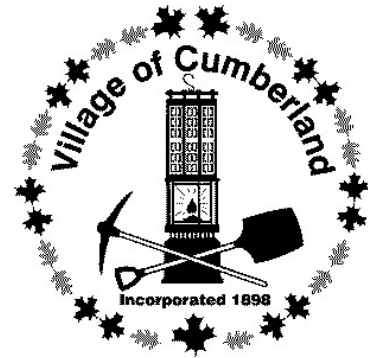


COMMITTEE OF THE WHOLE

10/2022/COTW



**The Corporation of the Village of Cumberland
 Committee of the Whole Meeting
 April 25, 2022 at 2:00 p.m.
 Council Chamber, 2675 Dunsmuir Avenue**

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

The public may view the meeting in-person or on the [Village of Cumberland YouTube channel](#).

1. Approval of Agenda		
1.1	Agenda for Committee of the Whole meeting, April 25, 2022	1
	Recommendation:	
	<ul style="list-style-type: none"> • THAT the Committee approve the agenda for the April 25, 2022 Regular Council meeting. 	
2. Delegations		
2.1	Inspector Mike Kurvers, OIC, and S/Sgt Troy Beauregard of the Comox Valley RCMP, Annual Policing Report	3
	<ul style="list-style-type: none"> • THAT the Committee receive the delegation of Comox Valley RCMP. 	
3. Reports		
3.1	Cumberland Communications Planning Update Report Prepared by Kaelin Chambers, Economic Development Officer	6
	Recommendation:	
	<ul style="list-style-type: none"> i. THAT the Committee receives the Communications Planning Update Report. 	
3.2	Strategic Priorities Quarterly Reports, January – March 2022	14
	Recommendation:	
	<ul style="list-style-type: none"> i. THAT the Committee receive the Quarterly Reports to Council, January - March 2022. 	

4. Question Period

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

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

5. Closed Portion

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (d) the security of the property of 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*].

6. Adjournment



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

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

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

Dear Mayor Baird

Re: Village of Cumberland Quarterly Report

January 1, 2022 to March 31, 2022

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 4TH QUARTER COMMUNITY REPORT - CUMBERLAND

CALLS FOR SERVICE

Relative to last quarter, there were the same number of 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
2022	41	39	65									



TRAFFIC

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

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	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
2022	1	7	6									

BREAK AND ENTERS

Relative to last quarter, there was 1 less 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
2022	1	0	1									

THEFT FROM VEHICLE

Relative to last quarter, there was 1 less theft from vehicle file 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
2022	0	1	2									

ASSAULT

Relative to last quarter, there were 4 fewer 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
2022	1	1	0									

SEX OFFENCES

Relative to last quarter, there were 2 more 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
2022	0	0	2									

DOMESTIC (PARTNER/SPOUSAL) VIOLENCE

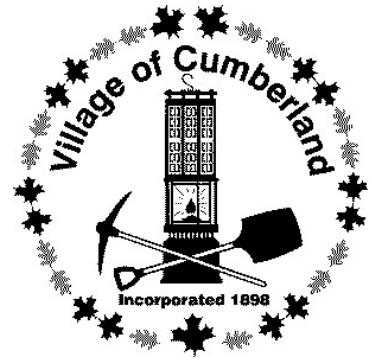
Relative to last quarter, there was 1 more domestic violence file in Cumberland.

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
2022	2	0	1									

Yours truly,

Insp. M.J. Kurvers
OIC Comox Valley Detachment

COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 4/15/2022
 MEETING DATE: 4/25/2022

File No.

TO: Mayor and Councillors
 FROM: Kaelin Chambers, Economic Development Officer
 SUBJECT: Cumberland Communications Planning Update Report

RECOMMENDATION

- i. THAT the Committee receives the Communications Planning Update Report.

PURPOSE

The purpose of this report is to update Council on the Village’s corporate communications planning process for information and discussion.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
May 10, 2021	THAT Council allocates \$25,000 in Restart Funding towards the development of a corporate communication plan and activities; AND THAT Council direct staff to apply for funding to the Island Coastal Economic Trust (ICET) Economic Development Readiness Program to support/supplement the development of a corporate communication plan;
September 7, 2021	THAT Council receives the Corporate Communications Planning Update Report.
November 25, 2021	THAT the Committee recommend that Council receive the Cumberland Communications Snapshot Report. THAT the Committee recommend to Council that Staff are directed to report back to Council with an implementation plan as it relates to the Communications Snapshot report.

BACKGROUND

In May 2021, Council allocated Restart funding and directed staff to undertake the development of a corporate communication plan. The goal of this initiative was to review the Village’s current communication processes/practices and make recommendations on how the Village can improve internal and external communications.

In June staff engaged Zinc Communication Strategies to support and guide the corporate communication initiative. As part of this process, the Zinc team undertook a review of Village communication tools and practices and initiated both internal and public engagement processes.

Through the Summer/Fall of 2021 the Village completed an internal and external communications review, to look at what works, what doesn't and what initiatives could benefit from improved outreach.

This included engagement with Village staff, residents, businesses, and community organizations to find out what the community has to say about Village communications. The feedback collected was summarized in the Cumberland Communications Snapshot Report, along with short and long-term recommendations that will guide the Village's communications efforts. This report was provided to Council in November 2021.

The Draft Communications Strategy (Attachment 1) builds off the Snapshot Report and represents a preliminary implementation workplan for staff's communications planning process. The purpose of the strategy is to identify operational goals and direct the Village in its efforts to it's enhance communications and better support community engagement over the next five years.

In doing so, the draft strategy provides specific recommendations/goals for Village communications, including a 5-Year Action Plan that identifies and prioritizes initiatives towards meeting the Village's communications goals. The Strategy also identifies the specific communications roles, responsibilities and procedures required to meet the capacity needs of a focused corporate communications process for the Village.

Staff are currently reviewing the Draft Communications Strategy, including planned workshops with Village managers and communication support staff in May 2022. The outcomes of these discussions, as well as any pertinent feedback from Council, will be incorporated into the Final Communications Strategy. The Final Strategy will then be presented to Council for review and/or endorsement in early Summer 2022.

ALTERNATIVES

1. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

There are no financial implications with respect to receiving the report, however a financial commitment may be required to implement the Communications Strategy. As part of the review/finalization of the Communications Strategy, staff will provide Council with an update on any future financial implications.

Future communications needs will need to be included/considered within the 2023 budgeting process.

OPERATIONAL IMPLICATIONS

There will be operational impacts in implementing the recommendations made within the Report that will require input and/or capacity across Village operations/departments.

ATTACHMENTS

1. DRAFT Cumberland Communications Strategy

CONCURRENCE

Respectfully submitted,

K. Chambers

Kaelin Chambers
Economic Development Officer

C. Postings

Clayton Postings
Chief Administrative Officer

DRAFT 2022 – 2027 Communications Strategy

Village of Cumberland

Purpose

This Strategy explains to residents and employees how the Village will focus its efforts to enhance communications and support community engagement over the next 5 years.

Corporate Communications Commitment

Communication is a core part of the services that we provide to our residents.

Communication is part of how we operate. We think about communications as we plan, deliver, and evaluate projects and services.

Communication is the foundation of effective engagement. It is our job to supply the information employees and residents need to give us input on our plans and priorities.

Listening is an important part of what local governments do.

The Village of Cumberland uses a shared-responsibility model for communications and engagement. This means that no single employee is responsible to deliver on the organization's communications goals. Rather, various employees from across the organization work together to support and deliver corporate communication.

5-Year Communication Goals

GOAL 1: We encourage a culture of proactive communication by actively sharing information with and listening to employees.

GOAL 2: Build capacity within the organization for communications and engagement.

GOAL 3: Support elected officials by distributing timely and relevant information to residents.

GOAL 4: Our communications increase residents' awareness and understanding about Village services and their role in the community.

GOAL 5: Our communications are positive, build trust, and contribute to civic pride.

GOAL 6: Our communications build partnerships and support residents to effectively engage with the Village.

This Strategy is based on feedback received in Fall 2021 from Village employees and residents as part of a corporate communications review.

