presented in June 14 2021 report.	On Track
Urban Forest	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.							On Track

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Urban Forest Management Consultation	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.					Project complete. Further public engagement and canopy tree cover target moved to future bylaw and policy development project.		Complete
→ Urban Forest Bylaw and Policy Development	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.					NEW Seeking consultant to lead development of Tree Protection Bylaw in 2022.		On Track

HEALTHY COMMUNITY

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status	
Food Security	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
→ Regional Food Policy Council participation	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.					Staff working with community group proposing a permaculture food forest project adjacent to Rotary Orchard Park.	Vancouver Island Food Charter <input type="checkbox"/>		On Track
Child Care Space Creation	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
→ Childcare Space Creation project	The Village was awarded \$3M toward the development of 85 new childcare spaces. The Village and SD71 are working in partnership on the Project. SD71 is overseeing the development and management of the Project and the Village is responsible for selecting the facility operator(s). Village staff are currently working with SD71 Project through the design phase of the Project.					NEW The Village and SD71 continue to work in partnership on the Project. SD71 is overseeing the development and management of the Project and the Village is responsible for selecting the facility operator(s). Village staff are currently working with SD71 Project through the design phase of the Project.		On Track	
→ BC Child Care New Spaces Fund Application	Apply for Provincial funding through the Community Child Care Space Creation Program to create new child care spaces within the Village.								Complete
→ Child Care Policy and Bylaw Development	Implement Policy and Bylaw recommendations identified in Child care Action Plan								Complete

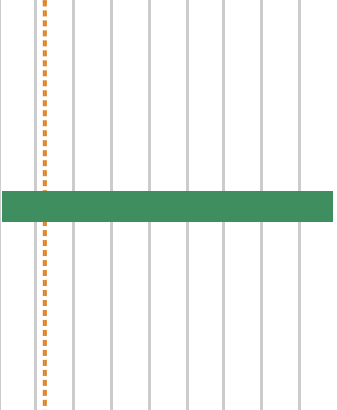
Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Arts and Culture	Arts and culture in Cumberland make up an important aspect of the Village's identity and quality of life. .							On Track
→ Recreation, Arts and Culture Master Plan	Development of an Recreation, Arts and Culture Master Plan to provide a road map for Village delivery of recreation, arts and culture services over the next 10 years.					NEW December 2021 the project was awarded to HCMA consultants, a start up meeting occurred with Village staff and HCMA in December, with pre-project work commencing immediately. A project overview will be provided to Council at the January Committee of the Whole meeting.		On Track

ECONOMIC DEVELOPMENT

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
COVID- 19 Recovery	Village activities relating to COVID-19 emergency response and recovery.	[Green bar spanning 2020-2023]						On Track
→ Local/Regional Economic Development recovery initiatives	COVID-19 Regional Economic Task group created with Village participation. Identify economic recovery efforts for the Village and region.	[Dark green bar spanning 2020-2021]						Complete
→ Village Administrative Functions	Develop and implement response and adaptation plan for Village Service delivery, including Council activities and Village office.	[Green bar spanning 2020-2021]					<p>NEW</p> <p>The Village has responded to December 2021 public health orders on restrictions on gathering and events due to the Omicron variant of COVID-19, by reimplementing and updating its COVID Safety Plan, limiting office hours and some recreational services, and returning to on-line public meetings for the protection of staff and the community.</p>	On Track
Economic Development Strategy	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.	[Green bar spanning 2020-2023]						On Track

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Bevan Industrial Area Development	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					<p>NEW</p> <p>in December 2021 Staff created the Development Implementation Plan for the Bevan Lands.</p> <p>A workshop was held on October 14, 2021, with key staff representing all departments to review the outcomes of the initial subdivision application process and the recommendations in the Concept Plan for servicing, transportation, land use, and parks and trails. The Implementation Plan is the result of this workshop.</p> <p>The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations.</p>		On Track
→ Implementation Plan for Bevan Industrial Lands Development	The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations and status of the action.					<p>Staff will commence project plan to develop long term comprehensive strategy including servicing for the Bevan Lands, this initiative will be a focus in the coming year to ensure the Village is prepared for future development in the area.</p>	<p>DCC Review <input type="checkbox"/></p> <p>Transportation Master Plan <input type="checkbox"/></p> <p>Bevan Industrial Servicing Strategy <input type="checkbox"/></p>	On Track
→ Economic Development webportal	The web-portal provides information relating to business, investment and/or development opportunities within the Village.							Complete
→ Village Business Association	Organized business group to which would be eligible to partner and promote Village business opportunities.					<p>NEW</p> <p>A Draft MOU was presented to Council in November 2021 and Village staff and the CBA continue to work towards completing the agreement in early 2022.</p>		On Track

SUPPORT COMMUNITY-LED RECONCILIATION AND RELATIONSHIP BUILDING.




Initiative	Description	Q...Q...Q...Q...Q...Q...Q...Q...Q...	Updates	Actions	Status
<p>Commitment to reconciliation with Indigenous peoples and the United Nations Declaration of Rights of Indigenous Peoples</p>			<p>NEW Community to Community forum occurred in November, 2021.</p> <p>Village Staff have engaged KFN in arranging training/education relating to the KFN Cultural Heritage Policy. The Village has also submitted a permit request through the Cultural Heritage Policy for the Lake Park water front improvements.</p>		<p>On Track</p>

REGIONAL ACTIVITIES







Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
Regional Parks Service Review	CVRD is completing a Background Study to inform the potential establishment of a Regional Parks Service. All regional local government partners are participating in this project.					NEW Background Study development and deliberations on potential future steps related to service establishment remain ongoing. Report to Council now anticipated for early 2022.		On Track
Regional Active Transportation Network Plan	CVRD Active Transportation Plan will identify priority areas and routes for investment in active transportation infrastructure.					The Regional Active Transportation Plan was adopted by the CVRD Board in September. CVRD and Village staff will now work on implementation of the actions identified.		Complete
Regional Airshed Roundtable	CVRD initiative to develop and implement a Regional Airshed Protection Strategy.							On Track
Regional Transit Facilities Plan	Facilities Plan for improvement to exchanges and priority lanes.							Complete
Strengthening Community Services Project	CVRD led initiative to provide supports for those experiencing homelessness. Grant received from UBCM in partnership with CVRD and municipalities.					Staff to participate in new training opportunities through this project and support with bylaw enforcement resources as needed.		Not started
Regional Recreation Fields Study								Behind
Regional Aquatics Study								Behind








OPERATIONAL ACTIVITIES










Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Village Forest Land Management Strategy	Develop a Management Direction Statement for Village Forest Lands							Complete
Cumberland Trail Network Agreement	Work with UROC, Mosaic and Hancock to revise and update the model for collaborative management of the Cumberland Trail Network.					NEW MOU between UROC, Mosaic and Manulife Investment Management describing the collaborative framework for the management of the Cumberland Trail Network on track to be presented to Council for consideration in first half of 2022.		On Track
Cumberland Lake Park: Operations and Improvement Agreement	Develop 10 year Operating and Improvement agreement with CLWS.					NEW The 2017-2021 Operating Agreement with CLWS has been extended to end of 2022. This additional time will allow the Village and CLWS to conduct a Park Master Plan review and update, which in turn will inform future agreement terms related to investment in park capital infrastructure and revenue sharing .		On Track
Regional Solid Waste Collection	Existing solid waste collection contract for entire region expires in 2022, regional partners plan to collaborate of developing and releasing a joint RFP					NEW Village staff continue to be working with regional partners to investigate new collection agreement.		On Track
Procedure Bylaw updated	Due to recent COVID related legislation there is a requirement to complete a update to the Villages Procedure Bylaw.					NEW Bylaw adopted Jan 6 2022.		Complete
DCC Bylaw review and update	Review of DCC projects and update to costing. Review of exception policies.					NEW Next step will be to provide Council with a workshop relating to updated DDC Bylaw. This workshop is intended occur following the Village receiving the 2021 Census data, relating to population, which will be released in Feb. 2022. Public open house/engagement session will follow.		Behind




Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Bylaw Offence Notice system	A new system under the Local Government Bylaw Notice Enforcement Act that enables local governments to establish a bylaw notice adjudication system, an alternative to the provincial court for resolving minor bylaw contraventions such as parking tickets.					BON system establishment to be considered following completion of Transportation and parking plan, and update to Streets and Traffic Bylaw in 2023.		Not started
Solport Park Design	Design and development of Solport Park					NEW Tree thinning and trail improvement project scheduled to proceed in 2022, subject to budget and DCC Bylaw approval.		Behind
Good Neighbour Bylaw development	Village explore repealing its PPN Bylaw in its entirety, and replacing it with an updated style of "good neighbour bylaw. Which would address Repeat Nuisance Service Calls or Excess Nuisance Service Calls.					The Good neighbour bylaw is currently under development. The objective is to have a report with a draft bylaw to Council early in 2022.		On Track

