

**The Corporation of the Village of Cumberland**  
**Regular Council Meeting Minutes**



**June 27, 2022, 5:30 p.m.**  
**Council Chamber, 2675 Dunsmuir Avenue**

Council Present: Mayor Leslie Baird  
Councillor Jesse Ketler  
Councillor Vickey Brown  
Councillor Gwyn Sproule

Regrets: Councillor Sean Sullivan

Staff Present: Michelle Mason, Interim Chief Administrative Officer/CFO  
Courtney Simpson, Manager of Development Services  
Rob Crisfield, Manager of Operations  
Kaelin Chambers, Economic Development Officer  
Karin Albert, Senior Planner  
Meleana Searle, Planner  
Rachel Parker, Corporate Officer

**Mayor Baird called the meeting to order at 2:00 p.m. and offered a territorial acknowledgement.**

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**1. Agenda**

1.1 Approval of Agenda

Motion 22-428

**Moved by:** Sproule

**Seconded by:** Ketler

THAT Council approve the Agenda for the June 27, 2022 Regular Council Meeting with the removal of item 6.10, 2021 Statement of Financial Information (SOFI).

**Carried Unanimously**

**2. Minutes**

2.1 Adoption of Minutes

Motion 22-429

**Moved by:** Ketler

**Seconded by:** Brown

THAT Council adopt the following minutes:

- Regular Council Meeting, June 13, 2022

**Carried Unanimously**

2.2 Receipt of Committee Minutes

Motion 22-430

**Moved by:** Brown

**Seconded by:** Ketler

- THAT Council receive the minutes of the Advisory Planning Commission, June 9, 2022

**Carried Unanimously**

3. **Delegations**

None

4. **Unfinished Business**

None

5. **Correspondence**

5.1 Jessie Ketler, Chair, Comox Valley Regional District Board, regarding Automotive Service Stations

Motion 22-431

**Moved by:** Sproule

**Seconded by:** Brown

THAT Council receive the correspondence from Jessie Ketler, Chair of the Comox Valley Regional District Board regarding Automotive Service Stations.

**Carried Unanimously**

Motion 22-432

**Moved by:** Ketler

**Seconded by:** Brown

THAT the correspondence from Jessie Ketler, Chair of the Comox Valley Regional District Board regarding Automotive Service Stations be referred to staff to report back to Council.

**Carried Unanimously**

## 6. Reports

### 6.1 Development & Development Variance Permit Application 2727 Allen Avenue

Motion 22-433

**Moved by:** Sproule

**Seconded by:** Ketler

THAT Council receive the Development & Development Variance Permit Application – 2727 Allen Avenue report.

**Carried Unanimously**

Motion 22-434

**Moved by:** Ketler

**Seconded by:** Sproule

THAT Council deny the development variance permit (2022-04-DV) to increase the maximum permitted gross floor area of the accessory dwelling unit, on the property described as Lot 5, District Lot 21, Nelson District, Plan 14377 (2727 Allen Avenue).

**Carried Unanimously**

### 6.2 Development Variance Permit Application 2688 Penrith Avenue

Motion 22-435

**Moved by:** Brown

**Seconded by:** Ketler

THAT Council receive the “Development Variance Permit – 2688 Penrith Avenue” report.

**Carried Unanimously**

Motion 22-436

**Moved by:** Ketler

**Seconded by:** Brown

THAT Council refer the development variance permit to vary the required number of parking spaces from five to one, on the property described as Lot 1, Block 4, District Lot 21, Nelson District, Plan 522 (2688 Penrith Avenue), to the Advisory Planning Commission.

**Carried Unanimously**

6.3 Development Variance Permit Application 4640 Cumberland Road

Motion 22-437

**Moved by:** Brown

**Seconded by:** Ketler

THAT Council receive the “Development Variance Permit– 4640 Cumberland Road” report.

**Carried Unanimously**

Motion 22-438

**Moved by:** Brown

**Seconded by:** Sproule

THAT Council refer the development variance permit to reduce the east side-setback from 7.5m (24.6ft) to 3.0m (9.8ft) on the property described Lot 1, Section 25, Township 10, Comox District, Plan 35738 (4640 Cumberland Road) to the Advisory Planning Commission.

**Carried Unanimously**

6.4 Rezoning Application of Lot A Ulverston Avenue for Referral

Motion 22-439

**Moved by:** Ketler

**Seconded by:** Brown

THAT Council receive the Rezoning Application of Lot A, Ulverston Avenue for Referral report.

**Carried Unanimously**

Motion 22-440

**Moved by:** Brown

**Seconded by:** Sproule

THAT Council refer the rezoning application of Lot A, Ulverston Avenue to the Advisory Planning Commission and the Homelessness and Affordable Housing Committee for comment, and;

THAT Council direct staff to review the draft Master Partnering Memorandum of Understanding with BC Housing and present a final agreement for consideration at an upcoming meeting.

**Carried Unanimously**

6.5 Wastewater Upgrade Project - Application to Gas Tax Strategic Priorities Fund

Motion 22-441

**Moved by:** Ketler

**Seconded by:** Brown

THAT Council receive the report “Wastewater Upgrade Project - Application to Gas Tax Strategic Priorities Fund”.