5-Year Action Plan

Action	Status	Cost
GOAL 1: We encourage a culture of proactive communication by actively sharing information with and listening to employees.		
Institute regular department meetings	In Progress	Low
Institute quarterly all-staff meetings that focus on upcoming priorities, key decisions and directions, and important information	In Progress	Moderate (time)
Institute monthly bulletin	TBD	Low
Institute news release procedure	In Progress	Low
Training for select employees directly supporting corporate communications	TBD	Moderate
GOAL 2: Build capacity within the organization for communications and engagement.		
Inform employees about distributed communications responsibilities	In Progress	Low
Develop internal annual communications calendar	In Progress	Low
Institute news release procedure	In Progress	Low
Training for select employees	TBD	Moderate
Integrate communications and engagement planning into annual budgeting and project-planning cycle	TBD	Low
GOAL 3: Our communications support elected officials by distributing timely and relevant information to residents.		
Institute monthly bulletin	TBD	Low
Institute news release procedure	In Progress	Low
GOAL 4: Our communications increase residents' awareness and understanding about Village services and their role in the community.		
Upgrade/update Village website	In Progress	Moderate
Develop a visual identity guide	TBD	Moderate
Develop a social media strategy	TBD	Moderate
Launch a Village Facebook page	TBD	Moderate
Enhance and expand the existing newsletter	In Progress	Low/Moderate

This Strategy is based on feedback received in Fall 2021 from Village employees and residents as part of a corporate communications review.

Action	Status	Cost
Establish procedure for news releases	In Progress	Low
GOAL 5: Our communications are positive, build trust, and contribute to civic pride.		
Implement signage for all Village capital projects	TBD	Moderate
Issue news releases and newsletter updates about positive stories (e.g. Village achievements, grants received, projects completed)	TBD	Low
GOAL 6: Our communications build partnerships and support residents to effectively engage with the Village.		
Develop a list of stakeholder and community organizations and their contact information	Complete	Low
Launch a Village Facebook page	TBD	Moderate
Enhance and expand the existing newsletter	In Progress	Low/Moderate

Longer Term:

Pursue achievable enhancements to communications and engagement tools on an ongoing basis, while budgeting for an overhaul in the longer-term. Including future budget allocation towards dedicated staff capacity to manage corporate communications.

This Strategy is based on feedback received in Fall 2021 from Village employees and residents as part of a corporate communications review.

Village of Cumberland

DRAFT Communications Roles, Responsibilities, and Procedures

Background:

The Village of Cumberland's 2022-2027 Communications Strategy that identifies goals and projects to enhance communications over the next 5 years.

The Village of Cumberland uses a shared-responsibility model for communications and engagement. This means that no single employee is responsible to deliver on the organization's communications goals. Rather, various employees from across the organization work together to support and deliver corporate communication.

Roles & Responsibilities:

CAO:

- Sets expectations for culture of shared communication and engagement responsibility with leadership team
- Holds leadership team accountable for communications and engagement responsibilities
- Provides guidance and direction to the Communications Lead on issue management and progress on the 2022-2027 Communications Strategy
- Reviews/approves all news releases
- Leads quarterly all-staff meetings

Department Directors & Managers:

- Support culture of shared communication
- Provide input to leadership team about communications, engagement, and issue management needs for their department
- Host monthly department meetings to inform staff about corporate decisions/directions, department projects, accomplishments, and staffing updates
- Provide the Communication Lead with content for newsletters, the website, and other mediums specific to their interest/department and reviews/approves content
 - Supported by comms manager
 - This task can be delegated to appropriate department staff
- Integrate departmental communication and engagement needs into project planning and budgeting cycle

Communication Lead:

- Oversee corporate communications and progress on the 2022-2027 Communications Strategy

- Supports the Communication Administration Team and ensures they have tools and information needed to fulfill front-line services.
- Facilitates staff training for communications, writing, website admin, engagement, and customer service.
- Implements and maintains a corporate style guide/visual identity
- Manages implementation of communication plans/strategies/projects
- Distributes news releases
- Leads issue-management with the CAO
- Reviews and approves all content generated for external audiences
- Develops and maintains a corporate annual communications calendar
- Facilitates process for inter-department communication needs/requests
 - Forms?
- Manages content/information filing
 - Utilize/organize boilerplate comms
- Develops and oversees Social Media strategy and corporate usage
- Coordinates/facilitates emergency or urgent after-hours corporate communications

Communication Administration Team:

This team consists of the Legislative Services Assistant/Admin, the Assistant/Recreation Clerk, the HR Manager, and the Procurement Technician

- Posts approved communications content (social media/website/media releases)
- Supports content/information filing
- Receives/distributes requests for information

*Need to consider/include existing recreation comms processes

Procedures & Templates:

The following Procedures & Templates will be created to support staff in meeting their communications responsibilities:

1. Bulletin Procedure
2. Bulletin Item Template
3. Newsletter Procedure
4. Newsletter Item Template
5. News Release Procedure
6. News Release Template
7. Website Updating Procedure
8. Website Content Template



QUARTERLY REPORT TO COUNCIL

January to March 2022



THE VILLAGE OF
CUMBERLAND

250.336.2291
info@cumberland.ca
cumberland.ca

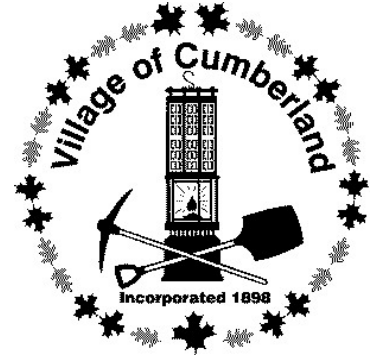
2673 Dunsmuir Avenue
Box 340, Cumberland, BC
V0R 1S0



Contents

- 1. Strategic Priorities 2020-2023 Update 1
 - a. Reconciliation, Regional Activities, Operational Activities, Emerging Items, and Projects 26
- 2. Financial Performance Report 29
- 3. Protective Services Report 36
 - a. Policing Services Report 39
- 4. Development Services Report 42
- 5. Council Activity Status Report 50

STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: April 25, 2022
REPORT PERIOD: January to March 2022
FROM: Clayton Postings, Chief Administrative Officer

The attached report is for the period of January to March 2022 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
- Climate Change Successes and Projects (NEW)
- Legislative Services (Council Resolution list)
-

QUARTERLY SUMMARY

This report summarizes the first quarter of 2022. The Strategic Priorities report also lists all active projects and recently completed projects.

The first quarter of 2022 saw the lifting of Covid health restrictions, and some additional allocation of COVID-19 Restart funding for Village projects and community organization that aim to support vulnerable community members.

A highlight of the first quarter was the adoption of an integrated project approach for the wastewater treatment project grant funding strategy, and a scope change for the ICIP1 funding to remove the reed bed and wetland components. In addition, funds were released to the purchasing

and construction of the project within the current authorized budget. Other highlights include adoption of an Asset Management Policy, data collection for the Transportation Master Plan project, consideration of a regional parks service, completion of financial year end and receipt of the 2021 audited financial statements. As well we had a number of projects continue, including the Development Modernization project and the Recreation, Arts and Culture Plan, and Vacation Rental Regulations review.

Lastly attached to this report is an initial summary of Village activities relating to Climate Change response, including mitigation and adaptation activities. The report is expected to over time develop into a tool to summarize the Villages activities relating to responding to Climate Change.

ATTACHMENTS

1. Village of Cumberland Strategic Priorities 2022 first quarter report



112
GOALS

43%
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
→ 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
→ 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.		NEW Feb 14 2022: Asset Management Policy adopted by Council on February 14, 2022.		Complete

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 checked="" 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
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>March 14, 2022: THAT Council authorize the expenditure of the remaining \$5,960,000 of the currently authorized project budget of \$9,700,000 for the Wastewater Upgrade Project; and THAT Council authorize an increase to the Maple Reinders contract by \$5,960,000, from \$1,700,000 to \$7,660,000 to proceed with purchasing and construction of the Wastewater Upgrade Project, to the extent of the currently authorized budget.</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> <p>4</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 This data will be used to help inform the Transportation Master Plan		Complete
↳ Transportation Master plan	Plan and inform corridors and standards relating to roads and pathways.		NEW Data collection is complete and the information is now ready to be utilized for the upcoming Transportation Master Plan, which is set to commence spring 2022.	Active Transportation Planning project <input checked="" type="checkbox"/> Community wide speed limit reduction option reviewed <input type="checkbox"/>	On Track