EMERGING ITEMS

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
COVID-19 Restart Funding	The Village received \$1.3M in COVID-19 restart funding directed toward supporting the Village through the pandemic recovery.					NEW As of December 2021, Council has allocated approximately \$1,038,000 in Restart Funding, leaving a remaining balance of \$274,000.		On Track
→ IT service improvements	Investigate alternatives relating to IT service support.					The IT infrastructure improvements are now complete.		Complete
→ Phase 1 Village Office Upgrades	Phase 1 Village Hall upgrades includes front reception and administration area improvements, along with accessibility upgrades.							Complete
→ Back-up Generator New Fire Hall	Back-up power supply for new fire hall.					Delay in delivery of generator, delivery date is estimated for Feb. 2022.		Behind
→ Communications Strategy	Develop a corporate communications strategy with priority actions.					A draft Cumberland Communications Snapshot Report was submitted to the Village on October 13, 2021. The report provides detail into the data/information received via surveys/interviews with staff, council, the public and community organizations. The report also puts forward recommendations on initiatives/activities Village staff can take in improving internal and external communications. A staff report on the report will be brought forward to council in 2022 outlining next steps.		On Track
→ Downtown Improvements	Council directed Restart Funding towards the purchase/installation of temporary picnic tables, an event tent and safety barriers for sidewalk patios. Funding was also directed towards the purchase of wayfinding and pedestrian safety signage in the Village.					NEW Picnic benches and tents were installed and remained in place for most of 2021, though were removed during the snow events. Village staff are still working on wayfinding signage which will be part of the 2022 workplan.		On Track

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
→ Community Policing Office	Develop a Community Policing office in Cumberland located within the Old Fire Hall. A location the RCMP can utilize to engage with the community.					NEW December 2021 the RCMP have moved into the office. Dedicated parking on Dunsmuir has been provided for the RCMP. The RCMP plan to commence utilizing the space early in 2022 and will be in contact with the Village to explore a communication relating to the use.		Complete
→ Bylaw service level increases	Hire additional bylaw staff to support evening and weekend coverage, with a focus on education.					The Village added additional bylaw patrols from June to the end of September, these patrols covered evenings and weekends. There was a very positive response from this added service and a number of reports concluded the need to explore added bylaw patrols seasonally during high volume periods.		Complete
→ Phase 2 Village Office Upgrades	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.					As of the middle of October this project is complete.		Complete
→ Community Group Support	Restart funding provided by Council to community organizations.					NEW the guidelines and application requirements for the 2022 COVID-19 Restart Grant Program have been approved by Council. The new grant program will be implemented in Jan 2022		On Track
→ Phase 3 Renovations	Village office meeting room. New programmer office at Rec. Council chamber audio updates. New records room.					NEW All projects underway.		On Track
Cumberland Community Forest Park Initiatives								On Track
→ Cumberland Community Forest Park Interim Trail Management Strategy	Interim plan to guide trail management in park in 2021 and 2022.					NEW Strategy adopted in spring 2021. Actions now being implemented on a priority basis, including trail designation signage and trail improvement projects.		Complete

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
→ Cumberland Community Forest Park Management Plan	Develop park management policy for 200 hectare park					NEW Park planning work to proceed using the "module" approach, starting with the Interim Trail Management Strategy (completed spring 2021), followed by creating management policy for nature education in the park (winter-spring 2021-22), and focused trail design work for the Perseverance Canyon to Floodplain area (2022-23).		On Track
→ Cumberland Community Forest Society MOU	Pursue MOU agreement with Cumberland Community Forest Society to guide strategic partnership work.							Behind
Cultural Centre - Buchanan Hall Future Use	Determine future use of the Buchanan Hall (ground floor of Cultural Centre, formerly leased to OAP)					NEW Hall now actively being used for Recreation and Culture Programming (including drop in seniors centre) and rentals.		Complete
Age Friendly Community status	Apply for Age-Friendly BC designation							Not started
Affordable Housing						Initiatives to address housing affordability and availability in the community including regulatory and addressing vacation rentals.		On Track
→ Cumberland Community Housing Society memorandum of understanding	Village of Cumberland and Cumberland Community Housing Society to development a memorandum of understanding.							Not started
→ Vacation rental regulations review	Review vacation rental regulations after completion of the 2019/2020 Housing Needs Assessment.					NEW Public engagement (meetings and survey) scheduled for February 2022.		Behind
→ Residential rental tenure zoning	Prepare a report to Council with options for residential rental tenure zoning.					Rezoning for 2782 Ulverston Avenue included first rental tenure zone for the Village.		Not started
→ Co-operative Housing	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.							Not started




Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
↳ Community Amenity Contribution Policy and Density Bonus Review	Consider options to add a density bonus and/or community amenity contribution provision to promote heritage conservation and affordable housing.					NEW Funded in 2022 budget. Project to be led by staff with subject-matter expertise provided by consultant.		Behind
Green New Deal	Investigate ways Cumberland as a community can promote new ways of economic growth, social responsibility and environmental sustainability.					Staff have reviewed the Green New Deal as presented to Council earlier in 2021. Since that point all other regional partners have had similar presentations. The CVRD provided a report to the Board in Jan. 2022, staff will now connect with regional partners and discuss next steps, with the plan to provide Council with a report and recommendations.		On Track
Perseverance Watershed Initiative (PWI)	In partnership with the Cumberland Community Forest Society and Mosaic Forest Management, a collaborative watershed protection-centric research and land use planning project.					Data collection and research plan under development; meanwhile, project stakeholders are being briefed on the initiative. Staff report recommending the project proceed in the public realm scheduled to be presented on Oct. 12 2021. Village successful in receiving \$10,000 infrastructure planning grant from the Province of BC in support of the initiative.		On Track

OPERATING AND CAPITAL PROJECTS

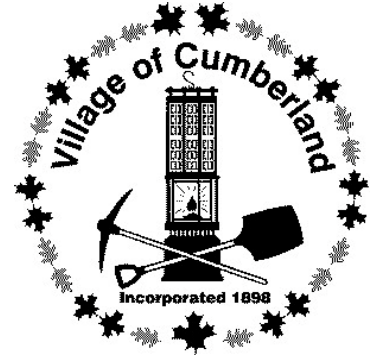
Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status	
Administration Projects									On Track
→ Records Management Classification System	First phase to transition to Electronic Document and Records Management System.					Currently work priorities have not permitted this project to move forward. The Village does continue to meet existing legislative requirements. The project is recommended to move to 2023, timelines have been updated.		Not started	
→ Electronic utility billing	Utility billing process to streamline utility billing system.					NEW The implementation of the Utility e-send financial system module is now complete. Customers will be able to use a form on the municipal website to provide their email address for their utility bills to be sent to. Over the next billing cycles, information letters will be mailed to customers, email addresses will be collected and utility bills will be emailed to those customers who sign up. Eventually, the goal is the have all customers who have access to an email signed up.		Complete	
→ Recreation Software Conversion	Transition from existing web based recreation registration and booking system to new system.							Complete	
→ Cumberland Cemetery Central Area Preliminary Design	Design plan for future central area construction to include new columbaria, new cremation and casket ground lots, scattering garden, hard landscaping including benches and gathering area.					NEW Design completed Dec 2021. Construction contingent on budget.		Complete	
→ General Election	Administration of election Oct 15 2022.							On Track	
Protective Services Capital									On Track
→ Fire Boat replacement								Complete	

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
↳ Bylaw vehicle replacement						NEW The replacement van criteria has been defined and the tender is expected to be released in early 2022.		Behind
Operations Capital								Overdue
↳ Electric vehicle charging station						NEW In December 2021, the the Mid-Island RFP to participate in the implementation phase of the project was formally issued. the RFP application process closes on January 24, 2022		Behind
↳ 2021 Roadway and Utility improvements						NEW The 2021 road/utility design projects have been included into 2022 project plans with construction occurring in 2023.		Overdue
↳ Solar crosswalk lighting system - Cumberland Rd./ Bruce Street	Working on quotes for the supply & installation of these lights.					NEW Village was able to source enough equipment to install two crosswalk solar activated lighting system, (Cumberland/Bevan) (Cumberland/Bruce) and equipment has been ordered expected to arrive in early 2022. Additionally strobe lights have been ordered for speed zone signage which will be located on Cumberland rd. This system, will also be able to count traffic.		On Track
↳ Hope Road chip sealing	Chip seal the gravel road between Mill Street and Cumberland Road					Completed in September 2021.		Complete
↳ Sidewalks project	Need to confirm alignment of Egremont sidewalk.					NEW This project is now planned for 2022 to align with the planned new childcare centre.		Not started
↳ 2021 Water projects								Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Dam monitoring equipment						NEW Monitoring equipment installed and operating. Project complete.		Complete
Parks and Facilities Capital								
								Overdue
→ Museum renovation project	In partnership with the Cumberland Museum and Archives Society, the museum is receiving extensive facility improvements.					The renovation of the museum is now complete. The museum is expected to reopen in Fall 2021.		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.					NEW Priority Project #1: A CVRD Shoreline Protection Device Development Permit and K'omoks First Nation Cultural Heritage Permit have now been issued for shoreline restoration and safety upgrades project (replacement of existing lock block retaining wall with a greenshores approach). Construction tender issued in fall and contract awarded; construction scheduled to commence in late winter 2022. Following completion of the above, the next in line project will be completion of boat launch dock improvements.		Behind
→ Lake Park Swimming Area	Facility upgrades to ensure safe swimming area							Behind
→ Boat Launch Safety Improvements	To address safety issues at the launch by assessing and improving facility layout, infrastructure and policy options.					Dock and boat launch improvement delayed due to supply and construction delays. Revised construction scheduled to be shared fall 2021.		Behind
→ 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.					Shoreline restoration and safety improvements scheduled to proceed to construction in October 2021. Project includes greenshores approach to shoreline with waterfront plantings.		On Track

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Japanese Cemetery fence repair	Replace 20 fence posts on existing Japanese Cemetery picket fence.					Project complete in August 2021. Some further repairs will continue in the coming years.		Complete
→ Rotary Pathway to Recreation	Construction of 700m of pathway adjacent to Comox Lake Road, including bridge crossing of Perseverance Creek.					Due to unsuccessful grant funding application, the Village currently investigating over funding sources for this project.		Behind
→ Village Park Playground Works	Zipline repairs and wood chip safety surfacing top up.							Complete

FINANCIAL SERVICES QUARTERLY REPORT



MEETING DATE: January 16, 2022
REPORT PERIOD: October to December 2021
FROM: Michelle Mason, Chief Financial Officer/Deputy CAO

QUARTERLY SUMMARY

Overall the Village is in a surplus position and within budget.