**Carried Unanimously**

Motion 22-442

**Moved by:** Ketler

**Seconded by:** Brown

THAT Council approve making the application to the Gas Tax Strategic Priorities Fund for funding of Phase 2 of the High Performance Wastewater Lagoon Upgrade Project, for a grant value of \$2,500,000; AND

THAT Council commit to funding the municipal portion of project (\$2,440,000) using a combination of existing, approved Green Municipal Fund funding and sewer reserves for a total project amount of \$4,940,000.

**Carried Unanimously**

6.6 Cumberland Business Association THRIVE Grant Update

Motion 22-443

**Moved by:** Ketler

**Seconded by:** Brown

THAT Council receive the Cumberland Business Association (CBA) THRIVE Grant Update report.

**Carried Unanimously**

Motion 22-444

**Moved by:** Brown

**Seconded by:** Sproule

THAT Council approve the scope of the Cumberland Business Association's THRIVE Grant Project as described in the Council Report dated June 22, 2022;  
AND

THAT Council direct staff to work with the Cumberland Business Association in THRIVE project implementation, including development of an operational agreement, and authorize the Chief Administrative Officer to execute the agreement.

**Carried Unanimously**

6.7 COVID-19 Restart Funding

Motion 22-445

**Moved by:** Sproule

**Seconded by:** Ketler

THAT Council receives the COVID-19 Restart Funding report.

**Carried Unanimously**

Motion 22-446

**Moved by:** Brown

**Seconded by:** Ketler

THAT Council allocates COVID-19 Restart Funding towards the following initiatives:

- \$5,000 for a workstation in operations facility
- \$12,000 for a concept plan for future operations facility
- \$80,000 for a development modernization project information technology solution
- \$5,000 for records management and retention policies
- \$10,000 for laptop workstations
- \$8,800 for janitorial equipment
- \$2,200 for municipal office purifiers
- \$9,200 for the Recreation Centre gym lighting system upgrade
- \$2,600 for a recreation scanner membership hardware
- \$8,300 for speed flasher units

- \$3,250 for a Lake Park digital sign
- \$10,500 for lost interest revenues on the Child Care Facility

**Carried Unanimously**

6.8 Emergency Pipe Replacement

Motion 22-447

**Moved by:** Sproule

**Seconded by:** Ketler

THAT Council receive the Emergency Pipe Replacement report.

**Carried Unanimously**

Motion 22-448

**Moved by:** Ketler

**Seconded by:** Sproule

THAT Council approve the inclusion of the storm drainage pipe replacement on Sutton Road and the watermain pipe replacement on Maryport Avenue into the 2022 budget and;

THAT Council direct staff to reflect these projects in a future 2022-2026 Financial Plan Bylaw amendment.

**Carried Unanimously**

6.9 2021 Annual Report

Motion 22-449

**Moved by:** Brown

**Seconded by:** Ketler

THAT Council receive the 2021 Annual Report.

**Carried Unanimously**

Motion 22-450

**Moved by:** Brown

**Seconded by:** Sproule

THAT Council give notice that Council will consider the 2021 Annual Report and submissions and questions from the public at the regular Council meeting of July 11, 2022.

**Carried Unanimously**

6.10 2021 Statement of Financial Information (SOFI)

\*\*This item was removed from the agenda.

6.11 Appointment of Deputy Corporate Officer

Motion 22-451

**Moved by:** Brown

**Seconded by:** Ketler

THAT Council receive the Appointment of Deputy Corporate Officer report.

**Carried Unanimously**

Motion 22-452

**Moved by:** Brown

**Seconded by:** Sproule

THAT Council appoint Andrea Samsom as Deputy Corporate Officer.

**Carried Unanimously**

6.12 Island Coastal Economic Trust Funding

Motion 22-453

**Moved by:** Sproule

**Seconded by:** Ketler

THAT Council receive the Island Coastal Economic Trust Funding report.

**Carried Unanimously**

**7. Bylaws**

7.1 Development Cost Charges Reserve Expenditure Bylaw

Motion 22-454

**Moved by:** Ketler

**Seconded by:** Sproule

THAT Council receive the Development Cost Charges Expenditure Bylaw report.

**Carried Unanimously**

Motion 22-455

**Moved by:** Brown

**Seconded by:** Sproule

THAT Council approve the transfer of \$2,500,000 from the Sewer Development Cost Charges Reserve to the Sewer and Water Infrastructure Asset Renewal Reserve for the wastewater upgrade project; and,

THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this transfer; and,

THAT Council give first, second and third reading to the “Development Cost Charges Reserve Expenditure Bylaw No. 1172, 2022”.

**Carried Unanimously**

**8. New Business**

None

**9. Notices, Motions and Announcements**

9.1 .

- Public Hearing - Vacation Rentals Regulations - July 6, 2022 at 7:00 p.m.  
Council Chambers - Zoning Amendment Bylaw No. 1170, 2022

**10. Question Period**

10.1 Question Period

There were no questions.

**11. Adjournment**

The meeting was adjourned at 7:39 p.m.

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Mayor

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Certified Correct by Corporate Officer