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.							Not started
↳ 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.						NEW Staff engaged consultant to continue implementing the plan recommendations. This work will continue through 2022, reports to Heritage Committee will be provided.	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.						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
→ 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
↳ Childcare Space Creation project	<p>The Village was awarded \$3M toward the development of 85 new childcare spaces.</p> <p>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).</p> <p>Village staff are currently working with SD71 Project through the design phase of the Project.</p>					<p>NEW</p> <p>On Tuesday May 3rd, SD71, with support from Village staff, will be hosting a community engagement event to present and discuss the preliminary design of the childcare facility.</p> <p>Given the budget challenges and the licensing rules there will be little opportunity for the community to shape the interior design and layout of the building, but there will be many opportunities to help with landscape design, playground and play area designs along with input on the pathways and other connections to the school and local road network.</p> <p>Village staff are currently engaging local childcare providers and the public to ensure their participation in this process.</p>		On Track
↳ Memorandum of Understanding (MOU) between Village and SD 79						<p>NEW</p> <p>Village staff are working with SD staff to finalize MOU.</p>		On Track
↳ Child Care Space, community project consultation								On Track
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.					<p>NEW</p> <p>Community engagement works occurring in late winter and early spring, 2022. Plan will then be developed with final draft scheduled to be presented to Council in summer 2022.</p>		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 2020-2022]							Complete
→ Village Administrative Functions	Develop and implement response and adaptation plan for Village Service delivery, including Council activities and Village office.	[Green bar spanning 2020-2022]					NEW As of April 8th, 2022 the Village has followed Public Health direction and removed all Public Health orders. The Village has also removed the existing COVID Safety Plan and replaced the plan with a communicable disease policy.		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
→ 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	[Green bar spanning 2020-2023]					NEW in December 2021 Staff created the Development Implementation Plan for the Bevan Lands. 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. The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations.		On Track

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ 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.					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.	DCC Review <input type="checkbox"/> Transportation Master Plan <input type="checkbox"/> Bevan Industrial Servicing Strategy <input type="checkbox"/>	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.					NEW 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.		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 meeting scheduled for April 14, 2022.</p>		<p>On Track</p>
<p>→ Regional Indigenous Relations participation</p>			<p>NEW The Village along with the regional municipal government are developing a indigenous relations action plan. Further information will be provided toward late spring 2022.</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 March 14, 2022: THAT Council support the general direction of the proposed service framework for a Comox Valley Regional District proposed regional parks service as presented on March 14, 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						NEW Staff are participating in a Regional Working Group in support of updating the 2008 CVRD Regional Track and Field Service Strategy, while also considering community fields services in the Village's Recreation, Arts and Culture Plan.		On Track
Regional Aquatics Study						NEW Staff are liaising with regional partners in the joint CVRD-City of Courtenay Aquatic Study.		On Track

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 spring 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.	On Track

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 Building off the 2020 neighbourhood engagement work, park design and improvement planning work is scheduled to proceed later in 2022. This project is subject to the completion of the DCC project, which will enable the Parks DCC reserve to be used as the funding source for the work. Scope of improvements to include forest thinning, pathway and accessibility improvements, a basic children's play space, and other basic park amenities.		On Track
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 March 28th, 2022 council has allocated approximately \$1,218,225 of the Restart funding. The remaining balance of the Restart fund is \$107,805		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
→ 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

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
→ Community Group Support	Restart funding provided by Council to community organizations.					<p>NEW</p> <p>March 28, 2022:</p> <p>THAT Council allocate 2022 COVID-19 Restart Grant in Aid Program funding as follows:</p> <p>Cumberland Community School Society \$20,000 Comox Valley Farmer's Market Association \$8,000 Comox Valley Community Health Network \$10,000 Comox Bay Care Society (Care-A-Van) \$3,336</p> <p>THAT Council allocate \$10,160 from the Wayfinding Signage Restart COVID funding in support of (and partnership with) the Cumberland Business Association Community Map Project; and</p> <p>THAT Council direct staff assist the Cumberland Business Association with a scope change request to its ICET funding grant.</p>		Complete
→ Communications Strategy	Develop a corporate communications strategy with priority actions.					<p>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.</p> <p>A staff report on the report will be brought forward to council in 2022 outlining next steps.</p>		On Track

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
↳ Village Website redesign						NEW In February 2022, Council allocated \$45,000 in Restart funding for the review/update of the Village website. Staff are currently drafting a request for proposal (RFP) to identify the appropriate process/contractor.		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
↳ 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 3 Renovations	Village office meeting room. New programmer office at Rec. Council chamber audio updates. New records room.					NEW Phase 3 projects are complete.		Complete
Cumberland Community Forest Park Initiatives								On Track

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
→ Cumberland Community Forest Park Interim Trail Management Strategy	Interim plan to guide trail management in park in 2021 and 2022.					NEW CCF Park Interim Trail Management Strategy adopted in spring 2021. Implementation of strategy to continue in 2022, in partnership and supported by UROC and the CCFS.		Complete
→ Cumberland Community Forest Park Management Plan	Develop park management policy for 200 hectare park					NEW 2022 Cumberland Community Forest Park Planning work to focus on developing an Outdoor Educational Park Use Strategy, and commence research on Western Toads. Both projects to be in partnership with the Cumberland Community Forest Society.		On Track
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.					NEW No further action as Society is inactive. Village is available to discuss MOU in the future if this or another Society is interested.		Complete
→ 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
→ 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 Consultant engaged to recommend changes to density bonus and community amenity contribution program.		On Track

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
→ Vacation rental regulations review	Review vacation rental regulations after completion of the 2019/2020 Housing Needs Assessment.					NEW March 28, 2022: THAT Council refer the Vacation Rental Regulations - Public Engagement Summary and Analysis report to the Advisory Planning Commission, Homelessness and Affordable Housing Committee, and Economic Development Steering Committee for comment.	Establish MRDT Program to recoup tax on vacation rentals <input type="checkbox"/>	On Track
→ 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.					NEW Action has been dormant due to staff turnover. Made contact with the organization in April 2022 to address this direction.		Not started
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.		Behind
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.					NEW 2022 activities of the Initiative to focus on watershed data collection; to continue to build relationships with private landowners, other project stakeholders, and K'omoks First Nation; and to continue to advocate for provincial support, including the BC Watershed Security Strategy and Fund.		On Track






Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
Development Approvals Process Modernization	To streamline the development approvals process, improve public communications, and establish an electronic file tracking system connected to GIS.					NEW Led by consultant. Initial stakeholder engagement complete. Report with recommended changes to bylaws, policies and procedures expected in Spring 2022.		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	

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
↳ General Election	Administration of election Oct 15 2022.					NEW March 28, 2022: THAT Council direct staff to bring forward amendments to the Election Procedures Bylaw, 2014 to allow mail ballot voting and eliminate the special voting opportunity, and to move the second advance voting day to the Wednesday prior to election day.		On Track
Protective Services Capital								On Track
↳ Fire Boat replacement								Complete
↳ Bylaw vehicle replacement						NEW Bylaw van has been purchased and is now be outfitted for service. Van planned to be commissioned in late spring.		Complete
Operations Capital								Overdue
↳ Electric vehicle charging station						NEW The Mid-Island EV Network has identified Houle Electric as the preferred contractor to install local EV charging stations. and are working on the subsequent project schedule <ul style="list-style-type: none"> • May/June 2022 – Conduct site visits to confirm/finalize design • August/September – Installation of EV Stations 		Behind
↳ 2021 Water projects								Complete
↳ Dam monitoring equipment						NEW Monitoring equipment installed and operating. First Dam site Project complete for 2021.		Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Egremont School Zone Safety Improvement	Safety improvements identified within the Active School grant which Cumberland Community School PAC received.							On Track
→ Grant Road & Memorial Way Street Closures						NEW work is planned for July when school is out for the summer.		On Track
→ Engineering Services RFP								On Track
→ 2021 Roadway and Utility improvements						NEW Following the engagement of an engineering firm, the plan is to assemble a number of linear asset projects and have them designed, some of which may be constructed in 2023.		Behind
→ Solar crosswalk lighting system - Cumberland Rd./ Bruce Street	Working on quotes for the supply & installation of these lights.					NEW Project complete February 2022.		Complete
→ 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
Parks and Facilities Capital								Overdue
→ 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 Shoreline Restoration and Safety Upgrades project now substantially complete (March 2022). Staff to now focus on implementation of boat launch safety improvements, including dock dock and parking area upgrades.		On Track
→ Boat Launch Safety Improvements	To address safety issues at the launch by assessing and improving facility layout, infrastructure and policy options.					NEW Staff are working to have dock improvement works commence in spring 2022.		On Track