Attached to the report are financial summaries as at December 31, 2021 with comparisons to the 2021 amended 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, final expense accruals and final revenue adjustments for projects with outstanding invoices are not yet recorded. Prepayments and inventories have not been adjusted. The summaries are intended for internal purposes only.

The following statements as at December 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 December 31, 2021 is attached and provides a list of adjustments to reconcile surplus for financial statement reporting purposes (as per accounting rules) to surplus for financial plan purposes (ensures we remain within budget).

Based on the above information and the fact that year-end adjustments and invoices are still outstanding for the fourth quarter, we can expect an approximate 93-100% use of budget for operating expenses. Grants, transfers from reserves, some of the other revenue and development cost charge revenues are expected to reflect similar timing to related project expenses. Brief variance comments are included on Attachment 2 and 4.

The financial plan surplus to date is \$321,659. This balance will change once all 2021 expenses and related funds are recorded. Please note that this is a preliminary balance that will be adjusted throughout the year-end external audit process. Council will receive the audited financial statements for 2021 in April or early May that will provide a better analysis of the Village’s financial performance and position. The following is a list of items that contribute to the surplus position:

- Other revenues such as permits & licensing, planning and building inspection fees, and asset sale proceeds are higher than expected;
- some projects have not been fully completed in 2021 and will need to be carried forward to 2022;
- overall remuneration was lower than budget due to some vacancies, leaves and timing differences;
- overall training and travel was lower than budget (due to COVID);
- 2021 final invoices are outstanding;
- 2021 expense accruals will be adjusted during the year-end process;
- 2021 year-end adjustments are outstanding.

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.

A summary of the commitments that have been made between \$50,000 and \$200,000 as at December 31, 2021 follows:

Vendor	Description	Commitment Date	Commitment Total
Lacasse Construction	Front office renovations	6/11/21	\$ 53,738.00
Urban Systems	Village of Cumberland Properties and Facilities Review	7/11/21	\$ 55,000.00
hmca Architecture + Design	Village of Cumberland Recreation Arts and Culture Master Plan	12/1/21	\$ 69,325.00

ATTACHMENTS

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

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

Attachment 1

	2021	<u>2020</u>
	<i>(Note 1)</i>	
FINANCIAL ASSETS		
Cash, equivalents and investments	21,019,005	18,446,174
Property taxes receivable	64,116	180,066
Accounts receivable	754,550	980,564
	21,837,671	19,606,804
LIABILITIES		
Accounts payable and accrued liabilities	(777,654)	(2,582,277)
Service and other deposits	(716,271)	(851,496)
Deferred revenue	(10,048,693)	(8,204,507)
Debenture and long term-debt	(8,683,242)	(6,192,033)
	(20,225,860)	(17,830,313)
NET FINANCIAL ASSETS / (DEBT)	1,611,811	1,776,491
NON-FINANCIAL ASSETS		
Tangible Capital Assets	66,561,855	63,867,976
Inventories	122,147	122,147
Prepaid expenses	9,512	22,150
	66,693,514	64,012,273
ACCUMULATED SURPLUS	\$ 68,305,325	\$ 65,788,764
MUNICIPAL POSITION		
Operating funds	(2,436,923)	(2,150,292)
Statutory/Bylaw Authorized Reserves	(7,989,789)	(5,962,529)
Equity in capital assets	(57,878,613)	(57,675,943)
	\$ (68,305,325)	\$ (65,788,764)

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
December 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
Revenue								
Property taxes and P.I.L.	\$ 3,464,080	\$ -	\$ 3,464,080	\$ 3,464,374	100%	\$ (294)	\$ 3,266,657	Property Taxes levied in May each year
Parcel taxes	674,730	-	674,730	644,718	96%	30,012	518,949	Parcel Taxes levied in May each year Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)
Sale of services & fees	2,101,450	-	2,101,450	2,090,927	99%	10,523	1,948,566	
Sale of services to other governments	470,530	-	470,530	474,629	101%	(4,099)	409,383	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other govts-unconditional	515,000	-	515,000	527,000	102%	(12,000)	508,662	Small Community Grant received in June each year Grants relate to timing of projects plus Host Amenity & Community Works Funds
Transfer from other govt's-conditional	7,893,150	-	7,893,150	820,603	10%	7,072,547	2,012,856	
Other revenue	664,760	-	664,760	817,803	123%	(153,043)	2,968,899	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	31,200	-	31,200	15,648	50%	15,552	1,835	
	<u>15,814,900</u>	<u>-</u>	<u>15,814,900</u>	<u>8,855,702</u>	<u>56%</u>	<u>6,959,198</u>	<u>11,635,807</u>	
Operating Expenses								
General government services	1,637,540	(16,700)	1,620,840	1,384,761	85%	236,079	824,999	Projects to carry forward to 2022/unused training/vacancy timing
Transportation services	1,670,230	(798,200)	872,030	957,280	110%	(85,250)	1,488,729	Payroll allocations outstanding
Protective services	906,200	(62,000)	844,200	720,974	85%	123,226	692,373	Expenses to carry forward to 2022/debt payment timing
Environmental health services	2,211,280	(449,020)	1,762,260	1,500,550	85%	261,710	2,222,913	Projects to carry forward to 2022/invoice timing/water treatment electricity less than expected-adjusted in 2022/Payroll allocations outstanding
Cemetery Services	44,350	(3,100)	41,250	23,229	56%	18,021	32,890	Projects to carry forward to 2022/reduced maintenance
Planning, development & environment	625,360	-	625,360	522,814	84%	102,546	477,349	Projects/Studies to carry forward to 2022
Recreation services	921,540	(33,250)	888,290	752,030	85%	136,260	665,612	Projects and purchases to carry forward to 2022
Cultural and community events	164,990	-	164,990	131,633	80%	33,357	78,583	Events did not take place
Parks Services	559,950	(107,000)	452,950	345,870	76%	107,080	528,710	Projects to carry forward to 2022/vacancy timing/Payroll allocations outstanding
	<u>8,741,440</u>	<u>(1,469,270)</u>	<u>7,272,170</u>	<u>6,339,141</u>	<u>87%</u>	<u>933,029</u>	<u>7,012,158</u>	
Annual Surplus	7,073,460	1,469,270	8,542,730	2,516,561	29%	6,026,169	4,623,649	
Accumulated Surplus, Beginning of Year	65,788,764	-	65,788,764	65,788,764			61,165,115	
Accumulated Surplus, End of Year	<u>\$ 72,862,224</u>	<u>\$ 1,469,270</u>	<u>\$ 74,331,494</u>	<u>\$ 68,305,325</u>	<u>92%</u>	<u>\$ 6,026,169</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
December 31, 2021
Unaudited

	2021		2021		% Use Of		2020
	Amended	Remove	Adjusted	2021	Financial	Variance	Actual
	Financial Plan	Amortization	Financial Plan	Actual-YTD	Plan		
			<i>(Note)</i>	<i>(Note)</i>			
Annual Surplus	7,073,460	1,469,270	8,542,730	2,516,561	29%	6,026,169	4,623,649
A Amortization	1,469,270	(1,469,270)	-	-		-	1,544,032
Change in supplies inventories	-	-	-	-		-	(6,632)
Change in prepaid expenses	-	-	-	12,637		(12,637)	131,460
Proceeds on disposal of tangible capital assets	-	-	-	-		-	-
L Loss on sale of tangible capital assets	-	-	-	-		-	40,312
CE Acquisition of tangible capital assets	(13,031,830)	-	(13,031,830)	(2,693,878)	21%	(10,337,952)	(7,323,038)
Change in Net Financial Assets / (Debt)	(4,489,100)	-	(4,489,100)	(164,680)	4%	(4,324,420)	(990,217)
Net Financial Assets, Beginning of the Year	1,776,491	-	1,776,491	1,776,491		-	2,766,708
Net Financial Assets / (Debt), End of the Year	\$ (2,712,609)	\$ -	\$ (2,712,609)	\$ 1,611,811	(59%)	\$ (4,324,420)	\$ 1,776,491

Note:

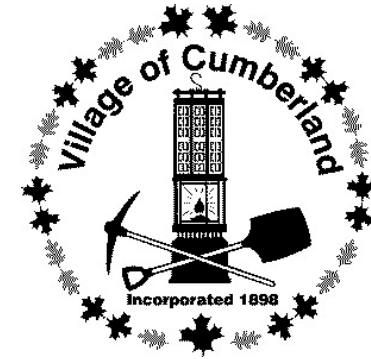
These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
December 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>
Annual Surplus	7,073,460	1,469,270	8,542,730	2,516,561	29%	6,026,169	4,623,649	
Adjustments as per Financial Plan								
Acquisition of tangible capital assets	(13,031,830)	-	(13,031,830)	(2,693,878)	21%	(10,337,952)	(7,323,038)	<i>Projects to carry forward to 2022 (miscellaneous, wastewater treatment upgrades & linear infrastructure replacement)</i>
Add back amortization expenses	1,469,270	(1,469,270)	-	-		-	1,544,032	
Proceeds on borrowing	3,761,660	-	3,761,660	3,015,511	80%	746,149	2,076,609	
Principal payments on debt	(644,960)	-	(644,960)	(524,303)	81%	(120,657)	(458,470)	
Add Non-cash adjustments	-	-	-	-		-	40,312	
Change in Consolidated Balances	<u>(1,372,400)</u>	<u>-</u>	<u>(1,372,400)</u>	<u>2,313,891</u>	<u>(169%)</u>	<u>(3,686,291)</u>	<u>503,094</u>	
Transfer (To) / From Reserves								
To reserves	(2,712,790)	-	(2,712,790)	(3,845,838)	142%	1,133,048	(3,858,046)	
From reserves	4,085,190	-	4,085,190	1,853,606	45%	2,231,584	3,904,737	
Transfer (To) / From Reserves	<u>1,372,400</u>	<u>-</u>	<u>1,372,400</u>	<u>(1,992,232)</u>	<u>(145%)</u>	<u>3,364,632</u>	<u>46,691</u>	
Surplus / (Deficit) Per Financial Plan	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 321,659</u>		<u>\$ (321,659)</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



MEETING DATE: January 24, 2022

REPORT PERIOD: October – December 2021

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

Fire Rescue Service Quarterly Summary

The department is working well with the new hall. The open house went well with residents I talked to speaking highly of the building and loved the museum, many of whom never knew we had such old equipment. A grant application for the museum was successful as the Society received \$5,000 grant.

A sign out front is still needed, and we are waiting on the generator to arrive for installation. The new hall is being used often for public works meetings, first aid training and, of course, our village fire crew training. The new Fire Department boat has been pulled out of the lake and inside the firehall.

We have kept up our training and we have 27 active members with two new recruits pending. I thought the new hall would bring on more recruits but we don't see this happening. The department needs new recruits which we will the focus of 2022. I feel it is the part of the department that is the weakest link. We have completed most of our projects we had outstanding. There is still some fine tuning on some, but major portion are completed.

Call volume is up mostly with Duty Officer calls and investigations and first responder responses. The Village has had a very good year in 2021 with minimal fire calls. Medical/overdose calls have all increased this year. The Village residents have done a great job on fire safety and cooperation in the fire season high frequency. Thank them for their help as the summertime hazards have been very high last few years and it takes everyone to play a part in keeping the village safe.

Deputy Chief Craig Windley will be retiring March 31, 2022. I wish him all the best in his retirement. Craig has real made lifelong contribution to the Cumberland Fire rescue 30 years service with significant contribution as Deputy Chief and training officer. Craig has taken our department to a new level of success with our training and certification with a majority of our members trained to top level NFPA 1001 firefighters which is North American standard and our officers to Fire officers also to same standards in the last seven years which quite an achievement. Plus, he has been very dedicated to the job and to Cumberland’s safety with inspections and training and standby duty time. I thank him for his service friendship and wish him and Heather the best in retirement.

Fire Services Response

2021

Response Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021
Fire	6	3	3	2	7	5	8	2	7	2	3	3	51
Rescue	3	2	1	1	2	1	2	2	1	1	0	0	16
First Responder	5	10	7	11	11	8	12	10	11	9	5	9	108
MV Incident	2	2	3	2	0	2	2	4	3	5	1	11	37
Duty Officer	2	1	6	4	4	5	12	14	5	2	3	6	64
Total Monthly	18	18	20	20	24	21	36	32	27	19	12	29	276

2020

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	53
Rescue	1	1	0	1	1	1	4	1	0	2	0	0	12
First Responder	16	7	10	1	3	1	6	3	4	8	4	11	74
MV Incident	4	3	3	2	1	1	6	2	3	2	0	2	29
Duty Officer	5	2	6	9	5	5	7	3	2	3	5	5	57
Total Monthly	30	17	22	20	13	11	29	16	11	20	12	24	225

Membership Status

Regular Members	27
Junior Members	0
Probationary Members	2
Pending Applications	2

Bylaw Enforcement Services

Bylaw enforcement staff used considerable resources on a large project which has been postponed. Despite this, Bylaw has been busy with multiple ticket disputes and court preparation, multiple repeat property violations, and corresponding inspections, multiple abandoned vehicles as well as others. Bylaw has reduced resources towards patrols for dogs at large, off leash and parking this quarter as a result of limited resources and the ineffectiveness of verbal warnings being given which has had a high occurrence rate of verbal backlash from offenders and with bylaws inability to serve tickets currently.

Bylaw Enforcement Response Type	Total Apr – Dec 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Total 2021
Animal control						
Dog calls	69	11	6	8	12	37
Dog warnings	62	25	8	6	14	53
Dog at large	10	11	3	10	8	19
Dog attack	6	5	3	3	2	13
Other animal complaints	19	9	7	4	3	23
Wildlife complaints	9	0	3	0	1	4
Zoning/Building/Business						
Illegal suites/vacation rentals	9	2	2	2	2	8
Illegal BNB/vacation rental	10	2	0	0	1	3
Property inspections	47	12	8	9	7	36
Business complaints	11	3	1	4	3	11
Do not occupy orders	1	0	1	1	2	4
Stop work orders served	5	1	1	0	2	4
Noise, Vandalism and Parks						
Vandalism	5	not tracked	not tracked			
Illegal camp	5	5	4	8	1	18
Closed Park warnings	12	n/a	N/A	N/A	N/A	N/A
Illegal dumping	17	6	7	5	2	20
Noise complaints	23	5	6	8	2	21
Parking						
parking/traffic calls	46	6	5	8	5	24
Parking tickets	45	6	0	5	1	12
Parking Notices	205	18	10	26	9	63
Vehicles towed	2	0	2	5	2	9
Administrative						
Covid-19 complaints	10	1	0	0	0	1
RCMP calls/assists court calls	22	2	2	4	3	11
Tickets served	63	11	8	21	3	43
Ticket calls/ disputed	30	3	3	4	3	13
General Customer service request	14	27	7	8	14	56
Total All Files	757					506



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

October 1, 2021 to December 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 1st to June 30th
Second Quarter: July 1st to September 30th
Third Quarter: October 1st to December 31st
Fourth Quarter: January 1st to March 31st

2021-2022 3RD QUARTER COMMUNITY REPORT - CUMBERLAND

CALLS FOR SERVICE

Relative to last quarter, there was a 31% decrease in Calls for Service in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	64	47	50	67	85	89	75	83	59	63	37	47
2020	47	38	59	58	67	70	90	71	58	66	37	49
2021	32	46	59	52	61	88	69	82	59	56	41	48





TRAFFIC

Relative to last quarter, there were 16 fewer traffic files in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	1	9	6	5	7	14	7	9	10	7	3	6
2020	3	8	9	10	5	3	12	11	11	5	3	6
2021	3	4	3	8	4	7	6	13	11	6	3	5

BREAK AND ENTERS

Relative to last quarter, there was 1 more break and enter file in Cumberland.

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

THEFT FROM VEHICLE

Relative to last quarter, there were the same number of theft from vehicle files in 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	2	0	1	0	3	1	3	0	1

ASSAULT

Relative to last quarter, there were 3 more assault files in 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	0
2020	0	1	2	1	1	1	2	2	0	2	1	0
2021	0	1	3	3	3	3	1	2	0	1	2	3

SEX OFFENCES

Relative to last quarter, there were 2 fewer sex offence files in 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	1	1	0	2	0	0	0	0	0

DOMESTIC (PARTNER/SPOUSAL) VIOLENCE

Relative to last quarter, there were the same number of domestic violence files in Cumberland.

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

Yours truly,

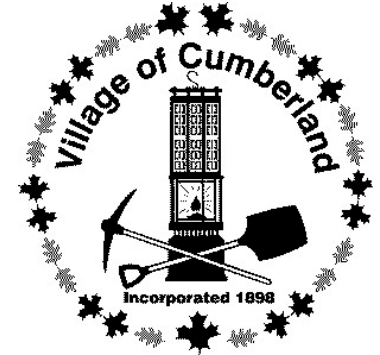
Insp. M.J. Kurvers
OIC Comox Valley Detachment


Canada

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RCMP GRC 2823 (2002-11) WPT

DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: January 24, 2022
 REPORT PERIOD: October to December 2021
 FROM: Courtney Simpson, Manager of Development Services

QUARTERLY SUMMARY

In the fourth quarter of 2021 the Village of Cumberland (the Village) received 7 new development applications. Six applications were closed and 33 are ongoing. In addition, 15 building permits were issued (see Attachments 1-4).

Also in this quarter, Coal Valley Estates re-activated their Phase 10/11 subdivision application, a proposal for a new manufactured home park was reviewed, and in December the Village received a rezoning application for a mixed-use development that includes 24 affordable dwellings, 25 small residential lots, and a day care. Significant projects were prepared for public launch in early 2022 including the Development Approvals Process Modernization and the Vacation Rental Regulations projects.

Development Application Summary – Quarter 4, 2021

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	1	3	0	4
Temporary Use Permits (TUP)	0	2	0	2
Heritage Alteration Permits (HAP)	1	1	2	4
Development Variance Permits (DV)	3	4	2	9
Development Permits (DP)	2	6	2	10
Subdivision	0	17	0	17
Total	7	33	6	46

ANNUAL SUMMARY

In 2021 there were 45 new development application representing the second highest number of any previous year (see Attachment 5 – Development Applications 2016-2021). Also in 2021, there were 67 building permits issued which is down from a peak of 111 in 2018 (see Attachment 6 – Building Trends). Overall, new development applications tend to have a higher degree of complexity which is straining current systems and resources. The Development Approvals Process Modernization project currently underway will assist the Village in streamlining its processes and preparing for a continued high volume and complexity of applications in the coming years.