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
↳ Waterfront Campsite Retaining Wall Upgrade	Implement shoreline restoration and safety upgrade project to replace the concrete lock block wall with a greenshores-insired shoreline.					Project complete.		Complete
↳ 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 Funding Application	Application to provincial grant program to construct 700m of pathway adjacent to Comox Lake Road, including bridge crossing of Perseverance Creek.					NEW Following 2021 unsuccessful grant funding application, the project and its priority level will now be considered as part of the Active Transportation component of the Village's Transportation Master Plan.		Complete
↳ Village Park Playground Works	Zipline repairs and wood chip safety surfacing top up.							Complete
↳ 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

Village of Cumberland Climate Change Mitigation and Adaptation Action Summary

Council Action

- Request for action to the Provincial Government through UBCM for support of local energy projects, including hydro and geothermal energy
- Community Grant Program supporting community environmental protection and climate change mitigation initiatives, such as the Western Toad Research Project
- Participation in the Green New Deal – further review is underway
- Signing on as a Blue Community and policy not to use bottled water
- Single item plastics regulation
- Signed on to the BC Climate Action Charter in 2010
- Has been carbon neutral since 2014 until the end of the BC Climate Action Revenue Incentive Program in 2020
- Expect to initiate carbon tracking in municipal operations with the goal of being carbon neutral again in 2023

Community Planning and Development Services

Official Community Plan, 2014:

- Includes objectives and policies for reducing greenhouse gas emissions
- Development Permit Areas and Heritage Conservation Area include requirements for energy conservation and GHG emissions reduction such as buildings to be solar ready, covered bicycle parking, and electric vehicle plug-ins.
- Development Permit Areas require water conservation measures in site design and landscaping

Active Transportation Foundations Project, 2021:

- Applied for and received \$18,790 grant to assess and map the existing active transportation network so that improvements can be planned through the upcoming Transportation Master Plan project.

Transportation Master Plan, 2022:

- Includes focus on active transportation. Modal shift away from vehicle travel will reduce GHG emissions.

Urban Forest Management Plan 2020-2040:

- Many recommendations for canopy cover and resilient species diversity are integrated into Village operations.
- Preparation of a Tree Bylaw to manage tree protection on private land is planned for 2022.
- Restriction on wood burning appliances in new development adopted in 2018

Public Lands and Village Operations

- Forest Land Management Direction Statement
- Development of Environmental Education Strategy for Cumberland Community Forest Park
- Parkland acquisitions in partnership with the Cumberland Community Forest Society in the Perseverance Creek Watershed
- Perseverance Watershed Initiative
- Cumberland Lake Park Shoreline Restoration project
- Recreation, Arts and Culture Planning, including consideration of community facilities as Emergency Support Centre's in response to climate emergencies and other natural disasters; and evaluation of energy efficiencies for recreation and cultural facilities
- Restoration projects in support of enhanced biodiversity and tree retention – No. 6 Mine Park, Village Park, Cumberland Lake Park
- Natural burial area in Cumberland Cemetery
- Participation in regional organics waste pilot program and reduction of garbage collection to once every two weeks
- Wastewater treatment plant upgrades
- Water meters and consumption-based billing to reduce drinking water consumption
- Drinking water system upgrades, including new groundwater source, construction of storage reservoir and second supply line
- Public electric vehicle charging stations - Two new charging stations to be installed in downtown core 2022 (with ability to charge 4 vehicles)
- Asset Management Policy, including consideration of natural assets
- IT updates to reduce reliance on paper and to accommodate remote work for staff
- Corporate Climate Action Plan (2013) and energy efficiency improvements for public facilities, including heat pump installations
- Participation in CARIP program and purchase of carbon offsets

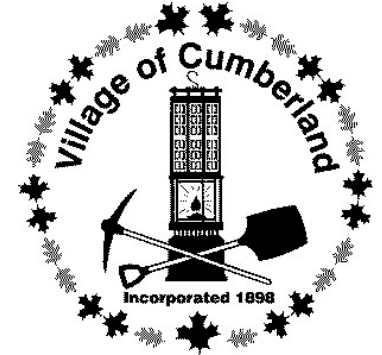
Regional Initiatives

Participation in CVRD Regional Parks Feasibility Study.

The Village participates in the Regional Growth Strategy service of the CVRD. This includes several regional initiatives that benefit the Village and help reduce GHG emissions and prepare for climate change. The Regional Growth Strategy was adopted in 2010. The Regional Growth Strategy includes goals to protect the natural environment, improve multi-modal transportation, conserve energy, minimize GHG emissions and prepare for climate change.

- Regional Growth Strategy Hub: to be launched in 2022, this digital dashboard will track regional indicators to track progress towards achieving goals of the RGS.
- Wood Smoke Reduction Strategy, 2022: education and rebate program ongoing. Benefits are both to human health and emissions reduction.
- Regional Active Transportation Planning, 2021: route/facility implementation
- Greenhouse Gas Emission Tracking: to launch for the electoral areas first, then expand to include tracking for the municipalities. This is to replace the Community Energy and Emissions Inventories that were managed by the Province until 2012.
- Rebates: The CVRD administers several rebates that are available to Cumberland residents to reduce energy or water use

STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: April 13, 2022
REPORT PERIOD: January to March 2022
FROM: Michelle Mason, Chief Financial Officer/Interim CAO

QUARTERLY SUMMARY

Revenue and expense items are currently running within the approved budget. There are no significant concerns to note at this time. Property and Parcel Taxes for 2022 will not be levied until May and therefore there is currently a deficit based on financial plan of \$1,533,807. Once taxes are levied and the revenue is recognized, there will be a surplus.

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

The following statements as at March 31, 2022 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*
- *Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus*
 - 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 some invoices are still outstanding and some expenses are not recognized until year-end, we can expect an approximate 20-25% use of budget for operating expenses. Brief comments are included on Attachment 2 and 4 and expanded information regarding variances and other items of note are provided below.

Attachment 1: Statement of Financial Position

Property tax receivables are lower at this time of the year until the levy in May; however the balance does include utility balances that were outstanding as at December 31, 2021 and consequently were transferred to tax accounts in January of 2022. Outstanding grant claims at year-end in 2021 have been settled in the first quarter of 2022 and therefore, the accounts receivable balance for the first quarter is slightly lower than the 2021 balance and the accounts payable balance is slightly lower than the previous year based on year-end payable accruals being paid in January of 2022. Increased development activities in the first quarter has increased development security deposits. The deferred childcare grant has now been transferred to the school district to be managed. Something to note is that the general operating funds municipal position has reduced from \$2,279,972 (2021) to 717,931 (2022). This variance is caused by the deficits in the annual surplus for general funds for the first quarter that will remain until the end of May when property taxes are levied. Some municipalities borrow temporarily to cover deficits for this period; however, the Village has sufficient accumulated surplus.

Attachment 2: Statement of Operations and Accumulated Surplus

Revenues

Property and parcel tax revenues totaling over \$4.3 million will be levied and recognized in May 2022. Cumberland Fire Protection District service fees revenue of \$205,420 will be invoiced in August 2022. The small community unconditional operating grant from the Province is expected to be received in April (1st installment) and June (final). The small community grant is an important source of funding for small communities and without it, the property tax revenues required for the same level of municipal services would increase by approximately 15% in 2022. Other grants are expected to reflect similar timing to related capital project expenses.

Operating Expenses

Most of the 2022 special operating projects are in progress and we expect to incur costs for these over the next nine months. Therefore the departments are typically lower than budgets at this point but are expected to catch up in the second and third quarters. COVID grant projects and other projects that have been carried forward from 2021 are well underway in 2022; however, the budget has not been amended to add these carry forward projects at this time so some use of budgets are showing a little higher than what is typical at this time of year. Significant snow that occurred late 2021 and early 2022 have higher than expected costs as well as some other costs that are higher than expected that staff will continue to monitor.

Attachment 3: Statement of Change in Net Financial Assets

The Village is currently in a net financial assets position of \$946,308. Currently the Village’s financial assets are greater than its liabilities.

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

The financial plan deficit to date is \$1,533,807 which is expected in the first quarter of each year. There is a deficit because there is only 10% of budgeted revenues recognized at this point (taxes are not levied until May); whereas, there is 25% use of operational expenditures and 42% use of capital expenditures as of March 31, 2022. There are also other funding sources for the capital projects that are not recorded in the financial statements until 100% of the costs for the projects are recognized.