ATTACHMENTS

1. Amendment Applications List Quarter 4, 2021
2. Permit Applications List to Quarter 4, 2021
3. Subdivision Applications List to Quarter 4, 2021
4. Building Permit Issued to Quarter 4, 2021
5. Development Applications 2016-2021
6. Building Trends

ATTACHMENT 1

Amendment Applications List Quarter 4, 2021

This list includes active applications, and applications that closed within this quarter.

File Number	Address	Purpose	Recent Activity
2021-03-RZ	Lot A, Ulverston Avenue (near Royston Road)	Zoning Amendment for a 2.66 ha undeveloped lot to new mixed use zone for 24 units of affordable home ownership, 25 small lot residential and a daycare facility.	Reviewing application
2021-02-RZ	3699 Bevan Road	To expand landfill lechate equalization pond. Zoning Amendment from I-2 Heavy Industrial to I-4 Refuse Industrial.	Preparing initial staff report
2020-02-OCP	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). Project did not receive provincial funding. Applicant seeking federal funding.
2019-02-OCP	Horbury Road (Comox Lake)	OCP and Zoning Amendment	Early agency referrals sent Dec 9, 2021. Presented at Watershed Advisory Group meeting on Dec 16, 2021. Deadline for referral comments Jan 21, 2022.

ATTACHMENT 2

Permit Applications List Quarter 4, 2021

These lists includes active applications, and applications that closed within this quarter.

Temporary Use Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-01-TUP	4693	Cumberland Road	Automotive Shop	Open	Approved by Council Sep 27 2021. To be issued pending payment of municipal tickets.
2020-01-TUP	4640	Cumberland Road	Yoga, fitness and dance studio	Open	Permit approved Oct 14 2020 pending completion of final condition (accessible parking space).

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-03-HAP	2732	Dunsmuir Avenue	HAP amendment to extend covered patio roof	New	Reviewing application
2021-02-HAP	2714	Dunsmuir Avenue	New mixed-use building at site of Cumberland Hotel	Issued	Approved Dec 13, 2021
2019-01-HAP	2700	Dunsmuir Avenue	New mixed-use building on vacant lot	Issued	Permit approved Nov 26 2019 pending conditions. Revised November 2020. Permit issued. Mural design to be presented. Security deposit for mural due at Building Permit.
2015-01-HAP	2692	Dunsmuir Avenue	Renovation of Waverley Hotel	Open	Outstanding issues with HAP. Final inspection ready to be scheduled.

Development Variance Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-24-DV	2782	Ulverston Avenue	Reduce rear exterior setback from 3.0m to 1.5m for deck on fourplex	New	Reviewing application
2021-23-DV	2732	Dunsmuir Avenue	Increase lot coverage for patio roof extension	New	Reviewing application
2021-21-DV	3025	Royston Road	Reduce width of access to Manufactured Home Park to 6.5m from 8.0m and vary requirement for second access to a public road	Open	Reviewing application
2021-20-DV	2552	Kendal Avenue	Increase lot coverage for SFD addition	Issued	Approved Nov. 8, 2021
2021-19-DV	2779	Ulverston Avenue	Side and rear setback variance for ADU conversion	Open	Initial report to Council November 22, 2021 and referral to APC
2021-11-DV	2714	Dunsmuir Avenue	Vary parking, height and lot coverage for new Mixed use building at site of Cumberland Hotel.	Issued	Height and lot coverage variances issued Dec. 13, 2021. Parking variance denied.
2020-08-DV	3345, 3341, 3339	Second Street	Vary setback and parking requirement for multi-family affordable housing	Open	On hold pending adoption of OCP and Zoning amendments. See also 2020-02-OCP
2020-03-DV	3284	Second Street	ADU conversion	Open	Reviewing application. See also 2020-06-DP
2016-04-DV	2613	Dunsmuir Avenue	Vary setback, height and lot coverage for existing dwelling and proposed ADU	Open	Reviewing application

Development Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-14-DP	3699	Bevan Road	Landfill leachate equalization pond expansion	New	Reviewing application. See also 2021-02-RZ.
2021-13-DP	2721	Derwent Avenue	New ADU	New	Reviewing application
2021-12-DP	2779	Ulverston Avenue	ADU conversion	Open	Initial report to Council November 22, 2021 and referral to APC. See also 2021-19-DV.
2021-10-DP	3025	Royston Road	New Manufactured Home Park	Open	Reviewing application
2021-09-DP	2872	Ulverston Avenue	New ADU	Issued	Approved Nov. 8, 2021
2021-08-DP	2607	Maryport Avenue	New ADU	Open	Initial report to Council Nov. 22, 2021 and referral to APC.
2020-11-DP	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.
2020-08-DP	4135	Cumberland Road	Portable asphalt plant	Closed	Closed due to inactivity.
2020-06-DP	3284	Second Street	ADU conversion	Open	Reviewing Application. See also 2020-03-DVP. Had been put on hold by applicant recently re-started.
2019-15-DP			Environmental DP for Coal Valley Estates Phase 11 subdivision	Open	On hold. Initial report to Council Dec 14, 2020. To be processed in conjunction with subdivision application.

ATTACHMENT 3

Subdivision Applications List Quarter 4, 2021

This list includes active subdivision, and subdivision that closed within this quarter.

File number	Address	Street Name	Purpose	Status	Recent Activity
2021-04-SV	3400	Mill Street	2 lots	PLR	
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	Review	Application re-activated Oct 2021. Working with applicant on information required to prepare PLR.
2021-01-SV		Beck Road (new road)	6-lot industrial	DSA	Construction underway
2020-10-SV	3132	Grant Road	3 lot bare land strata industrial with building conversion	PLR	
2020-09-SV	2631	Derwent Avenue	4 lot residential	PLR	
2020-08-SV	3268	Fifth Street	2 lot residential	Maintenance	
2020-07-SV	2798	Ulverston Avenue	4 lot residential (revised application)	Review	
2020-06-SV		Second Street	Consolidation for VIHA Housing Project	Complete	
2020-05-SV	4703	Cumberland Road	3 lot residential	PLR	
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	PLR	
2019-08-SV		Maple Street	24 lot residential	DSA	Construction underway
2019-05-SV	2828	Maryport Avenue	2 lot residential	Maintenance	
2019-03-SV	4700	Cumberland Road	2 lot residential	Maintenance	
2019-02-SV	2640	Derwent Avenue	3 lot residential	Maintenance	
2017-04-SV		Carlisle Lane	8 lot residential	Maintenance	
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
2015-03-SV	3216	Sutton Road	3 lot residential	PLR	

ATTACHMENT 4

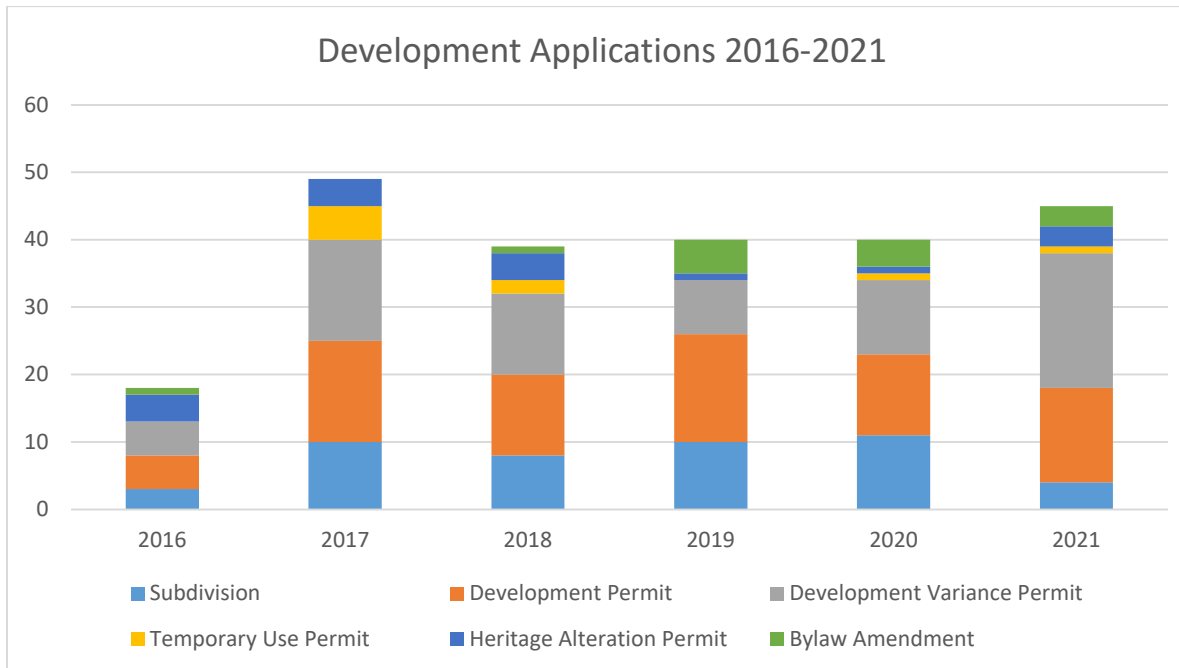
Building Permits Issued Quarter 4, 2021

	2020 Totals	Q1 2021	Q2 2021	Q3 2021	Q4 2021	2021 Totals
Single Family Dwellings	36	6	2	4	5	17
Secondary Suite Conversions	14	2	0	0	3	5
Duplex	0	0	0	0	0	0
SFD Addtns & Reno's	19	1	4	2	4	11
Accessory Dwelling Units	4	3	4	2	1	10
Residential Accessory	7	10	2	0	1	13
Multi-family	2	1	0	1	0	2
Industrial & Utility	1	2	1	1	1	5
Commercial	2	0	0	1	0	1
Institutional	1	0	0	1	0	1
Demolition	2	0	0	2	0	2
TOTALS	88	25	13	14	15	67

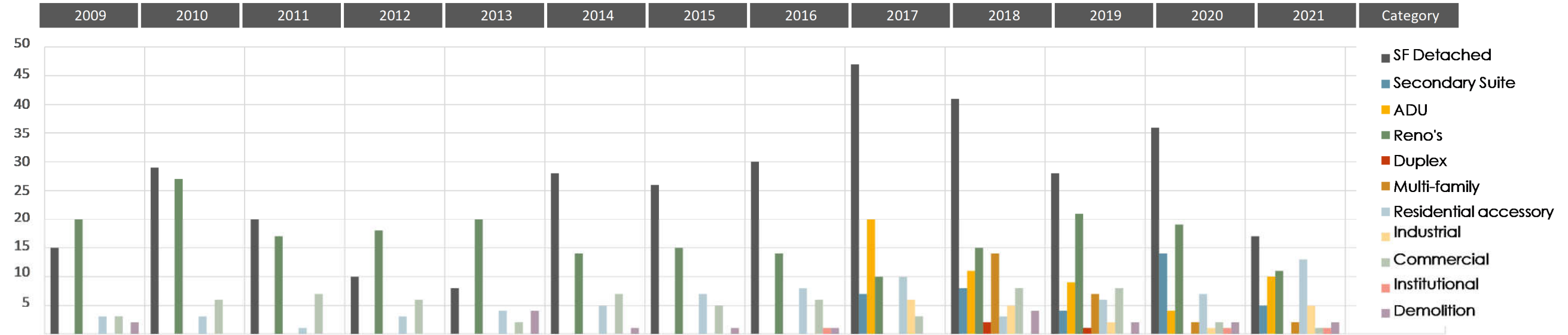
ATTACHMENT 5

Development Applications 2016-2021

Application type	2016	2017	2018	2019	2020	2021
Subdivision	3	10	8	10	11	4
Development Permit	5	15	12	16	12	14
Development Variance Permit	5	15	12	8	11	20
Temporary Use Permit	0	5	2	0	1	1
Heritage Alteration Permit	4	4	4	1	1	3
Bylaw Amendment	1	0	1	5	4	3
Total	18	49	39	40	40	45



BUILDING TRENDS



year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total	Trend
SF Detached	15	29	20	10	8	28	26	30	47	41	28	36	17	335	
Secondary Suite	0	0	0	0	0	0	0	0	7	8	4	14	5	38	
ADU	0	0	0	0	0	0	0	0	20	11	9	4	10	54	
Reno's	20	27	17	18	20	14	15	14	10	15	21	19	11	221	
Duplex	0	0	0	0	0	0	0	0	0	2	1	0	0	3	
Multi-family	0	0	0	0	0	0	0	0	0	14	7	2	2	25	
Residential accessory	3	3	1	3	4	5	7	8	10	3	6	7	13	73	
Industrial	0	0	0	0	0	0	0	0	6	5	2	1	5	19	
Commerical	3	6	7	6	2	7	5	6	3	8	8	2	1	64	
Institutional	0	0	0	0	0	0	0	1	0	0	0	1	1	3	
Demolition	2	0	0	0	4	1	1	1	0	4	2	2	2	19	
Total Permits	43	65	45	37	38	55	54	60	103	111	88	88	67	854	

Res #	Date	Resolution	Assigned To	Status	Strategic Priority	Objective
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	No	
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	No	
21-47	2021-02-08	THAT Council approve the following activities: <ul style="list-style-type: none"> • 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. 	OP FS	Complete	No	
21-196	2021-06-14	THAT Council approve the development variance permit (2021-04-DV) to vary Zoning Bylaw No. 1027, 2016 for 3274 Third Street and 2737 Penrith Avenue, legally described as Lot 12, Block 10, District Lot 21, Nelson District, Plan VIP522A and Lot 11, Block 10, District	DS	Complete	No	
21-197	2021-06-14	THAT Council approve the development variance permit (2021-05-DV) to vary Zoning Bylaw No. 1027, 2016 for 2737 Penrith Avenue, legally described as Lot 11, Block 10, District Lot 21, and District 34 W ½ Plan VIP522A, to increase the maximum front yard setback from 1m to 8.75m.	DS	Complete	No	
21-199	2021-06-14	THAT Council refer the application (2021-05-DP) for a development permit on property described as Lot 40, DL 24, Plan VIP13640 (2601 Dunsuir Avenue) to the Advisory Planning Commission for a recommendation.	DS	Complete	No	
21-201	2021-06-14	THAT Council refer the application (2021-04-DP) for a Development Permit on property described as Lot 3, Block 4, DL 21, Plan VIP522 (2694 Penrith Avenue) to the Advisory Planning Commission for a recommendation.	DS	Complete	No	
21-203	2021-06-14	THAT Council add the King George Hotel, documented with a Statement of Significance, to the Cumberland Community Heritage Register and notify the owners and the Minister responsible for the Heritage Conservation Act. AND THAT Council direct staff to present options to add a density bonus and/or community amenity contribution provision in the	DS	Complete	Strategic Priority	OCP Update
21-206	2021-06-14	That Council support the UBCM Active Transportation Grant application submitted May 21st along with the proposed associated activities.	DS	Complete	Strategic Priority	Transportation assessment
21-208	2021-06-14	THAT Council approve Policy 1.14, Cumberland 125th Anniversary Celebration Committee; and That Council appoint Mayor Baird and Councillor Sullivan to the Cumberland 125th Anniversary Committee.	LS	Complete	No	
21-212	2021-06-14	THAT Council give first reading to Bylaw 1149 cited as "Official Community Plan Amendment Bylaw No. 1149, 2021"; THAT Council give second reading to Bylaw 1149 cited as "Official Community Plan Amendment Bylaw No. 1149, 2021" having considered the impact on the current financial plan and waste management plan; THAT Council alter "Zoning Amendment Bylaw No. 1150, 2021" to replace "apartment" with "townhouse" in sections 3 and 4, and give first and second reading to Bylaw 1150 cited as "Zoning Amendment Bylaw No. 1150, 2021"; THAT Council direct staff to schedule a public hearing for Bylaw 1149 and Bylaw 1150 on July 19, 2021, at 7:00 p.m.; and THAT Council refer Bylaw 1149 and Bylaw 1150 to School District 71 and BC Assessment for comment.	DS	Complete	No	
21-217	2021-06-28	THAT Council refer the application (2021-07-DV) for the property legally described as Lot 4, DL 24, Plan EPP95109 (3400 Bolton Street), along with any other current applications for retaining wall variances, to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-219	2021-06-28	THAT Council refer the application (2021-06-DP) for a development permit on the property described as Lot A, DL 24, Plan EPP80219 (4723 Cumberland Road) to the Advisory Planning Commission for a recommendation.	DS	Complete	No	
21-230	2021-07-12	THAT Council deny the application (2021-06-DV) for a development variance permit and frontage exemption on the property described as Lot A, DL 24, Plan VIP54580 (2798 Ulverston Avenue).	DS	Complete	No	