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

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

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

Vendor	Description	Commitment Date	Commitment Total
Frontier Power Products	Genset backup power generator for F.Hall	4/13/22	\$ 51,340
Edgett Excavating	Lake Park Shoreline Restoration	2/1/22	\$ 113,110

ATTACHMENTS

1. Attachment 1 - Statement of Financial and Municipal Position as at March 31, 2022;
2. Attachment 2 - Statement of Operations and Accumulated Surplus as at March 31, 2022;
3. Attachment 3 - Statement of Change in Net Financial Assets as at March 31, 2022; and
4. Attachment 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at March 31, 2022.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement Of Financial Position As At
March 31, 2022
UNAUDITED

	2022	<u>2021</u>
	<i>(Note 1)</i>	
FINANCIAL ASSETS		
Cash, equivalents and investments	18,998,964	21,019,005
Property taxes receivable	82,777	187,652
Accounts receivable	919,373	1,166,062
	<u>20,001,114</u>	<u>22,372,719</u>
LIABILITIES		
Accounts payable and accrued liabilities	(2,204,750)	(2,355,516)
Service and other deposits	(1,000,854)	(714,521)
Deferred revenue	(7,370,933)	(8,541,168)
Debenture and long term-debt	(8,478,269)	(8,683,349)
	<u>(19,054,806)</u>	<u>(20,294,554)</u>
NET FINANCIAL ASSETS / (DEBT)	946,308	2,078,165
NON-FINANCIAL ASSETS		
Tangible Capital Assets	65,343,528	64,985,318
Inventories	111,975	111,975
Prepaid expenses	3,902	16,378
	<u>65,459,405</u>	<u>65,113,671</u>
ACCUMULATED SURPLUS	<u>\$ 66,405,713</u>	<u>\$ 67,191,836</u>
MUNICIPAL POSITION		
Operating funds	(717,931)	(2,279,972)
Statutory/Bylaw Authorized Reserves	(8,822,523)	(8,609,895)
Equity in capital assets	(56,865,259)	(56,301,969)
	<u><u>\$ (66,405,713)</u></u>	<u><u>\$ (67,191,836)</u></u>

Note 1:

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

They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
Interim Statement as at
March 31, 2022
Unaudited

	2022 Amended Financial Plan	Remove Amortization	2022 Adjusted Financial Plan (Note)	2022 Actual-YTD (Note)	% Use Of Financial Plan	Variance	2021 Actual	Comments
Revenue								
Property taxes and P.I.L.	\$ 3,666,370	\$ -	\$ 3,666,370	\$ -	0%	\$ 3,666,370	\$ 3,464,375	Property Taxes levied in May each year
Parcel taxes	684,860	-	684,860	-	0%	684,860	644,718	Parcel Taxes levied in May each year
Sale of services & fees	2,218,390	-	2,218,390	517,303	23%	1,701,087	2,094,363	Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)
Sale of services to other governments	487,470	-	487,470	64,915	13%	422,555	533,111	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other govts-unconditional	527,000	-	527,000	-	0%	527,000	527,000	Small Community Grant to be received in Apr/June
Transfer from other gov't's-conditional	840,810	-	840,810	150,001	18%	690,809	1,423,167	Grants relate to timing of projects plus Host Amenity & Community Works Funds
Other revenue	794,190	-	794,190	217,452	27%	576,738	826,276	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	24,750	-	24,750	-	0%	24,750	21,249	
	<u>9,243,840</u>	<u>-</u>	<u>9,243,840</u>	<u>949,671</u>	<u>10%</u>	<u>8,294,169</u>	<u>9,534,259</u>	
Operating Expenses								
General government services	1,180,490	(16,700)	1,163,790	326,726	28%	837,064	1,419,521	Projects in progress & to be carried forward/COVID
Transportation services	1,924,560	(798,200)	1,126,360	341,745	30%	784,615	1,596,806	Snow/fleet higher than expected
Protective services	851,650	(62,000)	789,650	209,405	27%	580,245	901,506	Firehall ops costs higher than expected/fire hall debt pmt
Environmental health services	2,186,430	(449,020)	1,737,410	371,022	21%	1,366,388	2,291,716	
Cemetery Services	37,410	(3,100)	34,310	4,128	12%	30,182	29,643	Maintenance to ramp up in spring/summer months
Planning, development & environment	789,010	-	789,010	153,605	19%	635,405	534,101	Projects in progress
Recreation services	803,870	(33,250)	770,620	238,236	31%	532,384	760,064	Recreation Centre & Cultural Centre costs higher than expected
Cultural and community events	156,850	-	156,850	25,702	16%	131,148	132,141	Events to ramp up in spring/summer months/community grants to be paid in June
Parks Services	592,530	(107,000)	485,530	65,225	13%	420,305	465,689	Projects in progress/maintenance to ramp up in spring/summer months
	<u>8,522,800</u>	<u>(1,469,270)</u>	<u>7,053,530</u>	<u>1,735,794</u>	<u>25%</u>	<u>5,317,736</u>	<u>8,131,187</u>	
Annual Surplus	721,040	1,469,270	2,190,310	(786,123)	-36%	2,976,433	1,403,072	
Accumulated Surplus, Beginning of Year	67,191,836	-	67,191,836	67,191,836			65,788,764	
Accumulated Surplus, End of Year	<u>\$ 67,912,876</u>	<u>\$ 1,469,270</u>	<u>\$ 69,382,146</u>	<u>\$ 66,405,713</u>	<u>96%</u>	<u>\$ 2,976,433</u>	<u>\$ 67,191,836</u>	

Note:

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THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Change in Net Financial Assets
Interim Statement as at
March 31, 2022
Unaudited

	2022 Amended Financial Plan	Remove Amortization	2022 Adjusted Financial Plan <i>(Note)</i>	2022 Actual-YTD <i>(Note)</i>	% Use Of Financial Plan	Variance	2021 Actual
Annual Surplus	721,040	1,469,270	2,190,310	(786,123)	(36%)	2,976,433	1,403,072
Amortization	1,469,270	(1,469,270)	-	-		-	1,651,856
Change in supplies inventories	-	-	-	-		-	10,172
Change in prepaid expenses	-	-	-	12,476		(12,476)	5,772
Proceeds on disposal of tangible capital assets	-	-	-	-		-	25,633
Gain on sale of tangible capital assets	-	-	-	-		-	25,493
Acquisition of tangible capital assets	(853,100)	-	(853,100)	(358,210)	42%	(494,890)	(2,820,324)
Change in Net Financial Assets	1,337,210	-	1,337,210	(1,131,857)	(85%)	2,469,067	301,674
Net Financial Assets, Beginning of the Year	2,078,165	-	2,078,165	2,078,165		-	1,776,491
Net Financial Assets, End of the Year	\$ 3,415,375	\$ -	\$ 3,415,375	\$ 946,308	28%	\$ 2,469,067	\$ 2,078,165

Note:

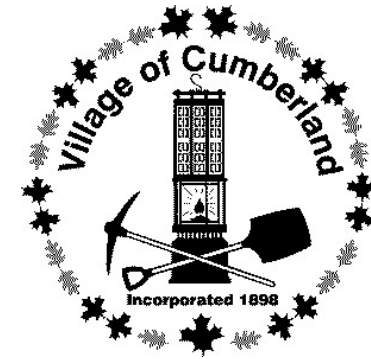
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THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
March 31, 2022
Unaudited

	2022	Remove	2022	2022	% Use Of	Variance	2021	Comments
	Amended	Amortization	Adjusted	Actual-YTD	Financial		Actual	
	Financial Plan		Financial Plan		Plan			
Annual Surplus	721,040	1,469,270	2,190,310	(786,123)	(36%)	2,976,433	1,403,072	
Adjustments as per Financial Plan								
Acquisition of tangible capital assets	(853,100)	-	(853,100)	(358,210)	42%	(494,890)	(2,820,325)	<i>Projects in progress/wastewater treatment project underway to be carried forward from 2021</i>
Add back amortization expenses	1,469,270	(1,469,270)	-	-		-	1,651,856	
Proceeds on borrowing	40,000	-	40,000	-	0%	40,000	3,015,511	
Principal payments on debt	(718,450)	-	(718,450)	(205,080)	29%	(513,370)	(524,195)	
Add Non-cash adjustments	-	-	-	-		-	25,493	
Change in Consolidated Balances	<u>658,760</u>	<u>-</u>	<u>658,760</u>	<u>(1,349,413)</u>	<u>(205%)</u>	<u>2,008,173</u>	<u>2,751,412</u>	
Transfer (To) / From Reserves								
To reserves	(2,577,590)	-	(2,577,590)	(184,394)	7%	(2,393,196)	(4,493,165)	
From reserves	1,918,830	-	1,918,830	-	0%	1,918,830	2,289,575	
Transfer (To) / From Reserves	<u>(658,760)</u>	<u>-</u>	<u>(658,760)</u>	<u>(184,394)</u>	<u>28%</u>	<u>(474,366)</u>	<u>(2,203,590)</u>	
Surplus / (Deficit) Per Financial Plan	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,533,807)</u>		<u>\$ 1,533,807</u>	<u>\$ 547,822</u>	

Note:
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PROTECTIVE SERVICES QUARTERLY REPORT



MEETING DATE: April 25, 2022

REPORT PERIOD: January to March 2022

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

Service Quarterly Summary

Well going into the new year has been a good year for responses with 61 incidents in the first quarter. The department has lost two long term members to retirement. Looking to replace the Deputy Chief position and looking for recruiting more members to join. We have 24 members at the present time, which is lower than we like to have so we will be trying to encourage more residents to join the department.