Council Resolutions - Outstanding Action Items

21-232	2021-07-12	THAT Council write a letter of support endorsing the Comox Valley Division of Family Medicine request for funding for the Comox Valley Urgent Care Clinic to the Ministry of Health.	LS	Complete	No	
21-236	2021-07-26	THAT Council implement Stage 2 water restrictions effective August 3, 2021.	OP LS	Complete		
21-238	2021-07-26	THAT Council approve additional funding to be included in the 2021-2024 budget for the following items: a.Wastewater administrative penalty and wastewater quality data review cost in the amount of \$11,745 to be funded through sewer financial stabilization reserve. b.Alternative building code solution to negate the requirement for a mid-block fire hydrant which would result in the loss of two parking stalls on Dunsmuir Avenue in the amount of \$6,500 to be funded from general financial stabilization reserve. c. Development Cost bylaw completion estimated to cost an additional \$25,000 to be funded from the Development Cost Charge reserves. d.Wastewater Treatment Upgrades – ineligible grant costs estimated at this time to be \$25,000 to be funded through the sewer and water infrastructure asset replacement reserve; and THAT Council direct staff to reflect these changes in the next financial plan bylaw amendment.	OP FS	Complete	Strategic Priority	
21-249	2021-08-09	THAT Council, on behalf of the Village of Cumberland the Mayor and Council endorse MP Peter Julian’s private members motion, Motion M-84 Anti-Hate Crimes and Incidents and his private members Bill C 313 Banning Symbols of Hate Act.	LS	Complete		
21-253	2021-08-09	THAT Council approve the development permit (2021-04-DP) for the property described as Lot 3, Block 4, DL 21, Plan VIP522 (2694 Penrith Avenue).	DS	Complete		
21-254	2021-08-09	THAT Council approve the application (2021-05-DP) for a development permit on property legally described as Lot 40, DL 24, Plan VIP13640 (2601 Dunsmuir Avenue).	DS	Complete		
21-257	2021-08-09	THAT Council approve the application (2021-06-DP) for a development permit on the property described as Lot A, DL 24, Plan EPP80219 (4723 Cumberland Road).	DS	Complete		
21-259	2021-08-09	THAT Council refer the application (2021-08-DV) for a Development Variance Permit on the property described as Lot 1, Block 27, DL 21, Plan VIP522C (2814 Dunsmuir Avenue) to the Advisory Planning Commission.	DS	Complete		
21-264	2021-08-09	THAT Council refer the Heritage Alteration and Development Variance applications for 2714 Dunsmuir Avenue to the Heritage Committee, Advisory Planning Commission, Accessibility and Inclusion Committee for comment.	DS	Complete		
21-266	2021-08-09	THAT Council deny the modification of Covenant CA4570302 & CA4570304, known as the ‘Fan House covenant,’ to change the covenant area to that area shown in the McElhanney “Conceptual Design of Penrith Avenue Extension Design Memo” dated June 25, 2021; and, THAT Council obtain legal advice on how to move forward on the Coal Valley Estates Comprehensive Development Agreement.	DS	Complete		
21-268	2021-08-09	THAT Council direct staff to bring unspent carbon offset funds of \$7,500 for 2021 and \$2,700 for the following years into the 2022 five year budget process.	FS	Complete		
21-269	2021-08-09	THAT Council write to the Province of BC in support of the District of Squamish’s letter regarding the Province of British Columbia’s decision to end the BC Climate Action Revenue Incentive Program.	LS	Complete		
21-271	2021-08-09	THAT Council give notice of the meeting on September 7, 2021 at which Council will consider the 2020 annual report and submissions and questions from the public.	LS	Complete		
21-274	2021-08-09	THAT Council approve the incorporation of the above tasks into the scope of work of the Accessibility and Inclusion Committee; THAT Council allocate \$2500 in the 2022 budget for a public event to promote social equity and inclusion; THAT Council direct staff to include an amount in the 2022 budget discussions for the development of an accessibility and inclusiveness community strategy; and THAT Council recruit new members to the Accessibility and Inclusion Committee with a specific invitation to youth, BIPOC and 2SLGBTQ+ residents.	LS FS	Complete		
21-280	2021-09-07	THAT Council endorse the transit exchange and priority concepts in principle as set out in the Comox Valley Transit Infrastructure Study of May 2021.	LS	Complete		

Council Resolutions - Outstanding Action Items

21-282	2021-09-07	THAT Council provides a letter of support for the Cumberland Business Association's (CBA) application to the THRIVE Beautification Grant, the Comox Valley Community Enrichment Grant, and THAT Council direct staff to bring back further details on the Cumberland Business Association grant application and/or project plans for Council review and/or input.	ED	Complete	Strategic Priority	Economic Development
21-284	2021-09-07	THAT Council refer the application (2021-18-DV) for the property legally described as Lot 1, DL 24, Plan EPP95109 (3388 Bolton Street) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-286	2021-09-07	THAT Council refer the application (2021-09-DV) for the property legally described as Lot 2, DL 24, Plan EPP95109 (3392 Bolton Street) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-288	2021-09-07	THAT Council refer the application (2021-13-DV) for the property legally described as Lot 3, DL 24, Plan EPP95109 (3396 Bolton Street) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-290	2021-09-07	THAT Council refer the application (2021-12-DV) for a Development Variance Permit on the property described as Lot 10, Block 5, DL 21, Plan VIP522 (2719 Maryport Avenue) to the Advisory Planning Commission for comment.	DS	Complete		
21-297	2021-09-07	THAT Council direct staff to prepare amendments to the Council Procedure Bylaw to permit electronic meetings <ul style="list-style-type: none"> •Under a Provincial state of emergency that directly affects the Village of Cumberland •Under a local (including regional) state of emergency that directly affects the Village of Cumberland •During a weather event where the health and safety of council members and public attendance may be at risk; and to receive questions for Question Period by email, and to permit the closed portion of regular meetings to be held before the portion no earlier than 4 p.m.	LS	Complete		
21-300	2021-09-07	THAT Council consider first reading of the "Permissive Tax Exemption 2022 Bylaw No. 1151, 2021"; and THAT Council direct staff to give notice of the proposed bylaw as required by section 227 of the Community Charter.	LS/FS	Complete		
21-306	2021-09-27	THAT Council approve the application (2021-12-DV) for a Development Variance Permit on the property described as Lot 10, Block 5, DL 21, Plan VIP522 (2719 Maryport Avenue).	DS	Complete		
21-308	2021-09-27	THAT Council approve the application (2021-08-DV) for a Development Variance Permit on the property described as Lot 1, Block 27, DL 21, Plan VIP522C (2814 Dunsmuir Avenue).	DS	Complete		
21-310	2021-09-27	THAT Council approve the application (2021-18-DV) for the property legally described as Lot 1, DL 24, Plan EPP95109 (3388 Bolton Street).	DS	Complete		
21-312	2021-09-27	THAT Council approve the application (2021-09-DV) for the property legally described as Lot 2, DL 24, Plan EPP95109 (3392 Bolton Street).	DS	Complete		
21-314	2021-09-27	THAT Council approve the application (2021-13-DV) for the property legally described as Lot 3, DL 24, Plan EPP95109 (3396 Bolton Street).	DS	Complete		
21-316	2021-09-27	THAT Council approve the application (2021-07-DV) for the property legally described as Lot 4, DL 24, Plan EPP95109 (3400 Bolton Street).	DS	Complete		
21-318	2021-09-27	THAT Council deny the application for the 2.3 metre wall on the north property line (2021-15-DV) for the property legally described as Lot 26, DL 24, Plan EPP95109 (2415 Beaumont Avenue); and THAT Council approve the application for the 1.5 metre wall on the east property line (2021-15-DV) for the property legally described as Lot 26, DL 24, Plan EPP95109 (2415 Beaumont Avenue).	DS	Complete		
21-320	2021-09-27	THAT Council deny the application (2021-15-DV) for the property legally described as Lot 25, DL 24, Plan EPP95109 (2411 Beaumont Avenue).	DS	Complete		
21-322	2021-09-27	THAT Council deny the application (2021-14-DV) for the property legally described as Lot 19, DL 24, Plan EPP95109 (2486 Beaumont Avenue).	DS	Complete		
21-324	2021-09-27	THAT Council deny the application (2021-17-DV) for the property legally described as Lot 27, DL 24, Plan EPP95109 (2510 Kendal Avenue.)	DS	Complete		
21-326	2021-09-27	THAT Council refer the application (2021-09-DP) for a Development Permit on property described as Lot 15, DL 24, Plan VIP77088 (2872 Ulverston Avenue) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-328	2021-09-27	THAT Council refer the application for a Temporary Use Permit (2021-01-TUP) to permit an automotive facility at 4693 Cumberland Road, property legally described as Lot A, District Lot 24, Plan VIP56393, to the Advisory Planning Commission for comment.	DS	Complete		
21-333	2021-09-27	THAT Council terminate Stage 2 water restrictions effective September 28, 2021.	LS	Complete		

Council Resolutions - Outstanding Action Items

Last Updated: January 20, 2022

File No. 0550-01

21-244	2021-10-12	THAT Council authorize the annual closure of the Village office commencing at noon on December 24th with the reopening of the office occurring on the first business day following January 1st statutory holiday.	CAO	Complete		
21-246	2021-10-12	THAT Council change the October 28, 2021 Budget Committee of the Whole meeting to October 26, 2021 from 9 a.m. to 2 p.m.	LS	Complete		
21-249	2021-10-12	THAT Council approve the temporary street closure of First Street from Penrith Avenue to Beaufort Avenue on October 30, 2021 from 10 am to 6 pm for the Weird Church Chili Cook Off event.	LS	Complete		
21-288	2021-11-22	THAT Council refer the application (2021-07-DP) for a Development Permit on property described as Lot A, Block 35, DL 24, Plan VIP3268 (2607 Maryport Avenue) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-290	2021-11-22	THAT Council refer the application (2021-19-DV) for a development variance permit and (2021-12-DP) for a development permit on the property described as Lot 5, DL 24, Plan VIP6793 (2779 Ulverston Avenue) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-297	2021-11-22	THAT Council give first reading to Council Procedure Amendment Bylaw No. 1153, 2021 and direct staff to give public notice of the proposed amendments to the Council Procedure Bylaw.	LS	Complete		
21-299	2021-11-22	THAT Council direct staff to report back to Council on financial and work plan implications to move the Urban Forest Management Plan and tree bylaw into the 2022 financial year.	FS	Complete		
21-311	2021-12-19	THAT Council approve the heritage alteration permit (2021-02-HAP) for 2714 Dunsmuir Avenue, properties legally described as Lot 1, Block 6, District Lot 21, Nelson District, Plan 522 and The West1/2 of Lot 2, Block 6, District Lot 21, Nelson District, Plan 522; THAT Council approve development variance permit (2021-11-DV) to vary Zoning Bylaw No. 1027, 2014 to: •waive the special parking stall designation requirements for recreational vehicle or tour bus and for pregnant women or persons with young children; and •waive the requirement for two commercial loading stalls. •increase the maximum building height from 15 metres to 17 metres for the sloped roof portion of the building. •increase the maximum lot coverage from 75% to 78%; and THAT Council deny the request to vary Zoning Bylaw No. 1027, 2014 to: •reduce the regular parking stall requirement by 8 stalls; and •waive the special parking stall designation requirements for electric vehicles and for persons with a disability.	DS	Complete		
21-313	2021-12-19	THAT Council exempt Lot 3 of the proposed subdivision of 2798 Ulverston Avenue, from the 10% minimum frontage requirement pursuant to Local Government Action Section 512, to allow a frontage of 4.6%.	DS	Complete		
21-315	2021-12-19	THAT Council adopt the Amended Reserve and Surplus Policy number 3.5 as presented; AND based on the adopted Reserve and Surplus Policy, THAT Council direct staff to amend the following bylaws: a. Establish the General Fund Municipal Facility Assets Renewal Reserve and adjust the language of the General Village Asset Reserve to remove buildings from this reserve in Schedule A of the Reserve Funds Establishment Bylaw No. 1113, 2019. b. Add language to the Infrastructure Asset Renewal Reserve Fund Establishment Bylaw No. 1046, 2016 to add to the purpose of the reserve for capacity building and clarify that the reserve is for linear assets.	FS	Complete		
	2016-01-26	THAT Council endorse the Rotary Club of Cumberland Centennial "Path to Recreation" trail proposal to partner to develop a trail from the Village core to Comox Lake in principle, direct staff to proceed with further investigations into the feasibility of the project, and report back to Council; and THAT Council direct staff to draft a Partnership Agreement with the Rotary Club of Cumberland Centennial to clarify the roles of each organization in the project, and to report back to Council.	PR	In Progress	O & C Project	
	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 Progress	No	
	2019-01-28	THAT Council agree to participate in the Municipal Natural Assets Initiative project with the Comox Valley Regional District, City of Courtenay, Town of Comox and K'omoks First Nation; AND THAT Council approve the expenditure of \$10,500 over the 2019 and 2020 fiscal years, with funding to come from the Water Financial Stabilization Reserve Fund and THAT Council direct staff to amend the 2019-2023 Financial Plan bylaw to reflect the expenditure	OP FS	In Progress Complete	Quality Infrastructure	Asset Management
	2019-10-28	THAT Council direct staff to prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated by Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.	DS	In Progress	Emerging	