We have five members that have just finished live fire and were successful, which will help with firefighting issues. These new members are coming along great with their training and we just have one new member starting out. We have started the year with new safety committee they seem very good. I would like to thank them for stepping up and we will be doing some training with them and working on safety. We still using Covid safety precautions on call outs and responses.

The Fire Hall generator is enroute. They tell me it should up running by next quarter report. We had major break down on Engine #6 and it was out service little over a week and back in service now. We have completed our ground ladder test with our own members and now with our own ladder testing equipment so we will be training our members to do this and have the equipment for many years to come. We have also added more sprinklers and some equipment to structural protection unit (wildfire SPU) trailer. We have finally got our environmental trailer supplied and ready to deploy if needed. The trailer will be at the lake campground for the summer. We station it there as it has high quality boom to protect the boat ramp area if needed and can easily be moved to any of our dams or water reservoirs if required for fast deployment and protection of our water system. We have added few things on the fire boat make it safer for our firefighters but it's read to go in the water at the lake in May, standby there in case of fire or other

problems on the lake we can help with. We have had few trail rescue responses this year - four serious ones, but they will all return to ride again.

Fire Services Response

Response Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020
Fire	5	4	0										9
Rescue	0	1	3										4
First Responder	9	8	13										30
MV Incident	4	6	1										11
Duty Officer	3	1	3										7
Total Monthly	21	20	20										61

Fire Rescue Membership Status

Regular Members	24
Junior Members:	0
Probationary Members	1
Pending Applications	0

Bylaw Enforcement Services

Bylaw used considerable resources on a large project which has been postponed again. Despite this, Bylaw has been busy with multiple ticket disputes (preparing for court), 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. Once resources become more available, patrols will become more consistent but that is not looking likely in the near future.

Bylaw Response Type	Q3 2021	Q4 2021	Total 2021	Q1 2022
Animal control				
Dog calls	8	12	37	4
Dog warnings	6	14	53	15
Dog at large	10	8	19	4
Dog attack	3	2	13	2
Other animal complaints	4	3	23	4
Wildlife complaints	0	1	4	1
Zoning/Building/Business				
Illegal suites/vacation rentals	2	2	8	2
Illegal BNB/vacation rental	0	1	3	2
Property inspections	9	7	36	27
Business complaints	4	3	11	4
Do not occupy orders	1	2	4	1
Stop work orders served	0	2	4	3
Noise, Vandalism and Parks				
Vandalism				
Illegal camp	8	1	18	2
Illegal dumping	5	2	20	3
Noise complaints	8	2	21	1
Parking				
parking/traffic calls	8	5	24	2
Parking tickets	5	1	12	2
Parking Notices	26	9	63	8
Vehicles towed	5	2	9	1
Administrative				
Covid-19 complaints	0	0	1	0
RCMP calls/assists court calls	4	3	11	3
Tickets served	21	3	43	12
Ticket calls/ disputed	4	3	13	5
General Customer service request	8	14	56	11
Total All Files			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

January 1, 2022 to March 31, 2022

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 4TH QUARTER COMMUNITY REPORT - CUMBERLAND

CALLS FOR SERVICE

Relative to last quarter, there were the same number of 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
2022	41	39	65									



TRAFFIC

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

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	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
2022	1	7	6									

BREAK AND ENTERS

Relative to last quarter, there was 1 less 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
2022	1	0	1									

THEFT FROM VEHICLE

Relative to last quarter, there was 1 less theft from vehicle file 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
2022	0	1	2									

ASSAULT

Relative to last quarter, there were 4 fewer 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
2022	1	1	0									

SEX OFFENCES

Relative to last quarter, there were 2 more 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
2022	0	0	2									

DOMESTIC (PARTNER/SPOUSAL) VIOLENCE

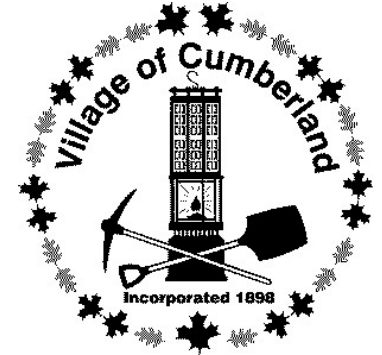
Relative to last quarter, there was 1 more domestic violence file in Cumberland.

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
2022	2	0	1									

Yours truly,

Insp. M.J. Kurvers
OIC Comox Valley Detachment

DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: April 25, 2022
 REPORT PERIOD: January to March 2021
 FROM: Courtney Simpson, Manager of Development Services

QUARTERLY SUMMARY

In the fourth quarter of 2021 the Village of Cumberland (the Village) received 9 new development applications. Fourteen applications were closed and 25 are ongoing. In addition, 18 building permits were issued (see Attachments 1-4).

Also in this quarter, the Coal Valley Estates Phase 10/11 subdivision application received preliminary layout approval; next steps are for the development permit application to be re-activated, a report to Council prepared, and the applicant to prepare design drawings. The Development Approvals Process Modernization and the Vacation Rental Regulations projects were launched with public and stakeholder engagement. Consultants were retained for the Density Bonus and Community Amenity Contribution review project. A call for consultants to lead development of the Tree Protection Bylaw is still ongoing as no consultant was available begin this spring.

Development Application Summary – Quarter 1, 2022

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	1	3
Temporary Use Permits (TUP)	1	0	2	2
Heritage Alteration Permits (HAP)	1	0	2	3
Development Variance Permits (DV)	4	3	5	10*
Development Permits (DP)	3	4	4	11
Subdivision	0	16	0	16
Total	9	25	14	46

*two applications were opened and issued within the same quarter

ATTACHMENTS

1. Amendment Applications List Quarter 1, 2022
2. Permit Applications List to Quarter 1, 2022
3. Subdivision Applications List to Quarter 1, 2022
4. Building Permit Issued to Quarter 1, 2022

ATTACHMENT 1

Amendment Applications List Quarter 1, 2022

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.	Adopted February 28, 2022
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. Preparing report with referral responses.

ATTACHMENT 2

Permit Applications List Quarter 1, 2022

Temporary Use Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2018-01-TUP	3276	Third Street	Renewal - Cannabis Retail	Open	Reviewing application
2021-01-TUP	4693	Cumberland Road	Automotive Shop	Issued	Approved by Council Sep 27 2021. Issued March 2022 after payment of municipal tickets.
2020-01-TUP	4640	Cumberland Road	Yoga, fitness and dance studio	Issued	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 at Cumberland Brewing	Open	Reviewing application

Development Variance Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2022-04-DV	2727	Allen Avenue	To increase size of ADU	Open	Reviewing application (see also 2022-03-DP)
2022-03-DV	3284	Second Street	To reduce parking, suite size, shipping container	Open	Reviewing application (see also 2022-01-DP)
2022-02-DV	3215	Grant Road	Reduce frontage	Issued	Approved February 14, 2022
2022-01-DV	2473	Kentmere Avenue	Increase size of secondary suite	Issued	Approved February 28, 2022
2021-24-DV	2782	Ulverston Avenue	Reduce rear exterior setback from 3.0m to 1.5m for deck on fourplex	Issued	Approved February 14, 2022
2021-23-DV	2732	Dunsmuir Avenue	Increase lot coverage for patio roof extension at Cumberland Brewing	Open	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
2021-19-DV	2779	Ulverston Avenue	Side and rear setback variance for ADU conversion	Issued	Approved January 10, 2022
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	Closed	Owners to re-apply

Development Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2022-03-DP	2727	Allen Ave	New ADU	Open	Reviewing application (see also 2022-04-DV)
2022-02-DP	Lot 6	Beck Avenue	Industrial Warehouse	Open	Reviewing application
2022-01-DP	3284	Second Street	ADU conversion	Open	Reviewing application (see also 2022-03-DV)
2021-14-DP	3699	Bevan Road	Landfill leachate equalization pond expansion	Issued	Approved March 14, 2022
2021-13-DP	2721	Derwent Avenue	New ADU	Open	Applicant put on hold
2021-12-DP	2779	Ulverston Avenue	ADU conversion	Issued	Approved January 10, 2022
2021-10-DP	3025	Royston Road	New Manufactured Home Park	Open	Reviewing application
2021-08-DP	2607	Maryport Avenue	New ADU	Issued	Approved January 10, 2022
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.
2020-06-DP	3284	Second Street	ADU conversion	Closed	Owners to re-apply
2019-15-DP		Coal Valley Estates	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 2, 2022

File number	Address	Street Name	Purpose	Status	Recent Activity
2021-04-SV	3400	Mill Street	2 lots	DSA	
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	PLR	PLR Issued March 18, 2022
2021-01-SV		Beck Avenue	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	DSA	Construction underway
2020-08-SV	3268	Fifth Street	2 lot residential	Maintenance	
2020-07-SV	2798	Ulverston Avenue	4 lot residential (revised application)	PLR	
2020-05-SV	4703	Cumberland Road	3 lot residential	PLR	
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
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	DSA	

ATTACHMENT 4

Building Permits Issued Quarter 1, 2022

Note: A new dwelling with suite is now reported as “duplex” due to changes in the way Statistics Canada records this data.

	2021 Totals	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 Totals
Single Family Dwellings	17	7				7
Secondary Suite Conversions	5	0				0
Duplex	0	1				1
SFD Addtns & Reno’s	11	2				2
Accessory Dwelling Units	10	2				2
Residential Accessory	13	1				1
Multi-family	2	0				0
Industrial & Utility	5	1				1
Commercial	1	0				0
Institutional	1	1				1
Demolition	2	3				3
TOTALS	67	18				18

Council Resolutions - Outstanding Action Items

Last Updated: April 20, 2022
File No. 0550-01

Res #	Date		Assigned To	Status
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	Complete
	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.	LS FS	Complete
	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	Complete
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	Complete
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	Complete
COTW	2021-10-25	THAT the Committee of the Whole recommend that Council direct staff to report to Council with an implementation plan as it relates to the Communications Snapshot Report.	ED	Complete
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	Complete
22-005	2022-01-10	THAT Council support the implementation of the bylaw adjudication system for Comox Strathcona Waste Management bylaw enforcement.	LS	Complete
22-006	2022-01-10	THAT Council approve the development variance permit (2021-19-DV) to reduce the rear and side setbacks for conversion of an existing accessory building to an accessory dwelling unit and to reduce the rear and side setbacks for an existing shed on the property described as Lot 5, DL 24, Plan VIP6793 (2779 Ulverston Avenue); and THAT Council approve development permit (2021-12-DP) for conversion of an accessory building to an accessory dwelling unit on the property described as Lot 5, DL 24, Plan VIP6793 (2779 Ulverston Avenue).	DS	Complete
22-008	2022-01-10	THAT Council approve development permit (2021-07-DP) for conversion of an existing accessory building to an accessory dwelling unit on the property described as Lot A, Block 35, DL 24, Plan VIP3268 (2607 Maryport Avenue).	DS	Complete
22-010	2022-01-10	THAT Council approve the strategy to encourage and support business owners to make businesses more accessible by endorsing the Accessibility and Inclusion Committee liaising with the Cumberland Business Association.	LS	Complete
22-014	2022-01-10	THAT Council approves the COVID-19 Restart Grant in Aid Program Guidelines and directs staff to implement the Program.	ED	Complete

Council Resolutions - Outstanding Action Items

Last Updated: April 20, 2022
File No. 0550-01

COTW	2022-01-24	THAT the Committee refer the Asset Management Policy dated January 24, 2022 to Council for adoption.	LS	Complete
22-242	2022-01-24	THAT Council refer the application for a manufactured home park permit, development permit and development variance permit at 3025 Royston Road to the Advisory Planning Commission.	DS	Complete
22-243	2022-01-24	THAT Council direct staff to submit the following resolutions to AVICC: <ul style="list-style-type: none"> • Pesticide Use within Community Drinking Water Supply Areas • Local Government Exemption from Federal Drug Laws 	LS	Complete
22-245	2022-01-24	THAT Council direct staff to write a letter to Minister of Health and Addictions, Carolyn Bennett and Prime Minister Justin Trudeau supporting Private Members Bill C-216 and encourage other local governments to do the same.	LS	Complete
22-255	2022-02-14	THAT Council support the Comox Valley Regional District Sewer Extension South Project to provide Royston and Union Bay with wastewater servicing, and the associated applications for funding, as they are aligned with our mutual goals of keeping the Trent River and Baynes Sound clean and supporting the K'ómoks First Nation in their economic development goals.	LS	Complete
22-257	2022-02-14	That Council endorse a regional application to the UBCM Poverty Reduction Planning & Action Program 2022 - Stream 2 – Action for a Collective Impact Approach to Poverty Reduction in the Comox Valley, with the Comox Valley Regional District applying for, receiving, and managing the grant funding on behalf of the Village of Cumberland.	LS	Complete
22-259	2022-02-14	THAT Council approve the development variance permit to reduce the frontage of proposed strata lot 1 on the property described as Lot C, Section 30, Plan VIP69479 (3132 Grant Road).	DS	Complete
22-260	2022-02-14	THAT Council exempt strata lot 1 of the proposed subdivision at 3132 Grant Road, from the 10% minimum frontage requirement pursuant to Local Government Act Section 512, to allow a frontage of 1.14%.	DS	Complete
22-262	2022-02-14	THAT Council approve the development variance permit (2021-24-DV) to reduce the exterior rear setback for a deck on the property described as Lot 1, District Lot 24, Nelson District, Plan 28034, except part in Plan VIP82131 (2782 Ulverston Ave).	DS	Complete
22-265	2022-02-14	THAT Council adopt the Asset Management Policy.	LS	Complete
22-267	2022-02-14	THAT Council direct staff to prepare a written submission on behalf of the Village of Cumberland in response to the January 25, 2022, BC Watershed Security Strategy and Fund Discussion Paper and corresponding engagement opportunity; and THAT the response requests that the unique context of eastern Vancouver Island be considered in the Strategy's development and implementation and describes the Perseverance Watershed Initiative as an innovative approach to pursuing local watershed security.	PR	Complete
22-274	2022-02-14	THAT Council give first and second reading to Zoning Amendment Bylaw No. 1165, 2022; and THAT Council direct staff to work with the Comox Valley Regional District to: a. Register a 6 metre wide Statutory Right-of-Way for a multi-use trail running parallel to Bevan Road on the lands to be rezoned; and b. Pursue an establishment of the multi-use trail corridor along the remainder of the Comox Valley Waste Management Centre property.	DS	Complete
22-283	2022-02-28	THAT Council direct staff to bring a report back to Council on the summary of activities set out in the Heritage Committee meeting minutes of February 7, 2022.	DS	Complete
22-289	2022-02-28	THAT Council approve the development variance permit to increase the permitted gross floor area of a secondary suite from 90.0m ² to a maximum of 99.0m ² on the property described as Lot 10, DL 24, Plan EPP90590 (2473 Kentmere Avenue).	DS	Complete