Council Resolutions - Outstanding Action Items

	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 Progress	No	
	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 Progress	No	
	2020-01-13	THAT Council direct staff to consider the Vancouver Island Food Charter during the Official Community Plan update in 2021.	DS	In Progress	Community Planning	OCP Update/ Food Security
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider reducing the minimum setback to 0 meters and establishing a maximum setback of 2 metres for the Camp Road neighbourhood during the next zoning bylaw update.	DS	In Progress	Community Planning	Zoning Bylaw Update
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider cash in lieu parking requirements for Camp Road neighbourhood during a comprehensive Village parking study.	DS	In Progress	Comp Comm Planning	Zoning Bylaw Update
	2020-09-14	THAT Council direct staff to include a speed limit reduction review as part of the Traffic and Pedestrian Study and Transportation Master Plan identified in Council's Strategic Priorities, 2020 – 2023.	DS	In Progress	Quality Infrastructure Planning and	Transportation assessment
	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 Progress	No	
	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 Progress	No	
	2020-11-23	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.	PR	In Progress	Op Activity	
	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 Progress	No	
	2020-12-14	That Council direct COVID-19 Safe Restart Grant for Local Governments funds to fund the 2021 capital projects identified within the 2021-2025 Financial plan for \$35,700; That Council direct COVID-19 Safe Restart Grant for Local Governments funds to fund the Phase 1 office renovations and Council Chambers Video system, for an amount of \$145,000, and that these funds be directed to replenish the reserves originally used for these projects; That Council direct the use of COVID-19 Safe Restart Grant for Local Governments funds to fund the following priority projects: Fibre Optic connection, Server and Communication upgrades, and Village facility upgrades for an amount of \$199,300.	FS	In Progress	Emerging Item	
	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 Progress	No	
21-21	2021-01-11	*See Remedial Action Resolution - 2721 Derwent Avenue	PS	In Progress	No	
21-33	2021-02-08	THAT Council request the Comox Valley Regional District complete the Background Study prior to the Regional Parks Service establishment, and not to expedite service establishment; and THAT Council direct staff to participate in the development of the Background Study to inform Council's future decision to participate in a Regional Parks Service.	PR	In Progress	Emerging Item	

Council Resolutions - Outstanding Action Items

Last Updated: January 20, 2022

File No. 0550-01

21-45	2021-02-08	THAT Council direct staff to work with the Cumberland Business Association towards a Memorandum of Understanding (MOU) between the Village of Cumberland and the CBA, and to bring a draft agreement to council for review/recommendation;	ED	In Progress	Strategic Priority	Economic Development
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 Progress	No	
21-45	2021-02-08	THAT Council direct staff to bring forward a report on implementing a 30km/h speed zone in the Village.	OP	In Progress	Strategic Priority	Transportation assessment
21-215	2021-06-28	THAT Council refer the Hearth, Patio & Barbecue Association of Canada request for an Industry Proposal to Improve Air Quality to the Comox Valley Regional District Air Quality Roundtable with the recommendation to support the Association's three pillars of	LS	In Progress	No	
21-221	2021-06-28	THAT Council endorse the Vacation Rental Regulations Review Resident and Stakeholder Engagement Plan; THAT Council approve the expenditure of up to \$10,000, to be funded by the general financial stabilization reserve, for the Vacation Rental Regulations Review project and amend the adopted 2021-2025 Financial Plan bylaw to reflect this expenditure; and further that Council investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company.	DS FS	Complete Complete In Progress	No	
COTW	2021-07-26	THAT the Committee direct staff to consider options for re-locating the sani dump outside the downtown core in future facility planning projects.	PR	In Progress		
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover operational costs for the Cumberland Recreation Centre Parking Lot bike wash station.	PR	In Progress		
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover the operational costs for the Village-operated sani-dump.	PR	In Progress		
COTW	2021-07-26	THAT the Committee recommend that Council allocate \$8,000 from the COVID-19 Restart Fund to support minor facility improvements, building signage, and new program delivery in the Cultural Centre.	PR FS	In Progress Complete	Strategic Priority	Economic Development
21-247	2021-08-09	That Council endorse the efforts of the BC Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program through the form provided by the Food Policy Council; THAT Council work with Cumberland Community School Society and the Food Policy Council to write a letter to the Prime Minister to request that the Government of Canada implement a universal, cost-shared, healthy school food program for all K-12 students in the country; THAT Council write to the Premier and the Minister of Education requesting that the Province of BC commit to increasing investment in a universal, cost-shared, healthy school food program for all K-12 students in the province; and, THAT Council continue to support the Cumberland community School Society in their efforts to continue to offer a healthy lunch program at Cumberland Community School.	LS	In Progress In Progress Complete		
21-251	2021-08-09	THAT Council direct staff to prepare a report on the request from K. Wiseman, Wiser Projects, regarding 3339, 3341, 3345 Second Street Affordable Housing Development.	DS	In Progress		
21-261	2021-08-09	THAT Council direct staff to engage the K'ómoks First Nation and key agencies in early discussions on the application for an OCP amendment and rezoning of recreational cabin property at Comox Lake.	DS	In Progress	Strategic Priority	Reconciliation
21-262	2021-08-09	THAT Council direct staff to draft a watershed protection zone for that the area of Comox Lake that falls within the jurisdiction of the Village of Cumberland and present it for discussion at an upcoming meeting.	DS	In Progress		
21-293	2021-09-07	THAT Council directs staff to provide a report and recommendations on any needed steps required by the province to enact Single-Use Item Regulation Bylaw No 1098, 2019.	ED	In Progress		
21-330	2021-09-27	THAT Council allocate \$70,000 in COVID-19 Safe Restart Grant for Local Government funds to fund the development of a Recreation, Arts and Culture Master Plan.	FS PR	Complete In Progress	Strategic Priority	Healthy Community
21-332	2021-09-27	THAT Council allocates \$5,425 in Restart Funding towards the installation of automated/timed door locks on public washroom doors at the Cumberland Recreation Centre parking lot. THAT Council allocates \$30,000 in Restart Funding towards the Village's 2022 annual fees related to the IT infrastructure upgrades completed (fibre optic and IT upgrade related licensing fees). THAT Council direct staff to report back to Council on options to utilize Restart Funding in support of the Village's 2022 Community Grant in Aid Program.	PR ED FS	In Progress Complete Complete	Strategic Priority	Economic Development

21-240	2021-10-12	THAT Council direct staff to meet with the Cumberland Business Association and come back with next steps on the Cumberland Business Association's application to the Island Coastal Economic Trust THRIVE small capital program grant.	ED	In Progress	Strategic Priority	Economic Development
21-242	2021-10-12	THAT staff be directed to formalize a final draft Memorandum of Understanding with the Cumberland Business Association and report back to Council.	ED	In Progress	Strategic Priority	Economic Development
21-292	2021-11-22	THAT Council direct staff to change the income eligibility for Cumberland's Financial Assistance in Recreation ("FAIR") program from Low Income Cut-off (LICO) to the Low Income Measure (LIM); AND THAT staff implement a one-year pilot of the Leisure for Everyone Accessibility Program (LEAP) in partnership with the Town of Comox, City of Courtenay, and Comox Valley Regional District (CVRD) to extend financial access recreation benefits to youth regardless of place of residence, using the Low Income Measure (LIM) for criteria.	PR	In Progress		
21-308	2021-12-19	THAT Council refer the correspondence from the Comox Valley Regional District regarding Communication Antenna Policy to staff and include a request for regular maintenance updates on the towers and a fulsome engagement process.	DS	In Progress		