Council Resolutions - Outstanding Action Items

Last Updated: April 20, 2022
File No. 0550-01

22-293	2022-02-28	<p>THAT Council request that the following items be identified as community priority issues for the 2022 RCMP Annual Performance Plan:</p> <ul style="list-style-type: none"> • Crime reduction, • Police/community relations, • Watercraft safety, • Traffic and road safety including off road vehicles, and • Parks and campgrounds, <p>with particular focus on community policing and community relations and authorize Mayor Baird to approve the acknowledgement of consultation; and THAT Council request that the RCMP attend an upcoming Committee of the Whole meeting to present its annual service report and request a report on overall service hours provided.</p>		Complete
22-301	2022-03-14	That Council direct staff to share Council's feedback from the Village by writing the BC Electoral Boundaries Commission directly.	LS/DS	Complete
22-306	2022-03-14	THAT Council approve the development permit to allow the development of a secondary leachate pond and the construction of a landfill cell on the property described as Lot A, Section 26, Plan EPP111857 (3699 Bevan Road).	DS	Complete
22-310	2022-03-14	THAT Council respond to the City of Courtenay's referral of its draft Official Community Plan with no concerns.	DS	Complete
22-314	2022-03-14	THAT staff find a way to reword policy so clearly outlines how much money to give in total for the grant program and how the funding works.	LS	Complete
22-315	2022-03-14	THAT Council approve an extension to the Royal Canadian Legion Branch 76 for the 2021 research project for the Cumberland, Comox Valley, and Oceanside region to determine the number of homeless or near homeless Veterans.	LS	Complete
22-317	2022-03-14	THAT Council table the 2022 COVID-19 Restart Grant in Aid Program report to next regular meeting of March 28, 2022.	ED	Complete
22-325	2022-03-28	THAT the Village of Cumberland provide its support to the City of Courtenay, as primary applicant, to apply for, receive, and manage the UBCM Strengthening Communities Services grant funding previously awarded to the Comox Valley Regional District in 2021 in the amount of \$1.093 million dollars, on behalf of the Village of Cumberland.	LS	Complete
22-329	2022-03-28	THAT Council refer the Vacation Rental Regulations - Public Engagement Summary and Analysis report to the Advisory Planning Commission, Homelessness and Affordable Housing Committee, and Economic Development Steering Committee for comment.	DS	Complete
22-340	2022-04-11	THAT Council approve the Village of Cumberland Audited Financial Statements for the year ended December 31, 2021.	FS	Complete
22-351	2022-04-11	THAT Council support the Outdoor Recreation Council of BC's proposal for a \$10 million endowment for the BC Trail Fund.	LS	Complete
22-351	2022-04-11	THAT Council support the Outdoor Recreation Council of BC's proposal for a \$10 million endowment for the BC Trail Fund.	LS	Complete
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	Complete
21-332	2021-09-27	<p>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.</p> <p>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).</p> <p>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</p>	PR ED FS	Complete Complete Complete

Council Resolutions - Outstanding Action Items

Last Updated: April 20, 2022
File No. 0550-01

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	DS FS	Complete Complete
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
22-287	2022-02-28	THAT Council direct Staff to engage with School District #71 relating to school active travel and the intersection of First Street and Ulverston Avenue.	Op	In Progress
22-291	2022-02-28	THAT Council allocates COVID-19 Restart Funding towards the following projects: <ul style="list-style-type: none"> •\$45,000 for Village Website Upgrades, •\$2,430 for new chairs for the Council Chamber, •\$30,250 for a New Phone system, •\$38,720 for Upgrades to the Information Technology System Security, 	FS LS Op	In Progress
	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	PR	In Progress
	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
	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
	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
	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
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
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
	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
	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
	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

Council Resolutions - Outstanding Action Items

Last Updated: April 20, 2022
File No. 0550-01

	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
	2020-12-14	THAT Council confirm that, pursuant to its Development Procedures and Fees Bylaw No. 1073, 2018 and statutory requirements, early and	DS	In Progress
	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
21-21	2021-01-11	*See Remedial Action Resolution - 2721 Derwent Avenue	PS	In Progress
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
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
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
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 sustainable,	LS	In Progress
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
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
21-262	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
21-240	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
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
22-012	2022-01-10	THAT Council approve the Bevan Industrial Lands Implementation Plan dated November 2021; THAT Council direct staff to bring back items/actions within the Implementation Plan that are not included within current work plans and that may require further funding; and THAT Council approve the expenditure of up to \$25,000, to be funded through the Infrastructure Asset Renewal Reserve, for the Bevan Industrial Servicing Strategy (water supply and sanitary sewer) and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure.	DS	In Progress

Council Resolutions - Outstanding Action Items

Last Updated: April 20, 2022
File No. 0550-01

22-016	2022-01-10	THAT Council direct staff to enter into a Memorandum of Understanding with the City of Courtenay and the Town of Comox for the issuance of a joint Request for Proposal to solicit proposals for a three-stream curbside collection service for a five-year contract with the	OP	In Progress
22-269	2022-02-14	THAT Council approve an amendment of \$200,000 to the Maple Reinders contract, from \$1,500,000 to \$1,700,000, for site clearing works.	Op FS	In Progress
22-271	2022-02-14	THAT Council adopt Option 2 – the integrated project approach – as the preferred grant funding strategy for the Wastewater Upgrade Project; THAT Council approve applying for scope change to ICIP1 funding to remove the Reed Bed and Wetland components from the Phase 1 project scope; THAT Council approve making the application to the Investing in Canada Infrastructure Program, Environmental Quality stream, intake 3, for funding of Phase 2 of the High Performance Wastewater Lagoon Upgrade Project, for a grant value of \$2,260,000; and THAT Council commit to funding the municipal portion of project (\$2,440,000) using a combination of existing, approved Green Municipal Fund funding (borrowing/grant) and sewer reserves for a total project amount of \$4,700,000.	Op FS	In Progress
22-299	2022-03-14	THAT Council invite the K'ómoks First Nation to meet to provide information on the Guardian Watchman program.	LS	In Progress
22-302	2022-03-14	That Council request the Province/Ministry of Municipal Affairs increase its public library funding to address regulatory requirements as well as offsetting the inflationary increases to operating costs.	LS	In Progress
22-313	2022-03-14	THAT Council allocate 2022 Community Grant Program funding at 70% to the three applicants and remaining money sit in the host community fund for late requests: Comox Bay Care Society: \$4,900 Cumberland and District Historical Society: \$1,400 Weird Church: \$2,100	LS	In Progress
22-331	2022-03-28	THAT Council allocate 2022 COVID-19 Restart Grant in Aid Program funding as follows: Cumberland Community School Society \$20,000 Comox Valley Farmer's Market Association \$8,000 Comox Valley Community Health Network \$10,000 Comox Bay Care Society (Care-A-Van) \$3,336 THAT Council allocate \$10,160 from the Wayfinding Signage Restart COVID funding in support of (and partnership with) the Cumberland Business Association Community Map Project; and THAT Council direct staff assist the Cumberland Business Association with a scope change request to its ICET funding grant.	FS ED	In Progress
22-333	2022-03-28	THAT Council direct staff to bring forward amendments to the Election Procedures Bylaw, 2014 to allow mail ballot voting and eliminate the special voting opportunity, and to move the second advance voting day to the Wednesday prior to election day.	LS	In Progress
22-335	2022-03-28	THAT Council direct staff to proceed with the temporary road closures as shown on the attached plans for both Memorial Way and Grant Road.	OP	In Progress
22-341	2022-04-11	THAT Council direct staff to include a summary of the status of Village and regional climate-related activities in the quarterly update; THAT the Mayor meet with a representative of the delegation Some Concerned Moms of Cumberland to discuss the status of Village activities relating to climate change response; and THAT climate action be further considered during the 2023 budget and strategic priorities discussions.	LS FS	In Progress

Council Resolutions - Outstanding Action Items

Last Updated: April 20, 2022
File No. 0550-01

22-343	2022-04-11	THAT Council authorize an exemption to the Noise Control Bylaw No 950, 2012 to the Comox Valley Regional District for construction activities related to Cell 2 construction at the Comox Strathcona Waste Management Centre at 3699 Bevan Road, limited to excavation and hauling of gravel and not to include drilling, blasting, breaking or screening, for night work on Mondays after 9 p.m. to Fridays until 7 a.m. from May 15 to August 30, 2022; and that Council direct the Chief Administrative Officer to work with the Comox Valley Regional District on prescribed hours and public notice.	CAO	In Progress
22-345	2022-04-11	THAT Council approve the manufactured home park permit, development permit and development variance permit for the property described as Lot 1, District Lot 24, Nelson District, Plan 38778 Except Part In Plan 49490 (3025 Royston Road).	DS	In Progress
22-346	2022-04-11	THAT Council direct staff to bring back a report on updating bylaws to require stormwater plans to speak to 100 year storm events with a 15% climate change percentage impact as well.	DS	In Progress
22-348	2022-04-11	THAT Council direct staff to draft a tax exemption bylaw establishing conditions and application requirements to grant property tax exemptions on the assessed improvement value of affordable rental housing projects.	FS DS	In Progress
22-349	2022-04-11	THAT Council direct staff to report to Council during the 2023 budget discussions on the establishment of a reserve to support affordable housing.	FS	In Progress
22-319	2022-03-14	THAT Council authorize the expenditure of the remaining \$5,960,000 of the currently authorized project budget of \$9,700,000 for the Wastewater Upgrade Project; and THAT Council authorize an increase to the Maple Reinders contract by \$5,960,000, from \$1,700,000 to \$7,660,000 to proceed with purchasing and construction of the Wastewater Upgrade Project, to the extent of the currently authorized budget.	OP FS	In Progress In Progress
	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
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